

**Spring Lake District Library
Board Meeting Agenda**

**Wednesday, March 19, 2025
Spring Lake District Library
2pm**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – February 19, 2025
5. Financial report and approval of bills – February 2025
6. Director's Report
7. Old business
 - a. Capital Projects – Future Planning
 - b. 435 Children and Vulnerable Adults Policy – suggested revision
 - c.
 - d.
 - e.
10. New business
 - a. Community Foundation Endowment Grant Request
 - b.
 - c.
 - d.
11. Public Comment
12. Adjourn the meeting

Spring Lake District Library Board Minutes

February 19, 2025

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

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

Absent: Gordon Gallagher

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 Laurie Draeger and supported by Sheri Boon. The motion was approved unanimously.

Public Comment: None

Motion to approve the minutes of January 15, 2025 & January 27, 2025, made by Maria Boersma and supported by Laurie Draeger. The motion was approved unanimously.

Motion to approve financial report from January 2025 and approve payment of bills made by Skylar Garrison and supported by Laurie Draeger. The motion was approved unanimously.

Director's Report

Maggie reviewed her report as printed in the Board Packet - noting that digital circulation and program / meeting attendance is higher than previous years. Also noted, the staff held a training day on February 17, where they discussed new policies and suggested a "ride along" for board members.

Old Business:

Capital Projects- Future Planning

- Architektura was hired (approved at previous meeting).
- Maggie to arrange a start meeting to start planning in the Spring / Summer, with contractor bids coming August / September, and then the contractors will take it from there.

Paid Time Off Policy

- **Motion to approve the proposed changes made to the Paid Time Off policy as written** made by Laurie Draeger and supported by Sheri Boon. The motion was approved unanimously.

New Business:

Library Director Evaluation Policy

- **Motion to approve proposed changes made to the Library Director Evaluation policy as written** by Mark Powers and supported by Laurie Draeger. The motion was approved unanimously.

Public Comment:

- Friends of the Library will be having another Culver's night on March 18 where a portion of the proceeds go to the Friends
- The Friends of the Library are in need of Adult Fiction book donations.

Meeting was adjourned at 3:14 p.m.

Respectfully submitted,
Skylar Garrison, Secretary

Spring Lake District Library

Balance Sheet

As of February 28, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Huntington Checking	865,134.25
Michigan Class Investments	1,605,701.57
Petty Cash	230.91
Total Bank Accounts	\$2,471,066.73
Accounts Receivable	\$0.00
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-219.67
Undeposited Funds	0.00
Total Other Current Assets	\$ -219.67
Total Current Assets	\$2,470,847.06
Other Assets	\$0.00
TOTAL ASSETS	\$2,470,847.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Deductions MERS DB	529.61
Accrued Payroll	0.00
Deferred Revenue	0.00
Due to Friends of the Library	531.35
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	134.00
MERS 457	1,234.86
MERS DC EE Portion	0.01
MERS Roth 457	695.00
Taxes for Future Period	0.00
Withheld Payroll Taxes	196.18
Total Other Current Liabilities	\$3,516.87
Total Current Liabilities	\$3,516.87
Total Liabilities	\$3,516.87
Equity	\$2,467,330.19
TOTAL LIABILITIES AND EQUITY	\$2,470,847.06

Spring Lake District Library
Budget vs. Actuals
February 2025

	25-Feb	Budget	% of Budget
Income			
Budgetary Fund Balance Income		5,262.00	0%
Current Property Taxes .60 mil	490,890.99	559,241.00	88%
Current Property Taxes 1.12 mil	904,648.80	1,030,609.00	88%
Grants, Gifts and Contributions	3,576.60	155,000.00	2%
Investment Fluctuation of MVs	10,008.26	60,000.00	17%
Investment Income	148.59	0.00	
Library Fines	441.85	2,000.00	
Local Government Revenue	108,913.89	185,000.00	59%
Other Income	1,708.80	5,850.00	29%
PILOT		3,000.00	0%
State Revenue		16,000.00	0%
Total Income	\$ 1,520,337.78	\$ 2,021,962.00	75%
Expenses			
	25-Feb	Budget	% of Budget
Capital Outlay	816.11	25,000.00	3%
Materials	46,151.70	196,200.00	24%
Operations	81,644.29	360,400.00	23%
Personnel	216,356.83	1,353,362.00	16%
Programming	7,802.37	50,000.00	16%
Technology	10,508.06	37,000.00	28%
Total Expenses	\$ 363,279.36	\$ 2,021,962.00	18%

**Spring Lake District Library
Bank Accounts and Investments Summary
as of February 28, 2025**

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	4.46%	\$1,605,701.57

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	4.46%	\$292,726.25

Bank Accounts	Balance
Huntington Checking - General Fund	\$865,134.25
Huntington Checking - Capital Projects	\$38,072.44
	\$182,322.46

Check Detail Report - GF HNB Checking

Spring Lake District Library

February 20-March 19, 2025

Transaction date	Num	Name	Amount	Memo
02/26/2025	22054	Christine Homby	300.00	
03/19/2025	22055	Salem Township Library	6.99	
03/19/2025	22056	Unique Management Services	9.85	
03/19/2025	22057	Hackley Public Library	11.99	
03/19/2025	22058	TH Brands	1,436.50	logo apparel
03/19/2025	22059	Tech Logic Corporation	15.00	
03/19/2025	22060	Ace Hardware	132.44	
03/19/2025	22061	The Chamber	780.00	membership
03/19/2025	22062	Alison Anderson	42.84	
03/19/2025	22063	Maggie McKeithan	42.84	
03/19/2025	22064	The Sherwin Williams Co.	49.19	
03/19/2025	22065	Eastern Michigan University	60.00	
03/19/2025	22066	Heather Smoes	100.00	
03/19/2025	22067	Foster Swift	892.50	legal fees
03/19/2025	22068	Thomas Klise/Crimson Multimedia	145.46	
03/19/2025	22069	Center Point Publishing	148.62	
03/19/2025	22070	Cengage Learning, Inc. - Gate	163.95	
03/19/2025	22071	Quill.com	177.35	
03/19/2025	22072	Ecolab	222.29	
03/19/2025	22073	Baker & Taylor Books	1,430.33	books
03/19/2025	22074	TMobile	305.08	
03/19/2025	22075	Kanopy, Inc	317.90	
03/19/2025	22076	Demco, Inc.	369.35	
03/19/2025	22077	Anna Marck	372.00	
03/19/2025	22078	Friends of Spring Lake District Library	536.35	
03/19/2025	22079	Schindler Elevator Corporation	609.90	bldg maint
03/19/2025	22080	The Standard Insurance Company	646.52	life insurance
03/19/2025	22081	Zoobean	1,044.75	software
03/19/2025	22082	Applied Innovation	1,115.21	print/copy
03/19/2025	22083	Hurst Mechanical	1,594.77	bldg maint
03/19/2025	22084	The City Farmer	2,555.00	snow/salt
03/19/2025	22085	Chase Card Services	3,181.05	* see below
03/19/2025	22086	Midwest Tape	3,499.92	digital materials
03/19/2025	22087	OverDrive, Inc.	4,045.95	digital materials
TOTAL			26,361.89	
		* Chase Card Services Detail		
		Library & Office Supplies	\$269.89	
		Maint / Janitorial Supplies	\$680.39	
		Programming - Youth	\$144.83	
		Programming - Adult	\$445.98	
		Blizzard of Books Prizes	\$451.59	
		Building Maint.	\$26.83	
		Equip. Maint.	\$137.19	
		Tech Software / Supplies	(\$1,412.28)	
		Telephone	\$746.16	
		Books - Fiction	\$192.54	
		Books - Non Fiction	\$152.87	
		Books - Youth	\$44.99	
		DVDs	\$157.87	
		Other Circ Materials	\$156.98	
		Staff Inservice / Travel	\$914.42	
		Payroll Expense	\$70.80	
			\$3,181.05	

Spring Lake District Library

0001 Huntington Checking, Period Ending 02/28/2025

RECONCILIATION REPORT

Reconciled on: 03/14/2025

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance	258,498.85
Service charge	-182.00
Interest earned	59.93
Checks and payments cleared (60)	-150,138.14
Deposits and other credits cleared (6)	685,976.82
Statement ending balance	794,215.46
Uncleared transactions as of 02/28/2025	70,918.79
Register balance as of 02/28/2025	865,134.25
Cleared transactions after 02/28/2025	0.00
Uncleared transactions after 02/28/2025	-57,705.41
Register balance as of 03/14/2025	807,428.84

Details

Checks and payments cleared (60)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/18/2024	Bill Payment	21950	Lindsey VanDoorn	-25.32
12/18/2024	Bill Payment	21930	Athenaeum	-252.00
12/18/2024	Bill Payment	21952	Maggie McKeithan	-50.12
01/15/2025	Bill Payment	21982	Dr. Fred Johnson	-175.00
01/15/2025	Bill Payment	21992	Laura Boxer - Plain Jane Glory	-400.00
01/15/2025	Bill Payment	21986	Heather Smoes	-100.00
01/15/2025	Bill Payment	21995	Marlies Sherwood	-42.00
01/15/2025	Bill Payment	21974	Bloomfield Township Public Li...	-50.00
02/07/2025	Journal	0030 - ADP Fees		-216.28
02/10/2025	Journal	0033 - Electricity		-5,464.63
02/11/2025	Journal	MI Gas-021		-2,333.75
02/12/2025	Journal	MERS DC-025		-930.57
02/12/2025	Journal	MERS DB-026		-7,234.96
02/12/2025	Journal	Payroll 2.12.25-022		-139.08
02/12/2025	Journal	Payroll 2.12.25-022		-27,664.24
02/12/2025	Journal	Payroll 2.12.25-022		-9,634.48
02/12/2025	Journal	115 Trust - 023		-128.00
02/12/2025	Journal	MERS 457-024		-950.57
02/12/2025	Journal	MERS 457-024		-950.57
02/12/2025	Journal	MERS DC-025		-930.57
02/14/2025	Journal	0034 - WMHIP		-15,622.30
02/15/2025	Journal	0029 - Water ACH		-352.66
02/15/2025	Journal	0029 - Water ACH		-1,128.78
02/19/2025	Bill Payment	22020	Center Point Publishing	-148.62
02/19/2025	Bill Payment	22011	Ace Hardware	-100.13
02/19/2025	Bill Payment	22012	Action Chemical	-310.39
02/19/2025	Bill Payment	22015	Applied Innovation	-975.10
02/19/2025	Bill Payment	22017	Baker & Taylor Books	-3,233.44
02/19/2025	Bill Payment	22019	Cengage Learning, Inc. - Gale	-65.58
02/19/2025	Bill Payment	22021	Chase Card Services	-6,679.47
02/19/2025	Bill Payment	22022	Chelsea Klipfel, DDS PLLC	-190.80
02/19/2025	Bill Payment	22024	Cintas Corp	-277.92
02/19/2025	Bill Payment	22025	City Farmer Lawn & Landscape	-4,540.00
02/19/2025	Bill Payment	22026	Coopersville Area District Libr...	-32.00
02/19/2025	Bill Payment	22027	Demco, Inc.	-117.18
02/19/2025	Bill Payment	22028	ElectroMedia	-75.00
02/19/2025	Bill Payment	22029	Foster Swift	-661.50
02/19/2025	Bill Payment	22030	Friends of Spring Lake District...	-872.90

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/19/2025	Bill Payment	22031	Gary Byker Library of Hudson...	-16.00
02/19/2025	Bill Payment	22033	Hurst Mechanical	-4,977.32
02/19/2025	Bill Payment	22034	Insight Benefit Administrators	-168.00
02/19/2025	Bill Payment	22036	Kanopy, Inc	-357.00
02/19/2025	Bill Payment	22037	Kuerth's Disposal	-199.00
02/19/2025	Bill Payment	22038	Lakeland Library Cooperative	-90.37
02/19/2025	Bill Payment	22040	Michigan State University	-8.00
02/19/2025	Bill Payment	22041	Midwest Tape	-3,600.48
02/19/2025	Bill Payment	22042	OverDrive, Inc.	-3,900.85
02/19/2025	Bill Payment	22043	ShredIt	-76.00
02/19/2025	Bill Payment	22044	State of Michigan	-518.55
02/19/2025	Bill Payment	22046	Sweet Temptations	-1,154.25
02/19/2025	Bill Payment	22047	The Standard Insurance Com...	-721.09
02/19/2025	Bill Payment	22049	Tiles Excavating, Inc.	-660.00
02/19/2025	Bill Payment	22050	Unique Management Services	-19.70
02/19/2025	Bill Payment	22051	Vanderwall Bros. Concrete Pr...	-269.00
02/19/2025	Bill Payment	22053	Action Chemical	-570.45
02/20/2025	Bill Payment	22052	Barbe Anderson	-1,110.00
02/21/2025	Journal	0031 - ADP Fees		-182.17
02/26/2025	Journal	0026 - Payroll		-9,893.04
02/26/2025	Journal	0026 - Payroll		-28,451.88
02/26/2025	Journal	0026 - Payroll		-139.08
Total				-150,138.14

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/13/2025	Journal	Tax Deposit-027		134,574.07
02/15/2025	Journal	0037 - Tax Deposit		496,223.88
02/21/2025	Journal	0038 - LCSA Deposit		36,930.97
02/21/2025	Journal	0040 - Cash Deposit		3,935.19
02/28/2025	Journal	0041 - GF Deposit		13,671.11
02/28/2025	Journal	0028 - Square		641.60
Total				685,976.82

Additional Information

Uncleared checks and payments as of 02/28/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/15/2025	Bill Payment	21969	4Imprint	-3,259.87
01/15/2025	Bill Payment	21981	Claire Sheridan	-50.00
02/19/2025	Bill Payment	22013	Aimee Wilson	-26.48
02/19/2025	Bill Payment	22032	Heather Smoes	-100.00
02/19/2025	Bill Payment	22035	Kamryn Marck	-372.00
02/19/2025	Bill Payment	22048	Thomas Klise/Crimson Multim...	-136.14
02/19/2025	Bill Payment	22045	Stephanie Rau	-160.00
02/19/2025	Bill Payment	22014	Allendale Township Library	-34.98
02/19/2025	Bill Payment	22016	Athenaeum	-252.00
02/19/2025	Bill Payment	22018	Ben Kolk	-700.00
02/19/2025	Bill Payment	22039	Loutit District Library	-65.95
02/26/2025	Bill Payment	22054	Christine Hornby	-300.00
Total				-5,457.42

Uncleared deposits and other credits as of 02/28/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/21/2025	Journal	0039 - Tax Deposit		76,376.21
Total				76,376.21

Uncleared checks and payments after 02/28/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/07/2025	Journal	0032 - ADP Fees		-187.17
03/10/2025	Journal	0035 - Electricity		-5,533.51
03/12/2025	Journal	0044 - MERS DB		-7,226.61
03/12/2025	Journal	0027 - Payroll		-9,928.84
03/12/2025	Journal	0027 - Payroll		-11.24
03/12/2025	Journal	0027 - Payroll		-139.08
03/12/2025	Journal	0036 - MI Gas		-2,287.27
03/12/2025	Journal	0042 - 115 Trust		-134.00
03/12/2025	Journal	0042 - MERS 457		-954.93
03/12/2025	Journal	0042 - MERS 457		-954.93
03/12/2025	Journal	0043 - MERS DC		-930.57
03/12/2025	Journal	0043 - MERS DC		-930.57
03/12/2025	Journal	0027 - Payroll		-28,486.69
Total				-57,705.41

SLDL Capital Projects Fund
Balance Sheet
As of February 28, 2025

	<u>Feb 28, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
HNB Capital Fund Checking	38,079.74
Michigan Class Investments	292,726.25
Petty Cash	2.68
Total Checking/Savings	<u>330,808.67</u>
Total Current Assets	<u>330,808.67</u>
TOTAL ASSETS	<u><u>330,808.67</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings(Fund Balance)	313,676.51
Net Income	17,132.16
Total Equity	<u>330,808.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>330,808.67</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
February 2025

	<u>Feb 25</u>	<u>Jan - Feb 25</u>
Income		
Interest Income	7.30	15.18
Investment Fluctuation of MV's	1,001.76	2,116.98
Operating transfers in	0.00	15,000.00
	<u>1,009.06</u>	<u>17,132.16</u>
Total Income	<u>1,009.06</u>	<u>17,132.16</u>
Gross Profit	1,009.06	17,132.16
Expense	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>1,009.06</u></u>	<u><u>17,132.16</u></u>

SLDL Capital Projects Fund

3/14/2025 2:36 PM

Register: HNB Capital Fund Checking

From 02/20/2025 through 03/19/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/28/2025			Interest Income	Interest		X	7.30	38,079.74
03/14/2025	002 - Trnsf		Michigan Class Invest...	transfer from ...			40,000.00	78,079.74
03/19/2025	1170	LiveSpace	Accounts payable		8,874.33			69,205.41
03/19/2025	1171	Town & Country Gro...	Accounts payable		29,142.00			40,063.41
03/19/2025	1172	Tridonn Construction...	Accounts payable		20,202.00			19,861.41

12:55 PM

03/14/25

SLDL Capital Projects Fund Reconciliation Summary

4001 · HNB Capital Fund Checking, Period Ending 02/28/2025

	<u>Feb 28, 25</u>
Beginning Balance	38,072.44
Cleared Transactions	
Deposits and Credits - 1 item	<u>7.30</u>
Total Cleared Transactions	<u>7.30</u>
Cleared Balance	<u><u>38,079.74</u></u>
Register Balance as of 02/28/2025	38,079.74
Ending Balance	38,079.74



Library Director's Report

Maggie McKeithan, Library Director

March 19, 2025

The Friends of the Library had their bi-monthly meeting on March 3. I typically attend every meeting to stay up to date, provide information, and answer questions. At this month's meeting, they asked me to talk about how book donations work. I thought it might be helpful for the Library Board to hear more about how we work with the Friends, as well. When people donate, they're donating to the Library directly. We count on donations to make our budget work. We always sort through all donations to see if there's anything the Library wants to circulate or use in some way. For example, if someone donates a book that we know has many holds on it or our copy is in poor condition, we'll add that copy to our collection. We use like-new books as Summer Reading Prize giveaways, so we don't have to buy as many, and occasionally, we use books for crafting programs. These donations save us \$1,000s of dollars, which supplements our materials and programming budgets. After the Library sorts through and takes what we can use, then the Library donates the books to the Friends of the Library. The Friends can then use the books to stock their store or save them for a big book sale. The Buy the Book store generates \$500-\$700 per month on average. The large book sales they have a few times a year might generate anywhere from \$700-\$1500, depending on how much inventory they have to sell. After a sale, the Friends donate any remaining books to another organization. Each year, the Friends donate about \$12,000 to the Library to support summer and winter reading programs. Some years, when they have a great year or a special donation, they will work with us to choose a "wish list" project to fund. For example, the Lego table and the light table in the children's area were both Friends projects, as was the bench outside the front door.

I just want to make the Board aware that we are dealing with some parking issues right now. For many years, we've had a great relationship with the Harvest Church next door. They have graciously allowed us to use their lot for overflow parking on busy program days. Then, on Sunday mornings, their churchgoers use our lot as overflow parking for church services. For the last few months, we've noticed some pain points that we're working through related to some overlapping times when both the library and the church need parking spaces. I've communicated with the church about these pain points and we are continuing to come up with strategies on both sides in an attempt to ease some of the pain. Ultimately, the goal for all parties is to continue to share resources and be good neighbors.

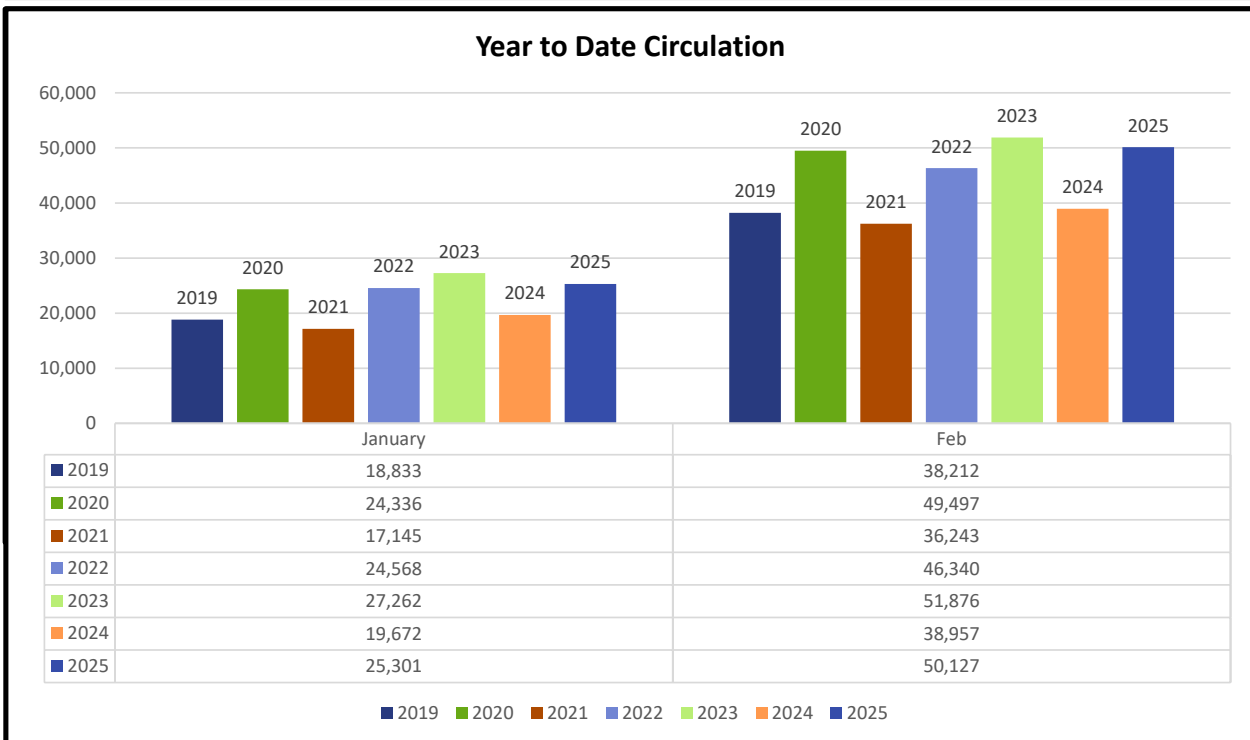
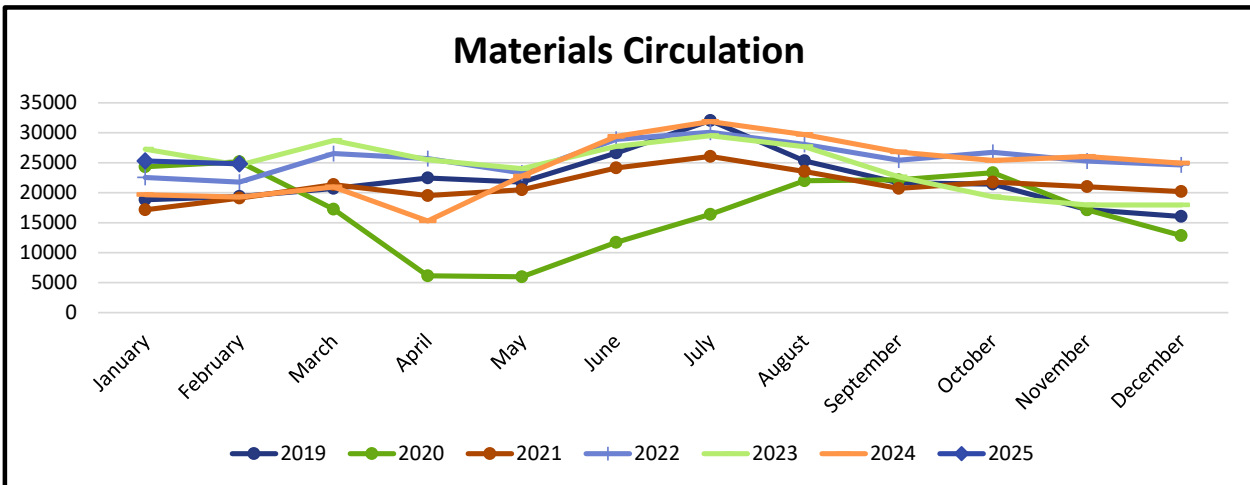
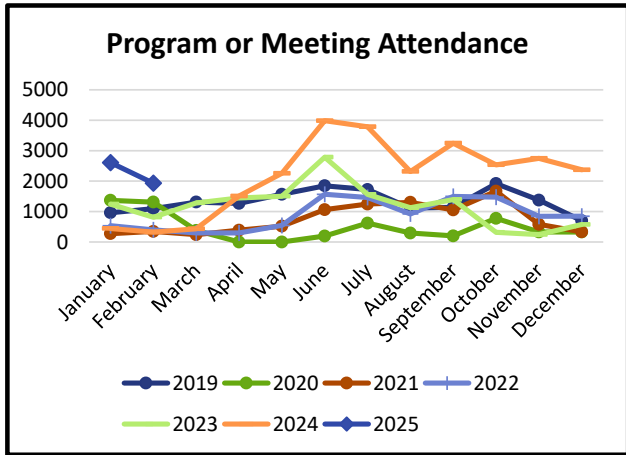
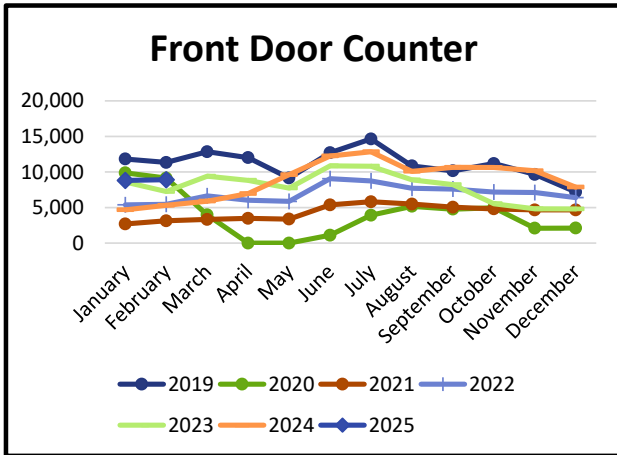
Context for the agenda and packet –

Capital Projects – Future Planning At the February meeting, the Board decided that myself, Amanda Rantanen, and Mary Eagin would take point on the potential donor project to work on the details. Since February, we've met with Architektura twice and have laid out a schedule to meet bi-weekly over the next few months. I'm also drafting a press release to announce the project and the donor's generosity. I'll be meeting with the donor and Chris Riker this week to get feedback on the draft. If everything goes smoothly, we'll be putting it out by the end of April.

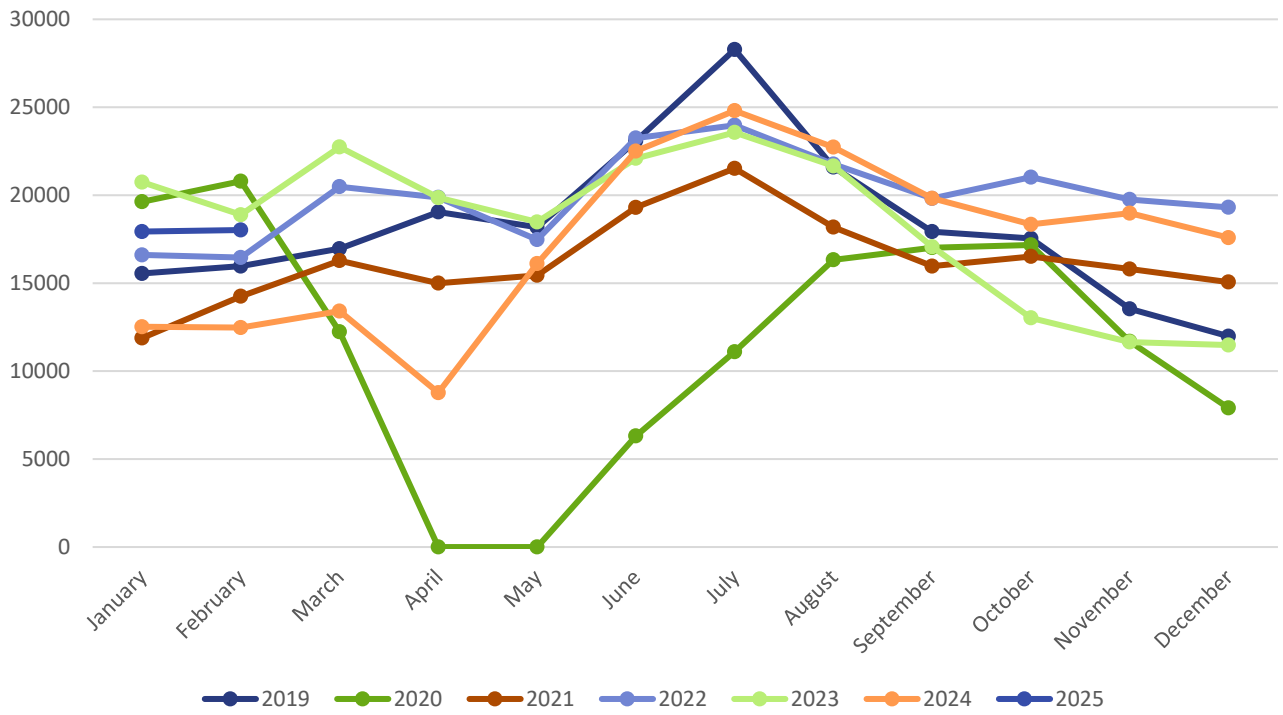
435 Children and Vulnerable Adults Policy – suggested revision This is a policy we were looking at in the fall and I'm coming back around with a new draft. Included is the current policy and the newest marked draft. Our attorney suggested incorporating vulnerable adults into the language of the policy, as well. The previous draft we looked at also had sections like collections and internet access for children. Our attorney expressed concern that because those items were addressed in other policies we already have, we didn't want to inadvertently conflict with those existing policies. She suggested instead that we should stick to the basics in the policy and create a separate document that summarized these items and referred patrons back to the policies directly. That way when parents get their child a card, we have a reference guide to put in their welcome packet to tell them all the important things, but it's not binding like a policy would be. I am still working on a draft for this guide document, but I should have at least a sample in time for the Board meeting.

Community Foundation Endowment Grant Request We have an endowment over at the Community Foundation. The fund has a current balance of \$3.85 million. Each year, we are able to request a grant for up to 4% of the balance on January 1. That means that we are eligible to request up to \$136,050 for 2025. We do count on this income when we build our budget. It is budgeted as income in the Grants, Gifts, and Contributions line. The Board must formally vote to request disbursement of the funds in order to receive them.

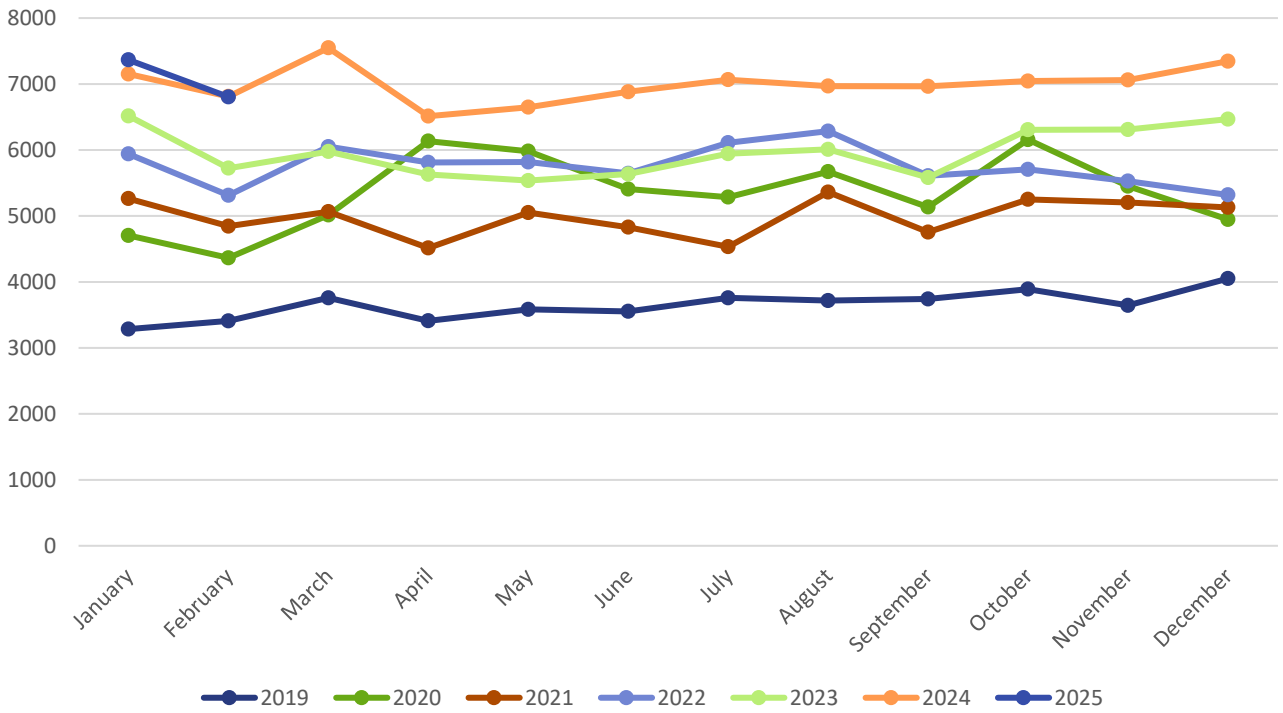
Monthly Statistics - to February 28, 2025



Print Materials Circulation



Digital Materials Circulation



CURRENT POLICY

Service Policy 435

Children at the Library

Approved: January, 1992

Revised: 12/14/04

9/19/06

Reviewed: November 17, 2017

The Spring Lake District Library encourages visits by young children. We desire to make these important visits both memorable and enjoyable for the children. However, library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore it is library policy that all children age seven and younger must be accompanied and under the direct supervision of a parent or person 12 years of age or older while in the library or during a library program.

If it is determined that a child is lost, or that a child age seven and younger has been left unattended, a staff member will bring the child to the circulation desk. A staff member will then try to locate a parent or the accompanying person responsible for the child and will notify the staff person in charge. The following steps shall be followed.

1. A staff member will walk around the library with the child, looking for a parent or the accompanying person responsible for the child.
2. If no such parent or accompanying person responsible for the child is found in the library, a staff member will attempt to locate a parent or person responsible through a search of the library database, the telephone book, or other available reference resources and telephone the parents. A staff member (two staff members if the library is closed) will stay with the child until the parent or person responsible for the child arrives and accepts responsibility for the child.
3. When a parent or person responsible for the child is located and comes to pick up the child, the staff member will firmly but courteously explain this policy concerning unattended children.
4. If the library is open and neither a parent nor a person responsible for the child is located within an hour of the initial determination that the child is lost or unattended, a staff member will call the police. A staff member will stay with the child until the police arrive and accept responsibility for the child. A staff member will telephone the parents to explain where to locate their child.
5. If the library is closed and a child is waiting, library staff will ask the child to call his parent or will make the telephone call for the child. If a parent or person responsible for the child does not appear within 15 minutes after the library's closing time, a staff member will call the police and two staff members will stay with the child until police arrive. Staff will place a sign on the door using the first name only of the child to tell parents where to locate their child.

Likewise, if any child (i.e. any person under the age of 16) remains in the library after closing time without a parent or a person responsible for them, the following steps shall be followed.

1. A staff member will inquire of the child whether a parent or person responsible is expected to pick the child up at the library.
2. If the child indicates that a parent or person responsible is expected to pick the child up at the library, two staff members will stay with the child until such person arrives. At closing time the library staff will ask the child to call his/her parents. If the child is not picked up within fifteen minutes after closing, library staff will call the police.
3. If a child indicates that a parent or person responsible is not expected to pick the child up at the library, library staff will attempt to telephone the parents. If a parent or person responsible does not appear within 15 minutes after the library's closing time, a staff member will call the police. Two staff members will stay with the child until the police arrive and accept responsibility for the child.
4. If the police take custody of a child, before leaving the building library staff will post a notice on the outside window with the first name only of the child notifying the parents where the child can be located.

Notwithstanding any other provisions in this policy, no staff member is responsible or authorized to retain a child at the library against the child's will. Further, no staff member is responsible to determine whether or not an individual has in fact been designated as the person responsible by a parent of a child at the library. Under no circumstances will a library staff member accompany a child left alone at the library to a location off library premises.

Draft

Service Policy 435

Children and Vulnerable Adults at the Library

Approved: January, 1992

Revised: 12/14/04

9/19/06

Reviewed: November 17, 2017

Suggested Revision: March 19, 2025

The Spring Lake District Library encourages visits by children and vulnerable adults. We desire to make these important visits both memorable and enjoyable. A child is defined as a minor under the age of 18. A vulnerable adult is defined as an individual aged 18 or over who, because of developmental disability, mental illness, physical disability or other similar reasons, either requires supervision or personal care or lacks the personal and social skills required to live independently.

The Library is a public building. You should not assume that children or vulnerable adults will be safe on their own in the library. Library staff cannot act in place of a parent or caregiver and are not responsible for the whereabouts or behavior of a child, nor can staff guarantee a child's safety. Caregivers are responsible for the safety, behavior, and supervision of a child or vulnerable adult at all times in the Library and on Library property. A caregiver's role is to teach their child how to use the library respectfully, by keeping voices to a reasonable level, respecting library materials, furnishings, and equipment, and listening to instructions from library staff. All patrons, including children and vulnerable adults, are expected to comply with the Library's policies.

The Children's Area is for children and their caregivers. All patrons may actively browse the collection or retrieve a book. Library patrons without a child should not use the Children's Area for reading or study. Patrons who are not accompanied by a child or actively seeking children's materials will be asked to leave the area if they are lingering or without purpose. This is for the safety of all children.

A caregiver must be at least 12 years old and is responsible for monitoring or caring for a child or vulnerable adult. Caregivers must maintain direct supervision and visual contact with any child age 7 or younger or any vulnerable adult while in the library or during a library-sponsored program, including visits to the restroom. Children ages 8 and older do not need the supervision of a caregiver and can be in the library unattended as long as they follow library policies. Children and vulnerable adults of any age who, because of developmental disability, mental illness, physical disability, or other similar reason, require supervision or personal care, should be attended by a caregiver at all times.

Vulnerable adults who are unable or unwilling to care for themselves or do not have the ability to use the Library independently may not be left alone in the Library and must have adequate supervision while in the Library. Vulnerable adults who can understand and follow the Patron Behavior Policy and who can care for themselves are allowed to be

in the Library unattended. They should have contact information for someone who can assist them in an emergency.

Library staff may attempt to contact a caregiver when the health or safety of an unattended child or vulnerable adult is in doubt, a child or vulnerable adult is frightened while alone at the Library, or the behavior of an unattended child or vulnerable adult violates library policy. Children may request to use the library phone to contact a caregiver at any time, especially if they need to arrange transportation. If a child or vulnerable adult is left unattended at closing or against Library policy, two library staff members shall remain with the unattended child or vulnerable adult until a caregiver or law enforcement arrives. Staff will attempt to call a caregiver and wait with the child or vulnerable adult for a reasonable length of time before calling law enforcement officials to take over. Library staff will not be responsible if unattended children or vulnerable adults of any age leave the library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the library if the child is in violation of Library policy. Library staff are not permitted to transport an unattended child or vulnerable adult under any circumstance.



Allendale

Community Foundation



Grand Haven Area

Community Foundation



Coopersville Area

Community Foundation

February 21, 2025

Spring Lake District Library
Attn: Maggie McKeithan
123 East Exchange Street
Spring Lake, MI 49456

Dear Friends,

We are pleased to inform you of the amount available to request from the Spring Lake District Library Endowment Fund held here at the Community Foundation for 2025. Following the Foundation's spending policy, the spendable amount for the upcoming fiscal year is determined each year as 4% of the average of the previous 12 rolling quarters' average market value of the fund balance of each individual fund managed as an endowment within the Foundation, ending December 31st. In addition, per IRS Regulations, the term FASB is a financial designation used internally to separate donations from the non-profit organization and donations given by third party donors for the non-profit organization. This year, your fund's spendable is:

SLDL: \$136,050.00

You may submit a written request, via the enclosed grant recommendation form, for this distribution at any time during the 2025 calendar year. To ensure your request can be processed in a timely manner, we strongly recommend submission occur before November 15th. **In addition to the attached form, a copy of the minutes approving this action from your organization's Board of Directors is required for distribution.**

In the event that the distribution is not taken by December 31, 2025, these funds will simply roll back into the principal portion of your fund and continue to grow the fund balance. A reminder will be sent electronically in the third quarter of 2025. If you would like to update the email contact on file, please reach out at your earliest convenience.

Thank you for following this procedure to ensure that we are honoring the intention for these funds as designated by your organization. For questions about updating your fund, please contact Chris Riker at criker@ghacf.org. If you have any questions regarding this distribution process, including the purpose and usage of your fund, please email Holly Cole at hcole@ghacf.org.

We are happy to partner with you to help build your fund and to support your valuable work in the community. Additionally, we are always here to help you with ideas to raise awareness and dollars for your fund, please don't hesitate to reach out.

Sincerely,

Adrienne Whisman
Philanthropic Services Associate
Grand Haven Area Community Foundation

Holly Cole
Vice President of Grants & Program
Grand Haven Area Community Foundation

Enclosure

*Thank you for
your partnership!
- Hadley Strong*

6 Sherman Ave., Grand Haven MI 49417 | (616) 842-6378 | www.ghacf.org

For good. For all. Forever.