

AGENDA

Henika District Library
Board of Trustees Meeting
August 8th, 2023 at 6:30 pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda (M)

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. July 2023 Regular Meeting Minutes (M)
- B. July 2023 Special Meeting Minutes (M)

V. Financial Reports

- A. July 2023
 - Approval of Paid Bills (M)
 - Credit Card Detail Report
 - YTD Budget vs Actual
 - United Bank Accounts Overview

VI. Director's Report

- A. Monthly Statistics
- B. Youth Report
- C. Adult Report
- D. Circulation Report

VII. Committee Reports

- A. Finance Committee Meeting 7/24

VIII. Unfinished Business

IX. New Business

- A. F/Y 2024 Budget
 - a. Resolution 2023-4 (M)
- B. Triangle Proposal - Construction Management (M)
- C. Property Revolution Proposal - Insurance Claim for Roof (M)

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
July 11, 2023 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Danielle Simmons

Members Absent: Maria Musgrave, Sarah Powell

Staff Present: Cierra Bakovka – Director

Guests: Aviv Karni

- I. Call to Order: Meeting called to order at 6:37 pm by Augustin.
- II. Approval of Agenda motioned by Fryling and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: Aviv Karni shared that he thinks Tori is doing a great job.
- IV. Approval of June 2023 Regular Meeting Minutes with the corrected date of June 13, 2023 motioned by Augustin and seconded by Marsh. All yes, motion passed.
- V. Financial Reports for June 2023
 - a. Credit Card Detail Report was reviewed. Bakovka ordered books from ALA through Chicago Books and Journal to help with committees. The charge from School Outfitters was for the new shelf for the board books in the youth area. Summer reading and book sale signs were purchased from Imprint Signs for Summer Fest.
 - b. YTD Budget vs. Actuals was reviewed. Township revenue has almost all come in; there is still some remaining revenue we are waiting on from the City. The miscellaneous expense was from the \$100 cash withdrawal for change for the book sale.
 - c. United Bank Accounts were reviewed. Marsh gave an update on the library's CDs. The CDs are automatically renewed as they mature, but they renew at the standard rate unless the special rate is requested at renewal. Seven CDs are coming mature between September and December 2023. Marsh plans to request renewal at the special rate rather than allowing them to automatically renew under the standard rate. Bakovka shared that Robin at the bank advised that it may be beneficial to take the penalty to end some of the CDs early to renew at the current special rate. Marsh presented current rates, maturity dates, and penalty

amounts for each CD. The Board discussed the benefit of taking the penalty to renew at the special rate due to the significant difference between the CDs' current rates and the special rate of 4.5%, however the time commitment for the special rate was not known and there was concern about tying up funds for too long depending on the length of time required for the special rate. Marsh to inquire about the time commitments for the special rates and bring that information to the Board once available.

- d. Approval of paid bills motioned by Augustin and seconded by Marsh. All yes, motion passed.

VI. Director's Report

- a. Bakovka and Faith went to ALA and learned a lot. The AED has arrived and is functional despite a few parts being on backorder. The library will close early at 1pm on July 18 for the staff to attend the in-person skills test and staff meeting reflection afterward. The annual budget meeting will take place at 6pm on August 8, 2023.
- b. Monthly Statistics were reviewed. June was busier than May and the most popular day of the week was Mondays.
- c. The Youth Services report was reviewed. Tori is adjusting well and is planning to bring back some of the long-standing programs starting next month. There may be some changes made to after-school art to incorporate some activities rather than always being art/crafts. The John Ball Zoo event was a hit, although a fair number of people who signed up did not show up.
- d. The Adult Services report was reviewed. The community art project has been completed and is displayed in the library. Strokes of Genius will have two sessions next month.
- e. The Circulation report was reviewed. Thirty-three new patron accounts were added in June. Bakovka is working with the local schools to distribute cards with the phrase "nothing says school ready like a library card" and a QR code linking to the online library card application. Special collection items and games increased in circulation, while DVDs and audiobooks declined in circulation.

VII. Committee Reports

- a. Finance Committee Meeting 6/15
 - i. The Finance Committee drafted some policy changes to be reviewed by the Board. The committee is planning to start working on the budget later this month.
- b. Building and Grounds Committee Meeting 7/7
 - i. The attorney's agreement has been written up for buying the parking lot next door. A construction manager needs to be selected

before moving forward with building plans. A true needs vs. wants list needs to be done.

VIII. Unfinished Business

a. Parking Lot Proposal

i. Bakovka presented the cover letter she prepared, as well as the purchase agreement that was prepared by the attorney. Approval of the proposal to purchase the parking lot motioned by Byville and seconded by Augustin. A roll call vote was conducted. Six yes, zero no, two absent; motion passed.

1. Simmons YES
2. Byville YES
3. Fryling YES
4. Marsh YES
5. Augustin YES
6. Kuhn YES
7. Powell ABSENT
8. Musgrave ABSENT

IX. New Business

a. PTO Policy

i. Bakovka presented the draft policy as recommended by the Finance Committee. Adoption of the revised PTO Policy as presented motioned by Augustin and seconded by Kuhn. A roll call vote was conducted. Six yes, zero no, two absent; motion passed.

1. Simmons YES
2. Byville YES
3. Fryling YES
4. Marsh YES
5. Augustin YES
6. Kuhn YES
7. Powell ABSENT
8. Musgrave ABSENT

b. Family and Medical Leave Policy

i. Bakovka presented the draft policy as recommended by the Finance Committee. Adoption of the revised Family and Medical Leave Policy as presented motioned by Augustin and seconded by Kuhn. A roll call vote was conducted. Five yes, one no, two absent; motion passed.

1. Simmons YES
2. Byville YES
3. Fryling NO
4. Marsh YES
5. Augustin YES

6. Kuhn YES
7. Powell ABSENT
8. Musgrave ABSENT

c. Staff Meetings

- i. Bakovka would like to be able to have regular in-person staff meetings but scheduling them outside of library hours has been a challenge due to staff not being available. Bakovka would like to request the Board's approval to close an hour early one day a month on either Tuesday or Thursday to have in-person staff meetings. Dates may vary depending on need and staff availability. Approval of adjusting hours for staff meetings per Director and Board President's discretion motioned by Augustin and seconded by Byville. All yes, motion passed.

X. Around the Table

- a. Kuhn gave kudos to Sarah for helping out with tie dye event in Faith's absence.
- b. Simmons had nothing to add.
- c. Byville apologized for arriving late.
- d. Fryling was pleased with our process, appreciates all the discussion prior to voting.
- e. Bakovka had a great time at ALA, is super excited for upcoming staff development, and is excited to go to Vegas for robot competition.
- f. Marsh is pleased the AED is finally a reality. After talking to Jay (artist who made the artwork that is installed on the side of the building), Marsh would like to see changes to the color/pattern of the lights since the solar light has various color capabilities.
- g. Augustin gave kudos to new staff; hopes that Tori is finding her way and excited to start doing some of her own things. Augustin is excited to do anything helpful to get staff meetings going again, feels it is essential to have that time to discuss, brainstorm, and plan all together. The Building Committee will touch base about scheduling their next meeting. Augustin inquired about whether the roof had been assessed for hail damage since many of the homes and businesses in the area have been getting new roofs; Bakovka has submitted a claim with the insurance company.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:37 pm.

Board of Trustees Special Meeting

Minutes from July 20, 2023

I. Call to Order 6:01 pm

Members Present: Gary Marsh, Meghan Augustin, Tami Fryling, Danielle Simmons, Maria Musgrave, Suzy Byville

Members Absent: Jacqui Kuhn, Sarah Powell

Staff Present: Cierra Bakovka

Guests: none

NOTE: Fryling taking minutes per board unanimous vote

II. Approval of Agenda; Motioned by Byville, seconded by Augustin

III. Community Opportunity to Address the Board: No one present

IV. New Business (Reminder that meetings **must be called** prior to any discussion by board members. i.e. no e-mail, texts, etc prior to meetings)

a. Certificates of Deposit: Eight CD's at United Bank currently below 1% interest. New rate option is up to 4.5%. 2 CD's are due for renewal soon but others can be changed to higher interest rate by payment of penalty (\$296.56)

b. Discussion:

- i. Time rate is available is subject to change on a daily basis.
- ii. Other options available ...combine smaller CD's into one larger one. Advantage of minimizing number of CD's for bookkeeping purposes. Interest from Board members to combine all small CD's (7) into 1 and leave the large one as is.
- iii. Current option is for 12 months only.
- iv. Any advantage to putting more from our savings into CD's while rate is high.
- v. Strategy to how much to have in savings vs in CD's. Should keep enough in savings for one year's operation (which we have).

MOTION 1: Marsh: Redeem all CD's, and take the small penalty to combine all 7 small CD's into one and leave the large one as is. Results in 2 CDs. Seconded by Musgrave

Roll call:

Byville- yes

Musgrave- yes

Simmons-yes

Fryling-yes

Marsh-yes

Augustin-yes

PASSED

- V. Discussion on whether to take any monies out of savings and roll into CD(s).
 - a. Currently have 2 savings accounts. Gary/Treasurer explains rationale for leaving monies in at least one account. No significant reason to change any savings into CD's at this time.
- VI. Around the table: Byville=nothing; Musgrave=nothing; Simmons=nothing; Fryling=nothing; Cierra= AED training has been completed by all staff Marsh= clarification regarding having any discussions via email. Handout of THE OPEN MEETINGS ACT handed out; Augustin= thanks to all for coming together for this meeting. Reminder that next month's meeting starts at 6:00.
- VII. Adjourn: 6:38pm Motioned by Byville, seconded by Musgrave

Monthly Check Register

As of July 31st

Date	Payee	Memo	Account	Amount
7.12.23	Absopure	Water cooler	Utilities	\$26.67
7.12.23	Amazon	Supplies, materials, programming, & equipment	-SPLIT-	\$943.18
7.12.23	Baker & Taylor		Materials	\$765.95
7.12.23	Cierra Bakovka	Reimbursement for purchase	Supplies	\$40.23
7.12.23	City of Wayland		Utilities	\$57.56
7.12.23	Consumers Energy		Utilities	\$353.20
7.12.23	Coverall	Janitorial Service	Building & Grounds	\$555.00
7.12.23	Elevator Service Co.		Equipment Maint.	\$73.00
7.12.23	Gale/Cengage	Large Print	Materials	\$69.13
7.12.23	Heimler Consulting	IT Management E-Rate	Tech Support	\$285.00
7.12.23	Kansas City Life	STD, LTD Insurance	Employee Benefits	\$57.69
7.12.23	Lakeland	Quarterly Services, E-Materials	Contractual Services	\$4,237.72
7.12.23	MERS	Retirement	Employee Benefits	\$920.76
7.12.23	MI Library Assoc.	Vendors and Contractors Webinar	Mem / Train	\$25.00
7.12.23	MJA Landscape	Landscaping	Building & Grounds	\$485.00
7.12.23	Spectrum	Internet and Phone	Utilities	\$38.48
7.12.23	T-Mobile	Hotspots	Communications	\$264.59
7.12.23	Unique	Collections Report	Contractual Services	\$9.85
7.12.23	US Bank	Printer	Equipment	\$736.17
7.12.23	WFS		Accounting	\$370.00
7.26.23	Amazon	Supplies, Programs, Furnishings, Materials	-SPLIT-	\$1,320.27
7.26.23	Baker & Taylor		Materials	\$1,462.25
7.26.23	Cardmember Service	See Credit Card Statement	-SPLIT-	\$3,530.68
7.26.23	FosterSwift	Legal Services	Contractual Services	\$1,715.50
7.26.23	Gale/Cengage	Large Print	Materials	\$78.39
7.26.23	Johnson Control	Security Alarm	Contractual Services	\$409.09
7.26.23	Mary Winters	Lost and Paid Refund	Materials	\$31.36
7.26.23	MI Library Assoc.	MLA Annual Conf.	Mem/Train	\$295.00



July 2023 Statement

Open Date: 06/14/2023 Closing Date: 07/14/2023

Account: [REDACTED]



Visa® Business Cash Card

Elan Financial Services
BUS 30 ELN

1-866-552-8855

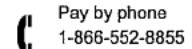
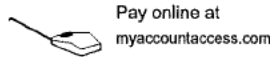
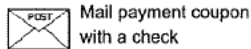
HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$3,530.68
Minimum Payment Due	\$36.00
Payment Due Date	08/10/2023

Reward Points	
Earned This Statement	3,668
Reward Center Balance as of 07/14/2023	7,251
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,493.83
Payments	-	\$2,493.83 ^{CR}
Other Credits		\$0.00
Purchases	+	\$3,530.68
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,530.68
Past Due		\$0.00
Minimum Payment Due		\$36.00
Credit Line		\$20,500.00
Available Credit		\$16,969.32
Days in Billing Period		31

Payment Options:



Please detach and send coupon with check payable to: Elan Financial Services [REDACTED]



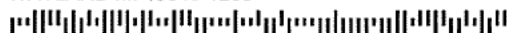
24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

Account Number	[REDACTED]
Payment Due Date	8/10/2023
New Balance	\$3,530.68
Minimum Payment Due	\$36.00

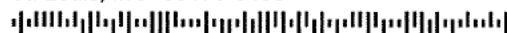
Amount Enclosed \$ _____

HENIKADISTRICTLIBRARY
ACCOUNTS PAYABLE
149 S MAIN ST
WAYLAND MI 49348-1208



Elan Financial Services

P.O. Box 790408
St. Louis, MO 63179-0408



What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. INTEREST CHARGE: Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the **INTEREST CHARGE** by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the **ADB** separately for the Purchases, Advances and Balance Transfer categories. To get the **ADB** in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the **ADB** of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the **ADB** calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the **ADB** calculation.

2. Payment Information: We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

3. Credit Reporting: We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.

Business Cash

Rewards Center Activity as of 07/14/2023

Rewards Center Activity*	0
Rewards Center Balance	7,251

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	3,531	15,844
2 Extra Points - Telecom & Office Supply	34	642
1 Extra Point - Restaurants & Gas	103	151
Total Earned	3,668	16,637

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line \$5000. Your new credit line appears on this statement.

Transactions BAKOVKA, CIERRA J Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/14	06/12	4280	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.20	Supplies
06/15	06/14	7336	AMERICAN RED CROSS 800-733-2767 DC	\$65.60	MT
06/15	06/14	3102	AMERICAN RED CROSS 800-733-2767 DC	\$65.60	MT
06/15	06/14	0222	AMERICAN RED CROSS 800-733-2767 DC	\$82.00	MT
06/15	06/14	0586	AMERICAN RED CROSS 800-733-2767 DC	\$65.60	MT
06/15	06/15	9049	Amazon.com*YQ5FG5JZ3 Amzn.com/bill WA	\$6.97	Supplies
06/15	06/15	6666	Amazon.com*YA30Y91P3 Amzn.com/bill WA	\$5.82	Supplies
06/16	06/15	4950	AMERICAN RED CROSS 800-733-2767 DC	\$82.00	MT
06/20	06/19	9010	WAY.COM*CITY PARKING HTTPWWW.WAY. CA	\$110.00	MT
06/20	06/16	5978	AMERICAN RED CROSS 800-733-2767 DC	\$82.00	MT
06/22	06/20	6194	FIVE BELOW 566 GRANDVILLE MI	\$4.77	FB
06/22	06/21	8676	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
06/23	06/22	3203	LYFT *RIDE THU 5PM lyft.com CA	\$11.99	MT
06/23	06/22	6103	SQ *SKYWAY CONCESSION Chicago IL	\$6.60	MT
06/23	06/22	9760	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
06/23	06/23	3724	LYFT *RIDE THU 9PM lyft.com CA	\$11.99	MT

Continued on Next Page

Transactions		BAKOVKA, CIERRA J		Credit Limit	\$15500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/26	06/23	0223	8FIELD MUSEUM CHICAGO IL	\$19.90	VP
06/26	06/22	3537	ITR CONCESSION COMPANY ELKHART IN	\$1.40	MT
06/26	06/22	9443	ITR CONCESSION COMPANY ELKHART IN	\$3.50	MT
06/26	06/23	4052	LYFT *RIDE FRI 8AM lyft.com CA	\$12.88	MT
06/26	06/23	1122	LYFT *RIDE FRI 11AM lyft.com CA	\$11.78	MT
06/27	06/26	7419	LYFT *RIDE MON 6PM lyft.com CA	\$24.94	MT
06/27	06/27	7331	LYFT *RIDE MON 7PM lyft.com CA	\$17.74	MT
06/28	06/27	9397	SQ *SKYWAY CONCESSION Chicago IL	\$6.60	MT
06/28	06/27	1760	TST* FRANCESCA'S RESTA CHICAGO IL	\$102.97	MT
06/29	06/27	3797	HAMPTON INN MCCORMICK CHICAGO IL	\$1,502.70	MT
06/29	06/27	0615	ITR CONCESSION COMPANY ELKHART IN	\$3.50	MT
06/29	06/28	4410	AMERICAN AED LLC 954-458-6618 FL	\$650.00	MT
06/29	06/28	5153	CANVA* I03830-50068075 HTTPSCANVA.CO DE	\$12.75	Ad Promo
07/03	07/01	6083	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	CS
07/07	07/06	4900	WALGREENS #5117 JENISON MI	\$32.65	Supplies
Total for Account [REDACTED]				\$3,064.59	

Transactions		FETTY, FAITH		Credit Limit	\$5000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/14	06/12	5766	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.30	AP
06/15	06/15	6040	AMZN Mktp US*GF58E6PS3 Amzn.com/bill WA	\$7.99	AP
06/16	06/15	6550	BOOKDEPOT 905-680-7230 NY	\$131.84	AP
06/20	06/19	3816	FAMILY DOLLAR #4630 WAYLAND MI	\$11.93	VP: AP
06/20	06/19	2887	AMZN Mktp US*YU5LW3803 Amzn.com/bill WA	\$47.06	AP
06/20	06/16	3742	HARDING'S MARKET #3 WAYLAND MI	\$84.04	AP
06/20	06/16	6907	DOLLAR-GENERAL #9954 WAYLAND MI	\$9.54	AP
06/20	06/16	5310	WALMART.COM 800-966-6546 AR	\$38.19	AP
06/21	06/19	9415	DOLLAR-GENERAL #9954 WAYLAND MI	\$1.86	AP
06/26	06/25	4011	SP ONI-LF 503-2331377 OR	\$13.00	4.33 PM 3.67 VM
06/26	06/25	6810	SP ONI-LF 503-2331377 OR	\$22.04	VM
07/03	06/29	4192	WAYLAND DO IT BEST HAR WAYLAND MI	\$5.82	Supplies
07/07	07/05	3573	MEIJER # 221 877-363-4537 MI	\$12.17	AP
07/10	07/07	0593	Temu.com 000-0000000 MA	\$42.04	AP
07/13	07/12	4742	SQ *HOUSE RULES gosq.com MI	\$25.00	MT
07/14	07/13	9766	eBay O*06-10288-36324 408-3766151 CA	\$8.27	Supplies
Total for Account [REDACTED]				\$466.09	



Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
06/20	06/17	0003	PAYMENT THANK YOU	\$2,493.83CR	
Total for Account [REDACTED]				\$2,493.83CR	

2023 Totals Year-to-Date	
Total Fees Charged in 2023	\$0.00
Total Interest Charged in 2023	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	24.99%	
**PURCHASES	\$3,530.68	\$0.00	YES	\$0.00	24.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.99%	

Contact Us



Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-807-9053



Questions
Elan Financial Services
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon with a check
Elan Financial Services
P.O. Box 790408
St. Louis, MO 63179-0408



Online
myaccountaccess.com



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of July 31, 2023, and the related Statements of Activities for the one month and seven months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

The Board has elected to omit substantially all the disclosures ordinarily required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Henika District Library.

Walker, Fluke & Sheldon, PLC
Hastings, Michigan
August 4, 2023

**Henika District Library
Statement of Financial Position
As of July 31, 2023**

ASSETS

Current Assets:

Cash-Checking	\$ 228,533.35
Cash-Savings	523,316.59
Prepaid Payroll	8,004.22
Certificate of Deposit - 740	52,127.35
Certificate of Deposit - 090	5,364.04
Certificate of Deposit - 104	5,364.04
Certificate of Deposit - 112	5,364.04
Certificate of Deposit - 120	5,364.04
Certificate of Deposit - 139	5,364.04
Certificate of Deposit - 344	1,021.39
Building Fund 171	3,076.46
Savings - Building Fund	101,949.35
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,278,024.75

Total Assets \$ 1,278,024.75

**Henika District Library
Statement of Financial Position
As of July 31, 2023**

LIABILITIES AND NET ASSETS

Current Liabilities:

Due to the Federal Government	\$ (212.35)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 335,000.71

Net Assets:

Fund Balance-Unrestricted	<u>762,554.00</u>
---------------------------	-------------------

Total Net Assets-Beginning 762,554.00

Change in Net Assets 180,470.04

Total Net Assets 943,024.04

Total Liabilities and Net Assets \$ 1,278,024.75

Henika District Library
Statements of Activities
For the 1 Month and 7 Months Ended July 31, 2023

	<u>Total Year Budget</u>	<u>1 Month Ended Jul. 31, 2023</u>	<u>7 Months Ended Jul. 31, 2023</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 206,841.00	\$ 0.00	\$ 206,840.82	\$ (0.18)
City Revenue	178,000.00	0.00	160,444.75	(17,555.25)
State Aid	10,000.00	0.00	6,503.52	(3,496.48)
Penal Fines	30,000.00	3,055.67	20,098.67	(9,901.33)
Copier & Fax Income	1,474.00	259.05	2,369.87	895.87
Fines	265.00	166.81	586.04	321.04
Interest Income	2,800.00	1,255.77	6,565.24	3,765.24
Memorial Donations	210.00	8.66	312.57	102.57
Book Sales	150.00	76.73	804.18	654.18
Federal E-Rate	4,000.00	451.19	2,998.80	(1,001.20)
Grants	5,500.00	0.00	5,500.00	0.00
Miscellaneous Income	<u>10,070.00</u>	<u>0.00</u>	<u>270.41</u>	<u>(9,799.59)</u>
Total Revenues	<u>449,310.00</u>	<u>5,273.88</u>	<u>413,294.87</u>	<u>(36,015.13)</u>
Employee Expenses:				
Wages	200,000.00	14,610.45	101,707.88	98,292.12
Employee Benefits	35,000.00	978.45	17,045.20	17,954.80
FICA Expense	15,000.00	1,117.68	7,979.96	7,020.04
State Unemployment Tax	<u>0.00</u>	<u>10.01</u>	<u>92.94</u>	<u>(92.94)</u>
Total Employee Expenses	<u>250,000.00</u>	<u>16,716.59</u>	<u>126,825.98</u>	<u>123,174.02</u>
Operating Expenses:				
Memberships & Training	8,500.00	3,241.39	5,394.42	3,105.58
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,000.00	0.00	423.00	2,577.00
Programming	17,000.00	1,081.39	12,657.19	4,342.81
Office Supplies	10,000.00	505.59	4,228.58	5,771.42
Furnishings	11,000.00	175.99	5,674.98	5,325.02
Equipment	19,025.00	1,187.41	6,611.70	12,413.30
Materials	36,165.00	3,034.95	22,879.30	13,285.70
Accounting	14,520.00	370.00	8,171.80	6,348.20
Contractual Services	35,000.00	6,391.33	20,083.92	14,916.08
Communications	3,000.00	264.59	1,887.96	1,112.04
Technology Support	4,000.00	285.00	1,017.50	2,982.50
Advertising	2,650.00	51.72	1,627.43	1,022.57
Postage	400.00	0.00	202.20	197.80

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 7 Months Ended July 31, 2023

	Total Year Budget	1 Month Ended Jul. 31, 2023	7 Months Ended Jul. 31, 2023	Year-To-Date Variance
Utilities	11,000.00	475.91	4,493.48	6,506.52
Maintenance-Building/Grounds	20,000.00	1,040.00	8,933.22	11,066.78
Maintenance-Equipment	4,000.00	73.00	1,709.00	2,291.00
Miscellaneous	0.00	0.00	3.17	(3.17)
Total Operating Expenses	<u>199,310.00</u>	<u>18,178.27</u>	<u>105,998.85</u>	<u>93,311.15</u>
Total Expenses	<u>449,310.00</u>	<u>34,894.86</u>	<u>232,824.83</u>	<u>216,485.17</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ (29,620.98)</u>	<u>\$ 180,470.04</u>	<u>\$ 180,470.04</u>

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING	Current balance
XXXX7152	\$230,347.25

PUBLIC FUNDS HIGH-YIELD SAVINGS	Current balance
XXX013	\$523,316.59


BUILDING FUND	Current balance
XXX212	\$102,938.59

TIME DEPOSIT	Current balance
XXXX874	\$52,044.31

TIME DEPOSIT	Current balance
XXXX882	\$30,872.75

United Bank

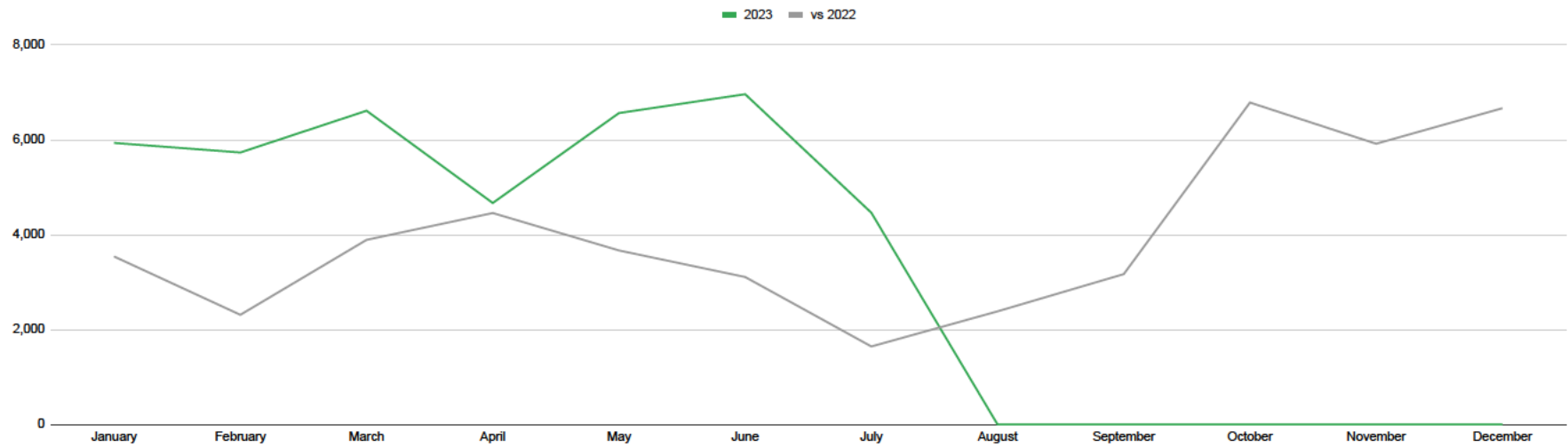
900 East Paris Ave SE | Grand Rapids, MI 49546 | 616.559.7000 | 800.968.1990

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WEEKDAY TRAFFIC STATS 23

2023 vs 2022



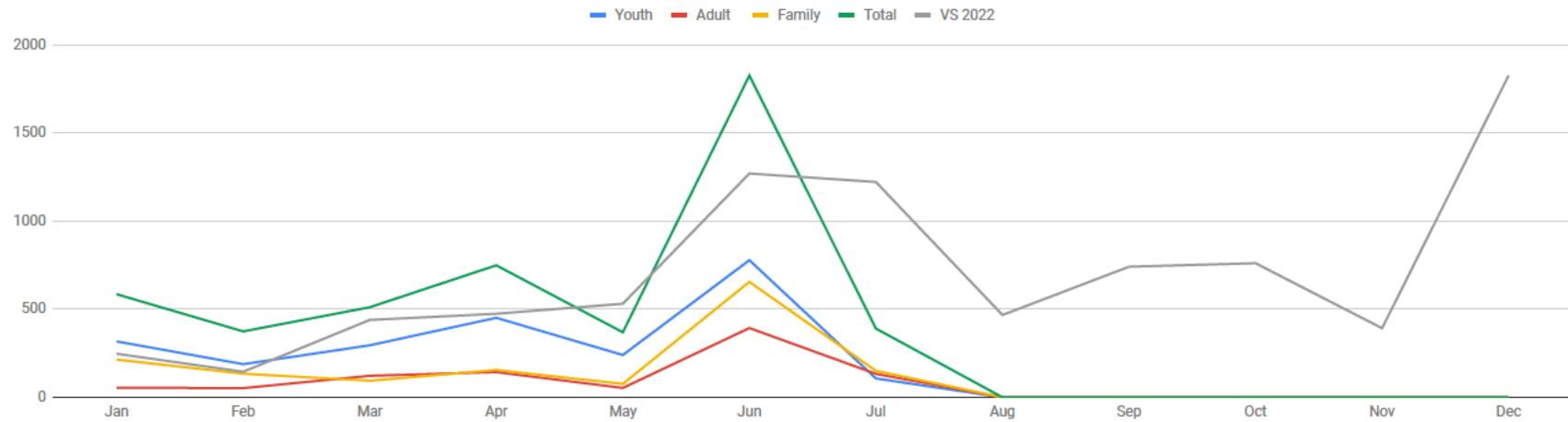
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	0	0	0	0	0	40,957	5,851
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December
Monday	264	340	270	207	236	344	250	#D V/O	#D V/O	#D V/O	#D V/O	#D V/O
Tuesday	273	381	342	215	303	278	181	#D V/O	#D V/O	#D V/O	#D V/O	#D V/O
Wednesday	213	244	327	220	283	332	218	#D V/O	#D V/O	#D V/O	#D V/O	#D V/O
Thursday	372	327	283	278	355	236	206	#D V/O	#D V/O	#D V/O	#D V/O	#D V/O
Friday	155	175	174	131	177	225	184	#D V/O	#D V/O	#D V/O	#D V/O	#D V/O
Saturday	139	113	106	93	140	212	115	#D V/O	#D V/O	#D V/O	#D V/O	#D V/O

Program Attendance 2023



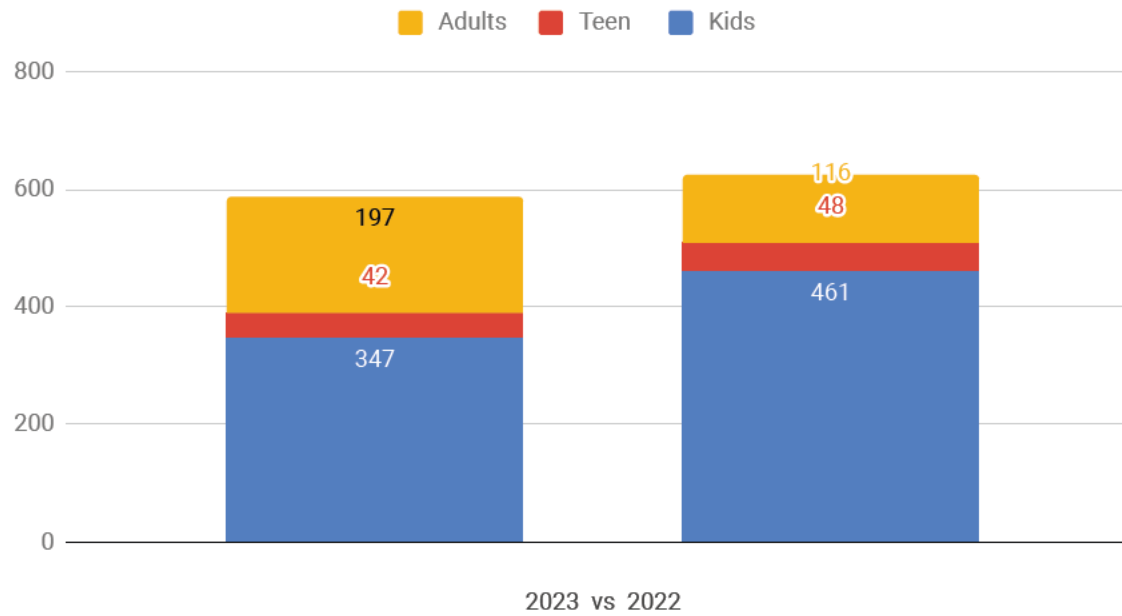
Summary

	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep	Oct	Nov	Dec	Total
Youth	317	188	295	451	240	778	107	0	0	0	0	0	2376
Adult	54	52	122	143	53	393	133	0	0	0	0	0	950
Family	214	134	94	155	76	655	150	0	0	0	0	0	1478
Tota [1]	585	374	511	749	369	1,826	390	0	0	0	0	0	4804
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Year y Increase	237%	258%	116%	158%	69%	144%	32%	0%	0%	0%	0%	0%	56%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	307	183	292	419	232	414	70	0	0	0	0	0	1917	160
Youth Reading	10	5	3	7	8	364	37	0	0	0	0	0	434	36
Youth Take-Home	0	0	0	25	0	0	0	0	0	0	0	0	25	2
Adult In-Person	45	52	116	143	53	61	61	0	0	0	0	0	531	44
Adult Reading	9	0	3	0	0	166	36	0	0	0	0	0	214	18
Adult Take-Home	0	0	3	0	0	166	36	0	0	0	0	0	205	17
Family In-Person	118	12	39	32	6	624	94	0	0	0	0	0	925	77
Family Take-Home	96	122	55	123	70	31	56	0	0	0	0	0	553	46

2023 vs 2022 Summer Reading



Summary

	June	July	August	Total	VS 2022
Kids	320	27	0	347	461
Teen	38	4	0	42	48
Adult	160	37	0	197	116
Total [1]	518	68	0	586	625

SUMMER READING STATS / Finished 2023

	2023				2022				2021		
	Participated	Finished	%		Participated	Finished	%		Participated	Finished	%
Children	347	107	31%	Children	461	106	23%	Children	90	29	32%
Teens	42	6	14%	Teens	48	9	19%	Teens	14	1	7%
Adults	197	44	22%	Adults	116	41	35%	Adults	39	11	28%
Total	586	157	27%	Total	625	156	25%	Total	143	41	29%

Sign Up inc 94%

Finisher Increase 101%

July 2023
Youth Services Report
Tori Schreur, Youth Services Librarian

Friends Forever Storytime: 7 attendees. Friends Storytime was hosted by Cierra on with fun stories, songs, and activities discussing the importance of friendship. This event fell during the week of 4th of July, and therefore the attendance was not as high as anticipated.

Family Tie-Dye Day: 40 attendees. Several families came out to tie-dye bandanas and/or items they brought from home. Faith hosted this event.

Teen DIY Popsockets: 10 teen attendees. This was a fun event! Sarah had the popsockets and designs readily available for teens, and I helped them create their own. They had a lot of fun showing off their popsockets to their friends.

Photo Scavenger Hunt: 2 attendees. Patrons came to the circulation desk, where we gave them a scavenger hunt of the town. They were asked to take pictures of themselves in various different areas throughout the Wayland community and head back to the library when they completed their hunt.

Captain Joel's Magic Show: 46 attendees. Joel Tacey returned to the library with his cruise themed magic show full of magic, stunts, and lots of interactions with the kiddos and their families.

Splash-a-Palooza: 40 attendees. Lots of families came out and enjoyed our splash pad, slip and slide, squirt guns, cloth water balls, and fishing areas. The kids had so much fun that we plan to bring out all of our splash stuff for our SRP finale party. We even had calls the next day asking where we had purchased some of the water toys.

1000 Books before Kindergarten: 1 new signup. 7 kiddos moved on to the next sheet.

Summer Reading Program: 27 new kids and 4 new teens joined the summer reading program for the month of July. The total for all the signups is now at 347 kids and 42 teens since the beginning of signups. 6 teens and 147 kids have completed the program over all.

Looking forward:

I will be hosting the United Storytime to round up SRP on August 2nd. On August 5th I will be doing wacky water science for kids outside. I am bringing back some of the programs

that Becky ran, such as Preschool Sensory Playtime on August 8th, Preschool Storytime on August 17th and August 31st, and Lil Wiggles on August 21st. Family programs include seashell painting and the Summer Reading Finale. The finale will include an ice cream bar and splash pad areas. Lastly, I will be doing a teen event a few days after school has started where they can come in and decorate their notebooks and journals. That will be held on August 23rd.

JULY 2023

Adult Services Report

Faith Fetty, Adult Services Librarian

Programs & Attendance

Spice Club: Basil (In-Person): 5

Attendance was low, but this was really the best end product yet! We made fresh basil pesto and used it on margherita pizzas. Super delicious! Next month's Spice Club will feature cumin in a butter chicken dish.

Create Together: Window Hangs (In-Person): 24

This month, I chose crafts I thought we be extra easy... I was wrong. Everyone's window hangs looked amazing by the end of the program, but the first session struggled with how many beads went where. So I made a pattern and pre-counted everyone's beads not thinking a lot of them were very close in color! The second group then struggled with figuring out which colors went in which order. To do this again we'd go with a pattern, but everyone counts their own beads!

Author Visit: Shannon Cohen (In-Person): 3

What an amazing visit! Despite low attendance, we had a wonderful conversation with Shannon who was a delight. I would love to have her back possibly in the winter when it will be a little easier to convince patrons to stay for an author visit instead of enjoying a beautiful day outside.

Game of Thrones Trivia @ 4One2 Distillery (In-Person): 16

Very fun! I can't wait for Harry Potter Trivia next month! My questions were a little easier this time and team scores were much higher which added more competition.

Woven Coasters (In-Person): 18

Another easy program that was anything but! I had a few more patrons show up than had registered (sorry for trapping Megan!) and that combined with the fine motor skills required to use a loom made it frustrating for a few of the patrons. This was one of my few programs where most patrons left without a useable finished product.

Bingo! Brunch (Family In-Person): 12

So much fun! We had a young crowd who were very happy to volunteer and help me spin the bingo cage. We let out some wiggle halfway through with some stretches and jumps and there were no tears from those who did not win! That's what I call a win for myself.

Splash-a-Palooza (Family In-Person): 40

Becky and I had combined budgets to make Splash-a-Palooza happen and Tori pulled it off without a hitch!

Tie Dye Day (Family In-Person): 40

A thank you to Sarah who was able to cover this program on a day I was unable to make it in to the library. The rain held off until after the event and I'm told everyone left happy!

Seed Library (Passive): 4 People, 20 Packets

Still chugging along with the seed library! Final day it will be open is August 31st then it will be closed for the season until next March. Total seed packets circulated has reached 565. I will be taking inventory of the remaining packets in September and will have a final number then!

All Together Now SRP (Passive): 36

I have smashed my adult SRP registration goal of 150 out of the park this year and it keeps going!! Total adult registrants are now at 186.

Total Program Participants: 198**Looking Forward**

More trivia! Join us at McDuff's Bar & Grilled on August 14th @ 7pm for Harry Potter Trivia!

Addition of Adult Memory Care "Brain Workouts" kits! I have four kits put together and ready to go (Cats, Art, Get Movin', and In the Garden). The item checkout cards will soon be hung on the end of the New Books shelf and will be able to get checked out for 3 weeks. Courtney and I both agreed a checkout period of three weeks (vs the usual 1 week for special collection items) would be most appropriate due to the amount of activities in each kit. The staff favorite kit is Cats as it features a stuffed cat we have lovingly named Julia.

See next page for kit contents!

Brain Workouts



Activities great for seniors living with Dementia or Alzheimer's

Brain Workouts



Activities great for seniors living with Dementia or Alzheimer's

Brain Workouts



Activities great for seniors living with Dementia or Alzheimer's

Brain Workouts



Activities great for seniors living with Dementia or Alzheimer's

Art



24 Piece, Starry Night Puzzle



Great Paintings Book



Coastal Escape AquaPaint



Playable's Art Balls, Spectrum 20

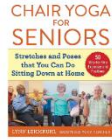


Expressions Card Game



Fidget Apron

Get Movin'



Chair Yoga for Seniors Book



Grip strength training eggs



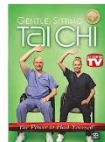
Stretchy Strings sensory activity



Playable's Art Balls, Spectrum 12



Dimpl Pops



Gentle, Sitting Tai Chi DVD

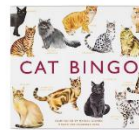
Cats



Cats & Flowers 63 Piece Jigsaw



Costumed Cats, Memory Game



Cat Bingo Game



DK Eyewitness Cat, Book



Cat Plushy "Julia"



Picture Book of Cats, Book & Prompts



Brush & Comb

In the Garden



Grow a Garden, Matching Game



Sorting/Stacking Blocks, 36pcs



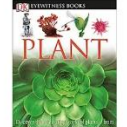
What's that Flower? Book



Garden Wonders Aquapaint



Turnips Matching Game



DK Eyewitness Plant, Book



Monet's Garden, 63 Piece Puzzle

What are Brain Workouts?

Brain Workouts are intended for adults who live with Dementia, Alzheimer's, or other cognitive impairments.

These kits help to stimulate physical senses, improve memory/cognition, build social skills, and encourage creative thinking.

The activities found in these kits also help to foster a feeling of accomplishment by providing activities with attainable outcomes.

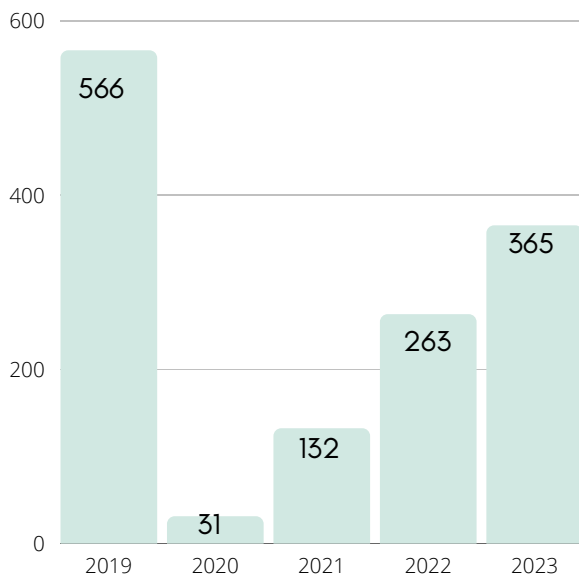


July 2023

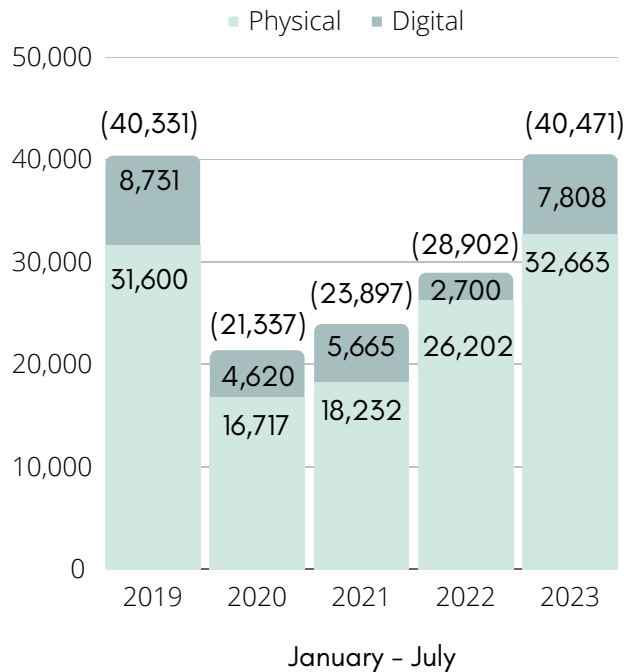
Our overall Circulation YTD numbers continue to improve last July's numbers by 11,569. As a matter of fact, our July 2023 numbers are consistent with our pre-pandemic July 2019 Circulation YTD levels, which is exciting to see! Categories showing the most growth from last year during the month of July include: Video Games; which have circulated at about 1.5 times the rate that they did last July, Board Games; which have circulated at about 1.6 times the rate that they did last July, and Special Collection items; which have circulated about 1.3 times the rate that they did last July. Other categories showing noticeable growth from last July include: General Fiction DVDs, Juvenile Audiobooks, Adult e-Books, Teen e-Books, Juvenile e-Books, Adult e-Audiobooks, and Juvenile e-Audiobooks. Categories that are trending downward this July include: Youth DVDs, General Non-Fiction DVDs, and Adult, Teen, and Tween Audiobooks. I anticipate our overall circulation rates will continue to rise with the start of the 2023 school year!

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



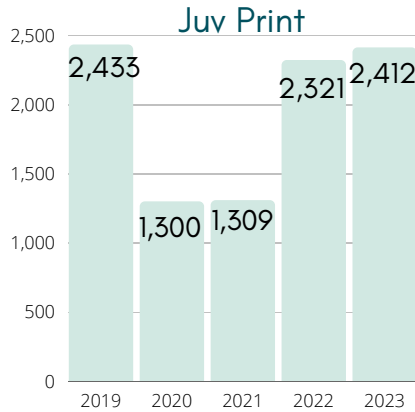
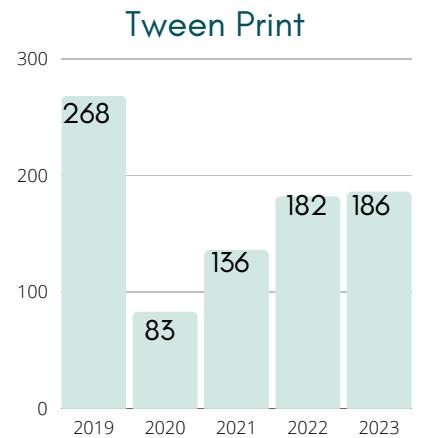
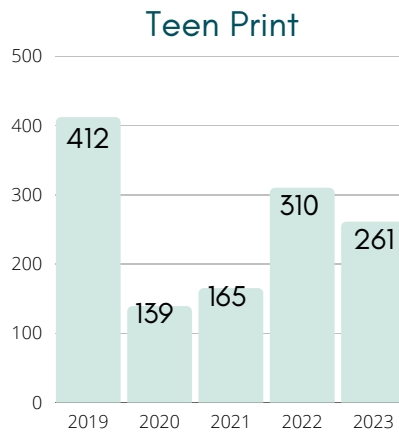
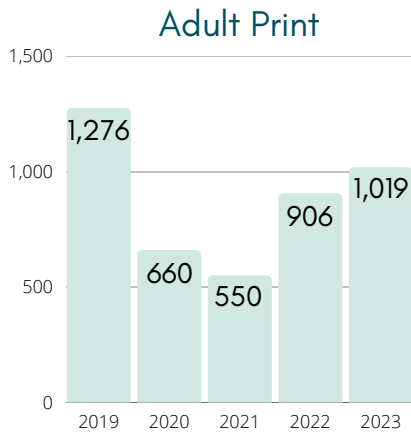
Henika has 3,029 total patron accounts. 504 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

153 Patron accounts added YTD
 19 Patron accounts added in July

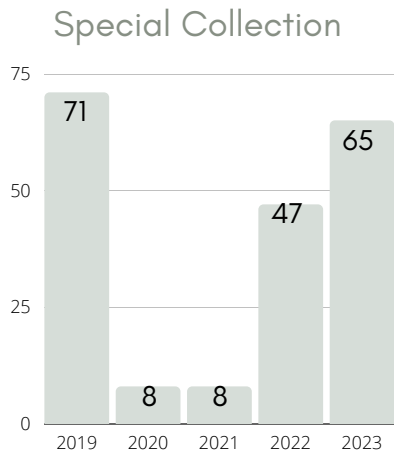
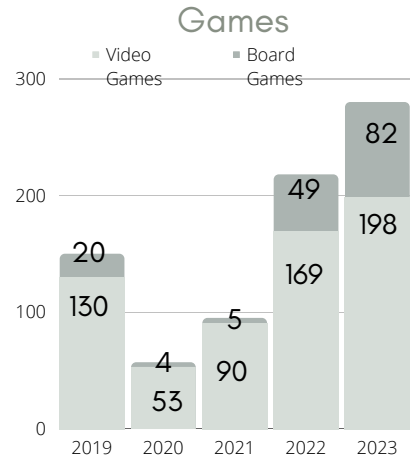
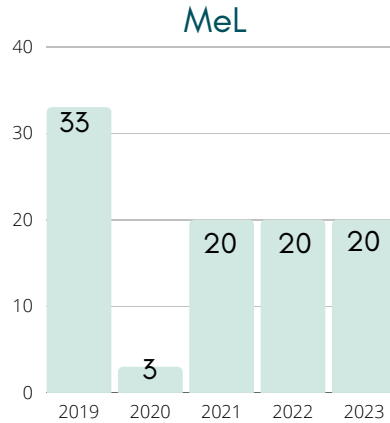
- 8 Wayland City
- 10 Wayland Township
- 1 Non-Resident

*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

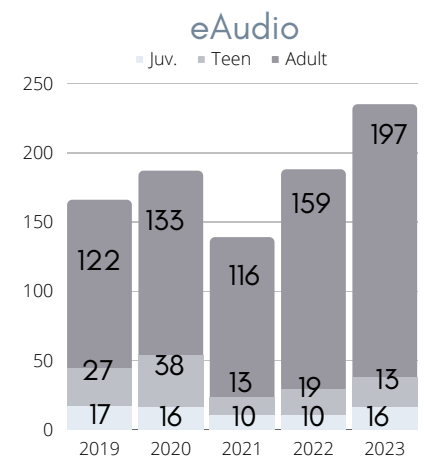
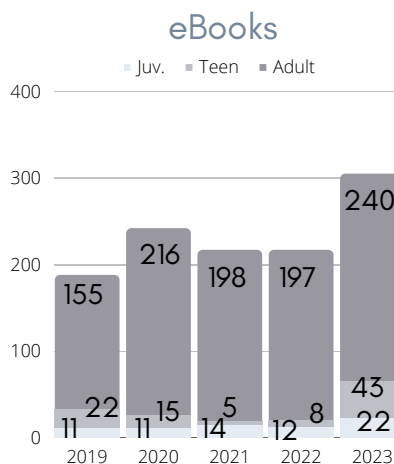
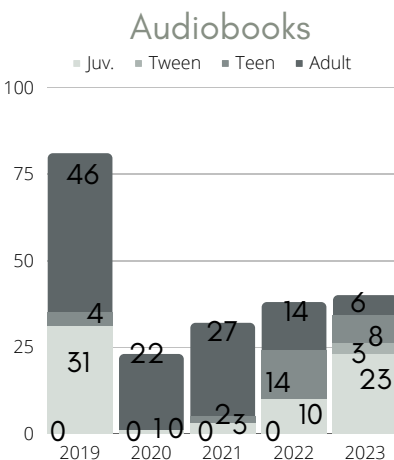
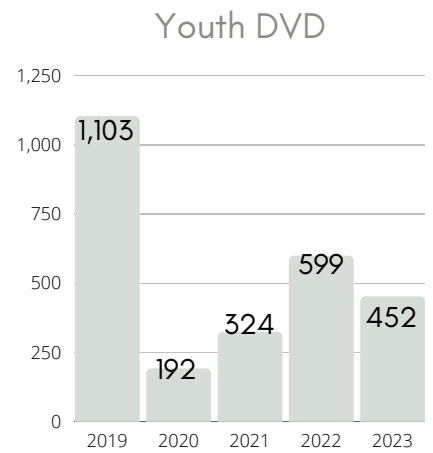
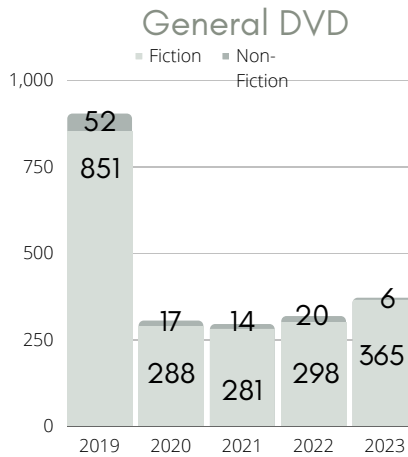
July Circulation, 2019-2023



*pictures books, readers, chapter, juv graphic, juv NF



*prior to August 2021, this only included launchpads



Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
July 24, 2023 at 4:00 pm

Members Present: Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh, Maria Musgrave

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 4:07 pm by Marsh.
- II. Approval of Agenda motioned by Kuhn and seconded by Marsh. All yes, motion passed.
- III. Approval of June 15, 2023 Finance Committee Meeting Minutes motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business - no unfinished business.
- V. New Business
 - a. Draft 2024 Budget
 - i. Bakovka presented the draft budget for fiscal year 2024 and provided a walkthrough of each budget line item. Discussion ensued.
 - ii. The millage rate will remain the same for 2024, but the City and Township contributions are budgeted to increase based on the numbers available from the Allegan County equalization reports. Interest income is budgeted to increase based on higher interest rates from the bank. A line item has been added for tracking non-resident fees rather than continuing to include these fees in the fines line item, and the grants line item will remain on the budget. Employee benefits are budgeted to be higher than in previous years due to costs associated with an employee choosing family coverage. The committee noted the decrease in budget for memberships and training, but after discussion of potential options to increase this line item the committee agreed it would be best to keep it as presented and reassess as needed in 2024.
 - iii. Approval of the Henika District Library Budget FY 2024 Draft as the committee's recommendation to the board motioned by Marsh

and seconded by Augustin. A roll call vote was conducted. All yes, motion passed.

1. Musgrave YES
2. Kuhn YES
3. Marsh YES

VI. Around the Table

- a. Musgrave appreciates the discussion and recommendations.
- b. Bakovka reminded the group she will be on vacation next week, returning the day of the board meeting. Bakovka appreciates the committee's support.
- c. Augustin emphasized the importance of looking at and discussing the draft budget, as it is the main job of the Finance Committee. Augustin reminded the group that the annual budget hearing will be at 6pm on August 8 and inquired about whether another committee meeting needs to be scheduled; Bakovka does not think it is necessary to schedule the next committee meeting yet.
- d. Kuhn thanked the group for the thorough discussion and gave kudos to Bakovka on her growth and for preparing a well thought out budget.
- e. Marsh would like to just "let it flow" and use the twelve opportunities we have each year to assess and adjust numbers as needed.

VII. Adjournment of the meeting motioned by Marsh and seconded by Kuhn. Meeting adjourned at 5:11 pm.

Henika District Library Budget FY 2024 -- DRAFT

Income

101-790-400502	Federal E-Rate	\$4,000.00
101-790-400540	State Aid	\$10,000.00
101-790-400581.C	City Contribution	\$190,000.00
101-790-400581.T	Township Contribution	\$220,000.00
101-790-400582	Non-Resident Fees	
101-790-400601	Copies and Faxes	
101-790-400656	Penal Fines	\$30,000.00
101-790-400657	Fines	
101-790-400665	Interest Income	\$5,000.00
101-790-400691	Donations	
101-790-400692	Miscellaneous Revenue	
101-790-400693	Book Sale	
101-790-400700	Grants	
	Total	\$459,000.00

Expenses

101-790-700702	Payroll	\$208,000.00
101-790-700710	Employee Benefits	\$57,000.00
101-790-700715	Payroll Liabilities	\$16,000.00
101-790-700727	Postage	\$500.00
101-790-700728	Supplies	\$8,000.00
101-790-700740	Furnishings	\$900.00
101-790-700740	Equipment	\$15,000.00
101-790-700740	Materials	\$36,000.00
101-790-700801	Advertising & Promotion	\$1,550.00
101-790-700805.1	Accounting	\$16,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00
101-790-700806	Technology Support	\$3,000.00
101-790-700808	Building and Grounds Maintenance	\$20,000.00
101-790-700850	Communications	\$3,500.00
101-790-700910	Building & Liability Insurance	\$3,500.00
101-790-700920	Public Utilities	\$11,000.00
101-790-700933	Equipment Repairs and Maintenance	\$3,000.00
101-790-700954	Contractual Sevices	\$35,000.00
101-790-700955	Memberships & Training	\$5,000.00
101-790-700956	Programming	\$16,000.00
	Total	\$459,000.00

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING THE AMENDED EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE HENIKA DISTRICT LIBRARY, MICHIGAN, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2024, AND ENDING ON THE LAST DAY OF DECEMBER 2024.

WHEREAS, the Board of Trustees of the Henika District Library has appointed the Henika District Library Director, to prepare and submit any proposed budget amendments; and

WHEREAS, the Henika District Library Director has submitted a proposed budget amendment to this governing body for its consideration; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Henika District Library, Michigan:

Section 1: That the estimated expenditures for each fund are as follows:

General Fund	<u>\$459,000.00</u>
--------------	---------------------

Section 2: That the estimated revenues for each fund are as follows:

General Fund	
From sources other than general property tax	\$49,000.00
From the general property tax levy	\$410,000.00
 Total General Fund	 \$459,000.00

Resolution to Adopt Budget

Page 2

Henika District Library

Section 3: That the budget, as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the Henika District Library for the year stated above.

Section 4: That the budget hereby approved and adopted shall be signed by the President of the Henika District Library Board and made a part of the public records of the District.

ADOPTED, this 8th day of August, 2023

Motion by:

Seconded by:

Ayes:

Nays

Attest:

CONSTRUCTION MANAGEMENT SERVICES

// HENIKA DISTRICT LIBRARY

JUNE 6, 2023



3769 3 MILE RD NW | GRAND RAPIDS, MI 49534

- OUR MISSION -
Children





June 6, 2023

ATTN: Cierra Bakovka
Henika District Library
149 South Main Street
Wayland, MI 49348

Dear Ms. Bakovka:

On behalf of the Triangle team, thank you for sharing your vision for Henika District Library's future. Your impressive research, strategic planning and determination to create a space for Wayland community members to collaborate, explore, learn and immerse themselves in good books is inspiring. It's also the reason why we hope to partner with you to make your vision a reality. After all, construction is our profession; growing and supporting communities is our passion.

The following pages highlight our team's approach to a successful project. Our firm brings over 105 years of construction experience serving communities across Michigan. We have built hundreds of projects over the past century, but the most important thing we have built is strong and lasting relationships. We are proud of our history and proud of the team that makes our success possible. We would be equally proud to be a part of the Henika District Library team and your future.

Our team looks forward to discussing the project specifics in greater detail. In the meantime, please do not hesitate to contact me at 616.453.3950 if you have questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Brianne Pitchford". The signature is written in a cursive, flowing style.

Brianne Pitchford, LEED AP
Vice President of Project Development
Triangle Associates, Inc



**TO US, IT'S BIGGER
THAN A BUILDING**



TABLE OF CONTENTS


- 1 Company Background
- 2 Experience
- 3 Preconstruction Approach
- 4 Construction Management Services Proposal
- 5 The Triangle Difference

We see construction as more than our job. It's our promise to build **only the best for those who live, work and learn every day.**

// SECTION 1

COMPANY BACKGROUND





// 1. Company Background

**We've been
building
since 1918.**

As individuals and as a company, we're dedicated to continuous improvement and providing services that set a whole new standard.

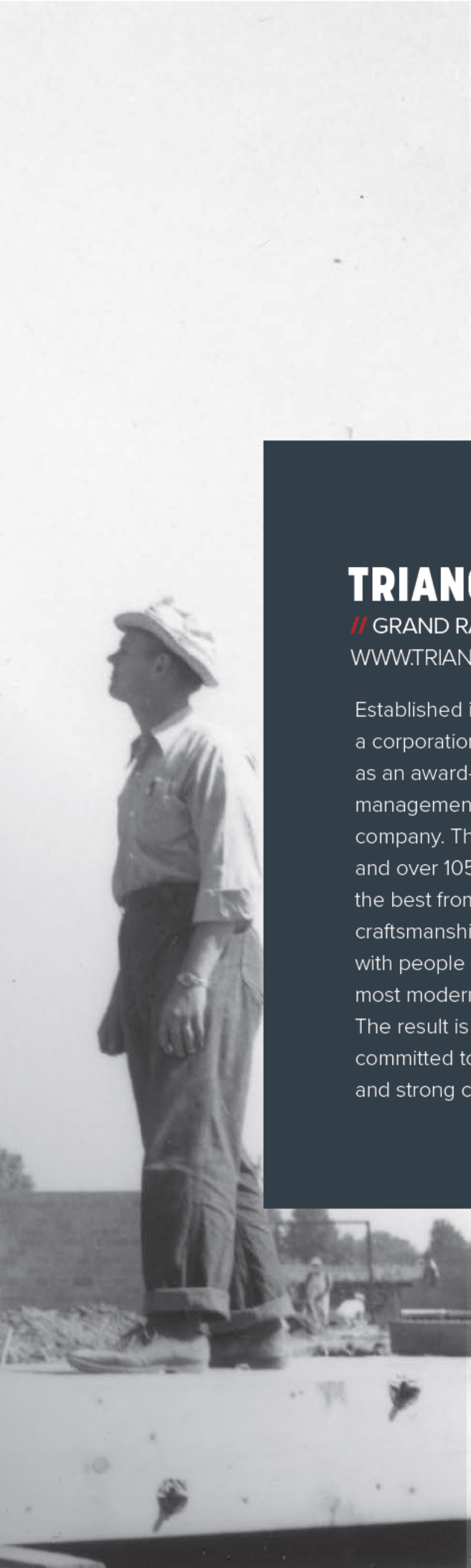


TRIANGLE ASSOCIATES

// GRAND RAPIDS, MI

WWW.TRIANGLE-INC.COM

Established in 1918, Triangle Associates, Inc. operates as a corporation in the state of Michigan. We've flourished as an award-winning and industry leading construction management, general contracting and design/build company. Through four generations of family leadership and over 105 years of experience, Triangle has taken the best from the past — a solid work ethic, pride in craftsmanship, and an honest approach to working with people — and blended those qualities with the most modern and up-to-date technology systems. The result is a company rooted in tradition and committed to building exceptional facilities, great people and strong communities.



// SECTION 2

EXPERIENCE



// 2. EXPERIENCE





// BUILDING WHAT WE KNOW

K-12 MEDIA CENTERS

- ▶ Coopersville Public Schools
- ▶ Forest Hills Public Schools
- ▶ Fremont Public Schools
- ▶ Grand Rapids Public Schools
- ▶ Hudsonville Public Schools
- ▶ Jenison Public Schools
- ▶ Kentwood Public Schools
- ▶ Northwest Community Schools
- ▶ Oakridge Public Schools
- ▶ Portage Public Schools
- ▶ Schoolcraft Community Schools
- ▶ Wayland Union Schools
- ▶ West Catholic High School
- ▶ Whitehall Public Schools



// 2. EXPERIENCE

// COOPERSVILLE DISTRICT LIBRARY



Residents in the library district approved a bond proposal for the expansion and renovation of the Coopersville District Library. The project included an addition to the north side of the building for new meeting and library space. More entrances were also added, along with barrier-free parking. The porch on the east side of the building was enclosed to create office and work rooms.

It was the first time in more than 20 years that the library was expanded. It serves the nearly 12,000 residents of Coopersville, Chester, Polkton and Wright townships.

// AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER



The idea for the Amy Van Andel Library originated from Ada Township’s “Envision Ada” project. Envision Ada was a master plan to fully redevelop the Village’s downtown area. During that process, it was noted the town needed a central “hub” for community life. The new library was designed to fulfill that need.

The two-story, 27,000-sq-ft building was designed to meet the needs of the future through updated layout, aesthetics and technology. Along with many components of a traditional library, the new facility includes space for tutoring, outdoor gatherings, conferences, podcast production and more. Detailed finishes adorn the space throughout.

Triangle Constructors performed all rough and finished carpentry. Unique wood finishes throughout the building required attention to craftsmanship, time and detail. Finishes included walnut woodbase, large 8-foot doors and wood accents on the buildings’ main architectural feature, an open staircase. Triangle Constructors was also responsible for installation of built-in benches, rough framing, interior blocking, millwork and case work throughout the building.

The project was recognized locally and nationally by the Associated Builders and Contractors Excellence in Construction Awards.

// 2. EXPERIENCE

// EAST GRAND RAPIDS LIBRARY AND COMMUNITY CENTER



This project involved a nearly complete reconstruction of the existing city hall and library facilities. Two existing buildings and an old water reservoir were combined into one large facility.

The East Grand Rapids Public Safety Building, adjacent to the project site, remained open throughout construction and our project team successfully coordinated with the authorities to ensure their operations weren't interrupted by construction activities.

The Triangle team saved East Grand Rapids approximately \$500,000 through post-bid value enhancement options.





// LOUIT DISTRICT LIBRARY

The Loutit District Library expansion was developed with considerable input from members of the surrounding communities. The 21,500-sq-ft addition and 26,000-sq-ft renovation project improved all areas of the existing library, as well as its accessibility. A new 16,000-sq-ft covered parking garage was constructed and connected to the building, shielding drop-off boxes for books and media.

Major renovations to the existing 40-year-old building provide energy efficiency while offering an inviting library atmosphere utilizing modern space configurations. Computer areas for youth promote creative learning experiences and encourage parents and children to read together. An expanded teen area offers a flexible arrangement of seating to foster group projects, as well as separate study rooms for up to eight people.

Fireside reading accommodations and a variety of seating options create an inviting environment for all visitors. A climate-controlled Local History and Genealogy area holds Grand Haven's most fragile, historical books, photographs and films. A dedicated program room accommodates community presentations, and a scenic reading deck overlooks Grand Haven's Central Park.



// SECTION 3

PRECONSTRUCTION APPROACH



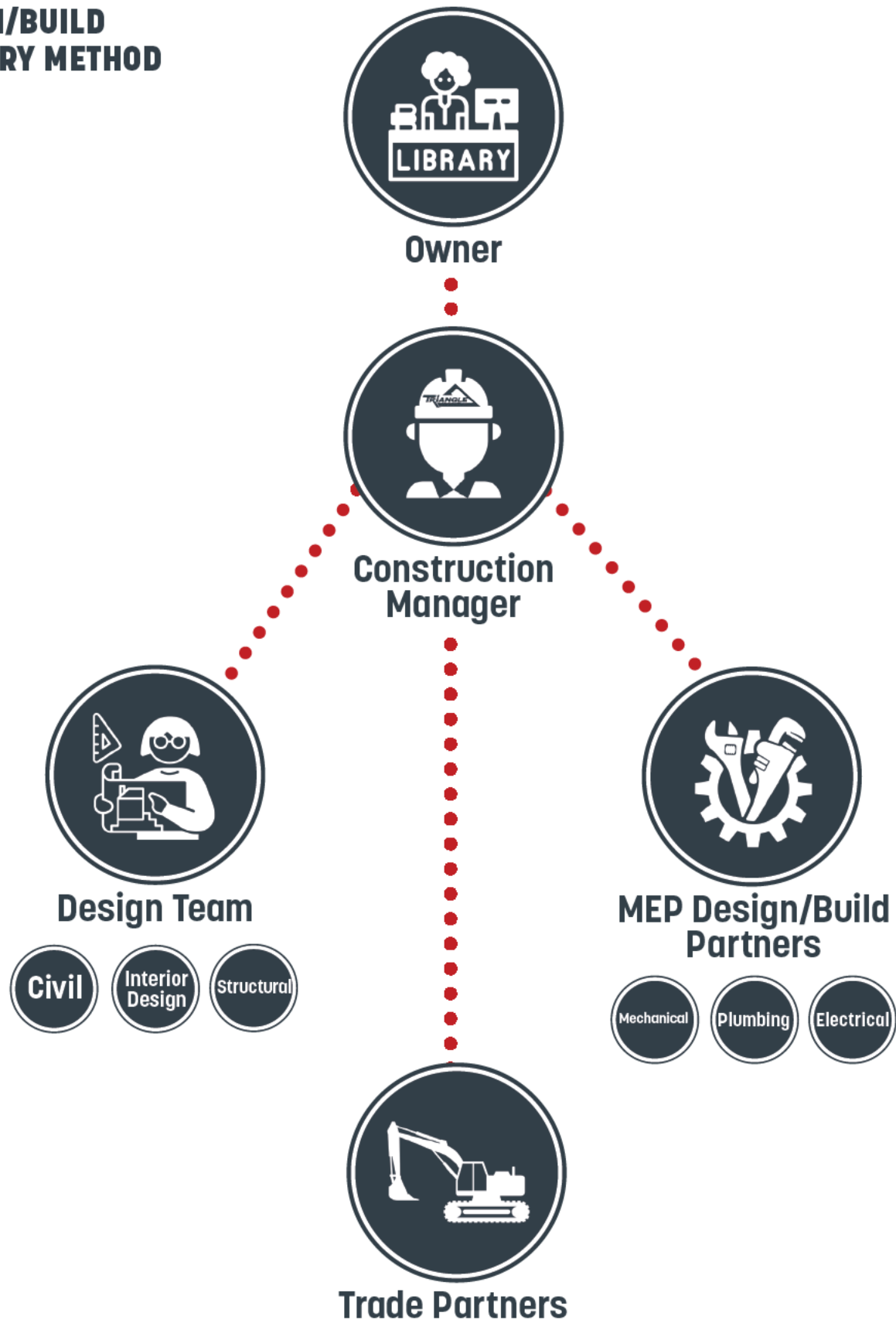
ONE TEAM.
ONE VISION.



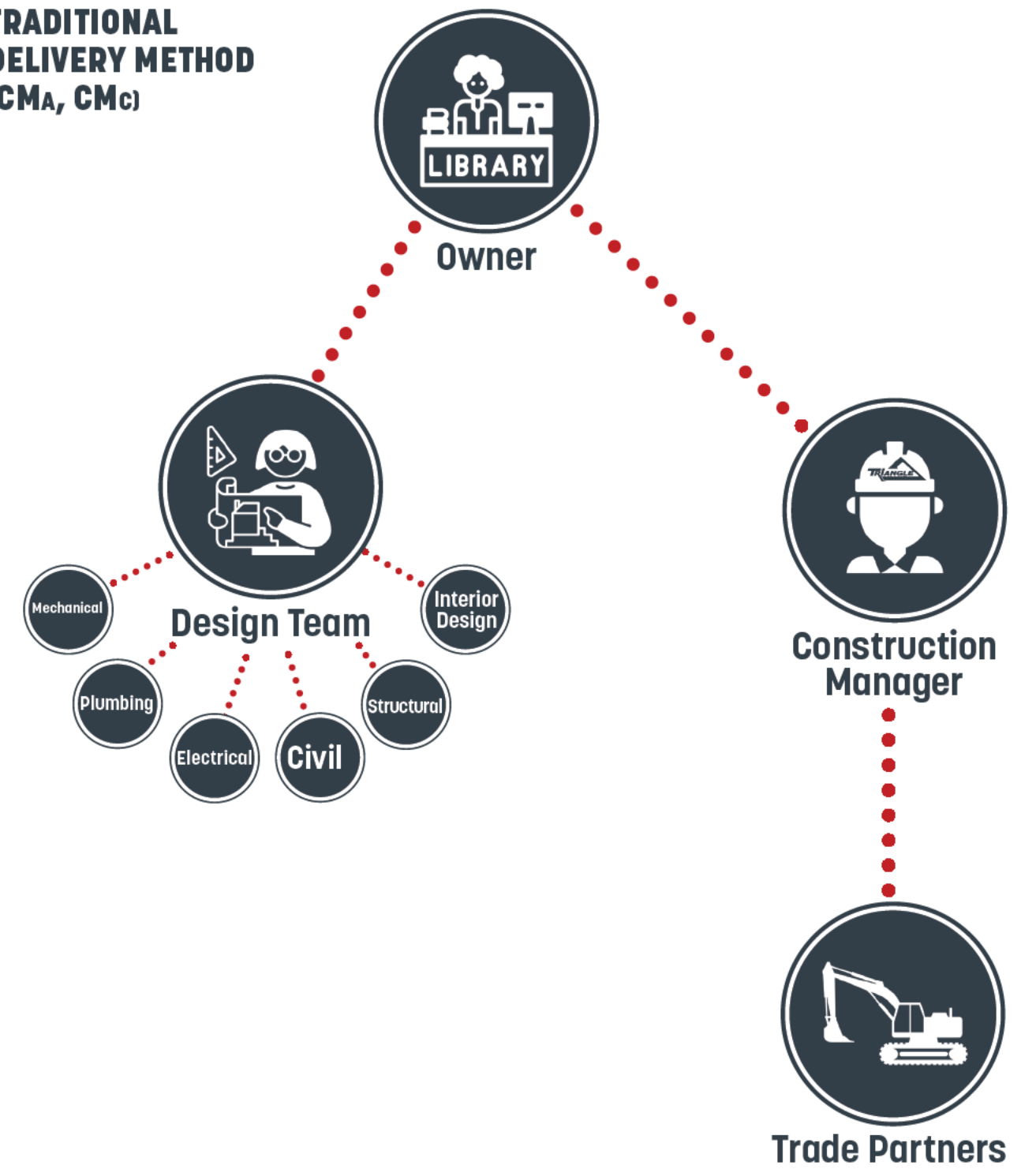
// 3. PRECONSTRUCTION APPROACH



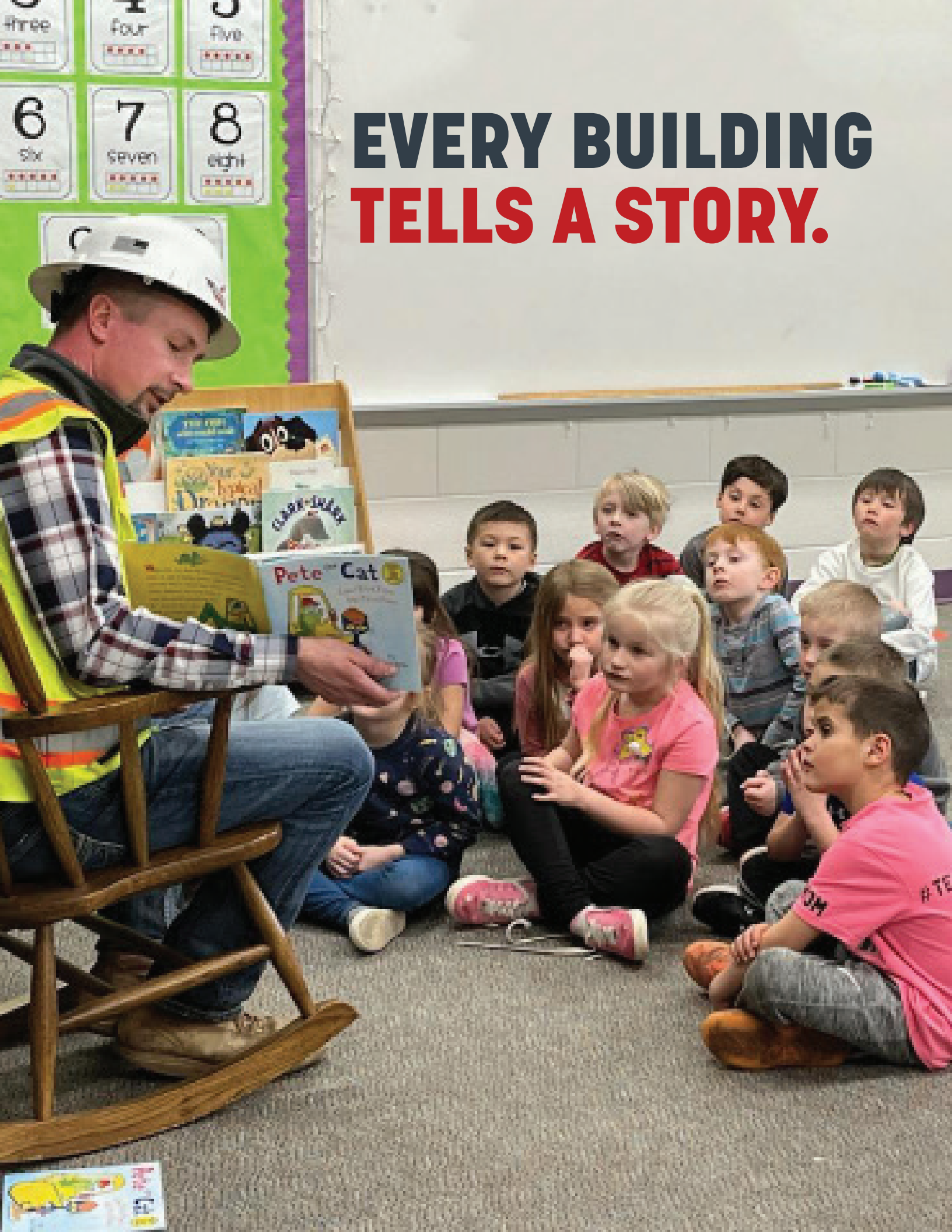
**DESIGN/BUILD
DELIVERY METHOD**



**TRADITIONAL
DELIVERY METHOD
(CMA, CMc)**



EVERY BUILDING TELLS A STORY.





// DESIGN-BUILD ADVANTAGE

As a single-point of contact, we take on the entire responsibility for your project's design and construction success. From estimation to bidding, architecture to engineering, we manage every aspect and consolidate everything into one single contract. Using this method, we streamline the process, manage the total design and construction risk, and ensure costs and schedules are followed as planned.

Successful design-build projects offer an owner many benefits that add value to a project. These advantages include:

IMPROVED PROJECT QUALITY

Using the design-build delivery, the architect and builder are part of the team, leaving you free to focus on the project's scope and general decision making. This leads to a higher quality project that better suits an owner's needs.

The design-build team works together to produce a complete set of construction documents. Constructability can be reviewed throughout the design process by all members of the design-build team. This leads to effective value engineering ideas created by the architect, contractor and engineer working together to maximize design and functionality while maintaining budgetary and schedule concerns.

EXPEDITED DELIVERY

With a design-build project, design and construction for a project can easily overlap, allowing for fast track construction. The owner benefits from this shortened timeframe, because construction costs can be reduced and the building will be available for use sooner.

REALIZED COST SAVINGS

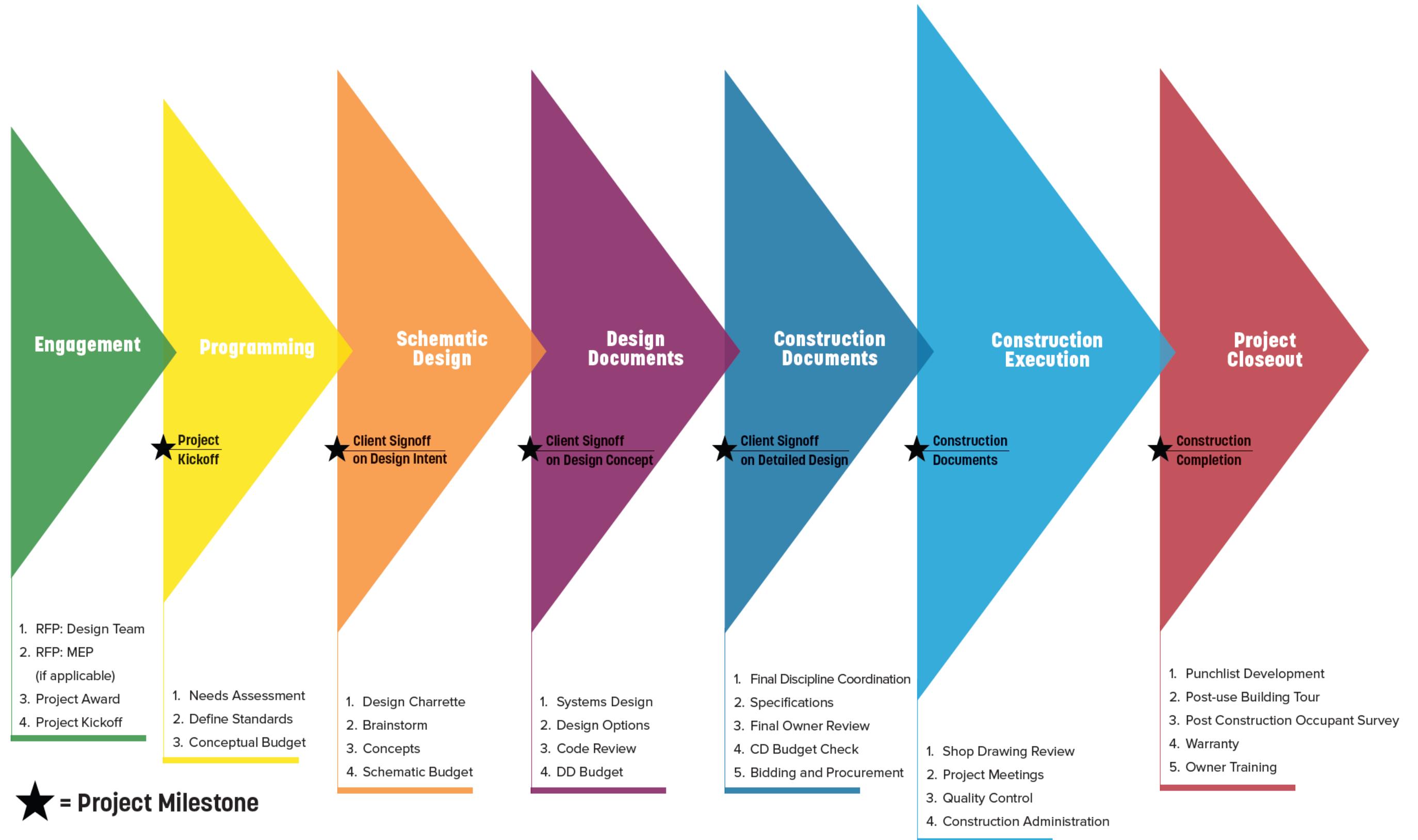
Value engineering and constructability review are enhanced and utilized continuously throughout the project duration. The early involvement of the design-build team is essential in maximizing the full potential of the design-build delivery system. Decisions that can be made during the programming, concept, and design phases will impact the schedule and costs of the project more than any other phase of construction.

IMPROVED RISK MANAGEMENT

Because the design-build team has the responsibility for developing drawings and specifications, as well as constructing a fully-functioning facility, change orders for errors and omissions are virtually eliminated. Each stakeholder on the design-build team is responsible for the risks they are best positioned to manage. The overall project performance is enhanced through the partnering that is unique to the design-build delivery method. This alleviates the potential for the adversarial conflicts realized when each entity is looking after its own best interests.

// THE ROAD TO SUCCESS

PRE-CONSTRUCTION ROADMAP



// SECTION 4

CM SERVICES PROPOSAL



// 4. CM SERVICES PROPOSAL

Ms. Cierra Bakovka
Director of Henika District Library
149 South Main Street
Wayland, MI 49348

Dear Cierra,

Triangle Associates has a long-standing relationship with Wayland Union Schools, and we are extremely excited to see that relationship expand with the construction of a public new library to support a community we already care so deeply for. We understand growth and expansion are challenging and exciting times for any organization. We greatly appreciate the trust you have placed in our team and the opportunity to present our proposed Preconstruction and Construction Management services.

Our proposal for Preconstruction and Construction Management services for your new library is as detailed below.

PHASE 0 – Design Partner Solicitation

- At your direction, our team will develop a Request for Proposal (RFP) for all required design services. We can approach the RFP process in one of two ways.
 - Option 1 – Triangle solicits a design partner on your behalf. The library would then hold and execute a contract directly with the selected AE firm, as well as Triangle. The selected AE would carry all subsequent contracts for required design disciplines. (i.e. – geotechnical, civil, structural, etc.)
 - Option 2 – The library would enter into a Design-Build Agreement with Triangle Associates. Under this contract agreement, Triangle would be your single point of contact. We would hold the contracts with all design professionals and assume the entire responsibility for your project's design and construction success.

PHASE 1 – Programming | Conceptual Design Services

- Preconstruction Phase Services are services provided during the design process, prior to bidding out any specific project. These services include coordinating with your team and the design team regarding all planning efforts, including cost estimating, scheduling, early procurement (long lead) strategies, cost reduction and value enhancement strategies.
- The objective of the Conceptual phase is to fully vet and understand the library's program needs and goals. During this phase, we solidify the cost implications of those needs. Triangle will participate in design meetings, conduct site investigations, perform constructability reviews and prepare a conceptual estimate of the cost at the completion of this Phase.
- We propose Preconstruction Services for Phase 1 to be billed on a time and material basis, with a not to exceed cost of \$10,000.00. (Cost is not inclusive of design services.)
- Upon your acceptance of the Conceptual Budget, we will then move into Phase 2.

PHASE 2 – Schematic Design | Design Development | Construction Documents

- Triangle will continue to provide preconstruction services as defined above through the Schematic (2A), Design Development (2B) and Construction Documents (2C) phases.

// SECTION 5

THE TRIANGLE DIFFERENCE



// 5. THE TRIANGLE DIFFERENCE



// TO US, IT'S NOT JUST A JOB

A building is more than steel, concrete and windows. To us, it's a symbol of pride and connection to the communities that have shaped us over the last century. We want our excitement to be emulated throughout the communities surrounding our work and are constantly looking for ways to connect our projects to those they aim to serve. To support this cause, we will look to safely engage with community members of all ages interested in the construction process through scheduled site tours, hands-on activities and marketing updates.



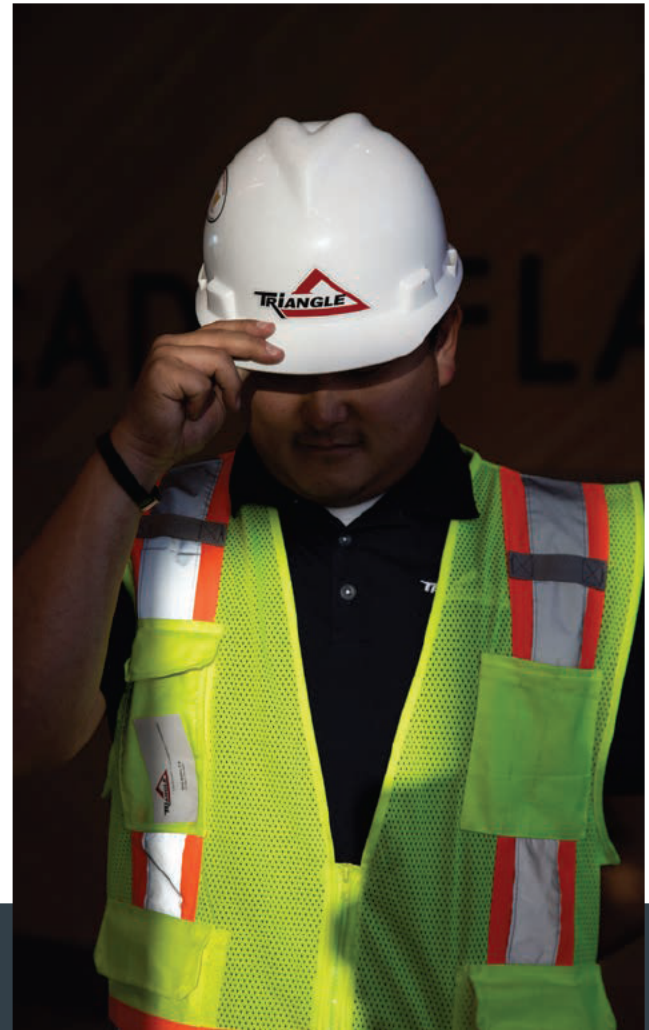
// SELF-PERFORMING CAPABILITIES

We are proud to say that in addition to providing superior service on Triangle projects, our team of trade professionals also partner with other construction managers and clients throughout Michigan. Our team is comprised of craftspeople skilled in selective demolition, finish carpentry, rough carpentry and general trades. Self-performance allows us to control trade specific costs, improve labor productivity and provide our clients with a certainty of outcome.



// FUNDRAISING SUPPORT

Triangle has a full-time, dedicated PR and marketing team on staff to assist our non-profit and public school clients in fundraising efforts and bond campaigns. The team has in-depth campaign experience to assist you with strategy and implementation of your fundraising efforts. Triangle also aims to support funding through soliciting "gifts-in-kind" from the project team, including bidding subcontractors, to maximize the value of the final project or to be used to commemorate the building as you see fit.



// LEADING WITH PURPOSE

Triangle has taken the best from the past – a solid work ethic, pride in craftsmanship and an honest approach to working with people – and blended those qualities with the most modern technology systems. The result is a company rooted in tradition and committed to building exceptional facilities, great people and strong communities.

The values that lead us.



Safety



Trust



Accountability



Professionalism



Teamwork



Chenard & Osborn

Chenard & Osborn

Insured: Henika District Library
Property: 149 S Main Street
Wayland, MI 49348

Claim Rep.: Matt Bachler
Company: Chenard and Osborn
Business: 971 Spaulding Ave SE
Grand Rapids , MI 49301

Business: (616) 729-2262
E-mail: mbachler@c-and-o.com

Estimator: Matt Bachler
Company: Chenard and Osborn
Business: 971 Spaulding Ave SE
Grand Rapids , MI 49301

Business: (616) 729-2262
E-mail: mbachler@c-and-o.com

Claim Number: MTP-22-08575

Policy Number: HMTP-0110000

Type of Loss:

Date Contacted: 7/10/2023 7:29 AM

Date of Loss: 4/4/2023 7:29 AM

Date Inspected: 7/11/2023 7:29 AM

Date Received: 7/7/2023 7:29 AM

Date Entered: 7/27/2023 7:28 AM

Price List: MIGR8X_01JUN23
Restoration/Service/Remodel

Estimate: 1231641-HENIKA

This estimate has been based upon a physical inspection of the property. Should any further or hidden damage be found, you must call for a reinspection or approval prior to continuing. All estimates are subject to review and final approval by the insurance carrier. This is not an authorization to repair or guarantee of payment. Authorization for repair must come from the owner or approved representative. The insurance company and/or Chenard & Osborn, Inc. assume no responsibility for any repair performance.



1231641-HENIKA

Roof

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV
1. Tear off, haul and dispose of comp. shingles - Laminated	41.33 SQ	67.98	0.00	2,809.61	15/30 yrs	Avg.	NA	(0.00)	2,809.61
2. Roofing felt - 30 lb.	24.61 SQ	50.37	0.00	1,239.61	15/20 yrs	Avg.	75%	(929.71)	309.90
3. Ice & water barrier	1,672.50 SF	2.08	0.00	3,478.80	15/30 yrs	Avg.	50%	(1,739.40)	1,739.40
4. Drip edge	379.50 LF	3.36	0.00	1,275.12	15/35 yrs	Avg.	42.86%	(546.48)	728.64
5. Asphalt starter - universal starter course	261.25 LF	2.55	0.00	666.19	15/20 yrs	Avg.	75%	(499.64)	166.55
6. Laminated - comp. shingle rfg. - w/out felt	47.00 SQ	302.88	0.00	14,235.36	15/30 yrs	Avg.	50%	(7,117.68)	7,117.68
13% waste to account for turret									
7. R&R Continuous ridge vent - shingle-over style	102.67 LF	12.87	0.00	1,321.36	15/35 yrs	Avg.	42.86%	(518.34)	803.02
8. Hip / Ridge cap - composition shingles	438.50 LF	5.82	0.00	2,552.07	15/25 yrs	Avg.	60%	(1,531.24)	1,020.83
9. Flashing - pipe jack	3.00 EA	61.34	0.00	184.02	15/35 yrs	Avg.	42.86%	(78.87)	105.15
10. R&R Chimney flashing - average (32" x 36")	1.00 EA	566.32	0.00	566.32	15/35 yrs	Avg.	42.86%	(232.37)	333.95
11. Remove Additional charge for steep roof - 10/12 - 12/12 slope	41.33 SQ	28.26	0.00	1,167.99	15/NA	Avg.	NA	(0.00)	1,167.99
12. Additional charge for steep roof - 10/12 - 12/12 slope	41.33 SQ	99.80	0.00	4,124.73	15/NA	Avg.	0%	(0.00)	4,124.73
Totals: Roof			0.00	33,621.18				13,193.73	20,427.45

Gutters and Downspouts

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV
13. R&R Gutter / downspout - aluminum - up to 5"	321.00 LF	10.57	0.00	3,392.97	15/25 yrs	Avg.	60%	(1,910.59)	1,482.38
Upper gutters and Down spouts									
14. Prime & paint gutter / downspout	321.00 LF	1.65	0.00	529.65	15/15 yrs	Avg.	100% [M]	(529.65)	0.00
Totals: Gutters and Downspouts			0.00	3,922.62				2,440.24	1,482.38



Window Wraps

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV	
15. R&R Wrap wood window frame & trim with aluminum sheet - Large	14.00	EA	377.97	0.00	5,291.58	15/50 yrs	Avg.	30%	(1,362.27)	3,929.31
4 Wraps on the front, 4 Wraps on the right, 2 Wraps on the rear, 4 Wraps on the left										
16. R&R Wrap wood window frame & trim with aluminum sheet	3.00	EA	281.95	0.00	845.85	15/50 yrs	Avg.	30%	(215.49)	630.36
3 Wraps on the left										
17. R&R Wrap wood window frame & trim with aluminum sheet - Small	5.00	EA	185.08	0.00	925.40	15/50 yrs	Avg.	30%	(222.59)	702.81
4 Wraps on the Right, 1 Wrap on the Rear										
18. R&R Wrap wood window frame & trim with aluminum sheet - XLarge	2.00	EA	458.40	0.00	916.80	15/50 yrs	Avg.	30%	(238.85)	677.95
2 Wraps on the Left										
Totals: Window Wraps			0.00	7,979.63				2,039.20	5,940.43	

Fascia Metal

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV	
19. R&R Wrap custom fascia with aluminum (PER LF)	86.17	LF	19.75	0.00	1,701.86	15/50 yrs	Avg.	30%	(493.76)	1,208.10
Damage to the South Facing Fascia metal only										
Totals: Fascia Metal			0.00	1,701.86				493.76	1,208.10	
Line Item Totals: 1231641-HENIKA			0.00	47,225.29				18,166.93	29,058.36	

[%] - Indicates that depreciate by percent was used for this item

[M] - Indicates that the depreciation percentage was limited by the maximum allowable depreciation for this item



Summary for Dwelling

Line Item Total	47,225.29
Replacement Cost Value	\$47,225.29
Less Depreciation	(18,166.93)
Actual Cash Value	\$29,058.36
Less Deductible	(500.00)
Net Claim	\$28,558.36
Total Recoverable Depreciation	18,166.93
Net Claim if Depreciation is Recovered	\$46,725.29

Matt Bachler



Recap of Taxes



HENIKA DISTRICT LIBRARY - INSURANCE PROPOSAL

JUL 28, 2023

Property Revolution
The Solution to All Your
Roofing, Siding, Decking, and Fencing Needs

info@mypropertyrevolution.com
616-315-2777

HENIKA DISTRICT LIBRARY

149 S Main St
Wayland, MI
49348

INTRODUCTION

Hi Henika,

Thank you for the opportunity to quote on your home project. Please find your estimate below, complete with estimate alternatives and upgrades as discussed, if applicable.

The following estimate is for:

1. Remove and disposal of old materials
2. Supply and install new materials with 10 year workmanship warranty!
3. Clean up of entire work area (all nails and other materials)
4. Your own dedicated Production Scheduling team
5. We are Licensed to work in your geographical region

*Customer to allow Property Revolution to contact adjustor after signing to add items missing on their report/estimate

- Any items added to report will be updated on quote even after signing

Quotes are good for 7 days due to volatility of material.

Terms:

- 30% down and balance on completion.
- Warranty will be registered with GAF within 14 days of final payment.
- Please also see the terms and conditions on the attached page and incorporated by reference into this agreement.

Timeline for completion:

Currently the expected wait time for your project would be a minimum of 4 weeks for roofing and 9 weeks for gutters and window wraps from the time we receive your signed contract, material selection, and deposit. There are many factors that influence lead times for projects including weather, material supply issues, and any interruptions due to employee availability. We are committed to completing your project in the most timely manner possible.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

Josiah Badger | Project consultant
josiahbpropertyrevolution@gmail.com
6165609949



ROOFING EXAMPLES



WHY PROPERTY REVOLUTION...?



Personal Care

...Because someone who cares is answering your calls. Meet Steph, our Director of First Impressions. Steph is devoted to making sure you're kept up-to-date on your project's progress. Consider her your resource for any question or concern you might have along the way. She'd love to talk to you, so give her a call at the office!



Knowledgeable Guidance

...Because experienced professionals are guiding you from your project's beginning. With a notable background in business and contracting, Your Project Consultant, Josiah's number one priority is being attentive and attuned to your project needs. Josiah is all ears, so bring him your questions along with your project ideas!



Attentive Planning

...Because you don't have to worry about the details. Chris, your Project Manager, is responsible for planning and executing your project's installation. As a lifelong member of the Boy Scouts of America, Chris puts their motto of "Be Prepared" to good use. With him, our crew is prepared to execute your project expertly and efficiently.



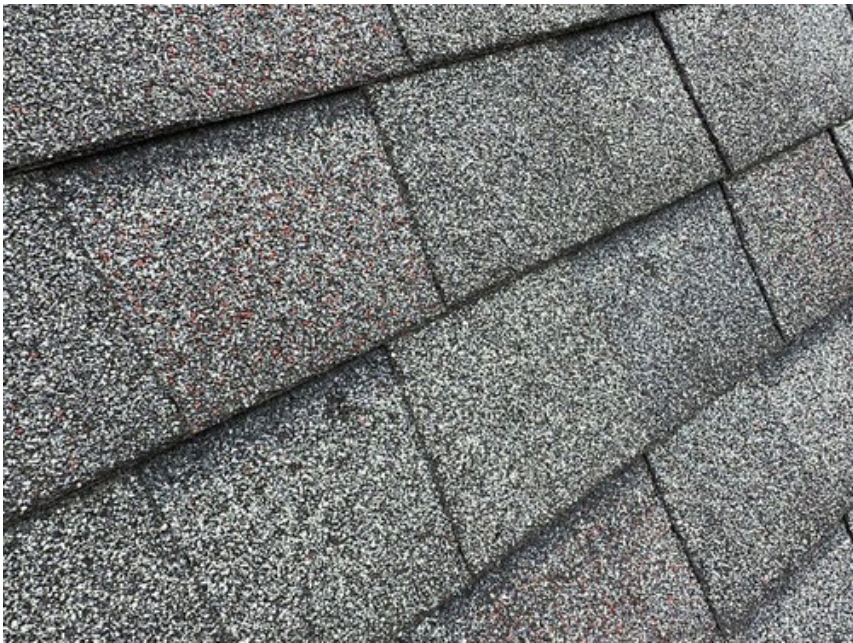
A Consistent Crew

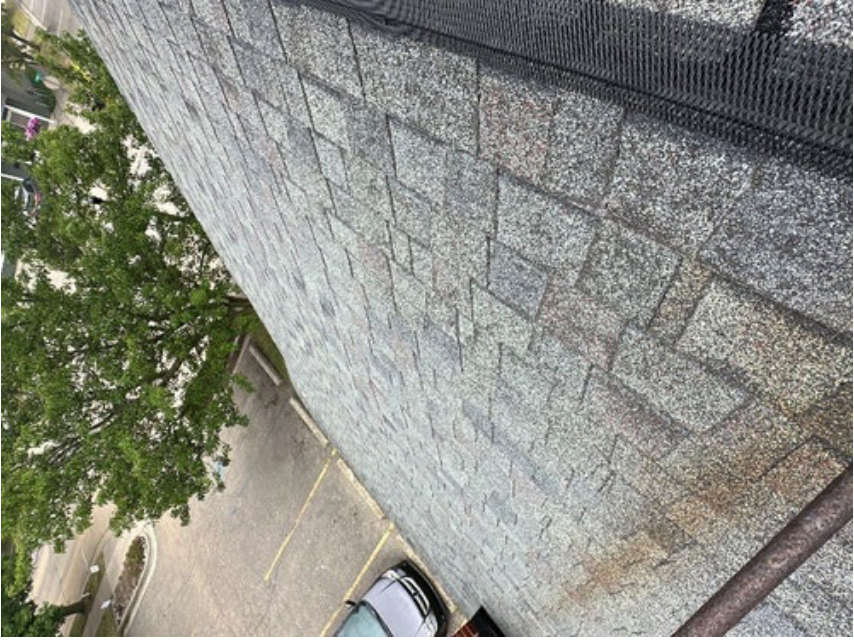
...Because your installation crew is reliable and experienced. In an industry with a high workforce turnover rate, our company boasts of a consistent team of contractors –some of whom have been with Property Revolution since day one! Each project includes a crew leader to guide their team through a successful build. Their pride and joy is a hard day's work and a happy client.



INSPECTION







GOOD- GAF HDZ

Description	Line total
Roof Proposal	
Remove and replace all shingles with GAF HDZ shingles with stainguard plus to prevent streaks. Best selling shingle in North America for its great warranty and superior look	\$33,054.86
Drip-edge - flashing used to protect the bottom edge of your roof	
Ice & Water shield - helps to prevent ice damming and provides superior protection at eaves edge and beneath valleys	
Premium Synthetic Underlayment 2nd layer of protection over your entire roof. Premium underlayment is breathable and has a longer lifespan	
Starter - these are the shingles required for starter rows on your roof	
Ridge venting - the most efficient way to help heat exhaust from your attic	
Ridgecap shingles	
Section Total	\$33,054.86

Description	Line total
Additional roofing components proposal	
New decking required to patch in and repair where original decking was rotten. Price is per sheet.	\$0.00
Chimney flashing kit - Average	\$566.32
Second layer of shingles - additional labor and disposal fees for second layer of shingles	\$0.00
Section Total	\$566.32

Description	Line total
Gutter and Window wrap Proposal	
Gutters (aluminum)	\$3,392.97
- 5 seamless - includes downspouts - 321 LF - Remove and Replace - Color: Eldridge Gray	
A window wrap is a custom made protective aluminum shield that is installed to protect the window frames from moisture. Aluminum is bent in a tool called a brake and caulked after installation to insure protection against the elements.	\$7,979.63
- refer to adjustor report to different size wraps and what elevation windows are located - Total Windows: 24 - Color: Desert Tan	

Section Total	\$11,372.60
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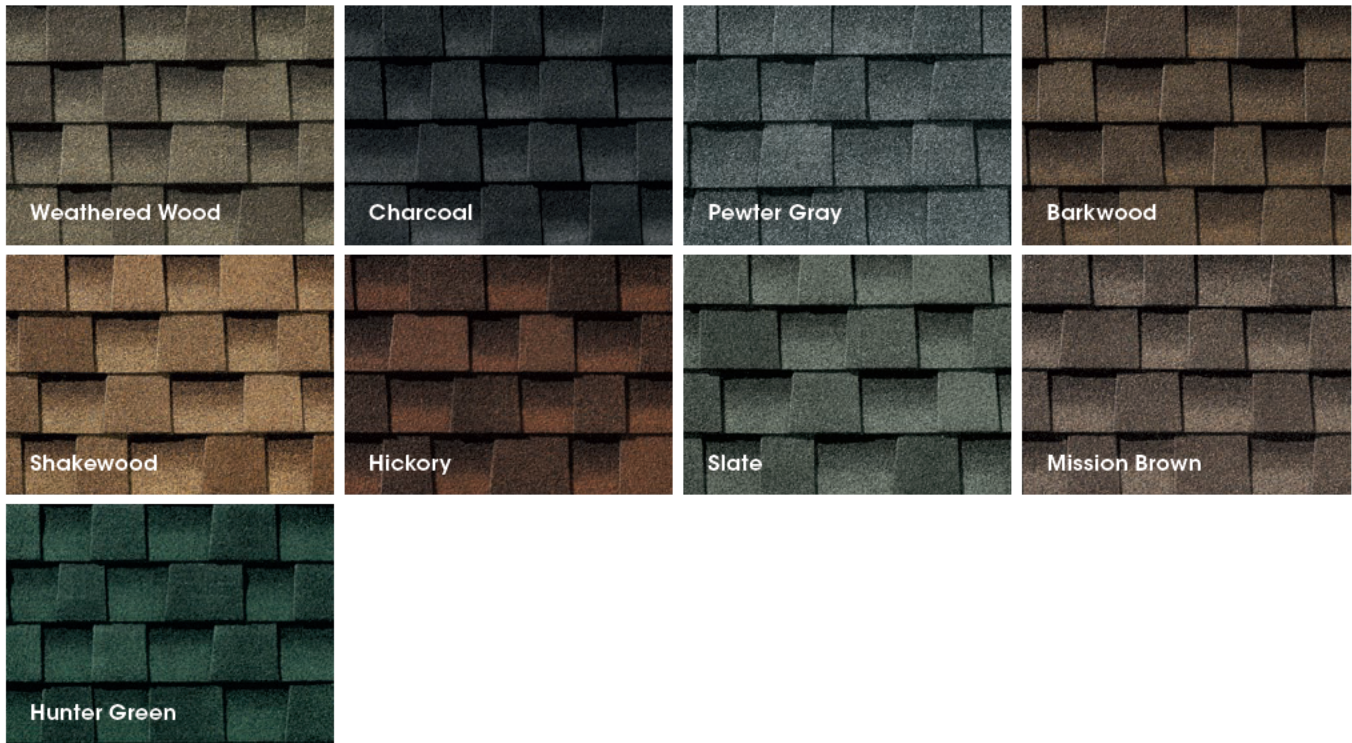
Quote subtotal	\$44,993.78
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Total	\$44,993.78
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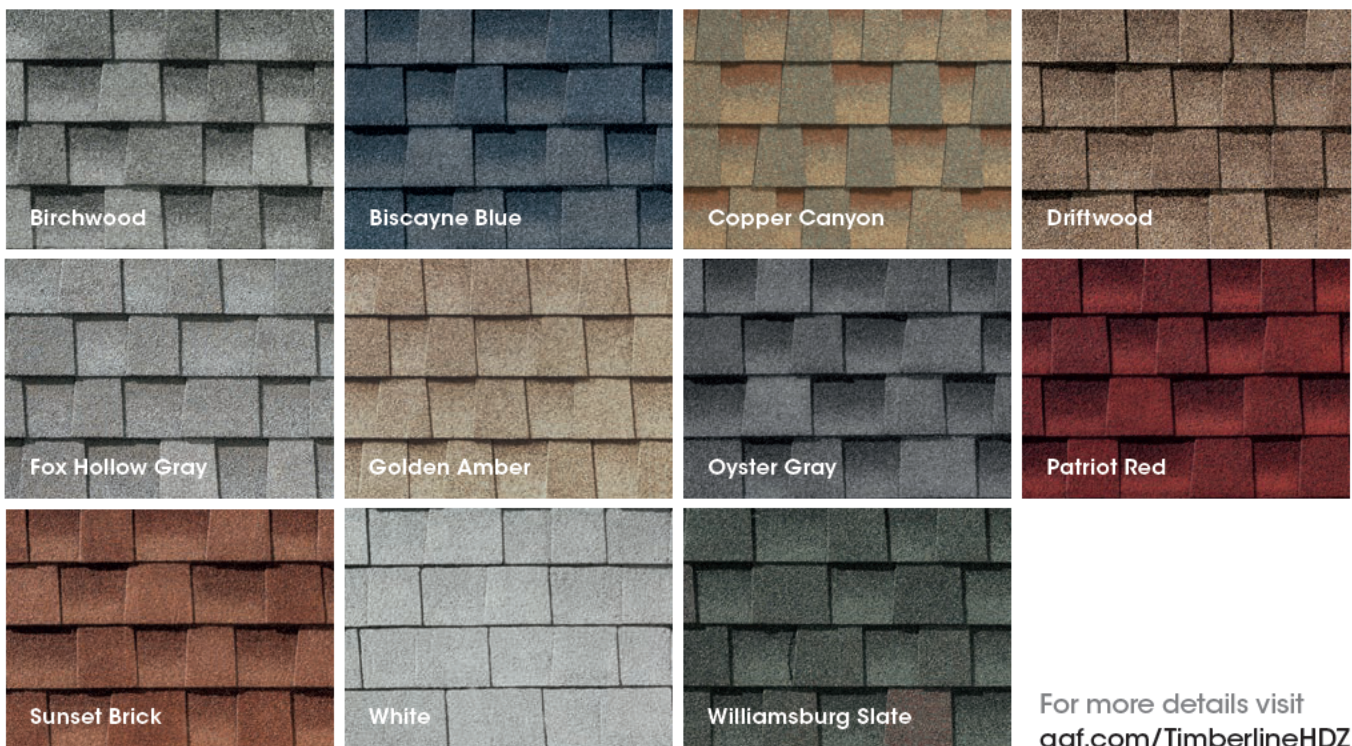
Color Availability



Nationally Available Colors



Regionally Available Colors (See next page for details.)

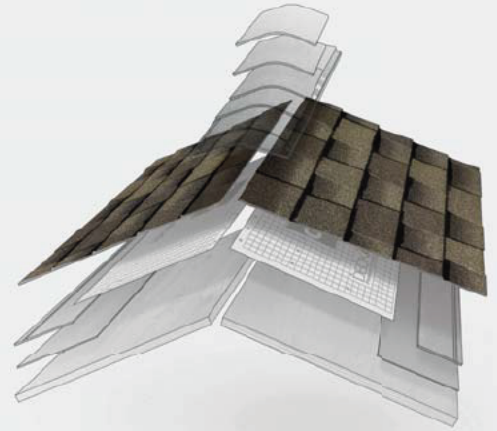


For more details visit gaf.com/TimberlineHDZ

Note: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.

Timberline® Lifetime[†] Shingles Collection

More homeowners in North America rely on Timberline® Shingles than any other brand. They offer just the right combination of beauty, performance, and reliability.



<p>Timberline® HDZ™ pg 7-8</p>			<p>America's #1-selling shingle—now featuring the industry's widest nail zone</p>
<p>Timberline® UHD pg 7 & 9</p>			<p>For a thick ultra-dimensional wood-shake look in an asphalt shingle</p>
<p>Timberline® NS pg 10</p>			<p>The beauty of natural wood shakes in an asphalt shingle</p>
<p>Timberline® AH pg 11</p>			<p>The striking hues of America's heartland</p>
<p>Timberline® CS pg 11</p>			<p>Our most reflective shingle</p>

For specifications see pages 20-21



For the full collection visit gaf.com/timberline



[†] 15-year WindProven™ limited wind warranty on GAF Shingles with LayerLock™ Technology requires the use of GAF starter strips, roof deck protection, ridge cap shingles, and leak barrier or attic ventilation. See GAF Roofing System Limited Warranty for complete coverage and restrictions. Visit gaf.com/LRS for qualifying GAF products.

TERMS AND CONDITIONS

Entire Contract: These terms and conditions along with any project-specific order documents form the entire Contract between the Owner ("Owner") and PROPERTY REVOLUTIONS, LLC. ("Contractor"). NO REPRESENTATIONS, PROMISES OR WARRANTIES, EXPRESSED OR IMPLIED, HAVE BEEN MADE TO THE OWNER EXCEPT THOSE TO WHICH ARE STATED IN THIS CONTRACT. This Contract cannot be changed by any conversations between the Owner and Contractor. Any changes must be in writing and signed by the Owner and Contractor.

Payment Terms: Complete payment is due as indicated in the Contractor's invoice, but no later than upon substantial completion of the project. Substantial completion means the project is functional for its designated purpose. If an item is back ordered or for some reason there will be a week or more delay to complete some detail, then an appropriate amount (not more than twice the market value of the incomplete item) may be withheld from the final payment until completion of that item. Special orders must be paid for at the time the orders are placed, Owner shall be responsible for any permit fees. In the event any payment is not made when due, Contractor may, at any time thereafter, upon serving written notice that it will stop work within five (5) days after receipt of the notice by the Owner, and after such five (5) day period, stop the Work until payment of the amount owing has been received. Owner is responsible for all restocking charges. A service charge of 1 1/2% per month (18% per year) will be paid on past due amounts starting thirty (30) days after the invoice date. If Owner desires to pay invoice by credit card, an additional Three Percent (3%) credit card processing fee will be added to Owner's invoice. Owner shall pay to Contractor upon demand all of Contractor's costs and expenses, including reasonable attorney fees, incurred as a result of any Owner's failure to perform any of its obligations under this Contract (even if such failure does not become a Default or if a Default is cured) and whether or not any court proceeding is commenced. Contractor may file a lien on the applicable real property to secure payment in accordance with Michigan law.

Hazardous Environmental Condition: Contractor makes no representation or warranty as to the presence or lack of asbestos, lead paint, radon, fiberglass or hazardous environmental conditions of any nature or type, or as to the effect of asbestos, lead paint, radon, fiberglass or any such condition on the premises or residence. If such items are discovered and have to be removed, the cost of such removal shall be added to this Contract as a change order pursuant to Section 6 below. Owner agrees to notify Contractor of any hazardous environmental condition if Owner has personal knowledge of the same.

Time for Completion: The completion time stated in this Contract is merely an approximation and is based on uninterrupted access to the Project during Contractor's normal working hours. The actual completion time is contingent upon access to the Project, labor strikes, material shortages and other supply chain delays, accidents, weather, war, acts of God, changes caused by a body of government, pandemic-related restrictions or public health orders, and the like. Change orders will affect the time necessary for completion. Contractor shall not be liable for any damages suffered by Owner as a result of any delay occasioned by these contingencies.

Governing Law: All issues concerning the construction, validity, enforcement, and interpretation of this Contract shall be governed by and construed in accordance with the laws of the State of Michigan, without giving effect to any choice of law or conflict of law rules or provisions (whether of the State of Michigan or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Michigan. The parties agree that venue is hereby exclusively established in the County of Kent, State of Michigan for any dispute or claim arising out of this Contract. Contractor, if it prevails in any arbitration or court action shall be entitled to all reasonable attorneys' fees, costs and other expenses incurred in such action and in any subsequent efforts to collect the amount awarded. No action, regardless of its form and arising out of this Contract, or any warranty work performed on the home may be brought by Owner against Contractor more than one (1) year after the cause of action has occurred, and no action against Contractor may be commenced unless Owner first provides Contractor with ten (10) days prior written notice before the commencement of the action.

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Construction Industry Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Change Orders: Changes in the Contractor's work increasing or decreasing the scope, price or time for completion of the project shall be made only by a written document signed by Owner and Contractor. The price adjustment for such changed work shall be determined in advance. Payment for the changed work shall be made before commencement of the changed work.

Unforeseen Conditions: If conditions are encountered at the project site which are (1) subsurface or otherwise concealed physical condition which differ materially from those indicated in the plans, specifications or other attached documents describing the work or (2) unknown physical conditions of an unusual nature which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided or in the plans, specifications or other documents describing the work, then Contractor shall notify Owner of such conditions and of the changes to the price, scope or time for completion of the work resulting from such conditions. Owner shall then either execute a change order changing the price, scope or time for completion or shall direct that the work impacted by the changed or unforeseen conditions be abandoned and in which case Contractor shall have no duty or liability for such condition.

Owner's Covenant: Owner, by executing this Contract, indicated conclusively that all writings to this Contract are definite in their terms and sufficient to express the intent of the parties with regard to the transaction, the type and amount of work to be done, and the type and quality of the materials to be used, Owner further covenants that Owner has title to the Project property and that all persons who are owners of the Project property are listed as "Owners" and have signed, or will sign, this Contract.

Excavation: If conditions at the Project property or of the work require excavation at Owner's property, Contractor is responsible for notifying Miss Dig prior to beginning the excavation, and Owner will be responsible for locating and marking, either with flags or painted lines, sprinkler lines, private utilities, electrical lines, and other subterranean items that will not be marked by Miss Dig prior to the excavation. Owner will be responsible for any damages to unmarked or mismarked subterranean items and will not hold Contractor responsible for such damages.

Limited Warranty: Contractor warrants against defective, faulty, or improper workmanship for twelve (12) months from substantial completion date. Product warranties are solely as stated by the manufacturer and Contractor shall have no liability for any labor or material necessary to repair or replace defective products. It is agreed that the Contractor's warranty extends only to the items specifically described on the attached page(s) for which Contractor is responsible and that Contractor shall not be liable for the labor, materials, acts, or omissions of any other party. CONTRACTOR'S SOLE LIABILITY PURSUANT TO THIS WARRANTY SHALL BE THE COST OF THE LABOR AND MATERIALS TO REPAIR OR REPLACE, AT CONTRACTOR'S OPTION, ANY DEFECTIVE WORK, CONTRACTOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE OR KIND ARISING FROM ANY DEFECTIVE WORK, INCLUDING, BUT NOT LIMITED TO DAMAGES CAUSED BY WATER, MOLD, INSECT OR ANIMAL INFESTATION, OR DAMAGE BY SOME OTHER AGENT THAT MAY BE ASSOCIATED WITH DEFECTS IN CONSTRUCTION, PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, AND ADVERSE HEALTH EFFECTS, OR ANY OTHER EFFECTS. EXCEPT AS EXPRESSLY STATED HEREIN, THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BY OPERATIONS OF LAW OR OTHERWISE, OF THE GOODS OR SERVICES FURNISHED UNDER THIS CONTRACT BY CONTRACTOR, CONTRACTOR SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE OR ARISING FROM A COURSE OF DEALING OR USAGE OR TRADE.

AUTHORIZATION PAGE

Good- GAF HDZ

\$44,993.78

Name: Henika District Library

Address: 149 S Main St, Wayland, MI

Quotes are good for 7 days due to volatility of material. Terms: 30% Down and balance due on completion.

Additional Options

Description	Qty	Unit price	Line total
<input type="checkbox"/> Install a metal screen on gutters to keep debris from accumulating and restricting water flow.		\$7.50	\$0.00

Customer Comments / Notes

Henika District Library:

Date: