

AGENDA

Henika District Library
Building & Grounds Committee Meeting
January 20th, 2025 at 1pm

- I. Call to Order**
 - A. Members Present:
 - B. Members Absent:
 - C. Staff Present:
 - D. Guests:

- II. Approval of Agenda**

- III. Community Opportunity to Address the Committee**

- IV. Approval of Meeting Minutes**
 - A. November 2024 Building & Grounds Committee Minutes

- V. Unfinished Business**

- VI. New Business**
 - A. Snowfest/Community Chat Recap
 - B. USDA Requirements
 1. RFP: Architect?

- VII. Around the Table**

- VIII. Adjournment**

MINUTES

Henika District Library
Building & Grounds Committee Meeting
November 11th, 2024 at 5:30pm

- I. Call to Order - 5:31 by Marsh, seconded by Augustin
 - A. Members Present: Gary Marsh, Pam Meyer, Rachel Brinks, Meghan Augustin
 - B. Members Absent:
 - C. Staff Present: Cierra Bakovka
 - D. Guests: Mike Meyer from Triangle

- II. Approval of Agenda - Motion by Augustin, second by Meyer

- III. Community Opportunity to Address the Committee - none

- IV. Approval of Meeting Minutes - Motion by Augustin, second by Brinks

- V. Unfinished Business
 - A. Grant Opportunities
 1. Facade Grant Update
 - we were awarded this grant. We had submitted the application with quotes to do outdoor lighting and new windows. The question is with the window quotes being as expensive as they are, do we want to scale back or change what we want to do about the windows. Brinks recommended prioritizing the outdoor lighting and then getting additional quotes to go over windows with possibly seeing if we could prioritize which ones have the most issues. See if we can fit some window replacements in with the allotted budget for this grant and not go over the \$20,000 maximum. All agreed. Bakovka to look into additional quotes for windows.

 - B. Expansion Project Update
 1. Conceptual Drawings
 - Reviewed past surveys and questionnaires, and other past accomplishments for our new building committee members, Brinks and Meyer. Triangle agreed to come up with an inspirational conceptual drawing for what the outside of our building could look like in an expansive, free of charge. This could be used to spearhead fundraising, inspire community input/interest, and gather momentum in moving things forward. The drawing was delayed from the original attempt to have it for the 125th anniversary celebration in October, but we should be able to have the drawing(s) around Thanksgiving, to then be able to be displayed at Snow Fest. Snow Fest will be Saturday, December 7 and we have a lot of foot traffic through the building at that time. Some Triangle members plan to make it to Snow Fest.

C. Building/Grounds Walkthrough

1. Assign priority level

- The walkthrough that was done by the building committee in August needed to be finished up with assigning condition levels and priority codes. Those were noted into the Facility Audit Summary.

VI. New Business - none

VII. Around the Table

Marsh: Urges saving money in an attempt to be able to help get funds procured to be able to expand. Commends Bakovka on her positive work atmosphere in the building.

Brinks: Nothing to add

Augustin: Thanks to our newest board members, even with having so recently joined, to be willing to jump onto the Building Committee

Bakovka: Thanks for new and continued efforts and thoughts. Thanks to Brinks and Meyer for joining the committee. Thanks to Mike Meyers for attending.

Meyer: Nothing to add

VIII. Adjournment - 6:38 by Augustin, seconded by Brinks

- a. Definition — includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation

3. *Committed Fund Balance*

- a. Definition — includes amounts that can be used only for the specific purposes determined by a formal action of the library's highest level of decision-making authority (i.e., the Board of Trustees).
- b. Authority to Commit — commitments will only be used for specific purposes pursuant to a formal action of the Board of Trustees. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment

4. *Assigned Fund Balance*

- a. Definition — includes amounts intended to be used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.
- b. Authority to Assign — The Board of Trustees delegates to the Finance Committee or their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

5. *Unassigned Fund Balance*

- a. Definition - includes the residual classification for the library's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Adopted: 9/10/2024

PURCHASING

INTRODUCTION

The purpose of this policy is to designate authority for the purchase or lease of products and services, and to establish requirements to ensure as full and open competition as possible and practical on all purchases and leases.

Unless otherwise provided for in this policy, the library director, or designated representative, shall have the authority to purchase or lease products or services provided, however, that the amount budgeted for any expense line of the annual budget shall not be exceeded without the prior approval of the library

board. Staff will act to procure quality products and services at the lowest possible cost, consistent with the needs of the departments with regard to durability, performance, delivery and service.

A code of conduct form required for all purchases of \$5,000 and over.

AUTHORITY FOR PURCHASE

A. Purchases Over \$5,000

Unless provided for Subsection C, all purchases of goods or services over \$5,000, or any non-routine purchases without appropriation in the current budget, shall be submitted to the Henika District Library Board (“Library Board”) for approval prior to purchase, except as required under Section IV, Emergency Purchases; Section II.C, Specifically Authorized Purchases or Section II.D, Reoccurring Routine Purchases. The purchase request shall outline the need and provide justification for the goods or services. The purchase request information should include suggested vendors, quantity, specifications, shipping details and pricing. The Library Board may require a budget amendment before approval of the purchase. If the purchase is over \$50,000, the requirements of Bidding or Quote Requirements Section B shall apply.

B. Minor Purchases

Any purchases of goods or services \$5,000 or under, when the specific appropriation has been specified and included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year, may be completed after submittal to the Library Director, with documentation being provided to the Library Board within a forty-five (45) day period.

C. Specifically Authorized Purchases that May Exceed \$5,000

The Library Board specifically authorizes the Library Director to make the following purchases that may exceed \$5,000:

1. Payments to the Library Cooperative (“Coop”) for Shared Technology Services:

The Library Board recognizes that at times the quarterly payments due to the Coop, may exceed \$5,000. The Library Director is authorized to purchase library cooperative services that exceed \$5,000 (on a quarterly basis) provided that (1) the Library Board has authorized the purchase of the cooperative library services generally from the Coop and (2) the specific appropriation has been included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year.

2. Reoccurring Routine Payments; Authorizing Procedure:

The following payments shall be considered authorized and do not require prior Board approval pursuant to this Policy:

I. Payroll

II. Utilities

- III. Invoices or bills with penalties or discounts that would be incurred if payment is not received prior to the Board Meeting at which such invoices or bills will be approved.

However, all invoices and bills pre-approved pursuant to this Section shall be post audited at the next Board meeting. The post audit shall indicate that the invoices and bills were pre-authorized by policy.

BIDDING OR QUOTE REQUIREMENTS

A. Specialized Contracts

The following types of contracts or purchases which by their nature are not adapted to award by competitive bidding shall not be subject to the competitive bidding requirements.

1. Supplies, materials, parts, or equipment, which are available from a single source.
2. Utility services such as water, electricity, gas, internet, trash, or telephone.
3. Purchase of magazines, books, databases, periodicals, and similar articles of an educational or instructional nature.
4. legal, accounting, actuarial, auditing and other professional services

B. Competitive Bidding

Except as otherwise provided by specific direction of the library board, all purchases or contracts for products or services in excess of \$50,000 shall be competitively bid with awarding of the bid to the lowest responsible bidder, or any other bidder determined by the library board to be in the best interest of the library. These purchases require either:

1. Request for proposal with a project scoring sheet, a schedule A form, and posted on the State of Michigan SIGMA Vendor Self Service system (VSS) for a minimum of at least two weeks.
2. Invitation to VSS Negotiate (for sole-services) with an ITN and posted on VSS for at least seven days.

C. Quotes

Unless otherwise provided in this policy, the following shall apply to the requirement of quotes prior to purchase.

1. Purchases costing less than \$5,000 may be made without competitive proposals but shall be made with attention to the lowest possible cost, consistent with the needs of the library in regards to durability, performance, delivery and service at the discretion of the library director. However, to the best extent possible, any such purchase shall be based on at least three (3) competitive quotes and the purchasing agent shall select the quote deemed most advantageous to the Library
2. Purchases costing over \$5,001 and up to \$50,000 may be made in the open market, without newspaper advertisement and without following the procedure for formal

contracts. Such purchases, shall, whenever possible, be based on at least written quotations from at least three prospective bidders, if available.

- i. Justification must be given if less than three quotations are obtained or if the vendor is the sole source of the product.
- ii. An explanation will be given as to why the chosen vendor was awarded the project/purchase (i.e. based on low bid, best value, or other criteria).

EMERGENCY CONTRACTS

In case of an emergency affecting the public health and safety, the director shall authorize a vendor to perform any and all work necessary to resolve such emergency without public advertisement. Documentation of the emergency and the need for immediate action shall be presented to the library board for ratification where the costs exceed \$5,000.

PURCHASING AGENT

The Library Director shall act as purchasing agent of the Library, unless he/she shall designate another officer or Library employee to act as purchasing agent. Every purchase order shall be approved by the purchasing agent before being issued. The purchasing agent may adopt rules regulating requisitions and purchase orders.

CONFLICT OF INTEREST

No employee or Board member shall participate in any purchase or procurement when such participation is considered a conflict of interest under Michigan law. If any Board member or employee believes there may be a conflict of interest, the Board member or employee shall notify the purchasing agent of any actual or potential conflict of interest prior to any participation or as soon as the conflict is reasonably known. The purchasing agent, upon consultation with legal counsel and/or the Board shall determine whether the employee or Board member should participate.

*Adopted: 10/8/2024
Revised: 11/12/2024*

INVESTMENT POLICY

Purpose

The purpose of the investment policy is to comply with state and local laws, regulations, and other policies concerning the investment of public funds, and to provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Henika District Library.

Scope

This investment policy applies to all financial assets of the Henika District Library . These assets are accounted for in the various funds of the Henika District Library and include the general fund,