

Petoskey District Library Board of Trustees

500 E. Mitchell St

231.758.3100

Thursday, October 22, 2026, 5:00 p.m.

Call to order

Agenda

Public Comments:

Approval of Minutes: Regular Meeting: August 20, 2026

Approval of Bills: August 2026

Treasurer's Report on Financial Statements

Reports:

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

Board Members' Comments:

Unfinished Business:

New Business:

1. COA Grant
2. Policy Review: Smoking
3. Policy Review: Purchasing
4. Policy Review: Confidentiality
5. Board Training

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, September 17, 2026

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

Present: Kim Block, Laura Dinon, Ann Ingles, Amy Janssens, Trevor Nelson (arrived at 5:15) Brielle Burris, student board member, and Val Meyerson, Library Director. All board members were present.

Agenda: The agenda was approved as presented by unanimous consent.

Public Comments: There were no comments from the public.

Approval of Minutes: The minutes of the regular meeting of August 20, 2026 were approved by unanimous consent.

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

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

Reports:

- Friends of the Library - Lori Smith reported that the Friends participated in the Women Can, Women Do event recently and that the new fundraising committee is “on fire” and planning to do more outreach into the community. The annual meeting will be at the Carnegie on October 19th.
- Comments/Questions from Township Representative - none present
- Director's Report - Val had provided a written report. She introduced Alissa Seelmann, who was recently hired for the Marketing/Programming position, and stated that the library is now fully staffed. She also reviewed the new shared staffing responsibilities and the merger of PAC 2 into the Northland Library Cooperative. The coop has a new director, Stacy Pasche, replacing Linda Adams, who is retiring as of September 30.

Board Members Comments: Kim thanked Nisa for her as always excellent and interesting report on her experience at the ALA conference in Chicago.

Unfinished Business: There was no unfinished business.

New Business: The Board reviewed and discussed the proposed 2027 budget, which will be submitted to the city. Val is working on bumping up staff wages on a four year plan. There was discussion on how much to include in the budget for professional services such as attorney fees in preparation for fall of 2028 when the library bond will be paid off and the official relationship between the library and the city may have to be redefined.

* Laura moved and Trevor supported to approve the proposed 2027 budget with a change in the Professional Services line item from \$10,000 to \$20,000.

The motion carried unanimously.

Public Comments: There were no public comments.

The meeting was adjourned at 6:02 pm.

Respectfully submitted,
Ann Ingles, Secretary

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
113632	09/23/2026	AARP	Programming - Adult	60.00
113691	09/30/2026	Access Locksmithing Inc.	Building Repair & Maintenance	75.00
113490	09/09/2026	Amazon Capital Services	Books-Children's	79.72
113490	09/09/2026	Amazon Capital Services	Audio Visual - Children	69.82
113490	09/09/2026	Amazon Capital Services	Makerspace - Equip & Supplies	308.16
113490	09/09/2026	Amazon Capital Services	Audio Visual - Young Adult	221.11
113490	09/09/2026	Amazon Capital Services	Office/Library Supplies	41.83
113490	09/09/2026	Amazon Capital Services	Programming - Children	31.32
113490	09/09/2026	Amazon Capital Services	Office/Library Supplies	25.49
113490	09/09/2026	Amazon Capital Services	Books - Young Adult	12.79
113490	09/09/2026	Amazon Capital Services	Office/Library Supplies	11.56
113490	09/09/2026	Amazon Capital Services	Books - Young Adult	29.98
113490	09/09/2026	Amazon Capital Services	Office/Library Supplies	55.53
113490	09/09/2026	Amazon Capital Services	Building Supplies	21.42
113490	09/09/2026	Amazon Capital Services	Books - Adult	391.48
113490	09/09/2026	Amazon Capital Services	Audio Visual - Adult	185.69
113490	09/09/2026	Amazon Capital Services	Makerspace - Equip & Supplies	23.89
113490	09/09/2026	Amazon Capital Services	Books - Adult	21.99
113493	09/09/2026	Atchison Paper & Supply	Building Supplies	32.09
113566	09/16/2026	Atchison Paper & Supply	Office/Library Supplies	127.94
113566	09/16/2026	Atchison Paper & Supply	Building Supplies	68.32
113692	09/30/2026	Atchison Paper & Supply	Building Supplies	264.32
113692	09/30/2026	Atchison Paper & Supply	Office/Library Supplies	117.42
113693	09/30/2026	Aunt Flow	Building Supplies	300.00
113495	09/09/2026	Bassett, Susan Jane	Contracted Services	360.00
113569	09/16/2026	Bemben, Robert J.	Programming - Children	378.47
113572	09/16/2026	BOOK FARM LLC	Programming - Children	37.59
113499	09/09/2026	Centaris	Contracted Services - Software	432.00
113642	09/23/2026	Center Point Large Print	Books - Adult	28.67
113500	09/09/2026	Cintas Corp #729	Building Supplies	21.80
113500	09/09/2026	Cintas Corp #729	Building Supplies	21.80
113501	09/09/2026	City Treas. for Utility Bills	Public Utilities	2,612.89
113501	09/09/2026	City Treas. for Utility Bills	Public Utilities	618.63
113503	09/09/2026	CMU PUBLIC BROADCASTING	Printing/Advertising/Postage	2,000.00
113574	09/16/2026	Connective Consulting LLC	Contracted Services	1,250.00
113702	09/30/2026	DTE Energy	Heating Fuel	80.41
113702	09/30/2026	DTE Energy	Heating Fuel	60.57
113506	09/09/2026	Ducastel, Barbara	Contracted Services	630.00
113507	09/09/2026	Edwards, Jessica	Contracted Services	1,950.00
113704	09/30/2026	Edwards, Jessica	Contracted Services	1,050.00
113706	09/30/2026	Evans, Ashley	Periodicals	602.97
113578	09/16/2026	Evans, Cory	Programming - Young Adult	350.00
113582	09/16/2026	Foster Swift Collins & Smith PC	Professional Services	143.50
113584	09/16/2026	GFL Environmental	Contracted Services	119.46
113585	09/16/2026	Goedge, Megan	Programming - Children	15.90
113513	09/09/2026	Hansen, Carol Margaret	Contracted Services	450.00
113515	09/09/2026	Himebauch, Kelly L	Contracted Services	120.00
113518	09/09/2026	Ingram Library Services	Books - Adult	2,465.83
113518	09/09/2026	Ingram Library Services	Books - Young Adult	708.68
113518	09/09/2026	Ingram Library Services	Books-Children's	1,420.41
113519	09/09/2026	Jakeway, Patricia	Contracted Services	570.00
113655	09/23/2026	John E. Green Co.	Building Repair & Maintenance	425.58

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
113655	09/23/2026	John E. Green Co.	Building Repair & Maintenance	1,754.34
113655	09/23/2026	John E. Green Co.	Building Repair & Maintenance	1,846.43
113655	09/23/2026	John E. Green Co.	Building Repair & Maintenance	482.40
113594	09/16/2026	Kessler, Nisa	Training & Travel	416.59
113594	09/16/2026	Kessler, Nisa	Programming - Young Adult	72.60
113658	09/23/2026	Key Government Finance Inc	Principal Payment	245,000.00
113658	09/23/2026	Key Government Finance Inc	Interest Payment	4,584.48
113721	09/30/2026	Metropolitan Life Insurance Company	Fringe Benefits	74.88
113457	09/02/2026	Meyer Ace Hardware	Office/Library Supplies	8.09
113663	09/23/2026	Meyer Ace Hardware	Building Supplies	4.49
113722	09/30/2026	Meyer Ace Hardware	Building Supplies	27.48
113664	09/23/2026	Meyerson, Valerie	Programming - Adult	23.99
113664	09/23/2026	Meyerson, Valerie	Programming - Young Adult	25.88
113597	09/16/2026	Midwest Collaborative	Contracted Services	111.31
113529	09/09/2026	Midwest Tape LLC	Audio Visual - Adult	44.99
113529	09/09/2026	Midwest Tape LLC	Electronic Materials	6,000.00
113531	09/09/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	5,028.29
113531	09/09/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	115.00
113458	09/02/2026	Mitrovich, Michael	Building Supplies	10.97
113724	09/30/2026	Mitrovich, Michael	Building Supplies	85.55
113728	09/30/2026	OneAmerica	Fringe Benefits	56.83
113600	09/16/2026	Overdrive Inc.	Electronic Materials	295.99
113600	09/16/2026	Overdrive Inc.	Electronic Materials	419.85
113600	09/16/2026	Overdrive Inc.	Electronic Materials	12,000.00
113631	09/17/2026	Palazzolo, Carl	Programming - Adult	200.00
113601	09/16/2026	Peninsula Fiber Network LLC	Communications	59.40
113603	09/16/2026	Petoskey Regional Chamber	Memberships & Dues	395.00
113731	09/30/2026	Petoskey Regional Chamber	Memberships & Dues	350.00
113674	09/23/2026	Prantera, Mary Sue	Training & Travel	261.00
113734	09/30/2026	Priority Health	Fringe Benefits	7,825.05
113467	09/02/2026	Rotary Club of Petoskey-Sunrise	Community Outreach	300.00
113469	09/02/2026	Scollin, Kate	Miscellaneous	17.91
113739	09/30/2026	SmartSign Store	Office/Library Supplies	153.11
113472	09/02/2026	Solutions Electric Inc.	Building Repair & Maintenance	144.10
113613	09/16/2026	Solutions Electric Inc.	Building Repair & Maintenance	1,110.31
113473	09/02/2026	Spectrum Business	Communications	124.71
113740	09/30/2026	Spectrum Business	Communications	115.76
113742	09/30/2026	State of Michigan-Dept of LARA	Building Repair & Maintenance	319.30
113555	09/09/2026	T-Mobile	Communications	306.00
113557	09/09/2026	Trophy Case, The	Office/Library Supplies	27.00
113681	09/23/2026	Unique Management Services Inc.	Contracted Services	23.30
Grand Totals:				311,724.41

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	.00	311,724.41-	311,724.41-
271-790-724.000	7,956.76	.00	7,956.76
271-790-751.000	567.97	.00	567.97
271-790-752.000	858.24	.00	858.24
271-790-760.000	2,907.97	.00	2,907.97
271-790-760.100	1,500.13	.00	1,500.13
271-790-760.200	751.45	.00	751.45

GL Account	Debit	Credit	Proof
271-790-760.400	602.97	.00	602.97
271-790-761.000	230.68	.00	230.68
271-790-761.100	69.82	.00	69.82
271-790-761.200	221.11	.00	221.11
271-790-762.000	18,715.84	.00	18,715.84
271-790-801.000	143.50	.00	143.50
271-790-802.000	6,634.07	.00	6,634.07
271-790-802.100	432.00	.00	432.00
271-790-850.000	605.87	.00	605.87
271-790-880.000	300.00	.00	300.00
271-790-905.000	7,143.29	.00	7,143.29
271-790-912.000	677.59	.00	677.59
271-790-915.000	745.00	.00	745.00
271-790-920.000	3,231.52	.00	3,231.52
271-790-924.000	140.98	.00	140.98
271-790-930.000	6,157.46	.00	6,157.46
271-790-955.000	17.91	.00	17.91
271-790-958.000	463.28	.00	463.28
271-790-958.100	283.99	.00	283.99
271-790-958.200	448.48	.00	448.48
271-790-964.000	332.05	.00	332.05
271-792-991.000	245,000.00	.00	245,000.00
271-792-992.000	4,584.48	.00	4,584.48
Grand Totals:	311,724.41	311,724.41-	.00

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

Report Criteria:

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

Check.Created date = 09/01/2026-09/30/2026

Check Number	Check Issue Date	Name	GL Account	Amount
113561	09/09/2026	Harbor Springs Area Chamber of Commerce	271790915000	175.00
Grand Totals:				175.00

CITY OF PETOSKEY
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	4,609.35	8,573.81	7,700.00	873.81	111.35
271-081-445.000 PENALTIES & INTEREST	.00	2,972.01	2,500.00	472.01	118.88
271-081-566.000 GRANTS	7,300.00	47,047.00	23,000.00	24,047.00	204.55
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	2,472.67	5,843.94	6,500.00	(656.06)	89.91
271-081-687.000 PAID CARDS	480.00	3,770.00	3,500.00	270.00	107.71
271-081-692.000 COPIES	1,862.25	7,673.42	6,000.00	1,673.42	127.89
271-081-694.000 BOOK SALE	999.78	10,859.23	13,000.00	(2,140.77)	83.53
271-081-695.000 CONTRACTED WAGES	20.00	8,325.80	14,000.00	(5,674.20)	59.47
271-081-696.000 MERCHANDISE SALES	171.00	1,430.00	1,500.00	(70.00)	95.33
TOTAL OPERATING REVENUE	17,915.05	1,994,297.83	1,956,200.00	38,097.83	101.95
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	884.82	6,038.97	13,000.00	(6,961.03)	46.45
271-082-682.000 OTHER	388.43	9,278.37	4,000.00	5,278.37	231.96
271-082-684.000 BUILDING RENT	75.00	8,531.03	8,000.00	531.03	106.64
271-082-696.000 DONATIONS	474.10	24,352.03	10,000.00	14,352.03	243.52
TOTAL NON-OPERATING REVENUE	1,822.35	48,200.40	35,000.00	13,200.40	137.72
TOTAL FUND REVENUE	19,737.40	2,042,498.23	1,991,200.00	51,298.23	102.58

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	40,415.88	373,021.32	532,300.00	159,278.68	70.08
271-790-704.000 SALARIES & WAGES - PART-TIME	20,223.30	183,049.69	276,100.00	93,050.31	66.30
271-790-724.000 FRINGE BENEFITS	20,291.10	185,475.53	269,300.00	83,824.47	68.87
271-790-727.000 OPERATING EQUIPMENT & TECH	232.65	294.70	.00	(294.70)	.00
271-790-751.000 OFFICE/LIBRARY SUPPLIES	567.97	8,418.69	11,500.00	3,081.31	73.21
271-790-752.000 BUILDING SUPPLIES	931.36	5,669.67	8,500.00	2,830.33	66.70
271-790-760.000 BOOKS - ADULT	2,907.97	26,195.26	40,000.00	13,804.74	65.49
271-790-760.100 BOOKS-CHILDREN'S	1,500.13	13,753.58	24,000.00	10,246.42	57.31
271-790-760.200 BOOKS - YOUNG ADULT	751.45	4,347.75	5,000.00	652.25	86.96
271-790-760.400 PERIODICALS	602.97	6,937.81	9,000.00	2,062.19	77.09
271-790-761.000 AUDIO VISUAL - ADULT	279.65	3,656.37	8,300.00	4,643.63	44.05
271-790-761.100 AUDIO VISUAL - CHILDREN	69.82	906.04	1,500.00	593.96	60.40
271-790-761.200 AUDIO VISUAL - YOUNG ADULT	221.11	444.54	1,000.00	555.46	44.45
271-790-762.000 ELECTRONIC MATERIALS	18,715.84	59,735.47	61,000.00	1,264.53	97.93
271-790-762.100 DATA BASES	.00	1,641.45	4,500.00	2,858.55	36.48
271-790-801.000 PROFESSIONAL SERVICES	143.50	2,390.75	5,000.00	2,609.25	47.82
271-790-802.000 CONTRACTED SERVICES	6,634.07	69,093.95	95,100.00	26,006.05	72.65
271-790-802.100 CONTRACTED SERVICES - SOFTWARE	601.90	6,956.53	39,400.00	32,443.47	17.66
271-790-850.000 COMMUNICATIONS	605.87	4,256.36	8,300.00	4,043.64	51.28
271-790-880.000 COMMUNITY OUTREACH	300.00	1,090.30	2,500.00	1,409.70	43.61
271-790-885.000 DONATION EXPENSE	.00	300.00	3,000.00	2,700.00	10.00
271-790-887.000 BANK CHARGES	87.20	797.31	800.00	2.69	99.66
271-790-905.000 PRINTING/ADVERTISING/POSTAGE	7,674.77	33,104.93	46,100.00	12,995.07	71.81
271-790-912.000 TRAINING & TRAVEL	987.37	10,227.59	13,200.00	2,972.41	77.48
271-790-915.000 MEMBERSHIPS & DUES	920.00	2,266.00	1,500.00	(766.00)	151.07
271-790-920.000 PUBLIC UTILITIES	3,231.52	21,975.70	33,000.00	11,024.30	66.59
271-790-924.000 HEATING FUEL	140.98	11,717.90	16,500.00	4,782.10	71.02
271-790-930.000 BUILDING REPAIR & MAINTENANCE	6,157.46	49,104.09	59,500.00	10,395.91	82.53
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	17.91	2,961.76	5,700.00	2,738.24	51.96
271-790-958.000 PROGRAMMING - CHILDREN	463.28	6,596.33	9,500.00	2,903.67	69.44
271-790-958.100 PROGRAMMING - ADULT	433.99	9,095.42	17,000.00	7,904.58	53.50
271-790-958.200 PROGRAMMING - YOUNG ADULT	520.37	3,398.63	3,000.00	(398.63)	113.29
271-790-964.000 MAKERSPACE - EQUIP & SUPPLIES	332.05	1,787.75	3,500.00	1,712.25	51.08
271-790-970.000 CAPITAL OUTLAY	(232.65)	.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	.00	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	136,730.79	1,131,464.94	1,692,700.00	561,235.06	66.84

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	245,000.00	245,000.00	245,000.00	.00	100.00
271-792-992.000	INTEREST PAYMENT	4,584.48	9,168.96	9,200.00	31.04	99.66
271-792-993.000	PAYING AGENT FEES	.00	300.00	300.00	.00	100.00
TOTAL BOND DEBT REQUIREMENT		249,584.48	254,468.96	254,500.00	31.04	99.99
TOTAL FUND EXPENDITURES		386,315.27	1,385,933.90	1,947,200.00	561,266.10	71.18
NET REVENUES OVER EXPENDITURES		(366,577.87)	656,564.33	44,000.00	612,564.33	1,492.19

CITY OF PETOSKEY

BALANCE SHEET
SEPTEMBER 30, 2026

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	639,367.04	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	593,363.35	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	54,899.23	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	1,889.47	
	TOTAL ASSETS		1,289,694.09

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	656,564.33	
	TOTAL FUND EQUITY		1,142,949.01
	TOTAL LIABILITIES AND EQUITY		1,289,694.09

Petoskey District Library

Director's Report: October 2026

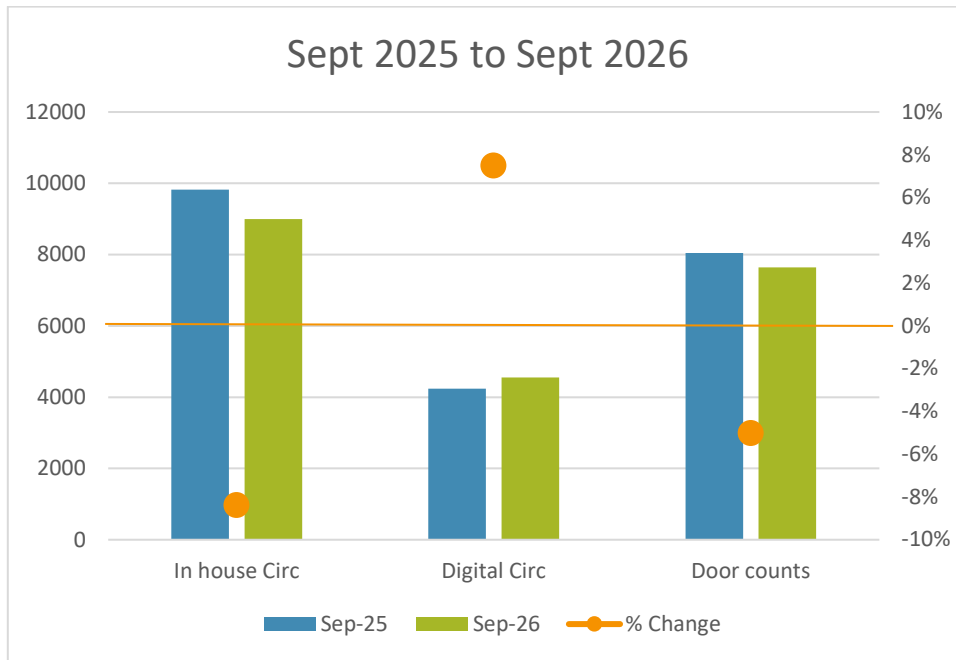
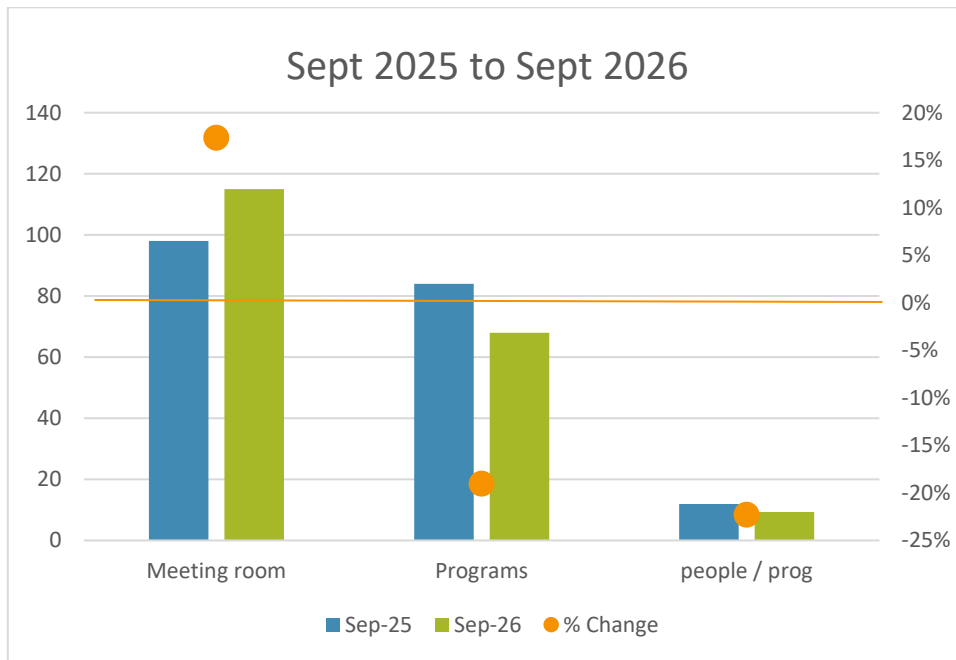
Val's Update:

- Mary Sue's last day was September 30. We had a very low-key staff good bye at our staff meeting.
- Jodi and I met with krM for another design meeting. This one concentrated mostly on the Carnegie. Some interesting ideas were discussed – including ways to add accessible bathrooms, meeting rooms, digital and audio design labs. Kyle will be here for one more site visit, and then the final ideas will go to Christman for budgeting. We are targeting the November Board meeting for the final presentation from krM.
- As a board member, I am once again on the Michigan Library Association Nominating Committee. I am in my last year on the board and will not be seeking reelection. My hope is to find another librarian in the Northland Coop to run for a seat.
- Jodi and I attended the Chamber event with Gracie Harkema. She is a very inspirational, motivating speaker about overcoming adversity.
- The new phone project is under way. It will still be a while for implementation. We are looking at reducing the number of phones we have. This is a good opportunity for us to review our call systems and make some changes.
- Mary B is working well in this transition time to her new tech duties. We attended a meeting with our eRate consultant to bring her up to speed on what eRate is and how the annual timeline works. We will be applying for funds for an additional Wireless Access Point for outdoors to cover the Carnegie. This new device will be attached to our building and "point" across the street. We are also due for a new contract for internet service provider. Our five-year contract with PFN is up this next year, so will be going out bid.
- The exhibit is all packed up. It went really well - - lots of great feedback. We had about 20 people per day experience the exhibit, with a total over the 7-week period of 994 viewers. Some of the comments:
 - From Jenny: "moving – stunning – important"
 - From Sofie: "The women are very inspiring!"
 - From Jill: "Human & Machine work together to bring to life an idea, a vision.... Reminding us of our responsibility to what remains of our planet's life giving liquid"
 - "These stories are important to share"
 - From the Yak family: "Beautiful, gives me hope for my daughters"
 - From Jamie: "Powerful and moving"
 - From Abbie: "a moving and majestic exhibit. We are lucky to have it here"
 - Annette from Alpena: "Many thanks to these women and those who made it possible"
 - From Rachel: "Fascinating! The portraits are exquisite and I learned so much about these women, thank you!"
- Alissa and I will be attending the Michigan Library Association Annual conference at the end of the month.
- We had "pop-ups" at PSP conferences. We had a table at each elementary school and talked to many kids and families.
- PAC2 is in the transition stage of moving to the cooperative. We are still ironing out the process for some of the administrative duties, including what the treasurer (me) will continue to do. We also still need to dissolve the PAC2 organization with the state.

- I will be the speaker at FOPPL's Annual Meeting, September 19, 5:30pm. I will be highlighting the krM Plan and our timeline for the refresh.
- I attached a graphic with IMLS 2024 library data, compared to PDL. We fall pretty close to average on all benchmarks. Some items to note: 1. digital materials – this strengthens our idea to invest all future collection dollar increases to our digital materials and hold our physical material expenditures steady; 2. CD Books – we are slowly weeding our audio book collection and over the next few years, our % of overall collection will most likely continue to drop; 3. Total circulation – national average of total circulation is going down, while ours continues to rise. I believe this is in part due to our wonderful collection development team and public service staff who continue to find in roads to what our patrons want to read.
- We will be partnering with Little Traverse Humane Society for our annual December community collection and donation.

Facility / Furnishings

- After electricians, wall repair and paint in both meeting rooms, new smartboards were installed. This will eliminate the need for projectors and white boards in those rooms. This will allow patrons to wirelessly connect to share their screens.
- Three new self-check stations were installed to replace the older versions that were past their lifespan.
- The native plant garden installed at the west "non-entrance." Thanks to the Wild Ones group, in partnership with the Friends, the native garden is on its way to being established. The Wild Ones group will maintain the garden, add educational signage in the spring, and provide programming on the benefits of native plants.
- All the library wooden chairs now have cushions and additional cushions purchased for the Carnegie.
- The elevator project: The main library elevator will get the update needed to meet code. The Carnegie elevator is in the planning stages, with support from Crooked Tree Arts Center and the City.



PETOSKEY DISTRICT LIBRARY (PDL) VS. THE NATION

A **comparison** of how PDL stacks up against national IMLS statistics.



Staff Expenditures



% of Operating
Expenditures Spent on
Staff

National Average PDL
66.5% vs. **62%**

PDL spends slightly less of its total operating budget on staff, keeping operations highly efficient.



Benefits

% of Staff Expenditures
that are Benefits

National Average PDL
27% vs. **25%**

PDL is closely aligned with the national average for benefit allocation.



Digital Materials

% of Material
Expenditure on Digital

National Average PDL
49% vs. **44%**

PDL's digital investments are nearly on par with the national shift toward digital.



CD Books

% of the Collection
that is CD Books

National Average PDL
5% vs. **7.5%**

PDL's patrons continue to enjoy physical audiobooks more than the national average.



In-Person Visits

Annual Decrease in
Library Visits

National Average PDL
-8% vs. **-6%**
per year per year

While national trends show declining visits, PDL is holding stronger with a slower decline.



Total Circulation

Total Circulation
Trend (Annual)

National Average PDL
-13% vs. **+2%**
(Declining) (Increasing)

PDL is defying the national trend! While nationwide library checkouts are falling, PDL's circulation is actually growing!

Thank you to our dedicated staff and board for keeping PDL vibrant and strong!



Data source: IMLS (Institute of Museum and Library Services)

October 22, 2026

COA Grant

We were once again awarded funds from the Commission on Aging for our senior outreach and our BiblioBag program. I've included the contract from the county for signature.

2027 AGREEMENT FOR SENIOR CITIZEN SERVICES

THIS AGREEMENT is made between the County of Emmet, a Michigan municipal corporation, with an address of 200 Division Street, Petoskey, Michigan 49770 (hereinafter "County"), and the **Petoskey District Library**, a Michigan public Agency, with an address of 500 E. Mitchell St. Petoskey Michigan 49770 (hereinafter "Service Provider").

Recitals

WHEREAS, the County recognizes the need of citizens 60 years of age and older to receive services to assist them in their daily lives; and

WHEREAS, the County anticipates that it will be the recipient of certain tax monies under a special millage that are to be allocated for senior citizen services in Emmet County in 2027; and

WHEREAS, the 2027 senior millage tax revenue for distribution is anticipated to be \$2,363,240.00; and

WHEREAS, the County Board of Commissioners has determined to allocate the senior millage tax revenue to several different entities, including the above Service Provider, after receiving the recommendations of the Advisory Committee on Aging; and

WHEREAS, the Service Provider has indicated that it is willing and able to provide the services as stated in this Agreement.

THEREFORE, the parties agree as follows:

- 1. PARTIES.** The County and the Service Provider are the appropriate parties to this Agreement.
- 2. TERM.** The term of this Agreement will be one (1) year commencing on January 1, 2027, and expiring on December 31, 2027.
- 3. MONIES.** The County agrees to pay the Service Provider the amount of \$12,599.00 to be paid in one lump sum payment on or about February 1, 2027.
- 4. PURPOSES.** For and in consideration of the monies to be paid by the County as well as the covenants and conditions contained herein, the Service Provider shall provide services within the purposes of the senior millage, which is for "planning, coordinating and providing services to senior citizens", as described in Exhibit A.
- 5. RECORDKEEPING.** The Service Provider shall keep complete and accurate fiscal records and will furnish the County with copies of such fiscal records, as well as any other relevant records and reports, as the County may request.

- 6. AUDIT.** An independent audit will be required of the Service Provider, at its own expense if (1) the Service Provider receives an amount under this Agreement in excess of Thirty Thousand Dollars (\$30,000.00), or (2) the Emmet County Board of Commissioners requests an audit.

If required, the independent audit shall be conducted by a Certified Public Accountant in accordance with the applicable requirements of 2 CFR Part 200, Subpart F if a single audit is required, otherwise the audit shall be conducted in accordance with generally accepted auditing standards. The following supplemental information shall also be required:

- (1) Schedule of support, revenues and expenses by program. If the Service Provider provides services in Counties other than Emmet County, a breakdown of senior funding by County shall be required.
- (2) Schedule of Federal Financial Assistance.
- (3) Schedule and definition of units of service provided.
- (4) Schedule of annual compensation paid to directors and/or administrator.

In addition, the audit shall detail the Service Provider's financial condition for the prior year.

- 7. NONDISCRIMINATION.** The Service Provider shall not discriminate against a person to be served, or any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, pregnancy, protected activity, marital status, gender identity or expression, sexual orientation, partisan considerations, or genetic information, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of these provisions may be regarded as a material breach of this Agreement.

- 8. INDEPENDENT CONTRACTOR.** It is agreed by the parties that at all times and for all purposes hereunder, the Service Provider is an independent contractor and is not an employee of the County. No payroll or employment taxes of any kind will be withheld or paid from the County's payment to the Service Provider. The Service Provider shall be responsible to pay all applicable payroll and employment taxes, including, but not limited to, FICA, federal and state personal income taxes, and state disability and/or unemployment insurance taxes or contributions. No workers' disability compensation insurance has been obtained or will be obtained by the County for the Service Provider or any employee of the Service Provider.

- 9. INDEMNIFICATION.** The Service Provider shall indemnify, defend and hold harmless the County, its boards, commissions, officers, employees, agents and volunteers from any and all claims, actions, liabilities, judgments, costs, damages, expenses and attorney fees in connection with bodily and/or personal injury to any person or loss of life and/or damage to property arising out of this Agreement or the

Service Provider's performance of services under this Agreement. This indemnification will survive the termination or expiration of this Agreement. By entering into this Agreement, the parties do not waive any immunities provided by law.

10. INSURANCE. The Service Provider shall obtain and maintain in effect during the term of this Agreement comprehensive liability insurance with coverage limits of not less than One Million Dollars (\$1,000,000) annual aggregate protecting the County against the above-stated liabilities, if the Service Provider receives an amount under this Agreement in excess of Ten Thousand Dollars (\$10,000.00).

11. MISCELLANEOUS.

A. Waiver. A waiver of a breach of any term of this Agreement shall not be considered (1) a waiver of a further breach of the same term, or (2) a waiver of a breach of any other term, or (3) a waiver of a party's right to declare an immediate or subsequent default.

B. Severability. Each provision of this Agreement is to be interpreted in a manner that is valid and enforceable under applicable law. If any provision is held invalid or unenforceable, the remainder of the Agreement shall have full effect.

C. Assignment. A party shall not assign this Agreement or any right or obligation under this Agreement without the prior written consent of the other party.

D. Amendment. The parties can amend this Agreement only by a written document signed by both parties.

E. Entire Agreement. This Agreement contains the entire understanding between the parties.

AGREED to this _____ day of _____, 2026, at Petoskey, Michigan.

WITNESSES:

PETOSKEY DISTRICT LIBRARY

By _____
President

COUNTY OF EMMET

David Boyer
Emmet County Administrator

Suzanne R. Kanine
Emmet County Clerk

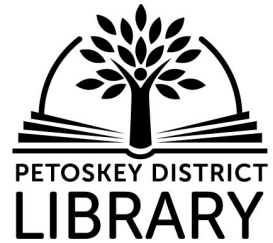
Smoking Policy

Approved: January 22, 2018

Reviewed: October 22, 2020

Reviewed: April 28, 2023

Reviewed: October 22, 2026



Under the provisions of the Public Health Clean Air Regulation Act of 2005 of Emmet County, use of any tobacco, tobacco-like products, or e-cigarettes, is prohibited within all Library work areas and public spaces including conference rooms, restrooms, stairwells, hallways, staff and public areas. Use of tobacco, tobacco-like products, or e-cigarettes is also prohibited outdoors on all Library grounds as well as prohibited at the Carnegie Building and its grounds.

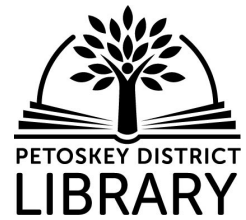
Violations of this policy will be subject to the actions outlined in the Library's Code of Conduct.

Purchasing Policy

Approved: July 26, 2018

Reviewed: July 27, 2023

Updated: October 22, 2026



The General Purchasing Policy of the Petoskey District Library shall be as follows:

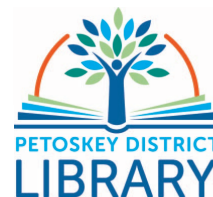
1. All purchases with an estimated total cost of over \$20,000 require formal competitive sealed bids. The Library Board of Trustees shall award the bid and they shall accept or reject any or all bids.
2. All purchases with an estimated total cost between \$10,000 and \$20,000 shall require written quotations from bidders. The Library Board of Trustees shall award the bid and they shall accept or reject any or all bids.
3. All purchases estimated under \$10,000 are to be purchased using the best judgment of the Director or designated purchasing agent, as to source of supply, based on the best available information.
4. All purchases made under a cooperative program with another governmental entity, such as a library cooperative, are, by their nature, exempt from competitive bidding requirements.
5. The competitive bidding process shall be waived when there is only one known supplier, such as equipment/software supporting the library's automated computer system, or for professional services.
6. If a threat to public health, safety, or welfare exists and the library must make emergency procurement, following established procedures as much as is practicable under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the library board and shall become part of the record for the purchase.
7. A contract for ongoing essential services originally awarded in accordance with the policy may be renewed annually for a maximum of five years, as long as the performance is deemed satisfactory.
8. Exceptions to this policy may be made by the majority vote of the board for purchases from gifts, grants, and donations that are earmarked for specific projects.

Conflict of Interest

Library Board Trustees and the Director shall not participate, directly or indirectly, in making any contract on behalf of the Library for goods or services in which they have a direct or indirect financial interest—whether as an employee, partner, principal, or owner—except for services for which a Trustee is specifically retained. Furthermore, no Trustee or Director shall participate in any Library decision or recommendation in which they have a financial interest.

Confidentiality:

Approved: February 25, 2021
Reviewed: October 26, 2023



It is the policy of the Petoskey District Library Board to abide by the Michigan Library Privacy Act (Act 315 of 2020) and the Federal PATRIOT Act.

Michigan Library Privacy Act —Public Act 315 of 2020

The Library Privacy Act, PA 315 of 2020 guarantees the privacy of library records. A record of items may be released to the parent or guardian of a minor in an effort to secure the return of the items. In all other cases, no record of library material requested or obtained can be released to anyone without a court order or written permission. Names, addresses, and phone numbers of library users are also protected by the Privacy Act and may not be released without a court order.

A library record (as defined in the Michigan Library Privacy Act) is a “document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.” Library records might include but are not limited to, circulation records, written reference requests, virtual reference requests, and computer usage metadata.

All records, formal and informal, in the Petoskey District Library containing patron registration information and the subsequent borrowing records of patrons are strictly confidential except as allowed in this policy.

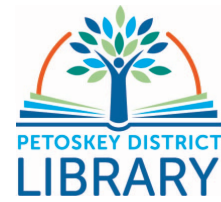
In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be available to anyone besides the library staff in the performance of library duties except under the written order of the Director, such order having been issued pursuant to a proper legal process, order, or subpoena.

Upon receipt of any process, order, or subpoena from a **state** or **local** law enforcement officer (Michigan Privacy Act) the officer shall confer with the Director or his/her designee and the legal counsel of the District to determine if such process, order, or subpoena is proper and enforceable.

In the event the legal process fails to sufficiently identify or name in specific terms the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the library and its personnel except under further due process of law.

Confidentiality:

Approved: February 25, 2021
Reviewed: October 26, 2023



USA Patriot Act

In the case of Library staff served with a **federal** search warrant or court order as part of an FBI investigation (USA Patriot Act) the court order may not be deferred. In that case, the staff must comply with the court order with the following procedure:

- Contact Library Director, if the library director is unavailable, then
- Contact the Assistant Director, if the Assistant Director is unavailable, then
- Contact District Library attorney,
- Ask for identification from the person
- Call the office of the FBI to check identity of person (Traverse City Office: 231.946.7201)
- Ask for the court order or search warrant and make a copy
- Comply with the request
- Staff served with such an order may not disclose said order's existence to anyone, or that federal law enforcement has obtained what it sought to anyone, except to those necessary to obtain the things sought in the warrant.

Any problems or conditions relating to the privacy of a patron through the records of the library which are not specified in this policy shall be referred to the Director, who after study and consultation with the Library Board and/or legal counsel, shall decide whether or not to heed the request for information.

UPDATED format for ease of reading / understanding:

1. Statutory Authority & Core Protections

Under the Michigan Library Privacy Act (PA 315 of 2020) and applicable federal laws, all patron registration records and circulation histories retained by the Petoskey District Library are strictly confidential.

- **Protected Records:** A library record includes any document, electronic file, or metadata that personally identifies a patron (e.g., name, address, phone number) or links a patron to specific materials, reference requests, or computer usage.
- **Exceptions for Minors:** Records regarding items borrowed by a minor may be released to their parent or legal guardian solely for the purpose of recovering overdue or unreturned materials.
- **General Release Requirement:** In all other cases, library records will not be disclosed to third parties without written permission from the patron or a valid court order.

2. State & Local Law Enforcement Requests

Library staff may only access patron records in the performance of official duties. Requests or subpoenas from state or local law enforcement must follow these steps:

1. **Administrative Review:** The law enforcement officer must consult with the Library Director (or designee) and legal counsel to verify that the subpoena or order is legally proper and enforceable.
2. **Defective Requests:** If a legal order fails to specifically name or identify the relevant patron records, it will be deemed defective and non-binding until proper legal process is served.

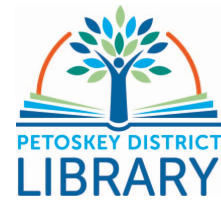
3. Federal Search Warrants & FBI Investigations (USA PATRIOT Act)

Federal search warrants served under the USA PATRIOT Act cannot be deferred. Staff must comply using the following procedure:

1. **Notification Chain:** Immediately notify the first available representative in this order:
 - Library Director
 - Assistant Director / Public Services Librarian
 - District Library Legal Counsel - Foster-Swift: Anne Seurnck 616.726.2240
2. **Identity Verification:** Request official photo identification and confirm the officer's identity by calling the local FBI office (Traverse City Office: 231-946-7201).

Confidentiality:

Approved: February 25, 2021
Reviewed: October 26, 2023



3. **Documentation & Compliance:** Request a copy of the warrant or court order for library files, then comply with the request.
4. **Nondisclosure Requirement:** By federal law, staff served with a federal warrant are strictly prohibited from disclosing its existence or execution to anyone, except as necessary to assist in fulfilling the warrant.

4. Unspecified Privacy Matters

Any privacy concerns or information requests not explicitly covered by this policy must be referred to the Library Director. The Director, in consultation with the Library Board and legal counsel, will determine the appropriate response.

October 22, 2026

Board Training

To help support our education mission, I would like to propose incorporating a brief professional development segment into our upcoming board meetings.

The Library of Michigan offers a specialized [Public Library Trustees Pathway](#) via Niche Academy, designed specifically for governing and advisory boards. Each session is roughly 35 minutes long.

To make this manageable, I propose we watch a portion of a module together for about 15 minutes at each meeting, followed by a brief discussion. By pacing it this way, we could comfortably complete all six modules over the course of a year.

The pathway covers the following six topics:

- **Libraries as Public Entities** (36 min)
- **Library Service Contracts** (33 min)
- **State Aid for Libraries** (25 min)
- **Penal Fines for Libraries** (29 min)
- **Personal Property Tax** (34 min)
- **Use of Public Funds** (47 min)

I would appreciate your input on two questions:

1. Are you interested in incorporating this training series into our meetings?
2. If so, which of these topics would you like to start with?