

Petoskey District Library Board of Trustees

500 E. Mitchell St
231.758.3100

Thursday, September 17, 2026, 5:00 p.m.

Call to order

Agenda

Public Comments:

Approval of Minutes: Regular Meeting: August 20, 2026

Approval of Bills: Aug 2026

Treasurer's Report on Financial Statements

Reports:

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

Board Members' Comments:

Unfinished Business:

New Business:

1. 2027 Budget Approval

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
Thursday, August 20, 2026

Meeting call to order by president Kim Block ant 5pm.

Present: Kim Block, Laura Dinon, Ann Ingles, Trevor Nelson, Brielle Burris and Val Meyerson, Library Director.

Absent: Amy Janssens

Agenda was approved by unanimous consent.

Public Comments: None

Approval of Minutes: The minutes of the regular meeting of July 30, 2026 were approved as presented, by unanimous consent.

Approval of Bills: Payment of bills for July 2026 were approved by unanimous consent. And there was a review of the Financial Statements were reviewed.

Reports:

- ◆ Presentation from Wild Ones about a new native plan garden being installed on the west end of the building.
- ◆ Merry Baxter from the Friends of the Petoskey Library reported that their annual meeting will be held October 19 at 5:30pm.
- ◆ Comments/Questions from Township Representatives – none.
- ◆ Ms. Meyerson reported:
 - no updates on the master plan
 - Lightbulb project of main fixtures on the main and second floor is almost complete
 - Women and Water exhibit opening reception is next Thursday, August 26 at 5:30 pm.

Board Members' Comments: None

Unfinished Business: None

New Business:

1. Budget Review – Ms. Meyerson reviewed the first draft of the budget noting that the cost of bringing our elevator up to code will be much less than anticipated. She also noted that she included the strategic plan goals in the budget as well as have a healthy amount to replenish the fund balance.
2. Ms. Meyerson presented the senior millage grant request for \$13,190. The grant supports the outreach efforts to the senior living facilities as well as the allowing out of district county residents to participate in the Bibliobag program.

Laura Dinon made a motion to approve the submittal of the grant request, with support from Ann Ingles. Motion carried unanimously.

Public Comments: None

Meeting adjourned at 5:50pm.

Respectfully submitted,
Val Meyerson, Director

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
113187	08/12/2026	4Imprint	Office/Library Supplies	508.64
113277	08/19/2026	Amazon Capital Services	Office/Library Supplies	431.84
113277	08/19/2026	Amazon Capital Services	Programming - Children	20.65
113277	08/19/2026	Amazon Capital Services	Programming - Young Adult	36.68
113277	08/19/2026	Amazon Capital Services	Books-Children's	14.37
113277	08/19/2026	Amazon Capital Services	Books - Adult	410.08
113277	08/19/2026	Amazon Capital Services	Community Outreach	8.99-
113277	08/19/2026	Amazon Capital Services	Programming - Children	23.93
113277	08/19/2026	Amazon Capital Services	Books - Young Adult	7.57
113277	08/19/2026	Amazon Capital Services	Programming - Young Adult	73.51
113277	08/19/2026	Amazon Capital Services	Tech. Equipment & Software	45.09
113280	08/19/2026	Atchison Paper & Supply	Building Supplies	364.01
113280	08/19/2026	Atchison Paper & Supply	Office/Library Supplies	194.80
113374	08/26/2026	Capital Area District Libraries	Miscellaneous	20.12
113121	08/05/2026	Centaris	Contracted Services - Software	432.00
113287	08/19/2026	Center Point Large Print	Books - Adult	58.04
113288	08/19/2026	CHEBOYGAN AREA PUBLIC LIBRARY	Miscellaneous	45.00
113122	08/05/2026	Cintas Corp #729	Building Supplies	21.80
113122	08/05/2026	Cintas Corp #729	Building Supplies	21.80
113122	08/05/2026	Cintas Corp #729	Building Supplies	21.80
113122	08/05/2026	Cintas Corp #729	Building Supplies	21.80
113122	08/05/2026	Cintas Corp #729	Building Supplies	21.80
113290	08/19/2026	Cintas Corp #729	Building Supplies	21.80
113123	08/05/2026	City Treas. for Utility Bills	Public Utilities	2,732.45
113123	08/05/2026	City Treas. for Utility Bills	Public Utilities	627.80
113292	08/19/2026	Connective Consulting LLC	Printing/Advertising/Postage	550.00
113200	08/12/2026	Discount School Supply	Programming - Children	60.94
113200	08/12/2026	Discount School Supply	Programming - Children	22.99
113200	08/12/2026	Discount School Supply	Programming - Children	34.49
113378	08/26/2026	Discount School Supply	Programming - Children	49.42
113379	08/26/2026	DTE Energy	Heating Fuel	82.21
113379	08/26/2026	DTE Energy	Heating Fuel	60.57
113203	08/12/2026	Edwards, Jessica	Contracted Services	750.00
113138	08/05/2026	Hohlbein, Mary	Training & Travel	76.20
113214	08/12/2026	Ingram Library Services	Books - Adult	2,633.11
113214	08/12/2026	Ingram Library Services	Books-Children's	1,263.95
113214	08/12/2026	Ingram Library Services	Books - Young Adult	774.98
113312	08/19/2026	Integrity Business Solutions	Office/Library Supplies	41.67
113390	08/26/2026	Kessler, Nisa	Training & Travel	434.83
113219	08/12/2026	Lakeshore Learning	Programming - Children	182.79
113223	08/12/2026	McLean & Eakin Booksellers	Books-Children's	47.97
113391	08/26/2026	Metropolitan Life Insurance Company	Fringe Benefits	74.88
113152	08/05/2026	Meyer Ace Hardware	Building Supplies	17.09
113152	08/05/2026	Meyer Ace Hardware	Building Supplies	34.00
113152	08/05/2026	Meyer Ace Hardware	Building Supplies	5.39
113152	08/05/2026	Meyer Ace Hardware	Building Supplies	8.98
113392	08/26/2026	Meyerson, Valerie	Office/Library Supplies	9.98
113392	08/26/2026	Meyerson, Valerie	Miscellaneous	69.29
113392	08/26/2026	Meyerson, Valerie	Programming - Children	.50
113392	08/26/2026	Meyerson, Valerie	Programming - Adult	43.18
113153	08/05/2026	Midwest Tape LLC	Audio Visual - Adult	44.99
113322	08/19/2026	Midwest Tape LLC	Audio Visual - Adult	154.96

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
113224	08/12/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	2,500.00
113323	08/19/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	269.00
112828	08/12/2026	Mitrovich, Michael	Building Supplies	195.01-
113225	08/12/2026	Mitrovich, Michael	Building Supplies	195.01
113324	08/19/2026	Myers, Alexandra	Office/Library Supplies	700.00
113326	08/19/2026	North Central Mich. College	Training & Travel	680.00
113231	08/12/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,200.00
113396	08/26/2026	Northland Library Cooperative	Contracted Services	4,792.57
113159	08/05/2026	OCLC Inc.	Contracted Services	633.14
113417	08/27/2026	OneAmerica	Fringe Benefits	64.21
113332	08/19/2026	Peninsula Fiber Network LLC	Communications	59.40
113398	08/26/2026	Priority Health	Fringe Benefits	6,504.26
113399	08/26/2026	Quadient Inc.	Office/Library Supplies	40.00
113340	08/19/2026	Smith, Christine R.	Programming - Adult	198.00
113246	08/12/2026	Spectrum Business	Communications	115.76
113251	08/12/2026	T-Mobile	Communications	305.29
113351	08/19/2026	Unique Management Services Inc.	Contracted Services	34.95
Grand Totals:				31,794.33

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	204.00	31,998.33-	31,794.33-
271-790-724.000	6,643.35	.00	6,643.35
271-790-751.000	1,926.93	.00	1,926.93
271-790-752.000	755.28	195.01-	560.27
271-790-760.000	3,101.23	.00	3,101.23
271-790-760.100	1,326.29	.00	1,326.29
271-790-760.200	782.55	.00	782.55
271-790-761.000	199.95	.00	199.95
271-790-802.000	7,410.66	.00	7,410.66
271-790-802.100	432.00	.00	432.00
271-790-850.000	480.45	.00	480.45
271-790-880.000	.00	8.99-	8.99-
271-790-905.000	3,319.00	.00	3,319.00
271-790-912.000	1,191.03	.00	1,191.03
271-790-920.000	3,360.25	.00	3,360.25
271-790-924.000	142.78	.00	142.78
271-790-955.000	134.41	.00	134.41
271-790-958.000	395.71	.00	395.71
271-790-958.100	241.18	.00	241.18
271-790-958.200	110.19	.00	110.19
271-790-986.000	45.09	.00	45.09
Grand Totals:	32,202.33	32,202.33-	.00

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

CITY OF PETOSKEY
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	.00	18,913.38	18,500.00	413.38	102.23
271-081-403.000	CURRENT PROPERTY TAX	.00	1,088,941.30	1,094,600.00	(5,658.70)	99.48
271-081-405.000	PROPERTY TAX - BEAR CREEK	.00	270,673.63	259,300.00	11,373.63	104.39
271-081-407.000	PROPERTY TAX - RESORT	.00	210,756.26	205,800.00	4,956.26	102.41
271-081-409.000	PROPERTY TAX - LITTLE TRAVERSE	.00	163,233.01	169,400.00	(6,166.99)	96.36
271-081-411.000	PROPERTY TAX - SPRINGVALE	.00	62,874.70	60,900.00	1,974.70	103.24
271-081-432.000	CURRENT PROPERTY TAX - PILOT	.00	3,964.46	7,700.00	(3,735.54)	51.49
271-081-445.000	PENALTIES & INTEREST	53.62	2,972.01	2,500.00	472.01	118.88
271-081-566.000	GRANTS	.00	39,747.00	23,000.00	16,747.00	172.81
271-081-573.000	REVENUE SHARING - LCSA	.00	1,247.39	.00	1,247.39	.00
271-081-657.000	PENAL FINES	.00	81,162.95	70,000.00	11,162.95	115.95
271-081-658.000	REIMBURSEMENTS	125.00	3,371.27	6,500.00	(3,128.73)	51.87
271-081-687.000	PAID CARDS	530.00	3,290.00	3,500.00	(210.00)	94.00
271-081-692.000	COPIES	289.64	5,811.17	6,000.00	(188.83)	96.85
271-081-694.000	BOOK SALE	1,194.25	9,859.45	13,000.00	(3,140.55)	75.84
271-081-695.000	CONTRACTED WAGES	.00	8,305.80	14,000.00	(5,694.20)	59.33
271-081-696.000	MERCHANDISE SALES	141.00	1,259.00	1,500.00	(241.00)	83.93
TOTAL OPERATING REVENUE		2,333.51	1,976,382.78	1,956,200.00	20,182.78	101.03
<u>NON-OPERATING REVENUE</u>						
271-082-664.000	INTEREST INCOME	539.21	5,154.15	13,000.00	(7,845.85)	39.65
271-082-682.000	OTHER	215.87	8,889.94	4,000.00	4,889.94	222.25
271-082-684.000	BUILDING RENT	375.00	8,456.03	8,000.00	456.03	105.70
271-082-696.000	DONATIONS	238.45	23,877.93	10,000.00	13,877.93	238.78
TOTAL NON-OPERATING REVENUE		1,368.53	46,378.05	35,000.00	11,378.05	132.51
TOTAL FUND REVENUE		3,702.04	2,022,760.83	1,991,200.00	31,560.83	101.59

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	34,927.67	332,605.44	532,300.00	199,694.56	62.48
271-790-704.000	SALARIES & WAGES - PART-TIME	21,680.09	162,826.39	276,100.00	113,273.61	58.97
271-790-724.000	FRINGE BENEFITS	24,027.51	165,184.43	269,300.00	104,115.57	61.34
271-790-727.000	OPERATING EQUIPMENT & TECH	.00	62.05	.00	(62.05)	.00
271-790-751.000	OFFICE/LIBRARY SUPPLIES	1,922.59	7,850.72	11,500.00	3,649.28	68.27
271-790-752.000	BUILDING SUPPLIES	577.52	4,738.31	8,500.00	3,761.69	55.74
271-790-760.000	BOOKS - ADULT	3,101.23	23,287.29	40,000.00	16,712.71	58.22
271-790-760.100	BOOKS-CHILDREN'S	1,380.69	12,253.45	24,000.00	11,746.55	51.06
271-790-760.200	BOOKS - YOUNG ADULT	782.55	3,596.30	5,000.00	1,403.70	71.93
271-790-760.400	PERIODICALS	.00	6,334.84	9,000.00	2,665.16	70.39
271-790-761.000	AUDIO VISUAL - ADULT	248.92	3,376.72	8,300.00	4,923.28	40.68
271-790-761.100	AUDIO VISUAL - CHILDREN	.00	836.22	1,500.00	663.78	55.75
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	.00	223.43	1,000.00	776.57	22.34
271-790-762.000	ELECTRONIC MATERIALS	.00	41,019.63	61,000.00	19,980.37	67.25
271-790-762.100	DATA BASES	.00	1,641.45	4,500.00	2,858.55	36.48
271-790-801.000	PROFESSIONAL SERVICES	.00	2,247.25	5,000.00	2,752.75	44.95
271-790-802.000	CONTRACTED SERVICES	7,410.66	62,459.88	95,100.00	32,640.12	65.68
271-790-802.100	CONTRACTED SERVICES - SOFTWARE	432.00	6,354.63	39,400.00	33,045.37	16.13
271-790-850.000	COMMUNICATIONS	480.45	3,650.49	8,300.00	4,649.51	43.98
271-790-880.000	COMMUNITY OUTREACH	72.00	790.30	2,500.00	1,709.70	31.61
271-790-885.000	DONATION EXPENSE	.00	300.00	3,000.00	2,700.00	10.00
271-790-887.000	BANK CHARGES	131.51	710.11	800.00	89.89	88.76
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	3,813.37	25,430.16	46,100.00	20,669.84	55.16
271-790-912.000	TRAINING & TRAVEL	2,186.25	9,240.22	13,200.00	3,959.78	70.00
271-790-915.000	MEMBERSHIPS & DUES	.00	1,346.00	1,500.00	154.00	89.73
271-790-920.000	PUBLIC UTILITIES	3,360.25	18,744.18	33,000.00	14,255.82	56.80
271-790-924.000	HEATING FUEL	142.78	11,576.92	16,500.00	4,923.08	70.16
271-790-930.000	BUILDING REPAIR & MAINTENANCE	134.61	42,946.63	59,500.00	16,553.37	72.18
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	.00	1,493.95	4,200.00	2,706.05	35.57
271-790-937.000	INSURANCE & BONDS	.00	11,856.73	12,500.00	643.27	94.85
271-790-955.000	MISCELLANEOUS	134.41	2,943.85	5,700.00	2,756.15	51.65
271-790-958.000	PROGRAMMING - CHILDREN	506.97	6,133.05	9,500.00	3,366.95	64.56
271-790-958.100	PROGRAMMING - ADULT	241.18	8,661.43	17,000.00	8,338.57	50.95
271-790-958.200	PROGRAMMING - YOUNG ADULT	110.19	2,878.26	3,000.00	121.74	95.94
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	.00	1,455.70	3,500.00	2,044.30	41.59
271-790-970.000	CAPITAL OUTLAY	.00	232.65	5,500.00	5,267.35	4.23
271-790-985.000	EQUIPMENT	.00	.00	5,000.00	5,000.00	.00
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	45.09	45.09	43,500.00	43,454.91	.10
271-790-995.000	ADMINISTRATIVE FEES	.00	7,400.00	7,400.00	.00	100.00
	TOTAL LIBRARY	107,850.49	994,734.15	1,692,700.00	697,965.85	58.77

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 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	.00	4,584.48	9,200.00	4,615.52	49.83
271-792-993.000	PAYING AGENT FEES	.00	300.00	300.00	.00	100.00
	TOTAL BOND DEBT REQUIREMENT	.00	4,884.48	254,500.00	249,615.52	1.92
	TOTAL FUND EXPENDITURES	107,850.49	999,618.63	1,947,200.00	947,581.37	51.34
	NET REVENUES OVER EXPENDITURES	(104,148.45)	1,023,142.20	44,000.00	979,142.20	2,325.32

CITY OF PETOSKEY

BALANCE SHEET
AUGUST 31, 2026

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	301,785.25	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	578,486.89	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	773,935.35	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	1,889.47	
TOTAL ASSETS			1,656,271.96

LIABILITIES AND EQUITY

LIABILITIES

271-040-226.000	DUE TO TOWNSHIPS	124,945.98	
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	(1,823.00)	
TOTAL LIABILITIES			146,745.08

FUND EQUITY

271-000-390.000	FUND BALANCE	223,384.68	
271-000-395.000	FUND BALANCE - RESERVED	263,000.00	
	REVENUE OVER EXPENDITURES - YTD	1,023,142.20	
TOTAL FUND EQUITY			1,509,526.88
TOTAL LIABILITIES AND EQUITY			1,656,271.96

Petoskey District Library

Director's Report: September 2026

Val's Update:

- New staffing: We have been really busy hiring, but we think we are done for the moment. Our fourth hire, Alissa Seelmann for the Marketing/Programming position, started the end of August and is really jumping right in! Trinity, our final hire of the season is our new page. She started last week and is picking up everything and will be up to speed in no time!
- Exhibit Update: The opening reception and the artists Coffee @ 10 program at CTAC went really well. We are hosting a steady stream of visitors through the exhibit and there are a few group tours scheduled in the next week or so. Lots of positive feedback.
- Northland Library Cooperative hired Stacy Pasche, from the Benzie Shores District Library as the new coop director. She is currently working with Linda Adams on the transition. Linda's last day is Sept 30.
- PAC2 Update: Northland Library Coop approved new bylaws creating a charter committee for PAC2. This is the first step in the transition of moving the ILS consortium from an independent organization to a committee of the coop. I will continue to act as treasurer through this transition, but look forward to handing off most of my role to the system admin and coop.
- Amber, from MLA, presented about MI Right to Read at the last staff meeting. She explained all the resources available on the website.
- I met with Audrey Plath, CFO City of Petoskey, and Eric Seeley, Empiric about our tech position transition. Empiric currently works with the city and takes care of the private side network at the library as well as our phone system. We have decided to transition the private side of the network to Empiric for maintenance. This will be a good fit since they already know our system and are familiar with how everything works in our building. Since Empiric already has a city contract, the additional cost to add the library is minimal.
- I've attached the notes from Nisa about her attendance at the ALA Annual Conference
- Vacation Update: I will be off on the 21st for Yom Kippur and then off to Colorado on the 22nd for Jeremiah's wedding on the 26th. I will be back in the library on the 29th. Jodi will be in charge during my time away.

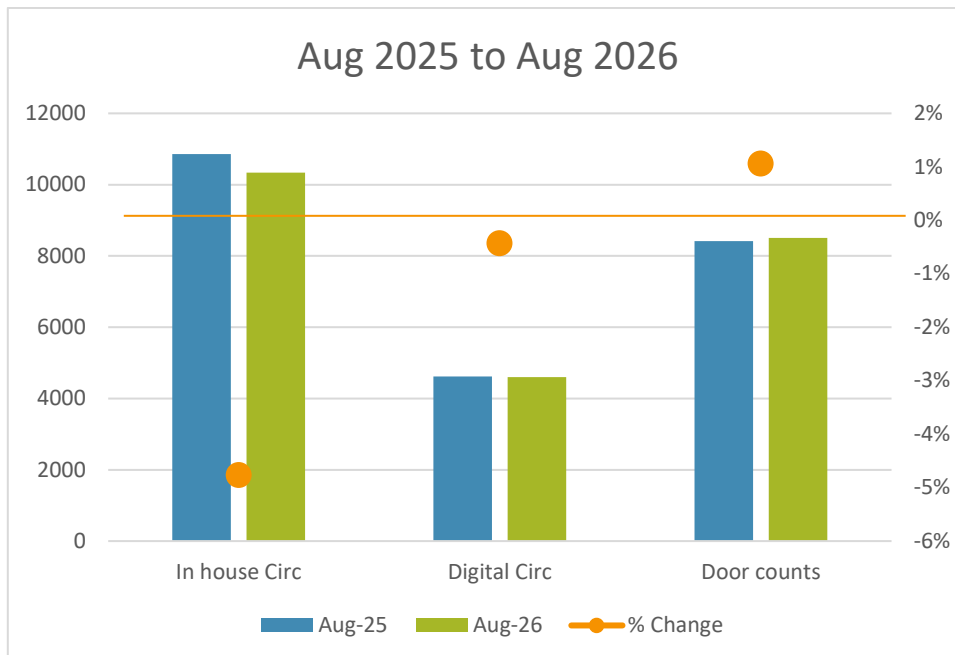
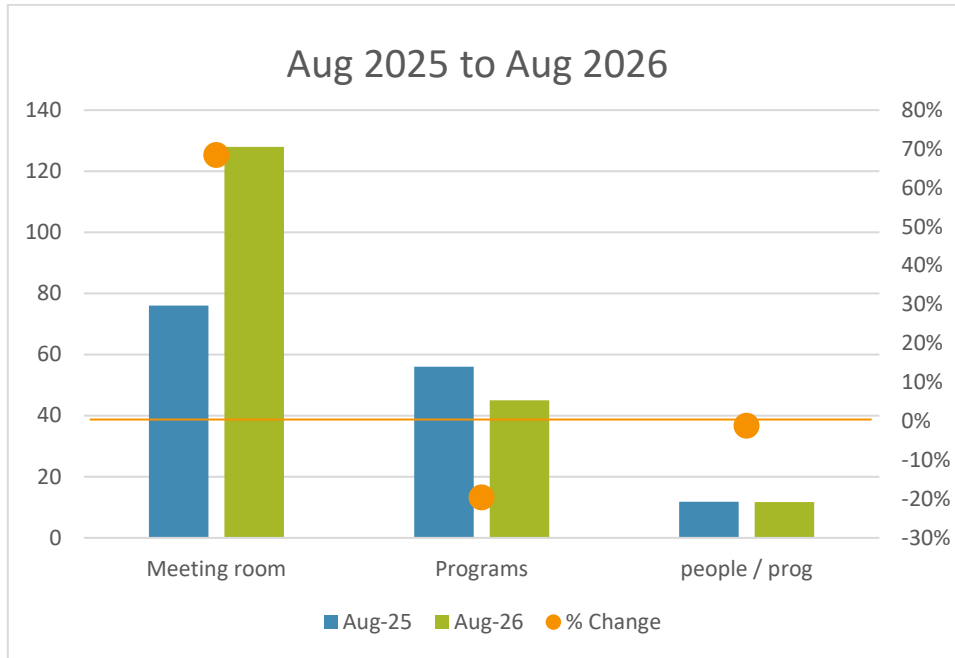
Facility

- The first lighting project is complete. Adding a fixture to the lower part of the stairway is posing some difficulties. We will check into increasing the lumens in the main stairway and see if that helps. Michael will start on the next set of fixtures (with the same type of bulb) and work on those.
- Elevator update – our elevator is in good shape, and just needs an upgraded key. The Carnegie elevator needs a full upgrade. City Hall will be budgeting for that improvement.
- We are working on prepping the two meeting rooms for the new smartboards. This new set up will make it much easier for groups to share slides and data.

Youth

- Summer reading seemed a bit down this year, in number of people participating. Programs were well attended and the story time at bay front park was a great experiment. Fall programs start up this week and the first story time had a great attendance!

- Growing Readers Together will begin fall tutoring in October. After meeting with our school contact, it was decided the program would be more effective if we tutored some of our kids through 4th grade. We will work directly with the school on who these students are. In order to budget for this addition, we will no longer tutor Kindergarteners.





ALA Annual Conference Report

Nisa Kessler

June 26-29, 2026

Chicago, IL



Introduction

This year, the American Library Association's Annual Conference was held in Chicago, Illinois from June 26 until closing on June 29. It was a full schedule of keynote speakers, award ceremonies, and educational sessions covering a multitude of topics related to library services across the spectrum. In addition to all of these offerings, there were several opportunities for networking with library workers from across the country and across the various types of libraries.

My goals in attending this year's ALA Annual Conference were to learn from other library professionals and bring that learning back to PDL, to meet with the two book award committee's I was part of the previous year and attend those award ceremonies, and to meet with vendors and organizations that support libraries.



Keynotes and Awards

The keynote speakers at this year's conference were varied and had a lot of love for libraries. The one that really stayed with me personally was LeVar Burton, who has been a literacy advocate for over 40 years. His wisdom and his love of reading really inspired me over the years and seeing and hearing him in person was a privilege.

The two award committees I served on had ceremonies to honor the winners. I was thrilled to meet with several amazing YA authors at the YALSA Coffee Klatch, including Angeline Boulley. The inaugural GNCRT Outstanding Comics Award committee was a true honor to serve on and the winners were truly outstanding.



Educational Sessions

There were several educational sessions to attend at this conference. I have chosen the top three sessions that were impactful to me when I attended them.

Teen Services in Bumpy Terrain

This session was presented by Lisa Krok from the Morley Public Library (OH) and Julia Torres from the Denver Public Library. It was wide ranging, covering many topics that are currently impacting teen services across the country.

The first part focused on the current climate of censorship. It had up to date information from ALA and Pen America and gave clear definitions for various terminology, so the difference between the broader term "censorship" and the more narrow "book bans" was carefully explained. The presenters discussed federal and state legislation, plus how executive orders impact funding. It was good information to give a broad view of this issue nationwide.

The second part focused on the reunification of Young Adult Library Services Association (YALSA) and the Association for Library Services for Children (ALSC). YALSA will cease to exist on September 1, 2026 and its membership will be absorbed into ALSC. The incoming board will determine the new vision, mission, name, and strategic plan. There will be a new journal that will cover all library services for ages 0-18.

The last part focused on community collaborations. They recommended partnering with organizations such as the public schools, Kiwanis, parks and recreation, museums, and more to broaden the scope of teen programs and services. I especially liked the idea of partnering with schools to put on an art show.

Beyond the Walls: Designing Inclusive and Engaging Outdoor Library Spaces

This session was presented by Janet Nelson from ReThinking Libraries, Garret Perry from design studio etc., and Svetha Hetzler from Sun Prairie (WI) Public Library. They covered how to plan outdoor spaces, what you need to consider when renovating an outdoor space, and the many uses for outdoor spaces.

When planning, the emphasis is on primarily what space is actually available and what the community would like to see in that space. Having community input is vital; it will direct the rest of the process. Environmental considerations are also important: what is the noise level? how is storm water controlled? what kinds of safety considerations are there? Access needs to be considered: is there indoor/outdoor connectivity? are the principles of Universal Design used? is there good access for pedestrians? All of these will aid in the design of the space and what you ultimately will use the space for as a library.

The next step is determining what design elements you need. Is this going to be a permanent set up, or more of a pop-up design? Furniture bolted to the ground or furniture that can be moved and stored? Some of the designs they shared were a patio design with cafe tables and chairs, plus some adirondack style chairs for reading, and an amphitheater.

They discussed having “zones” in the outdoor space. One design featured zones by age, so a play area for youth, an outdoor reading area for adults, and a multi-generational space. Another design was zone by use. One zone was a reading/relaxation zone, another was a program/event zone, and another zone was an outdoor dining zone.

Now consider what kind of events/programs do you want to hold, if any. Perhaps the goal is simply a relaxing outdoor space for patrons to enjoy. But if part of the goal is to have programming, you need to decide what types of programs. Some suggestions from the presenters were library promotions, fundraising events, city events, private rentals (possible revenue stream), and large group programs. Another idea was passive programming, such as having native plantings and outdoor education plaques.

The next step is choosing what goes into the space. What is the vibe you want? Traditional? Natural? Educational? Playful or Whimsical? Durability and future maintenance also need to be considered, especially if the furniture is permanent. What amenities do you want to offer in the space? WiFi? Power? Water fountain? What about rest rooms? Do you want to include special features, such as artistic sculptures or water features? You could include interactive elements, such as playgrounds or a StoryWalk.

The next step is funding. How will this outdoor space be funded? Possibilities include park-specific grants, fundraising, community partnerships, community foundations, etc. The presenters also talked about collaborative use of the space, working with the city or county, the parks and recreation department, community centers, garden clubs, and economic development entities.

They then presented the Sun Prairie Public Library as a case study. The SPPL hosted community meetings to get feedback from the community on how they would like to use the outdoor space. Then they planned two distinct zones: a natural garden zone and an amphitheater. Once these were designed and built, they shared all of the events and programming they have hosted in the space.

ERASE-ism: Confronting White Supremacy in Libraries through Black and Multicultural Collections

The presenters for this session were Tajuana Fulton and Monique Williams, from the Memphis Public Library. The focus was on the history of white supremacy in libraries, the current state of white supremacy in libraries, and how we can use our collections to combat white supremacy and serve all of our patrons.

The presenters discussed organizational theory and design. This background information on the history of libraries and how communities shape not just libraries but all organizations was helpful in both understanding how white supremacy has always been a part of libraries and how we can use that knowledge to combat white supremacy in libraries.

Some ways that white supremacy continues to manifest in libraries are hiring practices (application screening, interview bias, Masters requirement), "professionalism" that centers white middle-class values (dress codes, behavior expectations, "cross-race interpersonal efficacy"), and policies and procedures. The presenters reminded us that everyone has biases; the important thing is to recognize those biases and intentionally work for more inclusivity.

To combat white supremacy and racism, the presenters focus on library commitments: literacy, lifelong learning, and diversity. How do we honor those commitments? Through access: making sure collections provide for and address the needs of everyone. Through representation: collections should be inclusive, equitable, and intentional; they should be representative of the community while also showcasing the wealth or diverse and global lived experiences. Through organizational policy: collections must be informed by and grounded in organizational policy. It is not enough to say we are committed, we have to follow through with policy.

The presenters then got into the details about collection development, especially selection and deselection (weeding). As a selector, I must be mindful of my own biases and make sure my selections answer the needs of the community. The same is true with deselecting. We must be rigorous in our weeding process by answering the why. Is the book outdated? Damaged? Is there a newer edition? Using the CREW method is helpful because it helps keep biases in check (for the most part). Assessing your collection regularly helps ensure that your collection is updated, accurate, and appealing.

The presenters shared strategies for building inclusive collections. First, they emphasized that building inclusive, multicultural collections requires intention. Sometimes publishing and vendors don't offer much for us buy, making it difficult to build that varied and robust collection. But there are resources (which they shared) that help find those books, sometimes at small, ethnic bookstores. They also emphasized the need to include multicultural materials in the collection development policy. They were persistent in the message that policies matter, especially when committing to having an inclusive collection.

The presenters pointed to the Detroit Public Library as an excellent example of a library that has done the work to create a robust, inclusive collection.

Vendors and Candy Fleming

The exhibit floor is always a fun place to meet and network with vendors and organizations that serve libraries. I especially love the opportunity to meet with publishers and authors. While on the exhibit floor, I was able to catch up with Sierra Nadeau, who is the reporting specialist with Miigwech Inc. and has a new book coming out this fall. She was excited to see someone she knew and is hoping to connect with us for a possible program.

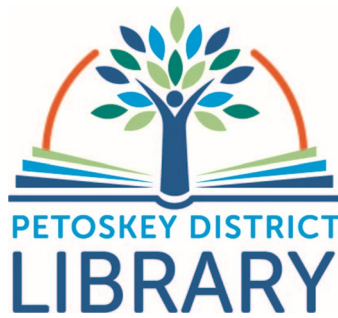
I also visited Envisionware while on the exhibit floor and was able to see the next generation of the self-checkout kiosk. I really enjoyed talking with them. They were helpful and one of them was our rep!

The 4 Imprint table was a lot of fun to visit! All of the items that they had on display were great for library swag. I definitely want to order some of their newer items in the near future.

Finally, after all was said and done, Candace Fleming invited my Excellence in Non-fiction for Young Adults committee to her house in Oak Park for dinner. It was such a fun evening and I really enjoyed spending time with my committee and with Candy and her family.



Petoskey District LIBRARY BUDGET Narrative: 2027



Reviewed: September 17, 2026

PETOSKEY DISTRICT LIBRARY BUDGET NARRATIVE: 2027

The purpose of this document is to provide a clear explanation of major year-to-year changes in the library's budget. Line items that remain stable will not be discussed in detail, though brief explanatory notes are included directly on the budget worksheet.

The worksheets that accompany this narrative include the **General Library Budget Worksheet** as the primary document. Following that, you will find additional worksheets that provide more detail on specific categories. These include:

- **Technology Worksheet**
- **Maintenance Worksheet**
- **Bond Debt Fund Worksheet**

Together, these supporting sheets are intended to provide transparency and context for the figures on the main budget worksheet. Please note the highlighted lines represent items with funds directly connected to the strategic plan.

Revenues

State Aid

The library will receive state aid at the legislated per capita rate plus a small increase, still yet to be determined. This amount is distributed in two parts: one portion based on our population, and another based on our membership in the Northland Library Cooperative. However, the cooperative bills us for the total allocation in order to fund its operations.

Tax Revenues

Taxable property values in our service area have increased again this year, resulting in higher tax revenues for the library. I received the L-4029 forms from three townships. The L-4029 is the millage request form that is used to bill their residents. The form not only includes the taxable value but also the millage rate that will be used. This millage rate fluctuates each year because of the Headlee Rollback. I am able to calculate the amount of taxes we should take in from those townships. The fourth township, I estimated their tax revenue at a 2% increase. For the City of Petoskey, I am using the estimate provided by Ms. Plath, Director of Finance. These tax revenues remain the library's main source of funding.

Grants

Grants this year include the Northland Library Cooperative, and Commission on Aging. At the time of budget approval, the plans for another grant application are not solidified, but we are planning on requesting funds from the Community Foundation for an outdoor charging station.

PETOSKEY DISTRICT LIBRARY BUDGET NARRATIVE: 2027

Contracted Wages

This line will be zeroed out moving forward. It was used as the revenue source from PAC2 for the services Mary Sue Pranter provided as System Administrator. With Mary Sue's retirement, PAC2 is transitioning the organization to become a committee of the Northland Library Coop, and so the PAC2 System Administrator will now be contracted through the Coop.

Donations

In past years, the Public Schools of Petoskey contributed funds to help support the Growing Readers Together tutoring program. Beginning this year, the library will **self-fund this program** while we research other possible additional funding sources

EXPENSES

Salaries and Wages

Staffing is a large part of our strategic planning priorities. We are in the midst of a four-year plan to increase the wage scale for our staff. This budget reflects the raises and keeps us on track to reach our goal. This year, with the shift of IT responsibilities, we were able to decrease the total number of weekly staff hours, which assisted in our ability to meet our raise requirements. This year, the minimum increase is 4%. Overall staffing costs have slightly decreased in this budget year, due to the decrease of a full-time staff member.

The table below shows the library's staffing history over the past several years, including the number of full-time (FT) and part-time (PT) employees, weekly hours worked, and the resulting full-time equivalent (FTE). While the number of employees has fluctuated, the overall FTE has remained relatively stable, demonstrating the library's commitment to maintaining consistent staffing levels to meet community needs.

Staff History - Budgeted # of staff

Year	FT # of people	FT weekly hours	PT # of people	PT weekly hours	FTE
2027	7	280	16	297	14.4
2026	8	320	15	264	14.6
2025	8	320	13	257	14.4
2024	8	320	13	261	14.5
2023	9	340	12	232	14.3
2022	9	340	11	206	13.6
2021	8	302	13	258	14.0
2020	7	265	16	293	13.9
2019	8	320	16	279	14.9
2018	7	265	16	284	13.7

Materials Budgets

The overall collection budget will increase slightly. This reflects strong support for our digital collections, and aligns with our strategic priorities. Electronic Materials will see a 15% increase and print materials will remain similar to last year. This adjustment responds to evolving community usage trends, ensuring that the library continues to meet patrons' changing expectations for access to digital content. The database line was reduced because we discontinued our subscription to Value Line.

Professional Services

This line covers accountant and lawyer fees. This year we will be working with an attorney and the city on reviewing our organizational documentation in preparation for the building transfer at the end of 2028.

Contracted Services: General Contracted Services

This line was increased slightly to account for contracted newsletter services.

Communications

We will be updating our phone system and will be responsible for paying a portion of the monthly fees for the phones.

Building Repair and Maintenance

We plan to refurbish our front doors this year. We have received two quotes, one from Blackberry, the company that worked on the Carnegie windows. We have a few questions out to them and will have the final quotes for your review in October.

Programming – Adult

Adult programming expenses were higher last year because of the **"Women and Water"** exhibit.

Programming – Teen

We are continuing to provide the test prep course for high school students. This amount is now reflected in the teen budget.

Capital Outlay

We are still attempting a final solution for the dim light in the lower level stairway. Hoping that can be resolved this year.

Equipment

Plans to purchase a book return box for the new Bear Creek Township hall.

Debt Fund and Fund Balances

Bond Debt

The library has two more bond debt payments. The principal payment jumped up this year, but the interest payment is down. The final debt payment is scheduled for October 2028.

Fund Balance

This budget includes a planned contribution of \$37,819 to the library's fund balance. Fund balance is looking very healthy at this point. At the end of next year, we should have close to \$640,000, which represents 37% of our operating expenditures.

Petoskey District Library: 2027 Budget DRAFT

Account Number	Account Description	2025 Year End	2026 Budget Request	YTD: Aug 31, 2026	Est. Year End 2026	2027		Comments - 2027
<u>OPERATING REVENUES</u>								
271-081-402.000	STATE AID	18,904	18,500	18,913	18,900	18,900		slight increase in state aide this year
271-081-403.000	PROPERTY TAX for Operations & Debt: City of Petoskey	1,055,230	1,077,200	1,088,941	1,089,000	1,125,000		3.5% increase per Audrey
271-081-405.000	PROPERTY TAX - Bear Creek	253,134	259,300	270,673	270,670	280,000		Headly rollback: .3898 per 4029
271-081-407.000	PROPERTY TAX - Resort	200,806	205,800	210,756	210,750	215,000		2%
271-081-409.000	PROPERTY TAX - Little Trav.	165,654	169,400	163,233	163,230	175,000		Headly rollback: .3804 per 4029
271-081-411.000	PROPERTY TAX - Springvale	57,291	60,900	62,875	62,870	65,000		Headly rollback: .3865 per 4029
271-081-432.000	PROPERTY TAX - PILOT	7,807	7,600	3,964	7,000	7,900		per Audrey
271-081-445.000	PENALTIES & INTEREST	4,136	2,500	2,972	3,000	3,500		per Audrey
271-081-566.000	GRANTS	56,653	23,000	39,747	39,740	20,300		NLC 7300; COA: 13000
271-081-573	REVENUE SHARING-LCSA			1,247	1,250	1,200		per Audrey
271-081-657.000	PENAL FINES	86,331	70,000	81,163	81,160	70,000		
271-081-658.000	REIMBURSEMENTS	4,031	6,500	3,371	4,000	4,000		For lost books; FOPPL Newsletter 2600; NLC ILL / postage 2000; NLC SRP 500
271-081-687.000	PAID CARDS	4,040	3,500	3,290	4,000	4,000		non-residents who do not qualify for a reciprocal card.
271-081-692.000	COPIES / OTHER FEES	8,069	6,000	5,811	8,000	8,000		
271-081-694.000	BOOKSALE	13,945	13,000	9,859	13,000	13,000		
271-081-695.000	CONTRACTED WAGES	16,896	14,000	8,306	17,500	-		no longer contracting out staff services.
271.081.696	MERCHANDISE SALES	2,234	1,500	1,259	1,500	1,500		
<u>NON-OPERATIONAL REVENUES</u>								
	other state grants	9,271						
271-082-664.000	INTEREST INCOME	14,181	13,000	5,154	10,000	11,000		per Audrey
271-082-682.000	OTHER	4,786	4,000	8,890	9,000	4,000		
271-082-684.000	BUILDING RENTAL	9,313	8,000	8,456	10,000	9,000		Meeting Room Use & MOU w/ CTAC
271-082-696.000	DONATIONS	37,042	10,000	23,878	25,000	10,000		No funds from PSP this year
	TOTAL REVENUES:	2,029,754	1,973,700	2,022,758	2,049,570	2,046,300		

Petoskey District Library: 2027 Budget DRAFT

Account Number	Account Description	2025 Year End	2026 Budget Request	YTD: Aug 31, 2026	Est. Year End 2026	2027		Comments - 2027
<u>OPERATING EXPENDITURES</u>								
271-790-702.000	SALARIES & WAGES: Full Time	497,967	532,300	332,605	514,000	483,525		
271-790-704.000	SALARIES & WAGES: Part Time	232,503	276,100	162,826	266,000	317,033		Personnel is 62% of Operating Exp (Nat Avg = 67%)
271-790-724.000	FRINGE BENEFITS	257,158	269,300	165,184	269,000	263,763		Includes health/FICA/retirement/HS A
271-790-727.00	OPERATING EQUIPMENT & TECH	15,670		62	1,500	3,500		
271-790-751.000	OFFICE/LIBRARY SUPPLIES	8,500	11,500	7,851	11,500	10,500		SP: Add Keurig and supplies 1500
271-790-752.000	BUILDING SUPPLIES	10,365	8,500	4,738	8,000	8,500		Add \$500 for period products; lightbulbs
271-790-760.000	BOOKS - ADULT	39,452	40,000	23,287	40,000	40,000		Materials Exp 2020: 114,211 Materials Exp 2021: 109,050
271-790-760.1.000	BOOKS - CHILDRENS	26,660	24,000	12,253	24,000	25,000		Materials Exp 2022: 115,491 Materials Exp 2023: 119,337
271-790-760.2.000	BOOKS - YOUNG ADULT	5,570	5,000	3,596	5,000	5,000		Materials Exp 2024: 120,900 Materials Budget 2025: 154,300
271-790-760.400	PERIODICALS	8,063	9,000	6,335	9,000	9,000		All print serials, magazines & newspapers
271-790-761.000	AUDIO VISUAL - ADULT	7,052	8,300	3,377	8,300	8,500		DVD, CD Audio Books, CD Music, Games, Roku, Vinyl: 1500
271-790-761.100	AUDIO VISUAL - CHILDRENS	1,300	1,500	836	1,500	1,500		adding new Switch II games
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	515	1,000	223	1,000	1,000		
271-790-762.000	ELECTRONIC MATERIALS	48,069	61,000	41,020	61,000	70,000		OverDrive: 8000; Hoopla: 19200; Kanopy: 5000; OVD Advantage: 36000 (CHL/Teen: 3000)
271-790-762.1	DATABASES	4,900	4,500	1,641	1,700	1,700		Mango 1700
271-790-801.000	PROFESSIONAL SERVICES	2,020	5,000	2,247	5,000	10,000		Accountant; Lawyer (review DL agreement)
271-790-802.000	CONTRACTED SERVICES	153,627	95,100	62,460	95,000	103,300		NLC 9300; snowplow 4000; cleaning 39000; recycling 900; Unique 500; Fire Alarm 2500; eRate 600; GRT 30000; parking lot 2500; OCLC 700; garbage 1800; Otis 4500; Newsletter 5000
271-790-802.100	CONTRACTED SERVICES: Software	103	39,400	6,355	39,000	36,625		see Tech work sheet- previous years, this was included in general contracted services.
271-790-850.000	COMMUNICATIONS	7,234	8,300	3,651	20,000	10,680		POTS Lines 120 / Internet 60 / 13 hotspots 310 / new phone system / phone stipends for 2 600
271-790-880.000	COMMUNITY OUTREACH	2,624	2,500	790	2,000	3,000		Community Events: 1500; Rotary 300; Kiwanis 300; Zonta 430
271-790-885.000	Donations Expense	1	3,000	300	1,000	1,000		Give away items that we receive donated funds for: including tshirts, books, prizes
271-790-887.000	Bank Charges	889	800	720	800	900		

Petoskey District Library: 2027 Budget DRAFT
Technology Worksheet

<u>IT Equipment</u>	2026	2027	2028	2029	Wish List	Notes
Solar Power Station					\$ 10,000	Outdoor umbrella charging table
UPS			\$ 1,500			
Computers upgrades / replacement		\$ 18,000	\$ 20,000			Next upgrade in 2033-2034 10/yr - move to a six-year cycle
Mtg Room Smart Board	\$ 12,000	\$ 4,500				
Security Cameras						18 Cameras and licensing fees in 2030
Firewall		\$ 1,000				
Barracuda Filter		\$ 9,000				Baracuda filter and maintenance pd until 2030
Door Counters			\$ 5,000			Door Counters - Upgrade
RFID Kiosks	\$ 18,000					all 3 self check kiosks
Switches			6000	6000		Last funding cycle 2022 Public and 2024 Private
Emerging Technologies	2000	3000	2000	2000	\$ 1,000	Lower Level Classroom Bose S1 Pro+ PA System with Mic Wireless transmitters
Mobile Laptops						
Photocopier	\$ 6,000		\$ 5,000			
RFID Wand for Inventory		\$ 5,000				
Wireless Access Points		\$ 2,000				E-rate replace WAPs in 2030 Indoor and Outdoor; add Booster for wifi at Carnegie
Category SubTotal	\$ 38,000	\$ 42,500	\$ 39,500	\$ 8,000	\$ 11,000	Acct #: 271-790-986.000
<u>Tech Supplies</u>	2026	2027	2028	2029	Wish List	Notes
Smaller IT equipment	\$ 4,000	\$ 3,500	\$ 3,500	\$ 3,500		This covers items like new barcode scanners, printers, cameras, cords, and other items that may need to be replaced throughout the year.
						Acct #: 271-790-727.000

Petoskey District Library: 2027 Budget DRAFT
Technology Worksheet

<u>Equipment Maintenance</u>	2026	2027	2028	2029	Wish List	Notes
Miscellaneous	2,000	2,000	2,000	2,000		physical/nuts & bolts - if they touch equipment it goes here
Photocopier Maintenance	\$ 2,200	\$ 2,400	\$ 2,400	\$ 2,500		Van's photocopy service
Category SubTotal	\$ 4,200	\$ 4,400	\$ 4,400	\$ 4,500		Acct #: 271-790-931.000
<u>Software Maintenance / Support</u>	2026	2027	2028	2029	Wish List	Notes
Barracuda filter	\$ 2,500					This is the filtering software on our computers. Include 3 year maintenance/software contract.
Camera Cloud Support	\$ 350		\$ 600	\$ 200		Cisco-Meraki
Wi-Fi Cloud Support	\$ 600	\$ 600	\$ 600	\$ 600		This covers the support for our Wireless Access Points. Cisco-Meraki
Equipment Support	\$ 5,500	\$ 2,400	\$ 10,000	\$ 10,000		This covers hardware and other miscellaneous tech support for the public server - added onto city vendor, Empiric.
Deep Freeze / Faronics	\$ 200	\$ 225	\$ 225	\$ 225		This is the system on all the public PCs that cleans the computers after each log in.
Envisionware: /RFID	\$ 3,000	\$ 4,500	\$ 4,000	\$ 4,000		Support for our RFID self check system - we are receiving new equipment and will be signing a new maintenance contract.
Library Market	\$ 1,500	\$ 1,750	\$ 1,750	\$ 1,750		Calendar/Mtg Room Booking
Humanity: Scheduling	\$ 750	\$ 850	\$ 850	\$ 850		Staff scheduling system
Live Chat Service	\$ 350	\$ 375	\$ 375	\$ 375		
PAC2: Sirsi/BiblioCommons	\$ 12,500	\$ 13,500	\$ 13,500	\$ 15,000		Integrated Library System (our catalog and Mobile Ap) - slight increase for transition to NLC
SenSource: door counters	\$ 350	\$ 350	\$ 500	\$ 500		
Website: GHD	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500		Website hosting and maintenance
Windows OS	\$ 2,000	\$ 2,000				We purchase public license through TechSoup. Private license we get from Empiric (City)
Zoom	\$ 160	\$ 175	\$ 175	\$ 175		
TBS	\$ 2,100	\$ 2,400	\$ 2,400	\$ 2,400		PC and Print manager for the public computers and printers.
Category SubTotal	\$ 39,360	\$ 36,625	\$ 42,475	\$ 43,575		Acct #: 271-790-802.100

Petoskey District Library: 2027 Budget DRAFT
Maintenance Budget

Description	2025	2026	2027	Details
Regular yearly maintenance	18,000.00	29,000.00	25000	HVAC/electric/misc
Carpet/Window/Upholstery	12,000.00	14,000.00	7000	windows: 3000; carpets/upholstery in house
Landscaping	12,000.00	12,000.00	12000	
Lighting				
Main doors refurbish		4,500.00	20000	
Stone work at fence			5000	
New picnic tables			6000	
Elevator Key			3000	
Ceiling Tile replacements	10,000.00			
Painting	2,000.00			
Fix CHL Office Wall	1,000.00			
TOTAL:	55,000.00	59,500.00	78,000.00	Acct #: 271-790-930

Petoskey District Library
Debt Fund Planning

	Refunded - 2021			
Year	Principal: October 1	Interest: April 1	Interest: October 1	Total: P&I
2021	205,000	28,734.38	28,734.38	262,468.76
2022	220,000	12,392.48	10,279.48	242,671.96
2023	265,000	9,026.58	9,026.58	283,053.16
2024	260,000	7,517.40	7,517.40	275,034.80
2025	255,000	6,036.70	6,036.70	267,073.40
2026	245,000	4,584.48	4,584.48	254,168.96
2027	285,000	3,189.20	3,189.20	291,378.40
2028	275,000	1,566.13	1,566.13	278,132.26
	1,805,000			