

PENTWATER TOWNSHIP LIBRARY

Expenses by Vendor Summary

December 9, 2025 - January 20, 2026

	TOTAL
AFLAC	108.60
Amazon.com	181.19
Barnes and Noble	233.19
Best Coast Storage	75.20
Capital Group	645.76
Charter Communications	359.92
CONSUMERS ENERGY	390.91
DEMCO	142.14
DETROIT FREE PRESS	40.00
DTE Energy	119.78
Hobby Lobby	214.63
INGRAM LIBRARY SERVICES	242.42
INTUIT	1,205.00
Kanopy, Inc.	32.30
Lowe's	398.24
Mary S. Barker	304.72
Meijer	143.75
Menards	7.59
Michigan Office Solutions	405.81
Michigan Retailers Services, Inc.	11.75
Mid-Michigan Library League	1,502.88
Midwest Tape, LLC	393.15
Shotwell Solutions, LLC	262.80
SQ Merchandise Outlet	73.13
VILLAGE OF PENTWATER (Water)	378.70
Walmart	103.82
Xerox Financial Services	890.06
TOTAL	\$8,867.44

PENTWATER TOWNSHIP LIBRARY

101-204 Visa 6720, Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/08/2025

Reconciled by: TAMMY HAMMERLE

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	879.95
Charges and cash advances cleared (2)	114.68
Payments and credits cleared (1)	-879.95
Statement ending balance	114.68

Register balance as of 11/30/2025 114.68

Details

Charges and cash advances cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Expense		Tractor Supply	65.68
11/30/2025	Expense		Library Works	49.00
Total				114.68

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2025	Bill		Elan Financial Services	-879.95
Total				-879.95

PENTWATER TOWNSHIP LIBRARY

101-205 Visa 8118, Period Ending 12/08/2025

RECONCILIATION REPORT

Reconciled on: 12/08/2025

Reconciled by: TAMMY HAMMERLE

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	1,936.47
Charges and cash advances cleared (13)	3,034.30
Payments and credits cleared (2)	-1,939.46
Statement ending balance	3,031.31

Register balance as of 12/08/2025 3,031.31

Details

Charges and cash advances cleared (13)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Expense		Best Coast Storage	56.00
11/30/2025	Expense		Meijer	194.66
11/30/2025	Expense		Walmart	175.70
11/30/2025	Expense		Hobby Lobby	79.65
11/30/2025	Expense		Staples	291.09
11/30/2025	Expense		Amazon.com	150.97
11/30/2025	Expense		Barnes and Noble	744.24
11/30/2025	Expense		INTUIT	45.00
11/30/2025	Expense		bulbs.com	284.67
11/30/2025	Expense		Oceana Irrigation Systems, Inc.	70.00
11/30/2025	Expense		Amazon.com	778.17
11/30/2025	Expense		DETROIT FREE PRESS	40.00
11/30/2025	Expense		Meijer	124.15
Total				3,034.30

Payments and credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2025	Bill		Elan Financial Services	-1,936.47
11/30/2025	Credit Card Credit		Amazon.com	-2.99
Total				-1,939.46

PENTWATER TOWNSHIP LIBRARY

101-204 Visa 6720, Period Ending 01/03/2026

RECONCILIATION REPORT

Reconciled on: 01/03/2026

Reconciled by: TAMMY HAMMERLE

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	114.68
Charges and cash advances cleared (4).....	179.02
Payments and credits cleared (1).....	-114.68
Statement ending balance.....	<u>179.02</u>

Register balance as of 01/03/2026..... 179.02

Details

Charges and cash advances cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/03/2026	Expense		Walmart	61.27
01/03/2026	Expense		SQ Merchandise Outlet	73.13
01/03/2026	Expense		Meijer	37.03
01/03/2026	Expense		Menards	7.59
Total				179.02

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Bill		Elan Financial Services	-114.68
Total				-114.68

PENTWATER TOWNSHIP LIBRARY

101-205 Visa 8118, Period Ending 01/03/2026

RECONCILIATION REPORT

Reconciled on: 01/03/2026

Reconciled by: TAMMY HAMMERLE

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	3,031.31
Charges and cash advances cleared (12)	2,496.72
Payments and credits cleared (1)	-3,031.31
Statement ending balance	<u>2,496.72</u>

Register balance as of 01/03/2026 2,496.72

Details

Charges and cash advances cleared (12)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/03/2026	Expense		Lowe's	398.24
01/03/2026	Expense		Hobby Lobby	16.41
01/03/2026	Expense		Meijer	106.72
01/03/2026	Expense		Walmart	42.55
01/03/2026	Expense		Barnes and Noble	233.19
01/03/2026	Expense		Hobby Lobby	86.00
01/03/2026	Expense		DETROIT FREE PRESS	40.00
01/03/2026	Expense		INTUIT	1,205.00
01/03/2026	Expense		Amazon.com	161.10
01/03/2026	Expense		Best Coast Storage	75.20
01/03/2026	Expense		Amazon.com	20.09
01/03/2026	Expense		Hobby Lobby	112.22
Total				2,496.72

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Bill		Elan Financial Services	-3,031.31
Total				-3,031.31

PENTWATER TOWNSHIP LIBRARY

Paycheck history report

Paychecks from Dec 09, 2025 to Jan 20, 2026 for all employees from all locations

Pay date	Name	Total pay	Net pay	Pay method	Check Number	Status
01/07/2026	BARKER, MARY	\$2,052.21	\$1,511.44	Direct Deposit	DD	PROCESSED
01/07/2026	HAMMERLE, TAMMY	\$973.76	\$848.88	Direct Deposit	DD	PROCESSED
01/07/2026	MUELLER, JAMES	\$1,113.13	\$912.13	Direct Deposit	DD	PROCESSED
01/07/2026	WAMBAUGH, JUSTIN	\$1,292.80	\$1,035.18	Direct Deposit	DD	PROCESSED
01/07/2026	Whitford, Jacob M	\$1,024.00	\$861.66	Direct Deposit	DD	PROCESSED
12/24/2025	BARKER, MARY	\$2,052.21	\$1,500.57	Direct Deposit	DD	PROCESSED
12/24/2025	HAMMERLE, TAMMY	\$781.98	\$685.42	Direct Deposit	DD	PROCESSED
12/24/2025	MUELLER, JAMES	\$1,113.13	\$907.01	Direct Deposit	DD	PROCESSED
12/24/2025	WAMBAUGH, JUSTIN	\$1,383.70	\$1,096.64	Direct Deposit	DD	PROCESSED
12/24/2025	Whitford, Jacob M	\$1,096.00	\$912.46	Check	10068	-
12/10/2025	BARKER, MARY	\$2,052.21	\$1,500.56	Direct Deposit	DD	PROCESSED
12/10/2025	*BRADLEY, OLIVIA	\$903.99	\$763.70	Direct Deposit	DD	PROCESSED
12/10/2025	*BRADLEY, OLIVIA	\$260.00	\$221.59	Direct Deposit	DD	PROCESSED
12/10/2025	HAMMERLE, TAMMY	\$805.62	\$705.57	Direct Deposit	DD	PROCESSED
12/10/2025	MUELLER, JAMES	\$1,186.25	\$960.81	Direct Deposit	DD	PROCESSED
12/10/2025	WAMBAUGH, JUSTIN	\$1,292.80	\$1,029.74	Direct Deposit	DD	PROCESSED
12/10/2025	Whitford, Jacob M	\$584.00	\$513.79	Check	10053	-

PENTWATER TOWNSHIP LIBRARY

101-001 West Shore Reg.Chk. Ending Balance: \$19,032.13

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
01/08/2026	10084	Charter Communications	8245122820005197	\$179.96			\$19,032.13
	Bill Payment	101-202 Accounts Payable					
01/08/2026	10083	Shotwell Solutions, LLC		\$262.80			\$19,212.09
	Bill Payment	101-202 Accounts Payable					
01/08/2026	10082	INGRAM LIBRARY SERVICES		\$224.18			\$19,474.89
	Bill Payment	101-202 Accounts Payable					
01/07/2026		QuickBooks Payroll	Tax withdrawal	\$1,620.07			\$19,699.07
	Tax Payment	QuickBooks Tax Holding Account					
01/07/2026	DD	JUSTIN WAMBAUGH	Pay Period: 12/21/2025- 01/03/2026	\$1,035.18			\$21,319.14
	Paycheck	Direct Deposit Payable					
01/07/2026	DD	TAMMY A HAMMERLE	Pay Period: 12/21/2025- 01/03/2026	\$848.88			\$22,354.32
	Paycheck	Direct Deposit Payable					
01/07/2026	DD	Jacob M. Whitford	Pay Period: 12/21/2025- 01/03/2026	\$861.66			\$23,203.20
	Paycheck	Direct Deposit Payable					
01/07/2026	DD	MARY BARKER	Pay Period: 12/21/2025- 01/03/2026	\$1,511.44			\$24,064.86
	Paycheck	Direct Deposit Payable					
01/07/2026	DD	JAMES MUELLER	Pay Period: 12/21/2025- 01/03/2026	\$912.13			\$25,576.30
	Paycheck	Direct Deposit Payable					
01/05/2026					\$21,700.00		\$26,488.43
	Transfer	101-002 West Shore Money Market					
01/04/2026		Capital Group		\$325.90			\$4,788.43
	Expense	101-716 Salaries & Fringe Ben:Retirement					

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
01/03/2026	10081	Xerox Financial Services	010-0019606-001	\$457.53			\$5,114.33
	Bill Payment	101-202 Accounts Payable					
01/03/2026	10080	INGRAM LIBRARY SERVICES		\$18.24			\$5,571.86
	Bill Payment	101-202 Accounts Payable					
01/03/2026	10079	Mary S. Barker		\$148.00			\$5,590.10
	Bill Payment	101-202 Accounts Payable					
01/03/2026	10078	Elan Financial Services		\$179.02			\$5,738.10
	Bill Payment	101-202 Accounts Payable					
01/03/2026	10077	Kanopy, Inc.		\$32.30			\$5,917.12
	Bill Payment	101-202 Accounts Payable					
01/03/2026	10076	VILLAGE OF PENTWATER (Water)		\$378.70			\$5,949.42
	Bill Payment	101-202 Accounts Payable					
01/03/2026	10075	Midwest Tape, LLC		\$393.15			\$6,328.12
	Bill Payment	101-202 Accounts Payable					
01/03/2026	10074	CONSUMERS ENERGY	100016977850	\$390.91			\$6,721.27
	Bill Payment	101-202 Accounts Payable					
01/03/2026	10073	Elan Financial Services		\$2,496.72			\$7,112.18
	Bill Payment	101-202 Accounts Payable					
12/31/2025	INTEREST		Interest Earned		\$0.75	R	\$9,608.90
	Deposit	101-665 Miscellaneous Income:Interest Earned					
12/27/2025					\$69.00	R	\$9,608.15
	Deposit	Fees and Fines:Copier Fees					
12/24/2025		QuickBooks Payroll	Tax withdrawal	\$1,627.03		R	\$9,539.15
	Tax Payment	QuickBooks Tax Holding Account					
12/24/2025	10068	Jacob M. Whitford	Pay Period: 12/07/2025- 12/20/2025	\$912.46		R	\$11,166.18
	Paycheck	-Split-					

Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
12/24/2025	DD	JUSTIN WAMBAUGH	Pay Period: 12/07/2025- 12/20/2025	\$1,096.64		R	\$12,078.64
	Paycheck	Direct Deposit Payable					
12/24/2025	DD	TAMMY A HAMMERLE	Pay Period: 12/07/2025- 12/20/2025	\$685.42		R	\$13,175.28
	Paycheck	Direct Deposit Payable					
12/24/2025	DD	MARY BARKER	Pay Period: 12/07/2025- 12/20/2025	\$1,500.57		R	\$13,860.70
	Paycheck	Direct Deposit Payable					
12/24/2025	DD	JAMES MUELLER	Pay Period: 12/07/2025- 12/20/2025	\$907.01		R	\$15,361.27
	Paycheck	Direct Deposit Payable					
12/23/2025		Capital Group		\$319.86		R	\$16,268.28
	Expense	101-716 Salaries & Fringe Ben:Retirement					
12/23/2025	10072	Xerox Financial Services	010-0019606-001	\$432.53			\$16,588.14
	Bill Payment	101-202 Accounts Payable					
12/23/2025	10071	Mary S. Barker		\$156.72		R	\$17,020.67
	Bill Payment	101-202 Accounts Payable					
12/23/2025	10070	AFLAC		\$108.60			\$17,177.39
	Bill Payment	101-202 Accounts Payable					
12/23/2025	10069	Michigan Office Solutions	PT05:107877	\$405.81			\$17,285.99
	Bill Payment	101-202 Accounts Payable					
12/16/2025		Michigan Retailers Services, Inc.		\$11.75		R	\$17,691.80
	Expense	101-824 Bank & Credit Card Fees					
12/16/2025	10067	Charter Communications	8245122820005197	\$179.96		R	\$17,703.55
	Bill Payment	101-202 Accounts Payable					
12/16/2025	10066	DEMCO	811509488	\$142.14		R	\$17,883.51
	Bill Payment	101-202 Accounts Payable					
12/16/2025	10065	DTE Energy	463584900013	\$119.78		R	\$18,025.65

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
12/16/2025	10064	101-202 Accounts Payable Mid-Michigan Library League		\$1,502.88			\$18,145.43
12/10/2025		101-202 Accounts Payable QuickBooks Payroll	Tax withdrawal	\$1,730.51		R	\$19,648.31
12/10/2025	10053	QuickBooks Tax Holding Account Jacob M. Whitford	Pay Period: 11/23/2025- 12/06/2025	\$513.79		R	\$21,378.82
12/10/2025	DD	Paycheck -Split- OLIVIA BRADLEY	Pay Period: 12/07/2025- 12/20/2025	\$763.70		R	\$21,892.61
12/10/2025	DD	Paycheck Direct Deposit Payable JAMES MUELLER	Pay Period: 11/23/2025- 12/06/2025	\$960.81		R	\$22,656.31
12/10/2025	DD	Paycheck Direct Deposit Payable JUSTIN WAMBAUGH	Pay Period: 11/23/2025- 12/06/2025	\$1,029.74		R	\$23,617.12
12/10/2025	DD	Paycheck Direct Deposit Payable OLIVIA BRADLEY	Pay Period: 11/23/2025- 12/06/2025	\$221.59		R	\$24,646.86
12/10/2025	DD	Paycheck Direct Deposit Payable TAMMY A HAMMERLE	Pay Period: 11/23/2025- 12/06/2025	\$705.57		R	\$24,868.45
12/10/2025	DD	Paycheck Direct Deposit Payable MARY BARKER	Pay Period: 11/23/2025- 12/06/2025	\$1,500.56		R	\$25,574.02
12/10/2025		Paycheck Direct Deposit Payable			\$5.00	R	\$27,074.58
		Deposit Fees and Fines:Copier Fees					

PENTWATER TOWNSHIP LIBRARY

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

April 2025 - March 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
101-402 Property Tax	60,539.12	229,101.00	-168,561.88	26.42 %
101-655 Fees and Fines	2,780.65	3,000.00	-219.35	92.69 %
101-674 Private Contributions	5,292.06	2,500.00	2,792.06	211.68 %
101-679 Miscellaneous Income	19,051.02	13,409.00	5,642.02	142.08 %
101.502 Government Contribution	13,558.24	15,000.00	-1,441.76	90.39 %
Total Income	\$101,221.09	\$263,010.00	\$ -161,788.91	38.49 %
GROSS PROFIT	\$101,221.09	\$263,010.00	\$ -161,788.91	38.49 %
Expenses				
101-702 Salaries & Fringe Ben	160,453.05	222,000.00	-61,546.95	72.28 %
101-752 Supplies & Postage	4,391.96	7,000.00	-2,608.04	62.74 %
101-790 Library Materials	19,405.90	31,500.00	-12,094.10	61.61 %
101-801 Professional & Contract	22,691.84	21,000.00	1,691.84	108.06 %
101-805 Program Expense	12,112.60	10,000.00	2,112.60	121.13 %
101-824 Bank & Credit Card Fees	99.62	250.00	-150.38	39.85 %
101-880 Communications & Promo	10.00	2,000.00	-1,990.00	0.50 %
101-910 Professional Development	1,755.35	5,000.00	-3,244.65	35.11 %
101-924 Utilities & Maintenance	12,002.49	17,000.00	-4,997.51	70.60 %
101-937 Insurance		8,000.00	-8,000.00	
101-970 Capital Outlay	1,300.00	9,909.00	-8,609.00	13.12 %
Total Expenses	\$234,222.81	\$333,659.00	\$ -99,436.19	70.20 %
NET OPERATING INCOME	\$ -133,001.72	\$ -70,649.00	\$ -62,352.72	188.26 %
NET INCOME	\$ -133,001.72	\$ -70,649.00	\$ -62,352.72	188.26 %

Pentwater Township Library

Balance Sheet

As of November 30, 2025

	TOTAL			
	AS OF NOV 30, 2025	AS OF NOV 30, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
101-001 West Shore Reg.Chk.	9,254.01	829.56	8,424.45	1,015.53 %
101-002 West Shore Money Market	155,651.11	213,763.98	(58,112.87)	(27.19 %)
101-003 Shelby State Bank Money Market	1,288.19	1,287.80	0.39	0.03 %
101-004 Petty Cash	150.00	150.00	0.00	0.00 %
101.008 Michigan Class	160,667.72	119,417.96	41,249.76	34.54 %
Total Bank Accounts	\$327,011.03	\$335,449.30	\$ (8,438.27)	(2.52 %)
Other Current Assets				
QuickBooks Tax Holding Account	4,318.66	0.00	4,318.66	
Total Other Current Assets	\$4,318.66	\$0.00	\$4,318.66	0.00%
Total Current Assets	\$331,329.69	\$335,449.30	\$ (4,119.61)	(1.23 %)
Other Assets				
101-056 Interest Receivable	0.00	(3,270.08)	3,270.08	100.00 %
101-072 Due from County	9,913.69	11,439.08	(1,525.39)	(13.33 %)
Total Other Assets	\$9,913.69	\$8,169.00	\$1,744.69	21.36 %
TOTAL ASSETS	\$341,243.38	\$343,618.30	\$ (2,374.92)	(0.69 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
101-202 Accounts Payable	3,311.88	734.66	2,577.22	350.80 %
Total Accounts Payable	\$3,311.88	\$734.66	\$2,577.22	350.80 %
Credit Cards				
101-204 Visa 6720	0.00	(223.50)	223.50	100.00 %
101-205 Visa 8118	0.00	414.17	(414.17)	(100.00 %)
Total Credit Cards	\$0.00	\$190.67	\$ (190.67)	(100.00 %)
Other Current Liabilities				
101-255 Payroll Liabilities	0.00	0.00	0.00	
AFLAC-AFTER TAX	1,629.00	687.80	941.20	136.84 %
Federal Taxes (941/943/944)	2,910.50	2,688.00	222.50	8.28 %
Federal Unemployment (940)	51.03	79.03	(28.00)	(35.43 %)
MI Income Tax	1,181.11	1,135.01	46.10	4.06 %
Simple IRA Emp.	8,719.37	3,729.67	4,989.70	133.78 %
Total 101-255 Payroll Liabilities	14,491.01	8,319.51	6,171.50	74.18 %
101-257 Accrued Wages	7,021.05	6,627.15	393.90	5.94 %
Total Other Current Liabilities	\$21,512.06	\$14,946.66	\$6,565.40	43.93 %
Total Current Liabilities	\$24,823.94	\$15,871.99	\$8,951.95	56.40 %

Pentwater Township Library

Balance Sheet

As of November 30, 2025

	TOTAL			
	AS OF NOV 30, 2025	AS OF NOV 30, 2024 (PY)	CHANGE	% CHANGE
Total Liabilities	\$24,823.94	\$15,871.99	\$8,951.95	56.40 %
Equity				
101-391 Retained Earnings	469,775.52	484,409.49	(14,633.97)	(3.02 %)
Net Income	(153,356.08)	(156,663.18)	3,307.10	2.11 %
Total Equity	\$316,419.44	\$327,746.31	\$ (11,326.87)	(3.46 %)
TOTAL LIABILITIES AND EQUITY	\$341,243.38	\$343,618.30	\$ (2,374.92)	(0.69 %)

Pentwater Township Library

Inc/Exp Month

October - November, 2025

	TOTAL	
	OCT - NOV, 2025	OCT - NOV, 2024 (PY)
Income		
101-655 Fees and Fines	693.72	791.58
101-674 Private Contributions	100.00	700.00
101-679 Miscellaneous Income	1,963.12	1,872.58
Total Income	\$2,756.84	\$3,364.16
GROSS PROFIT	\$2,756.84	\$3,364.16
Expenses		
101-702 Salaries & Fringe Ben	38,134.86	36,647.11
101-752 Supplies & Postage	971.65	544.39
101-790 Library Materials	3,843.95	3,650.94
101-801 Professional & Contract	2,112.03	2,572.56
101-805 Program Expense	3,050.56	425.61
101-824 Bank & Credit Card Fees	11.40	30.34
101-880 Communications & Promo	0.00	310.00
101-910 Professional Development	335.07	1,495.90
101-924 Utilities & Maintenance	2,535.10	2,734.31
101-937 Insurance	0.00	4,373.00
101-970 Capital Outlay	0.00	351.61
Total Expenses	\$50,994.62	\$53,135.77
NET OPERATING INCOME	\$ (48,237.78)	\$ (49,771.61)
NET INCOME	\$ (48,237.78)	\$ (49,771.61)

Pentwater Township Library

Inc/Exp YTD

April - November, 2025

	TOTAL	
	APR - NOV, 2025	APR - NOV, 2024 (PY)
Income		
101-402 Property Tax	0.00	68,280.85
Property Taxes	9,912.89	(56,841.77)
Total 101-402 Property Tax	9,912.89	11,439.08
101-655 Fees and Fines	0.00	296.70
Annual	140.00	200.00
Book Fines	130.52	197.95
Copier Fees	2,174.73	2,783.09
Total 101-655 Fees and Fines	2,445.25	3,477.74
101-674 Private Contributions	210.00	490.00
Community Foundation	0.00	2,647.34
Friends Donations	0.00	50.00
Restricted Gifts-Program	0.00	350.00
Unrestricted Donations	4,232.06	1,325.00
Total 101-674 Private Contributions	4,442.06	4,862.34
101-679 Miscellaneous Income	30.00	196.00
101-665 Interest Earned	5,139.09	9,651.99
101-666 Dividend	9,659.16	406.25
101-670 Other Grants	2,500.00	2,500.00
101-676 Unrestricted Donations	100.00	0.00
Other Revenue	762.00	0.00
Total 101-679 Miscellaneous Income	18,190.25	12,754.24
101.502 Government Contribution	0.00	0.00
101-540 State Aid	2,260.84	2,123.76
101-580 Weare Township	2,145.00	1,716.00
101-658 Penal Fines	9,152.40	8,704.05
Total 101.502 Government Contribution	13,558.24	12,543.81
Total Income	\$48,548.69	\$45,077.21
GROSS PROFIT	\$48,548.69	\$45,077.21
Expenses		
101-702 Salaries & Fringe Ben	0.00	0.00
101-709 Taxes	9,117.37	8,979.25
101-710 Wages	118,724.41	116,623.46
101-716 Retirement	7,006.22	6,722.42
101-718 Health & Vision Insurance	2,126.20	2,083.40
101-719 Aflac	687.80	615.40
101-726 Worker's Comp. Insuranc	0.00	566.00
Total 101-702 Salaries & Fringe Ben	137,662.00	135,589.93
101-752 Supplies & Postage	0.00	0.00
101-753 Cleaning Supplies	97.33	418.37

Pentwater Township Library

Inc/Exp YTD

April - November, 2025

	TOTAL	
	APR - NOV, 2025	APR - NOV, 2024 (PY)
101-754 Office Supplies	40.84	32.84
101-755 Operating Supplies	3,251.68	2,723.14
101-851 Postage	458.41	13.87
Total 101-752 Supplies & Postage	3,848.26	3,188.22
101-790 Library Materials	0.00	0.00
101-792 e-access materials	2,317.17	4,269.18
Unrestricted Library Ma	0.00	0.00
101-791 Subscriptions	2,625.51	2,247.16
Books	10,552.13	11,793.35
Nonprint Material	936.11	4,009.39
Total Unrestricted Library Ma	14,113.75	18,049.90
Total 101-790 Library Materials	16,430.92	22,319.08
101-801 Professional & Contract	0.00	(855.05)
101-802 Professional Fees	6,062.90	1,565.36
101-915 Society Dues	797.00	200.00
Contract Service	12,792.37	6,657.00
Total 101-801 Professional & Contract	19,652.27	7,567.31
101-805 Program Expense	334.80	0.00
101-778 Supplies	5,465.95	3,590.99
101-779 Decorations	1,548.34	1,928.31
101-780 Prizes and Giveaways	1,987.81	1,508.68
101-808 Presenters	2,075.00	1,515.00
Total 101-805 Program Expense	11,411.90	8,542.98
101-824 Bank & Credit Card Fees	87.87	196.20
101-880 Communications & Promo	0.00	0.00
Advertising	10.00	1,278.00
Total 101-880 Communications & Promo	10.00	1,278.00
101-910 Professional Development	0.00	0.00
101-912 Education & Training	189.00	2,740.26
101-913 Travel & Transportation	1,408.27	1,894.08
955.960 Miscellaneous	0.00	23.51
Total 101-910 Professional Development	1,597.27	4,657.85
101-924 Utilities & Maintenance	0.00	0.00
101-850 Telephone	639.84	579.82
101-917 Water & Sewer	719.33	1,093.70
101-920 Electricity	2,738.63	2,369.72
101-921 Gas	585.96	610.72
101-927 Online Services	799.84	699.86
101-934 Maintenance & Repairs	4,420.68	7,792.39
Total 101-924 Utilities & Maintenance	9,904.28	13,146.21

Pentwater Township Library

Inc/Exp YTD

April - November, 2025

	TOTAL	
	APR - NOV, 2025	APR - NOV, 2024 (PY)
101-937 Insurance	0.00	0.00
101-935 Building & Liability In	0.00	4,373.00
Total 101-937 Insurance	0.00	4,373.00
101-970 Capital Outlay	0.00	0.00
101-977 New Equipment	1,300.00	881.61
Total 101-970 Capital Outlay	1,300.00	881.61
Total Expenses	\$201,904.77	\$201,740.39
NET OPERATING INCOME	\$ (153,356.08)	\$ (156,663.18)
NET INCOME	\$ (153,356.08)	\$ (156,663.18)

Pentwater Township Library

Balance Sheet

As of December 31, 2025

	TOTAL			
	AS OF DEC 31, 2025	AS OF DEC 31, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
101-001 West Shore Reg.Chk.	9,608.90	4,911.38	4,697.52	95.65 %
101-002 West Shore Money Market	135,481.90	193,908.19	(58,426.29)	(30.13 %)
101-003 Shelby State Bank Money Market	1,288.22	1,287.83	0.39	0.03 %
101-004 Petty Cash	150.00	150.00	0.00	0.00 %
101.008 Michigan Class	161,207.21	119,892.11	41,315.10	34.46 %
Total Bank Accounts	\$307,736.23	\$320,149.51	\$ (12,413.28)	(3.88 %)
Other Current Assets				
QuickBooks Tax Holding Account	4,765.70	0.00	4,765.70	
Total Other Current Assets	\$4,765.70	\$0.00	\$4,765.70	0.00%
Total Current Assets	\$312,501.93	\$320,149.51	\$ (7,647.58)	(2.39 %)
Other Assets				
101-056 Interest Receivable	0.00	(3,270.08)	3,270.08	100.00 %
101-072 Due from County	9,913.69	11,439.08	(1,525.39)	(13.33 %)
Total Other Assets	\$9,913.69	\$8,169.00	\$1,744.69	21.36 %
TOTAL ASSETS	\$322,415.62	\$328,318.51	\$ (5,902.89)	(1.80 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
101-202 Accounts Payable	0.00	4,299.26	(4,299.26)	(100.00 %)
Total Accounts Payable	\$0.00	\$4,299.26	\$ (4,299.26)	(100.00 %)
Credit Cards				
101-205 Visa 8118	0.00	(148.38)	148.38	100.00 %
Total Credit Cards	\$0.00	\$ (148.38)	\$148.38	100.00 %
Other Current Liabilities				
101-255 Payroll Liabilities	0.00	0.00	0.00	
AFLAC-AFTER TAX	1,701.40	760.20	941.20	123.81 %
Federal Taxes (941/943/944)	2,862.98	2,668.73	194.25	7.28 %
Federal Unemployment (940)	61.11	81.91	(20.80)	(25.39 %)
MI Income Tax	1,665.59	1,592.43	73.16	4.59 %
Simple IRA Emp.	9,047.21	4,101.01	4,946.20	120.61 %
Total 101-255 Payroll Liabilities	15,338.29	9,204.28	6,134.01	66.64 %
101-257 Accrued Wages	7,021.05	6,627.15	393.90	5.94 %
Total Other Current Liabilities	\$22,359.34	\$15,831.43	\$6,527.91	41.23 %
Total Current Liabilities	\$22,359.34	\$19,982.31	\$2,377.03	11.90 %
Total Liabilities	\$22,359.34	\$19,982.31	\$2,377.03	11.90 %

Pentwater Township Library

Balance Sheet

As of December 31, 2025

	TOTAL			
	AS OF DEC 31, 2025	AS OF DEC 31, 2024 (PY)	CHANGE	% CHANGE
Equity				
101-391 Retained Earnings	469,775.52	484,409.49	(14,633.97)	(3.02 %)
Net Income	(169,719.24)	(176,073.29)	6,354.05	3.61 %
Total Equity	\$300,056.28	\$308,336.20	\$ (8,279.92)	(2.69 %)
TOTAL LIABILITIES AND EQUITY	\$322,415.62	\$328,318.51	\$ (5,902.89)	(1.80 %)

Pentwater Township Library

Inc/Exp Month

December 2025

	TOTAL	
	DEC 2025	DEC 2024 (PY)
Income		
101-402 Property Tax	1,833.29	954.04
101-655 Fees and Fines	134.90	115.75
101-674 Private Contributions	650.00	0.00
101-679 Miscellaneous Income	860.77	1,664.93
Total Income	\$3,478.96	\$2,734.72
GROSS PROFIT	\$3,478.96	\$2,734.72
Expenses		
101-702 Salaries & Fringe Ben	15,476.64	14,141.91
101-752 Supplies & Postage	142.14	695.37
101-790 Library Materials	2,013.83	3,103.77
101-801 Professional & Contract	1,301.84	3,170.45
101-805 Program Expense	0.00	749.47
101-824 Bank & Credit Card Fees	11.75	13.32
101-910 Professional Development	10.08	85.82
101-924 Utilities & Maintenance	885.84	184.72
Total Expenses	\$19,842.12	\$22,144.83
NET OPERATING INCOME	\$ (16,363.16)	\$ (19,410.11)
NET INCOME	\$ (16,363.16)	\$ (19,410.11)

Pentwater Township Library

Inc/Exp YTD

April - December, 2025

	TOTAL	
	APR - DEC, 2025	APR - DEC, 2024 (PY)
Income		
101-402 Property Tax	0.00	68,280.85
Property Taxes	11,746.18	(55,887.73)
Total 101-402 Property Tax	11,746.18	12,393.12
101-655 Fees and Fines	0.00	286.70
Annual	140.00	200.00
Book Fines	157.52	197.95
Copier Fees	2,282.63	2,908.84
Total 101-655 Fees and Fines	2,580.15	3,593.49
101-674 Private Contributions	210.00	490.00
Community Foundation	0.00	2,647.34
Friends Donations	0.00	50.00
Restricted Gifts-Program	0.00	350.00
Unrestricted Donations	4,882.06	1,325.00
Total 101-674 Private Contributions	5,092.06	4,862.34
101-679 Miscellaneous Income	30.00	196.00
101-665 Interest Earned	5,460.37	10,842.77
101-666 Dividend	10,198.65	880.40
101-670 Other Grants	2,500.00	2,500.00
101-676 Unrestricted Donations	100.00	0.00
Other Revenue	762.00	0.00
Total 101-679 Miscellaneous Income	19,051.02	14,419.17
101.502 Government Contribution	0.00	0.00
101-540 State Aid	2,260.84	2,123.76
101-580 Weare Township	2,145.00	1,716.00
101-658 Penal Fines	9,152.40	8,704.05
Total 101.502 Government Contribution	13,558.24	12,543.81
Total Income	\$52,027.65	\$47,811.93
GROSS PROFIT	\$52,027.65	\$47,811.93
Expenses		
101-702 Salaries & Fringe Ben	0.00	0.00
101-709 Taxes	10,161.12	9,150.67
101-710 Wages	132,236.30	129,481.27
101-716 Retirement	7,661.90	7,465.10
101-718 Health & Vision Insurance	2,282.92	2,381.00
101-719 Aflac	796.40	687.80
101-726 Worker's Comp. Insuranc	0.00	566.00
Total 101-702 Salaries & Fringe Ben	153,138.64	149,731.84
101-752 Supplies & Postage	0.00	0.00
101-753 Cleaning Supplies	97.33	418.37

Pentwater Township Library

Inc/Exp YTD

April - December, 2025

	TOTAL	
	APR - DEC, 2025	APR - DEC, 2024 (PY)
101-754 Office Supplies	40.84	32.84
101-755 Operating Supplies	3,393.82	3,418.51
101-851 Postage	458.41	13.87
Total 101-752 Supplies & Postage	3,990.40	3,883.59
101-790 Library Materials	0.00	0.00
101-792 e-access materials	4,313.72	6,710.55
Unrestricted Library Ma	0.00	0.00
101-791 Subscriptions	2,625.51	2,247.16
Books	10,569.41	12,365.13
Nonprint Material	936.11	4,100.01
Total Unrestricted Library Ma	14,131.03	18,712.30
Total 101-790 Library Materials	18,444.75	25,422.85
101-801 Professional & Contract	0.00	(855.05)
101-802 Professional Fees	6,526.40	1,565.36
101-915 Society Dues	797.00	200.00
Contract Service	13,630.71	9,827.45
Total 101-801 Professional & Contract	20,954.11	10,737.76
101-805 Program Expense	334.80	0.00
101-778 Supplies	5,465.95	3,805.06
101-779 Decorations	1,548.34	2,382.69
101-780 Prizes and Giveaways	1,987.81	1,589.70
101-808 Presenters	2,075.00	1,515.00
Total 101-805 Program Expense	11,411.90	9,292.45
101-824 Bank & Credit Card Fees	99.62	209.52
101-880 Communications & Promo	0.00	0.00
Advertising	10.00	1,278.00
Total 101-880 Communications & Promo	10.00	1,278.00
101-910 Professional Development	0.00	0.00
101-912 Education & Training	189.00	2,740.26
101-913 Travel & Transportation	1,418.35	1,979.90
955.960 Miscellaneous	0.00	23.51
Total 101-910 Professional Development	1,607.35	4,743.67
101-924 Utilities & Maintenance	0.00	0.00
101-850 Telephone	719.82	639.80
101-917 Water & Sewer	719.33	1,093.70
101-920 Electricity	3,061.93	2,369.72
101-921 Gas	705.74	726.73
101-927 Online Services	899.82	799.84
101-934 Maintenance & Repairs	4,683.48	7,701.14
Total 101-924 Utilities & Maintenance	10,790.12	13,330.93

Pentwater Township Library

Inc/Exp YTD

April - December, 2025

	TOTAL	
	APR - DEC, 2025	APR - DEC, 2024 (PY)
101-937 Insurance	0.00	0.00
101-935 Building & Liability In	0.00	4,373.00
Total 101-937 Insurance	0.00	4,373.00
101-970 Capital Outlay	0.00	0.00
101-977 New Equipment	1,300.00	881.61
Total 101-970 Capital Outlay	1,300.00	881.61
Total Expenses	\$221,746.89	\$223,885.22
NET OPERATING INCOME	\$ (169,719.24)	\$ (176,073.29)
NET INCOME	\$ (169,719.24)	\$ (176,073.29)

Pentwater Township Library
DIRECTOR'S REPORT -
December Statistics

1-Jan-26

CIRCULATION	2025	2024	%	ATTENDANCE	2025	2024	%
FICTION	430	364	18	ADULT PROGRAM	26	39	-33
NON-FICTION	171	90	90	TEEN PROGRAM	0	0	0
LARGE PRINT FICTION	35	12	192	CHILDREN PROGRAM	17	23	-26
LARGE PRINT NON-FICTION	1	0	#DIV/0!	PASSIVE PROGRAM	51	25	104
PERIODICALS	32	17	88	TOTAL	94	87	8
AUDIO	13	0	#DIV/0!	EVENING PATRONS	16	23	-30
VIDEOS & DVDS	105	108	-3	TOTAL PATRONS		587	-100
TOTAL	787	591	33				
				NEW REGISTRATIONS			
				ADULT	3	2	50
				CHILDREN	0	0	#DIV/0!
KANOPY	18	27	67%	ANNUAL	0	0	#DIV/0!
LIBBY E_Magazine	165	150		TOTAL	3	0	#DIV/0!
LIBBY AUDIO	148	110	35	RE-REGISTRATIONS			
LIBBY E-BOOKS	196	224	-13	ADULT	9	18	-50
MEL CAT LENT	124	141	-12	CHILDREN	0	0	#DIV/0!
MEL CAT BORROWED	33	83	-60	TOTAL	9	18	-50
HOOPLA E-BOOKS	65	51	27	Total Deleted Items	6	363	-98
HOOPLA E-AUDIO	82	86	-5	Multipurpose Room	34	16	113
HOOPLA E-MOVIE/TV	6	22	-73	LIBRARY OF THINGS			
HOOPLA BINGE PASS	5	5	0	J Vox Books	0	0	#DIV/0!
HOOPLA MUSIC	0	3	-100	Launchpads	0	0	#DIV/0!
TOTAL	842	875	-4	Kit Go Bags	0	1	-100
				Kit Fly Tying	4	0	#DIV/0!
J FICTION	49	24	104	Nintendo Switch Games	6	1	500
J NON-FICTION	30	1	2900	Canning Kit	0	0	#DIV/0!
J EASY	134	29	362	DVD Players	0	0	#DIV/0!
J PERIODICALS	0	0	#DIV/0!	CD Players	0	0	#DIV/0!
J VIDEOS & DVDS	1	1	0	Kit Outdoor Games	0	0	#DIV/0!
TOTAL	214	55	289	TOTAL	10	2	400
				COPIES			
Y FICTION	10	7	43	BLACK	1385	1316	5
Y NON-FICTION	0	1	-100	COLOR	721	521	38
				COMPUTER USAGE	66	68	-3
TOTAL	10	8	25	WIRELESS USAGE	274		#DIV/0!
GRAND TOTAL	1853	1529	21	FAX USAGE	57	16	256

MATERIALS BY DATE ADDED FY 2026

Material Type	April	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
1 — New Fiction													0
— New Non-Fiction													0
5 — Adult Fiction	44	16	39	51	57	16	35	26	5				289
6 — Adult Non-fiction	15	17	14	21	25	6	13	12	31				154
7 — Audio Books													0
8 — Easy Read	1			2									3
9 — Hold Shelf													0
10 — Juvenile Audio													0
11 — Juvenile Easy	4	2	10	7	4	1	4	2					34
12 — Juvenile Fiction	7		1	2	3		9	3					25
13 — Juvenile Magazine	2	3	1	2	2	4	2	3	2				21
14 — Juvenile Non-fic		2	2	8	2		2	1					17
15 — Juvenile Video	4			2					1				7
16 — Juvenile Video Series													0
17 — Large Print Fiction	6	4	4	11	9								34
18 — Large Print Non-Fiction					1								1
19 — Magazine	25	26	24	22	22	28	27	28	24				226
24 — Paperback Fiction													0
25 — Reference													0
26 — Video Non-Fiction			1										1
27 — Video	4	1		14	4	1	1						25
28 — Video Series	1			2									3
29 — Young Adult Fiction			1	1			2						4
— Young Adult Magazine													0
31 — Young Adult Non-Fiction				2									2
50 — Launchpad													0
52 — Kit Go Bags													0
53 — Kit Movie Night													0
54 — Kit Fly Tying													0
55 — Computer													0
56 — Newspapers	26	26	24	25	10								111
58 — Juvenile Vox Books													0
59 — Nintendo Switch Games													0
60 — Library of things: Canning													0
61 — DVD Players													0
62 — CD Players													0
63 — Kit Outdoor Games													0
65 — CD Music	20												20
Total	159	97	121	172	139	56	95	75	63	0	0	0	977

**Pentwater District Library
Treasurer's Report
January 20, 2026**

	Oct.-Nov 2025	Dec. 31, 2025
Actual income	\$2756.84	\$3,478.96
Actual expenses	\$50,994.62	\$19,842.12

Year to date <i>April - December 2025 79%</i>	Current percent of budget			
Actual income		Budgeted income		
<i>\$101,221.09</i>	<i>38.49%</i>	<i>\$263,010</i>		
Actual expense		Budgeted expense		
<i>234,221.81</i>	<i>70.20%</i>	<i>\$333,659</i>		

Investments	July 31, 2025	August 31, 2025	Oct. 31, 2025	Dec. 2025	
MI Class	\$128,728.83	\$129,205.39	\$160,131.66	\$161,207.21	
Shelby St. Bank	\$1,288.06	\$1,288.09	\$1,288.12	\$1,288.22	
West Shore money mkt.	\$276,068.16	\$232,010.89	\$178,211.74	\$135,481.90	

	April 30 2025	May 31 2025	July 31 2025	Sept. 30 2025	Dec. 31, 2025
Assets	\$387,728.75	\$449,394.71	\$427,941.34	\$385,159.01	\$322,241.62
Liabilities	\$15,389.93	\$13,760.07	\$19,468.26	\$20,501.79	\$22,359.34

**PENTWATER DISTRICT LIBRARY
BY LAWS**

ARTICLE I: ESTABLISHMENT

The Pentwater District Library (PDL) is a Michigan district library established on October 17, 2025 by and between Pentwater Township and the Pentwater Public School District, County of Oceana, pursuant to the District Library Establishment Act, 1989 PA 24, MCL 397.171, et seq.

The Pentwater District Library Agreement is attached to these by laws and includes a description of the library's boundaries and any additional legal requirements for the library's operation.

Purpose: The Pentwater District Library (Library) is a vital community resource committed to enrichment, enlightenment, and inspiration through innovative approaches and dynamic community partnerships. The primary responsibility of the Library is to provide a broad choice of materials and programs to meet informational, educational, cultural and recreational needs of the community.

ARTICLE II: LIBRARY BOARD

Governing Board: The District Library shall be governed by an appointed board which shall consist of seven (7) members to be appointed as described below:

Qualifications: An individual appointed as a Library Board member shall be a qualified elector of the Participating Municipality that appoints such member on the date the appointment is made. A candidate for appointment to the Library Board shall also be a resident of the District Library District. Members of the Board shall not be library employees.

Appointments: The Pentwater Public School Board shall appoint four (4) members of the Library Board. The Pentwater Township Board shall appoint three (3) members of the Library Board. Members of the Board will serve three (3) year terms on a rotating basis. As the terms of office expire, the respective municipality that made the appointment of the Library Board member whose term has expired shall make an appointment to replace the board members who's terms expired to serve a three (3) year term of office beginning on January 1. Participating municipalities may reappoint a member whose term has expired to a successive term of office.

All terms of office shall begin on January 1 and terminate on December 31.

Library Board Recommendations: At least two (2) months prior to the expiration of the term of any Library Board Member, the Library Board may provide recommendations of the candidates interested in appointment to the Library Board to the participating municipalities.

Authority: The Library Board shall have all the powers enumerated in Section 12 of the Act, MCL 397.182, all the powers enumerated in the District Library Financing Act, MCL 397.281, et seq, and any other powers granted by law.

Expenses and Compensation: The District Library may reimburse Library Board members for necessary expenses that Library Board members incur in the performance of their official duties and may compensate Library Board members pursuant to Section 12(2) of the Act, MCL 397.182.

Vacancy: The office of the Library Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor pursuant to Section 10 of Article V of the State Constitution of 1963, or ceases to be a resident of the district. In addition, the office of a Library Board Member becomes vacant when the incumbent ceases to be a resident of the Participating Municipality that appointed the incumbent. In the event of a vacancy, the Participating Municipality that appointed the Library Board Member whose position has become vacant shall appoint a replacement as soon as possible who shall serve until the end of the term of the Library Board Member being replaced.

Removal: In accordance with Section 8(2) of the Act, MCL 397.178(2), the Governor of the State of Michigan shall have the power to remove a member of the Library Board for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

ARTICLE III: OFFICERS

The officers, to be elected each year at the **January** board meeting for a one (1) year term, shall be President, Vice-President, Treasurer, Secretary and such other officers as deemed necessary by the Pentwater District Library Board. Officers shall perform the duties generally associated with their offices including the duties listed below:

The President shall keep in touch with the library director between board meetings, assist the director in preparing the agenda for each board meeting, preside at meetings and provide leadership to the board in the performance of its duties.

The Vice-President shall assist the President in carrying out the functions of the office and preside at meetings when the President is absent.

The Treasurer is responsible for **presenting** monthly financial statements and an annual financial report **or have general supervision of the preparation of the financial reports by library finance staff**. A copy of the monthly financial report shall be provided to each member of the Board and the library director at each monthly meeting. The Treasurer shall present an annual budget to the board for the board's approval.

The Secretary shall keep complete and accurate minutes at each meeting of the board or have general supervision of the preparation of the minutes by a recording secretary if one has been appointed. The minutes shall record the **date, time, place**, members present, members absent, and decisions made on matters brought before the board, **and the purpose or purposes for which a closed session is held**. **The minutes must include all roll call votes taken at the meeting**. **These minutes shall be made available for public inspection within eight (8) days after the applicable meeting**. **Approved minutes must be made available for public inspection within five days after the public body's approval**. **Minutes must be approved at the boards next meeting**. **Corrected minutes must show both the original entry and the correction**. Copies of minutes shall be included in the board packet which is distributed to each board member **prior to a board meeting**. Minutes shall be signed and kept in a permanent binder.

ARTICLE IV: TRUSTEES

The Pentwater District Library (PDL) Board desires full inclusion and involvement of all board trustees in execution of the mission and bylaws of the organization. Therefore, the trustees have identified a succession of positions, combination of officer positions and committee **chairs**, that allow for diversified experience and contribution of all board members. Given all trustees must fulfill the following responsibilities as discussed in the Michigan Public Library Trustee Manual, opportunities for orientation and experience are key for success of all trustees:

- Attend all board meetings
- Participate at meetings
- Become a team player
- Support board decisions
- Advocate for the library
- Respect the role of the library director
- Support the library director

By allowing all trustees to serve in the major roles, the trustees will fulfill their responsibilities with balanced contribution from all trustees, sharing the duties required to make PDL a successful organization. The **recommended** succession of roles would be:

- Board Secretary
- Board Treasurer
- Vice President of the Board
- President of the Board

It is intended that no one board member serves more than three (3)? consecutive years in the position of Treasurer or President.

ARTICLE V: MEETINGS

All business of the Pentwater District Library Board shall be conducted at regular or special meetings in accordance with the Michigan Open Meetings Act (OMA). Regular meetings shall be held each month at a date, time, and location to be set by the Board at its annual meeting in **January**. Special meetings may be called by the board president or at the request of three (3) members of the board.

The regularly scheduled **January** meeting of the library board shall be known as the annual meeting where officers are elected, regular board meetings are scheduled for the upcoming calendar year, and for any other business to come before the board.

A quorum for the transaction of business shall consist of four (4) members of the board who are physically present.

Robert's Rules of Order shall guide the board procedures in all cases not otherwise herein provided.

ARTICLE VI: COMMITTEES

Purpose: Committee work will:

- Provide functional oversight for library operations, budgeting, and maintenance as well as any special projects that fall within the responsibility of the board;
- Support the overall goals of the library and its strategic plan;
- Maximize the efficient use of time and effort within a small, focused work group;
- Ensure open communication between board members and the library director.

The President shall appoint committees as necessary to serve until completion of the work for which each was appointed. Regular Committees have traditionally been: Finance, Personnel, Buildings and Grounds, and Advocacy/PR/Communications. Ad Hoc Committees may be temporarily created and based on periodic needs of the library, eg. Millage Campaign Committee.

The following protocols are recommended to support open, transparent, and collaborative efforts:

- Committee Chair: A Committee Chair will be assigned.
- Post the Meeting: Committee meeting dates, agendas, and goals for the work to be accomplished will be posted according to OMA guidelines.
- Inform Board Members: Board members will be informed of the meeting date and agenda so they can attend if they have an interest in the topic or wish to contribute to the work.
- Document and Share Progress: Notes or minutes of the work discussed, information gathered, and recommendations for board consideration will be included in the board packet prior to the monthly meeting.
- Involve the Director: The library Director will be included in any committee work as needed.

ARTICLE VII: AMENDMENTS TO THE BY LAWS

These by-laws may be amended by a vote of a majority of the entire board at a regular meeting only and not unless such amendment shall have been proposed at a previous regular meeting.

Revised April 11, 2006

Amended November 12, 2013

Amended May 21, 2019

Amended September 20, 2022

FINANCE COMMITTEE MEETING

Wednesday, January 7, 2026

4:30 p.m.

MINUTES

Goal: To determine the financial needs of the library (present and future). This information will serve as a guide to plan the most appropriate way to meet these needs.

Present: Kendra Flynn, Treasurer and Chair; Elly Bainbridge; Valerie Church-McHugh
Others Present: Mary Barker, Library Director; Joan LundBorg, Jennifer Gwillim

1. Call to Order

The meeting was called to order by Kendra Flynn at 4:33 p.m.

2. Roll Call

3. Public Comments

None

4. Budget FY25/26 Amendment and Review

The director reviewed the current FY budget and any budget amendments that will need to be made at the January board meeting. These included changes to the income part of the budget, adding \$2500 from grants and additional miscellaneous income of \$5909. These amounts will be added to the expense side of the budget in the lines for professional/contractual services, program expenses, communication, and capital outlay.

5. Budget FY26/27

The director indicated that next year's budget would be similar with most of the increases expected in the salary category.

6. Project the Budget for the Next 5 years

Discussion centered on the kinds of data and information we will need to answer this question. Following is a list of information we will need:

A. Revenue information and estimates from the assessor for the next five years.
Can she estimate the district library portion of Weare residents at the current millage rate and if a millage were to pass?

Kendra will ask the assessor for this information

B. Estimated percentage of growth in property tax values from the assessor-3%?

C. Maintenance cost estimates for the next five years

D. Capital projects budget for the next five years. **Mary will have this at the January Board meeting.**

E. Consider staffing changes, ie the director's retirement and the hiring of a new director **Mary will estimate cost of a new director and the retirement of the current director.**

F. Review the past 5 years of budget increases/decreases to understand any trends that may inform future budget needs. **Kendra will work with Tammy on this.**

G. Create a spreadsheet with budget and revenue increases over the next 5 years

based on information from the assessor **Valerie will work on this when the information is available.**

- H. Find out who else is on the August ballot. **Ask Township/Village/County**
- I. Find out if a Headlee Override on the ballot creates a tax burden for Weare patrons as if it were a district wide millage tax. **Kendra will call Sue Johnson and Valerie will call Anne Seurnck**
- J. Find out the procedure/steps necessary for putting a millage proposal on the ballot in August and/or November 2026 **Valerie or Mary will call Anne S.**

7. Banking Name Changes

This still needs to be done once the minutes from the December board meeting are formally approved in January. Kendra and Mary will make the rounds of the library's banks to make the necessary name change.

8. Interest Rates

The director reviewed the current interest rates that our banks are using: West Shore Bank = 2.7%; MIClass = 3.8%; Shelby Bank=minimal. There was some discussion about whether to keep Shelby Bank as one of our banks. Because it is a local bank, does having an account there constitute some good will that may reap some benefits? This is under consideration.

9. Millage Rate and Forecast for Millage to Determine the Amount Needed to Stay Fiscally Sound Now and in the Future

See #6

10. Election Dates for Millages, Pros and Cons of a Millage Proposal

Some important election dates were shared for getting the millage proposal on the ballot. Pros and cons of a millage proposal will be weighed when all of the necessary information is compiled. Ideas included to have just a Headlee Override.

11. Next Steps

See #6. Ideally, information gathered from #6 should be completed by our next finance committee meeting in early February in order to present at our February board meeting.

12. Public Comments

The guests at our meeting contributed comments and historical information from previous discussions about the need for a millage.

13. Adjournment

The meeting was adjourned at 5:35 p.m.

Pentwater District Library
Director's Report
January 2026

Director's Report – January 2026

Inventory

This year's inventory went smoothly and efficiently, with only four items unaccounted for—two nonfiction titles and two children's books. That's an excellent result and a testament to our staff's careful management of the collection. While we typically begin in October, we delayed our start slightly this year due to the extra preparation required for our popular Halloween program. The later start didn't slow us down, however—staff coordinated beautifully to complete the process on schedule.

New Staff and Training

Our newest Library Clerk, Jacob Whitford, has been an excellent addition to the team. He has quickly learned circulation procedures, MeLCat borrowing and lending, collection care, and new book processing. He even joined part of the inventory process this year, getting a taste of one of our more detailed annual tasks. Jacob has also been a great help to patrons needing one-on-one assistance with tech and computer issues. His enthusiasm and problem-solving mentality are already making a positive difference.

Book Suppliers and Collection Development

As many of you know, Baker & Taylor, our primary book supplier for many decades, closed at the end of 2025. After nearly 200 years of service to libraries nationwide, their closure prompted a significant industry shift. We have transitioned to using Ingram and Follett as our main suppliers, supplemented by several smaller distributors for specialty or hard-to-find materials. While the change was challenging at first, our ordering and selection process has now stabilized, and we're back to receiving new titles on a regular schedule for our patrons.

Winter Reading Program

Our Adult Winter Reading Program, *Birds of a Feather, Read Together*, is already taking flight! Participation has grown from 50 last year to 55 readers so far this year, with more expected to join before the program ends in February. Participants earn an entry into the grand prize drawing for every four books they read and log, up to five entries total. It's a rewarding and community-building experience that keeps adult readers engaged throughout the winter months. Please help us spread the word—encouragement from trustees goes a long way toward inspiring new participation.

Pentwater District Library
Director's Report
January 2026

Public Record Management and Website Compliance

I connected with Civil Plus, our website's parent company, to ensure we are fully in line with new Michigan public records and FOIA compliance requirements going into effect this year for larger governmental entities, and next year for smaller ones like ours. Our website itself is compliant, but we are strengthening our handling of social media interactions and retention practices. Civil Plus is launching a built-in tracking system that records public comments and website interactions. This will allow us to manage inquiries and document any inappropriate or threatening behavior—a growing concern for libraries nationwide. Once installed, the system will make compliance easy, effective, and secure.

2025 Library Statistics (see attached flyer)

Our 2025 annual statistics highlight another productive year at the library and the continued dedication of our staff. We welcomed 13,239 visitors, issued 162 new library cards, and circulated 17,936 physical items. In addition, patrons borrowed 7,851 eBooks and audiobooks from our three major digital providers. We offered 296 programs and events—including our newly introduced *Puzzle Contests*, which were a surprising hit and brought new groups of people into the library.

For a small library, we make a big impact. Each event, display, and outreach effort reflects our ongoing mission to innovate, adapt, and engage our community in creative ways.

Summer Reading Program Planning

Plans for our Summer Reading Program are already underway. This year's theme, "**Unearth a Story**" involves *Dinosaurs and Archaeology*, is shaping up to be both educational and fun. Youth services staff have been meeting with area libraries to collaborate on program ideas, crafts, and interactive events. We're planning a lineup that will spark curiosity, keep kids reading, and make the library a hub of discovery all summer long.

Book Clubs

Our two book clubs continue to meet monthly and provide thoughtful, enjoyable discussion. Both The Library Book Club (meeting at 1:00 p.m. on the second Monday) and The Hardback Life Book Club (10:30 a.m. on the second Tuesday) are friendly, welcoming groups looking to grow their membership. The only requirement: come

Pentwater District Library
Director's Report
January 2026

ready to talk about books! Trustee encouragement and word-of-mouth promotion can go a long way in helping these groups thrive.

A Note on Advocacy

As we enter a new year, I want to thank each of you for your ongoing advocacy for our library. Whether by speaking with community members, attending local events, or sharing stories about the library's impact, trustees play an essential role in ensuring public understanding and support. Every conversation helps strengthen our visibility and connect the community to the great work happening here every day.

Together, we continue to make the library not only a place for books, but a welcoming hub of lifelong learning, discovery, and belonging for everyone in our community.

Respectfully submitted,

A handwritten signature in blue ink that reads "Mary Barker". The signature is written in a cursive style.

Mary Barker, Director

2025 | YEAR IN REVIEW

Top Ten Checked Out Titles



TOP HIGHLIGHTS THIS YEAR

- ▶ 170th Anniversary hosted over 100 People
- ▶ Chair Yoga and Puzzle Contests Added
- ▶ Color Our Community Celebrated Local Artists
- ▶ PAC Featured Artist C. Callog Work Displayed
- ▶ Microplastics Talk in Person and Via Zoom
- ▶ Haunted Venetian Ball Wowed over 550
- ▶ Library becomes Pentwater District Library

Total Items Checked Out:

17,936

13,239

Visitors to the Library

162 New Cardholders



296

Programs and Events Offered

2,507

Program Attendees

1,251

Passive Programs for Children

811

New Books Added to Our Collection

7,851

Ematerials from Libby/Hoopla and Kanopy

2,524

Books lent and borrowed through MeLCat



Pentwater Township Library

402 Park St. | Pentwater, Michigan 49449 | (231) 869-8581 | <https://www.pentwaterlibrary.org/>

Suggested Committee Meeting Schedule Ideas for Further Consideration

Regular Committees as specified in the by-laws with specific and predictable oversight responsibilities are: Finance, Personnel, Buildings and Grounds, and Advocacy/PR/Communication. These committees need descriptions of their responsibilities.

Ad Hoc Committees are those that are temporary and based on periodic needs of the library: eg. Millage Campaign

- Set an annual schedule for Regular Committee meetings
2. Schedule meeting during business hours when possible. If this is not possible, schedule the meetings with consideration of any staff hours that might be necessary.
 3. Hold committee meetings at the library.
 4. Consider setting all meetings for a specific day of the month (i.e. Third Thursday or 1st Tuesday of the month).
 5. Committee chairs and the Library Director create the agenda together far enough in advance so that any work needed to be done by staff can be completed and prepared for the meeting.

Sample Committee Meeting Schedule

January:

Finance Committee: Preparation of Budget for Public Hearing in February
Policy Committee: List of policies to be amended/updated.

February:

Personnel: Prepare for Director Evaluation

March:

Personnel: Finalize Director Evaluation
Finance: Prepare end-of-year budget amendments

April:

Buildings and Grounds: Review status of annual maintenance and capital projects
Advocacy/PR/Communications: Prepare list of annual advocacy/PR tasks

May:

June:

July:

August:

Finance: Prepare for Audit

October:

Buildings and Grounds: List of maintenance and capital projects for next fiscal year

November:

Personnel: Slate of Board Officers for December meeting
Recommendations for replacing expiring board seats
Finance: Begin preparing budget for next fiscal year

December:

Personnel Committee Report:

Nominating Committee - Gwillim, Jaeb, Bainbridge

The nominating committee contacted each board member to ascertain their interest in serving in the capacity of and seek nominations for specific board positions. Based on the results of this input the committee would like to recommend the following:

1. Motion to extend the current slate of Board Officers to January 2026 to adjust for the potential appointment of new trustees by the Pentwater Township and School Boards in December.
2. Motion to consider revisions to the current **Board Officer Succession Policy**
 - *"The Board Nominating Committee would review the options for complete slate of board roles, match trustees with rotating roles, and make recommendations to the full Board for approval per Board Officer Policy in December."*
 - Change the election of Board Officers to each January. Rationale: With Board appointments expiring on December 31st of each year, new trustees will be in place in January.
 - *"New trustees would be nominated to the Board Secretary role during their first year as Trustee..."*
 - Change the language to allow new trustees to serve as "Trustee" for a period of time prior to being nominated to the role of "Secretary".
 - *"It is intended that no one board member serves more than three consecutive years in the position of Treasurer or President".*
 - Consider whether there is a need to modify the language:

MEMORANDUM

To: Pentwater District Library Board of Trustees

From: Mary Barker, Director

Date: January 20, 2026

Re: Authorization of Additional Signatory for Library Financial Accounts

The purpose of this memo is to request Board action to authorize an additional signatory for the Pentwater District Library's financial accounts.

As a newly established District Library, we are permitted to continue utilizing signatories previously authorized under the Pentwater Township Library. Currently, the Library President and Treasurer are authorized signatories on all library financial accounts. To ensure continuity of operations and to prevent potential disruptions should one or more authorized officers be unavailable, I recommend that the Board designate an additional officer to serve in this capacity.

Specifically, I request that the Board authorize the office of Vice President to serve as an additional authorized signatory on all Pentwater District Library financial accounts, alongside the President and Treasurer. This authorization shall apply to the individual serving in the Vice President role at any given time. This action will strengthen internal controls, provide necessary operational redundancy, and align with best practices for public library financial management.

Proposed Motion:

"To authorize the office of Vice President as an additional official signatory, alongside the President and Treasurer, on all Pentwater District Library financial accounts, and to direct the Director to complete all necessary updates with financial institutions to implement this change."



**PENTWATER
DISTRICT LIBRARY
REBRANDING CAMPAIGN
CHECKLIST - DRAFT**



PRESENTED BY BLEU CROWN COMMUNICATIONS
DECEMBER 9, 2025

Agenda Item Listing

The purpose of this agenda item is to review and approve the framework for the rebranding effort—including purpose, goals, scope, target audiences, process, timeline, and budget parameters—so staff may proceed with brand development and community engagement. Final brand elements will be brought back to the Board for approval at designated decision points.

New Business

Rebranding Initiative – Framework Approval

- **Action: Approval of rebranding framework and authorization for staff to proceed.**
- Overview of purpose and goals.
- Review of proposed rebranding process and timeline.
- Board discussion if needed.

FOUNDATION & STRATEGY

❖ Purpose of Rebranding

- The purpose of the rebranding initiative aims to clearly communicate the library's evolution from the Pentwater Township Library to the Pentwater District Library. This shift reflects expanded service boundaries, a broader community reach aligned with the school district, and a renewed commitment to serving residents with greater inclusivity, access, and visibility. The purpose is to ensure the library's identity, messaging, and visual presence accurately represent who we are today and the community we now serve.

➤ Goals of Rebranding

- **Clarify the Library's New Identity and Service Area**
 - Communicate that the District Library now reflects the geographic area served by the Pentwater School District.
 - Reduce confusion about eligibility, access, and membership.
- **Strengthen Recognition and Awareness**
 - Refresh the brand to create stronger visibility in the community.
 - Ensure a consistent name, look, and message across all signage, digital platforms, and communications.
- **Foster a Sense of Belonging and Community Connection**
 - Reinforce that the library is a shared resource for all district residents.
 - Build messaging that reflects belonging, welcome, and inclusion.
- **Support Growth, Partnerships, and Funding Opportunities**
 - Position the library for expanded collaborations with local educational institutions, local organizations, and supporters.
 - Develop a brand that strengthens community awareness and trust, in preparation for a potential millage vote.
 - Update visual identity, tone, and messaging to better reflect current and future services.
 - Present the library as a vibrant, relevant, and forward-thinking community hub.

❖ **Identify target audiences**

- Divide public into buckets, i.e. parents with small children, middle and high school people, adults, older adults, etc.

❖ **Conduct market research & audit current brand perception and performance**

- Due to the short timeline, we propose handing out a survey card to individuals at downtown businesses or anywhere in the community.

~~❖ **Gather internal insights from staff/leadership**~~

❖ **Review existing brand assets (visual + messaging)**

BRAND DEVELOPMENT

❖ **Refine or redefine mission, vision, values**

➤ **Mission Statement**

- The Pentwater Township Library (Library) is a vital community resource committed to enrichment, enlightenment, and inspiration through innovative approaches and dynamic community partnerships. The primary responsibility of the library is to provide a broad choice of materials and programs to meet informational, educational, cultural and recreational needs of the community.

➤ **Vision**

➤ **Values**

❖ **Establish brand positioning + differentiators**

- What makes us great! (See attachment)

❖ **Develop new brand voice and tone**

- Ensure the voice and tone reflect inclusion, use welcoming first-person language, and foster a strong sense of belonging and community pride.

❖ **Write core messages + key phrases**

- This is where we will develop an over arching tagline. (See attachment)
- Brainstorm or develop tagline options (vote)

❖ **Create new brand identity concepts (logo, colors, typography)**

- See attachment – vote to narrow to 3 then put to the public to vote in early January

STAKEHOLDER INPUT

- ❖ Present concepts to leadership/stakeholders – This is what we are doing 12/9
- ❖ Seek feedback from internal teams 12/9
- ❖ Public vote creates stakeholder input (1/1/26)

FINALIZE BRAND SYSTEM & TOOLS

- ❖ Final logo and variations
- ❖ Color palette + typography standards
- ❖ Brand voice + messaging guide
- ❖ Photography/visual style direction
- ❖ Templates (presentations, social, ads, print)
- ❖ Build full brand guidelines manual

IMPLEMENTATION

- ❖ Update website + landing pages
- ❖ Update social media graphics, bios, banners
- ❖ Replace old logo on printed materials
- ❖ Update signage, packaging, uniforms, merch
- ❖ Revise email templates, forms, internal documents
- ❖ Refresh marketing & fundraising collateral

LAUNCH PLANNING

- ❖ Develop internal launch communications plan
- ❖ Train staff on new messaging + usage guidelines
- ❖ Create rollout timeline – schedule opportunities to present to community members
- ❖ Prepare external launch plan (press, social, events)
- ❖ Build campaign content: video, story, visuals, announcement text

LAUNCH & EVALUATION

- ❖ Public brand reveal
- ❖ Engage stakeholders, taxpayers and community members in opportunities to learn about the new Pentwater District Library and provide input to help shape its future.
- ❖ Launch marketing campaign
 - Focus on brand awareness
 - What the change in name really means
- ❖ Monitor audience response + engagement
- ❖ Track adoption across all channels
- ❖ Maintain consistency going forward

Board Review Document – January Meeting

Pentwater District Library Rebranding Initiative

This document is provided in advance of the January Board Meeting to support Board review and discussion regarding the proposed rebranding initiative for the Pentwater District Library.

Board Action Requested

Approval of the rebranding framework—including purpose, goals, scope, target audiences, process, timeline, and budget parameters—and authorization for staff to proceed with brand development and stakeholder engagement, with final brand elements returning to the Board for approval prior to launch.

The Board is being asked to approve the **framework and process**, not final design elements.

Why Rebranding Is Needed (Purpose)

The library's transition from Pentwater Township Library to **Pentwater District Library** reflects:

- Alignment with the Pentwater School District service area
- An expanded and more inclusive community reach
- The need for greater clarity, visibility, and consistency in public-facing communications

A rebrand will help ensure that the library's name, messaging, and visual identity accurately represent who the library serves today and position it for future growth, partnerships, and potential funding initiatives.

Proposed Goals of Rebranding (per the draft plan submitted in December 2025)

- Clearly communicate the library's district-wide identity and service area
- Reduce confusion regarding eligibility, access, and membership
- Strengthen recognition, trust, and awareness across the district
- Foster a sense of belonging and shared ownership among residents
- Position the library as a vibrant, forward-looking community hub

Target Audiences

- **Primary:** District residents, families, students, taxpayers
- **Secondary:** Community partners, educators, donors, older adults

Messaging and outreach will reflect the full diversity of the district.

Proposed Rebranding Approach - A phased, transparent process is recommended:

Phase 1 - Foundation & Strategy – January

Strategy, alignment, and framework approval (*this is what we are asking for in the January Board Meeting*)

- Confirm purpose, goals, and success measures
- Identify and prioritize target audiences
- Conduct brand perception audit – How should we do this?

Phase 2 - Brand Development – January -February

- Refine mission, vision, and values
- Conduct public vote on final brand direction (logo)
- Define brand positioning and key differentiators
- Develop brand voice and tone
- Draft core messages and tagline options
- Create brand identity concepts (logo, colors, typography)

Phase 3: Finalize Brand System - February

- Finalize logo and visual identity
- Establish brand standards (colors, typography, photography)
- Finalize brand voice and messaging

Phase 4 – Finalize Brand System Cont. - March

- Create templates (social, print, presentations)
- Build comprehensive brand guidelines manual

Phase 5: Implementation – March-April

- Update website and digital platforms
- Refresh social media profiles and graphics
- Update signage, printed materials, and merchandise
- Revise internal documents and email templates
- Update marketing and fundraising collateral

Phase 6: Launch Planning – Now-May

(This phase will happen continuously & simultaneously and will be in consideration of millage election)

- Develop various launch communications
- Train staff in new messaging and usage
- Create rollout schedule for community engagement
- Prepare external launch plan (press, social, events)
- Develop campaign content and storytelling assets

Phase 7: Launch & Evaluation – TBD

- Public brand reveal: Pentwater District Library
- Community engagement and education
- Launch brand awareness campaign
- Monitor feedback, engagement, and adoption
- Maintain consistency and reinforce brand going forward

Budget

Rebranding activities will be conducted within approved budget parameters or as otherwise authorized by the Board.

Board Role

Board members are asked to:

- Provide guidance and oversight at key decision points
- Support consistent messaging within the community
- Serve as ambassadors for the library's evolving identity

Answers to Valerie's Questions about the Proposed Rebranding Plan

1. How will we know if we've accomplished the goals?

Rather than relying on gut feeling, we can look at some simple indicators over time. Things like more visits to the library, better attendance at programs, increased circulation, stronger website or social media engagement, and a clearer understanding in the community of what the library offers. Longer term, we'd also hope to see stronger financial support, especially as we get closer to millage efforts. The plan is really about watching how people respond and adjusting as we go — not expecting instant results.

2. Who are the target audiences? Are there different messages for different groups?

Yes. The plan encourages us to be clear about who we're talking to and to tailor messages accordingly. That likely includes current patrons, people who don't currently use the library, taxpayers and voters, community partners and donors, and staff. The core message stays the same, but how we talk about it shifts depending on the audience.

3. Should we expect to see changes in patron behavior?

Possibly, but probably gradually. The goal is to improve clarity, visibility, and relevance. Over time, that may show up as more awareness of services, better attendance, and a stronger understanding of the library's value. Behavior change would come later and shouldn't be the only way we judge success early on.

4. Is this the same as the millage campaign?

Not exactly, but they're connected. The rebrand helps clarify who we are and why the library matters. The millage campaign then builds on that clarity when we're asking for public support. One supports the other.

5. We're excited about the District Library — but does the public care?

Most people probably don't care much about the structure itself, but they do care about what it means for them — better access, stronger services, long-term stability, and local impact. The plan focuses on sharing what affects the patron experience and avoiding details that don't really matter to them.

6. What's the timeline?

The work is broken into phases so it can happen in manageable pieces — from foundation and strategy, through brand development and input, to implementation and launch. This gives us flexibility and helps avoid overwhelming staff.

7. What resources are needed?

This isn't an all-at-once effort. It mostly involves staff time spread out over phases, possibly some limited design or communication support, and updating existing materials instead of starting from scratch. Costs can be managed by keeping the work focused and prioritized.

8. Who's responsible for the work?

It's meant to be shared, with leadership providing direction and staff involved only where it makes sense. The plan emphasizes assigning only essential tasks, using templates and guidelines to save time, and focusing on consistency rather than perfection — all with current staffing levels in mind.

9. Can the plan be simplified?

Yes — and that's probably the smartest approach. A realistic short list might include clarifying key messages, identifying a few primary audiences, updating core messaging and visuals, creating internal talking points, and making sure everything aligns with the millage effort.

10. Who else really cares, and what's most important to share?

The community tends to care most when the message focuses on why the library matters to them, how it supports families, education, and the community, and what they gain — not internal changes or technical details.

Draft

Pentwater District Library

Mission Statement

The Pentwater Township Library is a vital community resource committed to enriching, enlightening, and inspiring everyone through innovative approaches and dynamic community partnerships

Vision Statement

A vibrant, welcoming library at the heart of our community—where lifelong learning flourishes, neighbors connect, and everyone has access to the knowledge, spaces, and resources they need to grow, create, and thrive.

Values

1. Community-Centered Service

We listen to our patrons, respond to their needs, and shape our collections, programs, and services to reflect the people we serve.

2. Accessibility for All

We are committed to removing physical, technological, and informational barriers so every person can fully participate in all library offerings.

3. Stewardship & Accountability

We manage public funds, donations, and resources responsibly, transparently, and with long-term sustainability and community trust at the forefront.

4. Learning & Discovery

We champion curiosity, creativity, and lifelong learning by offering diverse opportunities to read, explore, experiment, and grow.

5. Welcoming Spaces

We cultivate inviting indoor and outdoor environments—comfortable, safe, and inspiring—where patrons can learn, gather, play, and connect.

6. Innovation & Growth

We embrace new ideas, technologies, and approaches that expand access, improve services, and strengthen the library's future.

7. Partnership & Collaboration

We enrich community life by working hand-in-hand with local organizations, schools, businesses, and civic groups.

8. Inclusivity & Respect

We serve everyone with kindness and respect and strive to represent and uplift the diverse voices and experiences within our community.

Pentwater District Library Strategic Plan - DRAFT

Mission

The Pentwater Township Library is a vital community resource committed to enriching, enlightening, and inspiring everyone through innovative approaches and dynamic community partnerships.

Vision

A vibrant, welcoming library at the heart of our community—where lifelong learning flourishes, neighbors connect, and everyone has access to the knowledge, spaces, and resources they need to grow, create, and thrive.

Values

1. Community-Centered Service
2. Accessibility for All
3. Stewardship & Accountability
4. Learning & Discovery
5. Welcoming Spaces
6. Innovation & Growth
7. Partnership & Collaboration
8. **Inclusivity & Respect**

Strategic Goals & Objectives

Goal 1: Strengthen Community Engagement & Service

Aligned Values: Community-Centered Service, Inclusivity & Respect, Learning & Discovery

Objectives:

1. Expand programs and events that reflect community interests, needs, and diverse audiences.
2. Increase patron feedback opportunities and use insights to guide program, collection, and service decisions.
3. Improve communication through consistent outreach, social media engagement, and visible community presence.
4. Enhance volunteer and Friends of the Library partnerships to support programs and advocacy.

Goal 2: Ensure Equitable Access for All Patrons

Aligned Values: Accessibility for All, Inclusivity & Respect, Innovation & Growth

Objectives:

1. Remove barriers to participation by improving accessibility across facilities, technology, resources, and communications.
2. Continue updating the library's technology infrastructure to ensure reliable access to digital tools and online resources.
3. Expand outreach to underserved or overlooked groups, including seniors, youth, seasonal residents, and remote patrons.
4. Offer ongoing digital literacy training, device-lending, and assistance navigating online resources.

Goal 3: Cultivate Welcoming, Safe, and Inspiring Spaces

Aligned Values: Welcoming Spaces, Community-Centered Service, Stewardship & Accountability

Objectives:

1. Update the exterior landscaping to create more outdoor areas for activities, reading, and community gatherings.
2. Improve sidewalks and outdoor pathways to meet current ADA standards and ensure safe access for all patrons.
3. Maintain inviting interior spaces with comfortable seating, intuitive layout, and flexible areas for learning and collaboration.
4. Enhance safety and security measures while preserving a warm, welcoming environment.

Goal 4: Expand Learning, Discovery, and Creative Opportunities

Aligned Values: Learning & Discovery, Innovation & Growth

Objectives:

1. Strengthen collections and digital resources that encourage literacy, creativity, research, and lifelong learning.

2. Offer hands-on learning through workshops, makerspace-style activities, STEAM programming, and creative arts opportunities.
3. Support early literacy and family engagement through storytimes, reading challenges, and parent-focused resources.
4. Collaborate with schools and educators to align offerings with academic needs and encourage youth engagement.

Goal 5: Foster Partnerships that Enrich Community Life

Aligned Values: Partnership & Collaboration, Community-Centered Service

Objectives:

1. Build and maintain strong partnerships with local schools, businesses, nonprofits, and civic groups.
2. Co-create programs, events, and resource-sharing opportunities that support community goals.
3. Participate actively in community initiatives, coalitions, and local events to strengthen visibility and impact.
4. Leverage partnerships to expand access to expertise, funding, and shared resources.

Goal 6: Demonstrate Responsible Stewardship & Support Long-Term Sustainability

Aligned Values: Stewardship & Accountability, Innovation & Growth

Objectives:

1. Manage financial and physical resources responsibly through transparent budgeting and long-term planning.
2. Seek grant funding, donor support, and alternative revenue streams that align with library goals.
3. Maintain and regularly evaluate policies and procedures for accountability, clarity, and best practices.
4. Invest in staff development to strengthen skills, morale, innovation, and service quality.

Pentwater Township Library: Capital Improvement Projects (FY26-FY28)

1. Comprehensive Landscaping Project

The library seeks to undertake a complete landscaping renovation, including the space east of the building. The vision is to create a welcoming outdoor area that serves multiple purposes:

- Installation of a paved walkway with designated seating pods for picnic tables and other seating arrangements.
- Integration of green space with carefully selected deer-resistant plantings and pocket gardens to enhance aesthetics and usability.
- Development of scenic areas suitable for wedding, graduation, and prom photography, benefiting both library visitors and Park Place users.
- Provision of covered outdoor workspaces, such as shade sails or large umbrellas, to accommodate remote workers who utilize the library's WiFi during the summer months.

2. Library Digital Signage

To improve communication and public outreach, the library proposes the installation of a digital sign on the south side of the garden area. This sign will be used for:

- Library announcements and event promotions.
- Messages from the Friends of the Library.
- Community notifications for Park Place and the Fire Department, both of which share the parking area.
- Public service announcements, including emergency alerts.
- The selected sign model will include a night mode feature to minimize light pollution, as the library is adjacent to a residential neighborhood.

3. Interior & Exterior Lighting Upgrades

To enhance energy efficiency and visibility, the library plans the following lighting improvements:

- **Interior:** Replacement of outdated drop ceiling tiles and fluorescent fixtures with modern LED lighting. Existing recessed canned lighting will also be upgraded to energy-efficient LED alternatives.
- **Exterior:** Upgrading the building's outdoor lighting to improve security and nighttime visibility. Additionally, electrical outlets will be assessed and upgraded where necessary to meet current safety standards.

4. Sidewalk Drainage Enhancement

A persistent drainage issue exists at the library's main entrance due to the parking lot's higher elevation. To mitigate water pooling and improve safety:

- The last section of the sidewalk at the driveway entrance will be replaced with a drainage grate (approximately six inches wide) to direct runoff away from the entrance.
- Proper grading and drainage planning will be incorporated to ensure long-term effectiveness and structural integrity.

These capital improvements align with the library's mission to provide a safe, functional, and welcoming environment for all visitors while enhancing community engagement and accessibility. Further engineering assessments may be required for specific aspects of the sidewalk drainage solution to ensure optimal implementation.