

Pentwater District Library
Regular Monthly Meeting Agenda
Tuesday, August 18, 2026
402 E. Park Street, Pentwater, MI 49449
@ 5:30 p.m.

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 Minutes--June 16, 2026

Special Meeting Minutes—July 28, 2026

B. Payment of Bills

C. Library Stats

President's Report

Treasurer's Report

Committee Reports

Policy Committee—First Reading of PDL Policy—Social Security Number Privacy Policy

Advocacy/PR and Communications

Finance Committee

Personnel Committee

Strategic Planning Committee

Building and Grounds Committee

Pentwater District Library
Regular Monthly Meeting Agenda
Tuesday, August 18, 2026
402 E. Park Street, Pentwater, MI 49449
@ 5:30 p.m.

Director's Report

Continued Business—

Audit

Disability Audit

Generator/Labor

IRS-Name Change

New Business

Generator/Labor

IRS-Name Change

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.

MINUTES FOR JUNE 16, 2026

Pentwater District Library

Regular Meeting Agenda

Tuesday, June 16, 2026, 5:30 p.m.

Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449

Call to Order: 5:32 pm by Valerie Church-McHugh

Roll Call: In attendance: Valerie Church-McHugh, and Amber Jaeb, Joan LundBorg, Elly Bainbridge, Jennifer Gwillim, and Linda VanGills. Absent: Kendra Flynn. Also in attendance: Mary Barker, Director

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

Meeting Agenda – Review and Action: Motion by VanGills with support from LundBorg to accept agenda as presented. *Approved*

Consent Agenda – Review and Action: Motion by Jaeb with support from Church-McHugh to accept consent agenda. *Approved.*

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: Board of Trustee meeting April 21, 2026

B. Payment of Bills

C. Library Stats

President's report: Presented by Church-McHugh – discussed if committee members would prefer a paper packet vs electronic. Each board member will share their preference with the director.

Treasurer's report: Included in packet and presented by Church-McHugh. Discussed moving the total budget amount to one account vs having it divided up among multiple accounts. Will continue to discuss. Motion by LundBorg with support from VanGills to accept the April financial report. *Approved.*

Committee reports:

Policy Committee:

Animals in the Library Policy- second reading. Motion by Gwillim with support from Bainbridge to approve the policy with revisions. *Approved.*

Fund Balance Policy- second reading: will require a third reading. Ongoing discussions and interpretations to be continued next month.

Investment Policy- second reading. Motion by Bainbridge with support from Gwillim to approve the policy. *Approved.*

Harassment and Discrimination Policy- second reading. Motion by Gwillim with support from Bainbridge to approve the policy with revisions. *Approved.*

Whistleblower Policy – second reading. Motion by Gwillim with support from VanGills to approve the policy with revisions. *Approved.*

Advocacy/PR and communications: Nothing to report

Finance Committee: Nothing to report

Personnel Committee: Nothing to report

Strategic Planning Committee: Changes to strategic plan suggested and adopted from two board members. Will continue to edit and revise as needed.

Building and Grounds Committee: Nothing to report. Will resume discussions during August meeting.

Director's Report: Included in packet.

Continued Business

Millage – Attorney, ballot language, planning. Discussed outreach activities and planned for a special board meeting for July 28th at 5:30.

Strategic Planning Committee – Update. Idea sharing on how the Friends group can continue to support the library. Work session and second reading of strategic plan set for July 28th at 5:30

New Business

Memorandum of Understanding/Borrowing Agreement – agreement has been updated with our new name. Agreement is between Pentwater, Hart, and Shelby libraries. Motion by Gwillim with support from Jaeb to approve updated Memorandum of Understanding/Borrowing Agreement

Adjournment Motion by Bainbridge with support from VanGills to adjourn.

Meeting adjourned at 7:05 pm

Amber Jaeb, Secretary

**Minutes
Pentwater District Library
Special Meeting Agenda
Tuesday, July 28, 2026, 5:30 p.m.
Pentwater District Library, 402 E. Park Street, Pentwater, MI 49449**

Call to Order: 5:32 pm by Valerie Church-McHugh

Roll Call: In attendance: Valerie Church-McHugh, and Amber Jaeb, Joan LundBorg, Elly Bainbridge, Jennifer Gwillim, and Linda VanGills, Kendra Flynn. Absent: None.

Also in attendance: Mary Barker, Director

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

Meeting Agenda – Review and Action: Motion by VanGills with support from Flynn to accept agenda as presented. *Approved*

Continued Business – Strategic Plan. Discussed and tabled until next meeting.

New Business – Millage Language: Motion by Bainbridge with Flynn to accept proposed ballot language for November 2026 election should the August ballot initiative fail. *Approved.*

Roll Call: Bainbridge- yes, LundBorg-yes, VanGills-yes, Flynn-yes, Church-McHugh-yes, Gwillim-yes, Jaeb-yes

Other items from Board of Trustees or Director – None.

Adjournment: Meeting adjourned at 6:21 pm

Draft minutes submitted 8/10/26

Amber Jaeb, Secretary

Pentwater Township Library

DIRECTOR'S REPORT -

1-Aug-26

July Statistics

CIRCULATION	2026	2025	%	ATTENDANCE	2026	2025	%
FICTION	707	879	-20	ADULT PROGRAM	32	74	-57
NON-FICTION	172	153	12	TEEN PROGRAM	21	44	-52
LARGE PRINT FICTION	98	93	5	CHILDREN PROGRAM	159	106	50
LARGE PRINT NON-FICTION	8	1	700	PASSIVE PROGRAM	360	347	4
PERIODICALS	56	63	-11	MULTI-AGE PROGRAM	47		#DIV/0!
AUDIO	13	15	-13	TOTAL	572	571	0
VIDEOS & DVDS	79	207	-62	EVENING PATRONS	95	126	-25
TOTAL	1133	1411	-20	TOTAL PATRONS	1993	2243	-11
				NEW REGISTRATIONS			
				ADULT	30	16	88
				CHILDREN	0	0	#DIV/0!
KANOPY	25	26		ANNUAL	0	0	#DIV/0!
LIBBY E_Magazine	173	176		TOTAL	30	16	88
LIBBY AUDIO	190	155	23	RE-REGISTRATIONS			
LIBBY E-BOOKS	243	230	6	ADULT	46	43	7
MEL CAT LENT	102	127	-20	CHILDREN	1	0	#DIV/0!
MEL CAT BORROWED	114	105	9	TOTAL	47	43	9
HOOPLA E-BOOKS	57	49	16	Total Deleted Items	3	108	-97
HOOPLA E-AUDIO	124	84	48	Multipurpose Room	42	30	40
HOOPLA E-MOVIE/TV	15	18	-17	LIBRARY OF THINGS			
HOOPLA BINGE PASS	0	1	-100	J Vox Books	20	26	-23
HOOPLA MUSIC	1	0	#DIV/0!	Launchpads	0	4	-100
TOTAL	1044	971	8	Kit Go Bags	13	12	8
				Kit Fly Tying	0	1	-100
J FICTION	258	362	-29	Nintendo Switch Games	8	16	-50
J NON-FICTION	88	99	-11	Canning Kit	0	0	#DIV/0!
J EASY	235	293	-20	DVD Players	1	0	#DIV/0!
J PERIODICALS	1	0	#DIV/0!	CD Players	0	1	-100
J VIDEOS & DVDS	54	89	-39	Kit Outdoor Games	10	1	900
TOTAL	636	843	-25	TOTAL	52	61	-15
				COPIES			
Y FICTION	24	29	-17	BLACK	1832	1336	37
Y NON-FICTION	9	0	#DIV/0!	COLOR	1478	1583	-7
				COMPUTER USAGE	172	211	-18
TOTAL	33	29	14	WIRELESS USAGE	845	1125	-25
GRAND TOTAL	2846	3254	-13	FAX USAGE	82	76	8

MATERIALS BY DATE ADDED FY 2026

Material Type	April	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
1 — New Fiction													0
2 — New Non-Fiction													0
5 — Adult Fiction	10	44	39	33									126
6 — Adult Non-fiction	1	10	14	7									32
7 — Audio Books													0
8 — Easy Read		10											10
9 — Hold Shelf													0
10 — Juvenile Audio													0
11 — Juvenile Easy		5	5	2									12
12 — Juvenile Fiction	1	4	1	15									21
13 — Juvenile Magazine	3	3	2	2									10
14 — Juvenile Non-fic		8	11	4									23
15 — Juvenile Video													0
16 — Juvenile Video Series													0
17 — Large Print Fiction	3	9	10	2									24
18 — Large Print Non-Fiction	1		2										3
19 — Magazine	21	21	28	20									90
24 — Paperback Fiction													0
25 — Reference													0
26 — Video Non-Fiction													0
27 — Video													0
28 — Video Series													0
29 — Young Adult Fiction	2		3	2									7
30 — Young Adult Magazine													0
31 — Young Adult Non-Fiction		1											1
50 — Launchpad													0
52 — Kit Go Bags													0
53 — Kit Movie Night													0
54 — Kit Fly Tying													0
55 — Computer													0
56 — Newspapers													0
58 — Juvenile Vox Books													0
59 — Nitendo 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													0
Total	42	115	115	87	0	0	0	0	0	0	0	0	359

PENTWATER TOWNSHIP LIBRARY

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

April 2026 - July 2027

33% of Budget		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
101-402 Property Tax	97,105.45	240,000.00	-142,894.55	40.46 %
101-655 Fees and Fines	1,340.70	3,000.00	-1,659.30	44.69 %
101-674 Private Contributions	4,657.31	2,500.00	2,157.31	186.29 %
101-679 Miscellaneous Income	3,620.10	5,000.00	-1,379.90	72.40 %
101-689 Uncategorized Income	272.00		272.00	
101.502 Government Contribution	14,870.39	15,000.00	-129.61	99.14 %
Total Income	\$121,865.95	\$265,500.00	\$ -143,634.05	45.90 %
GROSS PROFIT	\$121,865.95	\$265,500.00	\$ -143,634.05	45.90 %
Expenses				
101-702 Salaries & Fringe Ben	81,949.32	227,676.00	-145,726.68	35.99 %
101-752 Supplies & Postage	3,455.41	7,000.00	-3,544.59	49.36 %
101-790 Library Materials	11,980.87	30,000.00	-18,019.13	39.94 %
101-801 Professional & Contract	12,991.77	22,800.00	-9,808.23	56.98 %
101-805 Program Expense	6,739.55	8,500.00	-1,760.45	79.29 %
101-824 Bank & Credit Card Fees	61.81	250.00	-188.19	24.72 %
101-880 Communications & Promo	10.00	4,000.00	-3,990.00	0.25 %
101-910 Professional Development	1,344.56	5,000.00	-3,655.44	26.89 %
101-924 Utilities & Maintenance	6,015.31	17,000.00	-10,984.69	35.38 %
101-937 Insurance	5,175.00	8,000.00	-2,825.00	64.69 %
101-970 Capital Outlay	6,324.64	6,000.00	324.64	105.41 %
Total Expenses	\$136,048.24	\$336,226.00	\$ -200,177.76	40.46 %
NET OPERATING INCOME	\$ -14,182.29	\$ -70,726.00	\$56,543.71	20.05 %
NET INCOME	\$ -14,182.29	\$ -70,726.00	\$56,543.71	20.05 %

Pentwater Township Library

Balance Sheet

As of July 31, 2026

	TOTAL			
	AS OF JUL 31, 2026	AS OF JUL 31, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
101-001 West Shore Reg.Chk.	35,464.17	11,792.60	23,671.57	200.73 %
101-002 West Shore Money Market	185,914.96	276,068.16	(90,153.20)	(32.66 %)
101-003 Shelby State Bank Money Market	1,288.44	1,288.06	0.38	0.03 %
101-004 Petty Cash	150.00	150.00	0.00	0.00 %
101.008 Michigan Class	164,767.56	128,728.83	36,038.73	28.00 %
Total Bank Accounts	\$387,585.13	\$418,027.65	\$ (30,442.52)	(7.28 %)
Other Current Assets				
QuickBooks Tax Holding Account	3,260.58	0.00	3,260.58	
Total Other Current Assets	\$3,260.58	\$0.00	\$3,260.58	0.00%
Total Current Assets	\$390,845.71	\$418,027.65	\$ (27,181.94)	(6.50 %)
Other Assets				
101-072 Due from County	9,913.69	9,913.69	0.00	0.00 %
Total Other Assets	\$9,913.69	\$9,913.69	\$0.00	0.00 %
TOTAL ASSETS	\$400,759.40	\$427,941.34	\$ (27,181.94)	(6.35 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
101-202 Accounts Payable	3,681.07	3,928.76	(247.69)	(6.30 %)
Total Accounts Payable	\$3,681.07	\$3,928.76	\$ (247.69)	(6.30 %)
Credit Cards				
101-204 Visa 6720	0.00	460.33	(460.33)	(100.00 %)
Total Credit Cards	\$0.00	\$460.33	\$ (460.33)	(100.00 %)
Other Current Liabilities				
101-255 Payroll Liabilities	0.00	0.00	0.00	
AFLAC-AFTER TAX	1,918.60	1,303.20	615.40	47.22 %
Federal Taxes (941/943/944)	3,207.56	0.00	3,207.56	
Federal Unemployment (940)	33.98	(176.02)	210.00	119.30 %
MI Income Tax	(156.98)	0.00	(156.98)	
Simple IRA Emp.	10,016.70	6,930.94	3,085.76	44.52 %
Total 101-255 Payroll Liabilities	15,019.86	8,058.12	6,961.74	86.39 %
101-257 Accrued Wages	7,021.05	7,021.05	0.00	0.00 %
Total Other Current Liabilities	\$22,040.91	\$15,079.17	\$6,961.74	46.17 %
Total Current Liabilities	\$25,721.98	\$19,468.26	\$6,253.72	32.12 %
Total Liabilities	\$25,721.98	\$19,468.26	\$6,253.72	32.12 %

Pentwater Township Library

Balance Sheet

As of July 31, 2026

	TOTAL			
	AS OF JUL 31, 2026	AS OF JUL 31, 2025 (PY)	CHANGE	% CHANGE
Equity				
101-391 Retained Earnings	379,656.37	469,775.52	(90,119.15)	(19.18 %)
Net Income	(4,618.95)	(61,302.44)	56,683.49	92.47 %
Total Equity	\$375,037.42	\$408,473.08	\$ (33,435.66)	(8.19 %)
TOTAL LIABILITIES AND EQUITY	\$400,759.40	\$427,941.34	\$ (27,181.94)	(6.35 %)

Pentwater Township Library

Inc/Exp Month

July 2026

	TOTAL	
	JUL 2026	JUL 2025 (PY)
Income		
101-655 Fees and Fines	539.63	307.84
101-674 Private Contributions	447.00	1,000.00
101-679 Miscellaneous Income	525.24	1,960.44
101.502 Government Contribution	13,754.77	10,297.24
Total Income	\$15,266.64	\$13,565.52
GROSS PROFIT	\$15,266.64	\$13,565.52
Expenses		
101-702 Salaries & Fringe Ben	16,770.47	15,109.84
101-752 Supplies & Postage	49.81	550.22
101-790 Library Materials	2,298.02	2,995.55
101-801 Professional & Contract	1,521.98	5,961.34
101-805 Program Expense	2,165.39	2,511.24
101-824 Bank & Credit Card Fees	15.34	12.63
101-880 Communications & Promo	0.00	10.00
101-910 Professional Development	416.02	50.40
101-924 Utilities & Maintenance	1,839.61	796.14
Total Expenses	\$25,076.64	\$27,997.36
NET OPERATING INCOME	\$ (9,810.00)	\$ (14,431.84)
NET INCOME	\$ (9,810.00)	\$ (14,431.84)

Pentwater Township Library

Inc/Exp YTD
April - July, 2026

	TOTAL	
	APR - JUL, 2026	APR - JUL, 2025 (PY)
Income		
101-402 Property Tax	97,105.45	9,912.89
101-655 Fees and Fines	1,334.85	1,104.29
101-674 Private Contributions	4,657.31	3,817.06
101-679 Miscellaneous Income	3,620.10	14,048.25
101-689 Uncategorized Income	272.00	0.00
101.502 Government Contribution	14,870.39	13,558.24
Total Income	\$121,860.10	\$42,440.73
GROSS PROFIT	\$121,860.10	\$42,440.73
Expenses		
101-702 Salaries & Fringe Ben	74,001.61	68,406.61
101-752 Supplies & Postage	3,455.41	1,837.18
101-790 Library Materials	10,807.19	7,673.76
101-801 Professional & Contract	12,876.77	12,523.94
101-805 Program Expense	6,739.55	7,923.70
101-824 Bank & Credit Card Fees	61.81	50.63
101-880 Communications & Promo	0.00	10.00
101-910 Professional Development	1,344.56	619.40
101-924 Utilities & Maintenance	5,692.51	4,697.95
101-937 Insurance	5,175.00	0.00
101-970 Capital Outlay	6,324.64	0.00
Total Expenses	\$126,479.05	\$103,743.17
NET OPERATING INCOME	\$ (4,618.95)	\$ (61,302.44)
NET INCOME	\$ (4,618.95)	\$ (61,302.44)

Pentwater District Library

Social Security Number Privacy Policy

The Pentwater District Library, as required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81, et seq., will protect the confidentiality of the Social Security numbers obtained in the ordinary course of business from employees, vendors, contractors, and others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Library obtains or possesses except in accordance with the Act and this Privacy Policy.

Social Security numbers shall not be requested from, maintained, or used in any way with regard to Library patrons.

In regard to Library employees, Social Security numbers will be collected only where required by federal and state law, or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
- Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
- Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any Library employee benefit plan.

Approved by the Pentwater District Library Board of Trustees on _____.

Director's Report

July and August 2026

Summer Reading Program—Unearth a Story--

This summer's program, *Unearth a Story*, brought strong participation and a real sense of community energy. The national theme encouraged readers of all ages to explore discovery, curiosity, and the many kinds of stories found in books, history, and everyday life. We built our local program around that idea with a mix of weekly activities, author and artist visits, and community partnerships.

Staff and I worked together to set clear sign-up goals and used small incentives to keep momentum going. The results:

- **Adults:** 96 sign-ups (goal: 95) This program runs 4 more weeks after the Teen and Children's Program ends.
- **Teens:** 84 sign-ups (goal: 80)
- **Children:** 70 sign-ups (goal: 70)

These numbers show the library as part of families' and individuals' summer routines—not just a place to pick up books.

Weekly programming required careful planning and consistent staff effort:

- **Mondays:** STEM activities with a dinosaur focus—hands-on learning and play-based exploration. Game night with tutorials for American Mahjong, and several rounds of play.
- **Tuesdays:** Story time at Mears Campground, reaching families where they were already gathering.
- **Wednesday:** Several Special Adult activities, such author sewing.
- **Thursdays:** Two arts and crafts sessions (morning for younger children; afternoon for tweens/teens).
- **Fridays:** Music and movement story time with a guest musician.

We also hosted author visits for adult, YA, and children's fiction, plus an artist visit that connected visual art to the idea of "unearthing stories."

Partnerships strengthened the program:

- **Pentwater Historical Society:** Passport to the 250th anniversary, highlighting historically named streets and Declaration of Independence connections.
- **Pentwater Arts Council:** Display of two community artists' work in the library.
- **MSU Extension/4-H:** Two adulting-informational Zoom sessions.

Special events included a live animal presentation (*Dinosaurs of Today*), four movie matinées, and collaboration with Movies on the Green (Chamber of Commerce) to provide outdoor games for children before the evening film.

Overall, the program was busy but energizing. Staff didn't just run activities—we showed up for our patrons, adjusted as needed, and kept the library visible and active throughout the summer.

Accessibility Audit--

Disability Network completed an on-site accessibility audit of our exterior and public service areas in July. They reviewed:

- East side lawn and street-side building access
- Emergency exit
- Both restrooms
- Circulation, computer, and multi-purpose areas
- Office space

Their team measured and documented details such as toilet handles, door hardware, sidewalk slopes, parking lot gravel, and other elements affecting safety and accessibility.

A written report with prioritized recommendations is forthcoming. Not all changes will need to happen at once; some will be simple improvements, while others may require longer-term planning and budgeting. The report will give us a practical roadmap for addressing accessibility needs.

Name Change to Pentwater District Library--

The library officially became a District Library in October 2025, with approval from the Library of Michigan. To align our public identity and records with that legal status, we initiated a name change to **Pentwater District Library**.

The IRS name change request was submitted in January 2026 and has now been approved. We retain the same EIN. This completes a key step in transitioning from our former structure to our current District Library status.

Financial Audit and New District Library Entity--

Our auditing firm is finalizing the library's annual financial audit. Because we are now a stand-alone District Library (no longer part of the Township), this year's audit treats us as a new entity. That has required additional documentation, forms, and reporting.

Auditors added a few journal entries to meet standard reporting requirements. We expect the completed audit report soon, along with recommendations to strengthen our financial procedures as we continue operating independently.

Respectfully submitted,

Mary Barker, Director