

**Spring Lake District Library
Board Meeting Agenda**

**Wednesday, June 16, 2025
Spring Lake District Library
2pm**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – May 21, 2025
5. Financial report and approval of bills – May and June 2025
6. Director's Report
7. Old business
 - a. Capital Projects – Future Planning
 - b.
10. New business
 - a. 2026 Budget Draft
 - b.
11. Public Comment
12. Adjourn the meeting

Spring Lake District Library Board Minutes

May 21, 2025

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

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

Absent: None

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

The meeting was called to order at 2:01 p.m. by Mary Eagin

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

Public Comment: None

Motion to approve the minutes of April 16, 2025, made by Gordon Gallagher and supported by Maria Boersma. The motion was approved unanimously.

Motion to approve financial report from April 2025 and approve payment of bills made by Maria Boersma and supported by Laurie Draeger. The motion was approved unanimously.

Director's Report

Maggie reviewed her report as printed in the Board Packet.

Old Business:

Capital Projects- Future Planning

- Maggie, Amanda, and Mary are meeting with Architektura every two weeks.
- The Block Party is scheduled for September 18, so we are planning on breaking ground on that date.

New Business:

Easement - Consumers Energy

- Consumers Energy is running power lines for construction next door. The line itself is on their property, but they need the easement for encroachment to access.
- **Motion to approve the amended easement as written** made by Skylar Garrison and supported by Sheri Boon. The motion was approved unanimously. Mary Eagin signed the document.

Public Comment:

Friends of the Library will have a fundraiser at the Front Porch on Tuesday, May 27.

They also have their book sale on June 13 and 14 for the Spring Lake Heritage Festival.

Meeting was adjourned at 2:45 p.m.

Respectfully submitted,
Skylar Garrison, Secretary

Spring Lake District Library

Balance Sheet

As of May 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Huntington Checking	178,753.57
Michigan Class Investments	2,128,110.36
Petty Cash	230.91
Total Bank Accounts	\$2,307,094.84
Accounts Receivable	\$ -109.42
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-205.57
Undeposited Funds	0.00
Total Other Current Assets	\$ -205.57
Total Current Assets	\$2,306,779.85
Other Assets	\$0.00
TOTAL ASSETS	\$2,306,779.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Deductions MERS DB	541.81
Accrued Payroll	0.00
Deferred Revenue	0.00
Due to Friends of the Library	749.40
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	148.00
MERS 457	1,403.02
MERS DC EE Portion	0.01
MERS Roth 457	701.16
Taxes for Future Period	0.00
Withheld Payroll Taxes	196.18
Total Other Current Liabilities	\$3,935.44
Total Current Liabilities	\$3,935.44
Total Liabilities	\$3,935.44
Equity	\$2,302,844.41
TOTAL LIABILITIES AND EQUITY	\$2,306,779.85

Spring Lake District Library

Budget vs. Actuals

May 2025

	May	Budget	% of Budget
Income			
Budgetary Fund Balance Income	0.00	5,262.00	0%
Current Property Taxes .60 mil	536,656.69	559,241.00	96%
Current Property Taxes 1.12 mil	1,025,769.48	1,030,609.00	100%
Grants,Gifts and Contributions	178,343.02	155,000.00	115%
Investment Fluctuation of MVs	32,417.05	60,000.00	54%
Investment Income	342.09	0.00	
Library Fines	1,060.58	2,000.00	53%
Local Government Revenue	153,037.93	185,000.00	83%
Other Income	4,395.95	5,850.00	75%
PILOT	0.00	3,000.00	0%
State Revenue	0.00	16,000.00	0%
Total Income	\$ 1,932,022.79	\$ 2,021,962.00	96%
Expenses			
Capital Outlay	2,372.35	25,000.00	9%
Materials	86,801.26	196,200.00	44%
Operations	167,365.53	360,400.00	46%
Personnel	529,034.82	1,353,362.00	39%
Programming	10,690.70	50,000.00	21%
Technology	17,262.35	37,000.00	47%
Total Expenses	\$ 813,527.01	\$ 2,021,962.00	40%

**Spring Lake District Library
Bank Accounts and Investments Summary
as of May 31, 2025**

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	4.37%	\$2,128,110.36

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	4.37%	\$255,624.06

Bank Accounts	Balance
Huntington Checking - General Fund	\$178,753.57
Huntington Checking - Capital Projects	\$15,105.95
	\$182,322.46

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
May 21, 2025 - June 18, 2025				
Date	Number	Name	Amount	Memo
6/18/2025	22171	Action Chemical	466.06	
6/18/2025	22172	All Season Innovations, LLC	4,037.50	parking lot sealcoat & striping
6/18/2025	22173	Allendale Township Library	8.99	
6/18/2025	22174	Amanda Rantanen	39.90	
6/18/2025	22175	Applied Innovation	1,016.50	copy/print
6/18/2025	22176	Baker & Taylor Books	2,809.13	books
6/18/2025	22177	Bartlett Tree Experts	220.00	
6/18/2025	22178	Cengage Learning, Inc. - Gale	131.16	
6/18/2025	22179	Center Point Publishing	128.24	
6/18/2025	22180	Chase Card Services	13,630.45	*see below
6/18/2025	22181	City Farmer Lawn & Landscape	2,417.00	mulch/mow/fertilize
6/18/2025	22182	Claire Sheridan	418.00	
6/18/2025	22183	David M. Shabluk D.D.S.	183.00	
6/18/2025	22184	Ed Grafton	7.00	
6/18/2025	22185	Evan Schumann	18.20	
6/18/2025	22186	Foster Swift	25.50	
6/18/2025	22187	Friends of Spring Lake District Library	754.40	due to the friends
6/18/2025	22188	Howard Miller Public Library	35.00	
6/18/2025	22189	Hurst Mechanical	1,594.77	bldg. maint.
6/18/2025	22190	Kanopy, Inc	377.40	
6/18/2025	22191	Kuerth's Disposal	97.00	
6/18/2025	22192	Maggie McKeithan	43.40	
6/18/2025	22193	Midwest Collaborative for Library Serv.	125.00	
6/18/2025	22194	Midwest Tape	3,500.37	digital materials
6/18/2025	22195	Motion Picture Licensing Corporation	266.79	
6/18/2025	22196	OverDrive, Inc.	4,997.90	digital materials
6/18/2025	22197	Rachel Yonai	65.52	
6/18/2025	22198	RoofTech Consulting and Management, LLC	1,410.00	roof inspection/clean/repair
6/18/2025	22199	Sara Shambarger	150.00	
6/18/2025	22200	Schindler Elevator Corporation	609.90	bldg. maint.
6/18/2025	22201	Scholten Fant Attorneys	795.00	easement assistance
6/18/2025	22202	Stephanie Rau	160.00	
6/18/2025	22203	Steve Laubaugh	525.00	summer programs
6/18/2025	22204	TH Brands	13.00	
6/18/2025	22205	The Standard Insurance Company	642.34	insurance
6/18/2025	22206	The Woven Trifecta	100.00	
6/18/2025	22207	TMobile	455.36	
6/18/2025	22208	Unique Management Services	19.70	
			42,294.48	
		* Chase Card Services Detail		
		Library & Office Supplies	381.25	
		Maint / Janitorial Supplies	179.32	
		Programming - Youth	1,491.06	summer programming supplies
		Programming - Adult	409.05	programming supplies
		Summer Reading Prizes	743.82	summer reading prizes
		Outdoor beautification Grant	309.25	
		Postage	10.10	
		Prof Contract Svcs	260.37	
		Capital Outlay	1,584.18	replacement of broken patio furniture
		Tech Software / Supplies	673.65	
		Telephone	643.60	
		Books - Fiction	460.83	
		Books - Non Fiction	138.27	
		Books - Youth	24.38	
		DVDs	338.30	
		Other Circ Materials-Adult	35.99	
		Other Circ Materials-Youth	101.47	
		Marketing	5,615.76	summer reading mailer
		Staff Inservice / Travel	159.00	
		Payroll Expense	70.80	
			13,630.45	

Spring Lake District Library

Huntington Checking, Period Ending 05/31/2025

RECONCILIATION REPORT

Reconciled on: 06/12/2025

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance	184,632.49
Service charge	-182.00
Interest earned	27.42
Checks and payments cleared (63)	-157,160.10
Deposits and other credits cleared (5)	154,921.04
Statement ending balance	182,238.85

Uncleared transactions as of 05/31/2025	-3,485.28
Register balance as of 05/31/2025	178,753.57
Cleared transactions after 05/31/2025	0.00
Uncleared transactions after 05/31/2025	-35,791.05
Register balance as of 06/12/2025	142,962.52

Details

Checks and payments cleared (63)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/19/2025	Bill Payment	22016	Athenaeum	-252.00
04/16/2025	Bill Payment	22117	Tamarack District Library	-30.00
04/16/2025	Bill Payment	22125	Trinity Health Workplace Health	-50.00
04/16/2025	Bill Payment	22090	Acoustic Oasis	-200.00
04/16/2025	Bill Payment	22092	Applied Innovation	-1,251.27
04/16/2025	Bill Payment	22093	Athenaeum	-252.00
04/16/2025	Bill Payment	22105	Junior Library Guild	-420.54
04/16/2025	Bill Payment	22116	Sara Shambarger	-150.00
04/25/2025	Journal	0075 - adp fees		-190.11
05/07/2025	Journal	0063 - Payroll		-27,616.63
05/07/2025	Journal	0076 - adp fees		-182.17
05/07/2025	Journal	0063 - Payroll		-18.79
05/07/2025	Journal	0063 - Payroll		-9,799.57
05/07/2025	Journal	0063 - Payroll		-139.08
05/12/2025	Journal	0086 - MERS DB		-7,234.96
05/12/2025	Journal	0084 - MERS 457		-995.16
05/12/2025	Journal	0085 - MERS DC		-934.94
05/12/2025	Journal	0085 - MERS DC		-934.94
05/12/2025	Journal	0069 - Electric		-5,853.06
05/12/2025	Journal	0083 - MERS 115 Trust		-152.00
05/12/2025	Journal	0084 - MERS 457		-995.16
05/13/2025	Journal	0068 - Gas		-1,449.99
05/15/2025	Journal	0071 - Water		-281.61
05/15/2025	Journal	0071 - Water		-1,021.90
05/21/2025	Bill Payment	22134	Cengage Learning, Inc. - Gale	-65.58
05/21/2025	Bill Payment	22148	Kanopy, Inc	-357.00
05/21/2025	Bill Payment	22167	TMobile	-398.79
05/21/2025	Bill Payment	22160	TH Brands	-272.00
05/21/2025	Bill Payment	22133	Bartlett Tree Experts	-220.00
05/21/2025	Bill Payment	22129	Alison Anderson	-137.34
05/21/2025	Bill Payment	22168	Uline	-636.25
05/21/2025	Bill Payment	22153	Michigan Library Association	-1,638.00
05/21/2025	Bill Payment	22169	Unique Management Services	-9.85
05/21/2025	Bill Payment	22127	Ace Hardware	-162.43
05/21/2025	Bill Payment	22162	The Sherwin Williams Co.	-132.82
05/21/2025	Bill Payment	22141	EBSCO	-102.30
05/21/2025	Bill Payment	22135	Center Point Publishing	-128.24
05/21/2025	Bill Payment	22140	Demco, Inc.	-340.63

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/21/2025	Bill Payment	22131	Baker & Taylor Books	-3,514.59
05/21/2025	Bill Payment	22154	Midwest Tape	-3,499.69
05/21/2025	Bill Payment	22170	Vredeveld Haefner LLC	-1,450.00
05/21/2025	Bill Payment	22132	Barbe Anderson	-909.00
05/21/2025	Bill Payment	22136	Chase Card Services	-7,706.68
05/21/2025	Bill Payment	22149	Kendall Electric Inc.	-2,835.62
05/21/2025	Bill Payment	22142	Elite Fund	-131.00
05/21/2025	Bill Payment	22159	RoofTech Consulting and Man...	-4,865.00
05/21/2025	Bill Payment	22150	Kuerth's Disposal	-97.00
05/21/2025	Bill Payment	22156	OverDrive, Inc.	-4,995.94
05/21/2025	Bill Payment	22158	Quill.com	-628.57
05/21/2025	Journal	0081 - Payroll		-9,782.92
05/21/2025	Journal	0081 - Payroll		-44.19
05/21/2025	Journal	0081 - Payroll		-27,341.09
05/21/2025	Journal	0081 - Payroll		-139.08
05/21/2025	Bill Payment	22146	Hurst Mechanical	-2,674.33
05/21/2025	Bill Payment	22152	Melissa O'Sickey	-268.10
05/21/2025	Bill Payment	22157	pens.com	-898.81
05/21/2025	Bill Payment	22163	The Standard Insurance Com...	-567.77
05/21/2025	Bill Payment	22161	The Hartford	-1,892.00
05/21/2025	Bill Payment	22143	Friends of Spring Lake District...	-533.75
05/21/2025	Bill Payment	22128	Action Chemical	-361.34
05/21/2025	Bill Payment	22137	City Farmer Lawn & Landscape	-1,215.00
05/28/2025	Journal	0090 - WMHIP		-15,622.30
05/30/2025	Journal	0091 - ADP		-179.22
Total				-157,160.10

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2025	Journal	0066 - Square		34.38
05/15/2025	Receive Payment	1272	OL - Loutit	27.83
05/29/2025	Journal	0087 - Cash Deposit		1,240.75
05/29/2025	Journal	0088 - GF Deposit		153,084.84
05/31/2025	Journal	0089 - Square		533.24
Total				154,921.04

Additional Information

Uncleared checks and payments as of 05/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/19/2025	Bill Payment	22065	Eastern Michigan University	-60.00
03/19/2025	Bill Payment	22064	The Sherwin Williams Co.	-49.19
05/21/2025	Bill Payment	22130	Applied Innovation	-1,188.12
05/21/2025	Bill Payment	22145	Heather Smoes	-100.00
05/21/2025	Bill Payment	22155	Nick Thomas Entertainment	-500.00
05/21/2025	Bill Payment	22151	Lakeland Library Cooperative	-332.64
05/21/2025	Bill Payment	22139	Critchlow Alligator Sanctuary	-350.00
05/21/2025	Bill Payment	22144	Hackley Public Library	-14.99
05/21/2025	Bill Payment	22138	Corrine Roberts Illustration, LLC	-125.00
05/21/2025	Bill Payment	22165	Thomas Klise/Crimson Multim...	-99.34
05/21/2025	Bill Payment	22164	The Woven Trifecta	-100.00
05/21/2025	Bill Payment	22166	Tiptop Entertainment LLC	-525.00
05/21/2025	Bill Payment	22147	In Your Element Wellness	-41.00
Total				-3,485.28

Uncleared checks and payments after 05/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
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DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/04/2025	Journal	0082 - Payroll		-8.16
06/04/2025	Journal	0082 - Payroll		-26,187.50
06/04/2025	Journal	0082 - Payroll		-9,269.14
06/04/2025	Journal	0082 - Payroll		-139.08
06/06/2025	Journal	0092 - ADP		-5.00
06/13/2025	Journal	0093 - ADP		-182.17
Total				-35,791.05

SLDL Capital Projects Fund
Balance Sheet
As of May 31, 2025

	<u>May 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
4001 · HNB Capital Fund Checking	15,105.95
4002 · Petty Cash	2.68
4005 · Michigan Class Investments	<u>255,624.06</u>
Total Checking/Savings	<u>270,732.69</u>
Total Current Assets	<u>270,732.69</u>
TOTAL ASSETS	<u><u>270,732.69</u></u>
LIABILITIES & EQUITY	
Equity	
4403 · Retained Earnings(Fund Balance)	328,676.51
Net Income	<u>-57,943.82</u>
Total Equity	<u>270,732.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>270,732.69</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
May 2025

	<u>May 25</u>	<u>Jan - May 25</u>
Income		
4601 · Interest Income	3.90	33.73
4602 · Investment Fluctuation of MV's	947.40	5,014.79
4603 · Grant Revenue	<u>0.00</u>	<u>10,654.92</u>
Total Income	<u>951.30</u>	<u>15,703.44</u>
Gross Profit	951.30	15,703.44
Expense		
4907 · Capital outlay	0.00	38,016.33
4908 · Construction expense	0.00	20,202.00
4920 · Building Expenses	<u>3,747.00</u>	<u>15,428.93</u>
Total Expense	<u>3,747.00</u>	<u>73,647.26</u>
Net Income	<u><u>-2,795.70</u></u>	<u><u>-57,943.82</u></u>

SLDL Capital Projects Fund

6/18/2025 9:20 AM

Register: 4001 · HNB Capital Fund Checking

From 05/22/2025 through 06/18/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/18/2025	1176	Architektura, PLC	4200 · Accounts payable		12,375.00			2,727.05

9:22 AM

06/18/25

SLDL Capital Projects Fund Reconciliation Summary

4001 · HNB Capital Fund Checking, Period Ending 05/31/2025

	May 31, 25
Beginning Balance	18,849.05
Cleared Transactions	
Checks and Payments - 1 item	-3,747.00
Deposits and Credits - 1 item	3.90
Total Cleared Transactions	-3,743.10
Cleared Balance	15,105.95
Register Balance as of 05/31/2025	15,105.95
New Transactions	
Checks and Payments - 1 item	-12,375.00
Total New Transactions	-12,375.00
Ending Balance	2,730.95



9:22 AM

06/18/25

SLDL Capital Projects Fund
Reconciliation Detail
4001 - HNB Capital Fund Checking, Period Ending 05/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,849.05
Cleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	05/21/2025	1175	Direct Electric	X	-3,747.00	-3,747.00
Total Checks and Payments					-3,747.00	-3,747.00
Deposits and Credits - 1 item						
Deposit	05/31/2025			X	3.90	3.90
Total Deposits and Credits					3.90	3.90
Total Cleared Transactions					-3,743.10	-3,743.10
Cleared Balance					-3,743.10	15,105.95
Register Balance as of 05/31/2025					-3,743.10	15,105.95
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	06/18/2025	1176	Architektura, PLC		-12,375.00	-12,375.00
Total Checks and Payments					-12,375.00	-12,375.00
Total New Transactions					-12,375.00	-12,375.00
Ending Balance					-16,118.10	2,730.95

Spring Lake District Library
Budget vs. Actuals
April 2025_Revised

	April	Budget	% of Budget
Income			
Budgetary Fund Balance Income	0.00	5,262.00	0%
Current Property Taxes .60 mil	536,656.69	559,241.00	96%
Current Property Taxes 1.12 mil	1,025,769.48	1,030,609.00	100%
Grants,Gifts and Contributions	31,530.00	155,000.00	20%
Investment Fluctuation of MVs	24,529.78	60,000.00	41%
Investment Income	314.67	0.00	
Library Fines	772.38	2,000.00	39%
Local Government Revenue	147,195.15	185,000.00	80%
Other Income	3,538.40	5,850.00	60%
PILOT	0.00	3,000.00	0%
State Revenue	0.00	16,000.00	0%
Total Income	\$ 1,770,306.55	\$ 2,021,962.00	88%
Expenses			
	April	Budget	% of Budget
Capital Outlay	816.11	25,000.00	3%
Materials	73,180.79	196,200.00	37%
Operations	135,305.14	360,400.00	38%
Personnel	424,006.13	1,353,362.00	31%
Programming	7,810.87	50,000.00	16%
Technology	15,245.71	37,000.00	41%
Total Expenses	\$ 656,364.75	\$ 2,021,962.00	32%

Spring Lake District Library

Balance Sheet

As of June 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Huntington Checking	92,890.29
Michigan Class Investments	2,085,720.90
Petty Cash	230.91
Total Bank Accounts	\$2,178,842.10
Accounts Receivable	\$ -109.42
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-225.27
Undeposited Funds	0.00
Total Other Current Assets	\$ -225.27
Total Current Assets	\$2,178,507.41
Other Assets	\$0.00
TOTAL ASSETS	\$2,178,507.41
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Deductions MERS DB	545.66
Accrued Payroll	0.00
Deferred Revenue	0.00
Due to Friends of the Library	2,242.65
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	152.00
MERS 457	1,464.41
MERS DC EE Portion	0.01
MERS Roth 457	711.17
Taxes for Future Period	0.00
Withheld Payroll Taxes	196.18
Total Other Current Liabilities	\$5,507.94
Total Current Liabilities	\$5,507.94
Total Liabilities	\$5,507.94
Equity	\$2,172,999.47
TOTAL LIABILITIES AND EQUITY	\$2,178,507.41

Spring Lake District Library

Budget vs. Actuals

June 2025

	June	Budget	% of Budget
Income			
Budgetary Fund Balance Income	0.00	5,262.00	0%
Current Property Taxes .60 mil	536,656.69	559,241.00	96%
Current Property Taxes 1.12 mil	1,025,769.48	1,030,609.00	100%
Grants,Gifts and Contributions	188,898.29	155,000.00	122%
Investment Fluctuation of MVs	40,027.59	60,000.00	67%
Investment Income	367.75	0.00	
Library Fines	1,275.03	2,000.00	64%
Local Government Revenue	153,037.93	185,000.00	83%
Other Income	5,276.95	5,850.00	90%
PILOT	0.00	3,000.00	0%
State Revenue	0.00	16,000.00	0%
Total Income	\$ 1,951,309.71	\$ 2,021,962.00	97%
Expenses			
Capital Outlay	7,731.47	25,000.00	31%
Materials	131,611.06	196,200.00	67%
Operations	224,775.91	360,400.00	62%
Personnel	674,475.51	1,353,362.00	50%
Programming	18,203.73	50,000.00	36%
Technology	22,365.29	37,000.00	60%
Total Expenses	\$ 1,079,162.97	\$ 2,021,962.00	53%

Spring Lake District Library
Bank Accounts and Investments Summary
as of June 30, 2025

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	4.37%	\$2,085,720.90

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	4.37%	\$246,534.39

Bank Accounts	Balance
Huntington Checking - General Fund	\$92,890.29
Huntington Checking - Capital Projects	\$12,734.09
	\$182,322.46

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
June 19-July 16, 2025				
Date	Num	Name	Amount	Memo
07/16/2025	22210	Ace Hardware	\$ 302.90	
07/16/2025	22211	Action Chemical	\$ 205.70	
07/16/2025	22212	Amanda Rantanen	\$ 37.80	
07/16/2025	22213	Applied Innovation	\$ 1,481.24	copy/print
07/16/2025	22214	Baker & Taylor Books	\$ 4,410.12	books
07/16/2025	22215	Calvary Building Services, LLC	\$ 4,660.00	carpet>window,ceiling cleaning
07/16/2025	22216	Cengage Learning, Inc. - Gale	\$ 257.52	
07/16/2025	22217	Center Point Publishing	\$ 128.24	
07/16/2025	22218	Chase Card Services	\$ 11,684.84	* see below
07/16/2025	22219	City Farmer Lawn & Landscape	\$ 440.00	
07/16/2025	22220	Claire Sheridan	\$ 3,039.01	retiree health benefit
07/16/2025	22221	Demco, Inc.	\$ 1,134.25	library carts
07/16/2025	22222	Ecolab	\$ 804.88	janitorial supplies
07/16/2025	22223	Friends of Spring Lake District Library	\$ 2,247.65	due to the friends
07/16/2025	22224	Heather Smoes	\$ 100.00	
07/16/2025	22225	Heimler Consulting	\$ 360.00	
07/16/2025	22226	Hurst Mechanical	\$ 1,594.77	bldg maint
07/16/2025	22227	Jenny Geuder	\$ 200.00	
07/16/2025	22228	Kanopy, Inc	\$ 234.60	
07/16/2025	22229	Kendall Electric Inc.	\$ 315.06	
07/16/2025	22230	Kuerth's Disposal	\$ 97.00	
07/16/2025	22231	Lake Odessa Community Library	\$ 9.99	
07/16/2025	22232	Lakeland Library Cooperative	\$ 7,178.85	due to the coop
07/16/2025	22233	Loutit District Library	\$ 104.97	
07/16/2025	22234	Maggie McKeithan	\$ 467.26	expense reimb.
07/16/2025	22235	Melanie Alm	\$ 120.00	
07/16/2025	22236	Midwest Collaborative for Library Serv.	\$ 18,940.91	digital materials
07/16/2025	22237	Midwest Tape	\$ 3,499.70	digital materials
07/16/2025	22238	Muskegon Area District Library	\$ 30.98	
07/16/2025	22239	Ottawa Area ISD	\$ 363.60	
07/16/2025	22240	OverDrive, Inc.	\$ 4,746.84	digital materials
07/16/2025	22241	Quill.com	\$ 114.45	
07/16/2025	22242	Sara Shamberger	\$ 150.00	
07/16/2025	22243	Tech Logic Corporation	\$ 201.00	
07/16/2025	22244	TH Brands	\$ 13.00	
07/16/2025	22245	The Hartford	\$ 277.00	
07/16/2025	22246	The Standard Insurance Company	\$ 719.00	insurance
07/16/2025	22247	The Woven Trifecta	\$ 100.00	
07/16/2025	22248	Thomas Klise/Crimson Multimedia	\$ 99.78	
07/16/2025	22249	TMobile	\$ 456.66	
07/16/2025	22250	Unique Management Services	\$ 49.25	
07/16/2025	22251	Wallace Ewing	\$ 50.00	
		TOTAL	\$ 71,428.82	
		* Chase Card Services Detail		
		Library & Office Supplies	468.85	
		Maint / Janitorial Supplies	119.09	
		Programming - Youth	62.84	
		Programming - Adult	148.61	
		Summer Reading Prizes	335.42	
		Professional Contract Services	519.74	
		Capital Outlay	2,893.22	Frame TV, Cordless Trimmer, Microwave
		Tech Software / Supplies	1,011.79	
		Telephone / Internet	627.67	
		Cold Bev Exp	12.40	
		Books - Fiction	165.99	
		Books - Non Fiction	95.55	
		DVDs	369.50	
		Other Circ Materials-Adult	465.82	
		Staff Inservice / Travel	4,317.55	travel to ALA - 2 staff - accept award
		Payroll Expense	70.80	
			11,684.84	

Spring Lake District Library

Huntington Checking, Period Ending 06/30/2025

RECONCILIATION REPORT

Reconciled on: 07/10/2025

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance	182,238.85
Service charge	-182.50
Interest earned	25.66
Checks and payments cleared (60)	-146,232.65
Deposits and other credits cleared (6)	64,183.33
Statement ending balance	100,032.69

Uncleared transactions as of 06/30/2025	-7,142.40
Register balance as of 06/30/2025	92,890.29
Cleared transactions after 06/30/2025	0.00
Uncleared transactions after 06/30/2025	-45,919.93
Register balance as of 07/10/2025	46,970.36

Details

Checks and payments cleared (60)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/19/2025	Bill Payment	22065	Eastern Michigan University	-60.00
05/21/2025	Bill Payment	22166	Tiptop Entertainment LLC	-525.00
05/21/2025	Bill Payment	22165	Thomas Klise/Crimson Multim...	-99.34
05/21/2025	Bill Payment	22144	Hackley Public Library	-14.99
05/21/2025	Bill Payment	22164	The Woven Trifecta	-100.00
05/21/2025	Bill Payment	22147	In Your Element Wellness	-41.00
05/21/2025	Bill Payment	22155	Nick Thomas Entertainment	-500.00
05/21/2025	Bill Payment	22130	Applied Innovation	-1,188.12
05/21/2025	Bill Payment	22138	Corrine Roberts Illustration, LLC	-125.00
05/21/2025	Bill Payment	22151	Lakeland Library Cooperative	-332.64
05/21/2025	Bill Payment	22145	Heather Smoes	-100.00
06/04/2025	Journal	0082 - Payroll		-8.16
06/04/2025	Journal	0082 - Payroll		-139.08
06/04/2025	Journal	0082 - Payroll		-9,269.14
06/04/2025	Journal	0082 - Payroll		-26,187.50
06/06/2025	Journal	0092 - ADP		-5.00
06/10/2025	Journal	0106 - Electric		-5,741.96
06/11/2025	Journal	0100 - MERS DC		-7,238.81
06/11/2025	Journal	0099 - MERS DC		-939.56
06/11/2025	Journal	0099 - MERS DC		-944.18
06/11/2025	Journal	0098 - MERS 457		-995.16
06/11/2025	Journal	0098 - MERS 457		-1,039.78
06/11/2025	Journal	0097 - MERS 115 Trus		-148.00
06/11/2025	Journal	0105 - Gas		-617.71
06/13/2025	Journal	0093 - ADP		-182.17
06/14/2025	Journal	0108 - WMHIP		-15,622.30
06/18/2025	Bill Payment	22180	Chase Card Services	-13,630.45
06/18/2025	Bill Payment	22175	Applied Innovation	-1,016.50
06/18/2025	Bill Payment	22191	Kuerth's Disposal	-97.00
06/18/2025	Bill Payment	22196	OverDrive, Inc.	-4,997.90
06/18/2025	Journal	0095 - Payroll		-139.08
06/18/2025	Journal	0095 - Payroll		-9,855.36
06/18/2025	Journal	0095 - Payroll		-28,246.32
06/18/2025	Journal	0095 - Payroll		-25.91
06/18/2025	Bill Payment	22189	Hurst Mechanical	-1,594.77
06/18/2025	Bill Payment	22199	Sara Shambarger	-150.00
06/18/2025	Bill Payment	22205	The Standard Insurance Com...	-642.34
06/18/2025	Bill Payment	22178	Cengage Learning, Inc. - Gale	-131.16

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/18/2025	Bill Payment	22195	Motion Picture Licensing Corp...	-266.79
06/18/2025	Bill Payment	22186	Foster Swift	-25.50
06/18/2025	Bill Payment	22184	Ed Grafton	-7.00
06/18/2025	Bill Payment	22187	Friends of Spring Lake District...	-754.40
06/18/2025	Bill Payment	22171	Action Chemical	-466.06
06/18/2025	Bill Payment	22181	City Farmer Lawn & Landscape	-2,417.00
06/18/2025	Bill Payment	22190	Kanopy, Inc	-377.40
06/18/2025	Bill Payment	22207	TMobile	-455.36
06/18/2025	Bill Payment	22200	Schindler Elevator Corporation	-609.90
06/18/2025	Bill Payment	22204	TH Brands	-13.00
06/18/2025	Bill Payment	22177	Bartlett Tree Experts	-220.00
06/18/2025	Bill Payment	22208	Unique Management Services	-19.70
06/18/2025	Bill Payment	22183	David M. Shabluk D.D.S.	-183.00
06/18/2025	Bill Payment	22174	Amanda Rantanen	-39.90
06/18/2025	Bill Payment	22179	Center Point Publishing	-128.24
06/18/2025	Bill Payment	22176	Baker & Taylor Books	-2,809.13
06/18/2025	Bill Payment	22194	Midwest Tape	-3,500.37
06/18/2025	Bill Payment	22201	Scholten Fant Attorneys	-795.00
06/18/2025	Bill Payment	22193	Midwest Collaborative for Libr...	-125.00
06/18/2025	Bill Payment	22192	Maggie McKeithan	-43.40
06/19/2025	Bill Payment	22209	Heather Smoes	-100.00
06/27/2025	Journal	0111 - ADP		-185.11

Total -146,232.65

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/23/2025	Journal	0101 - MClass		50,000.00
06/30/2025	Journal	0110 - erates		158.40
06/30/2025	Journal	0109 - Square		940.32
06/30/2025	Journal	0103 - GF Deposit		10,195.92
06/30/2025	Journal	0102 - Cash Deposit		2,878.70
06/30/2025	Receive Payment	15273	SF - Fruitport Library	9.99

Total 64,183.33

Additional Information

Uncleared checks and payments as of 06/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/19/2025	Bill Payment	22064	The Sherwin Williams Co.	-49.19
05/21/2025	Bill Payment	22139	Critchlow Alligator Sanctuary	-350.00
06/18/2025	Bill Payment	22203	Steve Laubaugh	-525.00
06/18/2025	Bill Payment	22197	Rachel Yonai	-65.52
06/18/2025	Bill Payment	22202	Stephanie Rau	-160.00
06/18/2025	Bill Payment	22172	All Season Innovations, LLC	-4,037.50
06/18/2025	Bill Payment	22198	RoofTech Consulting and Man...	-1,410.00
06/18/2025	Bill Payment	22185	Evan Schumann	-18.20
06/18/2025	Bill Payment	22173	Allendale Township Library	-8.99
06/18/2025	Bill Payment	22206	The Woven Trifecta	-100.00
06/18/2025	Bill Payment	22182	Claire Sheridan	-418.00

Total -7,142.40

Uncleared checks and payments after 06/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/02/2025	Journal	0096 - Payroll		-9,864.97
07/02/2025	Journal	0096 - Payroll		-28,127.26
07/02/2025	Journal	0096 - Payroll		-139.08
07/02/2025	Journal	0096 - Payroll		-27.34

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/10/2025	Journal	0107 - Electric		-7,202.27
07/14/2025	Journal	0104 - Gas		-559.01
Total				-45,919.93

SLDL Capital Projects Fund
Balance Sheet
As of June 30, 2025

	<u>Jun 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
4001 · HNB Capital Fund Checking	12,734.09
4002 · Petty Cash	2.68
4005 · Michigan Class Investments	<u>246,534.39</u>
Total Checking/Savings	<u>259,271.16</u>
Total Current Assets	<u>259,271.16</u>
TOTAL ASSETS	<u><u>259,271.16</u></u>
LIABILITIES & EQUITY	
Equity	
4403 · Retained Earnings(Fund Balance)	328,676.51
Net Income	<u>-69,405.35</u>
Total Equity	<u>259,271.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>259,271.16</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
June 2025

	<u>Jun 25</u>	<u>Jan - Jun 25</u>
Income		
4601 · Interest Income	3.14	36.87
4602 · Investment Fluctuation of MV's	910.33	5,925.12
4603 · Grant Revenue	<u>0.00</u>	<u>10,654.92</u>
Total Income	<u>913.47</u>	<u>16,616.91</u>
Gross Profit	913.47	16,616.91
Expense		
4907 · Capital outlay	0.00	38,016.33
4908 · Construction expense	0.00	20,202.00
4920 · Building Expenses	<u>12,375.00</u>	<u>27,803.93</u>
Total Expense	<u>12,375.00</u>	<u>86,022.26</u>
Net Income	<u><u>-11,461.53</u></u>	<u><u>-69,405.35</u></u>

5:26 PM
07/11/25

SLDL Capital Projects Fund
Reconciliation Summary
4001 · HNB Capital Fund Checking, Period Ending 06/30/2025

	Jun 30, 25
Beginning Balance	15,105.95
Cleared Transactions	
Checks and Payments - 1 item	-12,375.00
Deposits and Credits - 2 items	10,003.14
Total Cleared Transactions	-2,371.86
Cleared Balance	12,734.09
Register Balance as of 06/30/2025	12,734.09
Ending Balance	12,734.09



5:26 PM

07/11/25

SLDL Capital Projects Fund
Reconciliation Detail
4001 - HNB Capital Fund Checking, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,105.95
Cleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	06/18/2025	1176	Architektura, PLC	X	-12,375.00	-12,375.00
Total Checks and Payments					-12,375.00	-12,375.00
Deposits and Credits - 2 items						
General Journal	06/23/2025	002 - ...		X	10,000.00	10,000.00
Deposit	06/30/2025			X	3.14	10,003.14
Total Deposits and Credits					10,003.14	10,003.14
Total Cleared Transactions					-2,371.86	-2,371.86
Cleared Balance					-2,371.86	12,734.09
Register Balance as of 06/30/2025					-2,371.86	12,734.09
Ending Balance					-2,371.86	12,734.09

Library Director's Report

Maggie McKeithan, Library Director

July 16, 2025

At the end of June, our Marketing & Events Coordinator Marlies Sherwood and I went to the American Library Association conference in Philadelphia. We attended classes, talked to vendors, and met authors. The John Cotton Dana Award ceremony was on Saturday evening. We were one of eight libraries selected for this national public library marketing award. Marlies gave a short speech describing our Library Refresh marketing campaign and we had a chance to hear about the other seven campaigns. We were in excellent company. While in Philadelphia, we also ate cheese steak.

Context for the agenda and packet –

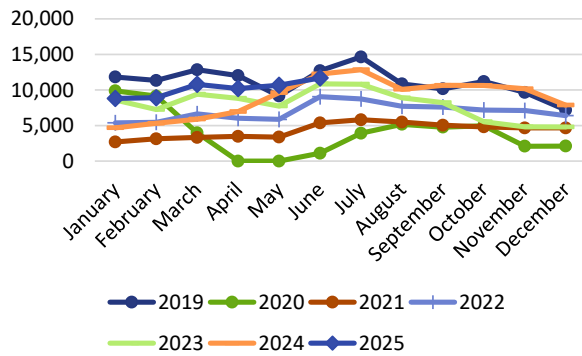
Financial Reports Please note that there are two months of reports included, since the Board did not meet in June. The May financial reports are first, followed by the June reports.

Capital Projects – Future Planning We continue to meet regularly with Architektura and we're making steady progress. Our project donor, Fred Haring, came for a visit in early June. He's looking forward to coming back for the September 18 Block Party, when we plan to do a groundbreaking ceremony.

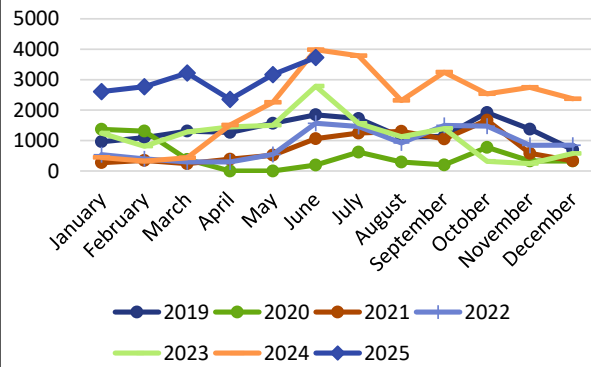
2026 Budget Draft It's time for a first look at the budget draft for 2026. The Finance Committee met this week and felt comfortable presenting this draft to start the conversation. The goal is for the Board to review this draft and offer any comments or suggested changes. There will be a second review/discussion of the draft at the August Board meeting, before coming up for a final vote at the September meeting. The goal through the process is to be transparent about our decision-making and give the community an opportunity for feedback.

Monthly Statistics - to June 30, 2025

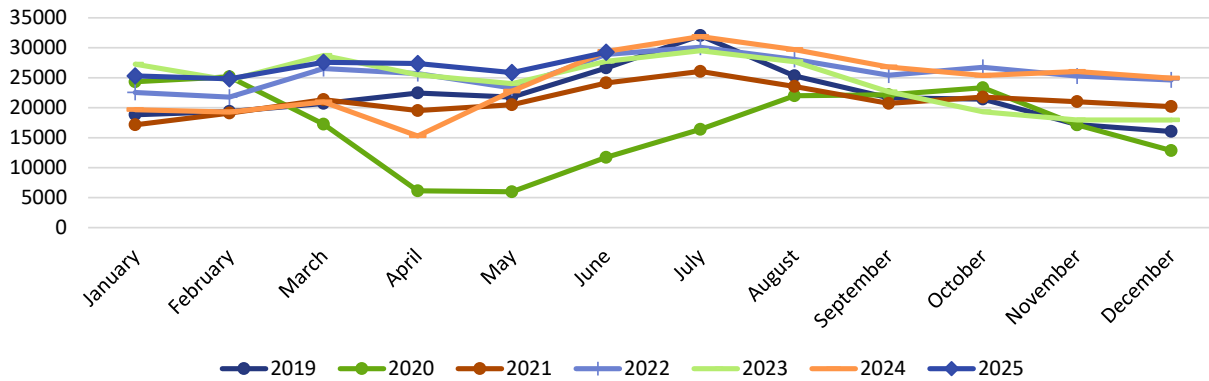
Front Door Counter



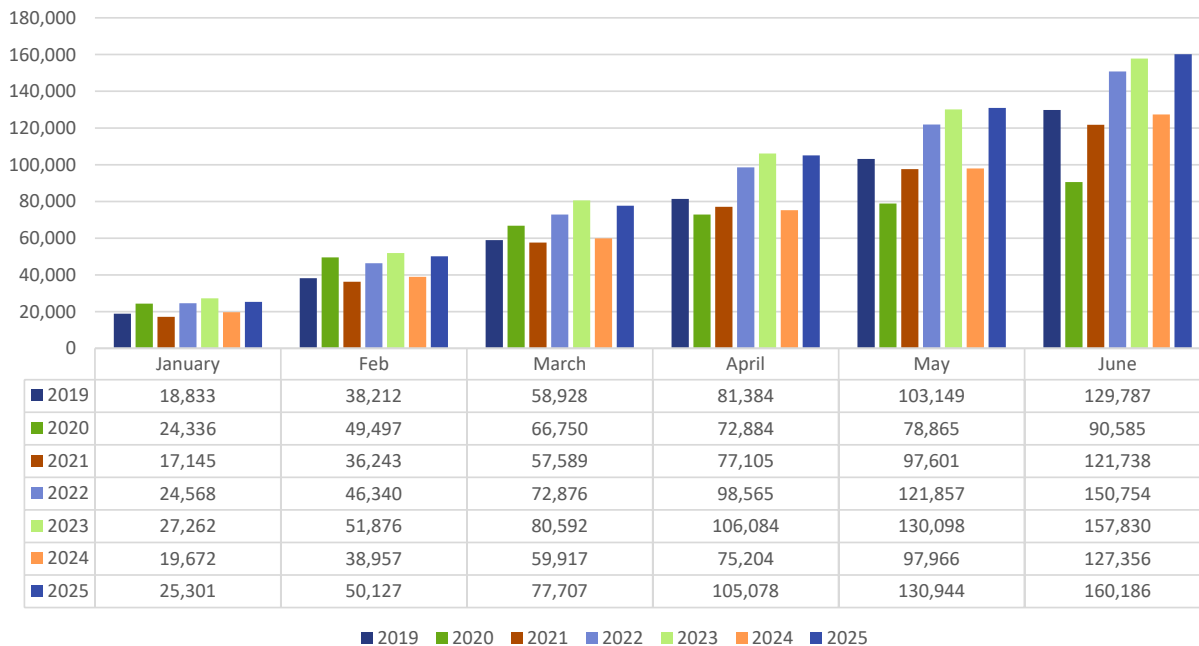
Program or Meeting Attendance



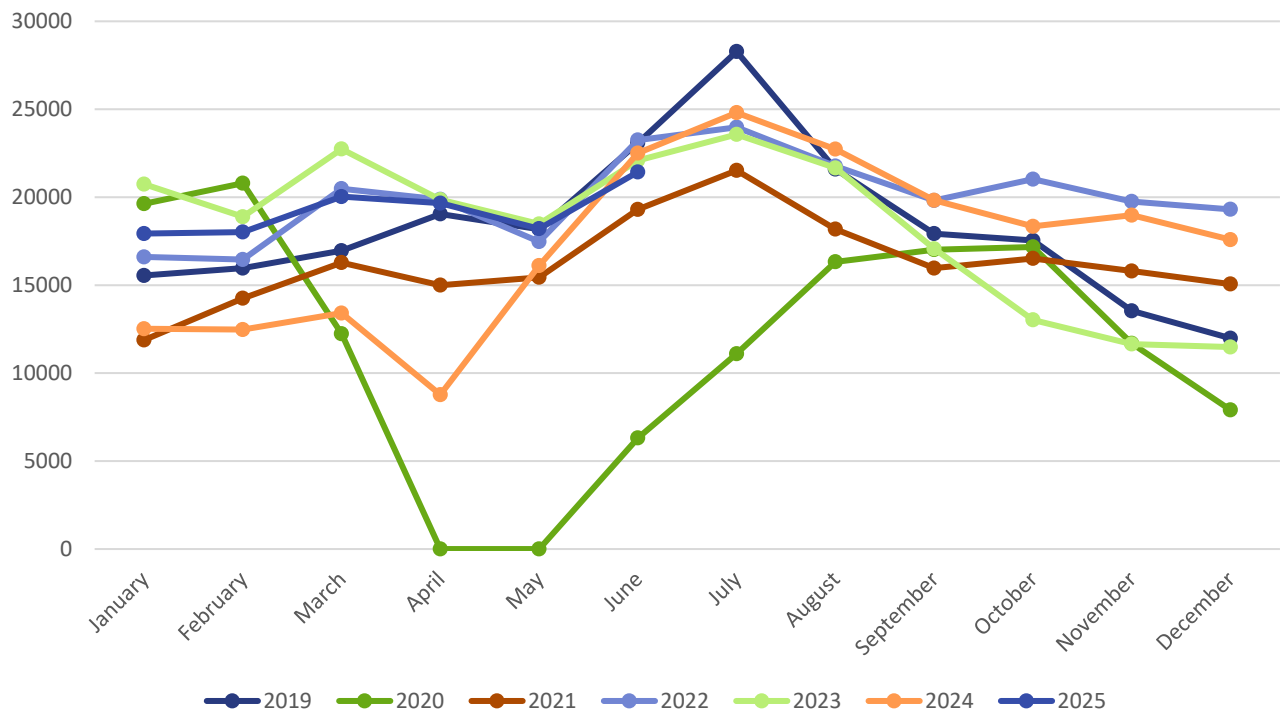
Materials Circulation



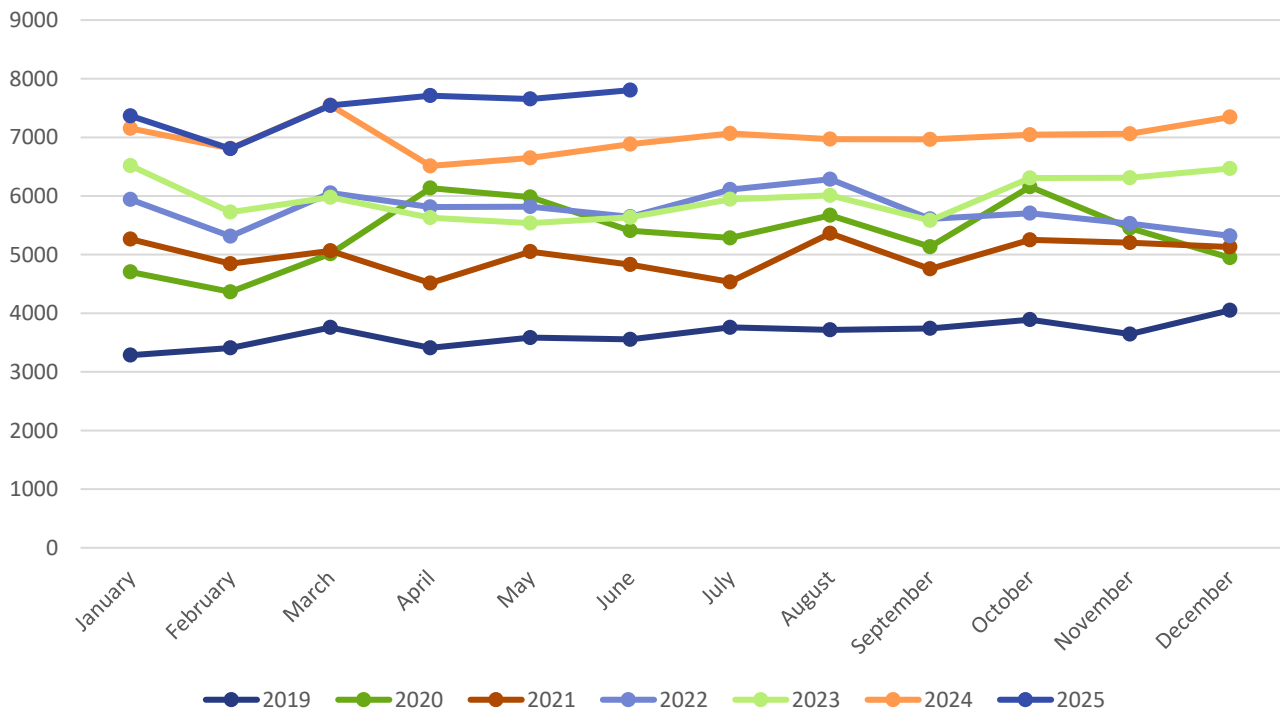
Year to Date Circulation



Print Materials Circulation



Digital Materials Circulation



**Spring Lake District Library
2026 Budget Draft**

Estimated Revenue	2026 Budget
Current Property Taxes (0.5089)	\$584,578
Current Property Taxes (1.0)	\$1,148,709
Grants, Gifts, and Contributions	\$172,000
Investment Income	\$61,000
Library Fines	\$2,000
Local Government Revenue	\$197,000
PILOT	\$3,000
State Revenue	\$16,000
Other Income	\$7,300
Fund Balance	\$0
	<hr/>
	\$2,191,587

Estimated Expenditures	2026 Budget
Capital Expenses	\$25,000
Materials	\$206,010
Operations	\$365,150
Personnel	\$1,484,219
Programming	\$52,500
Technology	\$56,000
Transfer to Capital Fund	\$2,708
	<hr/>
	\$2,191,587