



**Loutit District Library**  
 Expanding Horizons. Enriching Minds. Engaging  
 Community.

**BOARD OF TRUSTEES MEETING**

Date: Tuesday, June 10, 2025  
 Time: 5:00 p.m.  
 Place: Loutit District Library, Program Room B

**A G E N D A**

**1. CALL TO ORDER AND ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. PUBLIC HEARING: PROPOSED FISCAL YEAR 2025-2026 LIBRARY MILLAGE RATES**

Pages 1

- A. Open
- B. Discussion
- C. Close

**4. PUBLIC HEARING: PROPOSED FISCAL YEAR 2025-2026 LIBRARY BUDGET**

Pages 2-32

- A. Open
- B. Discussion
- C. Close

**5. APPROVAL OF CONSENT AGENDA**

- A. Approve the regular meeting minutes of May 13, 2025
- B. Approve the following Purchase Orders for FY 2025/26: \$ 775,791.00

Pages 33-37

<b>PO</b>	<b>Name</b>	<b>Amount</b>
2550	Priority Health for FY 2025/26 Insurance Premiums	\$180,000.00
2551	Lakeland Library Cooperative Services FY 2025/26	\$27,000.00
2552	City of Grand Haven Finance, BS&A, & HR Services FY 2025/26	\$80,500.00
2553	Vredeveld Haefner LLC for June 30, 2024, Auditing Services	\$7,250.00
2554	MCLS for Overdrive FY 2025/26 for E-Books	\$34,000.00
2555	Overdrive Advantage E-Books FY 2025/26	\$34,000.00
2556	BHS Insurance for Property & Liability Insurance FY 2025/26	\$19,288.00
2557	GHAPS Technology Services FY 2025/26	\$53,000.00
2558	Spring Lake District Library – Share of Ferrysburg Penal Fines	\$12,000.00
2559	Howard Miller Library – Zeeland School District	\$50,000.00

2560	Dykstra – Landscape Services (Snow Removal & Lawn Care) FY 2025/26	\$17,013.00
2561	Michigan Gas Utilities FY 2025/26	\$17,000.00
2562	City of Grand Haven Board of Light & Power FY 2025/26	\$83,000.00
2564	Hoopla Electronic Database FY 2025/26	\$38,000.00
2566	Envisionware Service and Software Licensing FY 2025/26	\$ 9,250.00
2567	Foster Swift Collins & Smith PC Legal Services FY 2025/26	\$5,000.00
2568	Kanopy, LLC Electronic Database FY 2025/26	\$6,000.00
2569	Delta Dental for FY 2025/26 Insurance Premiums	\$14,500.00
2570	Verizon Wireless FY 2025/26	\$6,350.00
2571	Mobile Beacon Hotspots and Fognet Data – FY 2025/26	\$5,200.00
2572	Van Dyken Mechanical for HVAC Services – FY 2025/26	\$9,000.00
2573	City of Grand Haven – Water Utilities FY 2025/26	\$8,500.00
2574	Z’s Green Clean	\$60,000.00

**6. PUBLIC COMMENT**

*This is the time when members of the audience may address the Library Board of Trustees regarding any topic, including items on the agenda. Please limit your remarks to no more than three minutes. When addressing the Library Board of Trustees, please state your name, address, and the subject of the comment.*

**7. TREASURER’S REPORT**

- A. Balance Sheet Reports as of May 31, 2025 Pages 38-42
- B. Revenue and Expenditure Reports as of May 31, 2025 Pages 43-49
- C. Cash Summary Reports as of May 31, 2025 Page 50
- D. Check Register as of May 31, 2025 Pages 51-52
- E. Approve May invoice payments in the amount of \$100,018.37 Page 52

**8. TRUSTEE COMMENT**

**9. UNFINISHED BUSINESS**

- A. Termination of Medical Insurance with OVD – move to The Pool Pages 53-54

**10. NEW BUSINESS**

- A. Consideration of a motion to approve a resolution to set the 2025 property tax levy for operating purposes at .9352 mill and the supplemental millage at .1547, and to set the 2025 property tax levy for debt retirement purposes at .1150 mill Page 55
- B. Consideration of a motion to approve a resolution to adopt a Budget for Loutit District Library for the 2025-2026 Fiscal Year and to appropriate funds for said purposes, as follows: Pages 56-58

	Revenue	Expenditure
General Fund	3,924,990	3,924,185
Maintenance Fund	12,000 projected	150,000
Debt Service A Fund	350,320	335,125
Debt Service B Fund	328,900	328,900

- C. Consideration of a motion to establish the following annual compensation rates for full-time employees opting out of the library's health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library's Personnel Policy:  
Family Coverage \$1,000  
Double Coverage \$750  
Single Coverage \$500  
These payments are distributed bi-weekly as part of the employee's pay.

- D. Motion to approve letter of support for the decision to establish a new Grand Haven's Children's Museum on the north side of Central Park Place. Pages 59-60

- E. Motion to approve two Bibliotheca Self-Checks/Adjustable Kiosks for \$28,378.00 Pages 61-90

- F. Determine Board of Trustee Officers for FY2025-2026.

**11. COMMITTEE REPORTS**

- A. **Finance Committee**  
Meeting
- B. **Building and Grounds Committee**  
No business
- C. **Personnel**  
Met May 13, 2025
- D. **Policy**
  
- E. **Waanders' Maker Space Ad hoc Committee**
  - 1. Discuss next steps / committee meeting

**12. DIRECTOR'S REPORT** Pages 91-94

**13. PRESIDENT'S REPORT**

**14. PUBLIC COMMENT**

**15. TRUSTEE COMMENT**

**16. NEXT BOARD MEETING:** July 8, 2025

**17. ADJOURNMENT**

**Loutit District Library**

**Board of Trustees**

**Public Comment Guidelines for LDL Board and Committee Meetings**

The agenda for each regular meeting designates two "Public Comment" opportunities for individuals or groups wishing to address the Board. During these times community members are invited to publicly comment on any library-related topic, whether or not it appears on the agenda. For the sake of order, we ask that public statements, presentations, or reports be made only during these times in the meeting. A board member may ask the person making a comment to clarify his/her thoughts, but at no time is a board member or employee obligated to immediately respond to the person making comment.

To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

1. Be recognized by the chair.
2. Clearly state his/her name, address, and the subject of the comment.
3. At the discretion of the chair, limit their time to three minutes.
4. Comment only once per public comment portion of the Agenda.
5. Direct all comments to the Board chair.

The Board will not allow the following and will respectfully interrupt and ask the person speaking to cease:

1. Public comments directed to any employee of the district or to anyone else in the audience.
2. Debates with people making comments.
3. Inappropriate comments (unrelated to the agenda or to the activities of the board or library) or of a personal nature attacking any board member or any employee of the library or their job performance. Comments of this nature must be submitted in writing to the board and can be reviewed in a closed session or open session at a later date, at the discretion of the person to whom the complaint is directed.

Persons wishing to make public comment and requesting a response should submit their questions in writing to the chair, along with contact information. The board chair will then deliver that statement to the appropriate person for a thorough review and possible answers. Contact will be made either in writing or in person.