

**Spring Lake District Library
Board Meeting Agenda**

**Wednesday, August 20, 2025
Spring Lake District Library
2pm**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – July 16, 2025
5. Financial report and approval of bills – July 2025
6. Director's Report
7. Old business
 - a. Capital Projects – Future Planning
 - b. 2026 Budget Draft
8. New business
 - a.
 - b.
9. Public Comment
10. Adjourn the meeting

Spring Lake District Library Board Minutes

July 16, 2025

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

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

Absent: Mark Powers

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 Skylar Garrison and supported by Gordon Gallagher. The motion was approved unanimously.

Public Comment: None

Motion to approve the minutes of May 21, 2025, made by Laurie Draeger and supported by Maria Boersma. The motion was approved unanimously.

Motion to approve financial reports from both May and June 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.

Old Business:

Capital Projects- Future Planning

- Maggie, Amanda, and Mary are continuing meetings with Architektura.
- The Block Party is scheduled for September 18, and we are planning on breaking ground on that date.

New Business:

2026 Budget Draft

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

Cyber Insurance Renewal

- **Motion to switch to Chubb Cyber Enterprise Risk Management for Cyber Insurance** made by Skylar Garrison and supported by Gordon Gallagher. The motion was approved unanimously.

Public Comment:

Friends of the Library will have a fundraiser at the Culvers on October 14 from 4:30 - 8:00 p.m. They also have their annual Puzzle Palooza at the Library on November 22 at 1:00 p.m. They are looking for sponsors for that. Also noted - there are buttons and magnets being sold for \$1 at their Buy the Book store.

Meeting was adjourned at 3:19 p.m.

Respectfully submitted,
Skylar Garrison, Secretary

Spring Lake District Library

Balance Sheet

As of July 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Huntington Checking	83,456.13
Michigan Class Investments	1,943,175.15
Petty Cash	230.91
Total Bank Accounts	\$2,026,862.19
Accounts Receivable	\$ -93.47
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-205.57
Undeposited Funds	0.00
Total Other Current Assets	\$ -205.57
Total Current Assets	\$2,026,563.15
Other Assets	\$0.00
TOTAL ASSETS	\$2,026,563.15
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Deductions MERS DB	818.49
Accrued Payroll	0.00
Deferred Revenue	0.00
Due to Friends of the Library	775.50
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	233.00
MERS 457	2,164.69
MERS DC EE Portion	0.01
MERS Roth 457	1,064.06
Taxes for Future Period	0.00
Withheld Payroll Taxes	196.18
Total Other Current Liabilities	\$5,447.79
Total Current Liabilities	\$5,447.79
Total Liabilities	\$5,447.79
Equity	\$2,021,115.36
TOTAL LIABILITIES AND EQUITY	\$2,026,563.15

Spring Lake District Library

Budget vs. Actuals

July 2025

	July	YTD	Budget	% of Budget
Income				
Budgetary Fund Balance Income		0.00	5,262.00	0%
Current Property Taxes .60 mil		536,656.69	559,241.00	96%
Current Property Taxes 1.12 mil		1,025,769.48	1,030,609.00	100%
Grants,Gifts and Contributions	28.80	188,927.09	155,000.00	122%
Investment Fluctuation of MVs	7,454.25	47,481.84	60,000.00	79%
Investment Income	22.58	390.33	0.00	
Library Fines	4,096.58	5,517.55	2,000.00	276%
Local Government Revenue	45,892.70	198,930.63	185,000.00	108%
Other Income	1,230.45	6,507.40	5,850.00	111%
PILOT	450.03	450.03	3,000.00	15%
State Revenue	10,009.65	10,009.65	16,000.00	63%
Total Income	\$ 69,185.04	\$ 2,020,640.69	\$ 2,021,962.00	100%
Expenses				
Capital Outlay	3,774.94	7,731.47	25,000.00	31%
Materials	31,632.00	131,611.06	196,200.00	67%
Operations	31,450.75	226,824.40	360,400.00	63%
Personnel	146,166.86	777,138.01	1,353,362.00	57%
Programming	3,506.10	18,203.73	50,000.00	36%
Technology	4,587.69	22,365.29	37,000.00	60%
Total Expenses	\$ 221,118.34	\$ 1,183,873.96	\$ 2,021,962.00	59%

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

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	4.37%	\$1,943,175.15

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	4.37%	\$247,451.55

Bank Accounts	Balance
Huntington Checking - General Fund	\$83,456.13
Huntington Checking - Capital Projects	\$23,668.21
	\$107,124.34

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
July 17-August 20, 2025				
Date	Num	Name	Amount	Notes
8/20/2025	22254	Ace Hardware	\$ 163.01	
8/20/2025	22255	Action Chemical	\$ 429.86	
8/20/2025	22256	Amberrose Hammond	\$ 200.00	
8/20/2025	22257	Applied Innovation	\$ 1,221.14	copy/print
8/20/2025	22258	Athenaeum	\$ 252.00	
8/20/2025	22259	Baker & Taylor Books	\$ 3,536.54	books
8/20/2025	22260	Barbe Anderson	\$ 748.00	retiree health
8/20/2025	22261	Callen Civil Engineers	\$ 761.25	parking lot condition assessment
8/20/2025	22262	Cengage Learning, Inc. - Gale	\$ 131.16	
8/20/2025	22263	Center Point Publishing	\$ 131.39	
8/20/2025	22264	Chase Card Services	\$ 6,885.32	* see below
8/20/2025	22265	Chelsea Klipfel, DDS PLLC	\$ 439.63	retiree health
8/20/2025	22266	Chubb Commercial Insurance	\$ 1,960.00	cyber policy
8/20/2025	22267	City Farmer Lawn & Landscape	\$ 740.00	lawncare
8/20/2025	22268	Cummins	\$ 1,057.51	generator PM
8/20/2025	22269	Demco, Inc.	\$ 363.87	
8/20/2025	22270	Direct Electric, Inc.	\$ 728.31	electrical repairs
8/20/2025	22271	Evan Schumann	\$ 57.96	
8/20/2025	22272	Friends of Spring Lake District Library	\$ 780.50	due to the friends
8/20/2025	22273	Great Lakes Window Coverings LLC.	\$ 2,024.00	new retractable blinds - youth area
8/20/2025	22274	Griffin Pest Solutions	\$ 308.00	
8/20/2025	22275	Heather Smoes	\$ 100.00	
8/20/2025	22276	Hurst Mechanical	\$ 7,755.58	\$6,160 for AHU repair-blower
8/20/2025	22277	In Your Element Wellness	\$ 161.52	
8/20/2025	22278	Kanopy, Inc	\$ 292.40	
8/20/2025	22279	Kuerth's Disposal	\$ 97.00	
8/20/2025	22280	Maggie McKeithan	\$ 134.57	
8/20/2025	22281	Midwest Tape	\$ 3,500.11	digital materials
8/20/2025	22282	ODC Network	\$ 350.00	
8/20/2025	22283	Ottawa County Treasurer	\$ 74.50	
8/20/2025	22284	OverDrive, Inc.	\$ 5,192.04	digital materials
8/20/2025	22285	Quill.com	\$ 114.45	
8/20/2025	22286	Sparrow Signs, LLC	\$ 60.00	
8/20/2025	22287	Sweet Lou and the Savages	\$ 599.00	block party band
8/20/2025	22288	The Chamber	\$ 75.00	
8/20/2025	22289	The Standard Insurance Company	\$ 721.09	insurance
8/20/2025	22290	Thomas Klise/Crimson Multimedia	\$ 244.73	
8/20/2025	22291	TMobile	\$ 514.09	wifi hotspots circulating
8/20/2025	22292	Unique Management Services	\$ 29.55	
8/20/2025	22293	The Sherwin Williams Co.	\$ 46.52	
			\$ 42,981.60	

* Chase Card Services Detail

Library & Office Supplies	226.86
Maint / Janitorial Supplies	119.74
Programming - Youth	285.34
Programming - Adult	88.56
Summer Reading Prizes	1,311.88
Postage	17.42
Prof Contract Svcs	196.02
Tech Software / Supplies	899.24
Telephone/Internet	627.71
Cold Bev Exp	71.65
Books - Fiction	161.62
Books - Non Fiction	283.80
Materials: Music/Videogames	78.89
DVDs	309.57
Other Circ Materials-Adult	240.00
Other Circ Materials-2 new ipads	700.29
Periodicals	397.70
Membership/Dues	393.00
Staff Inservice / Travel	405.23
Payroll Expense	70.80
	6,885.32

Spring Lake District Library

Huntington Checking, Period Ending 07/31/2025

RECONCILIATION REPORT

Reconciled on: 08/15/2025

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance	100,032.69
Service charge	-198.00
Interest earned	22.58
Checks and payments cleared (67)	-221,099.31
Deposits and other credits cleared (11)	212,520.39
Statement ending balance	91,278.35
Uncleared transactions as of 07/31/2025	-7,822.22
Register balance as of 07/31/2025	83,456.13
Cleared transactions after 07/31/2025	0.00
Uncleared transactions after 07/31/2025	-37,888.82
Register balance as of 08/15/2025	45,567.31

Details

Checks and payments cleared (67)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/21/2025	Bill Payment	22139	Critchlow Alligator Sanctuary	-350.00
06/18/2025	Bill Payment	22172	All Season Innovations, LLC	-4,037.50
06/18/2025	Bill Payment	22197	Rachel Yonai	-65.52
06/18/2025	Bill Payment	22182	Claire Sheridan	-418.00
06/18/2025	Bill Payment	22203	Steve Laubaugh	-525.00
06/18/2025	Bill Payment	22206	The Woven Trifecta	-100.00
06/18/2025	Bill Payment	22198	RoofTech Consulting and Man...	-1,410.00
06/18/2025	Bill Payment	22173	Allendale Township Library	-8.99
07/02/2025	Journal	0096 - Payroll		-28,127.26
07/02/2025	Journal	0096 - Payroll		-27.34
07/02/2025	Journal	0096 - Payroll		-139.08
07/02/2025	Journal	0096 - Payroll		-9,864.97
07/10/2025	Journal	0120 - MERS 457		-1,053.17
07/10/2025	Journal	0121 - MERS 457		-152.00
07/10/2025	Journal	0107 - Electric		-7,202.27
07/10/2025	Journal	0118 - MERS DB		-7,242.66
07/10/2025	Journal	0119 - MERS DC		-952.95
07/10/2025	Journal	0119 - MERS DC		-952.95
07/10/2025	Journal	0120 - MERS 457		-1,053.17
07/14/2025	Journal	0104 - Gas		-559.01
07/16/2025	Bill Payment	22221	Demco, Inc.	-1,134.25
07/16/2025	Bill Payment	22237	Midwest Tape	-3,499.70
07/16/2025	Bill Payment	22225	Heimler Consulting	-360.00
07/16/2025	Bill Payment	22236	Midwest Collaborative for Libr...	-18,940.91
07/16/2025	Bill Payment	22218	Chase Card Services	-11,684.84
07/16/2025	Bill Payment	22234	Maggie McKeithan	-467.26
07/16/2025	Bill Payment	22229	Kendall Electric Inc.	-315.06
07/16/2025	Bill Payment	22238	Muskegon Area District Library	-30.98
07/16/2025	Bill Payment	22213	Applied Innovation	-1,481.24
07/16/2025	Bill Payment	22230	Kuerth's Disposal	-97.00
07/16/2025	Bill Payment	22240	OverDrive, Inc.	-4,746.84
07/16/2025	Bill Payment	22241	Quill.com	-114.45
07/16/2025	Bill Payment	22232	Lakeland Library Cooperative	-7,178.85
07/16/2025	Journal	0114 - Payroll		-11.86
07/16/2025	Journal	0114 - Payroll		-139.08
07/16/2025	Journal	0114 - Payroll		-9,752.25
07/16/2025	Journal	0114 - Payroll		-27,770.34
07/16/2025	Bill Payment	22226	Hurst Mechanical	-1,594.77

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/16/2025	Bill Payment	22246	The Standard Insurance Com...	-719.00
07/16/2025	Bill Payment	22216	Cengage Learning, Inc. - Gale	-257.52
07/16/2025	Bill Payment	22239	Ottawa Area ISD	-363.60
07/16/2025	Bill Payment	22233	Loutit District Library	-104.97
07/16/2025	Bill Payment	22245	The Hartford	-277.00
07/16/2025	Bill Payment	22251	Wallace Ewing	-50.00
07/16/2025	Bill Payment	22211	Action Chemical	-205.70
07/16/2025	Bill Payment	22219	City Farmer Lawn & Landscape	-440.00
07/16/2025	Bill Payment	22228	Kanopy, Inc	-234.60
07/16/2025	Bill Payment	22249	TMobile	-456.66
07/16/2025	Bill Payment	22244	TH Brands	-13.00
07/16/2025	Bill Payment	22243	Tech Logic Corporation	-201.00
07/16/2025	Bill Payment	22222	Ecolab	-804.88
07/16/2025	Bill Payment	22250	Unique Management Services	-49.25
07/16/2025	Bill Payment	22210	Ace Hardware	-302.90
07/16/2025	Bill Payment	22220	Claire Sheridan	-3,039.01
07/16/2025	Bill Payment	22212	Amanda Rantanen	-37.80
07/16/2025	Bill Payment	22217	Center Point Publishing	-128.24
07/16/2025	Bill Payment	22214	Baker & Taylor Books	-4,410.12
07/18/2025	Bill Payment	22253	The Sherwin Williams Co.	-49.19
07/18/2025	Bill Payment	22252	Studio G	-1,236.88
07/30/2025	Journal	0115 - Payroll		-139.08
07/30/2025	Journal	0115 - Payroll		-35.56
07/30/2025	Journal	0115 - Payroll		-28,126.75
07/30/2025	Journal	0115 - Payroll		-9,838.98
07/31/2025	Journal	0127 - WMHIP		-15,622.30
07/31/2025	Journal	0126 - ADP Fees		-5.00
07/31/2025	Journal	0126 - ADP Fees		-194.40
07/31/2025	Journal	0126 - ADP Fees		-194.40
Total				-221,099.31

Deposits and other credits cleared (11)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/14/2025	Journal	0113 - MClass		150,000.00
07/18/2025	Receive Payment	ACH Deposit	OL - Loutit	34.98
07/18/2025	Journal	0125 - Tax Deposit		45,783.34
07/25/2025	Journal	0124 - Tax Deposit		10,009.65
07/28/2025	Journal	0123 - Tax Deposit		559.39
07/31/2025	Receive Payment		OA - Allendale	135.70
07/31/2025	Journal	0117 - Square		700.69
07/31/2025	Journal	0122 - Cash Deposit		1,566.23
07/31/2025	Receive Payment		Friends of SLDL (Reimbursable)	3,711.46
07/31/2025	Receive Payment		OC - Coopersville	3.00
07/31/2025	Receive Payment		OC - Coopersville	15.95
Total				212,520.39

Additional Information

Uncleared checks and payments as of 07/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/18/2025	Bill Payment	22185	Evan Schumann	-18.20
06/18/2025	Bill Payment	22202	Stephanie Rau	-160.00
07/16/2025	Bill Payment	22248	Thomas Klise/Crimson Multim...	-99.78
07/16/2025	Bill Payment	22247	The Woven Trifecta	-100.00
07/16/2025	Bill Payment	22224	Heather Smoes	-100.00
07/16/2025	Bill Payment	22235	Melanie Alm	-120.00
07/16/2025	Bill Payment	22231	Lake Odessa Community Libr...	-9.99
07/16/2025	Bill Payment	22227	Jenny Geuder	-200.00
07/16/2025	Bill Payment	22215	Calvary Building Services, LLC	-4,660.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/16/2025	Bill Payment	22223	Friends of Spring Lake District...	-2,247.65
07/16/2025	Bill Payment	22242	Sara Shambarger	-150.00
Total				-7,865.62

Uncleared deposits and other credits as of 07/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/31/2025	Journal	0117 - Square		43.40
Total				43.40

Uncleared checks and payments after 07/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/13/2025	Journal	0116 - Payroll		-9,846.19
08/13/2025	Journal	0116 - Payroll		-139.08
08/13/2025	Journal	0116 - Payroll		-31.01
08/13/2025	Journal	0116 - Payroll		-27,872.54
Total				-37,888.82

SLDL Capital Projects Fund
Balance Sheet
As of July 31, 2025

	<u>Jul 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
4001 · HNB Capital Fund Checking	23,668.21
4002 · Petty Cash	2.68
4005 · Michigan Class Investments	<u>247,451.55</u>
Total Checking/Savings	<u>271,122.44</u>
Total Current Assets	<u>271,122.44</u>
TOTAL ASSETS	<u><u>271,122.44</u></u>
LIABILITIES & EQUITY	
Equity	
4403 · Retained Earnings(Fund Balance)	328,676.51
Net Income	<u>-57,554.07</u>
Total Equity	<u>271,122.44</u>
TOTAL LIABILITIES & EQUITY	<u><u>271,122.44</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
July 2025

	<u>Jul 25</u>	<u>Jan - Jul 25</u>
Income		
4601 · Interest Income	3.90	40.77
4602 · Investment Fluctuation of MV's	917.16	6,842.28
4603 · Grant Revenue	0.00	10,654.92
4609 · Other Income	10,930.22	10,930.22
Total Income	<u>11,851.28</u>	<u>28,468.19</u>
Gross Profit	11,851.28	28,468.19
Expense		
4907 · Capital outlay	0.00	38,016.33
4908 · Construction expense	0.00	20,202.00
4920 · Building Expenses	0.00	27,803.93
Total Expense	<u>0.00</u>	<u>86,022.26</u>
Net Income	<u><u>11,851.28</u></u>	<u><u>-57,554.07</u></u>

11:44 AM

08/15/25

SLDL Capital Projects Fund

Reconciliation Detail

4001 · HNB Capital Fund Checking, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,734.09
Cleared Transactions						
Deposits and Credits - 2 items						
General Journal	07/16/2025	006 - ...		X	10,930.22	10,930.22
Deposit	07/31/2025			X	3.90	10,934.12
Total Deposits and Credits					10,934.12	10,934.12
Total Cleared Transactions					10,934.12	10,934.12
Cleared Balance					10,934.12	23,668.21
Register Balance as of 07/31/2025					10,934.12	23,668.21
Ending Balance					10,934.12	23,668.21



Library Director's Report

Maggie McKeithan, Library Director

August 20, 2025

The Finance Committee met last week. The first thing they discussed was our Capital Fund and our long-term strategy for how to fund the anticipated yearly capital costs. Over the 20 years we've been in this building, we've spent an average of \$250,000 per year on capital costs. This includes years where there were very few costs and the number was low to very big years when the roof needed to be replaced (2017) or we had a big renovation (2024). The 2026 Budget has a little money (\$2,700) set aside for Capital Fund expenses, plus we always find some savings throughout the year that we will also transfer – in 2024, it was \$15,000 transferred. Assuming the average yearly cost, we have about 3 years of fund balance for Capital Fund right now.

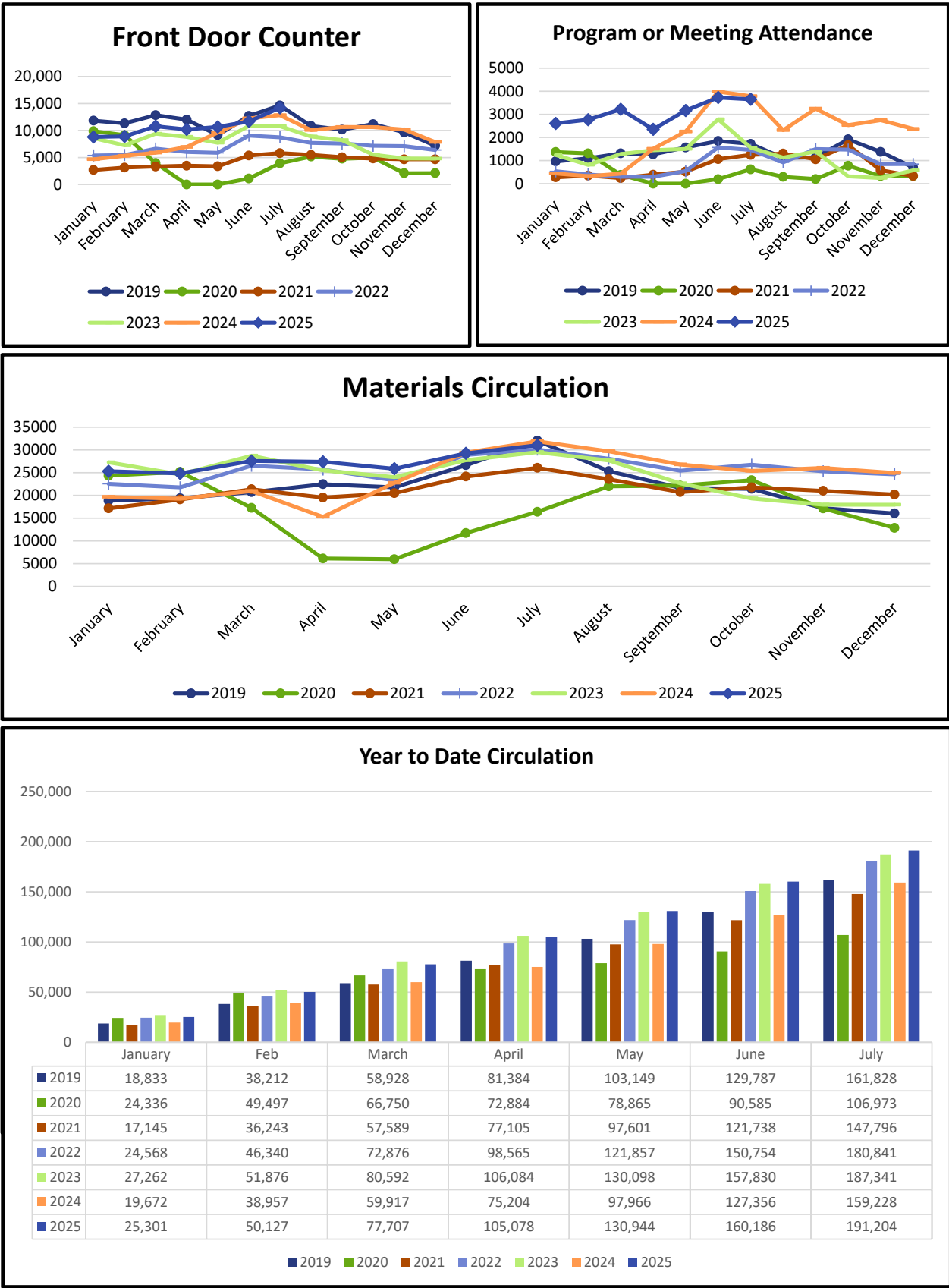
Additionally, the Finance Committee discussed the RHFV. The plan moving forward is to work with the Financial Consultant recommended by our auditor. The Board will be advised if/when there are action items to consider.

Context for the agenda and packet –

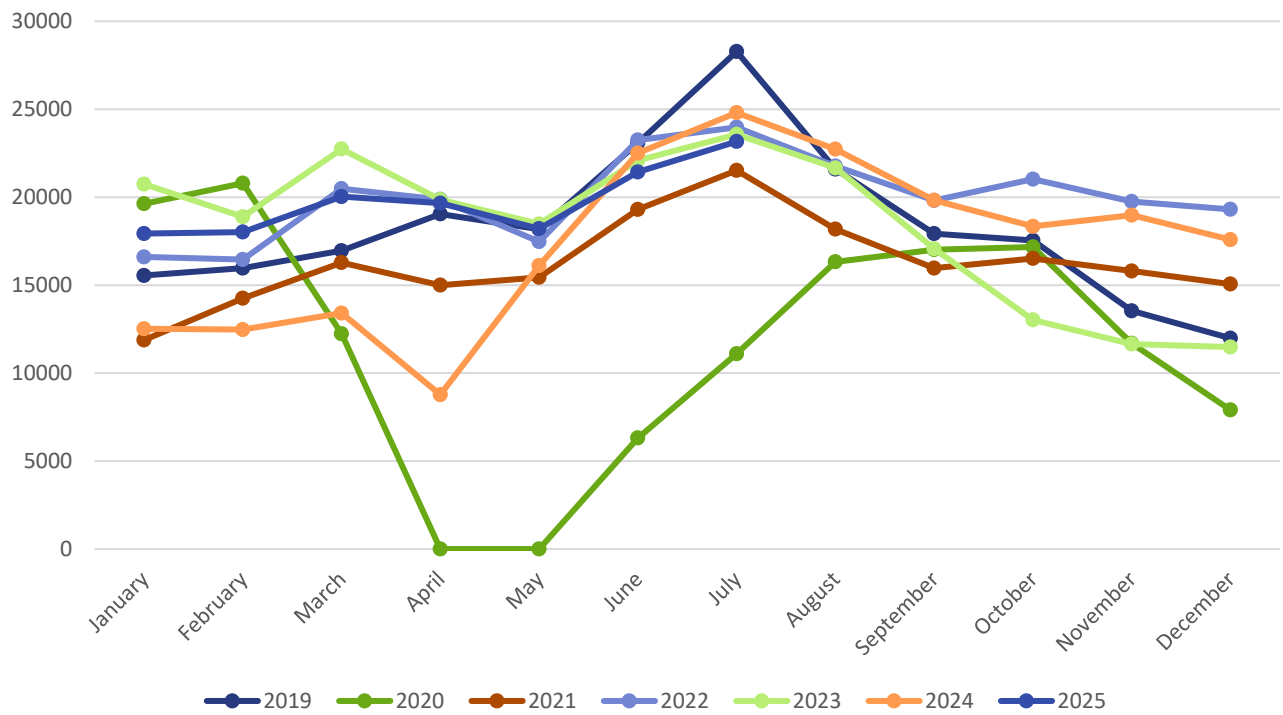
Capital Projects – Future Planning We are on track to take the building project out for bid by the end of August. We will put the RFP on our website for public view and we've also identified a handful of contractors that we will send the RFP to directly. Bids will be due by the end of September. We will likely need a Special Board Meeting to review the bids and accept one. I'm looking at October 3, if you would pencil that in to your schedules.

2026 Budget Draft At the July meeting, we looked at the budget proposal. No changes were suggested. The Finance Committee also reviewed it again last week with no suggested changes. Now that you've had a month to think about, is there more to discuss or ask questions about? This will be the final review/discussion of the draft, before coming up for a final vote to approve the 2026 Budget at the September Board meeting. Changes can still be made at the September meeting, if needed. The goal through the process is to be transparent about our decision-making and give the community an opportunity for feedback.

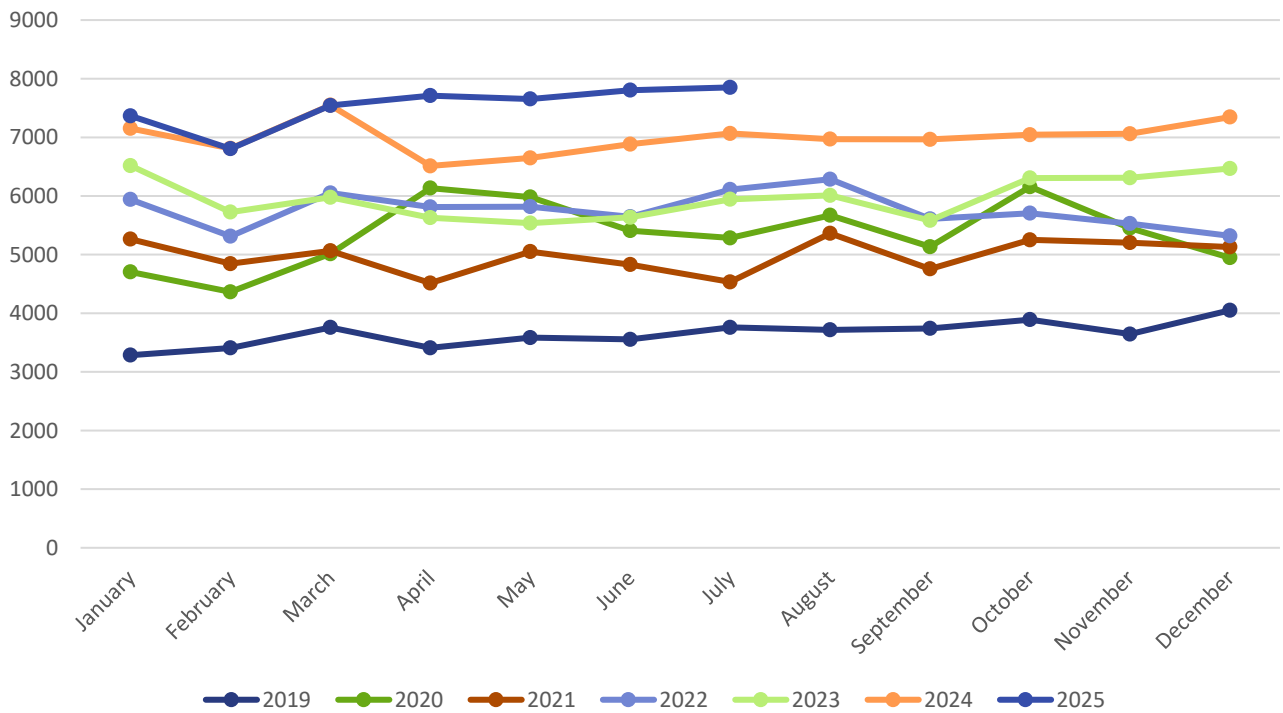
Monthly Statistics - to July 31, 2025



Print Materials Circulation



Digital Materials Circulation



**Spring Lake District Library
2026 Budget Draft**

Estimated Revenue	2026 Budget
Current Property Taxes (0.5089)	\$584,578
Current Property Taxes (1.0)	\$1,148,709
Grants, Gifts, and Contributions	\$172,000
Investment Income	\$61,000
Library Fines	\$2,000
Local Government Revenue	\$197,000
PILOT	\$3,000
State Revenue	\$16,000
Other Income	\$7,300
Fund Balance	\$0
	<hr/>
	\$2,191,587

Estimated Expenditures	2026 Budget
Capital Expenses	\$25,000
Materials	\$206,010
Operations	\$365,150
Personnel	\$1,484,219
Programming	\$52,500
Technology	\$56,000
Transfer to Capital Fund	\$2,708
	<hr/>
	\$2,191,587