

Pentwater District Library
Regular Monthly Meeting Agenda
Tuesday, April 21, 2026
@ 5:30 P.M. at
Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449
231 869-8581

Call To Order

Roll Call

Public Comment on Agenda Items

The Board will receive public comments on items listed on this agenda. Each speaker is limited to **3 minutes**. Comments must be directed to the **Board President**. The Board will not engage in dialogue or respond during public comment; remarks will be received and entered into the record.

Meeting Agenda—Review & Action

Consent Agenda—Review & Action

The Consent Agenda contains all routine items or business on which no disagreement or debate is anticipated. (Upon the request of any board member, an item shall be removed from the consent agenda and placed on the regular agenda under New Business.)

- A. Minutes
 - Regular Meeting March 17, 2026
 - Special Meeting March 23, 2026
- B. Payment of Bills
- C. Library Stats
 - a. Year end for FY25-26
 - b. March 2026
 - c. Materials purchased Fy25-26

President's Report

Treasurer's Report

Committee Reports

Policy Committee-- By-Laws, Second Reading

Advocacy/PR and Communications--

Finance Committee

Personnel Committee—Director Review

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Building and Grounds Committee

Director's Report

Continued Business

Strategic Planning—Mission, Vision, Values Work Session

Millage Campaign Information

New Business

Friends—Coffee Hour

Public comment on Pentwater District Library matters The Board will receive public comments on any Pentwater District Library matter. Each speaker is limited to **3 minutes**. Comments must be directed to the **Board President**. The Board will not engage in dialogue or respond during public comment; remarks will be received and entered into the record.

Other items from Board of Trustees or Director

Adjournment

Public Comment Guidelines – Pentwater District Library Board

The Pentwater District Library Board welcomes public participation. Public comments are taken **twice** each regular meeting: (1) on **agenda items** near the beginning of the meeting, and (2) on **any library-related topic** near the end of the meeting. Each speaker is limited to **3 minutes**. Comments must be directed to the **Board President**, not to individual trustees or members of the audience. The Board does not respond or engage in dialogue during public comment; remarks are received and become part of the official record.

**Pentwater District Library
Regular Monthly Meeting Minutes
Tuesday, March 17, 2026 5:30 PM
Draft - To Be Approved at the April Board Meeting**

Meeting **Called to Order** by Valerie Church-McHugh at 5:30 PM

Roll Call: Present - Elly Bainbridge, Valerie Church-McHugh, Joan LundBorg, Kendra Flynn, Jennifer Gwillim. Absent - Linda VanGills, Amber Jaeb

Public Comment on Regular Meeting Agenda Items (None)

Motion to approve Meeting Agenda made by Bainbridge, supported by LundBorg. Motion approved.

Consent Agenda

The **Consent Agenda** contains all routine items or business on which no disagreement or debate is anticipated. (Upon the request of any board member, an item shall be moved from the consent agenda and placed on the regular agenda under New Business)

Motion to approve Consent Agenda as presented, made by Flynn, supported by Bainbridge. Motion Approved.

A. Minutes:

- a. Board of Trustee meeting February 17, 2026
- b. Special Board of Trustee meeting March 9, 2025

B. Payment of Bills

C. Library Stats: February 2026

Presidents Report - none

Treasurer's Report

February Financial Report

Motion to approve the Treasurer's Report with Correction (Third column February 2026 MI-Class value should read \$162,204.59) made by Bainbridge, supported by LundBorg. Motion approved.

Committee Reports:

Policy

- First Reading of By-Laws and Board Officer Succession Policy

Advocacy/PR and Communications

- Mary will attend Advocacy Day in Lansing to address concerns about potential diversion of penal fines away from Public Libraries.
- Mary revealed the new Pentwater District Library Newsletter and banner.
- Friends of the Pentwater Library meeting scheduled for Monday, March 23rd

Finance - no further report

Personnel - Director Review will be presented at the April meeting. The committee will review Mary's Goals provided in the Board packet.

Building and Grounds - no report

Director's Report Mary highlighted her report provided in the Board Packet (new printer leases, Spring Break programs and Civics Plus compliance system)

Discussions on Continued Business, no action taken:

- Committee Meeting Schedule-updates
- Rebranding Campaign-Updates
- Strategic Plan-Mission, Vision, Values
 - Work Session scheduled for March 23, 2026, immediately following Special Board Meeting
 - Send ideas to Elly by March 20
- Signature Stamp and computer apps

New Business

- Ballot language for August 4, 2026, Election - first reading, no action taken. Special Meeting of the Board scheduled for the purpose of a second reading on Monday, 3/23/2026 at 6:00 PM at the Pentwater Library
- Millage Campaign - no action taken
- *Motion to approve **Final Budget Amendment FY 2025-2026** as presented, by Bainbridge, supported by LundBorg. Roll Call vote: Yes - LundBorg, Bainbridge, Church-McHugh, Flynn, Gwillim. No - none.*

Public Comment (none)

Other Items from Board of Trustees or Director (none)

Adjournment - 7:15 PM

Minutes submitted by: Jennifer Gwillim

**Pentwater District Library
Special Meeting Agenda
Monday, March 23, 2026, 6:00 pm
Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449**

Call to Order: 6:02 pm by Valerie Church-McHugh

Roll Call: In attendance: Joan LundBorg, Kendra Flynn, Valerie Church-McHugh, Amber Jaeb, Jennifer Gwillim. Not present: Elly Bainbridge and Linda VanGills.

Public comment on special meeting agenda items (three minutes maximum) – none

Special meeting agenda: Review & Action

New Business:

Ballot language for August 4, 2026, election, resolution submitting millage proposal. Motion by LundBorg with support from Gwillim to approve the resolution submitting millage proposal. *Approved.*

Roll call: LundBorg-yes, Flynn- yes, Church-McHugh-yes, Gwillim-yes, Jaeb-yes

Public Comment: None

Adjournment: Motion by Gwillim with support from LundBorg to adjourn. Meeting adjourned at 6:23 pm.

Draft minutes submitted 3/23/26

Amber Jaeb, Secretary

PENTWATER TOWNSHIP LIBRARY

Expenses by Vendor Summary

March 17 - April 21, 2026

	TOTAL
Abdo Publishing Company, Inc.	647.00
Boxer Storage	84.00
Capital Group	1,258.40
Chompshop	527.88
Civic Plus LLC	2,722.20
coasterstone	672.85
CONSUMERS ENERGY	358.18
Costco	131.59
DETROIT FREE PRESS	40.00
DTE Energy	277.98
Foster Swift	1,500.00
INGRAM LIBRARY SERVICES	784.59
INTUIT	2,242.40
JUNIOR LIBRARY GUILD	840.00
Kanopy, Inc.	6.80
Mary S. Barker	609.44
Michigan Retailers Services, Inc.	19.69
Mid-Michigan Library League	557.81
Midwest Tape, LLC	461.10
Oceana County Treasurer	55.44
Shotwell Solutions, LLC	262.80
Staples	95.37
Tammy Hammerle (vendor)	24.65
Turf Care Mole Man, LLC	90.00
United States Postal Service	156.00
VILLAGE OF PENTWATER (Water)	417.20
Walmart	120.99
Xerox Business Solutions	101.78
Xerox Financial Services	1,075.03
Not Specified	-54.08
TOTAL	\$16,087.09

YMB
4-21-26

PENTWATER DISTRICT LIBRARY

101-205 Visa 8118, Period Ending 03/31/2026

RECONCILIATION REPORT

Reconciled on: 03/31/2026

Reconciled by: TAMMY HAMMERLE

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

Summary

USD

Statement beginning balance	296.89
Charges and cash advances cleared (9)	4,071.08
Payments and credits cleared (1)	-296.89
Statement ending balance	<u>4,071.08</u>

Register balance as of 03/31/2026 4,071.08

Details

Charges and cash advances cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2026	Expense		Boxer Storage	84.00
03/31/2026	Expense		Costco	131.59
03/31/2026	Expense		Chompshop	527.88
03/31/2026	Expense		Staples	95.37
03/31/2026	Expense		Walmart	120.99
03/31/2026	Expense		coasterstone	672.85
03/31/2026	Expense		United States Postal Service	156.00
03/31/2026	Expense		DETROIT FREE PRESS	40.00
03/31/2026	Expense		INTUIT	2,242.40

Total 4,071.08

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/04/2026	Bill		Elan Financial Services	-296.89

Total -296.89

PENTWATER DISTRICT LIBRARY

Paycheck history report

Paychecks from Mar 17, 2026 to Apr 21, 2026 for all employees from all locations

Pay date	Name	Total pay	Net pay	Pay method	Check Number	Status
04/15/2026	BARKER, MARY	\$2,216.30	\$1,633.57	Direct Deposit	DD	PROCESSED
04/15/2026	HAMMERLE, TAMMY	\$891.97	\$779.48	Direct Deposit	DD	PROCESSED
04/15/2026	MUELLER, JAMES	\$1,376.90	\$1,106.72	Direct Deposit	DD	PROCESSED
04/15/2026	WAMBAUGH, JUSTIN	\$1,527.40	\$1,207.82	Direct Deposit	DD	PROCESSED
04/15/2026	Whitford, Jacob M	\$1,164.50	\$940.76	Direct Deposit	DD	PROCESSED
04/01/2026	BARKER, MARY	\$2,216.30	\$1,668.56	Direct Deposit	DD	PROCESSED
04/01/2026	HAMMERLE, TAMMY	\$869.52	\$760.36	Direct Deposit	DD	PROCESSED
04/01/2026	MUELLER, JAMES	\$1,347.40	\$1,085.02	Direct Deposit	DD	PROCESSED
04/01/2026	WAMBAUGH, JUSTIN	\$1,592.86	\$1,255.99	Direct Deposit	DD	PROCESSED
04/01/2026	Whitford, Jacob M	\$1,190.00	\$959.54	Direct Deposit	DD	PROCESSED
03/18/2026	BARKER, MARY	\$2,052.21	\$1,511.62	Direct Deposit	DD	PROCESSED
03/18/2026	HAMMERLE, TAMMY	\$959.29	\$836.87	Direct Deposit	DD	PROCESSED
03/18/2026	MUELLER, JAMES	\$1,137.50	\$930.54	Direct Deposit	DD	PROCESSED
03/18/2026	WAMBAUGH, JUSTIN	\$1,292.80	\$1,035.18	Direct Deposit	DD	PROCESSED
03/18/2026	Whitford, Jacob M	\$1,137.50	\$920.91	Direct Deposit	DD	PROCESSED

PENTWATER DISTRICT LIBRARY

101-001 West Shore Reg.Chk. Ending Balance: \$7,329.09

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
04/21/2026	10155	Xerox Financial Services	010-0019606-001	\$642.50			\$7,329.09
	Bill Payment	101-202 Accounts Payable					
04/21/2026	10154	INGRAM LIBRARY SERVICES		\$724.66			\$7,971.59
	Bill Payment	101-202 Accounts Payable					
04/21/2026	10153	Mary S. Barker		\$609.44			\$8,696.25
	Bill Payment	101-202 Accounts Payable					
04/21/2026	10152	Foster Swift		\$1,500.00			\$9,305.69
	Bill Payment	101-202 Accounts Payable					
04/21/2026	10151	Abdo Publishing Company, Inc.		\$647.00			\$10,805.69
	Bill Payment	101-202 Accounts Payable					
04/15/2026		QuickBooks Payroll	Tax withdrawal	\$1,847.82			\$11,452.69
	Tax Payment	QuickBooks Tax Holding Account					
04/15/2026	DD	Jacob M. Whitford	Pay Period: 03/29/2026- 04/11/2026	\$940.76			\$13,300.51
	Paycheck	Direct Deposit Payable					
04/15/2026	DD	MARY BARKER	Pay Period: 03/29/2026- 04/11/2026	\$1,633.57			\$14,241.27
	Paycheck	Direct Deposit Payable					
04/15/2026	DD	JAMES MUELLER	Pay Period: 03/29/2026- 04/11/2026	\$1,106.72			\$15,874.84
	Paycheck	Direct Deposit Payable					
04/15/2026	DD	JUSTIN WAMBAUGH	Pay Period: 03/29/2026- 04/11/2026	\$1,207.82			\$16,981.56
	Paycheck	Direct Deposit Payable					
04/15/2026	DD	TAMMY A HAMMERLE	Pay Period: 03/29/2026- 04/11/2026	\$779.48			\$18,189.38
	Paycheck	Direct Deposit Payable					

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
04/14/2026		Michigan Retailers Services, Inc.		\$19.69			\$18,968.86
	Expense	101-824 Bank & Credit Card Fees					
04/14/2026	10150	Oceana County Treasurer		\$55.44			\$18,988.55
	Bill Payment	101-202 Accounts Payable					
04/14/2026	10149	DTE Energy	463584900013	\$127.32			\$19,043.99
	Bill Payment	101-202 Accounts Payable					
04/14/2026	10148	Mid-Michigan Library League		\$557.81			\$19,171.31
	Bill Payment	101-202 Accounts Payable					
04/14/2026	10147	Turf Care Mole Man, LLC		\$90.00			\$19,729.12
	Bill Payment	101-202 Accounts Payable					
04/07/2026					\$21,400.00		\$19,819.12
	Transfer	101-002 West Shore Money Market					
04/07/2026	10146	Civic Plus LLC		\$2,722.20			-\$1,580.88
	Bill Payment	101-202 Accounts Payable					
04/07/2026	10145	Shotwell Solutions, LLC		\$262.80			\$1,141.32
	Bill Payment	101-202 Accounts Payable					
04/07/2026	10144	Xerox Financial Services	010-0019606- 001	\$432.53			\$1,404.12
	Bill Payment	101-202 Accounts Payable					
04/07/2026	10143	INGRAM LIBRARY SERVICES		\$44.81			\$1,836.65
	Bill Payment	101-202 Accounts Payable					
04/07/2026	10142	JUNIOR LIBRARY GUILD		\$840.00			\$1,881.46
	Bill Payment	101-202 Accounts Payable					
04/07/2026	10141	Kanopy, Inc.		\$6.80			\$2,721.46
	Bill Payment	101-202 Accounts Payable					
04/07/2026	10140	VILLAGE OF PENTWATER (Water)		\$417.20			\$2,728.26
	Bill Payment	101-202 Accounts Payable					
04/07/2026	10139	Midwest Tape, LLC		\$461.10			\$3,145.46

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
04/01/2026	Bill Payment	101-202 Accounts Payable					\$3,606.56
04/01/2026	Tax Payment	QuickBooks Payroll QuickBooks Tax Holding Account	Tax withdrawal	\$1,831.85			
04/01/2026	DD	Jacob M. Whitford	Pay Period: 03/15/2026- 03/28/2026	\$959.54			\$5,438.41
	Paycheck	Direct Deposit Payable					
04/01/2026	DD	MARY BARKER	Pay Period: 03/15/2026- 03/28/2026	\$1,668.56			\$6,397.95
	Paycheck	Direct Deposit Payable					
04/01/2026	DD	TAMMY A HAMMERLE	Pay Period: 03/15/2026- 03/28/2026	\$760.36			\$8,066.51
	Paycheck	Direct Deposit Payable					
04/01/2026	DD	JUSTIN WAMBAUGH	Pay Period: 03/15/2026- 03/28/2026	\$1,255.99			\$8,826.87
	Paycheck	Direct Deposit Payable					
04/01/2026	DD	JAMES MUELLER	Pay Period: 03/15/2026- 03/28/2026	\$1,085.02			\$10,082.86
	Paycheck	Direct Deposit Payable					
03/31/2026	Expense	Capital Group 101-716 Salaries & Fringe Ben:Retirement		\$501.24			\$11,167.88
03/31/2026	0326-01		To Void Uncleared Check 9932 / slj		\$27.91	R	\$11,669.12
	Journal	-Split-					
03/31/2026	0326-01		To Void Uncleared Expense Payment / slj		\$5.40	R	\$11,641.21
	Journal	-Split-					
03/31/2026	0326-01		To Void Uncleared Expense Payment / slj		\$13.67	R	\$11,635.81
	Journal	-Split-					
03/31/2026	0326-01		To Void Uncleared Expense Payment / slj		\$12.50	R	\$11,622.14
	Journal	-Split-					

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
03/31/2026	10138	INGRAM LIBRARY SERVICES		\$15.12			\$11,609.64
	Bill Payment	101-202 Accounts Payable					
03/31/2026	10137	DTE Energy	463584900013	\$150.66			\$11,624.76
	Bill Payment	101-202 Accounts Payable					
03/31/2026	10136	Tammy Hammerle (vendor)		\$24.65			\$11,775.42
	Bill Payment	101-202 Accounts Payable					
03/31/2026	10135	Elan Financial Services		\$4,071.08			\$11,800.07
	Bill Payment	101-202 Accounts Payable					
03/31/2026	10134	Xerox Business Solutions		\$101.78			\$15,871.15
	Bill Payment	101-202 Accounts Payable					
03/31/2026	10133	CONSUMERS ENERGY	100016977850	\$358.18			\$15,972.93
	Bill Payment	101-202 Accounts Payable					
03/31/2026	INTEREST		Interest Earned		\$0.90	R	\$16,331.11
	Deposit	101-665 Miscellaneous Income:Interest Earned					
03/30/2026		Michigan Retailers Services, Inc.			\$50.00		\$16,330.21
	Deposit	Private Contributions:Unrestricted Donations					
03/25/2026		Michigan Retailers Services, Inc.			\$5.00	R	\$16,280.21
	Deposit	Fees and Fines:Copier Fees					
03/18/2026		QuickBooks Payroll	Tax withdrawal	\$1,634.13		R	\$16,275.21
	Tax Payment	QuickBooks Tax Holding Account					
03/18/2026	DD	MARY BARKER	Pay Period: 03/01/2026- 03/14/2026	\$1,511.62		R	\$17,909.34
	Paycheck	Direct Deposit Payable					
03/18/2026	DD	JUSTIN WAMBAUGH	Pay Period: 03/01/2026- 03/14/2026	\$1,035.18		R	\$19,420.96
	Paycheck	Direct Deposit Payable					
03/18/2026	DD	TAMMY A HAMMERLE	Pay Period: 03/01/2026- 03/14/2026	\$836.87		R	\$20,456.14
	Paycheck	Direct Deposit Payable					

Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
03/18/2026	DD	Jacob M. Whitford	Pay Period: 03/01/2026- 03/14/2026	\$920.91		R	\$21,293.01
	Paycheck	Direct Deposit Payable					
03/18/2026	DD	JAMES MUELLER	Pay Period: 03/01/2026- 03/14/2026	\$930.54		R	\$22,213.92
	Paycheck	Direct Deposit Payable					
03/18/2026					\$9.34	R	\$23,144.46
	Deposit	Fees and Fines:Copier Fees					
03/17/2026		Capital Group		\$326.52		R	\$23,135.12
	Expense	101-716 Salaries & Fringe Ben:Retirement					

Pentwater Township Library

DIRECTOR'S REPORT -

Fiscal Year 2025-2026

April 2025-March 2026

CIRCULATION	2025-2026	2024-2025	%	ATTENDANCE	2025-2026	2024-2025	%
FICTION	5993	5731	5	ADULT PROGRAM	897	875	3
NON-FICTION	1344	1262	6	TEEN PROGRAM	87	78	12
LARGE PRINT FICTION	735	807	-9	CHILDREN PROGRAM	1014	1054	-4
LARGE PRINT NON-FICTION	23	16	44	PASSIVE PROGRAM	1345	839	60
PERIODICALS	392	470	-17	TOTAL	3301	2816	17
AUDIO	103	192	-46	EVENING PATRONS	1289	654	97
VIDEOS & DVDS	1450	1738	-17	TOTAL PATRONS	11172	13298	-16
TOTAL	10040	10216	-2				
				NEW REGISTRATIONS			
				ADULT	108	165	-35
				CHILDREN	16	17	-6
KANOPY	314	102	208	ANNUAL	3	10	-70
LIBBY E_Magazine	2046	1835	11	TOTAL	127	158	-20
LIBBY AUDIO	2020	1830	10	RE-REGISTRATIONS			
LIBBY E-BOOKS	2412	2752	-12	ADULT	242	289	-16
MEL CAT LENT	1538	1544	0	CHILDREN	5	13	-62
MEL CAT BORROWED	855	1165	-27	TOTAL	247	302	-18
HOOPLA E-BOOKS	643	659	-2	Total Deleted Items	1536	1036	48
HOOPLA E-AUDIO	1065	1101	-3	Multipurpose Room	337	252	34
HOOPLA E-MOVIE/TV	141	169	-17	LIBRARY OF THINGS			
HOOPLA BINGE PASS	29	23	26	J Vox Books	60	40	50
HOOPLA MUSIC	13	24	-46	Launchpads	15	14	7
TOTAL	11076	12369	-10	Kit Go Bags	48	53	-9
				Kit Fly Tying	17	3	467
J FICTION	1054	938	12	Nintendo Switch Games	98	22	345
J NON-FICTION	370	333	11	Canning Kit	1	0	#DIV/0!
J EASY	1182	1224	-3	DVD Players	6	0	#DIV/0!
J PERIODICALS	4	3	33	CD Players	3	1	200
J VIDEOS & DVDS	255	409	-38	Kit Outdoor Games	1	0	#DIV/0!
TOTAL	2865	2907	-1	TOTAL	249	133	87
				COPIES			
Y FICTION	108	197	-45	BLACK	19292	25509	-24
Y NON-FICTION	8	126	-94	COLOR	17877	15848	13
				Computer Usage	1147	133	762
TOTAL	116	323	-64	WIRELESS USAGE	6225	4082	52
GRAND TOTAL	24097	26097	-8	FAX USAGE	533	433	23

Pentwater Township Library

DIRECTOR'S REPORT -

1-Apr-26

March Statistics

CIRCULATION	2026	2025	%	ATTENDANCE	2026	2025	%
FICTION	306	444	-31	ADULT PROGRAM	33	99	-67
NON-FICTION	71	97	-27	TEEN PROGRAM	0	0	#DIV/0!
LARGE PRINT FICTION	35	56	-38	CHILDREN PROGRAM	15	13	15
LARGE PRINT NON-FICTION	2	3	-33	PASSIVE PROGRAM	78	41	90
PERIODICALS	17	24	-29	TOTAL	126	153	-18
AUDIO	2	4	-50	EVENING PATRONS	44	38	16
VIDEOS & DVDS	64	119	-46	TOTAL PATRONS		815	-100
TOTAL	497	747	-33				
				NEW REGISTRATIONS			
				ADULT	7	13	-46
				CHILDREN	0	2	-100
KANOPY	8	2		ANNUAL	0	0	#DIV/0!
LIBBY E_Magazine	181	149		TOTAL	7	0	#DIV/0!
LIBBY AUDIO	232	182	27	RE-REGISTRATIONS			
LIBBY E-BOOKS	177	236	-25	ADULT	8	10	-20
MEL CAT LENT	114	138	-17	CHILDREN	0	0	#DIV/0!
MEL CAT BORROWED	75	66	14	TOTAL	8	10	-20
HOOPLA E-BOOKS	43	75	-43	Total Deleted Items	158	59	168
HOOPLA E-AUDIO	114	84	36	Multipurpose Room	45	36	25
HOOPLA E-MOVIE/TV	22	11	100	LIBRARY OF THINGS			
HOOPLA BINGE PASS	2	0	#DIV/0!	J Vox Books	0	1	-100
HOOPLA MUSIC	1	1	0	Launchpads	1	1	0
TOTAL	969	943	3	Kit Go Bags	6	3	100
				Kit Fly Tying	0	0	#DIV/0!
J FICTION	26	32	-19	Nintendo Switch Games	10	5	100
J NON-FICTION	19	34	-44	Canning Kit	0	0	#DIV/0!
J EASY	47	69	-32	DVD Players	1	0	#DIV/0!
J PERIODICALS	0	0	#DIV/0!	CD Players	0	0	#DIV/0!
J VIDEOS & DVDS	21	15	40	Kit Outdoor Games	0	0	#DIV/0!
TOTAL	113	150	-25	TOTAL	18	10	80
				COPIES			
Y FICTION	7	7	0	BLACK	246	2065	-88
Y NON-FICTION	1	3	-67	COLOR	3352	758	342
				COMPUTER USAGE	71	97	-27
TOTAL	8	10	-20	WIRELESS USAGE	417		#DIV/0!
GRAND TOTAL	1587	1850	-14	FAX USAGE	46	68	-32

MATERIALS BY DATE ADDED FY 2026

Material Type	April	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
— New Fiction													0
— New Non-Fiction													0
5 — Adult Fiction	44	16	39	51	57	16	35	26	5	12	29	10	340
6 — Adult Non-fiction	15	17	14	21	25	6	13	12	31	5	6	1	166
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		19	5		58
12 — Juvenile Fiction	7		1	2	3		9	3		26	2	1	54
13 — Juvenile Magazine	2	3	1	2	2	4	2	3	2	2	1	3	27
14 — Juvenile Non-fic		2	2	8	2		2	1		9			26
15 — Juvenile Video	4			2					1				7
16 — Juvenile Video Series													0
17 — Large Print Fiction	6	4	4	11	9						5	3	42
18 — Large Print Non-Fiction					1						1	1	3
19 — Magazine	25	26	24	22	22	28	27	28	24	27	26	21	300
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				1	2	7
— 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	100	76	42	1195

Pentwater District Library

Treasurer's Report

April 21, 2026

Mar. 31,2026		
Actual income	\$2,280.09	
Actual expense	\$23,504.44	

Year to date Apr.1-Mar. 2026	Current percent of budget			
Actual income	75.12%	Budgeted income		
\$197,763.16		\$263,265.00	-\$65,501.84	
Actual expense	86.29%	Budgeted expense		
\$288,132.93		\$333,914.00	-\$45,881.07	

Investments	Mar. 31,2026			
MI class	\$162,721.05			
West Shore Money Mkt.	\$212,979.28			
Shelby St. Bank	\$1,288.32			

	Mar. 31, 2026			
Assets	\$401,856.11			
Liabilities	\$22,450.36			

****Total taxes to be collected 2026 \$239,611.06**

Amount collected as of Mar 31,2026 \$152,414.33

Yet to be collected \$87,197

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	152,414.33	229,101.00	-76,686.67	66.53 %
101-655 Fees and Fines	3,322.44	3,000.00	322.44	110.75 %
101-674 Private Contributions	6,692.06	2,500.00	4,192.06	267.68 %
101-679 Miscellaneous Income	21,776.09	13,664.00	8,112.09	159.37 %
101.502 Government Contribution	13,558.24	15,000.00	-1,441.76	90.39 %
Total Income	\$197,763.16	\$263,265.00	\$ -65,501.84	75.12 %
GROSS PROFIT	\$197,763.16	\$263,265.00	\$ -65,501.84	75.12 %
Expenses				
101-702 Salaries & Fringe Ben	197,753.39	218,000.00	-20,246.61	90.71 %
101-752 Supplies & Postage	5,655.21	6,500.00	-844.79	87.00 %
101-790 Library Materials	23,990.92	28,500.00	-4,509.08	84.18 %
101-801 Professional & Contract	27,682.18	27,755.00	-72.82	99.74 %
101-805 Program Expense	13,488.04	14,000.00	-511.96	96.34 %
101-824 Bank & Credit Card Fees	137.37	250.00	-112.63	54.95 %
101-880 Communications & Promo	572.00	2,000.00	-1,428.00	28.60 %
101-910 Professional Development	2,977.64	5,000.00	-2,022.36	59.55 %
101-924 Utilities & Maintenance	14,576.18	17,000.00	-2,423.82	85.74 %
101-937 Insurance		5,000.00	-5,000.00	
101-970 Capital Outlay	1,300.00	9,909.00	-8,609.00	13.12 %
Total Expenses	\$288,132.93	\$333,914.00	\$ -45,781.07	86.29 %
NET OPERATING INCOME	\$ -90,369.77	\$ -70,649.00	\$ -19,720.77	127.91 %
NET INCOME	\$ -90,369.77	\$ -70,649.00	\$ -19,720.77	127.91 %

Pentwater Township Library

Balance Sheet

As of March 31, 2026

	TOTAL			
	AS OF MAR 31, 2026	AS OF MAR 31, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
101-001 West Shore Reg.Chk.	11,167.88	24,463.50	(13,295.62)	(54.35 %)
101-002 West Shore Money Market	212,979.28	249,816.03	(36,836.75)	(14.75 %)
101-003 Shelby State Bank Money Market	1,288.32	1,287.93	0.39	0.03 %
101-004 Petty Cash	150.00	150.00	0.00	0.00 %
101.008 Michigan Class	162,721.05	121,008.56	41,712.49	34.47 %
Total Bank Accounts	\$388,306.53	\$396,726.02	\$ (8,419.49)	(2.12 %)
Other Current Assets				
QuickBooks Tax Holding Account	3,635.89	0.00	3,635.89	
Total Other Current Assets	\$3,635.89	\$0.00	\$3,635.89	0.00%
Total Current Assets	\$391,942.42	\$396,726.02	\$ (4,783.60)	(1.21 %)
Other Assets				
101-072 Due from County	9,913.69	91,634.18	(81,720.49)	(89.18 %)
Total Other Assets	\$9,913.69	\$91,634.18	\$ (81,720.49)	(89.18 %)
TOTAL ASSETS	\$401,856.11	\$488,360.20	\$ (86,504.09)	(17.71 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
101-202 Accounts Payable	0.00	5,545.99	(5,545.99)	(100.00 %)
Total Accounts Payable	\$0.00	\$5,545.99	\$ (5,545.99)	(100.00 %)
Other Current Liabilities				
101-255 Payroll Liabilities	0.00	0.00	0.00	
AFLAC-AFTER TAX	1,918.60	977.40	941.20	96.30 %
Federal Taxes (941/943/944)	2,762.93	0.00	2,762.93	
Federal Unemployment (940)	18.37	(176.02)	194.39	110.44 %
MI Income Tax	678.57	0.00	678.57	
Simple IRA Emp.	10,050.84	5,216.26	4,834.58	92.68 %
Total 101-255 Payroll Liabilities	15,429.31	6,017.64	9,411.67	156.40 %
101-257 Accrued Wages	7,021.05	7,021.05	0.00	0.00 %
Total Other Current Liabilities	\$22,450.36	\$13,038.69	\$9,411.67	72.18 %
Total Current Liabilities	\$22,450.36	\$18,584.68	\$3,865.68	20.80 %
Total Liabilities	\$22,450.36	\$18,584.68	\$3,865.68	20.80 %
Equity				
101-391 Retained Earnings	469,775.52	484,202.49	(14,426.97)	(2.98 %)
Net Income	(90,369.77)	(14,426.97)	(75,942.80)	(526.39 %)
Total Equity	\$379,405.75	\$469,775.52	\$ (90,369.77)	(19.24 %)
TOTAL LIABILITIES AND EQUITY	\$401,856.11	\$488,360.20	\$ (86,504.09)	(17.71 %)

Pentwater Township Library

Inc/Exp Month

March 2026

	TOTAL	
	MAR 2026	MAR 2025 (PY)
Income		
101-402 Property Tax	0.00	80,195.10
101-655 Fees and Fines	423.59	228.20
101-674 Private Contributions	500.00	670.00
101-679 Miscellaneous Income	1,356.50	5,401.36
Total Income	\$2,280.09	\$86,494.66
GROSS PROFIT	\$2,280.09	\$86,494.66
Expenses		
101-702 Salaries & Fringe Ben	15,364.85	15,121.55
101-752 Supplies & Postage	503.95	484.05
101-790 Library Materials	870.68	1,715.19
101-801 Professional & Contract	3,139.11	5,326.86
101-805 Program Expense	1,200.73	499.31
101-824 Bank & Credit Card Fees	(15.46)	14.43
101-880 Communications & Promo	562.00	107.00
101-910 Professional Development	504.39	25.00
101-924 Utilities & Maintenance	1,374.19	997.12
Total Expenses	\$23,504.44	\$24,290.51
NET OPERATING INCOME	\$ (21,224.35)	\$62,204.15
NET INCOME	\$ (21,224.35)	\$62,204.15

Pentwater Township Library

Inc/Exp YTD

April 2025 - March 2026

	TOTAL	
	APR 2025 - MAR 2026	APR 2024 - MAR 2025 (PY)
Income		
101-402 Property Tax	76,895.88	261,540.91
Property Taxes	75,518.45	(32,436.71)
Total 101-402 Property Tax	152,414.33	229,104.20
101-655 Fees and Fines	14.60	274.65
Annual	140.00	250.00
Book Fines	262.47	197.95
Copier Fees	2,905.37	3,719.19
Total 101-655 Fees and Fines	3,322.44	4,441.79
101-674 Private Contributions	210.00	1,440.00
Community Foundation	0.00	4,542.34
Friends Donations	0.00	50.00
Restricted Gifts-Program	0.00	350.00
Unrestricted Donations	6,482.06	1,325.00
Total 101-674 Private Contributions	6,692.06	7,707.34
101-679 Miscellaneous Income	30.00	927.00
101-665 Interest Earned	6,671.60	16,538.07
101-666 Dividend	11,712.49	1,996.85
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	21,776.09	21,961.92
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	\$197,763.16	\$275,759.06
GROSS PROFIT	\$197,763.16	\$275,759.06
Expenses		
101-702 Salaries & Fringe Ben	0.00	0.00
101-709 Taxes	13,328.48	12,254.47
101-710 Wages	171,098.65	167,936.78
101-716 Retirement	10,102.14	9,695.60
101-718 Health & Vision Insurance	2,282.92	2,948.80
101-719 Aflac	941.20	760.20
101-726 Worker's Comp. Insuranc	0.00	566.00
Total 101-702 Salaries & Fringe Ben	197,753.39	194,161.85
101-752 Supplies & Postage	0.00	0.00
101-753 Cleaning Supplies	228.92	516.87

Pentwater Township Library

Inc/Exp YTD

April 2025 - March 2026

	TOTAL	
	APR 2025 - MAR 2026	APR 2024 - MAR 2025 (PY)
101-754 Office Supplies	40.84	32.84
101-755 Operating Supplies	4,920.53	3,850.71
101-851 Postage	464.92	13.87
Total 101-752 Supplies & Postage	5,655.21	4,414.29
101-790 Library Materials	0.00	0.00
101-792 e-access materials	5,568.12	8,094.01
Unrestricted Library Ma	0.00	501.45
101-791 Subscriptions	4,786.46	4,301.16
Books	12,728.14	15,309.53
Nonprint Material	908.20	4,517.86
Total Unrestricted Library Ma	18,422.80	24,630.00
Total 101-790 Library Materials	23,990.92	32,724.01
101-801 Professional & Contract	0.00	(328.73)
101-802 Professional Fees	7,020.50	3,974.36
101-915 Society Dues	797.00	200.00
Contract Service	19,864.68	13,020.52
Total 101-801 Professional & Contract	27,682.18	16,866.15
101-805 Program Expense	334.80	0.00
101-778 Supplies	7,184.87	4,422.76
101-779 Decorations	1,890.66	2,437.72
101-780 Prizes and Giveaways	2,002.71	3,306.24
101-808 Presenters	2,075.00	2,505.00
Total 101-805 Program Expense	13,488.04	12,671.72
101-824 Bank & Credit Card Fees	137.37	258.79
101-880 Communications & Promo	0.00	0.00
Advertising	572.00	1,492.00
Total 101-880 Communications & Promo	572.00	1,492.00
101-910 Professional Development	0.00	0.00
101-912 Education & Training	214.00	2,765.26
101-913 Travel & Transportation	2,763.64	2,352.98
955.960 Miscellaneous	0.00	23.51
Total 101-910 Professional Development	2,977.64	5,141.75
101-924 Utilities & Maintenance	0.00	0.00
101-850 Telephone	979.41	899.74
101-917 Water & Sewer	1,098.03	1,385.45
101-920 Electricity	4,607.57	3,369.14
101-921 Gas	1,219.53	1,226.93
101-927 Online Services	1,199.76	1,079.78
101-934 Maintenance & Repairs	5,471.88	8,300.74
Total 101-924 Utilities & Maintenance	14,576.18	16,261.78

Pentwater Township Library

Inc/Exp YTD

April 2025 - March 2026

	TOTAL	
	APR 2025 - MAR 2026	APR 2024 - MAR 2025 (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	1,820.69
Total 101-970 Capital Outlay	1,300.00	1,820.69
Total Expenses	\$288,132.93	\$290,186.03
NET OPERATING INCOME	\$ (90,369.77)	\$ (14,426.97)
NET INCOME	\$ (90,369.77)	\$ (14,426.97)

**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.

Page 2 of 4
ARTICLE IV: 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 V: 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 VI: 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

Pentwater District Library
Director's Report
April 2026

This report reflects library activity, operations, and notable events from the latter part of March through April. As we transition out of the winter season and prepare for increased summer engagement, this period has focused on internal planning, collection development, professional training, and addressing a few unexpected incidents.

Book Clubs

Our book clubs are entering one of their most engaging annual phases: the selection of titles for the upcoming year. The primary book club follows a thoughtful and participatory process, selecting eleven titles to carry them through the next eleven months. Each member submits titles they have either enjoyed or are interested in exploring. These submissions are compiled with brief annotations and distributed ahead of the June meeting.

During that meeting, members vote through multiple rounds to determine the final list. Additional rounds allow members to volunteer as discussion facilitators and assign titles to specific months. This process not only builds a strong sense of ownership among participants but also ensures a diverse and intentional reading list.

The Hardback Life Book Club is adopting a quarterly selection model this year. This adjustment reflects a practical need—giving participants more time to access materials, particularly high-demand titles.

A key development this month involved improving access to digital materials through Libby. During the pandemic, the cooperative (MMLL) established Advantage accounts for member libraries, though their application was not widely understood at the time. After consultation with our representative, we now have clarity: these accounts allow us to purchase high-demand titles specifically for our patrons, effectively prioritizing them in the hold queue. This is especially beneficial for book club selections, significantly reducing wait times. Additionally, the pay-per-use ("cost-per-circ") model we will utilize ensures that funds are spent efficiently based on actual patron demand rather than flat licensing costs.

Grant – Memory Lab Initiative

We are pleased to report that the library has been awarded a \$1,000 grant through MMLL to establish a Memory Lab. This initiative will provide patrons with access to equipment for digitizing personal and historical media, including photographs, negatives, and VHS recordings.

The lab will be housed on a round table near the circulation desk, allowing for close staff support. Implementation will include staff training followed by scheduled public training sessions to ensure effective and confident use of the equipment.

Pentwater District Library
Director's Report
April 2026

While the grant covers the primary equipment, the library will absorb incidental costs such as cables, adapters, and storage media. As with many technology-based services, some flexibility is required during setup to address unforeseen needs. The declining cost of digitization equipment has worked in our favor, and we are well-positioned to implement this service efficiently within our existing space.

Library of Michigan's "Awesome Millage Monday" Training Series

Some Board Members and staff have been participating in the Library of Michigan's "Awesome Millage Monday" webinar series, which provides valuable insight into library governance, funding structures, and advocacy tools.

The first session focused on the legal frameworks for establishing libraries in Michigan. Notably, there are eleven distinct types of libraries in the state, each with different governance models and funding mechanisms. This knowledge is particularly relevant as we continue conversations about long-term sustainability and funding structures.

The second session introduced tools and strategies for data visualization and public communication, including the use of applications to create infographics. Michigan libraries are uniquely positioned in that participation in the annual Public Library Survey is tied directly to State Aid eligibility. This survey feeds into a comprehensive statewide database, allowing for benchmarking and comparative analysis across peer libraries.

While the content was valuable, the technical complexity of navigating the data systems proved challenging in a webinar format. The process of extracting and manipulating data across multiple platforms is not intuitive without hands-on guidance. However, this information remains highly useful, and I am prepared to work one-on-one with board members or staff to demonstrate how we can leverage this data for advocacy, planning, and community storytelling.

Public Relations (PR)

We are preparing a second targeted mailing to residents in Weare Township within our service district. This outreach takes the form of a double-sided postcard, enclosed in an envelope to increase visibility and engagement.

The messaging is concise and welcoming, highlighting library hours, key services, and the value of a library card. This effort is part of a broader strategy to improve awareness and utilization among residents who are eligible for services but may not yet be active users.

Weeding and Collection Management

Collection maintenance has been a priority in recent weeks. Weeding—removing

Pentwater District Library
Director's Report
April 2026

outdated, underused, or worn materials—is essential to maintaining a relevant and accessible collection.

Our standard practice keeps new materials in the “New” section for approximately one year before integrating them into the general collection. While this may seem lengthy, circulation patterns justify the approach; with typical loan periods extending beyond three weeks, it allows sufficient time for patron access.

Recent efforts have focused on reorganizing the children's department to accommodate new nonfiction materials, as well as updating the adult nonfiction area. We have also expanded the Large Print collection, recognizing its importance for accessibility and our aging population.

To support these changes, additional shelving has been introduced to improve layout and browsing capacity. These updates will position the collection to better meet community needs as we move into the busier summer season.

National Library Week

Our upcoming board meeting falls during National Library Week, an important national celebration that highlights the essential role libraries play in their communities. This provides us with a valuable opportunity to increase visibility, strengthen community connections, and reinforce the library's presence as a welcoming and active space.

To mark the week, staff will be participating in a coordinated “color of the day” theme, along with wearing our Library Joy t-shirts to promote a sense of unity and enthusiasm. We plan to document the week through photos that capture daily activities, patron engagement, and the overall spirit of the library.

These photos will be shared across our social media platforms, as well as with the Michigan Library Association (MLA) and the Library of Michigan, helping to extend our reach and showcase our library as part of a broader statewide celebration.

National Library Week serves as a natural touchpoint for outreach. It allows us to reconnect with regular patrons, welcome back seasonal residents as they begin returning to the area, and encourage new users to explore what the library has to offer. We anticipate this being a positive and visible week that supports both engagement and advocacy efforts.

Incidents at the Library

Two incidents occurred this month that required attention and coordination with local services.

Pentwater District Library
Director's Report
April 2026

On April 6, emergency services responded to a patron experiencing a methamphetamine overdose. The individual remained outside while awaiting assistance, and the situation was handled quietly and professionally, without disruption to library operations. Following the incident, I requested a precautionary sweep of the building by a K-9 unit. The search covered all public areas, including restrooms, and no substances were detected.

A second, more unusual situation arose on April 14, when we were contacted by Republic Services regarding hazardous materials found in our recycling bin—specifically, used medical needles. Their staff had experienced injuries while sorting materials and were able to trace the source back to our recycling due to identifiable library materials.

It is important to note that the library does not dispose of medical sharps in its waste streams. Our bins are clearly labeled for library use only. However, because our trash and recycling are placed at the roadside over the weekend, they are accessible to the public and vulnerable to misuse. This incident was reported to the Pentwater Police Department, and we will continue monitoring the situation while considering additional mitigation strategies if necessary.

Respectfully submitted,



Mary Barker, Director

Mission Statement

"The Pentwater District Library is a safe, welcoming hub for residents and visitors. We meet the evolving needs of our community through exceptional service, materials, and programs that inspire lifelong learning."

Vision Statement

To be the essential resource for a connected community, ensuring residents and visitors have every opportunity for continuous learning and discovery."

Values

LEARN (Focuses on your Mission)

This is shorter, punchier, and easier for staff and the public to memorize.

- **L – Literacy and Lifelong Discovery:** Fostering a culture of continuous learning and curiosity for everyone.
- **E – Exceptional Service:** Delivering professional, high-quality assistance and resources in every interaction.
- **A – Accessible & Safe:** Maintaining a welcoming sanctuary that is open and inclusive to all.
- **R – Responsive Resources:** Adapting our materials and programs to meet the changing needs of our district
- **N – Networking:** Acting as the essential anchor that connects our residents, visitors, and resources.



Mary Barker <director@pentwaterlibrary.org>

Fwd: Pentwater Library Millage Questions

1 message

Valerie Church-McHugh <president@pentwaterlibrary.org>
To: Mary Barker <director@pentwaterlibrary.org>

Wed, Apr 8, 2026 at 10:19 AM

----- Forwarded message -----

From: Genovich, Laura <LGENOVICH@fosterswift.com>
Date: Thu, Apr 2, 2026 at 10:43 AM
Subject: Re: Pentwater Library Millage Questions
To: president@pentwaterlibrary.org <president@pentwaterlibrary.org>
CC: Seuryncck, Anne <ASeuryncck@fosterswift.com>

Hi Valerie -

I work with Anne Seuryncck, and she forwarded me your email because I help our public entity clients with election and campaign finance questions, and specifically what the Library can and cannot do with its informational campaign about the millage proposal.

Here is the short answer:

- The Library and its staff members can use public money and public resources to provide factual information about the millage (discussed below).
- Library board members and staff members cannot use any public money or resources (including the Library's email accounts, computers, photocopy machines, newsletters, website, etc.) to advocate for or against a ballot question.
- Library board members and staff members may contribute their own personal money and time to these campaigns (not during their work hours).

Here is the long answer:

1. Prohibited Conduct under the MCFA (Michigan Campaign Finance Act)

Section 57 of the MCFA prohibits public bodies (or anyone acting for a public body) from using public resources to make a campaign "contribution or expenditure," subject to certain exceptions. MCL 169.257(1). A "contribution" is a payment, gift, or transfer of anything of money value "made for the purpose of influencing the nomination or election of a candidate, for the qualification, passage, or defeat of a ballot question, or for the qualification of a new political party." MCL 169.204(1). "Expenditure" is similarly defined as "a payment, donation, loan, or promise of payment of money or anything of ascertainable monetary value for goods, materials, services, or facilities in assistance of, or in opposition to, the nomination or election of a candidate, the qualification, passage, or defeat of a ballot question, or the qualification of a new political party." MCL 169.206(1).

Under these definitions, a public body will violate Section 57 if it uses public resources to expressly advocate for the passage or defeat of a ballot question, or if it encourages or discourages voting for a particular candidate. "Public resources" includes more than public funds; it can include the public body's office space, office supplies, vehicles, staff time, volunteer services, or even its social media account. **This means that as a general matter, the Library may not use public resources – including the Library's website, social media pages, newsletters, mailers, or e-mail accounts – to expressly advocate for the passage or defeat of a ballot measure.**

The MCFA imposes penalties for violations of Section 57. Any person who knowingly violates the statute is guilty of a misdemeanor, punishable by a fine of not more than \$1,000 or imprisonment for not more than one year, or both. If an entity (rather than an individual) violates the statute, then the fine could be as high as \$20,000. MCL 169.257(4). Accordingly, the Library must avoid using any public resources in connection with political campaigns – subject, however, to the exceptions discussed below.

2. Protected Conduct

Section 57's prohibitions do *not* apply to the following activities:

1. The expression of views by an elected or appointed public official who has policy making responsibilities.
2. The production or dissemination of factual information concerning issues relevant to the function of the public body.
3. The production or dissemination of debates, interviews, commentary, or information by a broadcasting station, newspaper, magazine, or other periodical or publication in the regular course of broadcasting or publication.
4. The use of a public facility owned or leased by, or on behalf of, a public body if any candidate or committee has an equal opportunity to use the public facility.
5. The use of a public facility owned or leased by, or on behalf of, a public body if that facility is primarily used as a family dwelling and is not used to conduct a fund-raising event.
6. An elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her own personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services.

MCL 169.257(1). We address the three most pertinent exceptions – (a), (b), and (f) – below.

i. Section 57(1)(a) – Expression of Views by Policy Maker

Section 57's prohibitions do not apply to “[t]he expression of views by an elected or appointed public official who has policy making responsibilities.” This expression can take several forms. (Note: this section applies to Library Board members, not staff members.)

Speaking at Board Meetings. The Bureau of Election (“BOE”) has expressly ruled that not only is a public official expected to express his or her views on matters of public import, but he or she has “an obligation to take positions[.]” Interpretive Statement to Lee Bourgoin (Oct. 24, 2014). The BOE has further made clear “that at council meetings individual members are free to discuss their opposition to or support of a ballot question that relates to ‘municipal concerns, property and government.’ Indeed, a city council could devote an entire meeting to a discussion of the ballot issue.” Interpretive Statement to Steven Daunt (Aug. 17, 2000).

This is true even though the Board will obviously be using Library equipment and property to conduct the public meeting. The “occasional, incidental use” of public resources to inform constituents and the media of an elected official’s position on a ballot question falls within the exemptions described above. See Interpretive Statement to Bourgoin.

Campaign Calls. Making campaign calls from a Library office or from a Library-owned cell phone is likely prohibited. The BOE, in its Section 57 FAQs, states that “a public official should not use his public office telephone or any phone paid with public funds to campaign or advertise it as a way of contacting the public official for campaign purposes. Any time spent answering campaign phone calls diverts attention for the ordinary business of the public body and is permanently lost.” This applies to ballot questions as well as campaigns.

Similarly, the FAQs state that “at no time can a public official campaign when being paid to work. A public official must use personal time or accrued leave time to campaign during working hours.” However, making calls on behalf of a ballot question is distinguishable from responding to constituent and media inquires regarding the issue. It is likely that a Library Board member can answer calls and express his or her opinion on a ballot question as part of his or her official duties; however, the act of *placing* calls on behalf of a ballot question committee using Library property or during normal work hours is prohibited.

Other Restrictions. Library Board members should avoid using their office email, letterhead, or other resources for the campaign. They may use public resources for factual information that does not contain words of express advocacy, as discussed below.

ii. Section 57(1)(b) – Factual Information

Under Section 57, a public body may produce and disseminate “**factual information concerning issues relevant to the function of the public body**” – but the distinction between “factual information” and advocacy is often a fine line. A public body may believe it is “factual” to state that a ballot measure will “benefit the community” or “be detrimental to the community,” but such statements could be considered promotional or aspirational, rather than factual. The inclusion of such promotional statements in materials produced by the public body would likely violate Section 57.

Generally, “factual information” is information that can be supported by documentary evidence. If a Section 57 complaint is filed, the BOE may require the public body to show that the “factual statements” are “objectively verifiable,” using documentation such as budget reports or economic studies.

Below are examples of the types of statements that we believe would be permissible (as “factual information”) under Section 57 and statements that would be impermissible:

Factual Information – Permissible	Not Factual Information – Prohibited
Date and time of election; Amount of millage; Ballot language	Commentary or opinions about whether the proposed millage should be approved. “Vote Yes” or “Vote No” statements.
Objectively verifiable statements about the impact of the ballot question. Factual support must be in writing – i.e., in other publicly available documents/data. Example: “If approved, the Library will use the millage funds for Library building improvements.”	Statements about the anticipated impact of the ballot question, unless the statements are directly supported by publicly available documents/data. Example: “Approval of the millage means more kids will learn how to read.”

Our office can review any proposed Library communications to evaluate compliance with Section 57.

iii. Section 57(1)(a) – Personal Time

Section 57 does not prohibit “[a]n elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her own personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services. MCL 169.257(1) (f). This means that Library officials and employees can express their views or campaign for or against a ballot measure on their own time and with their own money. Individuals campaigning on their own time, particularly as a group, should make sure they comply with the Michigan Campaign Finance Act, including any applicable requirements to form a Ballot Question Committee.



Mary Barker <director@pentwaterlibrary.org>

Weare Township population question regarding Hart Area District Library and Pentwater District Library

Membiela, Clare (MDE) <MembielaC@michigan.gov>

Tue, Apr 21, 2026 at 11:37 AM

To: "wearetwptreasurer@yahoo.com" <wearetwptreasurer@yahoo.com>

Cc: Kathleen Rash <kathleenrash@hartpubliclibrary.org>, Mary Barker <director@pentwaterlibrary.org>, "Hamlin, Joseph (MDE)" <HamlinJ2@michigan.gov>

Hello Ms. VanDerZanden:

I hope you are all well!

Katheleen Rash, the Director of Hart District Library has requested a clarification of the population changes that have occurred with respect to the population of Weare Twp as a result of the formation of Pentwater District Library.

- Library services are organized according to population because library funding such as penal fines and state aid is paid on a per capita basis.
 - A library may have a **Legal Service Area** population, which is the population the library serves under the establishment act the library was formed under (for example, a city population for a city library).
 - A library may also have a **Contracted Municipality** Population, which is the population the library serves because of a contract for service executed with a neighboring municipality.
- Population numbers used are provided by the Michigan Department of Treasury and are taken from the most recent Decennial Census. Therefore, the numbers effective for the Pentwater District Library are population figures from the 2020 census.
- Prior to the formation of the Pentwater District Library, Weare Township's population has been receiving library services through 2 separate contracts, each with a different library. Each library served a percentage of the Weare Twp. population. When added together, the sum of the served population percentages of each contract would equal approximately 100% of the population (allowing for small decimal point variations of + or – one person).
- Pentwater Twp Library began serving 35% of the Weare Twp population in 1970 – a contract that has continuously renewed since then.
- Hart Area District Library has been serving 65% of Weare Twp. since at least 1978, via a succession of renewed contracts, the most recent one ending in March 2025.
- The original division of the Weare Twp population between Pentwater Township Library and Hart Area Public Library was based on a general calculation of high school attendance at the time period. It was determined that the split should be 65% to Hart and 35% to Pentwater. The exact population numbers were calculated each year since the contract formation based on the decennial census numbers supplied by Treasury to the Library of Michigan.
- Pentwater Township and The Pentwater School District recently formed the Pentwater District Library via a District Library Agreement that re-established the Pentwater Township Library into the Pentwater District Library.
 - The Legal Service Area of the new Pentwater District Library includes the population of the Pentwater School District that is in Oceana County (because municipalities in the Pentwater School District that lie outside of Oceana County are within the Legal Service areas of other established District Libraries. Under the District Library Establishment Act (DLEA) 1989 PA 24, MCL 397.171 et seq.), the Legal Service area of

one District Library cannot overlap another District Library's Legal Service Area.

- Since a portion of Weare Twp is in the Pentwater School District within Oceana County, The population of Weare Twp within the Pentwater School District was included within the legal service area of the new Pentwater District Library via the School District boundary.
- Since certain percentages of Weare Township's population are within the boundaries of school districts **other** than Pentwater School District, those populations were NOT included within the legal service area/ boundaries of the new Pentwater District Library. Specifically, the populations within Hart Public Schools and Mason County Public Schools
 - The populations of Weare Twp that reside within Hart Public Schools and within Mason County Schools have traditionally been within the the Hart Area Public Library's served Weare Twp population.
- Because a portion of the population within Weare Township that had formerly been served by the contract between Weare and Hart Area Public Library reside in the Pentwater School District within Oceana County, that population had to be reallocated to the Pentwater District Library's Legal Service Area and out of the Hart Area District Library's contracted service area.
- In other words, the allocationn of the populatio of Weare Twp. between Hart Area District Library and Pentwater District Library had to be re-calculated due to the establishment of the Pentwater District Library along Pentwater School District boundaries.

Specifically, the calculation is as follows:

The Michigan Department of Education provided the Library of Michigan with the population numbers by municipality of Weare Twp. residents within the school districts that serve Weare Twp.:

COFIPS	MCDFIPS	SDFIPS	COUNTY	MCD	SCHOOLDIST	POP20
127	85040	17860	Oceana County	Weare Township	Hart Public Schools	361
127	85040	23130	Oceana County	Weare Township	Mason County Central Schools	134
127	85040	27840	Oceana County	Weare Township	Pentwater Public Schools	729
						1,224

729 people from Weare Twp are in the Pentwater Public School Boundary in Oceana County – This is the population that is now within the legal service area of the Pentwater District Library. This is where that population number came from.

The other Weare Twp populations (a total of **495** people – 134 + 361) are within the contacted service area of Hart Area Public Library. This is where that figure came from.

134 people from Weare Twp are in the Mason County Central School District

361 people from Weare Twp are in the Hart Public Schools

729 people = 59.06 % of Weare Twp. to Pentwater District Library

495 people = 40.04 % of Weare Twp. to Hart Area District Library

Please note that since the official numbers used by the Department of Treasury and Library of Michigan and the Michigan Department of Education are the official Decennial Census count from 2020 (and are not updated annually), the population counts may differ from the population counts used locally. However, the numbers above represent the populations and boundaries that are recognized by the Library of Michigan for Penal Fine, State Aid and other purposes, and by the Department of Education for purposes of allocation of population to district libraries for purposes of millage elections, etc.

In the end, Hart Area District Library's Weare Twp population **decreased** by 301 people – from 796 people to 495

Pentwater District Librray (formerly Pentwater Township Library) **increased** by 300 people – from 429 to 729

Note that due to decimal variations, there may be a + or – 1 person deviance in the calculations.

The 729 people within the Pentwater District Library legal service area will have to vote on the district millage.

The 495 within the Hart Area District Library contracted area will not

There is no double counted or overlapped population.

NOTE – Library legal and contracted service areas are the populations that are officially served by a library – and which are the populations that are used to calculate the amount of penal fines and eligible state aid funds that an individual library receives. The governing boards of each public library have the authority to determine the service and borrowing policies of their library. A library may serve populations outside of that library's legal and/or contracted service areas. However those additional populations would not be considered as served populations by the Libray of Michigan, for purposes of state aid, penal fines, or by election and municipal officials for purposes of a legal service area or contracted area millage. In other words, if for example, Hart Area District Library wanted to continue to serve the population lost as a result of the establishment of Pentwater District, they have the authority to do so – but that population is under no requirement to pay the Hart Area Public Library millage – or pay any other amount unless that payment is required for service (such as a non-resident card). The population is no longer contacted to Hart Area Public Library.

I Hope this is helpful. Please don't hesitate to contact me if you have any questions about the information above, or if you need additional information.

Sincerely,

Clare

Clare D. Membiela, MLS, J.D.

Library Law Consultant

Library of Michigan

MembielaC@michigan.gov

517-335-8132

The research and resources above are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem.

*“the State may not, consistently with the spirit of the First Amendment, contract the spectrum of available knowledge.” *Griswold v. Connecticut*, 381 U.S. 479, 482 (1965).*



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