

**Spring Lake District Library
Board Meeting Agenda**

**Wednesday, February 18, 2026
Spring Lake District Library
2pm**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – January 21, 2026
5. Financial report and approval of bills – January 2026
6. Director's Report
7. Building Project Updates – Sunroom Addition
 - a. Financial Update
 - b. Bulletin 1 – Change Order
8. Old business
 - a.
 - b.
9. New business
 - a. Capital Fund Expense: Vestibule Heater
 - b.
 - c.
10. Public Comment
11. Adjourn the meeting

Spring Lake District Library Board Minutes January 21, 2026

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

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

Absent: Gordon Gallagher, Sheri Boon

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

The meeting was called to order at 2:03 p.m. by Mary Eagin

Motion to approve the agenda, made by Laurie Draeger and supported by Skylar Garrison.

The motion was approved unanimously.

Public Comment: None

Motion to approve the minutes of December 15, 2025, made by Bill Meyers and supported by Laurie Draeger. The motion was approved unanimously.

Motion to approve financial reports from December 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 excitement about recent and upcoming programs.

Building Project Updates - Sunroom Addition

- a. Financial Update
 - i. SLDL is renting a book dropbox for the remainder of the renovation.
- b. Furniture Update
 - i. **Motion to accept Option 1 in the board packet, and allocate no more than \$85,000 to furniture in the Sunroom Addition** made by Laurie Draeger and supported by Skylar Garrison. The motion was approved unanimously.

Old Business:

- a. MERS Retiree Health Funding Vehicle (RHFV) Change
 - i. Maria Boersma made a **motion to terminate the MERS Retiree Health Funding Vehicle (RHFV), as the obligation to any and all retirees has been fulfilled, per the Retiree Buy-Out Agreements and subsequent lump sum contributions.** The motion was supported by Laurie Draeger. The motion was approved unanimously via roll call (Bill Meyers - yes, Laurie Draeger - yes, Maria Boersma - yes, Skylar Garrison - yes, Mary Eagin - yes).
 - ii. The finance committee will meet to determine where to allocate funds.

- b. Post-Employment PTO Procedural Change
 - i. Bill Meyers made a **motion to close the MERS HCSP Division 300476 effective January 21, 2026, with no future contributions to be remitted and no future participants to be enrolled in the plan.** The motion was supported by Maria Boersma. The motion was approved unanimously via roll call (Maria Boersma - yes, Skylar Garrison - yes, Bill Meyers - yes, Laurie Draeger - yes, Mary Eagin - yes).

New Business:

- a. Executive Session - Legal
 - i. **Motion to enter into an executive session at 3:00 p.m.** was made by Skylar Garrison and supported by Bill Meyers. The motion was approved unanimously.
 - ii. **Motion to exit the executive session at 3:06 p.m.** was made by Maria Boersma and supported by Laurie Draeger. The motion was approved unanimously.
- b. Flooring Quote - Lobby / Bathrooms
 - i. **Motion to accept the bid from Lange Flooring Center for the flooring replacement in the lobby and bathrooms, and approve payment of \$25,506 from the Capital Fund** was made by Laurie Draeger and supported by Skylar Garrison. The motion was approved unanimously.
- c. Salary Study
 - i. **Motion to accept the quote from Gallagher for the amount of \$10,245 for a salary study** was made by Bill Meyer and supported by Maria Boersma. The motion was approved unanimously.

Public Comment:

- a. The Friends of the Library have sold 600 buttons in one year. They will be donating \$2,000 towards the Sunroom Addition.

Meeting was adjourned at 3:24 p.m.

Respectfully submitted,
Skylar Garrison, Secretary



Spring Lake District Library

Balance Sheet

As of January 31, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Huntington Checking	360,590.39
Michigan Class Investments	1,586,910.42
Petty Cash	230.91
Total Bank Accounts	\$1,947,731.72
Accounts Receivable	\$ -93.47
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-131.93
Undeposited Funds	0.00
Total Other Current Assets	\$ -131.93
Total Current Assets	\$1,947,506.32
Other Assets	\$0.00
TOTAL ASSETS	\$1,947,506.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Deductions MERS DB	560.38
Accrued Payroll	0.00
Deferred Revenue	0.00
Due to Friends of the Library	862.60
EE Garnishment	228.26
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	142.00
MERS 457	2,470.11
MERS DC EE Portion	0.01
MERS Roth 457	487.11
Taxes for Future Period	155,971.23
Withheld Payroll Taxes	196.18
Total Other Current Liabilities	\$160,917.88
Total Current Liabilities	\$160,917.88
Total Liabilities	\$160,917.88
Equity	\$1,786,588.44
TOTAL LIABILITIES AND EQUITY	\$1,947,506.32

Spring Lake District Library

Budget vs. Actuals

JAN 2026

	JAN	YTD	Budget	% of Budget
Income				
Budgetary Fund Balance Income	0.00	0.00	0.00	
Current Property Taxes .60 mil	285,549.54	285,549.54	584,578.00	49%
Current Property Taxes 1.12 mil	561,111.30	561,111.30	1,148,709.00	49%
Grants,Gifts and Contributions	632.10	632.10	172,000.00	0%
Investment Income	3,808.88	3,808.88	61,000.00	6%
Library Fines	365.83	365.83	2,000.00	18%
Local Government Revenue	73,584.96	73,584.96	197,000.00	37%
Other Income	1,048.70	1,048.70	7,300.00	14%
PILOT	0.00	0.00	3,000.00	
State Revenue	0.00	0.00	16,000.00	
Total Income	\$ 926,101.31	\$ 926,101.31	\$ 2,191,587.00	42%
Expenses				
Capital Outlay	2,821.88	2,821.88	25,000.00	11%
Materials	23,753.65	23,753.65	206,010.00	12%
Operations	45,406.36	45,406.36	397,858.00	11%
Personnel	327,193.31	327,193.31	1,469,219.00	22%
Programming	6,430.59	6,430.59	52,500.00	12%
Technology	6,920.54	6,920.54	41,000.00	17%
Total Expenses	\$ 412,526.33	\$ 412,526.33	\$ 2,191,587.00	19%

**Spring Lake District Library
Bank Accounts and Investments Summary
as of Jan 31, 2026**

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	3.84%	\$1,586,910.42

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	3.84%	\$127,170.70

Bank Accounts	Balance
Huntington Checking - General Fund	\$360,590.39
Huntington Checking - Capital Projects	\$72,751.73
	\$433,342.12

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
January 22-February 18, 2026				
Date	Num	Name	Amount	Notes
2/6/2026	22501	City Farmer Lawn & Landscape	\$ 11,980.00	snow plowing, shoveling, salting
2/18/2026	22502	Ace Hardware	\$ 915.68	bldg maint
2/18/2026	22503	Action Chemical	\$ 461.82	
2/18/2026	22504	Amanda Rantanen	\$ 50.75	
2/18/2026	22505	Applied Innovation	\$ 1,212.53	copy/print
2/18/2026	22506	Athenaeum	\$ 504.00	newspaper archival svc
2/18/2026	22507	Ben Kolk	\$ 700.00	programming
2/18/2026	22508	Carson City Public Library	\$ 6.00	
2/18/2026	22509	Cengage Learning, Inc. - Gale	\$ 131.16	
2/18/2026	22510	Center Point Publishing	\$ 131.39	
2/18/2026	22511	Chase Card Services	\$ 9,989.24	*see detail below
2/18/2026	22512	Claire Sheridan	\$ 273.00	
2/18/2026	22513	Demco Software	\$ 86.72	
2/18/2026	22514	Dr. Evin Rodkey	\$ 150.00	
2/18/2026	22515	Ecolab	\$ 761.08	janitorial supply
2/18/2026	22516	Eric Hemenway	\$ 500.00	programming
2/18/2026	22517	Evan Schumann	\$ 21.75	
2/18/2026	22518	Foster Swift	\$ 535.50	legal fees
2/18/2026	22519	Friends of Spring Lake District Library	\$ 867.60	due to the friends
2/18/2026	22520	Gary Byker Library of Hudsonville	\$ 15.95	
2/18/2026	22521	Hurst Mechanical	\$ 2,471.81	bldg maint
2/18/2026	22522	Ingram Library Services	\$ 3,151.26	books
2/18/2026	22523	Kamryn Marck	\$ 325.00	
2/18/2026	22524	Kanopy, Inc	\$ 409.70	
2/18/2026	22525	Kuerth's Disposal	\$ 105.00	
2/18/2026	22526	Lakeland Library Cooperative	\$ 101.48	
2/18/2026	22527	Lindsay Rose	\$ 32.40	
2/18/2026	22528	Maggie McKeithan	\$ 123.52	
2/18/2026	22529	Melanie Alm	\$ 120.00	
2/18/2026	22530	Midwest Tape	\$ 4,101.98	digital materials
2/18/2026	22531	OverDrive, Inc.	\$ 4,994.06	digital materials
2/18/2026	22532	Pine Rest Christian Mental Health Servi	\$ 492.00	
2/18/2026	22533	Tech Logic Corporation	\$ 2,591.00	library technology
2/18/2026	22534	TH Brands	\$ 1,268.94	logo apparel and name tags
2/18/2026	22535	The Standard Insurance Company	\$ 721.09	insurance
2/18/2026	22536	Tiles Excavating, Inc.	\$ 1,900.00	snow removal - dump truck hauling
2/18/2026	22537	TMobile	\$ 450.42	
2/18/2026	22538	Total Fire Protection	\$ 1,351.62	bldg maint
2/18/2026	22539	Trinity Health Workplace Health	\$ 55.00	
2/18/2026	22540	Unique Management Services	\$ 39.40	
		TOTAL	\$ 54,099.85	
		Chase Visa Charges:		
		Operations:Library & Office Supplies	\$ 1,344.78	
		Operations:Maintenance/Janitorial Supply	\$ 685.37	
		Programming:Youth Programming	\$ 168.85	
		Programming:Adult Programming	\$ 1,320.53	
		Programming	\$ 13.95	
		Operations:Professional/Contract Services	\$ 208.46	
		Capital Outlay	\$ 762.53	
		Capital Outlay	\$ 362.89	
		Technology:Technology Software/Supplies	\$ 879.92	
		Operations:Telephone & Internet	\$ 563.36	
		Cold Beverage Expenses	\$ 55.58	
		Hot Beverage Expenses	\$ 29.34	
		Books - Adult Fiction	\$ 541.87	
		Books - Adult Nonfiction	\$ 513.00	
		Books - Youth	\$ 139.88	
		Materials:DVDs	\$ 230.26	
		Materials:Other Circulating Materials - Adult	\$ 154.48	
		Materials:Other Circulating Materials - Youth	\$ 173.41	
		Operations:Marketing	\$ 287.99	
		Operations:Membership and Dues	\$ 600.00	
		Operations:Staff Inservice/Travel	\$ 881.99	
		Operations:Payroll (Fees)	\$ 70.80	
			9989.24	

Spring Lake District Library

Huntington Checking, Period Ending 01/31/2026

RECONCILIATION REPORT

Reconciled on: 02/12/2026

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance	255,388.95
Service charge	-198.00
Interest earned	122.22
Checks and payments cleared (64)	-1,012,308.57
Deposits and other credits cleared (10)	1,027,205.29
Statement ending balance	270,209.89
Uncleared transactions as of 01/31/2026	90,380.50
Register balance as of 01/31/2026	360,590.39
Cleared transactions after 01/31/2026	0.00
Uncleared transactions after 01/31/2026	-67,322.78
Register balance as of 02/12/2026	293,267.61

Details

Checks and payments cleared (64)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/19/2025	Bill Payment	22402	Melanie Alm	-120.00
11/19/2025	Bill Payment	22396	Jerry Berg	-300.00
11/19/2025	Bill Payment	22392	Heather Smoes	-100.00
12/17/2025	Bill Payment	22428	Claire Sheridan	-1,470.00
12/17/2025	Bill Payment	22436	INTERPHASE INTERIORS	-2,541.26
12/17/2025	Bill Payment	22444	PM Engraving Company	-104.90
12/17/2025	Bill Payment	22454	Trinity Health Workplace Health	-100.00
12/19/2025	Bill Payment	22457	Anne Rivers	-250.00
12/22/2025	Bill Payment	22458	Claire Sheridan	-3,515.86
12/31/2025	Journal	0219 - Op Tnsfr Out		-21,760.00
01/05/2026	Journal	0208 - Payroll Bonus		-2,226.89
01/05/2026	Journal	0208 - Payroll Bonus		-931.12
01/05/2026	Check	22459	Insight Benefit Administrators	-15,000.00
01/12/2026	Journal	0203 - Electric		-5,204.98
01/13/2026	Journal	0220 - Retiree Buyout		-212,569.50
01/13/2026	Journal	0202 - Gas		-2,232.87
01/14/2026	Journal	0223 - DC		-957.57
01/14/2026	Journal	0225 - DB		-7,515.49
01/14/2026	Journal	0223 - DC		-156.88
01/14/2026	Journal	0223 - DC		-957.57
01/14/2026	Journal	0205 - WMHIP		-15,760.51
01/14/2026	Journal	0210 - Payroll		-116.09
01/14/2026	Journal	0210 - Payroll		-27,453.22
01/14/2026	Journal	0210 - Payroll		-9,493.74
01/14/2026	Journal	0221 - 115 Trust		-221.00
01/14/2026	Journal	0222 - 457		-3,057.79
01/14/2026	Journal	0222 - 457		-219.62
01/14/2026	Journal	0222 - 457		-1,057.79
01/14/2026	Journal	0222 - 457		-1,057.79
01/14/2026	Journal	0223 - DC		-957.57
01/21/2026	Bill Payment	22470	Cengage Learning, Inc. - Gale	-259.92
01/21/2026	Bill Payment	22481	Hurst Mechanical	-2,223.10
01/21/2026	Bill Payment	22494	The Standard Insurance Com...	-719.00
01/21/2026	Bill Payment	22486	Loutit District Library	-25.94
01/21/2026	Bill Payment	22477	Friends of Spring Lake District...	-773.70
01/21/2026	Bill Payment	22479	Herrick District Library	-17.99
01/21/2026	Bill Payment	22482	Ingram Library Services	-107.84
01/21/2026	Bill Payment	22495	Tiles Excavating, Inc.	-982.50

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/21/2026	Bill Payment	22499	WATKINS ROSS	-1,850.00
01/21/2026	Bill Payment	22464	Action Chemical	-515.90
01/21/2026	Bill Payment	22483	Kanopy, Inc	-513.40
01/21/2026	Bill Payment	22496	TMobile	-453.40
01/21/2026	Bill Payment	22492	Tech Logic Corporation	-1,745.00
01/21/2026	Bill Payment	22466	Architectural Hardware Co.	-150.00
01/21/2026	Bill Payment	22475	Ecolab	-114.03
01/21/2026	Bill Payment	22462	Ace Hardware	-122.10
01/21/2026	Bill Payment	22473	Direct Electric, Inc.	-1,607.75
01/21/2026	Bill Payment	22474	EBSCO	-4,755.85
01/21/2026	Bill Payment	22471	Center Point Publishing	-165.34
01/21/2026	Bill Payment	22476	Freeport District Library	-11.15
01/21/2026	Bill Payment	22467	Barbe Anderson	-62.73
01/21/2026	Bill Payment	22472	Chase Card Services	-11,455.72
01/21/2026	Bill Payment	22487	Maggie McKeithan	-257.58
01/21/2026	Bill Payment	22465	Applied Innovation	-1,210.91
01/21/2026	Bill Payment	22484	Kuerth's Disposal	-97.00
01/21/2026	Bill Payment	22491	OverDrive, Inc.	-3,857.91
01/27/2026	Journal	0235 - mclass transf		-600,000.00
01/28/2026	Journal	0231 - Payroll		-116.09
01/28/2026	Journal	0231 - Payroll		-29,923.60
01/28/2026	Journal	0231 - Payroll		-10,289.83
01/31/2026	Journal	0233 - ADP		-200.59
01/31/2026	Journal	0233 - ADP		-113.29
01/31/2026	Journal	0233 - ADP		-5.00
01/31/2026	Journal	0233 - ADP		-194.40
Total				-1,012,308.57

Deposits and other credits cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/31/2025	Journal	0213 - RHFV Reimb		8,063.49
01/07/2026	Journal	0218 - RHFV Buyout		212,569.50
01/12/2026	Journal	0215 - Tax Income		666,697.96
01/20/2026	Journal	0243 - ADP refund		32.40
01/21/2026	Journal	0230 - Tax Inc		59,857.47
01/30/2026	Journal	0236 - Cash Register		1,465.89
01/30/2026	Receive Payment	10414	UE - MADL - Egelston Branch	5.39
01/30/2026	Receive Payment	15390	SF - Fruitport Library	13.99
01/30/2026	Journal	0238 - Deposit		77,818.74
01/31/2026	Journal	0242 - Square		680.46
Total				1,027,205.29

Additional Information

Uncleared checks and payments as of 01/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/17/2025	Bill Payment	22440	Marie Rothenberger	-400.00
01/21/2026	Bill Payment	22463	Acoustic Oasis	-250.00
01/21/2026	Bill Payment	22468	BHS Insurance	-13,518.00
01/21/2026	Bill Payment	22488	Melanie Alm	-120.00
01/21/2026	Bill Payment	22460	Melanie Alm	-120.00
01/21/2026	Bill Payment	22461	4Imprint	-3,752.52
01/21/2026	Bill Payment	22490	Ottawa Area ISD	-357.30
01/21/2026	Bill Payment	22469	CAPITAL AREA DISTRICT LI...	-19.97
01/21/2026	Bill Payment	22480	Howard Miller Public Library	-14.00
01/21/2026	Bill Payment	22478	Heimler Consulting	-360.00
01/21/2026	Bill Payment	22500	Zoobean	-1,064.08
01/21/2026	Bill Payment	22489	Midwest Tape	-3,499.69
01/21/2026	Bill Payment	22497	Trinity Health Workplace Health	-50.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/21/2026	Bill Payment	22485	Lakeland Library Cooperative	-6,199.35
Total				-29,724.91

Uncleared deposits and other credits as of 01/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/30/2026	Journal	0237 - Tax Income		120,105.41
Total				120,105.41

Uncleared checks and payments after 01/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/06/2026	Bill Payment	22501	City Farmer Lawn & Landscape	-11,980.00
02/11/2026	Journal	0232 - Payroll		-10,352.99
02/11/2026	Journal	0241 - MERS DB		-8,224.38
02/11/2026	Journal	0232 - Payroll		-116.09
02/11/2026	Journal	0232 - Payroll		-30,161.48
02/11/2026	Journal	0239 - MERS 457		-1,443.99
02/11/2026	Journal	0240 - MERS DC		-983.47
02/11/2026	Journal	0239 - MERS 457		-1,443.99
02/11/2026	Journal	0239 - MERS 115		-142.00
02/11/2026	Journal	0240 - MERS DC		-983.47
02/15/2026	Journal	0234 - Water & Sewer		-1,150.51
02/15/2026	Journal	0234 - Water & Sewer		-340.41
Total				-67,322.78

SLDL Capital Projects Fund
Balance Sheet
As of January 31, 2026

	<u>Jan 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
HNB Capital Fund Checking	72,751.73
Michigan Class Investments	127,170.70
Petty Cash	2.68
Total Checking/Savings	<u>199,925.11</u>
Total Current Assets	<u>199,925.11</u>
TOTAL ASSETS	<u><u>199,925.11</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings(Fund Balance)	238,131.26
Net Income	<u>-38,206.15</u>
Total Equity	<u>199,925.11</u>
TOTAL LIABILITIES & EQUITY	<u><u>199,925.11</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
January 2026

	<u>Jan 26</u>	<u>Jan 26</u>
Income		
Grant Revenue	42,500.00	42,500.00
Interest Income	9.23	9.23
Investment Fluctuation of MV's	595.94	595.94
	<u>43,105.17</u>	<u>43,105.17</u>
Total Income	43,105.17	43,105.17
Gross Profit	43,105.17	43,105.17
Expense		
Building Expenses	19,000.00	19,000.00
Capital outlay	4,862.52	4,862.52
Construction expense	57,448.80	57,448.80
	<u>81,311.32</u>	<u>81,311.32</u>
Total Expense	81,311.32	81,311.32
Net Income	<u><u>-38,206.15</u></u>	<u><u>-38,206.15</u></u>

SLDL Capital Projects Fund

2/13/2026 12:02 PM

Register: HNB Capital Fund Checking

From 01/22/2026 through 02/18/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/27/2026	1181	Kentwood Office Fur...	Accounts payable	deposit on 12 ...	4,862.52			24,242.50
01/27/2026	1182	Lange Flooring Center	Accounts payable	75% down for l...	19,000.00			5,242.50
01/27/2026	010 - Tnsfr		Michigan Class Invest...	transfer in from...		X	25,000.00	30,242.50
01/30/2026	011 - De...	The Sunroom	Grant Revenue	GHACF - Grea...		X	42,500.00	72,742.50
01/31/2026			Interest Income	Interest		X	9.23	72,751.73
02/06/2026	1183	American Security C...	Accounts payable		1,644.00			71,107.73
02/06/2026	1184	Dynamic Conveyor ...	Accounts payable	40% down for ...	37,913.18			33,194.55
02/09/2026	012 - De...	Gerard F Haring Re...	Restricted Gifts	deposit from G...			119,531.65	152,726.20
02/18/2026	1185	Hurst Mechanical	Accounts payable	replace control...	3,984.00			148,742.20
02/18/2026	1186	Tridonn Construction...	Accounts payable	pay app 2 for T...	96,382.70			52,359.50

11:54 AM

02/13/26

SLDL Capital Projects Fund
Reconciliation Summary
HNB Capital Fund Checking, Period Ending 01/31/2026

	Jan 31, 26
Beginning Balance	41,305.12
Cleared Transactions	
Checks and Payments - 2 items	-83,960.10
Deposits and Credits - 6 items	139,269.23
Total Cleared Transactions	55,309.13
Cleared Balance	96,614.25
Uncleared Transactions	
Checks and Payments - 2 items	-23,862.52
Total Uncleared Transactions	-23,862.52
Register Balance as of 01/31/2026	72,751.73
New Transactions	
Checks and Payments - 2 items	-39,557.18
Deposits and Credits - 1 item	119,531.65
Total New Transactions	79,974.47
Ending Balance	152,726.20



SLDL Capital Projects Fund
Reconciliation Detail
HNB Capital Fund Checking, Period Ending 01/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41,305.12
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	12/17/2025	1178	LiveSpace	X	-26,511.30	-26,511.30
Bill Pmt -Check	01/21/2026	1180	Tridonn Constructio...	X	-57,448.80	-83,960.10
Total Checks and Payments					-83,960.10	-83,960.10
Deposits and Credits - 6 items						
General Journal	12/31/2025	009 - ...		X	21,760.00	21,760.00
General Journal	01/19/2026	010 - ...		X	50,000.00	71,760.00
Bill Pmt -Check	01/21/2026	1179	American Security C...	X	0.00	71,760.00
General Journal	01/27/2026	010 - ...		X	25,000.00	96,760.00
General Journal	01/30/2026	011 - ...	The Sunroom	X	42,500.00	139,260.00
Deposit	01/31/2026			X	9.23	139,269.23
Total Deposits and Credits					139,269.23	139,269.23
Total Cleared Transactions					55,309.13	55,309.13
Cleared Balance					55,309.13	96,614.25
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	01/27/2026	1182	Lange Flooring Center		-19,000.00	-19,000.00
Bill Pmt -Check	01/27/2026	1181	Kentwood Office Fur...		-4,862.52	-23,862.52
Total Checks and Payments					-23,862.52	-23,862.52
Total Uncleared Transactions					-23,862.52	-23,862.52
Register Balance as of 01/31/2026					31,446.61	72,751.73
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	02/06/2026	1184	Dynamic Conveyor ...		-37,913.18	-37,913.18
Bill Pmt -Check	02/06/2026	1183	American Security C...		-1,644.00	-39,557.18
Total Checks and Payments					-39,557.18	-39,557.18
Deposits and Credits - 1 item						
General Journal	02/09/2026	012 - ...			119,531.65	119,531.65
Total Deposits and Credits					119,531.65	119,531.65
Total New Transactions					79,974.47	79,974.47
Ending Balance					111,421.08	152,726.20

Library Director's Report Maggie McKeithan, Library Director February 18, 2026

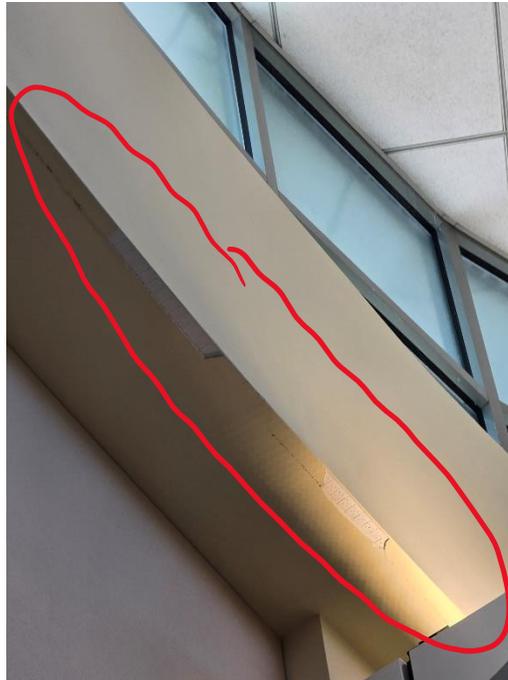
On Monday, February 16, the library staff will have a staff in-service day. Carol Dawe from Lakeland will be working with staff to talk about personal core values and how to incorporate core values and staff skill sets into providing excellent customer service. Additionally, I'm going to ask staff to review our code of conduct policy (located [here](#)). The first page is the basics, which I think are working well for us, at least right now. The second page lists specific examples of behaviors that violate the code of conduct. I would like to work with staff to add more specific examples, so that we have a more robust list to refer to when we're in a patron encounter. For example, "no sleeping in the library" is not on the list and we've noticed that can be a problem. It would be nice to have the expectations for that in writing. After the staff generates a list, I will bring it to the Board for feedback and to potentially update the document.

Last month, we talked about the year-end data that I report to the Library of Michigan for our state aid funding. Once that report is done, there are other year-end data sets that we draw information from. We look at the circulation numbers each year – what did we buy? which areas are checking out more than others? – so that we can adjust the budget to shift dollars towards the areas that are seeing demand. For example, in 2025, we added Tonies and Tonieboxes (see pictures) to circulate in our Beyond Books collection. We now have 35 Tonies and they circulated 608 times in 2025, a turnover rate of 17.4. For our entire physical collection, the average turnover rate is 2.0, so we have clear indications that we should purchase more Tonies in 2026. A few others – Board books for babies have a turnover rate of 4.0 and kid's graphic novels are at 5.8.



Last year, we had leaking windows in the ellipse area up by the ceiling. It was determined that the water was coming in because all the seals were going bad, just because of age. At the time, we checked with our insurance and replacing the window seals was not covered, so we paid for it out of our capital fund. However, we've started to notice damage to the drywall below the windows, caused by water damage, that wasn't visible at the time (see picture). We brought several

companies out to give us a quote and they suggested we do an insurance claim, based on the extent of the water damage impacting the drywall. So, basically, fixing the leaks was on us, but the damage caused by the leaks is eligible for a claim. We're working with our agent to see about a claim.



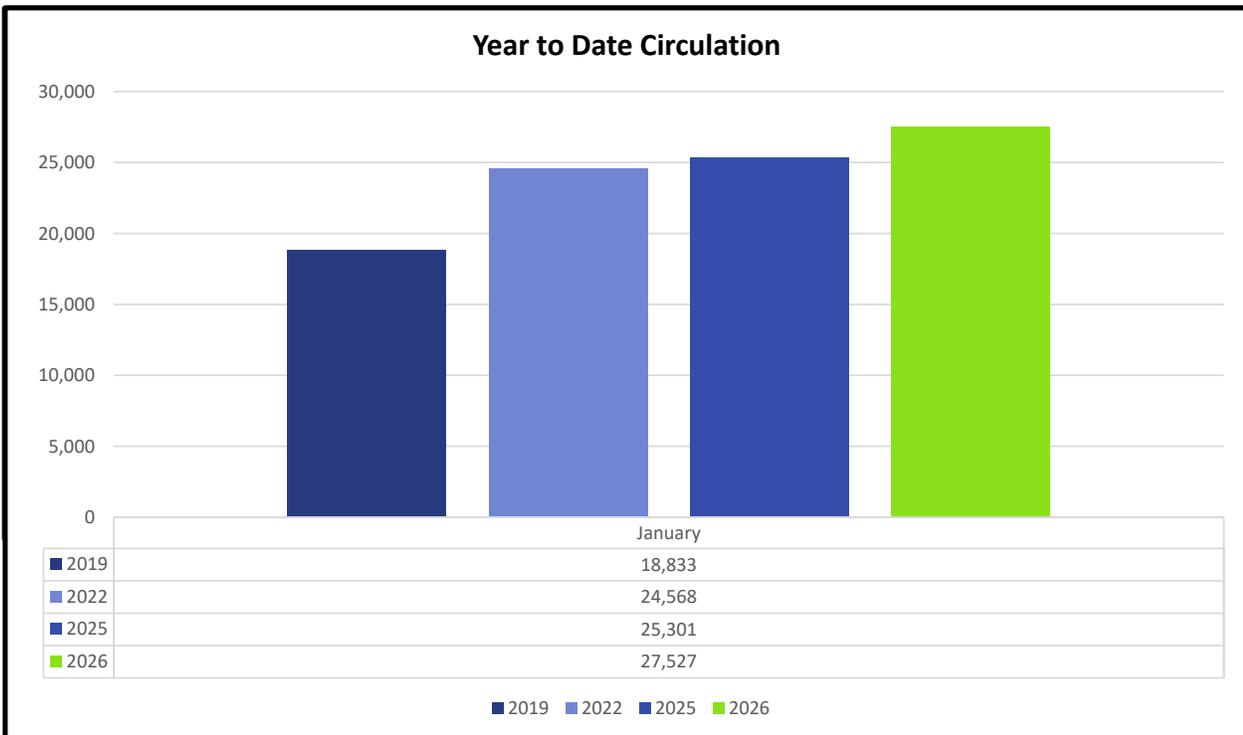
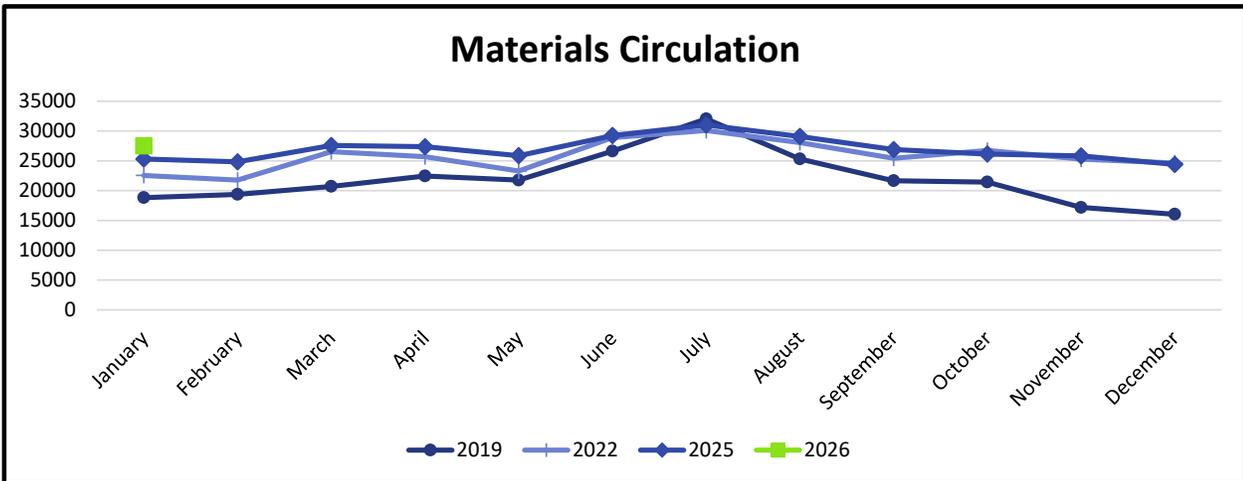
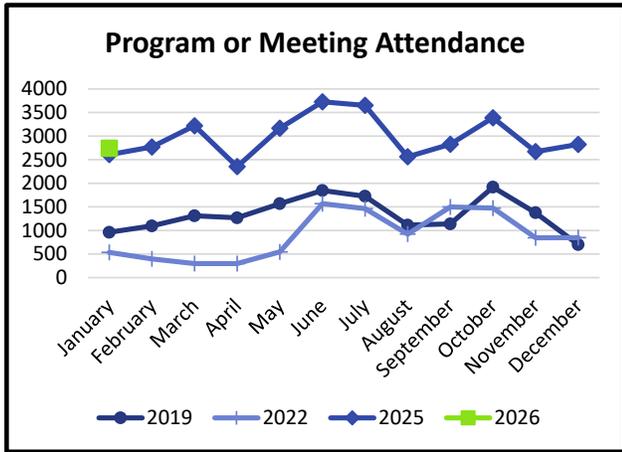
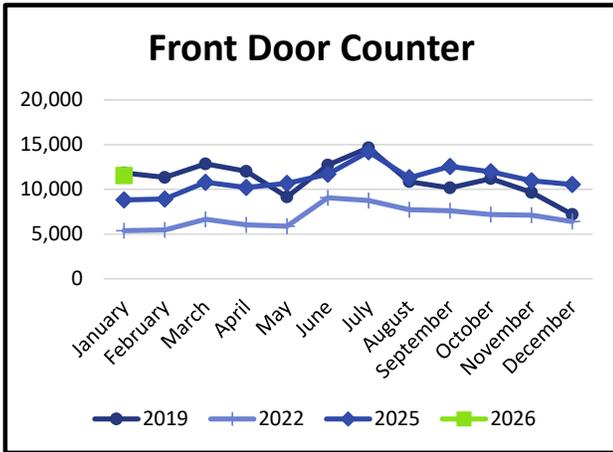
Context for the agenda and packet –

Building Project Updates – Financial Update The spreadsheet is updated for February. Just an FYI - The Harring Fund requires us to turn in receipts to be reimbursed. You'll see a deposit in the Capital Fund of \$119K, which is for bills we submitted to the Community Foundation after the Board approved payment of bills in January. We're planning to submit at least monthly until the fund is empty before we go to our fund balance for the remainder of the project.

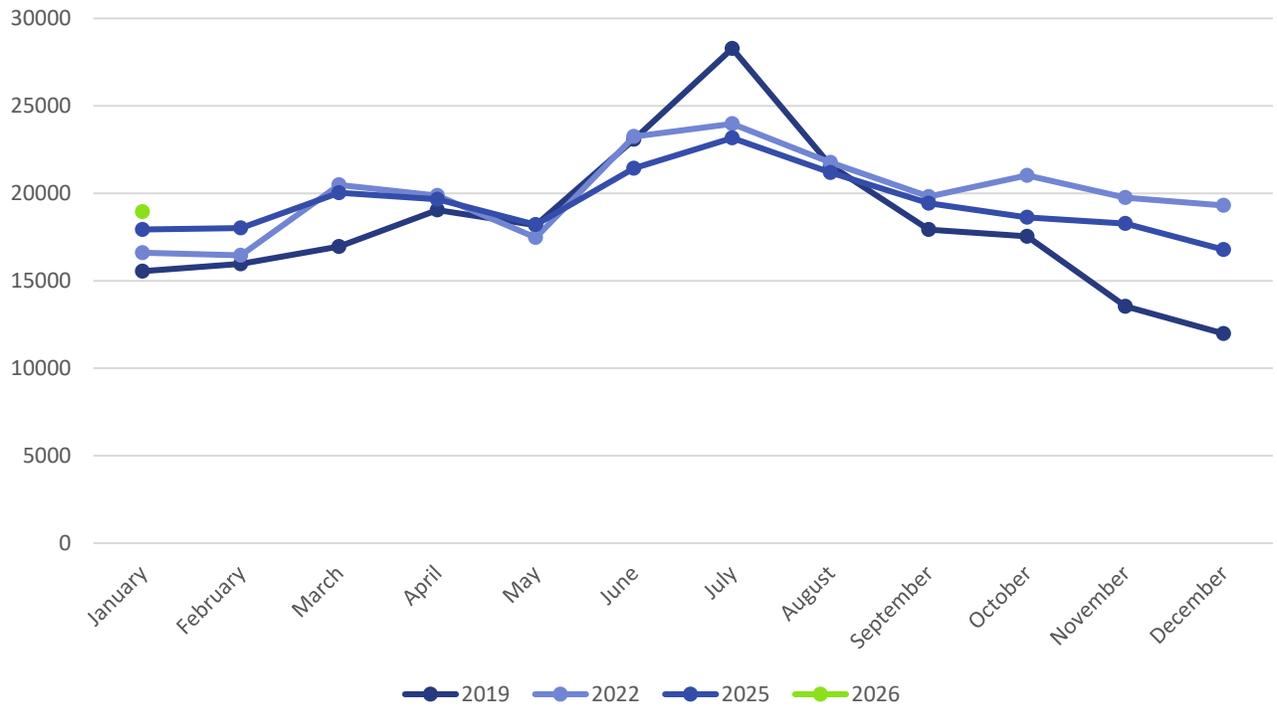
Building Project Updates – Bulletin 1 – Change Order As we move through the project, the contractor and architecture firm are working through some details and clarifications. The first Change Order with adds/deducts is with the contractor now and he's working on pricing. As of now, I have not received the final document, but I've let them know that we need it by our meeting on Wednesday so that there's no delays in our construction timeline. When I receive it, I will send it on to the Board.

Capital Fund Expense – Vestibule Heater In January, the air curtain directly above the front door slider stopped working. This blower is the only source of heat in that little room. This also happened to be during the week or two when it was VERY cold outside. We measured temperatures in the vestibule down in the 20s, which makes the water pipes that run through there freeze and break. We worked with Hurst to get a quote and they installed a temporary heater for now. To install a new air curtain that connects to our building management system, Hurst has quoted **\$20,932**.

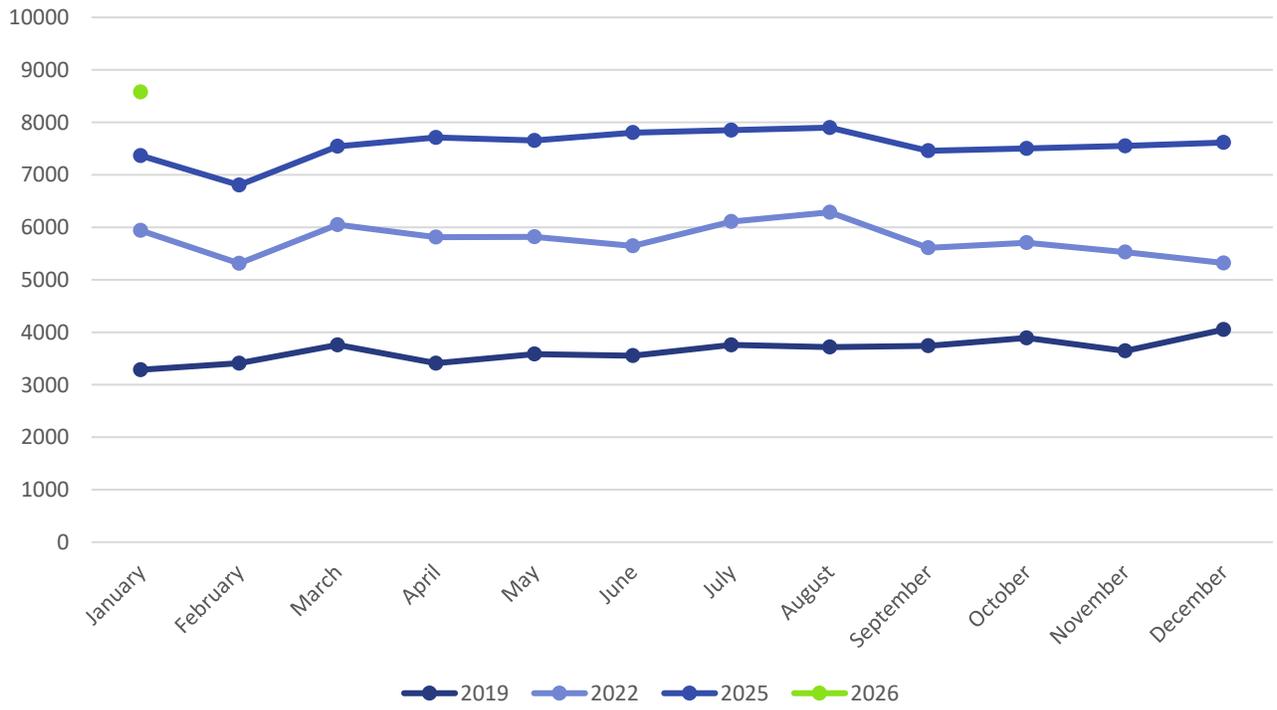
Monthly Statistics - to January 31, 2026



Print Materials Circulation



Digital Materials Circulation



Sunroom Addition - Financial Update February 2026

Income	Anticipated Total	Already received
Harring Donation	\$500,000.00	\$396,307.77
GHACF Renovation Fund	\$28,253.45	\$27,773.25
GHACF Anonymous Donation	\$50,000.00	\$50,000.00
GHACF Grant	\$42,500.00	\$42,500.00
M-Class Interest Income - since Sep 25	\$3,803.07	\$3,803.07
Library Fund Balance	\$416,721.00	
Grants		
Total Income	\$1,041,277.52	\$520,384.09
Expenses	Anticipated Total	Already billed
A/E Fees	\$48,000.00	
Bill 1 - Architektura		\$1,750.00
Bill 2 - Architektura		\$12,375.00
Construction	\$928,248.00	
Bill 1 - Tridonn		\$57,448.80
Bill 2 - Tridonn		\$96,382.70
Furniture		
Trellis Group - bulk of furniture	\$63,998.59	
Custer - study tables	\$7,841.40	
Kentwood Office Furniture - Flip-top tables	\$9,725.03	\$4,862.52
Interphase - Lectern and Power Tower	\$1,143.87	
Conveyor Belt Book Drop	\$95,000.00	\$37,913.18
Security Cameras	\$7,424.00	
Audio - speakers, mics, loop system	\$33,139.13	
WiFi Extension	\$6,000.00	
Misc Owner Costs	\$2,500.00	
Drop Box Rental - could come from contingency	\$2,574.00	
Contingency - 5%	\$47,591.00	
Total Expenses	\$1,253,185.02	\$210,732.20