

**Spring Lake District Library  
Board Meeting**

**Wednesday, June 17, 2026  
Spring Lake District Library  
1pm**

**Agenda**

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – May 20, 2026
5. Financial report and approval of bills – May 2026
6. Director's Report
7. Building Project Updates – Sunroom Addition
  - a. Financial Update
  - b. Bulletin 4 – Change Order
8. Old business
  - a.
  - b.
9. New business
  - a. Employee Manual Revision
  - b.
10. Public Comment
11. Adjourn the meeting

# **Spring Lake District Library Board Minutes**

## **May 20, 2026**

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

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

**Absent:** No One

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

**The meeting was called to order at 1:02 p.m.** by Mary Eagin

**Motion to approve the agenda**, made by Bill Meyers and supported by Skylar Garrison. The motion was approved unanimously.

**Public Comment:** The Friends of the Library - State Representative, Greg Vanworkem, attended the last meeting and recognized and supported them. Also, the post cards created by the Friends are available for sale at the Tri Cities Museum & Village Baker.

**Motion to approve the minutes of April 15, 2026**, made by Laurie Draeger and supported by Bill Meyers. The motion was approved unanimously.

**Motion to approve financial reports from April 2026 and approve payment of bills** made by Skylar Garrison and supported by Laurie Draeger. The motion was approved unanimously.

### **Director's Report**

Maggie reviewed her report as printed in the Board Packet, noting people will need to use the new ramp leading them to the Children's Room entrance for a total of 8 weeks, hoping to open the Lobby Entrance back up in mid-June. There is exterior signage leading people in the right direction for as long as necessary.

### **Building Project Updates - Sunroom Addition**

- a. Financial Update
  - i. Maggie reviewed a financial update on the Sunroom Addition project. Our completion date has been moved to mid to late August due to a few unforeseen circumstances. We will likely do our Grand Opening at the Block Party.
- b. Bulletin 3 - Change Order -
  - i. **Motion to approve Change Order 3 with the exception of number 3 (Paint aluminum storefront at entrance to match new green), for a total payment of \$13,372.00** made by Gordon Gallagher and supported by Sheri Boon. The motion was approved unanimously.
- c. Bulletin 4 - Change Order - **NOT RECEIVED YET**

**Old Business:**

- a.

**New Business:**

- a. MERS Fees
  - i. **A motion that starting April 1, 2026, the Library will reimburse MERS of Michigan administrative fees for all current staff with active Spring Lake District Library MERS accounts through a non-taxable payroll disbursement** was made by Gordon Gallagher and supported by Laurie Drager. The motion was approved unanimously.
- b. 2026 Budget Amendment
  - i. **A motion to approve the budget as amended in the board packet** was made by Gordon Gallagher and supported by Bill Meyers. The motion was approved unanimously.

**Public Comment:**

- a. The Friends of the Library will be assisting in some youth events for the Library this summer.
- b. The Heritage Festival book sale is June 12 & 13.
- c. The fundraiser at the Front Porch went well on May 19 - a couple stopped by who was visiting from Ohio and gave a nice donation. Some teens also gave a donation and took a picture for a Kindness Project for school. A man bought a giftcard to be donated to a family in need.
- d. The friends also approved their \$8,000 donation for summer reading.

**Meeting was adjourned at 1:58 p.m.**

Respectfully submitted,  
Skylar Garrison, Secretary

# Spring Lake District Library

Balance Sheet - Memorized for Board

As of May 31, 2026

	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
Huntington Checking	458,442.64
Michigan Class Investments	1,529,579.53
Petty Cash	230.91
<b>Total for Bank Accounts</b>	<b>\$1,988,253.08</b>
Accounts Receivable	
Accounts receivable	-63.92
<b>Total for Accounts Receivable</b>	<b>-\$63.92</b>
Other Current Assets	
Credit Card Payment Receivable	-321.50
<b>Total for Other Current Assets</b>	<b>-\$321.50</b>
<b>Total for Current Assets</b>	<b>\$1,987,867.66</b>
<b>Total for Assets</b>	<b>\$1,987,867.66</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Deductions MERS DB	565.91
Due to Friends of the Library	530.30
EE Garnishment	195.86
MERS 457	2,738.41
MERS DC EE Portion	0.01
MERS Roth 457	441.80
Withheld Payroll Taxes	196.18
<b>Total for Other Current Liabilities</b>	<b>\$4,668.47</b>
<b>Total for Current Liabilities</b>	<b>\$4,668.47</b>
<b>Total for Liabilities</b>	<b>\$4,668.47</b>
Equity	
Sage Conversion Fund Balance	-36,047.60
Retained Earnings(Fund Balance)	1,322,431.85
Net Income	696,814.94
<b>Total for Equity</b>	<b>\$1,983,199.19</b>
<b>Total for Liabilities and Equity</b>	<b>\$1,987,867.66</b>

**Spring Lake District Library  
Budget vs. Actuals  
MAY 2026**

	<b>MAY</b>	<b>YTD</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Income</b>				
Budgetary Fund Balance Income		0.00	469,927.00	~
Current Property Taxes .60 mil		555,785.72	584,578.00	95%
Current Property Taxes 1.12 mil		1,094,997.90	1,148,709.00	95%
Grants, Gifts and Contributions	11,040.58	191,264.28	172,000.00	111%
Investment Income	5,655.57	26,979.27	61,000.00	44%
Library Fines	227.41	1,382.09	2,000.00	69%
Local Government Revenue	6,702.56	169,615.97	197,000.00	86%
Other Income	2,019.60	5,436.05	7,300.00	74%
PILOT		0.00	3,000.00	0%
RHFV OPEB Closeout Income		1,475,073.14	1,475,073.00	~
State Revenue	10,651.34	10,651.34	16,000.00	67%
<b>Total Income</b>	<b>\$ 36,297.06</b>	<b>\$ 3,531,185.76</b>	<b>\$ 4,136,587.00</b>	<b>85%</b>
<b>Expenses</b>				
Capital Outlay		8,651.44	25,000.00	35%
Materials	13,811.49	85,977.24	206,010.00	42%
Operations	35,947.38	178,215.75	397,858.00	45%
Operations Transfer Out	1,730,000.00	1,730,000.00	1,730,000.00	100%
Personnel	109,630.71	575,070.93	1,469,219.00	39%
RHFV OPEB Expense		212,569.50	215,000.00	99%
Programming	4,743.77	21,612.84	52,500.00	41%
Technology	3,154.78	22,273.12	41,000.00	54%
<b>Total Expenses</b>	<b>\$ 1,897,288.13</b>	<b>\$ 2,834,370.82</b>	<b>\$ 4,136,587.00</b>	<b>69%</b>

**Spring Lake District Library  
Bank Accounts and Investments Summary  
as of MAY 31, 2026**

<b>General Fund - Money Market</b>	<b>Avg Yield</b>	<b>Market Value</b>
GF - Michigan Class Investments - 0001	3.72%	<b>\$1,529,579.53</b>

<b>Capital Fund - Money Market</b>	<b>Avg Yield</b>	<b>Market Value</b>
CF - Michigan Class Investments - 0002	3.72%	<b>\$1,762,315.18</b>

<b>Bank Accounts</b>	<b>Balance</b>
Huntington Checking - General Fund	\$458,442.64
Huntington Checking - Capital Projects	\$8,802.80
	<b>\$467,245.44</b>

Spring Lake District Library				
Check Detail Report - GF HNB Checking				
May 21-June 17, 2026				
Date	Number	Name	Amount	Memo
6/17/2026	22656	Ace Hardware	61.83	
6/17/2026	22657	Action Chemical	401.58	
6/17/2026	22658	Aimee Wilson	48.16	
6/17/2026	22659	Andy's Plumbing	2,406.00	restroom flooring exp
6/17/2026	22660	Applied Innovation	1,332.54	copy/print
6/17/2026	22661	Architectural Hardware Co.	835.00	bldg maint
6/17/2026	22662	Bartlett Tree Experts	230.00	
6/17/2026	22663	Black Stone Publishing	88.70	
6/17/2026	22664	Cengage Learning, Inc. - Gale	229.60	
6/17/2026	22665	Center Point Publishing	100.68	
6/17/2026	22666	Chase Card Services	13,591.13	* see below
6/17/2026	22667	City Farmer Lawn & Landscape	180.00	
6/17/2026	22668	Cornerstone University	78.00	
6/17/2026	22669	Demco, Inc.	187.54	
6/17/2026	22670	Dynamic Wood Solutions	1,509.00	restroom flooring exp
6/17/2026	22671	Elite Fund	324.00	
6/17/2026	22672	Friends of Spring Lake District Library	535.30	due to friends
6/17/2026	22673	Gallagher	2,049.00	compensation study exp
6/17/2026	22674	Grapids Irrigation	75.00	
6/17/2026	22675	Griffin Pest Solutions	175.00	
6/17/2026	22676	Hurst Mechanical	1,594.77	bldg maint
6/17/2026	22677	Ingram Library Services	1,730.66	materials
6/17/2026	22678	Kanopy, Inc	312.80	
6/17/2026	22679	Loutit District Library	23.93	
6/17/2026	22680	Melanie Alm	120.00	
6/17/2026	22681	Michigan Library Association	1,638.00	membership
6/17/2026	22682	Midwest Tape	3,500.02	materials
6/17/2026	22683	OverDrive, Inc.	3,614.74	materials
6/17/2026	22684	TH Brands	232.80	
6/17/2026	22685	The Hartford	2,391.00	insurance
6/17/2026	22686	The Standard Insurance Company	642.34	insurance
6/17/2026	22687	TMobile	464.87	
6/17/2026	22688	Unique Management Services	19.70	
			\$ 40,723.69	
		*Chase Bill Detail	Amount	
		Library & Office Supplies	300.19	
		Building - Outdoor	107.57	
		Youth Programming	1,927.72	
		Adult Programming	608.40	
		Programming	702.71	
		Postage	236.75	
		Professional/Contract Services	279.75	
		Technology Software/Supplies	562.70	
		Telephone & Internet	633.17	
		Cold Beverage Expenses	50.20	
		Hot Beverage Expenses	8.95	
		Books - Adult Fiction	181.21	
		Books - Adult Nonfiction	36.23	
		DVDs	322.51	
		Other Circulating Materials	26.98	
		Other Circulating Materials - Youth	199.60	
		Marketing	6,730.69	
		Membership and Dues	85.00	
		Staff Inservice/Travel	520.00	
		Payroll (Fees)	70.80	
			\$ 13,591.13	

Spring Lake District Library

Huntington Checking, Period Ending 05/31/2026

RECONCILIATION REPORT

Reconciled on: 06/09/2026

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance	1,598,195.81
Service charge	-216.00
Interest earned	192.30
Checks and payments cleared (57)	-1,166,464.93
Deposits and other credits cleared (8)	31,654.31
Statement ending balance	463,361.49
Uncleared transactions as of 05/31/2026	-4,918.85
Register balance as of 05/31/2026	458,442.64
Cleared transactions after 05/31/2026	0.00
Uncleared transactions after 05/31/2026	-44,484.82
Register balance as of 06/09/2026	413,957.82

Details

Checks and payments cleared (57)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/15/2026	Bill Payment	22583	Cat Jackson	-104.00
04/15/2026	Journal	0307 - Water & Sewer		-1,087.96
04/15/2026	Journal	0307 - Water & Sewer		-365.91
04/15/2026	Bill Payment	22591	Friends of Spring Lake District...	-859.65
04/15/2026	Bill Payment	22541	Allendale Township Library	-150.00
04/15/2026	Bill Payment	22579	Alisa Crawford	-250.00
04/15/2026	Bill Payment	22609	Tamarack District Library	-23.00
04/15/2026	Bill Payment	22608	Steve Hilger	-350.00
05/06/2026	Journal	0310 - Payroll		-9,944.95
05/06/2026	Journal	0310 - Payroll		-116.09
05/06/2026	Journal	0310 - Payroll		-29,080.58
05/11/2026	Journal	0295 - transfer		-1,000,000.00
05/11/2026	Journal	0299 - Electric		-5,338.57
05/13/2026	Journal	0306 - MERS DC APRIL		-983.47
05/13/2026	Journal	0297 - Gas		-1,253.25
05/13/2026	Journal	0306 - MERS DC APRIL		-983.47
05/13/2026	Journal	0305 - MERS 457 APRIL		-1,544.14
05/13/2026	Journal	0305 - MERS 457 APRIL		-1,544.14
05/13/2026	Journal	0304 - MERS DB		-8,224.38
05/20/2026	Bill Payment	22635	K9 Bed Bug Hunter	-350.00
05/20/2026	Bill Payment	22615	4Imprint	-2,319.24
05/20/2026	Bill Payment	22631	Hurst Mechanical	-8,895.74
05/20/2026	Bill Payment	22650	The Standard Insurance Com...	-567.77
05/20/2026	Bill Payment	22654	Vernon Library Supplies	-693.43
05/20/2026	Bill Payment	22634	Junior Library Guild	-435.12
05/20/2026	Bill Payment	22622	Cengage Learning, Inc. - Gale	-32.80
05/20/2026	Bill Payment	22618	Andy's Plumbing	-1,400.00
05/20/2026	Bill Payment	22626	Friends of Spring Lake District...	-763.25
05/20/2026	Bill Payment	22652	Total Fire Protection	-1,064.96
05/20/2026	Bill Payment	22632	Ingram Library Services	-2,725.06
05/20/2026	Bill Payment	22617	Action Chemical	-373.44
05/20/2026	Bill Payment	22625	City Farmer Lawn & Landscape	-1,450.00
05/20/2026	Bill Payment	22636	Kanopy, Inc	-270.30
05/20/2026	Bill Payment	22651	TMobile	-478.04
05/20/2026	Bill Payment	22648	Schindler Elevator Corporation	-2,322.00
05/20/2026	Bill Payment	22647	Riverside Fire & Security LLC	-1,195.00
05/20/2026	Bill Payment	22653	Unique Management Services	-9.85
05/20/2026	Bill Payment	22616	Ace Hardware	-73.54

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/20/2026	Bill Payment	22627	Gallagher	-2,049.00
05/20/2026	Bill Payment	22620	Black Stone Publishing	-132.24
05/20/2026	Bill Payment	22623	Center Point Publishing	-100.68
05/20/2026	Bill Payment	22642	Midwest Tape	-3,499.61
05/20/2026	Bill Payment	22628	Gary Byker Library of Hudson...	-22.60
05/20/2026	Bill Payment	22655	Vredeveld Haefner LLC	-1,700.00
05/20/2026	Bill Payment	22624	Chase Card Services	-8,365.87
05/20/2026	Bill Payment	22640	Maggie McKeithan	-325.38
05/20/2026	Bill Payment	22641	Melanie Alm	-120.00
05/20/2026	Bill Payment	22637	Kuerth's Disposal	-220.00
05/20/2026	Bill Payment	22645	OverDrive, Inc.	-4,907.78
05/20/2026	Journal	0311 - Payroll		-30,459.00
05/20/2026	Journal	0311 - Payroll		-10,462.50
05/20/2026	Journal	0311 - Payroll		-116.09
05/31/2026	Journal	0302 - ADP FEES		-197.49
05/31/2026	Journal	0302 - ADP FEES		-197.49
05/31/2026	Journal	0302 - ADP FEES		-200.59
05/31/2026	Journal	0302 - ADP FEES		-5.00
05/31/2026	Journal	0301 - WMHIP		-15,760.51
<b>Total</b>				<b>-1,166,464.93</b>

Deposits and other credits cleared (8)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2026	Journal	0281 - Square		69.09
05/01/2026	Journal	0290 - Deposit		26,419.81
05/01/2026	Journal	0291 - Cash Register		1,369.29
05/01/2026	Journal	0313 - Deposit		4.90
05/11/2026	Journal	0292 - Deposit		1,805.00
05/29/2026	Journal	0308 - Cash Register		1,253.35
05/29/2026	Journal	0309 - Deposit		233.53
05/31/2026	Journal	0303 - Square		499.34
<b>Total</b>				<b>31,654.31</b>

Additional Information

Uncleared checks and payments as of 05/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/15/2026	Bill Payment	22590	Emily May	-135.90
05/20/2026	Bill Payment	22629	Hastings Public Library	-27.00
05/20/2026	Bill Payment	22638	Loretta Constaneda	-200.00
05/20/2026	Bill Payment	22649	Steve Laubaugh	-525.00
05/20/2026	Bill Payment	22630	Heimler Consulting	-360.00
05/20/2026	Bill Payment	22621	Brad Landcaster	-450.00
05/20/2026	Bill Payment	22643	Motion Picture Licensing Corp...	-312.14
05/20/2026	Bill Payment	22639	MADL	-46.68
05/20/2026	Bill Payment	22644	ODC Network	-261.00
05/20/2026	Bill Payment	22633	Jerry Berg	-300.00
05/20/2026	Bill Payment	22619	Applied Innovation	-1,950.23
05/20/2026	Bill Payment	22646	Quill.com	-402.44
<b>Total</b>				<b>-4,970.39</b>

Uncleared deposits and other credits as of 05/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/31/2026	Journal	0303 - Square		51.54
<b>Total</b>				<b>51.54</b>

Uncleared checks and payments after 05/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/03/2026	Journal	0312 - Payroll		-28,298.08
06/03/2026	Journal	0312 - Payroll		-9,500.17
06/03/2026	Journal	0312 - Payroll		-116.09
06/10/2026	Journal	0300 - Electric		-5,852.19
06/11/2026	Journal	0298 - Gas		-718.29
Total				-44,484.82

**SLDL Capital Projects Fund**  
**Balance Sheet**  
As of May 31, 2026

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	<u>May 31, 26</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
HNB Capital Fund Checking	8,802.80
Michigan Class Investments	1,762,315.18
Petty Cash	2.68
<b>Total Checking/Savings</b>	<u>1,771,120.66</u>
<b>Total Current Assets</b>	<u>1,771,120.66</u>
<b>TOTAL ASSETS</b>	<u><u>1,771,120.66</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings(Fund Balance)	238,131.26
Net Income	1,532,989.40
<b>Total Equity</b>	<u>1,771,120.66</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,771,120.66</u></u>

**SLDL Capital Projects Fund**  
**Profit & Loss YTD Comparison**  
**May 2026**

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	<u>May 26</u>	<u>Jan - May 26</u>
<b>Income</b>		
Grant Revenue	0.00	42,500.00
GrantsGHACF Expansion Fund	73,250.00	233,320.19
Interest Income	24.75	86.64
Investment Fluctuation of MV's	3,963.76	5,740.42
Operating transfers in	1,730,000.00	1,730,000.00
Other Income	0.00	772.41
Restricted Gifts	0.00	119,531.65
	<hr/>	<hr/>
<b>Total Income</b>	<b>1,807,238.51</b>	<b>2,131,951.31</b>
<b>Gross Profit</b>	<b>1,807,238.51</b>	<b>2,131,951.31</b>
<b>Expense</b>		
Building Expenses	13,995.00	36,979.00
Capital outlay	0.00	9,725.03
Construction expense	187,989.38	534,304.23
Operating transfers out	0.00	14,113.65
Professional fees	3,840.00	3,840.00
	<hr/>	<hr/>
<b>Total Expense</b>	<b>205,824.38</b>	<b>598,961.91</b>
<b>Net Income</b>	<b><u>1,601,414.13</u></b>	<b><u>1,532,989.40</u></b>

SLDL Capital Projects Fund

6/13/2026 2:10 PM

Register: HNB Capital Fund Checking

From 05/21/2026 through 06/17/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/21/2026	1198	Majestic Drywall & ...	Accounts payable	50% down at st...	4,000.00	X		9,169.05
05/21/2026	1199	American Security C...	Accounts payable		229.00			8,940.05
05/21/2026	1200	Sparrow Signs	Accounts payable	parking lot clos...	162.00	X		8,778.05
05/31/2026			Interest Income	Interest		X	24.75	8,802.80
06/15/2026	024-Trnsfr		Michigan Class Invest...	transfer from ...			100,000.00	108,802.80
06/17/2026	1201	American Security C...	Accounts payable		229.00			108,573.80
06/17/2026	1202	Hurst Mechanical	Accounts payable	replace air curt...	20,932.00			87,641.80
06/17/2026	1203	Majestic Drywall & ...	Accounts payable	FINAL 50%of ...	4,000.00			83,641.80
06/17/2026	1204	Tridonn Construction...	Accounts payable	Pay App 6 for ...	69,157.51			14,484.29

2:09 PM

06/13/26

**SLDL Capital Projects Fund**  
**Reconciliation Summary**  
HNB Capital Fund Checking, Period Ending 05/31/2026

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	<u>May 31, 26</u>	
Beginning Balance		41,352.43
Cleared Transactions		
Checks and Payments - 5 items	-201,755.38	
Deposits and Credits - 3 items	173,274.75	
Total Cleared Transactions	<u>-28,480.63</u>	
Cleared Balance		<u>12,871.80</u>
Uncleared Transactions		
Checks and Payments - 2 items	<u>-4,069.00</u>	
Total Uncleared Transactions	<u>-4,069.00</u>	
Register Balance as of 05/31/2026		<u>8,802.80</u>
New Transactions		
Checks and Payments - 4 items	-94,318.51	
Deposits and Credits - 1 item	100,000.00	
Total New Transactions	<u>5,681.49</u>	
Ending Balance		<u>14,484.29</u>



# Library Director's Report

## Maggie McKeithan, Library Director

### June 17, 2026

The main entrance re-opened last week and we are so glad! Our patrons have been celebrating with us. The new irrigation is in, which means that the asphalt is scheduled in a few days. It is very likely that the parking lot will be completely closed for at least part of the week of June 15-19 while they do the asphalt. We've verified with the fire department that the library can remain open without a parking lot as long as a fire truck could access the lot, if necessary. Patrons will need to walk from the sidewalk on Church Street to the main entrance. After the asphalt, they'll paint the lines before the parking lot will be back open for good. They're still projecting the finish date for mid-August. In other building news, Hurst came and installed the new air curtain in the front vestibule. The Library Board approved this purchase at a previous meeting and the work is now completed.

At the end of May, we applied for a \$20,000 grant from the Library of Michigan to install a Storywalk somewhere in the Village. Former Board Member Mark Powers signed a support letter for us, saying that if we receive the grant, the Village will work with us to find an appropriate location. Fingers crossed that we are one of the proposals chosen. This particular grant has a 50% success rate and we will not hear back until probably early Fall.

The Friends of the Library had a very successful book sale this Friday and Saturday. They time it with the Heritage Festival Car Show at the church next door. This is one of two large book sales they have every year. They will also have a sale at the Block Party in September.

There are some changes happening with the Lakeland consortium. We've recently decided that we will be migrating to new ILS software. This is the software that we use to track patron accounts, check books in and out, and search for books. This change is planned for August 2027 and should allow us to consolidate some of the services that we're paying for separately right now. We will be doing a lot of staff training as we head towards the migration date. Additionally, I had the opportunity to do a library director training in May in Petoskey, focused on navigating change and preventing staff burn-out. Thanks to an \$1,800 grant from the Library of Michigan, I am also headed to the American Library Association conference in Chicago in a few weeks.

I will be scheduling meetings for both the Personnel and Finance Committee prior to our next Board meeting. The Personnel Committee will review the salary study results, which are almost ready and how that will impact our 2027 staffing needs. The Finance Committee will be working on a draft for the 2027 budget. The budget will be up for discussion at the July and August Board meetings before the Board needs to officially pass a budget and a millage amount at the September meeting.

Context for the agenda and packet –

**Building Project Updates – Financial Update** The spreadsheet is updated to June 12, 2026.

**Building Project Updates – Change Orders** The Bulletin 4 total is about \$24,000 (and details are on the spreadsheet included). This does put us over our contingency budget amount. We will also have a Bulletin 5, but we're not expecting a long list of things to be on it.

**Employee Manual Revision** With the changes we've made to MERS over the last few months, we need to revise that section of our employee manual. See draft with marked changes.

**Sunroom Addition - Financial Update**  
**June 2026**

Income	Anticipated Total	Actual Totals
Harring Donation	\$500,000.00	\$495,000.00
GHACF Renovation Fund	\$22,500.00	\$22,500.00
GHACF Anonymous Donation	\$50,000.00	\$50,000.00
GHACF Grant	\$42,500.00	\$42,500.00
M-Class Interest Income - since Sep 25	\$8,947.55	\$8,947.55
Library Fund Balance	\$640,000.00	\$68,764.53
Additional Grants		
<b>Total Income</b>	<b>\$1,263,947.55</b>	<b>\$687,712.08</b>
Expenses	Anticipated Total	Already billed
A/E Fees	\$48,000.00	
Scope of Work Revision - Change Order 1	\$1,602.50	
Scope of Work Revision - Change Orders 2,3,4	\$750.00	
Various fees and permits	\$3,006.55	
June 2025 - Architektura		\$12,375.00
Nov 2025 - Architektura		\$34,156.55
May 2026 - Architektura		\$3,840.00
Construction	\$928,248.00	
Bill 1 - Tridonn		\$57,448.80
Bill 2 - Tridonn		\$96,382.70
Bill 3 - Tridonn		\$56,696.44
Bill 4 - Tridonn		\$46,480.71
Bill 5 - Tridonn		\$186,355.88
Bill 6 - Tridonn		\$69,157.51
Furniture		
Trellis Group - bulk of furniture	\$63,998.59	
Custer - study tables	\$7,841.40	
Kentwood Office Furniture - Flip-top tables	\$9,725.03	\$9,725.03
Interphase - Lectern and Power Tower	\$1,143.87	
Conveyor Belt Book Drop	\$95,000.00	\$85,304.66
Security Cameras	\$7,424.00	
Audio - speakers, mics, loop system	\$33,139.13	\$26,511.30
WiFi Extension	\$6,000.00	
Misc Owner Costs	\$2,500.00	
Drop Box Rental	\$2,574.00	\$1,873.00
Temporary Entrance Signage - Sparrow		\$1,404.50
Furniture Storage until end of July	\$320.00	
Contingency - 5% - budgeted \$47,591	\$51,364.00	
Change Order 1 - \$24,840		
Change Order 2 - (\$10,997)		
Change Order 3 - 13,372		
Change Order 4 - 24,149		
Change Order 5 - TBD		
<b>Total Expenses</b>	<b>\$1,262,637.07</b>	<b>\$687,712.08</b>
<b>Income less Expenses</b>	<b>\$1,310.48</b>	<b>\$0.00</b>

**Change Order 4**  
**June 2026**

1	Light pole removed from book drop area	\$0.00
2	Remove/Re-Pour section of concrete near staff entrance for ramp transition	\$714.00
3	Center island concrete will remain as is	<b>-\$1,100.00</b>
4	Install paver path to match existing from new ramp to east patio	\$3,541.00
5	Re-locate roof drain on east patio to avoid walkway	\$2,045.00
6	Add concrete curb to west patio	\$11,141.00
7	Additional ductwork in sunroom ceiling (add), remove snowmelt in book drop drive area (deduct)	\$1,938.00
8	Reconfigure electrical to go to digital sign, add data drops for parking lot wifi and people counter	\$5,870.00
<b>Total</b>		<b>\$24,149.00</b>

**Employee Manual Revision**  
**Section 4.22 MERS Health Care**  
**June 17, 2026**

This spring, we've made changes to our benefits offered at MERS. We have discontinued use of the Health Care Savings Program (MERS 115 Trust) for all future employees. We now need to change the language in Section 4.22 of our employee manual to match the changes.

**Old Language**

*The Library also offers a post-employment medical plan for the benefit of all eligible employees referred to as the MERS Health Care Savings Program or the MERS 115 Trust. The MERS Health Care Savings Program/115 Trust is administered by MERS and is mandatory for all eligible employees. Details related to the MERS Health Care Savings Plan will be provided to all eligible employees.*

**Suggested Language – Changes Marked**

*The Library ~~also offers~~ **previously offered** a post-employment medical plan for the benefit of all eligible employees referred to as the MERS Health Care Savings Program or the MERS 115 Trust. **As of January 21, 2026, the MERS Health Care Savings Program is closed to new enrollees and current active employees will no longer be able to make contributions.** The MERS Health Care Savings Program/115 Trust is administered by MERS. ~~and is mandatory for all eligible employees. Details related to the MERS Health Care Savings Plan will be provided to all eligible employees.~~*

**Suggested Language – Clean Copy**

*The Library previously offered a post-employment medical plan for the benefit of all eligible employees referred to as the MERS Health Care Savings Program or the MERS 115 Trust. As of January 21, 2026, the MERS Health Care Savings Program is closed to new enrollees and current active employees will no longer be able to make contributions. The MERS Health Care Savings Program/115 Trust is administered by MERS.*