

AGENDA

Henika District Library
Board of Trustees Meeting
April 15th, 2025 at 6:30pm

I. Call to Order

- A. Members Present:
- B. Members Absent:
- C. Staff Present:
- D. Guests:

II. Approval of Agenda (M)

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. March 2025 Regular Meeting Minutes (M)

V. Financial Reports

- A. March 2025
 - 1. Approval of Paid Bills (M)
 - 2. Credit Card Detail Report (i)
 - 3. YTD Budget vs Actual (i)
 - 4. United Bank Accounts Overview (i)

VI. Director's Report

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

VII. Committee Reports

- A. No committees met

VIII. Unfinished Business

- A. Fundraising Updates (i)
- B. Heating and Cooling (M)

IX. New Business

- A. Architect RFP (M)

X. Around the table

XI. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
March 11, 2025 at 6:30 pm

Members Present: Meghan Augustin, Jacqui Kuhn, Gary Marsh, Pam Meyer, Maria Musgrave, Danielle Simmons, Deb Vander Slik

Members Absent: Rachel Brinks

Staff Present: Cierra Bakovka – Director

Guests: Aviv Karni

- I. Call to Order: Meeting called to order at 6:32 pm by Augustin.
- II. Approval of Agenda motioned by Kuhn and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of February 2025 Regular Meeting Minutes motioned by Kuhn and seconded by Vander Slik. All yes, motion passed.
- V. Financial Reports for February 2025
 - a. Monthly check register was reviewed. The \$275 payment to MLA was for Tori's entrance fee for the spring institute conference in Frankenmuth. The payment to Rehmann was for end-of-year accounting preparations. The \$300 payment to the Swordsmanship Museum and Academy is for two upcoming programs.
 - b. Credit Card Detail Report was reviewed. Checks were purchased from Intuit for \$217.47. The \$99 Intuit charge was for renewing Quickbooks to try to locate information required to respond to a letter from the IRS requesting a form for tax years 2017 and 2019. The Playaway Products charge was for new launchpads.
 - c. YTD Budget vs. Actual was reviewed. The profit and loss statement in the packet is incorrect due to the accountant entering items based on invoice date rather than payment date, so Bakovka provided corrected copies to the board. Payroll expenses increased from January due to payroll quarterly tax coming out in February.
 - d. United Bank Accounts were reviewed.
 - e. Approval of paid bills motioned by Musgrave and seconded by Augustin. All yes, motion passed.
- VI. Director's Report

- a. Bakovka shared that Andrew put in his notice, so she is actively interviewing for a new circulation assistant. A card reader was purchased so we can take credit card payments; over \$150 in payments have already been processed in the first week and a half of having it. Bakovka will be giving a presentation in Lakeland on Thursday on dealing with unwanted patron behavior. Bakovka has been in contact with Sandra who writes a women's newsletter for the Gun Lake area and wants to include some things for Henika.
- b. Monthly Statistics were reviewed. Traffic stats were down from January but up from 2024. Program attendance is still not as high as last year, partially because of canceling programs due to staff illnesses. Niche Academy had 10 views.
- c. The Youth Services report was reviewed. The most popular youth programs were take your child to the library day, preschool playtime, and the dental health make and takes.
- d. The Adult Services report was reviewed. There were 16 participants for Valentines wreathmaking, 14 for fire cider, 19 for painting, and 4 for the new stitching circle program.
- e. The Circulation report was reviewed. Overall circulation took a dip. There were 13 new patron accounts added in February.

VII. Committee Reports

- a. Building and Grounds
 - i. The committee worked on an RFP for an architect to keep moving forward with USDA loan application requirements. The committee discussed the need to update the heating/cooling system and the need for updated quotes to make a recommendation to the board.
- b. Finance Committee
 - i. We did not receive the Rural Readiness Grant; Bakovka will be meeting with Henry Wolf in April for feedback. We are waiting to hear back on the Revitalization and Placemaking grant. The Love Your Library fundraiser at 4 One 2 earned \$110. The committee reviewed the budget amendment draft.
- c. Planning Committee
 - i. The committee talked about fundraising initiatives. Bakovka spoke with Gypsy Joy Creations, who said they would beat Bonfire's base cost for t-shirts but further details are not yet available because she has been sick. A dunk tank fundraiser is being planned for Summer Fest; Bakovka is looking for volunteers for the dunk tank and plans to ask Officer Schaefer and Mayor Antel. Direct mail is expensive and further research is needed on options. The next Love Your Library night is March 24 at McDuffs.

VIII. Unfinished Business

a. Fundraising Updates

- i. There was continued discussion about the fundraising initiatives discussed in the Planning Committee update.

IX. New Business

a. Heating and Cooling

- i. Hulst Heating and Cooling provided a quote for \$9740 for a Daikin furnace and air conditioning system. They recommend maintenance twice a year at \$125-200 a visit.
- ii. DeWeerd Heating and Air Conditioning provided a quote for \$11,400 with option to upgrade for additional \$500 for a Lennox furnace and air conditioning system. They recommend maintenance twice a year at about \$160 a visit.
- iii. ACR provided a quote for four options for furnace and air conditioning systems ranging from \$9,400-\$19,000.
- iv. Jacobson Heating and Cooling provided a quote for \$11,490 for a Carrier furnace and air conditioning system.
- v. Discussion ensued. The board cited concerns about lack of knowledge about the products and differences between offerings. The reliability of service providers was also discussed.
- vi. Tabling of the selection of a new heating and cooling system until the next board meeting to get a better understanding of the products and services being offered motioned by Musgrave and seconded by Simmons. A roll call vote was conducted: 4 yes, 3 no, 1 absent; motion passed.
 1. Simmons YES
 2. Musgrave YES
 3. Meyer NO
 4. Vander Slik NO
 5. Marsh NO
 6. Augustin YES
 7. Kuhn YES

b. Budget Amendment #1 F/Y 2025

- i. Bakovka went over the proposed budget amendment. The Finance Committee reviewed the draft amendment line-by-line at the committee meeting and had no concerns. Adoption of budget amendment #1 F/Y 2025 motioned by Kuhn and seconded by Augustin. A roll call vote was conducted: 7 yes, 0 no, 1 absent; motion passed.
 1. Simmons YES
 2. Musgrave YES
 3. Meyer YES

4. Vander Slik YES
5. Marsh YES
6. Augustin YES
7. Kuhn YES

X. Around the Table

- a. Simmons had nothing to add.
- b. Musgrave asked what we could have done differently to be prepared to decide on the heating and cooling system at this meeting.
- c. Meyer will stick to her commitment to research all the heating and cooling options.
- d. Vander Slik had nothing to add.
- e. Marsh had nothing to add.
- f. Bakovka reminded the group about the upcoming Love Your Library night on March 24 at McDuffs.
- g. Augustin gave a reminder about committee meeting dates. The Planning Committee plans to meet on April 21. Augustin to send out an email about scheduling a Building Committee meeting. Finance Committee to set a meeting date after the meeting.
- h. Kuhn reminded the group that the April board meeting is the 3rd Tuesday, April 15 at 6:30pm.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.
Meeting adjourned at 8:36 pm.

Monthly Check Register

As of March 31st, 2025

| Date | Payee | Memo | Account |  Amount |
|---------|--------------------|---|----------------------|--|
| 3.5.25 | Amazon | Supplies, Programming, Materials | -SPLIT- | \$418.40 |
| 3.5.25 | Baker & Taylor | | Materials | \$435.52 |
| 3.5.25 | City of Wayland | | Utilities | \$58.46 |
| 3.5.25 | Consumers Energy | | Utilities | \$343.36 |
| 3.5.25 | Dunham Accounting | | Accounting | \$535.00 |
| 3.5.25 | Joanna Walters | Adult Program | Programming | \$100.00 |
| 3.5.25 | MJA Landscape | | Building and Grounds | \$2,016.00 |
| 3.5.25 | TKS | Quarterly cameras | Contractual | \$59.85 |
| 3.5.25 | T-Mobile | | Communications | \$552.17 |
| 3.5.25 | US Bank | | Equipment | \$555.76 |
| 3.5.25 | Amazon | Supplies, Programming, Materials | -SPLIT- | \$418.40 |
| 3.5.25 | Baker & Taylor | | Materials | \$435.52 |
| 3.5.25 | City of Wayland | | Utilities | \$58.46 |
| 3.5.25 | Consumers Energy | | Utilities | \$343.36 |
| 3.5.25 | Dunham Accounting | | Accounting | \$535.00 |
| 3.5.25 | Joanna Walters | Adult Program | Programming | \$100.00 |
| 3.5.25 | MJA Landscape | | Building and Grounds | \$2,016.00 |
| 3.5.25 | TKS | Quarterly cameras | Contractual | \$59.85 |
| 3.5.25 | T-Mobile | | Communications | \$552.17 |
| 3.5.25 | US Bank | | Equipment | \$555.76 |
| 3.19.25 | Absopure | | Utilities | \$71.11 |
| 3.19.25 | Amazon | Supplies, programming, materials, equipment | -SPLIT- | \$1,246.45 |
| 3.19.25 | Baker & Taylor | | Materials | \$864.41 |
| 3.19.25 | Blue Cross | | Employee Benefits | \$4,282.84 |
| 3.19.25 | Cardmember Service | | -SPLIT- | \$2,441.07 |
| 3.19.25 | Kansas City Life | | Employee Benefits | \$112.10 |
| 3.19.25 | MERS | | Employee Benefits | \$1,733.83 |
| 3.19.25 | Spectrum | | Utilities | \$66.50 |
| 3.19.25 | Unique | | Contractual Services | \$19.70 |
| 3.24.25 | Michigan Gas | Missed the bill last month | Utilities | \$743.48 |
| | | | | |
| | | | | |
| Total: | | | | \$21,730.54 |

**March 2025 Statement**

Open Date: 02/14/2025 Closing Date: 03/13/2025

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**Visa® Business Cash Card**

HENIKADISTRICTLIBRARY

| | |
|----------------------------|-------------------|
| New Balance | \$2,441.07 |
| Minimum Payment Due | \$25.00 |
| Payment Due Date | 04/10/2025 |

Reward Points

| | |
|--|--------|
| Earned This Statement | 2,697 |
| Reward Center Balance | 10,328 |
| as of 03/12/2025 | |
| For details, see your rewards summary. | |

Account:

**Elan Financial
Services**
BUS 30 ELN 1

1-866-552-8855

9

Activity Summary

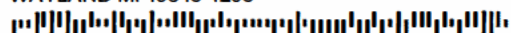
| | | |
|-------------------|---|--------------------------|
| Previous Balance | + | \$2,078.98 |
| Payments | - | \$2,078.98 ^{CR} |
| Other Credits | | \$0.00 |
| Purchases | + | \$2,441.07 |
| Balance Transfers | | \$0.00 |
| Advances | | \$0.00 |
| Other Debits | | \$0.00 |
| Fees Charged | | \$0.00 |
| Interest Charged | | \$0.00 |

| | | |
|----------------------------|----------|-------------------|
| New Balance | = | \$2,441.07 |
| Past Due | | \$0.00 |
| Minimum Payment Due | | \$25.00 |
| Credit Line | | \$30,500.00 |
| Available Credit | | \$28,058.93 |
| Days in Billing Period | | 28 |

Payment Options:Mail payment coupon
with a checkPay online at
myaccountaccess.comPay by phone
1 866-552 8855*Please detach and send coupon with check payable to: Elan Financial Services*

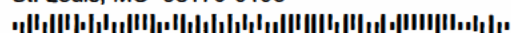
24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

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

| | |
|----------------------------|------------|
| Account Number | |
| Payment Due Date | 4/10/2025 |
| New Balance | \$2,441.07 |
| Minimum Payment Due | \$25.00 |

Amount Enclosed \$ _____

Elan Financial ServicesP.O. Box 790408
St. Louis, MO 63179-0408



March 2025 Statement 02/14/2025 - 03/13/2025

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HENIKADISTRICTLIBRARY

Elan Financial Services (1-866-552-8855



Business Cash

Rewards Center Activity as of 03/12/2025

| | |
|--------------------------|--------|
| Rewards Center Activity* | 0 |
| Rewards Center Balance | 10,328 |

*This item includes points redeemed, expired and adjusted.

| | This Statement | Year to Date |
|--|-------------------|-----------------|
| Rewards Earned | | |
| Points Earned on All Purchases | 2,441 | 7,131 |
| 2 Extra Points - Telecom & Office Supply | 256 | 768 |
| Total Earned | 2,697 | 7,899 |

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.

Transactions BAKOVKA,CIERRA J Credit Limit \$30500

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|----------------------------|---------------|-------|---|----------|-----------------------|
| Purchases and Other Debits | | | | | |
| 02/18 | 02/15 | 7811 | COSTCO WHSE #0744 WYOMING MI | \$42.39 | YP |
| 02/18 | 02/15 | 8140 | WIX.COM 1-415-6399034 CA | \$348.00 | Ad/Promo |
| 02/21 | 02/20 | 8322 | SQ *NB OUTLET ALLENDALE MI | \$21.20 | 6.15 supplies - 15 YP |
| 02/24 | 02/21 | 8338 | WHENIWORK.COM WHENIWORK.COM MN | \$21.00 | CS |
| 02/24 | 02/22 | 9370 | ZOOM.COM 888-799-9666 ZOOM.US CA | \$16.95 | CS |
| 02/25 | 02/25 | 7526 | AMERLIBASSOC ECOMMERCE 866-746-7252 IL | \$140.00 | mem/Train |
| 02/26 | 02/24 | 2906 | SOUTHWES 5262314530145 800-435-9792 TX CUMMINGS/ABIGA 06/27/25 GRAND RAPIDS TO CHGO MIDWAY CHGO MIDWAY TO PHILADELPHIA PHILADELPHIA TO CHGO MIDWAY CHGO MIDWAY TO GRAND RAPIDS | \$469.36 | mem/Train |
| 02/26 | 02/24 | 2914 | SOUTHWES 5262314530146 800-435-9792 TX BAKOVKA/CIERRA 06/27/25 GRAND RAPIDS TO CHGO MIDWAY CHGO MIDWAY TO PHILADELPHIA PHILADELPHIA TO CHGO MIDWAY CHGO MIDWAY TO GRAND RAPIDS | \$469.36 | mem/Train |
| 02/26 | 02/25 | 4098 | SQ *SQUARE HARDWARE gosq.com MI | \$263.94 | Equip |
| 02/27 | 02/26 | 5149 | ALDI 67026 JENISON MI | \$52.98 | YP |
| 02/27 | 02/26 | 1492 | SP DIRECTMAIL.COM CART.DIRECTMA MD | \$125.00 | Ad/Promo |

Continued on Next Page



March 2025 Statement 02/14/2025 - 03/13/2025
HENIKADISTRICTLIBRARY

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Elan Financial Services 1-866-552-8855

Transactions BAKOVKA, CIERRA J Credit Limit \$30500

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-------------------|------------|-------|---------------------------------------|------------|-----------|
| 02/28 | 02/26 | 3661 | HARDING'S MARKET #3 WAYLAND MI | \$3.99 | SUPPLIES |
| 03/03 | 02/28 | 4074 | Mailchimp 678-9990141 GA | \$19.50 | Ad/Promo |
| 03/03 | 03/01 | 5980 | PARTY CITY 431 GRANDVILLE MI | \$35.62 | Supplies |
| 03/03 | 03/02 | 6438 | ADOBE *ADOBE 408-536-6000 CA | \$21.19 | CS |
| 03/06 | 03/05 | 4653 | TAYLOR RENTAL PARTY PL 616-3928539 MI | \$100.00 | Ad/Promo |
| 03/10 | 03/07 | 5340 | INTERMEDIA.NET INC 800-379-7729 WA | \$111.20 | Utilities |
| Total for Account | | | | \$2,261.68 | |

Transactions SCHREUR, VICTORIA Credit Limit \$5000

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|----------------------------|------------|-------|---------------------------------|---------|----------|
| Purchases and Other Debits | | | | | |
| 02/18 | 02/14 | 7477 | HORROCKS MARKET KENTWOOD MI | \$7.41 | Yma + |
| 02/19 | 02/17 | 0189 | GFS STORE #0192 GRAND RAPIDS MI | \$42.72 | YP |
| 02/27 | 02/26 | 9680 | MEIJER STORE #199 CALEDONIA MI | \$23.59 | YP |
| 03/11 | 03/10 | 2417 | DOLLAR TREE KENTWOOD MI | \$6.63 | YP |
| Total for Account | | | | \$80.35 | |

Transactions CUMMINGS, ABIGAIL Credit Limit \$5000

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|----------------------------|------------|-------|--|---------|----------|
| Purchases and Other Debits | | | | | |
| 02/24 | 02/22 | 7508 | HARDING'S MARKET #3 WAYLAND MI | \$15.40 | AP |
| 02/25 | 02/24 | 9829 | MEIJER STORE #020 GRAND RAPIDS MI | \$11.87 | AP |
| 02/28 | 02/26 | 3232 | HARDING'S MARKET #3 WAYLAND MI | \$6.98 | AP |
| 03/04 | 03/03 | 5271 | DOLLAR-GENERAL #9954 WAYLAND MI | \$16.43 | AP |
| 03/05 | 03/04 | 6408 | SEED SAVERS EXCHANGE I 563-382-5990 IA | \$15.00 | AP |
| 03/10 | 03/06 | 1897 | WAYLAND DO IT BEST HAR WAYLAND MI | \$27.00 | EC |
| 03/11 | 03/10 | 6243 | DOLLAR-GENERAL #9954 WAYLAND MI | \$6.36 | AP |
| Total for Account | | | | \$99.04 | |

Transactions BILLING ACCOUNT ACTIVITY

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|----------------------------|------------|-------|-------------------------|--------------|----------|
| Payments and Other Credits | | | | | |
| 03/10 | 03/05 | 0115 | PAYMENT THANK YOU | \$2,078.98CR | |
| Total for Account | | | | \$2,078.98CR | |

Henika District Library

Balance Sheet

As of March 31, 2025

| | Mar 31, 25 |
|---------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Cash - Checking - 7152 | 364,017.62 |
| Cash - HY Savings - 013 | 511,324.79 |
| Certificate of Deposit - 228 | 78,039.59 |
| Certificate of Deposit - 548 | 33,447.65 |
| Certificate of Deposit - 556 | 56,385.02 |
| Savings - Building Fund - 212 | 182,904.31 |
| Total Checking/Savings | 1,226,118.98 |
| Accounts Receivable | |
| Due from Other Government Units | 2,072.78 |
| Property Tax Receivable | 331,103.06 |
| Total Accounts Receivable | 333,175.84 |
| Total Current Assets | 1,559,294.82 |
| TOTAL ASSETS | 1,559,294.82 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Deferred Property Taxes | 331,103.06 |
| Payroll Liabilities | 2,291.29 |
| Total Other Current Liabilities | 333,394.35 |
| Total Current Liabilities | 333,394.35 |
| Total Liabilities | 333,394.35 |
| Equity | |
| Opening Balance Equity | 51,707.97 |
| Unrestricted Net Assets | 854,506.51 |
| Net Income | 319,685.99 |
| Total Equity | 1,225,900.47 |
| TOTAL LIABILITIES & EQUITY | 1,559,294.82 |

Henika District Library

Profit & Loss

January through March 2025

| | Jan 25 | Feb 25 | Mar 25 | TOTAL |
|---------------------------------|-------------------|------------------|-------------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 400502 - Federal E-Rate | 199.50 | 0.00 | 0.00 | 199.50 |
| 400540 - State Aid | 0.00 | 0.00 | 4,278.40 | 4,278.40 |
| 400581.C - City Contribution | 90,922.49 | 37,965.96 | 36,601.03 | 165,489.48 |
| 400581.T - Township Contributio | 105,006.69 | 41,771.51 | 80,223.00 | 227,001.20 |
| 400582 - Non-Resident Fees | 40.00 | 0.00 | 29.64 | 69.64 |
| 400601 - Copies and Faxes | 200.95 | 337.55 | 411.75 | 950.25 |
| 400656 - Penal Fines | 2,083.85 | 2,973.68 | 7.38 | 7,794.91 |
| 400657 - Fines | 0.00 | 0.00 | 7.05 | 267.05 |
| 400665 - Interest Income | 1,944.76 | 1,745.67 | 1,903.37 | 5,593.80 |
| 400691 - Donations | 11,932.10 | 60.00 | 184.92 | 12,177.02 |
| 400692 - Miscellaneous Revenue | 0.00 | 0.00 | 4,382.00 | 4,382.00 |
| 400693 - Book Sale | 19.75 | 23.55 | 21.30 | 64.67 |
| 400700 - Grants | 0.00 | 0.00 | 832.97 | 832.97 |
| Total Income | 212,350.09 | 84,877.92 | 131,872.88 | 429,100.89 |
| Expense | | | | |
| 700710 - Employee Benefits | 6,371.93 | 6,128.77 | 5,867.00 | 18,367.70 |
| 700727 - Postage | 0.00 | 39.85 | 0.00 | 39.85 |
| 700728 - Supplies | 1,212.27 | 874.02 | 421.40 | 2,507.69 |
| 700740 - Equipment | 5,982.46 | 0.00 | 933.85 | 6,916.31 |
| 700740 - Furnishings | 80.58 | 0.00 | 0.00 | 80.58 |
| 700740 - Materials | 3,491.67 | 2,395.70 | 1,841.69 | 7,729.06 |
| 700801 - Advertising & Promo | 161.85 | 32.35 | 592.50 | 786.70 |
| 700805.1 - Accounting | 1,307.20 | 686.50 | 462.50 | 2,456.20 |
| 700805.2 - Bank Charges & Fees | 43.99 | 6.89 | 0.00 | 50.88 |
| 700806 - Technology Support | 285.00 | 0.00 | 0.00 | 285.00 |
| 700808 - Building & Grounds | 3,273.00 | 114.00 | 2,043.00 | 5,430.00 |
| 700850 - Communications | 1,060.34 | 0.00 | 552.17 | 1,612.51 |
| 700910 - Building/Liability Ins | 50.00 | 0.00 | 0.00 | 50.00 |
| 700920 - Public Utilities | 1,169.44 | 546.18 | 1,394.11 | 3,109.73 |
| 700933 - Equipment Repairs | 80.47 | 0.00 | 0.00 | 80.47 |
| 700954 - Contractural Services | 4,624.10 | 77.84 | 138.69 | 4,840.63 |
| 700955 - Memberships / Training | 582.72 | 215.00 | 1,078.72 | 1,876.44 |
| 700956 - Programming | 1,866.96 | 388.45 | 1,068.60 | 3,324.01 |
| Payroll Expenses | 12,467.20 | 17,243.34 | 16,506.91 | 46,217.45 |
| Payroll Tax Expense | 1,403.89 | 1,406.12 | 843.68 | 3,653.69 |
| Total Expense | 45,515.07 | 30,155.01 | 33,744.82 | 109,414.90 |
| Net Ordinary Income | 166,835.02 | 54,722.91 | 98,128.06 | 319,685.99 |
| Net Income | 166,835.02 | 54,722.91 | 98,128.06 | 319,685.99 |

Henika District Library

Profit & Loss Budget vs. Actual

January through March 2025

| | Jan - Mar 25 | Budget | \$ Over Budget |
|---------------------------------|-------------------|-------------------|--------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 400502 - Federal E-Rate | 199.50 | 3,500.00 | -3,300.50 |
| 400540 - State Aid | 4,278.40 | 10,500.00 | -6,221.60 |
| 400581.C - City Contribution | 165,489.48 | 195,000.00 | -29,510.52 |
| 400581.T - Township Contributio | 227,001.20 | 230,000.00 | -2,998.80 |
| 400582 - Non-Resident Fees | 69.64 | 40.00 | 29.64 |
| 400601 - Copies and Faxes | 950.25 | 600.00 | 350.25 |
| 400656 - Penal Fines | 7,794.91 | 32,000.00 | -24,205.09 |
| 400657 - Fines | 267.05 | | |
| 400665 - Interest Income | 5,593.80 | 16,000.00 | -10,406.20 |
| 400691 - Donations | 12,177.02 | 12,110.00 | 67.02 |
| 400692 - Miscellaneous Revenue | 4,382.00 | 1,882.00 | 2,500.00 |
| 400693 - Book Sale | 64.67 | 40.00 | 24.67 |
| 400700 - Grants | 832.97 | 2,500.00 | -1,667.03 |
| Total Income | 429,100.89 | 504,172.00 | -75,071.11 |
| Expense | | | |
| 700710 - Employee Benefits | 18,367.70 | 70,000.00 | -51,632.30 |
| 700727 - Postage | 39.85 | 600.00 | -560.15 |
| 700728 - Supplies | 2,507.69 | 9,600.00 | -7,092.31 |
| 700740 - Equipment | 6,916.31 | 14,000.00 | -7,083.69 |
| 700740 - Furnishings | 80.58 | 2,000.00 | -1,919.42 |
| 700740 - Materials | 7,729.06 | 37,500.00 | -29,770.94 |
| 700801 - Advertising & Promo | 786.70 | 4,500.00 | -3,713.30 |
| 700805.1 - Accounting | 2,456.20 | 16,000.00 | -13,543.80 |
| 700805.2 - Bank Charges & Fees | 50.88 | 50.00 | 0.88 |
| 700806 - Technology Support | 285.00 | 3,000.00 | -2,715.00 |
| 700808 - Building & Grounds | 5,430.00 | 11,882.00 | -6,452.00 |
| 700850 - Communications | 1,612.51 | 3,500.00 | -1,887.49 |
| 700910 - Building/Liability Ins | 50.00 | 7,000.00 | -6,950.00 |
| 700920 - Public Utilities | 3,109.73 | 11,000.00 | -7,890.27 |
| 700933 - Equipment Repairs | 80.47 | 3,500.00 | -3,419.53 |
| 700954 - Contractural Services | 4,840.63 | 32,500.00 | -27,659.37 |
| 700955 - Memberships / Training | 1,876.44 | 8,000.00 | -6,123.56 |
| 700956 - Programming | 3,324.01 | 16,380.00 | -13,055.99 |
| 700970 - Capital Outlay | 0.00 | 11,160.00 | -11,160.00 |
| Payroll Expenses | 46,217.45 | 225,000.00 | -178,782.55 |
| Payroll Tax Expense | 3,653.69 | 17,000.00 | -13,346.31 |
| Total Expense | 109,414.90 | 504,172.00 | -394,757.10 |
| Net Ordinary Income | 319,685.99 | 0.00 | 319,685.99 |
| Net Income | 319,685.99 | 0.00 | 319,685.99 |



Home

Alerts



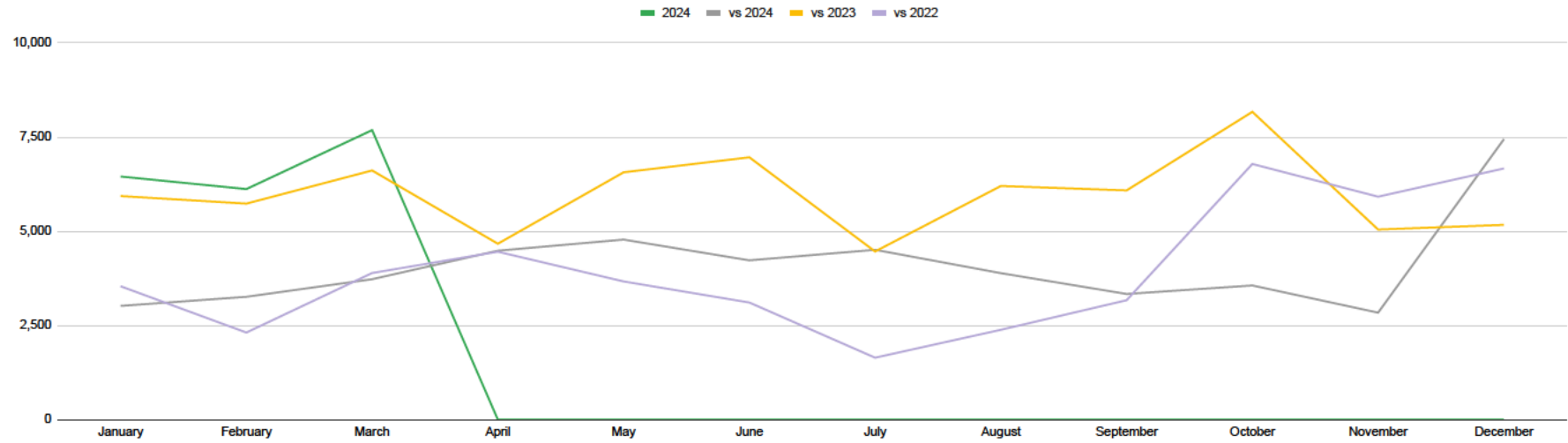
Loading

Accounts

| | |
|---|--|
| PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152 | Current balance \$365,408.40 |
| PUBLIC FUNDS HIGH YIELD SAVINGS XXX013 | Current balance \$511,324.79 |
| BUILDING FUND XXX212 | Current balance \$182,904.31 |
| TIME DEPOSIT XXXX548 | Current balance \$33,447.65 |
| TIME DEPOSIT XXXX556 | Current balance \$56,385.02 |
| TIME DEPOSIT XXXX228 | Current balance \$78,039.59 |

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

WEEKDAY TRAFFIC STATS 25



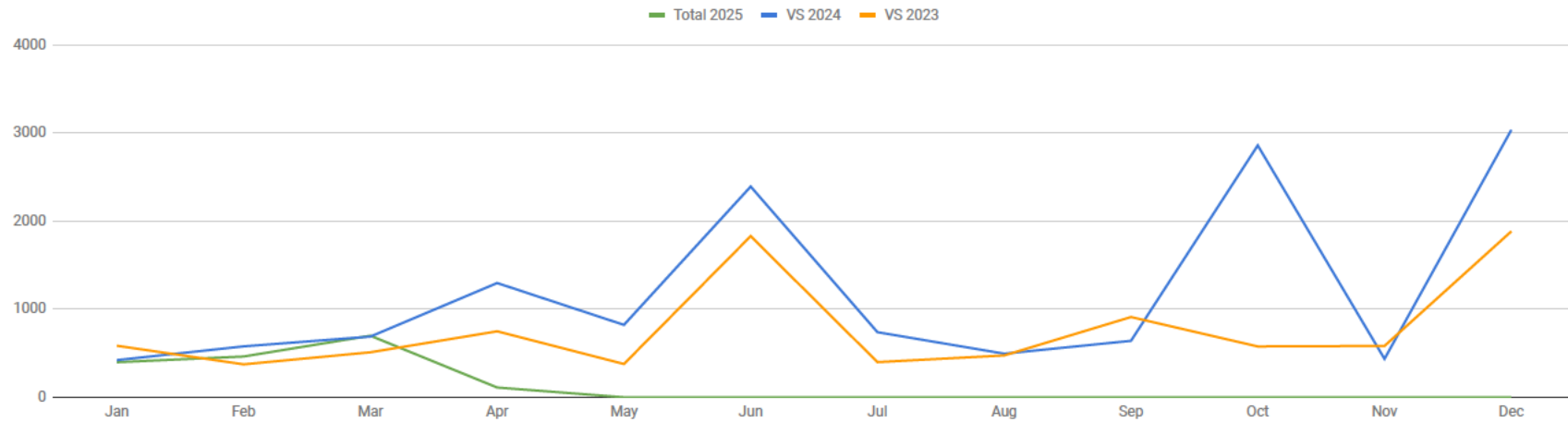
Summary

| | January | February | March | Apri | May | June | Ju y | August | September | October | November | December | Total | Average |
|---------|---------|----------|-------|-------|-------|-------|-------|--------|-----------|---------|----------|----------|--------|---------|
| 2024 | 6,456 | 6,122 | 7,687 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20,265 | 6,755 |
| vs 2024 | 3,020 | 3,262 | 3,729 | 4,486 | 4,781 | 4,230 | 4,510 | 3,890 | 3,337 | 3,563 | 2,841 | 7,444 | 49,093 | 4,091 |
| vs 2023 | 5,937 | 5,736 | 6,616 | 4,671 | 6,567 | 6,965 | 4,465 | 6,204 | 6,087 | 8,173 | 5,048 | 5,172 | 71,641 | 5,970 |
| 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.

[illegible]

Program Attendance 2025



Summary

[illegible]

Program Types

[illegible]

March 2025

Youth Services Report

Tori Schreur, Youth Services Librarian

Storytime: 11 attendees

This session of storytime was “bubble” themed and it made me realize that regardless of the books I read during storytime, I should start off every session with bubbles! Sometimes the kids can be shy and scared to sit and read, especially if they’ve never attended, but once I brought out the bubbles, kids felt a lot more comfortable to interact and sing during storytime. One of the books we read had bubbles “lift the flaps” and the kids enjoyed helping me read the story.

Lego Club: 18 attendees

I feel bad that I don’t do anything special really for Lego Club, but the kids enjoy freestyling with the legos. At the time of writing this report, April’s Lego Club has come and gone, but maybe I will buy a special kit for us to work on as a special “end of the school” year Lego Club.

After School Art: 60 attendees

After a rough February due to snow days and the like, we are back with having pretty consistent numbers with After School Art. We made Leprechauns out of paper bags for St. Patrick’s day and cats out of paper origami. We also got a little messy and painted flower eggshells. Someday I would love a display case so we can display all the art that is left behind!

Preschool Playtime: 16 attendees

If I haven’t said it before, Preschool Playtime has turned into one of my favorite programs. A lot of the same kids and their parents have been attending, so everyone is getting to know each other pretty well. I bring out a lot of the same things, like the ball pit, tunnels to crawl through, and I usually include a craft of some kind. One of the crafts we did for one of the sessions was coloring little tote bags that we had left over from last year’s After School Art.

Pokemon Club: 35 attendees

Thanks to February’s Literacy Night, Pokemon club gained a bit of popularity. I’m anticipating March’s program to have some fresh faces as well as the Pokemon Craft we did for Literacy Night was a hit. Similar to Lego Club, we do a lot of the same things for Pokemon Club, and the kids love it. I’m hoping for April and May that I can

SnackCrafters: 8 attendees

We had some “accidental” teens show up to our Chips and Salsa SnackCrafters. Accidental because they came to the library for other reasons and stayed for the chips and salsa. We had about six different salsas to try. Surprisingly, the fan favorite from the majority of teens, and employees was the Salsa Verde.

Adopt a Reading Buddy: 53 attendees

I am so glad I did this program. We had 30 kids and their family members show up to Adopt a Reading Buddy. To prevent arguments and disappointed kids, I purchased a pack of puppies as opposed to including other animals. I was very happy with how it turned out. There was a path for the kids to walk through where they would pick up their puppy, fill out the adoption certificate, and then color and design the puppy carrier and a blanket for them to take home.

Literacy Night: 75 kids/parents**Scavenger Hunt: 67 kids****1000 Books Before Kindergarten: 2 moved on to the next sheet****Sky Zone Free Jumps: 121 Bookmarks Taken****Looking Forward:**

On April 1st and April 22nd I will have our regular Preschool Playtime program. I'm hoping to do something different with them this month. Wednesday, April 2nd will be Lego Club. Thursdays After School Art will be on April 3rd, 17th, and 24th. We will be skipping the week of Spring Break since there is no school and I will be at Spring Institute. On Monday April 7th we will have an "Ozian Double Feature" where we will play *The Wizard of Oz* and *Wicked*. Storytime will be held on Tuesday, April 15th and 29th. Last but not least, Pokemon club will be held on Wednesday, April 16th.

MARCH 2025

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Adult Escape Room: 10

This was my first time doing an escape room, and it was so much fun! I have access to a database online, and I bought a kit with a bunch of different locks and boxes. Everyone had to work together to solve the puzzles, and I think it was a good time! This is something I'd like to do maybe a couple of times a year.

Adult Craft: Paint a Pot: 7

I was surprised that this one wasn't more popular. I had it the week before seed library opening, so everyone could design a pot for their new seeds. Maybe it would have been better the week after? I had just also noticed a difficulty getting people to sign up for things in March.

Small space gardening: 16

New City Farms came back this year after being such a hit last year, and it was very popular again! They're very knowledgeable, and patrons like having a good gardening resource at the beginning of the planting season. This was on the same day as the seed library opening, and I think pairing them helped with the stats.

Pirate Cutlass Class: 12

When I posted this event, I had a very hard time garnering interest. That baffled me personally, but eventually people started to sign up, which I'm very glad about because it was an awesome class! I do think the 18+ rule ended up being a bit of a barrier to involvement, but I also believe it was important for the safety of our patrons.

Take-and-make: 11

This was not a great month for take-and-makes, and I think I just didn't get the word out there enough. I'll market them more next time.

Free paint: 14

Not everyone was thrilled that this wasn't an instructor-led class, but I didn't actually decrease the number of instructor-led classes I do—I just added these free paints. I do think most people had a good time, and it's an easy and fun way to boost stats in off-months.

Tech Help: 0

Due to scheduling and illness, there wasn't a turnout for tech help this month. Hopefully things will be a little smoother next month and I'll see a pick up in attendance!

Spice Club: Pickling Spice: 10

This was a good turnout for spice club! I made quick-pickled onions and we put them on little sliders. People have been coming to chat and hang out for spice club, which was the original intention.

Stitching Circle: 4

Attendance for stitching circle is still moving slowly, but I'm hopeful that it'll pick up, especially in the summer. I'm still just working on getting the word out there. But the people who come seem to really appreciate the sense of community!

Bingo! Brunch: 7

We've had some pretty good school-year turnout at bingo! Brunch the last couple of months! I've been seeing some new faces, too.

Seniors at Sawmill Estates (In-Person): 6

Moving the time to 9:30 seems to be helping some! A lot of the seniors at sawmill go to lunch at the hotel on Thursdays, so I'd hoped that more people would come if I moved it earlier, and I definitely saw some new faces!

Seniors at Green Acres (In-Person): 8

This was a bit of a low month at Green Acres. I'm assuming some of the residents were sick, or taking advantage of the spring weather. We did the take and make craft and played Bingo.

Seed Library Patrons: 41, Seed: 726

Seed library went so much smoother this year than last year! Jess and I really streamlined the process, and the first month definitely feels like a success! The only thing I wish I could really improve is getting people to mark down when they take seeds, because I think a lot of patrons didn't mark down what they took.

Total Program Participants: 146**March Reflection**

March felt like it was a struggle getting people to sign up for things and attend programs, but I think attendance numbers ended up looking pretty good! It was only my second month of offering tech help/stitching circle/free paint, so even though those numbers aren't the highest, I'm happy they're steady. It was also opening month for seed library, and it seems even more popular than last year, which I'm very happy about!

Looking Forward

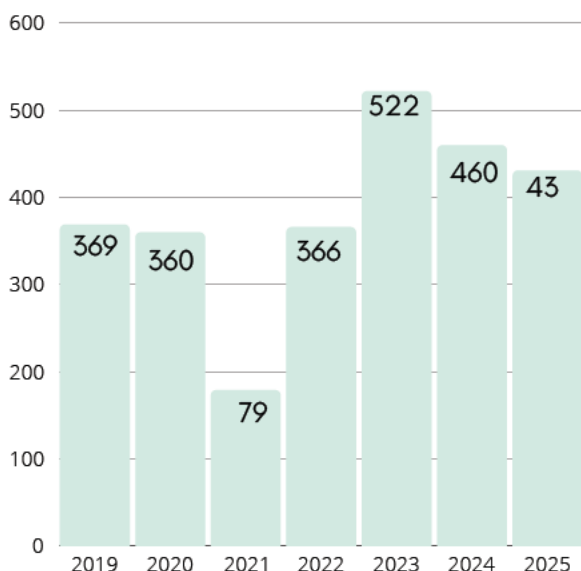
Next month I'm doing stitching circle, tech help, spice club, bingo! Brunch, and an instructor-led painting (which many do seem to prefer). In addition to the regular programs, we're also doing a movie night with Wizard of Oz and Wicked, a craft, and 90's trivia. It's spring break, so that will either mean it's very busy or very dead. We'll just have to see.

March 2025

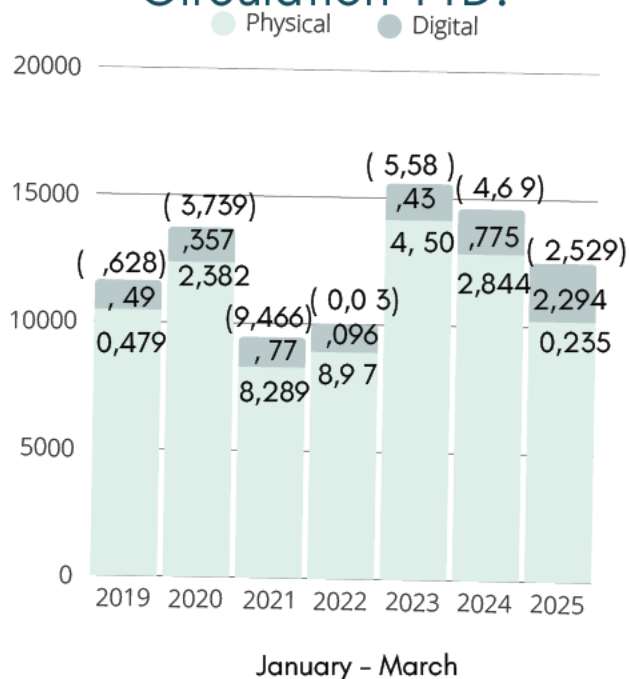
Our March circulation numbers are 2,090 lower than what they were in March of 2024. The categories showing the most growth from last year during the month of March are: Adult e-Books; which circulated .4 times more than they did at this time last year, Videogames; which circulated .4 times more than they did last March, and Board Games; which circulated 2.7 times more than they did at this time last year. Other categories showing noticeable growth from last March include: Teen Print, Teen e-Books, Adult e-Audiobooks and Teen e-Audiobooks. The categories that are not circulating as well as they did in March of last year include: Adult Print, Tween Print, Juvenile Print, MeL Items, Special Collection Items, General NF and Fiction DVDs, Youth DVDs, Juvenile Audiobooks, Teen Audiobooks, and Adult Audiobooks, and Juvenile E-Audiobooks. I anticipate our circ numbers growing as we have had increased foot traffic due to Spring Break and warmer weather!

Courtney Schenkhuizen – Circulation Supervisor

Computer Sessions



Circulation YTD:



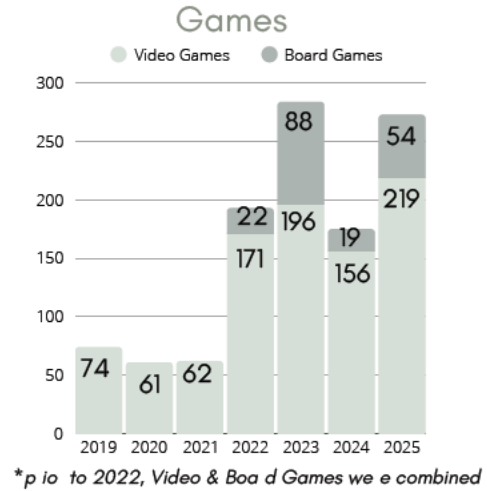
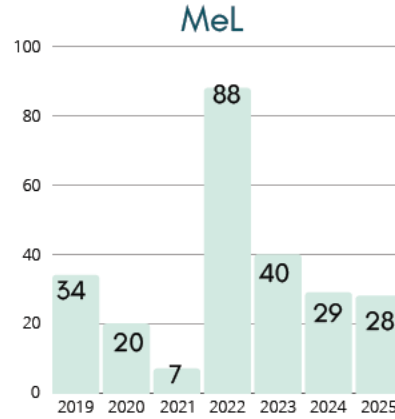
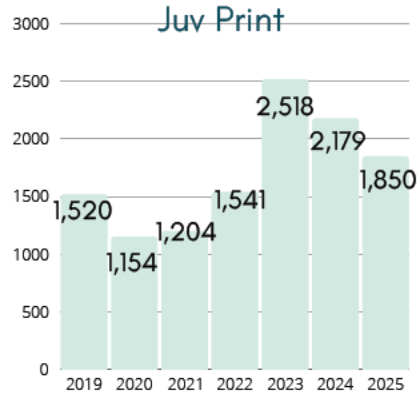
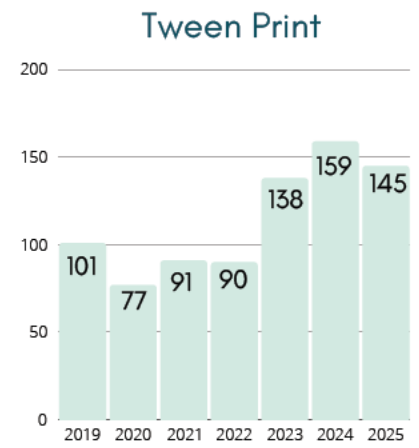
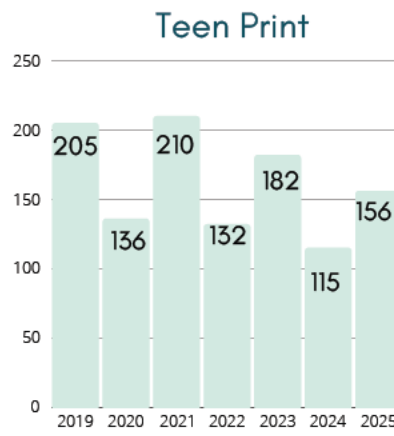
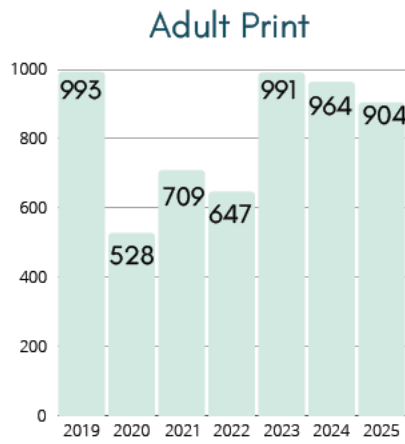
Henika has 2,530 total patron accounts. 552 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

82 Patron accounts added YTD
44 Patron accounts added in March:

- 28 – Wayland City
- 15 – Wayland Township
- 1 – Non-Resident

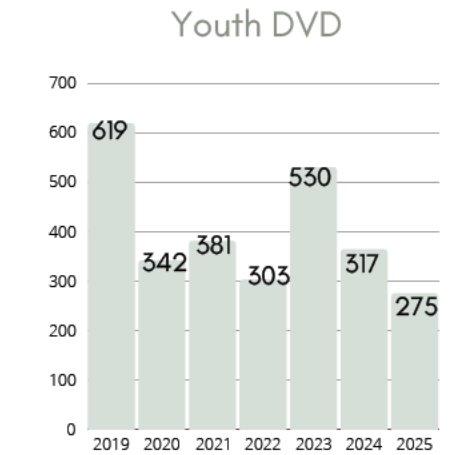
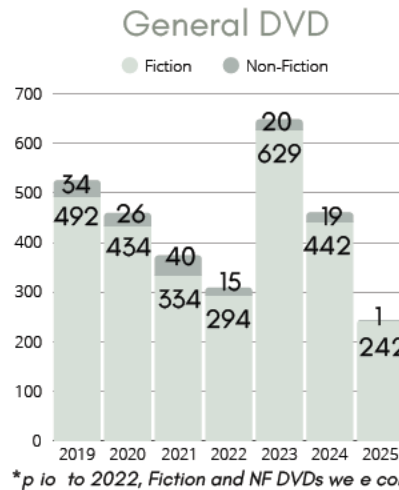
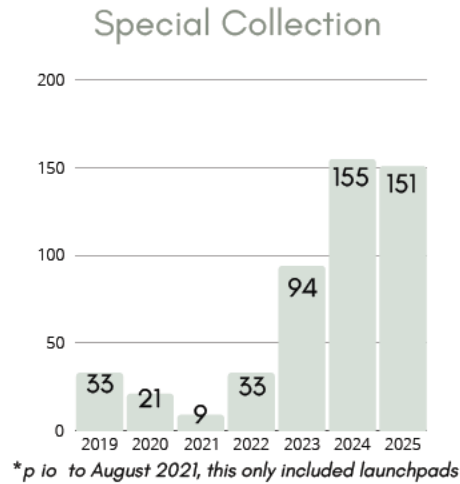
*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

March Circulation, 2019-2025



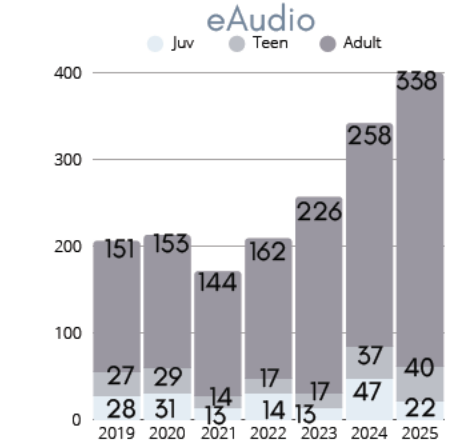
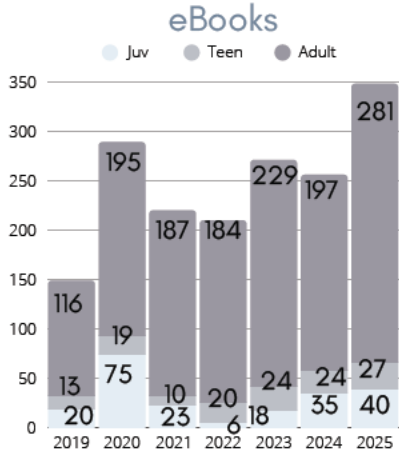
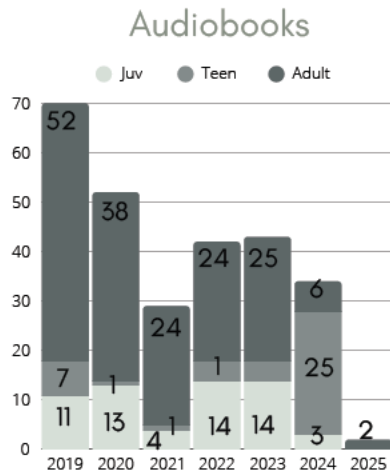
*pictu es books, eade s, chapte , juv g aphic, juv NF

*p io to 2022, Video & Boa d Games we e combined



*p io to August 2021, this only included launchpads

*p io to 2022, Fiction and NF DVDs we e combined



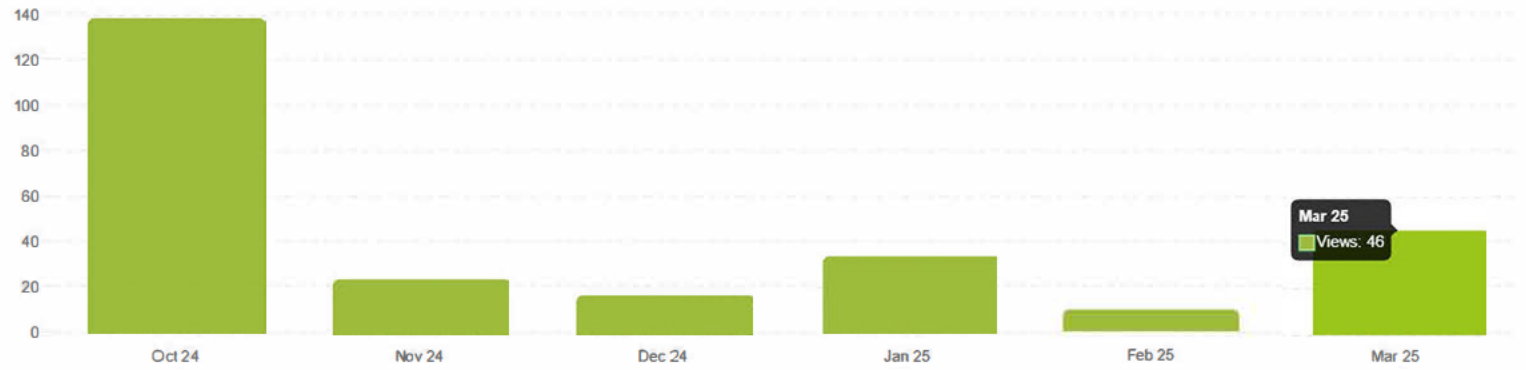


Total Views 270

10/01/2024 - 03/31/2025



[View Full Report >](#)



Tutorial Name ↕

Views ↕

Libby Partner Collections

36

AncestryLibrary – Access Genealogical Records of Billions

10

1. Medicare

0

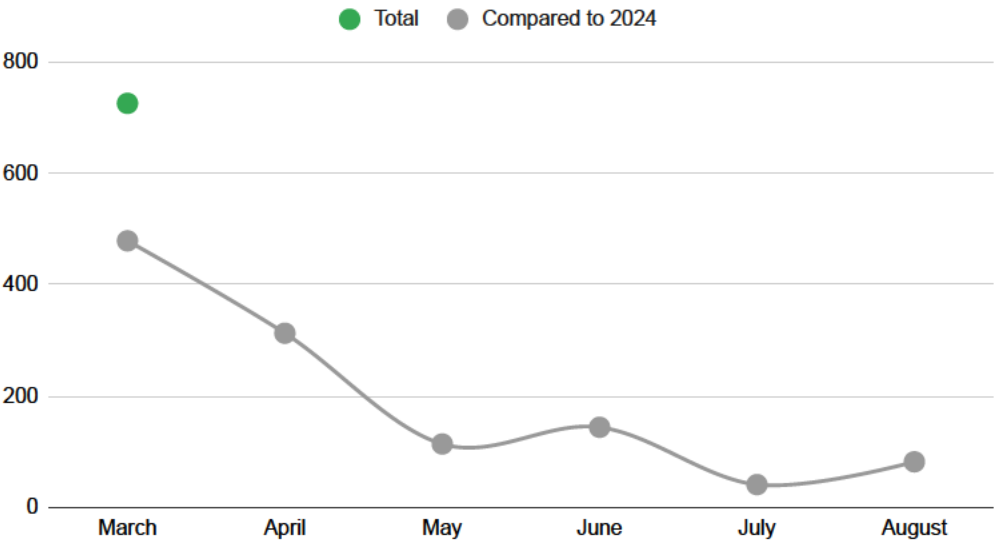
12 Ways to More Effective Marketing

0

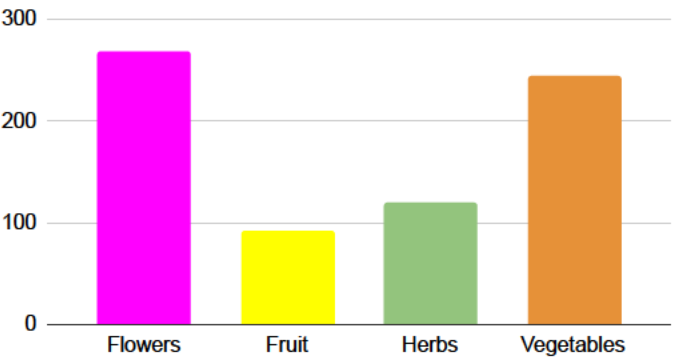
3D Design with Tinkercad

0

2025 vs 2024



Seed Popularity



| | March | April | May | June | July | August | Season |
|------------------|-------|-------|-----|------|------|--------|--------|
| Flowers | 269 | | | | | | 269 |
| Fruit | 92 | | | | | | 92 |
| Herbs | 120 | | | | | | 120 |
| Vegetables | 245 | | | | | | 245 |
| Total | 726 | | | | | | 726 |
| Compared to 2024 | 479 | 313 | | 114 | 144 | 41 | 82 |
| Patrons: | 41 | | | | | | |

PRESENTED BY HENIKA DISTRICT LIBRARY AND OPENROAD BREWERY

APRIL 30TH, 2025

Love Your

FUNDRAISER

JOIN US FOR AN ALL DAY EVENT (11AM - 10PM) AND FUEL THE LIBRARY'S EXPANSION! DINE-IN OR ORDER TAKEOUT FROM OPENROAD BREWERY ON APRIL 30TH, AND A PORTION OF SALES WILL BE DONATED TO THE GROWTH OF THE HENIKA DISTRICT LIBRARY

LOCATION

OPENROAD BREWERY

LEARN MORE ABOUT THE LIBRARY'S PLANS AT
[HENIKALIBRARY.ORG/EXPANSION](https://henikalibrary.org/expansion)

HENIKA DISTRICT LIBRARY GEAR FUNDRAISER

PROCEEDS BENEFIT THE LIBRARY EXPANSION PROJECT



VIEW THE COLLECTION
henikalibrary.org/shop



APPAREL
APPAREL
APPAREL



HULST HEATING & COOLING INC.

4566 DIVISION

WAYLAND, MICHIGAN 49348

PHONE #: 616-878-1712

ESTIMATE

| Date | Estimate # |
|----------|------------|
| 3/6/2025 | 9225 |

| Name / Address |
|---|
| Henika Dist. Library 149 S Main St. Wayland, MI 49348 |

| P.O. No. | Project |
|----------|-----------|
| | HVAC 2024 |

| Item | Description | Total |
|---|---|-------------------------|
| Materials | <p>Hulst Heating and Cooling, Inc. is presenting a quote for HVAC work at Henika Dist. library located at 149 S. Main St. Wayland, MI 49348. Hulst Heating will remove and recycle the existing furnace and air conditioning system that services the East main floor and East lower level. We will replace it with a new Daikin furnace and Goodman air conditioning system. We will attach to the existing duct work with appropriate shop made fittings and transitions. In addition, we will replace the existing zone control board. Price includes the following: equipment, refrigeration line set flush, clean comfort filter system, electrical, gas piping, condensate pump, drain line work, venting, secondary drain pan with safety wet switch, mechanical permit, parts and labor. Equipment is as follows:</p> <p>. Daikin 96% efficient, 80,000 BTU gas furnace with two stage heat and multi speed ECM blower motor . Daikin 13 SEER R32 3-ton air conditioning system with cased indoor coil</p> <p>Materials and labor</p> | 9,740.00 |
| If you have any questions please call at 878-1712 | | Total \$9,740.00 |

Approval Signature _____

Date _____

ESTIMATE GOOD FOR 15 DAYS

We do offer financing.

DeWeerd

HEATING & AIR CONDITIONING, INC.

Serving the Community since 1955

212 W. Superior St. Wayland, MI 49348

(269)792-2234

Proposal

| | |
|-------------------|-----------|
| Phone | Date |
| 269-792-2891 | 3/5/2025 |
| JOB NAME/LOCATION | |
| | |
| JOB NUMBER | JOB PHONE |
| 3110 | |

TO: **Henika Library**
149 S Main St
Wayland, MI 49348

We hereby submit specifications and estimates for:

Furnace and air conditioner for west end of building
Lennox Elite 196E gas furnace (EL196E, 96% efficient)
Lennox Merit 13 AC with new evaporator coil (ML13KC, 4 ton, 15 SEER2)
5" filter media air cleaner, new condensate pump and drain pan under furnace with water alarm
Use existing thermostat and refrigeration line set.

Optional: to upgrade the west end furnace to a 2 stage gas furnace (EL297V, 97 % efficient) add \$500.00

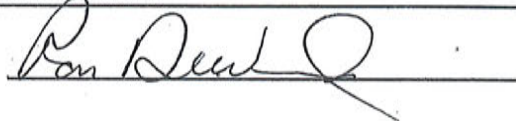
| | |
|---|--------------------|
| We Propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of: dollars | \$11,400.00 |
|---|--------------------|

Payment to be made as follows:

A non-refundable deposit of 50% with the remainder due on completion of work

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized
Signature



Note: this proposal may be withdrawn by us if not
accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance: _____

Signature

Seasonal Energy Efficiency Ratio (SEER2)

This rating determines an air conditioner's efficiency. The higher the SEER2 rating, the more energy-efficient it is.

Quantum™ Coil

With years of rigorous testing under the most extreme conditions, our Quantum Coil—featuring a proprietary aluminum alloy exclusive to Lennox—is designed to weather the harshest elements.

ENERGY STAR® Certified

HVAC equipment with the ENERGY STAR label meets or exceeds federal guidelines for energy-efficient performance.

All-Electric Compatibility

An HVAC system that pairs an electric air conditioner or heat pump with an electric air handler, eliminating the need for natural gas while helping to lower energy bills and reduce greenhouse gas emissions.

2025 Compliant Refrigerant



These products are compliant with 2025 EPA regulations for lower global warming potential (GWP) refrigerants. The Lennox choice of 2025 Compliant Refrigerant has a lower GWP than its predecessor and is formulated to provide excellent, reliable performance of your system for years to come.

Warranty Your Way™

For eligible Merit series models, homeowners have the opportunity to obtain the default 5-year parts only extension (for a total of 10-years parts only coverage) or, in lieu of that option, they have the opportunity to receive 3 years of labor coverage and 2 years of parts coverage (for a total of 3 years labor coverage and 7 years parts coverage). Other terms, conditions, and exclusions apply. For more information, visit www.Lennox.com/WarrantyYourWay.

How does single-stage, two-stage & variable-capacity work?



72°

Single-Stage

Unit is either on or off, creating wide temperature swings.



72°

Two-Stage

Unit runs at either low or high speed, using the lower speed 80% of the time.



72°

Variable-Capacity

Unit runs at low most of the time, using only the amount of energy necessary to meet comfort need.

Innovation never felt so good.®

COZY UP TO INNOVATION

Comfort and energy savings, in one convenient package.

| Model | EL196UH030XE24B EL196UH045XE24B EL196UH045XE36B EL196UH070XE36B | EL196UH090XE48C EL196UH110XE60C | EL196DF045XE36B EL196DF070XE48B | EL196DF090XE48C |
|---------------------------|--|------------------------------------|------------------------------------|------------------|
| Heating Efficiency (AFUE) | 96% | 96% | 96% | 96% |
| Dimensions HxWxD (in) | 33 x 17-1/2 x 29-1/4 | 33 x 21 x 29-1/4 | 33 x 17-1/2 x 29-1/4 | 33 x 21 x 29-1/4 |
| HxWxD (mm) | 838 x 445 x 743 | 838 x 533 x 743 | 838 x 445 x 743 | 838 x 533 x 743 |



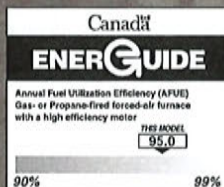
BUILD AN ELITE® SYSTEM

On its own, the EL196E provides perfectly comfortable and efficient heating for your home. Use it in conjunction with other Elite Series components, and you've got a home comfort system that's a cut above the rest. Impressive features. Stunning capabilities. Outstanding efficiency. That's Elite.

FINANCING YOUR COMFORT

Enjoy more comfort and purchasing power. Take advantage of flexible financing options that allow you to enjoy the innovation, precision and efficiency of Lennox on your terms.*

*Subject to credit approval. Minimum monthly payments required. See your Lennox Dealer for details.



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COMFORTABLY SMART

The energy-saving innovations we've designed into the EL196E furnace give it a 96% AFUE*. With more even temperatures thanks to Power Saver™ technology, that's efficiency you'll feel in your home and in your energy bill.

33% GREATER
EFFICIENCY THAN
STANDARD MOTORS



The EL196E has earned the ENERGY STAR® certification, which means it meets or exceeds guidelines set forth by the U.S. Environmental Protection Agency.



EFFICIENCY INNOVATIONS

POWER SAVER MOTOR

Contributes to more even temperatures, more consistent airflow and quieter operation.

STAINLESS STEEL SECONDARY HEAT EXCHANGER

Captures additional heat for peak efficiency performance.

SEALED BLOWER COMPARTMENT

Minimizes losses and maximizes comfort and efficiency.

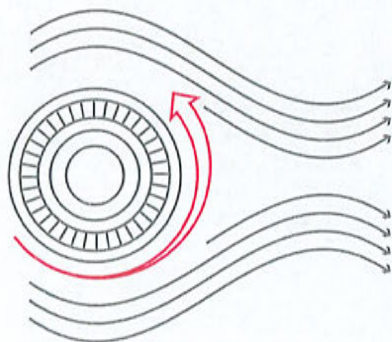
SURELIGHT® INTEGRATED FURNACE CONTROL

Ensures reliable and efficient operation.

DEGREES, NOT DECIBELS

The secret to the EL196E's silent running is no secret: a fully-insulated cabinet and a Power Saver constant torque motor, which adjusts air speed based on demand to save energy. And because the fan is always running, loud startup sounds are completely eliminated.

NOT A LOT
OF SOUND



JUST A LOT
OF PERFECT AIR



Email

Print

Refresh

Buy Now

HENIKA DISTRICT LIBRARY

HOME

Recommendations



Buy Now

Condenser

XL171

41TX7

16.5 SEER2

12.0 EER2

Two Stage

R410a

Evap Coil - 4TXC-DS

Furnace

XL171

41TX7

16.5 SEER2

12.0 EER2

Two Stage

R410a

Evap Coil - 4TXC-DS

Thermostat

ValuePRO 8000

TH8-WF

Touch Screen

WiFi Programmable

| | |
|---|-------------|
| + | Accessories |
| + | Services |
| + | Warranties |

25C Tax Credit Eligible

System Price

\$18,930

Approx. Monthly

\$526

0.0% for 36 months

Condenser

XL15

41TX5

15.2 SEER2

12.0 EER2

Single Stage

R410a

Evap Coil - 4TXC-DS

Furnace

XL15

41TX5

15.2 SEER2

12.0 EER2

Single Stage

R410a

Evap Coil - 4TXC-DS

Thermostat

ValuePRO 8000

TH8-WF

Touch Screen

WiFi Programmable

| | |
|---|-------------|
| + | Accessories |
| + | Services |
| + | Warranties |

System Price

\$16,182

Approx. Monthly

\$450

0.0% for 36 months

Condenser

XR14

41TR4-N

14.3 SEER2

11.7 EER2

Single Stage

R410a

Evap Coil - 4TXC-DS

Furnace

XR14

41TR4-N

14.3 SEER2

11.7 EER2

Single Stage

R410a

Evap Coil - 4TXC-DS

Thermostat

Pro 4000

TH4

1 Heat / 1 Cool Heat Pumps & Conv Sys Prog

| | |
|---|-------------|
| + | Accessories |
| + | Services |
| + | Warranties |

System Price

\$11,876

Approx. Monthly

\$330

0.0% for 36 months

Condenser

A4AC3-D

13.4 SEER2

11.2 EER2

Single Stage

R-410A

Evap Coil - 4TXC

Furnace

A4AC3-D

13.4 SEER2

11.2 EER2

Single Stage

R-410A

Evap Coil - 4TXC

Thermostat

Pro 4000

TH4

1 Heat / 1 Cool Heat Pumps & Conv Sys Prog

| | |
|---|-------------|
| + | Accessories |
| + | Services |
| + | Warranties |

System Price

\$9,406

Approx. Monthly

\$261

0.0% for 36 months

Contact Us to Chat

**Quotation** WHEN YOU WANT THE BEST...GO FOR THE GOLD

3303 EASTERN AVE., S.E. - GRAND RAPIDS, MICHIGAN 49508
Phone (616) 245-1131
Fax (616) 245-7813

TO: Henika District Library
149 S Main St
Wayland Mi 49348

PHONE: 269-792-2891

FAX:

EMAIL: cierra@henikalibrary.org

JOB: New HVAC

CONTACT: Cierra Bakovka

JOB DESCRIPTION:

We are pleased to submit the following bid:

| Quan. | Description of Equipment | Price |
|-------|--|-------|
| 1 | Carrier 59TP7A080V17-16 96% AFUE 2 stage gas furnace | |
| 1 | Carrier 26SCA536 16 SEER condensing unit | |
| 1 | Carrier CVPVA3817XMC evaporator coil | |
| 1 | PVC Venting | |
| 1 | Sheet metal modifications | |
| 1 | Refrigerant lineset flush and reuse | |
| 1 | Condensate removal pump | |
| 1 | 5 year parts warranty | |
| 1 | 1 year labor warranty | |
| 1 | Removal & disposal of existing equipment | |
| 1 | Mechanical permit | |

TOTAL BASE BID**\$11,490.00**

Price includes equipment, material, sales tax, permits & labor.

Price valid for 30 days

****OPTIONS ****

TOTAL WITH OPTIONS

Terms of Payment: Net- Due upon invoice

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. Chimney liners are priced for a normal installation. Prices include all available coupons and discounts.

Date: 3-10-25
JACOBSON HEATING & COOLING COMPANY

By: Mike Bojas
MIKE BOJAS

Acceptance: _____
DATE

By: _____
CUSTOMER SIGNATURE

Henika District Library

149 S. Main St
Wayland, MI 49348
(269) 792-2891

Request for Proposals to Provide Design Services: Library Expansion

May 1st, 2025

Owner: Henika District Library

Contact Person: Brianne Pitchford, Triangle Associates

Contact Address: 3769 3 Mile Road NW, Grand Rapids, MI 49534

Contact Phone: (616) 215-9160

Contact Email: brianne@triangle-inc.com

Project Name: Henika District Library Expansion

Project Location: 149 S. Main St, Wayland, MI 49348

1. REQUEST

The Henika District Library is seeking qualified design firms to develop a conceptual design and layout for the construction of an expanded library facility. The proposed expansion would bring the library facility to between 8,000 and 9,000 square feet. The Library Board has determined that bringing on a design professional to assist with the conceptual layout and design is the next logical step in the process.

Firms should have experience that includes, but not limited to:

- Architectural design
- Environmental/sustainable design strategies
- Placemaking strategies for public places
- Library and community center designs
- Work on publicly funded projects

- Work on/with historical buildings
- Work with the USDA and/or SHPO

The current list of “needs” for the library, as determined by the library board, include:

- Design consistent with historical nature and flow
- Study rooms (2+) able to fit at least 3 people and a small table
- Community room with space for at least 100 people for programming purposes and to rent out to the public
- Separated kids and teen areas for collections and small seating
- General computer area with room for 10+ workstations
- Additional parking spaces (5+)
- Space for main reference/circulation desk (at least 10' x 8')
- Private staff work area (at least 10' x 16') with a window overlooking the main circulation desk
- Private Director Office (at least 10' x 10')
- Staff Break Room
- Youth and Adult Services Desks in respective sections
- Suitable server room/closet
- Storage room for supplies

2. FEDERAL, STATE, AND LOCAL REQUIREMENTS

All project plans must meet all applicable engineering standards and federal, state, and local requirements, including compliance with state and federal barrier-free accessibility requirements of 1976 PA 453 (Elliot –Larsen Civil Rights Act) and 1976 PA 220 (Persons with Disabilities Civil Rights Act), as amended. In accordance with these laws, all contracts must contain a covenant by the consultant and any sub-consultants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. In addition, Federal guidelines mandate that the project must be in accordance with 43 CFR Subtitle A, Subpart C. All contractors and subcontractors must take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible.

3. SCOPE OF WORK

3.1. Design Services

The overall goal of the project is to develop a conceptual design for the proposed Library, allowing the Library Board to make a final decision on proceeding with construction based on designs, cost estimates, and other matters to keep the project moving forward.

3.2. Deliverables

The Library Board is seeking the following deliverables at the end of the project to aid them in making a decision on how to proceed with the project:

- A rendering of the proposed building and site.
- A detailed floor plan showing the use of the space proposed within the building, including optional areas for 'wants' that the Library has identified, but are not committed to including yet.

4. CONSTRUCTION DOCUMENTATION AND OVERSIGHT NOT INCLUDED

This proposal does not include any work beyond the conceptual design phase.

The library has already secured a Construction Manager for the construction documentation and oversight of the project to comply with procurement regulations.

5. CONTENT OF PROPOSAL

Proposed staffing for the project including brief qualifications of each staff member assigned to the project and their roles.

Related project experience of the firm and the proposed staff describing the project owner, services provided, date of completion and project design and/or construction costs.

A lump sum amount for providing the scope of services and deliverables for the project. Please outline the estimated number of hours that you expect that your firm will spend on the project and labor rates, including meetings with the owner, and possible related costs.

One digital copy of the proposal should be provided to facilitate distribution to the Building Committee.

6. ESTIMATED TIMELINE

The proposed timeline is offered as a guideline for this project is below

- **Advertise for cost proposal date:** May 1st, 2025
- **cost proposals Due date:** May 23rd, 2025
- **Interview date:** June 4th, 2025
- **Contract award date:** June 13th, 2025
- **Completion date:** September 30th, 2025

Please comment on the appropriateness of the timeline for your firm to meet the proposed schedule. These dates are tentative and subject to change but will be finalized within the professional services agreement.

7. JUDGING OF PROPOSALS

The Library Board has ordered their Building Committee to determine the viability of the project. The Building Committee will perform the initial review of the proposals, based on professional qualifications, previous experience on similar projects, ability to meet project work schedule, and total proposal cost.

The Building Committee will make a recommendation to the full Library Board, who will have final approval over the contract with the design firm. The Library reserves the right to reject all cost proposals, waive informalities or irregularities, and accept the cost proposal that it determines to be in the best interest of its patrons.

8. SUBMISSION OF PROPOSALS

One (1) digital copy of the proposal shall be submitted to: briannep@triangle-inc.com

All cost proposals and deliverables must be received before 5pm on Friday, May 23rd and be addressed to the Henika District Library Board. Please include a cover sheet with the following information: Name of the firm placing the cost proposal, contact email, address, phone number, and lump sum cost.