

**Spring Lake District Library  
Budget Hearing and Board Meeting Agenda**

**Wednesday, September 17, 2025  
Spring Lake District Library  
2pm**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – August 20, 2025
5. Budget Hearing
  - a. 2026 Budget Resolution and Millage discussion
  - b. Public comment regarding budget and/or millage
  - c. Motion to pass Resolution to adopt 2026 Budget and set Millage Rate
6. Financial report and approval of bills – August 2025
7. Director's Report
8. Old business
  - a. Capital Projects – Future Planning
  - b.
10. New business
  - a. Capital Purchase: Bathroom Door Openers
  - b.
11. Public Comment
12. Adjourn the meeting

# **Spring Lake District Library Board Minutes**

**August 20, 2025**

**Present and voting:** Laurie Draeger, Mary Eagin, Sheri Boon, Skylar Garrison, Gordon Gallagher, Maria Boersma, Bill Meyers

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

**Absent:** no one

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

**The meeting was called to order at 2:00 p.m.** by Mary Eagin

**Motion to approve the agenda**, made by Maria Boersma and supported by Skylar Garrison. The motion was approved unanimously.

**Public Comment:** None

**Motion to approve the minutes of July 16, 2025**, made by Gordon Gallagher and supported by Skylar Garrison. The motion was approved unanimously.

**Motion to approve financial reports from July 2025 and approve payment of bills** made by Gordon Gallagher and supported by Skylar Garrison. 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 continuing meetings with Architektura.
- The Block Party is scheduled for September 18, and we are planning on breaking ground on that date.

2026 Budget Draft

- Initial discussion of budget to be prepared for approval at the public budget hearing during the September meeting.

## **New Business:**

None

## **Public Comment:**

Friends of the Library will meet on September 6 at 10 a.m. Their next book sale will be at the Block Party on September 18.

**Meeting was adjourned at 3:04 p.m.**

Respectfully submitted,  
Skylar Garrison, Secretary

**Spring Lake District Library  
2026 Budget Draft**

<b>Estimated Revenue</b>	<b>2026 Budget</b>
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/>
	<b>\$2,191,587</b>

<b>Estimated Expenditures</b>	<b>2026 Budget</b>
Capital Expenses	\$25,000
Materials	\$206,010
Operations	\$395,150
Personnel	\$1,469,219
Programming	\$52,500
Technology	\$41,000
Transfer to Capital Fund	\$2,708
	<hr/>
	<b>\$2,191,587</b>

BOARD OF TRUSTEES  
SPRING LAKE DISTRICT LIBRARY

RESOLUTION TO ADOPT BUDGET AND SET MILLAGE RATE  
(GENERAL APPROPRIATIONS ACT)

At a meeting of the Board of Trustees of the Spring Lake District Library, County of Ottawa, held in the Library on the 17<sup>th</sup> of September, 2025, at 2:00p.m., prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

WHEREAS, the Spring Lake District Library was established under the provisions of the District Library Establishment Act, 1989 PA 24, as amended (“Act 24”); and

WHEREAS, pursuant to Act 24, the Board is authorized to levy a tax upon all taxable property within the Spring Lake District Library district (the “District”), provided that the districtwide tax is authorized by the electors of the District; and

WHEREAS, in August of 1994, the electors of the District authorized the Board to levy a districtwide property tax in an amount not to exceed 0.60 mill to provide funds for District Library purposes, which amount has been rolled back to .5089 mill to comply with the Headlee Amendment to the Michigan Constitution and MCL 211.34d (“Headlee”); and

WHEREAS, on August 4, 2020, the electors of the District authorized the Board to levy a districtwide property tax renewal in an amount not to exceed 1.1285 mills for a term of ten years, 2021 through 2030, inclusive, to provide funds for District Library purposes, which amount has been rolled back to 1.0631 mills to comply with Headlee; and

WHEREAS, the total authorized operating millages approved by the electors in August, 1994, and August, 2020, amount to 1.7285 mills which amount has been rolled back to 1.572 mills to comply with Headlee; and

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, 1963 PA 43, as amended, the Board has, following the required public notice, conducted a public hearing on its proposed 2026 budget; and

WHEREAS, the Board has determined to hold a public hearing and adopt the budget for the January 1, 2025 to December 31, 2026 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

**Section 1: Title**

This Resolution shall be known as the Spring Lake District Library General Appropriations Act (“Act”).

**Section 2: Chief Administrative Officer**

The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

**Section 3: Fiscal Officer**

The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on September 9, 2025, and a public hearing on the proposed budget was held on September 17, 2025.

**Section 5: Estimated Revenues**

Estimated library fund revenues for fiscal year January 1, 2026, to December 31, 2026, including a voter-authorized millage of **1.5089** mills; and various miscellaneous revenues shall total \$2,191,587. The Board appropriates the following sums to defray expenses and meet liabilities for fiscal year 2025 for District Library purposes based on the statement of estimated revenues, all as set forth below:

Revenue:	
Current Property Taxes	584,578
Current Property Taxes	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
Total Revenue	\$ 2,191,587

**Section 6: Estimated Expenditures**

Estimated library fund expenditures for fiscal year January 1, 2026 to December 31, 2026, for the various library activities (cost centers) are as follows:

Expenses:	
Capital Expenses	25,000
Materials	206,010
Operations	395,150
Personnel	1,469,219
Programming	52,500
Technology	41,000
Operating Transfers Out	2,708
 Total Expenses	 \$ 2,191,587

**Section 7: Millage Levy**

The Board hereby certifies that the electors of the District approved a districtwide property tax in the amount of .60 mill (\$0.60 per \$1,000) at an election held in August, 1994, and in an amount not to exceed 1.1285 mills (\$1.1285 per \$1,000) at an election held on August 4, 2020.

Pursuant to Act 24, the Board hereby certifies that it shall levy on December 1, 2025, a property tax upon all real and tangible personal property within the District in the total amount of 1.5089 mills (\$1.5089 per \$1,000) on the taxable valuation of such property to provide funds for District Library purposes.

The Board hereby certifies that the operating millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Headlee and the Board has complied with the requirements of the Truth-in-Taxation Act, MCL 211.24e.

**Section 8: 2025 Tax Rate Request**

The President and Secretary of the Library Board are hereby authorized and directed to provide a certified copy of this Resolution and the 2025 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the Ottawa County Clerk, the Ottawa County Equalization Department, and to each township and city clerk included in the District.

**Section 9: Adoption of Budget by Reference**

The general library fund budget of the Spring Lake District Library is hereby adopted in full as attached Exhibit A.

**Section 10: Appropriations not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

**Section 11: Periodic Fiscal Reports**

The Fiscal Officer shall transmit to the Board a report of financial operations at each Board meeting. The Chief Administrative Officer and Fiscal Officer shall monitor the budget and if it appears the expenditures will exceed appropriations shall present to the Library Board recommendations to keep expenditures from exceeding available revenue or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

**Section 12: Board Adoption**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing Resolution.

Upon roll call vote, the following voted aye:

The following voted nay:

The President declared the motion carried and the Resolution duly adopted on the 17<sup>th</sup> day of September, 2025.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN                    )  
  )  
COUNTY OF OTTAWA                 )

I, the undersigned, the duly qualified and acting Secretary of the Spring Lake District Library, Ottawa County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a regular meeting held on the 17<sup>th</sup> day of September, 2025, at 2:00 p.m.

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Secretary Skylar Garrison



# Spring Lake District Library

## Balance Sheet

As of August 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Huntington Checking	108,361.16
Michigan Class Investments	1,775,160.48
Petty Cash	230.91
<b>Total Bank Accounts</b>	<b>\$1,883,752.55</b>
Accounts Receivable	\$ -93.47
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-226.57
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ -226.57</b>
<b>Total Current Assets</b>	<b>\$1,883,432.51</b>
Other Assets	\$0.00
<b>TOTAL ASSETS</b>	<b>\$1,883,432.51</b>
<b>LIABILITIES AND EQUITY</b>	
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	647.80
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	152.00
MERS 457	1,466.72
MERS DC EE Portion	0.01
MERS Roth 457	713.48
Taxes for Future Period	0.00
Withheld Payroll Taxes	196.18
<b>Total Other Current Liabilities</b>	<b>\$3,917.71</b>
<b>Total Current Liabilities</b>	<b>\$3,917.71</b>
<b>Total Liabilities</b>	<b>\$3,917.71</b>
Equity	\$1,879,514.80
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,883,432.51</b>

# Spring Lake District Library

## Budget vs. Actuals

### August 2025

	August	YTD	Budget	% of Budget
<b>Income</b>				
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	38.92	188,966.01	155,000.00	122%
Investment Fluctuation of MVs	6,985.33	54,467.17	60,000.00	91%
Investment Income	20.03	410.36	0.00	
Library Fines	71.68	5,513.24	2,000.00	276%
Local Government Revenue		198,930.63	185,000.00	108%
Other Income	878.95	7,386.35	5,850.00	126%
PILOT		2,769.37	3,000.00	92%
State Revenue		10,009.65	16,000.00	63%
<b>Total Income</b>	<b>\$ 7,994.91</b>	<b>\$ 2,030,878.95</b>	<b>\$ 2,021,962.00</b>	<b>100%</b>
<b>Expenses</b>				
Capital Outlay		8,041.45	25,000.00	32%
Materials	15,962.10	160,966.00	196,200.00	82%
Operations	30,626.84	276,023.92	360,400.00	77%
Personnel	98,065.62	875,850.15	1,353,362.00	65%
Programming	3,100.53	24,092.67	50,000.00	48%
Technology	1,940.38	27,064.78	37,000.00	73%
<b>Total Expenses</b>	<b>\$ 149,695.47</b>	<b>\$ 1,372,038.97</b>	<b>\$ 2,021,962.00</b>	<b>68%</b>

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

<b>General Fund - Money Market</b>	<b>Avg Yield</b>	<b>Market Value</b>
GF - Michigan Class Investments - 0001	4.35%	<b>\$1,775,160.48</b>

<b>Capital Fund - Money Market</b>	<b>Avg Yield</b>	<b>Market Value</b>
CF - Michigan Class Investments - 0002	4.35%	<b>\$248,367.63</b>

<b>Bank Accounts</b>	<b>Balance</b>
Huntington Checking - General Fund	\$108,361.16
Huntington Checking - Capital Projects	\$23,673.24
	<b>\$132,034.40</b>

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
August 21-September 17, 2025				
Date	Num	Name	Amount	Notes
9/5/2025	22297	Mina Ruth, LLC	430.00	
9/17/2025	22298	Action Chemical	408.47	
9/17/2025	22299	Amanda Rantanen	42.70	
9/17/2025	22300	Applied Innovation	1,656.42	copy/print
9/17/2025	22301	Architectural Hardware Co.	1,380.00	door closers
9/17/2025	22302	Baker & Taylor Books	2,159.94	books
9/17/2025	22303	Cengage Learning, Inc. - Gale	131.16	
9/17/2025	22304	Center Point Publishing	131.39	
9/17/2025	22305	Chase Card Services	6,368.55	*see below
9/17/2025	22306	City Farmer Lawn & Landscape	715.00	lawn care
9/17/2025	22307	Friends of Spring Lake District Library	652.80	due to the friends
9/17/2025	22308	Griffin Pest Solutions	308.00	
9/17/2025	22309	Heather Smoes	100.00	
9/17/2025	22310	Hesperia Community Library	15.00	
9/17/2025	22311	Hurst Mechanical	2,688.89	bldg maint
9/17/2025	22312	Kalamazoo Public Library	55.00	
9/17/2025	22313	Kanopy, Inc	351.05	
9/17/2025	22314	Karenleigh A. Overmann	100.00	
9/17/2025	22315	Kuerth's Disposal	97.00	
9/17/2025	22316	Lakeland Library Cooperative	46.70	
9/17/2025	22317	Loutit District Library	5.99	
9/17/2025	22318	Melanie Alm	120.00	
9/17/2025	22319	Midwest Tape	3,498.97	digital materials
9/17/2025	22320	OverDrive, Inc.	5,311.86	digital materials
9/17/2025	22321	Quill.com	160.96	
9/17/2025	22322	Roy Portenga	450.00	
9/17/2025	22323	Schindler Elevator Corporation	609.90	bldg maint
9/17/2025	22324	Steel Doin It	400.00	
9/17/2025	22325	Susan Loughrin	22.12	
9/17/2025	22326	The Sherwin Williams Co.	274.08	
9/17/2025	22327	The Standard Insurance Company	646.52	insurance
9/17/2025	22328	Thomas Klise/Crimson Multimedia	40.11	
9/17/2025	22329	TMobile	464.30	
9/17/2025	22330	Trinity Health Workplace Health	50.00	
9/17/2025	22331	Unique Management Services	29.55	
9/17/2025	22332	Vanguard ID Systems	532.77	library cards
9/17/2025	22333	William Konkolesky	300.00	
		Total	30,755.20	
		* Chase Card Services Detail		
		Library & Office Supplies	485.80	
		Maint / Janitorial Supplies	235.17	
		Programming - Youth	220.91	
		Programming - Adult	308.25	
		Block Party Expenses	820.84	
		Summer Reading Prizes	61.54	
		Outdoor Beautification	109.13	
		Postage	4.96	
		Prof Contract Svcs	320.80	
		Tech Software / Supplies	1,102.69	
		Capital Outlay	309.98	
		Telephone/Internet	563.02	
		Cold Bev Exp	38.00	
		Hot Beve Exp	14.67	
		Books - Fiction	206.58	
		Books - Non Fiction	116.32	
		Books - Youth	109.87	
		Materials: Music/Videogames	61.93	
		DVDs	187.19	
		Other Circ Materials-Adult	429.67	
		Other Circ Materials-Youth	199.37	
		Staff Inservice / Travel	391.06	
		Payroll Expense	70.80	
			6,368.55	

## Spring Lake District Library

Huntington Checking, Period Ending 08/31/2025

## RECONCILIATION REPORT

Reconciled on: 09/11/2025

Reconciled by: Amanda Rantanen



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

## Summary

USD

Statement beginning balance	91,278.35
Service charge	-198.00
Interest earned	20.03
Checks and payments cleared (62)	-159,007.94
Deposits and other credits cleared (7)	183,886.66
Statement ending balance	115,979.10

Uncleared transactions as of 08/31/2025	-7,617.94
Register balance as of 08/31/2025	108,361.16
Cleared transactions after 08/31/2025	0.00
Uncleared transactions after 08/31/2025	-6,653.79
Register balance as of 09/11/2025	101,707.37

## Details

Checks and payments cleared (62)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/18/2025	Bill Payment	22202	Stephanie Rau	-160.00
07/16/2025	Bill Payment	22223	Friends of Spring Lake District...	-2,247.65
07/16/2025	Bill Payment	22248	Thomas Klise/Crimson Multim...	-99.78
07/16/2025	Bill Payment	22215	Calvary Building Services, LLC	-4,660.00
07/16/2025	Bill Payment	22235	Melanie Alm	-120.00
07/16/2025	Bill Payment	22231	Lake Odessa Community Libr...	-9.99
07/16/2025	Bill Payment	22227	Jenny Geuder	-200.00
08/11/2025	Journal	0142 - Electric		-8,400.45
08/12/2025	Journal	0140 - Gas		-179.72
08/13/2025	Journal	0116 - Payroll		-139.08
08/13/2025	Journal	0116 - Payroll		-9,846.19
08/13/2025	Journal	0116 - Payroll		-27,872.54
08/13/2025	Journal	0116 - Payroll		-31.01
08/14/2025	Journal	0130 - MERS - 457		-1,053.17
08/14/2025	Journal	0129 - MERS - 115		-233.00
08/14/2025	Journal	0144 - WMHIP		-15,622.30
08/14/2025	Journal	0132 - MERS - DB		-7,515.49
08/14/2025	Journal	0131 - MERS - DC		-952.95
08/14/2025	Journal	0131 - MERS - DC		-952.95
08/14/2025	Journal	0131 - MERS - DC		-952.95
08/14/2025	Journal	0130 - MERS - 457		-1,053.17
08/14/2025	Journal	0130 - MERS - 457		-1,053.17
08/15/2025	Journal	0133 - SL water		-1,075.34
08/15/2025	Journal	0133 - SL water		-1,065.61
08/20/2025	Bill Payment	22263	Callen Civil Engineers	-761.25
08/20/2025	Bill Payment	22281	Kuerth's Disposal	-97.00
08/20/2025	Bill Payment	22287	Quill.com	-114.45
08/20/2025	Bill Payment	22295	The Sherwin Williams Co.	-46.52
08/20/2025	Bill Payment	22278	Hurst Mechanical	-7,755.58
08/20/2025	Bill Payment	22291	The Standard Insurance Com...	-721.09
08/20/2025	Bill Payment	22264	Cengage Learning, Inc. - Gale	-131.16
08/20/2025	Bill Payment	22267	Chelsea Klipfel, DDS PLLC	-439.63
08/20/2025	Bill Payment	22285	Ottawa County Treasurer	-74.50
08/20/2025	Bill Payment	22274	Friends of Spring Lake District...	-780.50
08/20/2025	Bill Payment	22276	Griffin Pest Solutions	-308.00
08/20/2025	Bill Payment	22257	Action Chemical	-429.86
08/20/2025	Bill Payment	22269	City Farmer Lawn & Landscape	-740.00
08/20/2025	Bill Payment	22293	TMobile	-514.09

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/20/2025	Bill Payment	22270	Cummins	-1,057.51
08/20/2025	Bill Payment	22294	Unique Management Services	-29.55
08/20/2025	Bill Payment	22256	Ace Hardware	-163.01
08/20/2025	Bill Payment	22272	Direct Electric, Inc.	-728.31
08/20/2025	Bill Payment	22265	Center Point Publishing	-131.39
08/20/2025	Bill Payment	22271	Demco, Inc.	-363.87
08/20/2025	Bill Payment	22261	Baker & Taylor Books	-3,536.54
08/20/2025	Bill Payment	22283	Midwest Tape	-3,500.11
08/20/2025	Bill Payment	22262	Barbe Anderson	-748.00
08/20/2025	Bill Payment	22290	The Chamber	-75.00
08/20/2025	Bill Payment	22266	Chase Card Services	-6,885.32
08/20/2025	Bill Payment	22282	Maggie McKeithan	-134.57
08/20/2025	Bill Payment	22273	Evan Schumann	-57.96
08/20/2025	Bill Payment	22259	Applied Innovation	-1,221.14
08/20/2025	Bill Payment	22268	Chubb Commercial Insurance	-1,960.00
08/20/2025	Bill Payment	22275	Great Lakes Window Coverin...	-2,024.00
08/20/2025	Bill Payment	22288	Sparrow Signs, LLC	-60.00
08/21/2025	Bill Payment	22296	Chelsea Klipfel, DDS PLLC	-152.00
08/31/2025	Journal	0139 - Payroll		-9,732.92
08/31/2025	Journal	0139 - Payroll		-178.31
08/31/2025	Journal	0148 - ADP Fees		-5.00
08/31/2025	Journal	0148 - ADP Fees		-191.30
08/31/2025	Journal	0148 - ADP Fees		-191.30
08/31/2025	Journal	0139 - Payroll		-27,470.69
Total				-159,007.94

#### Deposits and other credits cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/31/2025	Journal	0117 - Square		43.40
08/08/2025	Journal	0145 - MERS RHFV		7,068.01
08/21/2025	Journal	0147 - Mclass Trnsfr		175,000.00
08/28/2025	Journal	0134 - Erates		180.00
08/28/2025	Receive Payment		KDL-Kent District Library	27.99
08/29/2025	Journal	0135 - Cash Deposit		1,190.90
08/31/2025	Journal	0138 - Square		376.36
Total				183,886.66

#### Additional Information

##### Uncleared checks and payments as of 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/18/2025	Bill Payment	22185	Evan Schumann	-18.20
07/16/2025	Bill Payment	22242	Sara Shambarger	-150.00
07/16/2025	Bill Payment	22224	Heather Smoes	-100.00
08/20/2025	Bill Payment	22289	Sweet Lou and the Savages	-599.00
08/20/2025	Bill Payment	22260	Athenaeum	-252.00
08/20/2025	Bill Payment	22292	Thomas Klise/Crimson Multim...	-244.73
08/20/2025	Bill Payment	22279	In Your Element Wellness	-161.52
08/20/2025	Bill Payment	22280	Kanopy, Inc	-292.40
08/20/2025	Bill Payment	22258	Amberrose Hammond	-200.00
08/20/2025	Bill Payment	22286	OverDrive, Inc.	-5,192.04
08/20/2025	Bill Payment	22277	Heather Smoes	-100.00
08/20/2025	Bill Payment	22284	ODC Network	-350.00
Total				-7,659.89

##### Uncleared deposits and other credits as of 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/31/2025	Journal	0138 - Square		41.95
Total				41.95

Uncleared checks and payments after 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/05/2025	Bill Payment	22297	Mina Ruth, LLC	-430.00
09/10/2025	Journal	0143 - Electric		-8,410.52
09/11/2025	Journal	0141 - Gas		-132.61
Total				-8,973.13

Uncleared deposits and other credits after 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/02/2025	Journal	0137 - Pilot		2,319.34
Total				2,319.34

**SLDL Capital Projects Fund**  
**Balance Sheet**  
As of August 31, 2025

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	<u>Aug 31, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
4001 · HNB Capital Fund Checking	23,673.24
4002 · Petty Cash	2.68
4005 · Michigan Class Investments	248,367.63
<b>Total Checking/Savings</b>	<u>272,043.55</u>
<b>Total Current Assets</b>	<u>272,043.55</u>
<b>TOTAL ASSETS</b>	<u><u>272,043.55</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
4403 · Retained Earnings(Fund Balance)	328,676.51
Net Income	-56,632.96
<b>Total Equity</b>	<u>272,043.55</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>272,043.55</u></u>



**SLDL Capital Projects Fund**  
**Profit & Loss YTD Comparison**  
**August 2025**

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	<u>Aug 25</u>	<u>Jan - Aug 25</u>
<b>Income</b>		
4601 · Interest Income	5.03	45.80
4602 · Investment Fluctuation of MV's	916.08	7,758.36
4603 · Grant Revenue	0.00	10,654.92
4609 · Other Income	0.00	10,930.22
	<hr/>	<hr/>
<b>Total Income</b>	<b>921.11</b>	<b>29,389.30</b>
	<hr/>	<hr/>
<b>Gross Profit</b>	<b>921.11</b>	<b>29,389.30</b>
<b>Expense</b>		
4907 · Capital outlay	0.00	38,016.33
4908 · Construction expense	0.00	20,202.00
4909 · Professional fees	0.00	12,375.00
4920 · Building Expenses	0.00	15,428.93
	<hr/>	<hr/>
<b>Total Expense</b>	<b>0.00</b>	<b>86,022.26</b>
	<hr/>	<hr/>
<b>Net Income</b>	<b>921.11</b>	<b>-56,632.96</b>
	<hr/>	<hr/>

11:24 AM  
09/12/25

SLDL Capital Projects Fund  
Reconciliation Summary  
4001 · HNB Capital Fund Checking, Period Ending 08/31/2025

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	Aug 31, 25
Beginning Balance	23,668.21
Cleared Transactions	
Deposits and Credits - 1 item	5.03
Total Cleared Transactions	5.03
Cleared Balance	23,673.24
Register Balance as of 08/31/2025	23,673.24
Ending Balance	23,673.24



## **Library Director's Report**

### **Maggie McKeithan, Library Director**

### **September 17, 2025**

We've spent the last month getting ready for the Block Party on September 18 from 5-8pm. Our donor, Fred Haring, and his family will be attending for a Groundbreaking at 5:30pm. We will also have representatives from the Community Foundation and the Chamber attending. The dessert bar is sponsored by MillerKnoll - we're having pudding dirt cups in honor of our construction project. The DPW is bringing several pieces of their equipment and the Fire Department will also be here for Touch-A-Truck. The Outdoor Discovery Center is bringing animals. There will be live music and a food truck with food for purchase. The Friends will host a book sale and a representative from the Daughters of the American Revolution will host a table celebrating National Constitution Week.

A few weeks ago, we had a Community Conversation on Accessibility, both in the Library and in the Village. Barbara VanHorsen from the Momentum Center moderated and the Library, the Village, and the Disability Network Lakeshore were on the panel. The session generated some great ideas about improving accessibility in small and big ways.

Context for the agenda and packet –

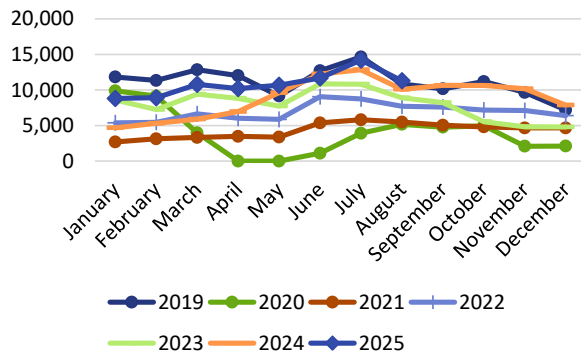
**Capital Projects – Future Planning** The RFP went out at the end of August to find a general contractor for the building project. We hosted a building walk-through for any contractors interested and had quite a few turn out. Bids will be due by the end of September. We are on track to review the bids at a Special Board Meeting on Wednesday, October 1 at 2pm at the library.

**2026 Budget** At the July and August meetings, we looked at the 2026 budget proposal. No major changes were suggested. Now that you've had 2 months to think about it, is there more to discuss or ask questions about? This meeting will be the final chance to change anything before the Board needs to approve a budget for 2026. The goal through the process is to be transparent about our decision-making and give the community an opportunity for feedback. The Budget Resolution was made available to the public at the front desk of the Library and a notice for this meeting was placed in the paper for maximum transparency. The Budget Hearing section of the meeting is another opportunity for public comment.

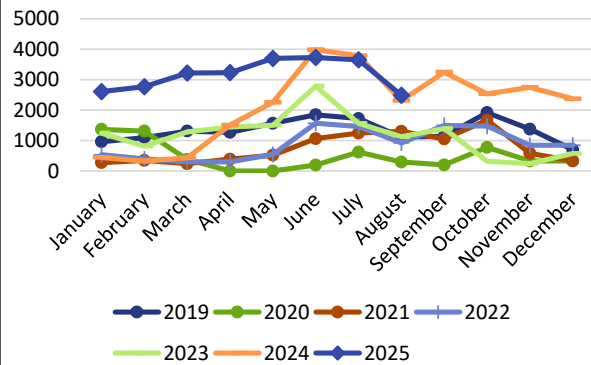
**Capital Purchase: Bathroom Door Openers** In the spring, we were notified that we received a \$10,000 accessibility grant from the American Library Association that would enable us to add push button doors to the lobby bathrooms. At the time we applied, we reached out to several places for quotes. In the packet, you'll find the two quotes that we selected – one for the mechanisms of the push buttons and the other is for the electrical work needed to make the buttons work. We have worked with both of these companies before and we trust their work. The total of the two quotes is \$10,583 so the grant will cover the majority of the cost. It will need approval from the Board to move forward.

## Monthly Statistics - to August 31, 2025

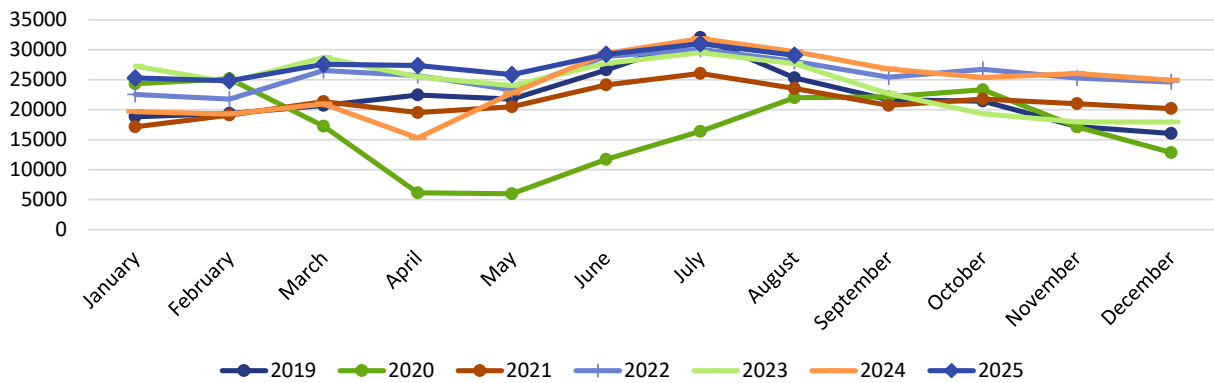
### Front Door Counter



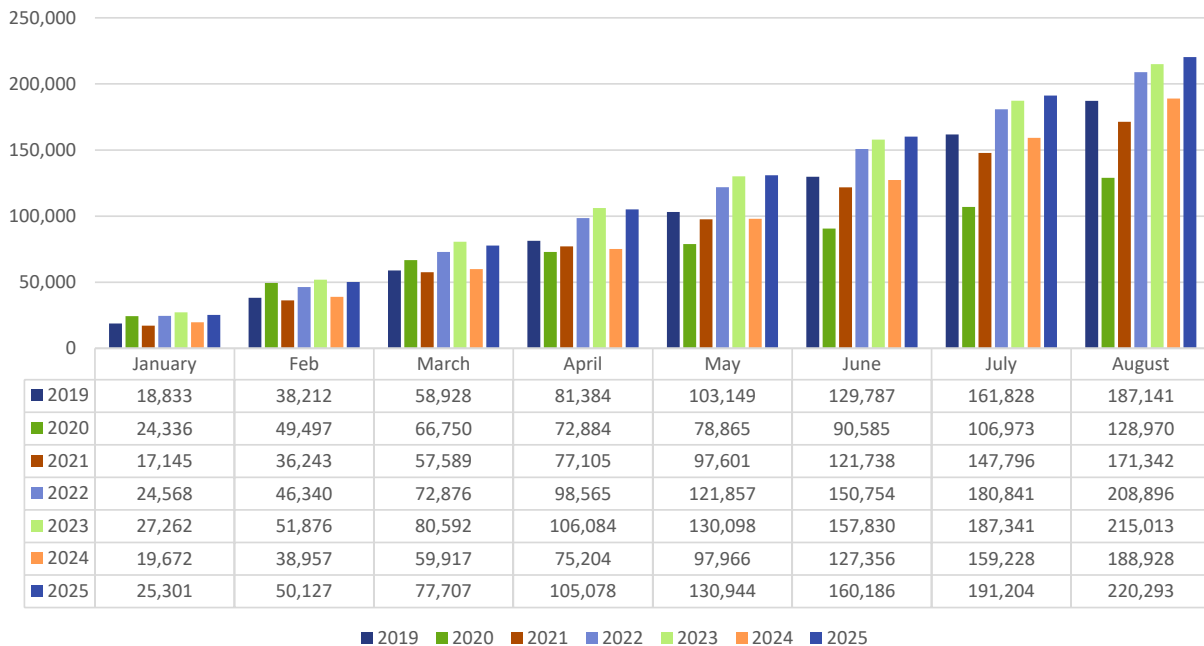
### Program or Meeting Attendance



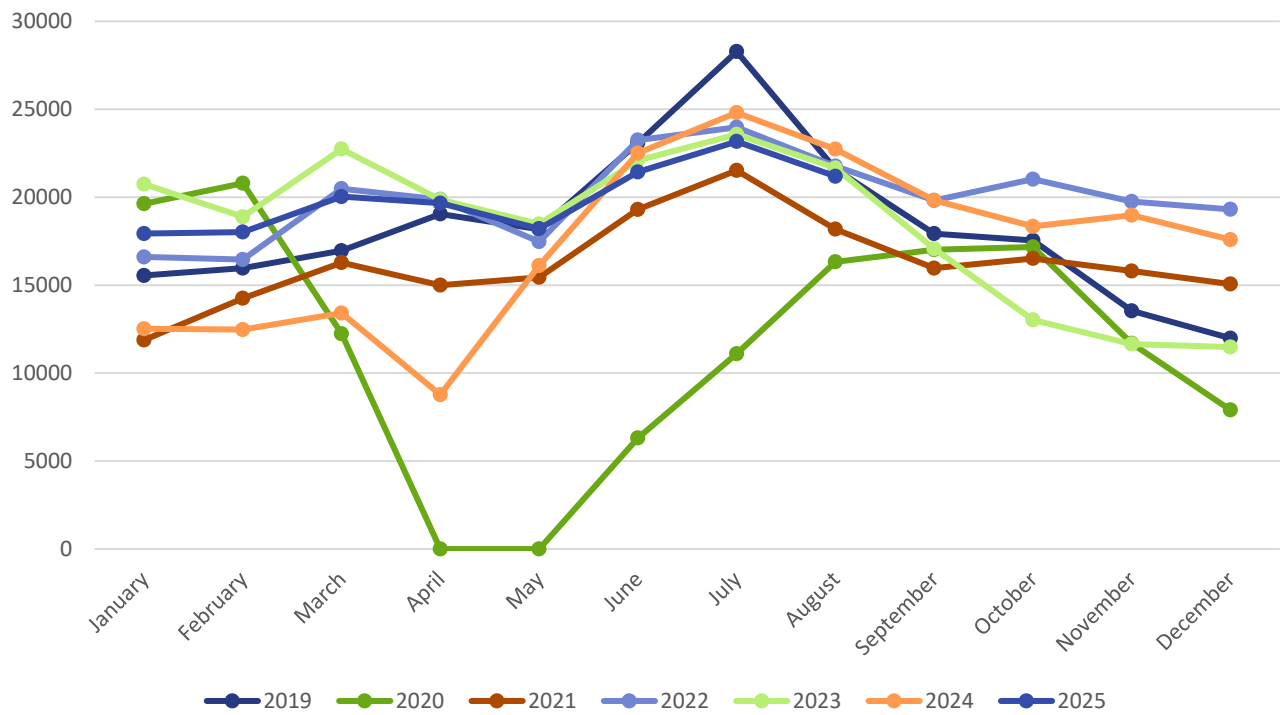
### Materials Circulation



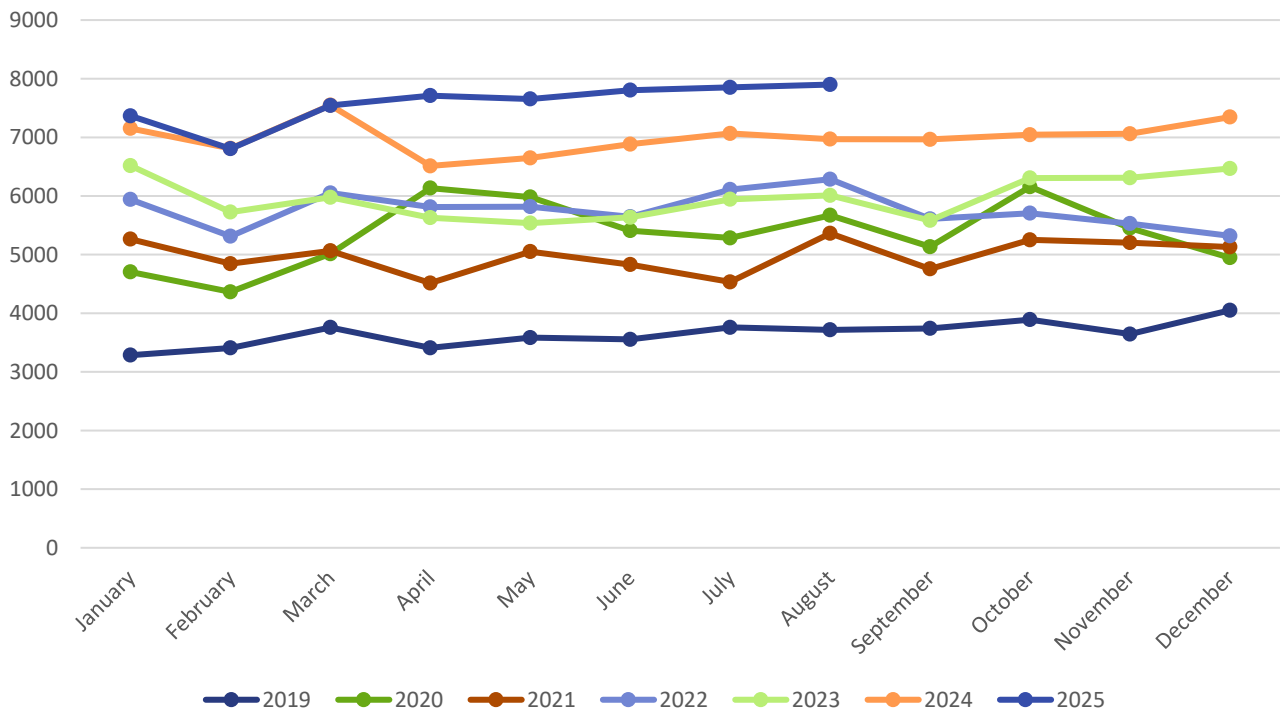
### Year to Date Circulation



## Print Materials Circulation



## Digital Materials Circulation





## Estimate

DATE	ESTIMATE NUMBER
9/4/2025	S 21033

Architectural Hardware Company  
2409 Roberts St Muskegon, MI 49444  
P 231-830-9826 F 231-830-9178

NAME/ADDRESS
SPRING LAKE LIBRARY
ATTN: AMANDA

PROJECT:	
HANDICAP OPERATORS	
QTY	TOTAL
2	
4	
2	
TOTAL \$7,650.00	

Description
LOBBY RESTROOMS
LCN 6440XP AUTO DOOR OPERATORS
LCN 8310-3853WS WIRELESS ACTUATORS
LCN 8310 865 WIRELESS RECEIVERS
PRICE INCLUDES SVC / LABOR CHARGES TO INSTALL
ELECTRIC TO OPERATORS DONE BY OTHERS
Quote Valid for 30 Days
SALES TAX INCLUDED NO

PLEASE HAVE ESTIMATE NUMBER OR JOB NAME AVAILABLE WHEN MAKING INQUIRIES

Stephen Kartes

SIGNATURE Stephen Kartes



Electric • Technologies • Automation • Security

## Estimate #S2511

Date: September 11, 2025

Tel: 616-840-3671

Email: [arantanen@sl.lib.mi.us](mailto:arantanen@sl.lib.mi.us)

To: Spring Lake District Library  
Attn: Amanda Rantanen  
123 E Exchange St  
Spring Lake, MI 49456

**Project Location:**  
Spring Lake District Library

### Description of work to include:

#### Men's-Women's Bathroom:

- A) Utilize local 120volt circuit for new power door operators.
- B) Install 120volt circuit down tile wall with surface mounted 500 series wiremold. (Men's & Women's Bathroom)
- C) Install 120volt circuit inside of wall cavity (pending any blockage in the wall) in Unisex Bathroom
- C) Make connections to new power door closure.
- D) Test circuit for proper voltage and operation.

**Estimated Cost Power doors: \$2,933.00**

### Notes:

- Normal shift hours (7:30am to 4:00pm, Monday thru Friday)
- Estimate is based on access above Men's/Women's bathroom.
- Power door operators provided and installed by other.
- Due to the unforeseen impact of tariffs, Town & Country Group reserves the right to adjust pricing as needed if necessary.

Thank you for this opportunity to be of service. If you have any questions, please call.

Phone: 616-772-6746 • Fax: 616-772-4735

**APPROVED BY:** Tim Glashower

Tim Glashower

### **e to material increases without notice. Net 10 upon receipt**

TERMS & CONDITIONS: ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED. PAYMENT NET (10) DAYS UPON RECEIPT OF INVOICE. I (WE) UNDERSTAND AND AGREE THAT ANY CREDIT GRANTED SHALL BE PAID PROMPTLY IN ACCORDANCE WITH ABOVE TERMS AND AGREEMENTS. TOWN & COUNTRY MAY ADD LEGAL RATE OF INTEREST PER MONTH TO ANY BALANCE NOT PAID IN ACCORDANCE WITH SAID TERMS AND AGREEMENTS. I (WE) ALSO AGREE, IN THE EVENT OF DEFAULT, TO PAY REASONABLE COLLECTION CHARGES, ATTORNEY FEES, AND COURT COSTS WHERE APPLICABLE.

Please Sign, Date and Return:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Authorizes Town & Country To Perform Work as Described Above