

**Spring Lake District Library  
Board Meeting Agenda**

**Wednesday, January 21, 2026  
Spring Lake District Library  
2pm**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes –December 15, 2025
5. Financial report and approval of bills – December 2025
6. Director's Report
7. Building Project Updates – Sunroom Addition
  - a. Financial Update
  - b. Furniture Package
8. Old business
  - a. MERS Retiree Health Funding Vehicle (RHFV) Change
  - b. Post-Employment PTO Procedural Change
  - c.
  - d.
9. New business
  - a. Executive Session – Legal
  - b. Flooring Quote – Lobby/Bathrooms
  - c. Salary Study
  - d.
10. Public Comment
11. Adjourn the meeting

## **Spring Lake District Library Board Minutes December 17, 2025**

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

**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 Skylar Garrison. The motion was approved unanimously.

**Public Comment:** None

**Motion to approve the minutes of November 19, 2025**, made by Maria Boersma and supported by Bill Meyers. The motion was approved unanimously.

**Motion to approve financial reports from November 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 with an estimated completion date of June 15, 2026.

### **Old Business:**

- a. MERS Retiree Health Funding Vehicle (RHFV) Change
  - i. Sheri Boon makes **a motion to approve the addendum to the MERS Health Care Savings Program Participation Agreement to create a group for Retiree health care eligible participants/spouses who waive their rights to retiree healthcare, of which Claire Sheridan, Tim Sheridan, and Barbara Anderson are the only and last individuals who are eligible for any post-employment health benefits from the library, and there are no future individuals or retirees of the library who will become eligible for any post-employment health benefits.** The motion was supported by Skylar Garrison. The motion was approved unanimously via roll call. (Skylar Garrison - yes, Bill Meyers - yes, Laurie Draeger - yes, Maria Boersma - yes, Mary Eagin - yes)

- ii. **Motion to cut the checks to MERS for the buyouts in early January of 2026** was made by Maria Boersma and supported by Bill Meyers. The motion was approved unanimously.
- b. 2026 Property and Liability Insurance Renewal
  - i. **Motion to renew the plan as written** made by Maria Boersma and supported by Laurie Draeger. The motion was approved unanimously.

**New Business:**

- a. Library Director Evaluation Policy
  - i. **Motion to approve the amended Library Director Evaluation Policy as written** made by Skylar Garrison and supported by Maria Boersma. The motion was approved unanimously.
- b. Library Director Evaluation 2025
  - i. **Motion to accept the 2025 evaluation** made by Laurie Draeger and supported by Skylar Garrison. The motion was approved unanimously.
  - ii. **Motion to give Maggie a 3% lump sum bonus based on her 2025 salary, and to be paid out in the final paycheck of 2025** made by Skylar Garrison and supported by Laurie Draeger. The motion was approved unanimously.
- c. 2026 Salary Schedule
  - i. **Motion to approve the Salary Schedule with the 2026 COLA adjusted salary steps with a 2.7% increase in pay** made by Maria Boersma and supported by Laurie Draeger. The motion was approved unanimously.
- d. 2025 Budget Amendment
  - i. **Motion to approve the 2025 budget amendment as written and move \$21,760 to the Capital Fund** made by Skylar Garrison and supported by Maria Boersma. The motion was approved unanimously via roll call. (Skylar Garrison - yes, Bill Meyers - yes, Laurie Draeger - yes, Maria Boersma - yes, Mary Eagin - yes)

**Public Comment:**

- a. The Friends of the Library have their largest ever membership at 70 members.
- b. The Friends of the Library held their Puzzle Palooza on November 22. They made \$1,522 for the library.

**Meeting was adjourned at 2:52 p.m.**

Respectfully submitted,  
Skylar Garrison, Secretary

# Spring Lake District Library

## Balance Sheet

As of December 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Huntington Checking	232,790.42
Michigan Class Investments	1,195,793.26
Petty Cash	230.91
<b>Total Bank Accounts</b>	<b>\$1,428,814.59</b>
Accounts Receivable	\$9,051.97
Other Current Assets	
Accrued Interest	0.00
Credit Card Payment Receivable	-205.57
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ -205.57</b>
<b>Total Current Assets</b>	<b>\$1,437,660.99</b>
Other Assets	\$19,678.97
<b>TOTAL ASSETS</b>	<b>\$1,457,339.96</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	\$28,969.92
Other Current Liabilities	
Accrued Deductions MERS DB	818.49
Accrued Payroll	11,766.98
Deferred Revenue	0.00
Due to Friends of the Library	-5.00
EE Garnishment	195.86
EE Portion Health Insurance	0.00
Health Savings Plan 115 Trust	221.00
MERS 457	4,171.62
MERS DC EE Portion	0.01
MERS Roth 457	1,070.99
Taxes for Future Period	0.00
Withheld Payroll Taxes	196.18
<b>Total Other Current Liabilities</b>	<b>\$18,436.13</b>
<b>Total Current Liabilities</b>	<b>\$47,406.05</b>
<b>Total Liabilities</b>	<b>\$47,406.05</b>
Equity	\$1,409,933.91
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,457,339.96</b>

# Spring Lake District Library

## Budget vs. Actuals

### DEC 2025

	DEC	YTD	Budget	% of Budget
<b>Income</b>				
Budgetary Fund Balance Income	0.00	0.00	0.00	n/a
Current Property Taxes .60 mil	0.00	536,656.69	536,656.00	100%
Current Property Taxes 1.12 mil	0.00	1,025,935.32	1,025,935.00	100%
Grants,Gifts and Contributions	17.75	201,030.16	201,012.00	100%
Investment Income	4,313.08	75,626.94	71,312.00	106%
Library Fines	204.52	15,562.41	6,197.00	251%
Local Government Revenue	0.00	199,079.16	199,079.00	100%
Other Income	925.85	11,688.15	10,762.00	109%
PILOT	0.00	2,769.37	2,769.00	100%
State Revenue	0.00	10,009.65	10,000.00	100%
<b>Total Income</b>	<b>\$ 5,461.20</b>	<b>\$ 2,078,357.85</b>	<b>\$ 2,063,722.00</b>	<b>101%</b>
<b>Expenses</b>				
Capital Outlay	5,795.05	14,766.18	25,000.00	59%
Materials	1,979.23	186,033.49	198,200.00	94%
Operations	46,096.52	362,255.52	397,160.00	91%
Personnel	148,239.31	1,333,878.45	1,353,362.00	99%
Programming	7,468.79	39,095.69	45,000.00	87%
Technology	-82.81	38,886.02	45,000.00	86%
<b>Total Expenses</b>	<b>\$ 209,496.09</b>	<b>\$ 1,974,915.35</b>	<b>\$ 2,063,722.00</b>	<b>96%</b>

**Spring Lake District Library  
Bank Accounts and Investments Summary  
as of December 2025**

<b>General Fund - Money Market</b>	<b>Avg Yield</b>	<b>Market Value</b>
GF - Michigan Class Investments - 0001	3.95%	<b>\$1,195,793.26</b>

<b>Capital Fund - Money Market</b>	<b>Avg Yield</b>	<b>Market Value</b>
CF - Michigan Class Investments - 0002	3.95%	<b>\$201,574.76</b>

<b>Bank Accounts</b>	<b>Balance</b>
Huntington Checking - General Fund	\$232,790.42
Huntington Checking - Capital Projects	<u>\$36,553.82</u>
	<b>\$269,344.24</b>

Check Detail Report - GF HNB Checking				
Spring Lake District Library				
December 18, 2025-January 21, 2026				
Date	Number	Name	Amount	Notes
12/19/2025	22457	Anne Rivers	\$ 250.00	
12/22/2025	22458	Claire Sheridan	\$ 3,515.86	retiree health reimb
1/21/2026	22460	Melanie Alm	\$ 120.00	
1/21/2026	22461	4Imprint	\$ 3,752.52	blizzard of books
1/21/2026	22462	Ace Hardware	\$ 122.10	
1/21/2026	22463	Acoustic Oasis	\$ 250.00	
1/21/2026	22464	Action Chemical	\$ 515.90	janitorial
1/21/2026	22465	Applied Innovation	\$ 1,210.91	copy/print
1/21/2026	22466	Architectural Hardware Co.	\$ 150.00	
1/21/2026	22467	Barbe Anderson	\$ 62.73	
1/21/2026	22468	BHS Insurance	\$ 13,518.00	insurance
1/21/2026	22469	CAPITAL AREA DISTRICT LIBRARIES	\$ 19.97	
1/21/2026	22470	Cengage Learning, Inc. - Gale	\$ 259.92	
1/21/2026	22471	Center Point Publishing	\$ 165.34	
1/21/2026	22472	Chase Card Services	\$ 11,455.72	* see below
1/21/2026	22473	Direct Electric, Inc.	\$ 1,607.75	bldg maint
1/21/2026	22474	EBSCO	\$ 4,755.85	digital materials
1/21/2026	22475	Ecolab	\$ 114.03	
1/21/2026	22476	Freeport District Library	\$ 11.15	
1/21/2026	22477	Friends of Spring Lake District Library	\$ 773.70	due to the friends
1/21/2026	22478	Heimler Consulting	\$ 360.00	
1/21/2026	22479	Herrick District Library	\$ 17.99	
1/21/2026	22480	Howard Miller Public Library	\$ 14.00	
1/21/2026	22481	Hurst Mechanical	\$ 2,223.10	bldg maint
1/21/2026	22482	Ingram Library Services	\$ 107.84	
1/21/2026	22483	Kanopy, Inc	\$ 513.40	digital materials
1/21/2026	22484	Kuerth's Disposal	\$ 97.00	
1/21/2026	22485	Lakeland Library Cooperative	\$ 6,199.35	lakeland
1/21/2026	22486	Loutit District Library	\$ 25.94	
1/21/2026	22487	Maggie McKeithan	\$ 257.58	
1/21/2026	22488	Melanie Alm	\$ 120.00	
1/21/2026	22489	Midwest Tape	\$ 3,499.69	digital materials
1/21/2026	22490	Ottawa Area ISD	\$ 357.30	
1/21/2026	22491	OverDrive, Inc.	\$ 3,857.91	digital materials
1/21/2026	22492	Tech Logic Corporation	\$ 1,745.00	software & supplies
1/21/2026	22493	The Library Network	\$ 98.00	
1/21/2026	22494	The Standard Insurance Company	\$ 719.00	insurance
1/21/2026	22495	Tiles Excavating, Inc.	\$ 982.50	snow removal
1/21/2026	22496	TMobile	\$ 453.40	
1/21/2026	22497	Trinity Health Workplace Health	\$ 50.00	
1/21/2026	22498	Value Line	\$ 5,895.00	database
1/21/2026	22499	WATKINS ROSS	\$ 1,850.00	actuarial
1/21/2026	22500	Zoobean	\$ 1,064.08	software
		<b>TOTAL</b>	<b>\$ 73,139.53</b>	
		<b>Chase Visa Charges:</b>		
		Library & Office Supplies	\$1,113.92	
		Maintenance/Janitorial Supply	\$122.62	
		Programming:Youth Programming	\$1,357.66	
		Programming:Adult Programming	\$166.63	
		Blizzard of Books Prizes	\$ 498.78	
		Summer Reading Prizes	\$165.00	
		Building Maintenance	\$883.05	
		Professional/Contract Services	\$301.69	
		Capital Outlay	\$2,821.88	
		Technology Software/Supplies	\$1,057.01	
		Telephone & Internet	\$801.58	
		Cold Beverage Expenses	\$63.43	
		Books - Adult Fiction	\$343.61	
		Books - Adult Nonfiction	\$75.93	
		Books -Youth	\$101.64	
		Video Games	\$389.43	
		DVD's	\$337.97	
		Other Circulating Materials - Adult	\$185.18	
		Marketing	\$14.06	
		Membership and Dues	\$240.00	
		Staff Inservice/Travel	\$343.85	
		Payroll (Fees)	\$70.80	
			<b>\$11,455.72</b>	

## Spring Lake District Library

Huntington Checking, Period Ending 12/31/2025

## RECONCILIATION REPORT

Reconciled on: 01/15/2026

Reconciled by: Amanda Rantanen

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

## Summary

USD

Statement beginning balance	146,487.73
Service charge	-198.00
Interest earned	32.06
Checks and payments cleared (69)	-199,296.24
Deposits and other credits cleared (6)	308,363.40
Statement ending balance	255,388.95

Uncleared transactions as of 12/31/2025	-235,168.03
Register balance as of 12/31/2025	20,220.92
Cleared transactions after 12/31/2025	0.00
Uncleared transactions after 12/31/2025	784,688.97
Register balance as of 01/15/2026	804,909.89

## Details

Checks and payments cleared (69)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/20/2025	Bill Payment	22289	Sweet Lou and the Savages	-599.00
11/19/2025	Bill Payment	22377	Amy Poindexter	-150.00
11/19/2025	Bill Payment	22381	Brian Oberlin	-300.00
11/19/2025	Bill Payment	22417	Village Baker	-3,899.25
11/19/2025	Bill Payment	22407	Quill.com	-249.75
11/19/2025	Bill Payment	22399	Lakeland Library Cooperative	-6,936.56
11/19/2025	Bill Payment	22387	Corry Lohman	-130.20
11/19/2025	Bill Payment	22418	Wallace Ewing	-50.00
11/19/2025	Bill Payment	22391	Hackley Public Library	-23.95
11/19/2025	Bill Payment	22386	Claire Sheridan	-339.00
11/19/2025	Bill Payment	22375	Amanda Rantanen	-19.60
11/19/2025	Bill Payment	22376	America's Test Kitchen	-40.17
11/19/2025	Bill Payment	21622	Midwest Collaborative for Libr...	-3,500.20
11/19/2025	Bill Payment	22378	Applied Innovation	-1,983.00
11/19/2025	Bill Payment	22400	MADL	-31.89
12/03/2025	Journal	0191 - Payroll		-148.49
12/03/2025	Journal	0191 - Payroll		-9,227.65
12/03/2025	Journal	0191 - Payroll		-26,551.43
12/10/2025	Journal	0197 - Electric		-5,100.96
12/11/2025	Journal	0185 - MERS 457		-1,057.79
12/11/2025	Journal	0199 - Gas		-1,185.84
12/11/2025	Journal	0186 - MERS DB		-7,242.66
12/11/2025	Journal	0185 - MERS 457		-1,057.79
12/11/2025	Journal	0183 - MERS DC		-957.57
12/11/2025	Journal	0183 - MERS DC		-957.57
12/11/2025	Journal	0184 - MERS 115 Trust		-144.00
12/14/2025	Journal	0204 - WMHIP		-13,682.28
12/17/2025	Journal	0206 - Payroll		-28,648.12
12/17/2025	Bill Payment	22427	Chase Card Services	-7,463.62
12/17/2025	Bill Payment	22456	White Lake Community Library	-43.94
12/17/2025	Bill Payment	22423	Applied Innovation	-1,536.54
12/17/2025	Bill Payment	22447	RoofTech Consulting and Man...	-1,950.00
12/17/2025	Bill Payment	22438	Kuerth's Disposal	-97.00
12/17/2025	Bill Payment	22442	OverDrive, Inc.	-4,071.16
12/17/2025	Bill Payment	22445	Quill.com	-595.44
12/17/2025	Journal	0206 - Payroll		-116.09
12/17/2025	Journal	0206 - Payroll		-9,941.75
12/17/2025	Bill Payment	22434	Hurst Mechanical	-1,594.77



DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/17/2025	Bill Payment	22435	InfoUSA Marketing, Inc.	-365.00
12/17/2025	Bill Payment	22443	pens.com	-232.08
12/17/2025	Bill Payment	22450	The Standard Insurance Com...	-642.34
12/17/2025	Bill Payment	22425	Cengage Learning, Inc. - Gale	-161.55
12/17/2025	Bill Payment	22449	Starboard	-360.00
12/17/2025	Bill Payment	22432	Foster Swift	-237.50
12/17/2025	Bill Payment	22439	MADL	-31.89
12/17/2025	Bill Payment	22433	Friends of Spring Lake District...	-974.50
12/17/2025	Bill Payment	22452	Total Fire Protection	-261.00
12/17/2025	Bill Payment	22437	Kanopy, Inc	-427.55
12/17/2025	Bill Payment	22451	TMobile	-456.36
12/17/2025	Bill Payment	22448	Schindler Elevator Corporation	-1,626.50
12/17/2025	Bill Payment	22421	Alison Anderson	-136.64
12/17/2025	Bill Payment	22429	Cummins	-812.88
12/17/2025	Bill Payment	22446	Rachel Yonai	-44.45
12/17/2025	Bill Payment	22455	Unique Management Services	-59.10
12/17/2025	Bill Payment	22420	Ace Hardware	-807.49
12/17/2025	Bill Payment	22453	Town & Country Group	-1,754.59
12/17/2025	Bill Payment	22431	EBSCO	-2,701.00
12/17/2025	Bill Payment	22422	Amanda Rantanen	-44.80
12/17/2025	Bill Payment	22426	Center Point Publishing	-131.39
12/17/2025	Bill Payment	22430	Demco, Inc.	-445.60
12/17/2025	Bill Payment	22441	Midwest Tape	-7,000.00
12/17/2025	Bill Payment	22424	Barbe Anderson	-748.00
12/24/2025	Journal	0216 - Supplies		-715.98
12/31/2025	Journal	0217 - ADP		-194.40
12/31/2025	Journal	0217 - ADP		-191.30
12/31/2025	Journal	0207 - Payroll		-116.09
12/31/2025	Journal	0207 - Payroll		-9,426.79
12/31/2025	Journal	0217 - ADP		-5.00
12/31/2025	Journal	0207 - Payroll		-26,559.44
Total				-199,296.24

#### Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Journal	0192 - Square		34.91
12/17/2025	Journal	0200 - Mclass		150,000.00
12/19/2025	Journal	0226 - E-Rates		493.50
12/26/2025	Journal	0212 - Tax Income		155,971.23
12/30/2025	Journal	0214 - Cash Register		1,478.30
12/31/2025	Journal	0201 - Square		385.46
Total				308,363.40

#### Additional Information

##### Uncleared checks and payments as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/19/2025	Bill Payment	22402	Melanie Alm	-120.00
11/19/2025	Bill Payment	22392	Heather Smoes	-100.00
11/19/2025	Bill Payment	22396	Jerry Berg	-300.00
12/17/2025	Bill Payment	22440	Marie Rothenberger	-400.00
12/17/2025	Bill Payment	22444	PM Engraving Company	-104.90
12/17/2025	Bill Payment	22436	INTERPHASE INTERIORS	-2,541.26
12/17/2025	Bill Payment	22454	Trinity Health Workplace Health	-100.00
12/17/2025	Bill Payment	22428	Claire Sheridan	-1,470.00
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
12/31/2025	Journal	0220 - Retiree Buyout		-212,569.50

Total -243,231.52

Uncleared deposits and other credits as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/31/2025	Journal	0213 - RHFV Reimb		8,063.49
Total				8,063.49

Uncleared checks and payments after 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/05/2026	Journal	0208 - Payroll Bonus		-2,226.89
01/05/2026	Check	22459	Insight Benefit Administrators	-15,000.00
01/05/2026	Journal	0208 - Payroll Bonus		-931.12
01/12/2026	Journal	0203 - Electric		-5,204.98
01/13/2026	Journal	0202 - Gas		-2,232.87
01/14/2026	Journal	0225 - DB		-7,515.49
01/14/2026	Journal	0223 - DC		-957.57
01/14/2026	Journal	0223 - DC		-957.57
01/14/2026	Journal	0223 - DC		-156.88
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
Total				-94,578.49

Uncleared deposits and other credits after 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/07/2026	Journal	0218 - RHFV Buyout		212,569.50
01/12/2026	Journal	0215 - Tax Income		666,697.96
Total				879,267.46

**SLDL Capital Projects Fund**  
**Balance Sheet**  
As of December 31, 2025

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	<u>Dec 31, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
HNB Capital Fund Checking	36,553.82
Michigan Class Investments	201,574.76
Petty Cash	2.68
<b>Total Checking/Savings</b>	<u>238,131.26</u>
<b>Total Current Assets</b>	<u>238,131.26</u>
<b>TOTAL ASSETS</b>	<u><u>238,131.26</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts payable	58,863.80
<b>Total Accounts Payable</b>	<u>58,863.80</u>
<b>Total Current Liabilities</b>	<u>58,863.80</u>
<b>Total Liabilities</b>	58,863.80
<b>Equity</b>	
Retained Earnings(Fund Balance)	328,676.51
Net Income	-149,409.05
<b>Total Equity</b>	<u>179,267.46</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>238,131.26</u></u>

**SLDL Capital Projects Fund**  
**Profit & Loss YTD Comparison**  
**December 2025**

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	<u>Dec 25</u>	<u>Jan - Dec 25</u>
<b>Income</b>		
Grant Revenue	0.00	10,654.92
Interest Income	12.28	78.13
Investment Fluctuation of MV's	674.61	10,965.49
Operating transfers in	21,760.00	21,760.00
Other Income	0.00	12,686.32
	<u>22,446.89</u>	<u>56,144.86</u>
<b>Total Income</b>		
	<u>22,446.89</u>	<u>56,144.86</u>
<b>Gross Profit</b>		
	22,446.89	56,144.86
<b>Expense</b>		
Building Expenses	0.00	15,428.93
Capital outlay	0.00	64,527.63
Construction expense	58,863.80	79,065.80
Professional fees	0.00	46,531.55
	<u>58,863.80</u>	<u>205,553.91</u>
<b>Total Expense</b>		
	<u>58,863.80</u>	<u>205,553.91</u>
<b>Net Income</b>	<u><u>-36,416.91</u></u>	<u><u>-149,409.05</u></u>

# SLDL Capital Projects Fund

1/17/2026 5:08 PM

Register: HNB Capital Fund Checking

From 12/18/2025 through 01/21/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2025			Interest Income	Interest		X	12.28	14,793.82
12/31/2025	009 - Tnsfr		Operating transfers in	transfer from G...			21,760.00	36,553.82
01/19/2026	010 - Tnsfr		Michigan Class Invest...	transfer in from...			50,000.00	86,553.82
01/21/2026	1179	American Security C...	Accounts payable		1,415.00			85,138.82
01/21/2026	1180	Tridonn Construction...	Accounts payable		57,448.80			27,690.02

5:01 PM

01/17/26

**SLDL Capital Projects Fund**  
**Reconciliation Summary**  
**4001 - HNB Capital Fund Checking, Period Ending 12/31/2025**

---

	<u>Dec 31, 25</u>	
Beginning Balance		75,449.39
Cleared Transactions		
Checks and Payments - 1 item	-34,156.55	
Deposits and Credits - 1 item	12.28	
Total Cleared Transactions	<u>-34,144.27</u>	
Cleared Balance		<u>41,305.12</u>
Uncleared Transactions		
Checks and Payments - 1 item	-26,511.30	
Deposits and Credits - 1 item	21,760.00	
Total Uncleared Transactions	<u>-4,751.30</u>	
Register Balance as of 12/31/2025		<u>36,553.82</u>
New Transactions		
Checks and Payments - 2 items	-58,863.80	
Deposits and Credits - 1 item	50,000.00	
Total New Transactions	<u>-8,863.80</u>	
Ending Balance		<u>27,690.02</u>



# **Library Director's Report**

## **Maggie McKeithan, Library Director**

### **January 21, 2026**

This week, we had a very well-attended program about Viking Combat. There was a wide range of ages, which was nice to see. The January concert by the fireplace on Sunday was particularly popular, with over 200 in attendance. We're developing some strategies about how to manage the crowd on those days, including staffing, furniture, and chair placement, because it can get chaotic quickly. We've also added Chair Yoga twice a month, which has been very popular.

Each January, I complete a large statistical report to submit to the State. This is required in order to be eligible to receive State Aid funds. The statistics are related to circulation numbers, program attendance, collection size, and staffing levels, among many other things.

Context for the agenda and packet –

**Building Project Updates – Financial Update** From here out, I will include a spreadsheet to track income and expenses for the building addition.

**Building Project Updates – Furniture Package** We have finally gathered all the quotes needed to make decisions about furniture in our new spaces. I've created several options for the Board to review, along with some floor layouts and renderings.

**MERS Retiree Health Funding Vehicle (RHFV) Change** We're ready to close the RHFV, now that our obligation to the retirees has been fulfilled.

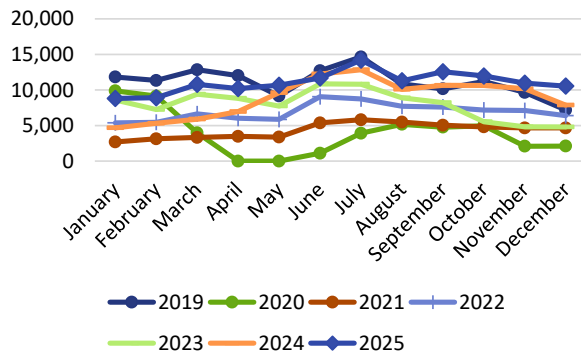
**Executive Session – Legal** At this point in the meeting, the Board President will call the Board into Executive Session and ask everyone else to step out. The Board may invite anyone relevant to the discussion (like the Library Director, for example) to stay. I do not anticipate the session lasting very long.

**Flooring Quote** I've included some backstory and a summary of the flooring quote. If you would like access to the complete itemized quote, I'm happy to send it upon request.

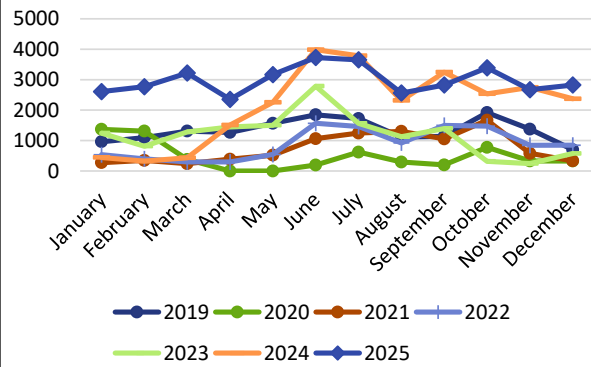
**Salary Study** The salary study proposals are quite lengthy, so I haven't included them here. If you would like to see the full proposals, just let me know.

## Monthly Statistics - to December 31, 2025

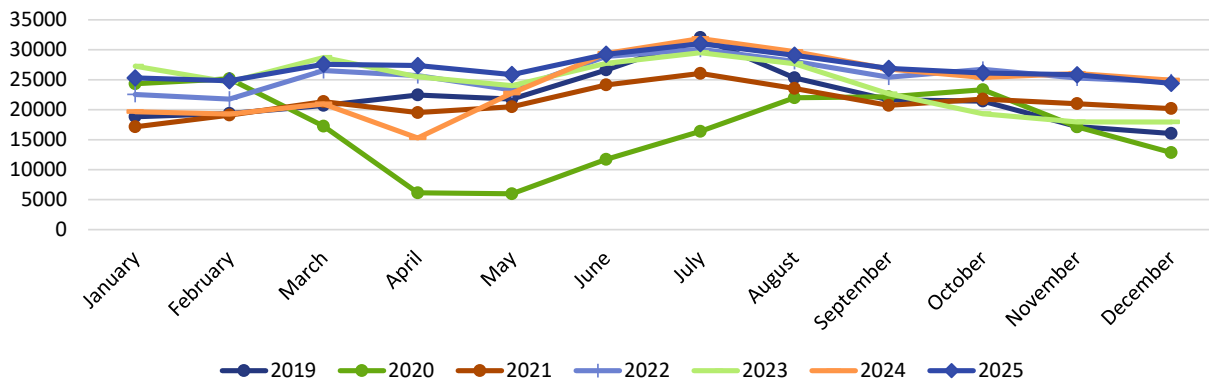
### Front Door Counter



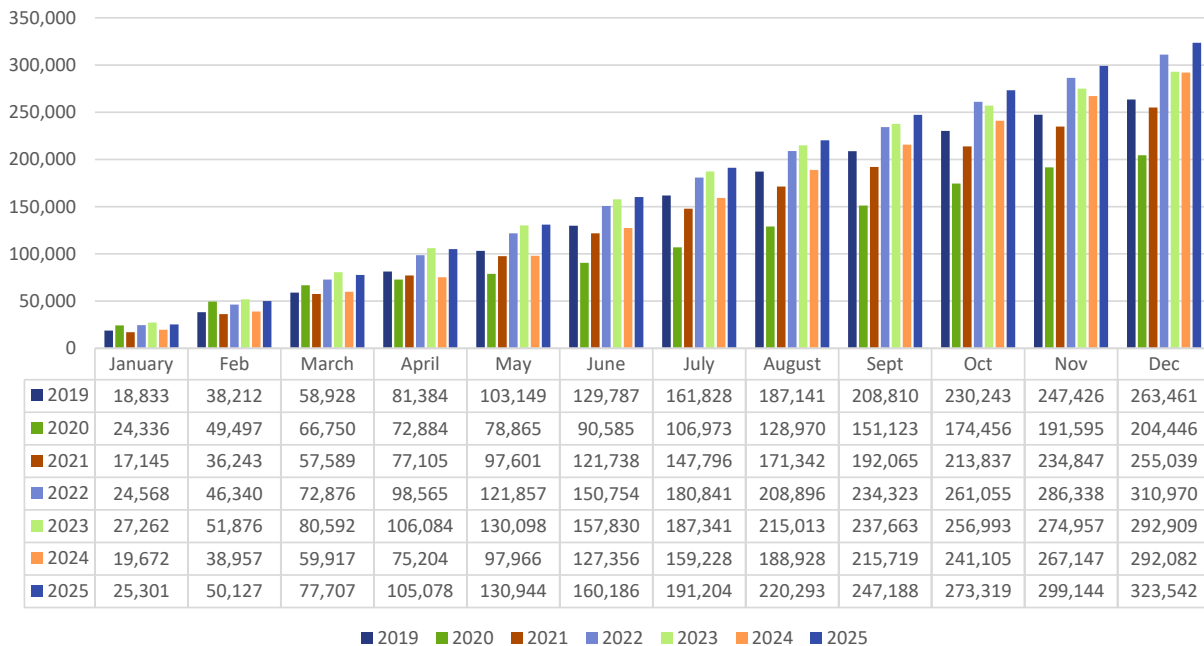
### Program or Meeting Attendance



### Materials Circulation

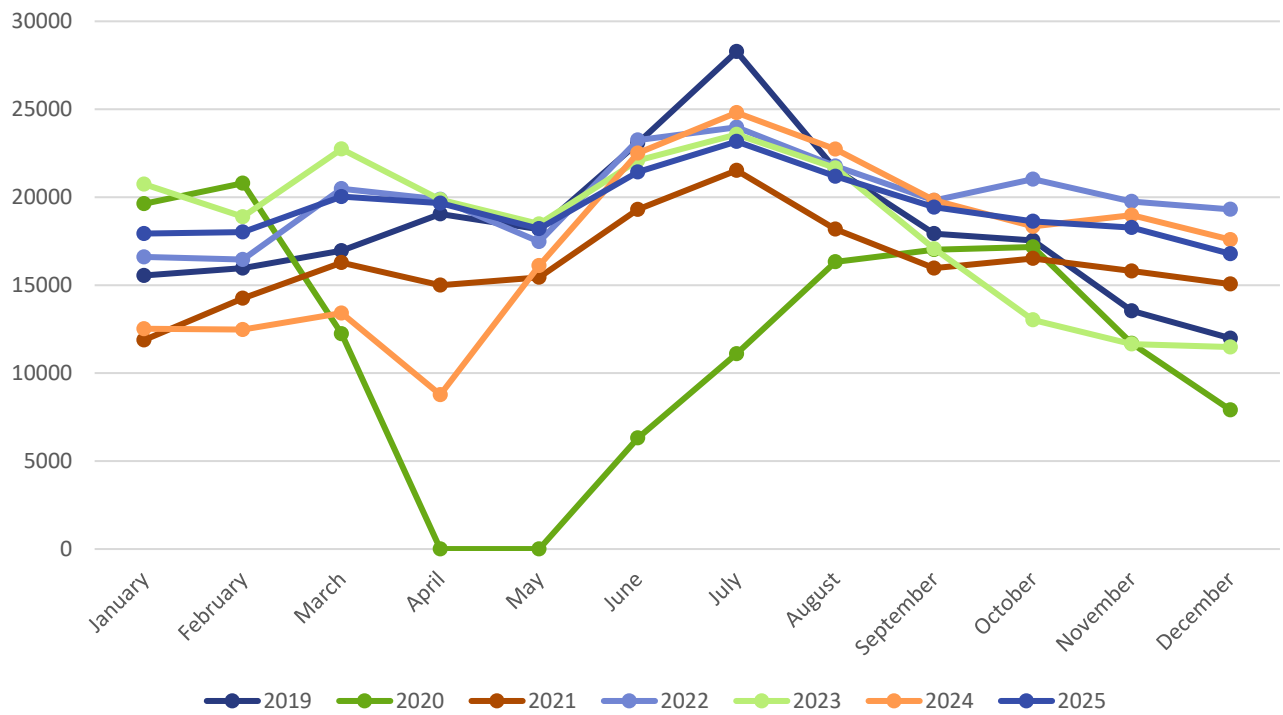


### Year to Date Circulation

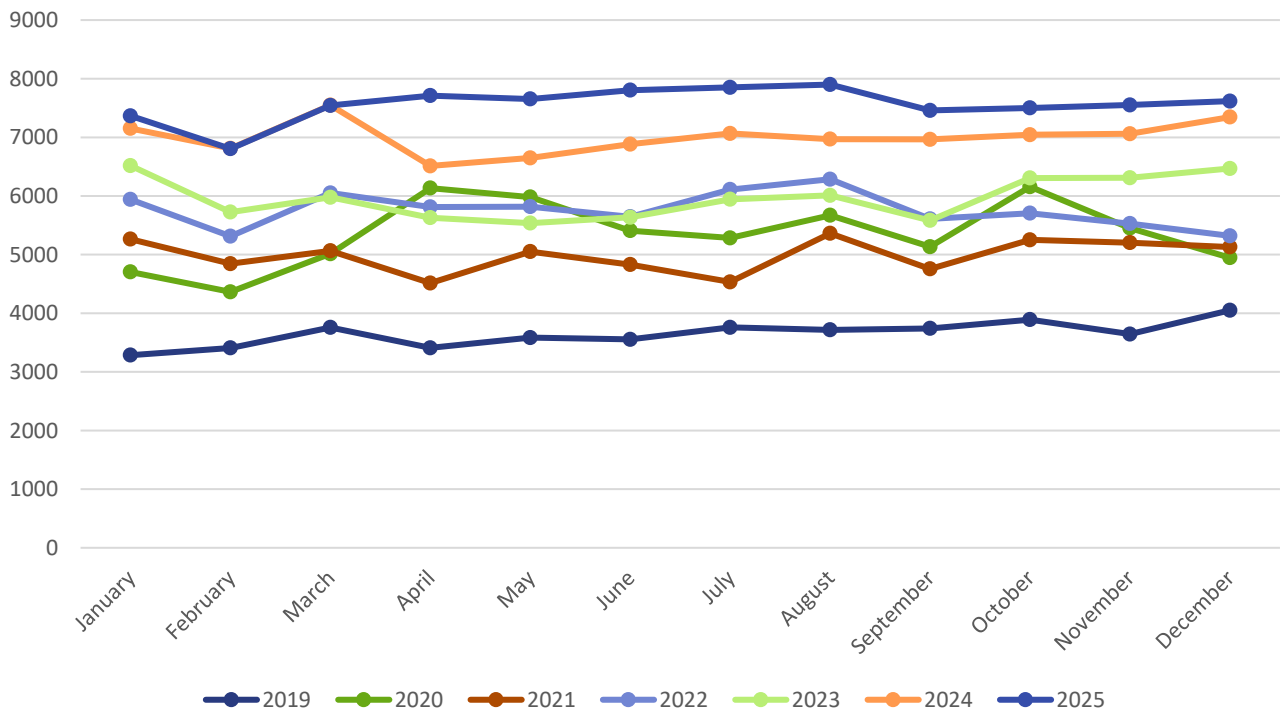




## Print Materials Circulation



## Digital Materials Circulation



## Sunroom Addition - Financial Update

### January 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	
M-Class Interest Income? - since Sep 25	\$3,207.13	\$3,207.13
Library Fund Balance	\$416,721.00	
Grants		
Total Income	\$1,040,681.58	\$477,288.15
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
Furniture - \$63,000 Budget		
Trellis Group - bulk of furniture	\$63,998.59	
Custer - study tables	\$7,841.40	
Kentwood Office Furniture - Flip-top tables	\$9,725.03	
Interphase - Lectern and Power Tower	\$1,143.87	
Conveyor Belt Book Drop	\$95,000.00	
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	\$71,573.80
Income less Expenses	-\$212,503.44	\$405,714.35

## **Building Project Updates**

### **Furniture Package**

### **January 2026**

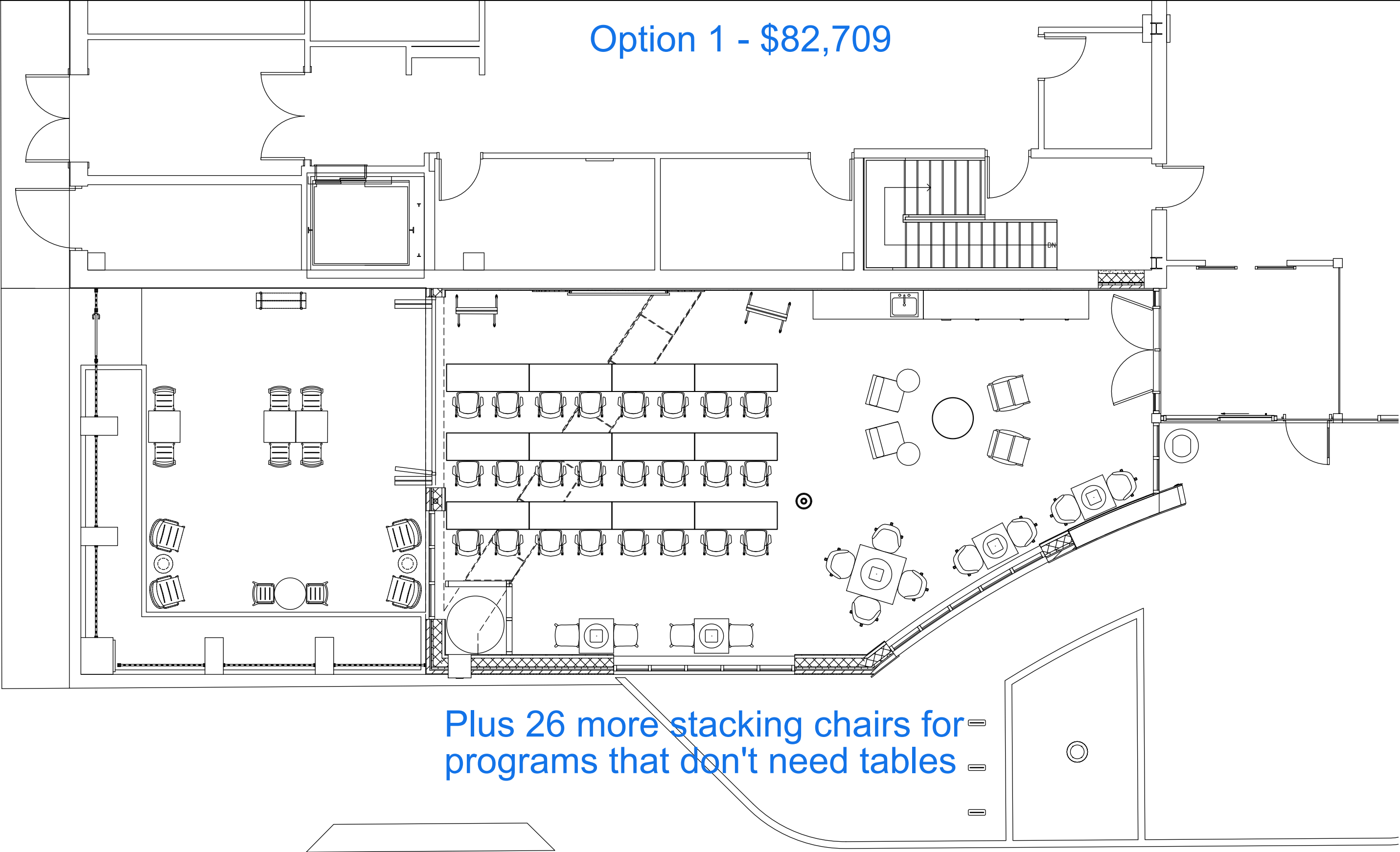
It has been a long process, but at this point, we've narrowed down the furniture for our new spaces. I will have more renderings by the time we meet, so you can see more of the furniture in the space. As with everything, things cost more than you think they should. Initially, our budget was \$63,000 total. In reviewing all of the selections and the price tags attached to them, I'm presenting two options (and there is room to end up in the middle, as well). They are not an all-inclusive list, but a pretty good summary of what we could get with each option. I would suggest the Board selects and approves a "not to exceed" amount that we can work towards.

#### **Option 1 – \$82,709**

50 Stacking chairs  
12 Flip-top tables  
3 study tables with 8 task chairs  
2 bar height tables with stools  
4 comfy chairs, 2 end tables, and a coffee table/ottoman  
4 Patio Lounge chairs  
3 Patio Café tables with chairs  
1 Patio bar height table with stools  
Coat Rack  
Bike Racks outside front door  
Outdoor trash cans

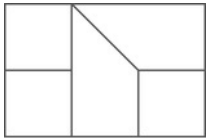
#### **Option 2 - \$67,073**

~~50~~ 24 Stacking chairs  
12 Flip-top tables  
~~3~~ 1 study table with ~~8~~ 4 task chairs  
2 bar height tables with stools  
4 comfy chairs, 2 end tables, and a coffee table/ottoman  
4 Patio Lounge chairs  
~~3~~ 2 Patio Café tables with ~~6~~ 4 chairs  
~~1~~ ~~Patio bar height table with stools~~  
~~Coat Rack~~  
Bike Racks outside front door  
Outdoor trash cans



Option 1 - \$82,709

Plus 26 more stacking chairs for programs that don't need tables



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616-256-0570

PROJECT NUMBER:	76763
DATE:	1/4/2026
ACCOUNT MANAGER:	Jordan Permoda
DESIGNER:	Michelle Collins

SPRING LAKE DISTRICT LIBRARY

FURNITURE ADDITIONS

123 E EXCHANGE STREET  
SPRING LAKE, MICHIGAN 49456

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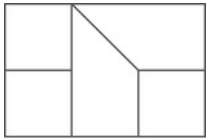
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Option 1 - \$82,709



Plus 26 more stacking chairs for programs that don't need tables

RENDERING  
SCALE: TO FIT



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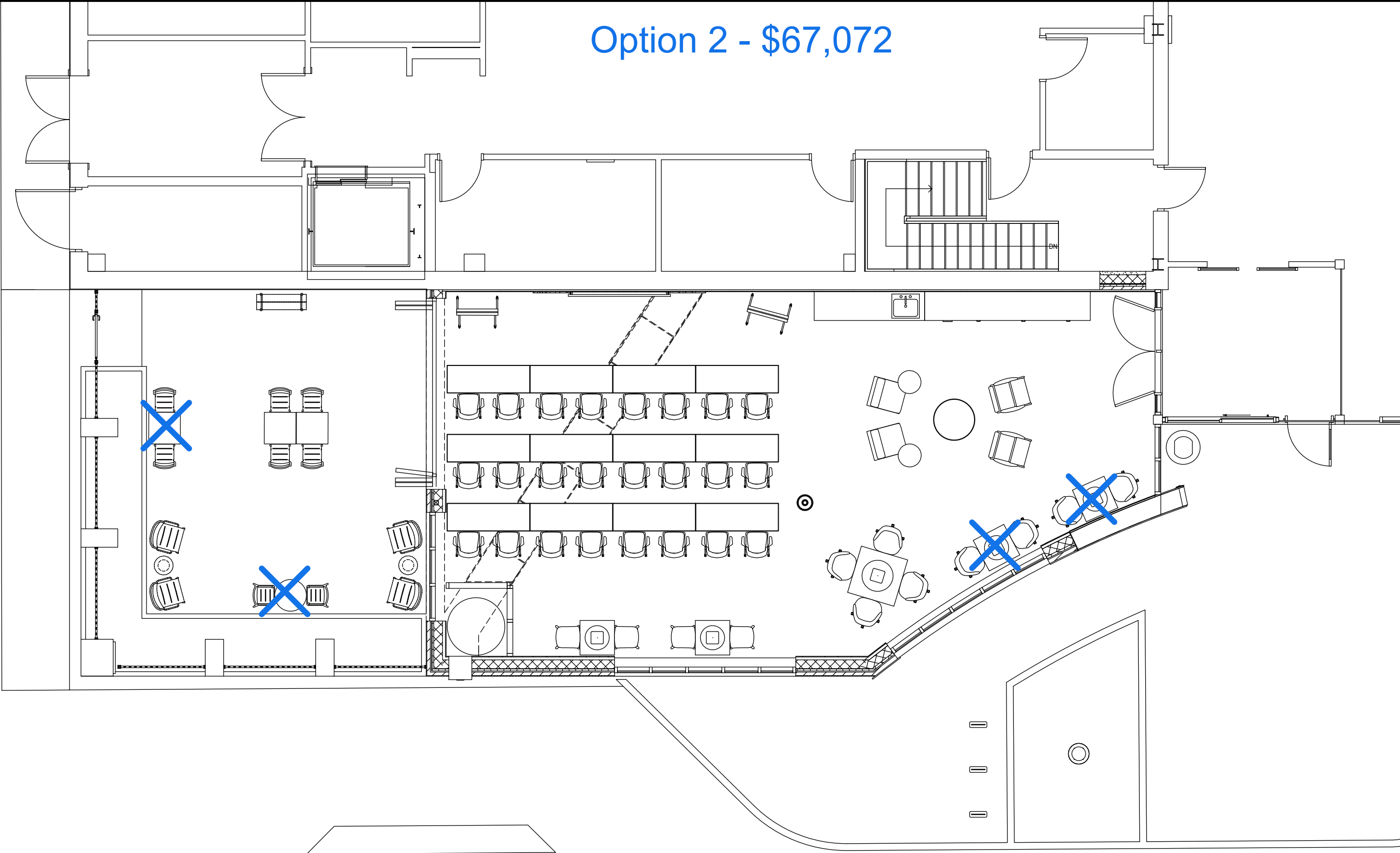
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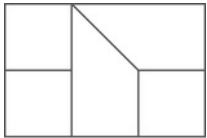
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Option 2 - \$67,072



OVERALL FLOOR PLAN  
SCALE: TO FIT



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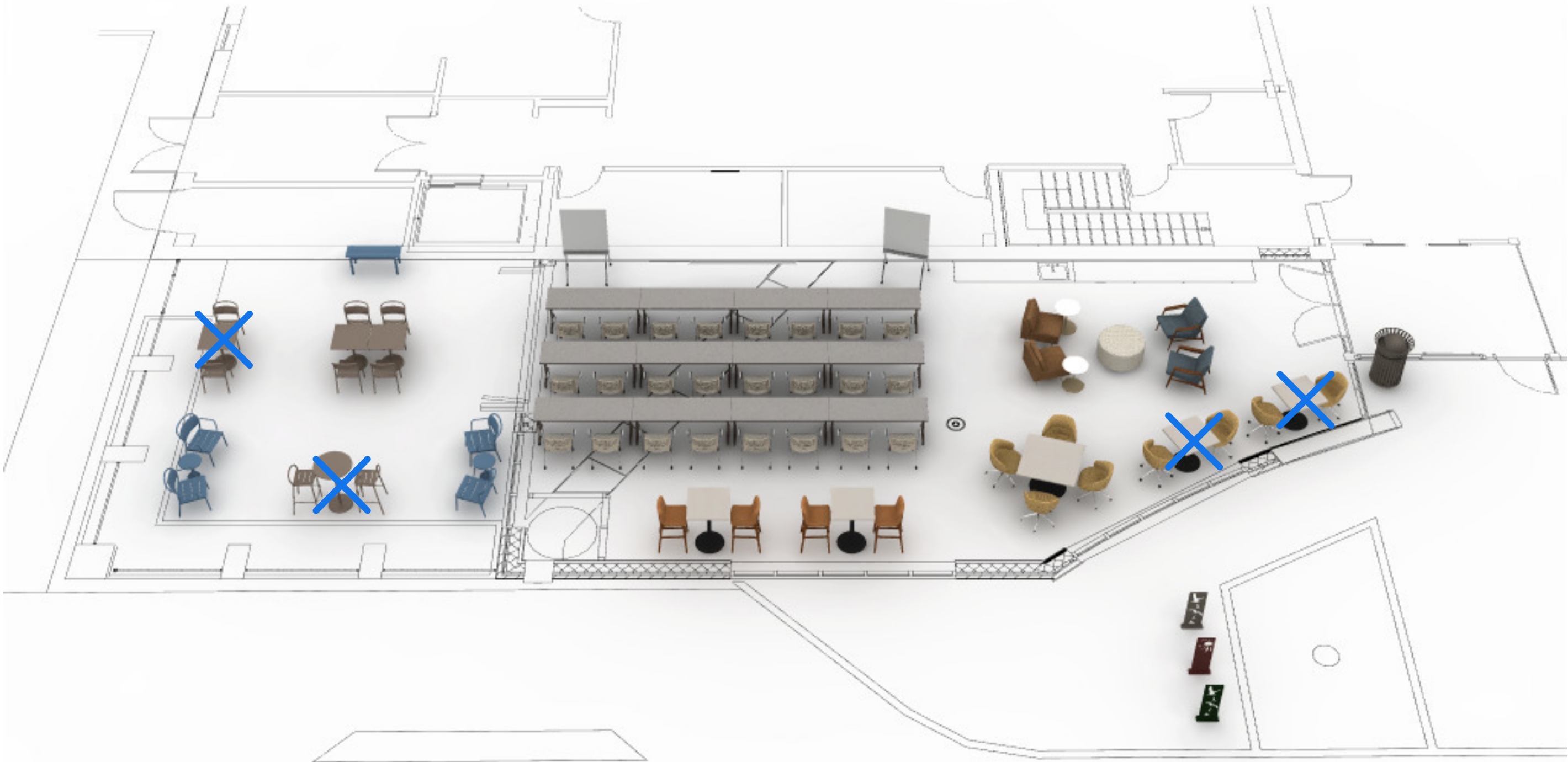
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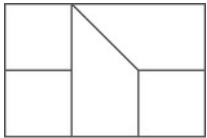
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Option 2 - \$67,072



RENDERING  
SCALE: TO FIT



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## **MERS Retiree Health Funding Vehicle (RHFV) Change January 2026**

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

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

At the December 15, 2025 meeting of the Spring Lake District Library Board, the following motion was made to amend the MERS HCSP to allow contributions to retiree accounts for the lump sum settlements. The following motion was made:

*A motion to approve the addendum to the MERS Health Care Savings Program Participation Agreement to create a group for Retiree health care eligible participants/spouses who waive their rights to retiree healthcare, of which Claire Sheridan, Tim Sheridan, and Barbara Anderson are the only and last individuals who are eligible for any post-employment health benefits from the library, and there are no future individuals or retirees of the library who will become eligible for any post-employment health benefits. The motion was made by Sheri Boon and supported by Skylar Garrison. The motion was approved unanimously via roll call.*

At this time, the lump sum payments have been made to the retirees and our obligation has been met, which means we no longer need the RHFV account at MERS. When the account is closed, any remaining funds will come back to the library. MERS requires a motion to terminate the RHFV account. Here is the suggested language for the motion:

*I make 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.*



## **Post-Employment PTO Procedural Change**

**January 21, 2026**

At the November 2025 Board Meeting, the Board reviewed the procedural change below. Since we were in negotiations for the retiree buy-out agreement, I asked the Board to table the decision until that was settled, since it was likely that any retiree settlement would be paid into the 115 Trust accounts. Now that the retiree buy-out is resolved, I would recommend discontinuing usage of the 155 Trust accounts at this time.

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 payout 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 21, 2026, with no future contributions to be remitted and no future participants to be enrolled in the plan.**

## **New Business**

### **Flooring Quote – Lobby/Bathrooms**

**January 2026**

The lobby and bathroom tile are original to the building. Over the last few years, we've started to notice more than a handful of cracked tiles that are showing more damage every day. Although we have a few extra tiles in the basement, they no longer color match and we don't have enough to replace all the cracked tiles. It seems wise to consider replacing the lobby and bathroom tile this spring, so that we can time it with the construction project, since they will also need to close our front entrance at some point to install the new doorway into the room. The flooring replacement will take about two weeks, so if we don't do it now, we would need to close the entrance again in a few years to do so.

We approached two flooring companies for a quote. I am recommending Lange Flooring Center in Muskegon, which had the most competitive quote. Conferring with our Facility Manager Evan, Business Manager Amanda, and Board President Mary Eagin, we selected a laminate vinyl tile for the lobby and a ceramic tile for the bathrooms. The LVT has a lifespan of about 10 years and the ceramic tile has a lifespan of about 20 years. **Lange Flooring Center's quote is \$25,506.**

## **New Business**

### **Salary Study**

### **January 2026**

In 2021, we had a compensation review (also called a salary study) done through the Michigan Municipal League. At that time, we reviewed and updated job descriptions, along with adjusting salaries and wages to be more competitive in the marketplace. We also adopted a salary step system so that we had a systematic and equitable approach to pay raises following a successful evaluation. It was recommended that we should re-evaluate every 4-5 years to re-adjust as needed. The goal would be to get the salary study completed by the end of summer 2026, so that we could incorporate any financial suggestions or changes into the 2027 Budget.

During the salary study, a professional company would do the following:

- Review our current pay structure, salary levels, and benefits
- Review our current job descriptions to have an understanding of job duties and responsibilities
- Conduct market analysis by gathering comparative salary and benefits data
- Make a recommendation regarding salary ranges and levels, including a proposed updated pay structure to assure equality and alignment with the market.
- Make a recommendation regarding benefits for Library staff

Michigan Municipal League is no longer doing salary studies, but we reached out to two other companies:

Rahmberg Stover and Associates – Recommended by the Michigan Municipal League. They estimate the project would take **8-9 weeks** to complete for a project fee between **\$11,000 and \$12,000**.

Gallagher – A national/international company with a wide range of services. We already have a relationship with Gallagher, as they coordinate our health benefits (health insurance, dental, vision). They estimate the project would take **20 weeks** to complete for a project fee of **\$10,245**.

Recommendation: I would recommend **Gallagher**. We already know and like them. Based on the proposals and interviews, they have a well-developed plan and a big-picture view of libraries across the country. Although the timeline is longer, the cost is a bit less.