

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

**BOARD OF TRUSTEES MEETING**

Date: Tuesday, March 10, 2026  
Time: 4:30 p.m. Regular Board Meeting  
Place: Loutit District Library, Program Room B

**AGENDA**

**1. REGULAR BOARD MEETING: CALL TO ORDER AND ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF CONSENT AGENDA**

- A. Approve the regular meeting minutes of February 10, 2026 Pages 1-4

**4. 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. Please state your name, address, and the subject of the comment.*

**5. TREASURER'S REPORT**

- A. Balance Sheet Reports as of February 28, 2026 Pages 5-9  
B. Revenue and Expenditure Reports as of February 28, 2026 Pages 10-16  
C. Cash Summary Reports as of February 28, 2026 Page 17  
D. Check Register as of February 28, 2026 Pages 18-19  
E. Approve February invoice payments in the amount of \$ 73,231.25 Page 19

**6. TRUSTEE COMMENT**

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

- A. Review Proposed Revised Loutit District Library Bylaws Pages 20-26  
B. Motion to approve new Library Board Compensation Policy Page 27  
C. Motion to approve requesting grant funds from GHACF from available annual endowment interest, amount totaling \$1,151, to be used for summer reading prizes. Page 28-29

**9. COMMITTEE REPORTS**

- A. **Finance Committee** - No Meeting  
B. **Building and Grounds Committee** - No Meeting  
C. **Ad hoc Committee for Waanders' Maker Space / Art Studio**  
A. Update on progress – Work started, new timeline, meeting, fieldtrip after meeting? Page 30

**D. Ad hoc Committee to review Bylaws (Collins, Harrison, Sanchez) – last meeting**

A. Meeting 02/23/2026 – completed draft of bylaws for review (see new business)

**10. DIRECTOR'S REPORT**

Pages 31-36

**11. PRESIDENT'S REPORT**

**12. PUBLIC COMMENT**

**13. TRUSTEE COMMENT**

**14. NEXT BOARD MEETING:**

April 14, 2026 at 4:30 pm - Program Room B

**15. 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.

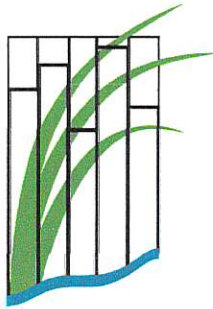
To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

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.



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**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
February 10, 2026**

1. **The meeting was called to order at 4:35 p.m. in Program Room B by President Caryn Lannon.**

**Board members present:** Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon, Marc Longstreet, Andrea Morano, Cathy Rusco, Carol Sanchez

**Board Members Absent:**

**Library Staff present:** Anne Harrison, Ellen Peters, Eliza Fritz

**City of Grand Haven Staff present:** Emily Greene

**Members of the Public:** None

2. **APPROVAL OF AGENDA**

- 26-07 Motion by DeWitt, second by Sanchez, to approve the agenda. The motion carried 8:0.**  
Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

- 26-08 Motion by Rusco, second by Brooks, to approve the consent agenda. The motion carried 8:0.**  
Discussion: None

A. Approve the regular meeting minutes of January 13, 2026

4. **PUBLIC COMMENT** - None

5. **TREASURER'S REPORT**

- A. Balance Sheet Reports as of January 31, 2025
- B. Revenue and Expenditure Reports as of January 31, 2025
- C. Cash Summary Reports as of January 31, 2025
- D. Check Register as of January 31, 2025
- E. Approve January invoice payments in the amount of \$ 83,485.59

**Report by Emily Greene, City of Grand Haven, financial management provider for LDL:**

- One thing to note- tax revenue has started to come in – considerable amount which is nice

- Followed up on the Consumers Energy question from last meeting
- Collins: General Fund- Health Insurance, is there enough money for the rest of the year
- Greene: since these are projected numbers, they are enough to cover – These are talking points during the making of each yearly budget.

**26-09 Motion by Collins, second by Sanchez, to approve January 2026 invoice payments in the amount of \$83,485.59. The motion carried 8:0.**

**6. TRUSTEE COMMENT**

- There was more talk about the revenue received from Consumers Energy.

**7. UNFINISHED BUSINESS**

A. Motion to approve amended Executive Director Annual Performance Review Policy

**26-10 Motion by Sanchez, second by Morano, to approve amended Executive Director Annual Performance Review Policy. The motion carried 8:0.**

Discussion:

- Peters discussed suggested changes from the January meeting
- There was discussion of whether evaluations should be anonymous or not. Conclusion was to stay anonymous unless requested.

**8. NEW BUSINESS**

A. Discuss branch library opportunity

- Peters discussed the meeting they had with a realtor about a possibly renting a space near Grand Haven High School. There is space for a drive through, public computing, programming, and would not need extra staffing (just a shifting of hours).
- Still in an exploration stage, to see if it would be utilized. We are looking at the budget to see if it would be something that could be possible in the future.
- Collins: Has this been in the annual survey? Is there data that it would be useful?
- Peters: This would be in place of the lockers located in Robinson Township, because the book-mobile is not something we can currently afford. The money has already been set aside for at least the first year.

B. Motion to approve library paying stipends to board members of \$30 per meeting

**26-11 Motion by Sanchez, second by Rusco, to approve library paying stipends to board members of \$30 per meeting (effective April 1, 2026). The motion carried 5:3 (Brooks, Collins, Rusco).**

Discussion:

- Peters: Something we have been discussing in board meetings and bylaws meetings. That

way everyone would be paid the same amount and from the same place.

- Sanchez: Suggested a stipulation that this is only for the monthly meetings, not for committee meetings. Board wanted union negotiations included as well.
  - Lannon: Is there an option to opt out or donate it back to the library? Yes
  - Collins: Would this be considered a policy, not part of the bylaws? Consensus was it would be considered a policy.
  - There was discussion of where it would be taken from the budget, how each municipality would be notified, and how to opt out.
- C. Discuss Art-o-mat opportunity
- A patron has offered to donate the machine, in the hopes that the profits could be used to continue getting supplies for the Makerspace. Board got the chance to review some of the art that has come from machines across the country.
  - Board would like to move forward with the project.
- D. Motion to approve letter of support for Ottawa County Parks millage

**26-12 Motion by Rusco, second by DeWitt, to approve letter of support for Ottawa County Parks millage.  
The motion carried 8:0.**

Discussion:

- Peters: Explained who reached out and why she felt compelled to write the letter
- Collins: Why is it addressed to “Board of Commissioners” if it is already on the ballot? What are we asking of them? Peters will clarify who it is addressed to.
- Sanchez: Maybe approve the letter, if Peters checked about who it should be addressed to?

**9. COMMITTEE REPORTS**

**A. Finance**

- No Meeting

**B. Building and Grounds Committee (Brooks, Harrison, Lidacis, Fitzgerald, Smith)**

- No Meeting

**C. Waanders’ Maker Space Ad hoc Committee (Peters, Harrison, Rusco, Morano, Brooks, Griffin, Tobin, Fritz)**

- Update on progress – Demo started, new timeline, meeting
- There was question of what the canopy would look like. It will match the other awning.
- There was discussion of parking issues with the current construction and snow removal. Want to look ahead to make sure the hotel will not be taking our parking.

**D. Bylaws Ad hoc Committee (Collins, Harrison, Rusco, Sanchez)**

- Meeting canceled 01/26/2026 – attorney did not get the edits to us in time for review
- Next meeting scheduled for 02/23/2026 at 11:00 a.m.

**10. DIRECTOR’S REPORT –**

- Peters – finished the meetings with municipalities for the annual report

- Got named Community Partner of the Month by GHAPS
- Discussed the literacy summit.
- Brooks: Applauds the detail from the Director's Report. Peters credits staff for how much they are accomplishing.
- Collins: Referring to the Monthly Planner, if the Annual Report can be done in September that would be appreciated.

11. **PRESIDENT'S REPORT** – None

12. **PUBLIC COMMENT** – None

13. **TRUSTEE COMMENT**

- Rusco, Longstreet, and Sanchez will not be present at the March meeting.

14. **NEXT BOARD MEETINGS**

- Board Meeting: March 10, 2026, at 4:30 pm

15. **ADJOURNMENT -**

The meeting adjourned at 5:48 p.m.

Secretary  
Cathy Rusco

President  
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer

Fund 271 LIBRARY GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
271-000-001.00	CASH - HUNTINGTON CHECKING	657,457.60
271-000-002.00	CASH - LMCU MONEY MARKET	2,639.96
271-000-003.00	CASH - LMCU CD (08/09/22 MATURITY)	0.00
271-000-003.01	CASH - LMCU CD (04/13/23 MATURITY)	0.00
271-000-004.00	PETTY CASH	200.00
271-000-004.01	CASH IN DRAWER	174.55
271-000-017.00	CASH - MI CLASS GENERAL FUND	1,203,712.49
271-000-017.04	CASH - MI CLASS ROBBINS ROAD PROCE	197,907.63
271-000-017.50	CASH - GHACF NON-ENDOWMENT FUND	0.00
271-000-040.00	ACCOUNTS RECEIVABLE	70.77
271-000-071.00	DUE FROM CITY OF GRAND HAVEN	0.00
271-000-071.05	DUE FROM CITY OF FERRYSBURG	0.00
271-000-072.00	DUE FROM GRAND HAVEN TOWNSHIP	0.00
271-000-074.00	DUE FROM OTTAWA COUNTY	0.00
271-000-078.00	DUE FROM STATE OF MICHIGAN	0.00
271-000-084.18	DUE FROM DEBT SERVICE FUND	0.00
271-000-084.19	DUE FROM MAINTENANCE FUND	0.00
271-000-123.00	PREPAID EXPENSES	5,394.48
<b>Total Assets</b>		<b>2,067,557.48</b>
*** Liabilities ***		
271-000-202.00	ACCOUNTS PAYABLE	0.00
271-000-214.18	DUE TO DEBT SERVICE FUND	0.00
271-000-214.19	DUE TO MAINTENANCE FUND	0.00
271-000-214.20	DUE TO CAPITAL PROJECTS FUND	0.00
271-000-231.00	FICA EE AND ER	0.00
271-000-231.01	FEDERAL TAX EE	0.00
271-000-231.02	STATE TAX EE	0.00
271-000-231.04	GENERAL PENSION EE	0.00
271-000-231.05	MERS 401A DC EE	0.00
271-000-231.06	MERS 457 EE	0.00
271-000-231.10	HEALTH INSURANCE EE	2,288.11
271-000-231.11	DENTAL INSURANCE EE	5.89
271-000-231.12	VISION INSURANCE EE	0.00
271-000-231.13	HSA PRETAX EE	0.00
271-000-231.14	FLEX MEDICAL EE	0.00
271-000-231.15	FLEX DEPENDENT CARE EE	0.00
271-000-231.16	AFLAC PRE-TAX EE	0.00
271-000-231.17	AFLAC POST-TAX EE	0.00
271-000-231.18	AFLAC DISABILITY EE	0.00
271-000-231.19	COLONIAL LIFE EE	16.54
271-000-231.20	UNITED WAY EE	0.00
271-000-231.21	UNION DUES SEIU EE	0.00
271-000-257.00	ACCRUED WAGES PAYABLE	0.00
271-000-259.00	FLEXIBLE SPENDING LIABILITY	0.00
271-000-260.00	ACCRUED VACATION PAYABLE	0.00
271-000-261.00	ACCRUED SICK LEAVE PAYABLE	0.00
271-000-262.00	BENEFITS PAYABLE ER	0.00
271-000-262.01	MERS 401A ER	0.00
271-000-262.02	MERS 457 ER	0.00
271-000-262.03	MERS PENSION ER	0.00
271-000-262.04	MERS PENSION SURPLUS ER	0.00
271-000-262.10	HEALTH PREMIUMS ER	(8,279.32)
271-000-262.11	DENTAL PREMIUMS ER	516.42
271-000-262.12	VISION PREMIUMS ER	(29.21)
271-000-262.13	HSA PRETAX ER	0.00
271-000-262.15	LIFE INSURANCE ER	392.81
271-000-262.17	LONG-TERM DISABILITY ER	(0.67)
271-000-266.00	FRIEND OF THE COURT EE	0.00
271-000-269.00	GARNISHMENTS - COURT EE	0.00
271-000-360.00	DEFERRED REVENUE	0.00
<b>Total Liabilities</b>		<b>(5,089.43)</b>
*** Fund Balance ***		

Fund 271 LIBRARY GENERAL FUND

GL Number	Description	Balance
*** Fund Balance ***		
271-000-390.00	FUND BALANCE	1,044,122.71
271-000-390.10	UNASSIGNED FUND BALANCE	0.00
271-000-390.50	ASSIGNED FUND BALANCE	0.00
271-000-392.00	RETAINED EARNINGS	(71,296.75)
271-000-399.00	UNREALIZED GAIN/LOSS INVESTMENT	0.00
<b>Total Fund Balance</b>		<b>972,825.96</b>
<b>Beginning Fund Balance</b>		<b>972,825.96</b>
<b>Net of Revenues VS Expenditures</b>		<b>1,099,820.95</b>
<b>Ending Fund Balance</b>		<b>2,072,646.91</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,067,557.48</b>

Fund 371 DEBT SERVICE A (VOTED BONDS) LIBRARY

GL Number	Description	Balance
*** Assets ***		
371-000-001.00	CASH - HUNTINGTON CHECKING	0.00
371-000-001.01	CASH - DEBT A CHECKING ACCOUNT	452,556.37
371-000-017.02	CASH - MI CLASS DEBT A FUND	132,767.04
371-000-040.00	ACCOUNTS RECEIVABLE	0.00
371-000-071.05	DUE FROM CITY OF FERRYSBURG	0.00
371-000-072.00	DUE FROM GRAND HAVEN TOWNSHIP	0.00
371-000-084.01	DUE FROM GENERAL FUND	0.00
<b>Total Assets</b>		<b>585,323.41</b>
*** Liabilities ***		
371-000-202.00	ACCOUNTS PAYABLE	0.00
371-000-214.01	DUE TO GENERAL FUND	0.00
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
371-000-390.00	FUND BALANCE	268,256.23
371-000-392.00	RETAINED EARNINGS	22,939.30
<b>Total Fund Balance</b>		<b>291,195.53</b>
<b>Beginning Fund Balance</b>		<b>291,195.53</b>
<b>Net of Revenues VS Expenditures</b>		<b>294,127.88</b>
<b>Ending Fund Balance</b>		<b>585,323.41</b>
<b>Total Liabilities And Fund Balance</b>		<b>585,323.41</b>

Fund 372 DEBT SERVICE B (VOTED BONDS) LIBRARY

GL Number	Description	Balance
*** Assets ***		
372-000-001.00	CASH - HUNTINGTON CHECKING	0.00
372-000-017.03	CASH - MI CLASS DEBT B FUND	92.55
<b>Total Assets</b>		<b>92.55</b>
*** Liabilities ***		
372-000-202.00	ACCOUNTS PAYABLE	0.00
372-000-214.01	DUE TO GENERAL FUND	0.00
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
372-000-390.00	FUND BALANCE	90.05
372-000-392.00	RETAINED EARNINGS	0.07
<b>Total Fund Balance</b>		<b>90.12</b>
<b>Beginning Fund Balance</b>		<b>90.12</b>
<b>Net of Revenues VS Expenditures</b>		<b>2.43</b>
<b>Ending Fund Balance</b>		<b>92.55</b>
<b>Total Liabilities And Fund Balance</b>		<b>92.55</b>

Fund 401 CAPITAL PROJECT MAINTENANCE FUND

GL Number	Description	Balance
*** Assets ***		
401-000-001.00	CASH - HUNTINGTON CHECKING	0.00
401-000-002.00	CASH - LMCU MONEY MARKET	526.41
401-000-002.01	CASH - FIFTH THIRD MONEY MARKET	0.00
401-000-002.02	CASH - FIFTH THIRD MONEY MARKET	216,993.12
401-000-002.11	CASH - FIFTH THIRD SECURITIES	0.00
401-000-002.12	CASH - FIFTH THIRD SECURITIES	260,981.16
401-000-017.01	CASH - MI CLASS LIBRARY MAINTENANC	318,828.86
401-000-084.01	DUE FROM GENERAL FUND	0.00
<b>Total Assets</b>		<b>797,329.55</b>
*** Liabilities ***		
401-000-202.00	ACCOUNTS PAYABLE	0.00
401-000-214.01	DUE TO GENERAL FUND	0.00
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
401-000-390.00	FUND BALANCE	881,860.83
401-000-392.00	RETAINED EARNINGS	(101,907.89)
401-000-399.00	UNREALIZED GAIN/LOSS INVESTMENT	0.00
<b>Total Fund Balance</b>		<b>779,952.94</b>
<b>Beginning Fund Balance</b>		<b>779,952.94</b>
<b>Net of Revenues VS Expenditures</b>		<b>17,376.61</b>
<b>Ending Fund Balance</b>		<b>797,329.55</b>
<b>Total Liabilities And Fund Balance</b>		<b>797,329.55</b>

Fiscal Year-To-Date 7/1/25 - 2/28/26

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
<b>Fund 271 - LIBRARY GENERAL FUND</b>						
Revenues						
Dept 040 - REVENUE ACCOUNTS						
271-040-402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	1,235,000.00	1,090,693.94	358,412.41	144,306.06	88.32
271-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	395,000.00	275,378.36	51,312.06	119,621.64	69.72
271-040-402.04	CURRENT PROPERTY TAX - FORT SHELDON	275,000.00	228,774.66	132,815.98	46,225.34	83.19
271-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	302,100.00	291,909.40	640.42	10,190.60	96.63
271-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	835,000.00	858,842.84	2,472.83	(23,842.84)	102.86
271-040-403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
271-040-412.00	DELINQUENT PERSONAL PROPERTY TAX	200.00	147.88	0.00	52.12	73.94
271-040-414.00	PROPERTY TAX ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
271-040-437.00	IFT - INDUSTRIAL FACILITY TAX	2,000.00	1,498.20	0.00	501.80	74.91
271-040-445.00	PENALTY & INTEREST ON TAXES	500.00	800.60	89.60	(300.60)	160.12
271-040-528.00	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
271-040-528.10	FEDERAL GRANTS - IMLS	0.00	0.00	0.00	0.00	0.00
271-040-528.20	FEDERAL GRANTS - IMLS TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
271-040-541.00	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
271-040-544.00	STATE AID - LIBRARY	19,000.00	0.00	0.00	19,000.00	0.00
271-040-544.01	STATE AID - LIBRARY COOP SERVICE	19,000.00	0.00	0.00	19,000.00	0.00
271-040-569.01	STATE GRANTS OTHER - SBTE REIMBURSEMENT	0.00	2,421.59	0.00	(2,421.59)	100.00
271-040-573.00	STATE LCSA - LOCAL COMM STABILIZATION	60,000.00	57,020.95	0.00	2,979.05	95.03
271-040-585.00	LOCAL GRANTS	0.00	0.00	0.00	0.00	0.00
271-040-585.01	LOCAL GRANTS - GHACF	140,000.00	305,433.00	55,753.00	(165,433.00)	218.17
271-040-590.00	MISCELLANEOUS GRANTS	0.00	0.00	0.00	0.00	0.00
271-040-629.00	MISCELLANEOUS REVENUE	0.00	108.00	6.00	(108.00)	100.00
271-040-630.00	VENDING MACHINE REVENUE	300.00	175.13	28.85	124.87	58.38
271-040-658.00	PENAL FINES	80,000.00	0.00	0.00	80,000.00	0.00
271-040-659.00	FINES & PENALTIES - LIBRARY MATERIALS	5,500.00	4,065.44	422.12	1,434.56	73.92
271-040-665.00	INTEREST INCOME	24,000.00	22,512.81	3,937.60	1,487.19	93.80
271-040-666.00	DIVIDENDS	0.00	0.00	0.00	0.00	0.00
271-040-673.01	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00
271-040-674.01	FRIENDS - ASSIGNED DONATIONS	2,500.00	4,000.00	2,000.00	(1,500.00)	160.00
271-040-674.02	FRIENDS - UNASSIGNED DONATIONS	2,000.00	250.00	250.00	1,750.00	12.50
271-040-674.03	ASSIGNED DONATIONS	1,000.00	15,936.34	11,248.34	(14,936.34)	1,593.63
271-040-674.04	UNASSIGNED DONATIONS	500.00	2,534.12	154.86	(2,034.12)	506.82
271-040-674.05	OWED TO FRIENDS	0.00	176.79	96.63	(176.79)	100.00
271-040-674.06	DONATIONS ENVISIONWARE	3,000.00	5,044.66	332.55	(2,044.66)	168.16
271-040-676.00	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
271-040-687.00	REFUNDS/REBATES	0.00	0.00	0.00	0.00	0.00
271-040-689.00	CASH OVER & SHORT	0.00	3.66	1.75	(3.66)	100.00
271-040-699.05	TRANSFERS IN DEPT SERVICE FUND	328,900.00	0.00	0.00	328,900.00	0.00
271-040-699.06	TRANS IN BOARD COMMIT ROBBINS RD PROCD	72,490.00	0.00	0.00	72,490.00	0.00
271-040-699.19	TRANSFERS IN MAINTENANCE FUND	150,000.00	5,437.13	0.00	144,562.87	3.62
<b>Total Dept 040 - REVENUE ACCOUNTS</b>		<b>3,952,990.00</b>	<b>3,173,165.50</b>	<b>619,975.00</b>	<b>779,824.50</b>	<b>80.27</b>
<b>TOTAL REVENUES</b>		<b>3,952,990.00</b>	<b>3,173,165.50</b>	<b>619,975.00</b>	<b>779,824.50</b>	<b>80.27</b>
Expenditures						
Dept 790 - LOUITT LIBRARY						
271-790-702.00	FULL TIME WAGES	1,073,000.00	673,024.65	85,558.53	399,975.35	62.72
271-790-703.00	PART TIME WAGES	332,000.00	172,402.37	21,507.02	159,597.63	51.93
271-790-704.00	OVERTIME	0.00	0.00	0.00	0.00	0.00
271-790-705.00	LONGEVITY PAY	400.00	0.00	0.00	400.00	0.00
271-790-706.00	VACATION PAY	75,000.00	66,893.09	4,196.74	8,106.91	89.19

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2026	02/28/2026	MONTH INCREASE	02/28/2026 (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 271 - LIBRARY GENERAL FUND										
Expenditures										
271-790-707.00	SICK PAY	50,000.00		32,518.74		4,996.62		17,481.26		65.04
271-790-708.00	HEALTH INSURANCE OPT OUT	2,000.00		499.98		0.00		1,500.02		25.00
271-790-709.00	EMPLOYEE ASSISTANCE	800.00		800.00				0.00		100.00
271-790-711.00	HEALTH INSURANCE ER	180,000.00		142,312.94		18,297.56		37,687.06		79.06
271-790-711.01	VISION INSURANCE ER	2,600.00		1,705.44		200.64		894.56		65.59
271-790-711.03	HSA PRETAX ER	15,200.00		9,661.78		1,230.80		5,538.22		63.56
271-790-712.00	DENTAL INSURANCE ER	19,300.00		14,211.30		1,683.60		5,088.70		73.63
271-790-713.00	LIFE INSURANCE ER	1,100.00		902.70		307.98		197.30		82.06
271-790-714.00	WORKERS COMP INSURANCE ER	2,850.00		1,033.00		0.00		1,817.00		36.25
271-790-715.00	DISABILITY INSURANCE ER	2,100.00		1,582.28		213.38		517.72		75.35
271-790-716.00	MERS DB PENSION ER	188,000.00		134,903.79		32,812.54		53,096.21		71.76
271-790-716.01	MERS 401A DC ER	11,900.00		7,852.95		963.00		4,047.05		65.99
271-790-716.02	MERS 457 ER	14,900.00		10,982.63		1,325.12		3,917.37		73.71
271-790-716.06	MERS DB PENSION ER SURPLUS	17,000.00		11,411.54		1,354.78		5,588.46		67.13
271-790-717.00	FICA ER	115,000.00		72,772.88		8,639.78		42,227.12		63.28
271-790-740.00	REPLACEMENT ITEMS	1,500.00		1,384.58		63.44		115.42		92.31
271-790-741.00	LIBRARY DONATIONS EXPENSE	0.00		0.00		0.00		0.00		0.00
271-790-741.01	FRIENDS ASSIGNED DONATIONS EXPENSE	2,500.00		51.41		0.00		2,448.59		2.06
271-790-741.02	ASSIGNED DONATIONS EXPENSE	1,000.00		1,494.12		349.03		(494.12)		149.41
271-790-741.03	UNASSIGNED DONATIONS EXPENSE	500.00		732.35		0.00		(232.35)		146.47
271-790-741.04	FRIENDS UNASSIGNED DONATIONS EXPENSE	2,000.00		0.00		0.00		2,000.00		0.00
271-790-741.50	LIBRARY DONATIONS GRANTS EXPENSE	140,000.00		36,140.18		6,602.30		103,859.82		25.81
271-790-742.00	ELECTRONIC DATABASES	11,900.00		10,166.30		0.00		1,733.70		85.43
271-790-743.10	BOOKS ADULT FICTION	30,600.00		21,496.99		3,005.50		9,103.01		70.25
271-790-743.20	BOOKS ADULT NON FICTION	16,500.00		9,908.39		1,309.97		6,591.61		60.05
271-790-743.30	BOOKS YOUTH	19,000.00		12,170.75		2,715.33		6,823.25		64.06
271-790-743.40	BOOKS REFERENCE	0.00		0.00		0.00		0.00		0.00
271-790-743.41	GENERAL REFERENCE	150.00		139.08		0.00		10.92		92.72
271-790-743.42	GENEALOGY REFERENCE	750.00		526.48		79.99		223.52		70.20
271-790-743.43	PROFESSIONAL COLLECTION	400.00		0.00		0.00		400.00		0.00
271-790-744.03	VIDEO GAMES	3,000.00		1,611.63		143.73		1,388.37		53.72
271-790-744.10	AUDIOBOOKS	0.00		0.00		0.00		0.00		0.00
271-790-744.11	ADULT AUDIOBOOKS	7,000.00		3,807.55		42.99		3,192.45		54.39
271-790-744.12	YOUTH AUDIOBOOKS	500.00		354.24		294.55		145.76		70.85
271-790-744.20	MUSIC	4,500.00		3,033.54		0.00		1,466.46		67.41
271-790-744.30	VIDEOS	0.00		0.00		0.00		0.00		0.00
271-790-744.31	FEATURE FILMS	3,500.00		2,427.75		36.73		1,072.25		69.36
271-790-744.32	DOCUMENTARY FILMS	750.00		423.39		0.00		326.61		56.45
271-790-744.33	CHILDREN'S FILMS	2,500.00		1,336.93		35.23		1,163.07		53.48
271-790-744.34	TV SERIES	3,000.00		1,484.14		0.00		1,515.86		49.47
271-790-745.01	OVERDRIVE EBOOKS & AUDIOBOOKS	34,000.00		34,719.95		0.00		(719.95)		102.12
271-790-745.02	OVERDRIVE ADVANTAGE (FOR LDL PATRONS)	34,000.00		19,831.00		2,833.00		14,169.00		58.33
271-790-745.03	OVERDRIVE MAGAZINES	3,600.00		0.00		0.00		3,600.00		0.00
271-790-745.04	HOOPLA EBOOKS, EAUDIOBOOKS, MUSIC, VIDEO	70,000.00		42,757.48		7,043.48		27,242.52		61.08
271-790-745.05	KANOPY VIDEOS (STREAMING MEDIA)	6,000.00		4,336.70		585.65		1,663.30		72.28
271-790-746.01	NEWSPAPERS, FINANCIAL JOURNALS	5,500.00		4,620.94		40.00		879.06		84.02
271-790-746.02	MAGAZINE SERVICE	1,800.00		809.72		0.00		990.28		44.98
271-790-746.03	CONSUMER'S REPORT	0.00		60.00		0.00		(60.00)		100.00
271-790-747.00	LIBRARY OF THINGS	1,500.00		6.99		0.00		1,493.01		0.47
271-790-748.10	ADULT PROGRAMMING	10,000.00		5,813.20		636.95		4,186.80		58.13
271-790-748.20	YOUTH PROGRAMMING	7,000.00		3,611.90		420.57		3,388.10		51.60
271-790-748.30	LIBRARY-WIDE PROGRAMMING	6,000.00		4,210.37		1,989.92		1,783.63		70.17
271-790-748.40	SUMMER READING PROGRAMMING	6,500.00		95.90		0.00		6,404.10		1.48
271-790-748.50	GENEALOGY PROGRAMMING	500.00		500.00		200.00		0.00		100.00
271-790-748.51	ARCHIVAL PRESERVATION	1,000.00		0.00		0.00		1,000.00		0.00

Fiscal Year-To-Date 7/1/25 - 2/28/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2026	NORMAL (ABNORMAL)	MONTH 02/28/2026	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 271 - LIBRARY GENERAL FUND										
Expenditures										
271-790-749.00	COLLECTION MAINTENANCE & SUPPLIES	7,500.00		2,633.48		389.23		4,866.52		35.11
271-790-749.01	ARCHIVAL SUPPLIES	1,500.00		285.53		0.00		1,214.47		19.04
271-790-750.00	OPERATING MATERIALS, COSTS & SUPPLIES	18,000.00		8,820.86		1,764.90		9,179.14		49.00
271-790-751.11	BUILDING/PATRON SOFTWARE & SUBSCRIPTIONS	14,745.00		8,246.98		16.99		6,498.02		55.93
271-790-751.12	PROGRAM/STAFF SOFTWARE & SUBSCRIPTIONS	13,600.00		9,641.37		470.76		3,958.63		70.89
271-790-751.20	TECHNOLOGY EQUIPMENT	45,600.00		39,462.65		81.98		6,137.35		86.54
271-790-751.30	TECHNOLOGY MISCELLANEOUS	500.00		159.69		0.00		340.31		31.94
271-790-751.31	TECHNOLOGY SERVICE & MAINTENANCE	2,500.00		1,971.34		120.00		528.66		78.85
271-790-755.00	OUTREACH	1,500.00		299.42		0.00		1,200.58		19.96
271-790-801.00	PROFESSIONAL/CONTRACTUAL	2,300.00		660.00		0.00		1,640.00		28.70
271-790-801.01	PROF/CONT - LAKELAND LIBRARY COOP	27,000.00		19,928.95		0.00		7,071.05		73.81
271-790-801.02	PROF/CONT - IT SERVICE & SUPPORT	53,000.00		33,841.20		4,230.15		19,158.80		63.85
271-790-801.03	PROF/CONT - SERVICE CONTRACTS	80,500.00		47,769.89		7,867.49		32,730.11		59.34
271-790-803.00	EMPLOYMENT RELATED EXPENSES	500.00		0.00		0.00		500.00		0.00
271-790-804.00	CUSTODIAL SERVICE & SUPPLIES	6,000.00		5,279.90		612.90		720.10		88.00
271-790-805.00	BUILDING & GROUNDS	0.00		0.00		0.00		0.00		0.00
271-790-805.01	BUILDING & GROUNDS MAINTENANCE	38,000.00		33,100.37		4,843.51		4,899.63		87.11
271-790-805.02	BUILDING & GROUNDS EQUIPMENT & SUPPLIES	2,500.00		2,188.33		44.17		311.67		87.53
271-790-805.03	BUILDING & GROUNDS SERVICE CONTRACTS	111,800.00		64,091.48		10,418.72		47,308.52		57.33
271-790-806.00	BANK AND CREDIT CARD FEES	2,250.00		1,729.42		232.96		520.58		76.86
271-790-807.00	AUDITING & ACCOUNTING SERVICES	7,500.00		7,500.00		0.00		0.00		100.00
271-790-808.00	LEGAL FEES	5,000.00		1,762.80		640.80		3,237.20		35.26
271-790-810.00	TRASH SERVICES	4,000.00		3,093.63		490.95		906.37		77.34
271-790-850.00	TELEPHONE	1,500.00		800.00		100.00		700.00		53.33
271-790-850.01	CELL PHONE REIMBURSEMENT	6,350.00		2,638.30		377.00		3,711.70		41.55
271-790-852.00	INTERNET	6,600.00		5,257.18		0.00		1,342.82		79.65
271-790-860.00	TRANSPORTATION, LODGING & MEALS	14,500.00		3,025.78		1,393.94		11,474.22		20.87
271-790-900.00	PRINTING, MARKETING & PROMOTIONAL ITEMS	44,000.00		16,638.10		150.00		27,361.90		37.81
271-790-920.00	ELECTRICITY	81,000.00		53,658.51		5,668.69		27,341.49		66.25
271-790-921.00	NATURAL GAS	16,000.00		11,019.68		2,652.88		4,980.32		68.87
271-790-922.00	WATER & SEWER	8,500.00		5,363.39		265.41		3,136.61		63.10
271-790-924.00	POSTAGE	10,500.00		5,900.63		202.80		4,599.37		56.20
271-790-930.00	EQUIPMENT MAINTENANCE	1,800.00		1,180.72		147.59		21,069.24		5.09
271-790-956.00	MISCELLANEOUS	22,200.00		1,130.76		85.00		21,069.24		5.09
271-790-957.00	PROFESSIONAL DEVELOPMENT	13,500.00		9,627.49		953.00		3,872.51		71.31
271-790-958.00	MEMBERSHIPS, DUES, SUBSCRIPTIONS	400.00		0.00		0.00		400.00		0.00
271-790-958.01	PROFESSIONAL ORGANIZATIONS	5,000.00		2,995.07		175.82		2,004.93		59.90
271-790-958.02	MEMBERSHIPS	2,500.00		2,522.57		60.00		132.57		100.90
271-790-958.03	GENEALOGY	400.00		262.28		31.00		137.72		65.57
271-790-958.04	PROF BOOKS, MAGAZINES & PERIODICALS	650.00		575.21		0.00		74.79		88.49
271-790-960.00	PROPERTY TAX ADJUSTMENTS	1,000.00		287.92		208.04		712.08		28.79
271-790-965.00	PROPERTY/LIABILITY INSURANCE	21,000.00		19,288.00		0.00		1,712.00		91.85
271-790-971.00	CAPITAL IMPROVEMENTS	243,000.00		9,941.68		0.00		233,058.32		4.09
271-790-971.01	FURNITURE & EQUIPMENT	0.00		0.00		0.00		0.00		0.00
271-790-980.00	FINES TRANSFER OUT	500.00		560.08		29.99		(60.08)		112.02
271-790-995.01	TRANSFERS OUT SPRING LAKE LIBRARY	12,000.00		10,009.65		0.00		1,990.35		83.41
271-790-995.02	TRANSFERS OUT ZEELAND LIBRARY	50,000.00		23,208.25		0.00		26,791.75		46.42
271-790-995.05	TRANSFERS OUT DEBT SERVICE FUND	328,900.00		9,450.00		0.00		319,450.00		2.87
271-790-995.06	TRANS OUT BOARD COMMIT ROBBINS RD PROCDs	72,490.00		0.00		0.00		72,490.00		0.00
Total Dept 790 - LOUITT LIBRARY		3,952,185.00		2,073,344.55		256,443.12		1,878,840.45		52.46
TOTAL EXPENDITURES		3,952,185.00		2,073,344.55		256,443.12		1,878,840.45		52.46

PERIOD ENDING 02/28/2026

Fiscal Year-To-Date 7/1/25 - 2/28/26

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 02/28/2026	ACTIVITY FOR MONTH 02/28/2026	INCREASE (DECREASE)	AVAILABLE BALANCE	% BGD USED
Fund 271 - LIBRARY GENERAL FUND								
Fund 271 - LIBRARY GENERAL FUND:								
	TOTAL REVENUES	3,952,990.00		3,173,165.50	619,975.00		779,824.50	80.27
	TOTAL EXPENDITURES	3,952,185.00		2,073,344.55	256,443.12		1,878,840.45	52.46
	NET OF REVENUES & EXPENDITURES	805.00		1,099,820.95	363,531.88		(1,099,015.95)	16,623.72

Fiscal Year-To-Date 7/1/25 - 2/28/26

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDTG USED
<b>Fund 371 - DEBT SERVICE A (VOTED BONDS) LIBRARY</b>							
<b>Revenues</b>							
<b>Dept 040 - REVENUE ACCOUNTS</b>							
371-040-402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	135,000.00	115,058.10	37,810.57	19,941.90	85.23	
371-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	44,000.00	29,047.36	5,412.44	14,952.64	66.02	
371-040-402.04	CURRENT PROPERTY TAX - FORT SHELDON	30,000.00	24,136.20	14,012.75	5,863.80	80.45	
371-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	30,000.00	28,404.93	9,764.66	1,595.07	94.68	
371-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	100,000.00	92,760.40	39,586.27	7,239.60	92.76	
371-040-403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	7,000.00	7,000.37	0.00	(0.37)	100.01	
371-040-412.00	DELINQUENT PERSONAL PROPERTY TAX	100.00	3.46	0.00	96.54	3.46	
371-040-437.00	IFT - INDUSTRIAL FACILITY TAX	200.00	143.38	70.45	56.62	71.69	
371-040-445.00	PENALTY & INTEREST ON TAXES	20.00	3.54	0.75	16.46	17.70	
371-040-569.01	STATE GRANTS OTHER - SBTE REIMBURSEMENT	0.00	292.43	0.00	(292.43)	100.00	
371-040-665.00	INTEREST INCOME	4,000.00	4,402.71	560.84	(402.71)	110.07	
<b>Total Dept 040 - REVENUE ACCOUNTS</b>		<b>350,320.00</b>	<b>301,252.88</b>	<b>107,218.73</b>	<b>49,067.12</b>	<b>85.99</b>	
<b>TOTAL REVENUES</b>		<b>350,320.00</b>	<b>301,252.88</b>	<b>107,218.73</b>	<b>49,067.12</b>	<b>85.99</b>	
<b>Expenditures</b>							
<b>Dept 906 - DEBT</b>							
371-906-806.00	BANK AND CREDIT CARD FEES	0.00	0.00	0.00	0.00	0.00	
371-906-960.00	PROPERTY TAX ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	
371-906-991.00	BOND PRINCIPAL	235,000.00	0.00	0.00	235,000.00	0.00	
371-906-993.00	BOND INTEREST	14,250.00	7,125.00	0.00	7,125.00	50.00	
371-906-995.00	TRANSFERS OUT GENERAL FUND	328,000.00	0.00	0.00	328,000.00	0.00	
<b>Total Dept 906 - DEBT</b>		<b>577,250.00</b>	<b>7,125.00</b>	<b>0.00</b>	<b>570,125.00</b>	<b>1.23</b>	
<b>TOTAL EXPENDITURES</b>		<b>577,250.00</b>	<b>7,125.00</b>	<b>0.00</b>	<b>570,125.00</b>	<b>1.23</b>	
<b>Fund 371 - DEBT SERVICE A (VOTED BONDS) LIBRARY:</b>							
<b>TOTAL REVENUES</b>		<b>350,320.00</b>	<b>301,252.88</b>	<b>107,218.73</b>	<b>49,067.12</b>	<b>85.99</b>	
<b>TOTAL EXPENDITURES</b>		<b>577,250.00</b>	<b>7,125.00</b>	<b>0.00</b>	<b>570,125.00</b>	<b>1.23</b>	
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(226,930.00)</b>	<b>294,127.88</b>	<b>107,218.73</b>	<b>(521,057.88)</b>	<b>129.61</b>	

PERIOD ENDING 02/28/2026

Fiscal Year-To-Date 7/1/25 - 2/28/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2026	02/28/2026		MONTH INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 372 - DEBT SERVICE B (VOTED BONDS) LIBRARY									
Revenues									
Dept 040 - REVENUE ACCOUNTS									
372-040-665.00	INTEREST INCOME	0.00		2.43		0.28		(2.43)	100.00
372-040-699.01	TRANSFERS IN GENERAL FUND	328,900.00		9,450.00		0.00		319,450.00	2.87
Total Dept 040 - REVENUE ACCOUNTS		328,900.00		9,452.43		0.28		319,447.57	2.87
TOTAL REVENUES									
		328,900.00		9,452.43		0.28		319,447.57	2.87
Expenditures									
Dept 906 - DEBT									
372-906-806.00	BANK AND CREDIT CARD FEES	0.00		0.00		0.00		0.00	0.00
372-906-991.00	BOND PRINCIPAL	310,000.00		0.00		0.00		310,000.00	0.00
372-906-993.00	BOND INTEREST	18,900.00		9,450.00		0.00		9,450.00	50.00
Total Dept 906 - DEBT		328,900.00		9,450.00		0.00		319,450.00	2.87
TOTAL EXPENDITURES									
		328,900.00		9,450.00		0.00		319,450.00	2.87
Fund 372 - DEBT SERVICE B (VOTED BONDS) LIBRARY:									
TOTAL REVENUES									
		328,900.00		9,452.43		0.28		319,447.57	2.87
TOTAL EXPENDITURES									
		328,900.00		9,450.00		0.00		319,450.00	2.87
NET OF REVENUES & EXPENDITURES									
		0.00		2.43		0.28		(2.43)	100.00

Fiscal Year-To-Date 7/1/25 - 2/28/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 02/28/2026	ACTIVITY FOR MONTH 02/28/2026	% BGDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			
<b>Fund 401 - CAPITAL PROJECT MAINTENANCE FUND</b>						
Revenues						
Dept 040 - REVENUE ACCOUNTS						
401-040-665.00	INTEREST INCOME	12,000.00		16,444.18	924.84	137.03
401-040-669.00	UNREALIZED GAIN/LOSS INVESTMENTS	0.00		0.00	0.00	0.00
401-040-679.00	REALIZED GAIN/LOSS INVESTMENTS	0.00		6,369.56	0.00	100.00
Total Dept 040 - REVENUE ACCOUNTS		12,000.00		22,813.74	924.84	190.11
TOTAL REVENUES		12,000.00		22,813.74	924.84	190.11
Expenditures						
Dept 901 - CAPITAL OUTLAY - MAINTENANCE						
401-901-806.00	BANK AND CREDIT CARD FEES	0.00		0.00	0.00	0.00
401-901-995.00	TRANSFERS OUT GENERAL FUND	150,000.00		5,437.13	0.00	3.62
Total Dept 901 - CAPITAL OUTLAY - MAINTENANCE		150,000.00		5,437.13	0.00	3.62
TOTAL EXPENDITURES		150,000.00		5,437.13	0.00	3.62
<b>Fund 401 - CAPITAL PROJECT MAINTENANCE FUND:</b>						
TOTAL REVENUES		12,000.00		22,813.74	924.84	190.11
TOTAL EXPENDITURES		150,000.00		5,437.13	0.00	3.62
NET OF REVENUES & EXPENDITURES		(138,000.00)		17,376.61	924.84	12.59
TOTAL REVENUES - ALL FUNDS		4,644,210.00		3,506,684.55	728,118.85	75.51
TOTAL EXPENDITURES - ALL FUNDS		5,008,335.00		2,095,356.68	256,443.12	41.84
NET OF REVENUES & EXPENDITURES		(364,125.00)		1,411,327.87	471,675.73	387.59

03/03/2026

CASH SUMMARY BY FUND FOR LOUTIT DISTRICT LIBRARY  
 FROM 02/01/2026 TO 02/28/2026  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 02/01/2026	Total Debits	Total Credits	Ending Balance 02/28/2026
271	LIBRARY GENERAL FUND	1,705,759.68	1,269,960.76	913,628.21	2,062,092.23
371	DEBT SERVICE A (VOTED BONDS) LIBRARY	478,104.68	107,218.73	0.00	585,323.41
372	DEBT SERVICE B (VOTED BONDS) LIBRARY	92.27	0.28	0.00	92.55
401	CAPITAL PROJECT MAINTENANCE FUND	796,404.71	924.84	0.00	797,329.55
	TOTAL - ALL FUNDS	2,980,361.34	1,378,104.61	913,628.21	3,444,837.74

Check Date	Check	Vendor Name	Description	Amount
Bank LDISB LOUITIT DISBURSEMENT				
02/05/2026	21469	GRIFFIN, ELIZABETH	REIMB SNACKS FOR TEEN EXAM CRAM	25.54
02/05/2026	21470	HEYL, MEGAN	OBITUARIES-THE FINAL WORD	200.00
02/05/2026	21471	HUNTINGTON NATIONAL BANK	00850432 SAFE DEPOSIT BOX	85.00
02/05/2026	21472	MICHIGAN GAS UTILITIES CORPORATION	0504468306-00001 JAN NATURAL GAS	2,652.88
02/05/2026	21473	ROGERS, EMILY	YOGA PROGRAM	125.00
02/06/2026	1689(A)	AMAZON CAPITAL SERVICES, INC	CLAY TOOLS	720.15
02/06/2026	1690(A)	VOID		0.00 V
02/06/2026	1691(A)	BOYER, ALLISON	REIMB COFFEE FROM COSTCO	34.99
02/06/2026	1692(A)	CENGAGE LEARNING INC	LP	67.57
02/06/2026	1693(A)	CHARTER COMMUNICATIONS OPERATI	005625301 FEB	100.00
02/06/2026	1694(A)	CITY OF GRAND HAVEN	JAN 25 ADMIN, BS&A	8,075.82
02/06/2026	1695(A)	DYKSTRA LANDSCAPE MANAGEMENT I	N/FEB 2026 LANDSCAPE SERVICE	1,417.72
02/06/2026	1696(A)	GRAND HAVEN AREA PUBLIC SCHOOLS	IT SERVICES-FEB 26	4,230.15
02/06/2026	1697(A)	HOLWERDA INTERIOR PLANTSCAPING I	N/FEB 26 PLANT SERVICE	118.65
02/06/2026	1698(A)	INGRAM	LP	1,321.94
02/06/2026	1699(A)	VOID		0.00 V
02/06/2026	1700(A)	VOID		0.00 V
02/06/2026	1701(A)	VOID		0.00 V
02/06/2026	1702(A)	KANOPIY INC	KANOPIY JAN 2026	585.65
02/06/2026	1703(A)	LAKELAND LIBRARY COOPERATIVE	BARCODES/SHIPPING	76.12
02/06/2026	1704(A)	MIDWEST TAPE LLC	HOOPLA JAN 2026	7,086.47
02/06/2026	1705(A)	REPUBLIC SERVICES INC	3-0240-0378919 FEB 26 WASTE	490.95
02/06/2026	1706(A)	VAN DYKEN MECHANICAL INC	PM FALL	3,176.00
02/06/2026	1707(A)	Z'S GREEN CLEAN LLC	25 CLEANINGS. JAN 2026	5,825.00
02/12/2026	1708(E)	FIRST NATIONAL BANK OF OMAHA/CC	EARLY BIRD BKFAST ELLEN, ANNE (EP)	10,818.09
02/12/2026	1709(E)	VOID		0.00 V
02/12/2026	1710(E)	VOID		0.00 V
02/12/2026	1711(E)	VOID		0.00 V
02/12/2026	21474	ACOUSTIC OASIS	SUNDAY CONCERT SERIES	200.00
02/12/2026	21475	CINTAS CORP	MATS, MOP, WIPES, URINAL SCREENS	143.87
02/12/2026	21476	GRAND HAVEN BOARD OF LIGHT & POWE	77847002 ELECTRICITY JAN 2026	5,668.69
02/12/2026	21477	VERIZON WIRELESS	742640288-00001 EMPLOYEE CELLS JAN	377.00
02/13/2026	1712(A)	AMAZON CAPITAL SERVICES, INC	BOOK TAPE	609.17
02/13/2026	1713(A)	VOID		0.00 V
02/13/2026	1714(A)	AUTOMATIC DOOR SERVICE	REPAIR ENTRANCE DOOR	1,097.95
02/13/2026	1715(A)	CENGAGE LEARNING INC	LP	131.25
02/13/2026	1716(A)	INGRAM	AFIC, JACKETS	925.10
02/13/2026	1717(A)	VOID		0.00 V
02/13/2026	1718(A)	VOID		0.00 V
02/13/2026	1719(A)	OFFICE MACHINES COMPANY INC	JAN 26 COPY MACHINES	1,308.91
02/13/2026	1720(A)	OVERDRIVE INC	DEPOSIT ON ACCOUNT FOR CONTENT	2,833.00
02/13/2026	1721(A)	WGHN INC.	JAN AIR SPOTS	150.00
02/19/2026	21478	CENTER POINT LARGE PRINT	LP	229.39
02/19/2026	21479	INTEGRITY BUSINESS SOLUTIONS	6 BOXES COPY PAPER	251.94
02/20/2026	1722(A)	AMAZON CAPITAL SERVICES, INC	AFIC	2,553.88
02/20/2026	1723(A)	VOID		0.00 V

Check Date	Check	Vendor Name	Description	Amount
02/20/2026	1724(A)	CENGAGE LEARNING INC	LP: THE AUSTIN AFFAIR	23.39
02/20/2026	1725(A)	CITY OF GRAND HAVEN	290590000 WATER/SEWER	265.41
02/20/2026	1726(A)	FOSTER, SWIFT, COLLINS & SMITH, PC	CORRESPONDENCE, JCI, BYLAWS, POLICY	640.80
02/20/2026	1727(A)	INGRAM	AFIC, JACKET	961.20
02/20/2026	1728(A)	VOID		0.00 V
02/20/2026	1729(A)	MIDWEST TAPE LLC	DVDS	34.48
02/20/2026	1730(A)	OFFICE MACHINES COMPANY INC	ADD'L REPAIRS FOLDING MACHINE FAILURE	120.00
02/20/2026	1731(A)	OTTAWA COUNTY TREASURER	PROPERTY TAX ADJUSTMENT 1ST QTR OCT	208.04
02/20/2026	1732(A)	SPRING LAKE DISTRICT LIBRARY	LOST & PAIDS	14.99
02/26/2026	21480	GREAT LAKES SYSTEMS INC	REPAIR LEAK	875.00
02/26/2026	21481	HACKLEY PUBLIC LIBRARY	LLC LOST & PAID	15.00
02/26/2026	21482	K9 BED BUG HUNTER LLC	K9 SCENT DETECTION	450.00
02/26/2026	21483	MICHIGAN LIBRARY ASSOCIATION	ADVOCACY DAY REG: ALLISON BOYER	25.00
02/26/2026	21484	PATRICIA'S CHOCOLATES LLC	WINTER READING FINISHER PRIZES	1,772.00
02/26/2026	21485	SUPERIOR GLASS COMPANY, INC.	REPAIR DOORS	271.00
02/27/2026	1733(A)	ACTION CHEMICAL, INC	CUSTODIAL SUPPL	469.03
02/27/2026	1734(A)	AMAZON CAPITAL SERVICES, INC	KINDNESS	835.72
02/27/2026	1735(A)	VOID		0.00 V
02/27/2026	1736(A)	INGRAM	YAGN	2,145.32
02/27/2026	1737(A)	VOID		0.00 V
02/27/2026	1738(A)	VOID		0.00 V
02/27/2026	1739(A)	VOID		0.00 V
02/27/2026	1740(A)	LAKELAND LIBRARY COOPERATIVE	VOX YOUTH AUDIOBOOKS	294.55
02/27/2026	1741(A)	LIBERTY PEST CONTROL LLC	FEB PEST, BAIT	59.00
02/27/2026	1742(A)	MIDWEST TAPE LLC	DVDS	37.48
02/27/2026	21486			0.00 V

**LDISB TOTALS:**

Total of 72 Checks:  
 Less 17 Void Checks:

73,231.25  
 0.00  
 73,231.25

Total of 55 Disbursements:

# Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

## MEMO

DATE: March 4, 2026  
To: Loutit District Library (LDL) Board of Trustees  
From: LDL Ad Hoc Bylaw Review Committee Members Nancy Collins, Anne Harrison, Cathy Rusco, and Carol Sanchez; Ex Officio Members Caryn Lannon and Ellen Peters  
RE: Proposed Revised Bylaws

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### REQUESTED ACTION

**Proposed Revised Loutit District Library Bylaws are attached for trustee review in preparation for discussion during the Loutit District Library March board meeting.**

This is an opportunity for trustees to offer thoughts and propose changes to the Revised Bylaws before the bylaws are offered for first consideration for adoption at the board's April meeting.

### BACKGROUND

An Ad Hoc Bylaw Review Committee was established during the Library Board's July 8, 2025 regular meeting with the charge to review and propose changes to the LDL Bylaws as adopted on July 13, 1999 and subsequently amended.

During the Library Board's August 12, 2025 meeting the ad hoc committee membership was set as: Nancy Collins, Anne Harrison, Cathy Rusco, and Carol Sanchez. Later, Caryn Lannon and Ellen Peters participated in the monthly Ad Hoc Bylaw Review Committee meetings.

During the ad hoc committee's August 2025 meeting it was agreed the updated bylaws should:

- Be consistent with State of Michigan laws.
- Be consistent with the District Library Agreement that formed LDL.
- Not include matters that are better addressed by policies.
- Address issues that are relevant in the 21<sup>st</sup> century (for example, trustee participation in meetings electronically from a remote location).
- Reduce legalese.
- Eliminate redundancies.

To meet these goals and bring the library's bylaws into 21<sup>st</sup> century the Ad Hoc Bylaw Review Committee determined it would be best to rescind the current bylaws and adopt revised bylaws.

## SUMMARY OF PROPOSED CHANGES

The proposed LDL Revised Bylaws include the following changes from the current bylaws:

- Plain English is used.
- The term “Board Member” was changed to “Trustee” throughout the document.
- As authorized by the District Library Establishment Act, when a trustee’s term expires the trustee will serve until the Participating Municipality that appointed them appoints a qualified successor, as the Library Board has no authority to appoint trustees.
- If a trustee misses four meetings, which are unexcused in a rolling twelve-month period the Board may recommend removal by the Governor.
- Generally, remote participation in meetings by trustees is not permitted, with two exceptions: active military service or an ADA accommodation for a disability.
- Conflicts of interest are not addressed in the bylaws with the expectation the issue will be addressed by a Library Board policy. But a section on Library Board Expectations has been added.
- The duties of the Board Secretary have been updated.
- The duties of the Board Treasurer have been updated and include a provision that the day-to-day financial responsibilities may be delegated to the Executive Director and assigned staff – with the approval of the Library Board, and if permitted by law.
- The time for the annual meeting of the Library Board is changed from July to June.
- Meeting notice requirements have been updated to reflect statutory requirements in Michigan’s Open Meeting Act. (It should be noted that while the bylaws may have been outdated in this respect, the Library Board has followed the Open Meeting Act requirements.)
- Proposed meeting agendas shall be distributed at least four (4) days prior to the meeting rather than five (5) days prior to the meeting.
- Agenda items for regular meetings are listed, however, there is no strict order for when they appear on the agenda. There will be one (1) opportunity for public comment.
- The bylaws provide for Standing Committees, but do not list what those Standing Committees may be.
- The Library’s Executive Director shall be credentialed according to the Library of Michigan for the Library’s class and State Aid requirements, and considered the executive officer of the Library.
- The duties of the Executive Director have been updated.
- The library’s attorney advised against an Article regarding Indemnification. But a provision requiring the library to provide Directors and Officers Insurance has been added.

Although discussed, the proposed LDL Revised Bylaws do **not** address:

- Term limits for trustees as the library’s attorney advised the ad hoc committee that the Library Board does not have the authority to set term limits for trustees.
- Compensation for trustees as that issue is being addressed as a policy.

After reading the proposed Revised Bylaws your thoughts and comments during the March board meeting will be appreciated.

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
BYLAWS**

**ARTICLE I - Establishment and Purpose of Bylaws.**

Section 1.1 Establishment. The Loutit District Library ("Library") was established in accordance with 1989 PA 24, the District Library Establishment Act, ("DLEA"). The District Library Agreement ("Agreement"), dated February 24, 1999, and recognized by the Library of Michigan, was entered into by the City of Grand Haven, the City of Ferrysburg, the Charter Township of Grand Haven, the Township of Robinson, and the Grand Haven Area Public Schools, for the purpose of providing adequate and improved library services to the area.

Section 1.2 Bylaws; Review. These Bylaws are rules governing the internal affairs of the Board of Trustees and the Library. The Bylaws should be read by all incoming Trustees and reviewed by Trustees as needed.

**ARTICLE II - Trusteeship**

Section 2.1 Board of Trustees. Pursuant to the Agreement, the Board of Trustees of the Library ("Library Board") shall consist of eight (8) qualified Trustees to be appointed as provided in the Loutit District Library Agreement. The City of Grand Haven, Robinson Township and Grand Haven Charter Township shall each appoint two (2) Trustees and the Grand Haven Area Public Schools and the City of Ferrysburg shall each appoint one (1) Trustee. All Trustees, after taking their oaths of office, shall serve terms of three (3) years or until the appointment and qualification of the successor after a term has been completed.

Section 2.2 Removal. In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a Trustee pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 2.3 Vacancy. The office of Trustee becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, ceases to be a resident of the Library District or ceases to be a resident of the Participating Municipality that appointed the Trustee. In the event of a vacancy, the Participating Municipality that appointed the Trustee whose position has become vacant shall appoint a replacement for the remainder of the unexpired term.

Section 2.4 Attendance. Trustees have an obligation to attend all Library Board meetings and special Board meetings. If a Trustee is unable to attend a meeting, that Trustee shall notify the Board President and/or the Executive Director who will determine if there is a quorum for conducting business; this absence will be noted in the official minutes as excused. Nonattendance at four regularly scheduled meetings during any rolling 12-month period, without being excused, could lead to the Board recommending removal by the Governor. Remote attendance is allowed in the case of active military as permitted by the Michigan Open Meetings Act or if the Library has granted a Trustee an ADA accommodation for a disability. A Trustee may attend remotely as a member of the public, but may not participate in the meeting in the capacity of a Trustee.

Section 2.5 Library Board Compensation – The Board may reimburse a Trustee for necessary expenses that the Trustee incurs in the performance of official duties.

Section 2.6 Library Board Expectations – The Board shall use the Library of Michigan Board of Trustees Manual as an overall training guide. When ethical questions arise over library services to the community, the Executive Director and Trustees shall recall the library’s mission, vision, and values, as well as respect the constitutional rights of all readers in the community. It is the responsibility of each Trustee to represent the Library in a positive and supportive manner.

### **ARTICLE III - Powers of the Board**

Section 3.1 Powers and Authority. The Library Board may exercise any and all of the powers granted to it by the DLEA, the District Library Financing Act, federal and Michigan law, and the Agreement. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Executive Director as it deems necessary.

Section 3.2 Fiscal Year. The fiscal year of the Library shall be the annual period commencing July 1 and ending the following June 30.

Section 3.3 Budget and Audit. The Library Board shall have the exclusive control of the budget of the Library. The Library Board shall prepare and make available an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Library Board, all in accordance with Michigan law.

### **ARTICLE IV - Officers**

Section 4.1 Officers. Officers of the Library Board shall be President, Vice-President, Secretary, and Treasurer.

Section 4.2 Terms. The officers shall be elected for one-year terms at the regular meeting in June, and whose terms shall begin at the July meeting. Each officer shall serve until the election of a successor.

Section 4.3 Vacancies. Vacancies in office shall be filled by the Library Board at the next regular meeting of the Library Board following the occurrence of a vacancy.

### **ARTICLE V - Duties of the Officers**

Section 5.1 President. The President of the Library Board shall preside at all meetings, appoint committees, authorize calls for any special meetings, assist with the creation of any agenda, execute any document authorized by the Library Board (unless otherwise provided by the authorization), and generally perform the duties of a presiding officer.

Section 5.2 Vice-President. In the absence of the President, the Vice-President of the Library Board shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 5.3 Secretary. The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other Library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Library Board. With the approval of a majority of the Library Board and if permitted by law, these responsibilities may be delegated to the Executive Director. The Secretary shall also have the authority to execute any document authorized by the Library Board (unless otherwise provided in the authorization).

Section 5.4 Treasurer. The Treasurer shall chair the Finance Committee, overseeing the annual budget review. The Treasurer may also perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Library Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Executive Director and/or the Finance Director. With the approval of a majority of the Library Board, and if permitted by law, the day-to-day financial responsibilities may be delegated to the Executive Director and assigned staff. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be reported monthly to the Library Board at its regular meeting, and the expenditures approved by the Library Board.

## **ARTICLE VI - Meetings**

Section 6.1 Regular Meetings. The regular meeting of the Library Board shall be held each month, the dates, times, and places to be set by the Library Board at its annual meeting. Within ten (10) days following the annual meeting, a notice shall be posted in a public place at the Library setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 6.2 Annual Meeting. The Annual Meeting of the Library Board shall be at the June board meeting and shall be for such organizational matters as may be required.

Section 6.3 Special Meetings. Special meetings may be called by the President or upon written request of two (2) Trustees, provided eighteen (18) hours of notice, in the format and manner as provided by the Michigan Open Meetings Act, is given of the date, time, place and purpose for which such meeting is called. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 6.4 Agenda. The proposed agenda shall be distributed by the Secretary to all Trustees at least four (4) days before the meeting. The following items will constitute the agenda for regular meetings:

- Call to Order and Roll call
- Approval of Agenda
- Approval of the Minutes
- Treasurer's Report

- Executive Director's Report
- Unfinished Business
- New Business
- Public Comment
- Questions and Comments from Trustees
- Adjournment

Section 6.5 Quorum. A quorum for the transaction of business shall consist of the majority of Library Trustees appointed and serving. There must be a quorum of at least five of the eight Trustees present and serving to hold a regular or special board meeting.

Section 6.6 Board Action. Any Library Board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

Section 6.7 Procedure. Proceedings of all meetings shall be governed by Robert's Rules of Order Parliamentary Procedure and the Library Board's Public Comment Policy.

## **ARTICLE VII - Committees**

Section 7.1 Appointment. All committees of the Library shall be appointed by the Library Board President. The President may decide to appoint himself or herself an ex-officio Trustee of any committee. As directed by the Library Board, the Executive Director may serve as resource person to any committee.

Section 7.2 Committees. The Library may have committees as follows:

- A. *Ad Hoc Committees*. Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the Library Board. The Library Board shall provide specific purposes and duties of the ad hoc committee and shall state whether the committee is purely advisory. At the time of the formation of the ad hoc committee, the Library Board shall determine how many Trustees, the purpose of the committee, what type of report or work product is required, and a timeline for any reports back to the Library Board.
- B. *Standing Committees*. The standing committees of the Library Board shall consist of less than a quorum of the Library Board. Committees shall convene on the call of the Committee Chair or Executive Director and, when ready or requested by the President, report their findings at a Library Board meeting

## **ARTICLE VIII - Executive Director**

Section 8.1 Appointment. The Library's Executive Director shall be credentialed according to the Library of Michigan for the Library's class and State Aid requirements, and considered the executive officer of the Library. The Executive Director shall be appointed by the Library Board.

Section 8.2 Duties. The Executive Director shall be in charge of the administration of the Library under the direction and review of the Library Board. The Executive Director shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development, and direction of the staff;
- C. The Library's service to the community;
- D. The annual preparation of a budget proposal in conjunction with the Finance Director and Finance Committee;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Library Board;
- F. The submission of the proposed budget to the Library Board by its regular May meeting;
- G. The written annual report of the Library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Section 8.3 Attendance at Board Meetings. The Executive Director or the Executive Director's representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library Board President.

#### **ARTICLE IX - Insurance**

Section 9.1 Directors and Officers Insurance The Library will provide Directors and Officers (D&O) Insurance.

#### **ARTICLE X - Amendments**

These Bylaws may be amended at any regular meeting of the Library Board by a majority vote of all Trustees qualified and serving, provided the amendment was presented in writing at the previous regular meeting.

LOUTIT DISTRICT LIBRARY BOARD OF TRUSTEES  
COMPENSATION POLICY

- A. The Loutit District Library Board of Trustees (“the Board”) may reimburse board members (“Trustees”) for necessary expenses that the Trustees incur in the performance of official duties, such as expenses for attending approved conferences or offsite meetings.
  
- B. In accordance with 1989 PA 24, the District Library Establishment Act (“DLEA”), the Board may compensate Trustees for attending official meetings of the Board, as well as union negotiation meetings, and shall include the amount of compensation in the annual library budget. Compensation for meetings shall not exceed \$30.00 per Trustee per meeting. A Trustee may not be compensated for attending more than 52 board meetings per year.

Adopted: March 10, 2026



**Allendale**

Community Foundation



**Grand Haven Area**

Community Foundation



**Coopersville Area**

Community Foundation

February 16, 2026

Loutit District Library  
Attn: Ellen Peters  
407 Columbus Street  
Grand Haven, MI 49417

Dear Friends,

We are pleased to inform you of the amount available to request from the Loutit District Library Endowment Fund held here at the Community Foundation for 2026. Following the Foundation's Spending Policy, the spendable amount\* for the upcoming fiscal year is as follows:

LOUTI1: \$864.00  
LOUTI1-F\*\*: \$287.00

You may submit a written request, via the enclosed grant recommendation form, for this distribution at any time during the 2026 calendar year. To ensure your request can be processed in a timely manner, we strongly recommend submission occurs before November 15<sup>th</sup>. **In addition to the attached form, a copy of the minutes approving this action from your organization's Board of Directors is required for distribution.**

In the event that the distribution is not taken by December 31, 2026, these funds will simply roll back into the principal portion of your fund and continue to grow the fund balance. A reminder will be sent electronically in the third quarter of 2026. If you would like to update the email contact on file, please reach out at your earliest convenience.

Thank you for following this procedure to ensure that we are honoring your organization's intent for use of these funds. For questions about updating your fund, please contact Chris Riker, [criker@ghacf.org](mailto:criker@ghacf.org). If you have any questions regarding this distribution process or your fund's purpose, please email Amy Moore at [amoore@ghacf.org](mailto:amoore@ghacf.org).

We are happy to partner with you to help build your fund and to support your valuable work in the community. We are always here to help you with ideas to raise awareness and dollars for your fund – just give us a call.

Sincerely,

Amy Moore  
Vice President of Grants & Program  
Grand Haven Area Community Foundation

Adrienne Whisman  
Philanthropic Services Associate  
Grand Haven Area Community Foundation

*Enclosure*

\*Determined each year as 4% of the average of the previous 12 rolling quarters' average market value of the fund balance of each individual fund managed as an endowment within the Foundation, ending December 31<sup>st</sup>.

\*\*Per IRS Regulations, the term FASB is a financial designation used internally to separate organizational funds from non-organizational funds e.g. money that came from the nonprofit vs money from an outside donor.

6 Sherman Ave., Grand Haven MI 49417 | (616) 842-6378 | [www.ghacf.org](http://www.ghacf.org)

**For good. For all. Forever.**



Allendale

Community Foundation



Grand Haven Area

Community Foundation



Coopersville Area

Community Foundation

# Recommendation for Grant Distribution from Organization Funds

Please mail completed forms to the GHACF address below or email them to Adrienne Whisman at [awhisman@ghacf.org](mailto:awhisman@ghacf.org).

Amy Moore, Vice President of Grants & Program  
Grand Haven Area Community Foundation  
6 Sherman Ave.  
Grand Haven, MI 49417

Dear Amy:

Please let this letter serve as our recommendation for a grant in the amount of 1,151.<sup>00</sup> from our Fund(s):  
LOUTIT 11 & LOUTIT 11-F

The grant will be used to support Summer reading prizes

This project is in accordance with our Fund Agreement with the Grand Haven Area Community Foundation. Attached is a copy of the Minutes approving this action from the meeting of the Board of Directors held on March 10, 2026.

Non-FASB account \$ 864.<sup>00</sup>

FASB account \$ 287.<sup>00</sup>

Sincerely,

\_\_\_\_\_  
Board President or Chair

\_\_\_\_\_  
Treasurer (or equivalent member  
of the Executive Committee)

**Our Organization's contact information is as follows:**

Organization Name: LOUTIT DISTRICT LIBRARY

Address: 407 COLUMBUS AVE.

City: Grand Haven

State: MI Zip Code: 49417

Preferred Contact's Name: Ellen Peters

Contact's Email: epeters@loutitlibrary.org

**Internal Use Only**

Date Received:

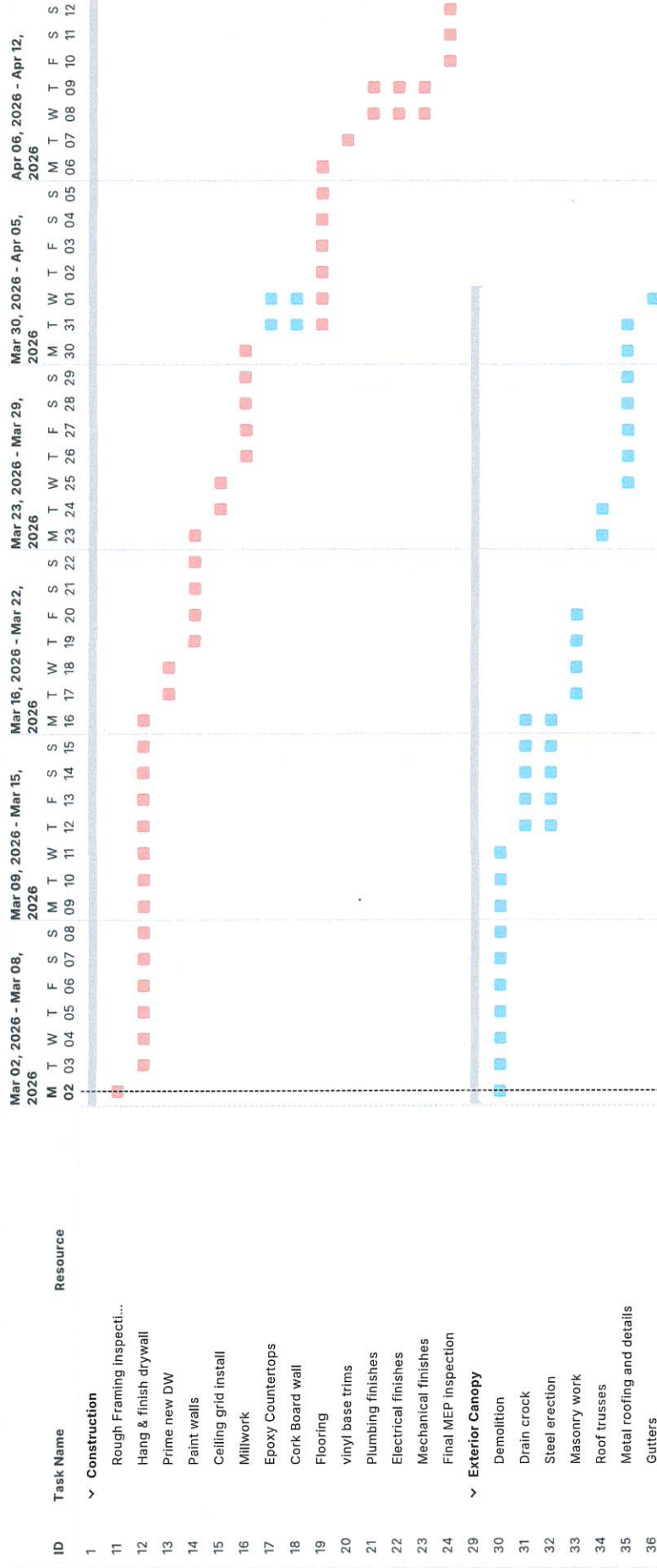
  
  
  

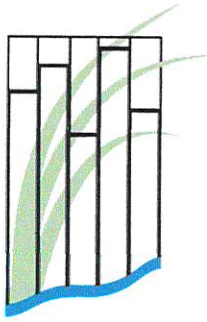
Reviewed by:

ID:

Check here to confirm that a copy of the Minutes approving this request is enclosed.





# Loutit District Library

## Expanding Horizons. Enriching Minds. Engaging Community.

### Memo

To: LDL Board of Trustees  
 From: Ellen Peters, Executive Director  
 Date: March 10, 2026  
 Re: Director's Update for the March 2026 Board meeting

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### Collections, Circulation Services, Programs, and Classes

#### Collections (from Kerry FitzGerald):

Manga is a big hit with our patrons! The manga series *One Piece* was one of our top circulating items in 2025, with various volumes in the series circulating over 700 times, according to Lakeland statistics. Many of the titles in the top 20 for circulation last year are also manga. Recently, we received a donation of 28 volumes of various manga titles, which have been cataloged and added to our Adult Manga collection. To facilitate browsing and discovery, our Adult Manga and Young Adult Manga are being culled from their respective Graphic Novel sections and will now have their own locations on the shelves. The Adult collection has been reclassified, relabeled, and reshelved in its new location, and we're now turning our attention to the Young Adult collection.

#### Circulation (from Kim Rice):

Total checkouts: 17,058  
 Renewed: 10,797  
 Loaned out: 1423  
 Borrowed: 1896  
 New cards: 145  
 Active patrons: 5454  
 Hot spots: 59  
 Chromebook: 7  
 Video games: 226  
 Vinyl: 182

**Local History and Genealogy (from Jeanette Weiden):** - attached as DR-1

**Adult programs and Service Highlights (from Katie Alphenaar):** Attached as DR-2

**Youth programs and Services Highlights (from Allison Boyer):** Attached as DR-3

407 Columbus Avenue, Grand Haven, MI 49417  
 Phone (616) 850-6912 ~ [www.loutitlibrary.org](http://www.loutitlibrary.org)

**Marketing and Library-wide program (from Chelsea Payton):** Attached as **DR-4**

**Facilities and Equipment Maintenance (from Harrison/Lidacis):**

- Estimating needs and going over vendor contracts for FY2026-2027 Budget
- Working with Journey Construction on Makerspace/Art studio project
- Finishing Serenity Room
- Elevator needed repairs

**Patron Visits:** Heat map attached as **DR-5**

**Relations with Other Agencies**

- Peters and several staff members attended City of Grand Haven annual social.
- Peters, Harrison, Greene, and Carlen twice to continue looking at budget and job descriptions ahead of union bargaining.
- Peters and Harrison met with Carlen once more to finalize a couple of job descriptions.
- All job descriptions have now been sent to Carlen who will send to Rahmberg Stover (whom she contracted for the Salary Study) to begin that process.
- Peters, Harrison, and Carlen met via Zoom with Jeff Rahmberg from Rahmberg Stover to “meet him” and discuss his needs for next day’s Leadership meeting.
- Rahmberg met with Leadership to explain to all of us, in person, the Salary Study process from beginning to end, how the job descriptions worked, how data would be gathered, etc.
- Peters met again with Spring Lake District Library Director, Read Muskegon Director, and Rotary presidents from Grand Haven, Spring Lake, and Muskegon to finalize the literacy summit plans for March 27<sup>th</sup> at the Trillium Event Center. Details: Keynote speaker, Three-minute speakers, Break-out sessions (including Elizabeth Griffin) and tables with resources (including library).
- Peters and some of Makerspace team met with Jordan Permoda of Trellis (sent by Architektura) to learn what furnishings were needed in the Makerspace and Art Studio. He will come back with a 3-D rendering that the full Makerspace Committee can view to better understand how it will look with the furniture in the space (which will help us know how many pieces to order). He has many connections to get discounts.
- Peters met with Director of Hackley Public Library to discuss reciprocal library card agreements.
- Peters, Harrison, and Lidacis met with Architektura and Journey representatives to discuss progress on project – decided to meet every other Friday until the project is finished.
- Peters is attending Rotary’s PELS Conference in Kalamazoo in March (for incoming President Nominees) – paid for by the Grand Haven Rotary Club.
- Peters is attending weekly Rotary meetings, as well as the Rotary Committee WEHOP’s meetings, and the Rotary’s board meetings (Peters is the chair of the International and Foundation committee).
- Peters attended the monthly Lakeland Coop meeting.
- Peters attended monthly Cheapstacks Friends Meeting.

**Professional Development**

- We have two confirmed staff members for 2026 PLA (April) & some hopefuls for ALA (June)
- Weiden will be attending an annual Genealogy conference in Indiana in late spring.
- Niche Academy - regular training for all staff & Trustees as part of an expectation of continuous learning.

**Other**

- Annual Monthly Planner Outline – attached as **DR-6**
- Peters consulted with lawyer re: bylaws. Ad hoc committee finished.
- ALA did not award LDL the \$20,000 grant for handicap buttons for our main floor bathrooms.

- Peters and Harrison still working on Art-o-Mat idea.
- Payton submitted a grant, hoping to get funding to cover a multi-library event featuring a well-known Odawa Tribe member and historian.

### Goals:

1. **FINANCIAL** – Write grants where appropriate to seek other revenue streams. Look for cost-saving measures. Begin working on MERS pay back plan. Partner with finance committee.

#### Grants:

- ~~I've submitted a \$20,000 grant request to ALA / Libraries Transforming Communities for Handicap buttons for the public bathrooms.~~
- ~~The staff wrote a \$10,000 grant to Pizza Hut for a Book Mobile that they can use for Outreach all around downtown Grand Haven and the waterfront areas—they just learned they didn't get that grant (it was very competitive). We might use the Carnegie grant to do this project.~~
- **Peters asked the Friends of the Library if they could donate \$2,000 to Summer Reading to cover prizes, and they graciously votes yes!**

#### Other:

- **We have begun the process of meeting with the Finance Director to look at next fiscal year's budget and ways to remain proudly "in the black" while accomplishing new goals.**
  - **Will continue looking into other grant opportunities.**
  - **Until the salary study comes back and union negotiations are complete, and our first "true" fiscal year is completed with the new supplemental millage revenue collected, we won't know how much we have to work with for the next fiscal year for adding a second leased branch, or if there is extra for this fiscal year to make up for the two grants that weren't awarded. At this point, we're a bit "on hold."**
2. **STAFFING** – Look for ways to staff new Maker Space. Create staffing space for more outreach. Create formal plan for staff's continuous learning.
    - **We have looked at staff roles and titles as part of the lead-up to union negotiations and the salary study that has been commissioned. Harrison updated all of the job descriptions for the salary study and budget talks. Once everything is determined, we can formalize with the board. We are discussing future staffing needs, and we will bring them to the budget and union discussions.**
  3. **PLANNING** – Develop Strategic Plan with staff, board, and community. Identify and meet the needs of the community, reach new audiences, embrace all audiences, and enrich community partnerships in order to enhance the library's impact. Revisit mission, values, and vision.
    - **Aside from using the results from the community survey to inform the Strategic Plan, the Trustees and Leadership's feedback is helping to mold the future direction of the library. We are working to finetune the language of the plan and create actionable outcomes.**

- **We are actively exploring opportunities for opening a second branch in the general location of the high school / Grand Haven Township Hall. We have toured two spaces already and are gathering information (building leases available, costs, needs, etc).**

#### 4. FACILITIES –

Consult the Facility Master Plan annually to maintain building integrity. Review building usage and determine optimal usage of facility to meet current and future library user demands. Harrison and Lidacis will take the lead on this.

- Both boilers are slated to be replaced in the 2025/2026 fiscal year, with funding assistance from the Loutit Foundation grant money.**
- The security panel replacement will wait until the 2026/2027 fiscal year, though some parts and pieces will be replaced now to hopefully reduce the amount of false alarms.**
- Maker Space / Art Studio Construction started February 2, 2026 with demo.**
- New Serenity Room in the youth area where storage closet wasn't being used is almost finished.**
- In fiscal year 2026/2027, we're hoping to pay for a 10-year plan to be done (separate from the maintenance plan) for other needs, such as new carpet and paint, looking at proper office and work spaces, etc. We need to update the working model to today's usage. We would also include any rebranding with this plan.**

#### 5. COLLABORATION – Collaborate with area non-profits, governmental units and libraries to increase the library's visibility in the community, and leverage the library's revenues to improve services for our residents. Seek leadership roles within the community.

- **Continue to be active in Rotary weekly. I serve on the Rotary Board, on the Rotary WEHOP committee, and the Rotary Literacy Committee. I am the President-Elect-Elect (2027-28 year will be president). I commit to many of the service projects to show my commitment to the community, from roadside trash pickup to putting up and taking down flags on special holidays.  
I worked with the Rotary board to create a 3-year Strategic Plan and write a district grant.**
- **I'm one of the Founding Friends of the Ottawa Connect Digital Empowerment Project started by Ottawa County, along with superintendents of OAISD, Director of Senior Resources, Director of Lakeshore Non-Profits, and a few other people in Ottawa County Leadership roles. We're trying to build a coalition/network of digital resources to help the community – my role is to bring libraries to the table.**
- **I attend Chamber meetings, Lakeland Cooperative Board and Advisory Board Meetings, and Rotary Board Meetings Monthly.**
- **We've partnered with Spring Lake District Library and many local businesses on the Show Your Library Card project. It's been very successful.**
- **I'm partnering with SL District Library, Ottawa Reads, GH Rotary, and more on a Literacy Project – the Literacy Summit is March 27, and our Youth Librarian, Elizabeth Griffin, will be leading a workshop.**
- **We've partnered with Tri-Cities Historical Museum on programming and with them and the Momentum Center on trying to get a shared Grants Database.**
- **We've partnered with the local Hispanic Heritage group and migrant populations on outreach and programs.**
- **We're partnering with all local assisted living centers, preschools, and K-12 schools.**
- **We're partnering with the YMCA for the Makerspace.**

- We're partnering with Gracious Grounds for programming and the Makerspace.
- We partner with other local groups, like the Lighthouse Quilt Guild for Quilt Hop Month and The Bookman for Adopt-a-Book and Kindness month, as well as author programs, or Patricia's Chocolates for programs.
- When we need food for summer reading kick-off parties, we use local food truck vendors.

\*\*\* We've been making a real effort to connect with businesses in the community in a very intentional way.

6. **OUTREACH**– Conduct library programs outside of the building, attend area events, and bring library service to residents in our communities. Begin outreach programs and delivery to adult assisted living centers and youth programs to preschools, K-12 schools, and rural community locations. Promote Homebound mailing. Research bookmobile possibility – options and costs.
  - **Our entry into Outreach this last year has gone incredibly well, even better than expected. The staff who raised their hand (who went from part-time to full-time) really stepped up with enthusiasm and made this successful. We now have a spreadsheet of 10 Assisted Living Centers that Jake and/or Anna are visiting regularly, making library cards, taking books, playing music, and now, taking the Tovertafel.**
  - **On the youth side, Tammy and Elizabeth are going into preschools and elementary schools and conducting storytimes. They are building relationships with the teachers and the schools. Ashley and Allison are doing the same with the middle schools and high schools, creating chess game day and other programs. The outreach is a game-changer for us, not just in reaching the kids, but in building that bridge with the schools.**
  - **We are doing Homebound Mailing, but not many people are taking advantage of it. We've advertised it, but in the next year, maybe we can find a new way to get the word out.**
  - **As stated under Finance, the staff has applied for a book bike to ride around the community and do outreach. They did not get the grant, but we are looking for another way to fund it, because we feel it's an excellent idea. We would love to have a bookmobile, but the cost would probably be anywhere from \$100,000 to \$250,000 (Anne and I have been researching what we think would meet our needs and we visited some in Lansing when we were there for the Legislative Day). So, that's on hold for the moment.**
7. **DIGITAL EMPOWERMENT** – Work with Ottawa County to bring internet, technology, and training to the community by building a network of non-profits and other businesses to meet a wide range of needs.
 

**As stated above, this is an ongoing project. We bring Library Directors together in March. This will be the first meeting focused on libraries that I will be facilitating, so that's exciting. This project grew out of a grant that Ottawa County got from the state (millions of dollars that went into putting broadband all over Ottawa County's rural areas – so if you can now get Surfnet, that's why). This part of the project is their next step – how to educate and facilitate the community with resources and learning.**
8. **COMMUNITY SERVICE** – Year-round Free Pantry and more humanitarian initiatives with other NPs.
  - **We just started the pantry back up and doubled it in size. We added recipes with the food in the recipes available – package deal. Knitters made many hats and scarves, and**

they're going fast. Meijer reached out to us and offered to help stock the food pantry, to which we said Yes! Thank you!

- We continue to provide women's hygiene products at no cost in our public bathrooms (we get them for free from a non-profit)
- Kindness Month – we clear peoples' accounts who have fines from lost books/materials through generous donations from staff and the community.
- Peters volunteered at the Food Pantry Food Truck Feb 6<sup>th</sup> at St. Pat's handing out food as part of a Rotary Service Project.

**\*\* Some of these goals are just starting and others are ongoing and may straddle into next fiscal year.**

## **Local History and Genealogy Department – February 2026**

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### **Programs**

- GenChat on February 3 – 4 attendees
- Obituaries – The Final Word on February 9 – 10 attendees

### **Volunteers**

This month, volunteers contributed 37 hours of service to the Local History and Genealogy Department. They added or modified over 58 records in PastPerfect, indexed three months of Focus on People, and scanned 209 photographs.

### **Patron Interactions**

- Patron Photo Requests = 2
- Patron Genealogy Research Requests = 2

### **Research Projects**

- Continued researching the Eastland Disaster for January Grand Haven Tribune articles.
- Continued researching new stories for Wicked Grand Haven Twp Historic Cemetery Tour.

### **Community Engagement**

- Jeanette met with the Tri-Cities Historical Museum's board prep meeting on February 10 and board meeting on February 17.
- Jeanette attended the Tri-Cities Historical Museum's finance committee meeting on February 18 and the collections committee meeting on February 25.
- Jeanette presented to the American Legion Auxiliary on February 24 to thank the organization for their donation of scrapbooks and a monetary donation to purchase boxes to store the scrapbooks.

### **Publications**

- The *Grand Haven Tribune* will publish the local history article "The 1963 Botulism Outbreak: How H.J. Dornbos Fisheries Became Linked to a Deadly Food Scare" on March 10, 2026.

## Adult Services Highlights: February 2026

### Herblock's *The Long March* Special Exhibit

Kevin coordinated with the Herblock Foundation to bring us *The Long March* from January 12 – February 28 for free! *The Long March* is a powerful piece of history that gives context to the visual criticisms of political cartoonist, Herbert Lawrence Block of *The Washington Post*, created for Americans to see in their daily papers.

We gave away 24 copies of Herblock's biography courtesy of the Foundation. The exhibit was covered by WoodTV, the Ottawa News Network, and the Grand Haven Tribune.

Overall, we had a lot of positive feedback from visitors about the exhibit and many thanks for hosting it. Here are some of the quotes left in the visitor books:



*"Marvelous! I remember Herblock from my youth, but knew none of this."*

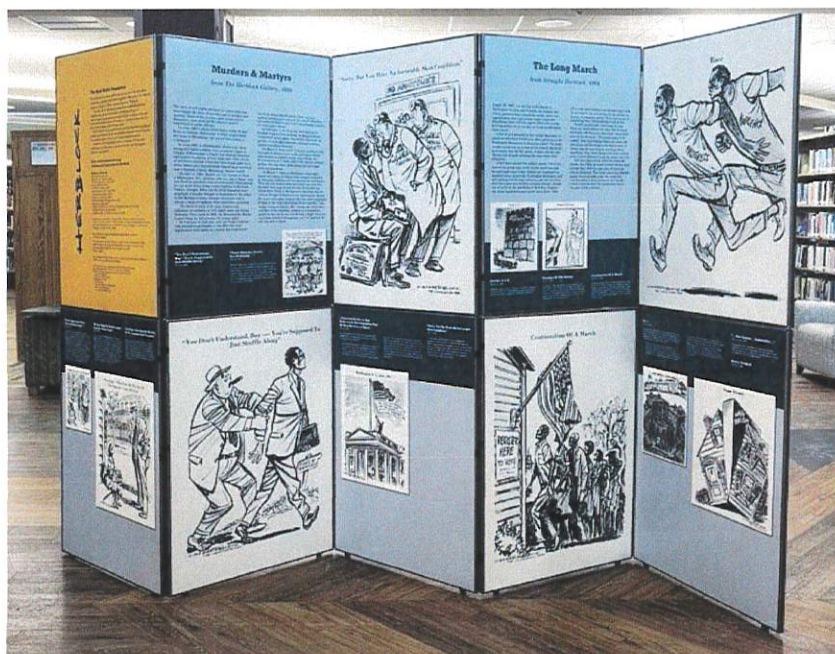
*"I'm a 75-year-old Black person and was not aware of Herblock until now. I look forward to reading his memoir and passing it on to other members of my family."*

*"I appreciate the variety of perspectives & experience, as well as a reminder of important history. It's not a matter of "agreement", it's about listening and thinking."*

*"Thanks for having this and making people aware of an important voice in the country."*

*"Being 75, I lived through the civil rights struggles of the 60s. The sketches and printed words were reminders of those trying times. I am hopeful that our younger people can learn from this display."*

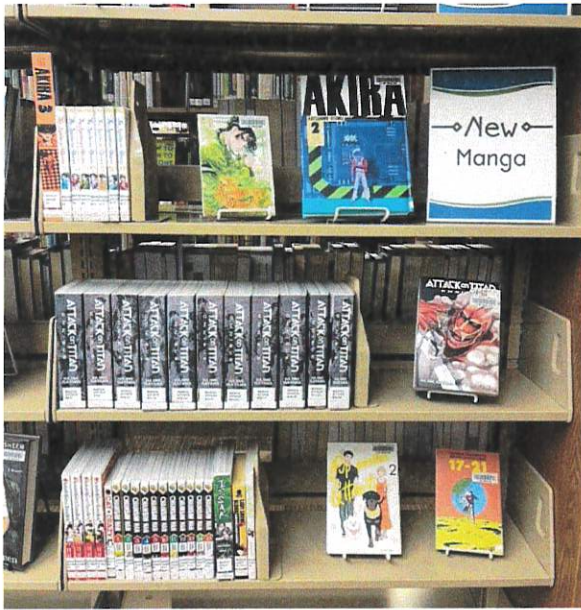
*"Thank you for having this exhibit – a very informative look into how far we've come – or not come."*



## Manga Collection:

Due to the increasing demand for manga and many generous donations of books from our community members, we collaborated with our cataloging team to recatalog, relabel, and move manga from the Adult Graphic Novels collection to its own space.

This will give the collection room to grow, increase its visibility and the ease of browsing.



**What is manga?** Manga is the Japanese word for “comics” and refers to comics created originally in Japan for a Japanese audience. Most commonly, manga are fully illustrated in black and white and read in a right-to-left orientation.

## Programs:

- The **Sunday Concert** this month, **Acoustic Oasis**, brought joy and kindness to our 87 listeners.
- February's **Jigsaw Puzzle Contests** had a delightful showing 64 competitors over two sessions.
- **Coffee & Coloring**'s two sessions also had a big turnout with 63 participants total!
- Patty Christopher from **Patricia's Chocolates** introduced 40 people to all things chocolate in our full house Chocolate Talk program.
- **Pirates of the Caribbean Trivia** at Odd Side Ales had 34 competitors in 9 teams battling for the loot! It was tight competition and we went into a tie close call tie breaker round. One team shared:  
*"we thought it was great! we love POTC, having it affiliated with the library was just a bonus. We love the library! :)"*



## Outreach:

Jake visited Sorelle House for the first time with the Pixie. Sorelle is a part of Lakeshore Assisted Living with a focus on memory care, something the Pixie is perfect for! He also had his first visit to Robbinswood's memory care wing.

Location	# people	Services
Christian Haven	2	Book delivery
Grand Pines	10	Kindness month card swap! Plenty of laughter and fun as we all created our own mad lib letters to send back to the tween club.
Lakeshore Assisted Living	7	Vinyl record listening and winter reading prizes
MediLodge	8	Book delivery
Pinewood Place	4	1-1 technology help
Robbinswood Assisted Living	10	1st visit to their memory care wing!
Sorelle (part of Lakeshore)	9	Pixie Tovertafel visit, first visit!
The Village at the Pines	4	1-1 technology help

## Youth Highlights:

### Teen Button Art

Feb. 4<sup>th</sup> @6pm

Two teens made fantastic art with buttons

### Tween Club

Every Thursday

Paint a Bookend: Feb. 5<sup>th</sup>

13 tweens had the choice of painting a bookend(s) to keep or give to the library for use. Three chose to donate for us to put on our shelves. Keep an eye out for them in the library!



### Saturday Family Storytimes

Feb. 14<sup>th</sup>, 28<sup>th</sup>

February Saturday storytimes had great turnout with 41 and 28 people attending up from January!

### Freestyle Crafts

Feb. 18<sup>th</sup>

17 people decorated a frame back with a clip to hold whatever photo they would like.

### Kids Glow Dance Party

Feb. 20<sup>th</sup>

74 people danced the afternoon away with black lights and lots of neon colors! There couldn't have been a better program on a dreary February day.

## Kindness Bookmarks

Feb. 22<sup>nd</sup>, 23<sup>rd</sup>.

34 people made kindness bookmarks over our two sessions during mid-winter break.

## Bring the Baby Craft

Feb. 27<sup>th</sup>

10 caregivers were able to decorate a rug with Elizabeth and Kate while their littles played and had fun.



## Outreach Highlights:

### Book Club at White Pines

February 3 – February 24<sup>th</sup>

We continued our partnership at White Pines Intermediate School District with a sixth-grade book club that occurred each Tuesday in February. There were two groups that met each time, and each read *Arlo Finch in the Valley of Fire* by John August. There were 12 students in the first group and 7 in the other. We expected to start in late January but because of a school snow day, we bumped the schedule a week.

### Pre-School Enrollment Fair

Feb. 11<sup>th</sup>

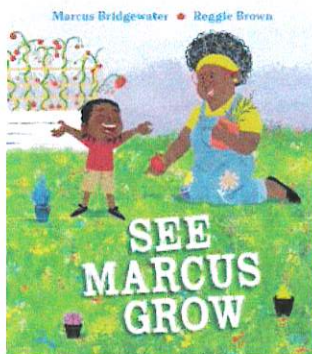
Elizabeth attended the Duneside Discovery Center pre-school enrollment fair. She provided library information while having an activity for the littles. She saw 172 people

### Read for the Record 2/26/26

Feb 26<sup>th</sup>

Elizabeth, Karolina, and Tammy went to Duneside Discovery Center at Mary A. White to lead outreach sessions with preschool and young 5's classes. The book they read was

“See Marcus Grow” by Marcus Bridgewater, a story that celebrates gardening, curiosity, and growth. Over the course of their visit, they read to multiple classes, reaching a total of 205 students.



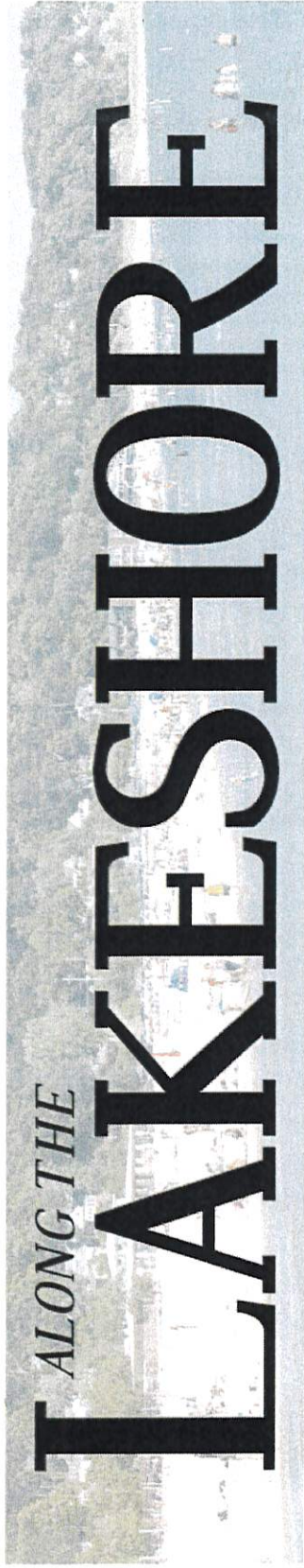
## Kindness Month

During the Month of February, we brought back the light up birch trees with hearts highlighting books that are in billing for unnamed cardholders. Patrons were given the opportunity to sponsor an item that then gets replaced and waived from the cardholder’s account. Also available for convenience were two online wish lists through Amazon and Bookshop.org (which supports local business).

Through this, 65 items, including 3 vinyl albums, were sponsored by community members completely clearing accounts of 30 patrons so they can return to using the library. The generosity of the Loutit Community is unparalleled in their demonstration of kindness to their fellow patrons.

Staff also took this as an opportunity to evaluate all the items in billing and determined that there were 126 LDL items billed to Loutit District Library patrons that didn’t need replacement due to superseded information, topics that are no longer in demand, or multiple copies that are no longer needed. Those items were then waived, and an additional 42 patrons’ records were completely cleared.

All patrons are in the process of being informed.



# ALONG THE LAKE SHORE

COMMUNITY

## Loutit Library to host month-long quilting celebration

By TRIBUNE STAFF

Loutit District Library will be highlighting quilters and their intricate craftsmanship throughout the month of March during its 2026 Quilt Hop.

The annual event coincides with National Quilting Month, a celebration of quilts, quilters and quilting established over 30 years ago by the National Quilt Association. Loutit and other libraries will honor National Quilt Month with quilt book displays, events and exhibits.

Throughout March, Loutit's Upper Atrium will feature an exhibit of quilts from the Lighthouse Quilt Guild. Visitors can stop in during open hours to pick up a brochure at any service desk and receive a participation prize while supplies last.

Every Monday and Wednesday from 1-4 p.m.,

a Quilter in Residence from the Lighthouse Quilt Guild will be hand quilting within the exhibit and available to answer any questions about the craft.

Loutit will also host several quilting events throughout the month.

**Friday, March 6, 2 p.m.** - Makers Nook: No-Sew Quilt Board, attendees will learn how to choose fabric colors and prints that work well together to create a quilt block design. Registration for the event is required, and class size is limited to 15 people.

**Tuesday, March 17, 2-3 p.m.** - The Daughters of the American Revolution Museum will showcase eighteenth- and nineteenth-century quilts at Loutit. Attendees will have an opportunity to learn about the preserved quilts and the genealogical stories of American women of the past.

**Wednesday, March 18, 10 a.m. to 2 p.m.** - The Lighthouse Quilt Guild invites quilters to join its members at Loutit for a community sew-in. Local quilters can bring their machines, supplies and a lunch to the library and either work on their own projects or contribute to the guild's community outreach project: creating baby quilts for the Ottawa County Maternal and Infant Health Program with a patchwork called "Potato Chip" (fabric provided). Non-quilters are welcome to observe the quilting process.

**Tuesday, March 24, 2 p.m.** - The Lighthouse Quilt Guild invites members of the community to bring quilts from home to its "Calling All Quilts! Honoring Women's Work" event. Participants can share stories about their quilts and the quilters who made them, and learn about the patterns, fabrics and tech-

Throughout the month of March, Loutit District Library will celebrate National Quilting Month with its 2026 Quilt Hop.

*Courtesy photo / Chelsea Payton*

niques used in their creation from guild members.

The Grand Haven library also encourages its patrons to "hop" around to other participating area libraries to check out more work from local quilters.

Loutit's 2026 Quilt Hop is held in partnership with Coopersville Area District Library, Gary Byker Memorial Library, Georgetown Township Public Library, Hastings Public Library, Herrick District Library, Howard Miller Library, Patmos Library, Spring Lake District Library and Field's Fabrics.

For more information about Loutit's Quilt Hop, visit [www.loutitlibrary.org/2026/02/23/quiltshop26](http://www.loutitlibrary.org/2026/02/23/quiltshop26).



MARKETING  
CHELSEA PAYTON

We finished Kindness Month promotions and then immediately moved on to Quilt Hop for March. We also wrapped up hosting the Herblock display, which received a surprising amount of press and community interest! Kevin and I archived the community feedback journal responses, along with photos of the exhibit.

Eliza and I have been working on the transitions for the new LibCal program calendar system and adjusting some Marketing Team responsibilities for the upcoming makerspace.

We've been experimenting with new approaches in both email marketing and social media posts. I've been conducting A/B tests on our emails to see if changing image sizes affects engagement. This is important because we found that adjusting the size caused no negative reaction, meaning that with the LibCal shift, we can create one less graphic size per program, saving significant time! For social media, we've been posting less and focusing more on short-form video and storytelling photo content. The results have been immediate and significant, with 9/10 of our top posts from the last 90 days being of this type.

Program-wise, I have an upcoming collaborative Eric Hemenway series event in March, and an educational AI-series in April. I'm fully focused on promoting Eric's series with Spring Lake, Hackley, and Herrick. I'm holding off on promoting the AI-series for now, as the Library of MI recently changed their staff programming policy, which could lead to cancellations. There's a lot up in the air, but I'm currently looking for someone with a law background to take over the program from Clare at LoM.

*Loutit District Library February 2026 Heatmap*

Total Number of Visits per Hour

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	TOTAL
Su				205	224	243	348					1020
Mo	84	149	223	222	263	207	199	192	222	132	130	2023
Tu	88	230	238	231	191	206	184	209	215	160	198	2150
We	86	133	307	233	222	197	237	226	231	101	89	2062
Th	124	213	249	214	198	223	207	235	196	154	89	2102
Fr	93	164	246	207	236	184	197	214	241			1782
Sa		181	302	293	251	273	237					1537
<b>TOTAL</b>	<b>475</b>	<b>1070</b>	<b>1565</b>	<b>1605</b>	<b>1585</b>	<b>1533</b>	<b>1609</b>	<b>1076</b>	<b>1105</b>	<b>547</b>	<b>506</b>	

Total Visits: 12,676

# LOUITT DISTRICT LIBRARY

## Monthly Planner

Month	Operations	Financial	Special Events	Committee Meetings
March	<ul style="list-style-type: none"> <li>- Michigan Library Association: Spring Institute</li> <li>- Executive Director to PELS (Rotary President Nominee Conference) 3/19-3/21 in Kalamazoo</li> <li>-- Board reviews Bylaws</li> </ul>	<ul style="list-style-type: none"> <li>- Continue budget preparation</li> </ul>	Reading Month Quilt Hop Women's History Month	Union Negotiation
April	<ul style="list-style-type: none"> <li>- Peters off for two weeks / Harrison in charge</li> <li>- Recognize volunteers</li> <li>- Notice to gov't units re: board member renewals</li> <li>- PLA Conference Minneapolis April 1 – April 3, 2026</li> <li>- Board Discusses motion for First Consideration for Adoption</li> </ul>	<ul style="list-style-type: none"> <li>- Review WJE maintenance assessment</li> <li>- Continue Budget preparation</li> <li>- Director meet with Finance Committees to review any changes in staffing or benefits for next FY (separate from union negotiations)</li> <li>- Receive taxable values and millage reduction fraction from county (by end of month)</li> </ul>	Poetry Month  Library Week  Volunteer Week	Union Negotiation  Finance reviews annual budget
May	<ul style="list-style-type: none"> <li>- Include Jan.-March stats in packet</li> <li>- Board Approves final motion/Resolution for Bylaws</li> </ul>	<ul style="list-style-type: none"> <li>- Finance Committee reviews Proposed Budget for next FY with board</li> <li>- Set Public Hearing on Budget for next FY</li> <li>- Publish notice of Budget Public Hearing - 2<sup>nd</sup> round of budget amendments</li> </ul>	Ribbon-cutting for makerspace and art studio end of May or beginning of June.	Union Negotiation – Final bargaining

# LOUTIT DISTRICT LIBRARY

## Monthly Planner

Month	Operations	Financial	Special Events	Committee Meetings
June 30, 2026 End of Fiscal Year	<ul style="list-style-type: none"> <li>- American Library Association Annual Conference (June 26 – June 29, 2025 in Chicago)</li> <li>- Election of Board officers</li> <li>- Union Contracts Signed by June 30, 2026</li> </ul>	<ul style="list-style-type: none"> <li>- Hold Public Hearing on FY 2026-2027 budget</li> <li>- Approve FY 2026-2027 budget</li> <li>- Set 2026-2027 operating &amp; debt millage rate</li> <li>- Sign L-4029</li> <li>- Sign Resolutions for budget and taxes</li> <li>- Approve budgeted purchase orders greater than \$5,000 / Annual Contracts</li> <li>- Approve service agreements</li> </ul>	<ul style="list-style-type: none"> <li>Youth Summer Reading Program &amp; Kick-off Party 6/6</li> <li>Adult Summer Reading Program</li> <li><i>Pride Month</i></li> <li><i>Juneteenth</i></li> <li>Touch a Truck Event</li> </ul>	
July 2026 Start of New Fiscal Year	<ul style="list-style-type: none"> <li>- File Conflict of Interest Forms</li> <li>- Approve President's appointments to standing committees</li> <li>- Marketing starts Annual Report</li> </ul>		<ul style="list-style-type: none"> <li>Coast Guard Festival – Closed for</li> <li>Closed for July 3<sup>rd</sup> and July 4<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>Set Annual Building and Grounds Meeting to review Capital Improvement needs</li> </ul>
August	<ul style="list-style-type: none"> <li>- April-June stats and year-end stats to trustees in packet</li> <li>- Goal setting session between Board President and Executive Director for next fiscal year</li> <li>- Strategic Plan Review</li> <li>- Work on Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>- Receive penal fines</li> <li>- Receive balance of prior year's State Aid</li> <li>- Review Bank Ratings &amp; Authorizations</li> </ul>	<ul style="list-style-type: none"> <li>Coast Guard Holiday Friday</li> <li>CG Library Closure Dates</li> </ul>	
September	<ul style="list-style-type: none"> <li>- Review revised policies &amp; job desc.</li> <li>- Complete Annual Report</li> </ul>		<ul style="list-style-type: none"> <li>Library Card Sign-up Month</li> <li>Hispanic Heritage Month</li> <li>Banned Books Week</li> </ul>	

# LOUIT DISTRICT LIBRARY

## Monthly Planner

Month	Operations	Financial	Special Events	Committee Meetings
Oct	<ul style="list-style-type: none"> <li>- Michigan Library Association -- Annual Conference</li> <li>-Start State Aid reporting</li> </ul>	<ul style="list-style-type: none"> <li>- Final Audit presented to board</li> </ul>		HR Mngr sends Exec.Dir.Eval.to board/mngrs
November	<ul style="list-style-type: none"> <li>-July-Sept. stats to trustees in packet</li> <li>-Staff in-service training (Nov. 11)</li> <li>-Work on State Aid</li> <li>- Board evaluates Executive Director</li> <li>- Board presents/approves Executive Director's annual benefits increase</li> </ul>	<ul style="list-style-type: none"> <li>- Audit distributed to municipalities</li> <li>- Ten Year Financial Plan updated</li> <li>- Qualifying statement filed with State --- Director report +\$1,000 assets disposed of in previous fiscal year</li> <li>- File Continuing Disclosure Report</li> </ul>	Native American Heritage Month	Eval for Exec. Dir Completed
Dec. 2026	<ul style="list-style-type: none"> <li>- Set library closure dates for next calendar year</li> <li>- Set board meeting dates for next calendar year</li> <li>- Set nonresident fee for next calendar year</li> <li>- Complete State Aid</li> </ul>	<ul style="list-style-type: none"> <li>- State Aid Report – Submit</li> <li>- Qualifying statement filed with State</li> <li>- File Continuing Disclosure Report</li> </ul>	Holiday Luncheon  Winter Reading Program begins  Adopt-a-Book	
Jan. 2027	<ul style="list-style-type: none"> <li>-Peters and trustees over next two months present annual report to respective municipalities</li> <li>- Regular Staff Evaluations by EOM</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Round Budget Amendments for current FY</li> <li>- Director/City start preparing budget for next fiscal year</li> <li>-Building and Grounds budget proposals for next fiscal year</li> </ul>	MLK Jr. Holiday Winter fest Winter Reading Challenge	
February	<ul style="list-style-type: none"> <li>- Include Oct - Dec Stats in packet</li> </ul>	<ul style="list-style-type: none"> <li>- Continue budget preparation</li> </ul>	Black History Month  Kindness Month	

# LOUIT DISTRICT LIBRARY

## Monthly Planner

<p><b>Committee Assignments:</b></p> <p>Building &amp; Grounds</p> <p>Executive</p> <p>Finance</p> <p>Personnel</p> <p>Ad hoc Committees as assigned</p> <p><b>Board Term Expirations (June 30):</b></p> <p>2026 -- Brooks, Longstreet, Rusco</p> <p>2027 -- DeWitt, Collins, Lannon</p> <p>2028-- Sanchez, Morano</p>	<p>Brooks, FitzGerald, Lidacis, Harrison</p> <p>Lannon, Rusco, Longstreet, Collins, Peters, Harrison</p> <p>Longstreet, Brooks, Monetza, Greene, Peters, Harrison</p> <p>HR Manager, City of Grand Haven</p>
<p><b>Contract Expirations:</b></p> <p>GHAPS – IT Services – June 30, 2026</p> <p>Dykstra – Grounds, Snow &amp; Ice – June 30, 2026</p> <p>Auditing – Vredevelde – Three audits, June 30, 2027 with options for years 2028 and 2029</p> <p>Legal – Foster, Swift – Began Nov 2018 - Open ended</p> <p>Van Dyken (HVAC) – Began Oct 2020 - Open ended</p> <p>Johnson Controls (Fire &amp; Security Systems) – Aug. 20, 2027</p> <p>OAISD – Internet Service Provider – June 30, 2026</p> <p>City of Grand Haven HR/Financial – New as of July 2025, recurring until terminated</p> <p>BHS/Selective Commercial Insurance – June 30, 2026</p> <p>The Pool Insurance – Three-year contract starts July 1, 2025</p> <p>Digital Downloads: Overdrive, Hoopla, Kanopy – FY 25/26</p> <p>Envisionware – FY 25/26</p> <p>Tmobile – FY 25/26</p> <p>Niche Academy – five-year contract signed starting FY25/26</p>	