

**Spring Lake District Library
Board Meeting Agenda**

**Wednesday, December 18, 2024
Spring Lake District Library
10am**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – November 20, 2024
5. Financial report and approval of bills – November 2024
6. Director's Report
7. Personnel Committee Report
8. Old business
 - a. Potential Capital Projects – Future Planning
 - b. 2025 Calendar
 - c.
 - d.
 - e.
10. New business
 - a. 2024 Budget Amendment
 - b. 2025 Salary Schedule
 - c. 2025 Insurance Renewal
 - d.
11. Public Comment
12. Adjourn the meeting

Spring Lake District Library Board Minutes

October 16, 2024

Present and voting: Carolyn Boersma, Sheri Boon, Laurie Draeger, Mary Eagin, Mark Powers

Also present: Maggie McKeithan, Library Director; Amanda Rantanen, Business Manager

Absent: Gordon Gallagher, Skylar Garrison

The meeting was held in person at the Spring Lake District Library

The meeting was called to order at 10:02 a.m. by Carolyn Boersma

Carolyn welcomed Laurie Draeger as a new Library Board member.

Motion to approve the agenda, made by Mary Eagin and supported by Mark Powers. The motion was approved unanimously.

Public Comment:

This weekend is the Friends of the SLDL 2nd Annual Puzzle Palooza to be held on 11/23/24. Teams are full. Puzzles were donated by Mackinaw Kite.

Motion to approve the minutes of the October 16, 2024 Board meeting was made by Mark Powers and supported by Sheri Boon. The motion was approved unanimously.

Motion made by Laurie Draeger and supported by Sheri Boon **to accept the financial reports from October 2024 and approve the payment of bills**. The motion was approved unanimously.

Director's Report:

- The HVAC has a UV light system installed, but we were recently notified that the system is not working. Maggie will get quotes and the Board can decide whether or not to fix/replace.

Personnel Committee: no report

Old Business:

- Maggie presented additional renderings of the potential for closing the drive-through book return area and creating more indoor space and outdoor seating area.
- Maggie presented a compilation of the staff review of the Strategic Plan
- Children in the Library Policy – no action taken awaiting feedback from the attorney.
- Employee Handbook 5.6 Substance Abuse Policy. **Motion** made by Mark Powers and supported by Laurie Draeger **to approve the revised policy as presented**. The motion was approved unanimously.

New Business:

Motion made by Mary Eagin and supported by Laurie Draeger **to accept the quote from Tridonn to complete work on the Family Restroom at a cost of \$15,486**. A roll call vote was taken: Sheri Boon, yea; Laurie Draeger, yea; Mary Eagin, yea; Mark Powers, yea; Carolyn Boersma, yea. The motion passed unanimously.

Motion made by Mark Powers and supported by Laurie Draeger **to approve a contract with Live Space at cost of up to \$35,000 to purchase replacement/additional presentation equipment for the Program Room and Children's Area**.

A roll call vote was taken: Sheri Boon - abstained; Laurie Draeger, yea; Mary Eagin, yea; Mark Powers, yep; Carolyn Boersma, yea. The motion passed unanimously.

Public Comment:

MaryAnn Herbst requested that the Board Packets be available to the public. It was noted that the Village of SL puts them on their website. Maggie will post the SLD Board Packet on the SLDL website in the future.

MaryAnn also invited SLDL Board Members to join the Friends of the SLDL group.

Meeting was adjourned at 11:20 a.m.

Respectfully submitted,
Mary Eagin, Secretary

Spring Lake District Library
Balance Sheet
As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Flagstar Bank Liquid Savings	82,679.58
Huntington Checking	87,991.63
Michigan Class Investments	1,166,196.96
Petty Cash	230.91
Total Checking/Savings	1,337,099.08
Other Current Assets	
Credit Card Payment Receivable	-151.59
Total Other Current Assets	-151.59
Total Current Assets	1,336,947.49
Other Assets	
Prepaid Expenses	3,627.87
Total Other Assets	3,627.87
TOTAL ASSETS	1,340,575.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,128.55
Total Accounts Payable	1,128.55
Other Current Liabilities	
Accrued Deductions MERS DB	513.10
Due to Friends of the Library	-5.00
EE Garnishment	195.86
Health Savings Plan 115 Trust	132.00
MERS 457	1,195.32
MERS DC EE Portion	0.01
MERS Roth 457	669.88
Withheld Payroll Taxes	208.02
Total Other Current Liabilities	2,909.19
Total Current Liabilities	4,037.74
Total Liabilities	4,037.74
Equity	
Retained Earnings(Fund Balance)	1,113,635.72
Sage Conversion Fund Balance	-32,835.65
Net Income	255,737.55
Total Equity	1,336,537.62
TOTAL LIABILITIES & EQUITY	1,340,575.36

Spring Lake District Library
Income Statement Compared with Budget
November 2024

	<u>Nov 24</u>	<u>Jan - Nov 24</u>	<u>Annual Budget</u>	<u>% Rc'd</u>
Income				
Current Property Taxes .54 mil	0.00	505,149.99	524,665.00	96%
Current Property Taxes 1.0 mil	0.00	949,567.82	952,114.00	100%
Grants, Gifts and Contributions	1,088.05	175,741.60	155,000.00	113%
Investment Fluctuation of MVs	4,963.09	74,378.38	35,560.00	209%
Investment Income	253.92	4,336.57	2,000.00	217%
Library Fines	47.10	3,219.36	1,800.00	179%
Local Government Revenue	0.00	187,279.26	206,000.00	91%
Other Income	2,014.73	17,277.70	5,950.00	290%
PILOT	0.00	3,136.93	3,000.00	105%
State Revenue	0.00	23,289.26	16,000.00	146%
Total Income	<u>8,366.89</u>	<u>1,943,376.87</u>	<u>1,902,089.00</u>	<u>102%</u>
	<u>Nov 24</u>	<u>Jan - Nov 24</u>	<u>Annual Budget</u>	<u>% Rc'd</u>
Expense				
Capital Outlay	844.12	22,553.89	25,000.00	90%
Materials	17,676.33	179,953.38	196,200.00	92%
Operations	23,681.34	281,149.14	367,100.00	77%
Personnel	100,701.96	1,141,433.95	1,246,789.00	92%
Programming	2,974.93	26,231.04	30,000.00	87%
Technology	4,048.45	36,317.92	37,000.00	98%
Total Expense	<u>149,927.13</u>	<u>1,687,639.32</u>	<u>1,902,089.00</u>	<u>89%</u>

**Spring Lake District Library
Investments Summary
as of November 30, 2024**

Brokerage	Investment Date	Maturity Date	Interest Rate	Market Value
General Fund - Money Market Accounts			Avg Yield	Market Value
GF - Michigan Class Investments - 0001			4.75%	\$1,166,196.96
				<u>\$1,166,196.96</u>
Capital Fund - Goldman Sachs Money			Avg Yield	Market Value
CF - Michigan Class Investments - 0002			4.75%	\$329,400.80
				<u>\$329,400.80</u>
Bank Accounts				Market Value
Flagstar Bank				\$82,679.58
Huntington Checking				\$87,991.63
Huntington Capital Projects				\$11,651.25
				<u>\$182,322.46</u>

Spring Lake District Library - General Fund				
Check Detail Report				
From 11/21/2024 through 12/18/2024				
Date	Number	Payee	Payment	Memo
11/21/2024	21925	Brian Oberlin	\$ 200.00	
12/18/2024	21926	4Imprint	\$ 3,259.87	Blizzard of Books Prizes
12/18/2024	21927	Ace Hardware	\$ 783.51	tools & supplies
12/18/2024	21928	Acoustic Oasis	\$ 200.00	
12/18/2024	21929	Applied Innovation	\$ 1,221.66	copy and print
12/18/2024	21930	Athenaeum	\$ 252.00	
12/18/2024	21931	Baker & Taylor Books	\$ 2,803.27	books
12/18/2024	21932	Bartlett Tree Experts	\$ 300.00	
12/18/2024	21933	BHS Insurance	\$ 10,733.00	commercial insurance
12/18/2024	21934	Cengage Learning, Inc. - Gale	\$ 163.95	
12/18/2024	21935	Center Point Publishing	\$ 148.62	
12/18/2024	21936	Chase Card Services	\$ 8,035.78	* see below
12/18/2024	21937	Chips Groundcover, LLC	\$ 3,090.00	outdoor holiday lights
12/18/2024	21938	Cintas Corp	\$ 190.84	
12/18/2024	21939	City Farmer Lawn & Landscape	\$ 1,793.50	fall clean-up and snow
12/18/2024	21940	Demco, Inc.	\$ 298.28	
12/18/2024	21941	Dorr Township Library	\$ 8.99	
12/18/2024	21942	Foster Swift	\$ 171.50	
12/18/2024	21943	Friends of Spring Lake District Library	\$ 1,128.55	due to the friends
12/18/2024	21944	Grapids Irrigation	\$ 532.50	Membership for 2025
12/18/2024	21945	Heather Smoes	\$ 100.00	
12/18/2024	21946	Hurst Mechanical	\$ 2,817.17	bldg maint
12/18/2024	21947	Kanopy, Inc	\$ 283.05	
12/18/2024	21948	Kuerth's Disposal & Recycling, Inc.	\$ 122.00	
12/18/2024	21949	Laurie Beemer	\$ 62.31	
12/18/2024	21950	Lindsey VanDoorn	\$ 25.32	
12/18/2024	21951	Linnea Nordman	\$ 43.63	
12/18/2024	21952	Maggie McKeithan	\$ 50.12	
12/18/2024	21953	pens.com	\$ 576.15	logo pens and calendars
12/18/2024	21954	Quality Vacuum	\$ 28.99	
12/18/2024	21955	Schindler Elevator Corporation	\$ 2,638.79	elevator repairs
12/18/2024	21956	Shredit	\$ 70.70	
12/18/2024	21957	Spectrum Business	\$ 27.36	
12/18/2024	21958	Telco Bill Center	\$ 63.82	
12/18/2024	21959	The Standard Insurance Company	\$ 642.34	life ins.
12/18/2024	21960	Thomas Klise/Crimson Multimedia	\$ 125.22	
12/18/2024	21961	TMobile	\$ 532.88	wifi hotspots
12/18/2024	21962	Unique Management Services	\$ 68.95	
12/18/2024	21963	Value Line	\$ 5,795.00	databases
12/18/2024	21964	Wendy Coon	\$ 185.00	
12/18/2024	21967	Midwest Tape	\$ 3,800.57	digital materials
12/18/2024	21968	OverDrive, Inc.	\$ 2,775.91	digital materials
			\$ 56,151.10	
		* Chase Card Services Detail		
		Library & Office Supplies	\$ 464.18	
		Maint / Janitorial Supplies	\$ 754.62	
		Telephone	\$ 800.94	
		Programming - Youth	\$ 365.82	
		Programming - Adult	\$ 247.21	
		Insurance	\$ 2,136.76	cyber insurance
		Capital Outlay	\$ 390.35	youth storage shelving
		Capital Outlay	\$ 762.20	acrylic shelf holders
		Tech Software / Supplies	\$ 985.50	QB online 2025
		Tech Software / Supplies	\$ 502.87	
		Cold Bev Expense	\$ 83.92	
		Hot Bev Expense	\$ 15.95	
		Books - Fiction	\$ 58.78	
		DVDs	\$ 262.75	
		Other Circulating Materials	\$ 57.43	
		Staff Inservice / Travel	\$ 79.00	
		Payroll Expense	\$ 67.50	
			\$ 8,035.78	

4:19 PM

12/13/24

Spring Lake District Library
Reconciliation Summary
Huntington Checking, Period Ending 11/30/2024

	Nov 30, 24
Beginning Balance	85,265.08
Cleared Transactions	
Checks and Payments - 59 items	-149,399.33
Deposits and Credits - 8 items	154,482.93
Total Cleared Transactions	<u>5,083.60</u>
Cleared Balance	<u>90,348.68</u>
Uncleared Transactions	
Checks and Payments - 11 items	-2,357.05
Total Uncleared Transactions	<u>-2,357.05</u>
Register Balance as of 11/30/2024	<u>87,991.63</u>
New Transactions	
Checks and Payments - 53 items	-108,074.58
Deposits and Credits - 1 item	75,000.00
Total New Transactions	<u>-33,074.58</u>
Ending Balance	<u>54,917.05</u>

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Spring Lake District Library Reconciliation Detail Huntington Checking, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						85,265.08
Cleared Transactions						
Checks and Payments - 59 Items						
Bill Pmt -Check	10/16/2024	21877	William Chesnic	X	-350.00	-350.00
Bill Pmt -Check	10/16/2024	21859	Momo Hasselbring	X	-250.00	-600.00
Bill Pmt -Check	10/16/2024	21843	Evan Schumann	X	-10.72	-610.72
General Journal	11/01/2024	ADP	ADP	X	-182.17	-792.89
General Journal	11/06/2024	Payroll	Payroll	X	-27,435.81	-28,228.70
General Journal	11/06/2024	Payroll	Payroll	X	-9,490.65	-37,719.35
General Journal	11/06/2024	Payroll	Payroll	X	-139.08	-37,858.43
General Journal	11/08/2024	ADP	ADP	X	-5.00	-37,863.43
General Journal	11/12/2024	Consu...	Consumers Energy	X	-5,688.03	-43,551.46
General Journal	11/12/2024	MI Gas	Michigan Gas Utilities	X	-604.24	-44,155.70
General Journal	11/13/2024	MERS...	MERS	X	-7,283.10	-51,438.80
General Journal	11/13/2024	MERS...	MERS 457	X	-803.14	-52,241.94
General Journal	11/13/2024	MERS...	MERS 457	X	-803.14	-53,045.08
General Journal	11/13/2024	MERS...	MERS	X	-783.14	-53,828.22
General Journal	11/13/2024	MERS...	MERS	X	-783.14	-54,611.36
General Journal	11/13/2024	115 Tr...	MERS Health Care Savi...	X	-128.00	-54,739.36
General Journal	11/15/2024	Village...	Village of Spring Lake	X	-1,035.26	-55,774.62
General Journal	11/15/2024	Village...	Village of Spring Lake	X	-977.41	-56,752.03
General Journal	11/15/2024	ADP	ADP	X	-182.17	-56,934.20
General Journal	11/20/2024	Payroll	Payroll	X	-27,375.04	-84,309.24
General Journal	11/20/2024	Payroll	Payroll	X	-9,516.69	-93,825.93
Bill Pmt -Check	11/20/2024	21885	Baker & Taylor Books	X	-7,279.29	-101,105.22
Bill Pmt -Check	11/20/2024	21891	Chase Card Services	X	-6,081.85	-107,187.07
Bill Pmt -Check	11/20/2024	21910	Midwest Tape	X	-3,660.86	-110,847.93
Bill Pmt -Check	11/20/2024	21904	Hurst Mechanical	X	-3,276.75	-114,124.68
Bill Pmt -Check	11/20/2024	21912	OverDrive, Inc.	X	-3,217.63	-117,342.31
Bill Pmt -Check	11/20/2024	21897	EBSCO	X	-2,610.00	-119,952.31
Bill Pmt -Check	11/20/2024	21887	Bibliotheca, LLC	X	-1,982.30	-121,934.61
Bill Pmt -Check	11/20/2024	21900	Friends of Spring Lake ...	X	-1,517.60	-123,452.21
Bill Pmt -Check	11/20/2024	21884	Applied Innovation	X	-1,475.56	-124,927.77
Bill Pmt -Check	11/20/2024	21896	Demco, Inc.	X	-1,435.76	-126,363.53
Bill Pmt -Check	11/20/2024	21899	Foster Swift	X	-1,274.00	-127,637.53
Bill Pmt -Check	11/20/2024	21893	City Farmer Lawn & Lan...	X	-1,081.50	-128,719.03
Bill Pmt -Check	11/20/2024	21882	Action Chemical	X	-945.82	-129,664.85
Bill Pmt -Check	11/20/2024	21894	Cummins	X	-568.77	-130,233.62
Bill Pmt -Check	11/20/2024	21921	The Standard Insurance ...	X	-567.77	-130,801.39
Bill Pmt -Check	11/20/2024	21924	Vernon Library Supplies	X	-422.01	-131,223.40
Bill Pmt -Check	11/20/2024	21905	InfoUSA Marketing, Inc.	X	-365.00	-131,588.40
Bill Pmt -Check	11/20/2024	21917	Starboard	X	-300.00	-131,888.40
General Journal	11/20/2024	Payroll	Payroll	X	-291.39	-132,179.79
Bill Pmt -Check	11/20/2024	21906	Kanopy, Inc	X	-287.30	-132,467.09
Bill Pmt -Check	11/20/2024	21895	David M. Shabluk D.D.S.	X	-247.00	-132,714.09
Bill Pmt -Check	11/20/2024	21886	Bartlett Tree Experts	X	-223.00	-132,937.09
Bill Pmt -Check	11/20/2024	21909	Melissa O'Sickey	X	-219.76	-133,156.85
Bill Pmt -Check	11/20/2024	21890	Center Point Publishing	X	-148.62	-133,305.47
Bill Pmt -Check	11/20/2024	21903	Hometown Filter	X	-141.12	-133,446.59
Bill Pmt -Check	11/20/2024	21911	Ottawa County Treasurer	X	-131.97	-133,578.56
Bill Pmt -Check	11/20/2024	21889	Cengage Learning, Inc. -...	X	-131.16	-133,709.72
Bill Pmt -Check	11/20/2024	21907	Kuerth's Disposal & Rec...	X	-97.00	-133,806.72
Bill Pmt -Check	11/20/2024	21923	Unique Management Se...	X	-68.95	-133,875.67
Bill Pmt -Check	11/20/2024	21916	ShredIt	X	-67.71	-133,943.38
Bill Pmt -Check	11/20/2024	21919	Telco Bill Center	X	-63.82	-134,007.20
Bill Pmt -Check	11/20/2024	21914	Rachel Yonai	X	-60.03	-134,067.23
Bill Pmt -Check	11/20/2024	21915	SecurAlarm Systems, Inc.	X	-45.00	-134,112.23
Bill Pmt -Check	11/20/2024	21898	Evan Schumann	X	-38.86	-134,151.09
Bill Pmt -Check	11/20/2024	21881	Ace Hardware	X	-27.98	-134,179.07
General Journal	11/29/2024	ADP	ADP	X	-182.17	-134,361.24
General Journal	11/30/2024	WMHIP	West Michigan Health In...	X	-14,848.09	-149,209.33
Check	11/30/2024			X	-190.00	-149,399.33
Total Checks and Payments					-149,399.33	-149,399.33

Spring Lake District Library
Reconciliation Detail
Huntington Checking, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 8 items						
Bill Pmt -Check	06/20/2024	21708	Linnea Nordman	X	0.00	0.00
General Journal	10/31/2024	Squar...		X	21.61	21.61
General Journal	11/15/2024	Transfer		X	150,000.00	150,021.61
General Journal	11/27/2024	Deposit		X	159.13	150,180.74
General Journal	11/27/2024	Deposit		X	2,771.14	152,951.88
General Journal	11/30/2024	Squar...		X	0.00	152,951.88
Deposit	11/30/2024			X	17.30	152,969.18
General Journal	11/30/2024	Squar...		X	1,513.75	154,482.93
Total Deposits and Credits					154,482.93	154,482.93
Total Cleared Transactions					5,083.60	5,083.60
Cleared Balance					5,083.60	90,348.68
Uncleared Transactions						
Checks and Payments - 11 items						
Bill Pmt -Check	11/20/2024	21918	State of Michigan		-518.55	-518.55
Bill Pmt -Check	11/20/2024	21922	TMobile		-449.18	-967.73
Bill Pmt -Check	11/20/2024	21913	Quill.com		-415.63	-1,383.36
Bill Pmt -Check	11/20/2024	21908	Marie Rothenberger		-350.00	-1,733.36
Bill Pmt -Check	11/20/2024	21892	Chelsea Klipfel, DDS PL...		-130.00	-1,863.36
Bill Pmt -Check	11/20/2024	21920	TH Brands		-107.00	-1,970.36
Bill Pmt -Check	11/20/2024	21901	Fruitport District Library		-95.98	-2,066.34
Bill Pmt -Check	11/20/2024	21883	America's Test Kitchen		-37.72	-2,104.06
Bill Pmt -Check	11/20/2024	21902	Grand Rapids Public Lib...		-27.99	-2,132.05
Bill Pmt -Check	11/20/2024	21888	Carson City Public Library		-25.00	-2,157.05
Bill Pmt -Check	11/21/2024	21925	Brian Oberlin		-200.00	-2,357.05
Total Checks and Payments					-2,357.05	-2,357.05
Total Uncleared Transactions					-2,357.05	-2,357.05
Register Balance as of 11/30/2024					2,726.55	87,991.63
New Transactions						
Checks and Payments - 53 items						
General Journal	12/04/2024	Payroll	Payroll		-25,712.20	-25,712.20
General Journal	12/04/2024	Payroll	Payroll		-8,900.46	-34,612.66
General Journal	12/04/2024	Payroll	Payroll		-160.44	-34,773.10
General Journal	12/06/2024	ADP	ADP		-5.00	-34,778.10
General Journal	12/10/2024	Consu...	Consumers Energy		-5,340.99	-40,119.09
General Journal	12/10/2024	MI Gas	Michigan Gas Utilities		-938.89	-41,057.98
General Journal	12/11/2024	MERS...	MERS		-7,283.10	-48,341.08
General Journal	12/11/2024	MERS...	MERS 457		-922.60	-49,263.68
General Journal	12/11/2024	MERS...	MERS 457		-922.60	-50,186.28
General Journal	12/11/2024	MERS...	MERS		-902.60	-51,088.88
General Journal	12/11/2024	MERS...	MERS		-902.60	-51,991.48
General Journal	12/11/2024	115 Tr...	MERS Health Care Savi...		-132.00	-52,123.48
Bill Pmt -Check	12/18/2024	21933	BHS Insurance		-10,733.00	-62,856.48
Bill Pmt -Check	12/18/2024	21936	Chase Card Services		-8,035.78	-70,892.26
Bill Pmt -Check	12/18/2024	21963	Value Line		-5,795.00	-76,687.26
Bill Pmt -Check	12/18/2024	21967	Midwest Tape		-3,800.57	-80,487.83
Bill Pmt -Check	12/18/2024	21926	4Imprint		-3,259.87	-83,747.70
Bill Pmt -Check	12/18/2024	21937	Chips Groundcover, LLC		-3,090.00	-86,837.70
Bill Pmt -Check	12/18/2024	21946	Hurst Mechanical		-2,817.17	-89,654.87
Bill Pmt -Check	12/18/2024	21931	Baker & Taylor Books		-2,803.27	-92,458.14
Bill Pmt -Check	12/18/2024	21968	OverDrive, Inc.		-2,775.91	-95,234.05
Bill Pmt -Check	12/18/2024	21955	Schindler Elevator Corp...		-2,638.79	-97,872.84
Bill Pmt -Check	12/18/2024	21939	City Farmer Lawn & Lan...		-1,793.50	-99,666.34
Bill Pmt -Check	12/18/2024	21929	Applied Innovation		-1,221.66	-100,888.00
Bill Pmt -Check	12/18/2024	21943	Friends of Spring Lake ...		-1,128.55	-102,016.55
Bill Pmt -Check	12/18/2024	21927	Ace Hardware		-783.51	-102,800.06
Bill Pmt -Check	12/18/2024	21959	The Standard Insurance ...		-642.34	-103,442.40
Bill Pmt -Check	12/18/2024	21953	pens.com		-576.15	-104,018.55
Bill Pmt -Check	12/18/2024	21961	TMobile		-532.88	-104,551.43
Bill Pmt -Check	12/18/2024	21944	Grapids Irrigation		-532.50	-105,083.93
Bill Pmt -Check	12/18/2024	21932	Bartlett Tree Experts		-300.00	-105,383.93
Bill Pmt -Check	12/18/2024	21940	Demco, Inc.		-298.28	-105,682.21

4:54 PM

12/13/24

Spring Lake District Library
Reconciliation Detail
Huntington Checking, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	12/18/2024	21947	Kanopy, Inc		-283.05	-105,965.26
Bill Pmt -Check	12/18/2024	21930	Athenaeum		-252.00	-106,217.26
Bill Pmt -Check	12/18/2024	21928	Acoustic Oasis		-200.00	-106,417.26
Bill Pmt -Check	12/18/2024	21938	Cintas Corp		-190.84	-106,608.10
Bill Pmt -Check	12/18/2024	21964	Wendy Coon		-185.00	-106,793.10
Bill Pmt -Check	12/18/2024	21942	Foster Swift		-171.50	-106,964.60
Bill Pmt -Check	12/18/2024	21934	Cengage Learning, Inc. -...		-163.95	-107,128.55
Bill Pmt -Check	12/18/2024	21935	Center Point Publishing		-148.62	-107,277.17
Bill Pmt -Check	12/18/2024	21960	Thomas Klise/Crimson ...		-125.22	-107,402.39
Bill Pmt -Check	12/18/2024	21948	Kuerth's Disposal & Rec...		-122.00	-107,524.39
Bill Pmt -Check	12/18/2024	21945	Heather Smoes		-100.00	-107,624.39
Bill Pmt -Check	12/18/2024	21956	ShredIt		-70.70	-107,695.09
Bill Pmt -Check	12/18/2024	21962	Unique Management Se...		-68.95	-107,764.04
Bill Pmt -Check	12/18/2024	21958	Telco Bill Center		-63.82	-107,827.86
Bill Pmt -Check	12/18/2024	21949	Laurie Beemer		-62.31	-107,890.17
Bill Pmt -Check	12/18/2024	21952	Maggie McKeithan		-50.12	-107,940.29
Bill Pmt -Check	12/18/2024	21951	Linnea Nordman		-43.63	-107,983.92
Bill Pmt -Check	12/18/2024	21954	Quality Vacuum		-28.99	-108,012.91
Bill Pmt -Check	12/18/2024	21957	Spectrum Business		-27.36	-108,040.27
Bill Pmt -Check	12/18/2024	21950	Lindsey VanDoorn		-25.32	-108,065.59
Bill Pmt -Check	12/18/2024	21941	Dorr Township Library		-8.99	-108,074.58
Total Checks and Payments					-108,074.58	-108,074.58
Deposits and Credits - 1 item						
General Journal	12/13/2024	Transfer			75,000.00	75,000.00
Total Deposits and Credits					75,000.00	75,000.00
Total New Transactions					-33,074.58	-33,074.58
Ending Balance					-30,348.03	54,917.05

4:18 PM

12/13/24

Spring Lake District Library
Reconciliation Summary
Flagstar Bank Liquid Savings, Period Ending 11/30/2024

	<u>Nov 30, 24</u>
Beginning Balance	82,442.96
Cleared Transactions	
Deposits and Credits - 1 item	<u>236.62</u>
Total Cleared Transactions	<u>236.62</u>
Cleared Balance	<u><u>82,679.58</u></u>
Register Balance as of 11/30/2024	82,679.58
Ending Balance	82,679.58

AJR

SLDL Capital Projects Fund
Balance Sheet
As of November 30, 2024

	<u>Nov 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
HNB Capital Fund Checking	11,651.25
Michigan Class Investments	329,400.80
Petty Cash	2.68
Total Checking/Savings	<u>341,054.73</u>
Total Current Assets	<u>341,054.73</u>
TOTAL ASSETS	<u><u>341,054.73</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings(Fund Balance)	1,537,649.67
Net Income	-1,196,594.94
Total Equity	<u>341,054.73</u>
TOTAL LIABILITIES & EQUITY	<u><u>341,054.73</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
November 2024

	<u>Nov 24</u>	<u>Jan - Nov 24</u>
Income		
Donations	0.00	196,677.29
Grant Revenue	0.00	91,695.60
Interest Income	5.81	1,104.72
Investment Fluctuation of MV's	1,300.41	37,175.11
Restricted Gifts	0.00	3,201.90
Total Income	<u>1,306.22</u>	<u>329,854.62</u>
Gross Profit	1,306.22	329,854.62
Expense		
Building Expenses	5,495.06	51,205.37
Capital outlay	0.00	488,827.52
Construction expense	1,150.00	953,416.67
Professional fees	0.00	33,000.00
Total Expense	<u>6,645.06</u>	<u>1,526,449.56</u>
Net Income	<u><u>-5,338.84</u></u>	<u><u>-1,196,594.94</u></u>

SLDL Capital Projects Fund

12/13/2024 4:52 PM

Register: HNB Capital Fund Checking

From 11/21/2024 through 12/18/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/30/2024			Interest Income	Interest	X	5.81	11,651.25
12/06/2024	1168	LiveSpace	Accounts payable	deposit invoice...	26,763.20		-15,111.95
12/06/2024	Transfer		Michigan Class Invest...	transfer to capit...		40,000.00	24,888.05
12/18/2024	1169	Hurst Mechanical	Accounts payable	replacement of ...	1,830.00		23,058.05

4:50 PM

12/13/24

SLDL Capital Projects Fund
Reconciliation Summary
HNB Capital Fund Checking, Period Ending 11/30/2024

	<u>Nov 30, 24</u>	
Beginning Balance		65,034.65
Cleared Transactions		
Checks and Payments - 2 items	-47,894.15	
Deposits and Credits - 1 item	5.81	
Total Cleared Transactions	<u>-47,888.34</u>	
Cleared Balance		<u>17,146.31</u>
Uncleared Transactions		
Checks and Payments - 2 items	<u>-5,495.06</u>	
Total Uncleared Transactions	<u>-5,495.06</u>	
Register Balance as of 11/30/2024		<u>11,651.25</u>
New Transactions		
Checks and Payments - 2 items	-28,593.20	
Deposits and Credits - 1 item	40,000.00	
Total New Transactions	<u>11,406.80</u>	
Ending Balance		<u>23,058.05</u>



SLDL Capital Projects Fund
Reconciliation Detail
HNB Capital Fund Checking, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						65,034.65
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	10/16/2024	1163	Tridonn Constructio...	X	-46,744.15	-46,744.15
Bill Pmt -Check	11/20/2024	1167	Tridonn Constructio...	X	-1,150.00	-47,894.15
Total Checks and Payments					-47,894.15	-47,894.15
Deposits and Credits - 1 item						
Deposit	11/30/2024			X	5.81	5.81
Total Deposits and Credits					5.81	5.81
Total Cleared Transactions					-47,888.34	-47,888.34
Cleared Balance					-47,888.34	17,146.31
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	11/20/2024	1166	Painting Services of ...		-3,745.06	-3,745.06
Bill Pmt -Check	11/20/2024	1165	Architektura, PLC		-1,750.00	-5,495.06
Total Checks and Payments					-5,495.06	-5,495.06
Total Uncleared Transactions					-5,495.06	-5,495.06
Register Balance as of 11/30/2024					-53,383.40	11,651.25
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	12/06/2024	1168	LiveSpace		-26,763.20	-26,763.20
Bill Pmt -Check	12/18/2024	1169	Hurst Mechanical		-1,830.00	-28,593.20
Total Checks and Payments					-28,593.20	-28,593.20
Deposits and Credits - 1 item						
General Journal	12/06/2024	Transfer			40,000.00	40,000.00
Total Deposits and Credits					40,000.00	40,000.00
Total New Transactions					11,406.80	11,406.80
Ending Balance					-41,976.60	23,058.05

Library Director's Report
Maggie McKeithan, Library Director
December 18, 2024

We will have a Holiday Potluck for staff and their families at the library on Friday, December 20 after closing. We would love to invite the Library Board, as well. We'll gather between 5:30pm and 6pm, and plan on eating at 6pm.

Coming up at the end of February, the Michigan Earned Sick Time Act (ESTA) will go into effect. Essentially, this new law requires all employers to provide at least 1 hour of sick time for every 30 hours of time worked. Our current Paid Time Off (PTO) policy meets the minimum amount of sick time as required by law. However, we only offer PTO to employees working more than 20 hours a week, so we will have to adjust our policy to include all employees regardless of hours worked per week. The Personnel Committee has discussed some of the implications and we are in the process of amending this policy. It will likely come to the Board in January.

In the last few months, we've been reviewing 435 Children at the Library Policy and 120 Capital Assets Policy. I'm waiting on some information on both of those policies, so they will likely be on the January agenda.

Context for the agenda and packet –

Potential Capital Projects – No updates at this point, but I left it on the agenda in case I have an update or we want to review where we're currently at.

2025 Calendar – The Board needs to approve the closed dates and meeting dates for 2025. I've suggested adding a closed day on President's Day so that we would have two staff training days for 2025. At the November meeting, the Board suggested moving the Board meetings from the third Wednesday of each month to the third Thursday of the month.

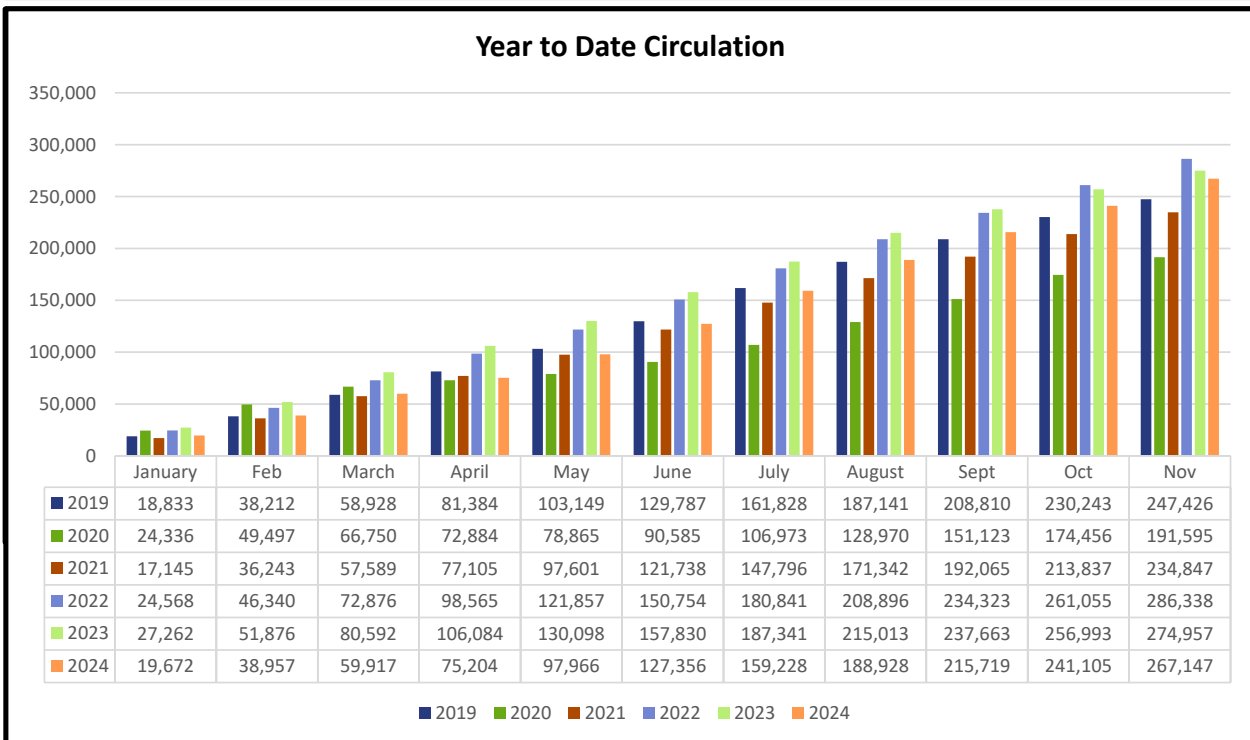
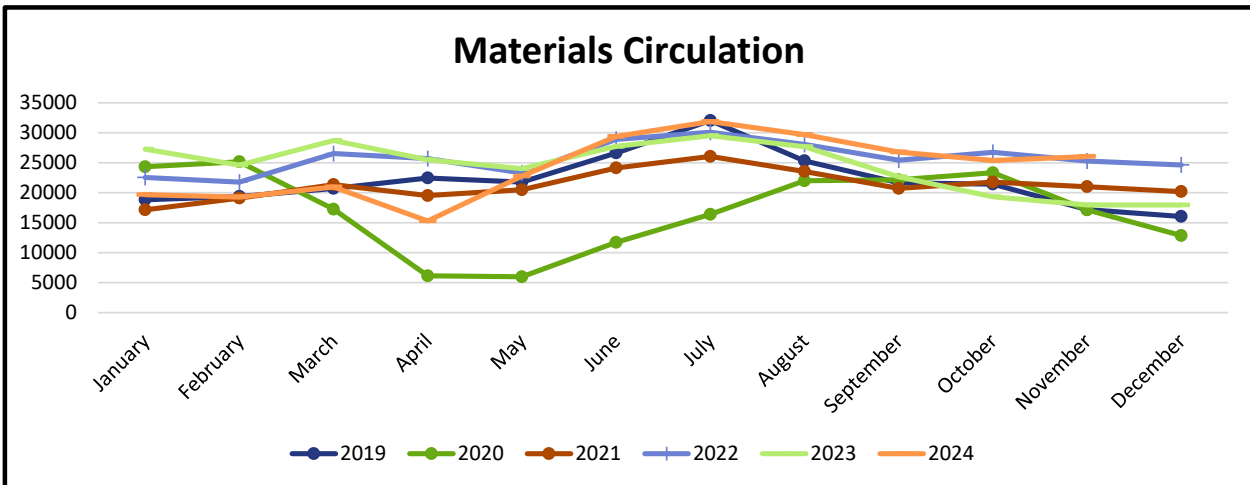
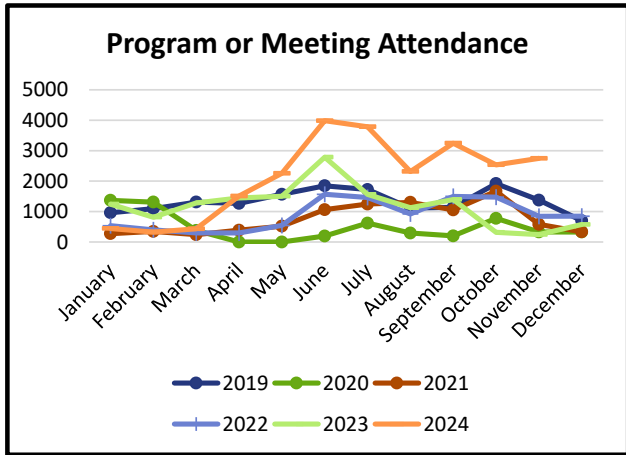
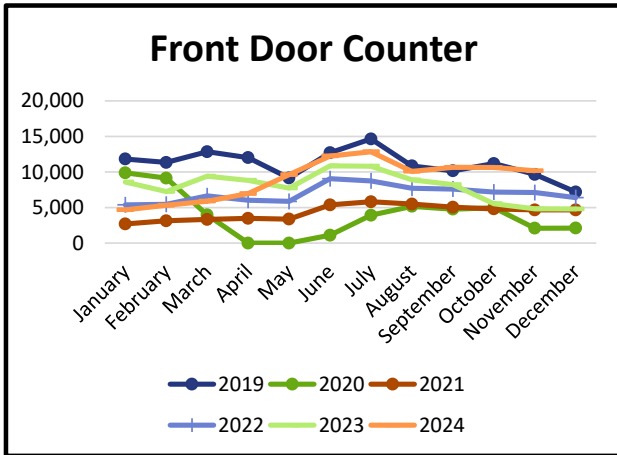
2024 Budget Amendment – As we approach the end of the year, we need to adjust the budget a bit. This is a projection of where our budget is likely to end up. As you can see, we brought in more income than we had expenses. We spent less than our original budget in Operations, mostly as a result of not needing all the funds that we had anticipated for an outside cleaning service. We spent more in the Personnel line than we initially budgeted. This is for two reasons: 1. We budgeted a 4% cost of living salary increase and the actual cost of living increase ended up at 5.1%. 2. Instead of an outside cleaning service, we hired a custodial staff person. We spent more in the Programming line. The increase is \$5,000, which was used to host Grand Re-Opening events in April. This was offset by a \$5,000 anonymous donation that came in the Grants, Gifts, and Contributions income line. Additionally, the original budget did not account for any transfers to Capital Fund. I would suggest a \$15,000 transfer to Capital Fund, based on the amount remaining after our General Fund expenses.

2025 Salary Schedule – For the last few years, the Board decided on a cost of living salary increase that matched the Inflation Rate Multiplier released by the State of Michigan. The Inflation Rate Multiplier has come out at 3.1% for this year. In the budgeting process, we

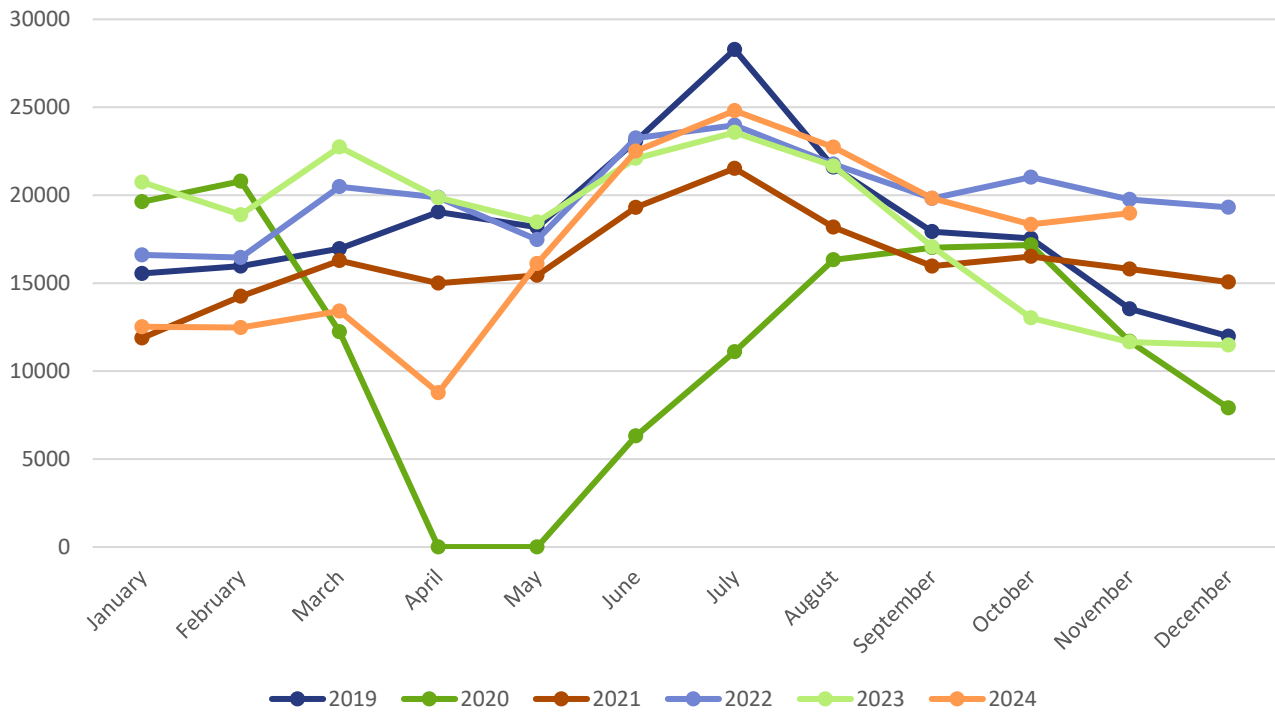
planned on a 3% cost of living salary increase, so we do not need to change our Personnel budget to accommodate the 3.1% increase. The salary schedule in the packet shows the 3.1% increase that will take place on January 1, 2025, if approved by the Library Board today.

2025 Insurance Renewal – It's that time of year to renew the insurance. This is the primary insurance that covers the building and all of the contents, including all the books, furniture, artwork, computers, etc.

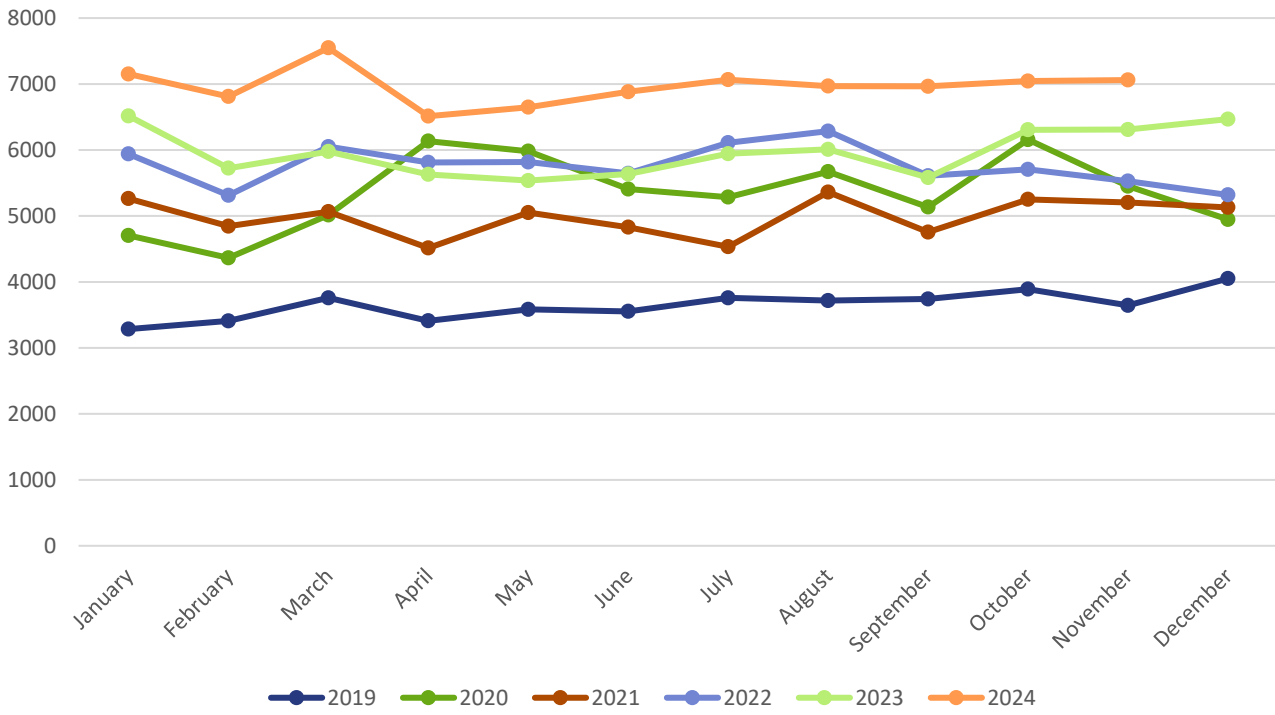
Monthly Statistics - to November 30, 2024



Print Materials Circulation



Digital Materials Circulation



2025

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SLDL Closed Dates	
Jan 1	New Year's Day
Feb 17	President's Day – Staff Training Day
Apr 20	Easter
May 24-26	Memorial Day Wkd
July 4	Independence Day
Aug 30-Sep 1	Labor Day Wkd
Oct 13	Columbus Day – Staff Training Day
Nov 27	Thanksgiving
Nov 28	Day after Thanksgiving
Dec 24	Christmas Eve Day
Dec 25	Christmas Day
Dec 31	New Year's Eve Day

Closed on Sundays from
Memorial Day to Labor Day

SLDL Board Meeting Dates	
January 16	
February 20	
March 20	
April 17	
May 15	
June 19	
July 17	
August 21	
September 18	
October 16	
November 20	
December 18	

2024 Budget Amendment

December 18, 2024

	Published Budget	Amended Budget
Income		
Current Property Taxes .5235 mil	\$524,665.00	\$505,149.99
Current Property Taxes .95 mil	\$952,114.00	\$949,567.82
Grants, Gifts and Contributions	\$155,000.00	\$175,741.60
Investment Fluctuation of MVs	\$35,560.00	\$74,378.38
Investment Income	\$2,000.00	\$4,336.57
Library Fines	\$1,800.00	\$3,220.03
Local Government Revenue	\$206,000.00	\$187,279.26
Other Income	\$5,950.00	\$17,277.70
PILOT	\$3,000.00	\$3,136.93
State Revenue	\$16,000.00	\$23,289.26
Total Income	\$1,902,089.00	\$1,943,377.54
Budgetary Fund Balance Usage	\$0.00	\$0.00
	\$1,902,089.00	\$1,943,377.54
Expense		
Capital Outlay	\$25,000.00	\$25,000.00
Materials	\$196,200.00	\$196,200.00
Operations	\$367,100.00	\$352,100.00
Personnel	\$1,246,789.00	\$1,283,077.54
Programming	\$30,000.00	\$35,000.00
Technology	\$37,000.00	\$37,000.00
Total Expense	\$1,902,089.00	\$1,928,377.54
Operating Transfers Out		
Year-End Transfer to Capital Fund	\$0.00	\$15,000.00
	\$0.00	\$0.00
	\$0.00	\$0.00



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

**Bulletin 14 of 2024
Inflation Rate Multiplier
October 22, 2024**

TO: Assessors and Equalization Directors

FROM: Michigan State Tax Commission

SUBJECT: Inflation Rate Multiplier for use in the 2025 capped value formula and the "Headlee" Millage Reduction Fraction (MRF) formula

The calculation of the Inflation Rate Multiplier is set in statute in MCL 211.34d:

(l) "Inflation rate" means the ratio of the general price level for the state fiscal year ending in the calendar year immediately preceding the current year divided by the general price level for the state fiscal year ending in the calendar year before the year immediately preceding the current year.

(f) "General price level" means the annual average of the 12 monthly values for the United States consumer price index for all urban consumers as defined and officially reported by the United States Department of Labor, Bureau of Labor Statistics.

Calculation of 2025 Inflation Rate Multiplier

Based on the statutory requirements in MCL 211.34d, the calculation of the inflation rate multiplier for 2025 is as follows:

1. The 12 monthly values for October 2022 through September 2023 are averaged.
2. The 12 monthly values for October 2023 through September 2024 are averaged.
3. The ratio is calculated by dividing the average of column 2 by the average of column 1.

The specific numbers from the US Department of Labor, Bureau of Labor Statistics are as follows:

CPI data used to calculate Inflation Rate Ratio for 2024 property taxes

2024 Calculations

<u>FY 2022 - 2023</u>		<u>FY 2023 - 2024</u>	
Oct-22	298.012	Oct-23	307.671
Nov-22	297.711	Nov-23	307.051
Dec-22	296.797	Dec-23	306.746
Jan-23	299.170	Jan-24	308.417
Feb-23	300.840	Feb-24	310.326
Mar-23	301.836	Mar-24	312.332
Apr-23	303.363	Apr-24	313.548
May-23	304.127	May-24	314.069
Jun-23	305.109	Jun-24	314.175
Jul-23	305.691	Jul-24	314.540
Aug-23	307.026	Aug-24	314.796
Sep-23	<u>307.789</u>	Sep-24	<u>315.301</u>
Average	302.289	Average	311.581

Ratio	1.031
% Change	3.1%

Important: Local units **cannot** develop or adopt or use an inflation rate multiplier other than 1.031 in 2025. It is not acceptable for local units or assessors to indicate to taxpayers that they do not know how the multiplier is developed.

Inflation Rate Multiplier (IRM) Used in the 2025 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2025 Capped Value Formula is 1.031.

2025 CAPPED VALUE = (2024 Taxable Value – LOSSES) X 1.031 + ADDITIONS

- The formula above does not include 1.05 because the inflation rate multiplier of 1.031 is lower than 1.05.

Inflation Rate Multiplier Used in 2025 “Headlee” Calculations

The inflation rate multiplier of 1.031 shall ALSO be used in the calculation of the 2025 “Headlee” Millage Reduction Fraction required by Michigan Compiled Law (MCL) 211.34d.

The formula for calculating the 2025 “Headlee” Millage Reduction Fraction (MRF) is:

$$2025 \text{ MRF} = \frac{(2024 \text{ Taxable Value} - \text{LOSSES}) \times 1.031}{2025 \text{ Taxable Value} - \text{ADDITIONS}}$$

Historical Inflation Rate Multipliers

The following is a listing of the inflation rate multipliers used in the Capped Value and "Headlee" calculations since the start of Proposal A.

YEAR	IRM		YEAR	IRM
1995	1.026		2012	1.027
1996	1.028		2013	1.024
1997	1.028		2014	1.016
1998	1.027		2015	1.016
1999	1.016		2016	1.003
2000	1.019		2017	1.009
2001	1.032		2018	1.021
2002	1.032		2019	1.024
2003	1.015		2020	1.019
2004	1.023		2021	1.014
2005	1.023		2022	1.033
2006	1.033		2023	1.050 (Capped Value)
2007	1.037			1.079 (Headlee)
2008	1.023		2024	1.050 (Capped Value)
2009	1.044			1.051 (Headlee)
2010	0.997		2025	1.031
2011	1.017			

Spring Lake District Library Traditional Step System

COLA - 3.1%

	Min			Mid			Max		
	1	2	3	4	5	6	7	8	9
Entry Level - 2024	\$11.46	\$11.89	\$12.32	\$12.75	\$13.18	\$13.60	\$14.03	\$14.46	\$14.89
Entry Level - 2025	X \$11.82	\$12.26	XXX \$12.70	\$13.15	\$13.59	\$14.02	\$14.46	\$14.91	\$15.35
A - 2024	\$15.90	\$16.50	\$17.09	\$17.69	\$18.28	\$18.89	\$19.48	\$20.07	\$20.66
A - 2025	X \$16.39	X \$17.01	X \$17.62	\$18.24	\$18.85	X \$19.48	XX \$20.08	\$20.69	XX \$21.30
B - 2024	\$18.12	\$18.80	\$19.48	\$20.16	\$20.84	\$21.51	\$22.19	\$22.87	\$23.55
B - 2025	XXX \$18.68	X \$19.38	X \$20.08	X \$20.78	\$21.49	\$22.18	X \$22.88	\$23.58	X \$24.28
C - 2024	\$20.53	\$21.30	\$22.07	\$22.84	\$23.61	\$24.38	\$25.15	\$25.92	\$26.70
C - 2025	\$21.17	\$21.96	\$22.75	\$23.55	\$24.34	\$25.14	\$25.93	\$26.72	XX \$27.53
D - 2024	\$46,594	\$48,341	\$50,088	\$51,836	\$53,583	\$55,330	\$57,077	\$58,825	\$60,572
D - 2025	\$48,038	\$49,840	\$51,641	\$53,443	\$55,244	X \$57,045	\$58,846	\$60,649	\$62,450
E - 2024	\$51,771	\$53,712	\$55,654	\$57,595	\$59,537	\$61,478	\$63,419	\$65,361	\$67,302
E - 2025	X \$53,376	\$55,377	\$57,379	X \$59,380	XX \$61,383	\$63,384	\$65,385	X \$67,387	\$69,388
F - 2024	\$60,054	\$62,306	\$64,558	\$66,810	\$69,062	\$71,314	\$73,566	\$75,818	\$78,071
F - 2025	\$61,916	\$64,237	\$66,559	\$68,881	\$71,203	\$73,525	\$75,847	\$78,168	X \$80,491
G - 2023	\$76,621	\$79,494	\$82,367	\$85,241	\$88,114	\$90,987	\$93,861	\$96,734	\$99,607
G - 2024	\$78,996	\$81,958	\$84,920	\$87,883	\$90,846	\$93,808	\$96,771	\$99,733	X \$102,695

Every X = 1 Employee

Group	Titles
Entry Level	Page (PT)
A	Circulation Support (PT), Circulation Clerk (PT)
B	Custodian (PT), Reference Paraprofessional (PT)
C	Reference Librarian (PT), Technical Services (PT)
D	IT Specialist
E	Marketing and Events Coordinator, Facility Manager, Circulation Supervisor, Youth Services Librarian, Library Services Manager
F	Business Manager
G	Library Director

Property and Liability Insurance – December 2024

Background: Our main property and liability insurance renews each year on January 1, 2025.

General Property Insurance and Director and Officers Policy

Michigan Township Participating Plan (The Par Plan) – Our insurance agent at BHS negotiated a January 1, 2025 renewal for **\$12,192**. In 2024, our rate was \$10,979. There would be no change in type or amount of coverage. There are \$ caps per claim, but we can claim as many individual incidents as needed throughout the year. We also have the option of adding Terrorism Coverage for **\$259** more, which we have always taken.

What is covered:

Commercial Property - \$1,000 Deductible

Building - \$8,432,266

Personal Property - \$2,784,815

Equipment Floater - \$1,000 Deductible

Various artwork, digital sign, book bike

Electronic Data Processing - \$1,000 Deductible

Technology, computer equipment

Crime - \$0 Deductible

General Liability - \$0 Deductible - \$3 million liability limit per occurrence

Commercial Auto – No owned vehicles - \$3 million liability limit

Public Officials/Wrongful Acts - \$3 million liability limit per occurrence