

**Spring Lake District Library
Board Meeting Agenda**

**Wednesday, January 15, 2025
Spring Lake District Library
2pm**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – December 18, 2024
5. Financial report and approval of bills – December 2024
6. Director's Report
7. Personnel Committee Report
8. Old business
 - a. Potential Capital Projects – Future Planning
 - b.
 - c.
 - d.
 - e.
10. New business
 - a. Board Officers
 - b. 2025 Minimum Wage Increase – takes effect Feb 21, 2025
 - c. Paid Time Off Policy
 - d.
11. Public Comment
12. Adjourn the meeting

Spring Lake District Library Board Minutes

December 18, 2024

Present and voting: Carolyn Boersma, Sheri Boon, Laurie Draeger, Mary Eagin, Gordon Gallagher, Skylar Garrison, Mark Powers

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

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

The meeting was called to order at 10:04 a.m. by Gordon Gallagher

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

Public Comment:

Mary Ann Herbst expressed appreciation that the Board Packet is available on the SLDL website prior to the meeting.

Motion to approve the minutes of the November 20, 2024 Board meeting was made by Laurie Draeger and supported by Mark Powers. The motion was approved unanimously. *(date on the heading will be corrected)*

Motion made by Carolyn Boersma and supported by Skylar Garrison **to accept the financial reports from November 2024 and approve the payment of bills.** The motion was approved unanimously.

Director's Report:

Maggie reviewed her report as printed in the Board Packet.

Personnel Committee:

It was noted that Maggie has not yet received her 2024 Evaluation Review.

Old Business:

Motion made by Skylar Garrison and supported by Mary Eagin **to approve the 2025 SLDL Calendar with the SLDL Board Meetings moved to 2 p.m. on the 3rd Wednesday of each month beginning January 2025.** The motion was approved unanimously.

New Business:

Motion made by Mary Eagin and supported by Laurie Draeger **to approve the Amended 2024 budget.** The motion passed unanimously.

Motion made by Skylar Garrison and supported by Sheri Boon **to approve the 2025 Salary Schedule with a 3.1% Inflation Rate Multiplier.** The motion passed unanimously.

Motion made by Laurie Draeger and supported by Carolyn Boersma **to approve the 2025 Property and Liability Insurance Renewal** without the Terrorism coverage. The motion passed unanimously.

Public Comment:

Mary Ann Herbst asked about the 360 Survey Results. *They have not been presented to the Board yet.*

She also noted that the Friends of the SLDL Puzzle Palooza was a huge success!

She suggested that information about using the Libby App be in the next newsletter, given the wide use of our digital materials.

Meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Mary Eagin, Secretary

Spring Lake District Library
Balance Sheet
As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Huntington Checking	186,847.48
Michigan Class Investments	1,095,693.31
Petty Cash	230.91
Total Checking/Savings	1,282,771.70
Other Current Assets	
Credit Card Payment Receivable	-313.85
Total Other Current Assets	-313.85
Total Current Assets	1,282,457.85
Other Assets	
Prepaid Expenses	37,773.42
Total Other Assets	37,773.42
TOTAL ASSETS	1,320,231.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	35,888.40
Total Accounts Payable	35,888.40
Other Current Liabilities	
Accrued Deductions MERS DB	762.91
Due to Friends of the Library	-5.00
EE Garnishment	195.86
Health Savings Plan 115 Trust	195.00
MERS 457	1,782.98
MERS DC EE Portion	0.01
MERS Roth 457	1,004.82
Withheld Payroll Taxes	208.02
Total Other Current Liabilities	4,144.60
Total Current Liabilities	40,033.00
Total Liabilities	40,033.00
Equity	
Retained Earnings(Fund Balance)	1,083,720.44
Sage Conversion Fund Balance	-32,835.65
Net Income	229,313.48
Total Equity	1,280,198.27
TOTAL LIABILITIES & EQUITY	1,320,231.27

Spring Lake District Library
Income Statement Compared with Budget
January through December 2024

	<u>Dec 24</u>	<u>Jan - Dec 24</u>	<u>Annual Budget</u>	<u>% Rc'd</u>
Income				
Current Property Taxes .60 mil	549,894.24	549,894.24	505,149.99	109%
Current Property Taxes 1.12 mil	1,030,765.61	1,030,765.61	949,567.82	109%
Grants, Gifts and Contributions	175,756.96	175,756.96	175,741.60	100%
Investment Fluctuation of MVs	78,874.73	78,874.73	74,378.38	106%
Investment Income	4,359.88	4,359.88	4,336.57	101%
Library Fines	3,384.45	3,384.45	3,220.03	105%
Local Government Revenue	195,387.94	195,387.94	187,279.26	104%
Other Income	18,019.45	18,019.45	17,277.70	104%
PILOT	3,136.93	3,136.93	3,136.93	100%
State Revenue	23,289.26	23,289.26	23,289.26	100%
Total Income	<u>2,082,869.45</u>	<u>2,082,869.45</u>	<u>1,943,377.54</u>	<u>107%</u>
Expense				
Capital Outlay	18,501.72	18,501.72	25,000.00	74%
Materials	176,863.62	176,863.62	196,200.00	90%
Operations	318,113.16	318,113.16	367,100.00	87%
Personnel	1,271,248.64	1,271,248.64	1,283,077.54	99%
Programming	33,931.45	33,931.45	35,000.00	97%
Technology	34,897.38	34,897.38	37,000.00	94%
Total Expense	<u>1,853,555.97</u>	<u>1,853,555.97</u>	<u>1,943,377.54</u>	<u>95%</u>

**Spring Lake District Library
Investments Summary
as of December 31, 2024**

Brokerage	Investment Date	Maturity Date	Interest Rate	Market Value
General Fund - Money Market Accounts			Avg Yield	Market Value
GF - Michigan Class Investments - 0001			4.69%	\$1,095,693.31
				<u>\$1,095,693.31</u>
Capital Fund - Goldman Sachs Money			Avg Yield	Market Value
CF - Michigan Class Investments - 0002			4.69%	\$290,609.27
				<u>\$290,609.27</u>
Bank Accounts				Market Value
Flagstar Bank - closed				\$0.00
Huntington Checking				\$186,847.48
Huntington Capital Projects				\$23,064.56
				<u>\$209,912.04</u>

Spring Lake District Library - General Fund

Check Detail Report

From 12/19/2024 through 01/15/2025

Date	Number	Payee	Payment	Memo
12/19/2024	21965	BHS Insurance	\$ 12,192.00	commercial ins. effective 1/1/2025
12/19/2024	21966	Ecolab	\$ 301.02	
	<i>21967 and 21968 printed on 12/18/2024 - checks got out of order</i>			
1/15/2025	21969	4Imprint	\$ 3,259.87	blizzard of books prizes
1/15/2025	21970	Ace Hardware	\$ 101.49	
1/15/2025	21971	Applied Innovation	\$ 971.10	copy/print
1/15/2025	21972	Architctural Hardware Co.	\$ 615.25	bldg maint
1/15/2025	21973	Baker & Taylor Books	\$ 2,480.40	books
1/15/2025	21974	Bloomfield Township Public Library	\$ 50.00	
1/15/2025	21975	Cengage Learning, Inc. - Gale	\$ 163.95	
1/15/2025	21976	Center Point Publishing	\$ 148.62	
1/15/2025	21977	Chase Card Services	\$ 4,157.93	* see below
1/15/2025	21978	Chelsea Klipfel, DDS PLLC	\$ 1,136.20	dental benefit
1/15/2025	21979	Cintas Corp	\$ 283.48	
1/15/2025	21980	City Farmer Lawn & Landscape	\$ 2,715.00	snow plowing
1/15/2025	21981	Claire Sheridan	\$ 50.00	
1/15/2025	21982	Dr. Fred Johnson	\$ 175.00	
1/15/2025	21983	EBSCO	\$ 5,416.54	periodicals
1/15/2025	21984	Friends of Spring Lake District Library	\$ 482.80	due to the friends
1/15/2025	21985	Grant Area District Library	\$ 14.99	
1/15/2025	21986	Heather Smoes	\$ 100.00	
1/15/2025	21987	Heimler Consulting	\$ 360.00	
1/15/2025	21988	Hurst Mechanical	\$ 1,594.77	bldg maint
1/15/2025	21989	Insight Benefit Administrators	\$ 15,200.00	dental/vision benefit and admin fee for 2025
1/15/2025	21990	Kanopy, Inc	\$ 430.10	
1/15/2025	21991	Lakeland Library Cooperative	\$ 5,891.50	lakeland fees
1/15/2025	21992	Laura Boxer - Plain Jane Glory	\$ 400.00	
1/15/2025	21993	Library Market	\$ 1,500.00	library calendar and reservation system
1/15/2025	21994	Maggie McKeithan	\$ 42.00	
1/15/2025	21995	Marlies Sherwood	\$ 42.00	
1/15/2025	21996	Midwest Tape	\$ 3,399.40	digital materials
1/15/2025	21997	Ottawa Area Intermediate Sch. District	\$ 363.60	
1/15/2025	21998	OverDrive, Inc.	\$ 3,006.89	digital materials
1/15/2025	21999	Pine Rest Christian Mental Health Servi	\$ 478.00	EAP for 2025
1/15/2025	22000	Quill.com	\$ 391.76	
1/15/2025	22001	RoofTech Consulting and Management, LL	\$ 2,795.00	roof inspection and cleaning
1/15/2025	22002	Shredit	\$ 71.02	
1/15/2025	22003	Telco Bill Center	\$ 63.90	
1/15/2025	22004	TH Brands	\$ 7.00	
1/15/2025	22005	The Standard Insurance Company	\$ 719.00	insurance
1/15/2025	22006	Thomas Klise/Crimson Multimedia	\$ 235.22	
1/15/2025	22007	TMobile	\$ 893.43	mobile hotspots - circulating
1/15/2025	22008	Unique Management Services	\$ 39.40	
			\$ 72,739.63	
		* Chase Card Services Detail		
		Library & Office Supplies	\$ 206.30	
		Postage	\$ 11.20	
		Maint / Janitorial Supplies	\$ 182.12	
		Programming - Youth	\$ 377.60	
		Capital Outlay	\$ 343.02	vacuum
		Capital Outlay	\$ 473.09	storage shelving
		Tech Software / Supplies	\$ 641.44	
		Cold Bev Expense	\$ 89.26	
		Telephone	\$ 787.52	
		Books - Fiction	\$ 39.88	
		DVDs	\$ 115.58	
		Membership/Dues	\$ 526.00	
		Staff Inservice / Travel	\$ 297.42	
		Payroll Expense	\$ 67.50	
			\$ 4,157.93	

3:50 PM

01/11/25

Spring Lake District Library
Reconciliation Summary
Huntington Checking, Period Ending 12/31/2024

	Dec 31, 24
Beginning Balance	90,348.68
Cleared Transactions	
Checks and Payments - 56 items	-188,093.44
Deposits and Credits - 8 items	296,536.99
Total Cleared Transactions	108,443.55
Cleared Balance	<u>198,792.23</u>
Uncleared Transactions	
Checks and Payments - 17 items	-11,961.11
Deposits and Credits - 1 item	16.36
Total Uncleared Transactions	-11,944.75
Register Balance as of 12/31/2024	<u>186,847.48</u>
New Transactions	
Checks and Payments - 41 items	-75,246.61
Deposits and Credits - 1 item	581,458.04
Total New Transactions	506,211.43
Ending Balance	<u>693,058.91</u>



Spring Lake District Library Reconciliation Detail

Huntington Checking, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						90,348.68
Cleared Transactions						
Checks and Payments - 56 items						
Bill Pmt -Check	11/20/2024	21922	TMobile	X	-449.18	-449.18
Bill Pmt -Check	11/20/2024	21913	Quill.com	X	-415.63	-864.81
Bill Pmt -Check	11/20/2024	21908	Marie Rothenberger	X	-350.00	-1,214.81
Bill Pmt -Check	11/20/2024	21892	Chelsea Klipfel, DD...	X	-130.00	-1,344.81
Bill Pmt -Check	11/20/2024	21920	TH Brands	X	-107.00	-1,451.81
Bill Pmt -Check	11/20/2024	21883	America's Test Kitch...	X	-37.72	-1,489.53
Bill Pmt -Check	11/20/2024	21902	Grand Rapids Public...	X	-27.99	-1,517.52
Bill Pmt -Check	11/20/2024	21888	Carson City Public L...	X	-25.00	-1,542.52
Bill Pmt -Check	11/21/2024	21925	Brian Oberlin	X	-200.00	-1,742.52
General Journal	12/04/2024	Payroll	Payroll	X	-25,712.20	-27,454.72
General Journal	12/04/2024	Payroll	Payroll	X	-8,900.46	-36,355.18
General Journal	12/04/2024	Payroll	Payroll	X	-160.44	-36,515.62
General Journal	12/06/2024	ADP	ADP	X	-5.00	-36,520.62
General Journal	12/10/2024	Consumers	Consumers Energy	X	-5,340.99	-41,861.61
General Journal	12/10/2024	MI Gas	Michigan Gas Utilities	X	-938.89	-42,800.50
General Journal	12/11/2024	MERS DB	MERS	X	-7,283.10	-50,083.60
General Journal	12/11/2024	MERS 457	MERS 457	X	-922.60	-51,006.20
General Journal	12/11/2024	MERS 457	MERS 457	X	-922.60	-51,928.80
General Journal	12/11/2024	MERS DC	MERS	X	-902.60	-52,831.40
General Journal	12/11/2024	MERS DC	MERS	X	-902.60	-53,734.00
General Journal	12/11/2024	115 Trust	MERS Health Care ...	X	-132.00	-53,866.00
General Journal	12/14/2024	WMHIP	West Michigan Healt...	X	-15,606.94	-69,472.94
General Journal	12/18/2024	Payroll	Payroll	X	-27,281.94	-96,754.88
General Journal	12/18/2024	Payroll	Payroll	X	-9,464.22	-106,219.10
Bill Pmt -Check	12/18/2024	21936	Chase Card Services	X	-8,035.78	-114,254.88
Bill Pmt -Check	12/18/2024	21926	4Imprint	X	-3,259.87	-117,514.75
Bill Pmt -Check	12/18/2024	21937	Chips Groundcover, ...	X	-3,090.00	-120,604.75
Bill Pmt -Check	12/18/2024	21946	Hurst Mechanical	X	-2,817.17	-123,421.92
Bill Pmt -Check	12/18/2024	21931	Baker & Taylor Books	X	-2,803.27	-126,225.19
Bill Pmt -Check	12/18/2024	21968	OverDrive, Inc.	X	-2,775.91	-129,001.10
Bill Pmt -Check	12/18/2024	21955	Schindler Elevator C...	X	-2,638.79	-131,639.89
Bill Pmt -Check	12/18/2024	21939	City Farmer Lawn & ...	X	-1,793.50	-133,433.39
Bill Pmt -Check	12/18/2024	21929	Applied Innovation	X	-1,221.66	-134,655.05
Bill Pmt -Check	12/18/2024	21943	Friends of Spring La...	X	-1,128.55	-135,783.60
Bill Pmt -Check	12/18/2024	21927	Ace Hardware	X	-783.51	-136,567.11
Bill Pmt -Check	12/18/2024	21959	The Standard Insura...	X	-642.34	-137,209.45
Bill Pmt -Check	12/18/2024	21953	pens.com	X	-576.15	-137,785.60
Bill Pmt -Check	12/18/2024	21944	Grapids Irrigation	X	-532.50	-138,318.10
Bill Pmt -Check	12/18/2024	21932	Bartlett Tree Experts	X	-300.00	-138,618.10
Bill Pmt -Check	12/18/2024	21940	Demco, Inc.	X	-298.28	-138,916.38
Bill Pmt -Check	12/18/2024	21947	Kanopy, Inc	X	-283.05	-139,199.43
Bill Pmt -Check	12/18/2024	21938	Cintas Corp	X	-190.84	-139,390.27
General Journal	12/18/2024	Payroll	Payroll	X	-173.39	-139,563.66
Bill Pmt -Check	12/18/2024	21934	Cengage Learning, l...	X	-163.95	-139,727.61
Bill Pmt -Check	12/18/2024	21935	Center Point Publish...	X	-148.62	-139,876.23
Bill Pmt -Check	12/18/2024	21948	Kuerth's Disposal & ...	X	-122.00	-139,998.23
Bill Pmt -Check	12/18/2024	21956	ShredIt	X	-70.70	-140,068.93
Bill Pmt -Check	12/18/2024	21962	Unique Managemen...	X	-68.95	-140,137.88
Bill Pmt -Check	12/18/2024	21958	Telco Bill Center	X	-63.82	-140,201.70
Bill Pmt -Check	12/18/2024	21949	Laurie Beemer	X	-62.31	-140,264.01
Bill Pmt -Check	12/19/2024	21965	BHS Insurance	X	-12,192.00	-152,456.01
Bill Pmt -Check	12/19/2024	21966	Ecolab	X	-301.02	-152,757.03
General Journal	12/31/2024	Payroll	Payroll	X	-25,969.91	-178,726.94
General Journal	12/31/2024	Payroll	Payroll	X	-9,016.60	-187,743.54
Check	12/31/2024			X	-189.00	-187,932.54
General Journal	12/31/2024	Payroll	Payroll	X	-160.90	-188,093.44
Total Checks and Payments					-188,093.44	-188,093.44

Spring Lake District Library Reconciliation Detail Huntington Checking, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 8 items						
General Journal	12/13/2024	Transfer		X	75,000.00	75,000.00
General Journal	12/16/2024	MERS RHFV	MERS Retiree Healt...	X	3,245.34	78,245.34
Bill Pmt -Check	12/18/2024	21933	BHS Insurance	X	0.00	78,245.34
General Journal	12/23/2024	Deposit		X	909.45	79,154.79
General Journal	12/23/2024	Deposit		X	90,788.26	169,943.05
General Journal	12/23/2024	Tax Deposit		X	125,942.04	295,885.09
Deposit	12/31/2024			X	23.31	295,908.40
General Journal	12/31/2024	Square Dep		X	628.59	296,536.99
Total Deposits and Credits					296,536.99	296,536.99
Total Cleared Transactions					108,443.55	108,443.55
Cleared Balance					108,443.55	198,792.23
Uncleared Transactions						
Checks and Payments - 17 items						
Bill Pmt -Check	11/20/2024	21918	State of Michigan		-518.55	-518.55
Bill Pmt -Check	11/20/2024	21901	Fruitport District Libr...		-95.98	-614.53
Bill Pmt -Check	12/18/2024	21963	Value Line		-5,795.00	-6,409.53
Bill Pmt -Check	12/18/2024	21967	Midwest Tape		-3,800.57	-10,210.10
Bill Pmt -Check	12/18/2024	21961	TMobile		-532.88	-10,742.98
Bill Pmt -Check	12/18/2024	21930	Athenaeum		-252.00	-10,994.98
Bill Pmt -Check	12/18/2024	21928	Acoustic Oasis		-200.00	-11,194.98
Bill Pmt -Check	12/18/2024	21964	Wendy Coon		-185.00	-11,379.98
Bill Pmt -Check	12/18/2024	21942	Foster Swift		-171.50	-11,551.48
Bill Pmt -Check	12/18/2024	21960	Thomas Klise/Crims...		-125.22	-11,676.70
Bill Pmt -Check	12/18/2024	21945	Heather Smoes		-100.00	-11,776.70
Bill Pmt -Check	12/18/2024	21952	Maggie McKeithan		-50.12	-11,826.82
Bill Pmt -Check	12/18/2024	21951	Linnea Nordman		-43.63	-11,870.45
Bill Pmt -Check	12/18/2024	21954	Quality Vacuum		-28.99	-11,899.44
Bill Pmt -Check	12/18/2024	21957	Spectrum Business		-27.36	-11,926.80
Bill Pmt -Check	12/18/2024	21950	Lindsey VanDoorn		-25.32	-11,952.12
Bill Pmt -Check	12/18/2024	21941	Dorr Township Library		-8.99	-11,961.11
Total Checks and Payments					-11,961.11	-11,961.11
Deposits and Credits - 1 item						
General Journal	12/31/2024	Square Dep			16.36	16.36
Total Deposits and Credits					16.36	16.36
Total Uncleared Transactions					-11,944.75	-11,944.75
Register Balance as of 12/31/2024					96,498.80	186,847.48
New Transactions						
Checks and Payments - 41 items						
Bill Pmt -Check	01/03/2025	ACH	Spring Lake District ...		-15,000.00	-15,000.00
Bill Pmt -Check	01/15/2025	21989	Insight Benefit Admi...		-15,200.00	-30,200.00
Bill Pmt -Check	01/15/2025	21991	Lakeland Library Co...		-5,891.50	-36,091.50
Bill Pmt -Check	01/15/2025	21983	EBSCO		-5,416.54	-41,508.04
Bill Pmt -Check	01/15/2025	21977	Chase Card Services		-4,157.93	-45,665.97
Bill Pmt -Check	01/15/2025	21996	Midwest Tape		-3,399.40	-49,065.37
Bill Pmt -Check	01/15/2025	21969	4Imprint		-3,259.87	-52,325.24
Bill Pmt -Check	01/15/2025	21998	OverDrive, Inc.		-3,006.89	-55,332.13
Bill Pmt -Check	01/15/2025	22001	RoofTech Consultin...		-2,795.00	-58,127.13
Bill Pmt -Check	01/15/2025	21980	City Farmer Lawn & ...		-2,715.00	-60,842.13
Bill Pmt -Check	01/15/2025	21973	Baker & Taylor Books		-2,480.40	-63,322.53
Bill Pmt -Check	01/15/2025	21988	Hurst Mechanical		-1,594.77	-64,917.30
Bill Pmt -Check	01/15/2025	21993	Library Market		-1,500.00	-66,417.30
Bill Pmt -Check	01/15/2025	21978	Chelsea Klipfel, DD...		-1,136.20	-67,553.50
Bill Pmt -Check	01/15/2025	21971	Applied Innovation		-971.10	-68,524.60
Bill Pmt -Check	01/15/2025	22007	TMobile		-893.43	-69,418.03
Bill Pmt -Check	01/15/2025	22005	The Standard Insura...		-719.00	-70,137.03
Bill Pmt -Check	01/15/2025	21972	Architectural Hardw...		-615.25	-70,752.28
Bill Pmt -Check	01/15/2025	21984	Friends of Spring La...		-482.80	-71,235.08
Bill Pmt -Check	01/15/2025	21999	Pine Rest Christian ...		-478.00	-71,713.08
Bill Pmt -Check	01/15/2025	21990	Kanopy, Inc		-430.10	-72,143.18

Spring Lake District Library
Reconciliation Detail
Huntington Checking, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	01/15/2025	21992	Laura Boxer - Plain ...		-400.00	-72,543.18
Bill Pmt -Check	01/15/2025	22000	Quill.com		-391.76	-72,934.94
Bill Pmt -Check	01/15/2025	21997	Ottawa Area Interme...		-363.60	-73,298.54
Bill Pmt -Check	01/15/2025	21987	Heimler Consulting		-360.00	-73,658.54
Bill Pmt -Check	01/15/2025	21979	Cintas Corp		-283.48	-73,942.02
Bill Pmt -Check	01/15/2025	22006	Thomas Klise/Crims...		-235.22	-74,177.24
Bill Pmt -Check	01/15/2025	21982	Dr. Fred Johnson		-175.00	-74,352.24
Bill Pmt -Check	01/15/2025	21975	Cengage Learning, I...		-163.95	-74,516.19
Bill Pmt -Check	01/15/2025	21976	Center Point Publish...		-148.62	-74,664.81
Bill Pmt -Check	01/15/2025	21970	Ace Hardware		-101.49	-74,766.30
Bill Pmt -Check	01/15/2025	21986	Heather Smoes		-100.00	-74,866.30
Bill Pmt -Check	01/15/2025	22002	Shredit		-71.02	-74,937.32
Bill Pmt -Check	01/15/2025	22003	Telco Bill Center		-63.90	-75,001.22
Bill Pmt -Check	01/15/2025	21981	Claire Sheridan		-50.00	-75,051.22
Bill Pmt -Check	01/15/2025	21974	Bloomfield Township...		-50.00	-75,101.22
Bill Pmt -Check	01/15/2025	21994	Maggie McKeithan		-42.00	-75,143.22
Bill Pmt -Check	01/15/2025	21995	Marlies Sherwood		-42.00	-75,185.22
Bill Pmt -Check	01/15/2025	22008	Unique Managemen...		-39.40	-75,224.62
Bill Pmt -Check	01/15/2025	21985	Grant Area District L...		-14.99	-75,239.61
Bill Pmt -Check	01/15/2025	22004	TH Brands		-7.00	-75,246.61
Total Checks and Payments					-75,246.61	-75,246.61
Deposits and Credits - 1 item						
General Journal	01/13/2025	Tax Deposit			581,458.04	581,458.04
Total Deposits and Credits					581,458.04	581,458.04
Total New Transactions					506,211.43	506,211.43
Ending Balance					602,710.23	693,058.91

SLDL Capital Projects Fund
Balance Sheet
As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
HNB Capital Fund Checking	23,064.56
Michigan Class Investments	290,609.27
Petty Cash	2.68
Total Checking/Savings	<u>313,676.51</u>
Total Current Assets	<u>313,676.51</u>
TOTAL ASSETS	<u><u>313,676.51</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings(Fund Balance)	1,534,642.67
Net Income	-1,220,966.16
Total Equity	<u>313,676.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>313,676.51</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
December 2024

	Dec 24	Jan - Dec 24
Income		
Donations	0.00	196,677.29
Grant Revenue	0.00	91,695.60
Interest Income	6.51	1,111.23
Investment Fluctuation of MV's	1,208.47	38,383.58
Restricted Gifts	0.00	3,201.90
	1,214.98	331,069.60
Total Income	1,214.98	331,069.60
Gross Profit	1,214.98	331,069.60
Expense		
Building Expenses	1,830.00	53,035.37
Capital outlay	26,763.20	515,590.72
Construction expense	0.00	950,409.67
Professional fees	0.00	33,000.00
	28,593.20	1,552,035.76
Total Expense	28,593.20	1,552,035.76
Net Income	-27,378.22	-1,220,966.16

SLDL Capital Projects Fund
Reconciliation Summary
HNB Capital Fund Checking, Period Ending 12/31/2024

	Dec 31, 24
Beginning Balance	17,146.31
Cleared Transactions	
Checks and Payments - 4 items	-34,088.26
Deposits and Credits - 2 items	40,006.51
Total Cleared Transactions	<u>5,918.25</u>
Cleared Balance	<u><u>23,064.56</u></u>
Register Balance as of 12/31/2024	23,064.56
New Transactions	
Deposits and Credits - 1 item	<u>15,000.00</u>
Total New Transactions	<u>15,000.00</u>
Ending Balance	<u><u>38,064.56</u></u>



SLDL Capital Projects Fund
Reconciliation Detail
HNB Capital Fund Checking, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,146.31
Cleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	11/20/2024	1166	Painting Services of ...	X	-3,745.06	-3,745.06
Bill Pmt -Check	11/20/2024	1165	Architektura, PLC	X	-1,750.00	-5,495.06
Bill Pmt -Check	12/06/2024	1168	LiveSpace	X	-26,763.20	-32,258.26
Bill Pmt -Check	12/18/2024	1169	Hurst Mechanical	X	-1,830.00	-34,088.26
Total Checks and Payments					-34,088.26	-34,088.26
Deposits and Credits - 2 items						
General Journal	12/06/2024	Transfer		X	40,000.00	40,000.00
Deposit	12/31/2024			X	6.51	40,006.51
Total Deposits and Credits					40,006.51	40,006.51
Total Cleared Transactions					5,918.25	5,918.25
Cleared Balance					5,918.25	23,064.56
Register Balance as of 12/31/2024					5,918.25	23,064.56
New Transactions						
Deposits and Credits - 1 item						
General Journal	01/03/2025	Transf...			15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total New Transactions					15,000.00	15,000.00
Ending Balance					20,918.25	38,064.56

Library Director's Report
Maggie McKeithan, Library Director
January 15, 2025

In 2025, we'll be working on updating our website to make it more user-friendly and accessible. We're trying to determine the best way to proceed. One thing that we'd like to do is make a walk-through video or Google streetview so perspective visitors can see the space in advance. If you've seen or used a great website that we could take notes from, send me a link to it.

In the next few weeks, I'll be submitting the annual report for the Library of Michigan. The report gathers data from the previous year that is then used for federal grants and state aid. I'll also have access to circulation data from 2024 to do some analysis of our collection, so that we can adjust our materials budget as needed to reflect actual usage.

In the last few months, we've been reviewing and updating 435 Children at the Library Policy and 120 Capital Assets Policy. I'm still in progress on these. No updates at this time, but working on it.

Context for the agenda and packet –

Potential Capital Projects – Right before Christmas, Chris Riker (from the Community Foundation) and I met with the potential donor. After looking at the drive through space and talking about the potential building project, the donor verbally committed \$500,000 to the project. The next step is engaging an architect to work through specifics. I drafted a Request for Proposal for architecture services. Bids will be due on Friday, January 24, so a quorum of the Board will need to meet on Monday, January 27 to review the bids and select an architecture firm.

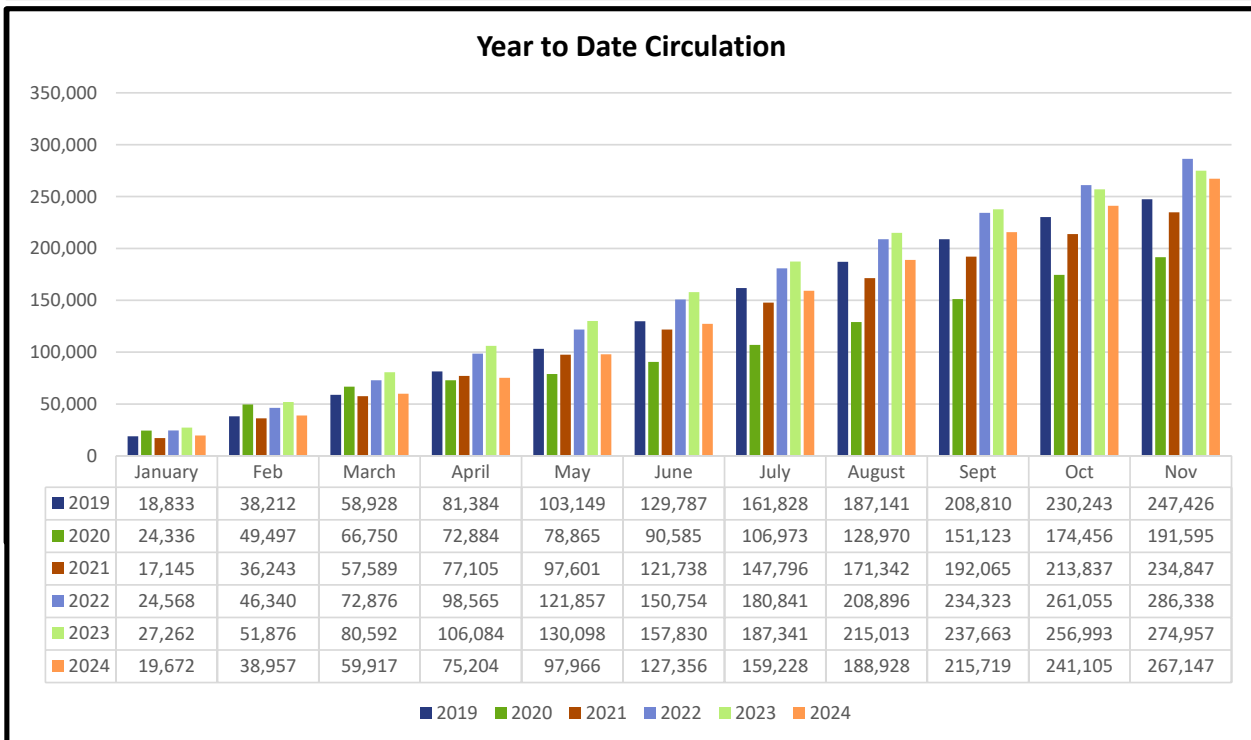
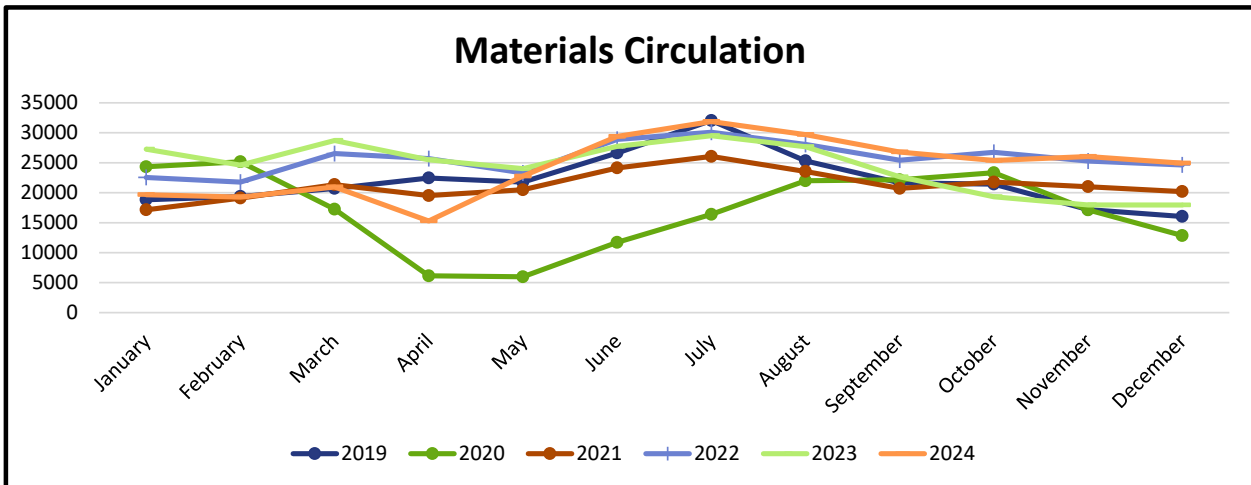
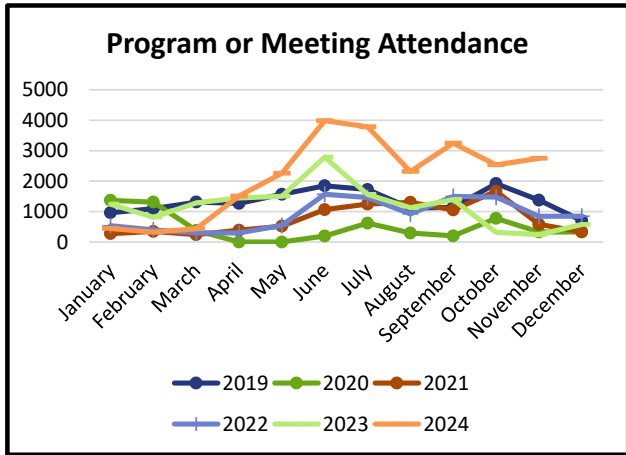
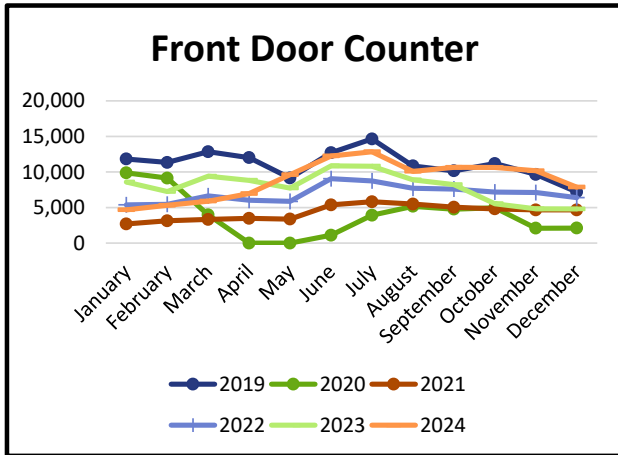
2025 Minimum Wage Increase – On February 21, the minimum wage will increase to \$12.48 an hour. The only line in our salary schedule that is impacted by this change is the Entry Level line. The good news is that we only have 2 staff in that line and they will both make at least \$12.48 an hour by February 21 because they are in E-3 or higher. However, when summer comes, we will be hiring new staff that will likely come in at E-1. In order to pay E-1 at the new minimum wage, we need to adjust the entire Entry Level line to start at \$12.48 and go up from there.

Paid Time Off Policy – As discussed in December, 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 met this week and reviewed the amended policy draft.

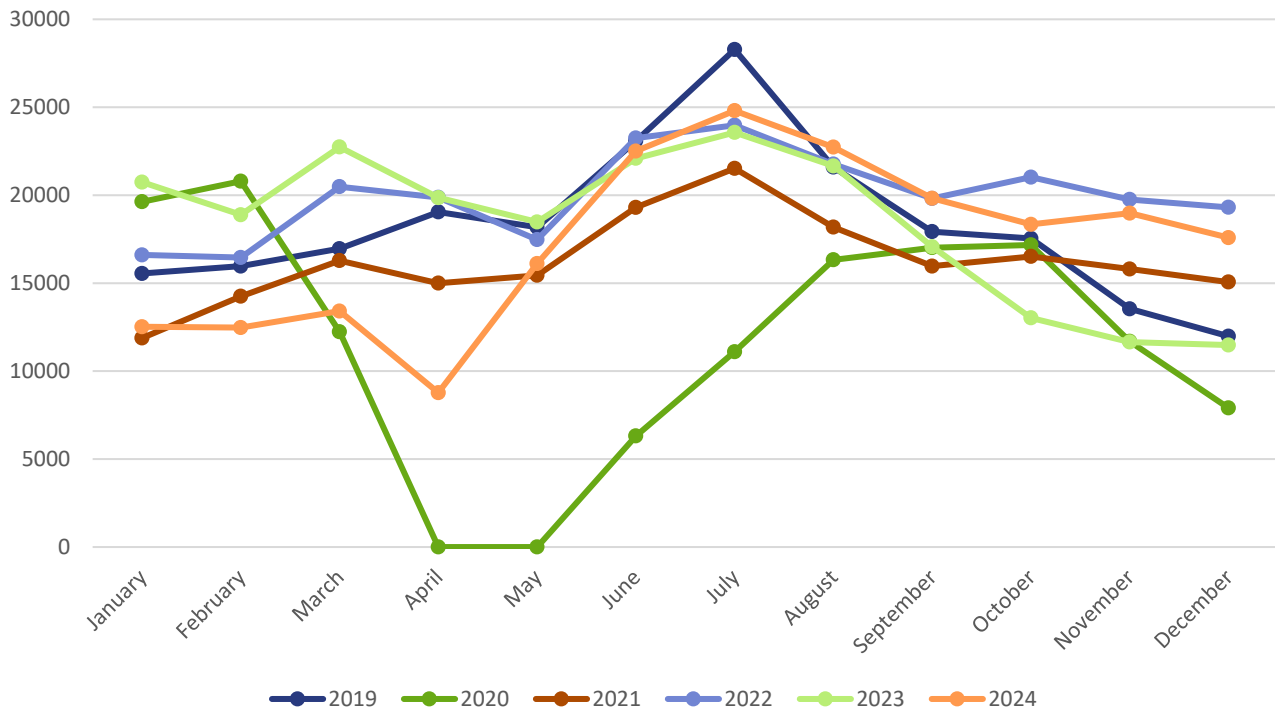
The Personnel Committee also discussed another change to the PTO policy in the way that PTO is paid out upon leaving employment. Currently, it goes into a 115 Trust at MERS, but the

committee would like to consider a change to a straight pay out to the employee. We are working on the details of that, but in the meantime, we've removed the language at the end of the policy that describes the procedure for leave conversion. The policy now simply says we will pay out leftover PTO upon termination and does not include the specifics about how/what.

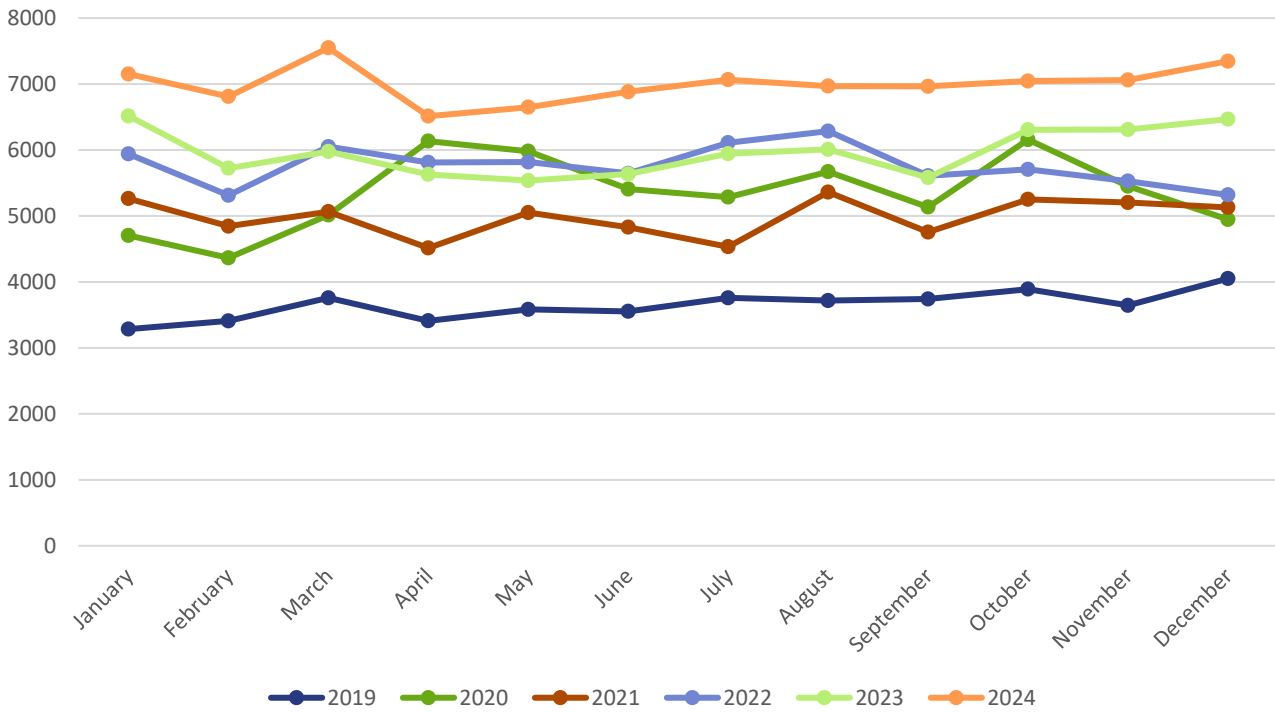
Monthly Statistics - to December 31, 2024



Print Materials Circulation



Digital Materials Circulation



Spring Lake District Library
123 E. Exchange Street
Spring Lake, MI 49456
616-846-5770

Library Exterior Project Request For Proposal January 3, 2025

Introduction

Spring Lake District Library (SLDL) is in the heart of Spring Lake, Michigan, serving the Village of Spring Lake, Spring Lake Township, and Crockery Township (approximate population of 19,500) in Ottawa County. The library houses a collection of over 60,000 items in a 34,500 square foot building and circulates over 236,000 items per year. The library features vibrant programming for residents of all ages and public access computers. The building was completed in 2003 and funded through a debt millage which has now expired. In 2024, a building renovation was completed, updating many of the main spaces in the building. In 2024, more than 100,000 people came through the library doors.

While we have a beautiful building that has been maintained well and newly renovated, the library is ready for exterior updates to meet the current and future needs of the community. We've seen an increase in need for programming space through an addition. We also need to reassess the parking area and mature landscaping. We would like to address the changing needs of the library patrons and our community with more thoughtful and intuitive use of exterior spaces, including:

- Converting drive through book drop area into enclosed 4-season programming space
- Reconfiguring book drop
- Developing outdoor green space for patron seating on south side of building
- Redesign existing patio on east side of building, including landscaping
- Redesign landscaping of flowerbeds, foliage, and trees on all sides of building and parking area

SLDL is planning for potential renovations on the exterior of the building. Construction dates are dependent upon cost and funding. The library has created this Request for Proposal to develop a preliminary concept design, budget for future design services, and plan for construction funding.

Scope of Work

The scope of work includes:

- Review existing documentation
- Kick off meeting and tour of existing building and grounds
- Interview project stakeholders: select library staff, the library Board of Trustees
- Develop a feasible concept with associated costs that fits within budget estimates

- Review meetings with stakeholder groups to present concepts
- Revise selected concept based on comments
- Provide construction cost opinion

Deliverables: Vetted site plan including furniture layout for applicable areas, 4-6 rendered views, opinion of cost

Proposal

Proposals should include:

- Project Understanding: Provide a short narrative of your understanding of the project and how your firm can best satisfy the project requirements
- Project Approach and Schedule: Describe the methodology that you will employ to deliver the project. Provide a design schedule showing proposed meetings, milestones, and total weeks for project completion. Include examples from past projects of rendered concept plans and views.
- Project Team: Provide a brief description of the roles each of the key members will play in the project, noting relevant past experience.
- Experience: Provide a summary of your company's history and breadth of experience with library systems and/or SLDL. Include at least two examples of past projects which are similar in both scope and nature.
- References: Provide three references from projects completed within the last five years with names and telephone numbers.
- Fee: Provide lump sum amount for services based upon the information provided in the scope of work and project description in this RFP, including anticipated reimbursable expenses to cover graphic reproduction, travel, and other related expenses.

Award

The Spring Lake District Library intends to award a contract to the firm that will provide the best architectural services based upon experience, overall capability, and value. SLDL reserves the right to accept and/or reject any and all proposals for any reason or for no reason or explanation.

Proposal Questions and Library Tour

Questions related to the proposal can be submitted by January 22, 2025 to Maggie McKeithan, Library Director via email at mmckeithan@slib.org.

There is not a mandatory walk through of the library; however an individual tour is encouraged and may be arranged from January 6, 2025 to January 16, 2025 by contacting Maggie McKeithan, Library Director, via email at mmckeithan@slib.org.

Key Dates

January 3, 2025 - RFP issuance

January 6, 2025 - January 16, 2025 - Optional building walkthroughs by appointment

January 22, 2025 - Questions cutoff

January 24, 2025 - RFP responses due

January 27, 2025 - Library Board reviews RFP responses
Interviews may be conducted depending on RFP responses received

Submittal

Submit your digital proposal via email with the subject line clearly marked "Proposal for Library Exterior Project."

Submit to:

Maggie McKeithan

Library Director

Spring Lake District Library

mmckeithan@slib.org

Spring Lake District Library Traditional Step System

COLA - 3.1%

	Min 1	2	3	4	Mid 5	6	7	8	Max 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	\$11.82	\$12.26	\$12.70	\$13.15	\$13.59	\$14.02	\$14.46	\$14.91	\$15.35
21-Feb-25	\$12.48	\$12.95	\$13.42	\$13.89	\$14.36	\$14.83	\$15.30	\$15.75	\$16.22
A - 2024	\$15.90	\$16.50	\$17.09	\$17.69	\$18.28	\$18.89	\$19.48	\$20.07	\$20.66
A - 2025	\$16.39	\$17.01	\$17.62	\$18.24	\$18.85	\$19.48	\$20.08	\$20.69	\$21.30
B - 2024	\$18.12	\$18.80	\$19.48	\$20.16	\$20.84	\$21.51	\$22.19	\$22.87	\$23.55
B - 2025	\$18.68	\$19.38	\$20.08	\$20.78	\$21.49	\$22.18	\$22.88	\$23.58	\$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	\$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	\$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	\$53,376	\$55,377	\$57,379	\$59,380	\$61,383	\$63,384	\$65,385	\$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	\$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	\$102,695

proposed change

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

PAID TIME OFF Policy Draft - January 2025

All ~~full-time~~ employees of SLDL, both exempt and non-exempt, are eligible to accrue Paid Time Off (PTO).

We understand that our employees need time to rest and enjoy themselves outside of work. We also understand that employees may have times when they need to be off work for an appointment or because they or a family member are ill. This PTO allowance combines vacation, sick, and personal time into one bank that can be used for any of these reasons.

Each full-time employee will accrue PTO bi-weekly in hourly increments based on their length of service as defined below.

Level 1: At a rate of 3.08 hours per bi-weekly pay period from date of hire to their 3rd anniversary (equivalent to approximately 80 hours or 10 days per anniversary year).

Level 2: At a rate of 4.62 hours per bi-weekly pay period from their 3rd anniversary to their 9th anniversary (equivalent to approximately 120 hours or 15 days per anniversary year).

Level 3: At a rate of 6.15 hours per bi-weekly pay period beyond their 9th anniversary (equivalent to 160 hours or 20 days per anniversary year).

Part-time employees ~~working 20 or more hours per week~~ shall be eligible for pro-rated PTO benefits based on the actual hours worked in the bi-weekly pay period. ~~Eligible~~ Part-time employees can not advance past Level 1 for PTO benefits. ~~Employees working less than 20 hours per week, temporary employees, and contract employees are not eligible to accrue PTO.~~

Full-time employees will also receive a 40 hour lump sum ~~of sick time~~ into their PTO bank on January 1 of each year. If ~~an~~ a full-time employee is hired after January 1, this amount will be pro-rated for the year, based on start date. Part-time employees are not eligible for these lump sum hours.

PTO is added to the employee's PTO bank when a bi-weekly paycheck is issued. Employees may use time from their PTO bank in increments of 15 minutes. PTO will not be counted as hours worked for purposes of determining overtime.

Employees are required to use all accrued PTO before taking unpaid leave. For any kind of covered paid leave category, including short or long-term disability leave, worker's compensation leave, or any other kind as specified in this Employee Manual, PTO can be used to replace or supplement leave up to 100% of salary.

PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave, or worker's compensation leave are taken. The time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include company paid holidays, bereavement time off, required jury duty, and military service leave.

To take PTO requires two days of notice to your supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, PTO must be approved by the employee's supervisor in advance. We appreciate as much notice as possible when ~~you know~~ you expect to miss work for a scheduled absence.

A full-time employee may carry a balance of up to 320 hours of unused PTO. When full-time employees accumulate 320 hours of PTO, they will cease accruing additional PTO until the employee's total accumulation of unused PTO is less than 320 hours.

A part-time employee may carry a balance of up to 160 hours of unused PTO. When part-time employees accumulate 160 hours of PTO, they will cease accruing additional PTO until the employee's total accumulation of unused PTO is less than 160 hours.

The Library will not pay employees for unused PTO except upon termination of employment. Upon termination of employment, all accrued but unused PTO will be paid out at the rate of pay applicable at the time of termination. ~~The value of the unused PTO will be deposited into an eligible employee's 115 Trust Account/Health Care Savings Program (HCSP), with MERS of Michigan. This contribution is considered non-taxable income and will be available to the terminated employee to be used for qualifying medical expenses. This benefit can only be accessed after employment is terminated.~~