

Pentwater Township Library

402 E. Park Street

Pentwater, MI 49449

November 19, 2024

5:30 P.M.

Agenda

Roll Call

Approval of Agenda

Approval of Minutes

Treasurer's Report

Budget Amendments

Preliminary Personnel Worksheet

Preliminary FY26 Budget

Director's Report and Stats

Committee Reports

Policy Committee

By-Laws—Filling Board Vacancies—2nd Reading

New Business

Audit

Board Member Resignation

New Board Member Appointment

Adjournment

November 19, 2024
Work Session

AGENDA

1. Call to Order
2. Committee Work
 - A. Personnel Committee
 - 1). Director Job Description
 - 2). Director Evaluation
 - a). Template
 - b). Timeline
 - 3). Slate of Officers for 2025
 - B. Finance Committee
 - C. Advocacy Committee
 - 1). Library Power Point
 - 2). Digital Sign
3. District Library Update
4. Discuss 2025 Meeting Calendar
5. Looking Ahead - Unfinished Projects
 - A. Outdoor Project
 - B. Strategic Plan/Action Plan
 - C. Other
6. Adjourn

NEXT MEETING: December 10, 2024, 5:30 p.m.

Pentwater Township Library
Board of Trustee Regular Meeting
Draft Minutes
Tuesday October 15, 2024 @ 5:30 pm

Call to order: 5:26 by Valerie Church-McHugh

In attendance: Valerie Church-McHugh, Amber Jaeb, Jennifer Gwillim, Kendra Flynn, Nancy Peterson

Approval of Agenda: Motion by Gwillim with support by Peterson. *Approved.*

Approval of Minutes: Board meeting August 20, 2024 and work session September 17, 2024 – Motion by Flynn to amend minutes with support by Gwillim. *Approved.*

Treasurer's Report: Presented by Flynn. Noted that an additional \$7,000.00 has been transferred to MI Class Investment account. The total now invested is \$127,000.00. Interest earned: \$1242.01. Motion by Gwillim with support from Peterson. *Approved.*

Approval of Bills: Motion by Flynn with support by Jaeb to approve bills as paid. *Approved.*

Director's Report: Included in packet.

Committee Reports:

Community Outreach/Advocacy – Church-McHugh and Flynn attended Weare Township meeting. Church-McHugh attended Pentwater Township meeting and will be attending Pentwater Village meeting this month.

Finance – signatories updated at Shelby State Bank and MI Class. Finance committee is now Flynn, Church-McHugh, and Mary Barker (Director).

Personnel – Director job description/evaluation sample shared. Ongoing discussions of new director evaluation creation.

Policy – Second reading for by-laws for filling vacancies.

Continuing Business:

District library update – planning committee. Weare Township presentation.

Outdoor library sign – nothing new to discuss.

New Business:

MLA conference is October 15-18 at Grand Traverse Resort.

Halloween – Motion by Church-McHugh with support by Gwillim giving permission for library to close early on October 31, 2024 in preparation for the festivities.

Approved.

Other business to come before the Board: none

Public comment: none

Adjournment: 6:30 pm

Draft submitted October 20, 2024

Amber Jaeb, Secretary

PENTWATER TOWNSHIP LIBRARY
 Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
 April 2024 - October 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
101-402 Property Tax	11,439.08	214,481.00	-203,041.92	5.33 %
101-655 Fees and Fines	3,146.95	3,000.00	146.95	104.90 %
101-674 Private Contributions	4,512.34	2,500.00	2,012.34	180.49 %
101-679 Miscellaneous Income	12,347.55	5,000.00	7,347.55	246.95 %
101.502 Government Contribution	12,543.81	15,000.00	-2,456.19	83.63 %
Total Income	\$43,989.73	\$239,981.00	\$ -195,991.27	18.33 %
GROSS PROFIT	\$43,989.73	\$239,981.00	\$ -195,991.27	18.33 %
Expenses				
101-702 Salaries & Fringe Ben	29,073.59	184,975.04	-155,901.45	15.72 %
101-752 Supplies & Postage	2,643.83	7,000.00	-4,356.17	37.77 %
101-790 Library Materials	21,400.57	31,500.00	-10,099.43	67.94 %
101-801 Professional & Contract	7,567.31	20,000.00	-12,432.69	37.84 %
101-805 Program Expense	8,117.37	8,500.00	-382.63	95.50 %
101-824 Bank & Credit Card Fees	196.20	200.00	-3.80	98.10 %
101-880 Communications & Promo	968.00	2,500.00	-1,532.00	38.72 %
101-910 Professional Development	4,797.61	4,800.00	-2.39	99.95 %
101-924 Utilities & Maintenance	12,399.29	16,000.00	-3,600.71	77.50 %
101-937 Insurance	4,373.00	5,500.00	-1,127.00	79.51 %
101-970 Capital Outlay	881.61	6,000.00	-5,118.39	14.69 %
Payroll Expenses	91,767.74		91,767.74	
Total Expenses	\$184,186.12	\$286,975.04	\$ -102,788.92	64.18 %
NET OPERATING INCOME	\$ -140,196.39	\$ -46,994.04	\$ -93,202.35	298.33 %
NET INCOME	\$ -140,196.39	\$ -46,994.04	\$ -93,202.35	298.33 %

Pentwater Township Library

Balance Sheet

As of October 31, 2024

	TOTAL			
	AS OF OCT 31, 2024	AS OF OCT 31, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
101-001 West Shore Reg.Chk.	6,662.15	21,864.90	(15,202.75)	(69.53 %)
101-002 West Shore Money Market	233,413.98	246,826.81	(13,412.83)	(5.43 %)
101-003 Shelby State Bank Money Market	1,287.77	58,273.13	(56,985.36)	(97.79 %)
101-004 Petty Cash	150.00	150.00	0.00	0.00 %
101.006 Cetera Investment Services-Y78	0.00	32,000.00	(32,000.00)	(100.00 %)
101.007 Cetera Investment Services-ZF9	0.00	33,000.00	(33,000.00)	(100.00 %)
101.008 Michigan Class	118,803.47	0.00	118,803.47	
Total Bank Accounts	\$360,317.37	\$392,114.84	\$ (31,797.47)	(8.11 %)
Total Current Assets	\$360,317.37	\$392,114.84	\$ (31,797.47)	(8.11 %)
Other Assets				
101-056 Interest Receivable	(3,270.08)	0.00	(3,270.08)	
101-072 Due from County	11,439.08	11,439.08	0.00	0.00 %
Total Other Assets	\$8,169.00	\$11,439.08	\$ (3,270.08)	(28.59 %)
TOTAL ASSETS	\$368,486.37	\$403,553.92	\$ (35,067.55)	(8.69 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
101-202 Accounts Payable	1,364.45	(2,487.90)	3,852.35	154.84 %
Total Accounts Payable	\$1,364.45	\$ (2,487.90)	\$3,852.35	154.84 %
Credit Cards				
101-205 Visa 8118	(148.38)	0.00	(148.38)	
Total Credit Cards	\$ (148.38)	\$0.00	\$ (148.38)	0.00%
Other Current Liabilities				
101-254 *Payroll Liabilities	0.00	4,647.01	(4,647.01)	(100.00 %)
101-255 Payroll Liabilities	0.00	0.00	0.00	
AFLAC-AFTER TAX	615.40	0.00	615.40	
Federal Taxes (941/943/944)	4,017.02	0.00	4,017.02	
Federal Unemployment (940)	77.71	0.00	77.71	
MI Income Tax	680.25	0.00	680.25	
Simple IRA Emp.	3,352.23	0.00	3,352.23	
Total 101-255 Payroll Liabilities	8,742.61	0.00	8,742.61	
101-257 Accrued Wages	6,627.15	6,005.93	621.22	10.34 %
Total Other Current Liabilities	\$15,369.76	\$10,652.94	\$4,716.82	44.28 %
Total Current Liabilities	\$16,585.83	\$8,165.04	\$8,420.79	103.13 %
Total Liabilities	\$16,585.83	\$8,165.04	\$8,420.79	103.13 %

Pentwater Township Library

Balance Sheet

As of October 31, 2024

	TOTAL		CHANGE	% CHANGE
	AS OF OCT 31, 2024	AS OF OCT 31, 2023 (PY)		
Equity				
101-391 Retained Earnings	484,201.25	527,511.71	(43,310.46)	(8.21 %)
Net Income	(132,300.71)	(132,122.83)	(177.88)	(0.13 %)
Total Equity	\$351,900.54	\$395,388.88	\$ (43,488.34)	(11.00 %)
TOTAL LIABILITIES AND EQUITY	\$368,486.37	\$403,553.92	\$ (35,067.55)	(8.69 %)

Pentwater Township Library

Inc/Exp Month

October 2024

	TOTAL	
	OCT 2024	OCT 2023 (PY)
Income		
101-655 Fees and Fines	460.79	522.34
101-674 Private Contributions	350.00	100.00
101-679 Miscellaneous Income	1,465.89	1,830.81
Total Income	\$2,276.68	\$2,453.15
GROSS PROFIT	\$2,276.68	\$2,453.15
Expenses		
101-702 Salaries & Fringe Ben	1,117.92	17,290.99
101-752 Supplies & Postage	0.00	453.49
101-790 Library Materials	1,854.61	3,703.06
101-801 Professional & Contract	747.53	2,046.06
101-824 Bank & Credit Card Fees	13.27	(14.66)
101-910 Professional Development	1,495.90	534.48
101-924 Utilities & Maintenance	1,482.43	1,593.97
101-970 Capital Outlay	351.61	0.00
Payroll Expenses	20,622.55	0.00
Total Expenses	\$27,685.82	\$25,607.39
NET OPERATING INCOME	\$ (25,409.14)	\$ (23,154.24)
NET INCOME	\$ (25,409.14)	\$ (23,154.24)

Pentwater Township Library

Inc/Exp YTD

April - October, 2024

	TOTAL	
	APR - OCT, 2024	APR - OCT, 2023 (PY)
Income		
101-402 Property Tax	68,280.85	0.00
Property Taxes	(56,841.77)	11,439.37
Total 101-402 Property Tax	11,439.08	11,439.37
101-655 Fees and Fines	296.70	0.00
Annual	200.00	135.00
Book Fines	147.96	70.99
Copier Fees	2,502.29	2,440.95
Total 101-655 Fees and Fines	3,146.95	2,646.94
101-674 Private Contributions	490.00	0.00
Community Foundation	2,647.34	2,650.24
Restricted Gifts-Program	350.00	1,500.00
Unrestricted Donations	1,025.00	690.00
Total 101-674 Private Contributions	4,512.34	4,840.24
101-679 Miscellaneous Income	196.00	57.70
101-665 Interest Earned	9,651.55	4,870.74
101-670 Other Grants	2,500.00	300.00
Other Revenue	0.00	77.87
Total 101-679 Miscellaneous Income	12,347.55	5,306.31
101.502 Government Contribution	0.00	0.00
101-540 State Aid	2,123.76	2,110.26
101-580 Weare Township	1,716.00	0.00
101-658 Penal Fines	8,704.05	6,690.58
Total 101.502 Government Contribution	12,543.81	8,800.84
Total Income	\$43,989.73	\$33,033.70
GROSS PROFIT	\$43,989.73	\$33,033.70
Expenses		
101-702 Salaries & Fringe Ben	0.00	0.00
101-709 Taxes	1,448.69	8,387.34
101-710 Wages	18,604.72	2,740.97
101-716 Retirement	5,967.54	2,526.70
101-718 Health & Vision Insurance	1,645.84	2,217.55
101-719 Aflac	543.00	108.60
101-726 Worker's Comp. Insuranc	566.00	357.00
Salaries & Wages	0.00	97,251.10
Total 101-702 Salaries & Fringe Ben	28,775.79	113,589.26
101-752 Supplies & Postage	0.00	0.00
101-753 Cleaning Supplies	418.37	79.68
101-754 Office Supplies	32.84	582.93

Pentwater Township Library

Inc/Exp YTD

April - October, 2024

	TOTAL	
	APR - OCT, 2024	APR - OCT, 2023 (PY)
101-755 Operating Supplies	2,178.75	5,248.59
101-851 Postage	13.87	256.94
Total 101-752 Supplies & Postage	2,643.83	6,168.14
101-790 Library Materials	0.00	0.00
101-792 e-access materials	3,854.31	1,890.38
Unrestricted Library Ma	0.00	0.00
101-791 Subscriptions	2,247.16	2,500.39
Books	11,084.87	9,599.64
Nonprint Material	3,336.41	3,113.08
Total Unrestricted Library Ma	16,668.44	15,213.11
Total 101-790 Library Materials	20,522.75	17,103.49
101-801 Professional & Contract	(855.05)	0.00
101-802 Professional Fees	903.86	295.00
101-915 Society Dues	200.00	581.00
101-916 Mid-Mich League Dues	0.00	1,055.13
Contract Service	5,493.47	5,464.77
Total 101-801 Professional & Contract	5,742.28	7,395.90
101-805 Program Expense	0.00	0.00
101-778 Supplies	3,483.15	3,085.44
101-779 Decorations	1,610.54	489.79
101-780 Prizes and Giveaways	1,508.68	2,014.82
101-808 Presenters	1,515.00	1,902.44
Total 101-805 Program Expense	8,117.37	7,492.49
101-824 Bank & Credit Card Fees	179.13	44.26
101-880 Communications & Promo Advertising	0.00	0.00
	968.00	1,449.15
Total 101-880 Communications & Promo	968.00	1,449.15
101-910 Professional Development	0.00	0.00
101-912 Education & Training	2,740.26	1,183.10
101-913 Travel & Transportation	2,033.84	1,230.11
955.960 Miscellaneous	23.51	0.00
Total 101-910 Professional Development	4,797.61	2,413.21
101-924 Utilities & Maintenance	0.00	0.00
101-850 Telephone	519.84	264.64
101-917 Water & Sewer	1,093.70	1,232.35
101-920 Electricity	2,099.45	1,718.57
101-921 Gas	531.47	528.61
101-927 Online Services	599.88	609.88
101-934 Maintenance & Repairs	7,049.99	3,664.32
Total 101-924 Utilities & Maintenance	11,894.33	8,018.37

Pentwater Township Library

Inc/Exp YTD

April - October, 2024

	TOTAL	
	APR - OCT, 2024	APR - OCT, 2023 (PY)
101-970 Capital Outlay	0.00	1,482.26
101-977 New Equipment	881.61	0.00
Total 101-970 Capital Outlay	881.61	1,482.26
Payroll Expenses	0.00	0.00
Taxes	6,549.98	0.00
Wages	85,217.76	0.00
Total Payroll Expenses	91,767.74	0.00
Total Expenses	\$176,290.44	\$165,156.53
NET OPERATING INCOME	\$ (132,300.71)	\$ (132,122.83)
NET INCOME	\$ (132,300.71)	\$ (132,122.83)

PENTWATER TOWNSHIP LIBRARY

Expenses by Vendor Summary

October 15-November 16, 2024

VENDOR DISPLAY NAME	TOTAL
AFLAC	\$72.40
Amazon Capital Services	\$296.78
BAKER & TAYLOR	\$1,792.79
BHS Insurance Agency, Inc.	\$4,373.00
Capital Group	\$1,128.02
Charter Communications	\$159.96
CONSUMERS ENERGY	\$247.84
DTE Energy	\$66.73
EBSCO *	\$731.00
Foster Swift	\$661.50
Grand Traverse Resort	\$1,169.75
Inuit Payroll	\$48.00
Justin Wambaugh-	\$150.08
Lowe's	\$146.70
Mary S. Barker	\$745.48
Michigan Retailers Services, Inc.	\$17.07
Midwest Tape, LLC	\$414.87
RYAN'S LAWN CARE	\$152.00
Spotless Cleaning Services	\$345.00
Xerox Financial Services	\$432.53
Total	\$13,151.50

PENTWATER TOWNSHIP LIBRARY

101-205 Visa 8118, Period Ending 11/05/2024

RECONCILIATION REPORT

Reconciled on: 11/05/2024

Reconciled by: TAMMY HAMMERLE

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

Summary

USD

Statement beginning balance	858.42
Charges and cash advances cleared (3)	767.82
Payments and credits cleared (1)	-858.42
Statement ending balance	767.82

Uncleared transactions as of 11/05/2024	-148.38
Register balance as of 11/05/2024	619.44

Details

Charges and cash advances cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/30/2024	Expense		Lowe's	146.70
10/30/2024	Expense		Inuit Payroll	48.00
10/30/2024	Expense		Grand Traverse Resort	573.12
Total				767.82

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/18/2024	Bill		Elan Financial Services	-858.42
Total				-858.42

Additional Information

Uncleared payments and credits as of 11/05/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2024	Journal	1		-148.38
Total				-148.38

PENTWATER TOWNSHIP LIBRARY

101-204 Visa 6720, Period Ending 11/05/2024

RECONCILIATION REPORT

Reconciled on: 11/05/2024

Reconciled by: TAMMY HAMMERLE

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

Summary

USD

Statement beginning balance	250.38
Charges and cash advances cleared (1)	596.63
Payments and credits cleared (1)	-250.38
Statement ending balance	596.63
Register balance as of 11/05/2024	596.63

Details

Charges and cash advances cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/30/2024	Expense			596.63
Total				596.63

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/18/2024	Bill		Elan Financial Services	-250.38
Total				-250.38

PENTWATER TOWNSHIP LIBRARY

101-001 West Shore Reg.Chk. Ending Balance: \$7,755.93

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
11/15/2024		IRS	Tax Payment for Period: 10/01/2024- 10/31/2024	\$4,017.02			\$7,755.93
	Tax Payment	Payroll Liabilities:Federal Taxes (941/943/944)					
11/13/2024	DD	TAMMY A HAMMERLE	Pay Period: 10/27/2024-11/09/2024	\$587.27			\$11,772.95
	Paycheck	Direct Deposit Payable					
11/13/2024	DD	JAMES MUELLER	Pay Period: 10/27/2024-11/09/2024	\$909.41			\$12,360.22
	Paycheck	Direct Deposit Payable					
11/13/2024	DD	OLIVIA BRADLEY	Pay Period: 10/27/2024-11/09/2024	\$990.21			\$13,269.63
	Paycheck	Direct Deposit Payable					
11/13/2024	DD	JUSTIN WAMBAUGH	Pay Period: 10/27/2024-11/09/2024	\$1,043.14			\$14,259.84
	Paycheck	Direct Deposit Payable					
11/13/2024	DD	MARY BARKER	Pay Period: 10/27/2024-11/09/2024	\$1,491.54			\$15,302.98
	Paycheck	Direct Deposit Payable					
11/13/2024	DD	Celeste Miller	Pay Period: 10/27/2024-11/09/2024	\$167.91			\$16,794.52
	Paycheck	Direct Deposit Payable					
11/12/2024					\$20,000.00		\$16,962.43
	Transfer	101-002 West Shore Money Market					
11/12/2024	9769	Mary S. Barker		\$297.80			-\$3,037.57
	Bill Payment	101-202 Accounts Payable					
11/12/2024	9768	Foster Swift		\$661.50			-\$2,739.77
	Bill Payment	101-202 Accounts Payable					
11/12/2024	9767	Charter Communications	8245122820005197	\$159.96			-\$2,078.27

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
	Bill Payment	101-202 Accounts Payable					
11/12/2024	9766	BHS Insurance Agency, Inc.		\$4,373.00			-\$1,918.31
	Bill Payment	101-202 Accounts Payable					
11/12/2024	9765	BAKER & TAYLOR		\$456.66			\$2,454.69
	Bill Payment	101-202 Accounts Payable					
11/05/2024	9764	Xerox Financial Services	010-0019606-001	\$432.53			\$2,911.35
	Bill Payment	101-202 Accounts Payable					
11/05/2024	9763	Spotless Cleaning Services		\$345.00			\$3,343.88
	Bill Payment	101-202 Accounts Payable					
11/05/2024	9762	Midwest Tape, LLC		\$414.87			\$3,688.88
	Bill Payment	101-202 Accounts Payable					
11/05/2024	9761	EBSCO *		\$731.00			\$4,103.75
	Bill Payment	101-202 Accounts Payable					
11/05/2024	9760	BAKER & TAYLOR		\$462.95			\$4,834.75
	Bill Payment	101-202 Accounts Payable					
11/05/2024	9759	Elan Financial Services		\$596.63			\$5,297.70
	Bill Payment	101-202 Accounts Payable					
11/05/2024	9758	Elan Financial Services		\$767.82			\$5,894.33
	Bill Payment	101-202 Accounts Payable					
10/31/2024	INTEREST		Interest Earned		\$0.68	R	\$6,662.15
	Deposit	101-665 Miscellaneous Income:Interest Earned					
10/30/2024	DD	Celeste Miller	Pay Period: 10/13/2024-10/26/2024	\$83.95		R	\$6,661.47
	Paycheck	Direct Deposit Payable					
10/30/2024	DD	OLIVIA BRADLEY	Pay Period: 10/13/2024-10/26/2024	\$877.03		R	\$6,745.42

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
	Paycheck	Direct Deposit Payable					
10/30/2024	DD	JAMES MUELLER	Pay Period: 10/13/2024-10/26/2024	\$880.62		R	\$7,622.45
	Paycheck	Direct Deposit Payable					
10/30/2024	DD	MARY BARKER	Pay Period: 10/13/2024-10/26/2024	\$1,491.54		R	\$8,503.07
	Paycheck	Direct Deposit Payable					
10/30/2024	DD	JUSTIN WAMBAUGH	Pay Period: 10/13/2024-10/26/2024	\$1,115.30		R	\$9,994.61
	Paycheck	Direct Deposit Payable					
10/30/2024	DD	TAMMY A HAMMERLE	Pay Period: 10/13/2024-10/26/2024	\$742.04		R	\$11,109.91
	Paycheck	Direct Deposit Payable					
10/30/2024		Michigan Retailers Services, Inc.			\$11.55	R	\$11,851.95
	Deposit	Fees and Fines:Copier Fees					
10/30/2024		Michigan Retailers Services, Inc.			\$74.05		\$11,840.40
	Deposit	Fees and Fines:Copier Fees					
10/29/2024		Capital Group		\$385.28		R	\$11,766.35
	Expense	101-716 Salaries & Fringe Ben:Retirement					
10/24/2024	9757	Mary S. Barker		\$150.08		R	\$12,151.63
	Bill Payment	101-202 Accounts Payable					
10/24/2024	9756	Justin Wambaugh-		\$150.08		R	\$12,301.71
	Bill Payment	101-202 Accounts Payable					
10/24/2024	9755	CONSUMERS ENERGY	100016977850	\$247.84		R	\$12,451.79
	Bill Payment	101-202 Accounts Payable					
10/24/2024	9754	BAKER & TAYLOR		\$565.88		R	\$12,699.63
	Bill Payment	101-202 Accounts Payable					
10/24/2024	9753	Amazon Capital Services		\$278.25		R	\$13,265.51

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
10/24/2024	9752	Bill Payment 101-202 Accounts Payable AFLAC		\$72.40			\$13,543.76
10/24/2024		Bill Payment 101-202 Accounts Payable					
10/23/2024		Deposit -Split-			\$231.00	R	\$13,616.16
10/23/2024		Deposit Fees and Fines:Copier Fees			\$12.05	R	\$13,385.16
10/19/2024		Deposit Fees and Fines:Copier Fees			\$12.05		\$13,373.11
10/16/2024		Deposit Fees and Fines:Copier Fees			\$72.30	R	\$13,361.06
10/16/2024		Expense Capital Group 101-716 Salaries & Fringe Ben:Retirement		\$362.64		R	\$13,288.76
10/16/2024	DD	JAMES MUELLER	Pay Period: 09/29/2024-10/12/2024	\$932.61		R	\$13,651.40
	Paycheck	Direct Deposit Payable					
10/16/2024	DD	OLIVIA BRADLEY	Pay Period: 09/29/2024-10/12/2024	\$824.40		R	\$14,584.01
	Paycheck	Direct Deposit Payable					
10/16/2024	DD	Celeste Miller	Pay Period: 09/29/2024-10/12/2024	\$142.07		R	\$15,408.41
	Paycheck	Direct Deposit Payable					
10/16/2024	DD	MARY BARKER	Pay Period: 09/29/2024-10/12/2024	\$1,491.53		R	\$15,550.48
	Paycheck	Direct Deposit Payable					
10/16/2024	DD	JUSTIN WAMBAUGH	Pay Period: 09/29/2024-10/12/2024	\$1,007.08		R	\$17,042.01
	Paycheck	Direct Deposit Payable					
10/16/2024	DD	TAMMY A HAMMERLE	Pay Period: 09/29/2024-10/12/2024	\$545.45		R	\$18,049.09
	Paycheck	Direct Deposit Payable					
10/16/2024					\$19.95	R	\$18,594.54

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
	Deposit	Fees and Fines: Copier Fees					
10/15/2024		IRS	Tax Payment for Period: 09/01/2024-09/30/2024	\$2,719.61		R	\$18,574.59
	Tax Payment	Payroll Liabilities: Federal Taxes (941/943/944)					
10/15/2024	9751	RYAN'S LAWN CARE		\$152.00		R	\$21,294.20
	Bill Payment	101-202 Accounts Payable					
10/15/2024	9750	Mary S. Barker		\$297.60		R	\$21,446.20
	Bill Payment	101-202 Accounts Payable					
10/15/2024	9749	DTE Energy	463584900013	\$66.73		R	\$21,743.80
	Bill Payment	101-202 Accounts Payable					
10/15/2024	9748	BAKER & TAYLOR		\$307.30		R	\$21,810.53
	Bill Payment	101-202 Accounts Payable					
10/15/2024	9747	Amazon Capital Services		\$18.53		R	\$22,117.83
	Bill Payment	101-202 Accounts Payable					

Pentwater Township Library

To: Pentwater Township Library Board of Trustees

From: Mary Barker, Director

Date: November 19, 2024

RE: Budget Amendment

We have received several grants and donations during this fiscal year and need to add them to the appropriate Line Item in both Income and Expenses. The grants are from the Community Foundation's Hansen Grant for \$2647.34, the Shelby Optimist Club for \$1500 and Mid-Michigan Library League for \$1000 and a \$300 donation from James and Lori Haskel. We recommend that \$2947 from the Hansen Fund and the donation from the Haskel's be recorded in the Income Line 674 for Private contributions and transfer to the expenses line 805 for program expenses. The \$2,500 from Optimist and MMLL for Income in Line 679 for Misc Income and be moved to the Line Item 790 Library Materials. A motion by the Board is needed.

code	Pentwater Township Library Operating Fund	Approved FY2023	Budget Amendment August 2022	Approved FY24	Approved Budget FY 25	Budget Amendment Nov 2024	Proposed budget FY26	Budget Amendments	Comments
402	Taxes	192,244	192,244	200,149	214,481	214,481	229,101		
502	Govt contributions	14,500	14,500	14,900	15,000	15,000	15,000		
	Fees & Fines (inc Book sales)								
655		3,200	3,200	3,000	3,000	3,000	3,000		
674	Private Contributions	2,400	2,700	2,600	2,500	5,447	2,500	2,947	2647.34 Hansen Fund, 300 Haskel
679	Misc Income	3,000	3,000	3,000	5,000	5,000	5,000		
670	Grants		5,289	-		2,500		2,500	1500 Optimist Club Shelby, 1000 MMILL
	TOTAL	215,344	220,933	223,649	239,981	245,428	254,601		
	EXPENSES								
702	Salaries	163,000	163,500	195,000	224,302	224,302	222,000		
752	Supplies & postage	7,000	7,000	5,000	7,000	7,000	7,000		
790	Library mtrls	28,000	29,269	31,500	31,500	34,000	31,500	2,500	Optimist Club, MMILL
801	Prof & contractual	20,000	20,000	20,000	20,000	20,000	20,000		
805	Program Expenses	7,500	10,819	8,500	8,500	11,447	8,500	2,947	Hansen Fund, 300 Haskel
824	Bank and Credit Card Fees	200	200	200	200	200	250		
880	Communications	3,500	3,500	2,500	2,500	2,500	2,000		
910	Professional Development	3,000	3,500	4,800	4,800	4,800	5,000		
924	Utilities & Maintenance	16,000	16,000	16,000	16,000	16,000	17,000		
937	Insurance	4,000	4,000	5,500	5,500	5,500	8,000		
970	Capital Outlay	2,800	2,800	8,900	6,000	6,000	4,000		
	Contingency Fund	5,000	5,000						
	OPERATING TOTAL	260,000	265,589	297,900	326,302	331,749	325,250		
995	Transfer Out								
	GRAND TOTAL	260,000	265,589	297,900	326,302	331,749	325,250		
	Income over (under) expense	-44656	-44656	-74250.73	-86320.53	-86320.19	-70649.01		

--INCLUDES: AD VALOREM+SPECIAL ACTS, ADJUSTED VALUES--

CERTIFICATION OF ASSESSING OFFICER AUTHENTICATING COPY OF TAX ROLL

STATE OF MICHIGAN
COUNTY OF OCEANA

I HEREBY CERTIFY that the foregoing and annexed is the Tax Roll of PENTWATER TOWNSHIP Winter 2024 in the County aforesaid, for the year 2024, with my warrant thereunto annexed and that the aggregate amount of taxes spread upon the said tax roll is as follows:

TAX DESCRIPTION	COUNT	TAXABLE VALUE	MILLAGE	GROSS TAX	TAX LEVIED	DIFFERENCE
TAXABLE-REAL	282,803,776	TAXABLE-EXEMPT	0			
TAXABLE-PRE/MBT	101,192,764	TAXABLE-PRE/MBT	0			
TAXABLE-NON PRE/MBT	181,611,012	TAXABLE-NON PRE/MBT	0			
TAXABLE-PERSONAL	4,105,600					
TAXABLE-PRE/MBT	532,900					
TAXABLE-NON PRE/MBT	3,572,700					
TAXABLE-REAL & PERSONAL	286,909,376					
TAXABLE-PRE/MBT	101,725,664					
TAXABLE-NON PRE/MBT	185,183,712					
COUNTY AMBULANCE	2,869	285,430,859	0.97800	279,151.38	279,137.00	-14.38
COUNTY 9-1-1	2,869	285,430,859	0.13620	38,875.68	38,861.14	-14.54
COUNTY COA	2,869	285,430,859	1.00000	285,430.86	285,419.95	-10.91
COUNTY VETERANS	2,869	285,430,859	0.10000	28,543.09	28,530.60	-12.49
COUNTY MCF OPER	2,869	285,430,859	2.00000	570,861.72	570,852.09	-9.63
TWP OPERATING	2,869	285,430,859	1.19950	342,374.32	342,360.08	-14.24
TWP FIRE OPER	2,869	285,430,859	1.00000	285,430.86	285,419.95	-10.91
PENTWTR LIBRARY	2,869	285,430,859	0.80270	229,115.35	229,100.99	-14.36
PENTWTR CEMETERY	2,869	285,430,859	0.33560	95,790.60	95,776.07	-14.53
TWP FIRE EQUIP	2,869	285,430,859	0.48880	139,518.60	139,504.39	-14.21
TWP ROADS	2,869	285,430,859	0.50000	142,715.43	142,703.86	-11.57
COUNTY OPERATING	4	41,971	5.60840	235.39	235.37	-0.02
COUNTY AMBULANCE	4	41,971	0.97800	41.05	41.02	-0.03
COUNTY 9-1-1	4	41,971	0.13620	5.72	5.70	-0.02
COUNTY COA	4	41,971	1.00000	41.97	41.95	-0.02
COUNTY VETERANS	4	41,971	0.10000	4.20	4.19	-0.01
COUNTY MCF OPER	4	41,971	2.00000	83.94	83.93	-0.01
TWP OPERATING	4	41,971	1.19950	50.34	50.32	-0.02
TWP FIRE OPER	4	41,971	1.00000	41.97	41.95	-0.02
PENTWTR CEMETERY	4	41,971	0.33560	14.09	14.07	-0.02
TWP FIRE EQUIP	4	41,971	0.48880	20.52	20.50	-0.02
TWP ROADS	4	41,971	0.50000	20.99	20.97	-0.02
PENTWTR LIBRARY	4	41,971	0.80270	33.69	33.67	-0.02
COUNTY AMBULANCE	1	2,000	0.97800	1.96	1.95	-0.01
COUNTY 9-1-1	1	2,000	0.13620	0.27	0.27	0.00
COUNTY COA	1	2,000	1.00000	2.00	2.00	0.00
COUNTY VETERANS	1	2,000	0.10000	0.20	0.20	0.00
COUNTY MCF OPER	1	2,000	2.00000	4.00	4.00	0.00
TWP OPERATING	1	2,000	1.19950	2.40	2.39	-0.01
TWP FIRE OPER	1	2,000	1.00000	2.00	2.00	0.00
PENTWTR LIBRARY	1	2,000	0.80270	1.61	1.60	-0.01
PENTWTR CEMETERY	1	2,000	0.33560	0.67	0.67	0.00
TWP FIRE EQUIP	1	2,000	0.48880	0.98	0.97	-0.01
TWP ROADS	1	2,000	0.50000	1.00	1.00	0.00

Director's Report

1. Public Relations and Media Coverage

- *In the News:* Our library was recently featured in a four-page story in *PTW* (Publication Title Weekly), showcasing our winter activities and highlighting our staff. David Barber, the author and photographer, captured the essence of our current events, including past achievements. This feature serves as excellent public relations for the library, bringing our community focus and achievements to light.
- *Upcoming Coverage in The Echo:* AnnaMae Bush is crafting an article for *The Echo's Traditions Magazine*, which will also appear in the newspaper. This article will focus on the library's 170th anniversary, allowing us to celebrate our long-standing presence and impact. Our plans for this milestone include an open-house event, special displays, and more, bringing attention to our history and our future.

2. MLA Conference Highlights

The Michigan Library Association (MLA) conference was held in Traverse City from October 15-18, where both Justin and I attended sessions covering various library practices and current issues. Justin focused on youth programming and public relations, while I attended legal sessions with Anne Seurnyck and discussions on accessibility and accommodation for library patrons. We also attended a networking reception at the Traverse Area District Library, where we reconnected with cooperative members and other library professionals, gaining insights from both new and familiar colleagues. Vendor presentations provided valuable updates on upcoming opportunities that will benefit our library's initiatives.

3. Annual Haunted Library Event

This year's Haunted Library, themed "The Quest for Bookbeard," was another fantastic success, featuring pirates, Krakens, and shipwreck displays. Staff, volunteers, and Friends of the Library began preparing one week prior, carefully assembling and arranging the decor. The event was highly popular, drawing 642 attendees and creating an immersive Halloween experience that our community members thoroughly enjoyed.

4. Mid-Michigan Library League (MMLL) Meeting

The recent MMLL meeting saw limited attendance, focusing primarily on addressing individual libraries' challenges. A brief discussion was held on the Mini Grant Program, now in Round 1 for FY25. Grants of up to \$500 are available for professional development or library programming, and an additional \$500 can be allocated to PR or other programs. We have applied for a \$500 grant to support our 170th-anniversary celebration in February. Round 1 winners will be announced in late November.

5. Library Boundaries Discussion

On October 31, I joined Valerie Church McHugh, our Board President, and representatives from the Hart Library to discuss library boundaries and service contracts for Weare and Golden Township.

Pentwater Township Library
Director's Report
November 2024

We also reviewed the school district maps. This initial discussion opened up considerations for future contract decisions and prompted us to evaluate our service reach and boundary adjustments carefully.

6. Candidate Night Event

Candidate Night Event—Valerie and Kendra did an excellent job representing the library at Candidate Night, speaking passionately about our services and future. They also answered questions from attendees, showcasing the library's role in the community. Events like these are a great way to connect with local voters and emphasize the library's positive impact."

7. National Recognition by EBSCO

EBSCO, a globally recognized provider of medical, scientific, and library databases, interviewed me recently for a feature in their December blog. EBSCO has been instrumental in our library's PR outreach through their LibraryAware software, which has significantly enhanced the quality of our publications. Our email communications continue to see one of the highest open rates, underscoring the effectiveness of our engagement with patrons.

8. New Wheelchair for Accessibility

Following a patron request, we have acquired a wheelchair to assist patrons with mobility challenges. It will be located near the library entrance, facilitating easier access across the parking lot and into the library. This addition reflects our commitment to accessibility and inclusivity, ensuring a welcoming environment for all patrons.

9. Building Maintenance

In our ongoing efforts to maintain a clean and inviting facility, we hired Spotless Window Washers to clean both the interior and exterior windows, as well as the screens. Their work has noticeably improved the library's appearance, contributing to a more welcoming atmosphere.

10. Library Board Election Results

The recent election for Library Board members concluded with the following results:

- Kendra Flynn: 717 votes
- Valerie Church McHugh 643 votes
- Jennifer Gwillim 591 votes
- Melissa Williams 560 votes
- Joan LundBorg 494 votes
- Amber Jaeb 482 votes
- Danielle Engle 455 votes

11. Community Foundation "Three Wishes" Grant

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The Community Foundation of Oceana County has invited nonprofits to submit three funding wishes:

- **Wish 1 (\$499 or below):** Additional shelving to accommodate our GO Bags, which currently do not fit well on our standard shelves.
- **Wish 2 (\$500-\$1,500):** New lighting for our comfortable reading area, enhancing both comfort and aesthetics beyond the current fluorescent setup.
- **Wish 3 (\$1,500+):** A "Memory Lab," equipped with multiple types of scanners for patrons to digitize and preserve old home movies, slides, and photographs. This addition would support community efforts in preserving personal and family history.

12. IMPROVe Health (Mental Health Grant)

As part of the REACH US Michigan initiative, they have applied for a grant aimed at increasing access to community health resources within our library and the state. The grant would enable us to partner with Community Health Workers, providing patrons with additional mental health support and resources.

13. Legislative Updates and Library Policy

- *Michigan Freedom to Read Acts (HB 6034 and 6035):* Recently introduced in the Michigan House, these acts underscore the importance of supporting intellectual freedom within libraries. We are monitoring developments to understand any implications for our library.
- *HB 6057 (Earned Sick Time Act) and HB 6056 (The Minimum Wage Law):* Amendments to the Workforce Opportunity Wage Act and the ESTA are also being reviewed again. Originally slated for implementation on February 21, these laws were refer to the House Regulatory affairs Committee. We will continue to follow updates closely to ensure compliance.
- *Reciprocal Borrowing Agreement:* The finalized agreement, including signatures from all 4 board presidents, is expected to reach us shortly, formalizing our participation in countywide reciprocal borrowing with Hart, Shelby, Walkerville and Pentwater.

Respectfully submitted,

Mary Barker, Director

Pentwater Township Library
DIRECTOR'S REPORT -
October Statistics

11/1/2024

CIRCULATION	2024	2023	%	ATTENDANCE	2024	2023	%
FICTION	466	388	20	ADULT PROGRAM*	17	43	-60
NON-FICTION	83	108	-23	TEEN PROGRAM*	0	0	#DIV/0!
LARGE PRINT FICTION	88	60	47	CHILDREN PROGRAM*	664	507	31
LARGE PRINT NON-FICTION	2	2	0	PASSIVE PROGRAM*	55	95	-42
PERIODICALS	47	46	2	TOTAL	736	645	14
AUDIO	30	50	-40	EVENING PATRONS	43	41	5
VIDEOS & DVDS	109	150	-27	TOTAL PATRONS*	1528	1433	7
TOTAL	825	804	3				
				NEW REGISTRATIONS			
				ADULT	7	7	0
				CHILDREN	1	0	#DIV/0!
KANOPY	21			ANNUAL	1	1	0
LIBBY E_Magazine	145	249		TOTAL*	0	8	-100
LIBBY AUDIO	173	175	-1	RE-REGISTRATIONS			
LIBBY E-BOOKS	206	257	-20	ADULT	15	19	-21
MEL CAT LENT	128	113	13	CHILDREN	0	0	#DIV/0!
MEL CAT BORROWED	90	112	-20	TOTAL*	15	19	-21
HOOPLA E-BOOKS	50	88	-43	Total Deleted Items	41	41	0
HOOPLA E-AUDIO	110	62	77	Multipurpose Room	15	24	-38
HOOPLA E-MOVIE/TV	14	16	-13	LIBRARY OF THINGS			
HOOPLA BINGE PASS	1	1	0	J Vox Books	1		#DIV/0!
HOOPLA MUSIC				Launchpads	0		#DIV/0!
TOTAL	938	1073	-13	Kit Go Bags	0	6	-100
				Kit Fly Tying	0		#DIV/0!
J FICTION	23	30	-23	Nintendo Switch Games	1		#DIV/0!
J NON-FICTION	8	11	-27	Canning Kit	0		#DIV/0!
J EASY	63	58	9	DVD Players	0		#DIV/0!
J PERIODICALS	0	0	#DIV/0!	CD Players	0		#DIV/0!
J VIDEOS & DVDS	25	31	-19	Kit Outdoor Games	0		#DIV/0!
TOTAL	119	130	-8	TOTAL	2	6	-67
				COPIES			
Y FICTION	3	36	-92	BLACK	2111	2655	-20
Y NON-FICTION	16	1	1500	COLOR	1065	747	43
				COMPUTER USAGE*	93	91	2
TOTAL	19	37	-49	WIRELESS USAGE*	353	421	-16
GRAND TOTAL	1901	2050	-7	FAX USAGE	30	82	-63

MATERIALS BY DATE ADDED FY 2024-2025

Material Type	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
1 - New Fiction													0
2 - New Non-Fiction													0
5 - Adult Fiction	37	48	39	65	35	55	31						310
6 - Adult Non-fiction	27	34	21	28	16	25	12						163
7 - Audio Books	1	2	3	2	2	2	1						13
8 - Easy Read	6				5								11
9 - Hold Shelf													0
10 - Juvenile Audio													0
11 - Juvenile Easy	17	15	15	9		5	6						67
12 - Juvenile Fiction	14	6		19	7	3	4						53
13 - Juvenile Magazine	1	2	1	3	1	3	2						13
14 - Juvenile Non-fic	4	5	4	2	1	5	2						23
15 - Juvenile Video			2		2		3						7
16 - Juvenile Video Series							1						1
17 - Large Print Fiction	5	5	14	5	5	2							36
18 - Large Print Non-Fiction		2	23	21	1								3
19 - Magazine	24	29				29	24						177
24 - Paperback Fiction													0
25 - Reference													0
26 - Video Non-Fiction													0
27 - Video	11		14	1	3	1	7						5
28 - Video Series	3	1		1	1		3						37
29 - Young Adult Fiction				1	1								8
30 - Young Adult Magazine													2
31 - Young Adult Non-Fiction		3		2									6
50 - Launchpad							1						0
52 - Kit Go Bags	2	3											5
53 - Kit Movie Night				1									1
54 - Kit Fly Tying													1
55 - Computer													0
56 - Newspapers	28	26	23	15	24	25	23						0
58 - Juvenile Vox Books		4	7	1									12
59 - Nintendo Switch Games		28											28
60 - Library of things: Garming													1
61 - DVD Players													4
62 - CD Players													4
63 - Kit Outdoor Games													0
Total	109	129	103	80	82	73	81	0	0	0	0	0	657

**PENTWATER TOWNSHIP LIBRARY
By-Laws**

Article I: MEMBERSHIP

Vacancies:

In the event of a Board vacancy due to resignation, removal, or death, the Board shall follow Michigan Township law. The resignation of an elected official must be in writing and must be accepted by action of the Library Board. The Library Board must appoint someone to fill the vacancy within 45 days of the effective date of the resignation. This appointment must be made by a majority vote of the Board. The appointed board member shall hold the vacant position until the next general election.