



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging  
Community.

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
June 9, 2026**

1. **The meeting was called to order at 4:36 p.m. in Program Room B by President Caryn Lannon.**

**Board members present:** Burton Brooks, Nancy Collins, Penni DeWitt, Caryn Lannon, Marc Longstreet, Andrea Morano (left at 5:38 p.m.), Cathy Rusco, Carol Sanchez (left at 5:00 pm)

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

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

**Members of the Public: None**

2. **PUBLIC HEARING: PROPOSED FISCAL YEAR 2026–2027 LIBRARY MILLAGE RATES**

**26–29 Motion by Brooks, second by DeWitt, to open the public hearing on the FY 2026–2027 library millage rate. The motion carried 8:0.**

Roll Call Vote:

Brooks –y

Collins –y

DeWitt –y

Lannon –y

Longstreet –y

Morano – y

Rusco –y

Sanchez – y

**The hearing opened at: 4:36 p.m.**

**26–30 Motion by Lannon, second by DeWitt, to close the public hearing on the FY 2026–2027 library millage rate. The motion carried 8:0.**

Roll Call Vote:

Brooks –y

Collins –y

DeWitt –y

Lannon –y

Longstreet –y

Morano – y

Rusco -y  
Sanchez - y

**The hearing closed at: 4:37 p.m.**

**3. PUBLIC HEARING: PROPOSED FISCAL YEAR 2026-2027 LIBRARY BUDGET**

**26-31 Motion by DeWitt, second by Brooks, to open the public hearing on the FY 2026-2027 library budget.  
The motion carried 8:0.**

Roll Call Vote:

Brooks -y  
Collins -y  
DeWitt -y  
Lannon -y  
Longstreet -y  
Morano - y  
Rusco -y  
Sanchez - y

**The hearing opened at: 4:38 p.m.**

Discussion:

- Lannon: What is the reason for the decrease of revenue on page 4. This is due to the decrease in property taxes. This is a projected number that is a conservative estimate.
- Collins: Where is the difference noted between the this years revenue and last years revenue?  
Greene: There are decreased property taxes and last year we had the donations for the Makerspace that will not be coming in next fiscal year.

**26-32 Motion by Sanchez, second by Morano, to close the public hearing on the FY 2026-2027 library budget.  
The motion carried 8:0.**

Roll Call Vote:

Brooks -y  
Collins -y  
DeWitt -y  
Lannon -y  
Longstreet -y  
Morano - y  
Rusco -y  
Sanchez - y

**The hearing closed at: 4:46 p.m.**

**4. APPROVAL OF AGENDA**

**26-33 Motion by Rusco, second by DeWitt, to approve the agenda. The motion carried 8:0.**

Discussion: None

- Collins asked that future meeting agendas match the new outline in the Bylaws

**5. Approve the regular meeting minutes of May 12, 2026**

**26-34 Motion by Collins, second by DeWitt, to approve the agenda as amended. The motion carried 8:0.**

Discussion: None

**6. PUBLIC COMMENT**

- Fritz asked about previous amendments to the April meeting minutes.

**7. TREASURER'S REPORT**

- A. Balance Sheet Reports as of May 31, 2026
- B. Revenue and Expenditure Reports as of May 31, 2026
- C. Cash Summary Reports as of May 31, 2026
- D. Check Register as of May 31, 2026
- E. Approve May invoice payments in the amount of \$250,452.09
- F. May FNBO Credit Card Payments Check #1889(E) \$ 2,914.06 & #1897(E) \$ 9,350.36

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

Almost the end of the fiscal year. The budget you will approve today has numbers that are projected and will be amended as needed. There were questions about the library's revenue projections for the 2026-2027 fiscal year. Greene answered any questions and explained any changes.

**26-35 Motion by Sanchez, second by Rusco, to approve May 2026 invoice payments in the amount of \$250,452.09. The motion carried 8:0.**

**8. TRUSTEE COMMENT**

- Brooks discussed his 44 years of service on the Board of Trustees.
- Carol Sanchez departed at 5:00 p.m.

**9. UNFINISHED BUSINESS – None**

**10. NEW BUSINESS**

- A. Motion to approve a resolution to set the 2026 property tax levy for operating purposes at .9243 mill and the supplemental millage at .1529, and to set the 2025 property tax levy for debt retirement purposes at .1150 mill.

**26-36 Motion by Brooks, second by Collins, to approve a resolution to set the 2026 property tax levy for operating purposes at .9243 mill and the supplemental millage at .1529, and to set the 2026 property tax levy for debt retirement purposes at .1150 mill. The motion carried 7:0.**

- B. Motion to approve a resolution to adopt a Budget for Loutit District Library for the 2026-2027 Fiscal Year and to appropriate funds for said purposes, as follows:

	Revenue	Expenditure
General Fund	4,037,840	4,036,265
Maintenance Fund	18,000 projected	255,000
Debt Service A Fund	346,120	473,950
Debt Service B Fund	329,600	329,600

**26-37 Motion by Collins, second by Brooks, to approve a resolution to adopt a Budget for Loutit District Library for the 2026-2027 Fiscal Year and to appropriate funds for said purposes. The motion carried 8:0.**

Discussion:

- B2. Approve the following Purchase Orders for FY 2026/27: \$ 889,138.00

PO	Name	Amount
2550	Priority Health for FY 2026/27 Insurance Premium	\$235,000.00
2551	Lakeland Library Cooperative Services FY 2026/27	\$27,000.00
2552	City of Grand Haven Finance, BS&A, & HR Services FY 2026/27	\$96,300.00
2553	Vredevelde Haefner LLC for June 30, 2026, Auditing Services	\$7,500.00
2554	Overdrive FY 2026/27 for Cooperative shared E-Books	\$35,000.00
2555	Overdrive Advantage (our patrons first) E-Books FY 2026/27	\$35,000.00
2564	Other downloadable eBooks/Audiobooks/Videos FY 2026/27	\$36,000.00
2556	BHS Insurance for Property & Liability Insurance FY 2026/27	\$19,288.00
2557	GHAPS Technology Services contract through 06/30/2027	\$53,000.00
2558	Spring Lake District Library – Share of Ferrysburg Penal Fines	\$12,000.00
2559	Howard Miller Library – Zeeland School District	\$61,000.00
2560	Dykstra – Landscape Services (Snow Removal & Lawn Care) FY 2026/27	\$17,500.00
2561	Michigan Gas Utilities FY 2026/27	\$25,000.00
2562	City of Grand Haven Board of Light & Power FY 2026/27	\$90,000.00
2566	Envisionware Service and Software Licensing FY 2026/27	\$ 6,000.00
2567	Foster Swift Collins & Smith PC Legal Services FY 2026/27	\$5,000.00

<b>2568</b>	Kanopy, LLC Electronic Database FY 2026/27	\$7,000.00
<b>2569</b>	Delta Dental for FY 2026/27 Insurance Premiums	\$24,000.00
<b>2570</b>	Verizon Wireless FY 2026/27	\$4,750.00
<b>2571</b>	OAISD Internet and Mobile Hotspots Data – FY 2026/27	\$6,600.00
<b>2572</b>	Van Dyken Mechanical for HVAC Services – FY 2026/27	\$12,700.00
<b>2573</b>	City of Grand Haven – Water Utilities FY 2026/27	\$8,500.00
<b>2574</b>	Z's Green Clean	\$65,000.00

**26-38 Motion by Collins, second by Rusco, to approve the following Purchase Orders for FY 2026/27: \$ 889,138.00. The motion carried 7:0.**

Discussion:

- Collins had questions about the decrease of funds to in-service trainings. Greene answered all questions.

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

**26-39 Motion by Rusco, second by Morano, to establish the following annual compensation rates for full-time employees opting out of the library's health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library's Personnel Policy: Family Coverage \$1,000; Double Coverage \$750; Single Coverage \$500; These payments are distributed bi-weekly as part of the employee's pay. The motion carried 7:0.**

Discussion:

- Lannon had questions about if this should be discussed during negotiations.
  - Greene: This is not an increase, so it is normally discussed during this meeting every year.
- D. Election of Board of Trustee Officers for FY2026-2027
- President: Rusco nominates Lannon to continue as President. Brooks nominated Collins, who declined. The vote passed 6:1 (Brooks).
  - Vice President: Lannon nominates Rusco, second by Brooks. The vote passed 7:0.
  - Treasurer: Lannon nominates DeWitt. The vote passed 7:0.
  - Secretary: Lannon nominates Morano. The vote passed 7:0.

## 11. COMMITTEE REPORTS

**A. Finance** - No Meeting

**B. Building and Grounds Committee (Brooks, Harrison, Lidacis, Fitzgerald, Smith)** - No Meeting

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

- Update on Ribbon-cutting event in Director's Report. Motion to Dissolve Committee.

**26-40 Motion by Collins, second by DeWitt, to dissolve the Makerspace Ad hoc Committee. The motion carried 7:0.**

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

- Bylaws Completed. Motion to Dissolve Committee.

**26-41 Motion by Brooks, second by DeWitt, to dissolve the Bylaws Ad hoc Committee. The motion carried 7:0.**

**12. DIRECTOR'S REPORT -**

- Peters reviewed her report. Ribbon cutting event was successful. The Waanders Family was thrilled with everything and would love to be a part of phase two of the plan. They asked to be kept posted on the updates. There were around 120 community members and staff who came.
- The Grand Adventure Kick-Off Party was a great public opening to the Makerspace as well. Both rooms were packed with people learning about the equipment and crafting.
- Collins thanked staff for their hard work making the Makerspace project possible and asked about the new drainage system/awning. Harrison: It's working perfectly, even with the recent heavy rain.
- Morano departed at 5:38 p.m.

**13. PRESIDENT'S REPORT -** Thanked Brooks and Longstreet for their service on the board, and for the work with the millage. Brooks, your lasting legacy will definitely continue with the Brooks Media Center. And your donation that funded the Tribune being microfilmed.

**14. TRUSTEE QUESTIONS OR COMMENTS -** None

**15. NEXT BOARD MEETINGS**

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

**16. ADJOURNMENT -**

The meeting adjourned at 5:44 p.m.

Secretary  
Cathy Rusco

President  
Caryn Lannon

Prepared by Elizabeth Fritz, Graphic Designer