

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

BOARD OF TRUSTEES MEETING

Date: Tuesday, May 12, 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 April 14, 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 April 30, 2026 Pages 5-9
B. Revenue and Expenditure Reports as of April 30, 2026 Pages 10-16
C. Cash Summary Reports as of April 30, 2026 Page 17
D. Check Register as of April 30, 2026 Pages 18-19
E. **Approve April invoice payments in the amount of \$ 749,197.64** Page 19
F. April FNBO Credit Card Payments: Check #1842E \$ 4,686.66 & #1850E \$ 10,780.21 Pages 20-21

6. TRUSTEE COMMENT

7. UNFINISHED BUSINESS

- A. Motion to approve Final Consideration of a Resolution rescinding current Loutit District Library Bylaws and Adopting Restated Bylaws. First Consideration included for review. Pages 22-23
B. Review signed MOU with Momentum Center establishing Friendship Bench at LDL for 1 yr. Pages 24-25

8. NEW BUSINESS

- A. Review Proposed/Amended Budget for FY 2025/26 and FY 2026/27. Pages 26-36
B. Set Public Hearing to review FY 2026/27 Budget for Tuesday, June 9, 2026 @ 4:30pm.
C. Peters sends Public Hearing Notice to GH Tribune May 18, 2026 to publish May 21, 2026. Page 37
D. Request for Board President and Secretary to sign L-4029 (2026 Tax Rate Request) and Ottawa County 2026 Certificate of Compliance to be submitted to the County. Pages 38-41
E. Motion to approve Makerspace Policy Pages 42-43

9. COMMITTEE REPORTS

- A. **Finance Committee** – Met Monday, May 4, 2026
- B. **Building and Grounds Committee** - No Meeting
- C. **Ad hoc Committee for Waanders’ Maker Space / Art Studio**
 - A. Update on progress – Work almost finished, ribbon-cutting, open house, fieldtrip after meeting.
- D. **Ad hoc Committee to review Bylaws (Collins, Harrison, Sanchez) – had last meeting**
 - A. No new meetings – voting this month on final approval of revised bylaws

10. DIRECTOR’S REPORT

Pages 44-49

11. PRESIDENT’S REPORT

12. PUBLIC COMMENT

13. TRUSTEE COMMENT

14. NEXT BOARD MEETING:

- June 9, 2026 - Program Room B
- PUBLIC HEARING 4:30p.m.
- REGULAR MEETING: Following Public Hearing

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.

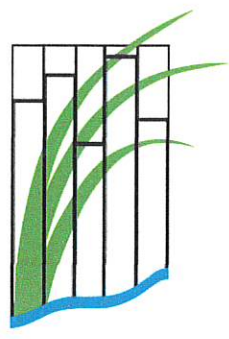
To facilitate this process, please adhere to the following guidelines. Citizens wishing to speak must:

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
April 14, 2026**

1. **The meeting was called to order at 4:30 p.m. in Program Room B by President Caryn Lannon.**

Board members present: Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon, Cathy Rusco, Carol Sanchez

Board Members Absent: Marc Longstreet, Andrea Morano

Library Staff present: Anne Harrison, Eliza Fritz

City of Grand Haven Staff present: Emily Greene

Members of the Public: Annie Deater

2. **APPROVAL OF AGENDA**

26-18 Motion by DeWitt, second by Sanchez, to approve the agenda. The motion carried 6:0.
Discussion: None

3. **APPROVAL OF CONSENT AGENDA**

26-19 Motion by Brooks, second by DeWitt, to approve the consent agenda. The motion carried 6:0.
Discussion: None

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

4. **PUBLIC COMMENT** - None

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

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

- Currently working through the budget. Created another account to include the Makerspace. And the wage study is in progress, going into Union Negotiations. Marianne Case made the second to last bond payment. Other than that, there's nothing out of the ordinary.
- Collins had questions about the Voids on the Check Register.
- DeWitt asked questions about the Wage Study.

26-20 Motion by Rusco, second by Collins, to approve March 2026 invoice payments in the amount of \$127,844.81. The motion carried 6:0.

6. TRUSTEE COMMENT – None

- DeWitt had concerns about the cleanliness of the parking lot. Harrison explained how the work is split between us and Dykstra, and we are actively trying to handle the spring cleaning. Now that the snow has melted, the work on redoing the outdoor parking lot can begin.
- Lannon had questions about professional cleaning.

7. UNFINISHED BUSINESS

- A. Motion to approve First Consideration for the Adoption of the Proposed Revised Loutit District Library Bylaws. (Attached)

26-21 Motion by Collins, second by Sanchez, to approve First Consideration for the Adoption of the Proposed Revised Loutit District Library Bylaws.

ROLL CALL VOTE:

BROOKS: Y

COLLINS: Y

DEWITT: Y

LANNON: Y

RUSCO: Y

SANCHEZ: Y

The motion carried 6:0.

Discussion:

- Collins presented the "Resolution Rescinding Current Loutit District Library Bylaws and Adopting Restated Bylaws" - attached in the packet
- Sanchez: What is the difference between the first and second considerations? Collins: For bylaws, it is required to have a first and second consideration before adopting any new bylaws.
- DeWitt questioned if there is a booklet/catalog of all resolutions to the bylaws. Harrison and Sanchez gave answers to where things are documented and archived, even if they are in a different format than other organizations.

- Brooks: Why is the organization meeting in June? Lannon and Sanchez addressed the discussion had within the committee, in terms of vacancies in chairs.
- B. Board to complete W-9 and ACH Fund Transfer Forms (latter optional) for stipends

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.

26-22 Motion by Lannon, second by Sanchez, to approve the Memo of Understanding with Momentum Center approving Collaboration for one year to have "Friendship Bench" model in library. The motion carried 4:2 (Collins, Brooks).

Discussion:

- Harrison: It is an opportunity to have anyone in the community come to talk and have trained professionals listen, create a safe space, and allow for community connection. The Momentum Center will provide these volunteers; we would just provide a space for them to facilitate those conversations. This is a program they have run at other venues with great success, and were looking to expand to more spaces throughout the community.
- Collins brought concerns about the specifics of the memorandum wording. Sanchez was under the understanding that the dates that were blank would be filled in once the board had approved the collaboration. Harrison confirmed this.
- Collins: Is this vote for the memo of understanding, or just the partnership? Harrison: It is my understanding, the vote would be for both the partnership and the memo itself.
- Lannon: Will this be marketed by the Momentum Center? - Yes
- Collins and Brooks support the program, but would like more official wording. This documentation will be provided when specific dates and signatures are confirmed.

9. **COMMITTEE REPORTS**

A. **Finance**

- No Meeting. Will set meeting for early May after budget and negotiations are underway.

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
- Flooring is in, walls are painted, canopy is almost done. We are still waiting on the furniture confirmation.

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

- No new meetings – voting this month on first approval of revised bylaws
- Collins thanked the committee for hard work.

10. DIRECTOR'S REPORT -

- Peters was not present to review the report.
- Harrison gave a brief overview of programs, including the new AI program series.
- Collins had questions about what Sierra software is. Harrison: It is the patron and cataloging service, but has not made many improvements. Polaris has more features and saves money.
- Lannon had questions about the Tovertafel Pixie visits. The community has been very excited about everything. We were also highlighted in a Bridge Magazine article.
- There was question of when the Art-O-Mat will be here. Harrison: Soon, everything is paid for and confirmed. We have not gotten a shipping confirmation yet, but it was mentioned on their social media.

11. **PRESIDENT'S REPORT** – Executive Board elections are in June. If you are interested in being on it, or keeping your position, please reach out to Peters to be included on the ballot.

12. PUBLIC COMMENT -

- Deater: Question of where the Board Packet scans are available on the website. Fritz, they are available on the Governance tab of the website under "Agenda" for each month.

13. TRUSTEE COMMENT -

- Collins appreciated all the art programs.
- DeWitt said her relative really appreciated all the help from staff.

14. NEXT BOARD MEETINGS

- Board Meeting: May 12, 2026, at 4:30 pm

15. ADJOURNMENT -

The meeting adjourned at 5:27 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	459,499.52
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	1,208,515.25
271-000-017.04	CASH - MI CLASS ROBBINS ROAD PROCE	126,047.74
271-000-017.50	CASH - GHACF NON-ENDOWMENT FUND	0.00
271-000-040.00	ACCOUNTS RECEIVABLE	4.99
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	14,327.80
Total Assets		1,811,414.06
*** Liabilities ***		
271-000-202.00	ACCOUNTS PAYABLE	37,997.77
271-000-214.18	DUE TO DEBT SERVICE FUND	0.00
271-000-214.19	DUE TO MAINTENANCE FUND	0.00
271-000-214.20	DUE TO CAPITAL PROJECTS FUND	0.00
271-000-231.00	FICA EE AND ER	0.00
271-000-231.01	FEDERAL TAX EE	0.00
271-000-231.02	STATE TAX EE	0.00
271-000-231.04	GENERAL PENSION EE	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	2,898.99
271-000-231.11	DENTAL INSURANCE EE	(4.29)
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	1,628.52
271-000-262.04	MERS PENSION SURPLUS ER	1,355.26
271-000-262.10	HEALTH PREMIUMS ER	(8,890.03)
271-000-262.11	DENTAL PREMIUMS ER	705.30
271-000-262.12	VISION PREMIUMS ER	(74.57)
271-000-262.13	HSA PRETAX ER	0.00
271-000-262.15	LIFE INSURANCE ER	84.83
271-000-262.17	LONG-TERM DISABILITY ER	(222.59)
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
Total Liabilities		40,699.96

*** 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
Total Fund Balance		972,825.96
Beginning Fund Balance		972,825.96
Net of Revenues VS Expenditures		797,888.14
Ending Fund Balance		1,770,714.10
Total Liabilities And Fund Balance		1,811,414.06

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	22,824.25
371-000-017.02	CASH - MI CLASS DEBT A FUND	108,189.75
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	0.00
Total Assets		131,014.00
*** Liabilities ***		
371-000-202.00	ACCOUNTS PAYABLE	0.00
371-000-214.01	DUE TO GENERAL FUND	0.00
Total Liabilities		0.00
*** Fund Balance ***		
371-000-390.00	FUND BALANCE	268,256.23
371-000-392.00	RETAINED EARNINGS	22,939.30
Total Fund Balance		291,195.53
Beginning Fund Balance		291,195.53
Net of Revenues VS Expenditures		(160,181.53)
Ending Fund Balance		131,014.00
Total Liabilities And Fund Balance		131,014.00

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
Total Assets		92.86
*** Liabilities ***		
372-000-202.00	ACCOUNTS PAYABLE	0.00
372-000-214.01	DUE TO GENERAL FUND	0.00
Total Liabilities		0.00
*** Fund Balance ***		
372-000-390.00	FUND BALANCE	90.05
372-000-392.00	RETAINED EARNINGS	0.07
Total Fund Balance		90.12
Beginning Fund Balance		90.12
Net of Revenues VS Expenditures		2.74
Ending Fund Balance		92.86
Total Liabilities And Fund Balance		92.86

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
Total Assets		798,707.90
*** Liabilities ***		
401-000-202.00	ACCOUNTS PAYABLE	0.00
401-000-214.01	DUE TO GENERAL FUND	0.00
Total Liabilities		0.00
*** 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
Total Fund Balance		779,952.94
Beginning Fund Balance		779,952.94
Net of Revenues VS Expenditures		18,754.96
Ending Fund Balance		798,707.90
Total Liabilities And Fund Balance		798,707.90

PERIOD ENDING 04/30/2026

Fiscal Year-To-Date 7/1/25 - 4/30/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2026	04/30/2026		INCREASE (DECREASE)	NORMAL (ABNORMAL)	
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		0.00		(35,281.54)	102.86
271-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	395,000.00		404,143.22		0.00		(9,143.22)	102.31
271-040-402.04	CURRENT PROPERTY TAX - PORT SHELDON	275,000.00		252,732.14		23,957.48		22,267.86	91.90
271-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	302,100.00		293,072.31		1,162.91		9,027.69	97.01
271-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	835,000.00		860,979.78		2,136.94		(25,979.78)	103.11
271-040-403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	0.00		0.00		(3,060.22)		0.00	0.00
271-040-412.00	DELINQUENT PERSONAL PROPERTY TAX	200.00		147.88		0.00		52.12	73.94
271-040-414.00	PROPERTY TAX ADJUSTMENTS	0.00		0.00		0.00		0.00	0.00
271-040-437.00	IFT - INDUSTRIAL FACILITY TAX	2,000.00		1,498.20		0.00		501.80	74.91
271-040-445.00	PENALTY & INTEREST ON TAXES	500.00		1,060.47		89.86		(560.47)	212.09
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		8,457.21	55.49
271-040-544.01	STATE AID - LIBRARY COOP SERVICE	19,000.00		10,542.79		0.00		8,457.21	55.49
271-040-569.01	STATE GRANTS OTHER - SBTE REIMBURSEMENT	0.00		5,481.81		3,060.22		(5,481.81)	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 - GHAF	140,000.00		356,584.00		51,151.00		(216,584.00)	254.70
271-040-590.00	MISCELLANEOUS GRANTS	0.00		0.00		0.00		0.00	0.00
271-040-629.00	MISCELLANEOUS REVENUE	0.00		144.00		5.00		(144.00)	100.00
271-040-630.00	VENDING MACHINE REVENUE	300.00		203.74		12.19		96.26	67.91
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		5,220.61		414.01		279.39	94.92
271-040-665.00	INTEREST INCOME	24,000.00		28,128.30		0.00		(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		0.00		(1,750.00)	170.00
271-040-674.02	FRIENDS - UNASSIGNED DONATIONS	2,000.00		500.00		250.00		1,500.00	25.00
271-040-674.03	ASSIGNED DONATIONS	1,000.00		19,950.40		3,778.50		(18,950.40)	1,995.04
271-040-674.04	UNASSIGNED DONATIONS	500.00		2,810.42		200.50		(2,310.42)	562.08
271-040-674.05	OWED TO FRIENDS	0.00		162.44		(115.89)		(162.44)	100.00
271-040-674.06	DONATIONS ENVISIONWARE	3,000.00		5,761.26		356.85		(2,761.26)	192.04
271-040-674.07	DONATIONS MAKERSPACE	0.00		0.00		0.00		0.00	0.00
271-040-674.08	DONATIONS ART STUDIO	0.00		0.00		0.00		0.00	0.00
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		15.65		(1.01)		(15.65)	100.00
271-040-699.05	TRANSFERS IN DEBT SERVICE FUND A	328,900.00		256,410.00		256,410.00		72,490.00	77.96
271-040-699.06	TRANS IN BOARD COMMIT ROBBINS RD PROCD	72,490.00		72,490.00		72,490.00		0.00	100.00
271-040-699.07	TRANSFERS IN DEBT SERVICE FUND B	0.00		0.00		0.00		0.00	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		3,925,571.83		412,298.34		27,418.17	98.77
TOTAL REVENUES		3,952,990.00		3,925,571.83		412,298.34		27,418.17	98.77
Expenditures									
Dept 790 - LOUITT LIBRARY									
271-790-702.00	FULL TIME WAGES	1,073,000.00		840,991.13		83,468.12		232,008.87	78.38
271-790-703.00	PART TIME WAGES	332,000.00		215,135.00		20,584.23		116,865.00	64.80

PERIOD ENDING 04/30/2026

Fiscal Year-To-Date 7/1/25 - 4/30/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BGDG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2026	NORMAL (ABNORMAL)	MONTH 04/30/2026	INCREASE (DECREASE)		
Fund 271 - LIBRARY GENERAL FUND									
Expenditures									
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		82,542.86		8,498.64		(7,542.86)	110.06
271-790-707.00	SICK PAY	50,000.00		38,161.30		2,943.71		11,838.70	76.32
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		178,908.06		18,297.56		1,091.94	99.39
271-790-711.01	VISION INSURANCE ER	2,600.00		2,106.72		200.64		493.28	81.03
271-790-711.03	HSA PRETAX ER	15,200.00		12,123.38		1,230.80		3,076.62	79.76
271-790-712.00	DENTAL INSURANCE ER	19,300.00		17,578.50		1,683.60		1,721.50	91.08
271-790-713.00	LIFE INSURANCE ER	1,100.00		1,309.80		203.55		(209.80)	119.07
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		1,997.80		207.76		102.20	95.13
271-790-716.00	MERS DB PENSION ER	188,000.00		153,752.87		17,220.54		34,247.13	81.78
271-790-716.01	MERS 401A DC ER	11,900.00		9,778.95		963.00		2,121.05	82.18
271-790-716.02	MERS 457 ER	14,900.00		13,632.87		1,325.12		1,267.13	91.50
271-790-716.06	MERS DB PENSION ER SURPLUS	17,000.00		14,122.06		1,355.26		2,877.94	83.07
271-790-717.00	FICA ER	115,000.00		90,012.02		8,581.25		24,987.98	78.27
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		1,738.03		86.36		(238.03)	115.87
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		5,529.54		3,626.95		(4,529.54)	552.95
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		51,185.81		(33,597.04)		88,814.19	36.56
271-790-742.00	ELECTRONIC DATABASES	11,900.00		10,338.90		0.00		1,561.10	86.88
271-790-743.10	BOOKS ADULT FICTION	30,600.00		26,651.79		2,865.59		3,948.21	87.10
271-790-743.20	BOOKS ADULT NON FICTION	16,500.00		12,855.37		1,371.19		3,644.63	77.91
271-790-743.30	BOOKS YOUTH	19,000.00		15,072.32		1,619.46		3,927.68	79.33
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		911.48		385.00		(161.48)	121.53
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		2,532.02		828.36		467.98	84.40
271-790-744.10	AUDIOBOOKS	0.00		0.00		0.00		0.00	0.00
271-790-744.11	ADULT AUDIOBOOKS	7,000.00		5,209.62		52.99		1,790.38	74.42
271-790-744.12	YOUTH AUDIOBOOKS	500.00		451.84		0.00		48.16	90.37
271-790-744.20	MUSIC	4,500.00		4,287.28		420.77		212.72	95.27
271-790-744.30	VIDEOS	0.00		0.00		0.00		0.00	0.00
271-790-744.31	FEATURE FILMS	3,500.00		3,628.93		488.04		(128.93)	103.68
271-790-744.32	DOCUMENTARY FILMS	750.00		612.16		54.22		137.84	81.62
271-790-744.33	CHILDREN'S FILMS	2,500.00		1,777.64		287.33		722.36	71.11
271-790-744.34	TV SERIES	3,000.00		1,996.07		313.71		1,003.93	66.54
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		28,330.00		2,833.00		5,670.00	83.32
271-790-745.03	OVERDRIVE MAGAZINES	3,600.00		0.00		0.00		3,600.00	0.00
271-790-745.04	OTHER EBOOKS, EAUDIOBOOKS, MUSIC, VIDEO	70,000.00		55,790.01		6,931.00		14,209.99	79.70
271-790-745.05	KANOPY VIDEOS (STREAMING MEDIA)	6,000.00		5,309.10		458.15		690.90	88.49
271-790-746.01	NEWSPAPERS, FINANCIAL JOURNALS	5,500.00		4,814.33		153.39		685.67	87.53
271-790-746.02	MAGAZINE SERVICE	1,800.00		1,239.83		0.00		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		8,165.52		1,190.30		1,834.48	81.66
271-790-748.20	YOUTH PROGRAMMING	7,000.00		4,319.17		476.04		2,680.83	61.70

PERIOD ENDING 04/30/2026

Fiscal Year-To-Date 7/1/25 - 4/30/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL	04/30/2026	04/30/2026	MONTH	INCREASE (DECREASE)		
Fund 271 - LIBRARY GENERAL FUND									
Expenditures									
271-790-748.30	LIBRARY-WIDE PROGRAMMING	6,000.00		4,809.44		349.07		1,190.56	80.16
271-790-748.40	SUMMER/WINTER READING PROGRAMMING	6,500.00		2,127.89		1,909.82		4,372.11	32.74
271-790-748.50	GENEALOGY PROGRAMMING	500.00		500.00		0.00		0.00	100.00
271-790-748.51	ARCHIVAL PRESERVATION	1,000.00		485.11		485.11		514.89	48.51
271-790-749.00	COLLECTION MAINTENANCE & SUPPLIES	7,500.00		4,546.90		1,752.43		2,953.10	60.63
271-790-749.01	ARCHIVAL SUPPLIES	1,500.00		285.53		0.00		1,214.47	19.04
271-790-750.00	OPERATING MATERIALS, COSTS & SUPPLIES	18,000.00		12,890.52		2,072.13		5,109.48	71.61
271-790-751.11	BUILDING/PATRON SOFTWARE & SUBSCRIPTIONS	14,745.00		9,018.73		455.61		5,726.27	61.16
271-790-751.12	PROGRAM/STAFF SOFTWARE & SUBSCRIPTIONS	13,600.00		11,409.66		699.63		2,190.34	83.89
271-790-751.20	TECHNOLOGY EQUIPMENT	45,600.00		41,945.71		724.00		3,654.29	91.99
271-790-751.30	TECHNOLOGY MISCELLANEOUS	500.00		366.13		9.99		133.87	73.23
271-790-751.31	TECHNOLOGY SERVICE & MAINTENANCE	2,500.00		2,424.30		208.96		75.70	96.97
271-790-752.00	MAKERSPACE/ART STUDIO	0.00		111,816.17		111,816.17		(111,816.17)	100.00
271-790-752.10	MS/AS PROGRAMMING & STIPENDS	0.00		55.15		55.15		(55.15)	100.00
271-790-752.20	MAKERSPACE MATERIALS & SUPPLIES	0.00		12,868.96		12,868.96		(12,868.96)	100.00
271-790-752.21	ART STUDIO MATERIALS & SUPPLIES	0.00		15.98		15.98		(15.98)	100.00
271-790-752.30	MS/AS EQUIPMENT & FURNITURE	0.00		49.99		49.99		(49.99)	100.00
271-790-752.40	MS/AS TECHNOLOGY	0.00		7,273.48		7,273.48		(7,273.48)	100.00
271-790-755.00	OUTREACH	1,500.00		374.42		0.00		1,125.58	24.96
271-790-801.00	PROFESSIONAL/CONTRACTUAL	2,300.00		660.00		0.00		1,640.00	28.70
271-790-801.01	PROF/CONT - LAKELAND LIBRARY COOP	27,000.00		26,697.05		6,768.10		302.95	98.88
271-790-801.02	PROF/CONT - IT SERVICE & SUPPORT	53,000.00		42,301.50		4,230.15		10,698.50	79.81
271-790-801.03	PROF/CONT - SERVICE CONTRACTS	80,500.00		63,504.87		7,867.49		16,995.13	78.89
271-790-803.00	EMPLOYMENT RELATED EXPENSES	500.00		0.00		0.00		500.00	0.00
271-790-804.00	CUSTODIAL SUPPLIES	6,000.00		6,451.32		1,027.55		(451.32)	107.52
271-790-805.00	BUILDING & GROUNDS	0.00		0.00		0.00		0.00	0.00
271-790-805.01	BUILDING & GROUNDS MAINTENANCE	38,000.00		42,280.51		4,271.05		(4,280.51)	111.26
271-790-805.02	BUILDING & GROUNDS EQUIPMENT & SUPPLIES	2,500.00		2,459.94		161.13		40.06	98.40
271-790-805.03	BUILDING & GROUNDS SERVICE CONTRACTS	111,800.00		81,846.67		10,745.47		29,953.33	73.21
271-790-806.00	BANK AND CREDIT CARD FEES	2,250.00		1,958.18		22.56		291.82	87.03
271-790-807.00	AUDITING & ACCOUNTING SERVICES	5,000.00		7,500.00		0.00		0.00	100.00
271-790-808.00	LEGAL FEES	5,000.00		1,762.80		0.00		3,237.20	35.26
271-790-810.00	TRASH SERVICES	4,000.00		3,855.27		394.46		144.73	96.38
271-790-850.00	TELEPHONE	1,500.00		1,025.04		125.04		474.96	68.34
271-790-850.01	CELL PHONES	6,350.00		3,392.30		377.00		2,957.70	53.42
271-790-852.00	INTERNET	6,600.00		5,614.48		357.30		985.52	85.07
271-790-860.00	TRANSPORTATION, LODGING & MEALS	14,500.00		5,406.26		2,193.20		9,093.74	37.28
271-790-900.00	PRINTING, MARKETING & PROMOTIONAL ITEMS	44,000.00		24,243.44		295.80		19,756.56	55.10
271-790-920.00	ELECTRICITY	81,000.00		65,198.58		6,061.43		15,801.42	80.49
271-790-921.00	NATURAL GAS	16,000.00		15,401.50		2,237.88		598.50	96.26
271-790-922.00	WATER & SEWER	8,500.00		5,963.38		268.24		2,536.62	70.16
271-790-924.00	POSTAGE	10,500.00		8,737.97		4.85		1,762.03	83.22
271-790-930.00	EQUIPMENT MAINTENANCE	1,800.00		1,475.90		147.59		324.10	81.99
271-790-956.00	MISCELLANEOUS	22,200.00		1,566.61		435.85		20,633.39	7.06
271-790-957.00	PROFESSIONAL DEVELOPMENT	13,500.00		10,902.49		450.00		2,597.51	80.76
271-790-958.00	MEMBERSHIPS, DUES, SUBSCRIPTIONS	400.00		0.00		0.00		400.00	0.00
271-790-958.01	PROFESSIONAL ORGANIZATIONS	5,000.00		3,164.35		61.64		1,835.65	63.29
271-790-958.02	MEMBERSHIPS	2,500.00		3,108.83		521.26		(608.83)	124.35
271-790-958.03	GENEALOGY	400.00		321.33		15.00		78.67	80.33
271-790-958.04	PROF BOOKS, MAGAZINES & PERIODICALS	650.00		726.04		0.00		(76.04)	111.70
271-790-960.00	PROPERTY TAX ADJUSTMENTS	1,000.00		287.92		0.00		712.08	28.79
271-790-965.00	PROPERTY/LIABILITY INSURANCE	21,000.00		19,288.00		0.00		1,712.00	91.85
271-790-971.00	CAPITAL IMPROVEMENTS	243,000.00		11,439.36		1,047.69		231,560.64	4.71
271-790-971.01	FURNITURE & EQUIPMENT	0.00		633.90		633.90		(633.90)	100.00
271-790-980.00	FINES TRANSFER OUT	500.00		710.78		150.70		(210.78)	142.16

PERIOD ENDING 04/30/2026

Fiscal Year-To-Date 7/1/25 - 4/30/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2026	04/30/2026	MONTH INCREASE (DECREASE)	MONTH 04/30/2026	NORMAL (ABNORMAL)	BALANCE	% BGD USED
Fund 271 - LIBRARY GENERAL FUND										
Expenditures										
271-790-995.01	TRANSFERS OUT SPRING LAKE LIBRARY	12,000.00		10,009.65		0.00		1,990.35		83.41
271-790-995.02	TRANSFERS OUT ZEELAND LIBRARY	50,000.00		60,190.56		36,982.31		(10,190.56)		120.38
271-790-995.05	TRANSFERS OUT DEBT SERVICE FUND	328,900.00		328,900.00		319,450.00		0.00		100.00
271-790-995.06	TRANS OUT BOARD COMMIT ROBBINS RD PROCDS	72,490.00		72,490.00		72,490.00		0.00		100.00
Total Dept 790 - LOUITT LIBRARY		3,952,185.00		3,127,683.69		778,149.71		824,501.31		79.14
TOTAL EXPENDITURES		3,952,185.00		3,127,683.69		778,149.71		824,501.31		79.14
Fund 271 - LIBRARY GENERAL FUND:										
TOTAL REVENUES		3,952,990.00		3,925,571.83		412,298.34		27,418.17		99.31
TOTAL EXPENDITURES		3,952,185.00		3,127,683.69		778,149.71		824,501.31		79.14
NET OF REVENUES & EXPENDITURES		805.00		797,888.14		(365,851.37)		(797,083.14)		116.54

PERIOD ENDING 04/30/2026

Fiscal Year-To-Date 7/1/25 - 4/30/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BGD
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2026	NORMAL (ABNORMAL)	MONTH 04/30/2026	INCREASE (DECREASE)		
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		0.00		996.65	99.26
371-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	44,000.00		42,629.77		0.00		1,370.23	96.89
371-040-402.04	CURRENT PROPERTY TAX - PORT SHELDON	30,000.00		26,663.57		2,527.37		3,336.43	88.88
371-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	30,000.00		30,281.36		1,876.43		(281.36)	100.94
371-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	100,000.00		98,988.82		6,228.42		1,011.18	98.99
371-040-403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	7,000.00		7,000.37		(373.99)		(0.37)	100.01
371-040-412.00	DELINQUENT PERSONAL PROPERTY TAX	100.00		3.46		0.00		96.54	3.46
371-040-437.00	IFT - INDUSTRIAL FACILITY TAX	200.00		143.38		0.00		56.62	71.69
371-040-445.00	PENALTY & INTEREST ON TAXES	20.00		34.93		13.47		(14.93)	174.65
371-040-569.01	STATE GRANTS OTHER - SBTE REIMBURSEMENT	0.00		666.42		373.99		(666.42)	100.00
371-040-665.00	INTEREST INCOME	4,000.00		5,063.04		0.00		(1,063.04)	126.58
Total Dept 040 - REVENUE ACCOUNTS		350,320.00		345,478.47		10,645.69		4,841.53	98.62
TOTAL REVENUES		350,320.00		345,478.47		10,645.69		4,841.53	98.62
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		235,000.00		235,000.00		0.00	100.00
371-906-993.00	BOND INTEREST	14,250.00		14,250.00		7,125.00		0.00	100.00
371-906-995.00	TRANSFERS OUT GENERAL FUND	328,000.00		256,410.00		256,410.00		71,590.00	78.17
Total Dept 906 - DEBT		577,250.00		505,660.00		498,535.00		71,590.00	87.60
TOTAL EXPENDITURES		577,250.00		505,660.00		498,535.00		71,590.00	87.60
Fund 371 - DEBT SERVICE A (VOTED BONDS) LIBRARY:									
TOTAL REVENUES		350,320.00		345,478.47		10,645.69		4,841.53	98.62
TOTAL EXPENDITURES		577,250.00		505,660.00		498,535.00		71,590.00	87.60
NET OF REVENUES & EXPENDITURES		(226,930.00)		(160,181.53)		(487,889.31)		(66,748.47)	70.59

PERIOD ENDING 04/30/2026

Fiscal Year-To-Date 7/1/25 - 4/30/26

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 04/30/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2026 INCREASE (DECREASE)	NORMAL	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 372 - DEBT SERVICE B (VOTED BONDS) LIBRARY							
Revenues							
Dept 040 - REVENUE ACCOUNTS							
372-040-665.00	INTEREST INCOME	0.00	2.74	0.00		(2.74)	100.00
372-040-699.01	TRANSFERS IN GENERAL FUND	328,900.00	328,900.00	319,450.00		0.00	100.00
Total Dept 040 - REVENUE ACCOUNTS		328,900.00	328,902.74	319,450.00		(2.74)	100.00
TOTAL REVENUES							
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	310,000.00	310,000.00		0.00	100.00
372-906-993.00	BOND INTEREST	18,900.00	18,900.00	9,450.00		0.00	100.00
372-906-995.00	TRANSFERS OUT GENERAL FUND	0.00	0.00	0.00		0.00	0.00
Total Dept 906 - DEBT		328,900.00	328,900.00	319,450.00		0.00	100.00
TOTAL EXPENDITURES							
Fund 372 - DEBT SERVICE B (VOTED BONDS) LIBRARY:							
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							

PERIOD ENDING 04/30/2026

Fiscal Year-To-Date 7/1/25 - 4/30/26

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 04/30/2026	ACTIVITY FOR MONTH 04/30/2026	AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 401 - CAPITAL PROJECT MAINTENANCE FUND							
Revenues							
Dept 040 - REVENUE ACCOUNTS							
401-040-665.00	INTEREST INCOME	12,000.00		19,552.32	0.00	(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	0.00	(4,639.77)	100.00
Total Dept 040 - REVENUE ACCOUNTS		12,000.00		24,192.09	0.00	(12,192.09)	201.60
TOTAL REVENUES		12,000.00		24,192.09	0.00	(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
TOTAL EXPENDITURES		150,000.00		5,437.13	0.00	144,562.87	3.62
Fund 401 - CAPITAL PROJECT MAINTENANCE FUND:							
TOTAL REVENUES		12,000.00		24,192.09	0.00	(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	0.00	(156,754.96)	13.59
TOTAL REVENUES - ALL FUNDS		4,644,210.00		4,624,145.13	742,394.03	20,064.87	99.57
TOTAL EXPENDITURES - ALL FUNDS		5,008,335.00		3,967,680.82	1,596,134.71	1,040,654.18	79.22
NET OF REVENUES & EXPENDITURES		(364,125.00)		656,464.31	(853,740.68)	(1,020,589.31)	180.29

05/04/2026

CASH SUMMARY BY FUND FOR LOUITIT DISTRICT LIBRARY
 FROM 04/01/2026 TO 04/30/2026
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 04/01/2026	Total Debits	Total Credits	Ending Balance 04/30/2026
271	LIBRARY GENERAL FUND	2,129,621.28	713,911.91	1,046,451.92	1,797,081.27
371	DEBT SERVICE A (VOTED BONDS) LIBRARY	618,903.31	252,770.69	740,660.00	131,014.00
372	DEBT SERVICE B (VOTED BONDS) LIBRARY	92.86	319,450.00	319,450.00	92.86
401	CAPITAL PROJECT MAINTENANCE FUND	798,707.90	0.00	0.00	798,707.90
	TOTAL - ALL FUNDS	3,547,325.35	1,286,132.60	2,106,561.92	2,726,896.03

Check Date	Check	Vendor Name	Description	Amount
Bank LDISB LOUITT DISBURSEMENT				
04/02/2026	21503	ARCHITECTURA	PROJ 1347 WAANDERS MAKER'S SPACE	1,317.66
04/02/2026	21504	MENERICK, LISA	CONF EXPENSES-REISSUE LOST/UNCASHEI	222.43
04/02/2026	21505	PATRICIA'S CHOCOLATE LLC	CHOCOLATE TALK W PATTY CHRISTOPER	75.00
04/03/2026	1795(A)	AMAZON CAPITAL SERVICES, INC	AREPL	431.65
04/03/2026	1796(A)	AUTOMATIC DOOR SERVICE	ADJ CONTROLS ENTRANCE DOORS	588.00
04/03/2026	1797(A)	CENGAGE LEARNING INC	LP	126.05
04/03/2026	1798(A)	DYKSTRA LANDSCAPE MANAGEMENT INC	APRIL 2026 LANDSCAPE SERVICE	1,417.72
04/03/2026	1799(A)	ENVISIONWARE, INC.	DUALSCAN, BLDG BUNDLE, CLIENT LIC, PC C	1,680.80
04/03/2026	1800(A)	HOLWERDA INTERIOR PLANTSCAPING IN	APR 26 PLANT SERVICE	118.65
04/03/2026	1801(A)	INGRAM	AFIC, JACKETS	695.23
04/03/2026	1802(A)	VOID		0.00 V
04/03/2026	1803(A)	KANOPY INC	KANOPY MARCH 2026	458.15
04/03/2026	1804(A)	OTTAWA AREA INTERMEDIATE	FOG NET INTERNET JAN-MARCH 2026	357.30
04/03/2026	1805(A)	REPUBLIC SERVICES INC	3-0240-0378919 APR 26 WASTE	394.46
04/03/2026	1806(A)	VAN DYKEN MECHANICAL INC	WINTER PM	3,176.00
04/03/2026	1807(A)	Z'S GREEN CLEAN LLC	26 CLEANINGS MARCH 2026	6,058.00
04/09/2026	21506	CHAMBER OF COMMERCE GRAND HAVEN	MEMBERSHIP 5/1/26-4/30/27	785.00
04/09/2026	21507	CINTAS CORP	MATS, MOP, WIPES, URINAL SCREENS	143.87
04/09/2026	21508	CORINNE ROBERTS ILLUSTRATION LLC	ARTIST IN A DIGITAL WORLD	175.00 V
04/09/2026	21509	INFO USA MARKETING INC	POLK CITY DIRECTORY MUSKEGON 202509	385.00
04/09/2026	21510	LIBRARY STORE, THE	LAMINATE	579.65
04/09/2026	21511	MICHIGAN GAS UTILITIES CORPORATION	0504468306-00001 MARCH NATURAL GAS	2,237.88
04/09/2026	21512	PASTPERFECT SOFTWARE INC.	FULL WEB HOSTING 5/14/26-5/14/27	1,245.00
04/09/2026	21513	VERIZON WIRELESS	742640288-00001 EMPLOYEE CELLS MARCH	377.00
04/10/2026	1808(A)	ACTION CHEMICAL, INC	CUSTODIAL SUPPLIES	470.91
04/10/2026	1809(A)	AMAZON CAPITAL SERVICES, INC	SPONGE BRUSHES	151.99
04/10/2026	1810(A)	ARTISTS IN CELLOPHANE	ART-O-MAT	3,000.00
04/10/2026	1811(A)	CHARTER COMMUNICATIONS OPERATING	005625301 MARCH	125.04
04/10/2026	1812(A)	CITY OF GRAND HAVEN	MARCH 26 ADMIN, BS&A	8,075.82
04/10/2026	1813(A)	FRIENDS OF LOUITT DISTRICT LIBRARY	FRIENDS CC SALES JAN-MAR 2026	278.33
04/10/2026	1814(A)	GRAND HAVEN AREA PUBLIC SCHOOLS	IT SERVICES-APR 26	4,230.15
04/10/2026	1815(A)	GRAND VALLEY AUTOMATION INC	MONITORING & CONTRACT 4/1/26-3/31/28	750.80
04/10/2026	1816(A)	INGRAM	JGN	524.17
04/10/2026	1817(A)	VOID		0.00 V
04/10/2026	1818(A)	JOURNEY CONSTRUCTION GROUP	WAANDERS MAKER SPACE CONSTRUCTION	54,883.81
04/10/2026	1819(A)	LAKELAND LIBRARY COOPERATIVE	QUARTERLY BILLING APR-JUNE 2026	6,768.10
04/10/2026	1820(A)	OFFICE MACHINES COMPANY INC	MARCH 26 COPY MACHINES	1,479.07
04/10/2026	1821(A)	SENSOURCE INC	ANNUAL RENEWAL 6/30/26-6/30/27	417.00
04/10/2026	1822(A)	US BANK ST PAUL	0046047NS 2017 B SPRING BOND PAYMENT (561,575.00
04/10/2026	1823(A)	VER DUIN'S INC	POSTERS	30.00
04/16/2026	1824(E)	FIRST NATIONAL BANK OF OMAHA/CC	NETWORKING NOON (CP)	4,686.66
04/16/2026	1825(E)	VOID		0.00 V
04/16/2026	1826(E)	VOID		0.00 V
04/16/2026	21514	CENTER POINT LARGE PRINT	LP	125.25
04/16/2026	21515	DEMCO INC	LAMINATE, BOOKMARKS	382.04
04/16/2026	21516	DVORAK, MARK A.	SUNDAY CONCERT SERIES	400.00

Check Date	Check	Vendor Name	Description	Amount
04/16/2026	21517	GRAND HAVEN BOARD OF LIGHT & POWE	77847002 ELECTRICITY MARCH 2026	6,061.43
04/16/2026	21518	GRANT AREA DISTRICT LIBRARY	LOST & PAID	9.99
04/16/2026	21519	OTTAWA COUNTY PARKS & RECREATION	OWL PROWL	125.00
04/16/2026	21520	QUALITY CAR WASH OF MICHIGAN INC	WASH VOUCHERS SRP	1,100.00
04/16/2026	21521	RITE-WAY PLUMBING & HEATING, INC.	BACKFLOW TEST	404.60
04/16/2026	21522	TOBIN, KATE	CATNIP, FIBER FILL FOR KINDNESS MONTH	12.21
04/17/2026	1827(A)	AMAZON CAPITAL SERVICES, INC	ANIMAL STENCILS SEE CM 1LPW-VR7Y-PF3P	400.64
04/17/2026	1828(A)	BOYER, ALLISON	TO-FROM GRR, PLA CONFERENCE	62.79
04/17/2026	1829(A)	CLARK, TAMMY	STORY TIME & BOOKDROP MILEAGE	204.38
04/17/2026	1830(A)	GRAND VALLEY AUTOMATION INC	VALVE REPLACEMENT, DEFECTIVE ACTUATOR	2,835.00
04/17/2026	1831(A)	HERRICK DISTRICT LIBRARY	LOST & PAID	30.00
04/17/2026	1832(A)	INGRAM	TWGN	1,104.55
04/17/2026	1833(A)	VOID		0.00 V
04/17/2026	1834(A)	VOID		0.00 V
04/17/2026	1835(A)	SPRING LAKE DISTRICT LIBRARY	LOST & PAIDS	74.73
04/17/2026	1836(A)	WEATHER SHIELD ROOFING SYSTEMS	REPAIR LEAK, REISSUE LOST CHECK	875.00
04/17/2026	1837(A)	WUNDERINK, JACOB	ASSISTED LIVING MILEAGE 3RD QTR 2025-26	50.24
04/23/2026	21523	BLANFORD NATURE CENTER	BIRDS OF PREY FLIGHTPATH DON	306.00
04/23/2026	21524	HACKLEY PUBLIC LIBRARY	LOST & PAID	16.99
04/23/2026	21525	HOWARD MILLER LIBRARY	TAX REIMBURSEMENT 3RD QTR 2025-26	36,982.31
04/23/2026	21526	INTEGRITY BUSINESS SOLUTIONS	6 BOXES OF COPY PAPER	281.94
04/23/2026	21527	MUSKEGON AREA DISTRICT LIBRARY	LOST & PAID	18.99
04/23/2026	21528	RUG ROVER PROPERTY SERVICES	PET ODOR CARPET CLEANING & DEODORIZI	150.00
04/23/2026	21529	WILLIAMS, BARBARA	MILEAGE FOR PRESENTER ARTISTS AI	98.09
04/24/2026	1838(A)	AMAZON CAPITAL SERVICES, INC	BIRD ITEMS FLIGHTPATH DONATION	474.50
04/24/2026	1839(A)	BOYER, ALLISON	PLA CONF, ON PERS CC	20.51
04/24/2026	1840(A)	CENGAGE LEARNING INC	LP	200.17
04/24/2026	1841(A)	CITY OF GRAND HAVEN	290590000 WATER/SEWER	268.24
04/24/2026	1842(A)	INGRAM	TWGN	703.79
04/24/2026	1843(A)	VOID		0.00 V
04/24/2026	1844(A)	LIBERTY PEST CONTROL LLC	APR PEST, BAIT STATIONS	59.00
04/24/2026	1845(A)	MIDWEST TAPE LLC	DVD	7,220.12
04/24/2026	1846(A)	OVERDRIVE INC	0870-1023 DEP ON ACCT, CONTENT	2,833.00
04/24/2026	1847(A)	ROTARY CLUB OF GRAND HAVEN	DUES & MEALS, 4/1-6/30/26	268.62
04/24/2026	1848(A)	RYCENGA ELECTRIC, INC.	INSTALL NEW SWITCH AND COVER	115.00
04/24/2026	1849(A)	WEATHER SHIELD ROOFING SYSTEMS	LEAK BY FIREPLACE	875.00
04/24/2026	1850(E)	FIRST NATIONAL BANK OF OMAHA/CC	SANDBOX CREATION, TESTING, PUBLISH (KT	10,780.21
04/24/2026	1851(E)	VOID		0.00 V
04/30/2026	21530	ALLIANCE ENTERTAINMENT LLC	VIDEO GAMES	2,203.07
04/30/2026	21531	DEMCO INC	LAMINATE, JACKETS, LATCH BOXES	746.89

LDISB TOTALS:
 Total of 86 Checks:
 Less 9 Void Checks:
 Total of 77 Disbursements:

749,372.64
 175.00
 749,197.64

FNBO CREDIT CARD PAYMENT 4-16-26

Vendor Name	Invoice #	Description	Amount
LEGO STORE	731402612	YOUTH GRNT MKR SP COMP SCI & AI KIT (AB)	1,289.85
SPHERO	SP51150-REF	YOUTH GRANT MAKER SP REF SALES TAX (AB)	(99.00)
UPRINTING	15328596	VINYL BANNERS (CP)	145.41
LYFT	4-1-26 KATIE	TRANSPORT PLA CONF (KA)	33.59
MAGAZINES.COM	3-20-26 KATIE	STEINMETZ GIFT SUB, ASSGN DON (KA)	21.00
SPOTIFY	APRIL 2026	SPOTIFY MONTHLY (EG)	18.99
SMARTERQUEUE	206371	SOLO MONTHLY MARCH 2026 (CP)	14.99
PIRATE SHIP	408613341	SHIP MOUSE TO PRESENTER (KT)	4.85
AMERICAN BUTTON MACHINES	160035	PINBACK BUTTON SET (CP)	150.39
SMARTSIGN	MPP-275053	PARKING CLINGS (EF)	144.00
MICROSOFT	E0800Z1CQ7	ONLINE SERVICES MAR 26 (AH)	180.00
MEIJER	3-13-26 KATIE	NINTENDO ITEMS (KA)	90.00
CHAMBER OF COMMERCE GRAND HAVEN	106004	NETWORKING NOON (CP)	36.05
ADOBE	3387061486	MARCH 26 ADOBE (KT)	34.99
GOOGLE GSUITE	5531873604	MAR 26 GOOGLE WORKSPACE (AH)	29.36
MEIJER	3-5-26 KATIE	LENTILS (KA)	1.59
USA TODAY-GANNETT-HOLLAND SENTINAL	MAR 26	HOLLAND SENTINAL MAR 26 (KA)	40.00
ASSOCIATION OF PROFESSIONAL GENEALO	3-6-26 JEANETTE	GREAT LAKES CHAPTER MEMBERSHIP (JW)	15.00
CHLOE BY VINCENT	3-31-26 ALLISON	FOOD+TIP PLA CONF (AB)	98.51
LUMI RESTAURANT	4-1-26 KATIE	FOOD PLA CONFERENCE (KA)	65.56
FRGMNT COFFEE CO	4-1-26 KATIE	FOOD PLA CONF (KA)	34.12
FRGMNT COFFEE CO	4-2-26 KATIE	FOOD PLA CONF (KA)	44.13
WALMART	3-6-26 ALLISON	FOOD BAGGIES, COTTON (AB)	42.62
MENARDS	3-4-26 ANNE	FAUCET FOR SERENITY SPACE (AH)	84.99
APPLE	MARCH 26	EXTRA STORAGE PHOTOS (CP)	0.99
UNIVERSITY PRODUCTS	293316-00	ENVELOPES, TISSUE, BOXES (JW)	485.11
WALMART	3-13-26 TAMMY	CRAFTING ITEMS (TC)	44.21
AMERICAN LIBRARY ASSOCIATION	1475302	CONF REG KATE+REIMB TEE (KT)	469.00
MEIJER	3-27-26 ALLISON	CLAY PLANTER (AB)	7.50
MEIJER	3-26-26 KATIE	BOTTLED WATER, SNACKS (KA)	22.77
AMERICAN LIBRARY ASSOCIATION	4-1-26 KATIE	BOOKMARKS (KA)	26.49
MICHAELS	3-29-26 TAMMY	BEADS, GRID PAPER, HELIUM (TC)	63.85
MEIJER	3-18-26 KATIE	APPLIES, GARLIC (KA)	17.97
CHAMBER OF COMMERCE GRAND HAVEN	106048	ANNUAL CHAMBER CELEBRATION (CP)	87.55
AMERICAN LIBRARY ASSOCIATION	4277954	ALA DUES, KATE (KT)	125.00
AMTRACK	A2EB62	ALA CONFERENCE (KT)	56.00
FIELD'S FABRICS	3-6-26 KATE	5 YDS FABRIC (KT)	17.35
BLACK & WHITE STANDARD LLC	475	1 YR WEBHOSTING & MAINT (KT)	382.00
BARRON'S	3-8-25 BARRONS	1 YEAR 4 BARRON'S PRODUCTS (KA)	359.88
			<u>4,686.66</u>

FNBO CREDIT CARD PAYMENT 4-24-26

Vendor Name	Invoice #	Description	Amount
LEGO STORE	731402612-2	YOUTH GRNT MKR SP SCI & AI KIT (AB)	1,589.85
DOMINO'S	4-9-26 ALLISON	TEENS' PIZZA (AB)	23.00
BAMBU LAB	4-21-26 KATE	TECH ITEMS FOR MS/AS (KT)	422.95
WALMART	4-10-26 ALLISON	STORAGE TOTE (AB)	9.52
SCHOLASTIC INC.	30824912	ST. JOHN'S ASSIG DONAT (AB)	178.50
PORTER ELECTRONICS	113278	SONY HANDYCAM (KT)	403.97
SMARTERQUEUE	207308	SOLO MONTHLY APR 2026 (CP)	14.99
DOG EAR MARKETING LLC	LL-001-2016	SANDBOX CREATION, TESTING, PUBLISH (KT)	120.00
RETROTINK	94881	RETROTINK-4K PRO (KT)	775.99
WALMART	4-17-26 KATE	POSTERBOARD (KT)	3.84
GERALD R FORD PARKING	4-4-26 ALLISON	PARKING FOR CONF (AB)	56.00
XTOOL	433942	PANELS, PINS, CUTTER (AH)	3,881.00
WALMART	4-3-26 TAMMY	PAINT SETS (TC)	22.20
MICROSOFT	E0800ZA4M7	ONLINE SERVICES APR 26 (AH)	180.00
B&H PHOTO	1128415465	MOVIEMAKER-PRO (KT)	399.99
RIGHTEOUS CUISINE	001622	LIBRARY (EF)	416.85
BEST WESTERN	351640	KATIE'S ROOM PLA CONF (KA)	663.54
HOME DEPOT	WH27746487	ITEMS FOR SERENITY ROOM (ML)	87.70
MINNEAPOLIS AIRPORT	4-3-25 KATIE	FOOD IN AIRPORT PLA CONF (KA)	32.75
FRANK'S PLUMBING HEATING & COOLING	4-7-26 MARTY	FLUSH VALVE (ML)	59.00
APPLE	APR 26	EXTRA STORAGE PHOTOS (CP)	0.99
UBER	4-3-26 ALLISON	CONFERENCE TRANSP (AB)	32.96
FRGMNT COFFEE CO	4-3-26 ALLISON	CONF FOOD (AB)	35.21
FLOR	1665179	CARPET TILE (KT)	633.90
MEIJER	4-7-26 TAMMY	CANDY (TC)	7.00
MEIJER	4-16-26 CHELSEA	CANDY (CP)	29.98
ADOBE	3417578249	APRIL 26 ADOBE (KT)	34.99
BEST WESTERN	351691	ALLISON'S ROOM PLA CONF (KA)	663.54
			<u>10,780.21</u>

**FIRST CONSIDERATION OF A RESOLUTION
RESCINDING CURRENT LOUIT DISTRICT LIBRARY BYLAWS
AND ADOPTING RESTATED BYLAWS**

WHEREAS, MCL §397.182(12)(h) (Michigan's District Library Establishment Act) authorizes district libraries to adopt bylaws governing the board and the district library, and

WHEREAS, the Loutit District Library (LDL) Bylaws were adopted by the LDL Board of Trustees on July 13, 1999, and were subsequently amended numerous times, and

WHEREAS, an Ad Hoc Bylaw Review Committee was created in July 2025 to consider amendments to the 1999 LDL Bylaws as amended, and

WHEREAS, on March 10, 2026 the Ad Hoc Bylaw Review Committee presented a recommendation to the Loutit District Library Board of Trustees to adopt Restated Loutit District Library Bylaws, which are included in the minutes as Appendix A.

THEREFORE BE IT RESOLVED, the Restated Loutit District Library Bylaws recommended by the Ad Hoc Bylaw Review Committee are introduced for adoption, and

BE IT FURTHER RESOLVED, the LDL Bylaws dated July 13, 1999, as amended, shall be rescinded when the Restated Loutit District Library Bylaws are adopted, and

BE IT FURTHER RESOLVED, the Restated Loutit District Library Bylaws shall be effective upon final consideration and adoption of the bylaws.

AYES: Trustees Brooks, Collins, Lannon, Rusco, Sanchez

NAYS: None

The resolution was adopted unanimously by roll call vote.

**FINAL CONSIDERATION OF A RESOLUTION
RESCINDING CURRENT LOUIT DISTRICT LIBRARY BYLAWS
AND ADOPTING RESTATED BYLAWS**

WHEREAS, MCL §397.182(12)(h) (Michigan's District Library Establishment Act) authorizes district libraries to adopt bylaws governing the board and the district library, and

WHEREAS, the Loufit District Library (LDL) Bylaws were adopted by the LDL Board of Trustees on July 13, 1999, and were subsequently amended numerous times, and

WHEREAS, an Ad Hoc Bylaw Review Committee was created in July 2025 to consider amendments to the 1999 LDL Bylaws as amended, and

WHEREAS, on March 10, 2026 the Ad Hoc Bylaw Review Committee presented a recommendation to the Loufit District Library Board of Trustees to adopt Restated Loufit District Library Bylaws, which are attached to this resolution.

WHEREAS, during a regular meeting of the Loufit district Library Board of Trustees held on April 14, 2026 trustees, **FIRST CONSIDERATION OF A RESOLUTION RESCINDING CURRENT LOUIT DISTRICT LIBRARY BYLAWS AND ADOPTING RESTATED BYLAWS** was adopted unanimously by trustees present.

THEREFORE BE IT RESOLVED, the Restated Loufit District Library Bylaws recommended by the Ad Hoc Bylaw Review Committee are adopted, and

BE IT FURTHER RESOLVED, the LDL Bylaws dated July 13, 1999, as amended, are rescinded, and

BE IT FURTHER RESOLVED, the Restated Loufit District Library Bylaws shall be effective upon final consideration and adoption of the bylaws.

AYES: Trustees _____

NAYS: Trustees _____

ABSTAINED: Trustees _____

Memorandum of Understanding (MOU)

Between
The Momentum Center
and
Loufit District Library
Effective Date: June 1, 2026
MOU Term: One (1) year from Effective Date

1. Purpose

This Memorandum of Understanding (MOU) establishes a collaborative relationship between The Momentum Center and Loufit District Library 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: Loufit District Library
- Timeframe: June 1, 2026 through May 31, 2027

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).

Loutit District Library

- 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 up to 12 hours per week.
- List Friendship Bench hours on Library events calendars.

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 June 1st 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 Loutit District Library
Name: <u>KATE MAVER</u>	Name: <u>Ellen Peters</u>
Title: <u>COORD. FRIENDSHIP BENCH MCGH</u>	Title: <u>Executive Director</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Date: <u>5-7-2026</u>	Date: <u>5-7-2026</u>

**LOUTIT DISTRICT LIBRARY
FY2026-27 BUDGET REPORT LINE ITEM DETAILS WITH FOOTNOTES**

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
Fund 271 - General Fund				
ESTIMATED REVENUES				
Dept 040 - REVENUE ACCOUNTS				
271-040-402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	1,235,000	1,285,000	1,315,000
271-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	395,000	412,000	422,000
271-040-402.04	CURRENT PROPERTY TAX - PORT SHELDON	275,000	252,730	230,000
271-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	302,100	293,050	303,000
271-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	835,000	868,000	890,000
271-040-412.00	DELINQUENT PERSONAL PROPERTY TAX	200	200	200
271-040-414.00	PROPERTY TAX ADJUSTMENTS			
271-040-437.00	IFT - INDUSTRIAL FACILITY TAX	2,000	1,495	1,450
271-040-445.00	PENALTY & INTEREST ON TAXES	500	1,060	500
271-040-528.00	FEDERAL GRANTS			
271-040-528.10	FEDERAL GRANTS - IMLS			
271-040-528.20	FEDERAL GRANTS - IMLS TECHNOLOGY			
271-040-541.00	STATE GRANTS			
271-040-544.00	STATE AID - LIBRARY	19,000	20,000	20,000
271-040-544.01	STATE AID - LIBRARY COOP SERVICE	19,000	20,000	20,000
271-040-569.01	STATE GRANTS OTHER - SBTE REIMBURSEMENT		5,481	3,000
271-040-573.00	STATE LCSA - LOCAL COMM STABILIZATION	60,000	57,020	55,000
271-040-585.00	LOCAL GRANTS			
271-040-585.01	LOCAL GRANTS - GHACF	140,000	356,583	2,000
	GHACF WAANDERS - MAKERSPACE DEFERRED		140,000	0
	GHACF - MAKERSPACE DEFERRED		28,680	0
	WAANDERS - MAKERSPACE		50,000	0
	GHACF - MAKERSPACE FURNITURE		71,000	0
	YAC - MAKERSPACE YOUTH		10,000	0
	LOUTIT FOUNDATION - BOILERS		50,000	0
	GHACF TX- SALARY STUDY		5,753	0
	GHACF - SUMMER READING PROGRAM		1,150	0
	GHACF - DIGITIZATION/MICROFILM		0	2,000
	GL # FOOTNOTE TOTAL:		356,583	2,000
271-040-590.00	MISCELLANEOUS GRANTS			
271-040-629.00	MISCELLANEOUS REVENUE		150	150
271-040-630.00	VENDING MACHINE REVENUE	300	250	250
271-040-658.00	PENAL FINES	80,000	80,000	90,000
271-040-659.00	FINES & PENALTIES - LIBRARY MATERIALS	5,500	5,500	5,500
271-040-665.00	INTEREST INCOME	24,000	35,000	30,000
271-040-666.00	DIVIDENDS			
271-040-673.01	SALE OF ASSETS			
271-040-674.01	FRIENDS - ASSIGNED DONATIONS	2,500	4,250	2,500
271-040-674.02	FRIENDS - UNASSIGNED DONATIONS	2,000	500	500
271-040-674.03	ASSIGNED DONATIONS	1,000	9,950	1,000
271-040-674.04	UNASSIGNED DONATIONS	500	2,800	2,000
271-040-674.05	OWED TO FRIENDS			
271-040-674.06	DONATIONS ENVISIONWARE	3,000	5,800	4,000
271-040-674.07	DONATIONS MAKERSPACE			
271-040-674.08	DONATIONS ART STUDIO			
271-040-676.00	REIMBURSEMENTS			
271-040-687.00	REFUNDS/REBATES			
271-040-689.00	CASH OVER & SHORT			
271-040-699.05	TRANSFERS IN DEBT SERVICE FUND A	328,900	256,410	226,750

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
271-040-699.06	TRANS IN BOARD COMMIT ROBBINS RD PROCDS	72,490	72,490	130,000
271-040-699.07	TRANSFERS IN DEBT SERVICE FUND B			90
271-040-699.19	TRANSFERS IN MAINTENANCE FUND	150,000	100,000	255,000
	MAINTENANCE/OPERATIONS		100,000	80,000
	CHILLER UNITS REPLACEMENT		0	150,000
	OUTSIDE MORTIS & CAULK REPAIRS		0	25,000
	GL # FOOTNOTE TOTAL:		100,000	255,000
Totals for dept 040 - REVENUE ACCOUNTS		3,952,990	4,145,719	4,009,890
TOTAL ESTIMATED REVENUES		3,952,990	4,145,719	4,009,890
APPROPRIATIONS				
Dept 790 - LOUIT LIBRARY				
271-790-702.00	FULL TIME WAGES	1,073,000	1,085,000	1,284,000
271-790-703.00	PART TIME WAGES	332,000	282,000	350,000
271-790-704.00	OVERTIME			
271-790-705.00	LONGEVITY PAY	400		225
271-790-706.00	VACATION PAY	75,000	85,000	
271-790-707.00	SICK PAY	50,000	50,000	
271-790-708.00	HEALTH INSURANCE OPT OUT	2,000	500	1,000
271-790-709.00	EMPLOYEE ASSISTANCE	800	800	850
271-790-711.00	HEALTH INSURANCE ER	180,000	225,000	235,000
271-790-711.01	VISION INSURANCE ER	2,600	2,610	2,800
271-790-711.03	HSA PRETAX ER	15,200	15,200	15,000
271-790-712.00	DENTAL INSURANCE ER	19,300	21,790	24,000
271-790-713.00	LIFE INSURANCE ER	1,100	1,720	2,100
271-790-714.00	WORKERS COMP INSURANCE ER	2,850	1,035	2,500
271-790-715.00	LONG TERM DISABILITY INSURANCE ER	2,100	2,415	3,000
271-790-716.00	MERS DB PENSION ER	188,000	204,600	232,785
271-790-716.01	MERS 401A DC ER	11,900	12,200	12,500
271-790-716.02	MERS 457 ER	14,900	17,000	17,000
271-790-716.06	MERS DB PENSION ER SURPLUS	17,000	17,510	20,000
271-790-717.00	FICA ER	115,000	111,750	130,000
271-790-719.00	SHORT TERM DISABILITY INSURANCE ER			6,000
271-790-740.00	REPLACEMENT ITEMS	1,500	1,900	1,900
271-790-741.00	LIBRARY DONATIONS EXPENSE			
271-790-741.01	FRIENDS ASSIGNED DONATIONS EXPENSE	2,500	2,500	2,500
271-790-741.02	ASSIGNED DONATIONS EXPENSE	1,000	4,915	2,000
271-790-741.03	UNASSIGNED DONATIONS EXPENSE	500	1,000	1,500
271-790-741.04	FRIENDS UNASSIGNED DONATIONS EXPENSE	2,000	1,000	2,000
271-790-741.50	LIBRARY DONATIONS GRANTS EXPENSE	140,000	57,000	2,000
	DIGITIZATION/MICROFILM		0	2,000
	GHACF LOUIT BOILERS		50,000	0
	GHACF		7,000	0
	GL # FOOTNOTE TOTAL:		57,000	2,000
271-790-742.00	ELECTRONIC DATABASES	11,900	10,415	10,600
	ANCESTRY 1 YR CONTRACT		1,615	1,650
	ASLDEFINED 1 YR CONTRACT		700	700
	FOLD3 1 YR CONTRACT		1,700	1,750
	HERITAGE QUEST (BUNDLE) 1 YR CONTRACT		4,900	5,000
	PRONOUNCIATOR 1 YR CONTRACT		1,500	1,500
	GL # FOOTNOTE TOTAL:		10,415	10,600

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
271-790-743.10	BOOKS ADULT FICTION	30,600	30,600	30,600
	FICTION		16,500	16,500
	SCIFI/FANTASY NOW INSPIRATION/WESTERN		2,000	2,000
	GRAPHIC NOVELS		1,000	1,000
	LARGE PRINT		7,000	7,000
	WORLD LANGUAGES		650	650
	BOOK CLUB IN A BAG		1,450	1,450
	MISCELLANEOUS		2,000	2,000
	GL # FOOTNOTE TOTAL:		30,600	30,600
271-790-743.20	BOOKS ADULT NON FICTION	16,500	16,500	16,500
271-790-743.30	BOOKS YOUTH	19,000	19,000	19,000
271-790-743.40	BOOKS REFERENCE			
271-790-743.41	GENERAL REFERENCE	150	150	150
271-790-743.42	GENEALOGY REFERENCE	750	1,000	1,000
271-790-743.43	PROFESSIONAL COLLECTION	400	400	400
271-790-744.03	VIDEO GAMES	3,000	3,000	3,000
271-790-744.10	AUDIOBOOKS			
271-790-744.11	ADULT AUDIOBOOKS	7,000	7,000	7,000
271-790-744.12	YOUTH AUDIOBOOKS	500	500	500
271-790-744.20	MUSIC	4,500	4,500	4,500
271-790-744.30	VIDEOS			
271-790-744.31	FEATURE FILMS	3,500	3,500	3,500
271-790-744.32	DOCUMENTARY FILMS	750	750	750
271-790-744.33	CHILDREN'S FILMS	2,500	2,500	2,500
271-790-744.34	TV SERIES	3,000	3,000	3,000
271-790-745.01	OVERDRIVE EBOOKS & AUDIOBOOKS	34,000	34,800	35,000
	PURCHASED THROUGH MCLS (CONTRACT)		34,800	35,000
271-790-745.02	OVERDRIVE ADVANTAGE (FOR LDL PATRONS)	34,000	33,400	34,000
271-790-745.03	OVERDRIVE MAGAZINES	3,600	3,600	3,600
	PURCHASED THROUGH MCLS (CONTRACT)		3,600	3,600
271-790-745.04	OTHER EBOOKS, EAUDIOBOOKS, MUSIC, VIDEO	70,000	60,000	36,000
	HOOPLA		60,000	0
	TANTOR MEDIA		0	3,500
	BLACKSTONE AUDIO		0	4,200
	CPC/ADVANTAGE COPIES AUDIO BOOKS		0	16,500
	CPC/ADVANTAGE COPIES EBOOKS		0	8,550
	ALL ACCESS COMIC BOOKS		0	3,250
	GL # FOOTNOTE TOTAL:		60,000	36,000
271-790-745.05	KANOPY VIDEOS (STREAMING MEDIA)	6,000	6,800	7,000
271-790-746.01	NEWSPAPERS, FINANCIAL JOURNALS	5,500	5,500	5,500
	GR PRESS/MUSKEGON/WSJ/DOW JONES/BARRON'S/GH TRIBUNE/NYT/HOLLAND SET		5,500	5,500
271-790-746.02	MAGAZINE SERVICE	1,800	1,300	1,400
	DETROIT FREE PRESS/ADDING NEW FINANCIAL JOURNAL		1,300	1,400
271-790-746.03	CONSUMER'S REPORT		60	100
271-790-747.00	LIBRARY OF THINGS	1,500	1,500	3,500
271-790-748.10	ADULT PROGRAMMING	10,000	10,000	11,000
271-790-748.20	YOUTH PROGRAMMING	7,000	7,000	7,000
271-790-748.30	LIBRARY-WIDE PROGRAMMING	6,000	6,000	6,000
271-790-748.40	SUMMER/WINTER READING PROGRAMMING	6,500	6,500	6,500
271-790-748.50	GENEALOGY PROGRAMMING	500	500	1,000
271-790-748.51	ARCHIVAL PRESERVATION	1,000	500	500

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
271-790-749.00	COLLECTION MAINTENANCE & SUPPLIES	7,500	5,000	5,000
	LABELS (SPINE, GENRE, OWNER, BARCODE, HOLDS)		200	200
	BOOK JACKETS/LAMINATE		1,500	1,500
	BOOK TAPE		500	500
	ARCHIVAL SUPPLIES - LIBRARY		500	500
	CASES (DVD/CD)		1,500	1,500
	MENDING/DISC REPAIR SUPPLIES & SERVICE		300	300
	MISCELLANEOUS (STAMPS/BOOK CLEANER/GOO GONE)		500	500
	GL # FOOTNOTE TOTAL:		5,000	5,000
271-790-749.01	ARCHIVAL SUPPLIES	1,500	1,000	1,000
271-790-750.00	OPERATING MATERIALS, COSTS & SUPPLIES	18,000	15,000	15,000
	FIRST AID/SAFETY PRODUCTS AND SUPPLIES		800	800
	INK CARTRIDGES		3,000	3,000
	HOLIDAY DECORATING		600	600
	MEETING EXPENSE		1,500	1,500
	MISCELLANEOUS (NAME BADGES/BUSINESS CARDS/ETC)		1,000	1,000
	OFFICE SUPPLIES		2,000	2,000
	PAPER/PAPER PRODUCTS		2,000	2,000
	PRINTING CHARGES		4,000	4,000
	SAFE DEPOSIT BOX RENTAL		100	100
	GL # FOOTNOTE TOTAL:		15,000	15,000
271-790-751.11	BUILDING/PATRON SOFTWARE & SUBSCRIPTIONS	14,745	9,500	9,750
	ENVISIONWARE		5,800	6,000
	PASTPERFECT HOSTING & PUBLIC ACCESS		1,245	1,250
	SENSOURCE COUNTER MAINTENANCE LIBRARY NETWORK		420	450
	SPOTIFY		215	230
	ZOOBEAN / BEANSTACK		1,600	1,600
	MISCELLANEOUS - DOMAIN RENEWAL/DEEP FREEZE		220	220
	GL # FOOTNOTE TOTAL:		9,500	9,750
271-790-751.12	PROGRAM/STAFF SOFTWARE & SUBSCRIPTIONS	13,600	13,205	14,475
	ORANGE BOY (SAVANNAH)		4,350	500
	LOCAL HOP		1,525	150
	MARKETING - APPLE/GSUITE/GRAMMERLY/SMARTERQ/TECHSOUP CREATIVE CLOUD.		1,500	1,500
	ADOBE		400	500
	BS&A SOFTWARE		2,500	2,500
	MICROSOFT (60 LICENSES)		2,160	2,250
	DYMAXION SCHEDULING SOFTWARE		170	175
	SPRINGSHARE EVENT CALENDAR SOFTWARE		600	2,400
	SPRINGSHARE LIBRARY CALENDAR SOFTWARE		0	4,500
	GL # FOOTNOTE TOTAL:		13,205	14,475
271-790-751.20	TECHNOLOGY EQUIPMENT	45,600	45,500	15,000
	TECHNOLOGY PLAN PURCHASE - COMPUTERS - STAFF & PATRON (15)		17,500	10,300
	COMPUTER MONITRS - PATRON (7) & BACKUP		0	980
	YOUTH PRINTER		0	920
	MAKERPACE LAPTOP		0	1,000
	LOCAL HISTORY SCANNERS (2)		0	600
	RECEIPT PRINTERS (2 BACKUP)		0	700
	WIFI ACCESS POINTS		0	500
	SELF CHECKOUT KIOSKS (2)		28,000	0
	GL # FOOTNOTE TOTAL:		45,500	15,000
271-790-751.30	TECHNOLOGY MISCELLANEOUS	500	500	500

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
271-790-751.31	TECHNOLOGY SERVICE & MAINTENANCE	2,500	2,400	2,000
	MK SOLUTIONS SELF-CHECK MAINTENANCE (CONTRACT)		200	0
	B&W STANDARD - WEB HOSTING		600	600
	REHMANN TECHNOLOGY - WATCHGUARD SECURITY (MARCH RENEWAL)		1,250	1,250
	MISCELLANEOUS		350	150
	GL # FOOTNOTE TOTAL:		2,400	2,000
271-790-752.00	MAKERSPACE/ART STUDIO		167,000	
271-790-752.10	MS/AS PROGRAMMING & STIPENDS		100	3,000
271-790-752.20	MAKERSPACE MATERIALS & SUPPLIES		15,000	500
271-790-752.21	ART STUDIO MATERIALS & SUPPLIES		100	500
271-790-752.30	MS/AS EQUIPMENT & FURNITURE		71,000	
271-790-752.40	MS/AS TECHNOLOGY		7,500	
271-790-755.00	OUTREACH	1,500	500	500
	OUTREACH HOMEBOUND MAILING - MILEAGE, SUPPLIES & MATERIALS		500	500
271-790-801.00	PROFESSIONAL/CONTRACTUAL	2,300	3,020	5,180
	BOARD MEMBER STIPENDS		720	2,880
	WEB HOSTING & MAINTENANCE		300	300
	WEBSITE UPDATE UPDATES/MAINTENANCE AS NEEDED; FY24-25 FULL WEBSITE REDI		1,000	1,000
	MISCELLANEOUS		1,000	1,000
	GL # FOOTNOTE TOTAL:		3,020	5,180
271-790-801.01	PROF/CONT - LAKELAND LIBRARY COOP	27,000	27,000	27,000
271-790-801.02	PROF/CONT - IT SERVICE & SUPPORT	53,000	53,000	53,000
	GHAPS - CAMERA SYSTEM/FILE SERVERS/WIRELESS CONTROLLER; 5% INCREASE		53,000	53,000
271-790-801.03	PROF/CONT - SERVICE CONTRACTS	80,500	87,000	98,500
	FINANCE & HR SERVICES/CITY OF GRAND HAVEN		85,000	96,300
	MISCELLANEOUS		2,000	2,200
	GL # FOOTNOTE TOTAL:		87,000	98,500
271-790-803.00	EMPLOYMENT RELATED EXPENSES	500	500	500
	EMPLOYEE BACKGROUND CHECKS		500	500
271-790-804.00	CUSTODIAL SUPPLIES	6,000	6,500	7,200
271-790-805.00	BUILDING & GROUNDS			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
271-790-805.01	BUILDING & GROUNDS MAINTENANCE	38,000	46,000	53,000
	BUILDING MAINTENANCE - MISCELLANEOUS REPAIRS, ELECTRICAL, PLUMBING, UPKE		25,290	39,250
	ELEVATOR LICENSE (ANNUAL) - STATE OF MI LICENSING		200	200
	HVAC MAINTENANCE & REPAIRS ESTIMATED - GRAND VALLEY AUTOMATION, VANDY		10,000	5,000
	K9 SCENT DETECTION		1,800	1,800
	PEST CONTROL - LIBERTY PEST CONTROL (MONTHLY INSPECTION)		710	750
	PLANTSCAPING - HOLWERDA INTERIOR		1,425	1,500
	ROOF INSPECTION/REPAIRS - GREAT LAKES SYSTEMS INC		3,175	1,000
	WINDOW CLEANING - LAKE'S EDGE		3,400	3,500
	GL # FOOTNOTE TOTAL:		46,000	53,000
271-790-805.02	BUILDING & GROUNDS EQUIPMENT & SUPPLIES	2,500	3,000	3,000
	TOOLS, HARDWARE, FUEL		1,500	2,500
	CINTAS FIRST AID CABINET SUPPLIES		1,500	500
	GL # FOOTNOTE TOTAL:		3,000	3,000
271-790-805.03	BUILDING & GROUNDS SERVICE CONTRACTS	111,800	110,000	115,000
	ELEVATOR MAINTENANCE - OTIS ELEVATOR (CONTRACT)		3,700	3,800
	FIRE PROTECTION SYSTEM TESTING, MAINTENANCE, ALARM MONITORING - JOHNSO		3,100	3,250
	GENERATOR MAINTENANCE - TOTAL ENERGY SYSTEM (CONTRACT)		1,600	1,650
	HVAC CONTROL MAINTENANCE - GRAND VALLEY AUTOMATION (CONTRACT)		100	375
	HVAC PM - VANDYKEN (CONTRACT)		11,000	12,000
	LANDSCAPING, LAWN, SNOW REMOVAL - DYKSTRA LANDSCAPE (CONTRACT)		17,100	17,500
	Z'S GREEN CLEAN		65,000	65,000
	MISCELLANEOUS		8,400	11,425
	GL # FOOTNOTE TOTAL:		110,000	115,000
271-790-806.00	BANK AND CREDIT CARD FEES	2,250	2,250	2,250
271-790-807.00	AUDITING & ACCOUNTING SERVICES	7,500	7,500	7,500
271-790-808.00	LEGAL FEES	5,000	2,500	5,000
271-790-810.00	TRASH SERVICES	4,000	4,615	5,000
271-790-850.00	TELEPHONE	1,500	1,500	1,500
	2 REMAINING LINES - \$100/MONTH		1,500	1,500
271-790-850.01	CELL PHONES	6,350	4,550	4,750
271-790-852.00	INTERNET	6,600	6,600	6,600
	OAISD INTERNET - EST \$350/QUARTER		1,400	1,400
	HOTSPOT DATA & SERVICE		5,200	5,200
	GL # FOOTNOTE TOTAL:		6,600	6,600
271-790-860.00	TRANSPORTATION, LODGING & MEALS	14,500	12,000	14,500
	CONFERENCES - MEALS		3,000	3,000
	CONFERENCES - TRANSPORTATION		2,000	2,500
	CONFERENCES - LODGING		7,000	7,000
	MISCELLANEOUS		0	2,000
	GL # FOOTNOTE TOTAL:		12,000	14,500
271-790-900.00	PRINTING, MARKETING & PROMOTIONAL ITEMS	44,000	44,000	44,000
	ANNUAL REPORT QTY: 200		300	300
	CANVA.COM 3 USERS - ADULT/YOUTH/MARKETING		400	400
	DISPLAY ADS - RFPS/LEGAL NOTICES		225	225
	INCENTIVES (MAGNETS/PENCILS/WINDOW CLINGS/SWAG/ETC)		2,000	2,000
	MARKETING FB BOOSTS/SOCIAL MEDIA MARKETING		3,500	3,500
	COMMUNITY EVENTS WINTERFEST/JINGLE BELL PARADE/COAST GUARD		875	875
	NEW READER ROUNDUP ENVELOPE PRINTING		200	200
	NEWSLETTERS (4)		36,500	36,500
	GL # FOOTNOTE TOTAL:		44,000	44,000
271-790-920.00	ELECTRICITY	81,000	81,000	81,000
	BLP		81,000	81,000
271-790-921.00	NATURAL GAS	16,000	23,000	25,000
	MICHIGAN GAS		23,000	25,000

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
271-790-922.00	WATER & SEWER GRAND HAVEN CITY	8,500	8,500	8,500
271-790-924.00	POSTAGE GENERAL NEWSLETTERS (4) GL # FOOTNOTE TOTAL:	10,500	10,500 1,500 9,000 10,500	10,500 1,500 9,000 10,500
271-790-930.00	EQUIPMENT MAINTENANCE OFFICE MACHINES CO - PRINTERS/COPIERS SERVICE CONTRACT	1,800	1,800	3,500
271-790-956.00	MISCELLANEOUS MISCELLANEOUS LOCKERS FOR SATELLITE LOCATIONS GL # FOOTNOTE TOTAL:	22,200	22,200 2,200 20,000 22,200	2,200 2,200 0 2,200
271-790-957.00	PROFESSIONAL DEVELOPMENT ALA/PLA STAFF CONFERENCES ALA/PLA TRUSTEE CONFERENCES MLA CONFERENCES INTERNATIONAL CONFERENCE CONTINUING EDUCATION NICHE ACADEMY IN-SERVICE MISCELLANEOUS GL # FOOTNOTE TOTAL:	13,500	13,500 2,000 1,800 400 6,500 1,800 1,000 13,500	13,500 2,000 1,800 400 6,500 1,800 1,000 13,500
271-790-958.00	MEMBERSHIPS, DUES, SUBSCRIPTIONS	400	400	400
271-790-958.01	PROFESSIONAL ORGANIZATIONS ALA DIRECTOR; ASST DIRECTOR; HEAD OF YOUTH; HEAD OF R&I ALA/PLA BOOK BROWSE REFERENCE FRIENDS OF MI LIBRARIES MCLS REQUIRED FOR OVERDRIVE MLA - INSTITUTION MLA - STAFF/BOARD 1 BOARD MEMBERS @ \$50/EACH; 8 LIBRARIANS @ \$85/EACH PROFESSIONAL SUBSCRIPTIONS PROFESSIONAL JOURNALS - ADD HARVARD BUSINESS MISCELLANEOUS GL # FOOTNOTE TOTAL:	5,000	5,000 1,100 400 30 35 150 1,625 730 900 30 5,000	5,000 1,100 400 30 35 150 1,625 730 900 30 5,000
271-790-958.02	MEMBERSHIPS CHAMBER OF COMMERCE MEMBERSHIP \$625 & EVENT ATTENDANCE \$500 LAKESHORE NONPROFIT ALLIANCE LOCAL MEMBERSHIPS ROTARY DIRECTOR MISCELLANEOUS GL # FOOTNOTE TOTAL:	2,500	3,450 1,175 325 250 1,200 500 3,450	3,450 1,175 325 250 1,200 500 3,450
271-790-958.03	GENEALOGY GREAT LAKES HISTORICAL SOCIETY J. WEIDEN HISTORICAL SOCIETY OF MICHIGAN J. WEIDEN MICHIGAN ARCHIVAL ASSOCIATION J. WEIDEN NATIONAL GENEALOGICAL SOCIETY J. WEIDEN MISCELLANEOUS GL # FOOTNOTE TOTAL:	400	400 70 50 25 105 150 400	400 70 50 25 105 150 400
271-790-958.04	PROF BOOKS, MAGAZINES & PERIODICALS	650	800	800
271-790-960.00	PROPERTY TAX ADJUSTMENTS	1,000	1,000	1,000
271-790-965.00	PROPERTY/LIABILITY INSURANCE	21,000	21,000	23,000

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
271-790-971.00	CAPITAL IMPROVEMENTS	243,000	217,650	175,000
	HVAC BOILER UNITS REPLACEMENT		150,000	0
	SECURITY PANEL - SIMPLEX			
	EXTERIOR BUILDING DRAIN REPAIRS (WATER INTRUSION), CANOPY		67,650	0
	CHILLER UNITS REPLACEMENT		0	150,000
	OUTSIDE MORTIS & CAULK REPAIRS		0	25,000
	GL # FOOTNOTE TOTAL:		217,650	175,000
271-790-971.01	FURNITURE & EQUIPMENT		1,000	1,000
271-790-980.00	FINES TRANSFER OUT	500	750	750
271-790-995.01	TRANSFERS OUT SPRING LAKE LIBRARY	12,000	10,010	12,000
271-790-995.02	TRANSFERS OUT ZEELAND LIBRARY	50,000	61,000	50,000
271-790-995.05	TRANSFERS OUT DEBT SERVICE FUND	328,900	328,900	329,600
	NOVEMBER & MAY SERIES B INTEREST PAYMENT		18,900	9,600
	MAY SERIES B PRINCIPAL PAYMENT		310,000	320,000
	GL # FOOTNOTE TOTAL:		328,900	329,600
271-790-995.06	TRANS OUT BOARD COMMIT ROBBINS RD PROCDS	72,490	72,490	130,000
	Totals for dept 790 - LOUIT LIBRARY	3,952,185	4,143,910	4,009,065
TOTAL APPROPRIATIONS		3,952,185	4,143,910	4,009,065
NET OF REVENUES/APPROPRIATIONS - FUND 271		805	1,809	825
BEGINNING FUND BALANCE		972,826	972,826	974,635
ENDING FUND BALANCE		973,631	974,635	975,460

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
Fund 371 - DEBT SERVICE A (VOTED BONDS) LIBRARY				
ESTIMATED REVENUES				
Dept 040 - REVENUE ACCOUNTS				
371-040-402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	135,000	135,000	138,000
371-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	44,000	43,500	44,000
371-040-402.04	CURRENT PROPERTY TAX - PORT SHELDON	30,000	26,660	22,000
371-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	30,000	30,280	30,000
371-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	100,000	98,988	100,000
371-040-403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	7,000	7,000	6,500
	Estimate based on prior year activity		7,000	6,500
371-040-412.00	DELINQUENT PERSONAL PROPERTY TAX	100	50	50
371-040-437.00	IFT - INDUSTRIAL FACILITY TAX	200	200	200
371-040-445.00	PENALTY & INTEREST ON TAXES	20	20	20
	Estimate based on prior year activity		20	20
371-040-569.01	STATE GRANTS OTHER - SBTE REIMBURSEMENT		665	350
371-040-665.00	INTEREST INCOME	4,000	6,000	5,000
Totals for dept 040 - REVENUE ACCOUNTS		350,320	348,363	346,120
TOTAL ESTIMATED REVENUES		350,320	348,363	346,120
APPROPRIATIONS				
Dept 906 - DEBT				
371-906-806.00	BANK AND CREDIT CARD FEES			
371-906-960.00	PROPERTY TAX ADJUSTMENTS			
371-906-991.00	BOND PRINCIPAL	235,000	235,000	240,000
371-906-993.00	BOND INTEREST	14,250	14,250	7,200
371-906-995.00	TRANSFERS OUT GENERAL FUND	328,000	256,410	226,750
Totals for dept 906 - DEBT		577,250	505,660	473,950
TOTAL APPROPRIATIONS		577,250	505,660	473,950
NET OF REVENUES/APPROPRIATIONS - FUND 371		(226,930)	(157,297)	(127,830)
BEGINNING FUND BALANCE		291,196	291,196	133,899
ENDING FUND BALANCE		64,266	133,899	6,069

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
Fund 372 - DEBT SERVICE B (VOTED BONDS) LIBRARY				
ESTIMATED REVENUES				
Dept 040 - REVENUE ACCOUNTS				
372-040-665.00	INTEREST INCOME			
372-040-699.01	TRANSFERS IN GENERAL FUND	328,900	328,900	329,600
Totals for dept 040 - REVENUE ACCOUNTS		328,900	328,900	329,600
TOTAL ESTIMATED REVENUES		328,900	328,900	329,600
APPROPRIATIONS				
Dept 906 - DEBT				
372-906-806.00	BANK AND CREDIT CARD FEES			
372-906-991.00	BOND PRINCIPAL	310,000	310,000	320,000
372-906-993.00	BOND INTEREST	18,900	18,900	9,600
372-906-995.00	TRANSFERS OUT GENERAL FUND			90
Totals for dept 906 - DEBT		328,900	328,900	329,690
TOTAL APPROPRIATIONS		328,900	328,900	329,690
NET OF REVENUES/APPROPRIATIONS - FUND 372				(90)
BEGINNING FUND BALANCE		90	90	90
ENDING FUND BALANCE		90	90	

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 PROJECTED ACTIVITY	2026-27 REQUESTED BUDGET
Fund 401 - CAPITAL PROJECT MAINTENANCE FUND				
ESTIMATED REVENUES				
Dept 040 - REVENUE ACCOUNTS				
401-040-665.00	INTEREST INCOME	12,000	25,000	18,000
401-040-669.00	UNREALIZED GAIN/LOSS INVESTMENTS			
401-040-679.00	REALIZED GAIN/LOSS INVESTMENTS			
Totals for dept 040 - REVENUE ACCOUNTS		12,000	25,000	18,000
TOTAL ESTIMATED REVENUES		12,000	25,000	18,000
APPROPRIATIONS				
Dept 901 - CAPITAL OUTLAY - MAINTENANCE				
401-901-806.00	BANK AND CREDIT CARD FEES			
401-901-995.00	TRANSFERS OUT GENERAL FUND	150,000	100,000	255,000
	MAINTENANCE/OPERATIONS		100,000	80,000
	CHILLER UNITS REPLACEMENT		0	150,000
	OUTSIDE MORTIS & CAULK REPAIRS		0	25,000
	GL # FOOTNOTE TOTAL:		100,000	255,000
Totals for dept 901 - CAPITAL OUTLAY - MAINTENANCE		150,000	100,000	255,000
TOTAL APPROPRIATIONS		150,000	100,000	255,000
NET OF REVENUES/APPROPRIATIONS - FUND 401		(138,000)	(75,000)	(237,000)
BEGINNING FUND BALANCE		779,953	779,953	704,953
ENDING FUND BALANCE		641,953	704,953	467,953

**LOUTIT DISTRICT LIBRARY
NOTICE OF PUBLIC HEARING
PROPOSED 2026-2027
MILLAGE RATES**

The Board of Trustees of the Loutit District Library will hold a public hearing on Tuesday, June 9, 2026 at 4:30 p.m. at the Loutit District Library, Program Room B, 407 Columbus Avenue, Grand Haven, Michigan, to receive oral and written comments on the proposed property tax millage rates of the Loutit District Library for the fiscal year beginning July 1, 2026 and ending June 30, 2027.

The property tax millage rates proposed to be levied to support the proposed budget will be a subject of this hearing.

A copy of the proposed 2026-2027 millage rates is available for public inspection and can be viewed online at www.loutitlibrary.org.

**LOUTIT DISTRICT LIBRARY
NOTICE OF PUBLIC HEARING
PROPOSED 2026-2027 BUDGET**

The Board of Trustees of the Loutit District Library will hold a public hearing on Tuesday, June 9, 2026 at 4:30 p.m. at the Loutit District Library, Program Room B, 407 Columbus Avenue, Grand Haven, Michigan, to receive oral and written comments on the proposed budget of the Loutit District Library for the fiscal year beginning July 1, 2026 and ending June 30, 2027.

A copy of the proposed 2026-2027 budget will be available for public inspection and can be viewed online at www.loutitlibrary.org.

May 21, 2026

Cathy Rusco
Secretary

Michigan Department of Treasury
614 (Rev. 07-25)

L-4029

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

2026 Tax Rate Request (This form must be completed and submitted on or before September 30, 2026)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes: **Ottawa**

2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026: **3,140,753,822**

Local Government Unit Requesting Millage Levy: **Loutit District Library**

For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2026 Current Year "Headlee" Millage Reduction Fraction	(7) 2026 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
To be levied in the City of Grand Haven and City of Ferrysburg											
VOTED	Operating	04/2000	1.0000	0.9352	0.9884	0.9243	1.0000	0.9243	0.9243		None
VOTED	Operating	08/2024	0.1557	0.1547	0.9884	0.1529	1.0000	0.1529	0.1529		12/2034
To be levied in Grand Haven Charter Township, Robinson Township, and Port Sheldon Township											
VOTED	Operating	04/2000	1.0000	0.9352	0.9884	0.9243	1.0000	0.9243		0.9243	None
VOTED	Operating	08/2024	0.1557	0.1547	0.9884	0.1529	1.0000	0.1529		0.1529	12/2034
VOTED	Debt	05/2007	NA	NA	NA	NA	NA	NA		0.1150	12/2026

Prepared by: **Nicholas Brown** Telephone Number: **(616) 842-3210** Title of Preparer: **Treasurer** Date: _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Cathy Rusco	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Caryn Lannon	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

OTTAWA COUNTY 2026 CERTIFICATE OF COMPLIANCE

Our Tax Authority has completed the following steps as required by M.C.L. 211.24e (Truth in Taxation)

A separate Truth-in-Taxation hearing is **not necessary**. Our Tax Authority complies with Sec. 16 of the Uniform Budgeting and Accounting Act (M.C.L. 141.436). Notice, advertising, and print size must conform to stated requirements. (M.C.L. 141.412) and Our meeting was completed by October 1st. *Date of meeting was _____.

OR

Our Board, or Commission, or Council has met and adopted a resolution proposing an additional operating millage rate and proposing a hearing date. (M.C.L. 211.24e, subsection 7) and

Our Board, or Commission, Council or Authority has published a hearing notice and posted the same at the principal office of our taxing unit. This notice contained the proposed additional millage rate, the percentage increase in operating revenue and the percentage increase over the preceding year if not approved which would be generated from permitted ad valorem tax levies and the Notice was published at least 6 days before the hearing date. (M.C.L. 211.24e, subsections 6 & 9) and

Our Board, or Commission, Council or Authority held a public hearing pursuant to the hearing notice. (M.C.L. 211.24e, subsection 6) *Date of meeting was June 9th, 2026.

and Not more than 10 days after the public hearing, a taxing unit has approved the levy of an additional millage rate but has not approved an additional millage rate that is greater than a proposed additional millage rate that was published and on which the public hearing has been held.

OR

Our Tax Authority is exempt from M.C.L. 211.24e because we levied 1 mill or less in the concluding fiscal year for operating purposes.

OR

A Truth-in-Taxation hearing was not necessary because we will not be levying an operating levy which is larger than the base tax rate.

Our Taxing Authority has verified any Debt Levy being requested on the Tax Rate Request Form(L4029)

We are not requesting a debt levy
 We are requesting a debt levy and have included a report or other document showing the amount of principal and interest that the requested debt levy is intended to retire.

- NAME OF TAX UNIT Loutit District Library
- BOARD, COUNCIL OR COMMISSION:
Clerk or Secretary (Signature) _____
Print or Type Name Cathy Rusco
- Chairperson, Mayor, President or Supervisor (Signature) _____
Print or Type Name Caryn Lannon
- Dated this _____ day of _____, 2026.

Please return to the Ottawa County Equalization Director with the L-4029 form.

Loutit District Library - Debt A Schedule

PFM Financial Advisors LLC

2017A Library Refunding Bonds
General Obligation - Unlimited Tax

Purchaser: Robert W Baird & Co., Inc.
Transfer Agent: USA Bank NA
True Interest Cost: 2.10984%
Sale Date: 5/25/2017
Dated Date: 6/13/2017
Delivery Date: 6/13/2017

Final Schedule of Principal & Interest Requirements

Payment Date	Principal Due	Interest Rate	Interest Due	Total Payment	Tax Year Total	FY Total
11/1/2017			\$ 20,393.33	\$ 20,393.33	\$ 20,393.33	
5/1/2018	\$ 200,000.00	2.000%	\$ 26,600.00	\$ 226,600.00		\$ 246,993.33
11/1/2018			\$ 24,600.00	\$ 24,600.00	\$ 251,200.00	
5/1/2019	\$ 200,000.00	2.000%	\$ 24,600.00	\$ 224,600.00		\$ 249,200.00
11/1/2019			\$ 22,600.00	\$ 22,600.00	\$ 247,200.00	
5/1/2020	\$ 205,000.00	2.000%	\$ 22,600.00	\$ 227,600.00		\$ 250,200.00
11/1/2020			\$ 20,550.00	\$ 20,550.00	\$ 248,150.00	
5/1/2021	\$ 210,000.00	2.000%	\$ 20,550.00	\$ 230,550.00		\$ 251,100.00
11/1/2021			\$ 18,450.00	\$ 18,450.00	\$ 249,000.00	
5/1/2022	\$ 215,000.00	2.000%	\$ 18,450.00	\$ 233,450.00		\$ 251,900.00
11/1/2022			\$ 16,300.00	\$ 16,300.00	\$ 249,750.00	
5/1/2023	\$ 220,000.00	2.000%	\$ 16,300.00	\$ 236,300.00		\$ 252,600.00
11/1/2023			\$ 14,100.00	\$ 14,100.00	\$ 250,400.00	
5/1/2024	\$ 230,000.00	3.000%	\$ 14,100.00	\$ 244,100.00		\$ 258,200.00
11/1/2024			\$ 10,650.00	\$ 10,650.00	\$ 254,750.00	
5/1/2025	\$ 235,000.00	3.000%	\$ 10,650.00	\$ 245,650.00		\$ 256,300.00
11/1/2025			\$ 7,125.00	\$ 7,125.00	\$ 252,775.00	
5/1/2026	\$ 235,000.00	3.000%	\$ 7,125.00	\$ 242,125.00		\$ 249,250.00
11/1/2026			\$ 3,600.00	\$ 3,600.00	\$ 245,725.00	
5/1/2027	\$ 240,000.00	3.000%	\$ 3,600.00	\$ 243,600.00		\$ 243,600.00
11/1/2027			\$ -	\$ -	\$ 243,600.00	
	<u>\$ 2,190,000.00</u>		<u>\$ 322,943.33</u>	<u>\$ 2,512,943.33</u>	<u>\$ 2,512,943.33</u>	
Actual	\$ 2,190,000.00	Actual	\$ 322,943.33	\$ 2,512,943.33	\$ 2,512,943.33	

FINANCE\Loutit District Library\Debt\Debt Service A and B Schedules

FYE 2022	\$ 1,160,000.00
FYE 2023	\$ 940,000.00
FYE2024	\$ 710,000.00
FYE2025	\$ 475,000.00
FYE2026	\$ 240,000.00
FYE2027	\$ -

Loutit District Library - Debt B Schedule

PFM Financial Advisors LLC

**2017B Library Refunding Bonds
General Obligation - Unlimited Tax**

Purchaser: Robert W Baird & Co., Inc.

Transfer Agent: USA Bank NA

True Interest Cost: 2.11204%

Sale Date: 5/25/2017

Dated Date: 6/13/2017

Delivery Date: 6/13/2017

Final Schedule of Principal & Interest Requirements

Payment Date	Principal Due	Interest Rate	Interest Due	Total Payment	Tax Year Total
11/1/2017			\$ 29,286.67	\$ 29,286.67	
5/1/2018	\$ 255,000.00	2.000%	\$ 38,200.00	\$ 293,200.00	\$ 322,486.67
11/1/2018			\$ 35,650.00	\$ 35,650.00	
5/1/2019	\$ 250,000.00	2.000%	\$ 35,650.00	\$ 285,650.00	\$ 321,300.00
11/1/2019			\$ 33,150.00	\$ 33,150.00	
5/1/2020	\$ 255,000.00	2.000%	\$ 33,150.00	\$ 288,150.00	\$ 321,300.00
11/1/2020			\$ 30,600.00	\$ 30,600.00	
5/1/2021	\$ 265,000.00	3.000%	\$ 30,600.00	\$ 295,600.00	\$ 326,200.00
11/1/2021			\$ 26,625.00	\$ 26,625.00	
5/1/2022	\$ 270,000.00	3.000%	\$ 26,625.00	\$ 296,625.00	\$ 323,250.00
11/1/2022			\$ 22,575.00	\$ 22,575.00	
5/1/2023	\$ 285,000.00	3.000%	\$ 22,575.00	\$ 307,575.00	\$ 330,150.00
11/1/2023			\$ 18,300.00	\$ 18,300.00	
5/1/2024	\$ 290,000.00	3.000%	\$ 18,300.00	\$ 308,300.00	\$ 326,600.00
11/1/2024			\$ 13,950.00	\$ 13,950.00	
5/1/2025	\$ 300,000.00	3.000%	\$ 13,950.00	\$ 313,950.00	\$ 327,900.00
11/1/2025			\$ 9,450.00	\$ 9,450.00	
5/1/2026	\$ 310,000.00	3.000%	\$ 9,450.00	\$ 319,450.00	\$ 328,900.00
11/1/2026			\$ 4,800.00	\$ 4,800.00	
5/1/2027	\$ 320,000.00	3.000%	\$ 4,800.00	\$ 324,800.00	\$ 329,600.00
	<u>\$ 2,800,000.00</u>		<u>\$ 457,686.67</u>	<u>\$ 3,257,686.67</u>	<u>\$ 3,257,686.67</u>

FINANCE\Loutit District Library\Debt\Debt Service A and B Schedules

FYE 2022	\$ 1,505,000.00
FYE 2023	\$ 1,220,000.00
FYE2024	\$ 930,000.00
FYE2025	\$ 630,000.00
FYE2026	\$ 320,000.00
FYE2027	\$ -

Loutit District Library Makerspace Policy

The Makerspace at Loutit District Library is a community learning space that provides access to information and ideas in creative and innovative formats. Through education and hands-on access to art, technology, devices, and equipment, Loutit District Library supports its mission of, “Expanding Horizons, Enriching Minds, and Engaging Community.”

Users of The Makerspace agree to respect and follow all Loutit District Library’s policies, including specific Makerspace policies and procedures, as well as, state and federal law, including copyright and intellectual property.

General Guidelines:

- A library card is required to use Makerspace equipment, and users must be certified to use select equipment.
- The Makerspace may be used by Loutit District Library cardholders ages 13 and up. Children aged 12 and under may use The Makerspace with a parent or guardian or when participating in library programs.
- A Makerspace Use and Release Agreement must be signed by all users prior to using the Makerspace. Any minors must have a signed permission agreement from a parent or guardian before using the space.
- No food or drink is permitted in the Makerspace.
- Loutit provides free consumable materials on a limited basis. The user agrees to avoid wasting supplies and materials.
- Users are responsible for any personal files, belongings, or materials that they bring into the Makerspace. The library is not responsible for anything that is forgotten or left behind.
- While most tools, equipment, and supplies will be provided by Loutit, on occasion some items will be supplied by users. Users are expected to respect each other’s space, projects, and property, and should not interfere with projects or use other people’s materials without express permission.
- Equipment reservations are forfeited if a requestor does not arrive within 15 minutes after the start of the reserved time.
- Patron projects must be finished prior to the Makerspace’s closing time. Any projects still in progress 15 minutes prior to the Makerspace closing, will be stopped.

Users are not permitted to use the library's space and equipment to create objects which are:

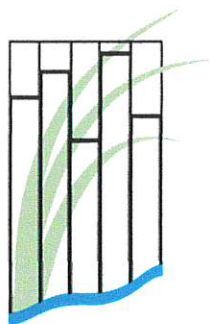
- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous, or pose a threat to the well-being of others. This includes weapons, ammunition, weapon additions, weapon accessories, or weapon replicas of any kind.
- In violation of the terms of use of the manufacturer of the equipment.
- Obscene, sexually explicit, or inappropriate for the library environment.
- In violation of a person's intellectual property rights. For example, equipment may not be used to reproduce objects and materials which are protected by copyright, patent, or trademark.

The library reserves the right to:

- Stop a project due to time constraints and equipment capabilities.
- Close the Makerspace as needed for maintenance or programming without notice.
- Refuse any request or service if it endangers patron safety, may damage the space or equipment, or violates any Library policies and procedures.
- Review and approve all materials and projects before using Makerspace equipment or materials.

Safety and Liability:

- Certain equipment in the Makerspace may require hair and any dangling items, like jewelry, to be secured or covered before use.
- Any equipment damage or personal injury must be reported to a staff member immediately.
- No items or materials in the Makerspace are safe for human consumption. Consumption of materials may result in harm or injury and must be reported to a staff member immediately.
- When using equipment that does not require training or certification, the user is certifying that he/she is capable of using that item in a safe and proper manner.
- Unsafe use of Makerspace equipment and materials or violations of library policies will result in loss of access to the space.
- Loutit District Library does not accept responsibility for any projects or materials that are lost, destroyed, do not print correctly, or do not work.
- Loutit District Library is not responsible and will not be held liable for any damage, injury, harm, cost, expense, or liability arising out of or related to a person's use or misuse of the Makerspace and its materials and equipment.



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

Memo

To: LDL Board of Trustees
 From: Ellen Peters, Executive Director
 Date: May 12, 2026
 Re: Director's Update for the May 12, 2026 Board meeting

Collections, Circulation Services, Programs, and Classes

Collections (from Kerry FitzGerald):

We now have over 200 video games available for checkout! Gaming platforms include Nintendo Switch, Xbox One, Xbox Series X, PlayStation 4, and PlayStation 5. Naz Rahmani, who has developed this fun collection over the past couple of years, recently added Nintendo Switch 2 games. For kids who don't have gaming consoles at home, these games can be enjoyed in the Teen Room.

LDL staff love vinyl! Check out our vinyl display throughout May, compiled by Jake Wunderink, featuring 100 selections from 20 participating staff members. Jake reports that we now have nearly 1250 vinyl albums in our growing collection.

Circulation (from Kim Rice):

Total checkouts: 16,592
 Renewed: 12,452
 Loaned out: 1956
 Borrowed: 1433
 New cards: 120
 Active patrons: 5393
 Hot spots: 53
 Chromebook: 11
 Video games: 272
 Vinyl: 223

Special Notes:

This month, 19,000 seeds were packaged by the Circulation Department for the Seed Library! 😊

Circulation staff inventoried 117,337 physical items in the last 6 months. What a team! 😊😊

Here are some 2026 vinyl check out numbers:

January - 182

February - 205

March - 223 – it's increasing!

407 Columbus Avenue, Grand Haven, MI 49417
 Phone (616) 850-6912 ~ 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 continued work in prep for union negotiations and had first meeting with bargaining unit on April 28th. Some proposals were accepted. Some were tabled. Wages/benefits can't be discussed until Rahmberg Stover (contractor for the Salary Study) compiles and returns data for the salary study to HR – anticipated end of May.
- Union meeting again May 13th to discuss other open proposals. Meeting again first week of June to negotiate benefits after reviewing salary study.
- Green, Peters, and Harrison met to finalize budget, except for employee wages/benefits, to take to finance committee.
- Finance Committee meet on May 4th to review amended FY 2025/26 budget and recommended FY2026/27 budget, with the understanding it will be amended as a result of union negotiations.
- Peters met with Mayor Monetza to discuss board vacancy for City of Grand Haven.
- Peters did Radio recording with WGHN, in lieu of Payton, for weekly Beyond the Books piece.
- Peters met with community leaders who headed up the Literacy Summit to review the success of the project. We want to keep this partnership momentum going and plan to do something similar next year!
- Peters and Harrison have had weekly meetings, phone calls, and emails with Journey Construction, Architektura, and Trellis Design Co. trying to make sure the Makerspace / Art Studio project and furniture all meets the deadlines. There have been a few hiccups, but it looks like everything should come in on schedule. The construction is wrapping up this week, and the furniture is due to be delivered by the last week of May.
- The Makerspace Ribbon-Cutting is planned for Saturday, May 30th.
- The Makerspace Open House for the Public will be from 10:00am to 2:00pm on Saturday, June 6th, to coincide with the summer reading kick off party. There will be tables of crafts and an opportunity for the community to try out the new equipment and spaces. There are also a few open houses scheduled throughout June, in case people miss the big one. Programming will start out slow and increase through the summer and into fall as it all falls into place.
- 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 attending monthly Lakeland Coop meetings.
- Peters attending monthly Cheapstacks/Friends of the Library meetings.
- Peters attending May 7th Chamber Bash.
- Peters attending May 8th Library of Michigan Director's meeting.

Professional Development

- Two staff going to ALA in June, and two went to Spring Institute.
- Weiden will be attending an annual Genealogy conference in Indiana this month.
- Niche Academy – Boyer and Payton finished their Leadership Training Module.

Other

- Annual Monthly Planner Outline – attached as **DR-6**
- Third-Quarter Statistics – attached as **DR-7**
- The Art-o-Mat shipping has been scheduled!

Goals:

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

Grants:

- **Allison Boyer wrote & received an LSTA family literacy grant for the youth department for \$500.**
- **Alphenaar applied for and got a Library of Michigan stipend grant to help pay for her trip to PLA, so the library will receive a check for \$1,800!**
- **We're moving the \$10,000 Carnegie grant to FY 2026-2027, with the hopes of funding a book bike (chariot?), working with local book shops.**

Other:

- **We have completed the process of working with the Finance Director to determine next fiscal year's budget, with the exception of Wages and Benefits, still to be determined as part of the Wage Study and Union negotiations – end of May, beginning of June 2026.**
 - **Continuously looking for grant opportunities.**
 - **We are recommending switching from Hoopla to several alternate options in order to save \$34,000/year.**
1. **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.**
 - **This is still the case, but we have asked Eliza Fritz (Marketing) to work half-time in the Art Studio and with Tobin (in the Makerspace) to help teach classes, oversee supplies, and coordinate presenters. As an artist herself, this is a good opportunity all around.**
 - **We've also discussed the need of a part-time admin assistant to take on those tasks that Eliza did, as she will no longer have time for those duties. This will all be discussed at the union bargaining meetings, and, of course, if there are any suggested changes to staffing, salary, title, etc., the board will have approval over those decisions.**
 1. **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 haven't worked on this since focusing on the Makerspace, Budget, and Union Contracts so heavily this Spring, but we will return to it in June.**
- 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.).
- **On hold until budget is finalized. Might look for locations nearer to Robinson Twnshp.**

2. 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.**
These will be installed in the next month.
- 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 number of false alarms.**
- c. **Maker Space / Art Studio Construction started February 2, 2026 with demo.**
This will be completed this month!
- 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.**

3. 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. Meeting again May 14th to update plan for year two.
- **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 partnered with SL District Library, Ottawa Reads, GH Rotary, and more on a Literacy Project, the “Literacy Summit” on March 27th - our Youth Librarian, Elizabeth Griffin, led a workshop on “How to Read to Kids.” **It was very successful. I met with the group again and the partners agreed to work together again next year for a similar project!**
 - 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 also hire local bands to play music.
- *** We’ve been making a real effort to connect with businesses in the community in a very intentional way.**

4. **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 9 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 – up to eight now. 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 inviting groups in as well, such as Gracious Grounds, as doing special programming with them.**
 - **Tammy is conducting storytimes every Monday at Robinson Township Hall, and the attendance is growing. There seems to be a real need for us to meet them where they’re at – farther south.**
5. **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. Library Directors came together in March. This will be the first meeting focused on libraries that I was supposed to help facilitate (I helped plan), but I got bronchitis. So, Kate Tobin stood in for Loutit District Library – Thank you, Kate! 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. If you look at our stats with free Wi-Fi, public computers, hotspots, the new Teleconferencing Room and Tech One-on-Ones – we're doing our part!

6. **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.**

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

Local History and Genealogy Department Highlights – April 2026

Programs

- GenChat on April 14 – 3 attendees

The department is gearing up for a busy summer program schedule. Jeanette is working on adding new stories to the Grand Haven Township Historic Wicked Cemetery Tour.

Volunteers

This month, volunteers contributed 37 hours of service to the Local History and Genealogy Department. They added or modified over 29 records in PastPerfect, indexed three months of *Focus on People*, and scanned 379 photographs.

Patron Interactions

- Patron One-on-One = 1
- In-depth research requests = 2
- Assisted two patrons who were working on getting their Canadian citizenship.

Publications

The *Grand Haven Tribune* will publish the local history article “Historic Case Recalled: Groom Learns He’s Married After the Fact” on May 12, 2026.

Research Projects

- Jeanette continued to research and write the Maritime Cemetery Tour scheduled for the fall. She also continued editing Wicked videos for the Self-Guided cemetery tour in the fall.
- Jeanette has started to capture events, places, and people for the library’s archive collection. The first recording was of the demolition of the State Bank on Washington Street.

Community Engagement

- Jeanette attended several Tri-Cities Historical Museum’s meetings. They are as follows: the millage renewal committee meeting on April 16, the board prep meeting on April 14, the board meeting on April 21, the finance committee meeting on April 16, and the collections committee meeting on April 29.
- Courtney attended the City of Grand Haven’s Historic Conservation District Commission meeting on April 22.

Adult Services Highlights: April 2026

Katie, Head of Adult Services, attended the Public Library Association Conference April 1-4, so some of the highlights are late March. 😊

Programs

AARP Tax Aide Program Review:

We hosted **11 full** days of sessions of the volunteer-run AARP Tax Aide from February through April. The program helped **432 individuals** (and couples) in the community file their tax returns for FREE! We will continue to help AARP recruit volunteers and hopefully grow the partnership and program next year. Thank you, Kevin Hawley for coordinating this program!

- The **Sunday Concert** this month was a community favorite, **Mark Dvorak**, and we had a full house with 94 listeners.
- **Origami Butterfly Craft:** Jake and Tammy have continued their origami programs. In March they made butterflies over two different sessions with a total of 37 attendees of all ages. They made A LOT of butterflies. People are asking what's next: May will be Origami Tulips.
- The final game in **March Madness** wrapped up in April. We had 20 people participate in our second March Madness bracket! The winner was a tie between a father and daughter!
- **LDL Film Club** had 11 film fans in attendance for April screening of *Breakfast at Tiffany's*. After the movie, they had a great discussion about the plot, characters, and film techniques used. And attendees are looking forward to May's screening of *Rebel without a Cause*!
- **Jigsaw Puzzle Contest** had another month of full competitions with 62 competitors over two sessions.



Ukulele Jam Session (March & April):

Tammy's Ukulele Jam Sessions are rapidly growing! And we're all excited! There has been a lot of lively conversation before and after the jam sessions, facilitating a lovely community space. Going forward, the jams will be on the 3rd Saturday of each month. Tammy's **Ukulele Basics for Adults** program continues to get good attendance which is certainly feeding this growth of the jams. April's class had 14 new learners!

month	attendees
January	8
February	12
March	19
April	26

Spring Birding Programs

Kevin is hosting a series of spring birding programs; 4 events happened in April and have had wonderful turnouts!

- Owl Prowl at Connor Bayou: 21 attended
- Birds of Prey from the Blandford Nature Center: 47 attended
- Beginning Birding event by Curtis from Ottawa County Parks: 22 attended
- A Fledgling's Guide to Birding with Owashtanong Islands Audubon Society: 45 attended



Collections

Video Game Collection: Levelled Up!

LDL's video game collection has leveled up with the addition of Nintendo Switch 2 games. We added nine Nintendo Switch 2 games less than a week ago, and nearly all are already checked out. As this popular collection has grown over the past year, we also increased its shelf space. The extra space has made this section easier to browse and more attractive. Patron demand for video games remains high and we've had some generous donations to help support it. We look forward to expanding our collection even further in the future. A big thank you to Naz who has been developing this collection!



Record Collection: Partnership with Off the Record

Jake, our vinyl record purchaser, visited Off the Record and spoke with the owner, Benji. Benji shared that he's been really happy with our partnership. We purchase some of our records from Off the Record and they give us a very generous discount. Additionally, they've donated a number of records to our collection and programs.

Benji said he is grateful that our collection is helping our community maintain or develop an interest in the hobby of collecting records. People come into his store and talk about records they have borrowed from us and want to purchase from him!

Outreach:

Jake's outreach to our community has only grown! In addition to the monthly visits to many adult living centers, he co-hosted a poetry reading event at Four Points. Jake shared that one of his biggest highlights from outreach this month were his technology 1-1 appointments.

"Attendance-wise these visits don't look as impressive on paper because I work with so few people, but they are making a big difference:

- I've been helping someone with their phone and unsubscribing from a load of political campaign donations that they accidentally signed up for. It was a combination of \$2, \$3, \$5, \$10, and even \$25 donations that were coming out of their bank account monthly! During our last session together, they looked at their last bank statement to confirm they were no longer being pulled from her account! Big win.
- I have worked on and off with an individual who is going blind to assist them in writing their life story. We met with their daughter and got a shared google doc going between the group of us so we can all collaborate in writing it!"

Location	# people	Services
Christian Haven	7	Origami butterflies
Four Pointes	7	Poetry reading
Grand Pines	16	Stained glass picture frames
Lakeshore Assisted Living - Simarron	7	Vinyl record listening
Lakeshore Assisted Living – Sorelle	7	Pixie Tovertafel visit
MediLodge	8	Book delivery
Pinewood Place	4	Technology 1-1 appointments
Robbinswood Assisted Living	5, 4	Vinyl record listening and word searches, Pixie Tovertafel visit, staff gifted a small cake and thank you card
The Village at the Pines	3	Technology 1-1 appointments



Youth April 2026 Highlights

Kids' Stencil Art Painting

April 6

11:00 AM session - 22

2:30 PM session – 22



Blacklight Bingo

April 10

11am: 38

1pm: 40

Elizabeth ran two sessions of Blacklight Bingo for kids who all had a great time winning small glow in the dark prizes such as stickers, glow bracelets, mini glow animals.

Brickmasters Family LEGO Challenge.

April 15

26 Adults and kids

Teams of all ages had a great time recreating classic pieces of art in LEGO.

Littles Cardboard City

April 24

25 people

Littles and their caregivers were able to drop in and make their own cardboard city. They played, and explored using boxes and simple supplies.

Kids' Pokemon Club

April 27

50 people

Kids and caretakers loved making a Shrinky Dink keychain of a Pokémon character, and many attendees were busy sharing their card collections and making trades. A generous community member shared unopened Pokémon Battle Academy board games with 10 families. We're already looking forward to May 18!



Teen

Tech Take Apart

April 7

16 Tweens and Teens

Partnering once again with the Recycling Ministry at First Grand Haven CRC, Teens and Tweens were able to take apart old broken tech to see how it was all built.

Teen Beaded Succulent

16 people attended the program with Ashley on April 18. It brought out several new faces, and everyone left with a unique plant to use as a suncatcher or shelf decoration.

Outreach

April 25 from 2:30 PM - 6:30 PM

This was held at St. John's Episcopal Church. Tammy brought the button maker, stickers, and library handouts, as well as the translating device. There were **113 attendees**.



LSTA Grant

We were awarded an LSTA Grant in the amount of \$1,469.62 to expand our collection of audio-enabled chapter books. The collection will include a mix of Juvenile Fiction, Juvenile Graphic Novels, Tween Fiction, and Tween Graphic Novels.

The grant period start date was April 27, 2026. Using these funds, we will purchase 22 audio-enabled chapter books. To enhance engagement and support literacy development, each title will be accompanied by supplemental materials such as discussion questions, word searches, and crossword puzzles.

Understanding AI Program Series

We were very fortunate to have Lauren Formosa from the GH Tribune highlight a story about this program series on Sat, April 11 (Spring Break Saturday) on the front page of the paper. This doubled our attendance registration for the first two programs in the series. The high early attendance led people to register for the following programs, resulting in amazing attendance for the entire series! I received a lot of very positive feedback, included many requests from older patrons for more "emerging technology" series/update programs. I passed the suggestions on to Katie and Kevin for future Adult Programming.

- Artists in the Age of AI: 48
- Generative AI & Chatbots: 72
- Are You Smarter Than A Chatbot?: 45
- Interaction With the Economy: 42
 - Total Series Attendance: 207



Some interesting Quarterly Statistics from Savannah, our current email marketing software:

Market Penetration is the percentage of households in your service area that are active library users. See how your library compares to other Savannah libraries with similar budgets and populations last quarter.

Your Library: 37%

Median for libraries in your budget range: 30%

Median for libraries in your population range: 32%

Median for the Savannah community: 32%

Last quarter, 194 library systems summarized in the Savannah Community.

Messages Sent

116,047 emails were sent to your customers, over **181** message sends.

Marketing Dept Updates:

Eliza and I's biggest tasks for April have been preparing for Summer Reading, Prepping for the Makerspace, and the software transition from LocalHop to LibCal. We also celebrated **National Library Week** with some fun social media features! The posts all performed well, with the top one getting 3,357 views on Facebook alone. Additionally, I published the LA1 position to social media, and the Facebook post gained over 12,000 views, 72% of which were from "non-followers" from being shared by our followers and on Group pages. (Apologies to Kim for the influx of emails that most likely brought!)

Eliza & Katie came up with a fun patron interactive display for National Library week, where patrons could place a sticker for their favorite spot in the library and add a hand-written sticky note comment about What Brings Them Library Joy. We had 330 total sticker and sticky note interactions with the display that were so wonderful to see!

Loutit District Library
 Published by SmarterQueue · April 21 at 5:15 PM · 🌐

Librarians and cats and cardigans, oh my! 🐱 Your favorite Loutit staff are celebrating National Library Week with fun, bookish outfits all week. Celebrate with us by sharing your love of reading (and furry felines!) 🐾

[American Library Association](#) [#NationalLibraryWeek](#) [#NationalLibraryWorkersDay](#) [#NLWD26](#)



[See insights and ads](#) [Boost post](#)

👍❤️ 107 3 comments 5 shares

Loutit District Library
 Published by SmarterQueue · April 16 at 9:00 AM · 🌐

The Loutit District Library is looking an individual who is comfortable with customer interactions and is eager to assist patrons in navigating our library services! Th... [See more](#)



[See insights and ads](#) [Boost post](#)

👍❤️ 31 3 comments 16 shares

Loutit District Library April 2026 Heatmap

Total Number of Visits per Hour

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	TOTAL
Su				133	166	185	257					741
Mo	113	193	235	220	318	269	241	244	268	131	291	2523
Tu	114	168	256	170	199	230	255	246	247	179	210	2274
We	113	217	289	259	255	243	321	252	288	184	237	2658
Th	115	195	299	238	244	277	267	309	207	213	162	2526
Fr	95	164	280	277	252	215	206	187	194			1870
Sa		208	227	184	225	247	203					1294
TOTAL	550	1145	1586	1481	1659	1666	1750	1238	1204	707	900	

Total Visits: 13,886

LOUTIT DISTRICT LIBRARY

Monthly Planner

Month	Operations	Financial	Special Events	Committee Meetings
May	<ul style="list-style-type: none"> - Include Jan.-March stats in packet - Board Approves final motion/Resolution for Bylaws 	<ul style="list-style-type: none"> - Finance Committee reviews Proposed Budget for next FY with board - Set Public Hearing on Budget for next FY - Publish notice of Budget Public Hearing - Budget amendments - Sign L-4029 	<ul style="list-style-type: none"> - Ribbon-cutting for makerspace and art studio Saturday May 30th 	<ul style="list-style-type: none"> Union Negotiations
June 30, 2026 End of Fiscal Year	<ul style="list-style-type: none"> - American Library Association Annual Conference (June 26 – June 29, 2025 in Chicago) - Election of Board officers - Union Contracts Signed by June 30, 2026 	<ul style="list-style-type: none"> - Hold Public Hearing on FY 2026-2027 budget - Approve FY 2026-2027 budget - Set 2026-2027 operating & debt millage rate - Sign Resolutions for budget and taxes - Approve budgeted purchase orders greater than \$5,000 / Annual Contracts - Approve service agreements 	<ul style="list-style-type: none"> - Summer Reading Program & Kick-off Party, and makerspace open house Saturday, June 6th - <i>Pride Month</i> - <i>Juneteenth</i> - Touch a Truck Event 	<ul style="list-style-type: none"> Union Negotiations – final bargaining
July 2026 Start of New Fiscal Year	<ul style="list-style-type: none"> - File Conflict of Interest Forms - Approve President's appointments to standing committees - Marketing starts Annual Report 		<ul style="list-style-type: none"> Coast Guard Festival – Closed for Closed for July 3rd and July 4th 	<ul style="list-style-type: none"> Set Annual Building and Grounds Meeting to review Capital Improvement needs

LOUITT DISTRICT LIBRARY

Monthly Planner

Month	Operations	Financial	Special Events	Committee Meetings
August	<ul style="list-style-type: none"> - April-June stats and year-end stats to trustees in packet - Goal setting session between Board President and Executive Director for next fiscal year - Strategic Plan Review - Work on Annual Report 	<ul style="list-style-type: none"> - Receive penal fines - Receive balance of prior year's State Aid - Review Bank Ratings & Authorizations 	Coast Guard Holiday Friday CG Library Closure Dates	
September	<ul style="list-style-type: none"> - Review revised policies & job desc. - Complete Annual Report 		Library Card Sign-up Month Hispanic Heritage Month Banned Books Week	
Oct	<ul style="list-style-type: none"> - Michigan Library Association -- Annual Conference -Start State Aid reporting 	<ul style="list-style-type: none"> - Final Audit presented to board 		HR Mngr sends Exec.Dir.Eval.to board/mngrs
November	<ul style="list-style-type: none"> -July-Sept. stats to trustees in packet -Staff in-service training (Nov. 11) -Work on State Aid - Board evaluates Executive Director - Board presents/approves Executive Director's annual benefits increase 	<ul style="list-style-type: none"> - Audit distributed to municipalities - Ten Year Financial Plan updated - Qualifying statement filed with State --- Director report +\$1,000 assets disposed of in previous fiscal year - File Continuing Disclosure Report 	Native American Heritage Month	Eval for Exec. Dir Completed
Month	Operations	Financial	Special Events	Committee Meetings

LOUITT DISTRICT LIBRARY

Monthly Planner

Dec. 2026	<ul style="list-style-type: none"> - Set library closure dates for next calendar year - Set board meeting dates for next calendar year - Set nonresident fee for next calendar year - Complete State Aid 	<ul style="list-style-type: none"> - State Aid Report – Submit - Qualifying statement filed with State - File Continuing Disclosure Report 	<p>Holiday Luncheon</p> <p>Winter Reading Program begins</p> <p>Adopt-a-Book</p>	
Jan. 2027	<ul style="list-style-type: none"> -Peters and trustees over next two months present annual report to respective municipalities - Regular Staff Evaluations by EOM 	<ul style="list-style-type: none"> - 1st Round Budget Amendments for current FY - Director/City start preparing budget for next fiscal year -Building and Grounds budget proposals for next fiscal year 	<p>MLK Jr. Holiday Winter fest</p> <p>Winter Reading Challenge</p>	
February	<ul style="list-style-type: none"> - Include Oct - Dec Stats in packet 	<ul style="list-style-type: none"> - Continue budget preparation 	<p>Black History Month</p> <p>Kindness Month</p>	
March	<ul style="list-style-type: none"> - Michigan Library Association: Spring Institute - Executive Director to PELS (Rotary President Elect Conference) in Kalamazoo 	<ul style="list-style-type: none"> - Continue budget preparation 	<p>Reading Month</p> <p>Quilt Hop</p> <p>Women’s History Month</p>	
April	<ul style="list-style-type: none"> -Recognize volunteers - Notice to gov’t units re: board member renewals 	<ul style="list-style-type: none"> - Continue Budget preparation - Director meet with Finance Committee to review budget for next fiscal year - Receive taxable values and millage reduction fraction from county (by end of month) 	<p>Poetry Month</p> <p>Library Week</p> <p>Volunteer Week</p>	<p>Finance Committee reviews annual budget if ready</p>

LOUITT DISTRICT LIBRARY

Monthly Planner

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



THIRD QUARTER STATISTICS FY 2025-26

Active Library Cards
5,394

Library Cards Added This Quarter
396

CIRCULATION	JAN - MAR FY 2025-26	YTD FY 2025-26	JAN - MAR FY 2024-25	PREVIOUS YTD FY 2024-25	PERCENT +/- (YR)
<u>PRINT MATERIALS</u>					
Adult Books (Fiction)	15,474	49,002	15,639	49,486	-0.98%
Adult Books (Non-Fiction)	9,473	28,823	10,552	30,539	-5.62%
Large Print Books	4,531	13,295	3,608	10,408	27.74%
Book Club in a Bag	71	126	32	102	23.53%
Children's Books (Fiction)	27,510	84,470	26,924	86,906	-2.80%
Children's Books (Non-Fiction)	4,148	12,353	4,017	12,663	-2.45%
Teen Books (Fiction)	2,667	9,289	2,706	10,041	-7.49%
Teen Books (Non-Fiction)	149	557	136	473	17.76%
Magazines (Adult)	304	1,081	350	1,175	-8.00%
Magazines (Youth)	50	153	42	203	-24.63%
TOTAL PRINT CIRCULATION	64,377	199,149	64,006	201,996	-1.41%
<u>NON-PRINT MATERIALS</u>					
Adult Compact Disks	587	2,214	935	2,791	-20.67%
Playaways	388	1,218	288	984	23.78%
Books on CD (Adult)	849	2,622	908	2,908	-9.83%
DVDs (Adult)	10,950	35,063	12,580	36,761	-4.62%
Downloadable Audiobooks	20,143	65,639	13,997	48,059	36.58%
eBooks	16,143	51,622	15,266	43,135	19.68%
eMagazines	6,684	21,417	5,318	13,034	64.32%
Children's Compact Discs	80	276	103	269	2.60%
Books on CD (Youth)	397	1,349	505	1,489	-9.40%
Children's Book & CD Kits	832	2,510	932	2,484	1.05%
DVDs (Youth)	1,880	6,015	1,964	6,564	-8.36%
Vinyl	968	2,047	N/A	N/A	N/A
Video Games	740	2,037	586	1,350	50.89%
Library of Things	27	150	60	44	240.91%
Chromebooks	27	60	17	68	-11.76%
Hotspots	154	484	159	471	2.76%
TOTAL NON-PRINT CIRCULATION	60,849	194,723	53,618	160,411	21.39%
<u>INTERLIBRARY LOAN</u>					
<u>Items Borrowed</u>					
Items Borrowed from Other Libraries	4,999	14,979	5,790	18,408	-18.63%
MEL Items Borrowed	321	1,025	444	1,346	-23.85%
TOTAL ITEMS BORROWED	5,320	16,004	6,234	19,754	-18.98%
<u>Items Loaned</u>					
Items Loaned to Other Libraries	4,705	12,165	3,795	11,278	7.86%
MEL Items Loaned to Other Libraries	469	1,282	501	1,342	-4.47%
TOTAL ITEMS LOANED	5,174	13,447	4,296	12,620	6.55%
TOTAL INTERLIBRARY LOAN CIRCULATION	10,494	29,451	10,530	32,374	-9.03%
<u>TOTALS</u>					
ADULT MATERIALS CIRCULATION	44,543	137,312	45,714	137,087	0.16%
CHILDREN'S MATERIALS CIRCULATION	34,817	106,850	34,384	110,309	-3.14%

TEEN MATERIALS CIRCULATION	2,816	9,846	2,842	10,514	-6.35%
INTERLIBRARY LOANS	10,494	29,451	10,530	32,374	-9.03%
TOTAL CIRCULATION	92,670	283,459	93,470	290,284	-2.35%

PATRON ROOM USAGE	JAN - MAR FY 2025-26	YTD FY 2025-26	JAN - MAR FY 2024-25	PREVIOUS YTD FY 2024-25	PERCENT +/- (YR)
Study Rooms	887	2,602	917	2,532	2.76%
Video Conferencing Room	57	166	Reservations began May 2025		#DIV/0!
Program Room Reservations	33	85	Not previously recorded		#DIV/0!
TOTAL PATRON ROOM USAGE	977	2,853	917	2,532	12.68%

COMPUTER USAGE	JAN - MAR FY 2025-26	YTD FY 2025-26	JAN - MAR FY 2024-25	PREVIOUS YTD FY 2024-25	PERCENT +/- (YR)
Adult	2,327	6,965	2,097	6,156	13.14%
Local History & Genealogy	186	633	290	620	2.10%
Youth	414	1,445	487	2,589	-44.19%
Teen	196	494	168	677	-27.03%
TOTAL COMPUTER USAGE	3,123	6,005	3,042	10,042	-40.20%

PATRON WIRELESS USAGE	JAN - MAR FY 2025-26	YTD FY 2025-26	JAN - MAR FY 2024-25	PREVIOUS YTD FY 2024-25	PERCENT +/- (YR)
TOTAL PATRON WIRELESS SESSIONS	6,102	18,306	5,245	15,322	19.48%

PROGRAM ATTENDANCE	JAN - MAR FY 2025-26	YTD FY 2025-26	JAN - MAR FY 2024-25	PREVIOUS YTD FY 2024-25	PERCENT +/- (YR)
Number of All Ages Programming	18	52	Not previously recorded separate		
Attendance	1,250	1,756			
Number of Programs for Adults	87	242	73	198	22.22%
Attendance	1,809	4,237	1,300	3,269	29.61%
Number of Programs for Children	106	272	148	160	70.00%
Attendance	3,176	8,627	4,439	10,088	-14.48%
Number of Programs for Teens	30	51	9	23	121.74%
Attendance	258	581	234	343	69.39%
TOTAL PROGRAM ATTENDANCE	6,493	14,695	6,203	14,081	4.36%

LIBRARY VISITS	JAN - MAR FY 2025-26	YTD FY 2025-26	JAN - MAR FY 2024-25	PREVIOUS YTD FY 2024-25	PERCENT +/- (YR)
TOTAL LIBRARY VISITS	38,596	115,531	36,266	108,825	6.16%

WEBSITE USAGE	JAN - MAR FY 2025-26	YTD FY 2025-26	JAN - MAR FY 2024-25	PREVIOUS YTD FY 2024-25	PERCENT +/- (YR)
TOTAL WEBSITE VISITS	33,476	96,152	29,194	74,435	29.18%