

Loutit District Library
Expanding Horizons. Enriching Minds. Engaging
Community.

BOARD OF TRUSTEES MEETING

Date: Tuesday, June 13, 2023

Time: 5:30 p.m.

Place: Loutit District Library, Program Room B

A G E N D A

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF AGENDA

3. PUBLIC HEARING: PROPOSED FISCAL YEAR 2023-2024 LIBRARY MILLAGE RATES

Pages 1-3

- A. Open
- B. Discussion
- C. Close

4. PUBLIC HEARING: PROPOSED FISCAL YEAR 2023-2024 LIBRARY BUDGET

Pages 4-8

- A. Open
- B. Discussion
- C. Close

5. APPROVAL OF CONSENT AGENDA

- A. Approve the regular meeting minutes of May 9, 2023
- B. Approve May invoice payments in the amount of \$ 83,835.51
- C. Approve the following Purchase Orders for FY 2023/24: \$587,488
(some are contracts attached as **5-C**)

Pages 9-13

Pages 14-15

Pages 16-46

PO	Name	Amount
2350	Priority Health for FY 2023/24 Insurance Premiums	\$113,000.00
2351	Lakeland Library Cooperative Services FY 2023/24	\$30,000.00
2352	City of Grand Haven Finance & HR Services FY 2023/24	\$55,000.00
2353	Vredeveld Haefner LLC for June 30, 2023, Auditing Services	\$9,000.00
2354	MCLS for Overdrive FY 2023/24 for E-Books	\$27,800.00
2355	Overdrive Advantage E-Books FY 2023/24	\$36,000.00
2356	BHS Insurance for Property & Liability Insurance FY 2023/24	\$13,150.00
2357	GHAPS Technology Services FY 2023/24	\$56,000.00
2358	Spring Lake District Library – Share of Ferrysburg Penal Fines	\$10,500.00
2359	Howard Miller Library – Zeeland School District	\$43,500.00

2360	Dykstra – Landscape Services (Snow Removal & Lawn Care) FY 2023/24	\$17,013.00
2361	Michigan Gas Utilities FY 2023/24	\$19,000.00
2362	City of Grand Haven Board of Light & Power FY 2023/24	\$75,000.00
2363	OAISD Broadband Internet	\$ 1,400.00
2364	Hoopla Electronic Database FY 2023/24	\$20,000.00
2365	Office Machines Company (Copying Charges) FY 2023/24	\$ 1,875.00
2366	Envisionware Service and Software Licensing FY 2023/24	\$ 9,250.00
2367	Foster Swift Collins & Smith PC Legal Services FY 2023/24	\$5,500.00
2368	Kanopy, LLC Electronic Database FY 2023/24	\$6,000.00
2369	Delta Dental for FY 2023/24 Insurance Premiums	\$15,000.00
2370	T-Mobile Hotspots – FY 2023/24	\$8,000.00
2371	Van Dyken Mechanical for HVAC Services – FY 2023/24	\$8,000.00
2372	City of Grand Haven – Water Utilities FY 2023/24	\$7,500.00

6. PUBLIC COMMENT

This is the time when members of the audience may address the Library Board of Trustees regarding any topic, including items on the agenda. Please limit your remarks to no more than three minutes. When addressing the Library Board of Trustees, please state your name, address, and the subject of the comment.

7. TREASURER’S REPORT

A. General Fund Financial Report as of May 31, 2023	Pages 47-49
B. Maintenance Fund Financial Report as of May 31, 2023	Page 50
C. Debt Service Fund A Financial Report as of May 31, 2023	Page 51
D. Debt Service Fund B Financial Report as of May 31, 2023	Page 52
E. Bank Account Report as of May 31, 2023	Pages 53-57
F. Update on LDL to City transition	

8. TRUSTEE COMMENT

9. UNFINISHED BUSINESS

10. NEW BUSINESS (Budget Summary)

Pages 58-84

- | | |
|--|-------------|
| A. Consideration of a motion to approve a resolution to set the 2023 property tax levy for operating purposes at .9523 mill and to set the 2023 property tax levy for debt retirement purposes at .1150 mill | Page 85 |
| B. Consideration of a motion to approve a resolution to adopt a Budget for Loutit District Library for the 2023-2024 Fiscal Year and to appropriate funds for said purposes, as follows: | Pages 86-87 |

	Revenue	Expenditure
General Fund	2,934,119	3,092,005
Maintenance Fund	10,000	80,000
Debt Service A Fund	297,515	258,200
Debt Service B Fund	326,600	326,600

- C. Consideration of a motion to establish the following annual compensation rates for full-time employees opting out of the library's health insurance plan, pursuant to section 11.1a, Insurance Waiver, of the library's Personnel Policy:

- Family Coverage \$1,000

- Double Coverage \$750

- Single Coverage \$500

- These payments are distributed bi-weekly as part of the employee's pay.

11. COMMITTEE REPORTS

- Building and Grounds Committee

- Executive Committee

- Minutes from the meeting of May 30, 2023

Page 88

- Finance

- Personnel

- Policy

12. DIRECTOR'S REPORT

Pages 89-92

13. PRESIDENT'S REPORT

14. PUBLIC COMMENT

15. TRUSTEE COMMENT

16. UNION BARGAINING COMMITTEE

17. Executive Director's Evaluation (closed session)

18. NEXT REGULAR MEETINGS

- Board Meeting: July 11, 2023, 5:30 p.m.

- Executive Committee Meeting: June 27, 2023, 5:00 p.m.

19. ADJOURNMENT

**Loutit District Library
Board of Trustees**

Public Comment Guidelines for LDL Board and Committee Meetings

The agenda for each regular meeting designates two "Public Comment" opportunities for individuals or groups wishing to address the Board. During these times community members are invited to publicly comment on any library-related topic, whether or not it appears on the agenda. For the sake of order, we ask that public statements, presentations, or reports be made only during these times in the meeting. A board member may ask the person making a comment to clarify his/her thoughts, but at no time is a board member or employee obligated to immediately respond to the person making comment.

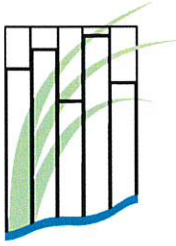
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5. Direct all comments to the Board chair.

The Board will not allow the following and will respectfully interrupt and ask the person speaking to cease:

1. Public comments directed to any employee of the district or to anyone else in the audience.
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3. Inappropriate comments (unrelated to the agenda or to the activities of the board or library) or of a personal nature attacking any board member or any employee of the library or their job performance. Comments of this nature must be submitted in writing to the board and can be reviewed in a closed session or open session at a later date, at the discretion of the person to whom the complaint is directed.

Persons wishing to make public comment and requesting a response should submit their questions in writing to the chair, along with contact information. The board chair will then deliver that statement to the appropriate person for a thorough review and possible answers. Contact will be made either in writing or in person.



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LOUTIT DISTRICT LIBRARY
NOTICE OF PUBLIC HEARING
PROPOSED 2023-2024
MILLAGE RATE

The Board of Trustees of the Loutit District Library will hold a public hearing on Tuesday, June 13, 2023 at 5:00 p.m. at the Loutit District Library, Program Room B, 407 Columbus Avenue, Grand Haven, Michigan, to receive oral and written comments on the proposed property tax millage rate of the Loutit District Library for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

A copy of the proposed 2023-2024 millage rate will be available for public inspection and can be viewed online at www.loutitlibrary.org.

LOUTIT DISTRICT LIBRARY
NOTICE OF PUBLIC HEARING
PROPOSED 2023-2034 BUDGET

The Board of Trustees of the Loutit District Library will hold a public hearing on Tuesday, June 13, 2023 at 5:00 p.m. at the Loutit District Library, Program Room B, 407 Columbus Avenue, Grand Haven, Michigan, to receive oral and written comments on the proposed budget of the Loutit District Library for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

A copy of the proposed 2023-2024 budget will be available for public inspection and can be viewed online at www.loutitlibrary.org.

June 2, 2023
Mary Jane Belter
Secretary

2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes

Ottawa

2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023
2,637,553,464

Local Government Unit Requesting Millage Levy

Loufit District Library

For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
	To be levied in the City of Grand Haven and City of Ferrysburg										
VOTE	OPERATING	4/18/2000	1.0000	0.9523	1.0000	0.9523	N/A	0.9523	0.9523	0.9523	NONE
	To be levied in Grand Haven Township, Robinson Township, and Port Sheldon Township										
VOTE	OPERATING	4/18/2000	1.0000	0.9523	1.0000	0.9523	N/A	0.9523	0.9523	0.9523	NONE
VOTE	DEBT	5/8/2007	N/A	N/A	N/A	N/A	N/A	N/A	0.1150	0.1150	12/31/26

Prepared by **Nicholas Brown** Telephone Number **(616) 842-3210** Title of Preparer **Treasurer** Date _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Mary Jane Belter	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Burton H Brooks	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied for a purpose other than that listed in the instructions on page 2 of this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

OTTAWA COUNTY 2023 CERTIFICATE OF COMPLIANCE

*Our Tax Authority **has completed** the following steps as required by M.C.L. 211.24e (Truth in Taxation)*

- A separate Truth-in-Taxation hearing is **not necessary**. Our Tax Authority complies with Sec. 16 of the Uniform Budgeting and Accounting Act (M.C.L. 141.436). Notice, advertising, and print size must conform to stated requirements. (M.C.L. 141.412)
and
 Our meeting was completed by October 1st. *Date of meeting was _____.

OR

- Our Board, or Commission, or Council has met and adopted a resolution proposing an additional operating millage rate and proposing a hearing date. (M.C.L. 211.24e, subsection 7)
and
 Our Board, or Commission, Council or Authority has published a hearing notice and posted the same at the principal office of our taxing unit. This notice contained the proposed additional millage rate, the percentage increase in operating revenue and the percentage increase over the preceding year if not approved which would be generated from permitted ad valorem tax levies and the Notice was published at least 6 days before the hearing date. (M.C.L. 211.24e, subsections 6 & 9)
and
 Our Board, or Commission, Council or Authority held a public hearing pursuant to the hearing notice. (M.C.L. 211.24e, subsection 6) *Date of meeting was _____.
and
 Not more than 10 days after the public hearing, a taxing unit has approved the levy of an additional millage rate but has not approved an additional millage rate that is greater than a proposed additional millage rate that was published and on which the public hearing has been held.

OR

- Our Tax Authority is exempt from M.C.L. 211.24e because we levied 1 mill or less in the concluding fiscal year for operating purposes.

OR

- A Truth-in-Taxation hearing was not necessary because we will not be levying an operating levy which is larger than the base tax rate.

Our Taxing Authority has verified any Debt Levy being requested on the Tax Rate Request Form(L4029)

- We are not requesting a debt levy
 We are requesting a debt levy and have included a report or other document showing the amount of principal and interest that the requested debt levy is intended to retire.

-
- NAME OF TAX UNIT Loutit District Library
 - BOARD, COUNCIL OR COMMISSION:
 Clerk or Secretary (Signature) _____
 Print or Type Name Mary Jane Belter
 - Chairperson, Mayor,
 President or Supervisor (Signature) _____
 Print or Type Name Burton H Brooks
 - Dated this _____ day of _____, 2023.

Please return to the Ottawa County Equalization Director with the L-4029 form.

Loutit District Library
FY2023/24
Budget Overview

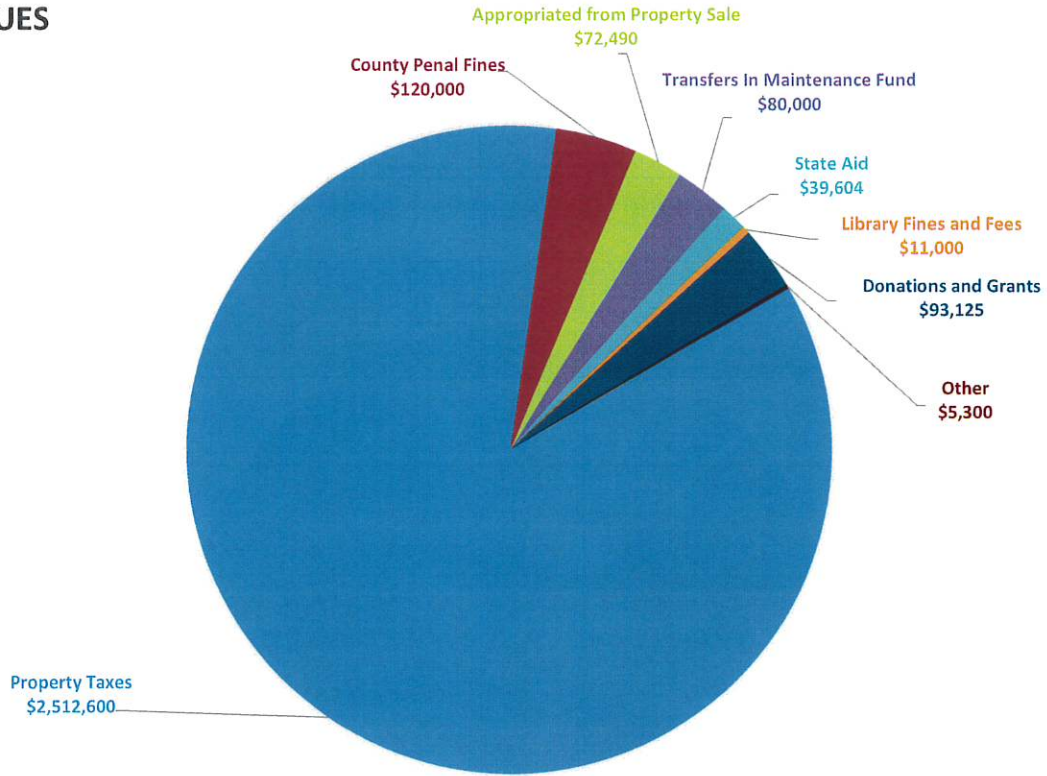
REQUESTED FY23/24 GENERAL FUND BUDGET SUMMARY

<u>REVENUES:</u>	Requested FY23-24	% of Total
Property Taxes	2,512,600	85.63%
County Penal Fines	120,000	4.09%
Appropriated from Property Sale	72,490	2.47%
Transfers In Maintenance Fund	80,000	2.73%
State Aid	39,604	1.35%
Library Fines and Fees	11,000	0.37%
Donations and Grants	93,125	3.17%
Other	5,300	0.18%
TOTAL REVENUES	2,934,119	100.00%

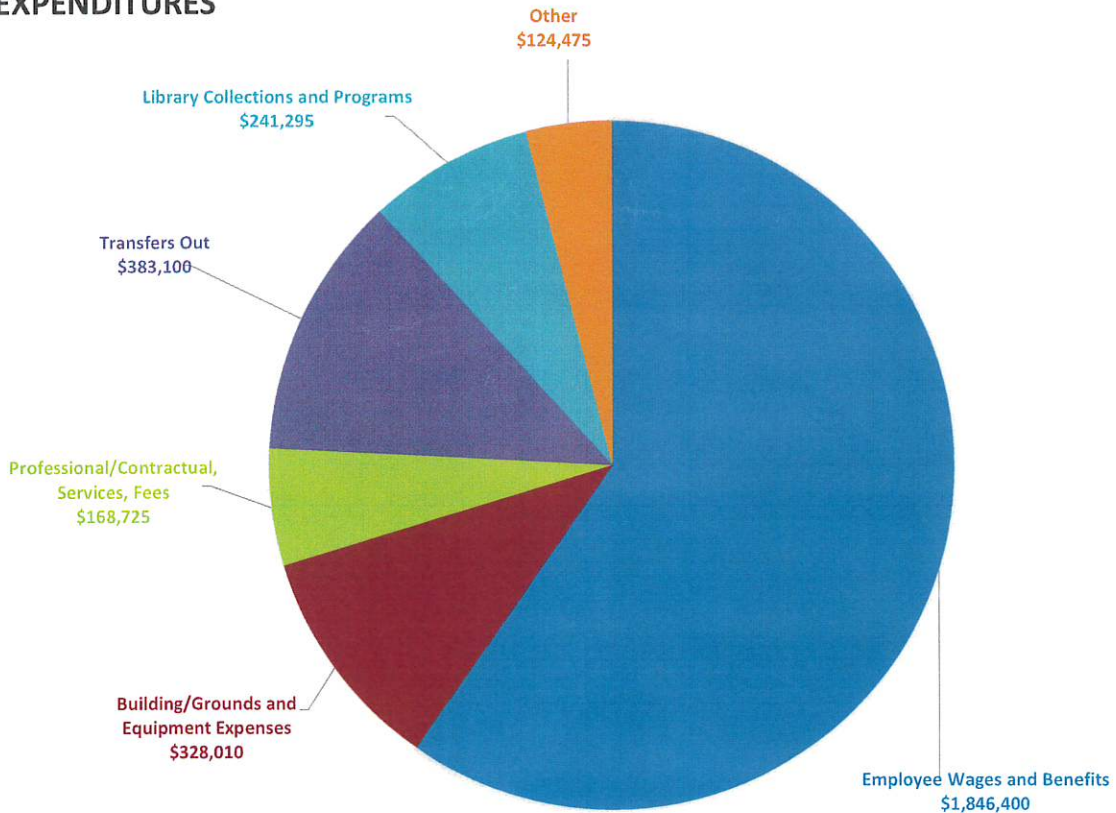
<u>EXPENDITURES:</u>	Requested FY23-24	% of Total
Employee Wages and Benefits	1,846,400	59.72%
Building/Grounds and Equipment Expenses	328,010	10.61%
Professional/Contractual, Services, Fees	168,725	5.46%
Transfers Out	383,100	12.39%
Library Collections and Programs	241,295	7.80%
Other	124,475	4.03%
TOTAL EXPENDITURES	3,092,005	100.00%

Loutit District Library
FY2023/24
Budget Overview

REVENUES



EXPENDITURES



Loutit District Library
 FY2023/24
 Budget Overview

NEW GL NUMBER	OLD ACCT #			Actual 20-21	Actual 21-22	Original Budget 22-23	Projected Budget 22-23	Requested Budget 23-24	% Change (+/-)
040.101		OPERATING REVENUE							
271-040-402.01	402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	PT	836,480	872,577	919,000	921,250	982,000	6.59%
271-040-402.02	402.02	CURRENT PROPERTY TAX - ROBINSON TWP	PT	260,401	271,004	288,200	288,000	307,000	6.60%
271-040-402.04	402.04	CURRENT PROPERTY TAX - PORT SHELDON	PT	275,833	260,736	266,400	262,750	280,000	6.57%
271-040-402.05	402.05	CURRENT PROPERTY TAX - FERRYSBURG	PT	189,960	196,903	207,300	206,300	220,000	6.64%
271-040-402.06	402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	PT	570,098	581,762	616,300	617,900	659,000	6.65%
271-040-403.03	403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	PT	53,671	60,686	60,000	57,575	60,000	4.21%
271-040-412.00	403.00	DELINQUENT PERSONAL PROPERTY TAX	PT	1,138	692	500	300	200	-33.33%
271-040-414.00		PROPERTY TAX ADJUSTMENTS	PT	0	0	0	0	0	#DIV/0!
271-040-437.00	403.01	IFT - INDUSTRIAL FACILITY TAX	PT	4,088	3,797	3,300	2,550	3,400	33.33%
271-040-445.00	403.02	PENALTY & INTEREST ON TAXES	PT	1,105	1,035	1,000	830	1,000	20.48%
271-040-528.00		FEDERAL GRANTS	DG				0		
271-040-528.10		FEDERAL GRANTS - IMLS	DG				0		
271-040-528.20		FEDERAL GRANTS - IMLS TECHNOLOGY	DG				0		
271-040-541.00		STATE GRANTS	DG				0		
271-040-544.00	544.01	STATE AID - LIBRARY	SA	15,412	19,327	19,200	19,200	19,802	3.14%
271-040-544.01	544.00	STATE AID - LIBRARY COOP SERVICE	SA	15,412	19,328	19,200	19,200	19,802	3.14%
271-040-585.00	675.04	LOCAL GRANTS	DG	27,650	13,649	15,000	22,025	15,000	-31.90%
271-040-585.01		LOCAL GRANTS - GHACF	DG				0	35,000	
271-040-629.00	650.00	MISCELLANEOUS INCOME	O	252	2,626	300	690	300	-56.52%
271-040-645.00	649.90	PRINTING & FAX	LFF	2,753	6,384	6,000	6,375	6,000	-5.88%
271-040-658.00	655.00	PENAL FINES	CPF	109,628	116,153	112,000	120,000	120,000	0.00%
271-040-659.00	657.00	FINES & PENALTIES - LIBRARY MATERIALS	LFF	5,153	5,811	5,000	5,200	5,000	-3.85%
271-040-665.00	665.00	INTEREST INCOME	O	2,678	2,020	5,000	37,000	5,000	-86.49%
271-040-666.00		DIVIDENDS	O				250		
271-040-673.01	673.01	SALE OF ASSETS	O	0	831	150	0	0	#DIV/0!
271-040-675.00	675.03	DONATIONS TO LIBRARY	DG	13,379	40,820	40,000	13,000	40,000	207.69%
271-040-674.01		FRIENDS - ASSIGNED DONATIONS	DG				50	50	
271-040-674.02		FRIENDS - UNASSIGNED DONATIONS	DG				750	750	
271-040-674.03		ASSIGNED DONATIONS	DG				1,750	1,750	
271-040-674.04		UNASSIGNED DONATIONS	DG				400	400	
271-040-674.05		OWED TO FRIENDS DONATIONS	DG				25	25	
271-040-674.06		ENVISIONWARE DONATIONS	DG				150	150	
271-040-699.06	699.06	TRANSFERS IN BOARD COMMITTED ROBBINS RD PROCEEDS	APS	0	0	72,490	72,490	72,490	0.00%
271-040-699.19	699.04	TRANSFERS IN MAINTENANCE FUND	TI	77,515	61,153	80,000	8,905	80,000	798.37%
Total 040.101		TOTAL OPERATING REVENUE		2,462,607	2,537,294	2,736,340	2,684,915	2,934,119	9.28%
		Total Operating Revenue		2,462,607	2,537,294	2,736,340	2,684,915	2,934,119	9.28%
SALARIES/BENEFITS & OPERATING EXPENDITURES									
101.790		EMPLOYEE SALARIES							
701.000		SALARIES & WAGES							
271-790-702.00	702.00	FULL TIME WAGES	WB	777,502	827,466	781,900	735,000	910,000	23.81%
271-790-703.00	703.00	PART TIME WAGES	WB	214,084	259,446	423,425	410,000	436,000	6.34%
271-790-704.00	704.00	OVERTIME	WB	0	547	500	0	0	#DIV/0!
271-790-705.00	705.00	MERIT PAY	WB	0	11,235	0	0	0	n/a
Total 701.000		TOTAL EMPLOYEE SALARIES		991,586	1,098,693	1,205,825	1,145,000	1,346,000	17.55%
		EMPLOYEE BENEFITS							
271-790-706.00	706.00	VACATION PAY	WB	0	0	0	20,000	20,000	0.00%
271-790-707.00	707.00	SICK PAY	WB	4,730	57,445	5,200	60,000	20,000	-66.67%
271-790-708.00		HEALTH INSURANCE OPT OUT	WB	0	0	0	540	1,500	177.78%
271-790-709.00	709.00	EMPLOYEE ASSISTANCE	WB	594	648	1,100	750	14,500	1833.33%
271-790-711.00	711.00	HEALTH INSURANCE ER	WB	108,683	118,369	114,060	105,000	118,500	12.86%
271-790-711.01	711.01	VISION INSURANCE ER	WB	1,830	2,095	2,065	1,600	2,000	25.00%
271-790-711.03	711.03	HSA PRETAX ER	WB				5,500	12,500	127.27%
271-790-712.00	712.00	DENTAL INSURANCE ER	WB	12,156	12,293	12,165	11,500	15,000	30.43%
271-790-713.00	710.50	LIFE AND DISABILITY INSURANCE ER	WB	2,670	2,461	2,600	3,200	3,500	9.38%
271-790-714.00	714.00	WORKERS COMP INSURANCE ER	WB	2,017	2,017	2,100	2,300	2,500	8.70%
271-790-716.00	716.00	MERS DB PENSION ER	WB	75,085	122,918	146,000	131,000	146,500	11.83%
271-790-716.01	716.03	MERS 401A DC ER	WB	10,244	10,621	2,000	11,500	20,500	78.26%
271-790-716.02	716.02	MERS 457 ER	WB	11,201	11,673	15,650	10,500	15,500	47.62%
271-790-717.00	717.00	FICA ER	WB	74,472	84,295	93,000	88,500	104,000	17.51%
Total 706.000		TOTAL EMPLOYEE BENEFITS		303,682	424,835	395,940	451,890	496,500	9.87%
		TOTAL SALARIES/BENEFITS EXPENDITURES		1,295,268	1,523,528	1,601,765	1,596,890	1,842,500	15.38%

Loutit District Library
 FY2023/24
 Budget Overview

NEW GL NUMBER	OLD ACCT #			Actual	Actual	Original	Projected	Requested	% Change (+/-)
				20-21	21-22	Budget 22-23	Budget 22-23	Budget 23-24	
	721.000	OPERATING EXPENDITURES							
271-790-741.00	743.50	LIBRARY DONATIONS EXPENSE	LCP	8,132	12,615	40,000	5,000	0	-100.00%
271-790-741.01		FRIENDS ASSIGNED DONATIONS EXPENSE	LCP				500	500	0.00%
271-790-741.02		ASSIGNED DONATIONS EXPENSE	LCP				5,950	0	-100.00%
271-790-741.03		UNASSIGNED DONATIONS EXPENSE	LCP				150	0	-100.00%
271-790-741.03		FRIENDS UNASSIGNED DONATIONS EXPENSE	LCP				700	0	-100.00%
271-790-741.50	743.52	LIBRARY DONATIONS GRANTS EXPENSE	LCP	22,966	15,823	15,000	500	15,000	2900.00%
271-790-742.00	743.06	ELECTRONIC DATABASES	LCP	19,920	21,050	19,885	19,885	12,085	-39.23%
271-790-743.10	743.03	BOOKS ADULT FICTION	LCP	27,500	26,713	28,500	28,500	28,500	0.00%
271-790-743.20	743.00	BOOKS ADULT NON FICTION	LCP	19,294	20,000	20,000	20,000	18,000	-10.00%
271-790-743.30	743.01	BOOKS YOUTH	LCP	16,926	17,902	18,000	16,000	18,000	12.50%
271-790-743.40	743.02	BOOKS REFERENCE	LCP	1,137	2,500	3,000	500	0	-100.00%
271-790-743.41		GENERAL REFERENCE	LCP				800	675	-15.63%
271-790-743.42		GENEALOGY REFERENCE	LCP				900	675	-25.00%
271-790-743.43		PROFESSIONAL COLLECTION	LCP				30	650	2066.67%
271-790-744.03		VIDEO GAMES	LCP				0	1,250	
271-790-744.10	749.00	AUDIOBOOKS	LCP	10,647	11,000	0	250	0	-100.00%
271-790-744.11		ADULT AUDIOBOOKS	LCP			9,250	9,200	8,000	-13.04%
271-790-744.12		YOUTH AUDIOBOOKS	LCP			1,750	1,000	500	-50.00%
271-790-744.20	744.00	MUSIC	LCP	1,200	1,125	1,200	100	1,200	1100.00%
271-790-744.30	746.00	VIDEOS	LCP	11,360	11,258	0	10,500	0	-100.00%
271-790-744.31		FEATURE FILMS	LCP			5,000	0	5,000	#DIV/0!
271-790-744.32		DOCUMENTARY FILMS	LCP			2,300	0	2,300	#DIV/0!
271-790-744.33		CHILDREN'S FILMS	LCP			1,500	0	1,500	#DIV/0!
271-790-744.34		TV SERIES	LCP			2,700	0	2,700	#DIV/0!
271-790-745.00	743.07	ELECTRONIC MATERIALS	LCP	75,033	87,354	0	6,500	0	-100.00%
271-790-745.01		OVERDRIVE EBOOKS & AUDIOBOOKS	LCP			27,800	27,800	27,800	0.00%
271-790-745.02		OVERDRIVE ADVANTAGE (FOR LDL PATRONS)	LCP			36,000	30,000	36,000	20.00%
271-790-745.03		OVERDRIVE MAGAZINES	LCP			3,450	3,450	3,450	0.00%
271-790-745.04		HOOPLA EBOOKS, EAUDIOBOOKS, MUSIC, VIDEO	LCP			20,000	31,000	20,000	-35.48%
271-790-745.05		KANOPI VIDEOS (STREAMING MEDIA)	LCP			6,000	4,500	6,000	33.33%
271-790-746.00	745.00	PERIODICALS & SUBSCRIPTIONS	LCP	5,648	4,337	0	0	0	#DIV/0!
271-790-746.01		NEWSPAPERS, FINANCIAL JOURNALS	LCP			2,950	4,500	2,950	-34.44%
271-790-746.02		MAGAZINE SERVICE	LCP			3,500	2,500	3,000	20.00%
271-790-746.03		CONSUMER'S REPORT	LCP			50	60	60	0.00%
271-790-747.00		LIBRARY OF THINGS	LCP			0	0	0	#DIV/0!
271-790-748.00		PROGRAMMING	LCP						
271-790-748.10	743.55	ADULT PROGRAMMING	LCP	5,177	5,280	5,000	5,500	5,000	-9.09%
271-790-748.20	743.51	YOUTH PROGRAMMING	LCP	4,189	6,500	5,000	3,500	5,000	42.86%
271-790-748.30	743.56	LIBRARY-WIDE PROGRAMMING	LCP	0	0	14,000	6,350	5,000	-21.26%
271-790-748.40		SUMMER READING PROGRAMMING	LCP			0	9,000	9,000	0.00%
271-790-748.50		GENEALOGY PROGRAMMING	LCP			1,500	0	1,500	#DIV/0!
271-790-749.00	755.02	COLLECTION MAINTENANCE & SUPPLIES	O	3,860	5,000	6,500	6,000	6,500	8.33%
271-790-749.01		ARCHIVAL SUPPLIES	O	0	0	0	0	0	#DIV/0!
271-790-750.00	750.00	OPERATING MATERIALS, COSTS & SUPPLIES	O	21,531	20,873	17,975	26,075	17,975	-31.06%
271-790-751.10		TECHNOLOGY SOFTWARE	O			600	0	0	#DIV/0!
271-790-751.11		OPERATING SOFTWARE & SUBSCRIPTIONS	O			8,825	12,900	18,035	39.81%
271-790-751.12		LIBRARY SOFTWARE & SUBSCRIPTIONS	O			1,300	1,800	1,900	5.56%
271-790-751.20		TECHNOLOGY EQUIPMENT	O			25,300	10,000	10,000	0.00%
271-790-751.30		TECHNOLOGY MISCELLANEOUS	O			1,000	0	500	#DIV/0!
271-790-751.31		TECHNOLOGY SERVICE & MAINTENANCE	O			2,500	1,575	3,475	120.63%
271-790-801.00	730.00	PROFESSIONAL/CONTRACTUAL	PCSF	6,334	21,742	2,100	45,000	6,300	-86.00%
271-790-801.01	730.02	PROF/CONT - LAKELAND LIBRARY COOP	PCSF	24,268	24,360	29,200	22,000	30,000	36.36%
271-790-801.02		PROF/CONT - IT SERVICE & SUPPORT	PCSF			50,000	56,000	56,000	0.00%
271-790-801.03		PROF/CONT - SERVICE CONTRACTS	PCSF			9,375	40,150	57,675	43.65%
271-790-803.00	730.04	EMPLOYMENT RELATED EXPENSES	O	6,118	7,500	375	8,000	500	-93.75%
271-790-804.00	730.94	CUSTODIAL SERVICE & SUPPLIES	BGE	49,685	54,420	60,200	60,200	4,000	-93.36%
271-790-805.00	730.92	BUILDING & GROUNDS	BGE	61,814	71,774	5,000	40,000	0	-100.00%
271-790-805.01		BUILDING & GROUNDS MAINTENANCE	BGE			26,010	26,010	26,010	0.00%
271-790-805.02		BUILDING & GROUNDS EQUIPMENT & SUPPLIES	BGE			2,000	1,500	2,000	33.33%
271-790-805.03		BUILDING & GROUNDS SERVICE CONTRACTS	BGE			36,000	36,000	36,000	0.00%
271-790-806.00	956.01	BANK AND CREDIT CARD FEES	PCSF	1,327	960	2,250	1,750	2,250	28.57%
271-790-807.00	733.00	AUDITING & ACCOUNTING SERVICES	PCSF	6,900	7,150	7,400	8,125	9,000	10.77%
271-790-808.00	731.00	LEGAL FEES	PCSF	3,822	3,812	5,500	19,000	7,500	-60.53%
271-790-810.00		TRASH SERVICES	BGE			2,500	3,500	3,500	0.00%
271-790-850.00	811.00	TELEPHONE	O	1,335	1,200	1,200	5,000	1,200	-76.00%
271-790-850.01	712.50	CELL PHONE REIMBURSEMENT	WB	4,680	3,800	0	3,900	3,900	0.00%
271-790-852.00	812.00	INTERNET	O	1,149	1,050	1,400	13,400	7,400	-44.78%
271-790-860.00	860.00	TRANSPORTATION, LODGING & MEALS	O	176	470	5,500	3,000	5,500	83.33%
271-790-900.00	790.00	PRINTING, MARKETING & PROMOTIONS	O	7,421	7,775	9,725	9,725	9,725	0.00%
271-790-920.00	730.93	UTILITY COSTS (OLD)	BGE	85,743	104,109				#DIV/0!
271-790-920.00		ELECTRICITY	BGE			75,000	75,000	75,000	0.00%
271-790-921.00		NATURAL GAS	BGE			17,500	17,000	19,000	11.76%
271-790-922.00		WATER & SEWER	BGE			7,500	7,500	7,500	0.00%
271-790-924.00	820.00	POSTAGE	O	7,746	7,965	8,500	5,000	8,500	70.00%
271-790-930.00	933.00	EQUIPMENT MAINTENANCE	BGE	50,072	50,822	55,900	5,000	10,000	100.00%
271-790-956.00	956.00	MISCELLANEOUS	O	3,532	4,339	500	6,000	500	-91.67%
271-790-957.00	870.00	PROFESSIONAL DEVELOPMENT	O	6,347	6,000	13,000	5,000	10,000	100.00%

Loutit District Library
 FY2023/24
 Budget Overview

NEW GL NUMBER	OLD ACCT #			Actual 20-21	Actual 21-22	Original Budget 22-23	Projected Budget 22-23	Requested Budget 23-24	% Change (+/-)
271-790-958.00	785.00	MEMBERSHIPS, DUES, SUBSCRIPTIONS	O	5,774	5,950	0	6,000	0	-100.00%
271-790-958.01		PROFESSIONAL ORGANIZATIONS	O			4,565	50	4,565	9030.00%
271-790-958.02		LOCAL MEMBERSHIPS	O			2,450	1,000	2,450	145.00%
271-790-958.03		GENEALOGY	O			250	0	250	#DIV/0!
271-790-958.04		PROFESSIONAL BOOKS & PERIODICALS	O			0	0	0	#DIV/0!
271-790-960.00	960.00	PROPERTY TAX ADJUSTMENTS	O	251	545	2,000	100	2,000	1900.00%
271-790-965.00	910.00	PROPERTY/LIABILITY INSURANCE	O	13,360	13,909	13,150	13,325	13,500	1.31%
271-790-971.00	970.10	CAPITAL IMPROVEMENTS	BGE	77,711	46,480	80,000	90,000	145,000	61.11%
271-790-971.01	970.00	FURNITURE & EQUIPMENT	BGE	30,953	33,853	25,300	20,000	0	-100.00%
271-790-980.00	964.00	FINES TRANSFER OUT	TO	483	477	1,000	1,000	1,000	0.00%
271-790-995.01	965.01	TRANSFERS OUT SPRING LAKE LIBRARY	TO	10,638	10,185	12,300	12,000	12,000	0.00%
271-790-995.02	965.02	TRANSFERS OUT ZEELAND LIBRARY	TO	40,169	41,960	41,500	43,416	43,500	0.19%
271-790-995.05	965.05	TRANSFERS OUT DEBT SERVICE FUND	TO	326,250	323,250	330,150	330,150	326,600	-1.08%
Total 721.000		TOTAL OPERATING EXPENDITURES		1,088,577	1,125,186	1,303,635	1,353,276	1,249,505	-7.67%
		TOTAL SALARIES/BENEFITS & OPERATING EXPENDITURES		2,383,844	2,648,714	2,905,400	2,950,166	3,092,005	4.81%
		Revenue Over (Under) Expenditures		78,762	(111,420)	(169,060)	(265,251)	(157,886)	
		Beginning Fund Balance		1,564,951	1,643,713	1,532,293	1,532,293	1,267,042	
		Ending Fund Balance		1,643,713	1,532,293	1,363,233	1,267,042	1,109,156	

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 9, 2023**

1. The meeting was called to order at 5:38 p.m. in Program Room B by President Brooks.

Board members present: Burton Brooks, Caryn Lannon, Marc Longstreet, Cathy Rusco, Penni DeWitt, Lisa Menerick, Nancy Collins

Board Members absent: Mary Jane Belter

Library Staff present: Elizabeth Smyka, Kerry Fitzgerald, Ellen Peters, Kim Rice, Anne Harrison

City of Grand Haven Staff present: Emily Greene

Members of the Public present: None

2. APPROVAL OF AGENDA

23-31 Motion by Menerick, seconded by DeWitt to approve the agenda as revised. The motion was carried 7-0.

Discussion

- A. Add Naturalization Ceremonies, Room Reservations, and Public Hearing Date to New Business
- B. Move section 14. Union Bargaining to 5.I.

3. APPROVAL OF CONSENT AGENDA

- A. Approve the April 11, 2023 regular meeting minutes
- B. Approve the April 2023 invoice payments of \$641,821.72

23-32 Motion by Menerick, seconded by DeWitt, to approve the consent agenda as revised. The motion was carried 7-0.

Discussion:

Brooks requests grammatical edits to match APA format.

Menerick asked to add "endowment donations" to Item A1 under Unfinished Business to clarify wording.

4. PUBLIC COMMENT

None

5. TREASURER'S REPORT

Financial report: Emily Greene, City of Grand Haven:

Greene gave a brief overview of the April finances, and explained that they might look different because of the transition to the new accounting system. She said she tried to include everything that was available for previous reports, and offered to include anything else they wanted to review going forward. Brooks requested that the reports be available sooner for the board to review. Peters explained that we were not able to get the financial report early enough to mail, because Marianne Case does not have access to the new reports yet. Greene apologized and hopes to get things done earlier in the week going forward. Lannon asked if we moved money over to Huntington Bank. Greene confirmed the money was

transferred from the Robbins Road account to Huntington Bank to make the bond payments. And the money from the matured CD from Lake Michigan Credit Union was moved to Michigan Class.

- A. General Fund Financial Report as of April 30, 2023
- B. Maintenance Fund Financial Report as of April 30, 2023
- C. Debt Service Fund A Financial Report as of April 30, 2023
- D. Debt Service Fund B Financial Report as of April 30, 2023
- E. Bank Account Report as of April 30, 2023
- F. April Finance reports attached
- G. Discuss Changes to financial reports
- H. US Bank Bond Balances and payment schedule
- I. Union Bargaining (closed session)

23-33 Motion by Lannon, seconded by Collins that we enter a closed session.

Roll Call Vote: 7-0

Brooks – yes

Collins - yes

Dewitt – yes

Lannon – yes

Longstreet – yes

Menerick - yes

Rusco - yes

Enter closed session at 5:57 p.m.

Resume after closed session at 6:60 p.m.

6. TRUSTEE COMMENT

Rusco reminded the board that it is the time of the year for reappointment. Brooks commented that the board has to make recommendations and the city votes for approval. The term continues until we have found a replacement. Rusco requests Longstreet talk to Frank to ask if he could be reappointed. Lisa commented that John Martin would send letters out to any municipality to suggest reappointments so the mayor could take that under consideration. Rusco also reminded the board to fill out the director evaluation surveys for the next meeting. We will need to go into a closed session to discuss results with the director. She then recommends the board continue with June director evaluations instead of every six months. And the board extends a welcome to Anne Harrison.

7. UNFINISHED BUSINESS

A. Brooks' Media Center/Community Foundation Update:

1. Peters spoke to Matt Deboer, who lives across the state, via Zoom and they discussed budget updates. We need to ask the city for a building permit to start renovations, and Deboer hopes to be here by the end of the month to look at everything in person. He might be able to start work virtually in the meantime. Peters also talked to the Grand Haven Community Foundation about the grant. She mentioned we would need to change the wording in a way to "engage the elderly population" and to "include staff hours to distribute funds into the community." She said she could ask Consumers Energy about a grant if the Community Foundation will not give us the money to finish the project.

8. NEW BUSINESS

A. Discussion of items reviewed by Personnel Committee for post-budget consideration

1. Herrick is closing their genealogy resources, and we will become the main genealogy resource for the county. This means our cataloging needs are increasing. Kerry Fitzgerald loves cataloging and wants to move to full time cataloging. She currently splits her time between cataloging and technology. Kate Tobin would like to take over her tech hours. We currently have a Library Assistant II that we want to move to full time to take over the hours Tobin currently works. Until he gets his master's degree we would find an in between wage, a \$37,019 increase. Green has been looking at the numbers, and we are only short \$6,000 since he is at a \$20/hr rate for the first year and we saved much more with maintenance than we expected.
2. Lisa expressed concern about the wording of the job descriptions, specifically the phrase "working off campus." Peters explained that Tobin would be working primarily onsite, but occasionally helps with programming offsite. Fitzgerald explains that she is already being paid for this job. When she started, tech was about one third of her job. When she became Head of Tech Services, it became half of her job. And since then it has increased to two thirds of her time. We would just be redistributing hours between employees without a pay difference. We also reduced our tech subscriptions to save \$10,000.
3. Collins asked how these cuts will affect programming. Harrison and Peters explained that we cut subscriptions like LinkedIn Learning, which was not being used, Creativebug, which was too complicated and people were preferring physical copies, and non-fiction audiobooks usage has gone down. We also saved \$2,500 on legal services because we try to not have unnecessary consultations.
4. Lannon asked if the salaries of these position changes were included in the documentation reviewed in the closed session. Peters confirmed that they were included.
5. **Consideration of a motion to approve recommendations to reorganize personnel responsibilities as proposed by the director including Head of Cataloging, Emerging Technologies, one Reference and Information Library Assistant II to full time, and increasing hours for three Library Assistant I's in Circulation.**

23-34 Motion by Collins, second by Rusco. The motion was carried 7-0.

Discussion:

Menerick did not feel comfortable making this decision before the union discussed it. Lannon disagreed. Kimberly Rice gave the green light to approve these changes ahead of union negotiations.

B. Consideration of serving alcohol at the Manhattan Film Festival at Central Park Place

1. Peters explained that it is our program, but we are hosting it at the Community Center because they have the theater and we will be promoting it. Concerns were voiced that it would be too much liability, but the board was leaning towards not allowing alcohol. Peters will ask Char Ocasio-Seise to come in for the next meeting for further discussion.

C. Comcast Project Discussion

1. Peters found out that Comcast is coming in to compete with Spectrum. Martin Lidacis talked to Mike Fritz and convinced them to move construction to not interfere with our entrance off of Fourth Street.
- D. OVD Insurance Benefits Renewal
 1. Peters asked if we could lower the deductible. Menerick wanted Peters to ask if we had any savings to negotiate. The board agreed that this discussion needs to go to the union.
- E. Naturalization Ceremonies
 1. Menerick commented that a letter needs to go out to someone to resume having the Naturalization Ceremonies held at the library. Ellen will connect with John Martin to find out who to contact about this.
- F. Online Room Reservations
 1. Menerick brought attention to the wording used on our website regarding room reservations. It currently states that we are understaffed and that patrons cannot make room reservations. Peters said we will work with tech services to update LocalHop on the website. Peters also mentioned that we are currently taking room reservations if you contact the front desk, but there will be an option to reserve a room online in the future.

23-35 Motion to set the date of the budget hearing for June 13th at 5:00 p.m. with board meeting to follow at 5:30 p.m. Motion by Lannon, seconded by Collins. Motion carried 7-0.

The hearing needs to be posted and published to the public.

9. COMMITTEE REPORT

A. Building and Grounds Committee - No Report

B. Executive Committee

1. Covered in New Business. The only topic not discussed was the news that we will hang pride flags by our indoor display in honor of Pride month in June.

C. Finance Committee - No Report

D. Personnel

1. Peters covered everything earlier in the meeting.

E. Policy – no report

10. DIRECTOR'S REPORT

- A. Peters briefly reviewed the report. The Summer Reading Kickoff Party is June 3rd. Collins will be attending as a greeter. Peters hopes the board will consider helping out as well. Programming has been doing great, especially adult programming. Envisionware has been installed and is running well. Peters has also been visiting schools and reading to local fourth grade classes.

11. PRESIDENT'S REPORT - no report

12. PUBLIC COMMENT

Fitzgerald thanked the board for allowing the reconstructing of staff responsibilities. That decision made six people really happy because they can use their skills to best serve the community.

13. TRUSTEE COMMENT

Lannon said she loved the weekly calendars and the library engagement on TikTok. Menerick asked about the possibility of adding community events to the printed calendar. Smyka explained that the calendars already have limited space available for library programming, and was concerned that the community might not want their events published to the public.

14. NEXT REGULAR MEETINGS

Public Hearing: June 13, 2023 at 5:00 p.m.

Board Meeting: June 13, 2023 at 5:30 p.m.

Executive Committee Meeting: May 30, 2023 at 5:00 p.m.

15. ADJOURNMENT

The meeting was adjourned at 8:06 p.m.

Secretary

Mary Jane Belter

President

Burton Brooks

Prepared by Elizabeth Smyka, Marketing and Administrative Assistant

Check Date	Check	Vendor Name	Description	Amount
05/15/2023	238(A)	GRAND HAVEN AREA PUBLIC SCHOOLS	TECHNOLOGY SERVICES -MAY 2023	3,945.22
05/15/2023	239(A)	MIDWEST TAPE LLC	DVDS	15.74
05/19/2023	20795	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	190.56
05/19/2023	20796	FISH WINDOW CLEANING	WINDOW CLEANING MAY 2023	395.00
05/19/2023	20797	PASSWATER, MICHAEL F.	5 OF HISTORIC SHIPWRECKS, AINSWORTH I	250.00
05/19/2023	20798	SPRING LAKE LIBRARY	COLLECTION AGENCY REPORT CHARGE	9.85
05/19/2023	20799	WEIDEN, JEANETTE	MILEAGE TO PURCHASE FLA-VOR-ICE FROM	25.55
05/22/2023	240(A)	AMAZON CAPITAL SERVICES, INC	LEGO BONSAI TREE SETS FOR SRP, FRIEND	1,317.49
05/22/2023	241(A)	BAKER & TAYLOR LLC	CATS	1,422.21
05/22/2023	242(A)	VOID		0.00 V
05/22/2023	243(A)	VOID		0.00 V
05/22/2023	244(A)	ENVISIONWARE, INC.	CONSULTING PROFESSIONAL SERVICES FO	10,812.50
05/22/2023	245(A)	MIDWEST TAPE LLC	DVD	7.49
05/22/2023	246(A)	OVERDRIVE INC	MONTHLY DEPOSIT ON ACCOUNT FOR CON	3,000.00
05/22/2023	247(A)	VER DUIN'S INC	SRP MAILING, NAME BADGE NAZ	4,391.86
05/23/2023	248(E)	FIRST NATIONAL BANK OF OMAHA/CC	WORKSHOP (KF)	4,137.14
05/23/2023	249(E)	VOID		0.00 V
05/23/2023	250(E)	VOID		0.00 V
05/25/2023	20800	CHAMBER OF COMMERCE GRAND HAVEN	MEMBERSHIP 4/1/23 TO 3/31/24	680.00
05/25/2023	20801	DORR TOWNSHIP LIBRARY	REISSUE UNCASHED CK#20249 11/9/21 FOR I	14.00
05/25/2023	20802	MAPLE LEAF PRESS, INC	SRP POST CARDS	2,063.00
05/25/2023	20803	MILLER, IRENE	MILEAGE FOR PRESENTATION	222.70
05/25/2023	20804	SULLIVAN, RACHELLE	FACE PAINTING SRP KICKOFF	400.00
05/25/2023	20805	VANKUIKEN, STEPHANIE	REISSUE UNCASHED CHECK 53467 1/28/22	71.19
05/25/2023	20806	WHORLED LLC	SRP MUSIC	300.00
05/26/2023	251(A)	AMAZON CAPITAL SERVICES, INC	RECHARGEABLE BATTERIES	185.61
05/26/2023	252(A)	BAKER & TAYLOR LLC	EGPROG YOUTH PROG STORYWALK	489.62
05/26/2023	253(A)	VOID		0.00 V
05/26/2023	254(A)	BLACKSTONE AUDIO INC.	ADULT AUDIOBOOKS	34.95
05/26/2023	255(A)	BRILLANCE PUBLISHING INC	ADULT AUDIOBOOKS	60.00
05/26/2023	256(A)	CITY OF GRAND HAVEN	ACCT# 290590000 WATER/SEWER	336.22
05/26/2023	257(A)	FOSTER, SWIFT, COLLINS & SMITH, PC	PETITION FOR REPRESENTATION	423.00
05/26/2023	258(A)	VAN DYKEN MECHANICAL INC	SERVICE CALL BOILER DOWN	380.00

LDISB TOTALS:

Total of 79 Checks:
 Less 14 Void Checks:

95,734.84
 11,899.33
 83,835.51

Check Date	Check	Vendor Name	Description	Amount
Bank LDISB LOUITT DISBURSEMENT				
05/01/2023	158(A)	AMAZON CAPITAL SERVICES, INC	NINTENDO ITEMS FROM STANLEY DONATIOI	1,322.10
05/01/2023	159(A)	BAKER & TAYLOR LLC	AFIC, JACKETS	949.01
05/01/2023	160(A)	VOID		0.00 V
05/01/2023	161(A)	BAKER & TAYLOR LLC	DVDS	1,979.06
05/01/2023	162(A)	VOID		0.00 V
05/01/2023	163(A)	BLACKSTONE AUDIO INC.	ADULT AUDIOBOOKS ON CD	34.95
05/01/2023	164(A)	JOHNSON CONTROLS FIRE PROTECTIONSPRINKLER CONTRACT 80906718		600.00
05/01/2023	165(A)	JOHNSON CONTROLS FIRE PROTECTIONACCT# 80906718 EXTINGUISHER, EXIT LIGHT		350.00
05/01/2023	166(A)	LIBERTY PEST CONTROL	APRIL PEST CONTROL	49.00
05/01/2023	167(A)	MIDWEST TAPE LLC	DVDS	37.48
05/01/2023	168(A)	REHMANN TECHNOLOGY SOLUTIONS, LL3 YEARS BASIC SECURITY SUITE WATCHGU,		2,870.00
05/01/2023	169(A)	REPUBLIC SERVICES INC	3-0240-0378919	279.58
05/01/2023	170(A)	SENSOURCE INC	6/30/23-6/30-24 DATA HOSTING	396.00
05/01/2023	171(A)	VAN DYKEN MECHANICAL INC	SERVICE CALL AC NOT WORKING, CHILLER	1,224.78
05/05/2023	20780	GRIFFIN, ELIZABETH	3 DAYS MILEAGE; 4/20, 4/21, 4/22 MIAEYC	130.08
05/05/2023	20781	INVESTOR'S BUSINESS DAILY	1 YEAR RENEWAL 0001-0968-7391 (B07-0313z	349.00
05/05/2023	20782	MICHIGAN GAS UTILITIES CORPORATION ACCT# 0504468306-00001		422.06
05/05/2023	20783	MILLER, IRENE	PRESENTATION: IRENE MILLER HOLOCAUST	700.00
05/05/2023	20784	OFFICE MACHINES COMPANY INC	T0278 3/22-4/21/23	590.02
05/08/2023	221(A)	AMAZON CAPITAL SERVICES, INC	KEYBOARD AND MOUSE	385.07
05/08/2023	222(A)	BAKER & TAYLOR LLC	DVDS	171.32
05/08/2023	223(A)	BLACKSTONE AUDIO INC.	ADULT AUDIOBOOKS ON CD	321.68
05/08/2023	224(A)	BRILLANCE PUBLISHING INC	ADULT AUDIOBOOKS	52.00
05/08/2023	225(A)	CHARTER COMMUNICATIONS OPERATING(8245126040102312		99.98
05/08/2023	226(A)	CITY OF GRAND HAVEN	APR ADMIN FEE	4,684.33
05/08/2023	227(A)	DYKSTRA LANDSCAPE MANAGEMENT INC(2020/2023 LANDSCAPE/SNOW SERVICE AGR		1,370.77
05/08/2023	228(A)	HOLWERDA INTERIOR PLANTSCAPING INMONTHLY PLANT SERVICE BILLING APRIL 20		118.65
05/08/2023	229(A)	KANOPY INC	APRIL	440.30
05/08/2023	230(A)	MIDWEST TAPE LLC	DVDS	3,324.20
05/08/2023	231(A)	T-MOBILE	967856873	937.53
05/12/2023	20785	ALLIANCE ENTERTAINMENT LLC	DVDS	519.16 V
05/12/2023	20786	GRAND HAVEN BOARD OF LIGHT & POWEACCT#77847001 SECURITY LIGHT APRIL 2023		6,239.47 V
05/12/2023	20787	HOSTING BUTTERFLIES	HOSTING BUTTERFLIES WITH MELISSA EIKE	240.00 V
05/12/2023	20788	UNIQUE MANAGEMENT SERVICES, INC	04-24 PLACEMENTS	19.70 V
05/12/2023	20789	ZERVAS FACILITY MAINTENANCE	CUSTODIAL SERVICES & SUPPLIES APRIL	4,881.00 V
05/12/2023	20790	ALLIANCE ENTERTAINMENT LLC	DVDS	519.16
05/12/2023	20791	GRAND HAVEN BOARD OF LIGHT & POWEACCT#77847001 SECURITY LIGHT APRIL 2023		6,239.47
05/12/2023	20792	HOSTING BUTTERFLIES	HOSTING BUTTERFLIES WITH MELISSA EIKE	240.00
05/12/2023	20793	UNIQUE MANAGEMENT SERVICES, INC	04-24 PLACEMENTS	19.70
05/12/2023	20794	ZERVAS FACILITY MAINTENANCE	CUSTODIAL SERVICES & SUPPLIES APRIL	4,881.00
05/15/2023	232(A)	AMAZON CAPITAL SERVICES, INC	DESK CONVERTERS, SCREEN PROTECTOR,	1,459.47
05/15/2023	233(A)	BAKER & TAYLOR LLC	DVDS	1,721.30
05/15/2023	234(A)	VOID		0.00 V
05/15/2023	235(A)	VOID		0.00 V
05/15/2023	236(A)	BLACKSTONE AUDIO INC.	ADULT AUDIOBOOKS	457.82
05/15/2023	237(A)	ENVISIONWARE, INC.	LDS BUNDLE, FREIGHT	8,527.74



ACA Contribution - Page 2 - Priority Health - Renewal Plan

EE: 90% DEP: 90%
Based on Plan Option - 1

Shown if all enrolled in Priority HMO HSA 2350 100%

- 1 - Priority Health - PriorityHSA HMO 2350 100%
- 2 - Priority Health - PriorityHMO 2500

Last	First	Age	Dependents	Tier	Plan	Premium	Δ % \$	Employer	Δ % \$	Employee	Δ % \$
Alphenaar	Katherine	29	0	EE	1	\$346.92	↑ 10.7% \$33.48	\$312.22	↓ -0.4% \$-1.22	\$34.69	0.0% \$34.69
Boyer	Allison	45	0	EE	1	\$447.68	↑ 11.1% \$44.86	\$402.91	0.0% \$0.09	\$44.77	0.0% \$44.77
Case	Marianne	60	0	EE	1	\$841.42	↑ 12.2% \$91.47	\$757.27	↑ 1.0% \$7.32	\$84.14	0.0% \$84.14
FitzGerald	Kerry	56	0	EE	1	\$723.30	↑ 12.6% \$80.81	\$650.97	↑ 1.3% \$8.48	\$72.33	0.0% \$72.33
Harrison	Anne	36	0	EE	1	\$381.34	↑ 8.2% \$28.98	\$343.20	↓ -2.6% \$-9.16	\$38.13	0.0% \$38.13
Lidacis	Martin	37	0	EE	1	\$383.82	↑ 8.2% \$29.15	\$345.43	↓ -2.6% \$-9.24	\$38.38	0.0% \$38.38
Peters	Ellen	60	1 - 73	ES	1	\$1,771.51	↑ 9.6% \$155.88	\$1,594.35	↓ -1.3% \$-21.28	\$177.15	0.0% \$177.15
Plews	Michelle	54	1 - 24	EC1	1	\$971.94	↑ 10.9% \$95.36	\$874.74	↑ -0.2% \$-1.84	\$97.19	0.0% \$97.19
Rice	Kimberly	55	1 - 21	EC1	1	\$1,001.40	↑ 11.8% \$106.07	\$901.26	↑ 0.7% \$5.93	\$100.14	0.0% \$100.14
Tobin	Katie	31	1 - 33	ES	1	\$730.74	↑ 9.4% \$62.91	\$657.66	↓ -1.5% \$-10.17	\$73.07	0.0% \$73.07
Weiden	Jeanette	48	2 - 49, 14	EF	1	\$1,272.98	↑ 11.4% \$130.25	\$1,145.68	↑ 0.3% \$2.95	\$127.30	0.0% \$127.30
Williams	Julie	46	0	EE	1	\$465.05	↑ 11.7% \$48.67	\$418.54	↑ 0.5% \$2.16	\$46.51	0.0% \$46.51
Monthly Costs PEPM						\$9,339	\$779	\$8,405	\$701	\$934	\$78
Annual Costs PEPY						\$112,057	\$9,339	\$100,651	\$9,339	\$11,206	\$9,339
Δ % \$ From Current						↑ 10.8% \$10,895	↓ -0.3% -\$311	0.0% \$11,206			

+ Kevin & Eliza



ACA Contribution - Page 2 - Priority Health - Renewal Plan

Shown if all enrolled in Priority HMO 2500

EE: 90% DEP: 90%
Based on Plan Option - 1

- 1 - Priority Health - PriorityHSA HMO 2350 100%
- 2 - Priority Health - PriorityHMO 2500

Last	First	Age	Dependents	Tier	Plan	Premium	Δ % \$	Employer	Δ % \$	Employee	Δ % \$
Alphenaar	Katherine	29	0	EE	2	\$346.76	↑ 10.6% \$33.32	\$312.22	↓ -0.4% \$-1.22	\$34.54	0.0% \$
Boyer	Allison	45	0	EE	2	\$447.47	↑ 11.1% \$44.65	\$402.91	0.0% \$0.09	\$44.56	0.0% \$44.56
Case	Marianne	60	0	EE	2	\$841.01	↑ 12.1% \$91.06	\$757.27	↑ 1.0% \$7.32	\$83.74	0.0% \$83.74
FitzGerald	Kerry	56	0	EE	2	\$722.95	↑ 12.5% \$80.46	\$650.97	↑ 1.3% \$8.48	\$71.98	0.0% \$71.98
Harrison	Anne	36	0	EE	2	\$381.15	↑ 8.2% \$28.79	\$343.20	↓ -2.6% \$-9.16	\$37.95	0.0% \$37.95
Lidacis	Martin	37	0	EE	2	\$383.63	↑ 8.2% \$28.96	\$345.43	↓ -2.6% \$-9.24	\$38.20	0.0% \$38.20
Peters	Ellen	60	1 - 73	ES	2	\$1,770.65	↑ 9.6% \$155.02	\$1,594.35	↓ -1.3% \$-21.28	\$176.30	0.0% \$176.30
Plews	Michelle	54	1 - 24	EC1	2	\$971.47	↑ 10.8% \$94.89	\$874.74	↓ -0.2% \$-1.84	\$96.73	0.0% \$96.73
Rice	Kimberly	55	1 - 21	EC1	2	\$1,000.91	↑ 11.8% \$105.58	\$901.26	↑ 0.7% \$5.93	\$99.65	0.0% \$99.65
Tobin	Katie	31	1 - 33	ES	2	\$730.39	↑ 9.4% \$62.56	\$657.66	↓ -1.5% \$-10.17	\$72.73	0.0% \$72.73
Weiden	Jeanette	48	2 - 49, 14	EF	2	\$1,272.37	↑ 11.3% \$129.64	\$1,145.68	↑ 0.3% \$2.95	\$126.69	0.0% \$126.69
Williams	Julie	46	0	EE	2	\$464.82	↑ 11.6% \$48.44	\$418.54	↑ 0.5% \$2.16	\$46.28	0.0% \$46.28
Monthly Costs IPEPM						\$9,334 \$778	\$8,405 \$701	\$930 \$78			
Annual Costs PEPM						\$112,004 \$9,334	\$100,851 \$9,334	\$11,153 \$9,334			
Δ % \$ From Current						↑ 10.7% \$10,842	↓ -0.3% -\$311	0.0% \$11,153			

COMMERCIAL INSURANCE REQUEST FOR UPDATED RENEWAL EXPOSURES

Loutit District Library

407 Columbus Street
Grand Haven, MI 49417

For upcoming renewal term: 7/1/2023-7/1/2024



GENERAL INFORMATION

Population: _____

-

Of Full Time Employees: _____

Of Part Time Employees: _____

Of All Other (Volunteers/Seasonal) Employees: _____

Class A
Sheriff/chief
Chief/deputy/deputy chief
Personnel with rank of sergeant or higher
Full-time personnel with regular street/road duties, detectives, and investigators
Jail administrators
Police dogs
Police horses

Class B
Full-time or part-time jailers/matrons, including dispatchers performing as jailers on part-time basis
Civil security staff
Part-time/auxiliary/reserve officers armed or with arrest authority
Part-time personnel with regular street/road duties, detectives and investigators

Of Employees Class A: _____

Of Employees Class B: _____

AUTHORIZED INDIVIDUALS

The following individuals are authorized to act on behalf of the insured in requesting coverage changes, additions, reductions, eliminations and filing claims. If this list of authorized individuals changes, I agree to notify BHS Insurance in writing.

Name	Title	Email Address	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature _____

Date _____

COMMERCIAL PROPERTY

LOCATION SCHEDULE

Loc	Bldg	Premises Description	Building Limit	Projected Limit of Insurance	Content Limit	Projected Limit of Insurance	Val	Year Built	Sq Ft
1	1	407 COLUMBUS STREET (NEW LIBRARY)	\$10,339,328		\$4,174,101		R/AV	2009	48,384

PROPERTY DEFINITIONS

Val = Valuation

Ded = Deductible

R = Replacement Cost

L = Actual Loss Sustained

AV = Agreed Amount (Waived Coinsurance)

Co-Insurance = Provision requiring covered property to be insured to the chosen percentage of its full value.

A - or- ACV = Actual Cash Value (Replacement Cost Minus Depreciation)

Special = All risk of direct physical loss (unless specifically excluded)

ACKNOWLEDGEMENT OF PROPERTY VALUES

All Values and Location Information are correct to the best of my knowledge and belief

Insured's Signature: _____ Title: _____ Date: _____

GENERAL LIABILITY

EXPOSURES

Class Code	Description	Exposure	Projected Exposures
C26	Mowing Operation – Contracted	0	
C27	Garbage Collection – Contracted	0	
C103	Special Events – Downtown Grand Haven Historic Tavern Tour	1	

ACKNOWLEDGEMENT OF GENERAL LIABILITY EXPOSURES

All Information is correct to the best of my knowledge and belief

Insured's Signature: _____ Title: _____ Date: _____

COMMERCIAL AUTO

VEHICLES

No owned vehicles

Are there any autos owned by the entity, not listed on the schedule? Yes/No

ACKNOWLEDGEMENT OF AUTOMOBILE EXPOSURES

All Information is correct to the best of my knowledge and belief

Insured's Signature: _____ Title: _____ Date: _____

EQUIPMENT FLOATER

UNSCHEDULED EXPOSURES

Description	Current Limit of Insurance	Projected Limit of Insurance
Miscellaneous Property & Equipment - Items Over \$25,000 Must be Specifically Scheduled	\$25,000	
Ancillary Equipment	\$0	
Contractors Equipment Rent for less than 90 Days	\$0	

SCHEDULED EXPOSURES

Description		Department	Current Limit of Insurance	Projected Limit of Insurance
ANTIQUE	FURNITUR E	LIBRARY	\$25,000	
STAINED GLASS	WINDOWS	LIBRARY	\$8,000	

ACKNOWLEDGEMENT OF EQUIPMENT FLOATER EXPOSURES

All Information is correct to the best of my knowledge and belief

Insured's Signature: _____ Title: _____ Date: _____

ELECTRONIC DATA PROCESSING

SCHEDULED EXPOSURES

Description	Current Limit of Insurance	Projected Limit of Insurance
Miscellaneous Equipment	\$100,000	

ACKNOWLEDGEMENT OF ELECTRONIC DATA PROCESSING EXPOSURES

All Information is correct to the best of my knowledge and belief

Insured's Signature: _____ Title: _____ Date: _____

WORKERS COMPENSATION

Classification Description	Class Code	Current Exposures	Projected Estimated Exposures
Clerical Office Employee	8810	\$908,297	
Janitorial Operations & Custodial Care	9015	\$18,252	

Locations			
Address	City	State	Add/Delete/Change

ACKNOWLEDGEMENT OF WORKERS COMPENSATION EXPOSURES

All Information is correct to the best of my knowledge and belief

Insured's Signature: _____ Title: _____ Date: _____

Would you like a quote: Yes _____ No _____

COVERAGE CONSIDERATIONS

The Coverage Considerations listed below are not intended to be an exhausted list nor is this list intended to identify all potential exposure. Please advise us if a proposal for any of these coverage's is desired.

FOR ALL POLICIES

- Review the **Named Insured, Additional Insured(s), Mortgagees and Loss Payees**.
- Review the **Premium Basis** for each coverage such as payrolls, sales, areas, cost or schedules.
- Review any **Co-insurance** requirements that may apply.

Co-insurance Formula: Insurance value carried / Insurance value required x value of the loss (less any applicable deductible) = settlement value.

Please see the policy language for further details on the coinsurance clause and potential co-insurance penalties.

- Advise us of **Any Changes or New Developments in your Operation** such as mergers or expansion in new states or countries, new entities or DBA's, new products or services, contractual agreements granting indemnity and/or hold harmless agreements, equipment owned, transportation needs or any changes to your building or occupancy of your premises such as vacancies.

PROPERTY

- **Building & Contents** values and coverage forms should be reviewed regularly to ensure they are insured adequately and any coinsurance requirements are satisfied. An appraisal of your building & contents are recommended. Improvements and Betterments should be considered too for any leased locations.
- **A business interruption worksheet** should be completed to assist in determining an adequate coverage limit. Also any Extra Expense coverage needs should be considered when determining an adequate coverage limit.
- **Building Ordinance or Law Coverage.** The endorsement is used to include protection for three additional coverage exposures: Coverage A – payment for the value of the undamaged part of a building when a building code requires its demolition following a partial loss; Coverage B – coverage for the expense of demolishing the undamaged portion of a building damaged by an insured peril including the cost of removing debris; and Coverage C – coverage for the increased costs of construction resulting from enforcement of construction or building laws. This applies to both the damaged and undamaged portion of the structure.
- **Property of others or employees'** in your possession must be scheduled, as the basic form may exclude or provide a low sub-limit for each.
- **Bailee Customers Goods Floater.** This form is used to insure against loss to property of others that is in your possession, regardless of your legal liability.

- **Utility Services – Direct Damage and Time Element.** This coverage extends Direct Damage and Business Income and Extra Expense insurance to protect against losses due to the interruption of services by a facility that provides you with power, water or communications when caused by a covered peril.
- **Debris removal** limit may be increased.
- **Coverage for Backup of Sewer or Drains, Flood & Earthquake** may be available.
- **Mobile equipment** may not be included or limited coverage under your contents coverage. Examples are tools, cameras, fine arts, musical equipment, and other mobile property.
- **Builders Risk & Installation** coverage's may be available.
- **Boiler & Machinery/Equipment Breakdown.** This coverage provides protection for the repair or replacement of equipment, pipes, vessels, air conditioning, and refrigerated equipment, electrical panels, etc. that would be damaged or destroyed from a sudden and accidental breakdown. This coverage can also include coverage for Production Equipment as well as resulting Business Income loss.
- **Vacancy Clause.** Please note that when a building is as little as 33% unoccupied/vacant, there is language in all property policies, which limits coverage. Some policies reduce the payout, some exclude coverage for such perils as broken pipes, vandalism and other. If you experience this situation, please notify your agent to see if there are other options for you.

CRIME

- **Computer Fraud, Fund Transfer Fraud, Social Engineering, Forgery or Alteration and Money & Securities** should be considered.
- **3rd Party Employee Dishonesty** is recommended if your employees have access to client property.
- **Fiduciary Liability, Directors & Officers Liability, Kidnap/Ransom, Extortion and Identity theft** may be available.

INLAND MARINE

- Motor Truck Cargo, Property in Transit, Ocean Cargo, Installation Floaters, Misc. & Scheduled Equipment coverage and Rented, Leased, Borrowed Equipment coverage and Employee Tool coverage should be considered.

LIABILITY

- **A formalized program** to review certificates should be established. Your company should require, from any subcontractor doing work on your behalf, certificates of insurance requiring that the subcontractors have limits of liability for General Liability, Automobile, and Workers Compensation at least as high as the limits you have. If you fail to do this, payments you make can be charges against your Workers Compensation or General Liability policies. This could result in substantial additional premium charges.
- **Any subcontractors should name your company as an Additional Insured**, and this should be noted on the certificate of insurance.
- **Hold Harmless Agreements** should be included in any contracts. Your attorney should review these.
- **Fire Legal Liability** limit should be reviewed. The building lease may include contractual transfer of loss.
- **Warehouse Legal exposure. Employee Benefits Liability** – this protects against suits alleging damage because of handling of employee benefits. As an example, this coverage would protect the insured if an employee, by error, is not added to the group health plan. This can be added to the present plan at a nominal cost if not included now.
- **Claims Made** – any situation that you feel could lead to a claim must be reported to the carrier prior to the policy expiration or extended reporting period to avoid potential claim denial.
- **Professional Liability, Directors & Officers Liability, Employment Practice Liability, Pollution Liability, Cyber Liability and Multi-International coverages** should be considered.

AUTOMOBILE

State Law requires that the owner or registrant of a motor vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. **An owner or registrant who drives or permits a vehicle to be driven upon a public highway without the proper insurance or other security is guilty of a misdemeanor.**

- **Drive Other Car** coverage and schedule of individuals should be reviewed.
- **Broadened PIP** including names of family members
- **Higher limits** of liability and uninsured & underinsured motorist should be considered.
- **Towing & Rental Reimbursement** coverage is available.
- **All aftermarket equipment on vehicles must be scheduled.**

- **Hired Auto Physical Damage**

- Assure proper coverage for your hired/rented auto physical damage. You need to have a clear company procedure for employees' short-term hired/rented car physical damage. Adopt one of the following procedures (each may have a limit for the value of any one vehicle):
 - Add Hired Auto Physical Damage to your existing automobile policy, if not currently provided.
 - Employees place rental contracts only on credit cards providing this rental physical damage coverage.
 - Require employees to accept physical damage coverage through the auto rental company. This is the most expensive option of the three.
 - Because of high value exposures, an established company procedure is important.
- Any autos you lease, hire, rent, or borrow from any of your employees or partners or members of their household should be reviewed.

WORKERS COMPENSATION

Workers Compensation Insurance is required by Law. There are severe consequences to an employer who fails to carry workers' compensation insurance.

- **Stop Gap Coverage** can be added to extend employers liability coverage for monopolistic states. However, workers comp for monopolistic states must be purchased directly from the State Fund and cannot be added to your policy.
- **Endemic Disease and Repatriation** coverage should be added if foreign travel exposure exists.
- **Advise your agent if you will be traveling to other states or countries.**

UMBRELLA

- **Higher limits** should be considered.

ACTIVE SHOOTER WORKPLACE VIOLENCE

- Workplace violence is becoming an ever increasing liability in the workplace. Despite the presence of workplace violence prevention programs intended to avoid this hazard entirely within the workplace, it is becoming all too frequent that there may be an active shooter incident at the workplace. Key items for consideration in a policy:
 - Any weapon including brandishing a weapon
 - No Fault response
 - Domestic Violence dispute is not covered by Workers Compensation (not work related injury)
 - The General Liability policy may or may not respond – negligence needs to be established
 - Business Income response
 - Crisis hotline with immediate response to provide public relations. Also includes Social Media monitoring, trauma counseling, funeral and medical expenses, and a possible death and dismemberment benefit.

**COOPERATIVE AGREEMENT
TO SHARE SERVICES OF GHAPS TECHNOLOGY SUPPORT**

This agreement ("Agreement") is entered into between the Board of Education of the Grand Haven Area Public Schools ("GHAPS"), and Loutit District Library ("Library") (collectively be referred to as the "Agencies") for the purpose of enabling the Agencies to enter into a cooperative agreement with each other to utilize the shared services of the GHAPS Technology Department.

PREMISES

- A. Pursuant to §11a(3) of the Revised School Code, the general powers accorded to GHAPS expressly include the powers to hire, contract for, schedule, and supervise employees. Pursuant to §11a(4) of the Revised School Code, the general powers accorded to the School Districts expressly include the power to enter into cooperative programs with other entities, public or private (including other school districts), as part of performing the functions of the School District.
- B. The Agencies share interest in achieving cost savings and cost efficient management practices by entering into a cooperative agreement to share the services of the GHAPS Technology Department.
- C. GHAPS employs members of the Technology Department ("Employees"). Library has requested that GHAPS make its Employees available to Library, in consideration of Library paying a contracted share of the costs incurred by GHAPS in employing the members of the technology department.

NOW, THEREFORE, in consideration of the Premises and their obligations to each other, the Agencies agree as follows:

AGREEMENT

1. Contract Term

- a. This Agreement shall commence on July 1, 2023 and terminate on June 30, 2025.
- b. Beginning October 1, 2023, and every three months thereafter, Library shall, if not in breach of this Agreement, have the right to request, by written notice to GHAPS, that this Agreement be re-opened.

2. Assignment, Qualifications, and Shared Services of Employees

- a. The Employees shall be employed by, and shall be considered employees of, GHAPS only and not employees of the Library. The parties agree that GHAPS is an independent contractor and the services provided pursuant to this Agreement shall not create an employer/employee relationship between Employees and Library and shall not create a partnership or joint venture between the parties. GHAPS shall make the Employees

available to Library to perform duties, responsibilities and services for Library as directed by the Director of Technology for GHAPS and Library Director, or his/her designee for Library. GHAPS represents that the Employee hold all certification and qualifications required by law or policy for the services provided under this agreement. The Employees shall comply with all applicable rules, regulations, policies and directives of the Agencies (whether issued by their Board or their authorized administrators) for the work performed on behalf of the respective Agency, and shall perform all other duties and responsibilities of his assignment(s). The Employees shall comply with all applicable background checks required by Library.

- b. GHAPS will provide the following services (“Basic Services”) to Library as more fully described in Attachment A which is incorporated herein by reference:

- Level 1 Help Desk Support
- Level 1 Workstation Support (Onsite)
- Online Ticketing System
- Backup System
- Installation of Replacement Parts and Repairs
- Software Installation and Updates
- Tier 3 First Level Telephone System Support
- Local and Long Distance Telephone Service
- Telephone DID Provisioning
- Hosted Virtualized Servers
- Hosted Security Camera System

The Employees will provide the hours for Basic Services as described in Attachment A.

- c. In addition to the Basic Services, GHAPS will provide Emergency Support, System Engineering, and Strategic Planning (“Level 2 Services”) as mutually agreed by GHAPS and Library. Prior to commencement of any Level 2 Services, GHAPS and Library will agree on the scope and number of hours to be spent by Employees. No Level 2 Services will be performed without the prior written approval of Library’s Director or his/her designee.
- d. The Employees shall be required to keep daily time records through the IncidentIQ work order system. Such records or logs shall be provided to the Superintendent of GHAPS and Library Director, or his/her designee, as requested.
- e. While performing services for Library, the Employees shall report to the Director of Technology for GHAPS, or to those persons designated by the Superintendent of the GHAPS. Work requests will be handled using the IT Direct work order system and special projects will be with the collaboration of the Director of Technology for GHAPS or his/her designee and Library Director or his/her designee.

3. Payment for Services

- a. In consideration of the Basic Services performed under this Agreement, Library shall pay GHAPS an amount equal to the services performed for Library.
- b. The 2023 payment amount is 4.5% greater than the cost of services in 2022. In 2024, the payment will increase by 2.5%. This will conclude the 2 year extent of this agreement.
- c. GHAPS shall invoice Library on a monthly basis. The monthly cost for Basic Services to be paid by Library for the year beginning July 1, 2023 and ending June 30, 2024, will be \$4,126.98 (\$49,523.71/12). The monthly cost for Basic Services to be paid by Library for the year beginning July 1, 2024 and ending June 30, 2025, will be \$4,230.15 (\$50,761.80/12).
- d. GHAPS will provide the Level 2 Services at the rate of \$80 per hour as provided in Paragraph 2.d. GHAPS will invoice Library on a monthly basis for any Level 2 Services performed in the preceding month.

4. Expense Reimbursements

When the repair or service work requires hardware or software that requires an expense, it shall fall to Library to purchase said hardware or software to complete the repair. GHAPS and Library hardware and software shall remain separate and in accordance with licensing agreements. The Employees shall follow all purchasing guidelines for Library. The Library shall not be required to pay or reimburse any other expenses pursuant to this Agreement.

5. Termination

This Agreement may be terminated prior to the end of the term as follows:

- a. at any time upon mutual Agreement of the Agencies;
- b. by either party giving the other party one (1) month advance written notice of its intent to terminate for any reason;
- c. by the non-defaulting party in the event that a party defaults in the performance of any of its obligations under this Agreement, if the defaulting party fails to cure such default within ten (10) days after receiving written notice of such default.

6. Insurance

GHAPS shall procure and maintain the following insurance during the term of this Agreement:

- a. Workers Compensation Insurance as prescribed by the laws of the State of Michigan.

- b. Comprehensive General and Automobile Liability Insurance, with combined single limits of \$1,000,000.00 for any one occurrence in which bodily injury or property damage is alleged.

GHAPS shall furnish Library with a Certificate of Insurance evidencing such coverage naming the Library as an additional insured on the Comprehensive General Liability Policy.

All insurances policies shall provide that they shall not be canceled or modified unless thirty (30) days prior written notice is given to the Library.

7. Notices

The parties shall be provided any notice required or permitted under this Agreement at the addresses listed below, or at such other address as may be designated by a party upon written notice to the other party:

Grand Haven Area Public Schools
Attention: Superintendent
Grand Haven Area Public Schools
1415 Beechtree Street
Grand Haven, Michigan 49417

Loutit District Library
Attention: Director
407 Columbus Avenue
Grand Haven, Michigan 49417

All notices to be given under this Agreement shall be served personally, by deposit in the United States mail, first class postage pre-paid by registered or certified mail with an overnight courier with charges pre-paid. Any such notices shall be deemed to have been given on the day of personal service, one (1) business day after deposit with an overnight courier or three (3) business days after deposit in the United States mail, as applicable.

8. Assignment, Delegation, Subcontract

GHAPS shall not assign, delegate, subcontract, or other transfer its obligations under or interest in this Agreement without the prior written consent of Library.

9. Compliance with Law

In performing the services under this Agreement, GHAPS shall at all times comply with all federal, state and local laws, statutes, rules, regulations, and ordinances.

10. Amendment

Any amendment of this Agreement shall be made in writing and executed by the Agencies.

11. Entire Agreement

ATTACHMENT A

Grand Haven Area Public Schools & Loutit District Library *Technology Consolidation Proposal*

In an effort to promote cost savings and a spirit of consolidation we, Grand Haven Area Public Schools, propose utilizing personnel from Grand Haven Area Public Schools to support Loutit District Library in the area of technology. This proposal defines support in several areas. Each area is generally defined below, but can be altered in the best interest of both organizations.

BASIC SERVICES (as defined in the Agreement):

Level 1 Help Desk Support:

Grand Haven Area Public Schools will provide over the phone and remote support to users at Loutit District Library. Help Desk will be available from the hours of 8 am to 4:30 pm, Monday through Friday. Users at Loutit District Library would be able to call a phone number and receive Level 1 support from the Help Desk or have the issue elevated to Level 2 Services (as defined in the Agreement) subject to the prior approval of Library Director or his/her designee in accordance with Paragraph 2.d. of the Agreement. In addition, GHAPS will provide Level 2 Services after hours (i.e. other than between 8 a.m. to 4:30 p.m. Monday through Friday) as requested by and with the prior approval of Library Director or his/her designee in accordance with Paragraph 2.d. of the Agreement.

Level 1 Workstation Support (Onsite):

Grand Haven Area Public Schools will provide a minimum of eight (8) hours per week of workstation level support in two (2) blocks of four (4) consecutive hours. This level of support is an onsite technician to troubleshoot issues with workstation level computers and standard software as well as remote support. This level of support includes iPad management via Mosyle and iPad hardware support from the onsite technician. Loutit District Library will be responsible for the ordering of replacements parts.

Online Ticketing System:

Grand Haven Area Public Schools will provide access to the IncidentIQ work order system. Users at Loutit District Library have web access to IncidentIQ to submit work order tickets directly and the GHAPS Help Desk will assign the ticket to the appropriate technician.

Backup System:

Grand Haven Area Public Schools will provide a secure outside back-up solution including hardware and software. Space can be determined as needs increase but starts at 2.5TB.

Installation of Replacement parts and Repairs:

Grand Haven Area Public Schools will be responsible for trouble shooting problems with Loutit District Library PCs, servers, and other equipment, and will provide ordering information and sources for Loutit District Library Staff to order. GHAPS staff will install parts and make any necessary repairs.

Software Installation and Updates:

Grand Haven Area Public Schools will be responsible for managing software updates, licenses and installation of new software as needed.

Tier 3 First Level Telephone System Support:

Grand Haven Area Public Schools will provide for the use of a server and access to Call Manager capacity and the 12 month use for the server (including rack space, power, maintenance, and SmartNet subscription); System administration to manage the move/add/change process; and help desk and software troubleshooting. The response time for help desk is 24 hours and the response time for move/add/change requests is 1 to 3 business days. Special Projects, Higher Level Installation of New Equipment or Services (i.e. Server Level Installations and other projects that cannot be handled by GHAPS normal level IT Technician), or any other activity not considered "routine maintenance" shall be billed on an hourly rate of \$80.00. GHAPS will provide an estimate of hours for project work prior to starting the work.

Local and Long Distance Telephone Service:

Grand Haven Area Public Schools will provide for the use of multiple telephone lines to support simultaneous inbound and outbound telephone calls. This includes both local and long distance calling.

Telephone DID (Direct Inward Dialing) Provisioning:

Grand Haven Area Public Schools will provide for the use of a multiple sequenced DID numbers, which allow direct dialing of Library phones rather than requiring additional extensions. The provided numbers are in the 850-6900 block of GHAPS-owned DIDs.

Hosted Virtualized Servers:

Grand Haven Area Public Schools will provide for the use of a VMware Host cluster (including rack space, power, storage, maintenance, and VMware software); and system administration to manage (4) Virtual Machines configured as Windows Servers.

Hosted Security Cameras:

Grand Haven Area Public Schools will provide for the use of a cluster of servers for security cameras (including rack space, power, storage, maintenance, and Avigilon software); and system administration to manage (36) security cameras. The server cluster will store at least (30) days of motion detected security camera footage.

LEVEL 2 SERVICES (as defined in the Agreement)

- Emergency Support**
- System Engineering**
- Strategic Planning**

Grand Haven Area Public Schools will provide the Basic Services and Level 2 Services under the Agreement as follows:

Basic Services (as defined in the Agreement):	
Level 1 Help Desk Support:	
Hours:	<u>40 hours per week/Monday-Friday</u> <u>8:00 a.m. to 4:30 p.m.</u>
Level 1 Workstation Level Support (onsite):	

Hours:	<u>Minimum of 8 hours per week in two (2) four (4) hour blocks of time</u>
Offsite Backup:	2.5 TB
Total Support Cost	\$49,523.71 in 2023
Level 2 Services (as defined in the Agreement)	
Rate:	\$80 per hour
Hours:	TBD



Proposal #716

2023 Landscape Services Monthly Installment

Date 6/2/2023

Customer John Martin | Loutit Library | 407 Columbus Ave. | Grand Haven, MI 49417

Property Loutit Library | 407 Columbus Avenue | Grand Haven, MI 49417

PO #

TERM OF AGREEMENT: The term of this Agreement shall commence on July 1, 2023 and shall continue until June 30, 2026 unless sooner terminated by either party with 90 days written notice.

There will be a 3% increase for each year of the contract.

Fixed Payment Services

Description	Frequency	Cost per Occ.	Annual Cost
Winter: Retainer			
Seasonal Plowing	1	\$1,308.24	\$1,308.24
Seasonal Bulk Salt	1	\$2,354.52	\$2,354.52
Seasonal Shoveling	1	\$5,057.37	\$5,057.37
Green Season: Weekly Maintenance			
Spring Clean up	1	\$864.33	\$864.33
Fall Cleanup	1	\$1,661.75	\$1,661.75
Summer Weekly Service	25	\$54.45	\$1,361.25
Green Season: Fertilization			
Round One	1	\$111.66	\$111.66
Round Two	1	\$111.66	\$111.66
Round Three	1	\$111.66	\$111.66
Round Four	1	\$111.66	\$111.66
Green Season: Bed Maintenance			
Pruning	2	\$736.97	\$1,473.94
Shrub Bed Weed Control	5	\$239.10	\$1,195.50
Mulch Install	1	\$929.10	\$929.10
Green Season: Irrigation			
Irrigation System Start Up	1	\$180.00	\$180.00
Irrigation System Winterization	1	\$180.00	\$180.00
Annual Maintenance Price			\$17,012.64

Services

Seasonal Plowing

Seasonal snow plowing of all assessable areas after 1". Within reasonable timing of snowfall.

Seasonal Bulk Salt

Seasonal bulk rock salt application.

Seasonal Shoveling

Spring Clean up

Clean up all debris and repair snow damage, remove anything left from fall, prepare landscaping for new season. This includes cutting all ornamental grasses throughout property.

Fall Cleanup

Removal of leaves from the planting beds and lawn areas including any branches, twigs, and other debris. Will blow all walkways, driveways, and parking lot(s).

Summer Weekly Service

Includes weekly mowing, concrete blade edging, line trimming, blowing and cleaning of all debris. Clippings to be mulched.

Round One

Round Two

Round Three

Round Four

Pruning

Pruning and maintaining of all shrubs, grasses, perennials and evergreens smaller than 12 ft. This will be done in a timely manner according to professional standards.

Shrub Bed Weed Control

Regular visits during May through September, includes using selective and non-selective spray, including handpicking and removal of dead weeds.

Mulch Install

One-time per year prior to installation of bark mulch all beds will be redefined and edged. Approximately 1 inch of coverage of premium hardwood bark mulch to be installed April or May. Once bark mulch is installed an application of granular pre-emergent will be applied. Cost is \$78.00 per yard installed.

Irrigation System Start Up

Start up irrigation, program clock and inspect system for proper operation. Additional service(s) to be billed time and material @ \$78 per man hour plus material.

**Repairs over \$250 must be authorized by customer prior to completion.

Irrigation System Winterization

Winterization of sprinkler system.

Terms & Conditions

This written agreement contains all conditions and describes all work to be done. This agreement supersedes all previous agreements and any verbal commitments made prior to date of this agreement.

Contract will be billed in equal payments. White Season billing will go out as needed until retainer has been used, per occurrence pricing will then be billed with Net 10 payment terms.

Late Fees: A service charge of one and one-half percent (1.5%) per month shall automatically accrue to all payments received five (5) days after the due date thereof.

Contractor carries Worker's Compensation and full liability insurance. Contractor is licensed by the State of Michigan to apply fertilizer and pesticides.

Contractor price adjustment: The contract price is calculated based on current market prices and due to the nature of the market with sudden inflation cost increasing more frequently we cannot guarantee pricing year to year. Contractor agrees to use their best efforts to obtain the lowest prices and maintain pricing when possibly based on current global inflation rate. This will be looked at yearly, reviewed and recalculated prior to your annual renewal date to determine if an increase and or decrease is needed to cover current market pricing.

"Per occurrence" rate is for snow accumulations up to 6" (approximately). Accumulations greater than approximately 6" may result in additional charges to compensate for additional time required to adequately clear snow from lot. Customer understands that the trucks may have to go thru lot once to clear heavy snow and then re plow lot to clear remaining snow. Customer agrees to pay such additional charges.

A "full plow" is described as all units and roadways as described. A partial plow is described as less than quoted work. All plowings shall be considered "full plows" unless otherwise agreed upon by the parties hereto, prior to plowing being done. Partial plows may be charged at a prorated lower amount than quoted depending upon amount of work required. Quoted rate is for snow plowing of parking areas (or driveways) only. Unless specifically stated, sidewalk snow removal is not part of the quoted rate. Quoted rate does not include salt spreading services or front end loader services unless specifically stated, however these services are available at an additional charge.

Quoted rate is for plowing that is done as part of regular service when all other accounts are being checked or plowed. Special request plowing (for example-a phone request to plow driveway or lot at mid-afternoon) is subject to a minimum charge. This is due to the fact that our drivers get paid a one-hour minimum when called out for "special plowings". The Customer shall be advised of the minimum charge at time of "special request" and the customer agrees to pay the quoted rate.

Contractor will not be held responsible for damage to landscape or irrigation system if customer requests snow to be piled or pushed off of paved surfaces.

Contractor will exercise its best judgment based upon weather forecasts and existing conditions at the time. Customer is aware that weather conditions in the West Michigan area may change rapidly and without notice. Changes in weather are to be considered an "Act of God" contractor assumes no liability for Acts of God. Reports of damages for which it believes the contractor or its agents are responsible must be reported to the contractor within forty-eight (48) hours. Failure to report damages constitutes a waiver and the contractor is released from liability.

Customer agrees to allow contractor to decide if snowplowing is warranted based upon snow accumulations at customers particular location. Customer understands that snow accumulations may vary throughout the West Michigan area, and the accumulations in one section are not necessarily indicative of the accumulations at the customers' location. Customer also understands that drifting snow may necessitate plowing of their particular location, regardless of the total snowfall at the location. In any event customer agrees to allow contractor the sole discretion to decide if plowing is necessary.

Accounts that are past due will not be plowed until account is brought up-to-date. Customer understands and accepts the fact that delays in payments made to Dykstra Landscape Management, Inc. may result in appropriate legal action, including, without limitation, lawyers' fees, including all costs and expenses of filing suit or attempting to recover the unpaid amounts, which may be passed on to the customer. The customer agreed to be bound by this condition. Contract shall be binding inure to the benefit of the parties and their heirs, executors, administrators, and assigns.

Customer understands that plowing (or salting) of a particular location may not clean the area to "bare pavement" and that slippery conditions may continue to prevail even after plowing (or application of salt). Customer understands that Dykstra Landscape Management, Inc. assumes no liability for this naturally occurring condition. Customer agrees to defend and hold harmless the contractor for any and all trespasses or suits that may arise as a result of this naturally occurring condition, or from the removal of the snow.

If sidewalk snow removal is selected as an option: Customer understands sidewalk crews may not work safely if temperature and wind conditions combine to make Wind Chill factors below 0 degrees Fahrenheit. Customer agrees and understands that Dykstra Landscape Management, Inc. reserves the right to stop working in these severe conditions (without penalty) so as not to force these work conditions upon our employees.

Payment Schedule

Schedule	Price	Sales Tax	Total Price
July	\$1,417.72	\$0.00	\$1,417.72
August	\$1,417.72	\$0.00	\$1,417.72
September	\$1,417.72	\$0.00	\$1,417.72
October	\$1,417.72	\$0.00	\$1,417.72
November	\$1,417.72	\$0.00	\$1,417.72
December	\$1,417.72	\$0.00	\$1,417.72
January	\$1,417.72	\$0.00	\$1,417.72
February	\$1,417.72	\$0.00	\$1,417.72
March	\$1,417.72	\$0.00	\$1,417.72
April	\$1,417.72	\$0.00	\$1,417.72
May	\$1,417.72	\$0.00	\$1,417.72
June	\$1,417.72	\$0.00	\$1,417.72
	\$17,012.64	\$0.00	\$17,012.64

By _____

Michael Dykstra

Date 6/2/2023

Dykstra Landscape Management

By _____

Date _____

Loutit Library

MEMORANDUM OF UNDERSTANDING

Between
Ottawa Area Intermediate School District
And
Loutit District Library
For
Internet Bandwidth

I. THE PARTIES TO THE MEMORANDUM OF UNDERSTANDING (MOU)

- Ottawa Area Intermediate School District (OAISD), 13565 Port Sheldon, Holland, MI 49424
- Loutit District Library, 407 Columbus Ave., Grand Haven, MI 49417

II. TERM OF AGREEMENT

This Memorandum of Understanding will be valid, from July 1, 2023 through June 30, 2024.

III. PURPOSE and TERMS

Purpose

The purpose of this agreement is for Loutit Library to acquire Internet bandwidth via Ottawa Area ISD as a member of FOG-Net. OAISD purchases Internet bandwidth from various ISP's in bulk and Loutit Library has expressed an interest in compensating OAISD for access to its Internet bandwidth so as to take advantage of volume pricing rates.

Terms

- OAISD will provision 30 Mbps of Internet bandwidth for Loutit Library's use. The bandwidth will be delivered via FOG-Net.
- Loutit Library will compensate OAISD at current rates. 2022/2023 rate was \$5.49 per Mbps per month.
- OAISD will monitor the connection between OAISD and Loutit Library and will make best efforts to provide high available access to the Internet bandwidth.
- Each party indemnifies the other party for any loss real or otherwise due to a disruption of the services described herein.
- OAISD will invoice Loutit Library on a quarterly basis and Loutit Library will pay said invoices in a timely manner.

IV. TERMINATION OF THE MOU

All parties will work to identify and resolve issues that are negatively affecting the parties' ability to meet any or all financial, procedural, or other objectives. If either party determines that a problem cannot be adequately resolved or believes

that continued participation in the Partnership will negatively affect the initiative, either party can terminate the MOU with 30 days written notice.

V. NOTICES

All notices concerning the MOU will be presented in writing by either party to the other at the addresses as follows:

Michael Rohwer
Ottawa Area ISD
13565 Port Sheldon
Holland, MI 49424

Ellen Peters
Loutit District Library
407 Columbus Ave.
Grand Haven, MI 49417

VI. CHOICE OF LAW

This MOU shall be construed under and governed by the laws of the State of Michigan.

VII. EXTENSION AND MODIFICATION OF THE MOU

This MOU is a complete representation of the responsibilities of the parties to this agreement. Modification or extension of the terms of this agreement may be made only in writing and only if signed by both parties.

VII. Signatures

Ottawa Area ISD
Michael Rohwer
Asst. Superintendent, ITIS

Date: _____

Loutit District Library
Executive Director

Signature

Printed name

Date: _____

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BODT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2023	NORMAL (ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	
Fund 271 - LIBRARY GENERAL FUND										
Revenues										
Dept 040 - REVENUE ACCOUNTS										
271-040-402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	919,000.00		921,270.72		0.00		(2,270.72)		100.25
271-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	288,200.00		288,093.65		0.00		106.35		99.96
271-040-402.04	CURRENT PROPERTY TAX - PORT SHELTON	266,400.00		262,771.39		0.00		3,628.61		98.64
271-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	207,300.00		206,318.67		0.00		981.33		99.53
271-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	616,300.00		617,923.68		0.00		(1,623.68)		100.26
271-040-403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	60,000.00		57,595.81		7.13		2,404.19		95.99
271-040-412.00	DELINQUENT PERSONAL PROPERTY TAX	500.00		189.86		0.00		310.14		37.97
271-040-437.00	IPT - INDUSTRIAL FACILITY TAX	3,300.00		2,551.91		0.00		748.09		77.33
271-040-445.00	PENALTY & INTEREST ON TAXES	1,000.00		826.83		0.00		173.17		82.68
271-040-544.00	STATE AID - LIBRARY	19,200.00		9,901.14		0.00		9,298.86		51.57
271-040-544.01	STATE AID - LIBRARY COOP SERVICE	19,200.00		9,901.14		0.00		9,298.86		51.57
271-040-585.00	LOCAL GRANTS	15,000.00		22,031.00		3,000.00		(7,031.00)		146.87
271-040-544.00	STATE AID - LIBRARY	19,200.00		9,901.14		0.00		9,298.86		51.57
271-040-629.00	REFUNDS, REIMBURSEMENTS & MISC	300.00		691.26		72.38		(391.26)		230.42
271-040-645.00	PRINTING & FAX	6,000.00		6,385.06		559.05		(385.06)		106.42
271-040-658.00	PENAL FINES	112,000.00		0.00		0.00		112,000.00		0.00
271-040-659.00	FINES & PENALTIES - LIBRARY MATERIALS	5,000.00		5,069.78		406.79		(69.78)		101.40
271-040-665.00	INTEREST INCOME	5,000.00		33,628.62		0.00		(28,628.62)		672.57
271-040-666.00	DIVIDENDS	0.00		289.23		289.23		(289.23)		100.00
271-040-673.01	SALE OF ASSETS	150.00		0.00		0.00		150.00		0.00
271-040-674.00	DONATIONS TO LIBRARY	40,000.00		10,062.76		0.00		29,937.24		25.16
271-040-674.01	FRIENDS - ASSIGNED DONATIONS	0.00		38.12		0.00		(38.12)		100.00
271-040-674.02	FRIENDS - UNASSIGNED DONATIONS	0.00		770.00		0.00		(770.00)		100.00
271-040-674.03	ASSIGNED DONATIONS	0.00		1,788.10		0.00		(1,788.10)		100.00
271-040-674.04	UNASSIGNED DONATIONS	0.00		434.10		62.20		(434.10)		100.00
271-040-674.05	OWED TO FRIENDS	0.00		28.73		14.32		(28.73)		100.00
271-040-674.06	DONATIONS ENVISIONWARE	0.00		138.75		138.75		(138.75)		100.00
271-040-689.00	CASH OVER & SHORT	0.00		29.12		3.53		(29.12)		100.00
271-040-699.06	TRANS IN BOARD COMMIT ROBBINS RD PROCD	72,490.00		0.00		0.00		72,490.00		0.00
271-040-699.19	TRANSFERS IN MAINTENANCE FUND	80,000.00		8,905.00		8,905.00		71,095.00		11.13
Total Dept 040 - REVENUE ACCOUNTS		2,736,340.00		2,467,634.43		13,458.38		268,705.57		90.18
TOTAL REVENUES		2,736,340.00		2,467,634.43		13,458.38		268,705.57		90.18
Expenditures										
Dept 790 - LOUITT LIBRARY										
271-790-702.00	FULL TIME WAGES	781,900.00		617,373.61		58,964.73		164,526.39		78.96
271-790-703.00	PART TIME WAGES	423,425.00		350,478.78		30,732.03		72,946.22		82.77
271-790-704.00	OVERTIME	500.00		0.00		0.00		500.00		0.00
271-790-706.00	VACATION PAY	0.00		15,231.89		2,404.01		(15,231.89)		100.00
271-790-707.00	SICK PAY	5,200.00		58,374.02		909.20		(53,174.02)		1,122.58
271-790-708.00	HEALTH INSURANCE OPT OUT	0.00		384.60		76.92		(384.60)		100.00
271-790-709.00	EMPLOYEE ASSISTANCE	0.00		702.00		0.00		(702.00)		100.00
271-790-711.00	HEALTH INSURANCE ER	114,060.00		90,191.11		7,033.52		23,868.89		79.07
271-790-711.01	VISION INSURANCE ER	2,065.00		1,300.81		141.46		764.19		62.99
271-790-711.03	HSA PRETAX ER	0.00		3,817.07		769.23		(3,817.07)		100.00
271-790-712.00	DENTAL INSURANCE ER	12,165.00		10,604.70		948.24		1,560.30		87.17
271-790-713.00	LIFE AND DISABILITY INSURANCE ER	2,600.00		2,221.52		213.53		378.48		85.44
271-790-714.00	WORKERS COMP INSURANCE ER	2,100.00		2,269.00		0.00		(169.00)		108.05
271-790-716.00	MERS DB PENSION ER	146,000.00		109,403.06		8,775.19		36,596.94		74.93
271-790-716.01	MERS 401A DC ER	2,000.00		8,666.26		1,416.30		(6,666.26)		433.31
271-790-716.02	MERS 457 ER	15,650.00		9,005.82		640.00		6,644.18		57.55
271-790-717.00	FICA ER	93,000.00		74,289.27		7,010.54		18,710.73		79.88

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PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2023	NORMAL (ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	BALANCE	% BDDT USED
Fund 271 - LIBRARY GENERAL FUND									
Expenditures									
271-790-741.00	LIBRARY DONATIONS EXPENSE	0.00		4,469.04		0.00		(4,469.04)	100.00
271-790-741.01	FRIENDS ASSIGNED DONATIONS EXPENSE	500.00		40.16		0.00		459.84	8.03
271-790-741.02	ASSIGNED DONATIONS EXPENSE	0.00		4,612.25		2,431.25		(4,612.25)	100.00
271-790-741.03	UNASSIGNED DONATIONS EXPENSE	39,500.00		0.00		0.00		39,500.00	0.00
271-790-741.04	FRIENDS UNASSIGNED DONATIONS EXPENSE	0.00		670.78		670.78		(670.78)	100.00
271-790-741.50	LIBRARY DONATIONS GRANTS EXPENSE	15,000.00		304.73		0.00		14,695.27	2.03
271-790-742.00	ELECTRONIC DATABASES	19,885.00		18,532.11		(526.35)		1,352.89	93.20
271-790-743.10	BOOKS ADULT FICTION	28,500.00		26,009.46		1,465.67		2,490.54	91.26
271-790-743.20	BOOKS ADULT NON FICTION	20,000.00		18,922.12		1,253.95		1,077.88	94.61
271-790-743.30	BOOKS YOUTH	18,000.00		15,240.04		963.18		2,759.96	84.67
271-790-743.40	BOOKS REFERENCE	0.00		486.23		0.00		(486.23)	100.00
271-790-743.41	GENERAL REFERENCE	1,000.00		790.53		0.00		209.47	79.05
271-790-743.42	GENEALOGY REFERENCE	1,000.00		846.40		0.00		153.60	84.64
271-790-743.43	PROFESSIONAL COLLECTION	1,000.00		29.26		0.00		970.74	2.93
271-790-744.03	VIDEO GAMES	0.00		0.08		(6,295.00)		(6,295.00)	100.00
271-790-744.10	AUDIOBOOKS	0.00		203.09		0.00		(203.09)	100.00
271-790-744.11	ADULT AUDIOBOOKS	9,250.00		8,165.87		926.45		1,084.13	88.28
271-790-744.12	YOUTH AUDIOBOOKS	1,750.00		949.87		0.00		800.13	54.28
271-790-744.20	MUSIC	1,200.00		60.25		0.00		1,139.75	5.02
271-790-744.30	VIDEOS	0.00		10,155.42		7,152.87		(10,155.42)	100.00
271-790-744.31	FEATURE FILMS	5,000.00		0.00		0.00		5,000.00	0.00
271-790-744.32	DOCUMENTARY FILMS	2,300.00		0.00		0.00		2,300.00	0.00
271-790-744.33	CHILDREN'S FILMS	1,500.00		0.00		0.00		1,500.00	0.00
271-790-744.34	TV SERIES	2,700.00		0.00		0.00		2,700.00	0.00
271-790-745.00	ELECTRONIC MATERIALS	0.00		6,462.40		0.00		(6,462.40)	100.00
271-790-745.01	OVERDRIVE EBOOKS & AUDIOBOOKS	27,800.00		27,797.28		0.00		2.72	99.99
271-790-745.02	OVERDRIVE ADVANTAGE (FOR LDL PATRONS)	36,000.00		27,000.00		3,000.00		9,000.00	75.00
271-790-745.03	OVERDRIVE MAGAZINES	3,450.00		3,435.65		0.00		14.35	99.58
271-790-745.04	HOPLA EBOOKS, EAUDIOBOOKS, MUSIC, VIDEO	20,000.00		28,472.27		3,270.23		(8,472.27)	142.36
271-790-745.05	KANOPY VIDEOS (STREAMING MEDIA)	6,000.00		3,898.95		440.30		2,101.05	64.98
271-790-746.01	NEWSPAPERS, FINANCIAL JOURNALS	2,950.00		4,596.07		349.00		(1,646.07)	155.80
271-790-746.02	MAGAZINE SERVICE	3,500.00		2,139.23		0.00		1,360.77	61.12
271-790-746.03	CONSUMER'S REPORT	50.00		60.00		0.00		(10.00)	120.00
271-790-748.10	ADULT PROGRAMMING	5,000.00		5,465.78		785.94		(465.78)	109.32
271-790-748.20	YOUTH PROGRAMMING	5,000.00		3,074.33		707.27		1,925.67	61.49
271-790-748.30	LIBRARY-WIDE PROGRAMMING	14,000.00		5,918.74		976.61		8,081.26	42.28
271-790-748.40	SUMMER READING PROGRAMMING	0.00		3,087.38		1,937.16		(3,087.38)	100.00
271-790-748.50	GENEALOGY PROGRAMMING	1,500.00		0.00		0.00		1,500.00	0.00
271-790-749.00	COLLECTION MAINTENANCE & SUPPLIES	6,500.00		5,800.27		170.59		699.73	89.23
271-790-750.00	OPERATING MATERIALS, COSTS & SUPPLIES	17,975.00		25,500.59		746.33		(7,525.59)	141.87
271-790-751.10	TECHNOLOGY SOFTWARE	600.00		0.00		(396.00)		600.00	0.00
271-790-751.11	OPERATING SOFTWARE & SUBSCRIPTIONS	8,825.00		12,495.15		12,323.66		(3,670.15)	141.59
271-790-751.12	LIBRARY SOFTWARE & SUBSCRIPTIONS	1,300.00		0.00		0.00		1,300.00	0.00
271-790-751.20	TECHNOLOGY EQUIPMENT	25,300.00		8,568.74		8,568.74		16,731.26	33.87
271-790-751.30	TECHNOLOGY MISCELLANEOUS	1,000.00		0.00		0.00		1,000.00	0.00
271-790-751.31	TECHNOLOGY SERVICE & MAINTENANCE	2,500.00		1,371.00		(1,499.00)		1,129.00	54.84
271-790-801.00	PROFESSIONAL/CONTRACTUAL	2,100.00		37,248.32		(32,151.65)		(35,148.32)	1,773.73
271-790-801.01	PROF/CONT - LAKELAND LIBRARY COOP	29,200.00		21,022.66		0.00		8,177.34	72.00
271-790-801.02	PROF/CONT - IT SERVICE & SUPPORT	50,000.00		51,976.39		35,506.98		(1,976.39)	103.95
271-790-801.03	PROF/CONT - SERVICE CONTRACTS	9,375.00		28,293.13		28,123.58		(18,918.13)	301.79
271-790-803.00	EMPLOYMENT RELATED EXPENSES	375.00		7,983.77		0.00		(7,608.77)	2,129.01
271-790-804.00	CUSTODIAL SERVICE & SUPPLIES	60,200.00		44,914.54		4,881.00		15,285.46	74.61
271-790-805.00	BUILDING & GROUNDS	5,000.00		33,127.83		0.00		(28,127.83)	662.56
271-790-805.01	BUILDING & GROUNDS MAINTENANCE	26,010.00		18,051.40		893.65		7,958.60	69.40
271-790-805.02	BUILDING & GROUNDS EQUIPMENT & SUPPLIES	2,000.00		1,409.79		0.00		590.21	70.49
271-790-805.03	BUILDING & GROUNDS SERVICE CONTRACTS	36,000.00		10,196.15		1,370.77		25,803.85	28.32

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDC	USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2023	NORMAL (ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	NORMAL	ABNORMAL		
Fund 271 - LIBRARY GENERAL FUND											
Expenditures											
271-790-806.00	BANK AND CREDIT CARD FEES	2,250.00	1,432.19	8.90	817.81	63.65					
271-790-807.00	AUDITING & ACCOUNTING SERVICES	7,400.00	8,125.00	0.00	(725.00)	109.80					
271-790-808.00	LEGAL FEES	5,500.00	17,443.00	423.00	(11,943.00)	317.15					
271-790-810.00	TRASH SERVICES	2,500.00	2,807.36	0.00	(307.36)	112.29					
271-790-850.00	TELEPHONE	1,200.00	3,759.82	1,950.79	(2,559.82)	313.32					
271-790-850.01	CELL PHONE REIMBURSEMENT	0.00	0.00	(1,650.81)	0.00	0.00					
271-790-852.00	INTERNET	1,400.00	11,011.93	9,529.63	(9,611.93)	786.57					
271-790-860.00	TRANSPORTATION & LODGING	5,500.00	1,880.98	414.33	3,619.02	34.20					
271-790-900.00	PRINTING, MARKETING & PROMOTIONS	9,725.00	4,370.32	2,088.99	5,354.68	44.94					
271-790-920.00	ELECTRICITY	75,000.00	62,739.16	6,239.47	12,260.84	83.65					
271-790-921.00	NATURAL GAS	17,500.00	14,865.10	422.06	2,634.90	84.94					
271-790-922.00	WATER & SEWER	7,500.00	7,213.56	336.22	286.44	96.18					
271-790-924.00	POSTAGE	8,500.00	4,746.16	4,450.47	3,753.84	55.84					
271-790-930.00	EQUIPMENT MAINTENANCE	55,900.00	2,572.86	(31,281.76)	53,327.14	4.60					
271-790-956.00	MISCELLANEOUS	500.00	4,338.80	299.25	(3,838.80)	867.76					
271-790-957.00	PROFESSIONAL DEVELOPMENT	13,000.00	4,196.84	250.00	8,803.16	32.28					
271-790-958.00	MEMBERSHIPS, DUES, SUBSCRIPTIONS	0.00	5,320.99	0.00	(5,320.99)	100.00					
271-790-958.01	PROFESSIONAL ORGANIZATIONS	4,565.00	25.83	5.83	4,539.17	0.57					
271-790-958.02	LOCAL MEMBERSHIPS	2,450.00	697.00	170.00	1,753.00	28.45					
271-790-958.03	GENEALOGY	250.00	0.00	0.00	250.00	0.00					
271-790-960.00	PROPERTY TAX ADJUSTMENTS	2,000.00	54.30	0.00	1,945.70	2.72					
271-790-965.00	PROPERTY/LIABILITY INSURANCE	13,150.00	13,325.00	0.00	(175.00)	101.33					
271-790-971.00	CAPITAL IMPROVEMENTS	80,000.00	8,905.00	0.00	71,095.00	11.13					
271-790-971.01	FURNITURE & EQUIPMENT	25,300.00	15,333.49	319.18	9,966.51	60.61					
271-790-980.00	FINES TRANSFER OUT	1,000.00	450.38	9.85	549.62	45.04					
271-790-995.01	TRANSFERS OUT SPRING LAKE LIBRARY	12,300.00	11,619.22	0.00	680.78	94.47					
271-790-995.02	TRANSFERS OUT ZEELAND LIBRARY	41,500.00	43,416.30	0.00	(1,916.30)	104.62					
271-790-995.05	TRANSFERS OUT DEBT SERVICE FUND	330,150.00	330,150.00	0.00	0.00	100.00					
Total Dept 790 - LOUITT LIBRARY		2,904,300.00	2,474,969.61	192,068.26	429,330.39	85.22					
TOTAL EXPENDITURES		2,904,300.00	2,474,969.61	192,068.26	429,330.39	85.22					
Fund 271 - LIBRARY GENERAL FUND:											
TOTAL REVENUES		2,736,340.00	2,467,634.43	13,458.38	268,705.57	90.18					
TOTAL EXPENDITURES		2,904,300.00	2,474,969.61	192,068.26	429,330.39	85.22					
NET OF REVENUES & EXPENDITURES		(167,960.00)	(7,335.18)	(178,609.88)	(160,624.82)	4.37					

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT	USED
		AMENDED BUDGET	NORMAL	05/31/2023	(ABNORMAL)	MONTH	INCREASE	DECREASE	NORMAL		
Fund 401 - CAPITAL PROJECT FUND MAINTENANCE											
Revenues											
Dept 040 - REVENUE ACCOUNTS											
401-040-665.00	INTEREST INCOME	10,000.00		21,622.87		0.00		(11,622.87)			216.23
401-040-669.00	UNREALIZED GAIN/LOSS INVESTMENTS	0.00		(65,161.27)		0.00		65,161.27			100.00
401-040-679.00	REALIZED GAIN/LOSS INVESTMENTS	0.00		(116.71)		0.00		116.71			100.00
Total Dept 040 - REVENUE ACCOUNTS		10,000.00		(43,655.11)		0.00		53,655.11			(436.55)
TOTAL REVENUES											
		10,000.00		(43,655.11)		0.00		53,655.11			(436.55)
Expenditures											
Dept 901 - CAPITAL OUTLAY - MAINTENANCE											
401-901-806.00	BANK AND CREDIT CARD FEES	50.00		0.00		0.00		50.00			0.00
401-901-995.00	TRANSFERS OUT GENERAL FUND	80,000.00		8,905.00		8,905.00		71,095.00			11.13
Total Dept 901 - CAPITAL OUTLAY - MAINTENANCE		80,050.00		8,905.00		8,905.00		71,145.00			11.12
TOTAL EXPENDITURES											
		80,050.00		8,905.00		8,905.00		71,145.00			11.12
Fund 401 - CAPITAL PROJECT FUND MAINTENANCE:											
TOTAL REVENUES											
		10,000.00		(43,655.11)		0.00		53,655.11			436.55
TOTAL EXPENDITURES											
		80,050.00		8,905.00		8,905.00		71,145.00			11.12
NET OF REVENUES & EXPENDITURES											
		(70,050.00)		(52,560.11)		(8,905.00)		(17,489.89)			75.03
TOTAL REVENUES - ALL FUNDS											
		3,366,555.00		3,051,570.85		13,459.23		314,984.15			90.64
TOTAL EXPENDITURES - ALL FUNDS											
		3,567,100.00		3,066,624.61		200,973.26		500,475.39			85.97
NET OF REVENUES & EXPENDITURES											
		(200,545.00)		(15,053.76)		(187,514.03)		(185,491.24)			7.51

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE			
		AMENDED BUDGET	NORMAL	05/31/2023	(ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	% BDGT
											USED
Fund 371 - DEBT SERVICE A (VOTED BONDS) LIBRARY											
Revenues											
Dept 040 - REVENUE ACCOUNTS											
371-040-402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	111,100.00		111,221.56		0.00		(121.56)		100.11	
371-040-402.02	CURRENT PROPERTY TAX - ROBINSON TWP	34,800.00		34,776.83		0.00		23.17		99.93	
371-040-402.04	CURRENT PROPERTY TAX - PORT SHELDON	32,165.00		35,413.72		0.00		(3,248.72)		110.10	
371-040-402.05	CURRENT PROPERTY TAX - FERRYSBURG	25,100.00		24,813.67		0.00		286.33		98.86	
371-040-402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	80,850.00		80,757.70		0.00		92.30		99.89	
371-040-403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	5,450.00		6,897.16		0.85		(1,447.16)		126.55	
371-040-412.00	DELINQUENT PERSONAL PROPERTY TAX	100.00		118.63		0.00		(18.63)		118.63	
371-040-437.00	IFT - INDUSTRIAL FACILITY TAX	400.00		283.96		0.00		116.04		70.99	
371-040-445.00	PENALTY & INTEREST ON TAXES	0.00		14.34		0.00		(14.34)		100.00	
371-040-665.00	INTEREST INCOME	100.00		3,141.51		0.00		(3,041.51)		3,141.51	
Total Dept 040 - REVENUE ACCOUNTS		290,065.00		297,439.08		0.85		(7,374.08)		102.54	
TOTAL REVENUES											
TOTAL REVENUES		290,065.00		297,439.08		0.85		(7,374.08)		102.54	
Expenditures											
Dept 906 - DEBT											
371-906-991.00	BOND PRINCIPAL	220,000.00		220,000.00		0.00		0.00		100.00	
371-906-993.00	BOND INTEREST	32,600.00		32,600.00		0.00		0.00		100.00	
Total Dept 906 - DEBT		252,600.00		252,600.00		0.00		0.00		100.00	
TOTAL EXPENDITURES											
TOTAL EXPENDITURES		252,600.00		252,600.00		0.00		0.00		100.00	
Fund 371 - DEBT SERVICE A (VOTED BONDS) LIBRARY:											
TOTAL REVENUES		290,065.00		297,439.08		0.85		(7,374.08)		102.54	
TOTAL EXPENDITURES		252,600.00		252,600.00		0.00		0.00		100.00	
NET OF REVENUES & EXPENDITURES		37,465.00		44,839.08		0.85		(7,374.08)		119.68	

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2023 INCREASE (DECREASE)	AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)			BALANCE	% BDT USED
Fund 372 - DEBT SERVICE B (VOTED BONDS) LIBRARY							
Revenues							
Dept 040 - REVENUE ACCOUNTS							
372-040-665.00	INTEREST INCOME	0.00		2.45	0.00	(2.45)	100.00
372-040-699.01	TRANSFERS IN GENERAL FUND	330,150.00		330,150.00	0.00	0.00	100.00
Total Dept 040 - REVENUE ACCOUNTS		330,150.00		330,152.45	0.00	(2.45)	100.00
TOTAL REVENUES							
330,150.00				330,152.45	0.00	(2.45)	100.00
Expenditures							
Dept 906 - DEBT							
372-906-991.00	BOND PRINCIPAL	285,000.00		285,000.00	0.00	0.00	100.00
372-906-993.00	BOND INTEREST	45,150.00		45,150.00	0.00	0.00	100.00
Total Dept 906 - DEBT		330,150.00		330,150.00	0.00	0.00	100.00
TOTAL EXPENDITURES							
330,150.00				330,150.00	0.00	0.00	100.00
Fund 372 - DEBT SERVICE B (VOTED BONDS) LIBRARY:							
TOTAL REVENUES		330,150.00		330,152.45	0.00	(2.45)	100.00
TOTAL EXPENDITURES		330,150.00		330,150.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00		2.45	0.00	(2.45)	100.00

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BALANCE SHEET FOR LOUTIT DISTRICT LIBRARY
 Period Ending 05/31/2023

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Fund 271 LIBRARY GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
271-000-001.00	CASH - HUNTINGTON CHECKING	623,222.46
271-000-002.00	CASH - LMCU MONEY MARKET	2,589.46
271-000-004.00	PETTY CASH	200.00
271-000-004.01	CASH IN DRAWER	174.55
271-000-017.00	CASH - MI CLASS GENERAL FUND	617,248.46
271-000-017.04	CASH - MI CLASS ROBBINS ROAD PROCE	306,527.83
271-000-017.50	CASH - GHACF NON-ENDOWMENT FUND	26,890.78
271-000-040.00	ACCOUNTS RECEIVABLE	109.78
271-000-123.00	PREPAID EXPENSES	11,910.59
Total Assets		1,588,873.91
*** Liabilities ***		
271-000-231.00	FICA EE AND ER	1,111.20
271-000-231.01	FEDERAL TAX EE	923.34
271-000-231.02	STATE TAX EE	522.15
271-000-231.04	GENERAL PENSION EE	2,380.67
271-000-231.10	HEALTH INSURANCE EE	(493.52)
271-000-231.11	DENTAL INSURANCE EE	(47.16)
271-000-231.19	COLONIAL LIFE EE	16.54
271-000-257.00	ACCRUED WAGES PAYABLE	13,548.62
271-000-260.00	ACCRUED VACATION PAYABLE	2,371.94
271-000-261.00	ACCRUED SICK LEAVE PAYABLE	2,052.60
271-000-262.03	MERS PENSION ER	10,318.49
271-000-262.10	HEALTH PREMIUMS ER	(4,365.70)
271-000-262.11	DENTAL PREMIUMS ER	(707.64)
271-000-262.12	VISION PREMIUMS ER	(55.91)
271-000-262.15	LIFE INSURANCE ER	(8.07)
271-000-262.17	LONG-TERM DISABILITY ER	(6.23)
Total Liabilities		27,561.32
*** Fund Balance ***		
271-000-390.00	FUND BALANCE	1,717,471.98
271-000-390.50	ASSIGNED FUND BALANCE	(73,760.00)
271-000-392.00	RETAINED EARNINGS	(71,296.75)
271-000-399.00	UNREALIZED GAIN/LOSS INVESTMENT	(3,767.46)
Total Fund Balance		1,568,647.77
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(7,335.18)
Fund Balance Adjustments		1,568,647.77
Ending Fund Balance		1,561,312.59
Total Liabilities And Fund Balance		1,588,873.91

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BALANCE SHEET FOR LOUTIT DISTRICT LIBRARY
 Period Ending 05/31/2023

Page:

Fund 371 DEBT SERVICE A (VOTED BONDS) LIBRARY

GL Number	Description	Balance
*** Assets ***		
371-000-001.01	CASH - DEBT A CHECKING ACCOUNT	51,639.99
371-000-017.02	CASH - MI CLASS DEBT A FUND	95,797.56
Total Assets		147,437.55
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
371-000-390.00	FUND BALANCE	79,659.17
371-000-392.00	RETAINED EARNINGS	22,939.30
Total Fund Balance		102,598.47
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		44,839.08
Fund Balance Adjustments		102,598.47
Ending Fund Balance		147,437.55
Total Liabilities And Fund Balance		147,437.55

Fund 372 DEBT SERVICE B (VOTED BONDS) LIBRARY

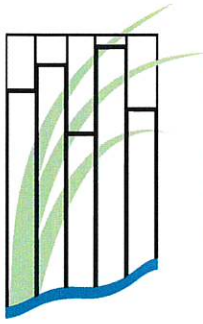
GL Number	Description	Balance
*** Assets ***		
372-000-017.03	CASH - MI CLASS DEBT B FUND	81.41
Total Assets		81.41
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
372-000-390.00	FUND BALANCE	78.89
372-000-392.00	RETAINED EARNINGS	0.07
Total Fund Balance		78.96
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		2.45
Fund Balance Adjustments		78.96
Ending Fund Balance		81.41
Total Liabilities And Fund Balance		81.41

Fund 401 CAPITAL PROJECT FUND MAINTENANCE

GL Number	Description	Balance
*** Assets ***		
401-000-002.00	CASH - LMCU MONEY MARKET	518.24
401-000-002.01	FIFTH THIRD MONEY MARKET	275,990.30
401-000-002.11	FIFTH THIRD SECURITIES	352,057.70
401-000-017.01	CASH - MI CLASS LIBRARY MAINTENANC	286,518.65
Total Assets		915,084.89
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
401-000-390.00	FUND BALANCE	1,020,428.89
401-000-392.00	RETAINED EARNINGS	(52,783.89)
Total Fund Balance		967,645.00
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(52,560.11)
Fund Balance Adjustments		967,645.00
Ending Fund Balance		915,084.89
Total Liabilities And Fund Balance		915,084.89

CASH SUMMARY BY ACCOUNT FOR LOUITIT DISTRICT LIBRARY
 FROM 05/01/2023 TO 05/31/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2023	Total Debits	Total Credits	Ending Balance 05/31/2023
Fund 271	LIBRARY GENERAL FUND				
001.00	CASH - HUNTINGTON CHECKING	750,978.92	106,390.51	234,146.97	623,222.46
002.00	CASH - LMCU MONEY MARKET	2,589.46	0.00	0.00	2,589.46
004.00	PETTY CASH	200.00	0.00	0.00	200.00
004.01	CASH IN DRAWER	174.55	0.00	0.00	174.55
017.00	CASH - MI CLASS GENERAL FUND	617,241.33	7.98	0.85	617,248.46
017.04	CASH - MI CLASS ROBBINS ROAD	379,017.83	0.00	72,490.00	306,527.83
017.50	CASH - GHACF NON-ENDOWMENT FUND	26,890.78	0.00	0.00	26,890.78
	LIBRARY GENERAL FUND	<u>1,777,092.87</u>	<u>106,398.49</u>	<u>306,637.82</u>	<u>1,576,853.54</u>
Fund 371	DEBT SERVICE A (VOTED BONDS) LIBRARY				
001.01	CASH - DEBT A CHECKING ACCOUNT	42,237.68	25,664.09	16,261.78	51,639.99
017.02	CASH - MI CLASS DEBT A FUND	95,796.71	0.85	0.00	95,797.56
	DEBT SERVICE A (VOTED BONDS)	<u>138,034.39</u>	<u>25,664.94</u>	<u>16,261.78</u>	<u>147,437.55</u>
Fund 372	DEBT SERVICE B (VOTED BONDS) LIBRARY				
017.03	CASH - MI CLASS DEBT B FUND	81.41	0.00	0.00	81.41
Fund 401	CAPITAL PROJECT FUND MAINTENANCE				
002.00	CASH - LMCU MONEY MARKET	518.24	0.00	0.00	518.24
002.01	FIFTH THIRD MONEY MARKET	275,990.30	0.00	0.00	275,990.30
002.11	FIFTH THIRD SECURITIES	352,057.70	0.00	0.00	352,057.70
017.01	CASH - MI CLASS LIBRARY MAINTENANCE	295,423.65	0.00	8,905.00	286,518.65
	CAPITAL PROJECT FUND MAINTENANCE	<u>923,989.89</u>	<u>0.00</u>	<u>8,905.00</u>	<u>915,084.89</u>
	TOTAL - ALL FUNDS	<u>2,839,198.56</u>	<u>132,063.43</u>	<u>331,804.60</u>	<u>2,639,457.39</u>



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging

Memo

DATE: June 13, 2023

To: LDL Finance Committee

From: Ellen Peters, Executive Director

RE: Review of Director's Proposed FY2023-2024 Budgets

Library service expanded during FY2021-2022 (post-COVID) to 6 days per week service with the building open for full service – in-person programs, study rooms, public computers, and most other pre-COVID services. Staff has been analyzing staffing needs and seeking input from the public during the second half of 2022 and early 2023 to determine the ideal set of open service hours for the library moving forward. Based on that analysis, starting July 5, 2023, the library will add an additional two hours on each Wednesday and Thursday evenings, staying open until 8:00 pm. Traditionally, Sunday hours did not occur over the summer, but we are reviewing the possibility of additional weekend hours for Fall 2023. We also saw a need for Local History and Genealogy to be available to the public outside of the traditional daytime hours, so we made the decision to open that space on Tuesday evenings until 8:00 pm for the community. Now that we are at full staff, we will provide more robust hours, programs, and services.

The primary focus of library service is providing an excellent customer service experience for all library users – whether in-person visitors, users of online services, or out-of-town visitors. We aim to engage, delight, and welcome the community. I was newly hired in December, and Anne Harrison, the Assistant Director, in April, so we're just starting our LDL journey. We're both very excited to begin work with the staff and board to create a new Strategic Plan that will guide LDL in its growth and explore new ways to serve our district.

With regards to our finances, inflationary pressures have led to increased costs for most products and services purchased for the library. We've seen an increase across the board with our annual contracts. Union negotiations will determine staff salaries, which we predict will rise as well. On the flip side, our revenue increased and we escaped the usual annual Headlee Rollback that reduces our millage rate fraction, both of which helps offset the rise in expenditures. We also made some budget-friendly organizational and purchasing changes which will be detailed here.

Following are brief summaries of FY2023-2024 budget requests for the Debt Service, Maintenance and General Fund Budgets.

REVENUE ASSUMPTIONS

Library district total taxable value (TV) increased \$169,501,068 to \$2,637,553,464 representing an overall TV increase of 6.87%, higher than last year's increase. Revenue from property taxes and Personal Property Tax reimbursement is projected to increase to a total of \$2,512,600 representing an increase of 6.38% from the current FY2022-2023 budgeted revenue of \$2,362,000. The prior year's increase was a lower 4.97%. There will be no Headlee reduction due to inflation, so our millage rate remains at .9523 mills. The tax rate for debt service millage will also remain .1150 mills.

In March 2018, a Michigan Tax Tribunal (MTT) case brought by Consumers Energy challenging Port Sheldon Township's property assessments for 2016 and 2017 was settled. The library joined Port Sheldon Township and other taxing authorities which receive tax funds from the Port Sheldon Consumers plant in challenging Consumers at the MTT. In the settlement the taxing authorities agreed to adjust the way Consumers property and equipment is taxed and to lower their assessments for 2016, 2017 and years going forward through 2022. Tax income from Port Sheldon Township is anticipated to increase by approximately 6.6% this year (up from 2.00% last year), from \$262,750 to \$280,000.

In addition, Consumers announced in July 2021 that the JH Campbell plant in Port Sheldon will stop producing electricity in 2025, well ahead of the previously announced closures in 2031 and 2040. Beginning in FY2023-2024, the library expected a reduction in property tax revenues from Port Sheldon Township based on the anticipated closure of the Campbell plant in 2025. This doesn't seem to be effecting LDL this budget year.

Penal fines collected from the County Court system and distributed by the County Treasurer are anticipated to increase by approximately 7.14% (from 3.70% last year), to total annual revenue of \$120,000.

State aid is revenue allocated by the Michigan legislature and distributed by the Library of Michigan to libraries meeting state requirements. This revenue is based on the library district's certified federal census population. In February 2022, the Library of Michigan certified the library district's service population from the 2020 census as 39,331, an increase of 10.67% or 3,791 from the 2010 census. This increase in population will result in an increase of state aid revenues. State aid revenues increased \$1,204 in FY2023-2024, from \$38,400 to \$39,604.

In early 2019, the library joined the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS), an investment pool of Michigan governmental entities. This "is a local government investment pool that emphasizes safety, liquidity, convenience, and competitive yield. Since 1991, Michigan CLASS has provided Michigan public agencies a safe and competitive investment alternative. Michigan CLASS invests only in instruments applicable to Michigan state laws governing investment options for local agencies." Interest income remains low and is budgeted at a conservative estimate of \$5,000 for FY2023-2024.

In December 2019, the library's Robbins Road property was sold to a local developer. Funds were deposited into Michigan CLASS and a transfer of \$72,490 from the proceeds is included as revenue to offset debt service bond payments from the library's General Fund. It is anticipated that this amount will be transferred from committed fund balance until May 2027 when the original 2007 construction bonds will be paid off.

Overall, library revenue will increase \$249,204 in FY2023-2024 over the previous FY.

DEBT SERVICE FUNDS

In 2017, the library's two building bonds, originally issued in 2007 to fund reconstruction and furnishings of the library, were refinanced. This lowered the interest rates on each bond saving taxpayers approximately \$500,000 over the remaining ten years of the bonds.

Debt Service A Fund is used to repay the 2017A bond which in FY2023-2024 will total \$258,200, of which \$230,000 is for principal and \$28,200 is for interest. This bond is paid for through a separate voted tax levy on property owners in the library's district. For FY2023-2024, the library anticipates maintaining the millage rate at .1150 to generate adequate funds to meet principal and interest payments and leave a projected fund balance at the end of FY2023-2024 of \$182,379.

Debt Service B Fund is used to repay the 2017B bond. This bond is repaid from the library's General Fund. The library is budgeting \$326,600 from General Fund to cover \$36,600 in interest and \$290,000 in principal payments. No funds are being appropriated from the Debt Service B fund balance which will have a small fund balance of \$82 at FY2023-2024 end.

MAINTENANCE FUND

The library building will be 14 years old on July 1, 2023. A number of building maintenance repairs have been identified and the library contracted with Wiss, Janney and Elstner, a large Architectural and Engineering firm, to prepare architectural drawings, solicit bids for repairs, and oversee projects. In FY2020-2021, bricks surrounding three windows in Local History were removed to allow for installation of insulation, flashing and other improvements to keep rain and snow out of the room. In FY2021-2022, window water diverters were installed on all exposed library windows, except for the curtain wall above the Fourth Street entrance, to prevent interior seepage. Resealing all windows and door frames around the building was completed in FY2022-2023. Some other minor repairs were made to equipment and the building. A transfer of \$80,000 from the Maintenance Fund to the General Fund is anticipated to pay for window resealing, replacement of an HVAC chiller unit, resealing and restriping of the Columbus parking lot, and other capital improvement projects. To date, most of those anticipated expenses were not realized. The budget funds will be carried over into FY2023-34 to cover preventative maintenance and projects recommended by Wiss, Janney and Elstner.

GENERAL FUND

This budget includes staffing levels necessary to provide excellent public service to our residents and visitors. In FY2021-2022, public service hours were increased to 52 hours per week. We are increasing hours to 56 hours per week for the 2023-24 fiscal year, and may add two to four more hours per week in Fall 2023.

A salary study was completed in May 2022 and the results were used to determine employee wages for FY2022-2023. As a result, overall employee wages and benefits increased 4.82% or \$73,362 in FY2022-2023, from \$1,523,528 to \$1,596,890. For FY2023-2024, we anticipate a 4% growth in salaries, but this will be determined through union negotiations. For budgeting purposes, we allocated \$1,846,400 toward overall employee wages and benefits, which is 59.72% of the total budget expenditures.

This budget maintains expenditures for books for Youth at \$18,000. Books for adults, fiction and non-fiction, are budgeted at \$46,500. We have budgeted \$27,970 for additional materials for adults and youth, e.g. CDs, DVDs, magazines, newspapers, etc.

In order to meet patron needs during the coronavirus pandemic, expenditures for electronic resources, books, movies, music, magazines, etc., were increased in FY2021-2022. As patrons continue to utilize these digital

materials, the library has maintained this increased budget for electronic resources in FY2022-2023. In addition to print materials detailed above, we have budgeted \$93,250 for electronic materials including OverDrive, Hoopla and Kanopy. Together with the \$12,085 budgeted for patron access to electronic databases, expenditures for electronically accessible materials and information are expected to continually increase to meet library patron needs.

As online digital usage grows, library staff have been creating more online content including updating the library's website, increased content and engagement on social media accounts (Facebook, TikTok, and Instagram) as well as sending monthly e-newsletters to subscribers. Our Community Engagement and Marketing Manager is promoting now on the radio, in the Tribune, and in the local neighborhood magazine. This proposed budget continues to maintain a physical mailer in Spring and Fall that is sent to all households in the library's service area. Expenses for printing and associated postage are budgeted at \$18,225.

This budget includes an appropriation from the General Fund balance of \$157,886. It is anticipated the unassigned General Fund Balance will be approximately 25.06% of FY2023-2024 General Fund expenses, or \$757,351 at July 1, 2023. (Note that Maintenance Fund transfers/expenses are excluded from this calculation). It is anticipated the FY2023-2024 budget will finish June 30, 2024, with an unassigned fund balance of \$634,756 and a total Fund Balance of \$1,109,156.

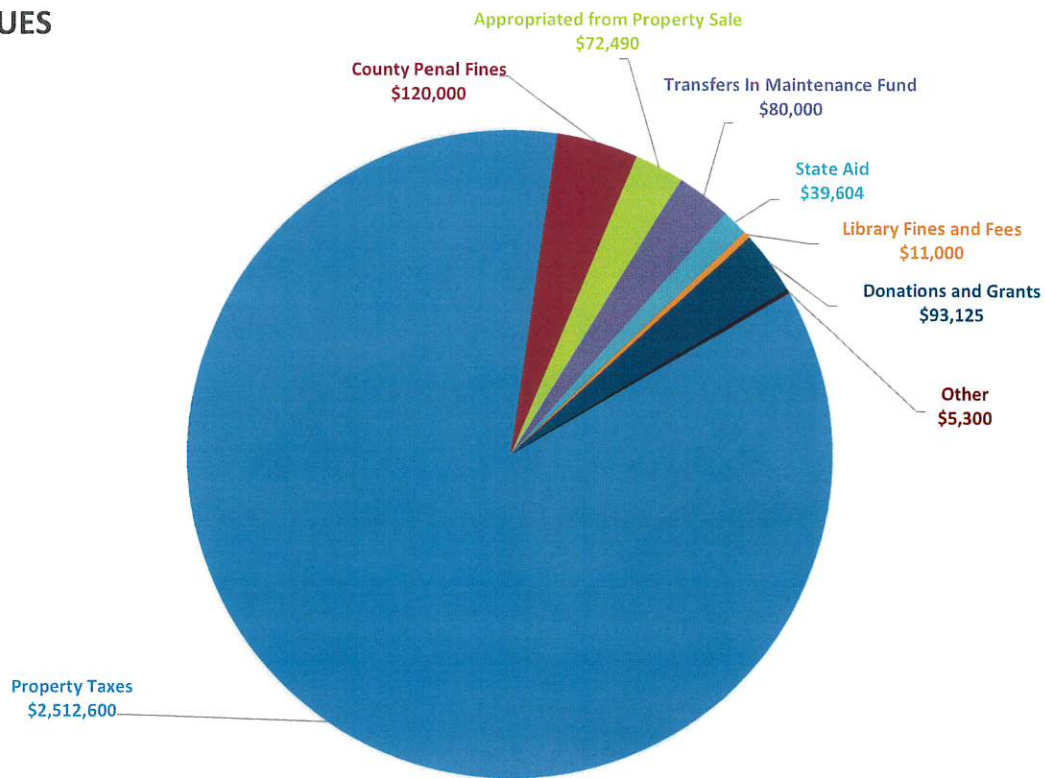
Library service in FY2023-2024 will need to be flexible, fluid, and open to change. We are remodeling the main floor area in adult services to add the "Brooks Media Center." This project is expected to cost \$70,000. Burton Brooks has donated approximately \$40,000 that will be used toward this project. Additionally, I have applied for a \$30,000 grant from the Grand Haven Area Community Foundation, which will fully cover the project costs. If we do not get the grant, we will use some of the Capital Improvements allocation. I anticipate this fiscal year will see many changes to library service and programming, including the further expansion of open public service hours in July 2023 and the start of Outreach Initiatives we would like to see. With this budget we have positioned the library to be adaptable and prepared to meet the challenges of satisfying the needs of our taxpayers and library users.

REQUESTED FY23/24 GENERAL FUND BUDGET SUMMARY

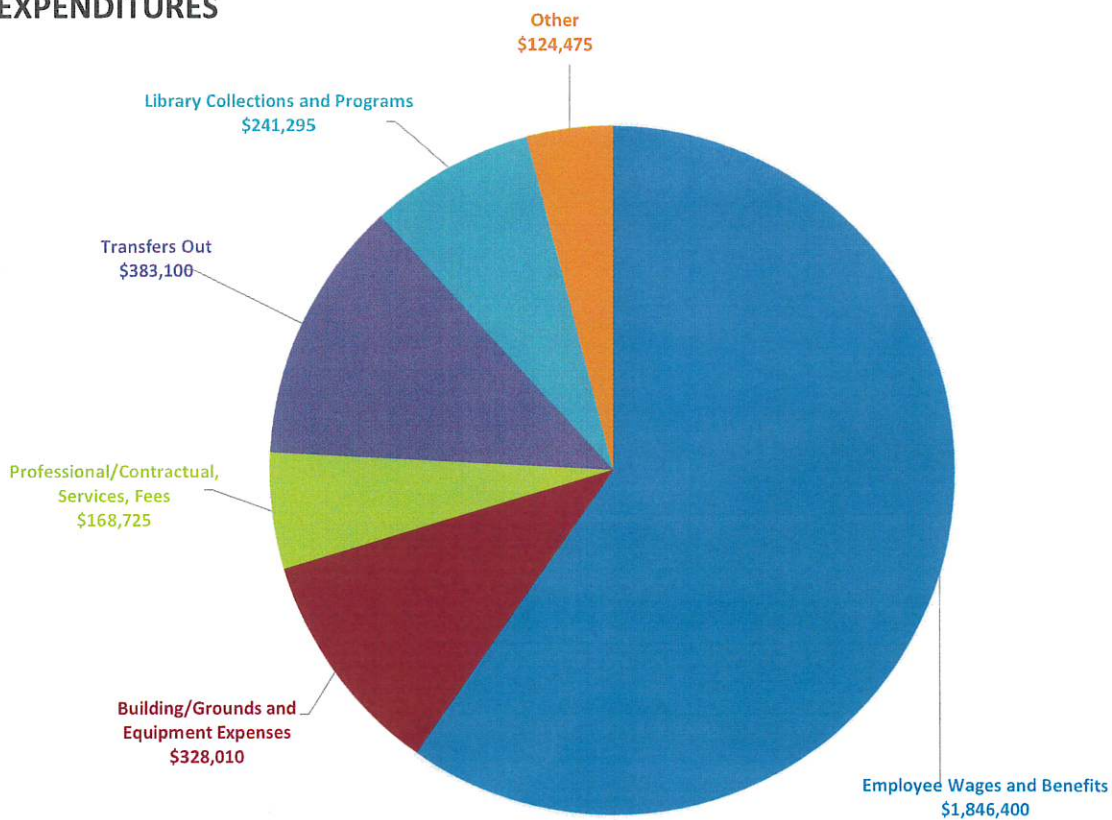
<u>REVENUES:</u>	Requested FY23-24	% of Total
Property Taxes	2,512,600	85.63%
County Penal Fines	120,000	4.09%
Appropriated from Property Sale	72,490	2.47%
Transfers In Maintenance Fund	80,000	2.73%
State Aid	39,604	1.35%
Library Fines and Fees	11,000	0.37%
Donations and Grants	93,125	3.17%
Other	5,300	0.18%
TOTAL REVENUES	2,934,119	100.00%

<u>EXPENDITURES:</u>	Requested FY23-24	% of Total
Employee Wages and Benefits	1,846,400	59.72%
Building/Grounds and Equipment Expenses	328,010	10.61%
Professional/Contractual, Services, Fees	168,725	5.46%
Transfers Out	383,100	12.39%
Library Collections and Programs	241,295	7.80%
Other	124,475	4.03%
TOTAL EXPENDITURES	3,092,005	100.00%

REVENUES



EXPENDITURES



COMMENTS ON REQUESTED FY23/24 FUND BUDGETS

GENERAL FUND:

Revenues:

- Library's taxable value (TV) increased \$169,501,068 (6.87%) to \$2,637,553,464. In 2022, TV increased \$144,751,738 (6.23%).
- Property tax revenue is projected to increase \$150,600 (6.38%) to \$2,512,600. The total includes the State of Michigan's reimbursement for personal property tax.
- County penal fines are projected to increase to \$120,000 (7.14%).
- Fines & penalties for library materials are projected to decrease \$200 (-3.85%).
- Transfer from Maintenance Fund is projected to remain the same at \$80,000.
- Appropriation from sale of Robbins Road property is projected to remain the same at \$72,490.
- State aid to libraries is projected to increase \$1,204 to \$39,604 (3.14%).
- Donations to the library is projected to increase \$27,000 (167.44%).
- Total revenues are projected to increase \$249,204 (9.24%).

Expenditures:

- Employee wages and benefits are projected to increase \$245,610 (15.38%) due to increases in staffing (including hiring custodial staff), wages, required Defined Benefit contributions, and overall higher benefit expense costs.
- Building/Grounds and equipment expenses are projected to decrease \$75,650 (-18.74%) due to hiring custodial staff and fewer capital, equipment and maintenance projects.
- Library collections and programs are projected to decrease \$52,040 (-17.74%) due to reorganization of library operations, functions, and programming as well as digital materials expenses.
- Transfers to the Debt Service Fund are projected to decrease \$3,550 (-1.08%) in accordance with the bond repayment schedule.
- Other expenses are projected to decrease \$101,145 (-81.26) due to decreases in operating materials and supplies, employment-related expenses, telephone and internet charges, and operation efficiencies.
- Total operating expenses decreased \$103,771 (-7.67%).

Fund Balance:

- The target minimum Unassigned Fund Balance is 25% of estimated expenses. (Note that Maintenance Fund transfers/expenses are excluded from this calculation). It is projected the Unassigned Fund Balance will be approximately 25.06% of proposed FY2023-24 General Fund expenses, or \$757,351, at July 1, 2023.
- It is projected the Unassigned Fund Balance will decrease by \$122,595 to \$634,756 at June 30, 2024.
- Total General Fund Fund Balance is projected to decrease by \$157,886 to \$1,109,156 at June 30, 2024.

MAINTENANCE FUND:

- Revenue: Projected to equal interest earned.
- Expenses: A transfer to the General Fund will pay for building maintenance and capital expenses.
- Fund Balance: Projected to decrease by \$70,000 to (estimate) \$794,338 at June 30, 2024.

DEBT SERVICE A FUND:

- Revenue: Tax revenue raised by levying .1150 mill property tax is projected to be \$297,515. Also, a portion of the State PPT Reimbursement is allocated to Debt Service A Fund, projected at \$7,000.
- Expenses: Scheduled principal (\$230,000) and interest (\$28,200) payments on Building Project bonds.
- Fund Balance: Projected to increase by \$39,315 to (estimate) \$182,379 at June 30, 2024 due to estimated tax revenue, State PPT Reimbursement, IFT, miscellaneous taxes, and interest income.

DEBT SERVICE B FUND:

- Revenue: \$326,600 is projected to be transferred in from the General Fund to pay the Debt Service B bond payments.
- Expenses: Scheduled principal (\$290,000) and interest (\$36,600) payments on Building Project bonds.
- Fund Balance: No change in fund balance. Projected fund balance of \$82 at June 30, 2024.

PROPOSED PROPERTY TAX MILLAGES:

- General Fund: Operating millage----- .9523 mills
- Debt Service Fund: Debt service millage----- .1150 mill

Fund balances will be at adequate levels at June 30, 2024.

The proposed requested FY2023-24 General Fund budget allows Loutit District Library to deliver to our patrons the library services they expect and support.

All fund comments are based on comparison of the proposed FY2022-23 amended General Fund budget to be adopted at the Library Board of Trustees meeting on June 13, 2023; proposed FY2022-23 amended Maintenance Fund budget to be adopted at the Library Board of Trustees meeting on June 13, 2023, and proposed FY2022-23 Debt A and Debt B budgets as compared to the requested FY2023-24 budget.

LOUTIT DISTRICT LIBRARY (LDL) BACKGROUND

- LDL is a district library established on February 24, 1999 in accordance with Act 24 of 1989 Public Acts of Michigan.
- LDL serves the residents of the City of Grand Haven, City of Ferrysburg, Grand Haven Charter Township, Robinson Township, and that part of Port Sheldon Township which is in the Grand Haven Area Public School District.
- LDL serves a population of 39,331 as certified by the 2020 federal Census, covering an area of 81.18 square miles.
- In addition to serving the residents of our district, LDL is open to the public wherever they live.
- LDL is classified by the Library of Michigan as a Class V Library. Class V libraries serve populations from 26,000 to 49,999.
- LDL is a member of the Lakeland Library Cooperative (LLC) which has offices in Grand Rapids. LLC has 42 member libraries, serving a total combined population of 1,399,372 in eight West Michigan counties. Services provided by LLC to LDL include online catalog support, interlibrary loans, delivery of materials between LLC libraries, data lines for access to the integrated library system, IT and wide area network VPN support, continuing education and training opportunities, and other services. LLC receives revenue directly from the State and the balance of its revenue from fees charged to member libraries.
- The District Library Agreement under which LDL was established provides for LDL to make certain annual payments to Spring Lake District Library and Zeeland Public Library.

LOUTIT DISTRICT LIBRARY OPERATING STATISTICS

Open hours:

- 52 hours per week starting July 5, 2023

Monday – Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday -- Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 6:00 p.m.
Sunday	CLOSED

Number of employees:

- Full-time: 15
- Part-time: 18
- Total: 33
- Full-time equivalents (FTEs): 24

Building and Grounds:

- 50,000 square-foot building opened July 1, 2009
- 92 on-site parking spaces (34 in parking garage and 58 in surface lot)
- 1.72 acres total campus at 407 Columbus Avenue
- \$7.9 million in building, land, collections, furniture, and equipment (net of depreciation) at June 30, 2022

Usage Statistics

	FY 2021/22
Cardholders Active 2021-22	11,208
Patron visits	76,011
Physical Items circulated	232,919
Number of Electronic Items Circulated	114,360
Total Circulation	347,279
Adult programs and classes attendance	3,245
Children programs attendance	2,314
Teen programs attendance	218
Computer usage	4,801
Patron Wireless Sessions	20,003
Patron Assistance	51,572

Loutit District Library
 FY2023/24
 Budget Overview

NEW GL NUMBER	OLD ACCT #			Actual	Actual	Original	Projected	Requested	% Change (+/-)
				20-21	21-22	Budget 22-23	Budget 22-23	Budget 23-24	
	040.101	OPERATING REVENUE							
271-040-402.01	402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	PT	836,480	872,577	919,000	921,250	982,000	6.59%
271-040-402.02	402.02	CURRENT PROPERTY TAX - ROBINSON TWP	PT	260,401	271,004	288,200	288,000	307,000	6.60%
271-040-402.04	402.04	CURRENT PROPERTY TAX - PORT SHELTON	PT	275,833	260,736	266,400	262,750	280,000	6.57%
271-040-402.05	402.05	CURRENT PROPERTY TAX - FERRYSBURG	PT	189,960	196,903	207,300	206,300	220,000	6.64%
271-040-402.06	402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	PT	570,098	581,762	616,300	617,900	659,000	6.65%
271-040-403.03	403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	PT	53,671	60,686	60,000	57,575	60,000	4.21%
271-040-412.00	403.00	DELINQUENT PERSONAL PROPERTY TAX	PT	1,138	692	500	300	200	-33.33%
271-040-414.00		PROPERTY TAX ADJUSTMENTS	PT	0	0	0	0	0	#DIV/0!
271-040-437.00	403.01	IFT - INDUSTRIAL FACILITY TAX	PT	4,088	3,797	3,300	2,550	3,400	33.33%
271-040-445.00	403.02	PENALTY & INTEREST ON TAXES	PT	1,105	1,035	1,000	830	1,000	20.48%
271-040-528.00		FEDERAL GRANTS	DG				0		
271-040-528.10		FEDERAL GRANTS - IMLS	DG				0		
271-040-528.20		FEDERAL GRANTS - IMLS TECHNOLOGY	DG				0		
271-040-541.00		STATE GRANTS	DG				0		
271-040-544.00	544.01	STATE AID - LIBRARY	SA	15,412	19,327	19,200	19,200	19,802	3.14%
271-040-544.01	544.00	STATE AID - LIBRARY COOP SERVICE	SA	15,412	19,328	19,200	19,200	19,802	3.14%
271-040-585.00	675.04	LOCAL GRANTS	DG	27,650	13,649	15,000	22,025	15,000	-31.90%
271-040-585.01		LOCAL GRANTS - GHACF	DG				0	35,000	
271-040-629.00	650.00	MISCELLANEOUS INCOME	O	252	2,626	300	690	300	-56.52%
271-040-645.00	649.90	PRINTING & FAX	LFF	2,753	6,384	6,000	6,375	6,000	-5.88%
271-040-658.00	655.00	PENAL FINES	CPF	109,628	116,153	112,000	120,000	120,000	0.00%
271-040-659.00	657.00	FINES & PENALTIES - LIBRARY MATERIALS	LFF	5,153	5,811	5,000	5,200	5,000	-3.85%
271-040-665.00	665.00	INTEREST INCOME	O	2,678	2,020	5,000	37,000	5,000	-86.49%
271-040-666.00		DIVIDENDS	O				250		
271-040-673.01	673.01	SALE OF ASSETS	O	0	831	150	0	0	#DIV/0!
271-040-675.00	675.03	DONATIONS TO LIBRARY	DG	13,379	40,820	40,000	13,000	40,000	207.69%
271-040-674.01		FRIENDS - ASSIGNED DONATIONS	DG				50	50	
271-040-674.02		FRIENDS - UNASSIGNED DONATIONS	DG				750	750	
271-040-674.03		ASSIGNED DONATIONS	DG				1,750	1,750	
271-040-674.04		UNASSIGNED DONATIONS	DG				400	400	
271-040-674.05		OWED TO FRIENDS DONATIONS	DG				25	25	
271-040-674.06		ENVISIONWARE DONATIONS	DG				150	150	
271-040-699.06	699.06	TRANSFERS IN BOARD COMMITTED ROBBINS RD PROCEEDS	APS	0	0	72,490	72,490	72,490	0.00%
271-040-699.19	699.04	TRANSFERS IN MAINTENANCE FUND	TI	77,515	61,153	80,000	8,905	80,000	798.37%
	Total 040.101	TOTAL OPERATING REVENUE		<u>2,462,607</u>	<u>2,537,294</u>	<u>2,736,340</u>	<u>2,684,915</u>	<u>2,934,119</u>	<u>9.28%</u>
		Total Operating Revenue		<u>2,462,607</u>	<u>2,537,294</u>	<u>2,736,340</u>	<u>2,684,915</u>	<u>2,934,119</u>	<u>9.28%</u>
		SALARIES/BENEFITS & OPERATING EXPENDITURES							
	101.790	EMPLOYEE SALARIES							
	701.000	SALARIES & WAGES							
271-790-702.00	702.00	FULL TIME WAGES	WB	777,502	827,466	781,900	735,000	910,000	23.81%
271-790-703.00	703.00	PART TIME WAGES	WB	214,084	259,446	423,425	410,000	436,000	6.34%
271-790-704.00	704.00	OVERTIME	WB	0	547	500	0	0	#DIV/0!
271-790-705.00	705.00	MERIT PAY	WB	0	11,235	0	0	0	n/a
	Total 701.000	TOTAL EMPLOYEE SALARIES		<u>991,586</u>	<u>1,098,693</u>	<u>1,205,825</u>	<u>1,145,000</u>	<u>1,346,000</u>	<u>17.55%</u>
		EMPLOYEE BENEFITS							
271-790-706.00	706.00	VACATION PAY	WB	0	0	0	20,000	20,000	0.00%
271-790-707.00	707.00	SICK PAY	WB	4,730	57,445	5,200	60,000	20,000	-66.67%
271-790-708.00		HEALTH INSURANCE OPT OUT	WB	0	0	0	540	1,500	177.78%
271-790-709.00	709.00	EMPLOYEE ASSISTANCE	WB	594	648	1,100	750	14,500	1833.33%
271-790-711.00	711.00	HEALTH INSURANCE ER	WB	108,683	118,369	114,060	105,000	118,500	12.86%
271-790-711.01	711.01	VISION INSURANCE ER	WB	1,830	2,095	2,065	1,600	2,000	25.00%
271-790-711.03	711.03	HSA PRETAX ER	WB				5,500	12,500	127.27%
271-790-712.00	712.00	DENTAL INSURANCE ER	WB	12,156	12,293	12,165	11,500	15,000	30.43%
271-790-713.00	710.50	LIFE AND DISABILITY INSURANCE ER	WB	2,670	2,461	2,600	3,200	3,500	9.38%
271-790-714.00	714.00	WORKERS COMP INSURANCE ER	WB	2,017	2,017	2,100	2,300	2,500	8.70%
271-790-716.00	716.00	MERS DB PENSION ER	WB	75,085	122,918	146,000	131,000	146,500	11.83%
271-790-716.01	716.03	MERS 401A DC ER	WB	10,244	10,621	2,000	11,500	20,500	78.26%
271-790-716.02	716.02	MERS 457 ER	WB	11,201	11,673	15,650	10,500	15,500	47.62%
271-790-717.00	717.00	FICA ER	WB	74,472	84,295	93,000	88,500	104,000	17.51%
	Total 706.000	TOTAL EMPLOYEE BENEFITS		<u>303,682</u>	<u>424,835</u>	<u>395,940</u>	<u>451,890</u>	<u>496,500</u>	<u>9.87%</u>
		TOTAL SALARIES/BENEFITS EXPENDITURES		<u>1,295,268</u>	<u>1,523,528</u>	<u>1,601,765</u>	<u>1,596,890</u>	<u>1,842,500</u>	<u>15.38%</u>

Loutit District Library
FY2023/24
Budget Overview

NEW GL NUMBER	OLD ACCT #					Original	Projected	Requested	% Change (+/-)
				Actual 20-21	Actual 21-22	Budget 22-23	Budget 22-23	Budget 23-24	
	721.000	OPERATING EXPENDITURES							
271-790-741.00		LIBRARY DONATIONS EXPENSE	LCP	8,132	12,615	40,000	5,000	0	-100.00%
271-790-741.01	743.50	FRIENDS ASSIGNED DONATIONS EXPENSE	LCP				500	500	0.00%
271-790-741.02		ASSIGNED DONATIONS EXPENSE	LCP				5,950	0	-100.00%
271-790-741.03		UNASSIGNED DONATIONS EXPENSE	LCP				150	0	-100.00%
271-790-741.03		FRIENDS UNASSIGNED DONATIONS EXPENSE	LCP				700	0	-100.00%
271-790-741.50	743.52	LIBRARY DONATIONS GRANTS EXPENSE	LCP	22,966	15,823	15,000	500	15,000	2900.00%
271-790-742.00	743.06	ELECTRONIC DATABASES	LCP	19,920	21,050	19,885	19,885	12,085	-39.23%
271-790-743.10	743.03	BOOKS ADULT FICTION	LCP	27,500	26,713	28,500	28,500	28,500	0.00%
271-790-743.20	743.00	BOOKS ADULT NON FICTION	LCP	19,294	20,000	20,000	20,000	18,000	-10.00%
271-790-743.30	743.01	BOOKS YOUTH	LCP	16,926	17,902	18,000	16,000	18,000	12.50%
271-790-743.40	743.02	BOOKS REFERENCE	LCP	1,137	2,500	3,000	500	0	-100.00%
271-790-743.41		GENERAL REFERENCE	LCP				800	675	-15.63%
271-790-743.42		GENEALOGY REFERENCE	LCP				900	675	-25.00%
271-790-743.43		PROFESSIONAL COLLECTION	LCP				30	650	2066.67%
271-790-744.03		VIDEO GAMES	LCP				0	1,250	
271-790-744.10	749.00	AUDIOBOOKS	LCP	10,647	11,000	0	250	0	-100.00%
271-790-744.11		ADULT AUDIOBOOKS	LCP			9,250	9,200	8,000	-13.04%
271-790-744.12		YOUTH AUDIOBOOKS	LCP			1,750	1,000	500	-50.00%
271-790-744.20	744.00	MUSIC	LCP	1,200	1,125	1,200	100	1,200	1100.00%
271-790-744.30	746.00	VIDEOS	LCP	11,360	11,258	0	10,500	0	-100.00%
271-790-744.31		FEATURE FILMS	LCP			5,000	0	5,000	#DIV/0!
271-790-744.32		DOCUMENTARY FILMS	LCP			2,300	0	2,300	#DIV/0!
271-790-744.33		CHILDREN'S FILMS	LCP			1,500	0	1,500	#DIV/0!
271-790-744.34		TV SERIES	LCP			2,700	0	2,700	#DIV/0!
271-790-745.00	743.07	ELECTRONIC MATERIALS	LCP	75,033	87,354	0	6,500	0	-100.00%
271-790-745.01		OVERDRIVE EBOOKS & AUDIOBOOKS	LCP			27,800	27,800	27,800	0.00%
271-790-745.02		OVERDRIVE ADVANTAGE (FOR LDL PATRONS)	LCP			36,000	30,000	36,000	20.00%
271-790-745.03		OVERDRIVE MAGAZINES	LCP			3,450	3,450	3,450	0.00%
271-790-745.04		HOOPLA EBOOKS, EAUDIOBOOKS, MUSIC, VIDEO	LCP			20,000	31,000	20,000	-35.48%
271-790-745.05		KANOPY VIDEOS (STREAMING MEDIA)	LCP			6,000	4,500	6,000	33.33%
271-790-746.00	745.00	PERIODICALS & SUBSCRIPTIONS	LCP	5,648	4,337	0	0	0	#DIV/0!
271-790-746.01		NEWSPAPERS, FINANCIAL JOURNALS	LCP			2,950	4,500	2,950	-34.44%
271-790-746.02		MAGAZINE SERVICE	LCP			3,500	2,500	3,000	20.00%
271-790-746.03		CONSUMER'S REPORT	LCP			50	60	60	0.00%
271-790-747.00		LIBRARY OF THINGS	LCP			0	0	0	#DIV/0!
271-790-748.00		PROGRAMMING	LCP						
271-790-748.10	743.55	ADULT PROGRAMMING	LCP	5,177	5,280	5,000	5,500	5,000	-9.09%
271-790-748.20	743.51	YOUTH PROGRAMMING	LCP	4,189	6,500	5,000	3,500	5,000	42.86%
271-790-748.30	743.56	LIBRARY-WIDE PROGRAMMING	LCP	0	0	14,000	6,350	5,000	-21.26%
271-790-748.40		SUMMER READING PROGRAMMING	LCP			0	9,000	9,000	0.00%
271-790-748.50		GENEALOGY PROGRAMMING	LCP			1,500	0	1,500	#DIV/0!
271-790-749.00	755.02	COLLECTION MAINTENANCE & SUPPLIES	O	3,860	5,000	6,500	6,000	6,500	8.33%
271-790-749.01		ARCHIVAL SUPPLIES	O	0	0	0	0	0	#DIV/0!
271-790-750.00	750.00	OPERATING MATERIALS, COSTS & SUPPLIES	O	21,531	20,873	17,975	26,075	17,975	-31.06%
271-790-751.10		TECHNOLOGY SOFTWARE	O			600	0	0	#DIV/0!
271-790-751.11		OPERATING SOFTWARE & SUBSCRIPTIONS	O			8,825	12,900	18,035	39.81%
271-790-751.12		LIBRARY SOFTWARE & SUBSCRIPTIONS	O			1,300	1,800	1,900	5.56%
271-790-751.20		TECHNOLOGY EQUIPMENT	O			25,300	10,000	10,000	0.00%
271-790-751.30		TECHNOLOGY MISCELLANEOUS	O			1,000	0	500	#DIV/0!
271-790-751.31		TECHNOLOGY SERVICE & MAINTENANCE	O			2,500	1,575	3,475	120.63%
271-790-801.00	730.00	PROFESSIONAL/CONTRACTUAL	PCSF	6,334	21,742	2,100	45,000	6,300	-86.00%
271-790-801.01	730.02	PROF/CONT - LAKELAND LIBRARY COOP	PCSF	24,268	24,360	29,200	22,000	30,000	36.36%
271-790-801.02		PROF/CONT - IT SERVICE & SUPPORT	PCSF			50,000	56,000	56,000	0.00%
271-790-801.03		PROF/CONT - SERVICE CONTRACTS	PCSF			9,375	40,150	57,675	43.65%
271-790-803.00	730.04	EMPLOYMENT RELATED EXPENSES	O	6,118	7,500	375	8,000	500	-93.75%
271-790-804.00	730.94	CUSTODIAL SERVICE & SUPPLIES	BGE	49,685	54,420	60,200	60,200	4,000	-93.36%
271-790-805.00	730.92	BUILDING & GROUNDS	BGE	61,814	71,774	5,000	40,000	0	-100.00%
271-790-805.01		BUILDING & GROUNDS MAINTENANCE	BGE			26,010	26,010	26,010	0.00%
271-790-805.02		BUILDING & GROUNDS EQUIPMENT & SUPPLIES	BGE			2,000	1,500	2,000	33.33%
271-790-805.03		BUILDING & GROUNDS SERVICE CONTRACTS	BGE			36,000	36,000	36,000	0.00%
271-790-806.00	956.01	BANK AND CREDIT CARD FEES	PCSF	1,327	960	2,250	1,750	2,250	28.57%
271-790-807.00	733.00	AUDITING & ACCOUNTING SERVICES	PCSF	6,900	7,150	7,400	8,125	9,000	10.77%
271-790-808.00	731.00	LEGAL FEES	PCSF	3,822	3,812	5,500	19,000	7,500	-60.53%
271-790-810.00		TRASH SERVICES	BGE			2,500	3,500	3,500	0.00%
271-790-850.00	811.00	TELEPHONE	O	1,335	1,200	1,200	5,000	1,200	-76.00%
271-790-850.01	712.50	CELL PHONE REIMBURSEMENT	WB	4,680	3,800	0	3,900	3,900	0.00%
271-790-852.00	812.00	INTERNET	O	1,149	1,050	1,400	13,400	7,400	-44.78%
271-790-860.00	860.00	TRANSPORTATION, LODGING & MEALS	O	176	470	5,500	3,000	5,500	83.33%
271-790-900.00	790.00	PRINTING, MARKETING & PROMOTIONS	O	7,421	7,775	9,725	9,725	9,725	0.00%
	730.93	UTILITY COSTS (OLD)	BGE	85,743	104,109				#DIV/0!
271-790-920.00		ELECTRICITY	BGE			75,000	75,000	75,000	0.00%
271-790-921.00		NATURAL GAS	BGE			17,500	17,000	19,000	11.76%
271-790-922.00		WATER & SEWER	BGE			7,500	7,500	7,500	0.00%
271-790-924.00	820.00	POSTAGE	O	7,746	7,965	8,500	5,000	8,500	70.00%
271-790-930.00	933.00	EQUIPMENT MAINTENANCE	BGE	50,072	50,822	55,900	5,000	10,000	100.00%
271-790-956.00	956.00	MISCELLANEOUS	O	3,532	4,339	500	6,000	500	-91.67%
271-790-957.00	870.00	PROFESSIONAL DEVELOPMENT	O	6,347	6,000	13,000	5,000	10,000	100.00%

Loutit District Library
 FY2023/24
 Budget Overview

NEW GL NUMBER	OLD ACCT #			Actual	Actual	Original	Projected	Requested	% Change (+/-)
				20-21	21-22	Budget 22-23	Budget 22-23	Budget 23-24	
271-790-958.00	785.00	MEMBERSHIPS, DUES, SUBSCRIPTIONS	O	5,774	5,950	0	6,000	0	-100.00%
271-790-958.01		PROFESSIONAL ORGANIZATIONS	O			4,565	50	4,565	9030.00%
271-790-958.02		LOCAL MEMBERSHIPS	O			2,450	1,000	2,450	145.00%
271-790-958.03		GENEALOGY	O			250	0	250	#DIV/0!
271-790-958.04		PROFESSIONAL BOOKS & PERIODICALS	O			0	0	0	#DIV/0!
271-790-960.00	960.00	PROPERTY TAX ADJUSTMENTS	O	251	545	2,000	100	2,000	1900.00%
271-790-965.00	910.00	PROPERTY/LIABILITY INSURANCE	O	13,360	13,909	13,150	13,325	13,500	1.31%
271-790-971.00	970.10	CAPITAL IMPROVEMENTS	BGE	77,711	46,480	80,000	90,000	145,000	61.11%
271-790-971.01	970.00	FURNITURE & EQUIPMENT	BGE	30,953	33,853	25,300	20,000	0	-100.00%
271-790-980.00	964.00	FINES TRANSFER OUT	TO	483	477	1,000	1,000	1,000	0.00%
271-790-995.01	965.01	TRANSFERS OUT SPRING LAKE LIBRARY	TO	10,638	10,185	12,300	12,000	12,000	0.00%
271-790-995.02	965.02	TRANSFERS OUT ZEELAND LIBRARY	TO	40,169	41,960	41,500	43,416	43,500	0.19%
271-790-995.05	965.05	TRANSFERS OUT DEBT SERVICE FUND	TO	326,250	323,250	330,150	330,150	326,600	-1.08%
Total 721.000 TOTAL OPERATING EXPENDITURES				1,088,577	1,125,186	1,303,635	1,353,276	1,249,505	-7.67%
TOTAL SALARIES/BENEFITS & OPERATING EXPENDITURES				2,383,844	2,648,714	2,905,400	2,950,166	3,092,005	4.81%
Revenue Over (Under) Expenditures				78,762	(111,420)	(169,060)	(265,251)	(157,886)	
Beginning Fund Balance				1,564,951	1,643,713	1,532,293	1,532,293	1,267,042	
Ending Fund Balance				1,643,713	1,532,293	1,363,233	1,267,042	1,109,156	

Loutit District Library
GENERAL FUND
FY2023/24

Fund Balance Overview

Unassigned Fund Balance June 30, 2020	\$ 914,532
Committed Fund Balance June 30, 2020	\$ 548,681
Fund Balance June 30, 2020	<u>\$ 1,463,213</u>
20/21 Revenues Over (Under) Expenditures	\$ 78,760
Audit Adjustment : Penal Fine Recognition	\$ 101,739
Less: Assigned/Committed Fund Balance Expended in CY	\$ -
Less: Committed Fund Balance Robbins Road	\$ (434,940)
Less: Committed Fund Balance Robbins Road - Interest	\$ (4,153)
Less: Assigned Fund Balances & Prepaid Expenses	\$ (94,815)
Unassigned 20/21 Revenues Over (Under) Expenditures	<u>\$ (353,409)</u>
Unassigned Fund Balance June 30, 2021	\$ 1,109,805
Committed Fund Balance June 30, 2021	\$ 533,907
Total Fund Balance June 30, 2021	<u>\$ 1,643,713</u>
21/22 Revenues over Expenditures	\$ (111,420)
Less: Assigned/Committed Fund Balance Expended in CY	\$ (124,340)
Less: Committed Fund Balance Robbins Road	\$ (366,603)
Less: Committed Fund Balance Robbins Road - Interest	\$ (1,004)
Less: Assigned Fund Balances & Prepaid Expenses	\$ (26,504)
Unassigned 21/22 Revenues Over (Under) Expenditures	<u>\$ (629,871)</u>
Unassigned Fund Balance June 30, 2022	\$ 1,013,842
Committed Fund Balance June 30, 2022	\$ 518,451
Total Fund Balance June 30, 2022	<u>\$ 1,532,293</u>
Est. 22/23 Revenues Over (Under) Expenditures	\$ (265,251)
Less: Est. Assigned/Committed Fund Balance Expended in CY	\$ (182,070)
Less: Est. Committed Fund Balance Robbins Road	\$ (307,965)
Less: Est. Committed Fund Balance Robbins Road - Interest	\$ -
Less: Est. Assigned Fund Balances & Prepaid Expenses	\$ (19,656)
Est. Unassigned 22/23 Revenues Over (Under) Expenditures	<u>\$ (774,942)</u>
Est. Unassigned Fund Balance June 30, 2023	\$ 757,351
Est. Committed Fund Balance June 30, 2023	\$ 509,691
Est. Total Fund Balance June 30, 2023	<u>\$ 1,267,042</u>
Est. 23/24 Revenues Over (Under) Expenditures	\$ (157,886)
Less: Est. Assigned/Committed Fund Balance Expended in CY	\$ (150,000)
Less: Est. Committed Fund Balance Robbins Road	\$ (309,400)
Less: Est. Committed Fund Balance Robbins Road - Interest	\$ -
Less: Est. Assigned Fund Balances & Prepaid Expenses	\$ (15,000)
Est. Unassigned 22/23 Revenues Over (Under) Expenditures	<u>\$ (632,286)</u>
Est. Unassigned Fund Balance June 30, 2024	\$ 634,756
Est. Committed Fund Balance June 30, 2024	\$ 474,400
Est. Total Fund Balance June 30, 2024	<u>\$ 1,109,156</u>

Fund Balance as % of Expenditures 25% Goal

NOTE: Any expected expenditures from the Maintenance Fund are excluded from calculation to more accurately reflect expenditures solely from the General Fund.

Unassigned Fund Balance June 30, 2020	\$ 914,532
2020/21 Expenditures	\$ 2,383,845
Less: Maintenance Fund Transfer	\$ (77,515)
Net General Fund Expenditures	<u>\$ 2,306,330</u>

2020/21 Ratio 39.65%

Unassigned Fund Balance June 30, 2021	\$ 1,109,805
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Est. 2021/22 Expenditures	\$ 2,648,714
Less: Est. Maintenance Fund Transfer	\$ (61,153)
Net General Fund Expenditures	<u>\$ 2,587,561</u>

2021/22 Ratio 42.89%

Est. Unassigned Fund Balance June 30, 2022	\$ 1,013,842
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Est. 2022/23 Expenditures	\$ 2,992,896
Less: Est. Maintenance Fund Transfer	\$ (8,905)
Net General Fund Expenditures	<u>\$ 2,983,991</u>

Est. 2022/23 Ratio 33.98%

Est. Unassigned Fund Balance June 30, 2023	\$ 757,351
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Est. 2023/24 Expenditures	\$ 3,102,005
Less: Est. Maintenance Fund Transfer	\$ (80,000)
Net General Fund Expenditures	<u>\$ 3,022,005</u>

Est. 2023/24 Ratio 25.06%

Loutit District Library
FY2023/24

Revenues

OPERATING REVENUES			Original Budget	Projected Budget	Requested Budget
NEW GL NUMBER	OLD ACCT		July '22 - June '23	July '22 - June '23	July '23 - June '24
271-040-402.01	402.01	CURRENT PROPERTY TAX - GRAND HAVEN TWP	919,000	921,250	982,000
271-040-402.02	402.02	CURRENT PROPERTY TAX - ROBINSON TWP	288,200	288,000	307,000
271-040-402.04	402.04	CURRENT PROPERTY TAX - PORT SHELTON	266,400	262,750	280,000
271-040-402.05	402.05	CURRENT PROPERTY TAX - FERRYSBURG	207,300	206,300	220,000
271-040-402.06	402.06	CURRENT PROPERTY TAX - GRAND HAVEN CITY	616,300	617,900	659,000
271-040-403.03	403.03	PERSONAL PROP TAX STATE REIMBURSEMENT	60,000	57,575	60,000
271-040-412.00	403.00	DELINQUENT PERSONAL PROPERTY TAX	500	300	200
271-040-414.00		PROPERTY TAX ADJUSTMENTS		0	
271-040-437.00	403.01	IFT - INDUSTRIAL FACILITY TAX	3,300	2,550	3,400
271-040-445.00	403.02	PENALTY & INTEREST ON TAXES	1,000	830	1,000
271-040-528.00		FEDERAL GRANTS		0	
271-040-528.10		FEDERAL GRANTS - IMLS		0	
271-040-528.20		FEDERAL GRANTS - IMLS TECHNOLOGY		0	
271-040-541.00		STATE GRANTS		0	
271-040-544.00	544.01	STATE AID - LIBRARY	19,200	19,200	19,802
271-040-544.01	544.00	STATE AID - LIBRARY COOP SERVICE	19,200	19,200	19,802
271-040-585.00	675.04	LOCAL GRANTS	15,000	22,025	15,000
271-040-585.01		LOCAL GRANTS - GHACF		0	35,000
271-040-629.00	650.00	MISCELLANEOUS INCOME	300	690	300
271-040-645.00	649.90	PRINTING & FAX	6,000	6,375	6,000
271-040-658.00	655.00	PENAL FINES	112,000	120,000	120,000
271-040-659.00	657.00	FINES & PENALTIES - LIBRARY MATERIALS	5,000	5,200	5,000
271-040-665.00	665.00	INTEREST INCOME	5,000	37,000	5,000
271-040-666.00		DIVIDENDS		250	
271-040-673.01	673.01	SALE OF ASSETS	150	0	0
271-040-674.00	675.03	DONATIONS TO LIBRARY	40,000	13,000	40,000
271-040-674.01		FRIENDS - ASSIGNED DONATIONS		50	50
271-040-674.02		FRIENDS - UNASSIGNED DONATIONS		750	750
271-040-674.03		ASSIGNED DONATIONS		1,750	1,750
271-040-674.04		UNASSIGNED DONATIONS		400	400
271-040-674.05		OWED TO FRIENDS DONATIONS		25	25
271-040-674.06		ENVISIONWARE DONATIONS		150	150
271-040-699.06	699.06	TRANSFERS IN BOARD COMMITTED ROBBINS RD PRC	72,490	72,490	72,490
271-040-699.19	699.04	TRANSFERS IN MAINTENANCE FUND	80,000	8,905	80,000
040.101		TOTAL OPERATING REVENUES	2,736,340	2,684,915	2,934,119
		Total Operating Revenues	2,736,340	2,684,915	2,934,119

DEBT SERVICE A FUND

371-040-402.01	402.07	CURRENT PROPERTY TAX - GRAND HAVEN TWP	111,100	111,200	115,000
371-040-402.02	402.08	CURRENT PROPERTY TAX - ROBINSON TWP	34,800	34,500	35,000
371-040-402.04	402.09	CURRENT PROPERTY TAX - PORT SHELTON	32,165	35,000	35,000
371-040-402.05	402.10	CURRENT PROPERTY TAX - FERRYSBURG	25,100	24,500	25,000
371-040-402.06	402.11	CURRENT PROPERTY TAX - GRAND HAVEN CITY	80,850	80,500	80,000
371-040-403.03	404.00	PERSONAL PROP TAX STATE REIMBURSEMENT	5,450	6,850	7,000
371-040-412.00	403.00	DELINQUENT PERSONAL PROPERTY TAX	100	120	120
371-040-437.00	403.01	IFT - INDUSTRIAL FACILITY TAX	400	280	280
371-040-445.00	403.10	PENALTY & INTEREST ON TAXES	0	15	15
371-040-665.00	665.00	INTEREST INCOME	100	100	100
		TOTAL REVENUES	290,065	293,065	297,515

DEBT SERVICE B FUND

372-040-665.00	665.00	INTEREST INCOME	0	3	0
372-040-699.01	699.01	TRANSFER IN GENERAL FUND	330,150	330,150	326,600
		TOTAL REVENUES	330,150	330,153	326,600

MAINTENANCE FUND

401-040-665.00	665.00	INTEREST INCOME	10,000	20,000	10,000
401-040-669.00	669.00	UNREALIZED GAIN/LOSS INVESTMENTS	0	(65,161)	0
401-040-679.00	679.00	REALIZED GAIN/LOSS INVESTMENTS		(117)	
		TOTAL REVENUES	10,000	(45,278)	10,000

**Loutit District Library
FY2023/24
Expenditures**

OPERATING EXPENDITURES

NEW GL NUMBER	OLD ACCT		Original Budget	Projected Budget	Requested Budget
			Jul '22 - Jun '23	Jul '22 - Jun '23	Jul '23 - Jun '24
271-790-741.00	743.50	LIBRARY DONATIONS EXPENSE	0	5,000	0
271-790-741.01		FRIENDS ASSIGNED DONATIONS EXPENSE			
		BluRay DVDs - Friends	0	0	0
		Archival Supplies - Friends	0	0	0
		Adult Express - Friends	0	0	0
		Sci-Fi - Friends	0	0	0
		Summer Reading Program - Friends	500	500	500
		Total	500	500	500
271-790-741.02		ASSIGNED DONATIONS EXPENSE	0	5,950	0
		Sunday Concert Series	0	0	0
		One For the Foxes Concert Underwriting	0	0	0
		Summer Reading Program - Museum	0	0	0
		Total	0	5,950	0
271-790-741.03		UNASSIGNED DONATIONS EXPENSE	39,500	150	0
271-790-741.04		FRIENDS UNASSIGNED DONATIONS EXPENSE	0	700	0
271-790-741.50	743.52	LIBRARY DONATIONS GRANTS EXPENSE	15,000	500	15,000
271-790-742.00	743.06	ELECTRONIC DATABASES			
		Ancestry	1,455	1,455	1,455
		ASLDeafined	700	700	700
		Beanstack	1,600	1,600	1,100
		Creativebug	1,000	1,000	0
		Fold3	1,550	1,550	1,550
		Heritage Quest (Bundle)	1,280	1,280	1,280
		LinkedIn Learning	6,300	6,300	0
		Newspapers.com (Bundle)	3,000	3,000	3,000
		PastPerfect	1,500	1,500	1,500
		Pronunciator	1,500	1,500	1,500
		Total	19,885	19,885	12,085
271-790-743.10	743.03	BOOKS ADULT FICTION			
		Fiction	16,500	16,500	16,500
		SciFi/Fantasy now Inspiration/Western	2,000	2,000	2,000
		Graphic Novels	900	900	900
		Large Print	7,000	7,000	7,000
		World Languages	650	650	650
		Book Club In a Bag	1,450	1,450	1,450
		Total	28,500	28,500	28,500
271-790-743.20	743.00	BOOKS ADULT NON FICTION	20,000	20,000	18,000
271-790-743.30	743.01	BOOKS YOUTH	18,000	16,000	18,000
271-790-743.40	743.02	BOOKS REFERENCE	0	500	0
271-790-743.41		GENERAL REFERENCE	1,000	800	675
271-790-743.42		GENEALOGY REFERENCE	1,000	900	675
271-790-743.43		PROFESSIONAL COLLECTION	1,000	30	650
271-790-744.03		VIDEO GAMES	0	0	1250
271-790-744.10	749.00	AUDIOBOOKS	0	250	0
271-790-744.11		ADULT AUDIOBOOKS	9,250	9,200	8,000
271-790-744.12		YOUTH AUDIOBOOKS	1,750	1,000	500
271-790-744.20	744.00	MUSIC	1,200	100	1,200

Loutit District Library
 FY2023/24
 Expenditures

OPERATING EXPENDITURES			Original Budget	Projected Budget	Requested Budget
			Jul '22 - Jun '23	Jul '22 - Jun '23	Jul '23 - Jun '24
271-790-744.30	746.00	VIDEOS	0	10,500	0
271-790-744.31		FEATURE FILMS	5,000	0	5,000
271-790-744.32		DOCUMENTARY FILMS	2,300	0	2,300
271-790-744.33		CHILDREN'S FILMS	1,500	0	1,500
271-790-744.34		TV SERIES	2,700	0	2,700
271-790-745.00	743.07	ELECTRONIC MATERIALS	0	6,500	0
271-790-745.01		OVERDRIVE EBOOKS & AUDIOBOOKS	27,800	27,800	27,800
271-790-745.02		OVERDRIVE ADVANTAGE (FOR LDL PATRONS)	36,000	30,000	36,000
271-790-745.03		OVERDRIVE MAGAZINES	3,450	3,450	3,450
271-790-745.04		HOOPLA EBOOKS, EAUDIOBOOKS, MUSIC, VIDEO	20,000	31,000	20,000
271-790-745.05		KANOPY VIDEOS (STREAMING MEDIA)	6,000	4,500	6,000
271-790-746.00	745.00	PERIODICALS & SUBSCRIPTIONS	0	0	0
271-790-746.01		NEWSPAPERS/FINANCIAL JOURNALS	2,950	4,500	2,950
271-790-746.02		MAGAZINE SERVICE	3,500	2,500	3,000
271-790-746.03		CONSUMER'S REPORT	50	60	60
271-790-747.002		LIBRARY OF THINGS	0	0	0
271-790-748.10	743.55	ADULT PROGRAMMING	5,000	5,500	5,000
271-790-748.20	743.51	YOUTH PROGRAMMING	5,000	3,500	5,000
271-790-748.30	743.56	LIBRARY-WIDE PROGRAMMING	14,000	6,350	5,000
271-790-748.40		SUMMER READING PROGRAMMING	0	9,000	9,000
271-790-748.50		GENEALOGY PROGRAMMING	1,500	0	1,500
271-790-749.00	755.02	COLLECTION MAINTENANCE & SUPPLIES			
		Labels (Spine, Genre, Owner, Barcode, Holds)	200	200	200
		Book Jackets/Laminate	1,500	1,000	1,500
		Book Tape	500	500	500
		Archival Supplies - Library	2,000	2,000	2,000
		Cases (DVD/CD)	1,500	1,500	1,500
		Mending/Disc Repair Supplies & Service	300	300	300
		Miscellaneous (Stamps/Book Cleaner/Goo Gone)	500	500	500
			6,500	6,000	6,500
271-790-749.01		ARCHIVAL SUPPLIES	0	0	0
271-790-750.00	750.00	OPERATING MATERIALS, COSTS & SUPPLIES			
		COVID Supplies	1,000	500	1,000
		First Aid/Safety Products	300	2,000	300
		Ink Cartridges	3,000	3,000	3,000
		Holiday Decorating	600	1,000	600
		Meeting Expense	1,500	2,500	1,500
		Miscellaneous	1,500	1,000	1,500
		Miscellaneous (Name Badges/Business Cards/Etc)	1,000	2,000	1,000
		Office Supplies	2,000	5,000	2,000
		Paper/Paper Products	2,000	4,000	2,000
		Printing Charges	5,000	5,000	5,000
		Safe Deposit Box Rental	75	75	75
			17,975	26,075	17,975

Loutit District Library
 FY2023/24
 Expenditures

OPERATING EXPENDITURES			Original Budget	Projected Budget	Requested Budget
			Jul '22 - Jun '23	Jul '22 - Jun '23	Jul '23 - Jun '24
271-790-751.10		TECHNOLOGY SOFTWARE	600	0	0
271-790-751.11		OPERATING SOFTWARE & SUBSCRIPTIONS			
		Mconsole - Mobile Printing	525	500	525
		Orange Boy (Savannah)	4,500	0	4,500
		Rehmann Technology Solutions - Watchguard Security	1,000	950	960
		Domain Renewal	50	50	50
		Calendly Subscription	100	100	100
		Deep Freeze License	50	50	50
		Dymaxion Scheduling Software	150	150	150
		Evanced Software	1,600	1,000	1,600
		Survey Monkey Subscription	500	500	500
		Zoom Subscription	350	350	350
		Envisionware	0	9,250	9,250
			8,825	12,900	18,035
271-790-751.12		LIBRARY SOFTWARE, SUBSCRIPTIONS & SUPPLIES			
		Computer Peripherals	100	100	100
		Trello Subscription	600	1,200	1,200
		Adobe	600	500	600
			1,300	1,800	1,900
271-790-751.20		TECHNOLOGY EQUIPMENT			
		Technology Plan Purchase - FY2022/23	25,300	10,000	10,000
			25,300	10,000	10,000
271-790-751.30		TECHNOLOGY MISCELLANEOUS			
		Miscellaneous Repairs	1,000	0	500
			1,000	0	500
271-790-751.31		TECHNOLOGY SERVICE & MAINTENANCE			
		Graphic Sciences Indus Scanner Software Maintenance	1,850	0	1,850
		MK Solutions Self-Check Maintenance (Contract)	200	200	200
		Sensource Counter Maintenance Library Network (Contract)	450	400	450
		Envisionware Consulting Services for Setup	0	975	975
			2,500	1,575	3,475
271-790-801.00	730.00	PROFESSIONAL/CONTRACTUAL			
		Web hosting & Maintenance	300	300	300
		Website updates/maintenance as needed	1,000	1,000	1,000
		Miscellaneous Prof/Cont July-Dec 2022	800	43,700	5,000
			2,100	45,000	6,300
271-790-801.01	730.02	PROF/CONT - LAKELAND LIBRARY COOP	29,200	22,000	30,000
271-790-801.02		PROF/CONT - IT SERVICE & SUPPORT			
		GHAPS - Camera System/File Servers/Wireless Controller	50,000	56,000	56,000
			50,000	56,000	56,000
271-790-801.03		PROF/CONT - SERVICE CONTRACTS			
		Finance & HR Services	7,500	37,475	55,000
		Office Machines - Printers/Copiers/Equipment Maint	1,875	1,875	1,875
		Unique Management Collection	0	800	800
			9,375	40,150	57,675
271-790-803.00	730.04	EMPLOYMENT RELATED EXPENSES			
		Pre-placement Physicals, Drug tests, Dominion, Moving Fees	225	7,500	0
		Employee Background Checks	150	500	500
			375	8,000	500
271-790-804.00	730.94	CUSTODIAL SERVICE & SUPPLIES			
		Custodial Service (Including Carpet Cleaning)	55,000	55,000	0
		Custodial Supplies	5,200	5,200	4,000
			60,200	60,200	4,000
271-790-805.00	730.92	BUILDING & GROUNDS	5,000	40,000	0

**Loutit District Library
FY2023/24
Expenditures**

OPERATING EXPENDITURES			Original Budget	Projected Budget	Requested Budget
			Jul '22 - Jun '23	Jul '22 - Jun '23	Jul '23 - Jun '24
271-790-805.01		BUILDING & GROUNDS MAINTENANCE			
		Building Maintenance - Misc Repairs Electrical & Plumbing	11,410	11,410	11,410
		Elevator Maintenance Otis Elevator (Contract)	3,500	3,500	3,500
		HVAC Maintenance & Repair Estimated Costs	10,000	10,000	10,000
		Pest Control Liberty Pest Control - Monthly Inspection	600	600	600
		Roof Inspection Great Lakes Systems Inc.	500	500	500
			26,010	26,010	26,010
271-790-805.02		BUILDING & GROUNDS EQUIPMENT & SUPPLIES			
		Building Maintenance - Supplies	2,000	1,500	2,000
			2,000	1,500	2,000
271-790-805.03		BUILDING & GROUNDS SERVICE CONTRACTS			
		Elevator License (Annual)	200	200	200
		Fire Protection System Testing, Maintenance, Alarm Monitor	3,350	3,350	3,350
		Generator Maintenance	1,500	1,500	1,500
		HVAC Control Maintenance	2,500	2,500	2,500
		HVAC PM	8,000	8,000	8,000
		Interior Plant Service	1,500	1,500	1,500
		Landscape - Including Snow Removal & Lawn	16,450	16,450	16,450
		Window Cleaning	2,500	2,500	2,500
			36,000	36,000	36,000
271-790-806.00	956.01	BANK AND CREDIT CARD FEES	2,250	1,750	2,250
271-790-807.00	733.00	AUDITING & ACCOUNTING SERVICES	7,400	8,125	9,000
271-790-808.00	731.00	LEGAL FEES	5,500	19,000	7,500
271-790-810.00	730.93	TRASH SERVICES	2,500	3,500	3,500
271-790-850.00	811.00	TELEPHONE	1,200	5,000	1,200
271-790-850.01		CELL PHONE REIMBURSEMENT	0	3,900	3,900
271-790-852.00	812.00	INTERNET			
		OAISD Internet	1,400	1,400	1,400
		Hotspot Data & Service	0	12,000	6,000
			1,400	13,400	7,400
271-790-860.00	860.00	TRANSPORTATION, LODGING & MEALS			
		Mileage	3,000	1,500	3,000
		Meals/Lodging	2,500	1,500	2,500
			5,500	3,000	5,500
271-790-900.00	790.00	PRINTING, MARKETING & PROMOTIONS			
		Annual Reports (Qty: 200)	250	250	250
		Canva.com 3 Users - Adult/Youth/Marketing	375	375	375
		Display Ads - RFPs/Legal Notices	200	200	200
		Incentives (Magnets/Pencils/Window Clings/Etc)	1,475	1,475	1,475
		Marketing FB Boosts/Social Media Marketing	3,500	3,500	3,500
		Community Events Winterfest/Jingle Bell Parade/Coast Guard	725	725	725
		New Reader Roundup Envelope Printing	200	200	200
		Patron Mailings Large Card Mailer (Fall/Spring)	3,000	3,000	3,000
			9,725	9,725	9,725
271-790-920.00	730.93	ELECTRICITY	75,000	75,000	75,000
271-790-921.00	730.93	NATURAL GAS	17,500	17,000	19,000
271-790-922.00	730.93	WATER & SEWER	7,500	7,500	7,500
271-790-924.00	820.00	POSTAGE			
		General	1,500	1,500	1,500
		Patron Mailings	7,000	3,500	7,000
			8,500	5,000	8,500

Loutit District Library
 FY2023/24
 Expenditures

OPERATING EXPENDITURES			Original Budget	Projected Budget	Requested Budget
			Jul '22 - Jun '23	Jul '22 - Jun '23	Jul '23 - Jun '24
271-790-930.00	933.00	EQUIPMENT MAINTENANCE	55,900	5,000	10,000
271-790-956.00	956.00	MISCELLANEOUS	500	6,000	500
271-790-957.00	870.00	PROFESSIONAL DEVELOPMENT	13,000	5,000	10,000
271-790-958.00		MEMBERSHIPS, DUES, SUBSCRIPTIONS	0	6,000	0
271-790-958.01	785.00	PROFESSIONAL ORGANIZATIONS			
		ALA Director; Asst. Director; Head of Youth; Head of R&I	1,100	0	1,100
		Book Browse Reference	30	0	30
		Friends of MI Libraries	35	0	35
		MCLS Required for OverDrive	150	0	150
		MLA - Institution	1,625	0	1,625
		MLA - Staff/Board (1 Board Member, 8 Librarians)	730	0	730
		Professional Subscriptions	895	0	895
		Miscellaneous	0	50	0
			4,565	50	4,565
271-790-958.02	785.00	LOCAL MEMBERSHIPS			
		Chamber of Commerce (Membership & Event Attendance)	1,125	0	1,125
		Lakeshore Nonprofit Alliance	325	0	325
		Rotary (Director)	1,000	1,000	1,000
			2,450	1,000	2,450
271-790-958.03	785.00	GENEALOGY			
		Great Lakes Historical Society	70	0	70
		Historical Society of Michigan	50	0	50
		Michigan Archival Association	25	0	25
		National Genealogical Society	105	0	105
			250	0	250
271-790-958.04		PROFESSIONAL BOOKS & PERIODICALS	0	0	0
271-790-960.00	960.00	PROPERTY TAX ADJUSTMENTS	2,000	100	2,000
271-790-965.00	910.00	PROPERTY/LIABILITY INSURANCE	13,150	13,325	13,500
271-790-971.00	970.10	CAPITAL IMPROVEMENTS			
		Tunnel Roof Repair	10,000	10,000	10,000
		Parking Lot Repairs	5,000	5,000	5,000
		Replace HVAC Chiller Unit	30,000	30,000	30,000
		Security Camera Update	5,000	5,000	5,000
		Window Resealing	30,000	30,000	30,000
		Brooks Media Center	0	10,000	65,000
			80,000	90,000	145,000
271-790-971.01	970.00	FURNITURE & EQUIPMENT	25,300	20,000	0
271-790-980.00	964.00	FINES TRANSFER OUT	1,000	1,000	1,000
271-790-995.01	965.01	TRANSFERS OUT SPRING LAKE LIBRARY			
		Penal Fines	10,500	10,500	10,500
		State Aid	1,800	1,500	1,500
			12,300	12,000	12,000
271-790-995.02	965.02	TRANSFERS OUT ZEELAND LIBRARY	41,500	43,416	43,500
271-790-995.05	965.05	TRANSFERS OUT DEBT SERVICE FUND			
		November 2021 & May 2022 Series B interest payment	45,150	45,150	36,600
		May 2022 Series B principal payment	285,000	285,000	290,000
			330,150	330,150	326,600
			753,185	850,370	809,945
			550,450	502,906	439,560
		TOTAL OPERATING EXPENDITURES	1,303,635	1,353,276	1,249,505
		TOTAL SALARIES/BENEFITS EXPENDITURES	1,601,765	1,596,890	1,842,500
		TOTAL EXPENDITURES	2,905,400	2,950,166	3,092,005

Loutit District Library
 FY2023/24
 Expenditures

OPERATING EXPENDITURES

Original Budget	Projected Budget	Requested Budget
Jul '22 - Jun '23	Jul '22 - Jun '23	Jul '23 - Jun '24

DEBT SERVICE A FUND

		EXPENDITURES			
371-906-806.00	727.00	FEES - BANK AND CREDIT CARD	0	0	0
371-906-960.00	960.00	PROPERTY TAX ADJUSTMENT	0	0	0
371-906-991.00	994.00	BOND PRINCIPAL	220,000	220,000	230,000
371-906-993.00	995.00	BOND INTEREST	32,600	32,600	28,200
		TOTAL EXPENDITURES	252,600	252,600	258,200

DEBT SERVICE B FUND

		EXPENDITURES			
372-906-806.00	727.00	FEES - BANK AND CREDIT CARD	0	0	0
372-906-991.00	994.00	BOND B PRINCIPAL	285,000	285,000	290,000
372-906-993.00	995.00	BOND B INTEREST	45,150	45,150	36,600
		TOTAL EXPENDITURES	330,150	330,150	326,600

MAINTENANCE FUND

		EXPENSE			
401-901-806.00	735.00	FEES - BANK AND CREDIT CARD	0	0	0
401-901-995.00	965.00	TRANSFERS OUT GENERAL FUND	80,000	8,905	80,000
		TOTAL EXPENSE	80,000	8,905	80,000

Loutit District Library
 FY2023/24
 Budget Overview

NEW GL NUMBER	OLD ACCT #		Actual 20-21	Actual 21-22	Original Budget 22-23	Projected Budget 22-23	Requested Budget 23-24	% Change (+/-)
DEBT SERVICE A FUND								
	Revenue	REVENUES						
371-040-402.01	402.07	CURRENT PROPERTY TAX - GRAND HAVEN TWP	99,613	104,356	111,100	111,200	115,000	3.42%
371-040-402.02	402.08	CURRENT PROPERTY TAX - ROBINSON TWP	31,006	32,407	34,800	34,500	35,000	1.45%
371-040-402.04	402.09	CURRENT PROPERTY TAX - PORT SHELDON	32,854	31,188	32,165	35,000	35,000	0.00%
371-040-402.05	402.10	CURRENT PROPERTY TAX - FERRYSBURG	22,655	23,448	25,100	24,500	25,000	2.04%
371-040-402.06	402.11	CURRENT PROPERTY TAX - GRAND HAVEN CITY	73,149	75,325	80,850	80,500	80,000	-0.62%
371-040-403.03	404.00	PERSONAL PROP TAX STATE REIMBURSEMENT	6,379	7,237	5,450	6,850	7,000	2.19%
371-040-412.00	403.00	DELINQUENT PERSONAL PROPERTY TAX	176	75	100	120	120	0.00%
371-040-437.00	403.01	IFT - INDUSTRIAL FACILITY TAX	424	411	400	280	280	0.00%
371-040-445.00	403.10	PENALTY & INTEREST ON TAXES	63	44	0	15	15	-
371-040-665.00	665.00	INTEREST INCOME	89	347	100	100	100	0.00%
	Total Revenue	TOTAL REVENUES	<u>266,408</u>	<u>274,839</u>	<u>290,065</u>	<u>293,065</u>	<u>297,515</u>	<u>1.52%</u>
	Expense	EXPENDITURES						
371-906-806.00	727.00	FEES - BANK AND CREDIT CARD	0	0	0	0	0	-
371-906-960.00	960.00	PROPERTY TAX ADJUSTMENT	11	0	0	0	0	-
371-906-991.00	994.00	BOND PRINCIPAL	210,000	215,000	220,000	220,000	230,000	4.55%
371-906-993.00	995.00	BOND INTEREST	41,100	36,900	32,600	32,600	28,200	-13.50%
	Total Expense	TOTAL EXPENDITURES	<u>251,111</u>	<u>251,900</u>	<u>252,600</u>	<u>252,600</u>	<u>258,200</u>	<u>2.22%</u>
		Revenues Over (Under) Expenditures	<u>15,297</u>	<u>22,939</u>	<u>37,465</u>	<u>40,465</u>	<u>39,315</u>	
		Beginning Fund Balance	64,362	79,660	102,599	102,599	143,064	
		Ending Fund Balance	79,660	102,599	140,064	143,064	182,379	
DEBT SERVICE B FUND								
	Revenue	REVENUES						
372-040-665.00	665.00	INTEREST INCOME	0	0	0	3	0	-
372-040-699.01	699.01	TRANSFER IN GENERAL FUND	326,250	323,250	330,150	330,150	326,600	-1.08%
	Total Revenue	TOTAL REVENUES	<u>326,250</u>	<u>323,250</u>	<u>330,150</u>	<u>330,153</u>	<u>326,600</u>	<u>-1.08%</u>
	Expense	EXPENDITURES						
372-906-806.00	727.00	FEES - BANK AND CREDIT CARD	0	0	0	0	0	-
372-906-991.00	994.00	BOND B PRINCIPAL	265,000	270,000	285,000	285,000	290,000	1.75%
372-906-993.00	995.00	BOND B INTEREST	61,200	53,250	45,150	45,150	36,600	-18.94%
	Total Expense	TOTAL EXPENDITURES	<u>326,200</u>	<u>323,250</u>	<u>330,150</u>	<u>330,150</u>	<u>326,600</u>	<u>-1.08%</u>
		Revenues Over (Under) Expenditures	<u>50</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>0</u>	
		Beginning Fund Balance	29	79	79	79	82	
		Ending Fund Balance	79	79	79	82	82	
MAINTENANCE FUND								
	Revenue	REVENUES						
401-040-665.00	665.00	INTEREST INCOME	10,848	8,483	10,000	20,000	10,000	-50.00%
401-040-669.00	665.00	UNREALIZED GAIN/LOSS INVESTMENTS	(9,264)	(49,124)	0	(65,161)	0	-100.00%
401-040-679.00	667.00	REALIZED GAIN/LOSS INVESTMENTS	(781)	(65)	0	(117)	0	-100.00%
	Total Revenue	TOTAL REVENUES	<u>803</u>	<u>(40,705)</u>	<u>10,000</u>	<u>(45,278)</u>	<u>10,000</u>	<u>-122.09%</u>
	Expense	EXPENDITURES						
401-901-806.00	735.00	FEES - BANK AND CREDIT CARD	0	50	0	0	0	#DIV/0!
401-901-995.00	965.00	TRANSFERS OUT GENERAL FUND	77,515	61,153	80,000	8,905	80,000	798.37%
	Total Expense	TOTAL EXPENDITURES	<u>77,515</u>	<u>61,203</u>	<u>80,000</u>	<u>8,905</u>	<u>80,000</u>	<u>798.37%</u>
		Revenues Over (Under) Expenditures	<u>(76,712)</u>	<u>(101,908)</u>	<u>(70,000)</u>	<u>(54,183)</u>	<u>(70,000)</u>	
		Beginning Fund Balance	1,097,140	1,020,429	918,521	918,521	864,338	
		Ending Fund Balance	1,020,429	918,521	848,521	864,338	794,338	

**Loutit District Library
DEBT SERVICE A FUND
FY2023/24
Fund Balance Overview**

Fund Balance June 30, 2019	\$ 54,576
19/20 Revenue Over (Under) Expenditures	\$ 9,786
Fund Balance June 30, 2020	\$ 64,362
Est. 20/21 Revenue Over (Under) Expenditures	\$ 15,298
Est. Fund Balance June 30, 2021	\$ 79,660
Est. 21/22 Revenue Over (Under) Expenditures	\$ 22,939
Est. Fund Balance June 30, 2022	\$ 102,599
Est. 22/23 Revenue Over (Under) Expenditures	\$ 40,465
Est. Fund Balance June 30, 2023	\$ 143,064
Est. 23/24 Revenue Over (Under) Expenditures	\$ 39,315
Est. Fund Balance June 30, 2024	\$ 182,379

Loutit District Library
DEBT SERVICE B FUND
FY2023/24
Fund Balance Overview

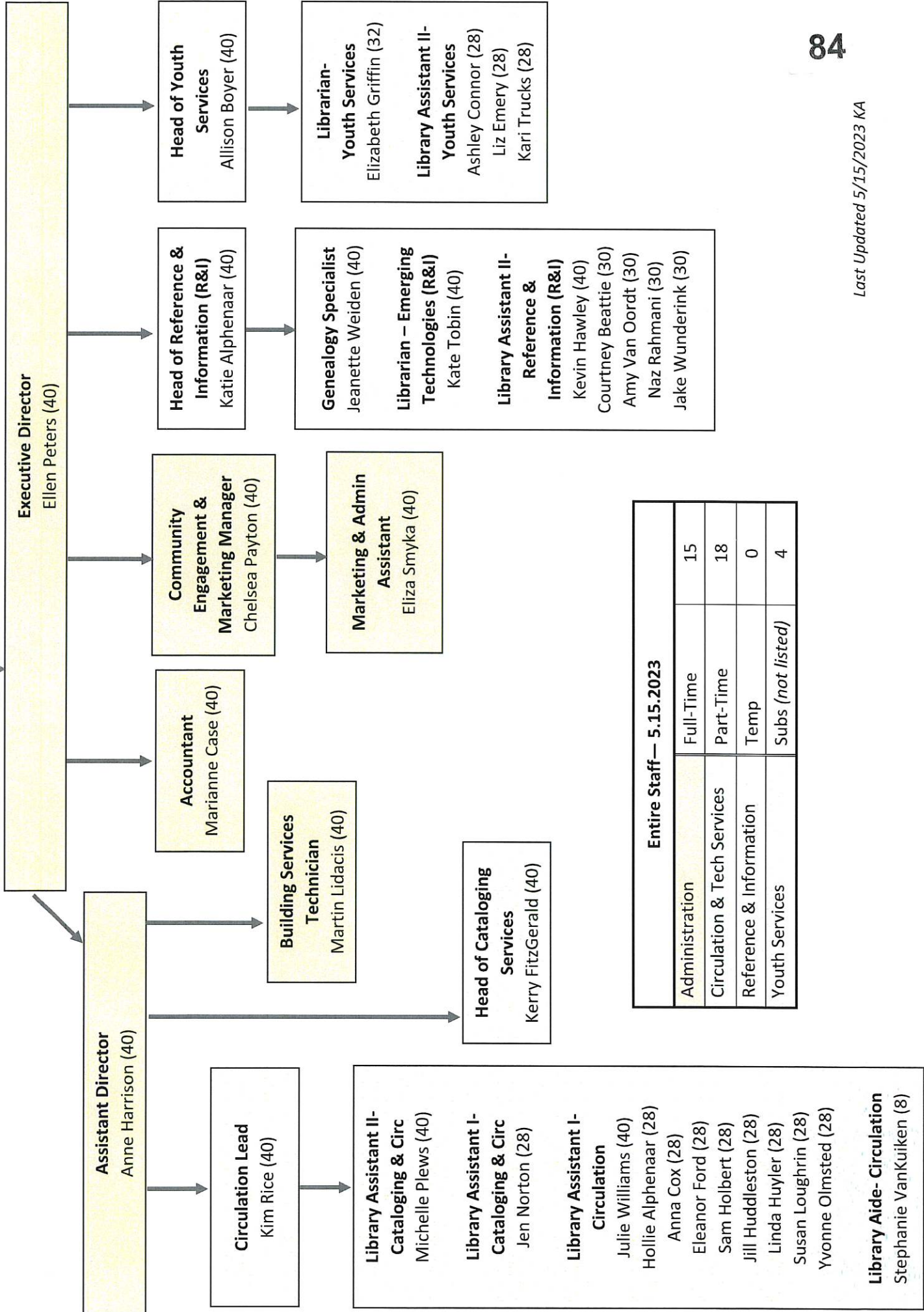
Fund Balance June 30, 2019	\$	50
19/20 Revenue Over (Under) Expenditures	\$	(21)
Fund Balance June 30, 2020	\$	29
Est. 20/21 Revenue Over (Under) Expenditures	\$	50
Est. Fund Balance June 30, 2021	\$	79
Est. 21/22 Revenue Over (Under) Expenditures	\$	-
Est. Fund Balance June 30, 2022	\$	79
Est. 22/23 Revenue Over (Under) Expenditures	\$	3
Est. Fund Balance June 30, 2023	\$	82
Est. 23/24 Revenue Over (Under) Expenditures	\$	-
Est. Fund Balance June 30, 2024	\$	82

**Loutit District Library
 MAINTENANCE FUND
 FY2023/24
 Fund Balance Overview**

Fund Balance June 30, 2019	\$ 1,169,389
19/20 Revenue Over (Under) Expenditures	\$ (84,944)
Unrealized Gain/Loss Investments	\$ 12,695
Fund Balance June 30, 2020	\$ 1,097,141
Est. 20/21 Revenue Over (Under) Expenditures	\$ (67,448)
Unrealized Gain/Loss Investments	\$ (9,265)
Est. Fund Balance June 30, 2021	\$ 1,020,429
Est. 21/22 Revenue Over (Under) Expenditures	\$ (52,784)
Unrealized Gain/Loss Investments	\$ (49,124)
Est. Fund Balance June 30, 2022	\$ 918,521
Est. 22/23 Revenue Over (Under) Expenditures	\$ 10,978
Unrealized Gain/Loss Investments *	\$ (65,161)
Est. Fund Balance June 30, 2023	\$ 864,338
Est. 23/24 Revenue Over (Under) Expenditures	\$ (70,000)
Unrealized Gain/Loss Investments	\$ -
Est. Fund Balance June 30, 2024	\$ 794,338

* Based on 4-30-23 Statement

LDL LIBRARY BOARD



Entire Staff — 5.15.2023

Administration	Full-Time	15
Circulation & Tech Services	Part-Time	18
Reference & Information	Temp	0
Youth Services	Subs (<i>not listed</i>)	4

June 13, 2023

**RESOLUTION
TO AUTHORIZE THE LOUITIT DISTRICT LIBRARY
2023 TAX LEVY**

BE IT RESOLVED, THAT the Loutit District Library Board of Trustees does hereby authorize the Loutit District Library 2023 Tax Levy, in accordance with the provisions of Act 532, Public Acts of Michigan 1978 as amended (Headlee Amendment), and in accordance with the provisions of Act 5, Public Acts of Michigan 1982 as amended (Truth in Taxation Act):

Library Purposes	.9523 mill
Debt Service	.1150 mill

Offered by Board Member _____

Seconded by Board Member _____

Yeas: _____

Nays: _____

Absent: _____

Resolution adopted.

June 13, 2023

Date

Mary Jane Belter, Secretary

**RESOLUTION
TO ADOPT A BUDGET FOR THE
LOUTIT DISTRICT LIBRARY
FOR FISCAL YEAR 2023-2024
AND TO APPROPRIATE FUNDS FOR SAID PURPOSES**

WHEREAS, the Loutit District Library Board of Trustees (the "Board") is required to adopt a resolution covering the matters set forth in the title hereof, and

WHEREAS, the Board Finance Committee has received and reviewed the proposed 2023-2024 budget documents submitted by the Library Director on June 13, 2023, and

WHEREAS, the Board has received and reviewed the proposed 2023-2024 budget proposal as recommended by the Finance Committee, and

WHEREAS, the Board has held a public hearing on the proposed 2023-2024 budget in accordance with Act 43, P.A. of 1963 Second Extra Session, as amended, and with Act 2, P.A. of 1968, as amended,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The revenue and expenditure budgets for the Loutit District Library

	<u>Revenues</u>	<u>Expenditures</u>
General Fund	\$2,934,119	\$3,092,005
Maintenance Fund	\$10,000	\$80,000
Debt Service A Fund	\$297,515	\$258,200
Debt Service B Fund	\$326,600	\$326,600

for the fiscal year beginning July 1, 2023, and ending June 30, 2024, as depicted in the attached Loutit District Library Budget 2023-2024 are hereby adopted.

2. The expenditure amounts set forth in (1.) above are hereby appropriated for the purposes of the Loutit District Library operations on a Fund (not line item) basis.
3. The Library Director is authorized to make budgetary transfers between and among the line item accounts as established by this budget within a Fund, except for:
 - Salaries and wages – Full-time
 - Salaries and wages – Part-time
 - Equipment
 - Capital improvements

- 4. Any budgetary transfer involving salaries and wages full-time, salaries and wages part-time, equipment, and capital improvements line item accounts may be made by the Library Director only with the prior approval of the Board pursuant to the Uniform Budgeting and Accounting Act, Act 2, P.A. of 1968, as amended.

Offered by Board Member _____

Seconded by Board Member _____

Yeas: _____

Nays: _____

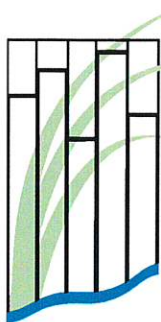
Absent: _____

Resolution adopted.

June 13, 2023

Date

Mary Jane Belter, Secretary



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

EXECUTIVE COMMITTEE MEETING

MINUTES

May 30, 2023 in Program Room B of Loutit District Library

Present: Mary Jane Belter, Burton Brooks, Caryn Lannon, Cathy Rusco

Staff: Ellen Peters, Amanda Burnett

Brooks called the meeting to order at 4:34 p.m.

APPROVAL OF AGENDA – Motion to approve by Belter, second by Lannon; Passed 4-0

PUBLIC COMMENT – None

TRUSTEE COMMENT – None

Approve minutes from April 25, 2023 meeting – no minutes included

REVIEW AGENDA FOR THE June 13, 2023, REGULAR BOARD MEETING

New Business Item:

- A. Contract Renewals – will approve at June board meeting
- B. Budget – discussed presenting to special meeting with regards to union negotiations

REVIEW MONTHLY PLANNER – Not done.

PUBLIC COMMENT – None

TRUSTEE COMMENT – None

ADJOURN: 5:03 p.m.

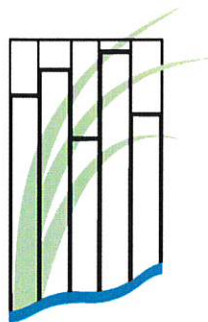
UPCOMING MEETING DATES:

- Annual Budget Meeting (Public) – Tuesday, June 13 @ 5:00 p.m., LDL Program Room B
- Board of Trustees – Tuesday, June 13 @ 5:30 p.m., LDL Program Room B
- Executive Committee – Tuesday June 27 @ 5:00 p.m. LDL Program Room B

Respectfully submitted,

Ellen Peters
Executive Director

407 Columbus Avenue, Grand Haven, MI 49417
Phone (616) 850-6900 ~ www.loutitlibrary.org



Loutit District Library

Expanding Horizons. Enriching Minds. Enriching Community.

Memo

To: LDL Board of Trustees
 From: Ellen Peters, Executive Director
 Date: June 13, 2023
 Re: Director's Update for the June 13, 2023 meeting

Collections, Services, Programs, and Classes

Collections

No update

Services

- We added 167 new OL library cards - not counting the other library cards we are issuing
- We have 4,570 active patrons with 748 active Capira users
- We borrowed a record 2209 items from other libraries
- We loaned 1604 OL items to other libraries

Starting July 5, 2023, hours will be extended for Wednesday and Thursday evenings until 8:00 p.m.

Program Highlights:

Summer Reading Grand Adventure Planning Team:

Grand Adventure Challenge sign ups as of this morning:

1276 (580 adult, 696 youth) **much higher numbers than last year

Cheapstacks did great with their outside book sale, earning \$ 775.

Adult program and Service Highlights:

- **May 4th Star Wars celebration** was very popular. The **Star Wars Film Festival** (5/4/23, 20 attendees) was a marathon showing of the original Star Wars Trilogy leading up to **Star Wars Trivia** (5/4, 158 attendees), a continuing successful partnership between Loutit District Library and Odd Side Ale.
- Michelle led **Urban Sketching 101** (5/6,13 attendees), attendees loved Michelle's approachable introduction to Urban Sketching and left with tips and tricks to continue sketching!

407 Columbus Avenue, Grand Haven, MI 49417
 Phone (616) 850-6912 ~ www.loutitlibrary.org

- **Hosting Butterflies with Melissa Eikenberry** (5/9, 32 attendees), Melissa shared information and resources about the relationship between milkweed plants, caterpillars, and butterflies. Each attendee left with a milkweed plant to help with the efforts to increase monarch habitats.
- **DIY Book Folding** (5/13, 27 attendees), attendees raved about Kate's book folding program! Various patrons stopped by the desk to share how much they loved the event and specifically highlighted Kate. One patron even emailed us: "Kate is a fun and patient instructor. I really enjoyed this event."
- **Historic Shipwrecks and Rescues on Lake Michigan** (5/22, 31 attendees), local author, Michael Passwater discussed his book and shared stories of the amazing rescue of the crews of five different shipwrecks in one day, by the lifesaving crew in Grand Haven.
- Jeanette led a session for two days of the **Ottawa County Parks Living History Day Program** where she educated students on the history of local fur trading - Jeffers School (79 attendees) and Mary A White Elementary School (53 attendees).

Additional highlights:

Naz Rahmani was hired and started in late May!

Completed the bulk of transitioning some of Kate's work to Kevin, Kate is beginning technology training in June for her new role as Emerging Technologies Librarian.

The team wrapped up collections purchasing for 2023, preparing collection development plans and budgets in June for 2023-2034 fiscal year.

Jeanette picked up the last (probably) boxes of materials from Herrick District Library's Local History collection. Jeanette and Kerry are working through sorting, evaluating, and cataloging the collection and the department has begun long term planning for the large number of additional materials.

Youth programs and Services:

Irene Miller, Holocaust survivor program was a success. May 10, 2023

142 attendees at White Pines Intermediate school

Great partnership with GHAPS.

GHAPS was very happy with their programs on May 11 and 12 at GHHS and LMS.

Grades 7-11 were able to hear her speak.

Family Storytime at Pottawatomie Park was a great success. 6/6/23

90 people attended

6 New Reader Round Ups were scheduled out of a total of 11 invited.

Great for the first time back after a 3-year hiatus.

Walden Green, who has never attended, hopes to come next year. There was a scheduling conflict this year.

It was reimagined with an Elephant and Piggie skit, a tour of behind the scenes at the library, a program experience, and time to browse. Teachers loved the refresh!

One teacher even shared that she had attended New Reader Round Up when she was in 1st grade.

Participating 1st grade classes:

St. John Lutheran

Griffin

Mary A White

Peach Plains

Ferry

Robinson

Total students only: 245

Facilities and Equipment Maintenance

Facilities

- Maintenance –
- May Patron Visits – Attached as **DR-1** show the daily average of people entering the building.

Equipment

Staff

- Open Positions:
 - Janitorial staff – interviews in process.

Financial Management

- Financial and HR Transition to City:
 - Marianne Case continues to work with Emily Greene and Nick Brown to transition different financial functions to the city or to their software.
 - Amended budget for FY2022-23 finished for June, and Proposed FY3023-34 budget finished.

Policies

- Burnett from COGH is reviewing or Personnel Handbook from 2013 and updating it to current legal language and DEI practices.

Public Relations

For Marketing things:

We've been included in the Tribune multiple times this past month for Irene Miller (attached as **DR-2**), Summer Reading registration starting, the Kick-Off party, Live on the Lakeshore (attached as **DR-3**), and one of Jeanette's history programs! Some of these things have also been on local news station websites. Many of our Summer Reading programs are on community calendars, including Visit Grand Haven, the Chamber of Commerce, and GRkids.

We also had the 20,000+ postcards sent out to everyone within the Grand Haven school district for the Kick-Off party, which was a huge success. We gave large stacks of the leftovers to the Tri Cities Museum & Chamber building for people to pick up and the rest were around the library for people to pick up with the other Summer Reading handouts. They were very popular!

Ellen will be on the radio with Erica from the museum Friday, June 9 promoting Live on the Lakeshore.

Relations with Other Agencies

- Peters is attending weekly Rotary meetings.
- Peters and Weiden working with Mulligan's Hollow Plaque Dedication Committee.
- Still working on Live on the Lakeshore grant (with Char Seise from the Community Center and Erica Layton from the Tri-Cities Historical Museum) for a summer educational series. It begins June 10.
- Peters met with Holly Cole and Molly from the Grand Haven Area Community Foundation to further discuss the grant for Brooks Media Center (step#2). Step #3 is due June 28.

Professional Development

- Staff Training – Staff all had access to a training webinar on de-escalation.
- MLA – Elizabeth Griffin (Youth Librarian) is presenting at the MLA conference in October 2023.
- ALA Exhibits Bus Trip – A few staff members are taking the bus to ALA in Chicago to tour the exhibits with the Lakeland Cooperative.
- Jeanette had a productive genealogy conference in Virginia and won a scholarship to the Salt Lake City training next year!

Other

- Annual Monthly Planner Outline – Attached as **DR-4** is the latest version of the Outline.
- Thank you card from Allendale Township Library – Attached as **DR-5**
- Naturalization Ceremonies: will start again in October and November. DAR will provide refreshments, and speakers are being lined up.

Loutit District Library May 2023 Heatmap

Average Number of Visits per Hour

Day	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p
Mon	46	43	36	39	42	40	43	24	19	19
Tues	57	68	50	55	51	47	47	37	29	34
Wed	71	63	57	58	49	47	45	39		
Thur	42	45	41	39	36	38	44	50		
Fri	76	76	47	53	45	33	48	35		
Sat	43	48	49	42	39	40	37	22		

Total Visits: 10,826

HISTORY



Tribune photo / Lauren Formosa

Irene Miller answers questions from audience members Wednesday night at White Pines Intermediate School.

Holocaust survivor shares her story

Holocaust survivor shares her story

By **LAUREN FORMOSA**

Grand Haven Tribune

Irene Miller was one of three members of her family – both immediate and extended – who survived the Holocaust.

It took her a long time to speak about her experiences with anyone, including her children; now a retired healthcare executive and author, Miller uses her story of survival to educate others on the atrocities of the Holocaust and show how strength can help people overcome the most difficult of times.

More than 130 people attended a community event Wednesday night, hosted by Loutit District Library in partnership with Grand Haven Area Public Schools at White Pines intermediate School. Loutit's head of youth services, Allison Boyer, opened the event by introducing Miller and



Courtesy photo / Chelsea Payton

Irene Miller, center, speaks with several children attending her speech with their parents.

her autobiography "Into No Man's Land: A Historical Memoir."

Approximately six million Jews were killed in the Holocaust, a million-and-

a-half of them Jewish children. As Miller explained, only 10 percent of Jewish children survived the Holocaust.

"Those fortunate to have survived are responsible for telling the story of those who did not," Miller said in her opening remarks.

She was only 5 years old when the Nazis invaded her hometown of Warsaw, Poland. Miller told the audience that while she was too high up to see their faces from the family's fifth-floor apartment window, she remembers the soldiers' glistening boots pounding down the streets. Shortly thereafter, her home would be bombed; she was smuggled out of Poland with her parents and sisters to cross the border into the Soviet Union.

Miller recounted stories of surviving about six

See **SURVIVOR**, page A3

SURVIVOR

From page A1

weeks in no-man's-land with frostbitten feet, being captured by the Soviet Union and taken to a labor camp in Siberia, and living in an orphanage in Uzbekistan until 1946.

Miller moved to Israel with her mother before she immigrated to the United States when she was in her early 20s. In her retirement, she is a docent for the Detroit Institute of Arts, a courts mediator, and serves on the Board of Directors of the American Jewish Committee along with traveling around the United States to share her story. Her goal is to educate on not only about what happened but how it happened to ensure history

does not repeat itself.

"My mission now is to use my Holocaust experience to show what hate and prejudice did and what hate and prejudice can continue to do if we don't learn from it," Miller said. "Once we allow small injustice to go overlooked, we encourage the perpetrators to continue. There is no such thing as a small injustice that we can be bystanders of."

The floor was opened to questions from the audience, several of which were from children attending with their parents. One boy in the front row asked, "What is your favorite language," while another child asked, "Do you have a favorite memory from your childhood?"

Miller promoted the message she conveys in her her

book throughout the Q&A segment, explaining to the audience that her story includes essential information for everyone, including the younger generation, to know – both from a historical and motivational standpoint.

"When I talk to students, I feel that not only will my book give them a historical perspective but it will tell them what a person is able to overcome and not just survive but flourish," Miller said. "In everyone's life, there will be difficult times. I believe that each of those young people – and probably you too– have more strength than you realize and I want to serve to those young people as an example; you can overcome with determination."

As the questions continued, one woman asked, "Is

there anything you see going on in America's political climate today that gives you concern?"

"I am very, very concerned of what goes on now in our country," Miller responded. "As a public speaker, I cannot talk about politics, but I told you how things happened and I am very concerned and scared, not just for myself but for us and our democracy."

GHAPS Executive Director of Instructional Services Mary Jane Evink, asked a question Miller says she has been asked many times before: "With all the hardship you've experienced, to what do you attribute your positivity and charisma?"

"I believe that we are each born with a level of energy and I was born with a lot of it; I must have been born

with a great zest for living," Miller said. "I don't carry any hate or anger in me. My revenge is to use my painful experiences and convert them into something positive to influence and motivate people to positive actions, to find joy in life.

"There is so much pain and loss that I experienced in life, and I ask myself how can I enjoy life? It's amazing how you can learn to live simultaneously with pain and joy. I am a great believer in the human spirit and a great believer that our future is the young people."

Miller gave a speech to Grand Haven High School students Thursday afternoon and will be speaking at Lakeshore Middle School on Friday morning.

Contact Lauren at lformosa@grandhaventribune.com.

Library, museum, city team up to present 'Live! On the Lakeshore'

CONTRIBUTED

"Live! On The Lakeshore" is a new collaboration that will bring literature, art, and history to life with a series of live demonstrations of visual arts, musical performances, and dramatic storytelling about the lives, events, and heritage of the Tri-Cities area.

Beginning Saturday, June 10 and continuing for 10 subsequent Saturdays this summer, people of all ages can experience the magical transformation of a live special-effects makeup demonstration, feel transported by a student dance performance, watch the creation in real time of an idyllic West Michigan scene in oils, or hear the stories of the musical fountain construction, the development of the boardwalk, the significance of USCG Cutter Escanaba and Woody, the Coast Guard dog.

These cultural encounters, which will take place near the entrance to Lynne Sherwood Waterfront Stadium, are free for all to enjoy, and fit into the festive feel of the Grand Haven shoreline in high summer.

A partnership among Central Park Place, Loutit District Library, and the Tri-Cities Historical Museum, and supported by a Community Partners grant from the Michigan Arts & Culture Council, "Live! On The Lakeshore" brings a diverse group of local artists and performers together to both educate and entertain.

The project was envisioned as short, live encounters with local arts and culture that

connect visually and emotionally with the audience, making a lasting impression of the heritage of our lakeshore community.

"Live! On The Lakeshore" is a wonderful opportunity for the museum and our partners to engage our audiences in a new way," said Erica Layton, executive director of the Tri-Cities Historical Museum. "We are excited to bring arts and culture right onto the sidewalk of our downtown, meeting people where they are with a wave of creative expression."

Char Seise, community affairs manager at Central Park Place, added, "Art, in this format, will spark imaginations and touch people of all ages. Understanding the culture of where you live through literature, drama, the arts, and storytelling is a way to feed the soul while learning.

"Knowing the traditions, chronicling bygone stories, watching a local artist at work, hearing a musician play, or listening to a poet read a beautiful piece of verse, makes us a community."

Much of West Michigan history is tied to logging, fur-trading, and water transport, and the Tri-Cities is no exception. The area's unique history has been preserved with objects, photographs, and documents by the Tri-Cities Historical Museum and in genealogical records at Loutit District Library. Central Park Place is home to local theater and public-access art, and is a hub of the Grand Haven community.

"The library is thrilled to partner with the Tri-Cities Historical Museum and Central Park Place to bring our shared vision of a unique outdoor cultural experience to the community," said Ellen Peters, executive director of Loutit District Library.

Among the presenters is local professional storyteller, Denny Swartout, who will connect locals and tourists alike to the Tri-Cities with fascinating stories of past eras. Swartout is known for his "Tales of the Tri-Cities" series hosted in partnership with local station WAWL.

Donn Werling, State of Michigan Designated Culture Bearer, will perform songs of the Great Lakes, including "Lake Michigan" and "Catwalk," which is about the dangers of the Grand Haven south pier. He will also present a living history performance of an old lighthouse keeper on the lake, Captain Edwin James Moore, who lived from 1860-1923.

Look for this fusion of fine arts, theater, literature, and storytelling in downtown Grand Haven at the brass river installation at 1 S. Harbor Drive. Performances will take place Saturdays at 10 a.m. beginning June 10. All encounters are free to the public, and will illuminate the Tri-Cities' heritage not only for locals, but for visitors to our fair city.

Find out more about the partners and find a schedule of the "Live! On The Lakeshore" encounters at bit.ly/encounter-live-on-the-lakeshore.

GTH Tribune Sat 2023-05-27

LOUIT DISTRICT LIBRARY
Monthly Planner

<p>June</p>	<ul style="list-style-type: none"> - Review Records Management - Director submits list of policies and job descriptions to review in priority order - American Library Association Annual Conference (June 22-27, 2023 in Chicago) 	<ul style="list-style-type: none"> - Hold Public Hearing on FY 2023-2024 budget - Approve FY 2023-2024 budget - Set 2023 operating & debt millage rate - Executive Committee to review Executive Director appraisal documents - Executive Director Evaluation 	<p>Youth Summer Reading Program Adult Summer Reading Program <i>Pride Month</i> <i>Juneteenth</i> Touch a Truck Event</p>	<p>Executive Committee Personnel</p>
<p>July Start of FY23/24</p>	<ul style="list-style-type: none"> - Approve meeting schedule for new FY - Election of officers - File Conflict of Interest Forms - Goal setting session with Executive Director (July Executive Committee) - Include Library Goals in Executive Director's Report 	<ul style="list-style-type: none"> - Approve budgeted purchase orders greater than \$5,000 	<p>Coast Guard Festival (July 29-Aug 5)</p>	<p>Executive Committee Policy Personnel</p>

LOUIT DISTRICT LIBRARY
Monthly Planner

Month	Operations	Financial	Special Events	Committee Meetings
August	<ul style="list-style-type: none"> - April-June stats to trustees - Year-end stats to trustees - Approve President's appointments to standing committees - Begin Annual Report 	<ul style="list-style-type: none"> - Receive penal fines - Receive balance of prior year's State Aid - Review Bank Ratings & Authorizations 		<ul style="list-style-type: none"> Executive Committee Policy Personnel
Sept.	<ul style="list-style-type: none"> - Board reviews evaluation of Executive Director with Executive Director (See January 2023) - Review of revised policies and job descriptions - Start State Aid reporting 	<ul style="list-style-type: none"> - Audit begins - Audit reviewed by staff 	<ul style="list-style-type: none"> Library Card Sign-up Month Hispanic Heritage Month (Sept 15 – Oct 15) Banned Books Week (Sept 18 – 24) 	<ul style="list-style-type: none"> Executive Committee
Oct	<ul style="list-style-type: none"> - Request for goals to Executive Committee - Michigan Library Association Annual Conference, Oct. 19-21 in Port Huron 	<ul style="list-style-type: none"> - Audit reviewed by Finance Committee - Audit presented to board 		<ul style="list-style-type: none"> Executive Committee Finance

LOUIT DISTRICT LIBRARY

Monthly Planner

Nov.	<ul style="list-style-type: none"> - July-Sept. stats to trustees - Set nonresident fee for 2023 calendar year - Staff in-service training - Work on Annual Report 	<ul style="list-style-type: none"> - Audit distributed to municipalities - State Aid Report filed - Begin review of staffing plan for next fiscal year - Five Year Financial Plan updated - Qualifying statement filed with State --- - Director report +\$1,000 assets disposed of in previous fiscal year - File Continuing Disclosure Report - State Aid Report Filed - Qualifying statement filed with State Filed - File Continuing Disclosure Report Filed - Final Audit Report Done 	<p>Native American Heritage Month</p> <p>NEA Big Read Lakeshore</p> <p>Staff Evaluations</p>	Executive Committee
Dec.	<ul style="list-style-type: none"> - Annual Report approved and distributed 	<ul style="list-style-type: none"> - 1st Round Budget Amendments - Director/City start preparing FY 20-23 budget proposal - Building and Grounds budget proposals - Annual Salary/benefits study update 	<p>Board luncheon for staff</p> <p>Winter Reading Program begins</p> <p>MLK Jr. Holiday</p> <p>Winter fest</p>	Executive Committee
January 2024	-			Executive Committee Building and Grounds Committee
February	<ul style="list-style-type: none"> - Executive Committee – goals for FY 2023-24 - Oct.- Dec. stats to trustees - Strategic Plan Review - Annual Report approved and distributed 	<ul style="list-style-type: none"> - Continue budget preparation - In-Service Day to brainstorm Strategic Plan 	<p>Black History Month</p> <p>Kindness Month</p>	Executive Committee Finance Personnel
March	<ul style="list-style-type: none"> - Michigan Library Association - Spring Institute – 	<ul style="list-style-type: none"> - Continue budget preparation - Director meet with Finance & Personnel Committees to review staffing, wages and benefits for FY 2023-2024 	<p>Reading Month</p> <p>Women’s History Month</p>	Executive Committee Finance Personnel
April	<ul style="list-style-type: none"> - Recognize volunteers - Notice to gov’t units RE board member renewals 	<ul style="list-style-type: none"> - Approve service agreements - Review WJE maintenance assessment - Continue Budget preparation 	<p>Poetry Month</p> <p>Library Week</p> <p>Volunteer Week</p>	Executive Committee Finance

LOUIT DISTRICT LIBRARY

Monthly Planner

<p>May</p>	<ul style="list-style-type: none"> - Approve goals for next FY - Jan.-March stats to trustees - Board President distributes blank "Performance Appraisal of Executive Director" Form 	<ul style="list-style-type: none"> - Proposed FY 2023-2024 Budget to Finance Committee - Set Public Hearing on FY 2023-2024 Budget - Receive taxable values and millage reduction fraction from county (mid-month) - Publish notice of Budget Public Hearing - 2nd round of budget amendments 	<p>Staff Evaluations</p>	<p>Executive Committee Finance Personnel</p>
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LOUIT DISTRICT LIBRARY

Monthly Planner

COMMITTEE ASSIGNMENTS	
Building & Grounds	Rusco, Brooks, FitzGerald, Lidacis, Menerick, Peters
Executive	Brooks, Belter, Lannon, Rusco, Peters
Finance	Lannon, Brooks, De Young, Groothuis, Monetza, Zink, Peters
Personnel	Rusco, DeWitt, Menerick, Sherwood, Peters
Policy	Collins, Alphenaar, Belter, Boyer, Menerick, Longstreet, Peters
Union Bargaining	Brooks, Lannon, Rusco, Collins, Peters, Burnett, Sherwood
Board Term Expirations (June 30): 2023 -- Brooks, Longstreet, Rusco 2024 -- DeWitt, Collins, Lannon 2025 -- Belter, Menerick	Contract Expirations: GHAPS – IT Services – June 30, 2023 Zervas Cleaning – June 30, 2023 Dykstra – Grounds, Snow & Ice – June 30, 2023 Auditing – Vredevelde – Three audits, June 30, 2022 with options for years 2023 and 2024 Legal – Foster, Swift – Began Nov 2018 - Open ended Van Dyken (HVAC) – Began Oct 2020 - Open ended Johnson Controls (Fire & Security Systems) – July 2021–June 2024 OAIISD – Internet Service Provider – June 30, 2023
Board of Trustees Meeting Schedule FY22/23	July 5, 2022 – 5:30pm August 9, 2022 – 5:30pm September 13, 2022 – 5:30pm October 11, 2022 – 5:30pm November 8, 2022 – 5:30pm (date changed to November 1, 2022) December 13, 2022 – 5:30pm January 10, 2023 – 5:30pm February 14, 2023 – 5:30pm March 14, 2023 – 5:30pm April 11, 2023 – 5:30pm May 9, 2023 – 5:30pm June 13, 2023 – 5:30pm July 11, 2023 – 5:30pm

Dear Loutit Library,

Thank you so much for letting us borrow your escape room! We had 16 groups of people complete it during the week of spring break. Your instructions made it easy to set up and our patrons really enjoyed it. We are so thankful for other amazing libraries like you, who are willing to share resources. Thanks again!

Sincerely,
Ashley Johnson, Youth Librarian
Attendale Twp. Library