

**Spring Lake District Library
Board Meeting Agenda**

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

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – September 17, 2025 and October 1, 2025
5. Financial report and approval of bills – September 2025
6. Director's Report
7. Building Project Updates – Sunroom Addition
8. Old business
 - a.
 - b.
10. New business
 - a. Building Project Capital Purchase: Sunroom Sound System
 - b.
11. Public Comment
12. Adjourn the meeting

Spring Lake District Library Board Minutes

September 17, 2025

Present and voting: Laurie Draeger, Mary Eagin, Gordon Gallagher, Bill Meyers

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

Absent: Skylar Garrison, Maria Boersma, Sheri Boon

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

The meeting was called to order at 2:25 p.m. by Mary Eagin

Motion to approve the agenda, with the addition of 10b Health Insurance Renewal made by Gordon Gallagher and supported by Laurie Draeger. The motion was approved unanimously.

Public Comment: None

Motion to approve the minutes of the August 20, 2025 Board meeting was made by Gordon Gallagher and supported by Laurie Draeger. The motion was approved unanimously.

Motion to open the Budget Hearing at 2:58 p.m. was made by Bill Meyers and supported by Gordon Gallagher. The motion was approved unanimously.

Public Comments:

MaryAnn Herbst asked about the difference between the budget that was reviewed at the August meeting and the one presented today. Maggie explained that she had moved some of the expenses to more appropriate line items, with no overall change in the expense budget.

Ken Willison noted that he doesn't understand the logic of the board choosing to not take the entire millage rate that the voters approved.

Motion to close the Budget Hearing at 3:03 p.m. was made by Laurie Draeger and supported by Bill Meyers. The motion was approved unanimously.

Motion to pass the Resolution to Adopt the 2026 Budget and Set the Millage Rate. Also, in the absence of the Board Secretary, to authorize Mary Eagin to sign all related documents on behalf of the board. Motion was made by Gordon Gallagher and supported by Laurie Draeger. A roll call vote was taken:

Gallagher – YEA; Draeger – YEA; Meyers – YEA; Eagin – YEA. The motion passed unanimously.

Motion made by Laurie Draeger and supported by Bill Meyers **to accept the financial reports from August 2025 and approve the payment of bills.** The motion was approved unanimously.

Director's Report:

Maggie reviewed her report as printed in the Board Packet, noting the Block Party is tomorrow and the donor will be in attendance for the groundbreaking.

Old Business:

Maggie noted that the renovation project is out for bids. The Board will review the bids at the Oct 1 special meeting.

New Business:

Motion to approve the quotes for the Bathroom Door Openers at a total cost of \$10,583 was made by Gordon Gallagher and supported by Laurie Draeger. The motion was approved unanimously. Note that SLDL has received a \$10,000 grant to cover most of this cost.

Motion made by Bill Meyers and supported by Laurie Draeger **to approve the Health Insurance renewal for the staff for 2026.** The motion passed unanimously.

Public Comment:

Mary Ann Herbst shared the Friends newsletter.

Meeting was adjourned at 3:22 p.m.

Respectfully submitted,

Mary Eagin, Acting Secretary

Spring Lake District Library Board Minutes
Special Meeting
October 1, 2025

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

Also present: Maggie McKeithan, Library Director

Absent: Sheri Boon

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

The meeting was called to order at 2:04 p.m. by Mary Eagin

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

Public Comment: None

New Business:

- a. Building Project - Review Contractor Bids
 - i. **Motion to accept the bid from Tridonn with the specific scope of the work to be decided on at a later date** was made by Maria Boersma and supported by Laurie Draeger. The motion was approved unanimously via roll call.

Public Comment:

Mention of a good experience with Clifford Buck 11 years ago.

Meeting was adjourned at 2:35 p.m.

Respectfully submitted,
Skylar Garrison, Secretary

Spring Lake District Library

Balance Sheet

As of September 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Huntington Checking	133,154.10
Michigan Class Investments	1,631,177.22
Petty Cash	230.91
Total Bank Accounts	\$1,764,562.23
Accounts Receivable	\$ -93.47
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-180.31
Undeposited Funds	0.00
Total Other Current Assets	\$ -180.31
Total Current Assets	\$1,764,288.45
Other Assets	\$0.00
TOTAL ASSETS	\$1,764,288.45
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	1,820.82
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	150.00
MERS 457	1,469.03
MERS DC EE Portion	0.01
MERS Roth 457	715.79
Taxes for Future Period	0.00
Withheld Payroll Taxes	196.18
Total Other Current Liabilities	\$5,093.35
Total Current Liabilities	\$5,093.35
Total Liabilities	\$5,093.35
Equity	\$1,759,195.10
TOTAL LIABILITIES AND EQUITY	\$1,764,288.45

Spring Lake District Library

Budget vs. Actuals

September 2025

	September	YTD	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	11,985.90	200,951.91	155,000.00	130%
Investment Fluctuation of MVs	6,016.74	60,483.91	60,000.00	101%
Investment Income	26.08	436.44	0.00	
Library Fines	205.67	5,794.90	2,000.00	290%
Local Government Revenue		198,930.63	185,000.00	108%
Other Income	1,414.45	8,800.80	5,850.00	150%
PILOT	2,319.34	2,769.37	3,000.00	92%
State Revenue		10,009.65	16,000.00	63%
Total Income	\$ 21,968.18	\$ 2,050,603.78	\$ 2,021,962.00	101%
Expenses				
Capital Outlay	309.98	8,041.45	25,000.00	32%
Materials	13,392.84	171,366.34	196,200.00	87%
Operations	19,496.46	288,198.84	360,400.00	80%
Personnel	103,441.08	979,682.57	1,353,362.00	72%
Programming	2,888.41	25,817.58	50,000.00	52%
Technology	2,759.11	33,793.85	37,000.00	91%
Total Expenses	\$ 142,287.88	\$ 1,506,900.63	\$ 2,021,962.00	75%

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

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	4.28%	\$1,631,177.22

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	4.28%	\$249,243.40

Bank Accounts	Balance
Huntington Checking - General Fund	\$133,154.10
Huntington Checking - Capital Projects	\$25,434.31
	\$158,588.41

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
September 18-October 15, 2025				
Date	Num	Name	Amount	Note
10/15/2025	22334	Ace Hardware	45.51	
10/15/2025	22335	Anne Rivers	150.00	
10/15/2025	22336	Applied Innovation	1,573.46	copier/printer
10/15/2025	22337	Baker & Taylor Books	914.38	books
10/15/2025	22338	Barbe Anderson	418.00	
10/15/2025	22339	Bibliotheca, LLC	2,081.42	service agreement
10/15/2025	22340	Cengage Learning, Inc. - Gale	98.37	
10/15/2025	22341	Center Point Publishing	131.39	
10/15/2025	22342	Chase Card Services	6,485.03	* see page two
10/15/2025	22343	Chips Groundcover, LLC	1,320.00	holiday lights
10/15/2025	22344	City Farmer Lawn & Landscape	740.00	lawn
10/15/2025	22345	Claire Sheridan	50.00	
10/15/2025	22346	ElectroMedia	825.00	hdmi tech repairs
10/15/2025	22347	FE Technologies American Corporation	268.00	
10/15/2025	22348	Foster Swift	229.50	
10/15/2025	22349	Friends of Spring Lake District Library	1,825.82	due to the friends
10/15/2025	22350	Griffin Pest Solutions	477.00	
10/15/2025	22351	Heimler Consulting	360.00	
10/15/2025	22352	Herald Palladium	139.32	
10/15/2025	22353	Hurst Mechanical	3,793.16	bldg maint / pm / chiller repairs
10/15/2025	22354	Kanopy, Inc	303.45	
10/15/2025	22355	Maggie McKeithan	84.00	
10/15/2025	22356	Melanie Alm	120.00	
10/15/2025	22357	Midwest Tape	3,501.03	digital materials
10/15/2025	22358	Ottawa County Parks & Recreation	100.00	
10/15/2025	22359	OverDrive, Inc.	3,867.04	digital materials
10/15/2025	22360	Quill.com	211.87	
10/15/2025	22361	Sara Shambarger	150.00	
10/15/2025	22362	Schindler Elevator Corporation	247.29	
10/15/2025	22363	Sparrow Signs, LLC	491.80	
10/15/2025	22364	Spring Lake Orchard Market	66.43	
10/15/2025	22365	Stephanie Rau	160.00	
10/15/2025	22366	The Library Network	98.00	
10/15/2025	22367	The Sherwin Williams Co.	80.51	
10/15/2025	22368	The Standard Insurance Company	569.86	life insurance
10/15/2025	22369	Thomas Klise/Crimson Multimedia	215.67	
10/15/2025	22370	TMobile	470.25	
10/15/2025	22371	Unique Management Services	19.70	
TOTAL			32,682.26	

Chase Credit Card Service Details	OCT '25
Library & Office Supplies	624.42
Maintenance/Janitorial Supply	450.97
Youth Programming	520.25
Adult Programming	405.3
Programming	43.56
Programming	69.98
Building - Outdoor	290.29
Postage	22
Professional/Contract Services	197.17
Technology Software/Supplies	1,523.19
Telephone & Internet	627.34
Cold Beverage Expenses	155.72
Hot Beverage Expenses	103.67
Books - Adult Fiction	382.53
Books - Adult Nonfiction	43.7
DVDs	317.63
Circulating Materials - Adult	12.34
Circulating Materials - Youth	148.38
Marketing	68.34
Staff Inservice/Travel	407.45
Payroll (Fees)	70.8
Total	\$6,485.03

Spring Lake District Library

Huntington Checking, Period Ending 09/30/2025

RECONCILIATION REPORT

Reconciled on: 10/10/2025

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance.....	115,979.10
Service charge.....	-198.00
Interest earned.....	26.08
Checks and payments cleared (59).....	-147,570.50
Deposits and other credits cleared (7).....	167,497.21
Statement ending balance.....	<u>135,733.89</u>

Uncleared transactions as of 09/30/2025.....	-2,579.79
Register balance as of 09/30/2025.....	133,154.10
Cleared transactions after 09/30/2025.....	0.00
Uncleared transactions after 09/30/2025.....	-286.88
Register balance as of 10/10/2025.....	<u>132,867.22</u>

Details

Checks and payments cleared (59)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/18/2025	Bill Payment	22185	Evan Schumann	-18.20
07/16/2025	Bill Payment	22224	Heather Smoes	-100.00
07/16/2025	Bill Payment	22242	Sara Shambarger	-150.00
08/20/2025	Bill Payment	22280	Kanopy, Inc	-292.40
08/20/2025	Bill Payment	22279	In Your Element Wellness	-161.52
08/20/2025	Bill Payment	22258	Amberrose Hammond	-200.00
08/20/2025	Bill Payment	22277	Heather Smoes	-100.00
08/20/2025	Bill Payment	22292	Thomas Klise/Crimson Multim...	-244.73
08/20/2025	Bill Payment	22260	Athenaeum	-252.00
08/20/2025	Bill Payment	22286	OverDrive, Inc.	-5,192.04
09/05/2025	Bill Payment	22297	Mina Ruth, LLC	-430.00
09/10/2025	Journal	0160 - Payroll		-157.15
09/10/2025	Journal	0160 - Payroll		-9,495.98
09/10/2025	Journal	0143 - Electric		-8,410.52
09/10/2025	Journal	0160 - Payroll		-27,069.22
09/11/2025	Journal	0141 - Gas		-132.61
09/14/2025	Journal	0159 - WMHIP		-15,622.30
09/15/2025	Journal	0152 - MERS 457		-1,057.79
09/15/2025	Journal	0153 - MERS DB		-7,242.66
09/15/2025	Journal	0152 - MERS DC		-957.57
09/15/2025	Journal	0152 - MERS DC		-952.95
09/15/2025	Journal	0152 - MERS 115 Trus		-152.00
09/15/2025	Journal	0152 - MERS 457		-1,053.17
09/17/2025	Bill Payment	22304	Center Point Publishing	-131.39
09/17/2025	Bill Payment	22303	Cengage Learning, Inc. - Gale	-131.16
09/17/2025	Bill Payment	22317	Loutit District Library	-5.99
09/17/2025	Bill Payment	22307	Friends of Spring Lake District...	-652.80
09/17/2025	Bill Payment	22308	Griffin Pest Solutions	-308.00
09/17/2025	Bill Payment	22298	Action Chemical	-408.47
09/17/2025	Bill Payment	22306	City Farmer Lawn & Landscape	-715.00
09/17/2025	Bill Payment	22313	Kanopy, Inc	-351.05
09/17/2025	Bill Payment	22329	TMobile	-464.30
09/17/2025	Bill Payment	22323	Schindler Elevator Corporation	-609.90
09/17/2025	Bill Payment	22301	Architectural Hardware Co.	-1,380.00
09/17/2025	Bill Payment	22330	Trinity Health Workplace Health	-50.00
09/17/2025	Bill Payment	22331	Unique Management Services	-29.55
09/17/2025	Bill Payment	22326	The Sherwin Williams Co.	-274.08
09/17/2025	Bill Payment	22299	Amanda Rantanen	-42.70

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/17/2025	Bill Payment	22302	Baker & Taylor Books	-2,159.94
09/17/2025	Bill Payment	22319	Midwest Tape	-3,498.97
09/17/2025	Bill Payment	22305	Chase Card Services	-6,368.55
09/17/2025	Bill Payment	22318	Melanie Alm	-120.00
09/17/2025	Bill Payment	22300	Applied Innovation	-1,656.42
09/17/2025	Bill Payment	22315	Kuerth's Disposal	-97.00
09/17/2025	Bill Payment	22320	OverDrive, Inc.	-5,311.86
09/17/2025	Bill Payment	22310	Hesperia Community Library	-15.00
09/17/2025	Bill Payment	22312	Kalamazoo Public Library	-55.00
09/17/2025	Bill Payment	22321	Quill.com	-160.96
09/17/2025	Bill Payment	22316	Lakeland Library Cooperative	-46.70
09/17/2025	Bill Payment	22311	Hurst Mechanical	-2,688.89
09/17/2025	Bill Payment	22325	Susan Loughrin	-22.12
09/17/2025	Bill Payment	22327	The Standard Insurance Com...	-646.52
09/17/2025	Bill Payment	22328	Thomas Klise/Crimson Multim...	-40.11
09/22/2025	Journal	0154 - Safe deposit		-83.00
09/24/2025	Journal	0161 - Payroll		-10,051.06
09/24/2025	Journal	0161 - Payroll		-163.24
09/24/2025	Journal	0161 - Payroll		-29,001.45
09/30/2025	Journal	0158 - ADP fees		-191.30
09/30/2025	Journal	0158 - ADP fees		-193.21
Total				-147,570.50

Deposits and other credits cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/31/2025	Journal	0138 - Square		41.95
09/02/2025	Journal	0137 - Pilot		2,319.34
09/16/2025	Journal	0155 - Transfer		150,000.00
09/19/2025	Journal	0151 - GF Deposit		3,500.00
09/24/2025	Journal	0162 - Square Deposit		1,552.34
09/30/2025	Journal	0150 - GF Deposit		8,112.68
09/30/2025	Journal	0149 - Cash Deposit		1,970.90
Total				167,497.21

Additional Information

Uncleared checks and payments as of 09/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/20/2025	Bill Payment	22284	ODC Network	-350.00
08/20/2025	Bill Payment	22289	Sweet Lou and the Savages	-599.00
09/17/2025	Bill Payment	22322	Roy Portenga	-450.00
09/17/2025	Bill Payment	22324	Steel Doin It	-400.00
09/17/2025	Bill Payment	22333	William Konkolesky	-300.00
09/17/2025	Bill Payment	22332	Vanguard ID Systems	-532.77
09/17/2025	Bill Payment	22309	Heather Smoes	-100.00
09/17/2025	Bill Payment	22314	Karenleigh A. Overmann	-100.00
Total				-2,831.77

Uncleared deposits and other credits as of 09/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/24/2025	Journal	0162 - Square Deposit		251.98
Total				251.98

Uncleared checks and payments after 09/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/10/2025	Journal	0157 - Gas		-286.88
Total				-286.88

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

	<u>Sep 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
4001 · HNB Capital Fund Checking	25,434.31
4002 · Petty Cash	2.68
4005 · Michigan Class Investments	249,243.40
	<u>274,680.39</u>
Total Checking/Savings	<u>274,680.39</u>
Total Current Assets	<u>274,680.39</u>
TOTAL ASSETS	<u><u>274,680.39</u></u>
LIABILITIES & EQUITY	
Equity	
4403 · Retained Earnings(Fund Balance)	328,676.51
Net Income	-53,996.12
	<u>274,680.39</u>
Total Equity	<u>274,680.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>274,680.39</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
September 2025

	<u>Sep 25</u>	<u>Jan - Sep 25</u>
Income		
4601 · Interest Income	4.97	50.77
4602 · Investment Fluctuation of MV's	875.77	8,634.13
4603 · Grant Revenue	0.00	10,654.92
4609 · Other Income	1,756.10	12,686.32
Total Income	2,636.84	32,026.14
Gross Profit	2,636.84	32,026.14
Expense		
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
Total Expense	0.00	86,022.26
Net Income	2,636.84	-53,996.12

SLDL Capital Projects Fund

10/10/2025 3:37 PM

Register: 4001 · HNB Capital Fund Checking

From 09/18/2025 through 10/15/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/30/2025			4601 · Interest Income	Interest		X	4.97	25,434.31

SLDL Capital Projects Fund
Reconciliation Summary
4001 · HNB Capital Fund Checking, Period Ending 09/30/2025

	Sep 30, 25
Beginning Balance	23,673.24
Cleared Transactions	
Deposits and Credits - 2 items	1,761.07
Total Cleared Transactions	1,761.07
Cleared Balance	25,434.31
Register Balance as of 09/30/2025	25,434.31
Ending Balance	25,434.31



Library Director's Report

Maggie McKeithan, Library Director

October 15, 2025

Thank you for coming out to the Groundbreaking Block Party. This was the fifth year that we've had the Block Party and it's very well-received by the community. We estimate about 450 people came out, with many young families. The band was great and we're really appreciative for all the people (Friends of the Library, Girl Scouts, DAR, Fire Department, DPW, Smoke N Ashes) that helped us have a successful event.

At the September meeting, the Board approved the purchase of push buttons to make the lobby restroom doors handicap-accessible. The majority of the cost came from an accessibility grant through the American Library Association (\$10,000). They were installed last week and I've already seen people use the buttons. They are also convenient for caregivers maneuvering strollers.

Context for the agenda and packet –

Building Project Updates At the Special Meeting on October 1, the Library Board selected Tridonn Construction as the general contractor for the project. Now that we have some accurate pricing, we can start to look at the details. I've asked both Architektura and Tridonn to look at ways we can find some cost-savings without damaging the integrity of the project. For example, they mentioned the infrastructure for getting a water fountain out by the bike racks was quite expensive. We'll have to look and see if it's worth it or if there's a more cost effective way of accomplishing something similar. I'm also looking for grants that might be a good fit.

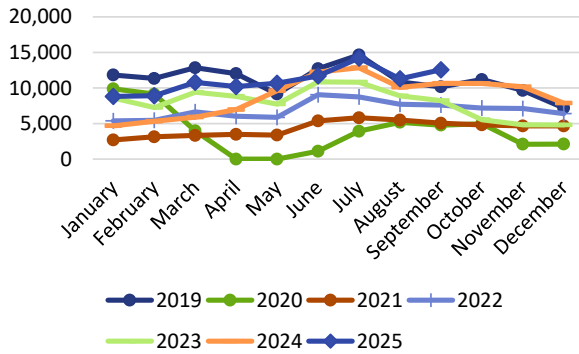
I'm continuing to work with furniture dealers to pick out furniture for our new room that fits within the budget. I hope to bring a furniture purchase to the Board by the end of this fiscal year, so we can get it ordered in time for delivery at project end in June.

In addition to the Sound System quote on the agenda, there are other owner costs to anticipate. We'll need to add security cameras and motion sensors through Town & Country (approximately \$7,500) and extend the internet connections and wifi into the new room (approximately \$5,000 – might be less).

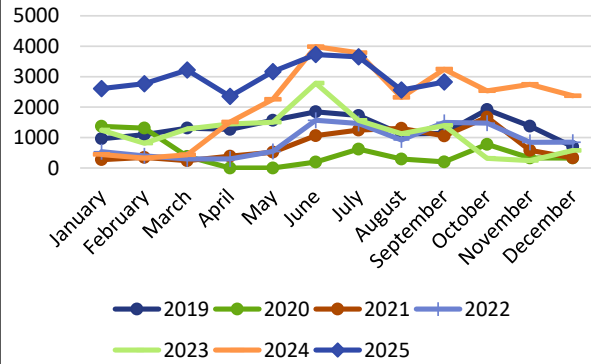
Building Project Capital Purchase – Sunroom Sound System In the new room, we will need to add a presentation screen, along with ceiling speakers, microphones, and a wall panel to control it. LiveSpace has provided a quote for \$33,139.13 for equipment that matches what we recently installed in the Program Room and the Youth Stage. We approached ElectroMedia, but because the equipment is proprietary, they can't match it. It is crucial for our staff and patrons if the equipment all works the same. The quote also includes technology for hearing assistance. If we can get a quote approved soon, they can work with Tridonn to get the drawings updated and come in at the right phase of construction to work most efficiently.

Monthly Statistics - to September 30, 2025

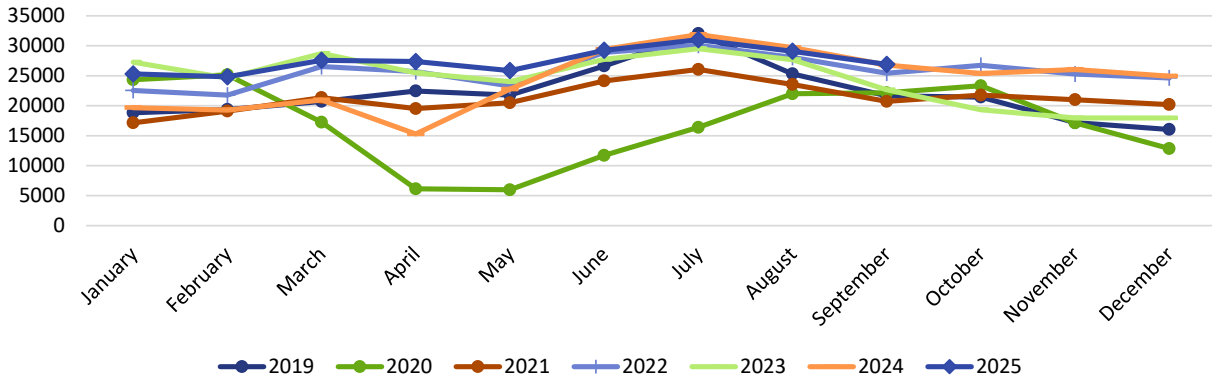
Front Door Counter



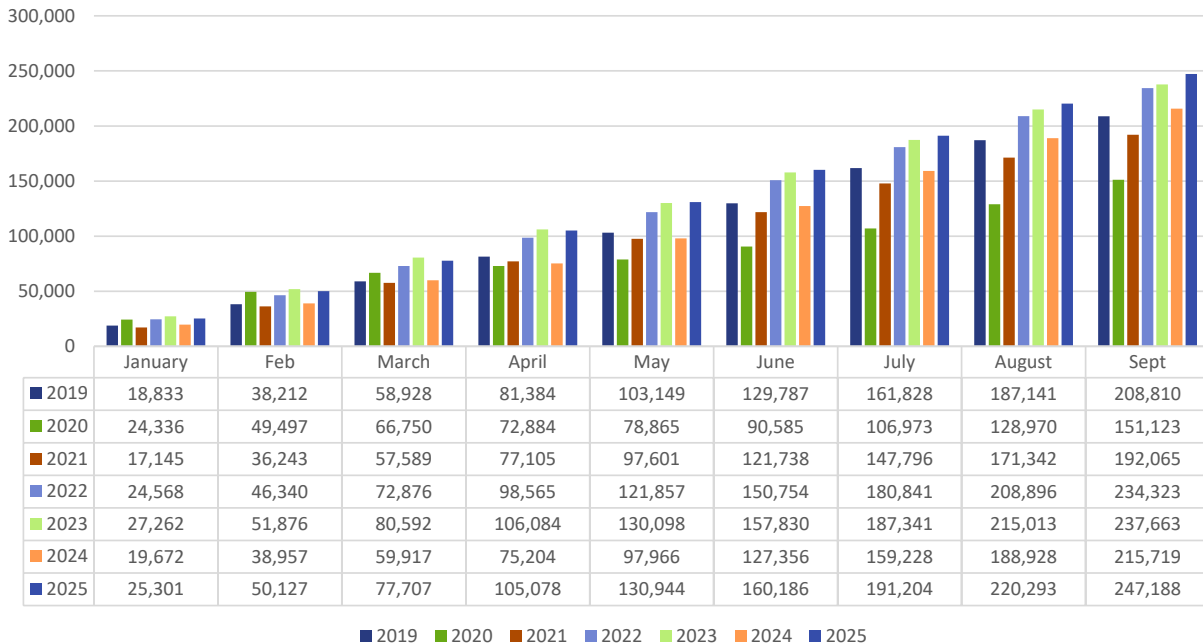
Program or Meeting Attendance



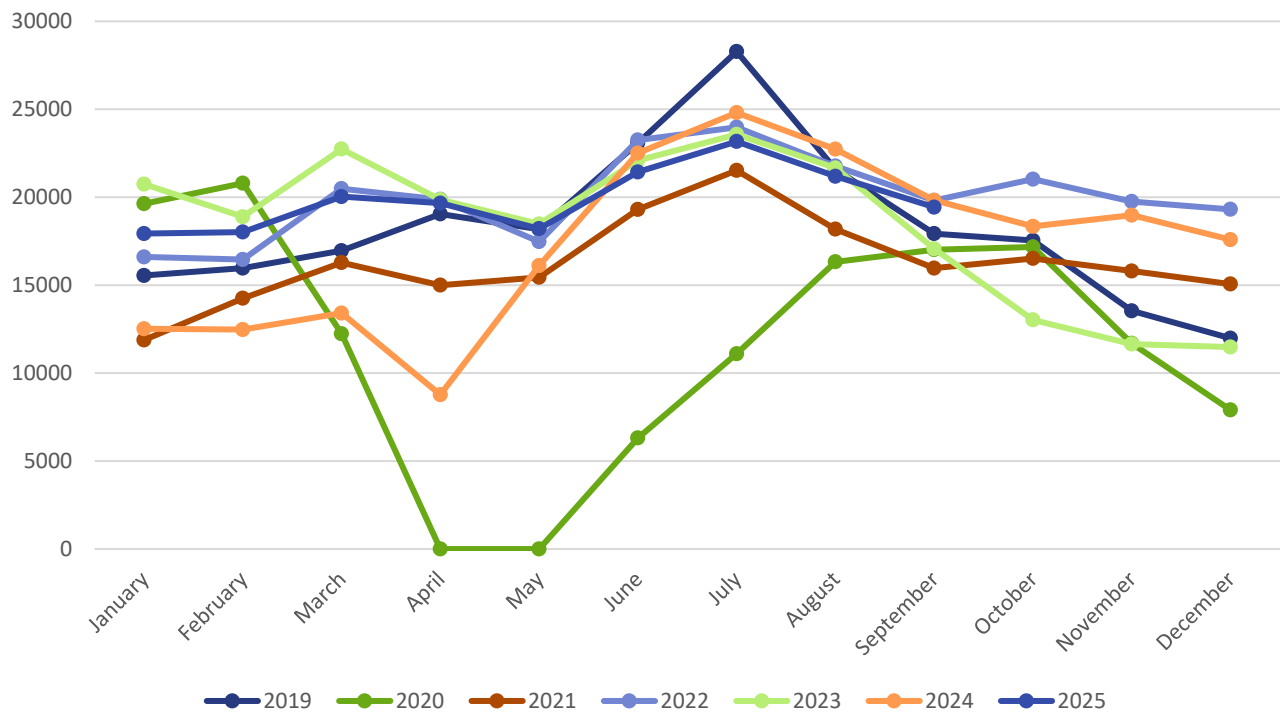
Materials Circulation



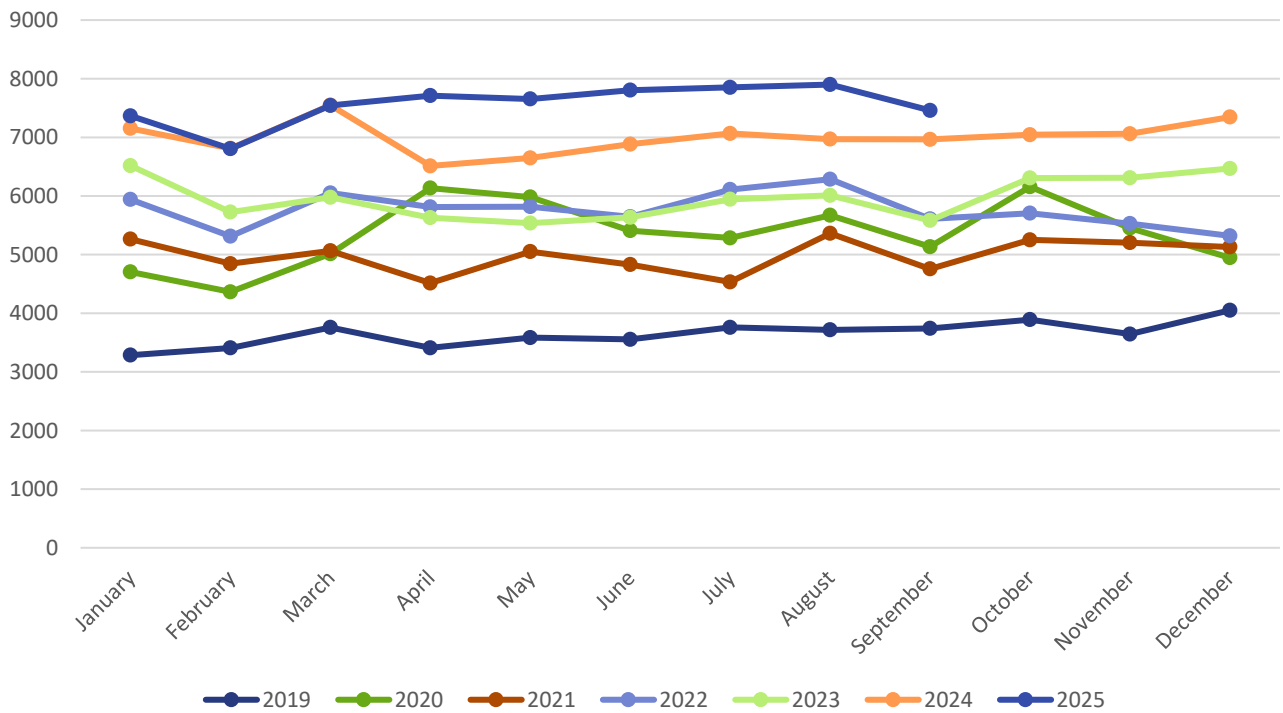
Year to Date Circulation

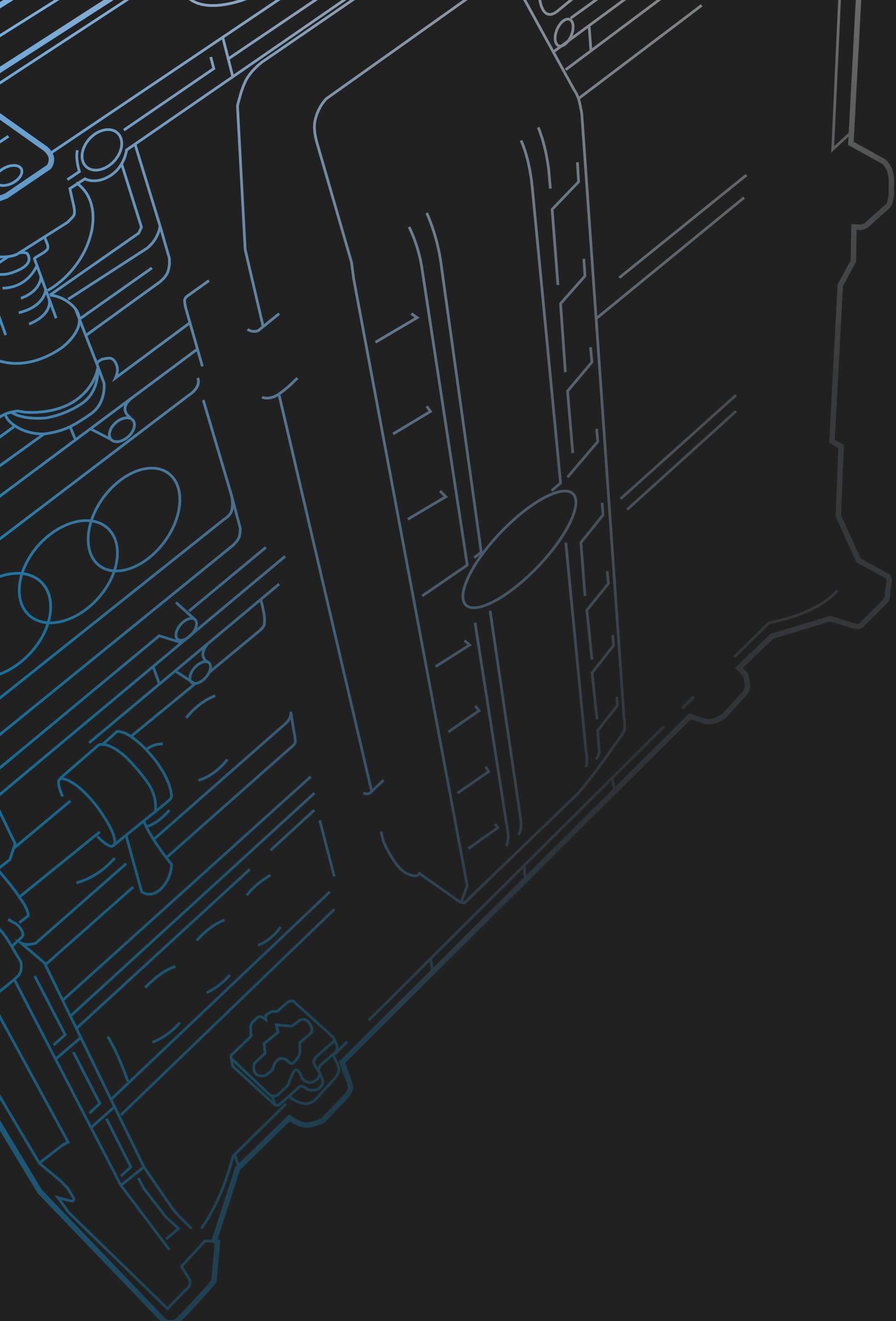


Print Materials Circulation



Digital Materials Circulation





SPRING LAKE LIBRARY

NEW MEETING SPACE - VERSION 2.0 : QUOTE NUMBER 25-0320
SPRING LAKE, MI

VIDEO

Samsung 85-inch Commercial 4K Display with wall mount

HDMI input wall plate

Sharelink wireless presentation system

- * Includes engineering, installation, programming, wiring, and training

CONTROL AND BACKBONE

* QSYS Core8 control and audio processor

* QSYS 7" touchscreen control panel

* 16 SoundTube ceiling mount speakers with amplifier

* Netgear network switch

* Wall mounted equipment rack with cable and power management

* Includes engineering, installation, programming, wiring, and training

* NOTE : Wall mounted speakers may be required in place of ceiling speakers pending ceiling layout

CONTROL AND BACKBONE



MICROPHONES

3 Shure SLXD wireless microphone system

2 handheld microphones

1 beltpack with lavalier microphone

Wireless antenna and distribution system

- * Includes engineering, installation, programming, wiring, and training



ASSISTIVE LISTENING

Williams AV FM+ and WiFi assistive listening system with 4 receivers



BLUETOOTH AUDIO

* Bluetooth audio input



SUMMARY

* Total Scope : \$33,139.13

LiveSpace Quote
10/8/2025

Video	\$7,195.50
Control and Backbone	\$12,261.55
Microphones	\$1,398.97
Assistive Listening	\$1,874.86
Misc Hardware, Cabling, Labor, Shipping	<u>\$10,408.25</u>
Total	\$33,139.13