

**Spring Lake District Library
Board Meeting Agenda**

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

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – February 18, 2026
5. Financial report and approval of bills – February 2026
6. Director's Report
7. Building Project Updates – Sunroom Addition
 - a. Financial Update
 - b. Bulletin 2 – Change Order
8. Old business
 - a. Retiree Health Funding Vehicle – Termination Agreement
 - b.
9. New business
 - a. Community Foundation – 2026 Endowment Grant Request
 - b. Service Policy 400 – Patron Code of Conduct
 - c.
10. Public Comment
11. Adjourn the meeting

Spring Lake District Library Board Minutes

February 18, 2026

Present and voting: Sheri Boon, Laurie Draeger, Mary Eagin, Bill Meyers

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

Absent: Skylar Garrison, Maria Boersma, Gordon Gallagher

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

The meeting was called to order at 2:06 p.m. by Mary Eagin

Motion to approve the agenda, made by Bill Meyers and supported by Laurie Draeger. The motion was approved unanimously.

Public Comment: None

Motion to approve the minutes of the January 21, 2026 Board meeting was made by Bill Meyers and supported by Laurie Draeger. The motion was approved unanimously.

Motion made by Laurie Draeger and supported by Bill Meyers **to accept the financial reports from January 2026 and approve the payment of bills.** The motion was approved unanimously.

Director's Report:

Maggie reviewed her report as printed in the Board Packet, noting that they are reviewing the 2025 circulation data to help determine where money should be spent this year – printed materials vs digital.

Building Project Updates – Sunroom Addition:

Motion made by Laurie Draeger and supported by Bill Meyers **to approve Bulletin 1 – Change order at a cost of \$24,840.** This will come out of the owner's contingency fund. Roll Call vote was taken: Meyers – yes, Draeger – yes, Boon – yes, Eagin – yes. The motion was approved unanimously.

Old Business: None

New Business:

Motion made by Laurie Draeger and supported by Bill Meyers **to accept the bid from Hurst Mechanical to install a new air curtain in the vestibule at a cost of \$20,932.** Roll Call vote was taken: Meyers – yes, Draeger – yes, Boon – yes, Eagin – yes. The motion was approved unanimously.

Public Comment:

MaryAnn Herbst reported on the Friends of the SLDL.

The meeting was adjourned at 3:16 p.m.

Respectfully submitted,

Mary Eagin, Acting Secretary

Balance Sheet

Spring Lake District Library
As of February 28, 2026

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
Huntington Checking	740,663.53
Michigan Class Investments	1,591,527.11
Petty Cash	230.91
Total for Bank Accounts	\$2,332,421.55
Accounts Receivable	
Accounts receivable	-79.11
Total for Accounts Receivable	-\$79.11
Other Current Assets	
Credit Card Payment Receivable	-199.57
Total for Other Current Assets	-\$199.57
Total for Current Assets	\$2,332,142.87
Total for Assets	\$2,332,142.87
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Other Current Liabilities	
Accrued Deductions MERS DB	560.38
Due to Friends of the Library	733.20
EE Garnishment	195.86
MERS 457	2,470.11
MERS DC EE Portion	0.01
MERS Roth 457	487.11
Taxes for Future Period	155,971.23
Withheld Payroll Taxes	196.18
Total for Other Current Liabilities	\$160,614.08
Total for Current Liabilities	\$160,614.08
Total for Liabilities	\$160,614.08
Equity	\$2,171,528.79
Total for Liabilities and Equity	\$2,332,142.87

Spring Lake District Library
Budget vs. Actuals
FEB 2026

	FEB	YTD	Budget	% of Budget
Income				
Budgetary Fund Balance Income	0.00	0.00	0.00	
Current Property Taxes .60 mil	165,260.47	503,182.00	584,578.00	86%
Current Property Taxes 1.12 mil	324,740.57	988,764.00	1,148,709.00	86%
Grants, Gifts and Contributions	20,270.90	20,903.00	172,000.00	12%
Investment Income	4,676.25	8,485.13	61,000.00	14%
Library Fines	212.63	520.49	2,000.00	26%
Local Government Revenue	43,355.82	116,940.78	197,000.00	59%
Other Income	1,047.75	2,096.45	7,300.00	29%
PILOT	0.00	0.00	3,000.00	
State Revenue	0.00	0.00	16,000.00	
Total Income	\$ 559,564.39	\$ 1,640,891.85	\$ 2,191,587.00	75%
Expenses				
Capital Outlay	1,125.42	4,497.62	25,000.00	18%
Materials	15,626.87	54,505.07	206,010.00	26%
Operations	36,867.04	96,021.67	397,858.00	24%
Personnel	113,537.29	449,041.12	1,469,219.00	31%
Programming	2,798.33	13,840.54	52,500.00	26%
Technology	4,683.45	19,196.67	41,000.00	47%
Total Expenses	\$ 174,638.40	\$ 637,102.69	\$ 2,191,587.00	29%

**Spring Lake District Library
Bank Accounts and Investments Summary
as of Feb 28, 2026**

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	3.79%	\$1,591,527.11

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	3.79%	\$127,540.64

Bank Accounts	Balance
Huntington Checking - General Fund	\$740,663.53
Huntington Checking - Capital Projects	\$52,380.59
	\$793,044.12

Check Detail Report - GF HNB Checking

Spring Lake District Library

February 19-March 18, 2026

Date	Num	Name	Amount	Notes
3/18/2026	22542	4Imprint	\$ 1,208.53	blizzard of books prizes
3/18/2026	22543	Applied Innovation	\$ 1,653.74	copy/print
3/18/2026	22544	Cengage Learning, Inc. - Gale	\$ 131.16	
3/18/2026	22545	Center Point Publishing	\$ 131.39	
3/18/2026	22546	Chase Card Services	\$ 19,405.39	*see next page
3/18/2026	22547	Coopersville Area District Library	\$ 24.99	
3/18/2026	22548	Demco, Inc.	\$ 1,086.81	library supplies
3/18/2026	22549	Diane Penning	\$ 400.00	
3/18/2026	22550	Eric Hemenway	\$ 250.00	
3/18/2026	22551	Erin Lyon	\$ 150.00	
3/18/2026	22552	Foster Swift	\$ 801.00	legal fees
3/18/2026	22553	Friends of Spring Lake District Library	\$ 738.20	due to the friends
3/18/2026	22554	Grant Area District Library	\$ 32.98	
3/18/2026	22555	Hurst Mechanical	\$ 4,835.33	bldg maint exp (incl emergency)
3/18/2026	22556	Ingram Library Services	\$ 1,828.47	books
3/18/2026	22557	Kanopy, Inc	\$ 282.20	
3/18/2026	22558	Kuerth's Disposal	\$ 105.00	
3/18/2026	22559	Marie Rothenberger	\$ 400.00	
3/18/2026	22560	Melanie Alm	\$ 240.00	
3/18/2026	22561	Midwest Tape	\$ 4,599.65	digital materials
3/18/2026	22562	Ottawa County Treasurer	\$ 51.74	
3/18/2026	22563	OverDrive, Inc.	\$ 658.45	digital materials
3/18/2026	22564	Rachel Yonai	\$ 44.37	
3/18/2026	22565	Riverside Fire & Security LLC	\$ 354.50	
3/18/2026	22566	Schindler Elevator Corporation	\$ 634.60	bldg maint - pm
3/18/2026	22567	Stephanie Rau	\$ 160.00	
3/18/2026	22568	TH Brands	\$ 16.00	
3/18/2026	22569	The Chamber	\$ 863.50	membership
3/18/2026	22570	The Standard Insurance Company	\$ 646.52	insurance
3/18/2026	22571	TMobile	\$ 454.38	
3/18/2026	22572	Total Fire Protection	\$ 936.11	bldg maint exp (emergency)
3/18/2026	22573	Unique Management Services	\$ 19.70	
		TOTAL	\$ 43,144.71	
Page 1/2				

Check Detail Report - GF HNB Checking

Spring Lake District Library

February 19-March 18, 2026

	Amount	Notes
Chase Visa Charges:		
Operations:Library & Office Supplies	357.39	
Operations:Maintenance/Janitorial Supply	115.11	
Operations:Equipment Maintenance	109.99	
Programming:Youth Programming	258.24	exam cram
Programming:Youth Programming	561.35	
Programming:Adult Programming	684.37	pbs movies food - grant funded
Programming:Adult Programming	88.84	
Programming:Adult Programming	176.05	library book club food
Programming	34.24	summer reading
Operations:Professional/Contract Services	415.54	
Capital Outlay	550.32	local history artwork
Technology:Technology Software/Supplies	899.98	carbonite
Technology:Technology Software/Supplies	677.98	2 HP monitors for staff
Technology:Technology Software/Supplies	175.99	dell dock station for staff
Technology:Technology Software/Supplies	3,299.85	3 dell laptops for staff
Technology:Technology Software/Supplies	885.14	
Operations:Telephone & Internet	622.74	verizon bill
Operations:Cold Beverage Expenses	73.74	
Operations:Hot Beverage Expenses	31.14	
Materials:Books:Books - Adult Fiction	58.42	
Materials:Books:Books - Adult Nonfiction	29.98	
Materials:Periodicals	15.50	
Materials:Electronic Databases	5,895.00	valueline
Materials:DVDs	429.49	
Materials:Other Circulating Materials - Adult	189.11	
Materials:Other Circulating Materials - Youth	421.35	
Operations:Staff Inservice/Travel	2,277.74	Spring Institute and PLA
Operations:Payroll (Fees)	70.80	
	19,405.39	
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Spring Lake District Library

Huntington Checking, Period Ending 02/28/2026

RECONCILIATION REPORT

Reconciled on: 03/12/2026

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance	270,209.89
Service charge	-203.25
Interest earned	59.56
Checks and payments cleared (66)	-203,207.18
Deposits and other credits cleared (8)	676,035.41
Statement ending balance	742,894.43
Uncleared transactions as of 02/28/2026	-2,730.90
Register balance as of 02/28/2026	740,163.53
Cleared transactions after 02/28/2026	0.00
Uncleared transactions after 02/28/2026	147,059.74
Register balance as of 03/12/2026	887,223.27

Details

Checks and payments cleared (66)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/17/2025	Bill Payment	22440	Marie Rothenberger	-400.00
01/21/2026	Bill Payment	22460	Melanie Alm	-120.00
01/21/2026	Bill Payment	22461	4Imprint	-3,752.52
01/21/2026	Bill Payment	22490	Ottawa Area ISD	-357.30
01/21/2026	Bill Payment	22469	CAPITAL AREA DISTRICT LI...	-19.97
01/21/2026	Bill Payment	22497	Trinity Health Workplace Health	-50.00
01/21/2026	Bill Payment	22489	Midwest Tape	-3,499.69
01/21/2026	Bill Payment	22500	Zoobean	-1,064.08
01/21/2026	Bill Payment	22478	Heimler Consulting	-360.00
01/21/2026	Bill Payment	22480	Howard Miller Public Library	-14.00
01/21/2026	Bill Payment	22488	Melanie Alm	-120.00
01/21/2026	Bill Payment	22468	BHS Insurance	-13,518.00
01/21/2026	Bill Payment	22463	Acoustic Oasis	-250.00
01/21/2026	Bill Payment	22485	Lakeland Library Cooperative	-6,199.35
02/06/2026	Bill Payment	22501	City Farmer Lawn & Landscape	-11,980.00
02/10/2026	Journal	0249 - Electric		-5,509.43
02/11/2026	Journal	0240 - MERS DC		-983.47
02/11/2026	Journal	0232 - Payroll		-30,161.48
02/11/2026	Journal	0232 - Payroll		-10,352.99
02/11/2026	Journal	0232 - Payroll		-116.09
02/11/2026	Journal	0239 - MERS 115		-142.00
02/11/2026	Journal	0239 - MERS 457		-1,443.99
02/11/2026	Journal	0239 - MERS 457		-1,443.99
02/11/2026	Journal	0240 - MERS DC		-983.47
02/11/2026	Journal	0241 - MERS DB		-8,224.38
02/12/2026	Journal	0250 - Gas		-2,095.84
02/14/2026	Journal	0251 - WMHIP		-15,760.51
02/15/2026	Journal	0234 - Water & Sewer		-1,150.51
02/15/2026	Journal	0234 - Water & Sewer		-340.41
02/18/2026	Bill Payment	22535	The Standard Insurance Com...	-721.09
02/18/2026	Bill Payment	22522	Ingram Library Services	-3,151.26
02/18/2026	Bill Payment	22536	Tiles Excavating, Inc.	-1,900.00
02/18/2026	Bill Payment	22503	Action Chemical	-461.82
02/18/2026	Bill Payment	22524	Kanopy, Inc	-409.70
02/18/2026	Bill Payment	22527	Lindsay Rose	-32.40
02/18/2026	Bill Payment	22534	TH Brands	-1,268.94
02/18/2026	Bill Payment	22533	Tech Logic Corporation	-2,591.00
02/18/2026	Bill Payment	22539	Trinity Health Workplace Health	-55.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/18/2026	Bill Payment	22515	Ecolab	-761.08
02/18/2026	Bill Payment	22540	Unique Management Services	-39.40
02/18/2026	Bill Payment	22502	Ace Hardware	-915.68
02/18/2026	Bill Payment	22508	Carson City Public Library	-6.00
02/18/2026	Bill Payment	22512	Claire Sheridan	-273.00
02/18/2026	Bill Payment	22504	Amanda Rantanen	-50.75
02/18/2026	Bill Payment	22510	Center Point Publishing	-131.39
02/18/2026	Bill Payment	22530	Midwest Tape	-4,101.98
02/18/2026	Bill Payment	22520	Gary Byker Library of Hudson...	-15.95
02/18/2026	Bill Payment	22511	Chase Card Services	-9,989.24
02/18/2026	Bill Payment	22532	Pine Rest Christian Mental He...	-492.00
02/18/2026	Bill Payment	22528	Maggie McKeithan	-123.52
02/18/2026	Bill Payment	22529	Melanie Alm	-120.00
02/18/2026	Bill Payment	22517	Evan Schumann	-21.75
02/18/2026	Bill Payment	22505	Applied Innovation	-1,212.53
02/18/2026	Bill Payment	22525	Kuerth's Disposal	-105.00
02/18/2026	Bill Payment	22531	OverDrive, Inc.	-4,994.06
02/18/2026	Bill Payment	22521	Hurst Mechanical	-2,471.81
02/18/2026	Bill Payment	22509	Cengage Learning, Inc. - Gale	-131.16
02/18/2026	Bill Payment	22518	Foster Swift	-535.50
02/18/2026	Bill Payment	22519	Friends of Spring Lake District...	-867.60
02/18/2026	Bill Payment	22538	Total Fire Protection	-1,351.62
02/25/2026	Journal	0248 - Payroll		-10,804.98
02/25/2026	Journal	0248 - Payroll		-116.09
02/25/2026	Journal	0248 - Payroll		-31,844.36
02/28/2026	Journal	0254 - ADP		-332.25
02/28/2026	Journal	0254 - ADP		-199.40
02/28/2026	Journal	0254 - ADP		-194.40
Total				-203,207.18

Deposits and other credits cleared (8)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/30/2026	Journal	0237 - Tax Income		120,105.41
02/15/2026	Journal	0246 - Tax Income		490,001.04
02/20/2026	Receive Payment	688	OL - Loutit	14.99
02/27/2026	Receive Payment		NF - Fremont	5.97
02/27/2026	Journal	0253 - Deposit		28,240.30
02/27/2026	Journal	0252 - Cash Register		1,310.79
02/28/2026	Journal	0258 - LCSA		35,616.77
02/28/2026	Journal	0257 - Square		740.14
Total				676,035.41

Additional Information

Uncleared checks and payments as of 02/28/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/18/2026	Bill Payment	22523	Kamryn Marck	-325.00
02/18/2026	Bill Payment	22514	Dr. Evin Rodkey	-150.00
02/18/2026	Bill Payment	22537	TMobile	-450.42
02/18/2026	Bill Payment	22507	Ben Kolk	-700.00
02/18/2026	Bill Payment	22506	Athenaeum	-504.00
02/18/2026	Bill Payment	22516	Eric Hemenway	-500.00
02/18/2026	Bill Payment	22526	Lakeland Library Cooperative	-101.48
Total				-2,730.90

Uncleared checks and payments after 02/28/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/11/2026	Journal	0256 - MERS DB		-8,224.38
Total				-8,224.38

Uncleared deposits and other credits after 02/28/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/02/2026	Journal	0247 - Tax Income		155,284.12
Total				155,284.12

SLDL Capital Projects Fund
Balance Sheet
As of February 28, 2026

	<u>Feb 28, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
HNB Capital Fund Checking	52,380.59
Michigan Class Investments	127,540.64
Petty Cash	2.68
Total Checking/Savings	<u>179,923.91</u>
Total Current Assets	<u>179,923.91</u>
TOTAL ASSETS	<u><u>179,923.91</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings(Fund Balance)	238,131.26
Net Income	<u>-58,207.35</u>
Total Equity	<u>179,923.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>179,923.91</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
February 2026

	Feb 26	Jan - Feb 26
Income		
Grant Revenue	0.00	42,500.00
Interest Income	21.09	30.32
Investment Fluctuation of MV's	369.94	965.88
Restricted Gifts	119,531.65	119,531.65
Total Income	119,922.68	163,027.85
Gross Profit	119,922.68	163,027.85
Expense		
Building Expenses	3,984.00	22,984.00
Capital outlay	0.00	4,862.52
Construction expense	135,939.88	193,388.68
Total Expense	139,923.88	221,235.20
Net Income	-20,001.20	-58,207.35

SLDL Capital Projects Fund

3/14/2026 1:26 PM

Register: Michigan Class Investments

From 02/19/2026 through 03/18/2026

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment C</u>	<u>Deposit</u>	<u>Balance</u>
02/28/2026	008 - MVF		Investment Fluctuation...	Fluxuation in ...		369.94	127,540.64
03/16/2026	009 - Trnsf		HNB Capital Fund Che...	transfer from m...	50,000.00		77,540.64



1:31 PM

03/14/26

SLDL Capital Projects Fund
Reconciliation Summary
HNB Capital Fund Checking, Period Ending 02/28/2026

	Feb 28, 26	
Beginning Balance		96,614.25
Cleared Transactions		
Checks and Payments - 6 items	-163,786.40	
Deposits and Credits - 2 items	119,552.74	
Total Cleared Transactions	<u>-44,233.66</u>	
Cleared Balance		<u>52,380.59</u>
Register Balance as of 02/28/2026		52,380.59
New Transactions		
Checks and Payments - 4 items	-63,687.49	
Deposits and Credits - 1 item	50,000.00	
Total New Transactions	<u>-13,687.49</u>	
Ending Balance		<u>38,693.10</u>



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

Construction continues and we're still on track to finish on June 15, according to the contractor. We have found a few problems related to that. First, we've had several times in the last month when it has rained in the lobby vestibule. Because they removed the roof to the drive-through, it created an opening that allowed rain to get in. Once we discovered the problem, Tridonn worked to seal off that section, so it would stop raining indoors. We do not think there should be any long-term issues with this. We identified the second issue when construction dust got into a fire sensor, causing the building fire alarms to go off. After we evacuated the building and got everything sorted out, we had the fire alarm people come in and look at the fire panel. They advised that they would not be able to add the new addition because of the age of the panel, which is original to the building. We will not be cleared for occupancy until we have that sorted. We were advised that it could take more than 2 months for the panel to arrive. In the interest of time, I approved the purchase of a new panel for **\$9,995**.

At the last meeting, I shared that there was damage to the ceiling underneath the windows caused by leaking seals that we had fixed last year. We filed an insurance claim, but it was denied. Apparently, the leaking seals are considered normal wear and tear, which means that the damage will not be covered by our insurance. We are working to get quotes for fixing the damage, which I will bring to the Board.

We are working on several new initiatives. The first is the Friendship Benches project, in partnership with the Momentum Center. They received a grant to start a mental health program to combat loneliness. The idea is that volunteers will be trained with some basic mental health tools and be positioned at places within the community for people to approach and talk. The library was chosen as a location. The trainings have started and we expect to have volunteers in place by May. This will likely be a few hours a week. Several of our staff were able to go through the training, as well.

We're also thinking about the Storywalk that we've had for the last 5 years or so. Originally funded by a grant through the Tri-Cities Museum, the Storywalk has been placed along the bike path in the Village for a week at a time throughout the summer months. We've been using metal yard signs, and at this point, it's time to retire them. We'd like to start working on a permanent Storywalk to go up somewhere in our service area, with permanently placed signs (see pics below). We estimate this project would cost around \$20,000, so it will likely require a grant or local sponsorships to make it happen.



Context for the agenda and packet –

Building Project Updates – Financial Update The spreadsheet is updated for March.

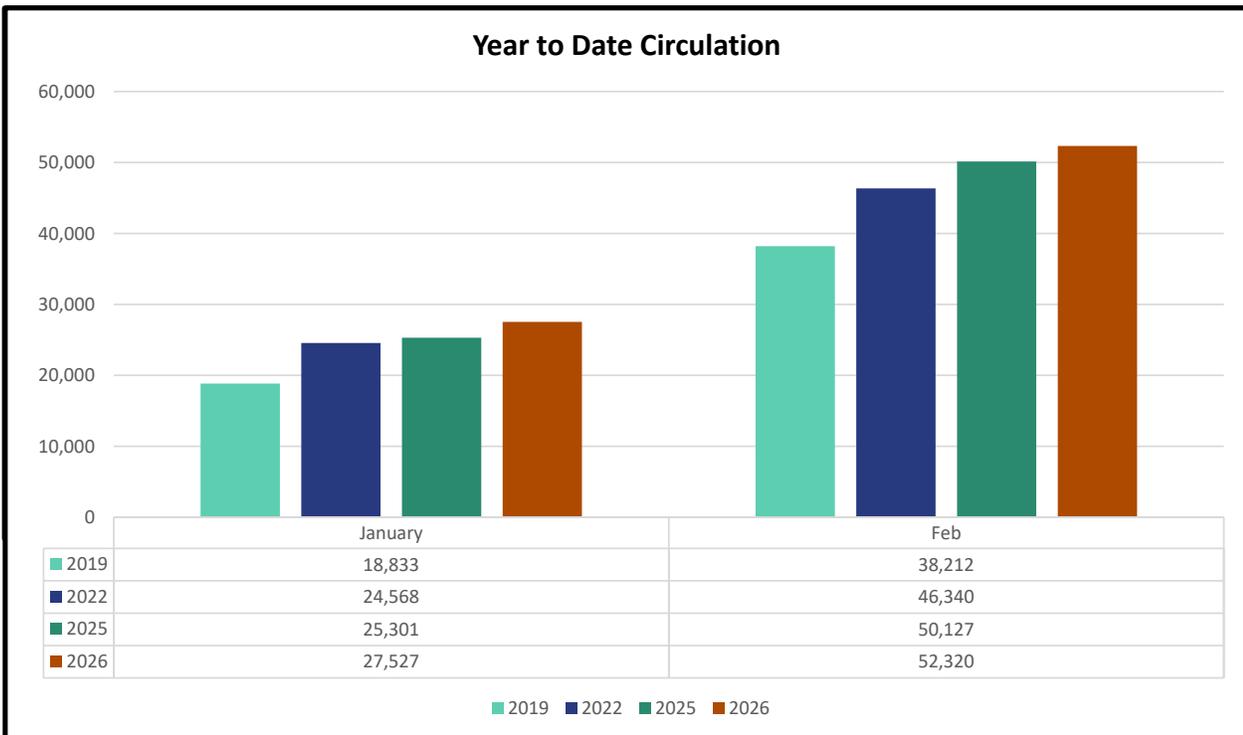
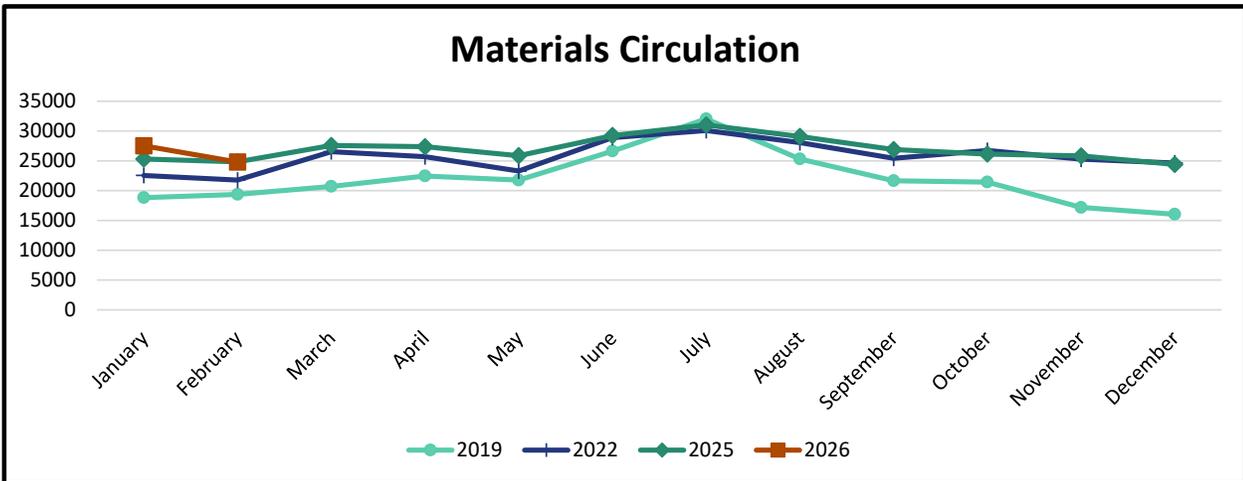
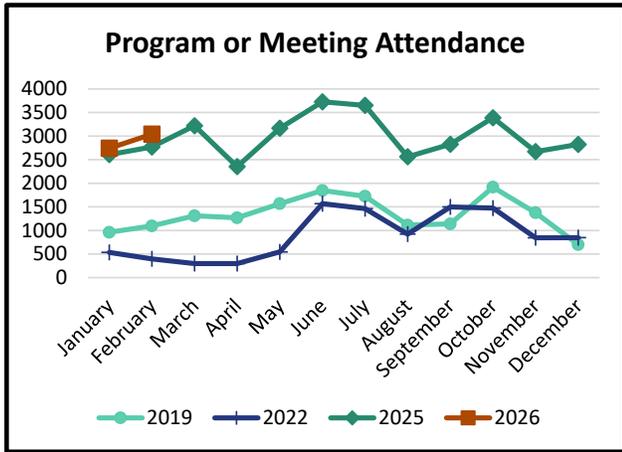
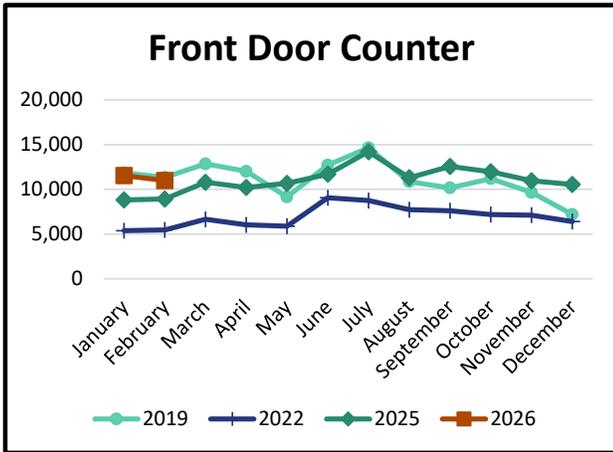
Building Project Updates – Bulletin 2 – Change Order This is mostly clarifications and adjustments that the architect and contractor are working through. There will be some deducts and some additions, but Tridonn is still working on pricing. As of now, I have not received the final document, but I've let them know that we need it by our meeting on Wednesday so that there's no delays in our construction timeline. When I receive it, I will send it on to the Board.

Retiree Health Funding Vehicle – Termination Agreement We are at the finish line for the MERS RHFV. This document is the last thing we need to do in order for MERS to dissolve the account. They need one more motion from the Library Board to approve the signing of this agreement.

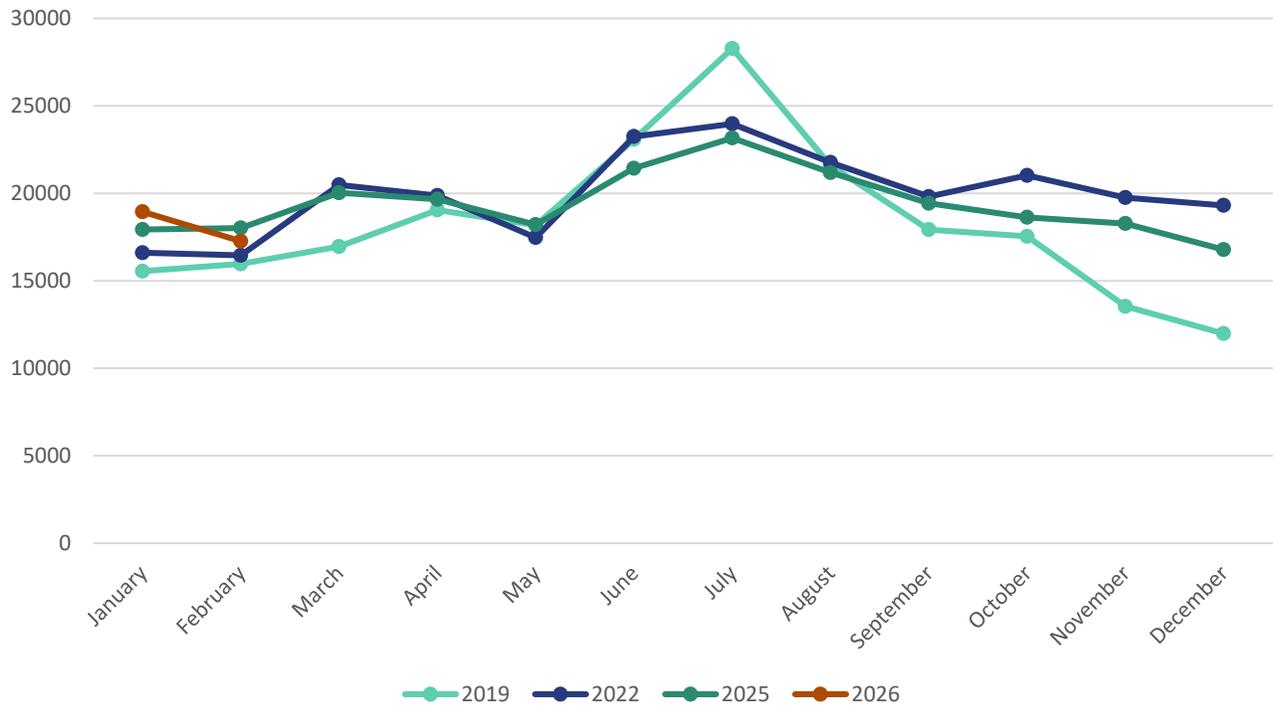
Community Foundation – 2026 Endowment Grant Request Every year, we are allowed to request up to 4% of the fund balance in our endowment at the Community Foundation. This year, we are eligible to request **\$148,562**, which is already budgeted in our projected income for 2026. GHACF requires a formal motion from the Library Board to distribute the funds.

Service Policy 400 – Patron Code of Conduct I would like to suggest some revisions and additions to Service Policy 400. The policy as it stands now can be found [here](#). While the basics are still working well for us, we are encountering behaviors that we want to explicitly list in the examples. The first page is the basic policy and the second page is specific examples. Suggested changes are marked.

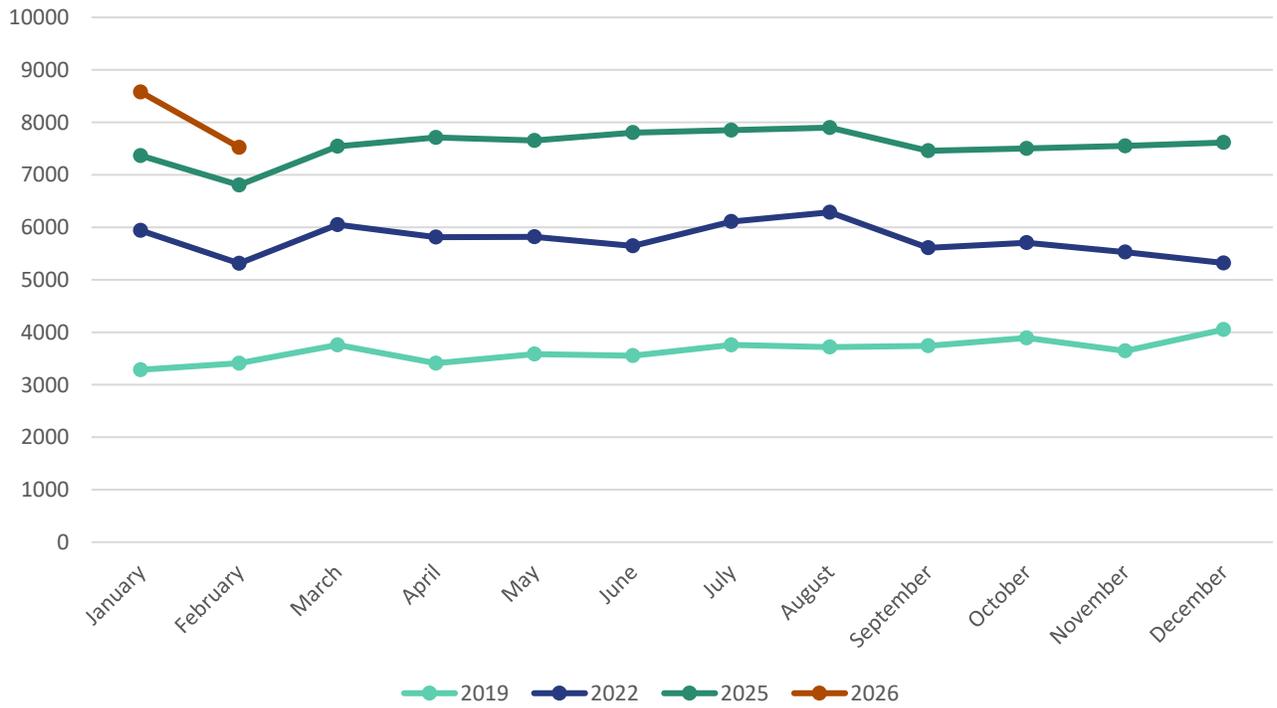
Monthly Statistics - to February 28, 2026



Print Materials Circulation



Digital Materials Circulation



**RETIREE HEALTHCARE FUNDING VEHICLE TERMINATION AGREEMENT
BETWEEN
SPRING LAKE DISTRICT LIBRARY
AND
MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN**

This Termination Agreement ("Agreement") is made as of the last date of execution below, between:

- Spring Lake District Library ("Employer"), with an address of 123 E Exchange St, Spring Lake, MI 49456; and
- Municipal Employees' Retirement System of Michigan ("MERS"), a statutory public corporation authorized by the Municipal Employees Retirement Act, 1984 PA 427, as amended, MCL 38.1501, *et seq.*, with an address of 1134 Municipal Way, Lansing, MI 48917.

RECITALS

- A. Effective November 14, 2006, Employer became a participating municipality in MERS' Retiree Healthcare Funding Vehicle ("RHFV");
- B. On January 21, 2026, the governing body of the Employer voted upon and passed a resolution, which together with other materials received by MERS, meets MERS' approval, to terminate participation in the Plan and provided the date upon which RHFV would be closed to future contributions, pursuant to Section 7.3 of the MERS RHFV Plan Document, which is incorporated herein by reference; and
- C. Upon the termination of the Employer's participation in the Plan, the Employer and MERS wish to provide for the proper disposition of assets and liabilities attributable to the Employer's participation in MERS.

Now, therefore, the Parties agree as follows:

1. Effective 11:59 pm on April 23rd, 2026 (the "Effective Date") upon the ACH transfer of assets by MERS or its agent to the location specified by Municipality or its agent:
 - a. The Employer's participation in the Plan is terminated;
 - b. MERS' obligations and duties as fiduciary and trustee are terminated;
 - c. The Employer's RHFV Uniform Resolution is terminated; and
 - d. No further funds will be collected or disbursed on behalf of the Employer.
2. On April 20th, 2026 (the "Liquidation Date"), MERS (or its agent) will direct the liquidation of the Employer's RHFV assets. The resulting amount, after the charging of any required redemption fees, will be the fair market value of the assets of Employer's RHFV.

3. The Employer represents and warrants the following, upon which MERS has fully relied and shall continue to rely in entering into this Agreement:
 - (a) The governing body of the Employer has adopted a resolution terminating its participation in the RHFV;
 - (b) The last two participants to whom the Employer had an obligation to provide post-retirement medical benefits have waived those benefits in a signed writing in exchange for a one-time, lump sum employer contribution to their MERS Health Care Savings Plan, satisfying those obligations in their entirety, with no further such obligations to be accrued by the Employer for them or any other current or future retirees; and
 - (c) Employer has submitted full supporting documentation of the satisfaction of all liabilities for providing post-retirement medical benefits, and can provide any additional relevant documentation that may be requested or required by MERS.
4. MERS shall not be liable to the Employer or to any other party (or to any person or entity claiming through a party) for lost profits or for special, incidental, consequential or exemplary damages arising out of or in any manner connected with this Agreement or the subject matter hereof, regardless of the form of action (whether in contract, tort, breach of warranty or otherwise), and regardless of whether or not such party has been informed of, or otherwise might have anticipated, the possibility of such damages. MERS' liability will be limited to the greatest extent permitted by law.
5. The parties agree that neither of them may cancel, terminate nor revoke this Agreement, and that this Agreement shall survive the termination of the Employer and shall be binding upon the Employer's successors and assigns. All obligations under this Agreement shall be joint and several, and the representations, warranties, covenants, agreements and acknowledgments herein contained shall be deemed to be made by and binding upon each the Employer and its successors and assigns.
6. The Employer shall indemnify and hold harmless MERS, its directors, managers, officers, employees, agents, affiliates, successors, heirs and assigns (collectively, the "Indemnified Persons") from and against any losses, claims, damages, liabilities, fines, penalties, costs of any type or description, whether awarded by a Court or by settlement, attorneys' fees and court costs incurred by any Indemnified Person to which any of them may incur arising out of the subject matter of this Agreement (a "Claim Against MERS"). The Employer will reimburse each Indemnified Person for their actual legal and other expenses (including the cost of any investigation and preparation) as they are incurred in connection with any action, proceeding or investigation arising out of or based upon the foregoing. The indemnity and reimbursement obligations of the Employer shall be in addition to any liability which the Employer may otherwise have (including, without limitation, liability for breach of fiduciary duty). MERS shall provide the Employer prompt written notice of any Claim Against MERS. No matter in which an Indemnified Person is party arising out of the subject matter of this Agreement may be settled or otherwise consensually resolved without MERS' express written consent.
7. The Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements and commitments with respect thereto. There are no other oral or written understandings, terms or conditions with respect to the subject

matter of the Agreement, and neither party has relied upon any representation, express or implied, not contained in the Agreement. All parties hereto have participated in the drafting of this Agreement and no term herein shall be construed against any party hereto as a result. All parties hereto agree that they have full right, power, authority and capacity to enter into and execute the Agreement and do so of their own volition.

8. The parties agree to cooperate fully and execute any and all documents and to take all additional actions necessary to give full force and effect to the terms and intent of this Agreement.
9. This Agreement and any and all disputes arising directly or indirectly from the Agreement shall be governed by the laws of the State of Michigan, without regard to its conflict of law provisions. The parties hereby irrevocably submit to the exclusive jurisdiction of the Circuit Court of the State of Michigan for Eaton County for all suits, actions or proceedings directly or indirectly arising out of or relating to the Agreement, and waive any and all objections to such courts, including but not limited to objections based on improper venue or inconvenient forum.
10. The rights and remedies of the parties are cumulative and not alternative. No waiver of any rights is to be charged against any party unless such waiver is in writing signed by an authorized representative of the party so charged. Neither the failure nor any delay by any party in exercising any right, power, or privilege under the Agreement will operate as a waiver of such right, power, or privilege, and no single or partial exercise of any such right, power, or privilege will preclude any other or further exercise of such right, power, or privilege or the exercise of any other right, power, or privilege.
11. No modification of or amendment to the Agreement will be effective unless in writing signed by authorized representatives of both parties.
12. If any provision of the Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of the Agreement will remain in full force and effect, and, if legally permitted, such offending provision will be replaced with an enforceable provision that as nearly as possible effectuates the parties' intent.
13. All provisions of this Agreement survive the discharge of the duties and obligations set forth above.
14. This Agreement may be executed in counterparts, each of which will be deemed to be an original, and all of which, when taken together, shall constitute the complete executed agreement. The signature of any party transmitted by fax or email is legally binding.

Spring Lake District Library

**Municipal Employees' Retirement
System of Michigan**

By:
Its:
Dated: _____

By:
Its:
Dated: _____



Allendale

Community Foundation



Grand Haven Area

Community Foundation



Coopersville Area

Community Foundation

February 16, 2026

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 2026. Following the Foundation's Spending Policy, the spendable amount* for the upcoming fiscal year is as follows:

SLDL: \$148,562.00

You may submit a written request, via the enclosed grant recommendation form, for this distribution at any time during the 2026 calendar year. To ensure your request can be processed in a timely manner, we strongly recommend submission occurs 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, 2026, 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 2026. 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 your organization's intent for use of these funds. For questions about updating your fund, please contact Chris Riker, cruker@ghacf.org. If you have any questions regarding this distribution process or your fund's purpose, please email Amy Moore at amoore@ghacf.org.

We are happy to partner with you to help build your fund and to support your valuable work in the community. We are always here to help you with ideas to raise awareness and dollars for your fund – just give us a call.

Sincerely,

Amy Moore
Vice President of Grants & Program
Grand Haven Area Community Foundation

Adrienne Whisman
Philanthropic Services Associate
Grand Haven Area Community Foundation

Enclosure

**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.*

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

For good. For all. Forever.



Allendale

Community Foundation



Grand Haven Area

Community Foundation



Coopersville Area

Community Foundation

Recommendation for Grant Distribution from Organization Funds

Please mail completed forms to the GHACF address below or email them to Adrienne Whisman at awhisman@ghacf.org.

Amy Moore, Vice President of Grants & Program
Grand Haven Area Community Foundation
6 Sherman Ave.
Grand Haven, MI 49417

Dear Amy:

Please let this letter serve as our recommendation for a grant in the amount of _____ from our Fund(s):

The grant will be used to support _____

This project is in accordance with our Fund Agreement with the Grand Haven Area Community Foundation. Attached is a copy of the Minutes approving this action from the meeting of the Board of Directors held on _____.

Non-FASB account \$ _____

FASB account \$ _____

Sincerely,

Board President or Chair

Treasurer (or equivalent member
of the Executive Committee)

Our Organization's contact information is as follows:

Organization Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Preferred Contact's Name: _____

Contact's Email: _____

Internal Use Only

Date Received:

Reviewed by:

ID:



Check here to confirm that a copy of the Minutes approving this request is enclosed.

Service Policy 400

Patron Code of Conduct

Adopted August 16, 2019

Revised Draft – March 18, 2026

The Spring Lake District Library supports the right of all individuals to use the library without discrimination and with the safety and peace of all people in mind. This policy, in conjunction with all other policies, ensures that SLDL can properly maintain a clean, safe, and comfortable environment for all library users, protect the privacy of our patrons and employees, and ensure proper use of all library materials and services.

Library patrons are expected to:

- Respect other patrons and library staff.
- Respect library property.
- Comply with requests from staff.
- Obey the law.

Library staff will intervene to stop any observable activities and behaviors that conflict with the posted expectations of conduct. Any person who does not adhere to this code of conduct **may be requested to change their behavior, denied library privileges, may be** asked to leave library property, ~~be denied library privileges,~~ or ~~be~~ banned from the library **for a length of time**. An individual who wants to appeal any decision made by library staff should contact the library director in writing for reconsideration. Police will be called for any violation of local, state, or federal laws and this may result in criminal prosecution.

Service Policy 400
Patron Code of Conduct
~~Procedures and Guidelines for Staff~~
Supplemental Materials

Library staff will intervene to stop any observable activities and behaviors that conflict with the posted **Patron Code of Conduct** ~~expectations of conduct~~. The following are examples of observable behaviors and activities that violate the expectations:

Respect other patrons and library staff – Any activity that reasonably interferes with others' use and enjoyment of the library or with the functioning of library staff, including concerns for safety. Examples (including but not limited to): Inappropriate personal comments, staring, sexual advances, physical and/or verbal harassment, excessive noise, physical activity that could result in injury to yourself or others, **use of abusive or threatening language, use of electronic devices in a manner that is disruptive to others (e.g. phone calls, loud music), offensive odor (including odor due to poor hygiene or overpowering perfume/cologne), messy or smelly food or other substances, interfering with staff performing their duties (e.g. conversation or behavior that monopolizes or forces staff attention for a long time, inappropriate personal comments, sexual advances), interfering with the free passage of staff or patrons in or on library premises, leaving personal belongings unattended for extended periods**

Respect library property – Using library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended. Examples (including but not limited to): Entering non-public areas without authorization, posting signs or soliciting without approval, activities or behavior that may result in damage to property, ~~habitual~~ sleeping, ~~and~~ leaving personal property unattended

Comply with requests from staff – Ignoring requests or disobeying the direction of a library staff member

Obey the law – Police will be contacted for any observable behaviors or action prohibited by law. Examples (including but not limited to): Threats, theft, misuse of computers **or equipment**, use of tobacco, marijuana products, or illegal drugs on library property, **vaping, alcohol use, unlawful possession of weapons, physical violence, camping or car-camping on library grounds, indecent exposure, refusing to leave upon staff request**

All customer service staff will have regular training in managing patron behavior and approaching patrons for warnings and other disciplinary measures. Staff will immediately call police to report any criminal behavior or activity. Most other patron interactions typically start with an explanation and a warning, if appropriate. In most instances, the shift leader will be consulted prior to ejecting any patron from the building. If a patron is asked to leave for any reason, an incident report form will be completed by staff and given to the library director.