

Spring Lake District Library Board Meeting Agenda

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

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes –November 19, 2025
5. Financial report and approval of bills – November 2025
6. Director's Report
7. Building Project Updates – Sunroom Addition
8. Old business
 - a. MERS Retiree Health Funding Vehicle (RHFV) Change
 - b. 2026 Property and Liability Insurance Renewal
 - c.
9. New business
 - a. Library Director Evaluation Policy
 - b. Library Director Evaluation 2025
 - c. 2026 Salary Schedule
 - d. 2025 Budget Amendment
 - e.
10. Public Comment
11. Adjourn the meeting

Spring Lake District Library Board Minutes November 19, 2025

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

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 Skylar Garrison and supported by Laurie Draeger. The motion was approved unanimously.

Public Comment: None

Motion to approve the minutes of October 15, 2025, made by Maria Boersma and supported by Laurie Draeger. The motion was approved unanimously.

Motion to approve financial reports from October 2025 and approve payment of bills made by Skylar Garrison and supported by Bill Meyers. The motion was approved unanimously.

Director's Report

Maggie reviewed her report as printed in the Board Packet noting that the Library will be closing at 5 p.m. on Wednesday, November 26 for Thanksgiving, and will reopen on Saturday, November 22.

Building Project Updates - Sunroom Addition

- a. We will be moving forward with the project with an estimated completion date of June 15, 2026.

Old Business:

- a. None

New Business:

- a. Post-Employment PTO Procedural Change
 - i. **Motion to approve to table this until the December meeting** was made by Gordon Gallagher and supported by Laurie Draeger. The motion was approved unanimously.
- b. MERS Retiree Health Funding Vehicle (RHFV) Change
 - i. **A motion to approve a one-time lump sum settlement for eligible Retirees, in exchange for the Retiree voluntarily and irrevocably waiving, releasing, and relinquishing any and all rights that the Retiree, Retiree's spouse, and**

Retiree's dependents may now or in the future have to Retiree health, dental, or vision benefits of any kind from the Library was made by Gordon Gallagher and supported by Laurie Draeger. The motion was approved unanimously via role call.

c. 2026 Calendar

- i. **Motion to approve the 2026 Calendar as printed** was made by Gordon Gallagher and supported by Skylar Garrison. The motion was approved unanimously.

d. 2026 Property and Liability Insurance Renewal

- i. Tabling this until the December meeting so we can get some more information.

Public Comment:

- a. The Friends of the Library elected two new officers - VP and Secretary. Each will have a two-year term. They also have a new (younger) member who will be helping out with their social media.
- b. Puzzle Palooza is sold out with 25 teams, and will be held on November 22.

Meeting was adjourned at 3:20 p.m.

Respectfully submitted,
Skylar Garrison, Secretary

Role Call

Bill Meyers - yes

Laurie Draeger - yes

Gordon Gallagher - yes

Sheri Boon - yes

Maria Boersma - yes

Skylar Garrison - yes

Mary Eagin - yes

Spring Lake District Library

Balance Sheet

As of November 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Huntington Checking	131,500.02
Michigan Class Investments	1,341,512.24
Petty Cash	230.91
Total Bank Accounts	\$1,473,243.17
Accounts Receivable	\$ -93.47
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-254.57
Undeposited Funds	0.00
Total Other Current Assets	\$ -254.57
Total Current Assets	\$1,472,895.13
Other Assets	\$0.00
TOTAL ASSETS	\$1,472,895.13
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	969.50
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	144.00
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	\$4,236.03
Total Current Liabilities	\$4,236.03
Total Liabilities	\$4,236.03
Equity	\$1,468,659.10
TOTAL LIABILITIES AND EQUITY	\$1,472,895.13

Spring Lake District Library

Budget vs. Actuals

November 2025

	NOV	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	165.84	1,025,935.32	1,030,609.00	100%
Grants,Gifts and Contributions	11.76	201,012.41	155,000.00	130%
Investment Fluctuation of MVs	10,335.02	70,818.93	60,000.00	118%
Investment Income	28.22	494.93	0.00	
Library Fines	108.82	6,197.46	2,000.00	310%
Local Government Revenue	148.53	199,079.16	185,000.00	108%
Other Income	902.55	10,762.30	5,850.00	184%
PILOT		2,769.37	3,000.00	92%
State Revenue		10,009.65	16,000.00	63%
Total Income	\$ 11,700.74	\$ 2,063,736.22	\$ 2,021,962.00	102%
Expenses				
Capital Outlay	929.68	11,944.30	25,000.00	48%
Materials	7,099.17	195,007.07	196,200.00	99%
Operations	36,879.98	355,332.19	360,400.00	99%
Personnel	103,004.66	1,235,613.37	1,353,362.00	91%
Programming	7,113.57	34,059.35	50,000.00	68%
Technology	4,549.54	41,155.94	37,000.00	111%
Total Expenses	\$ 159,576.60	\$ 1,873,112.22	\$ 2,021,962.00	93%

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

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	4.07%	\$1,341,512.24

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	4.07%	\$200,900.15

Bank Accounts	Balance
Huntington Checking - General Fund	\$131,500.02
Huntington Checking - Capital Projects	\$41,292.84
	\$172,792.86

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
November 20-December 17, 2025				
Date	Number	Name	Amount	Note
12/17/2025	22420	Ace Hardware	\$ 807.49	salt & supplies
12/17/2025	22421	Alison Anderson	\$ 136.64	
12/17/2025	22422	Amanda Rantanen	\$ 44.80	
12/17/2025	22423	Applied Innovation	\$ 1,536.54	copy/print
12/17/2025	22424	Barbe Anderson	\$ 748.00	medical reimbursement
12/17/2025	22425	Cengage Learning, Inc. - Gale	\$ 161.55	
12/17/2025	22426	Center Point Publishing	\$ 131.39	
12/17/2025	22427	Chase Card Services	\$ 7,463.62	*see below
12/17/2025	22428	Claire Sheridan	\$ 1,470.00	medical reimbursement
12/17/2025	22429	Cummins	\$ 812.88	bldg maint
12/17/2025	22430	Demco, Inc.	\$ 445.60	
12/17/2025	22431	EBSCO	\$ 2,701.00	publications
12/17/2025	22432	Foster Swift	\$ 237.50	
12/17/2025	22433	Friends of Spring Lake District Library	\$ 974.50	due to the friends
12/17/2025	22434	Hurst Mechanical	\$ 1,594.77	bldg maint
12/17/2025	22435	InfoUSA Marketing, Inc.	\$ 365.00	
12/17/2025	22436	INTERPHASE INTERIORS	\$ 2,541.26	4 new Haworth Office Chairs
12/17/2025	22437	Kanopy, Inc	\$ 427.55	
12/17/2025	22438	Kuerth's Disposal	\$ 97.00	
12/17/2025	22439	MADL	\$ 31.89	
12/17/2025	22440	Marie Rothenberger	\$ 400.00	
12/17/2025	22441	Midwest Tape	\$ 7,000.00	digital materials (2 months)
12/17/2025	22442	OverDrive, Inc.	\$ 4,071.16	digital materials
12/17/2025	22443	pens.com	\$ 232.08	
12/17/2025	22444	PM Engraving Company	\$ 104.90	
12/17/2025	22445	Quill.com	\$ 595.44	office supplies
12/17/2025	22446	Rachel Yonai	\$ 44.45	
12/17/2025	22447	RoofTech Consulting and Management, L	\$ 1,950.00	bldg maint
12/17/2025	22448	Schindler Elevator Corporation	\$ 1,626.50	bldg maint
12/17/2025	22449	Starboard	\$ 360.00	website hosting
12/17/2025	22450	The Standard Insurance Company	\$ 642.34	insurance
12/17/2025	22451	TMobile	\$ 456.36	circulating hotspots
12/17/2025	22452	Total Fire Protection	\$ 261.00	bldg maint
12/17/2025	22453	Town & Country Group	\$ 1,754.59	bldg maint
12/17/2025	22454	Trinity Health Workplace Health	\$ 100.00	
12/17/2025	22455	Unique Management Services	\$ 59.10	
12/17/2025	22456	White Lake Community Library	\$ 43.94	
		TOTAL	\$ 42,430.84	
		Chase Visa Charges:		
		Library & Office Supplies	\$ 914.32	
		Maintenance/Janitorial Supply	\$ 65.20	
		Programming:Youth Programming	\$ 645.62	
		Programming:Adult Programming	\$ 232.58	
		Building Maintenance	\$ 13.00	
		Postage	\$ 10.45	
		Professional/Contract Services	\$ 140.19	
		Capital Outlay	\$ 431.91	
		Technology Software/Supplies	\$ 916.01	
		Telephone & Internet	\$ 637.68	
		Cold Beverage Expenses	\$ 149.83	
		Hot Beverage Expenses	\$ 78.77	
		Books - Adult Fiction	\$ 382.62	
		Books - Adult Nonfiction	\$ 368.96	
		Books - Large Print	\$ 57.00	
		DVD's	\$ 231.62	
		Other Circulating Materials - Adult	\$ 53.96	
		Other Circulating Materials - Youth	\$ 133.39	
		Membership and Dues	\$ 192.71	
		Staff Inservice/Travel	\$ 1,737.00	4 day conference & mileage
		Payroll (Fees)	\$ 70.80	
			\$ 7,463.62	

Spring Lake District Library
Huntington Checking, Period Ending 11/30/2025

RECONCILIATION CHANGE REPORT

Since this reconciliation on 12/13/2025, changes were made to the reconciled transactions in this report.

DATE	TYPE	REF NO.	PAYEE	ORIGINAL AMT (USD)	CURRENT AMT (USD)	CHANGE	AMOUNT CHANGE (USD)
11/19/2025	Bill Payment	22403	Midwest Collabor...	3,500.20	0.00	* Deleted	3,500.20
Total							3,500.20

RECONCILIATION REPORT

Reconciled on: 12/13/2025

Reconciled by: Amanda Rantanen

* voided check *

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

Summary

USD

Statement beginning balance.....	141,647.00
Service charge.....	-198.00
Interest earned.....	28.22
Checks and payments cleared (56).....	-151,057.23
Deposits and other credits cleared (5).....	152,567.54
Statement ending balance.....	<u>142,987.53</u>
Uncleared transactions as of 11/30/2025.....	-14,987.71
Register balance as of 11/30/2025.....	127,999.82
Cleared transactions after 11/30/2025.....	0.00
Uncleared transactions after 11/30/2025.....	-53,631.75
Register balance as of 12/13/2025.....	74,368.07

Details

Checks and payments cleared (56)

[Signature]

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/20/2025	Bill Payment	22284	ODC Network	-350.00
09/17/2025	Bill Payment	22309	Heather Smoes	-100.00
09/17/2025	Bill Payment	22324	Steel Doin It	-400.00
10/15/2025	Bill Payment	22361	Sara Shambarger	-150.00
11/05/2025	Journal	0165 -Payroll		-9,670.71
11/05/2025	Journal	0165 -Payroll		-166.95
11/05/2025	Journal	0165 -Payroll		-27,446.86
11/10/2025	Journal	0196 - Electric		-6,238.90
11/10/2025	Journal	0198 - Gas		-315.89
11/13/2025	Journal	0182 - MERS DC		-957.57
11/13/2025	Journal	0180 - MERS DB		-7,242.66
11/13/2025	Journal	0181 - MERS 115 Trust		-152.00
11/13/2025	Journal	0181 - MERS 457		-1,057.79
11/13/2025	Journal	0181 - MERS 457		-1,057.79
11/13/2025	Journal	0182 - MERS DC		-957.57
11/15/2025	Journal	0188 - Water		-1,087.96
11/15/2025	Journal	0188 - Water		-1,158.96
11/19/2025	Bill Payment	22406	Pine Rest Christian Mental He...	-50.00
11/19/2025	Bill Payment	22394	Hurst Mechanical	-1,594.77
11/19/2025	Bill Payment	22413	The Standard Insurance Com...	-567.77
11/19/2025	Bill Payment	22408	SenSource	-432.00
11/19/2025	Bill Payment	22382	Cengage Learning, Inc. - Gale	-229.53
11/19/2025	Bill Payment	22404	Ottawa Area ISD	-357.30
11/19/2025	Bill Payment	22388	custar	-929.68
11/19/2025	Bill Payment	22395	Jamie & Company, LLC	-1,050.00
11/19/2025	Bill Payment	22389	Foster Swift	-1,151.00
11/19/2025	Bill Payment	22409	Stericycle	-101.55
11/19/2025	Bill Payment	22415	Town and Country Group	-2,933.00
11/19/2025	Bill Payment	22390	Friends of Spring Lake District...	-1,384.80

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/19/2025	Bill Payment	22373	Action Chemical	-409.64
11/19/2025	Bill Payment	22385	City Farmer Lawn & Landscape	-630.00
11/19/2025	Bill Payment	22397	Kanopy, Inc	-389.30
11/19/2025	Bill Payment	22414	TMobile	-459.34
11/19/2025	Bill Payment	22411	TH Brands	-51.00
11/19/2025	Bill Payment	22374	Alison Anderson	-138.32
11/19/2025	Bill Payment	22379	Architectural Hardware Co.	-7,650.00
11/19/2025	Bill Payment	22416	Trinity Health Workplace Health	-50.00
11/19/2025	Bill Payment	22372	Ace Hardware	-30.15
11/19/2025	Bill Payment	22412	The Sherwin Williams Co.	-31.32
11/19/2025	Bill Payment	22383	Center Point Publishing	-131.39
11/19/2025	Bill Payment	22380	Baker & Taylor Books	-16.22
11/19/2025	Bill Payment	22393	Heimler Consulting	-1,050.00
11/19/2025	Bill Payment	22403	Midwest Collaborative for Libr...	-3,500.20
11/19/2025	Bill Payment	22410	Sweet Temptations	-1,298.25
11/19/2025	Bill Payment	22384	Chase Card Services	-7,811.94
11/19/2025	Bill Payment	22401	Maggie McKeithan	-63.32
11/19/2025	Bill Payment	22398	Kuerth's Disposal	-199.00
11/19/2025	Bill Payment	22405	OverDrive, Inc.	-3,782.10
11/19/2025	Bill Payment	22419	Melanie Alm	-120.00
11/19/2025	Journal	0190 - Payroll		-166.08
11/19/2025	Journal	0190 - Payroll		-27,961.45
11/19/2025	Journal	0190 - Payroll		-9,830.76
11/26/2025	Journal	0195 - WMHIP		-15,622.30
11/30/2025	Journal	0187 - ADP		-182.02
11/30/2025	Journal	0187 - ADP		-5.00
11/30/2025	Journal	0187 - ADP		-185.12
Total				-151,057.23

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/14/2025	Journal	0178 - Mclass		150,000.00
11/15/2025	Journal	0189 - Erates		180.00
11/25/2025	Journal	0194 - Deposit		325.87
11/25/2025	Journal	0193 - Cash Register		1,316.03
11/30/2025	Journal	0192 - Square		745.64
Total				152,567.54

Additional Information

Uncleared checks and payments as of 11/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/20/2025	Bill Payment	22289	Sweet Lou and the Savages	-599.00
11/19/2025	Bill Payment	22387	Corry Lohman	-130.20
11/19/2025	Bill Payment	22402	Melanie Alm	-120.00
11/19/2025	Bill Payment	22378	Applied Innovation	-1,983.00
11/19/2025	Bill Payment	22392	Heather Smoes	-100.00
11/19/2025	Bill Payment	22381	Brian Oberlin	-300.00
11/19/2025	Bill Payment	22417	Village Baker	-3,899.25
11/19/2025	Bill Payment	22400	MADL	-31.89
11/19/2025	Bill Payment	22399	Lakeland Library Cooperative	-6,936.56
11/19/2025	Bill Payment	22377	Amy Poindexter	-150.00
11/19/2025	Bill Payment	22396	Jerry Berg	-300.00
11/19/2025	Bill Payment	22418	Wallace Ewing	-50.00
11/19/2025	Bill Payment	22391	Hackley Public Library	-23.95
11/19/2025	Bill Payment	22386	Claire Sheridan	-339.00
11/19/2025	Bill Payment	22375	Amanda Rantanen	-19.60
11/19/2025	Bill Payment	22376	America's Test Kitchen	-40.17
Total				-15,022.62

Uncleared deposits and other credits as of 11/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Journal	0192 - Square		34.91
Total				34.91

Uncleared checks and payments after 11/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/03/2025	Journal	0191 - Payroll		-26,551.43
12/03/2025	Journal	0191 - Payroll		-9,227.65
12/03/2025	Journal	0191 - Payroll		-148.49
12/10/2025	Journal	0197 - Electric		-5,100.96
12/11/2025	Journal	0183 - MERS DC		-957.57
12/11/2025	Journal	0183 - MERS DC		-957.57
12/11/2025	Journal	0185 - MERS 457		-1,057.79
12/11/2025	Journal	0185 - MERS 457		-1,057.79
12/11/2025	Journal	0186 - MERS DB		-7,242.66
12/11/2025	Journal	0199 - Gas		-1,185.84
12/11/2025	Journal	0184 - MERS 115 Trust		-144.00
Total				-53,631.75

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

	<u>Nov 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
4001 · HNB Capital Fund Checking	41,292.84
4002 · Petty Cash	2.68
4005 · Michigan Class Investments	200,900.15
Total Checking/Savings	<u>242,195.67</u>
Total Current Assets	<u>242,195.67</u>
TOTAL ASSETS	<u><u>242,195.67</u></u>
LIABILITIES & EQUITY	
Equity	
4403 · Retained Earnings(Fund Balance)	328,676.51
Net Income	-86,480.84
Total Equity	<u>242,195.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>242,195.67</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
November 2025

	<u>Nov 25</u>	<u>Jan - Nov 25</u>
Income		
4601 · Interest Income	9.68	65.85
4602 · Investment Fluctuation of MV's	765.21	10,290.88
4603 · Grant Revenue	0.00	10,654.92
4609 · Other Income	0.00	12,686.32
	<u>774.89</u>	<u>33,697.97</u>
Total Income	<u>774.89</u>	<u>33,697.97</u>
Gross Profit	<u>774.89</u>	<u>33,697.97</u>
Expense		
4907 · Capital outlay	0.00	38,016.33
4908 · Construction expense	0.00	20,202.00
4909 · Professional fees	34,156.55	46,531.55
4920 · Building Expenses	0.00	15,428.93
	<u>34,156.55</u>	<u>120,178.81</u>
Total Expense	<u>34,156.55</u>	<u>120,178.81</u>
Net Income	<u><u>-33,381.66</u></u>	<u><u>-86,480.84</u></u>

SLDL Capital Projects Fund

12/15/2025 11:43 AM

Register: 4001 · HNB Capital Fund Checking

From 11/20/2025 through 12/17/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/17/2025	1178	LiveSpace	4200 · Accounts payable	Deposit Invoic...	26,511.30			14,771.86

11:52 AM

12/15/25

SLDL Capital Projects Fund
Reconciliation Summary
4001 · HNB Capital Fund Checking, Period Ending 11/30/2025

	Nov 30, 25	
Beginning Balance		25,439.71
Cleared Transactions		
Deposits and Credits - 2 items	50,009.68	
Total Cleared Transactions	50,009.68	
Cleared Balance		75,449.39
Uncleared Transactions		
Checks and Payments - 1 item	-34,156.55	
Total Uncleared Transactions	-34,156.55	
Register Balance as of 11/30/2025		41,292.84
New Transactions		
Checks and Payments - 1 item	-26,511.30	
Total New Transactions	-26,511.30	
Ending Balance		14,781.54



Library Director's Report

Maggie McKeithan, Library Director

December 17, 2025

Over the weekend, we hosted Community Christmas with Coldwell Banker. About 400 people came out, with many young families. We're really grateful to Coldwell Banker for their generosity to make this event happen.

We will have a staff holiday party on the evening of Friday, December 19. Library Board members are welcome to join us for dinner and community (and putt-putt through the stacks).

Context for the agenda and packet –

Building Project Updates Construction has started! Well...demolition has started anyway. There is a lot of banging going on as they demo the drive-through. In other news, the furniture quotes are almost ready, but not quite yet, so it will not come to the Board in January for a vote. I'm really excited about some of the choices we've made. I also have financial news. The Grand Haven Area Community Foundation has awarded us \$42,500 to put towards our project, in addition to the November anonymous donation of \$50,000. This gets us much closer to reaching the final cost of the project.

MERS Retiree Health Funding Vehicle (RHFV) Change At the November meeting, the Board voted to approve a motion for a one-time lump sum settlement for eligible retirees in exchange for waiving their retiree health care benefits. The retirees will be signing the agreement this week. MERS has asked for an additional motion to amend our MERS Health Care Saving Program to add a Retiree Division and also specifically name the retirees (and spouse) that are eligible for a contribution. The suggested language for the motion is included in the packet.

2026 Property and Liability Insurance Renewal At the November meeting, questions came up regarding our deductible, which has been set at \$1,000. I talked with our insurance agent, who was able to provide costs for \$2,500 and \$5,000 deductibles. The new information is included at the bottom of the page that the Board received last month.

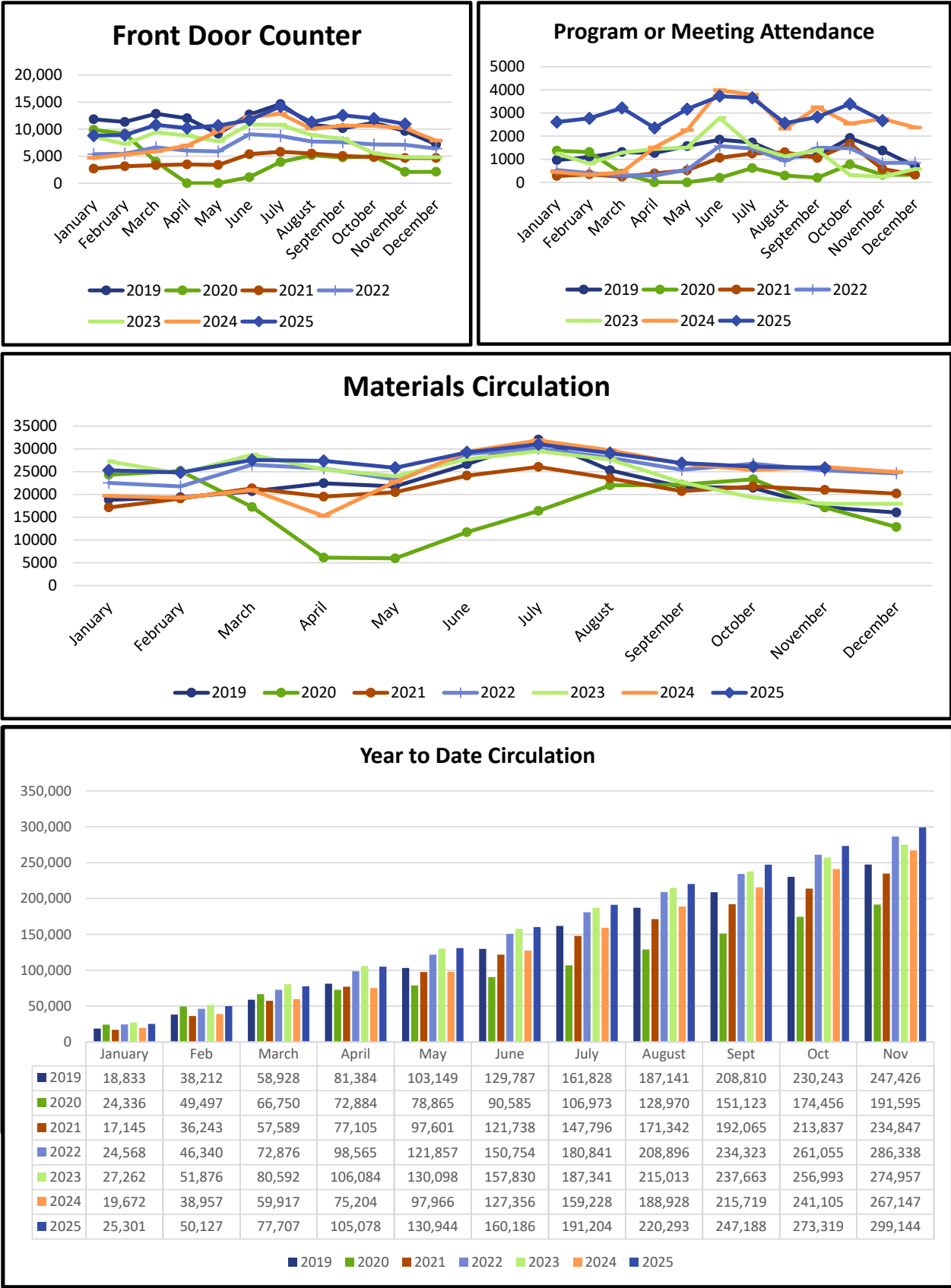
Library Director Evaluation Policy In the process of doing the yearly Library Director evaluation, Board President Mary Eagin suggested that the Library Director Evaluation Policy needs to be updated, due to some changes in the procedure. She'll talk through what those changes are.

Library Director Evaluation Nothing in the packet for this. In the last month, each Board Member has submitted an evaluation of the Library Director, which was compiled by Mary Eagin and Skylar Garrison. Per the policy, Mary Eagin and I have met and reviewed the evaluation responses. Once the evaluation is completed and has been reviewed, the Library Board typically passes a motion to conclude the evaluation process.

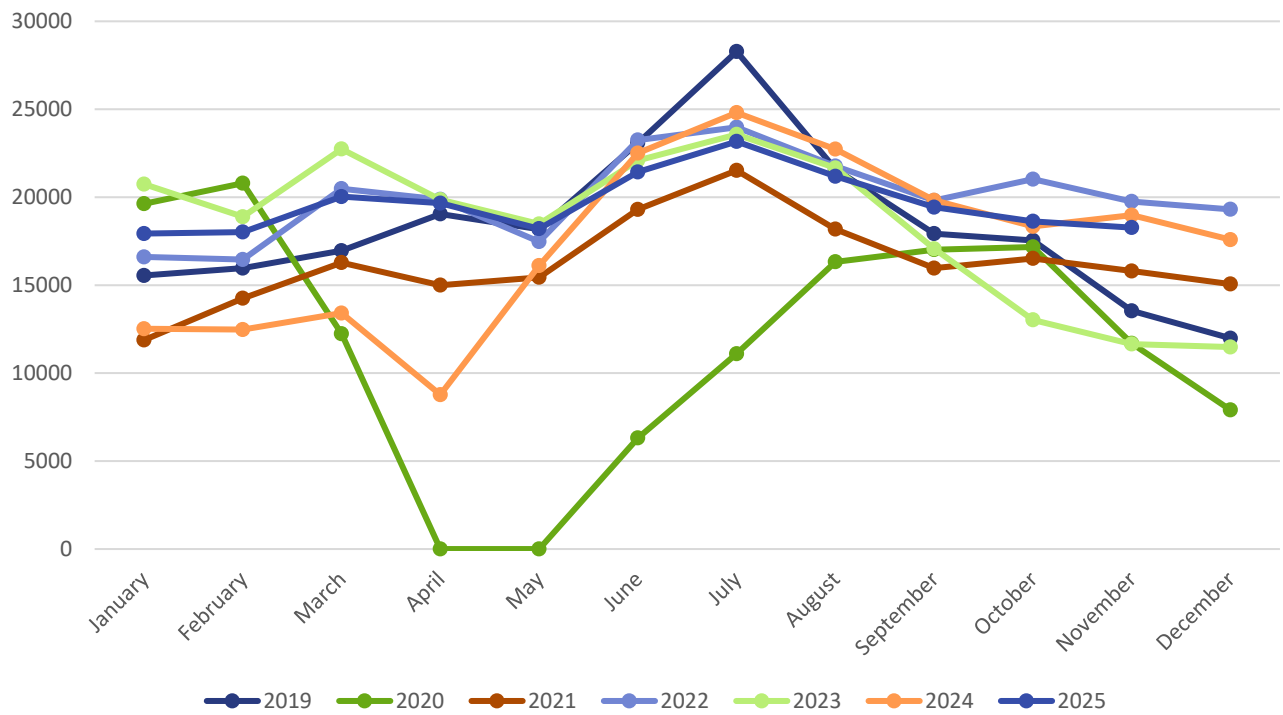
2026 Salary Schedule Every December, the Board reviews the Salary Schedule for the coming year and typically approves an inflation raise for staff, starting on January 1. For the last 2-3 years, the Board has chosen to base the inflation raise on the State of Michigan's Inflation Rate Multiplier. This year, the Inflation Rate Multiplier is 2.7%, so we've adjusted the Salary Schedule to show that. I've also marked on the schedule, so that you can see where the staff fall on the schedule.

2025 Budget Amendment In December, we typically take a look at our budget and make some adjustments to reflect the reality of the year. As discussed at previous meetings, we have a few expense categories that are higher than we initially predicted due to unexpected costs, and we also have a few that are lower than we predicted. We exceeded our predicted income, which means we did not have to use fund balance to cover our expenses. We also have the option available to transfer funds to the Capital Fund, if the Board so chooses.

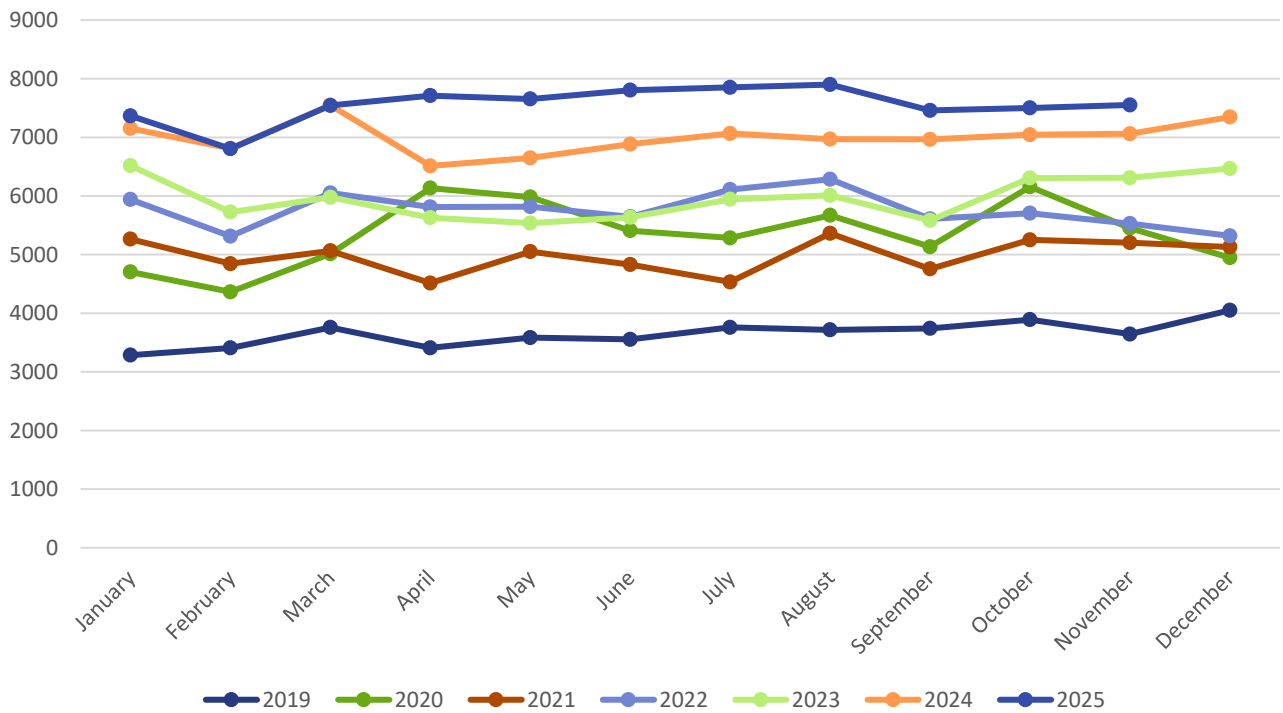
Monthly Statistics - to November 30, 2025



Print Materials Circulation



Digital Materials Circulation



**MERS Retiree Health Funding Vehicle (RHFV) Change
December 2025**

At the November 19, 2025 meeting of the Spring Lake District Library Board, the following motion was made:

A motion to approve a one-time lump sum settlement for eligible Retirees, in exchange for the Retiree voluntarily and irrevocably waiving, releasing, and relinquishing any and all rights that the Retiree, Retiree's spouse, and Retiree's dependents may now or in the future have to Retiree health, dental, or vision benefits of any kind from the Library was made by Gordon Gallagher and supported by Laurie Draeger. The motion was approved unanimously via roll call.

The retirees have chosen to receive their one-time lump sum settlement as an employer contribution to their individual MERS Health Care Savings Program (HCSP) accounts. According to our agreement with MERS, we can only contribute to current employee's HCSP accounts. To contribute to these retiree accounts, we have to create a new division of just the retirees. MERS requires us to amend our current agreement to add the new division using specific language. Here is the suggested language of the motion:

I make a motion to approve the addendum to the MERS Health Care Savings Program Participation Agreement to create a group for Retiree health care eligible participants/spouses who waive their rights to retiree healthcare, of which Claire Sheridan, Tim Sheridan, and Barbara Anderson are the only and last individuals who are eligible for any post-employment health benefits from the library, and there are no future individuals or retirees of the library who will become eligible for any post-employment health benefits.

Contribution Addendum for MERS Health Care Savings Program (HCSP)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This is an Addendum to the Participation Agreement completed by _____
Name of Participating Employer
for _____ of _____
Covered Employee Group Division Code

The Addendum modifies the *MERS Health Care Savings Program Participation Agreement*. Please complete this addendum for each contribution structure associated with the covered employee group.

Check one or more (A or B, C and/or D):

- A. ☐ **Employer Contributions for Retirees / Former Employees.** Employer contributions may be made according to any frequency. Identify below the contribution formula or amount that will apply to all in this covered group. *Note: If this contribution is selected, Sections B, C, and D do not apply.*

Contribution structure (specify \$ or %): _____

For active employees, please check one or more below (B, C, and/or D).

- B. ☐ **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this addendum.

Contribution structure (**specify \$ or %** and, if a %, include the basis for that contribution. For example: Employer will contribute 3% of base wages):

- C. ☐ **Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (**specify \$ or %** and, if a %, include the basis for that contribution. For example: Employees will contribute 3% of base wages):

Property and Liability Insurance Renewal

First Review - November 2025

Second Review – December 2025

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

General Property Insurance and Director and Officers Policy

Michigan Township Participating Plan (The Par Plan) – Our insurance agent at BHS negotiated a January 1, 2026 renewal for **\$13,518**. In 2025, our rate was \$12,192 and in 2024, our rate was \$10,979. There would be no change in type or amount of coverage. There are \$ caps per claim, but we can claim as many individual incidents as needed throughout the year. We also have the option of adding Terrorism Coverage for **\$260** more, which we chose not to take last year.

What is covered:

Commercial Property - \$1,000 Deductible

Building - \$8,432,266

Personal Property - \$2,784,815

Equipment Floater - \$1,000 Deductible

Various artwork, digital sign, book bike

Electronic Data Processing - \$1,000 Deductible

Technology, computer equipment

Crime - \$0 Deductible - \$10,000 to \$250,000 limits depending on type of occurrence

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

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

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

At the November 19 Board Meeting, the question came up about possible savings by changing the deductible. Here is the information provided by our agent:

Renew the same plan - \$1,000 deductible - \$13,518

Increase the deductible - \$2,500 deductible - \$13,138

Increase the deductible - \$5,000 deductible - \$12,956

Spring Lake District Library Director Evaluation Policy

Proposed revisions – December 2025

1. The Library Director evaluation process will be completed each year. Evaluation forms will be sent to Library Board Members, and an online questionnaire format may be used. Evaluations should be completed and returned promptly to the Board President.
2. As an aid to the evaluation process the Library Director job description will be available to Board Members. The Library Director may choose to prepare written comments on the goals and progress that has been made toward achieving each goal. These comments will be distributed at the time of the evaluation.
3. Once evaluations have been received from at least a majority of the Board Members, the Library Board President and another board member will meet to compile the responses. Attempts will be made to get evaluations from every Board member, to ensure that the compiled evaluation reflects the comments of the entire board.
4. The Library Board President will set a meeting with the Library Director to review the compile results and comments prior to the next Board meeting. The Library director will sign the compiled evaluation, along with the Library Board President. Signed copies will be given to the Library Director and the Library Board President, and a copy will be kept in a secure location at the Library. If the Library Board President is unable to meet with the Library Director, then the Library Board Vice-President will perform this duty.
5. The Library Director has the option to comment in writing on the results of the evaluation.
6. At the Library Board meeting, the Library Director evaluation will be formally presented. A copy of the compiled report, along with the written comments of the Library Director, will be provided to each Board Member. The Library Director has the option to have the evaluation review discussion conducted in closed session. The compiled Library Director evaluation must receive Board approval in the form of a motion in open session to conclude the evaluation process.

Spring Lake District Library Traditional Step System

COLA - 2.7%

	Min				Mid				Max	
	1	2	3	4	5	6	7	8	9	
Entry Level - 2025	\$12.48	\$12.95	\$13.42	\$13.88	\$14.35	\$14.82	\$15.29	\$15.76	\$16.22	
Entry Level - 2026	XXX \$13.73	\$14.24	\$14.75	\$15.26	\$15.77	\$16.29	\$16.81	\$17.33	\$17.85	
A - 2025	\$16.39	\$17.01	\$17.62	\$18.24	\$18.85	\$19.48	\$20.08	\$20.69	\$21.30	
A - 2026	\$16.84	X \$17.47	X \$18.10	X \$18.73	\$19.36	\$20.00	X \$20.63	XX \$21.25	XX \$21.88	
B - 2025	\$18.68	\$19.38	\$20.08	\$20.78	\$21.49	\$22.18	\$22.88	\$23.58	\$24.28	
B - 2026	\$19.19	XXXX \$19.91	X \$20.63	X \$21.35	X \$22.07	\$22.78	\$23.50	X \$24.22	X \$24.94	
C - 2025	\$21.17	\$21.96	\$22.75	\$23.55	\$24.34	\$25.14	\$25.93	\$26.72	\$27.53	
C - 2026	\$21.74	\$22.55	\$23.37	\$24.18	\$25.00	\$25.81	\$26.63	\$27.45	XX \$28.27	
D - 2025	\$48,038	\$49,840	\$51,641	\$53,443	\$55,244	\$57,045	\$58,846	\$60,649	\$62,450	
D - 2026	\$49,335	\$51,185	\$53,035	\$54,886	\$56,736	\$58,585	X \$60,435	\$62,286	\$64,136	
E - 2025	\$53,376	\$55,377	\$57,379	\$59,380	\$61,383	\$63,384	\$65,385	\$67,387	\$69,388	
E - 2026	\$54,817	X \$56,872	\$58,929	\$60,984	X \$63,040	XX \$65,095	\$67,150	\$69,207	X \$71,262	
F - 2025	\$61,916	\$64,237	\$66,559	\$68,881	\$71,203	\$73,525	\$75,847	\$78,168	\$80,491	
F - 2026	\$63,587	\$65,972	\$68,356	\$70,741	\$73,125	\$75,510	\$77,894	\$80,279	X \$82,664	
										board override
G - 2025	\$78,996	\$81,958	\$84,920	\$87,883	\$90,846	\$93,808	\$96,771	\$99,733	\$102,695	\$104,587
G - 2026	\$81,129	\$84,171	\$87,213	\$90,256	\$93,298	\$96,340	\$99,383	\$102,426	\$105,468	X \$107,411

X = 1 Staff Member

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, Facilities Manager, Circulation Supervisor, Youth Services Librarian, Library Services Manager
F	Business Manager
G	Library Director

**Spring Lake District Library
2025 Budget - December 2025**

	2025	2025	
Estimated Revenue	Income	Amended	
Current Property Taxes (0.5235)	\$559,241	\$536,656	
Current Property Taxes (0.95)	\$1,030,609	\$1,025,935	
Grants, Gifts, and Contributions	\$155,000	\$201,012	
Investment Income	\$60,000	\$71,312	
Library Fines	\$2,000	\$6,197	
Local Government Revenue	\$185,000	\$199,079	
PILOT	\$3,000	\$2,769	
State Revenue	\$16,000	\$10,000	
Other Income	\$5,850	\$10,762	
Fund Balance	\$5,262	\$0	
	\$2,021,962	\$2,063,722	
	2025	2025	
Estimated Expenditures	Expenses	Amended	
Capital Expenses	\$25,000	\$25,000	
Materials	\$196,200	\$198,200	
Operations	\$360,400	\$397,138	\$375,400
Operations - Transfer to Capital Fund	\$0		\$21,738
Personnel	\$1,353,362	\$1,353,362	
Programming	\$50,000	\$45,000	
Technology	\$37,000	\$45,000	
	\$2,021,962	\$2,063,700	