

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

**BOARD OF TRUSTEES MEETING**

Date: Tuesday, April 14, 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 March 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 March 31, 2026  
B. Revenue and Expenditure Reports as of March 31, 2026  
C. Cash Summary Reports as of March 31, 2026  
D. Check Register as of March 31, 2026  
E. Approve March invoice payments in the amount of \$ 127,844.81  
F. March FNBO Credit Card Payments

Pages 5-9  
Pages 10-16  
Page 17  
Pages 18-19  
Page 19  
Page 20

**6. TRUSTEE COMMENT**

**7. UNFINISHED BUSINESS**

- A. Motion to approve First Consideration for the Adoption of the Proposed Revised Loutit District Library Bylaws.  
B. Board to complete W-9 and ACH Fund Transfer Forms (latter optional) for stipends

Pages 21-27  
Attached

**8. NEW BUSINESS**

- A. Motion to Approve Memo of Understanding with Momentum Center approving Collaboration for one year to have "Friendship Bench" model in library.

Pages 28-30

**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?

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

- A. No new meetings – voting this month on first approval of revised bylaws

**10. DIRECTOR'S REPORT**

Pages 31-36

**11. PRESIDENT'S REPORT**

**12. PUBLIC COMMENT**

**13. TRUSTEE COMMENT**

**14. NEXT BOARD MEETING:**

May 12, 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.

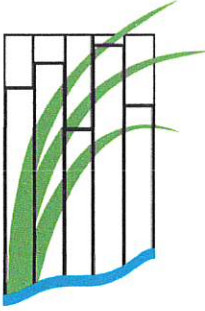
To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

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  
March 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, Andrea Morano

**Board Members Absent:** Marc Longstreet, Cathy Rusco, Carol Sanchez

**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**

26-13 **Motion by DeWitt, second by Collins, to approve the agenda. The motion carried 5:0.**

Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

26-14 **Motion by DeWitt, second by Morano, to approve the consent agenda. The motion carried 5:0.**

Discussion: None

A. Approve the regular meeting minutes of February 10, 2026

4. **PUBLIC COMMENT** - None

5. **TREASURER'S REPORT**

A. Balance Sheet Reports as of February 28, 2026

B. Revenue and Expenditure Reports as of February 28, 2026

C. Cash Summary Reports as of February 28, 2026

D. Check Register as of February 28, 2026

E. Approve February invoice payments in the amount of \$ 73,231.25

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

- Monthly stipend for the board will be added on April 1, 2026 – will be paid at the end of the quarter with ACH. Marianne Case will prepare paperwork for the ACH.

- Follow-up about the Consumers Energy revenue – additional tax revenue since they did not close – we will continue to receive it until we hear otherwise
- Entering the last year of bond payments
- Collins: Question about the Check Register – Case will make a detailed expense report for the credit card bills

**26-15 Motion by Collins, second by Morano, to approve February 2026 invoice payments in the amount of \$73,231.25. The motion carried 5:0.**

6. **TRUSTEE COMMENT** – None

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**

A. Review Proposed Revised Loutit District Library Bylaws

- Collins: Revisions were finalized at the last meeting – changes were approved by the attorney.
- DeWitt: If there are unexplained absences, who do we notify? – Trustees should inform the Board President, or Executive and Assistant Director.
- Collins: There was clarification on trustees attending meetings virtually – they may attend as a member of the public but will not be permitted to vote unless they are present in person.
- There was discussion of term limits and location of public comment within the agenda.

B. Motion to approve new Library Board Compensation Policy

**26-16 Motion by Morano, second by Lannon, to approve new Library Board Compensation Policy. The motion carried 4:1 (Brooks).**

Discussion:

- Peters: This vote is just determining the language of the policy, not the stipend itself.
- Collins asked about a possible wording change.

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.

**26-17 Motion by Collins, second by DeWitt, to approve requesting grant funds from GHACF from available annual endowment interest, amount totaling \$1,151, to be used for summer reading prizes. The motion carried 5:0.**

Discussion: None

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 – Work started, new timeline, meeting, fieldtrip after meeting
- Already meeting with artists to potentially teach classes. Waiting to confirm a date for a Grand Opening with the Waanderers family.

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

- Meeting 02/23/2026 – completed draft of bylaws for review (see new business)
- Lannon thanked the team for their hard work!

**10. DIRECTOR'S REPORT -**

- Peters – Salary study is in the works. Talked to the Union and decided to combine supervisory and non-supervisory teams to negotiate together.
- Collins: Question about the elevator repair. Harrison: Discovered something minor during the repair of another part. Everything is all set now.
- Collins: Will the Executive Director and Assistant Director's jobs be included in the salary study? Yes, as well as clarifying a few job descriptions to make sure they accurately reflect what is expected of them.
- Collins: Question about the reciprocal library card agreements. Explanation of the difference between this and inter-library loan system.
- Collins: Asked about the grants being crossed off of the Goals Section. These were grants we applied for but did not receive. We are still actively working to get some of those projects taken care of through grants or in the budget.

**11. PRESIDENT'S REPORT – None****12. PUBLIC COMMENT – None****13. TRUSTEE COMMENT – None****14. NEXT BOARD MEETINGS**

- Board Meeting: April 14, 2026, at 4:30 pm

**15. ADJOURNMENT -**

The meeting adjourned at 5:52 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	420,453.42
271-000-002.00	CASH - LMCU MONEY MARKET	2,644.21
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	1,508,515.25
271-000-017.04	CASH - MI CLASS ROBBINS ROAD PROCE	198,537.74
271-000-017.50	CASH - GHACF NON-ENDOWMENT FUND	0.00
271-000-040.00	ACCOUNTS RECEIVABLE	307.79
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	9,506.52
<b>Total Assets</b>		<b>2,140,339.48</b>
*** Liabilities ***		
271-000-202.00	ACCOUNTS PAYABLE	222.43
271-000-214.18	DUE TO DEBT SERVICE FUND	373.99
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	5,042.84
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	2,593.55
271-000-231.11	DENTAL INSURANCE EE	0.80
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	1,628.53
271-000-262.04	MERS PENSION SURPLUS ER	1,355.26
271-000-262.10	HEALTH PREMIUMS ER	(8,584.67)
271-000-262.11	DENTAL PREMIUMS ER	610.86
271-000-262.12	VISION PREMIUMS ER	(39.65)
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	161.39
<b>Total Liabilities</b>		<b>3,774.01</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>1,163,739.51</b>
<b>Ending Fund Balance</b>		<b>2,136,565.47</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,140,339.48</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	485,339.57
371-000-017.02	CASH - MI CLASS DEBT A FUND	133,189.75
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	373.99
<b>Total Assets</b>		<b>618,903.31</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>327,707.78</b>
<b>Ending Fund Balance</b>		<b>618,903.31</b>
<b>Total Liabilities And Fund Balance</b>		<b>618,903.31</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	92.86
<b>Total Assets</b>		<b>92.86</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>2.74</b>
<b>Ending Fund Balance</b>		<b>92.86</b>
<b>Total Liabilities And Fund Balance</b>		<b>92.86</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	527.25
401-000-002.01	CASH - FIFTH THIRD MONEY MARKET	0.00
401-000-002.02	CASH - FIFTH THIRD MONEY MARKET	225,081.68
401-000-002.11	CASH - FIFTH THIRD SECURITIES	0.00
401-000-002.12	CASH - FIFTH THIRD SECURITIES	253,254.97
401-000-017.01	CASH - MI CLASS LIBRARY MAINTENANC	319,844.00
401-000-084.01	DUE FROM GENERAL FUND	0.00
<b>Total Assets</b>		<b>798,707.90</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>18,754.96</b>
<b>Ending Fund Balance</b>		<b>798,707.90</b>
<b>Total Liabilities And Fund Balance</b>		<b>798,707.90</b>

PERIOD ENDING 03/31/2026

Fiscal Year-To-Date 7/1/25 - 3/31/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2026	NORMAL (ABNORMAL)	MONTH 03/31/2026	INCREASE (DECREASE)		
Fund 271 - LIBRARY GENERAL FUND									
Revenues									
Dept 040 - REVENUE ACCOUNTS									
271-040-402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	1,235,000.00	1,270,281.54			179,587.60	(35,281.54)	102.86	
271-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	395,000.00	404,143.22			128,764.86	(9,143.22)	102.31	
271-040-402.04	CURRENT PROPERTY TAX - PORT SHELTON	275,000.00	228,774.66			0.00	46,225.34	83.19	
271-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	302,100.00	291,909.40			0.00	10,190.60	96.63	
271-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	835,000.00	858,842.84			0.00	(23,842.84)	102.86	
271-040-403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	0.00	3,060.22			3,060.22	(3,060.22)	100.00	
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	IPT - 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	970.61			170.01	(470.61)	194.12	
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	10,542.79			0.00	0.00	0.00	
271-040-544.01	STATE AID - LIBRARY COOP SERVICE	19,000.00	10,542.79			10,542.79	8,457.21	55.49	
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			0.00	(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	139.00			31.00	(139.00)	100.00	
271-040-630.00	VENDING MACHINE REVENUE	300.00	191.55			16.42	108.45	63.85	
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	4,806.60			730.82	693.40	87.39	
271-040-665.00	INTEREST INCOME	24,000.00	28,128.30			5,613.47	(4,128.30)	117.20	
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	4,250.00			250.00	(1,750.00)	170.00	
271-040-674.02	FRIENDS - UNASSIGNED DONATIONS	2,000.00	250.00			0.00	1,750.00	12.50	
271-040-674.03	ASSIGNED DONATIONS	1,000.00	16,171.90			217.98	(15,171.90)	1,617.19	
271-040-674.04	UNASSIGNED DONATIONS	500.00	2,609.92			75.80	(2,109.92)	521.98	
271-040-674.05	OWED TO FRIENDS	0.00	278.33			97.79	(278.33)	100.00	
271-040-674.06	DONATIONS ENVISIONWARE	3,000.00	5,404.41			339.65	(2,404.41)	180.15	
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	16.66			13.00	(16.66)	100.00	
271-040-699.05	TRANSFERS IN DEBT 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	
Total Dept 040 - REVENUE ACCOUNTS		3,952,990.00	3,513,273.49			340,054.20	439,716.51	88.88	
TOTAL REVENUES		3,952,990.00	3,513,273.49			340,054.20	439,716.51	88.88	
Expenditures									
Dept 790 - LOUITT LIBRARY									
271-790-702.00	FULL TIME WAGES	1,073,000.00	757,523.01			84,498.36	315,476.99	70.60	
271-790-703.00	PART TIME WAGES	332,000.00	194,550.77			22,148.40	137,449.23	58.60	
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	74,044.22			7,151.13	955.78	98.73	

REVENUE AND EXPENDITURE REPORT FOR LOUTIT DISTRICT LIBRARY  
 PERIOD ENDING 03/31/2026

Fiscal Year-To-Date 7/1/25 - 3/31/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR	AVAILABLE	% BGD
		AMENDED BUDGET	NORMAL	03/31/2026	INCREASE (DECREASE)			
Fund 271 - LIBRARY GENERAL FUND								
Expenditures								
271-790-707.00	SICK PAY	50,000.00		35,217.59		2,698.85	14,782.41	70.44
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	0.00	100.00
271-790-711.00	HEALTH INSURANCE ER	180,000.00		160,610.50		18,297.56	19,389.50	89.23
271-790-711.01	VISION INSURANCE ER	2,600.00		1,906.08		200.64	693.92	73.31
271-790-711.03	HSA PRETAX ER	15,200.00		10,892.58		1,230.80	4,307.42	71.66
271-790-712.00	DENTAL INSURANCE ER	19,300.00		15,894.90		1,683.60	3,405.10	82.36
271-790-713.00	LIFE INSURANCE ER	1,100.00		1,106.25		203.55	(6.25)	100.57
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	LONG TERM DISABILITY INSURANCE ER	2,100.00		1,790.04		207.76	309.96	85.24
271-790-716.00	MERS DB PENSION ER	188,000.00		136,532.33		1,628.54	51,467.67	72.62
271-790-716.01	MERS 401A DC ER	11,900.00		8,815.95		963.00	3,084.05	74.08
271-790-716.02	MERS 457 ER	14,900.00		12,307.75		1,325.12	2,592.25	82.60
271-790-716.06	MERS DB PENSION ER SURPLUS	17,000.00		12,766.80		1,355.26	4,233.20	75.10
271-790-717.00	FICA ER	115,000.00		81,430.77		8,657.89	33,569.23	70.81
271-790-719.00	SHORT TERM DISABILITY INSURANCE ER	0.00		0.00		0.00	0.00	0.00
271-790-740.00	REPLACEMENT ITEMS	1,500.00		1,651.67		267.09	(151.67)	110.11
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		1,902.59		408.47	(902.59)	190.26
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		84,782.85		48,642.67	55,217.15	60.56
271-790-742.00	ELECTRONIC DATABASES	11,900.00		10,338.90		172.60	1,561.10	86.88
271-790-743.10	BOOKS ADULT FICTION	30,600.00		23,786.20		2,289.21	6,813.80	77.73
271-790-743.20	BOOKS ADULT NON FICTION	16,500.00		11,484.18		1,575.79	5,015.82	69.60
271-790-743.30	BOOKS YOUTH	19,000.00		13,452.86		1,282.11	5,547.14	70.80
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		0.00	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		1,703.66		92.03	1,296.34	56.79
271-790-744.10	AUDIOBOOKS	0.00		0.00		0.00	0.00	0.00
271-790-744.11	ADULT AUDIOBOOKS	7,000.00		5,156.63		1,349.08	1,843.37	73.67
271-790-744.12	YOUTH AUDIOBOOKS	500.00		451.84		97.60	48.16	90.37
271-790-744.20	MUSIC	4,500.00		3,866.51		832.97	633.49	85.92
271-790-744.30	VIDEOS	0.00		0.00		0.00	0.00	0.00
271-790-744.31	FEATURE FILMS	3,500.00		3,140.89		713.14	359.11	89.74
271-790-744.32	DOCUMENTARY FILMS	750.00		557.94		134.55	192.06	74.39
271-790-744.33	CHILDREN'S FILMS	2,500.00		1,490.31		153.38	1,009.69	59.61
271-790-744.34	TV SERIES	3,000.00		1,682.36		198.22	1,317.64	56.08
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		25,497.00		5,666.00	8,503.00	74.99
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		48,859.01		6,101.53	21,140.99	69.80
271-790-745.05	KANOPY VIDEOS (STREAMING MEDIA)	6,000.00		4,850.95		514.25	1,149.05	80.85
271-790-746.01	NEWSPAPERS, FINANCIAL JOURNALS	5,500.00		4,660.94		40.00	839.06	84.74
271-790-746.02	MAGAZINE SERVICE	1,800.00		1,239.83		430.11	560.17	68.88
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		6,975.22		1,162.02	3,024.78	69.75
271-790-748.20	YOUTH PROGRAMMING	7,000.00		3,843.13		231.23	3,156.87	54.90
271-790-748.30	LIBRARY-WIDE PROGRAMMING	6,000.00		4,460.37		250.00	1,539.63	74.34
271-790-748.40	SUMMER READING PROGRAMMING	6,500.00		218.07		122.17	6,281.93	3.35
271-790-748.50	GENEALOGY PROGRAMMING	500.00		500.00		0.00	0.00	100.00

Fiscal Year-To-Date 7/1/25 - 3/31/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% B DGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2026	03/31/2026	MONTH	03/31/2026	BALANCE	(ABNORMAL)	
Fund 271 - LIBRARY GENERAL FUND										
Expenditures										
271-790-748.51	ARCHIVAL PRESERVATION	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
271-790-749.00	COLLECTION MAINTENANCE & SUPPLIES	7,500.00	2,794.47	2,794.47	160.99	4,705.53	37.26	4,705.53	37.26	37.26
271-790-749.01	ARCHIVAL SUPPLIES	1,500.00	285.53	285.53	0.00	1,214.47	19.04	1,214.47	19.04	19.04
271-790-750.00	OPERATING MATERIALS, COSTS & SUPPLIES	18,000.00	10,818.39	10,818.39	1,997.53	7,181.61	60.10	7,181.61	60.10	60.10
271-790-751.11	BUILDING/PATRON SOFTWARE & SUBSCRIPTIONS	14,745.00	8,563.12	8,563.12	316.14	6,181.88	58.07	6,181.88	58.07	58.07
271-790-751.12	PROGRAM/STAFF SOFTWARE & SUBSCRIPTIONS	13,600.00	10,710.03	10,710.03	1,068.66	2,889.97	78.75	2,889.97	78.75	78.75
271-790-751.20	TECHNOLOGY EQUIPMENT	45,600.00	41,221.71	41,221.71	1,759.06	4,378.29	90.40	4,378.29	90.40	90.40
271-790-751.30	TECHNOLOGY MISCELLANEOUS	500.00	356.14	356.14	196.45	143.86	71.23	143.86	71.23	71.23
271-790-751.31	TECHNOLOGY SERVICE & MAINTENANCE	2,500.00	2,215.34	2,215.34	244.00	284.66	88.61	284.66	88.61	88.61
271-790-752.00	MAKERSPACE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-752.10	MAKERSPACE PROGRAMMING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-752.11	MS PROGRAMMING ART STUDIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-752.12	MS PROGRAMMING SEWING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-752.20	MAKERSPACE MATERIALS & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-752.30	MAKERSPACE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-752.40	MAKERSPACE TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-752.50	MAKERSPACE STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-755.00	OUTREACH	1,500.00	374.42	374.42	75.00	1,125.58	24.96	1,125.58	24.96	24.96
271-790-801.00	PROFESSIONAL/CONTRACTUAL	2,300.00	660.00	660.00	0.00	1,640.00	28.70	1,640.00	28.70	28.70
271-790-801.01	PROF/CONT - LAKELAND LIBRARY COOP	27,000.00	19,928.95	19,928.95	0.00	7,071.05	73.81	7,071.05	73.81	73.81
271-790-801.02	PROF/CONT - IT SERVICE & SUPPORT	53,000.00	38,071.35	38,071.35	4,230.15	14,928.65	71.83	14,928.65	71.83	71.83
271-790-801.03	PROF/CONT - SERVICE CONTRACTS	80,500.00	55,637.38	55,637.38	7,867.49	24,862.62	69.11	24,862.62	69.11	69.11
271-790-803.00	EMPLOYMENT RELATED EXPENSES	500.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00	0.00
271-790-804.00	CUSTODIAL SERVICE & SUPPLIES	6,000.00	5,423.77	5,423.77	143.87	576.23	90.40	576.23	90.40	90.40
271-790-805.00	BUILDING & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-805.01	BUILDING & GROUNDS MAINTENANCE	38,000.00	38,009.46	38,009.46	4,909.09	(9.46)	100.02	(9.46)	100.02	100.02
271-790-805.02	BUILDING & GROUNDS EQUIPMENT & SUPPLIES	2,500.00	2,298.81	2,298.81	110.48	201.19	91.95	201.19	91.95	91.95
271-790-805.03	BUILDING & GROUNDS SERVICE CONTRACTS	111,800.00	71,101.20	71,101.20	7,009.72	40,698.80	63.60	40,698.80	63.60	63.60
271-790-806.00	BANK AND CREDIT CARD FEES	2,250.00	1,935.62	1,935.62	204.34	314.38	86.03	314.38	86.03	86.03
271-790-807.00	AUDITING & ACCOUNTING SERVICES	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00	0.00	100.00	100.00
271-790-808.00	LEGAL FEES	5,000.00	1,762.80	1,762.80	0.00	3,237.20	35.26	3,237.20	35.26	35.26
271-790-810.00	TRASH SERVICES	4,000.00	3,460.81	3,460.81	367.18	539.19	86.52	539.19	86.52	86.52
271-790-850.00	TELEPHONE	1,500.00	900.00	900.00	100.00	600.00	60.00	600.00	60.00	60.00
271-790-850.01	CELL PHONE REIMBURSEMENT	6,350.00	3,015.30	3,015.30	377.00	3,334.70	47.49	3,334.70	47.49	47.49
271-790-852.00	INTERNET	6,600.00	5,257.18	5,257.18	0.00	1,342.82	79.65	1,342.82	79.65	79.65
271-790-860.00	TRANSPORTATION, LODGING & MEALS	14,500.00	3,213.06	3,213.06	187.28	11,286.94	22.16	11,286.94	22.16	22.16
271-790-900.00	PRINTING, MARKETING & PROMOTIONAL ITEMS	44,000.00	23,947.64	23,947.64	7,309.54	20,052.36	54.43	20,052.36	54.43	54.43
271-790-920.00	ELECTRICITY	81,000.00	59,137.15	59,137.15	5,478.64	21,862.85	73.01	21,862.85	73.01	73.01
271-790-921.00	NATURAL GAS	16,000.00	13,163.62	13,163.62	2,143.94	2,836.38	82.27	2,836.38	82.27	82.27
271-790-922.00	WATER & SEWER	8,500.00	5,695.14	5,695.14	331.75	2,804.86	67.00	2,804.86	67.00	67.00
271-790-924.00	POSTAGE	10,500.00	8,733.12	8,733.12	2,832.49	1,766.88	83.17	1,766.88	83.17	83.17
271-790-930.00	EQUIPMENT MAINTENANCE	1,800.00	1,328.31	1,328.31	147.59	471.69	73.80	471.69	73.80	73.80
271-790-956.00	MISCELLANEOUS	22,200.00	1,130.76	1,130.76	0.00	21,069.24	5.09	21,069.24	5.09	5.09
271-790-957.00	PROFESSIONAL DEVELOPMENT	13,500.00	10,452.49	10,452.49	825.00	3,047.51	77.43	3,047.51	77.43	77.43
271-790-958.00	MEMBERSHIPS, DUES, SUBSCRIPTIONS	400.00	0.00	0.00	0.00	400.00	0.00	400.00	0.00	0.00
271-790-958.01	PROFESSIONAL ORGANIZATIONS	5,000.00	3,102.71	3,102.71	107.64	1,897.29	62.05	1,897.29	62.05	62.05
271-790-958.02	MEMBERSHIPS	2,500.00	2,587.57	2,587.57	65.00	(87.57)	103.50	(87.57)	103.50	103.50
271-790-958.03	GENEALOGY	400.00	306.33	306.33	44.05	93.67	76.58	93.67	76.58	76.58
271-790-958.04	PROF BOOKS, MAGAZINES & PERIODICALS	650.00	726.04	726.04	150.83	(176.04)	111.70	(176.04)	111.70	111.70
271-790-960.00	PROPERTY TAX ADJUSTMENTS	1,000.00	287.92	287.92	0.00	712.08	28.79	712.08	28.79	28.79
271-790-965.00	PROPERTY/LIABILITY INSURANCE	21,000.00	19,288.00	19,288.00	0.00	1,712.00	91.85	1,712.00	91.85	91.85
271-790-971.00	CAPITAL IMPROVEMENTS	243,000.00	10,391.67	10,391.67	449.99	232,608.33	4.28	232,608.33	4.28	4.28
271-790-971.01	FURNITURE & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-790-980.00	FINES TRANSFER OUT	500.00	560.08	560.08	0.00	(60.08)	112.02	(60.08)	112.02	112.02
271-790-995.01	TRANSFERS OUT SPRING LAKE LIBRARY	12,000.00	10,009.65	10,009.65	0.00	1,990.35	83.41	1,990.35	83.41	83.41

PERIOD ENDING 03/31/2026

Fiscal Year-To-Date 7/1/25 - 3/31/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGT USED
		AMENDED BUDGET	NORMAL	03/31/2026	(ABNORMAL)	MONTH 03/31/2026	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 271 - LIBRARY GENERAL FUND										
Expenditures										
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 - LOUTIT LIBRARY		3,952,185.00		2,349,533.98		276,187.57		1,602,651.02		59.45
TOTAL EXPENDITURES		3,952,185.00		2,349,533.98		276,187.57		1,602,651.02		59.45
Fund 271 - LIBRARY GENERAL FUND:										
TOTAL REVENUES		3,952,990.00		3,513,273.49		340,054.20		439,716.51		88.88
TOTAL EXPENDITURES		3,952,185.00		2,349,533.98		276,187.57		1,602,651.02		59.45
NET OF REVENUES & EXPENDITURES		805.00		1,163,739.51		63,866.63		(1,162,934.51)		4,563.91

Fiscal Year-To-Date 7/1/25 - 3/31/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% B DGT	
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2026	03/31/2026		MONTH INCREASE (DECREASE)	NORMAL		ABNORMAL
Fund 371 - DEBT SERVICE A (VOTED BONDS) LIBRARY										
Revenues										
Dept 040 - REVENUE ACCOUNTS										
371-040-402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	135,000.00	134,003.35	18,945.25	996.65	99.26				
371-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	44,000.00	42,629.77	13,582.41	1,370.23	96.89				
371-040-402.04	CURRENT PROPERTY TAX - PORT SHELTON	30,000.00	24,136.20	0.00	5,863.80	80.45				
371-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	30,000.00	28,404.93	0.00	1,595.07	94.68				
371-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	100,000.00	92,760.40	0.00	7,239.60	92.76				
371-040-403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	7,000.00	7,374.36	373.99	(374.36)	105.35				
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	0.00	56.62	71.69				
371-040-445.00	PENALTY & INTEREST ON TAXES	20.00	21.46	17.92	(1.46)	107.30				
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	5,063.04	660.33	(1,063.04)	126.58				
Total Dept 040 - REVENUE ACCOUNTS		350,320.00	334,832.78	33,579.90	15,487.22	95.58				
TOTAL REVENUES		350,320.00	334,832.78	33,579.90	15,487.22	95.58				
Expenditures										
Dept 906 - DEBT										
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				
Total Dept 906 - DEBT		577,250.00	7,125.00	0.00	570,125.00	1.23				
TOTAL EXPENDITURES		577,250.00	7,125.00	0.00	570,125.00	1.23				
Fund 371 - DEBT SERVICE A (VOTED BONDS) LIBRARY:										
TOTAL REVENUES		350,320.00	334,832.78	33,579.90	15,487.22	95.58				
TOTAL EXPENDITURES		577,250.00	7,125.00	0.00	570,125.00	1.23				
NET OF REVENUES & EXPENDITURES		(226,930.00)	327,707.78	33,579.90	(554,637.78)	144.41				

Fiscal Year-To-Date 7/1/25 - 3/31/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR	AVAILABLE	% B DGT
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2026	MONTH 03/31/2026			
Fund 372 - DEBT SERVICE B (VOTED BONDS) LIBRARY								
Revenues								
Dept 040 - REVENUE ACCOUNTS								
372-040-665.00	INTEREST INCOME	0.00		2.74		0.31	(2.74)	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		9,452.74		0.31	319,447.26	2.87
TOTAL REVENUES								
		328,900.00		9,452.74		0.31	319,447.26	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		9,452.74		0.31	319,447.26	2.87
TOTAL EXPENDITURES								
		328,900.00		9,450.00		0.00	319,450.00	2.87
NET OF REVENUES & EXPENDITURES								
		0.00		2.74		0.31	(2.74)	100.00

PERIOD ENDING 03/31/2026

Fiscal Year-To-Date 7/1/25 - 3/31/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR MONTH 03/31/2026	AVAILABLE BALANCE	% BDT
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2026	03/31/2026			
<b>Fund 401 - CAPITAL PROJECT MAINTENANCE FUND</b>								
Revenues								
Dept 040 - REVENUE ACCOUNTS								
401-040-665.00	INTEREST INCOME	12,000.00	19,552.32	2,096.65	(7,552.32)	162.94		
401-040-669.00	UNREALIZED GAIN/LOSS INVESTMENTS	0.00	0.00	0.00	0.00	0.00		
401-040-679.00	REALIZED GAIN/LOSS INVESTMENTS	0.00	4,639.77	(5,011.05)	(4,639.77)	100.00		
Total Dept 040 - REVENUE ACCOUNTS		12,000.00	24,192.09	(2,914.40)	(12,192.09)	201.60		
<b>TOTAL REVENUES</b>								
		12,000.00	24,192.09	(2,914.40)	(12,192.09)	201.60		
Expenditures								
Dept 901 - CAPITAL OUTLAY - MAINTENANCE								
401-901-806.00	BANK AND CREDIT CARD FEES	0.00	0.00	0.00	0.00	0.00		
401-901-995.00	TRANSFERS OUT GENERAL FUND	150,000.00	5,437.13	0.00	144,562.87	3.62		
Total Dept 901 - CAPITAL OUTLAY - MAINTENANCE		150,000.00	5,437.13	0.00	144,562.87	3.62		
<b>TOTAL EXPENDITURES</b>								
		150,000.00	5,437.13	0.00	144,562.87	3.62		
<b>Fund 401 - CAPITAL PROJECT MAINTENANCE FUND:</b>								
TOTAL REVENUES		12,000.00	24,192.09	(2,914.40)	(12,192.09)	201.60		
TOTAL EXPENDITURES		150,000.00	5,437.13	0.00	144,562.87	3.62		
NET OF REVENUES & EXPENDITURES		(138,000.00)	18,754.96	(2,914.40)	(156,754.96)	13.59		
<b>TOTAL REVENUES - ALL FUNDS</b>								
TOTAL EXPENDITURES - ALL FUNDS		4,644,210.00	3,881,751.10	370,720.01	762,458.90	83.58		
NET OF REVENUES & EXPENDITURES		5,008,335.00	2,371,546.11	276,187.57	2,636,788.89	47.35		
		(364,125.00)	1,510,204.99	94,532.44	(1,874,329.99)	414.75		

04/07/2026

CASH SUMMARY BY FUND FOR LOUTIT DISTRICT LIBRARY  
 FROM 03/01/2026 TO 03/31/2026  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Description	Beginning Balance 03/01/2026	Total Debits	Total Credits	Ending Balance 03/31/2026
271 LIBRARY GENERAL FUND	2,062,144.15	940,758.72	872,377.70	2,130,525.17
371 DEBT SERVICE A (VOTED BONDS) LIBRARY	585,323.41	33,205.91	0.00	618,529.32
372 DEBT SERVICE B (VOTED BONDS) LIBRARY	92.55	0.31	0.00	92.86
401 CAPITAL PROJECT MAINTENANCE FUND	801,622.30	5,603.26	8,517.66	798,707.90
TOTAL - ALL FUNDS	3,449,182.41	979,568.20	880,895.36	3,547,855.25

Check Date	Check	Vendor Name	Description	Amount
<b>Bank LDISB LOUITT DISBURSEMENT</b>				
03/05/2026	21487	ALLEN, ROBERT	MARTIAL FITNESS	150.00 V
03/05/2026	21488	MICHIGAN GAS UTILITIES CORPORATION	0504468306-00001 FEB NATURAL GAS	2,143.94
03/06/2026	1743(A)	AMAZON CAPITAL SERVICES, INC	SEWING CLIPS	549.95
03/06/2026	1744(A)	CHARTER COMMUNICATIONS OPERATIN	005625301 MARCH 2026	100.00
03/06/2026	1745(A)	CITY OF GRAND HAVEN	FEB 26 ADMIN, BS&A	8,075.82
03/06/2026	1746(A)	DYKSTRA LANDSCAPE MANAGEMENT IN	MARCH 2026 LANDSCAPE SERVICE	1,417.72
03/06/2026	1747(A)	GRAND HAVEN AREA PUBLIC SCHOOLS	IT SERVICES-MARCH 26	4,230.15
03/06/2026	1748(A)	HOLWERDA INTERIOR PLANTSCAPING IN	MAR 26 PLANT SERVICE	118.65
03/06/2026	1749(A)	INGRAM	LP	1,139.41
03/06/2026	1750(A)	VOID		0.00 V
03/06/2026	1751(A)	VOID		0.00 V
03/06/2026	1752(A)	JOHNSON CONTROLS FIRE PROTECTION	REPAIR SMOKE HEAD	1,193.64
03/06/2026	1753(A)	KANOPIY INC	KANOPIY FEB 2026	514.25
03/06/2026	1754(A)	MIDWEST TAPE LLC	HOOPLA FEB 2026	6,139.01
03/06/2026	1755(A)	OFFICE MACHINES COMPANY INC	FEB 26 COPY MACHINES	1,047.40
03/06/2026	1756(A)	OTIS ELEVATOR COMPANY	REPAIR ELEVATOR PHONE/INTERCOM	1,499.00
03/06/2026	1757(A)	REPUBLIC SERVICES INC	3-0240-0378919 MAR 26 WASTE	367.18
03/06/2026	1758(A)	VAN DYKEN MECHANICAL INC	EMERGENCY CALL AHU UNIT	1,422.25
03/06/2026	1759(A)	WGHN INC.	FEB 26 AIR SPOTS	150.00
03/06/2026	1760(A)	Z'S GREEN CLEAN LLC	24 CLEANINGS FEB 2026	5,592.00
03/12/2026	1761(E)	FIRST NATIONAL BANK OF OMAHA/CC	ART FESTIVAL 2026 FAMILY FUN DAY (CP)	4,995.88
03/12/2026	1762(E)	VOID		0.00 V
03/12/2026	21489	ALLIANCE ENTERTAINMENT LLC	VINYL LPS	2,000.04
03/12/2026	21490	VOID		0.00 V
03/12/2026	21491	CINTAS CORP	MATS, MOP, WIPES, URINAL SCREENS	143.87
03/12/2026	21492	FOLIAS MUSIC LLC	SUNDAY CONCERT SERIES	600.00
03/12/2026	21493	REHMANN TECHNOLOGY SOLUTIONS, LL	WATCHGUARD SECURITY SUITE	1,220.00
03/12/2026	21494	VERIZON WIRELESS	742640288-00001 EMPLOYEE CELLS FEB 26	377.00
03/13/2026	1763(A)	AMAZON CAPITAL SERVICES, INC	STANDING DESK MAT	888.69
03/13/2026	1764(A)	VOID		0.00 V
03/13/2026	1765(A)	CENGAGE LEARNING INC	LP	50.68
03/13/2026	1766(A)	INGRAM	TWGN	1,200.01
03/13/2026	1767(A)	VOID		0.00 V
03/13/2026	1768(A)	VOID		0.00 V
03/13/2026	1769(A)	VOID		0.00 V
03/13/2026	1770(A)	JOURNEY CONSTRUCTION GROUP	WAANDERS MAKER SPACE CONSTRUCTION	45,209.70
03/13/2026	1771(A)	LAKELAND LIBRARY COOPERATIVE	VOX YOUTH AUDIOBOOKS	97.60
03/13/2026	1772(A)	RYCENGA ELECTRIC, INC.	NEW CAT6 FOR ELEVATOR	616.55
03/19/2026	21495	ENGINEERING SUPPLY & IMAGING INC	EPSON EM-C800 PRINTER	1,838.00
03/19/2026	21496	GRAND HAVEN BOARD OF LIGHT & POWE	77847002 ELECTRICITYFEB 2026	5,478.64
03/19/2026	21497	HEMENWAY, ERIC PAUL	MICHIGAN ANISHNAABEK IN THE CIVIL WAR	250.00
03/19/2026	21498	INTEGRITY BUSINESS SOLUTIONS	11X17 PAPER, 1 BOX	306.93
03/20/2026	1773(A)	AMAZON CAPITAL SERVICES, INC	AREPL: AN ORDER FOR DEATH	722.68
03/20/2026	1774(A)	VOID		0.00 V
03/20/2026	1775(A)	BOYER, ALLISON	YOUTH SERVICES LLC MTG	72.79
03/20/2026	1776(A)	CENGAGE LEARNING INC	LP	126.70

CHECK REGISTER FOR LOUITT DISTRICT LIBRARY  
 CHECK DATE FROM 03/01/2026 - 03/31/2026

User: MARIANNECASE  
 DB: Loutit Library

Check Date	Check	Vendor Name	Description	Amount
03/20/2026	1777(A)	CITY OF GRAND HAVEN	290590000 WATER/SEWER	331.75
03/20/2026	1778(A)	INGRAM	ANF	1,022.36
03/20/2026	1779(A)	VOID		0.00 V
03/20/2026	1780(A)	MIDWEST TAPE LLC	DVDS	132.70
03/20/2026	1781(A)	OVERDRIVE INC	0870-1023 DEPOSIT ON ACCT FOR CONTENT	2,833.00
03/20/2026	1782(A)	WISS, JANNEY, ELSTNER ASSOCIATES INWAANDERS MAKER SP SVCS THR 3/1/26	ANNUAL SUBSCRIPTION	165.00
03/26/2026	21499	ASLDEAFINED	KINDNESS	700.00
03/26/2026	21500	CENTER POINT LARGE PRINT		196.10
03/26/2026	21501	MAGAZINE SUBSCRIPTION SRV AGENCY	MAG & PROF PUB SUBS, INCL STEINMETZ D(	1,912.91
03/26/2026	21502	ZOOBEAN INC	BEANSTACK PLUS 4/23/26-4/22/27	1,595.00
03/27/2026	1783(A)	AMAZON CAPITAL SERVICES, INC	AFIC	963.62
03/27/2026	1784(A)	VOID		0.00 V
03/27/2026	1785(A)	BLACKSTONE PUBLISHING	ADULT AUDIOBOOKS	1,289.09
03/27/2026	1786(A)	INGRAM	ANF, JACKETS	1,395.63
03/27/2026	1787(A)	VOID		0.00 V
03/27/2026	1788(A)	VOID		0.00 V
03/27/2026	1789(A)	VOID		0.00 V
03/27/2026	1790(A)	LIBERTY PEST CONTROL LLC	MAR PEST, MICE	59.00
03/27/2026	1791(A)	OVERDRIVE INC	0870-1023 DEP ON ACCT, CONTENT	2,833.00
03/27/2026	1792(A)	PAYTON, CHELSEA	LIBRARY PROG SERIES MILEAGE	52.49
03/27/2026	1793(A)	SPRINGSHARE LLC	LIBCAL PRO APR-JUNE 26	600.00
03/27/2026	1794(A)	VER DUIN'S INC	SPRING MAILING NEWSLETTER APR-JUN	9,867.03

LDISB TOTALS:  
 Total of 68 Checks:  
 Less 15 Void Checks:  
 Total of 53 Disbursements:

127,994.81  
 150.00  
127,844.81

## FNBO CREDIT CARD PAYMENT 3-12-26

Vendor Name	Invoice #	Description	Amount
BUDDHA BOARD	28759	YOUTH GRANT MKERS SPACE 20 BOARDS (EG)	612.00
SPHERO	SP51150	YOUTH GRANT MAKER SP ROBOTS (AB)	1,831.07
FIELD'S FABRICS	2-16-26 ALLISON	YOUTH GRANT MAKER SP NOTIONS (AB)	147.89
GAME STOP	2-27-26 NAZ	VIDEO GAMES (AB)	14.06
MENARDS	3136	VANITY FOR SERENITY SPACE (ML)	449.99
FRANK'S PLUMBING HEATING & COOLING	55249	URINAL REPAIR KIT (ML)	50.50
MICHIGAN LIBRARY ASSOCIATION	24507	SPRING INSTITUTE (EG)	200.00
MICHIGAN LIBRARY ASSOCIATION	24514	SPRING INSTITUTE (AB)	150.00
SPOTIFY	MARCH 2026	SPOTIFY MONTHLY (EG)	18.99
SMARTERQUEUE	205438	SOLO MONTHLY FEB 2026 (CP)	14.99
MEIJER	2-5-26 KATIE	SKINNY POP (KA)	13.98
MENARDS	2-23-26 ALLISON	PINT JARS, PAIL (AB)	40.76
MICROSOFT	EO800YS844	ONLINE SERVICES FEB 25 (AH)	180.00
WALMART	2-19-26 ALLISON	MASON JARS (AB)	36.81
GANNETT-HOLLAND SENTINAL	FEB 26	HOLLAND SENTINAL FEB 26 (KA)	40.00
MICHAELS	2-24-26 TAMMY	FELT (TC)	4.14
GOOGLE GSUITE	5498394939	FEB 26 GOOGLE WORKSPACE (AH)	29.36
ADOBE	3357239692	FEB 26 ADOBE (KT) *COVERAGE DATES CHANGE*	34.99
APPLE	FEB 2026	EXTRA STORAGE PHOTOS (CP)	0.99
AMERICAN LIBRARY ASSOCIATION	1435119	CONF REG TAMMY (TC)	450.00
MEIJER	2-12-26 KATIE	BOTTLED WATER (KA)	32.36
CHAMBER OF COMMERCE GRAND HAVEN	105539	ART FESTIVAL 2026 FAMILY FUN DAY (CP)	75.00
ASSOCIATION OF PROFESSIONAL GENEALO	11687	ANNUAL MEMBERSHIP DUES (JW)	120.00
COSTCO	2025-26	ANNUAL MEMBERSHIP (ES)	65.00
MICHIGAN LIBRARY ASSOCIATION	24611	ANNE ADVOCACY DAY REGISTRATION (AH)	25.00
AMERICAN LIBRARY ASSOCIATION	4273118	ALA STUDENT DUES, ASHLEY (AB)	46.00
AMERICAN LIBRARY ASSOCIATION	4276504	ALA DUES, TAMMY (TC)	125.00
AMTRACK	876236	ALA CONFERENCE (TC)	62.00
TRI-CITIES HISTORICAL MUSEUM	36203457	ADS + ANNUAL PARTNERS (CP)	125.00
			4,995.88

# 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.

# Memorandum of Understanding (MOU)

Between  
The Momentum Center  
and  
[Partner Organization Name]

Effective Date: [Start Date]

MOU Term: One (1) year from Effective Date

## 1. Purpose

This Memorandum of Understanding (MOU) establishes a collaborative relationship between The Momentum Center and [Partner Organization Name] to provide space and advertising support for the Friendship Bench Program, which promotes mental health awareness and social connection through conversation.

## 2. Background

The Momentum Center is a community organization dedicated to mental health awareness, social integration, and stigma reduction through education and accessible programs. The Friendship Bench Pilot Program offers barrier-free, community-led emotional support by training everyday volunteers in nonjudgmental active listening and referral. Friendship Benches are not necessarily actual “benches.” The Friendship Bench is a metaphor for a safe, welcoming space available to any individual in the public who feels the need to talk to someone who cares. Together, the parties seek to create opportunities for meaningful conversation and connection through the Friendship Bench Pilot Program.

## 3. Objectives

The parties intend to:

1. Provide a designated hours and space for the Friendship Bench program.
2. Promote mental health awareness and reduce stigma through community engagement.
3. Coordinate outreach and communication to ensure public participation.

## 4. Scope of Collaboration

This MOU covers:

- Program: Friendship Bench Pilot Program
- Location: Loutit District Library
- Timeframe: [Start Date] through [End Date]

## 5. Roles & Responsibilities

The Momentum Center:

- Recruit and train Friendship Bench Volunteers.
- Coordinate scheduling and volunteer communication.
- Promote Friendship Bench hours through Momentum Center channels and community media.
- Notify volunteers in the event of location closure (holidays/inclement weather).

[Partner Organization Name]:

- Provide space and seating within their building, free of charge, for trained Friendship Bench Volunteers and community members who visit the Friendship Bench
- Make this space available for [X] hours per week.
- List Friendship Bench hours at Loutit District Library on Loutit District Library's events calendar.

Joint Commitments:

- Maintain a spirit of collaboration and transparency.
- Hold regular check-ins as needed.
- Designate points of contact for coordination.

Liability Insurance/Indemnification:

-The Partner organization is aware that Momentum Center is not providing any liability insurance or indemnification of the Partner. Instead, as the space already is a place of public use and the public are invitees, Friendship Bench Volunteers and community members who visit the Friendship Bench do not create any additional exposure to the Partner.

## 6. Term, Amendment & Termination

This agreement begins on [Start Date] and ends one year later. Amendments must be in writing and signed by both parties. Either party may terminate with 30 days' written notice.

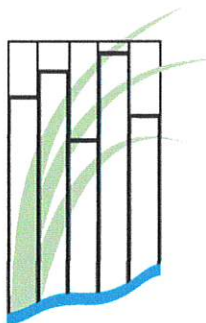
## 7. Non-Exclusivity & No Agency

This MOU is non-exclusive and does not create a partnership, joint venture, or employment relationship.

## Signatures

For The Momentum Center	For [Partner Organization Name]
Name: _____ Title: _____	Name: _____ Title: _____

Signature: _____ Date: _____	Signature: _____ Date: _____
Name: _____ Title: _____ Signature: _____ Date: _____	Name: _____ Title: _____ Signature: _____ Date: _____



# Loutit District Library

## Expanding Horizons. Enriching Minds. Engaging Community.

### Memo

To: LDL Board of Trustees  
 From: Ellen Peters, Executive Director  
 Date: April 14, 2026  
 Re: Director's Update for the April 14, 2026 Board meeting

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

##### **Collections (from Kerry FitzGerald):**

On March 24, the Lakeland ILS Evaluation Committee met to review other consortia's feedback on the Polaris library software system, discuss the quote obtained, and to vote whether or not to recommend the adoption of Polaris to the Lakeland Advisory Council and Board. The vote was unanimously in favor of migrating from our current system, Sierra, to the Polaris system. Here are a few additional details:

- Lakeland member libraries spend (collectively) \$326,000 annually on Sierra.
- Polaris would cost member libraries (collectively) \$277,000 annually.
- Lakeland will NOT be asking member libraries for ANY additional funds for the migration.
- There will be additional savings in reducing subscriptions to third-party vendor software, such as BiblioCore, Shoutbomb, Unique, and Backstage, with Polaris fulfilling these functions.
- This recommendation will be presented to the Lakeland Advisory Council on April 9. From there, it will pass to the Lakeland Board for approval and contract negotiations, which might happen May-July.
- If the Lakeland Board approves moving forward with a contract, it would still take about a year before the migration happens (and NOT during Summer Reading!) Probably March or April, 2027.

While this migration is NOT a done deal, it's a REAL possibility, especially since the system gives libraries a lot more flexibility, features, and future-proofing — not to mention that it will save member libraries (collectively) \$80,000 annually. We do not yet know how much of a cost savings this would be for our library yet.

##### **Circulation (from Kim Rice):**

Total checkouts: 15,904  
 Renewed: 10,468  
 Loaned out: 1326  
 Borrowed: 1670  
 New cards: 131  
 Active patrons: 5312  
 Hot spots: 42  
 Chromebook: 9  
 Video games: 242  
 Vinyl: 205

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

**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**

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

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

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

### Relations with Other Agencies

- Peters, Harrison, Greene, and Carlen continuing budget work in front of union contract. Greene and Peters met 4/7/26 and set most expenses for the next year. Waiting on salary study and some other revenue and expense figures coming in.
- Rahmberg Stover (contractor for the Salary Study) is in the process of gathering data for the study.
- Peters attended the Rotary's PELS Conference in Kalamazoo in March (for incoming President Nominees) – paid for by the Grand Haven Rotary Club. It was whirlwind – 7am to 9 and 10pm with non-stop learning. Very helpful and like drinking from a fire hose.
- Peters and Harrison met with Kate/Momentum Center re: Friendship Bench collaboration.
- Peters presented to the Tri-Cities Kiwanis Club on April 1<sup>st</sup> to inform them of all we're doing and have coming up in the future. They're a lovely bunch.
- Peters attended GHAPS Foundation Breakfast at American Dunes as a guest of a board member via Jeanette Weiden (with Jeanette).
- The Literacy Summit happened!! Peters went, masked up, sick from the 3-day Rotary PELS Conference, but the tri-Rotary, four-library, duo-read org event went beautiful on 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). Griffin did great, and the speaker on the brain and literacy was fascinating. We will want to keep this partnership momentum going!
- Peters and some of Makerspace team still in meetings with Jordan Permoda of Trellis (sent by Architektura) to learn determine furnishings were needed in the Makerspace and Art Studio. He showed a 3-D rendering to the Makerspace Committee so we could view it and to better understand how it will look with the furniture in the space (and help us know how many pieces to order). He is working his connections to piece together our needs. We plan to meet again the week of April 13<sup>th</sup>.
- Peters, Harrison, and Lidacis met with Architektura and Journey representatives to discuss progress on project – decided to meet every other Friday Monday until the project is finished. It's coming along very well. We're still on track for construction to be finished before the end of April, which will leave May to get in all of the furnishings and supplies and organize the spaces.
- 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

- Boyer and Alphenaar just returned from PLA! Two staff going to ALA in June and two to Spring Institute.
- 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 lawyer regarding contract with Momentum Center / Friendship Bench
- We're getting the Art-o-Mat! It's on order. We've sent a check, we received the donation to cover it, and we'll get it (we think) by the ribbon-cutting open house for the Makerspace.

## Goals: NOT UPDATED FOR APRIL....WILL UPDATE FOR THE TWO MONTHS AT MAY 2026 MEETING

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:

- **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.

- a. **Both boilers are slated to be replaced in the 2025/2026 fiscal year, with funding assistance from the Loutit Foundation grant money.**
- b. **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.**
- c. **Maker Space / Art Studio Construction started February 2, 2026 with demo.**
- d. **New Serenity Room in the youth area where storage closet wasn't being used is almost finished.**
- e. **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 – March 2026**

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### **Programs**

- GenChat on March 3 – 4 attendees

### **Outreach Programs**

- March 2 – P.E.O. (Philanthropic Educational Organization) and presented on the genealogy department
- March 6 – Spring Lake Rotary and presented on beginner genealogy

### **Volunteers**

This month, volunteers contributed 48 hours of service to the Local History and Genealogy Department. They added or modified over 249 records in PastPerfect, indexed four months of *Focus on People*, and scanned 191 photographs.

### **Patron Interactions**

- Assisted a patron in getting a copy of the 1940s Grand Haven video to have a viewing at his home for friends.
- Patron Genealogy Research Requests = 1
- Patron One-on-One = 2

### **Research Projects**

- Continued researching new stories for Wicked Grand Haven Twp Historic Cemetery Tour.
- Continued to work on Lake Forest Cemetery Maritime Walking Tour.
- Started editing new Wicked Lake Forest Cemetery videos for new self-guided signs for the fall tour.

### **Community Engagement**

- Jeanette attended the Tri-Cities Historical Museum's millage renewal committee meeting on March 5 and 26.
- Jeanette met with the Tri-Cities Historical Museum's board prep meeting on March 10 and board meeting on March 17.
- Jeanette attended the Tri-Cities Historical Museum's finance committee meeting on March 12 and the collections committee meeting on March 25.
- Jeanette attended the City of Grand Haven's Historic Conservation District Commission meeting on March 18

## **Publications**

- The *Grand Haven Tribune* will publish the local history article “The Surprising Story Behind Lake Forest Cemetery’s First Burial” on April 14, 2026.

## Adult Services Highlights: March 2026

### Programs:

**90s Kid Trivia** at Odd Side Ales was a huge hit this month! We had **198 competitors in 37 teams** battling for the prizes classic 90's prizes. This trivia night had a few groundbreaking firsts for us. It was:

- The highest attendance since our first Harry Potter trivia
- Only trivia we've run where no teams have left halfway through (often we get a handful of teams who join just because they are there, this means they were there JUST for trivia OR enjoyed it so much, they stayed!). This is especially impressive considering there were 37 teams!
- We were able to renew a book for a patron!

As one of the passive activities during 90's Kids Trivia, staff member Naz created a LDL "slam book" (classic 90's classroom notebook that gets passed around with notes) that was passed around the teams throughout the night. Among many of the fun prompts was: "What do you LOVE about Loutit? <3" to which we got these heartwarming responses:

### community activities and involvement

#### The quiet

### books

#### the dwey decimal system

### Cheapstacks!

#### the staff 😊

- The **Sunday Concert** this month, **Folias Duo**, brought 79 listeners delightful tunes they've written about the Great Lakes. We filled the program room with cheerful music and people!
- **Jigsaw Puzzle Contest** had another month of full competitions with, 73 competitors over two sessions.
- Michigan Audubon's Conservation Manager, Chad, presented on **Chimney Swift Migration in Michigan** for 22 avid birders.
- **LDL Film Club** had a record 16 film fans in attendance for March's screening of *Citizen Kane*. After the movie, they had a great discussion about the plot, characters, and film techniques used. We are looking forward to April's screening of *Breakfast at Tiffany's*!



## Nowruz Mobarak!

Loutit is excited to welcome spring with the return of our Nowruz display put together by staff member, Naz. The display includes information on the Iranian or Persian New Year celebration, a DVD and book display, and the ceremonial haft sin table. Our display was up from March 20<sup>th</sup> – April 2<sup>nd</sup>.

**What is Nowruz?** Nowruz, also known as the Iranian or Persian New Year, is a 13-day celebration that marks the arrival of spring and the beginning of a new year on the Persian calendar. Nowruz, which means “new day” in Farsi, falls on the vernal equinox each year. This year, it begins on Friday, March 20 at 10:46 am—the exact moment that winter ends and spring begins.

Nowruz symbolizes rebirth, renewal, and the triumph of spring's light over winter's darkness. Nowruz has been observed for thousands of years and is celebrated by over 300 million people all over the world.

The ceremonial Nowruz table called the haft sin must include the seven (haft) core items that start with the Persian letter “S” (sin): sabzeh, seeb, seer, serkeh, samanoo, somagh, and senjed. Many people include more items, including a few items that do not start with “S”.

Each item on the haft sin represents some type of prosperity that is desired for the coming year. On our haft sin, each item is labeled with its name and what it represents for the coming year.



### Magazine Donation:

We received a very generous donation for two-year subscriptions to four magazines for our collection from Jack Steinmetz.

**“Thank you so much for allowing me to gift these subscriptions to the patrons of the library, in memory of my deceased wife, Margie Palmer Steinmetz. Margie and I enjoyed many hours of sitting together in the reading area, and enjoy the ambiance of the fireplace and the selection of the reading material.**

**You/our library is an amazing addition to the quality of life we all enjoy in grand haven. We always brought every new guest to our home on a tour of the underground parking and beauty of the library.”**

We are so thankful to Mr. Steinmetz for helping us to build and continue to provide this resource for the community.

### Comments at the Information Desk:

**“You are all just so kind and funny here! Thank you!”**

## Outreach:

Location	# people	Services
Christian Haven	3	Book delivery
Grand Pines	11	Origami butterflies
Lakeshore Assisted Living - Simarron	5	Origami butterflies
MediLodge	8	Book delivery
Pinewood Place	2	Technology 1-1 appointments
Robbinswood Assisted Living	7	Vinyl record listening and word searches
Seville (part of Lakeshore)	5	Pixie Tovertafel visit
The Village at the Pines, Pinewood Place, & Gracious Grounds	14	Origami butterflies, tax form delivery





## Lovely Compliment

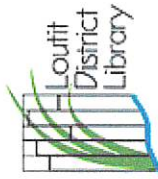
From Anne Harrison <aharrison@loutitlibrary.org>  
Date Thu 3/12/2026 2:15 PM  
To Ellen Peters <epeters@loutitlibrary.org>  
Cc Kate Tobin <ktobin@loutitlibrary.org>

Hey!

I just received a lovely compliment from a patron who used Kate's tech one on one service. She said Kate was incredibly patient, helpful, and a wonderful listener. She said she is signing her husband up for help as well.

She also said a big thank you to Loutit for offering this service to the community.

Wanted to let you both know. Wonderful job, Kate! 😊



**Anne Harrison**

**Assistant Director**

she/her (*what's this?*)

616.850.6931 | [LoutitLibrary.org](http://LoutitLibrary.org)

407 Columbus Ave. Grand Haven, MI 49417

*Expanding Horizons. Enriching Minds. Engaging Community.*



## YOUTH MARCH HIGHLIGHTS

### Family Storytime at Robinson Township (Mondays at 9:30am)

March 9<sup>th</sup> Storytime was Firefighter themed in the Robinson Township Fire Barn.



### Kids' Craft: No-Sew Sock Bunny

Participants created bunnies using a sock, rice, stuffing, beads, buttons, string, poms, and ribbons. we had 74 attendees over the two sessions on March 21 and March 23.



## Origami Butterfly Craft

Jake and Tammy collaborated for this all-ages craft program. He ran the program on Tuesday, March 24, at 6pm, and he had **17 attendees**.

Tammy was on Friday, 3/27/26, at 2pm. There were **20 attendees** including a few kids, and they made A LOT of butterflies. People were asking when the next origami program will be, which is Origami Tulips on both May 8 (Jake) and May 12 (Tammy).

Here is a picture of some examples that both Jake and Tammy had done as examples:



## Super Mario Galaxy Party

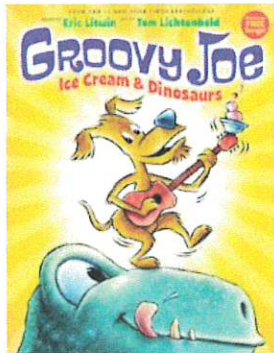
On March 29, Karolina, Ashley, and Tammy held a Super Mario Galaxy-themed party at the library. Our event featured fun games, creative activities, and cosmic adventures inspired by Mario's galactic journey, celebrating the upcoming Super Mario Galaxy movie. We had **98 attendees**.



## OUTREACH

## Preschool Outreach

Elizabeth and Tammy went to area preschools to do some storytime outreach throughout the month of March. The book they read was Groovy Joe: Ice Cream & Dinosaurs by Eric Litwin. They visited many classrooms including the YMCA, WMAAA, Grand Haven Christian, and DDC, and they reached **180** students/teachers altogether.



## Spring Institute Conference

Elizabeth and Ashley attended MLA's Spring Institute Conference in March.

Elizabeth led an interactive workshop on Baby Storytime at MLA Spring Institute conference in GR, 3/20/26

- 50 people attended

Feedback from evaluations:

Thank you so much for more great material. I appreciate you saying to keep the same material week after week. I usually switch it up every 3 months or so.

Very fun!

She did an awesome job!

Very helpful and fun

Elizabeth did a great session!

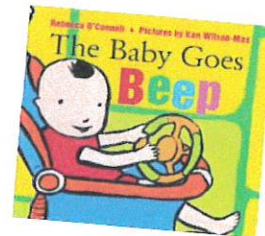
So helpful on where to begin a Baby storytime.

Thank you for the handouts! I'm less than a year into leading a baby storytime and I'm always looking for more catchy short action rhymes.

My favourite session of the day, and likely my favourite session of the whole conference. I've been wanting to add a more baby focused storytime but was unsure of where to start. Elizabeth's session left me feeling confident that I could implement this program successfully, without adding a ton of stress and work to my already full plate. Thanks so much!

It was very evident that Elizabeth not only loves her job but cares for early literacy. What a great way to engage families early- and keep them! Thank you!

- Title slide from the slideshow:



# Workshop: Baby Storytime

Spring Institute 2026

Elizabeth Griffin, MSI

Youth Librarian

Loutit District Library - Grand Haven, MI

[egriffin@loutitlibrary.org](mailto:egriffin@loutitlibrary.org)



## MARKETING MARCH 2026

(from Payton)

The America250 Program Series with Eric Hemenway was a great success! We had 58 at Spring Lake, 46 here, and just over 80 from Herrick. I didn't get the number for Hackley, but it was the smallest with around 20. In all, we had well over 200 attendees across the two days/four programs.

We had great media coverage for Quilt Hop, with features on FOX17 and in The Tribune. We also had some fantastic coverage about an Origami Butterfly outreach craft that Jake & Kate hosted at Lakeshore Assisted Living.

I spent a lot of time this month preparing various Summer Reading things. One of my major goals right now is to find an organization to send volunteers for the Kick-Off Party, as opposed to the call out to the community. I've also been reaching out to organizations to see if they'd like to monetarily sponsor the Grand Adventure challenge prizes.

Lastly, I got us set up with Google Search Console. It will help me identify and optimize our website SEO (aka make us show up more often & higher on Google searches).

## Loutit District Library celebrates National Quilting Month with exhibits, events and a regional quilt hop



Photo by: FOX 17 Zachariah Wheaton

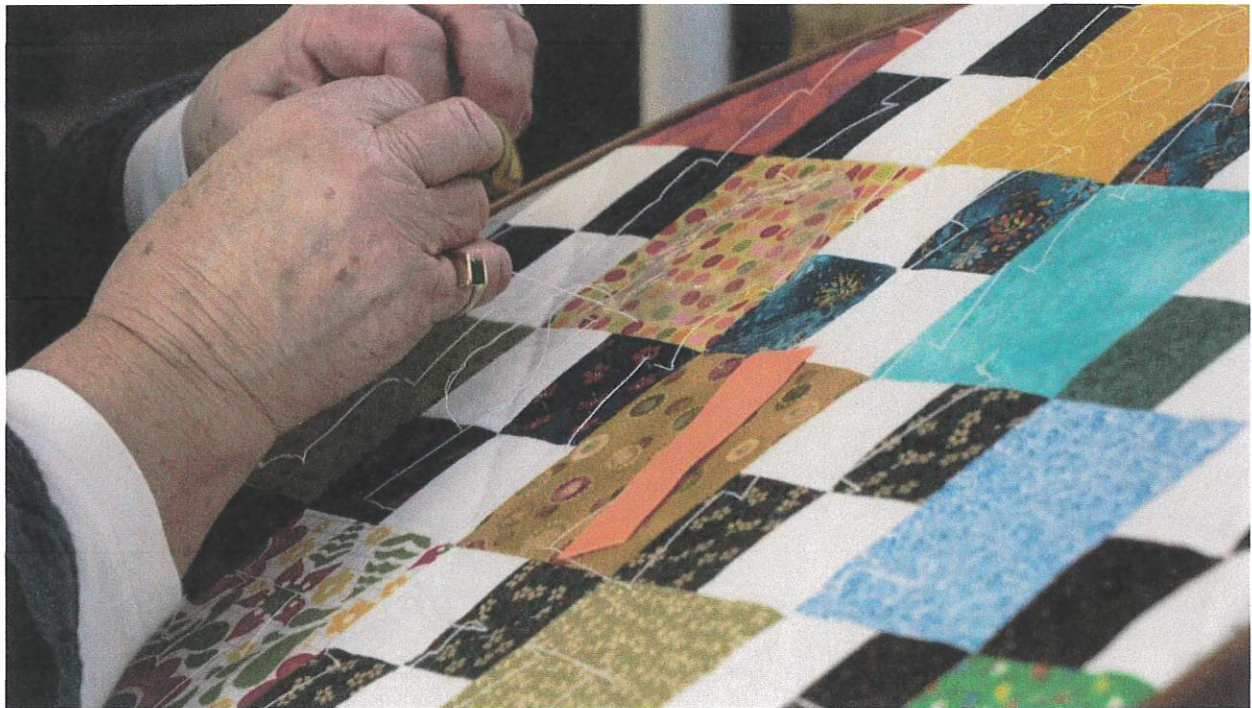
Loutit District Library Quilt Hop



By: [Zachariah Wheaton](#)

*Posted 11:18 PM, Mar 09, 2026*

GRAND HAVEN, Mich. — March is National Quilting Month, and Loutit District Library in Grand Haven is marking the occasion with a series of events, a quilting exhibit, and participation in a regional quilt hop featuring libraries and fabric shops across West Michigan.



FOX 17 Zachariah Wheaton

Loutit District Library Quilt Hop

The month-long celebration of quilts, quilters, and quilting was established more than 30 years ago by the National Quilt Association.

The video player is currently playing an ad. You can skip the ad in 5 sec with a mouse or keyboard

Loutit District Library's Upper-Level Atrium is currently featuring quilts from the Lighthouse Quilt Guild. Visitors can stop by during open hours to pick up a brochure at any service desk and receive a participation prize while supplies last.

The library is also part of the 2026 Quilt Hop, a partnership with eight other libraries and one fabric retailer where visitors are encouraged to visit each location to view local quilters' work on display.

Every Monday and Wednesday from 1 to 4 p.m. throughout March, visitors can watch Quilters in Residence from the Lighthouse Quilt Guild hand quilting within the exhibit. Guild members will be available to answer questions.

The library has also scheduled three special events:

**Masterpiece Quilts from the Daughters of the American Revolution Museum — March 17, 2 to 3:30 p.m.** This program explores remarkable 18th- and 19th-century quilts from the Daughters of the American Revolution Museum that preserve personal histories stitched into America's past.

**Community Sew-In with the Lighthouse Quilt Guild — March 18, 10 a.m. to 2 p.m.** Attendees are invited to bring their sewing machine, supplies, and lunch to work on personal projects or contribute to a community outreach effort creating baby quilts for the Ottawa County Maternal and Infant Health Program. The community project uses a patchwork pattern called "Potato Chip," with fabric provided. Non-quilters are welcome to observe.

**Vintage Quilts: Calling All Quilts! Honoring Women's Work — March 24, 2 to 4 p.m.** The Lighthouse Quilt Guild invites the public to bring quilts from home — whether made by themselves, relatives, or friends — to learn about patterns, fabrics, and stitches from Guild members. Participants are encouraged to share stories about the quilts and the quilters who made them.



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## GHAPS Community Page

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From Chelsea Payton <cpayton@loutitlibrary.org>

Date Tue 3/31/2026 1:05 PM

To Ellen Peters <epeters@loutitlibrary.org>

We're included on the GHAPS Community page now! <https://www.ghaps.org/community/>

# Organization & Community Events

**BIRDS OF PREY**  
WITH SEAFORD NATURE CENTER  
APRIL 23 AT 6:30 PM  
PROGRAM ROOM A/B  
BLANDFORD

**Birds of Prey**  
Thursday, April 23 at 6:30 PM  
| Loutit District Library |  
Registration Encouraged

**LOVE & LEAN WALK/RUN**  
MENTAL HEALTH

Saturday, April 25, 2026  
Starts at 9:00 AM

Register at: <https://www.zeeland.com/loveandlean>

Programs are held weekly, sponsored by the community.

- FREE RUNNING & WALKING
- FREE MEAL (VEGETARIAN & VEGAN)
- FREE CAR WASH (FREE TIRE PRESS)
- FREE T-SHIRT (FREE T-SHIRT)

**Love & Lean**  
Mental Health Support Group

• Supportive environment  
• Encouraging and uplifting  
• Safe space to share experiences  
• Free of judgment and stigma

Programs are held weekly, sponsored by the community.

• FREE RUNNING & WALKING
- FREE MEAL (VEGETARIAN & VEGAN)
- FREE CAR WASH (FREE TIRE PRESS)
- FREE T-SHIRT (FREE T-SHIRT)

Programs are held weekly, sponsored by the community.

**Love & Lean Walk/Run for Mental Health**  
Saturday, April 25 | Zeeland |  
Register by April 14

**TEEN PIZZA AND PAGES**

THURSDAY, APRIL 9  
6:30 PM - 7:30 PM  
Program Room B

**Teen Pizza and Pages**  
Thursday, April 9 at  
6:30 | Loutit District  
Library | 7th-12th Grade,  
Registration Required

**Tri-Cities KIDS LEAGUE**

**BASEBALL**

**REGISTRATION**  
DON'T MISS OUT!

REGISTRATION ENDS MARCH 31

Baseball season is right around the corner and we're excited for another great year at Tri-Cities Kids' League!

- ✔ Great competition
- ✔ Skill development
- ✔ Fun for all players

Spots fill quickly, so be sure to register before the deadline!

👉 Register today and get ready for a great season!  
[www.tckl.org](http://www.tckl.org)

**Tri-Cities Kids' League**  
Registration Closes March 31

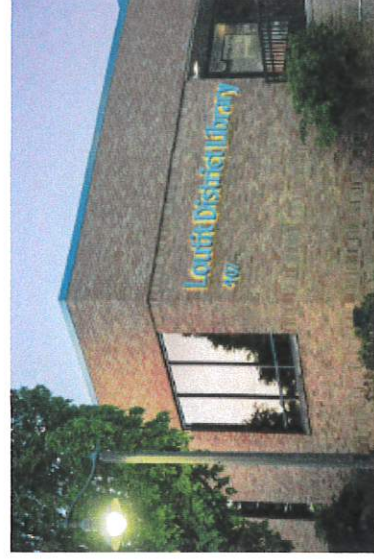
# Ongoing Opportunities

**C.H.I.L.L. Program**  
(Completing Homework in a Learning Lab)

**C.H.I.L.L. Program: Completing Homework in a Learning Lab**  
A homework completion program

**Lakeshore Student Ministries**

**Lakeshore Student Ministries**  
Released Time Classes & Book Clubs for students in grades 2-8.



**Loutit District Library**  
Various events for kids of all ages and families. Programs are typically free, but

## *Loutit District Library March 2026 Heatmap*

Total Number of Visits per Hour

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	TOTALS
Su				266	319	351	416					1352
Mo	130	179	272	265	273	264	293	267	271	179	137	2530
Tu	119	255	328	216	240	241	300	309	268	188	203	2667
We	117	142	247	213	222	199	230	265	223	124	101	2083
Th	111	188	252	229	206	237	250	264	201	216	140	2294
Fr	97	147	290	205	198	221	227	202	200			1787
Sa		201	309	302	234	225	264					1535
<b>TOTALS</b>	<b>574</b>	<b>1112</b>	<b>1698</b>	<b>1696</b>	<b>1692</b>	<b>1738</b>	<b>1980</b>	<b>1307</b>	<b>1163</b>	<b>707</b>	<b>581</b>	

Total Visits: 14,248

# LOUITT DISTRICT LIBRARY

## Monthly Planner

Month	Operations	Financial	Special Events	Committee Meetings
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>	<ul style="list-style-type: none"> <li>Poetry Month</li> <li>Library Week</li> <li>Volunteer Week</li> </ul>	<ul style="list-style-type: none"> <li>Union Negotiations</li> <li>Finance Committee reviews annual budget if ready</li> </ul>
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</li> <li>- 2<sup>nd</sup> round of budget amendments</li> </ul>	<ul style="list-style-type: none"> <li>Ribbon-cutting for makerspace and art studio Saturday May 30<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>Union Negotiations – Final bargaining</li> </ul>
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>June teenth</i></li> <li>Touch a Truck Event</li> </ul>	

# LOUIT DISTRICT LIBRARY

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Month	Operations	Financial	Special Events	Committee Meetings
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>		Coast Guard Festival – Closed for Closed for July 3 <sup>rd</sup> and July 4 <sup>th</sup>	Set Annual Building and Grounds Meeting to review Capital Improvement needs
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>	Coast Guard Holiday Friday CG Library Closure Dates	
September	<ul style="list-style-type: none"> <li>- Review revised policies &amp; job desc.</li> <li>- Complete Annual Report</li> </ul>		Library Card Sign-up Month Hispanic Heritage Month Banned Books Week	
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

# LOUITT DISTRICT LIBRARY

## Monthly Planner

Month	Operations	Financial	Special Events	Committee Meetings
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>	<ul style="list-style-type: none"> <li>Holiday Luncheon</li> <li>Winter Reading Program begins</li> <li>Adopt-a-Book</li> </ul>	
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>	<ul style="list-style-type: none"> <li>MLK Jr. Holiday Winter fest</li> <li>Winter Reading Challenge</li> </ul>	
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>	<ul style="list-style-type: none"> <li>Black History Month</li> <li>Kindness Month</li> </ul>	
March	<ul style="list-style-type: none"> <li>- Michigan Library Association: Spring Institute</li> <li>- Executive Director to PELS (Rotary President Elect Conference) in Kalamazoo</li> </ul>	<ul style="list-style-type: none"> <li>- Continue budget preparation</li> </ul>	<ul style="list-style-type: none"> <li>Reading Month</li> <li>Quilt Hop</li> <li>Women's History Month</li> </ul>	

# 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>Brooks, FitzGerald, Lidacis, Harrison</p> <p>Lannon, Rusco, Longstreet, Collins, Peters, Harrison</p> <p>Longstreet, Brooks, Monetza, Greene, Peters, Harrison, Zink</p> <p>HR Manager, City of Grand Haven</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><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>