

**Spring Lake District Library
Board Meeting Agenda**

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

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes –October 15, 2025
5. Financial report and approval of bills – October 2025
6. Director's Report
7. Building Project Updates – Sunroom Addition
8. Old business
9. New business
 - a. Post-Employment PTO Procedural Change
 - b. MERS Retiree Health Funding Vehicle (RHFV) Change
 - c. 2026 Calendar
 - d. 2026 Property and Liability Insurance Renewal
10. Public Comment
11. Adjourn the meeting

Spring Lake District Library Board Minutes October 15, 2025

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

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

Absent: Sheri Boon, Laurie Draeger, 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 Maria Boersma and supported by Bill Meyers. The motion was approved unanimously.

Public Comment: None

Motion to approve the minutes of September 17 & October 1, 2025, made by Skylar Garrison and supported by Maria Boersma. The motion was approved unanimously.

Motion to approve financial reports from September 2025 and approve payment of bills made by Maria Boersma and supported by Skylar Garrison. The motion was approved unanimously.

Director's Report

Maggie reviewed her report as printed in the Board Packet.

Building Project Updates - Sunroom Addition

- a. We will be moving forward with the project.

Old Business:

- a. None

New Business:

- a. Building Project Capital Purchase: sunroom sound system
 - i. **Motion to approve the quote of \$33,139.13 and move forward with Live Space for the sunroom sound system** was made by Skylar Garrison and supported by Maria Boersma. The motion was approved unanimously.

Public Comment:

- a. Culver's fundraiser raised almost \$500 in three hours for the Friends of the Library.
- b. October 19-25 is National Friends of the Library Week. They will be hosting a middle-grade guest author on October 22.
- c. Puzzle Palooza will be held on November 22. It is \$50 to enter per team of 2-6 people.

Meeting was adjourned at 3:02 p.m.

Respectfully submitted,
Skylar Garrison, Secretary

Spring Lake District Library

Balance Sheet

As of October 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Huntington Checking	140,048.00
Michigan Class Investments	1,481,177.22
Petty Cash	230.91
Total Bank Accounts	\$1,621,456.13
Accounts Receivable	\$ -93.47
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-173.37
Undeposited Funds	0.00
Total Other Current Assets	\$ -173.37
Total Current Assets	\$1,621,189.29
Other Assets	\$0.00
TOTAL ASSETS	\$1,621,189.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Deductions MERS DB	545.66
Accrued Payroll	0.00
Deferred Revenue	0.00
Due to Friends of the Library	1,379.80
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	152.00
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	\$4,654.33
Total Current Liabilities	\$4,654.33
Total Liabilities	\$4,654.33
Equity	\$1,616,534.96
TOTAL LIABILITIES AND EQUITY	\$1,621,189.29

Spring Lake District Library

Budget vs. Actuals

October 2025

	October	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	48.74	201,000.65	155,000.00	130%
Investment Fluctuation of MVs		66,058.46	60,000.00	110%
Investment Income	30.27	466.71	0.00	
Library Fines	369.57	6,108.63	2,000.00	305%
Local Government Revenue		198,930.63	185,000.00	108%
Other Income	1,058.95	9,859.75	5,850.00	169%
PILOT		2,769.37	3,000.00	92%
State Revenue		10,009.65	16,000.00	63%
Total Income	\$ 1,507.53	\$ 2,057,630.02	\$ 2,021,962.00	102%
Expenses				
Capital Outlay		8,971.13	25,000.00	36%
Materials	10,400.34	181,965.71	196,200.00	93%
Operations	20,210.72	324,797.41	360,400.00	90%
Personnel	105,252.63	1,123,399.95	1,353,362.00	83%
Programming	1,574.91	32,781.15	50,000.00	66%
Technology	6,729.07	38,523.39	37,000.00	104%
Total Expenses	\$ 144,167.67	\$ 1,710,438.74	\$ 2,021,962.00	85%

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

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	4.20%	\$4,186,751.77

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	4.20%	\$250,134.94

Bank Accounts	Balance
Huntington Checking - General Fund	\$140,048.00
Huntington Checking - Capital Projects	\$25,439.71
	\$165,487.71

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
October 16-November 19, 2025				
Date	Num	Name	Amount	Memo
11/19/2025	22372	Ace Hardware	\$ 30.15	
11/19/2025	22373	Action Chemical	\$ 409.64	
11/19/2025	22374	Alison Anderson	\$ 138.32	
11/19/2025	22375	Amanda Rantanen	\$ 19.60	
11/19/2025	22376	America's Test Kitchen	\$ 40.17	
11/19/2025	22377	Amy Poindexter	\$ 150.00	
11/19/2025	22378	Applied Innovation	\$ 1,983.00	copy/print
11/19/2025	22379	Architectural Hardware Co.	\$ 7,650.00	handicap doors grant
11/19/2025	22380	Baker & Taylor Books	\$ 16.22	
11/19/2025	22381	Brian Oberlin	\$ 300.00	
11/19/2025	22382	Cengage Learning, Inc. - Gale	\$ 229.53	
11/19/2025	22383	Center Point Publishing	\$ 131.39	
11/19/2025	22384	Chase Card Services	\$ 7,811.94	*see below
11/19/2025	22385	City Farmer Lawn & Landscape	\$ 630.00	lawn
11/19/2025	22386	Claire Sheridan	\$ 339.00	
11/19/2025	22387	Corry Lohman	\$ 130.20	
11/19/2025	22388	custar	\$ 929.68	office chairs
11/19/2025	22389	Foster Swift	\$ 1,151.00	legal
11/19/2025	22390	Friends of Spring Lake District Library	\$ 1,384.80	due to the friends
11/19/2025	22391	Hackley Public Library	\$ 23.95	
11/19/2025	22392	Heather Smoes	\$ 100.00	
11/19/2025	22393	Heimler Consulting	\$ 1,050.00	erates tech
11/19/2025	22394	Hurst Mechanical	\$ 1,594.77	bldg maint
11/19/2025	22395	Jamie & Company, LLC	\$ 1,050.00	cpr training
11/19/2025	22396	Jerry Berg	\$ 300.00	
11/19/2025	22397	Kanopy, Inc	\$ 389.30	
11/19/2025	22398	Kuerth's Disposal	\$ 199.00	
11/19/2025	22399	Lakeland Library Cooperative	\$ 6,936.56	llc
11/19/2025	22400	MADL	\$ 31.89	
11/19/2025	22401	Maggie McKeithan	\$ 63.32	
11/19/2025	22402	Melanie Alm	\$ 120.00	
11/19/2025	22403	Midwest Collaborative for Library Ser	\$ 3,500.20	digital materials
11/19/2025	22404	Ottawa Area ISD	\$ 357.30	
11/19/2025	22405	OverDrive, Inc.	\$ 3,782.10	digital materials
11/19/2025	22406	Pine Rest Christian Mental Health Ser	\$ 50.00	
11/19/2025	22407	Quill.com	\$ 249.75	
11/19/2025	22408	SenSource	\$ 432.00	
11/19/2025	22409	Stericycle	\$ 101.55	
11/19/2025	22410	Sweet Temptations	\$ 1,298.25	summer reading prizes
11/19/2025	22411	TH Brands	\$ 51.00	
11/19/2025	22412	The Sherwin Williams Co.	\$ 31.32	
11/19/2025	22413	The Standard Insurance Company	\$ 567.77	insurance
11/19/2025	22414	TMobile	\$ 459.34	circulating mobile hotspots

11/19/2025	22415	Town and Country Group	\$ 2,933.00	handicap doors grant
11/19/2025	22416	Trinity Health Workplace Health	\$ 50.00	
11/19/2025	22417	Village Baker	\$ 3,899.25	summer reading prizes
11/19/2025	22418	Wallace Ewing	\$ 50.00	
11/19/2025	22419	Melanie Alm	\$ 120.00	
		TOTAL	\$ 53,266.26	
		Chase Visa Charges:		
		Library & Office Supplies	\$ 1,232.81	
		Maintenance/Janitorial Supply	\$ 66.26	
		Programming:Youth Programming	\$ 238.26	
		Programming:Adult Programming	\$ 329.98	
		Programming	\$ 107.83	
		Building Maintenance	\$ 10.00	
		Professional/Contract Services	\$ 197.17	
		Technology Software/Supplies	\$ 907.24	
		Telephone & Internet	\$ 635.46	
		Cold Beverage Expenses	\$ 65.45	
		Hot Beverage Expenses	\$ 14.67	
		Books - Adult Fiction	\$ 650.79	
		Books - Adult Nonfiction	\$ 476.27	
		Books - Youth	\$ 402.30	
		Music/Videogames	\$ 158.98	
		Books:Books - Large Print	\$ 22.20	
		DVDs	\$ 246.38	
		Other Circulating Materials - Youth	\$ 44.20	
		Membership and Dues	\$ 241.00	
		Staff Inservice/Travel	\$ 1,693.89	
		Payroll (Fees)	\$ 70.80	
			\$ 7,811.94	

Spring Lake District Library

Huntington Checking, Period Ending 10/31/2025

RECONCILIATION REPORT

Reconciled on: 11/13/2025

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance	135,733.89
Service charge	-198.00
Interest earned	30.27
Checks and payments cleared (59)	-146,976.11
Deposits and other credits cleared (6)	153,056.95
Statement ending balance	141,647.00

Uncleared transactions as of 10/31/2025	-1,599.00
Register balance as of 10/31/2025	140,048.00
Cleared transactions after 10/31/2025	0.00
Uncleared transactions after 10/31/2025	-37,730.00
Register balance as of 11/13/2025	102,318.00

Details

Checks and payments cleared (59)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/17/2025	Bill Payment	22333	William Konkolesky	-300.00
09/17/2025	Bill Payment	22314	Karenleigh A. Overmann	-100.00
09/17/2025	Bill Payment	22322	Roy Portenga	-450.00
09/17/2025	Bill Payment	22332	Vanguard ID Systems	-532.77
10/08/2025	Journal	0163 -Payroll		-28,206.92
10/08/2025	Journal	0163 -Payroll		-9,780.94
10/08/2025	Journal	0163 -Payroll		-164.57
10/10/2025	Journal	0173 - Electric		-7,681.86
10/10/2025	Journal	0172 - Gas		-286.88
10/14/2025	Journal	0170 - MERS 457		-1,057.79
10/14/2025	Journal	0176 - MERS DB		-7,242.66
10/14/2025	Journal	0174 - WMHIP		-15,622.30
10/14/2025	Journal	0170 - MERS DC		-957.57
10/14/2025	Journal	0170 - MERS DC		-957.57
10/14/2025	Journal	0169 - 115 Trust		-150.00
10/14/2025	Journal	0170 - MERS 457		-1,057.79
10/15/2025	Bill Payment	22339	Bibliotheca, LLC	-2,081.42
10/15/2025	Bill Payment	22370	TMobile	-470.25
10/15/2025	Bill Payment	22362	Schindler Elevator Corporation	-247.29
10/15/2025	Bill Payment	22346	ElectroMedia	-825.00
10/15/2025	Bill Payment	22365	Stephanie Rau	-160.00
10/15/2025	Bill Payment	22371	Unique Management Services	-19.70
10/15/2025	Bill Payment	22334	Ace Hardware	-45.51
10/15/2025	Bill Payment	22367	The Sherwin Williams Co.	-80.51
10/15/2025	Bill Payment	22345	Claire Sheridan	-50.00
10/15/2025	Bill Payment	22341	Center Point Publishing	-131.39
10/15/2025	Bill Payment	22337	Baker & Taylor Books	-914.38
10/15/2025	Bill Payment	22357	Midwest Tape	-3,501.03
10/15/2025	Bill Payment	22351	Heimler Consulting	-360.00
10/15/2025	Bill Payment	22338	Barbe Anderson	-418.00
10/15/2025	Bill Payment	22342	Chase Card Services	-6,485.03
10/15/2025	Bill Payment	22355	Maggie McKeithan	-84.00
10/15/2025	Bill Payment	22356	Melanie Alm	-120.00
10/15/2025	Bill Payment	22336	Applied Innovation	-1,573.46
10/15/2025	Bill Payment	22363	Sparrow Signs, LLC	-491.80
10/15/2025	Bill Payment	22359	OverDrive, Inc.	-3,867.04
10/15/2025	Bill Payment	22360	Quill.com	-211.87
10/15/2025	Bill Payment	22343	Ground Up Supply Co.	-1,320.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/15/2025	Bill Payment	22366	The Library Network	-98.00
10/15/2025	Bill Payment	22353	Hurst Mechanical	-3,793.16
10/15/2025	Bill Payment	22368	The Standard Insurance Com...	-569.86
10/15/2025	Bill Payment	22364	Spring Lake Orchard Market	-66.43
10/15/2025	Bill Payment	22369	Thomas Klise/Crimson Multim...	-215.67
10/15/2025	Bill Payment	22335	Anne Rivers	-150.00
10/15/2025	Bill Payment	22347	FE Technologies American Co...	-268.00
10/15/2025	Bill Payment	22352	Herald Palladium	-139.32
10/15/2025	Bill Payment	22340	Cengage Learning, Inc. - Gale	-98.37
10/15/2025	Bill Payment	22358	Ottawa County Parks & Recre...	-100.00
10/15/2025	Bill Payment	22348	Foster Swift	-229.50
10/15/2025	Bill Payment	22349	Friends of Spring Lake District...	-1,825.82
10/15/2025	Bill Payment	22350	Griffin Pest Solutions	-477.00
10/15/2025	Bill Payment	22344	City Farmer Lawn & Landscape	-740.00
10/15/2025	Bill Payment	22354	Kanopy, Inc	-303.45
10/22/2025	Journal	0164 -Payroll		-28,918.40
10/22/2025	Journal	0164 -Payroll		-167.45
10/22/2025	Journal	0164 -Payroll		-10,116.19
10/31/2025	Journal	0166 - ADP Fees		-196.30
10/31/2025	Journal	0166 - ADP Fees		-304.59
10/31/2025	Journal	0166 - ADP Fees		-191.30
Total				-146,976.11

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/24/2025	Journal	0162 - Square Deposit		251.98
10/17/2025	Journal	0167 - MClass Trnsfr		150,000.00
10/17/2025	Journal	0175 - ADP correction		2.78
10/31/2025	Receive Payment	1491	SM - Hackley Public Library	16.99
10/31/2025	Journal	0168 - Cash Register		1,533.65
10/31/2025	Journal	0171 - Square Deposit		1,251.55
Total				153,056.95

Additional Information

Uncleared checks and payments as of 10/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/20/2025	Bill Payment	22289	Sweet Lou and the Savages	-599.00
08/20/2025	Bill Payment	22284	ODC Network	-350.00
09/17/2025	Bill Payment	22324	Steel Doin It	-400.00
09/17/2025	Bill Payment	22309	Heather Smoes	-100.00
10/15/2025	Bill Payment	22361	Sara Shambarger	-150.00
Total				-1,599.00

Uncleared checks and payments after 10/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/05/2025	Journal	0165 -Payroll		-166.95
11/05/2025	Journal	0165 -Payroll		-10,116.19
11/05/2025	Journal	0165 -Payroll		-27,446.86
Total				-37,730.00

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

	<u>Oct 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
4001 · HNB Capital Fund Checking	25,439.71
4002 · Petty Cash	2.68
4005 · Michigan Class Investments	250,134.94
Total Checking/Savings	<u>275,577.33</u>
Total Current Assets	<u>275,577.33</u>
TOTAL ASSETS	<u><u>275,577.33</u></u>
LIABILITIES & EQUITY	
Equity	
4403 · Retained Earnings(Fund Balance)	328,676.51
Net Income	-53,099.18
Total Equity	<u>275,577.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>275,577.33</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
October 2025

	<u>Oct 25</u>	<u>Jan - Oct 25</u>
Income		
4601 · Interest Income	5.40	56.17
4602 · Investment Fluctuation of MV's	891.54	9,525.67
4603 · Grant Revenue	0.00	10,654.92
4609 · Other Income	0.00	12,686.32
Total Income	<u>896.94</u>	<u>32,923.08</u>
Gross Profit	896.94	32,923.08
Expense		
4907 · Capital outlay	0.00	38,016.33
4908 · Construction expense	0.00	20,202.00
4909 · Professional fees	0.00	12,375.00
4920 · Building Expenses	0.00	15,428.93
Total Expense	<u>0.00</u>	<u>86,022.26</u>
Net Income	<u>896.94</u>	<u>-53,099.18</u>

SLDL Capital Projects Fund

11/14/2025 6:28 PM

Register: 4001 · HNB Capital Fund Checking

From 10/16/2025 through 11/19/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/31/2025			4601 · Interest Income	Interest		X	5.40	25,439.71
11/14/2025	008 - Mcl...		4005 · Michigan Class ...	transfer from ...			50,000.00	75,439.71
11/19/2025	1177	Architektura, PLC	4200 · Accounts payable		34,156.55			41,283.16

5:56 PM

11/14/25

SLDL Capital Projects Fund
Reconciliation Summary
4001 · HNB Capital Fund Checking, Period Ending 10/31/2025

	Oct 31, 25
Beginning Balance	25,434.31
Cleared Transactions	
Deposits and Credits - 1 item	5.40
Total Cleared Transactions	5.40
Cleared Balance	<u>25,439.71</u>
Register Balance as of 10/31/2025	25,439.71
Ending Balance	25,439.71



Library Director's Report
Maggie McKeithan, Library Director
November 19, 2025

Thanksgiving is coming up next week. We typically close at 5pm on Wednesday night and reopen on Saturday morning. We are also closed on Christmas Eve Day, Christmas Day, New Year's Eve Day, and New Year's Day.

Coming up on December 13 from 10am to 1pm, we will be hosting Community Christmas with Coldwell Banker. We will have Christmas activities throughout the library building, including pictures with Santa, crafts, and snacks. Thank you to Coldwell Banker, who has planned and paid for everything and will have their staff at the event to run all the activities. Extra library staff will also be on hand to assist and coordinate.

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.

Typically, monthly statistics are provided in the Board packet. The data is not quite available yet, but I should have it for the Wednesday meeting.

Context for the agenda and packet –

Building Project Updates Following the October meeting, we met with the architecture team and the contractor to talk over the project and determine if there were any places that seemed logical for cost savings. We identified about \$25,000 in anticipated savings by eliminating a water fountain out by the bike racks, changing to a different supplier for a book drop awning, and changing some light fixtures. We are still talking about other changes to meet our needs and our budget. The contractor anticipates that construction will start before Thanksgiving, and the completion date is still June 15. We are also getting closer to having the furniture sorted out, so my hope is that it will be ready to come to the Board at the December meeting.

Post-Employment PTO Procedural Change In the Spring when we were making changes to our PTO policy due to the new Earned Sick Time Act (ESTA), the Personnel Committee discussed the way that we currently pay out PTO at the end of employment and whether a change should be made. The best time to make that change would be at the beginning of a calendar year for a clean break, so now is the time for the full Library Board to discuss it. The Finance Committee also had a chance to discuss it last week. I've tried my best to summarize how we do it currently, how we would like to change it, and some of the rationale.

MERS Retiree Health Funding Vehicle (RHFV) Change This is a conversation the Library Board has been having for the last few years. At this time, it is up to the Library Board if they want to

move forward with the change in agreement. I've included a summary and a copy of the document that both parties will sign, which has been reviewed by our attorney.

2026 Calendar The Library Board formally approves the calendar for the following year. This calendar matches the 2025 calendar, including one staff training day in the spring and one in the fall. I've also marked the days that the Library Board will meet, assuming that you continue to meet on the third Wednesday of each month. Approving this calendar now does not mean that the Board could not change it at a later date.

2026 Property and Liability Insurance Renewal This is the primary insurance that covers the building and all of the contents, including all the books, furniture, artwork, computers, etc. We also carry worker's compensation and cyber insurance, but those renew on a different schedule.

Post-Employment PTO Procedural Change

November 19, 2025

When staff leave employment at the library, they often have a Paid Time Off (PTO) balance. Currently, any eligible PTO balance amount is paid out to the employee into a 115 Trust at MERS, to be used for health expenses only. A change has been suggested to make the benefit easier to use and less of a burden on those employees who don't earn very much PTO.

Current Procedure:

1. Employee earns PTO per the PTO formula in the Employee Manual.
2. MERS requires the employee to contribute \$2 per payroll, which keeps the 115 Trust open. This is used to pay yearly admin fees and earns some interest over time.
3. When the employee leaves employment, any earned PTO that meets the criteria established in the Employee Manual is paid out into their individual 115 Trust. This would be a non-taxable amount.
4. The ex-employee can use the balance in their 115 Trust for any medical expense until the account is at \$0.

Suggested Procedure:

1. Employee earns PTO per the PTO formula in the Employee Manual.
2. When the employee leaves employment, any earned PTO that meets the criteria established in the Employee Manual is paid out directly to the employee. This would be a taxable amount.

Rationales for changing:

- Our PTO structure has changed. In previous years, only employees who worked over 20 hours per week earned PTO, so the balances were typically higher when leaving employment. The Earned Sick Time Act went into effect last spring, so now all employees earn PTO. The \$2 per payroll is a bigger burden for those employees working fewer hours.
- The majority of the existing 115 Trusts for former employees do not show activity. The balances range from \$6 to \$30,000 and more. A PTO payout directly to the former employee might be a more usable benefit than what we're doing currently.

If this change goes into effect:

- All existing 115 Trust accounts for current and former employees would remain at MERS and continue being invested.
- Former employees would continue using their 115 accounts like they normally would.
- Current employees would stop contributing \$2 per payroll to the 115 Trust.
- Upon leaving employment, current employees would have access to the 115 Trust and receive a taxable pay out of earned eligible PTO balances.
- Anyone with a hire date on or after October 3, 2025 would not be enrolled in a 115 Trust at MERS.

If the Board is in favor of changing this procedure, the following motion is recommended to make the change at MERS:

I make the motion to close the MERS HCSP Division 300476 effective January 1, 2026, with no future contributions to be remitted and no future participants to be enrolled in the plan.

Retiree Health Funding Vehicle Change November 19, 2025

When the library switched from a Township Library to a District Library in the mid-1990s, an agreement was made between eligible employees and the library that the employees and their spouses would retain post-employment health care benefits, including health, dental, and vision coverage. A Retiree Health Funding Vehicle (RHFV) account was established at MERS and is fully funded. There are currently two eligible retirees and one spouse still in this program.

At committee meetings and the full Library Board, we've discussed that it might be mutually beneficial to end this long-term obligation. On September 25, 2025, the Library Board Chair Mary Eagin sent a letter proposing a one-time lump sum cash payment to the retirees, subject to approval by the Library Board, in exchange for the voluntary waiver of all rights to any future retiree health, dental, and vision benefits of any kind from the Library. On October 29, 2025, both retirees expressed written interest in accepting a lump sum payment for a specific dollar amount.

At this time, the agreement is in the hands of the Library Board. If the Library Board decides to move forward, the total cash required is \$212,569.50. If the Library Board votes to approve, it will go back to the retirees for their agreement. The agreement is not complete until both parties have signed.

If both parties sign the agreement, the cash amount would come from the General Fund. The RHFV fund at MERS would be dissolved and any remaining money in the account would come back to the Library. If the agreement does not go through, the Library will continue with the RHFV program as it is currently.

If the Board is in favor of accepting this agreement between the Library and the Retirees, the following motion is recommended:

I make the 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.

Retiree Buy-Out Agreement

This agreement is between **Spring Lake District Library** (“the Library”) and _____ (“Retiree”).

1. Background

The Library currently provides certain retirees with health, dental, and vision benefits under the Spring Lake District Library Retiree Health Care Plan and Agreement (the “Plan”). The Library Board has approved a one-time lump sum settlement program under which eligible retirees may elect to waive all rights to such benefits in exchange for a cash payment.

2. Lump Sum Payment

The Library will pay the Retiree a one-time amount of \$_____, minus any required taxes or withholdings (the “Payment”). This Payment will be made within ____ business days after both parties sign this Agreement.

3. Waiver and Release of Benefits

In consideration of the Payment, the Retiree voluntarily and irrevocably waives, releases, and relinquishes any and all rights that 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. This waiver applies to all forms of coverage, reimbursements, or payments that may otherwise have been available under the Program.

4. Acknowledgments

Retiree acknowledges that signing this Agreement is voluntary and that Retiree has had the opportunity to consult with tax and financial advisors.

Retiree understands that the Payment represents full and final settlement of any obligations the Library may have had with respect to retiree health, dental, or vision benefits.

5. Entire Agreement

This document is the complete agreement between the Library and the Retiree. It replaces any earlier understandings and communications about retiree benefits.

6. Agreement and Acceptance

By signing below, each party acknowledges that they have read and understand this Agreement and voluntarily agree to its terms. This Agreement will take effect once signed by both the Retiree and an authorized representative of the Library.

Spring Lake District Library:

By: _____

Name:

Title:

Date:

Retiree:

(Signature)

Name:

Date:

2026

January						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
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March						
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29	30	31				

April						
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19	20	21	22	23	24	25
26	27	28	29	30		

May						
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June						
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28	29	30				

SLDL Closed Dates	
Jan 1	New Year's Day
Feb 16	Presidents' Day – Staff Training Day
Apr 5	Easter Sunday
May 23-25	Memorial Day Wkd
Jul 4	Independence Day
Sep 5-7	Labor Day Wkd
Oct 12	Columbus Day – Staff Training Day
Nov 26	Thanksgiving Day
Nov 27	Day after Thanksgiving
Dec 24	Christmas Eve Day
Dec 25	Christmas
Dec 31	New Year's Eve Day

Closed on Sundays from
Memorial Day to Labor Day

July						
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August						
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30	31					

September						
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27	28	29	30			

SLDL Board Meeting Dates	
January 21	
February 18	
March 18	
April 15	
May 20	
June 17	
July 15	
August 19	
September 16	
October 21	
November 18	
December 16	

October						
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November						
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December						
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27	28	29	30	31		

Property and Liability Insurance Renewal – November 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