

**Petoskey District Library Board of Trustees**

500 E. Mitchell

231.758.3100

Thursday, April 23, 2026, 5:00 p.m.

**Call to order**

**Agenda**

**Public Comments:**

**Approval of Minutes:** Regular Meeting: March 24, 2026

**Approval of Bills:** March 2026

**Treasurer's Report on Financial Statements**

**Reports:**

- ◆ Friends of the Petoskey Library
- ◆ Comments/Questions from Township Representatives
- ◆ Director's Report

**Board Members' Comments:**

**Unfinished Business:**

**New Business:**

- ◆ Library Director Succession Plan
- ◆ August 27 meeting
- ◆ Master Plan Proposal Recommendation

**Public Comments:**

**Adjournment:**

*The Petoskey District Library will provide necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials, to individuals with disabilities upon a two week notice.*

**PETOSKEY DISTRICT LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, March 24, 2026**

The meeting was called to order by President Kim Block at 5:00 PM.

**Present:** Kim Block, Laura Dinon, Ann Ingles, Amy Janssens, Moira Donahoe (student) and Val Meyerson, Library Director

**Absent:** Trevor Nelson

**Agenda:** The agenda was approved by unanimous consent.

**Approval of Minutes:** The minutes of the regular meeting of February 26, 2026 were approved as presented by unanimous consent.

**Approval of Bills:** Payment of the bills for February 2026 was approved by unanimous consent.

**Treasurer's Report on Financial Statements:** There were no comments or questions.

**Reports:**

- Friends of the Library - Ethel Larsen reported that the Friends recently held their Annual Meeting and have decided to revert back to an October Annual Meeting next year. There are about 180 members. The annual Cabin Fever Sale had more shoppers than usual; profits are yet to be announced. The Friends are no longer sponsoring a Friends @ the Carnegie program series since the library is providing a great deal of programming now. In response to a question, Ethel stated that the Night at the Library fundraiser will be taking place every other year.
- Comments/questions from township representatives - Garrett Muir, representing Bear Creek Township, asked if the "contracted services" with individual names listed in the paid expenses was for tutors. Val replied in the affirmative.
- Director's Report - Val had provided a written report. She added that she had met with the window refurbishing contractor at the Carnegie earlier in the day. They will be working longer than originally planned, which necessitates adjustments in the use schedule for the building. There are no applications for a teen board member for next year yet, but Moira has been contacting students, and the information was published in the parent newsletter. Kim asked about the reports

of leakage in the Connector between the Carnegie and the Crooked Tree Art Center. Val replied that the city and CTAC share responsibility for that structure. Ann asked what the specific changes to the updated Open Meetings Act are. Val will try to find out but doesn't believe there are any drastic changes.

**Board Member Comments:** Amy noted she was happy to see how very busy the library was this afternoon as she arrived for this meeting. Moira agreed. Amy also wished to express her gratitude for the staff who were present at the elementary school parent conferences to talk about the library and sign people up for library cards.

**Unfinished Business:** None

**New Business:**

- Teen Library Internship - Discussion. "Next Chapter" will be a pilot program for teen interns, who in the course of 6 to 8 weeks of working at a participating library during the summer would be introduced to the various types of activities needed to keep a library functioning well. The plan is to have a cohort of interns and their local sponsors from ten libraries around the state participating this summer. Val and Nisa are interested in joining this program. The cost includes paying the intern, travel/hotel for cohort meetings including the local adult sponsor, and funds for a project developed by the intern if needed. Val projects that the total cost could be \$3500 to \$4500.

\*Laura moved and Kim seconded to support participating in the Next Chapter library intern program and finding a local student intern.

Motion carried unanimously.

**Public Comments:** None

The meeting was adjourned at 5:22 PM.

Respectfully submitted,  
Ann Ingles, Secretary

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

[Report].Invoice GL Account (3 Characters) = "271","718"

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
111433	03/04/2026	A-1 Outdoor Maintenance LLC	Contracted Services	720.00
111648	03/25/2026	Alliance Entertainment	Audio Visual - Children	9.77
111648	03/25/2026	Alliance Entertainment	Audio Visual - Children	60.99
111570	03/18/2026	Amazon Capital Services	Building Supplies	14.28
111570	03/18/2026	Amazon Capital Services	Tech. Equipment & Software	25.96
111570	03/18/2026	Amazon Capital Services	Programming - Young Adult	19.18
111570	03/18/2026	Amazon Capital Services	Programming - Children	118.53
111570	03/18/2026	Amazon Capital Services	Programming - Children	99.13
111570	03/18/2026	Amazon Capital Services	Building Supplies	46.34
111570	03/18/2026	Amazon Capital Services	Makerspace - Equip & Supplies	69.99
111570	03/18/2026	Amazon Capital Services	Audio Visual - Adult	66.80
111570	03/18/2026	Amazon Capital Services	Makerspace - Equip & Supplies	52.77
111570	03/18/2026	Amazon Capital Services	Books - Adult	220.81
111570	03/18/2026	Amazon Capital Services	Office/Library Supplies	28.87
111570	03/18/2026	Amazon Capital Services	Office/Library Supplies	43.18
111489	03/11/2026	Armstrong, Janet Elaine	Contracted Services	1,200.00
111437	03/04/2026	Atchison Paper & Supply	Building Supplies	355.27
111576	03/18/2026	Atchison Paper & Supply	Building Supplies	73.52
111650	03/25/2026	Atchison Paper & Supply	Office/Library Supplies	290.80
111492	03/11/2026	Bassett, Susan Jane	Contracted Services	810.00
111497	03/11/2026	Carter's Imagewear & Awards	Miscellaneous	1,087.35
111498	03/11/2026	Centaris	Contracted Services - Software	432.00
111444	03/04/2026	Cintas Corp #729	Building Supplies	31.62
111444	03/04/2026	Cintas Corp #729	Building Supplies	31.62
111444	03/04/2026	Cintas Corp #729	Building Supplies	31.62
111499	03/11/2026	CITY OF PETOSKEY - DMB	Community Outreach	250.00
111445	03/04/2026	City Treas. for Utility Bills	Public Utilities	2,105.07
111445	03/04/2026	City Treas. for Utility Bills	Public Utilities	452.74
111501	03/11/2026	Collias-Glaser, Hellene Kay	Contracted Services	390.00
111587	03/18/2026	Demco	Office/Library Supplies	180.53
111589	03/18/2026	Dennis Gartland & Niergarth	Professional Services	296.81
111658	03/25/2026	DTE Energy	Heating Fuel	1,482.67
111658	03/25/2026	DTE Energy	Heating Fuel	597.85
111502	03/11/2026	Ducastel, Barbara	Contracted Services	180.00
111504	03/11/2026	Emmet Co. Dept of Public Works	Contracted Services	865.00
111596	03/18/2026	Envisionware Inc.	Office/Library Supplies	955.00
111508	03/11/2026	Fisher, Amy	Contracted Services	270.00
111510	03/11/2026	Friendship Centers of Emmet County	Printing/Advertising/Postage	800.00
111516	03/11/2026	Hansen, Carol Margaret	Contracted Services	150.00
111520	03/11/2026	Himebauch, Kelly L	Contracted Services	240.00
111523	03/11/2026	Ingram Library Services	Books - Adult	3,252.71
111523	03/11/2026	Ingram Library Services	Books-Children's	1,532.95
111523	03/11/2026	Ingram Library Services	Books - Young Adult	674.10
111524	03/11/2026	Integrity Business Solutions	Office/Library Supplies	87.32
111526	03/11/2026	Jakeway, Patricia	Contracted Services	600.00
111454	03/04/2026	John E. Green Co.	Building Repair & Maintenance	197.00
111613	03/18/2026	Key Government Finance Inc	Interest Payment	4,584.48
111455	03/04/2026	Know Way Out LLC	Training & Travel	321.00
111458	03/04/2026	Lake Effect Restoration	Building Repair & Maintenance	8,483.16
111531	03/11/2026	Lakeshore Learning	Programming - Children	206.94
111669	03/25/2026	Metropolitan Life Insurance Company	Fringe Benefits	350.54
111461	03/04/2026	Meyer Ace Hardware	Building Supplies	22.12

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
111461	03/04/2026	Meyer Ace Hardware	Building Supplies	17.99
111461	03/04/2026	Meyer Ace Hardware	Building Supplies	23.37
111461	03/04/2026	Meyer Ace Hardware	Building Supplies	9.30
111461	03/04/2026	Meyer Ace Hardware	Building Supplies	7.19
111535	03/11/2026	Michigan Library Association	Training & Travel	25.00
111537	03/11/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	4,480.00
111538	03/11/2026	Mitrovich, Michael	Contracted Services	750.00
111671	03/25/2026	Mitrovich, Michael	Contracted Services	300.00
111540	03/11/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,200.00
111674	03/25/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	900.00
111625	03/18/2026	PAC2	Contracted Services	1,132.00
111626	03/18/2026	Peninsula Fiber Network LLC	Communications	89.10
111678	03/25/2026	Priority Health	Fringe Benefits	7,838.66
111474	03/04/2026	Smith, Christine R.	Programming - Adult	198.00
111476	03/04/2026	Spectrum Business	Communications	120.73
111479	03/04/2026	Sweep Shop, The	Building Repair & Maintenance	42.90
111552	03/11/2026	T-Mobile	Communications	313.37
111554	03/11/2026	Trophy Case, The	Office/Library Supplies	20.00
111638	03/18/2026	Unique Management Services Inc.	Contracted Services	23.30
111641	03/18/2026	Van's Business Machines	Equipment Repair & Maintenance	85.00
111688	03/25/2026	Van's Business Machines	Equipment Repair & Maintenance	341.23
111483	03/04/2026	Villarreal, Shannon	Programming - Adult	450.00
111560	03/11/2026	Yallup, Tracey	Contracted Services	330.00
Grand Totals:				54,165.53

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	.00	54,165.53-	54,165.53-
271-790-724.000	8,189.20	.00	8,189.20
271-790-751.000	1,605.70	.00	1,605.70
271-790-752.000	664.24	.00	664.24
271-790-760.000	3,473.52	.00	3,473.52
271-790-760.100	1,532.95	.00	1,532.95
271-790-760.200	674.10	.00	674.10
271-790-761.000	66.80	.00	66.80
271-790-761.100	70.76	.00	70.76
271-790-801.000	296.81	.00	296.81
271-790-802.000	10,060.30	.00	10,060.30
271-790-802.100	432.00	.00	432.00
271-790-850.000	523.20	.00	523.20
271-790-880.000	250.00	.00	250.00
271-790-905.000	5,280.00	.00	5,280.00
271-790-912.000	346.00	.00	346.00
271-790-920.000	2,557.81	.00	2,557.81
271-790-924.000	2,080.52	.00	2,080.52
271-790-930.000	8,723.06	.00	8,723.06
271-790-931.000	426.23	.00	426.23
271-790-955.000	1,087.35	.00	1,087.35
271-790-958.000	424.60	.00	424.60
271-790-958.100	648.00	.00	648.00
271-790-958.200	19.18	.00	19.18
271-790-964.000	122.76	.00	122.76

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GL Account	Debit	Credit	Proof
271-790-986.000	25.96	.00	25.96
271-792-992.000	4,584.48	.00	4,584.48
Grand Totals:	<u>54,165.53</u>	<u>54,165.53-</u>	<u>.00</u>

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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

[Report].Invoice GL Account (3 Characters) = "271","718"

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Report Criteria:

Check Detail.GL account (3 Characters) = "271,718"

Check.Created date = 03/01/2026-03/31/2026

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Check Number	Check Issue Date	Name	GL Account	Amount
10375	03/11/2026	Springvale Township	271081411000	17,743.99
111643	03/18/2026	Hexagon Records	271790761000	194.00
Grand Totals:				<u>17,937.99</u>

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**CITY OF PETOSKEY**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2026

**FUND 271 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OPERATING REVENUE</u>					
271-081-402.000 STATE AID	9,328.24	9,328.24	18,500.00	( 9,171.76)	50.42
271-081-403.000 CURRENT PROPERTY TAX	.00	.00	1,094,600.00	( 1,094,600.00)	.00
271-081-405.000 PROPERTY TAX - BEAR CREEK	17,530.11	256,094.77	259,300.00	( 3,205.23)	98.76
271-081-407.000 PROPERTY TAX - RESORT	37,256.09	202,142.57	205,800.00	( 3,657.43)	98.22
271-081-409.000 PROPERTY TAX - LITTLE TRAVERSE	15,223.23	162,661.10	169,400.00	( 6,738.90)	96.02
271-081-411.000 PROPERTY TAX - SPRINGVALE	6,441.67	58,489.52	60,900.00	( 2,410.48)	96.04
271-081-432.000 CURRENT PROPERTY TAX - PILOT	.00	.00	7,700.00	( 7,700.00)	.00
271-081-445.000 PENALTIES & INTEREST	43.06	245.20	2,500.00	( 2,254.80)	9.81
271-081-566.000 GRANTS	13,649.00	23,649.00	23,000.00	649.00	102.82
271-081-657.000 PENAL FINES	.00	.00	70,000.00	( 70,000.00)	.00
271-081-658.000 REIMBURSEMENTS	438.05	438.05	6,500.00	( 6,061.95)	6.74
271-081-687.000 PAID CARDS	125.00	1,125.00	3,500.00	( 2,375.00)	32.14
271-081-692.000 COPIES	833.20	2,511.20	6,000.00	( 3,488.80)	41.85
271-081-694.000 BOOK SALE	1,181.89	2,925.00	13,000.00	( 10,075.00)	22.50
271-081-695.000 CONTRACTED WAGES	.00	.00	14,000.00	( 14,000.00)	.00
271-081-696.000 MERCHANDISE SALES	141.00	379.00	1,500.00	( 1,121.00)	25.27
<b>TOTAL OPERATING REVENUE</b>	<b>102,190.54</b>	<b>719,988.65</b>	<b>1,956,200.00</b>	<b>( 1,236,211.35)</b>	<b>36.81</b>
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	665.59	1,695.98	13,000.00	( 11,304.02)	13.05
271-082-682.000 OTHER	337.37	705.50	4,000.00	( 3,294.50)	17.64
271-082-684.000 BUILDING RENT	175.00	2,839.00	8,000.00	( 5,161.00)	35.49
271-082-696.000 DONATIONS	378.58	4,809.03	10,000.00	( 5,190.97)	48.09
<b>TOTAL NON-OPERATING REVENUE</b>	<b>1,556.54</b>	<b>10,049.51</b>	<b>35,000.00</b>	<b>( 24,950.49)</b>	<b>28.71</b>
<b>TOTAL FUND REVENUE</b>	<b>103,747.08</b>	<b>730,038.16</b>	<b>1,991,200.00</b>	<b>( 1,261,161.84)</b>	<b>36.66</b>

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2026

**FUND 271 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY</u>						
271-790-702.000	SALARIES & WAGES - FULL-TIME	40,330.21	115,419.65	532,300.00	416,880.35	21.68
271-790-704.000	SALARIES & WAGES - PART-TIME	18,947.10	55,480.02	276,100.00	220,619.98	20.09
271-790-724.000	FRINGE BENEFITS	20,178.79	59,568.59	269,300.00	209,731.41	22.12
271-790-751.000	OFFICE/LIBRARY SUPPLIES	1,538.38	3,157.07	11,500.00	8,342.93	27.45
271-790-752.000	BUILDING SUPPLIES	253.28	1,593.74	8,500.00	6,906.26	18.75
271-790-760.000	BOOKS - ADULT	220.81	7,392.13	40,000.00	32,607.87	18.48
271-790-760.100	BOOKS-CHILDREN'S	.00	4,320.11	24,000.00	19,679.89	18.00
271-790-760.200	BOOKS - YOUNG ADULT	.00	1,060.70	5,000.00	3,939.30	21.21
271-790-760.400	PERIODICALS	.00	139.00	9,000.00	8,861.00	1.54
271-790-761.000	AUDIO VISUAL - ADULT	862.70	1,305.53	8,300.00	6,994.47	15.73
271-790-761.100	AUDIO VISUAL - CHILDREN	60.99	175.21	1,500.00	1,324.79	11.68
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	.00	87.48	1,000.00	912.52	8.75
271-790-762.000	ELECTRONIC MATERIALS	.00	31,019.63	61,000.00	29,980.37	50.85
271-790-762.100	DATA BASES	.00	1,641.45	4,500.00	2,858.55	36.48
271-790-801.000	PROFESSIONAL SERVICES	296.81	296.81	5,000.00	4,703.19	5.94
271-790-802.000	CONTRACTED SERVICES	9,990.30	26,630.90	95,100.00	68,469.10	28.00
271-790-802.100	CONTRACTED SERVICES - SOFTWARE	1,361.71	2,251.69	39,400.00	37,148.31	5.71
271-790-850.000	COMMUNICATIONS	545.58	1,560.90	8,300.00	6,739.10	18.81
271-790-880.000	COMMUNITY OUTREACH	.00	250.00	2,500.00	2,250.00	10.00
271-790-885.000	DONATION EXPENSE	.00	.00	3,000.00	3,000.00	.00
271-790-887.000	BANK CHARGES	77.32	207.07	800.00	592.93	25.88
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	1,366.99	9,773.61	46,100.00	36,326.39	21.20
271-790-912.000	TRAINING & TRAVEL	343.25	2,261.26	13,200.00	10,938.74	17.13
271-790-915.000	MEMBERSHIPS & DUES	135.00	350.00	1,500.00	1,150.00	23.33
271-790-920.000	PUBLIC UTILITIES	2,419.90	7,660.30	33,000.00	25,339.70	23.21
271-790-924.000	HEATING FUEL	2,080.52	8,351.09	16,500.00	8,148.91	50.61
271-790-930.000	BUILDING REPAIR & MAINTENANCE	652.00	18,424.34	59,500.00	41,075.66	30.97
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	341.23	878.83	4,200.00	3,321.17	20.92
271-790-937.000	INSURANCE & BONDS	12,133.06	12,133.06	12,500.00	366.94	97.06
271-790-955.000	MISCELLANEOUS	90.11	1,462.69	5,700.00	4,237.31	25.66
271-790-958.000	PROGRAMMING - CHILDREN	217.66	957.21	9,500.00	8,542.79	10.08
271-790-958.100	PROGRAMMING - ADULT	.00	3,695.60	17,000.00	13,304.40	21.74
271-790-958.200	PROGRAMMING - YOUNG ADULT	19.18	1,923.30	3,000.00	1,076.70	64.11
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	122.76	597.49	3,500.00	2,902.51	17.07
271-790-970.000	CAPITAL OUTLAY	.00	.00	5,500.00	5,500.00	.00
271-790-985.000	EQUIPMENT	.00	.00	5,000.00	5,000.00	.00
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	25.96	62.05	43,500.00	43,437.95	.14
271-790-995.000	ADMINISTRATIVE FEES	.00	.00	7,400.00	7,400.00	.00
TOTAL LIBRARY		114,611.60	382,088.51	1,692,700.00	1,310,611.49	22.57

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2026

**FUND 271 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>BOND DEBT REQUIREMENT</u>					
271-792-991.000 PRINCIPAL PAYMENT	.00	.00	245,000.00	245,000.00	.00
271-792-992.000 INTEREST PAYMENT	4,584.48	4,584.48	9,200.00	4,615.52	49.83
271-792-993.000 PAYING AGENT FEES	.00	.00	300.00	300.00	.00
TOTAL BOND DEBT REQUIREMENT	<u>4,584.48</u>	<u>4,584.48</u>	<u>254,500.00</u>	<u>249,915.52</u>	<u>1.80</u>
 TOTAL FUND EXPENDITURES	 <u>119,196.08</u>	 <u>386,672.99</u>	 <u>1,947,200.00</u>	 <u>1,560,527.01</u>	 <u>19.86</u>
 NET REVENUES OVER EXPENDITURES	 <u>( 15,449.00)</u>	 <u>343,365.17</u>	 <u>44,000.00</u>	 <u>299,365.17</u>	 <u>780.38</u>

# CITY OF PETOSKEY

BALANCE SHEET  
MARCH 31, 2026

## FUND 271 - LIBRARY FUND

### ASSETS

271-000-001.000	CASH	37,990.89	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	800,656.30	
271-000-056.000	ACCRUED INTEREST RECEIVABLE -	505.17	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	30,495.54	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	2,309.39	
		<hr/>	
	TOTAL ASSETS		872,132.29
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### LIABILITIES AND EQUITY

#### LIABILITIES

271-000-202.000	ACCOUNTS PAYABLE	11,493.34	
271-040-253.000	ACCRUED INTEREST	2,292.00	
271-040-261.000	ACCRUED PAID TIME OFF	21,330.10	
271-040-292.001	DEFERRED G/L ON REFUNDING	( 2,733.00)	
		<hr/>	
	TOTAL LIABILITIES		32,382.44

#### FUND EQUITY

271-000-390.000	FUND BALANCE	223,384.68	
271-000-395.000	FUND BALANCE - RESERVED	273,000.00	
	REVENUE OVER EXPENDITURES - YTD	343,365.17	
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	TOTAL FUND EQUITY		839,749.85
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	TOTAL LIABILITIES AND EQUITY		872,132.29
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## **Petoskey District Library**

Director's Report: April 2026

### **Val's Update:**

- Linda Adams will be retiring as the director of the Northland Library Cooperative. We have appointed a hiring committee to begin the search. Linda has agreed to stay on until we hire the replacement.
- We are being honored with an award from the Belong organization. Belong: Northern Michigan Immigrant Inclusion network, was established Nov. 2024. They are a network of institutions that serve newcomers (migrants, refugees, immigrants, etc.) residing in the 21 northernmost counties of Michigan's lower peninsula. The network's objectives include to better identify the newcomer populations, to share resources, best practices and referrals, and to work together to obtain additional resources as needed. I will be attending their inaugural conference in Gaylord on Friday to receive the award.
- The Feature of the Month is still BiblioBag. I've included the press release about the service. Please share with anyone you think may be interested.
- Our exhibit is coming this fall: Women and Water. We are busy scheduling programming and collaborations. We were just notified that the Community Foundation will be supporting the exhibit through an \$8,000 grant award. We were also awarded a \$1,000 stipend from the Michigan League of Handweavers in support of the exhibit. These funds will be for the installation, programming, and publicity for the exhibit.
- Apparently, I did not file our paperwork in time for the reinvestment of our annual distribution from the community foundation. We will receive a check for \$4,798. I am thinking that this may be a blessing as we could use that to fund the cost of the unexpected water damage. Our portion of the cost of that is our \$10,000 deductible. The insurance company is paying \$6,991.
- Jodi attached her report from the Public Library Association annual conference.

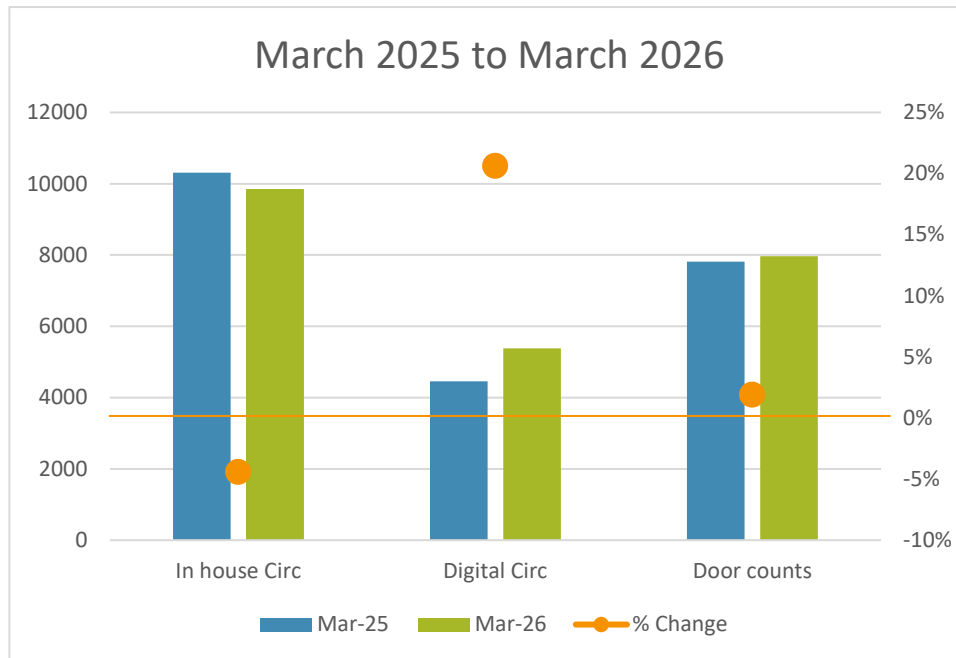
### **Facility**

- Children's Program Room project is complete. The old tables are removed, the wall is repaired and repainted.
- The Carnegie window project has been delayed, due to a delay on submitting our SHPO application. We are currently trying to reschedule. New start date potentially May 18.

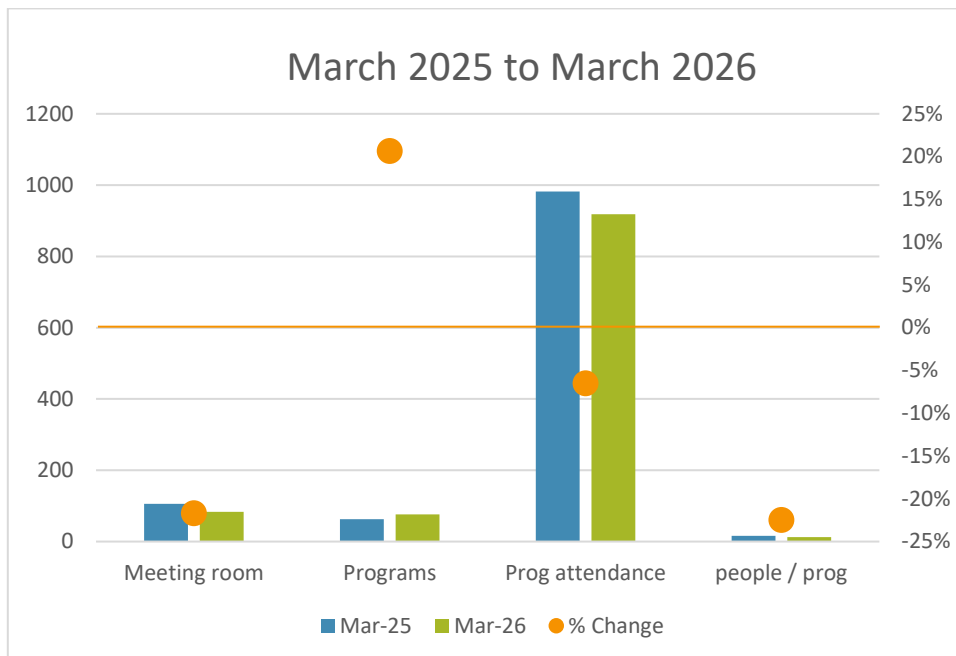
### **Youth/Teen Departments:**

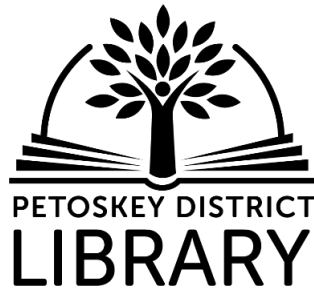
- Kim, Nisa and I will review the applicants for the teen board position and have a recommendation to you at the May meeting.
- We also have a few applicants for our teen internship. Nisa and I will be reviewing the applicants and interviewing hopefully next week.

We continue to follow the trend of decreasing physical circulation and increasing digital circulation. Surprising that door counts were up, since we were closed three days for snow.



Number of program offerings went up, but attendance went down. This may be because of our new evening play group that we are still not getting much attendance at. But all in all, our programming is still strong.





*Contact:* Jodi Haven  
*Telephone:* 231-758-3121  
*Email:* [jhaven@petoskeylibrary.org](mailto:jhaven@petoskeylibrary.org)  
*Website:* [www.petoskeylibrary.org](http://www.petoskeylibrary.org)

FOR IMMEDIATE RELEASE  
February 25, 2026

## Library's BiblioBag Delivery Service Continues for All Eligible Emmet County Residents

For many Emmet County residents, the library is more than a building—it's a lifelong connection to stories, learning, and comfort. For those who are temporarily or permanently homebound, Petoskey District Library's BiblioBag delivery service helps ensure that connection doesn't fade.

"The BiblioBag program is a real godsend for me because I'm disabled and don't have a car to get around," shared one participant. "I've been a library fan since I was a kid, and I've always loved borrowing books. It's my hope that the program sticks around because it lets folks like me, who might not have other options, enjoy books that aren't free anywhere else online. It's super important for those of us who rely on these services to keep that connection to the amazing world of stories."

BiblioBag allows eligible homebound residents throughout Emmet County to receive library materials by mail at no cost, including books, DVDs, CDs, and audiobooks. The service helps remove transportation barriers while preserving the joy and independence that come with choosing one's own reading and viewing materials.

PDL first launched BiblioBag in January 2022 for residents within its original service area, including the City of Petoskey and the townships of Bear Creek, Little Traverse, Resort, and Springvale. As participation grew, so did the stories—of readers rediscovering favorite authors and of participants eagerly awaiting delivery days.

Recognizing the program’s impact, library staff applied for support through Emmet County’s senior millage funding process in summer 2022. The application emphasized not only BiblioBag, but also PDL’s broader outreach efforts, including biweekly deliveries to senior living facilities and ongoing investment in large print collections.

Each year, the Emmet County Advisory Committee on Agency awards senior millage funds to organizations that support older adults. PDL received \$12,375 in 2023, enabling planning for countywide expansion. Continued funding followed with \$14,400 in 2024, \$14,162 in 2025, and an approved allocation of \$13,149 for 2026—ensuring that residents who depend on this service can continue to do so.

“BiblioBag isn’t just about delivering materials,” said library staff Jodi Haven. “It’s about dignity, access, and making sure people don’t lose touch with something that has brought them comfort and joy their entire lives.”

Eligible residents who are temporarily or permanently homebound are encouraged to contact their home library to learn more about qualifying for BiblioBag service. Participating libraries include Alanson Public Library, Harbor Springs Library, Mackinaw Area Public Library, and Petoskey District Library. Residents unsure of their home library may contact Jodi Haven at 231-758-3121 for assistance.

For more information about PDL services and events, visit [petoskeylibrary.org](http://petoskeylibrary.org) or call 231-758-3100. Library hours are Monday–Thursday 10 a.m.–7 p.m., Friday 10 a.m.–6 p.m., Saturday 10 a.m.–5 p.m., and Sunday noon–5 p.m.###

# PLA 2026 Session Notes

## Opening Session with Bryan Stevenson

04/01/2026

I am so lucky to hear Bryan Stevenson speak for the second time! Bryan is the founder and director of the Equal Justice Initiative in Montgomery, Alabama. His life has been spent challenging inequality, overturning wrongful convictions and protecting the vulnerable in the criminal justice system. He wrote the book *Just Mercy*, which I highly recommend. Some of his main points that are relatable in the library field:

- There is power in proximity- be present in communities.
- Challenge narratives that feed hatred. There is liberation in truth.
- Stay hopeful.
- Do uncomfortable things.
- The opposite of poverty is not wealth. It is justice.

## Becoming One Library: How to Build Better Internal Communications

04/01/2026

When I ask circstaff for feedback one topic that comes up often is communication. Front line staff get asked the majority of questions, yet keeping them in the loop of the constant flow of information is challenging because they are part-time and almost always busy serving the public and completing desk tasks. So, is it a communication problem, or a structure or process problem? How do you fix "I want to know everything, but I don't have time to read anything?" This session was partly review, but offered actionable steps we can take to improve internal communications.

- Growth impacts employees differently—communication must bridge that gap. When managers are excited about adding more and more new services, etc., this can be daunting for other staff who are part-time and feel the pressure of keeping up
- Build trust. Trust depends on **acting on feedback**, not just collecting it
- Communication should be **multi-directional**, not purely top-down... what is stopping the flow?
- Simplicity and accessibility are critical ... determine who needs to know what
- Staff need to know info before the public!
- Champion a sense of belonging

### Actionable ideas for us:

ASK! Where are staff feeling the disconnects in communication? Conduct a communications audit using the workbook provided.

Is Slack + email + meeting minutes + newsletter + event calendar effective? What info goes where? There are often different preferences amongst generations. Suggested making a monthly

informational poster of highlights to place in the breakroom that focuses on quick, glanceable updates. Offer quick microbursts of info, and make sure they know where to find info.

Their 3 quick fixes are:

- Informational Emails sent by department head, broken down into bullets of what you need to know and what you can do. Management is not *reporting*, but communicating.
- Using a staff intranet (similar to how we use Slack)
- Floor Friendly Videos... this seems more appropriate for large library systems with multiple branches

## Engage, Empower, Evolve: Using Staff Input to Strengthen Culture

04/01/2026

This session built on the earlier session about communications. We heard from 3 libraries who hired a firm to survey and hold focus groups for their staff. The foundation of job satisfaction is feeling valued and connected to not only your role, but to your team and the overall mission of the Library. Culture feeds performance and retention. Staff should feel engaged, empowered, respected, supported, enabled to grow, and valued. Managers are key to engaging the three types of employees and building a culture (engaged, not engaged, actively disengaged). They do this with collaborating on an action plan, benchmarking. Our strategic priority of Care for Staff helps guide us as we work to provide the best internal culture we can for staff.

**Action Plan examples:**

- Increase outlets for employee recognition. Will focus on easy, fun ways to do this!
- Address resource needs. Do we have what we need to be successful?
- Provide more ways to showcase strengths
- Attend as a listener, not a fixer (this is hard)!!!! – increase the opportunities for input. Be open to constructive criticism.
- Define and present our purpose, vision, and strategy. Do staff know the WHY of management decisions? Help them feel more part of the solution and direction.
- Implement “Leadership Shadow Days” ... management spends a day on the front lines.
- Monitor and review progress- interpret survey results with all staff; don’t hide low scores. Tell them what you heard from the survey, tell them what you can and what you cannot change

## Legal Issues in Public Libraries Forum

04/01/2026

This session discussed some of the real-world legal issues libraries deal with—like what to do when someone says a book is “obscene,” how to respond if law enforcement shows up, and how to handle challenges or disruptions in the library. It was not legal advice, but more of an open space to talk through common situations and recent cases. Overall, it’s about being prepared,

having solid policies in place, and handling challenges in a consistent, thoughtful way—so you can protect access while keeping things running smoothly.

Actionable items for us:

- Only accept book challenges from people in your service area
- Build a group of community supporters who can speak up for the library
- Set limits on how often the same item can be challenged
- Make sure our conduct and behavior policies are clear and enforceable
- Be ready for First Amendment audits
- Regarding our policies, remember that words like “objectionable” or “inappropriate” don't really have legal definitions
- Have a plan for dealing with law enforcement requests
- Think through policies for things like service animals if issues come up

## How to Build Compassionate Boundaries

### 04/01/2026

I attended this session because I wanted the answer to the question “Why do we struggle with boundary setting?” I notice this issue most between staff and patrons- not in aggressive ways usually (thank goodness), but more so monopolizing employee’s time, oversharing, or bending policies. The session did offer suggestions for dealing with aggressive behaviors, too, which I found helpful. It is okay for a patron to be upset! If they are not respecting boundaries, you can interrupt and let them know that you hear them, but out of respect for their emotional energy, you are not the right person to help them, but you can point them to resources that can better support them.

#### Helpful Language:

“I need to ensure I give you the best help I can, so I'm going to refocus us: what is the library task I can help you out with today?”

“I want to be respectful of my time and yours; tell me the goal you want to accomplish today so we can focus on that.”

“I appreciate that you see the library as a trusted space. It is important that we maintain a professional relationship so I can continue to provide you the best support within the scope of my work.”

## Opening of Exhibits Hall & Off-site Bibliocommons Meet & Greet at Union Rooftop, Ingram Meet & Greet at Lumber Square

### 04/01/2026 -04/02/2026

Appointment with Michelle Derheim to discuss and look at the [Charlie Cart](#) a mobile food demonstration and food programming cart for schools and libraries. I have started research on

bringing a cart like this to PDL to help us add food programming, possibly in partnership with Grain Train. Stopped all of the furniture booths to get information on seating. Ended the evening at a Bibliocommons sponsored event where I met a few of their staff and talked about using a hoopla API to integrate hoopla item MARC records into our catalog. Would love to see how this increases access to so many more items for our patrons.

Meeting with Kyle Kigin with Bibliotheca to discuss selfcheck needs. We looked at a model that would suit our needs and be a terrific upgrade from what we are currently using. We will be meeting on Zoom later this spring to discuss further.

## **Big Ideas with Dr. Ruha Benjamin: Race to the Future? From Artificial Intelligence to Abundant Imagination**

### **04/02/2026**

A very scholarly address on how we as librarians should unlearn intelligence as “smartness” and innovation as social progress. She believes that technology perpetuates inequality, calling this the “New Jim Code”. How do we do this? Benjamin said we should become “bullshit detectors”. There are two stories told of a tech-dystopian future. One, the Hollywood view where technology will ultimately slay us; two, the Silicon Valley view where technology saves us. She encourages us to reject the notion that these are the only realistic options. We should dream a little before we think. Remember that imagination is a muscle. Libraries can be spaces for learning AND unlearning (of those harmful systems). Rely on ancestral intelligence rather than artificial intelligence.

## **Curiosity in Crisis: Managing Conflict in Growing Uncertainty**

### **04/02/2026**

This was an interactive session where we heard from 3 libraries on they cope with and tackle unpredictable and tense situations in their libraries from 3 different perspectives- adult, youth, and staff. We formed pairs with our neighbors and worked through a number of scenarios to be better equipped at deescalating, building relationships with patrons, and training staff on proactive problem solving. Remember that patrons may have differing ideas of what a library should be. Sometimes they're coming here with trauma and so a change to their expectations can cause a stress response. A ten-cent print job to print a necessary job resume that they suddenly need can send them over the edge. Don't forget: “My good customer service is not the reason they're acting out”. Words often do not matter- it's in your body language. Be sure though to build trust and establish boundaries.

Actionable items for us:

- Those who are not should subscribe to Ryan Dowd's email blasts
- Schedule regular de-escalation training or practice scenarios at meetings
- Normalize stepping away and make sure everyone knows who or how to ask for backup... “Can you take over here?”
- Reinforce zero tolerance towards staff AND patrons- make sure policies are enforced

- Aim for small, positive interactions before any crisis “I am glad you’re here” ... “Let me know if you need anything” ...
- Build relationships with partners before you need them. Keep a quick-reference guide (Harbor Hall, Nehemiah House, etc.)
- A great question during de-escalation... “**What would make this easier**”
- Review our emergency booklet to make sure it includes staff supportive language

## Highway to Hell: The Good Intentions Journey

### 04/02/2026

An eye-opening discussion from three library leaders who shared some behind-the-scenes stories and how emotions sometimes influence decision making and why that can create bigger problems. Though the examples were out there and very specific, I took away some key points.

- It’s okay to fail forward. Make it okay to learn from mistakes. Usually, give second chances and assist staff who are struggling (while still following laws and policies). Don’t forget though that tolerance of bad behavior can result in a loss of confidence from your team.
- Have clear policies in place so you can follow with less emotion
- Create transparent procedures
- Address conflicts quickly and DOCUMENT
- Think about how your “solution” affects the rest of the Library. Quick fixes do not always work long-term.

## How to Amplify Local Voices with a Library Listening Booth

### 04/02/2026

This was a short session on the How-To Stage that provided info on a relatively easy project using an old phone booth as a listening booth to engage visitors to the Library in an experience sharing their stories. We can partner with other organizations to find out how we can draw these stories out from the community. Stories are recorded and can be played back using the phone inside the booth. LOVE this idea! Who has a phone booth for me?

## How to Create Engaging Book Displays that Connect with Your Community

### 04/02/2026

In this session I gathered some creative ideas for dynamic **interactive** book displays. The presenter was part of a larger library system, so they go all out when creating these displays and then the display material travel branch to branch. It got me thinking about collaborating with a few of our local consortia libraries! An idea that I feel would be well received here is the Recommended Reads starter packs. We’d create cards of a variety of subgenres (adventure, sci-fi, horror, etc.) and list book examples. The cards are in the style of a collector card, like Pokémon, or baseball cards...

We tried this with bookmarks, but this is a fun spin and it's time to update our bookmarks with newer titles. I am looking forward to sharing this with our staff who do book displays!

## How to Create Effective Community Feedback Tools for Libraries

04/02/2026

In this session Suffolk Public Library explained the Planning, Testing, and Implementation phases of a huge survey project they completed. What surprised me most was their long timeline- they used a two-month testing period. I collected some resources we could use to design another customer feedback survey. Also, I loved the idea of adding a QR code to our current suggestion form box. I am planning to do that soon!

## Designing Accessible and Equitable Library Card Registration Policies

04/02/2026

Data collected from the [Brooklyn Public Library Access Project](#) help drive changes at Denver and Tacoma libraries. Access is customer service. When you make a patron promise to be welcoming, your library card policies should reflect that. We can't assume that everyone is willing to approach the desk, OR that they know how to navigate our systems. Denver Library plans to time to roam outside with coffee to invite folks in. We should identify organizations we can work with to offer "community cards". (Talk to Women's Resource Center). The front lines are the first touch point for visitors. What is their experience when they ask for a card? Frame it like a conversation. The conversation shouldn't end at NO. You don't have to require a driver license- a photo ID works (don't ask for a driver license!!) Err on the side of access. Do you want to welcome a patron back more than the loss of replacing an \$8 paperback? Remote access is helpful for immigrant families who may be nervous to visit the library. After learning about [Quipu](#), online card registration ID verification, I met with them in the vendor area and will have a meeting soon to determine if this would be a good pair with our online registration form.

## e-Obsessed: Manage Resources, Expectations, and Demand for Libby Lovers

04/03/2026

PDL isn't the only library facing issues with long holds lists on Libby titles! Librarians from Minnesota libraries (in the WORLD'S largest circ-ing consortium) shared their experiences and suggestions. Their ideas to help the flow and increase patron satisfaction:

- Be transparent on budget between libraries
- Do we all have the same weeding plan, checkout periods, and number of loans
- Do we know which day of the week each library is purchasing new titles

- Cost-per-Circ has improved greatly since launching- be sure we are aware and utilize it
- Promote physical copies when you can (we used to have the opposite problem!)
- Curate lists in Libby
- Consider Lucky Day Items for popular titles

## How to Build a Canva Learning Program that Works for your Community

### 04/03/2026

With so many people starting to use Canva (ourselves included) it may be time to offer programming on how to use this powerful tool. I know for certain some of our staff would love this and could use it right away to enhance the projects they are creating. This librarian shared resources for how to develop a series of classes (building websites, slide decks, and print materials, for example). We seem to have a great response to technology classes, so I think this would be a great area to focus on next.

## Memory Cafés in Libraries: Creating Meaningful Connections

### 04/02/2026

This was by far my favorite session and one that I would love to see PDL implement. Rotarians in England started this movement in 1997. A memory café is a welcoming social gathering for people who are experiencing brain changes (dementia and the entire spectrum) and for their caregivers. You do not need a diagnosis to attend, but be clear in describing the program so folks know it is not an informational session about dementia, etc. Keep sessions under 2 hours- 1.5 hours is the sweet spot. Consider parking- this may need to take place at the Carnegie. This is also a great opportunity to involve volunteers (FOPPL?) Be sure to join the Memory Café Alliance- they offer free training. When I search for up to 100 from Petoskey, no Memory Cafes are found! The resources that I gathered are saved and will be very useful if we want to implement this program.



**Petoskey District Library**  
**Assistant Director & Circulation Supervisor**

**Petoskey District Library**  
**Library Director Succession Plan: 2026**

**Guideline in the Event of an Unplanned Absence**

**1. Rationale**

The Director at the Petoskey District Library is a central element in the organization's success. Therefore, ensuring that the key functions of the Director are well-understood and shared amongst the team members is important to ensure organizational stability and leadership continuity in the event of unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition even when it is predictable and planned.

The purpose of this plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of the Petoskey District Library. While the Director acknowledges that such an absence is highly improbable and certainly undesirable, she believes that due diligence in exercising executive-level management functions requires that it have an emergency backup plan in place. It is expected that this plan will ensure continuity in the administration of the organization's day-to-day programs and operations.

**2. Business as Usual**

This emergency backup plan and the staffing structure at the Petoskey District Library are intended to minimize disruption in quality service and maintain business as usual to the extent possible. Business as usual includes maintenance of the following:

- A. Delivery of all library services
- B. Facilities and information technology maintenance and upkeep
- C. Board meetings will continue on the regular schedule
- D. Budget will be drafted in a timely manner
- E. State Aid Report will be completed on time (Feb 1)
- F. Patron issues will be dealt with in a timely manner
- G. Correspondence will be handled in a timely manner
- H. PAC2 Billing and reporting will be done in a timely manner
- I. Overdrive billing and weeding will be done in a timely manner

**3. Emergency Backup Staffing Plan Implementation**

The Library Board President will implement this plan in the event of a planned or unplanned temporary, short-term absence of the director. As soon as feasible, following notification of an unplanned temporary or short-term absence, the Board may convene a meeting of the Trustees, and staff to affirm the procedures prescribed in this plan, or to modify them if needed.

While this timeline may vary based on circumstances, the suggested steps for implementation are:

- Director informs Board President immediately of unplanned absence.
- Library board president notifies the Assistant Director.

- Board president calls a meeting of the trustees and Assistant Director, if warranted.

#### 4. Definitions

- A temporary absence is one in which it is expected that the staff member will return to his/her position once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.
- A short-term absence is 3 weeks to two months.
- A long-term absence is one that is expected to last more than two months.
- A permanent absence is one in which it is firmly determined that the staff member will not be returning to the position.

#### 5. Emergency Backup plan in event of a temporary, unplanned SHORT-TERM absence

- A. Cross-training plan  
The Director will develop a plan for training of all backup personnel in the key functions of the director. The training plan will be attached to this document upon completion.
- B. Compensation  
The Board President may consider a salary adjustment for any key personnel, depending on their increase in job duties.

#### 6. Emergency Backup plan in event of a temporary, unplanned LONG-TERM absence

- A. Cross-training plan  
The Director will develop a plan for training of all backup personnel in the key functions of the director. The training plan will be attached to this document upon completion.
- B. The Assistant Director will be named Interim Director.
- C. Compensation  
The Interim Director will immediately receive a 20% increase in pay, to stay in effect as long as the position continues. The pay will revert back to the initial amount as soon as the director is back in position.
- D. The Board will give immediate consideration, in consultation with the Interim Director, to temporarily hire an assistant to assist with the work load. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the employee(s) to carry the duties of more than one position.

#### 7. Emergency Backup plan in event of a PERMANENT unplanned absence

The procedures and conditions will be the same as for a long-term temporary absence with one addition: The Library Board will immediately begin the search process to fill the vacancy. Review the "Hiring Plan for Library Director" document.

**8. Approvals and maintenance of record**

- A. Emergency Backup plan approval  
This emergency backup plan will be reviewed by the Board of Trustees, Director, and Assistant Director. It will be reviewed annually to make any needed changes.
  
- B. Signatories  
This plan will be signed by Board President, Director, Assistant Director.
  
- C. Maintenance of record  
Copies of this plan will be maintained by the Board President, Director, and Assistant Director.

**Reviewed: April 2026**

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Kim Block, President

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Valerie Meyerson, Library Director

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Jodi Haven, Assistant Director

**Emergency Backup Staffing Plan Detail:  
Library Director**

**Name:** Valerie Meyerson

**Staffing of Key Functions**

Key functions	Short term staffing strategies	Training Timeline
Planning	All planning functions will be on hold until director is back in place	
Management		
Staff relationships/meetings	Jodi	Complete
Email/correspondence	Jodi	Complete
Building Issues	Facility Mgr / Jodi	Complete
Financial Stewardship		
Budget	Jodi	Complete
Accounts Payable	Jodi	Complete
Time Cards	Jodi	Complete
Deposits	Mary B	Complete
Petty Cash Check	Mary B	Complete
Year End Pay Raises	Jodi	Complete
Community Relations		
Liaison to City Hall	Jodi	Complete
Patron issues	Jodi	Complete
Friends of the Library - liaison	Stacy	
Townships	Jodi	Complete
Library Board / Leadership		
Board Meetings	Jodi	Complete
Other Tasks		
State Aid Report	IT Mgr	
Annual Report	Stacy, with input from staff	
Newsletter duties	Jodi - letter Stacy - Impact Story	Complete
PAC2 Treasurer	IT Mgr	
Overdrive Billing	Mary B	Complete
Overdrive Weeding	Mary B	Complete

**Critical Relationships**

<b>Critical relationships that must be maintained</b>	<b>Person accountable for maintaining the relationship</b>	<b>Notes</b>
President of the Board	Jodi	Tier 1 notification
President of FOPL	Jodi	Tier 1 notification
City Hall – Audrey Plath	Jodi	Tier 1 notification
Northland Library Coop	Jodi	Tier 1 notification
PAC2	Mary Sue	Tier 1 notification
Up North Digital Steering Committee	Mary B	
PHSACF	Jodi	
Petoskey Chamber	Stacy	
Media Requests	Jodi	
CTAC – Exec Dir	Jodi	
Township Supervisors	Jodi	

**Cross Training**

Val's computer log in – have IT Mgr provide access.

1. Budget
  - a. Discussion with staff begins in May/June – send update on current budget numbers to all staff responsible for accounts. Hold individual meetings with each staff about their budget needs
  - b. Request tax estimate numbers from the four township supervisors and the City CFO (August)
  - c. Library Board discussion at the July meeting; first draft August meeting; approval of upcoming budget at the September meeting
  - d. Wage scale is set through 2028. Another wage/salary survey should be done in 2028 and another 3 year wage scale brought to the library board in June of 2028, in preparation of the 2029 budget.
  - e. Final budget (without extra sheets) sent to City CFO by end of September.
  
2. New Year Pay Raises
  - a. Form is located in Shared>Staff>Personnel Forms>Hourly Rate Increases
  - b. Complete one form for each employee receiving a raise, based on approved budget
  - c. Make a copy of the form for personnel file
  - d. Completed paper forms need to be delivered to payroll clerk at city hall the first week of December
  
3. Accounts Payable:
  - a. Invoices – initialed, dated, account numbers, scanned and filed, delivered to Nicole at City Hall by Tuesday morning
  - b. Amazon – the first of the month all invoices are sent to me. Look at each invoice and forward to staff responsible for their approval. Copy the invoice number, amount and PO onto the Amazon worksheet. Once all invoices are returned for approval, initial each and submit all for payment; scan and file prior to submitting for payment
  - c. Ingram – Two statements arrive at the beginning of the month and collection staff verify that all invoices were received with a check mark on the statement. When the statements land in the to be paid folder, verify that all invoices are filed properly. Combine each statement's invoices into one pdf. Email each statements packet of invoices to A/P Clerk (Nicole). Sign, date, and write appropriate account numbers on each statement, scan and file. Then submit for payment.
  - d. Credit Card – confirm that each charge has a receipt. ALL charges need to have backup. If none can be found, you can write up a hand written note of what the charge is for. Write the account number for each charge on the bill. Sign and date the bill. Scan bill and all receipts and file, prior to submitting for payment
  
4. Time Cards
  - a. Verify all staff has submitted a timecard and each has proper date, signatures, and employee number
  - b. Record PT hours on current budget spreadsheet
  - c. Scan (in alpha order) and file
  - d. Cut timecards down and reorganize into employee number order
  - e. Submit timecards to Payroll Clerk (Sharalen) by Tuesday morning.

5. State Aid
  - a. Log in to my computer
  - b. The State Aid Portal is bookmarked
  - c. The log in information should be saved, if not and you have trouble logging in, contact Joe Hamlin at LofM and he will be able to get you in.
  - d. Fill in all the questions.
  - e. Most statistics are saved in the Library Statistics Folder.
  
6. Deposits & Petty Cash
  - a. Deposits are ready to go to Fifth/Third twice a month (around the 1<sup>st</sup> and 15<sup>th</sup>)
    - i. Jodi prepares the deposit
    - ii. Take the deposit in the blue bank bag to Fifth/Third and afterwards, place deposit receipt in the bag and return to Jodi
  - b. Petty Cash checks
    - i. Jodi will make sure Nicole and Bridget know that petty cash check should be made payable to Mary Beauchamp
    - ii. Jodi prepares the check and once it is printed will put in your mailbox
    - iii. Check must be cashed at your own banking facility – get cash in five and ten dollar denominations
    - iv. Give Jodi the cash and the check stub
  
7. Annual Report
  - a. This report should be created in January and ready for publication in February.
  - b. Information can be sent to Mitchell Graphics will do the layout and printing.
  - c. Print no more than 200.
  - d. Dispersed to all the township halls, city hall, school district, library.
  - e. Bring to Friends of the Library Meeting
  - f. This is presented in the spring to all governing bodies
  
8. Board Meetings
  - a. Board meets monthly (no meeting in December)
  - b. Agenda is prepared two weeks prior to meeting
  - c. Packets are emailed to the “Board Packet” group 3 to 5 days prior to the meeting
  - d. Prepare Agenda (*H:\Board\Meetings*)
    - i. Review the annual calendar, last year’s agenda, last month’s minutes for any items that need to be discussed
    - ii. Prepare base agenda and send to board president for input
  - e. Minutes should have been emailed from secretary, review the minutes for any issues that may need to be corrected
  - f. Review the financial reports sent from Nicole at City Hall
    - i. Check register – review the checks and be prepared to answer questions about unusual or non-regular payments.
    - ii. COD Check register includes non-regular or one time payments
    - iii. Review balance sheet and income/loss statement. Look for anomalies and be prepared to explain
  - g. Prepare Director’s Report – a written report of the activities from the prior month at the library

- i. Gather information to include from meeting minutes from the prior month, events calendar, and personal calendar
    - ii. Include the prior months statistics. Either update the graphs or provide basic statistical information from the prior month, commenting on how the trend is moving.
  - h. Any new business needed, make sure to include back up information about such item – even if it’s a written statement about why it is up for discussion
  - i. Once agenda has been approved by president, create the packet.
    - i. Make sure there are back-up documents for each agenda items
    - ii. Combine all files in the correct meeting order into one pdf
  - j. Email the packet to the “Board Packet” group contact list
  - k. Update the shared folders, Library Board folders with permanent information – minutes and packets are filed appropriately
  - l. Update the website
    - i. Add the agenda
    - ii. Add the minutes of the previous meeting
    - iii. Add the new packet
  - m. If minutes are corrected at the meeting, than make sure you go back and update the permanent files on shared and website with the corrected minutes
  - n. Attend meeting
    - i. answer any questions; provide an oral board report; take notes on any action items need from the meeting
    - ii. Report back to all staff about any pertinent decisions made at meeting
- 9. PAC2 Treasurer
  - a. PAC2 Treasurer sends two rounds of annual bills. There is a spring cycle, March, and a fall cycle, October.
  - b. Billing information can be found in Shared>PAC2>Financial Information
    - i. There are two spreadsheets in this folder, one for Revenues and one for Expenses, where checks and deposits are tracked.
    - ii. Address list for our vendors is located here
    - iii. Look back at the billing from the previous season. The bills should be similar.
  - c. Mary Sue will create the initial template.
    - i. Review the Template
    - ii. Check the file for any invoices that may need to be billed out
    - iii. There may be some individual library bills that need to be included
    - iv. This bills will be filed in the appropriate season folder
  - d. Spring Billing
    - i. OCLC Cat Express
    - ii. Administrative
    - iii. VC3
  - e. Fall Billing
    - i. Sirsi Annual
    - ii. BiblioCommons Annual
    - iii. Administrative
  - f. Once the bill template is complete and accurate, save a pdf of each individual library bill.

- g. Send an email to the director at each library, with the invoice attached, along with the “backups” of everything we are billing for. Add a read receipt to the email.
    - i. Print a hard copy of the Montmorency bill and mail.
    - ii. Print a hard copy of the Petoskey bill and put into payment process
    - iii. If haven’t received a check within 3 weeks, send a follow up email reminder.
  - h. Deposits
    - i. Add amounts that are billed to the Revenue spreadsheet.
    - ii. Make two deposits, first after 4 – 5 checks arrive. Deposit slips are in the PAC2 file drawer, first folder on left. We bank at Huntington.
    - iii. Update the revenue spreadsheet.
    - iv. Once all checks are deposited, make the payments.
  - i. Payments
    - i. Check book is in the PAC2 file drawer, first folder on the left. Include invoice # on check.
    - ii. A list of addresses can be found in: Shared>PAC2>Financial Information>Addresses
    - iii. Update the Expense spreadsheet
  - j. PAC2 Meetings – treasurer will report on bank balances at PAC2 meeting. Huntington Log in information can be found: Shared>PAC2>Financial Information>Banking
10. OverDrive Weeding
- a. Every month a report is sent to a PAC2 weeder to clean up our Sirsi database.
  - b. Shared>Overdrive>Weeding Reports
    - i. Make note of the date of the last time the report was run, from the Weeders Schedule document
    - ii. Make note of whose turn it is
  - c. Run the weeding report
    - i. Log in to Overdrive holds manager account, (upnorthmichigan.lib.Mholds pw: mholds) select Admin from the blue navigation bar, and then select weeding
    - ii. Click Search Collection and the search box will pop up
      - 1. Weeded button should be selected
      - 2. No other filters should be added
      - 3. All other boxes should be on default, or All
      - 4. Click Create Worksheet
      - 5. Please note there is no way to search by date, so this spreadsheet is huge
    - iii. Clean up worksheet
      - 1. First, sort by weeded date with newest on top
      - 2. Create a second tab, and then select the current records up to the date of the last time the report was run, then paste those records into the new tab.
      - 3. Delete the original tab and then clean up the new tab

- a. Delete the rows not needed – leave title, creator, ISBN Current holds (look at a past report)
- b. Save into the Weeding folder, following the previous naming strategy
- iv. Email the next weeder the updated spreadsheet, and the weeding instructions. Ask them to let you know when it is complete.
  1. Update the PAC2 Weeders document
    - a. Highlighted dates are those that completed the task
    - b. If there is a date that is not highlighted, confirm with the weeder that they completed the list.

## 11. OverDrive Billing

- a. On December 1<sup>st</sup> OverDrive billing spreadsheet is updated for new year.
- b. Billing spreadsheet can be found: Shared>Overdrive>Steering Comm>Billing Sheet for UND – CURRENT
- c. Run the annual circulation numbers for UND and add the circ #s to the spreadsheet
- d. Confirm that all the numbers updated properly.
- e. Billing formulas
  - i. Host fee: \$8000 flat fee, divided by the # of members
  - ii. Content cost: \$134,200: each member pays a percentage, half based on population and the other half based on circulation
  - iii. Magazine cost: \$25,000: each member pays a percentage, half based on population and the other half based on circulation
- f. Make a copy of the spreadsheet, as a separate document, to send to the coop directors. Send the coop directors (NLC & MMLL) the copy of the spreadsheet, cc the steering committee chair. They use this to bill their members.
- g. Send OverDrive the billing breakdown, with the coop directors cc'd
  - i. Include the amount to bill each coop, broken down by type
  - ii. Include the amount to credit each of our accounts
  - iii. Here's a sample email to Katie Strong:
 

Hi Katie,  
Here is the breakdown of the UND bill and account credits:

### Bill Northland as follows:

- Admin – \$2,909.09
- Content – \$57,084.04
- Magazines – \$10,634.14
- Total: \$71,127.27

### Bill Mid Michigan as follows:

- Admin – \$5,090.91
- Content – \$77,115.96
- Magazines – \$14,365.86
- Total: \$96,572.73

<b>Content Credit:</b>	
Fiction	47,580.00
Non-Fiction	12,200.00
Teen	12,810.00
Children's	12,810.00
Holds Mgr	49,300.00

## Petoskey District Library Director

**Supervised By:** Library Board of Trustees  
**Supervises:** Management Team  
**FLSA:** Exempt  
**Last Reviewed:** January 2024

We are passionate about building and sustaining an inclusive and equitable environment for all staff and patrons. We believe every team member enriches our overall strength by exposing us to a broad range of ways to understand and serve our community.

### **Mission Statement**

The mission of the Petoskey District Library is to provide an exceptional place to nurture knowledge and inspire curiosity.

### **General Summary**

The Library Director works at the pleasure of the Library Board of Trustees to represent the Library in the community, plan services and programs, administer library policies, supervise staff, oversee operations and develop collections. The Director works with considerable freedom of action subject to board policies and directives and must demonstrate the ability to solve problems collaboratively through innovative, imaginative and creative leadership.

### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

#### **Planning**

- Develops policies, services and resources to meet the immediate and long-range goals of the Library
- Collaborates with the board to define and articulate the library's vision and to develop strategies for achieving that vision

#### **Management:**

- Hires, supervises and oversees continuing education for staff
- Oversees the operations of the Library and manages its compliance with legal requirements
- Promotes a culture that reflects the organization's values, encourages good performance and rewards productivity
- Supervises material selection

#### **Financial Stewardship**

- Develops annual budgets that support operating plans
- Ensures that Generally Accepted Accounting Principles (GAAP) are practiced
- Provides timely information to the Board regarding the organization's financial position

#### **Community Relations**

- Assures that the Library has high visibility in the community
- Works collaboratively with other community organizations
- Is active in a service organization
- Maintains collaborative working relationship with Friends of the Library Board

### **Library Board support and Leadership**

- Informs the Library Board of all matters relevant to their sphere of responsibility
- Informs the Board of workshops, conferences and professional meetings

### **Performs related work as required**

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- ALA accredited degree
- Five years administrative experience or equivalent
- Knowledge of professional ethics and library standards
- Familiarity with library information service delivery applications and uses of technology to provide service to the public
- Strong interpersonal skills

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to reach with hands and arms, and use hands to finger, handle, or feel. The employee must frequently lift and/or move light weight objects. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a library setting. The noise level in the work environment is usually quiet to moderate.

# Hiring Plan for Library Director Policy

## Petoskey District Library

### April 2026

The Board will use the following policy when hiring a Library Director

#### INTRODUCTION

Hiring a director is one of the library board's most important duties. While it can be an expensive, multi-faceted project, it also is an opportunity to infuse the library with new energy, vision, and leadership. During the hiring process the library board has an opportunity to take a fresh look at services and to reflect on the library's future direction.

The process can be full of pitfalls. This list of "do nots" should be discussed and considered:

- **Hiring to the weaknesses or strengths of the former director**
- **Evaluate each candidate on his/her own merit.** Each person has strengths and weaknesses and finding a comfortable balance of skills and attitudes is essential.
- **Rushing to resolution** – Recognizing the importance of having a director in place, a board may hastily make a hiring decision and not reflect on the qualities and vision they need in a new director.
- **Taking the easy way out** – Reviewing applicants for a library directorship is a lot of work and takes time. Boards should not take the easy way out and promote an internal candidate without going through the complete search process. Internal candidates should be evaluated as thoroughly as external candidates.
- **Being penny-wise and pound foolish** – This is not the time to be frugal. Taking time, using a consultant, and offering a good compensation package will help attract the best candidates available.
- **Assuming all candidates are 100% candid** – Sometimes candidates inflate their abilities and achievements. A thorough reference and background check should be conducted. Attention should be paid to both what is said and not said during reference checks.
- **Putting too much emphasis on technical abilities** – A library director should be more than a good librarian. Great library directors are visionary leaders that communicate well with the board, staff and community.

#### Interim Plan

In the event that the directorship becomes vacant without prior notice, the library board will follow the process set out in the approved succession plan.

#### Long Range Plan

Ideally, the Board would wish to have six months to a year's notice of the director's departure. The first action of the board will be to hire a consultant to help with the process of filling the job. Experienced consultants, familiar with the library personnel market, can expedite the selection and hiring process and can ease the library board's workload. Care must be taken to clearly define the scope of work the library board expects the consultant to complete. Boards should be aware that consultants can be more successful at getting reliable (more candid) references on candidates through the use of personal and professional connections. Because they have ushered so many boards through the hiring process, consultants tend to be more knowledgeable about the legalities

involved as well. Typically, the consultant will provide the Board with a detailed schedule for the hiring process.

Their experience helps them guide the library board by:

- Knowing how to ask appropriate questions
- Being aware of relevant laws such as sunshine /open meeting laws
- Making use of the consultant's local and national connections to recruit and screen candidates
- Using the consultant's experience to speed up the process
- Providing an unbiased outsider for meeting facilitation including brainstorming sessions and focus groups

Depending on the contract, a consultant could undertake the following:

- Visit the library and meet with staff, community groups and board to prepare a needs analysis
- Develop an accurate job description based on the needs analysis
- Create and distribute the job posting
- Assist in recruitment by preparing promotional material about the job and community
- Prepare interview questions
- Conduct phone interviews
- Facilitate in-person interviews
- Work with the board to evaluate applications based on criteria developed in the needs assessment process.

Depending on board needs, the consultant could do one of the following:

- Submit a complete list of all applications
- Submit a short list of potential candidates
- Present a top candidate
- Orchestrate visits for the candidates to the library and community
- Check references from the candidates' resumes and through the consultant's contacts
- Negotiate a contract between the library and candidate (if applicable)
- Develop a plan to introduce the new director to key community leaders, the staff, and the public

### **Exit interview**

The board should conduct an exit interview with the departing director in closed session. Sample discussion topics might be:

- How was the board/director relationship? How could it be improved?
- What did the director like most/least about the job?
- What issues should the board be addressing in the near future?
- Is there anything unique about the staff to share with a successor?
- Are there inside candidates who should be considered? What are their strengths/weaknesses?
- Is there any parting advice to offer before leaving?

## **Budget**

The board must prepare a budget for the replacement process. Fees will vary by the scope of the search (national vs. regional vs. local). Boards should expect to pay for:

- Contractual fee for consultant
- Advertising
- Candidate travel, meals and lodging expenses
- Travel expenses if Board wishes to interview at a conferences or conferences
- Moving expenses
- Reception expenses for the newly hired director

## **Salary and benefits**

Salary and benefits should be competitive with area libraries of like size. Use regional library salary surveys, if available. Posting a salary range (rather than a fixed salary) and being willing to negotiate salary and benefits demonstrates a board's flexibility to highly qualified candidates.

## **Selling the position and the community**

In order to attract a professionally qualified and diverse array of candidates, a position posting for library director should include a description of the community as well as a description of any special skills the candidate will need. A well-written summary will act as a snapshot from which a candidate can envision his/her place within the community.

Adapted from [A Library Board's Practical Guide to Finding the Right Library Director](#). Detroit Suburban Librarians' Roundtable Succession Planning Committee, Spring 2005.

## **Petoskey District Library**

### **Board Report: New Business: August 27, Meeting**

The Women and Water Exhibit will be installed on August 25<sup>th</sup>.

Some of the events include:

- August 26 – soft opening, community weaving project begins
- August 27 – Coffee @ 10 with Mary Burns the artist; 1pm Docent training; 5pm opening reception and talk by Mary Burns.
- September 5 – Water is Life Festival – popup library
- Week of September 6 – Page Turners will be discussion a book on topic
- September 12 – October 17 – related exhibit in the Atrium Gallery at CTAC
- September 14 – Weavers loom demonstrations in the lobby, 10-4
- September 23 – Film series will show *Bad River*
- Week of September 27 – Children's program offering
- Week of October 3 – Teen program offering
- October 15 – last day of exhibit
- October 16 - exhibit de-installation

The opening reception is on August 27<sup>th</sup>, a scheduled board meeting day. I would like to change our meeting time/day if possible.

Some options:

- August 27 – 3:30 pm
- August 20 – 5pm
- September 3 – 5pm
- Really any day / time that works for you all.

## **Recommendation for Architectural Services: Space Utilization & Master Plan**

Following our formal Request for Proposal (RFP) process, the Library received five comprehensive proposals. These were reviewed by the selection committee (Kim, Ann, and Val), who evaluated each firm based on their project understanding, proposed methodology, projected timeline, and total cost.

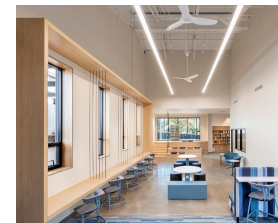
### **Selection Process**

After initial evaluations, the committee narrowed the field to three finalists: Quinn Evans, PLY+, and KRM Architecture. The committee contacted professional references for each firm. While all three finalists possess the expertise to execute this project successfully, the final selection was guided by KRM's specialized design philosophy and their alignment with our unique facility goals.

### **Why KRM Architecture?**

KRM Architecture stood out as an excellent partner for our Space Utilization and Master Plan for several reasons:

- They have a track record of successfully retrofitting buildings not originally designed as libraries, which matches our unique facility needs.
- Their approach prioritizes the integration of natural light, enhancing the patron experience while potentially improving energy efficiency.
- They utilize a "use-organized vs. user-organized" philosophy, ensuring a layout that is intuitive for the public while maintaining efficiency for staff.
- They emphasize "pliable infrastructure," creating flexible spaces that can evolve alongside the community's changing needs.



### **Committee Recommendation & Funding**

The committee formally recommends hiring KRM Architecture for the Space Utilization and Master Plan project.

We are pleased to share that the Friends of the Petoskey Public Library have generously agreed to fund the project. Because of this partnership, we can move forward with this vital planning process with little impact on our current operating budget.

**RFP Proposals Pricing Summary:**

<b>Firm</b>	<b>Pricing</b>	<b>Comments</b>
C2AE	Not to exceed \$65,000	Time, materials, reimbursables included
Quinn Evans	\$62,300	Does not include reimbursables of \$3,200
PLY+	\$42,400	Does not include reimbursables
DZA	\$24,823	Does not include reimbursables or optional fee schedule.
KRM	\$40,000	Does not include reimbursables, which would not exceed \$5,000

*If anyone would like copies of the full proposals, please ask Val and she will send you a copy.*