

Pentwater Township Library
Board of Trustee Regular Meeting
Draft Minutes
Tuesday October 21, 2025 @ 5:30 pm

Call to order: 5:34 by Valerie Church-McHugh

In attendance: Valerie Church-McHugh, Amber Jaeb, Kendra Flynn, Elly Bainbridge, Jennifer Gwillim. Also in attendance: Mary Barker, Director

Absent: Joan LundBorg

Guest: Linda VanGills

Consent agenda: Reviewed. Motion by Flynn with support from Gwillim. *Approved.*

A: Minutes of Regular Meeting – September 17, 2025

B: Payment of bills

C: Library stats

Meeting agenda – review and action: Reviewed. Motion by Gwillim with support from Jaeb. *Approved.*

Public comment on agenda items: none

President's Report: Received approval from State of Michigan to become a district library, however the district boundary was not correct. Communication with attorney for corrections has been made. Will await new documentation

Treasurer's Report: Submitted by Flynn, included in packet. Motion by Gwillim with support from Bainbridge to approve September 2025 report. *Approved.*

Committee Reports:

Policy:

Nothing to report.

Personnel:

Nothing to report.

Finance:

Met on 10/10/25 and 10/17/25. Discussed the 2026-2027 fiscal year budget and the needed building/outdoor updates. Committee provided recommendation to the board for salary changes.

Building & Grounds

Will pursue ADA recommendations for outdoor walkways prior to moving forward with any projects.

Director's Report: Included in packet, presented by Mary Barker.

Continued Business:

District Library process – Will await new approval statement for confirmation of becoming a district library.

District Library logo – still in process

Voter file for Pentwater School district – Mary has obtained both a digital and print copy.

New Business: Nothing to report.

Public comments: none

Other items from board of trustees or director: Need to form a communication committee. Jennifer Gwillim has been appointed by board president to chair the committee. It is Friends of the Library week – board will acknowledge group on social media.

Adjournment: 6:58pm

Draft minutes submitted 9/16/25
Amber Jaeb, Secretary

PENTWATER TOWNSHIP LIBRARY

Paycheck history report

Paychecks from Oct 21, 2025 to Nov 18, 2025 for all employees from all locations

Pay date	Name	Total pay	Net pay	Pay method	Check Number	Status
11/12/2025	BARKER, MARY	\$2,052.21	\$1,500.57	Direct Deposit	DD	PROCESSED
11/12/2025	BRADLEY, OLIVIA	\$1,176.10	\$943.89	Direct Deposit	DD	PROCESSED
11/12/2025	HAMMERLE, TAMMY	\$958.27	\$835.68	Direct Deposit	DD	PROCESSED
11/12/2025	MUELLER, JAMES	\$1,249.23	\$1,007.15	Direct Deposit	DD	PROCESSED
11/12/2025	WAMBAUGH, JUSTIN	\$1,484.70	\$1,170.96	Direct Deposit	DD	PROCESSED
10/29/2025	BARKER, MARY	\$2,052.21	\$1,500.57	Direct Deposit	DD	PROCESSED
10/29/2025	BRADLEY, OLIVIA	\$1,113.13	\$897.53	Direct Deposit	DD	PROCESSED
10/29/2025	HAMMERLE, TAMMY	\$831.10	\$727.28	Direct Deposit	DD	PROCESSED
10/29/2025	MUELLER, JAMES	\$1,113.13	\$907.01	Direct Deposit	DD	PROCESSED
10/29/2025	WAMBAUGH, JUSTIN	\$1,383.70	\$1,096.63	Direct Deposit	DD	PROCESSED

Expenses by Vendor Summary - copy

PENTWATER TOWNSHIP LIBRARY

October 21-November 17, 2025

VENDOR	TOTAL
AFLAC	72.40
Amazon Capital Services	114.30
Brickley DeLong	110.00
Capital Group	804.82
Charter Communications	179.96
Clarkston Independence District Library	39.49
CONSUMERS ENERGY	324.10
DTE Energy	76.78
EBSCO Informational Center	757.00
Foster Swift	229.50
James Mueller *	14.84
Justin Wambaugh-	9.80
Kanopy, Inc.	46.75
Mary S. Barker	527.74
Michigan Retailers Services, Inc.	14.02
Midwest Tape, LLC	368.61
RYAN'S LAWN CARE	190.00
Shotwell Solutions, LLC	262.80
VILLAGE OF PENTWATER (Water)	427.58
Xerox Financial Services	432.53
TOTAL	\$5,003.02

PENTWATER TOWNSHIP LIBRARY

101-204 Visa 6720, Period Ending 11/01/2025

RECONCILIATION REPORT

Reconciled on: 11/04/2025

Reconciled by: TAMMY HAMMERLE

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

Summary

	USD
Statement beginning balance	26.16
Charges and cash advances cleared (8)	879.95
Payments and credits cleared (1)	-26.16
Statement ending balance	<u>879.95</u>
Register balance as of 11/01/2025	<u>879.95</u>

Details

Charges and cash advances cleared (8)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2025	Expense		Amazon.com	61.41
10/13/2025	Expense		Scheid Plumbing and Heating	150.00
10/13/2025	Expense		Michaels	176.65
10/13/2025	Expense		Hobby Lobby	62.06
10/13/2025	Expense		Meijer	88.30
10/13/2025	Expense		Dollar General Store	6.36
10/13/2025	Expense		Amazon.com	10.99
10/13/2025	Expense		Amazon.com	324.18

Total 879.95

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/07/2025	Bill		Elan Financial Services	-26.16

Total -26.16

PENTWATER TOWNSHIP LIBRARY

101-205 Visa 8118, Period Ending 11/01/2025

RECONCILIATION REPORT

Reconciled on: 11/04/2025

Reconciled by: TAMMY HAMMERLE

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

Summary

	USD
Statement beginning balance	
Charges and cash advances cleared (11)	1,212.10
Payments and credits cleared (2)	1,992.08
Statement ending balance	<u>-1,267.71</u>
Register balance as of 11/01/2025	<u>1,936.47</u>

Details

Charges and cash advances cleared (11)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2025	Expense		Hobby Lobby	41.97
10/13/2025	Expense		Collaborative Summer Library...	726.75
10/13/2025	Expense		Amazon.com	26.56
10/13/2025	Expense		DETROIT FREE PRESS	40.00
10/13/2025	Expense		Barnes and Noble	226.70
10/18/2025	Expense		Meijer	97.33
10/20/2025	Expense		Lowe's	214.73
10/20/2025	Expense		Meijer	43.21
10/20/2025	Expense		Best Coast Storage	56.00
10/20/2025	Expense		INTUIT	45.00
10/20/2025	Expense		Barnes and Noble	473.83

Total 1,992.08

Payments and credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/07/2025	Bill		Elan Financial Services	-1,212.10
10/13/2025	Credit Card Credit		Barnes and Noble	-55.61

Total -1,267.71

PENTWATER TOWNSHIP LIBRARY

101-001 West Shore Reg.Chk. Ending Balance: \$17,135.65

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
11/13/2025	10046	Charter Communications	8245122820005197	\$179.96			\$17,135.65
	Bill Payment	101-202 Accounts Payable					
11/13/2025	10045	DTE Energy	463584900013	\$76.78			\$17,315.61
	Bill Payment	101-202 Accounts Payable					
11/13/2025	10044	Foster Swift		\$127.50			\$17,392.39
	Bill Payment	101-202 Accounts Payable					
11/13/2025	10043	Brickley DeLong		\$110.00			\$17,519.89
	Bill Payment	101-202 Accounts Payable					
11/13/2025	10042	RYAN'S LAWN CARE		\$190.00			\$17,629.89
	Bill Payment	101-202 Accounts Payable					
11/13/2025	10041	VILLAGE OF PENTWATER (Water)		\$427.58			\$17,819.89
	Bill Payment	101-202 Accounts Payable					
11/13/2025	10040	EBSCO Informational Center		\$757.00			\$18,247.47
	Bill Payment	101-202 Accounts Payable					
11/12/2025		QuickBooks Payroll	Tax withdrawal	\$1,747.83			\$19,004.47
	Tax Payment	QuickBooks Tax Holding Account					
11/12/2025	DD	JAMES MUELLER	Pay Period: 10/25/2025- 11/03/2025	\$1,007.15			\$20,752.30
	Paycheck	Direct Deposit Payable					
11/12/2025	DD	MARY BARKER	Pay Period: 10/25/2025- 11/08/2025	\$1,500.57			\$21,759.45
	Paycheck	Direct Deposit Payable					
11/12/2025	DD	TAMMY A HAMMERLE	Pay Period: 10/25/2025- 11/08/2025	\$835.68			\$23,260.02
	Paycheck	Direct Deposit Payable					

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
11/12/2025	DD	JUSTIN WAMBAUGH	Pay Period: 10/26/2025- 11/08/2025	\$1,170.96			\$24,095.70
	Paycheck	Direct Deposit Payable					
11/12/2025	DD	OLIVIA BRADLEY	Pay Period: 10/26/2025- 11/08/2025	\$943.89			\$25,266.66
	Paycheck	Direct Deposit Payable					
11/11/2025					\$23,000.00		\$26,210.55
	Transfer	101-002 West Shore Money Market					
11/04/2025	10039	Elan Financial Services		\$879.95			\$3,210.55
	Bill Payment	101-202 Accounts Payable					
11/04/2025	10038	Shotwell Solutions, LLC		\$262.80			\$4,090.50
	Bill Payment	101-202 Accounts Payable					
11/04/2025	10037	James Mueller *		\$14.84			\$4,353.30
	Bill Payment	101-202 Accounts Payable					
11/04/2025	10036	Xerox Financial Services	010-0019606-001	\$432.53			\$4,368.14
	Bill Payment	101-202 Accounts Payable					
11/04/2025	10035	Justin Wambaugh-		\$9.80			\$4,800.67
	Bill Payment	101-202 Accounts Payable					
11/04/2025	10034	Mary S. Barker		\$142.24			\$4,810.47
	Bill Payment	101-202 Accounts Payable					
11/04/2025	10033	Amazon Capital Services		\$55.38			\$4,952.71
	Bill Payment	101-202 Accounts Payable					
11/04/2025	10032	Elan Financial Services		\$1,936.47			\$5,008.09
	Bill Payment	101-202 Accounts Payable					
11/04/2025	10031	Kanopy, Inc.		\$46.75			\$6,944.56
	Bill Payment	101-202 Accounts Payable					
11/04/2025	10030	Midwest Tape, LLC		\$368.61			\$6,991.31
	Bill Payment	101-202 Accounts Payable					

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
10/31/2025	INTEREST		Interest Earned		\$0.83	R	\$7,359.92
	Deposit	101-665 Miscellaneous Income:Interest Earned					
10/29/2025		QuickBooks Payroll	Tax withdrawal	\$1,630.02		R	\$7,359.09
	Tax Payment	QuickBooks Tax Holding Account					
10/29/2025	DD	JAMES MUELLER	Pay Period: 10/12/2025- 10/25/2025	\$907.01		R	\$8,989.11
	Paycheck	Direct Deposit Payable					
10/29/2025	DD	TAMMY A HAMMERLE	Pay Period: 10/12/2025- 10/25/2025	\$727.28		R	\$9,896.12
	Paycheck	Direct Deposit Payable					
10/29/2025	DD	MARY BARKER	Pay Period: 10/12/2025- 10/25/2025	\$1,500.57		R	\$10,623.40
	Paycheck	Direct Deposit Payable					
10/29/2025	DD	JUSTIN WAMBAUGH	Pay Period: 10/12/2025- 10/25/2025	\$1,096.63		R	\$12,123.97
	Paycheck	Direct Deposit Payable					
10/29/2025	DD	OLIVIA BRADLEY	Pay Period: 10/12/2025- 10/25/2025	\$897.53		R	\$13,220.60
	Paycheck	Direct Deposit Payable					
10/28/2025		Capital Group		\$389.58		R	\$14,118.13
	Expense	101-716 Salaries & Fringe Ben:Retirement Clarkston					
10/28/2025	10029	Independence District Library		\$39.49			\$14,507.71
	Bill Payment	101-202 Accounts Payable					
10/28/2025	10028	Mary S. Barker		\$385.50		R	\$14,547.20
	Bill Payment	101-202 Accounts Payable					
10/28/2025	10027	Amazon Capital Services		\$58.92			\$14,932.70
	Bill Payment	101-202 Accounts Payable					
10/28/2025	10026	Foster Swift		\$102.00			\$14,991.62
	Bill Payment	101-202 Accounts Payable					
10/28/2025	10025	AFLAC		\$72.40			\$15,093.62

Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance
	Type					Auto	
10/28/2025	10024	101-202 Accounts Payable CONSUMERS ENERGY	100016977850	\$324.10			\$15,166.02
10/27/2025		101-202 Accounts Payable Michigan Retailers Services, Inc. Fees and Fines: Copier Fees			\$6.00	R	\$15,490.12

Pentwater Township Library
 DIRECTOR'S REPORT -
 October Statistics

11/1/2025

CIRCULATION	2025	2024	%	ATTENDANCE	2025	2024	%
FICTION	412	466	-12	ADULT PROGRAM*	79	17	365
NON-FICTION	95	83	14	TEEN PROGRAM*	0	0	#DIV/0!
LARGE PRINT FICTION	65	88	-26	CHILDREN PROGRAM*	567	664	-15
LARGE PRINT NON-FICTION	4	2	100	PASSIVE PROGRAM*	80	55	45
PERIODICALS	27	47	-43	TOTAL	726	736	-1
AUDIO	5	30	-83	EVENING PATRONS	611	43	1321
VIDEOS & DVDS	86	109	-21	TOTAL PATRONS*	1496	1528	-2
TOTAL	694	825	-16	NEW REGISTRATIONS			
				ADULT	15	7	114
				CHILDREN	2	1	100
KANOPY	55	29		ANNUAL	1	1	0
LIBBY E_Magazine	179	145		TOTAL*	18	9	100
LIBBY AUDIO	167	173	-3	RE-REGISTRATIONS			
LIBBY E-BOOKS	186	206	-10	ADULT	17	15	13
MEL CAT LENT	151	128	18	CHILDREN	0	0	#DIV/0!
MEL CAT BORROWED	66	90	-27	TOTAL*	17	15	13
HOOPLA E-BOOKS	60	50	20	Total Deleted Items	6	41	-85
HOOPLA E-AUDIO	88	113	-20	Multipurpose Room	20	15	33
HOOPLA E-MOVIE/TV	8	14	-43	LIBRARY OF THINGS			
HOOPLA BINGE PASS	2	1	100	J Vox Books	3	1	200
HOOPLA MUSIC	1			Launchpads	1	0	#DIV/0!
TOTAL	963	938	3	Kit Go Bags	2	0	#DIV/0!
				Kit Fly Tying	4	0	#DIV/0!
J FICTION	37	23	61	Nintendo Switch Games	4	1	300
J NON-FICTION	4	8	-50	Canning Kit	0	0	#DIV/0!
J EASY	80	63	27	DVD Players	0	0	#DIV/0!
J PERIODICALS	0	0	#DIV/0!	CD Players	0	0	#DIV/0!
J VIDEOS & DVDS	23	25	-8	Kit Outdoor Games	0	0	#DIV/0!
TOTAL	144	119	21	TOTAL	14	2	600
				COPIES			
Y FICTION	7	3	133	BLACK	1857	2111	-12
Y NON-FICTION	0	16	-100	COLOR	1417	1065	33
				COMPUTER USAGE*	69	93	-26
TOTAL	7	19	-63	WIRELESS USAGE*		353	-100
GRAND TOTAL	1808	1901	-5	FAX USAGE	24	30	-20

MATERIALS BY DATE ADDED FY 2019-20

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						258
6 — Adult Non-fiction	15	17	14	21	25	6	13						111
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						32
12 — Juvenile Fiction	7		1	2	3		9						22
13 — Juvenile Magazine	2	3	1	2	2	4	2						16
14 — Juvenile Non-fic		2	2	8	2		2						16
15 — Juvenile Video	4			2									6
16 — Juvenile Video Series													0
17 — Large Print Fiction	6	4	4	1	9								34
18 — Large Print Non-Fiction					1								1
19 — Magazine	25	26	24	22	22	28	27						174
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	0	0	0	0	0	839

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	9,912.89	229,101.00	-219,188.11	4.33 %
101-655 Fees and Fines	2,120.79	3,000.00	-879.21	70.69 %
101-674 Private Contributions	4,442.06	2,500.00	1,942.06	177.68 %
101-679 Miscellaneous Income	17,202.26	13,409.00	3,793.26	128.29 %
101.502 Government Contribution	13,558.24	15,000.00	-1,441.76	90.39 %
Total Income	\$47,236.24	\$263,010.00	\$ -215,773.76	17.96 %
GROSS PROFIT	\$47,236.24	\$263,010.00	\$ -215,773.76	17.96 %
Expenses				
101-702 Salaries & Fringe Ben	121,956.95	222,000.00	-100,043.05	54.94 %
101-752 Supplies & Postage	3,062.24	7,000.00	-3,937.76	43.75 %
101-790 Library Materials	14,554.64	31,500.00	-16,945.36	46.21 %
101-801 Professional & Contract	18,556.77	21,000.00	-2,443.23	88.37 %
101-805 Program Expense	10,888.58	10,000.00	888.58	108.89 %
101-824 Bank & Credit Card Fees	87.87	250.00	-162.13	35.15 %
101-880 Communications & Promo	10.00	2,000.00	-1,990.00	0.50 %
101-910 Professional Development	1,510.98	5,000.00	-3,489.02	30.22 %
101-924 Utilities & Maintenance	8,894.28	17,000.00	-8,105.72	52.32 %
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	\$180,822.31	\$333,659.00	\$ -152,836.69	54.19 %
NET OPERATING INCOME	\$ -133,586.07	\$ -70,649.00	\$ -62,937.07	189.08 %
NET INCOME	\$ -133,586.07	\$ -70,649.00	\$ -62,937.07	189.08 %

Pentwater Township Library

Balance Sheet

As of October 31, 2025

	TOTAL			
	AS OF OCT 31, 2025	AS OF OCT 31, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
101-001 West Shore Reg.Chk.	7,359.92	6,662.15	697.77	10.47 %
101-002 West Shore Money Market	178,211.74	233,413.98	(55,202.24)	(23.65 %)
101-003 Shelby State Bank Money Market	1,288.16	1,287.77	0.39	0.03 %
101-004 Petty Cash	150.00	150.00	0.00	0.00 %
101.008 Michigan Class	160,131.66	119,011.71	41,119.95	34.55 %
Total Bank Accounts	\$347,141.48	\$360,525.61	\$ (13,384.13)	(3.71 %)
Other Current Assets				
QuickBooks Tax Holding Account	5,201.80	0.00	5,201.80	
Total Other Current Assets	\$5,201.80	\$0.00	\$5,201.80	0.00%
Total Current Assets	\$352,343.28	\$360,525.61	\$ (8,182.33)	(2.27 %)
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	\$362,256.97	\$368,694.61	\$ (6,437.64)	(1.75 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
101-202 Accounts Payable	4,149.37	1,364.45	2,784.92	204.11 %
Total Accounts Payable	\$4,149.37	\$1,364.45	\$2,784.92	204.11 %
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	1,556.60	615.40	941.20	152.94 %
Federal Taxes (941/943/944)	4,273.83	4,017.02	256.81	6.39 %
Federal Unemployment (940)	51.03	77.71	(26.68)	(34.33 %)
MI Income Tax	700.92	680.25	20.67	3.04 %
Simple IRA Emp.	8,314.72	3,352.23	4,962.49	148.04 %
Total 101-255 Payroll Liabilities	14,897.10	8,742.61	6,154.49	70.40 %
101-257 Accrued Wages	7,021.05	6,627.15	393.90	5.94 %
Total Other Current Liabilities	\$21,918.15	\$15,369.76	\$6,548.39	42.61 %
Total Current Liabilities	\$26,067.52	\$16,585.83	\$9,481.69	57.17 %
Total Liabilities	\$26,067.52	\$16,585.83	\$9,481.69	57.17 %

Pentwater Township Library

Balance Sheet

As of October 31, 2025

	TOTAL			
	AS OF OCT 31, 2025	AS OF OCT 31, 2024 (PY)	CHANGE	% CHANGE
Equity				
101-391 Retained Earnings	469,775.52	484,409.49	(14,633.97)	(3.02 %)
Net Income	(133,586.07)	(132,300.71)	(1,285.36)	(0.97 %)
Total Equity	\$336,189.45	\$352,108.78	\$ (15,919.33)	(4.52 %)
TOTAL LIABILITIES AND EQUITY	\$362,256.97	\$368,694.61	\$ (6,437.64)	(1.75 %)

Pentwater Township Library

Inc/Exp Month

October 2025

	TOTAL	
	OCT 2025	OCT 2024 (PY)
Income		
101-655 Fees and Fines	369.26	460.79
101-674 Private Contributions	100.00	350.00
101-679 Miscellaneous Income	975.13	1,465.89
Total Income	\$1,444.39	\$2,276.68
GROSS PROFIT	\$1,444.39	\$2,276.68
Expenses		
101-702 Salaries & Fringe Ben	22,429.81	21,740.47
101-752 Supplies & Postage	185.63	0.00
101-790 Library Materials	1,967.67	1,854.61
101-801 Professional & Contract	1,016.53	747.53
101-805 Program Expense	2,527.24	0.00
101-824 Bank & Credit Card Fees	11.40	13.27
101-910 Professional Development	248.78	1,495.90
101-924 Utilities & Maintenance	1,525.10	1,482.43
101-970 Capital Outlay	0.00	351.61
Total Expenses	\$29,912.16	\$27,685.82
NET OPERATING INCOME	\$ (28,467.77)	\$ (25,409.14)
NET INCOME	\$ (28,467.77)	\$ (25,409.14)

Pentwater Township Library

Inc/Exp YTD

April - October, 2025

	TOTAL	
Income	APR - OCT, 2025	APR - OCT, 2024 (PY)
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	81.99	147.96
Copier Fees	1,898.80	2,502.29
Total 101-655 Fees and Fines	2,120.79	3,146.95
101-674 Private Contributions	210.00	490.00
Community Foundation	0.00	2,647.34
Restricted Gifts-Program	0.00	350.00
Unrestricted Donations	4,232.06	1,025.00
Total 101-674 Private Contributions	4,442.06	4,512.34
101-679 Miscellaneous Income	30.00	196.00
101-665 Interest Earned	4,799.16	9,651.55
101-666 Dividend	9,123.10	0.00
101-670 Other Grants	2,500.00	2,500.00
Other Revenue	750.00	0.00
Total 101-679 Miscellaneous Income	17,202.26	12,347.55
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	\$47,236.24	\$43,989.73
GROSS PROFIT	\$47,236.24	\$43,989.73
Expenses		
101-702 Salaries & Fringe Ben	0.00	0.00
101-709 Taxes	8,085.56	7,998.67
101-710 Wages	105,236.47	103,822.48
101-716 Retirement	6,196.92	5,967.54
101-718 Health & Vision Insurance	1,822.60	1,785.60
101-719 Aflac	615.40	543.00
101-726 Worker's Comp. Insuranc	0.00	566.00
Total 101-702 Salaries & Fringe Ben	121,956.95	120,683.29
101-752 Supplies & Postage	0.00	0.00
101-753 Cleaning Supplies	97.33	418.37
101-754 Office Supplies	40.84	32.84

Pentwater Township Library

Inc/Exp YTD

April - October, 2025

	TOTAL	
	APR - OCT, 2025	APR - OCT, 2024 (PY)
101-755 Operating Supplies	2,465.66	2,178.75
101-851 Postage	458.41	13.87
Total 101-752 Supplies & Postage	3,062.24	2,643.83
101-790 Library Materials	0.00	0.00
101-792 e-access materials	2,317.17	3,854.31
Unrestricted Library Ma	0.00	0.00
101-791 Subscriptions	2,585.51	2,247.16
Books	8,715.85	11,084.87
Nonprint Material	936.11	3,336.41
Total Unrestricted Library Ma	12,237.47	16,668.44
Total 101-790 Library Materials	14,554.64	20,522.75
101-801 Professional & Contract	0.00	(855.05)
101-802 Professional Fees	5,935.40	903.86
101-915 Society Dues	797.00	200.00
Contract Service	11,824.37	5,493.47
Total 101-801 Professional & Contract	18,556.77	5,742.28
101-805 Program Expense	334.80	0.00
101-778 Supplies	5,022.28	3,483.15
101-779 Decorations	1,468.69	1,610.54
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	10,888.58	8,117.37
101-824 Bank & Credit Card Fees	87.87	179.13
101-880 Communications & Promo	0.00	0.00
Advertising	10.00	968.00
Total 101-880 Communications & Promo	10.00	968.00
101-910 Professional Development	0.00	0.00
101-912 Education & Training	140.00	2,740.26
101-913 Travel & Transportation	1,370.98	1,894.08
955.960 Miscellaneous	0.00	23.51
Total 101-910 Professional Development	1,510.98	4,657.85
101-924 Utilities & Maintenance	0.00	0.00
101-850 Telephone	559.86	519.84
101-917 Water & Sewer	291.75	1,093.70
101-920 Electricity	2,738.63	2,099.45
101-921 Gas	509.18	531.47
101-927 Online Services	699.86	599.88
101-934 Maintenance & Repairs	4,095.00	7,049.99
Total 101-924 Utilities & Maintenance	8,894.28	11,894.33

Pentwater Township Library

Inc/Exp YTD

April - October, 2025

	TOTAL	
	APR - OCT, 2025	APR - OCT, 2024 (PY)
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	\$180,822.31	\$176,290.44
NET OPERATING INCOME	\$ (133,586.07)	\$ (132,300.71)
NET INCOME	\$ (133,586.07)	\$ (132,300.71)

Pentwater Township Library
 Treasurer's Report
 Nov. 18, 2025

	Oct. 31, 2025	
Actual income	\$1,444.39	
Actual expenses	\$29,912.16	

Year to date Apr.-Oct.2025 58% of fiscal year	Current percent of budget			
Actual income		Budgeted income		
\$47,236.24	17.96%	\$263,010		
Actual expense		Budgeted expense		
\$180,822.31	54.19%	\$333,659		

Investments	May 31 2025	June 30 2025	July 31, 2025	August 31, 2025	Oct. 31 2025
MI Class **	\$121,898.31	\$128,251.70	\$128,728.83	\$129,205.39	\$160,131.66
Shelby St. Bank	\$1,287.99	\$1,288.02	\$1288.06	\$1,288.09	\$1,288.12
West Shore money mkt.	\$300,574.51	283,677.50	\$276,068.16	\$232,010.89	\$178,211.74

	April 30 2025	May 31 2025	July31 2025	August 31 2025	Oct. 31 2025
Assets	\$387,728.75	\$449,394.71	\$427,941.34	\$404,852	\$362,256.97
Liabilities	\$15,389.93	\$13,760.07	\$19,468.26	\$17,306.75	\$26,067.52

xx In October \$30,000 was transferred out of the West Shore money market into the MI Class investment fund.

Submitted by
 Koncha Flynn
 11-18-2025

Pentwater District Library

Director's Report

November 2025

Director's Report – November 2025

District Library Update

I am pleased to share that Pentwater District Library has officially transitioned to a Michigan District Library. We will continue working closely with our attorney, the Library of Michigan, and our auditor to complete all required organizational steps. This is an important milestone for our community and will strengthen long-term sustainability, governance, and service to our townships.

Staff Update

Library Clerk Aide Olivia has submitted her resignation after serving since October 2022. She has chosen to embark on a cross-country adventure in her van to explore America. Olivia has been an outstanding employee and a friend to all of us, and she will be greatly missed.

The job posting has been active, interviews have been completed, and I am currently conducting reference checks before selecting our next Library Clerk Aide.

Halloween Event

Our Haunted Library with a Venetian Ball theme was again one of our most anticipated events of the year. Community feedback was overwhelmingly positive, including comments such as:

- “This was the best ever.”
- “I can’t believe all the work that went into creating these scenes.”
- “It was beautiful and so scary.”

Several parents also thanked us for designing it in a way that didn’t startle toddlers—something we were very intentional about

The staff showed tremendous creativity transforming less than 3,000 square feet into a Venetian-themed cityscape complete with a canal, café or piazza, dungeon, castle, and ballroom. Many visitors again remarked, “This is a huge library—it doesn’t look this big from the outside.”

This year we expanded community involvement by offering mask-making workshops. Patrons participated from start to finish—constructing their masks and then decorating them. The results were wonderful and added so much to the event experience.

MDHHS Mobile ChemLab Visit

We had excellent success hosting the MDHHS Mobile ChemLab, a rare opportunity for our residents. Staff commented that all scheduled participants arrived on time with no

Pentwater District Library

Director's Report

November 2025

cancellations, giving them a perfect turnout. Thirty residents were tested for 176 chemicals. The information gathered in Pentwater will be included in a statewide research project addressing chemical exposure and public health.

Programs & Activities

Both of our regular book clubs met this month with strong attendance. Monday game nights continue to be popular, and we also had great participation in our adult puzzle contest.

As we move into November and December, staff will begin decorating the library for the holidays. We will also be offering a variety of craft days and seasonal projects for all ages.

Respectfully submitted,



Mary Barker, Director

District Library Board Resolution [IMAN-LEGAL.FID988470]

1 message

Seurync, Anne <ASeurync@fosterswift.com>
To: Valerie Church-McHugh <president@pentwaterlibrary.org>
Cc: Mary Barker <director@pentwaterlibrary.org>

Mon, Aug 4, 2025 at 2:56 PM

After the Library is formed, the District Library Board will hold their first meeting. This resolution should be passed at that first meeting. Since it is a "district library board" resolution, the district library board must adopt it (even if the same "township library" board members are now members of the district library board.

Anne M. Seurync

Attorney

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 **New District Library Board Resolution to approve attachments to DLA(201792661.1).doc**
34K

PENTWATER DISTRICT LIBRARY

**RESOLUTION APPROVING ATTACHMENTS TO THE
DISTRICT LIBRARY AGREEMENT**

At a meeting of the Library Board of the Pentwater District Library ("Library Board"), Oceana County, Michigan, held at the Library on _____ day of _____, 2025.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, pursuant to the District Library Establishment Act, 1989 PA 24, ("DLEA"), a District Library Agreement has been approved and is on file with the Library Board Secretary (the "Agreement") for the purpose of establishing a district library to be known as the Pentwater District Library (the "District Library") with Pentwater Township ("Township") and the Pentwater Public School District ("School District") as participating municipalities; and

WHEREAS, as part of the establishment process, the Pentwater Township Library and the Township have agreed to enter into several agreements with the District Library to assist the District Library in its operations; and

WHEREAS, the Library Board has determined that it is in the best interests of the health, safety, and welfare of its residents to approve the agreements.

NOW THEREFORE, BE IT RESOLVED by the Library Board of the Pentwater District Library as follows:

1. The Pentwater District Library Board hereby accepts its responsibilities under the District Library Agreement to enter into agreements as stated more fully in this Resolution. The District Library Agreement, including all its exhibits, is attached to this Resolution.
2. The Pentwater District Library Board approves the Property Transfer Agreement attached as Exhibit C to the District Library Agreement.
3. The Pentwater District Library Board approves the Bill of Sale attached as Exhibit C-1 to the Property Transfer Agreement (the Property Transfer Agreement is attached as Exhibit C to the District Library Agreement).

