

**Spring Lake District Library
Board Meeting**

**Wednesday, October 21, 2026
Spring Lake District Library
1pm**

Agenda

1. Call to order
2. Approve the agenda
3. Public comment
4. Approve the minutes – September 16, 2026
5. Financial report and approval of bills – September 2026
6. Director's Report
7. Building Project Updates – Sunroom Addition
 - a. Financial Update
 - b. Change Order 6
 - c.
8. Old business
 - a.
 - b.
9. New business
 - a. Library Director Job Description
 - b.
10. Public Comment
11. Adjourn the meeting

Spring Lake District Library Board Minutes Wednesday, September 16, 2026

Present and voting: Mary Eagin, Skylar Garrison, Bill Meyers, Laurie Draeger, Maria Boersma, Skip Lorimer

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

Absent: Sheri Boon

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

The meeting was called to order at 1:00 p.m. by Mary Eagin

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

Public Comment: None

Motion to approve the minutes of August 19, 2026 and September 3, 2026, made by Skylar Garrison and supported by Maria Boersma. The motion was approved unanimously.

Motion to open the Budget Hearing opened at 1:03 p.m. by Skylar Garrison and supported by Laurie Draeger. The motion was approved unanimously.

- a. 2027 Budget Resolution and Millage Discussion**
- b. Public comment regarding budget and/or millage**
 - i. None

Motion to close the Budget Hearing at 1:05 p.m. made by Bill Meyers supported by Laurie Draeger. The motion was approved unanimously.

Motion to pass resolution to adopt 2027 budget and set millage rate made by Skylar and supported by Bill Meyers. The motion was approved unanimously via roll call: LD: yes SG: yes MB: yes SL: yes BM: yes ME: yes

Motion to approve financial reports from August 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 that the Block Party is tomorrow night (Thursday, September 17) from 5-8 p.m.

Building Project Updates - Sunroom Addition

- a. Financial Update
 - i. Maggie reviewed a financial update on the Sunroom Addition project. We are hopeful that it will open towards the end of October at this point.

Old Business:

- a. Non-Resident Policy 201 - Revision
 - i. **Motion to adopt the revised policy as written in the board packet** was made by Skylar Garrison and supported by Maria Boersma. The motion was approved unanimously.

New Business:

- a. 2027 Salary and Benefits Package
 - i. **Motion made to adopt the revised salary schedule and step system** made by Laurie Draeger and supported by Skylar Garrison. The motion was approved unanimously.
 - ii. **Motion made to adopt the revised Benefits package as written in the board packet in the employee manual** was made by Bill Meyers and supported by Skip Lorimer. The motion was approved unanimously.
- b. 2027 Health Insurance Renewal
 - i. **Motion made to approve the renewal for Health insurance for 2027 for the staff** made by Maria Boersma and supported by Laurie Draeger. The motion was approved unanimously.

Public Comment:

- a. The Friends of the Library will have their book sale outside from 10 am to 8 pm tomorrow, September 17. The sale will continue in the Library until next Tuesday.
- b. 850 buttons have been sold since April of 2025.
- c. Culver's fundraiser - October 6 between 5-8 p.m. A portion of the proceeds go to the the Friends of the Library
- d. National Friends of the Library week 18-24th - Friends of the Library will have a social at Spring Lake Community Center on October 19.

Meeting was adjourned at 2:16 p.m.

Respectfully submitted,
Skylar Garrison, Secretary

Spring Lake District Library

Balance Sheet - Memorized for Board

As of Sep 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Huntington Checking	73,665.95
Michigan Class Investments	1,398,651.38
Petty Cash	230.91
Total for Bank Accounts	\$1,472,548.24
Accounts Receivable	
Accounts receivable	-63.92
Total for Accounts Receivable	-\$63.92
Other Current Assets	
Credit Card Payment Receivable	-269.06
Total for Other Current Assets	-\$269.06
Total for Current Assets	\$1,472,215.26
Total for Assets	\$1,472,215.26
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Deductions MERS DB	568.28
Due to Friends of the Library	1,469.00
EE Garnishment	195.86
MERS 457	-4,941.15
MERS DC EE Portion	7,690.71
MERS Roth 457	496.63
Withheld Payroll Taxes	196.18
Total for Other Current Liabilities	\$5,675.51
Total for Current Liabilities	\$5,675.51
Total for Liabilities	\$5,675.51
Equity	\$1,466,539.75
Total for Liabilities and Equity	\$1,472,215.26

Spring Lake District Library
Budget vs. Actuals
SEP 2026

	SEP	YTD	Budget	% of Budget
Income				
Budgetary Fund Balance Income			469,927.00	
Current Property Taxes .60 mil		555,785.72	584,578.00	95%
Current Property Taxes 1.12 mil	316.59	1,148,265.51	1,148,709.00	100%
Grants,Gifts and Contributions	8,255.90	206,239.59	172,000.00	120%
Investment Income	4,508.50	46,250.89	61,000.00	76%
Library Fines	402.33	2,356.59	2,000.00	118%
Local Government Revenue		222,809.24	197,000.00	113%
Other Income	988.90	10,313.06	7,300.00	141%
PILOT	2,586.42	3,065.49	3,000.00	102%
RHFV OPEB Closeout Income		1,475,073.14	1,475,073.00	100%
State Revenue		33,941.11	16,000.00	212%
Total Income	\$ 17,058.64	\$ 3,704,100.34	\$ 4,136,587.00	90%
Expenses				
Capital Outlay	825.98	12,540.99	25,000.00	50%
Materials	11,879.59	158,583.47	206,010.00	77%
Operations	20,372.66	289,218.12	397,858.00	73%
Operations Transfer Out		1,730,000.00	1,730,000.00	100%
Personnel	108,195.04	1,050,303.93	1,469,219.00	71%
RHFV OPEB Expense		215,000.00	215,000.00	100%
Programming	4,339.52	33,879.89	52,500.00	65%
Technology	2,265.62	34,417.94	41,000.00	84%
Total Expenses	\$ 147,878.41	\$ 3,523,944.34	\$ 4,136,587.00	85%

**Spring Lake District Library
Bank Accounts and Investments Summary
as of September 30, 2026**

General Fund - Money Market	Avg Yield	Market Value
GF - Michigan Class Investments - 0001	3.88%	\$1,398,651.38

Capital Fund - Money Market	Avg Yield	Market Value
CF - Michigan Class Investments - 0002	3.88%	\$1,633,268.02

Bank Accounts	Balance
Huntington Checking - General Fund	\$73,665.95
Huntington Checking - Capital Projects	\$51,028.61
	\$124,694.56

Spring Lake District Library				
Check Detail Report - GF HNB Checking				
September 17-October 21, 2026				
Date	Num	Name	Amount	Memo
9/17/2026	22796	Anne Rivers	\$ 250.00	
10/21/2026	22797	Ace Hardware	\$ 1.40	
10/21/2026	22798	Action Chemical	\$ 742.65	
10/21/2026	22799	Alison Anderson	\$ 26.60	
10/21/2026	22800	Applied Innovation	\$ 1,642.38	copy/print
10/21/2026	22801	Bibliotheca, LLC	\$ 2,143.86	book drop maint agreement
10/21/2026	22802	Cengage Learning, Inc. - Gale	\$ 229.60	
10/21/2026	22803	Center Point Publishing	\$ 100.68	
10/21/2026	22804	Chase Card Services	\$ 8,805.68	* see below
10/21/2026	22805	Chris Loughrin	\$ 250.00	
10/21/2026	22806	City Farmer Lawn & Landscape	\$ 550.00	lawn care
10/21/2026	22807	Cummins	\$ 2,357.78	generator repairs
10/21/2026	22808	Demco, Inc.	\$ 1,093.22	library supplies
10/21/2026	22809	FE Technologies American Corporation	\$ 268.00	
10/21/2026	22810	Friends of Spring Lake District Library	\$ 1,474.00	due to the friends
10/21/2026	22811	Grand Finale	\$ 1,477.50	summer reading prizes
10/21/2026	22812	Griffin Pest Solutions	\$ 326.00	
10/21/2026	22813	Heimler Consulting	\$ 345.00	
10/21/2026	22814	Hurst Mechanical	\$ 1,594.77	bldg maint
10/21/2026	22815	Ingram Library Services	\$ 2,252.05	books
10/21/2026	22816	Kanopy, Inc	\$ 408.00	
10/21/2026	22817	Kuerth's Disposal	\$ 220.00	
10/21/2026	22818	Lakeland Library Cooperative	\$ 6,526.00	due to co-op
10/21/2026	22819	MADL	\$ 42.97	
10/21/2026	22820	Melanie Alm	\$ 240.00	
10/21/2026	22821	Midwest Tape	\$ 4,000.34	digital materials
10/21/2026	22822	OverDrive, Inc.	\$ 4,502.36	digital materials
10/21/2026	22823	Quill.com	\$ 87.98	
10/21/2026	22824	SenSource	\$ 456.00	
10/21/2026	22825	Sweet Temptations	\$ 1,437.50	summer reading prizes
10/21/2026	22826	TH Brands	\$ 10.00	
10/21/2026	22827	The Healing Village	\$ 150.00	
10/21/2026	22828	The Library Store	\$ 613.06	library supplies
10/21/2026	22829	The Standard Insurance Company	\$ 569.86	insurance
10/21/2026	22830	TMobile	\$ 448.00	
10/21/2026	22831	Trinity Health Workplace Health	\$ 55.00	
10/21/2026	22832	Unique Management Services	\$ 9.85	
10/21/2026	22833	Valerie Van Heest	\$ 225.00	
10/21/2026	22834	White Lake Community Library	\$ 44.94	
10/21/2026	22835	Melanie Alm	\$ 120.00	
		Total	\$ 46,098.03	

[illegible]

		*Chase Bill Detail		
		Library & Office Supplies	\$ 618.22	
		Janitorial Supply	\$ 173.12	
		Building Maint.	\$ 737.49	
		Building - Outdoor Beautification	\$ 194.96	
		Youth Programs	\$ 280.95	
		Adult Programs	\$ 1,575.61	Molina Grant for Memory Café
		All Age Programs	\$ 1,021.42	Block Party Expenses
		All Age Programs	\$ 162.00	Summer Reading Prizes
		Professional Contract Services	\$ 286.55	
		Capital Outlay	\$ 1,199.99	Fridge for The Sunroom
		Technology Software/Supplies	\$ 938.87	
		Telephone / Internet	\$ 635.85	
		Books - Adult Fiction	\$ 117.25	
		Books - Adult Non-Fiction	\$ 42.22	
		Books - Youth	\$ 10.44	
		DVDs	\$ 291.43	
		Other Circ Materials - Adult	\$ 33.97	
		Other Circ Materials - Youth	\$ 175.54	
		Marketing	\$ 9.00	
		Membership & Dues	\$ 230.00	
		Payroll Fees	\$ 70.80	
			\$ 8,805.68	

Spring Lake District Library

Huntington Checking, Period Ending 09/30/2026

RECONCILIATION REPORT

Reconciled on: 10/14/2026

Reconciled by: Amanda Rantanen

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

Summary

USD

Statement beginning balance	63,031.56
Service charge	-199.00
Interest earned	28.96
Checks and payments cleared (53)	-148,383.58
Deposits and other credits cleared (5)	163,959.71
Statement ending balance	78,437.65

Uncleared transactions as of 09/30/2026	-4,771.70
Register balance as of 09/30/2026	73,665.95
Cleared transactions after 09/30/2026	0.00
Uncleared transactions after 09/30/2026	150,000.00
Register balance as of 10/14/2026	223,665.95

Details

Checks and payments cleared (53)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/17/2026	Bill Payment	22658	Aimee Wilson	-48.16
08/19/2026	Bill Payment	22759	The Zekelman Holocaust Center	-50.00
08/19/2026	Bill Payment	22763	Vanguard ID Systems	-229.03
08/19/2026	Bill Payment	22746	Mary Ann Herbst	-300.00
08/19/2026	Bill Payment	22755	School Specialty	-128.61
08/19/2026	Bill Payment	22753	Quill.com	-87.98
08/19/2026	Bill Payment	22740	Heimler Consulting	-1,845.00
08/19/2026	Bill Payment	22748	Michael McBride	-700.00
08/20/2026	Bill Payment	22765	Ann Salamy	-300.00
08/27/2026	Bill Payment	22767	Mina Ruth, LLC	-569.75
09/09/2026	Journal	0361 - Payroll		-116.09
09/09/2026	Journal	0361 - Payroll		-9,987.90
09/09/2026	Journal	0361 - Payroll		-28,847.76
09/10/2026	Journal	0365 - Electric		-7,520.39
09/10/2026	Journal	0364 - Gas		-197.36
09/12/2026	Bill Payment	22795	CivicPlus	-4,200.00
09/14/2026	Journal	0367 - WMHIP		-15,760.51
09/15/2026	Journal	0369 - MERS 457		-1,584.59
09/15/2026	Journal	0371 - MERS DB		-8,232.28
09/15/2026	Journal	0370 - MERS DC		-998.65
09/15/2026	Journal	0370 - MERS DC		-1,001.97
09/15/2026	Journal	0369 - MERS 457		-1,588.47
09/16/2026	Bill Payment	22768	Ace Hardware	-209.44
09/16/2026	Bill Payment	22775	Cengage Learning, Inc. - Gale	-32.80
09/16/2026	Bill Payment	22785	Loutit District Library	-9.59
09/16/2026	Bill Payment	22780	Friends of Spring Lake District...	-885.65
09/16/2026	Bill Payment	22782	Ingram Library Services	-2,124.46
09/16/2026	Bill Payment	22770	Alex Thomas	-650.00
09/16/2026	Bill Payment	22769	Action Chemical	-534.12
09/16/2026	Bill Payment	22778	City Farmer Lawn & Landscape	-905.00
09/16/2026	Bill Payment	22783	Kanopy, Inc	-411.40
09/16/2026	Bill Payment	22792	TH Brands	-98.25
09/16/2026	Bill Payment	22774	Bartlett Tree Experts	-230.00
09/16/2026	Bill Payment	22771	Alison Anderson	-43.50
09/16/2026	Bill Payment	22791	Rachel Yonai	-19.94
09/16/2026	Bill Payment	22794	Trinity Health Workplace Health	-55.00
09/16/2026	Bill Payment	22776	Center Point Publishing	-100.68
09/16/2026	Bill Payment	22773	Automatic Equipment Sales a...	-528.80

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/16/2026	Bill Payment	22777	Chase Card Services	-7,889.09
09/16/2026	Bill Payment	22786	Maggie McKeithan	-224.04
09/16/2026	Bill Payment	22772	Applied Innovation	-1,342.78
09/16/2026	Bill Payment	22788	OverDrive, Inc.	-4,455.72
09/16/2026	Bill Payment	22790	Quill.com	-87.98
09/16/2026	Bill Payment	22784	Lakeland Library Cooperative	-383.00
09/16/2026	Bill Payment	22781	Hurst Mechanical	-1,594.77
09/16/2026	Bill Payment	22789	pens.com	-525.86
09/16/2026	Bill Payment	22793	The Standard Insurance Com...	-646.52
09/22/2026	Journal	0353 - safe deposit		-83.00
09/23/2026	Journal	0362 - Payroll		-10,244.83
09/23/2026	Journal	0362 - Payroll		-116.09
09/23/2026	Journal	0362 - Payroll		-29,231.64
09/30/2026	Journal	0375 - ADP		-216.70
09/30/2026	Journal	0375 - ADP		-208.43
Total				-148,383.58

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/03/2026	Journal	0352 - Transfer		150,000.00
09/08/2026	Journal	0376 - SLT Income		2,586.42
09/30/2026	Journal	0372 - Deposit		8,591.19
09/30/2026	Journal	0373 - Cash Register		1,841.97
09/30/2026	Journal	0366 - Square		940.13
Total				163,959.71

Additional Information

Uncleared checks and payments as of 09/30/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/16/2026	Bill Payment	22723	Jenny Geuder	-200.00
08/19/2026	Bill Payment	22737	Figen Mekik	-200.00
09/16/2026	Bill Payment	22779	Freddy Cheeks Productions	-500.00
09/16/2026	Bill Payment	22787	Midwest Tape	-4,000.04
09/17/2026	Bill Payment	22796	Anne Rivers	-250.00
Total				-5,150.04

Uncleared deposits and other credits as of 09/30/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2026	Journal	0363 - Erate Deposit		352.50
09/30/2026	Journal	0366 - Square		25.84
Total				378.34

Uncleared deposits and other credits after 09/30/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/05/2026	Journal	0374 - Transfer		150,000.00
Total				150,000.00

SLDL Capital Projects Fund
Balance Sheet
As of September 30, 2026

	<u>Sep 30, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
HNB Capital Fund Checking	51,028.61
Michigan Class Investments	1,633,268.02
Petty Cash	2.68
Total Checking/Savings	<u>1,684,299.31</u>
Total Current Assets	<u>1,684,299.31</u>
TOTAL ASSETS	<u><u>1,684,299.31</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings(Fund Balance)	238,131.26
Net Income	1,446,168.05
Total Equity	<u>1,684,299.31</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,684,299.31</u></u>

SLDL Capital Projects Fund
Profit & Loss YTD Comparison
September 2026

	Sep 26	Jan - Sep 26
Income		
Donations	0.00	5,000.00
Grant Revenue	0.00	42,500.00
GrantsGHACF Expansion Fund	0.00	449,308.86
Interest Income	22.71	175.06
Investment Fluctuation of MV's	5,194.23	26,693.26
Operating transfers in	0.00	1,730,000.00
Other Income	0.00	772.41
Restricted Gifts	0.00	119,531.65
Total Income	5,216.94	2,373,981.24
Gross Profit	5,216.94	2,373,981.24
Expense		
Building Expenses	0.00	72,739.40
Capital outlay	0.00	10,868.90
Construction expense	79,027.43	826,251.24
Operating transfers out	0.00	14,113.65
Professional fees	0.00	3,840.00
Total Expense	79,027.43	927,813.19
Net Income	-73,810.49	1,446,168.05

SLDL Capital Projects Fund

10/16/2026 2:05 PM

Register: HNB Capital Fund Checking

From 09/17/2026 through 10/21/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/19/2026	028-Trnsfr		Michigan Class Invest...			50,000.00	101,005.90
10/21/2026	1216	American Security C...	Accounts payable		229.00		100,776.90
10/21/2026	1217	Custer Office Enviro...	Accounts payable		7,841.40		92,935.50
10/21/2026	1218	LiveSpace	Accounts payable		7,706.08		85,229.42
10/21/2026	1219	Tridonn Construction...	Accounts payable	Pay App #10	66,960.87		18,268.55

2:08 PM

10/16/26

SLDL Capital Projects Fund
Reconciliation Summary
HNB Capital Fund Checking, Period Ending 09/30/2026

	Sep 30, 26
Beginning Balance	130,033.33
Cleared Transactions	
Checks and Payments - 4 items	-79,027.43
Deposits and Credits - 1 item	22.71
Total Cleared Transactions	-79,004.72
Cleared Balance	<u>51,028.61</u>
Register Balance as of 09/30/2026	51,028.61
New Transactions	
Checks and Payments - 4 items	-82,737.35
Deposits and Credits - 1 item	50,000.00
Total New Transactions	-32,737.35
Ending Balance	<u><u>18,291.26</u></u>



Library Director's Report

Maggie McKeithan, Library Director

October 21, 2026

On September 17, we had our annual Block Party. We estimate that we had about 350 people attend. It was a lot of fun, and we were very grateful to everyone that turned out for it. This was our 5th year having the Block Party, so we may re-evaluate and do something else next year to generate some new excitement.

We had our staff day on October 12. Pine Rest came out for some staff training about different personality types in the workplace. We did some trainings about fire procedures, cleaning protocols, and staff meetings. Also on the agenda was reviewing the recent updates to the salary step system and the Employee Manual updates. One topic that we had an interactive session about was AI in the Library. As I'm working on bringing an AI policy to the Board for discussion, I wanted staff to engage in conversation about our collective level of comfort with AI usage for both admin tasks and patron interactions. We talked through a series of scenarios that we rated on a Green Light, Yellow Light, Red Light scale. We came up with a list of things that we as a staff did not want to use AI for, at least right now:

- We will not put any employee names or specific employee information into any AI product.
- We will not put any patron names or specific patron information into any AI product.
- We will not knowingly use AI generated images in our marketing materials.
- We will not knowingly add AI generated content to our circulating collection.
- We will not use AI for any hiring tasks.
- We will not use AI to provide any health information to our patrons.

We also had a chance to review the new website with staff before it went live on October 13. So far, so good. Our web address remains the same – sllib.org, so nothing should change for our patrons to navigate there, but the look has been streamline and the information has been updated to be current. We will continue making updates over time, based on feedback from staff and patrons.

National Friends of Libraries week runs from October 18-24, 2026. The Friends have some passive activities to engage patrons and the Library will be posting on social media to recognize the Friends and all the work they do to support the library. The Friends are also hosting local author Patti Eddington on October 22 at 6pm.

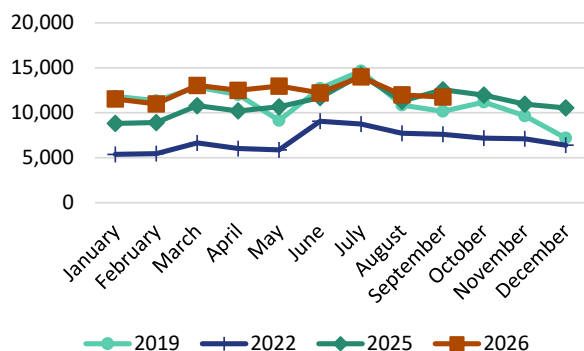
Context for the agenda and packet –

Building Project Updates – Financial Update/Change Order 6 The spreadsheet is updated to October 16, 2026. Bulletin 6 is in Tridonn's hands to price out the changes. They are aware of our meeting date, so I hope to have an update to this by the time we meet.

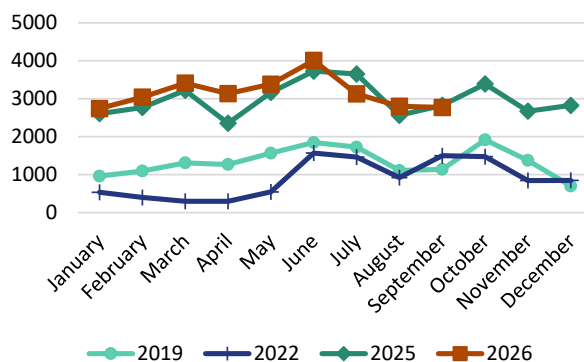
Library Director Job Description The yearly Library Director Evaluation is coming up quickly. The Personnel Committee has reviewed and updated the job description for the Board to formally approve. Changes are marked.

Monthly Statistics - to September 30, 2026

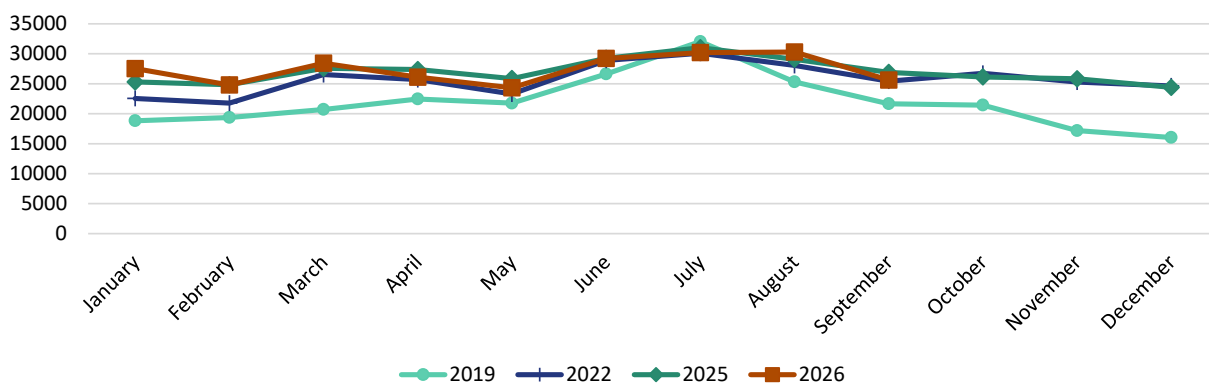
Front Door Counter



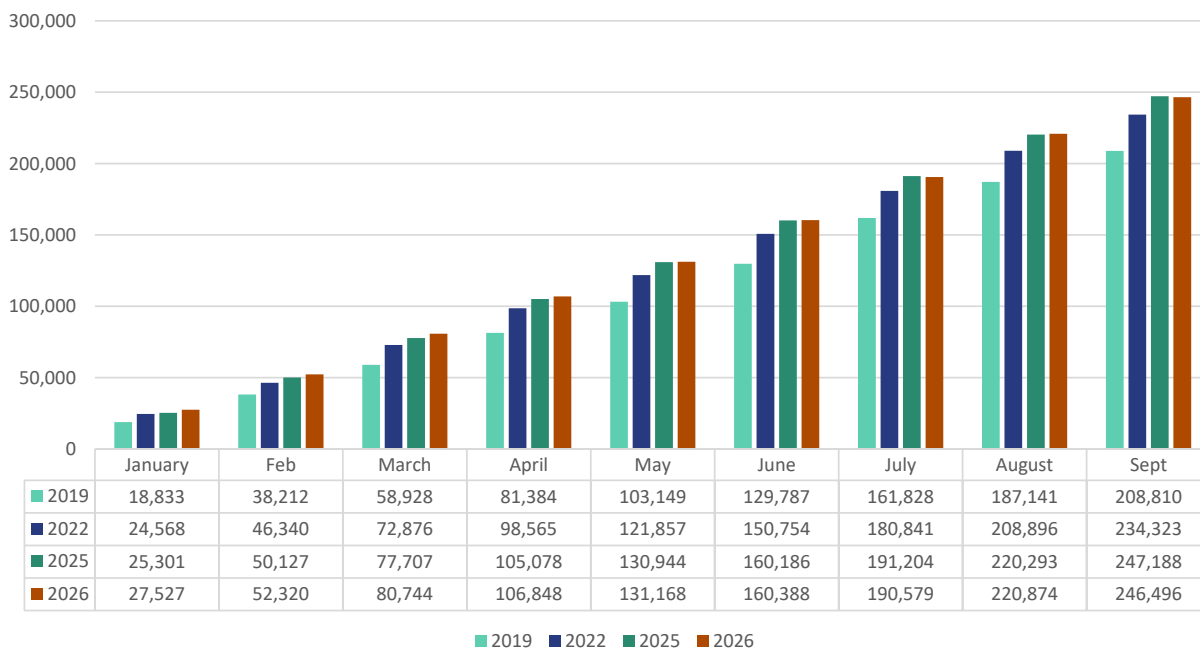
Program or Meeting Attendance



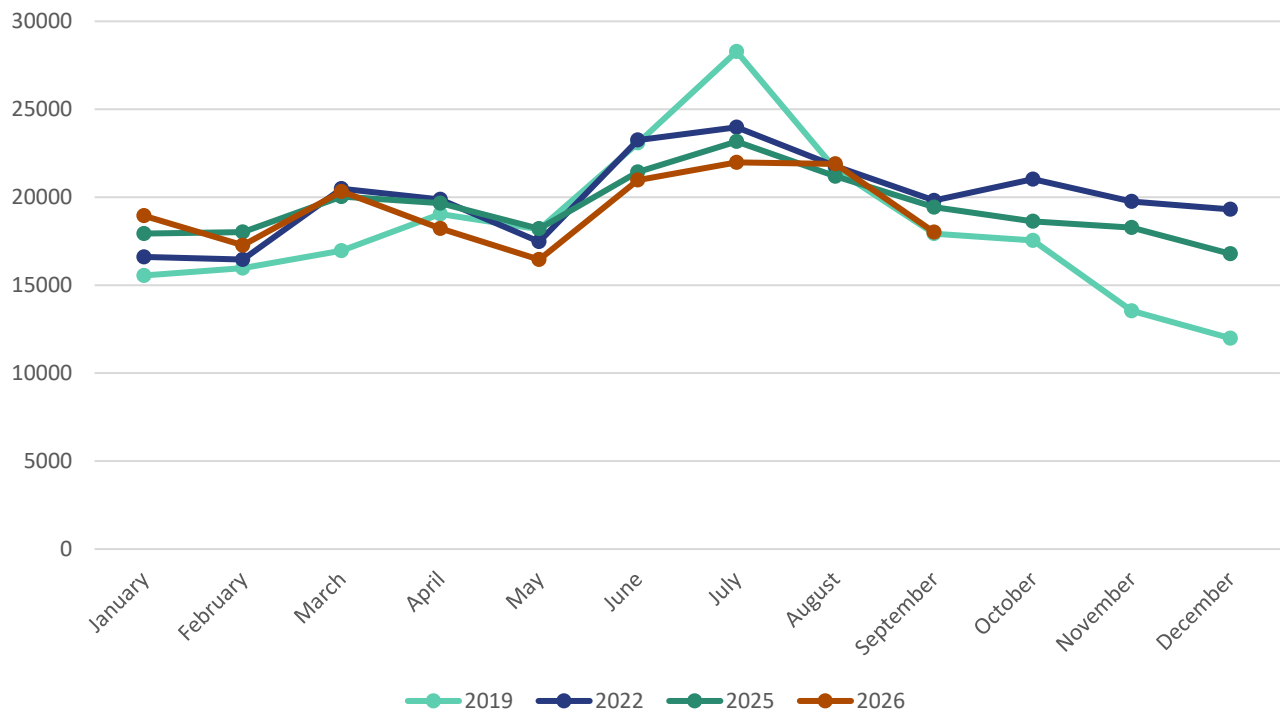
Materials Circulation



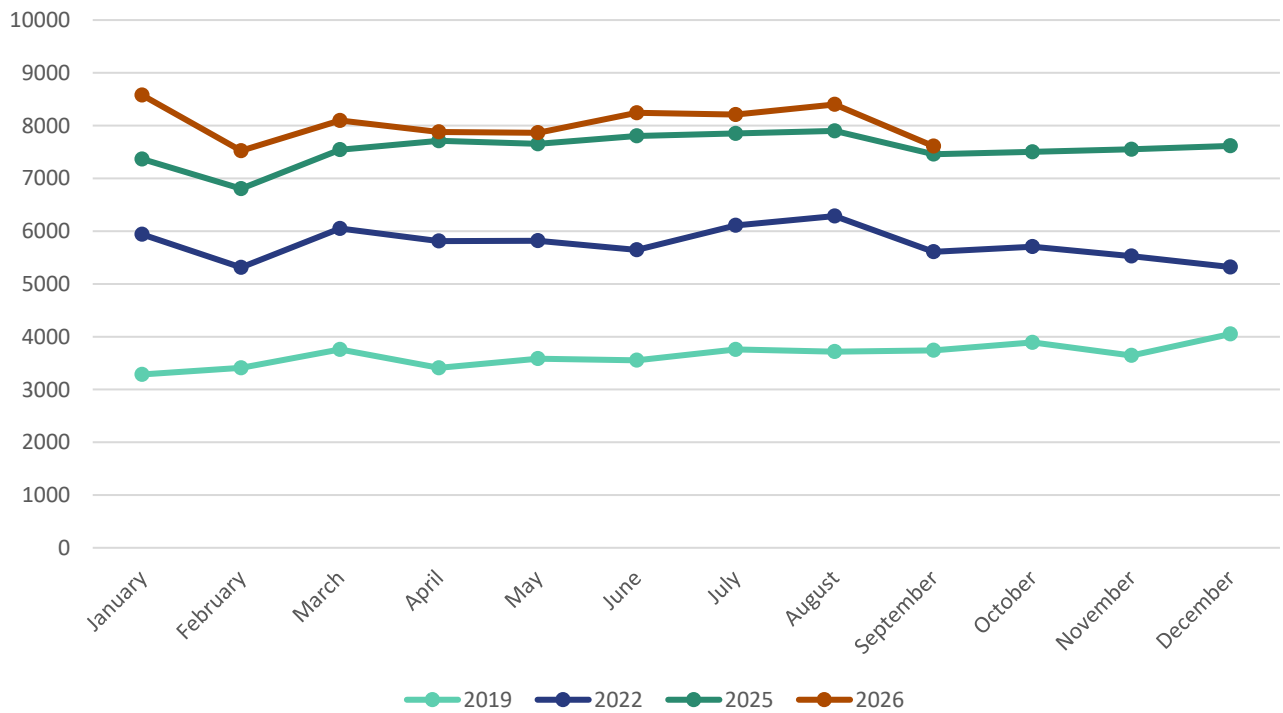
Year to Date Circulation



Print Materials Circulation



Digital Materials Circulation



Sunroom Addition - Financial Update
October 16, 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	\$29,900.39	\$29,900.39
Library Fund Balance	\$640,000.00	\$363,559.49
Additional Grants		
Total Income	\$1,284,900.39	\$1,003,459.88

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
Bill 7 - Tridonn		\$47,376.99
Bill 8 - Tridonn		\$95,927.08
Bill 9 - Tridonn		\$67,391.14
Bill 10 - Tridonn		\$66,960.87
Furniture		
Trellis Group - bulk of furniture	\$63,998.59	
Custer - study tables	\$7,841.40	\$7,841.40
Kentwood Office Furniture - Flip-top tables	\$9,725.03	\$9,725.03
Interphase - Lectern and Power Tower	\$1,143.87	\$1,143.87
Conveyor Belt Book Drop	\$95,000.00	\$94,782.95
Security Cameras	\$7,424.00	\$3,300.00
Audio - speakers, mics, loop system	\$33,139.13	\$41,923.46
WiFi Extension	\$6,000.00	
Misc Owner Costs	\$2,500.00	
Drop Box Rental	\$2,574.00	\$2,789.00
Temporary Entrance Signage - Sparrow		\$1,404.50
Furniture Storage until end of July October	\$320.00	
Contingency - 5% - budgeted \$47,591	\$83,677.00	
Change Order 1 - \$24,840		
Change Order 2 - (\$10,997)		
Change Order 3 - \$13,372		
Change Order 4 - \$24,149		
Change Order 5 - \$32,313		
Change Order 6 -		
Total Expenses	\$1,294,950.07	\$1,003,459.88

SPRING LAKE DISTRICT LIBRARY JOB DESCRIPTION

LIBRARY DIRECTOR

Supervised by: Spring Lake District Library Board of Trustees
Supervises: All full-time and part-time employees of Spring Lake District Library

Position Summary:

Under the direction of the Spring Lake District Library Board of Trustees, develop, administer, supervise, and coordinate the work of the library and staff; performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity with the policies established by the Board of Trustees and the regulations of the Michigan State Library.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. The Director provides leadership by maintaining a high professional standard, by creating an atmosphere where patrons and staff alike feel welcome and valued, and by leading an effective team of employees dedicated to the library's mission.
2. Analyze, plan, develop, implement, promote, and evaluate all library services. ~~Develop new or revised policy recommendations to present to the Board.~~
3. Prepare board meeting agenda, attend board meetings and implement board decisions.
4. Prepare financial, use statistics, and other reports for the Board. [Develop new or revised policy recommendations to present to the Board.](#)
5. Report at each board meeting and keep the Board informed of the library's progress and problems.
6. Serve as ex-officio member of Board committees.
7. Monitor, oversee and evaluate the cost and adequacy of insurance coverage, and other service contracts and provide recommendations to the board.
8. Work closely with library staff, the Library Board, relevant government departments and officials, local cultural and educational organizations, as well as with other libraries and professional organizations to provide the best possible library service to the community.
9. Develop, implement and evaluate short- and long-term planning and implementation of adopted plans.
10. Develop and administer policies concerning library operations, budgets and programs.
11. Handles complaints in accordance with policy. Serve as the Freedom of Information Act Coordinator for the library.

12. Manage library staff **and volunteers**, including evaluating, hiring, training, scheduling, administration of discipline, and firing as well as delegating some duties to appropriate staff. Work with employees on identifying staff development opportunities.
13. Recruit and recommend employment of library personnel, recommend promotion, transfer, or termination of staff.
- ~~14. Organize, train, assign, and evaluate personnel and volunteers.~~
15. Prepare the annual budget, and present and defend the budget to the Board of Trustees. Participate in millage planning.
16. Monitor and approve expenditures within approved budget. Supervise bookkeeping for the library and work with the library accountant to handle the annual audit and other financial matters. Oversee library payroll.
17. Work with the Spring Lake District Library Board on investment of library funds.
18. **Develop relationships and** represent the library at Lakeland Library Cooperative meetings and participate in cooperative committees, as well as statewide groups such as the Michigan Library Association or Library of Michigan sponsored group, and community groups and organizations.
19. **Facilitate the maintenance of the library building, including repairs, updates, and construction.**
20. Engage in regular professional development **to remain current on trends in library services, collection development, and other areas of librarianship.**
21. Perform other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Master's degree in Library and Information Science from an ALA accredited college or university required.
- Eligible for a Librarian's Professional Certification (Level 2) from the Library of Michigan as required by state law for a Class IV library or the ability to qualify for certification.
- Five or more years of progressively more responsible experience working in a public library, including administrative and/or supervisory experience required.
- Working knowledge of the principles, methods and practices of public library operations required.
- Knowledge of federal, state and local laws that impact library operation.
- Communication skills necessary to represent the needs of the library to the public and the governing board.

- Proficient with Microsoft Office Suite software including Excel and Power Point. Familiarity with web-based platforms, including social media sites.
- Enthusiastic customer service philosophy.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Strong organizational and creative problem-solving skills.
- Ability to establish and maintain courteous and effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, library staff, community groups, government staff and others.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to travel on library business or for professional development as needed.
- Ability to work occasional weekends or evenings.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The employee must occasionally travel to other sites, and may need to lift and/or move items of light weight. The noise level in the work environment is usually quiet to moderate.