

AGENDA

Henika District Library
Board of Trustees Meeting
September 14th, 2021 at 6:30 pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

A. August 2021 Regular Meeting Minutes

V. Financial Reports

A. August 2021

- Approval of Paid Bills
- 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. Old Business

- A. Resolution to Adopt Budget for FY 2022
- B. Resolution to Set Mill Levies at 1.3554 mills for FY2022
- C. Historical Grant Updates
- D. Meeting Dates

VIII. New Business

- A. Yankee Springs Township
- B. Renovation Bids
- C. Programming No Show Policy

IX. Around the table

X. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Directors Meeting
August 12, 2021 at 6:00 pm

Members Present: Meghan Augustin, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Danielle Simmons

Members Absent: Suzy Byville, Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: Becky Butler

- I. Call to Order: Meeting called to order at 6:01 pm by Augustin.
- II. Approval of Agenda motioned by LeFevre and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board
 - a. Friends of the Library Update: Deb Vander Slik has not received much commitment from members of the community and is not able to continue to commit significant time to reviving FOTL with the lack of community interest. There is a Township position open on the Henika Library Board, which is being advertised on the Township website and the Henika website.
- IV. Approval of July 2021 Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for July 2021
 - a. This month's Financial Report is the first report compiled by Walker, Fluke & Sheldon. The only issue noted is that the winter reading and summer reading line items were transposed; Bakovka will ensure this is fixed. Walker, Fluke, And Sheldon has done two payroll cycles so far and it has gone smoothly.
 - b. There are separate Building Funds due to staggered CDs so that money could be pulled if needed without penalty. Bakovka plans to look into "My Class," which was recommended by Diane at Herrick Library for building funds. It was noted that the LaVerne Johnson Book Fund has approximately \$21,000 and is available for purchasing books for the library.
 - c. Credit Card Detail Report was reviewed.
 - d. YTD Budget vs. Actuals was reviewed.

- e. United Bank accounts were reviewed.
- f. Approval of paid bills motioned by Kuhn and seconded by Simmons. All yes, motion passed.

VI. Director's Report

- a. The Youth Services report was reviewed. The new Youth Services librarian Becky Butler is on board and has started sorting through the children's materials in the basement. Youth take and make attendance was slower than normal without much programming planned for July. Bethany planned two take and makes for August and Becky will begin programming planning starting in September.
- b. The Adult Services report was reviewed. Faith offered a few programs in July, but there were several no shows. Faith has several programs planned for August: there is a garden mosaic craft this Saturday, Roaming Readers walking club starts next week, and Sitting Fit chair exercise program and another spice club are being planned. Faith played a big hand in planning the summer reading wrap-up party and planned almost all the games.
- c. Door counters came in the week of July 12. Since then, there have been close to 200 people per day on average. Door counters are on both doors, so the counts are added together and halved to account for each person entering and exiting.
- d. The circulation report statistics were reviewed. Circulation has been lower than average, but circulation statistics are on their way back up. Bethany is starting to make graphs to show circulation statistics by audience level so that trends and changes are easier to note.

VII. Old Business

- a. Historical Grant Update
 - i. Simmons reached out to the DDA several times by phone and email and has not heard back. The DDA's website states they can help with the grants, but the maximum amount is \$20,000 and grant recipients must put up 2-3% of the total grant amount in order to receive the grant. Bakovka to reach out to DDA member Robin from United Bank to see if she can help put Simmons in contact with someone at the DDA to further discuss availability of assistance with historical grants.
 - ii. Bakovka has started to reach out to masonry, flooring, and painting contractors to obtain quotes because general contractors either did not respond at all or stated that they were too busy. Bakovka is looking into carpet squares so areas can be replaced as needed; laminate or vinyl is being considered for high traffic areas and the kitchenette area in the basement. Bakovka noted that she

has noticed a few cracks inside recently but is unsure if it is paint cracking or if it is in the brickwork.

- iii. The new staff breakroom coming along. There is not currently an outlet in the new breakroom space, so Bakovka would like to have an electrician put one in.

b. Meeting Dates

- i. Bakovka attends the Lakeland Cooperative meetings on the second Thursday morning of each month, which currently coincides with the day of the Board meeting and results in a 12-hour workday for Bakovka. The Board discussed the possibility of moving the meeting to a different Thursday or to a different day of the week.
- ii. The September Board meeting will be moved to the second Tuesday, September 14, at 6:30pm. The Board will reevaluate the ongoing meeting schedule at a later time.

c. Library Hours

- i. The new hours as proposed by Bakovka will begin on Saturday August 14.
- ii. The Board discussed the merits of seasonal hours and future consideration of offering seasonal hours.

d. Budget Amendments

- i. The 2021 fiscal year budget was slimmed down due to the pandemic and uncertainty about the amount of revenue the library would receive. Henika currently has an excess revenue of approximately \$54,000 for the year.
- ii. Budgeting for contractual services could be affected by the proposed addition of Yankee Springs. Bakovka has reached out to Yankee Springs to see where they stand on the process to come under Henika District Library. To accommodate the addition of the 34% of Yankee Springs residents in the Wayland Union School District, the City and the Township would each need to forfeit one seat on the Board.
- iii. Moving forward, Bakovka will likely plan to put forth budget amendments around mid-year and again at the end of the year.
- iv. The proposed budget amendments for fiscal year 2021 were reviewed and discussed.
- v. Approval of the fiscal year 2021 budget amendments as presented motioned by Augustin and seconded by Marsh. Motion passed.
 - 1. Augustin YES
 - 2. Simmons YES
 - 3. Marsh YES
 - 4. LeFevre YES
 - 5. Kuhn YES

VIII. New Business

a. Fiscal Year 2022 Budget

- i. Resolution to set the public hearing on property taxes and library budget for fiscal year 2022 for September 14, 2021 at 6pm motioned by Augustin and seconded by Kuhn. All yes, motion approved.
 - ii. Once approved, the 2022 budget will be sent to the Equalization Department, the City of Wayland, and Wayland Township.
 - iii. Bakovka presented the draft budget for fiscal year 2022. Discussion ensued and adjustments were made based on discussion.
 - b. Hiring a second circulation person
 - i. Bakovka recommended hiring a second circulation person to cover maternity leave and provide extra coverage for extended hours and vacations. There is room in the budget to hire this year, and the position was also budgeted for in the 2022 draft budget. The position would start at \$13 per hour with a normal week ranging from 15 to 20 hours and going up to 28 hours as needed when subbing at the circulation desk.
 - c. Special Collection policy
 - i. The library has a Nintendo Switch, a GoPro, 4 Chromebooks, and 3 Video Cameras, in addition to the Launchpads that are already offered.
 - 1. Nick is coming on Monday to ensure the Chromebooks are good to go and filter compliant.
 - 2. The updated Special Collection Policy and lending agreements were reviewed. The lending agreement will be completed every time a Special Collection item is checked out, and each lending agreement outlines the replacement cost for lost or damaged items.
 - 3. Approval of the Special Collection policies as presented motioned by Augustin and seconded by Simmons. All yes, motion approved.

IX. Around the Table

- a. Simmons shared that things are looking good and we are getting a lot accomplished. Happy that we are making good progress.
- b. Marsh agrees with Simmons. Marsh believes the on-site promotional value of a sign out front is significant enough that we should look into it.
- c. LeFevre thinks Bakovka is doing a wonderful job and loves the large whiteboard calendar on the wall that shows the library programming events. Would love to see an easy-to-find calendar on the website as well. LeFevre spoke to the City Manager Josh Eggleston about the broken parking blocks with exposed rebar and shared that within 30 days of August 2, the parking lot will be patched and new parking blocks installed. Information on the September 11 Balloon Fest will be handed off to Bakovka. Bakovka to check staffing availability; possibility of Board

members signing up for shifts as well. LeFevre's kids loved the magnet buddies. Proposed the idea of sharing a babysitter for Board meeting nights.

- d. Kuhn asked about which benches the Kiwanis donation would be used to purchase. Bakovka shared that the Kiwanis also preferred option 2 that was presented at the last meeting. Kuhn is excited for what is to come and happy with the progress we have been making. Looking forward to long-term planning.
- e. Bakovka expressed thanks for everyone's patience through the long meeting. Bakovka loves the involvement of the Board and is happy about the progress being made and the new Special Collection offerings. Thankful for continued dedication and effort.
- f. Augustin is glad that we talked about the budget in detail and added desperately needed things. Excited for what is to come, the library is doing good things.

X. Adjournment: Meeting adjourned at 9:01 pm by Augustin.

Henika District Library Bills to Pay - 8/11/21

<u>From</u>	<u>Amount</u>	<u>Account</u>
Consumers Energy	\$324.77	Public Utilities
City of Wayland	\$36.80	Public Utilities
Absopure Water	\$35.00	Public Utilities
Loutit District Library	\$14.95	Contractual Services
MicroMarketing	\$52.79	Adult Materials
Walker, Fluke & Sheldon, PLC	\$350.00	Accounting
Coverall of West Michigan	\$480.00	Building & Grounds Maintenance
Baker and Taylor	\$25.53	Adult Materials
Baker and Taylor	\$28.49	Youth Materials
VanDuinen Elevator Co	\$70.00	Building & Grounds Maintenance
Johnson Controls	\$855.42	Building & Grounds Maintenance
Grand Rapids Children's Museum	\$250.00	Contractual Services
Baker and Taylor	\$171.00	Youth Materials
Kansas City Life	\$62.38	Employee Benefits

Henika District Library Bills to Pay - 8/25/21

<u>From</u>	<u>Amount</u>	<u>Account</u>
Amazon	\$5.89	Youth Materials
MERS	\$1076.81	Employee Benefits
Cengage Learning Inc	\$105.71	Adult Materials
MJA Landscape	\$162.00	Building & Grounds Maintenance
MJA Landscape	\$216.00	Building & Grounds Maintenance
Baker & Taylor	\$187.27	Youth Materials
Amazon	\$66.41	Office Supplies
Amazon	\$13.79	Office Supplies
Amazon	\$59.88	Youth Materials
Amazon	\$39.79	Youth Materials
Amazon	\$11.40	Adult Programming
SignUp.com	\$9.99	Advertising & Promotion
 United Bank	 \$1411.73	
	<i>\$457.17</i>	<i>Office Supplies</i>
	<i>\$509.98</i>	<i>Furnishings</i>
	<i>\$93.09</i>	<i>Adult Programming</i>
	<i>\$132.49</i>	<i>Summer Reading Program</i>
	<i>\$91.14</i>	<i>Adult Materials</i>
	<i>\$69.21</i>	<i>Youth Programming</i>
	<i>\$3.65</i>	<i>Housekeeping Supplies</i>
	<i>\$55.00</i>	<i>Postage</i>
 Michigan Gas Utilities	 \$41.62	 Public Utilities
Baker & Taylor	\$23.64	Adult Materials
Baker & Taylor	\$58.08	Youth Materials



August 2021 Statement

Open Date: 07/15/2021 Closing Date: 08/16/2021



Account: [REDACTED]
Cardmember Service 1-866-552-8855
BUS 30 ELN 8 9

New Balance	\$1,411.73
Minimum Payment Due	\$15.00
Payment Due Date	09/10/2021

Reward Points	
Earned This Statement	8,841
Reward Center Balance	38,640
as of 08/15/2021	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,377.47
Payments	-	\$1,377.47 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,411.73
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,411.73
Past Due		\$0.00
Minimum Payment Due		\$15.00
Credit Line		\$10,500.00
Available Credit		\$9,088.27
Days in Billing Period		33

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service CPN 001910551

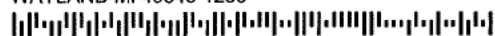


24-Hour Cardmember Service: 1-866-552-8855

- ☎ to pay by phone
- ☎ to change your address



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

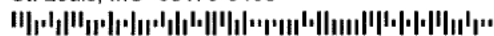


Account Number	[REDACTED]
Payment Due Date	9/10/2021
New Balance	\$1,411.73
Minimum Payment Due	\$15.00

Amount Enclosed \$ _____

Cardmember Service

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





August 2021 Statement 07/15/2021 - 08/16/2021

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HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service (1-866-552-8855

Business Cash

Rewards Center Activity as of 08/15/2021

Rewards Center Activity*	0
Rewards Center Balance	38,640

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,341	4,084
First Purchase Bonus	7,500	7,500
2 Extra Points - Telecom & Office Supply	0	179
Total Earned	8,841	12,443

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.

Speed through checkout while earning rewards with PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

Please note, for the Auto Rental Collision Damage Waiver, Extended Warranty Protection and Purchase Security benefits, coverage is not provided for losses caused by or resulting from a cyber incident. You can find additional detail here <https://www.chubb.com/us-en/cyberlimitation.html>

Transactions [REDACTED] RACHEL Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/16	07/14	5307	AMZN Mktp US*2E9AV0P61 Amzn.com/bill WA	\$5.99	<i>Adult Program</i> <i>4.00 SRP 3.00 Adult</i> <i>Adult program</i> <i>Adult materials</i>
07/16	07/15	4006	DOLLAR-GENERAL #9954 WAYLAND MI	\$7.00	
07/16	07/15	2491	AMZN Mktp US*2E30Q1F10 Amzn.com/bill WA	\$3.29	
07/19	07/17	3003	AMAZON.COM*2E2JJ2JQ0 A AMZN.COM/BILL WA	\$36.07	
07/19	07/16	9591	AMAZON.COM*2E9NJ1MC1 A AMZN.COM/BILL WA	\$19.10	
			Total for Account [REDACTED]	\$71.45	

Transactions [REDACTED] CIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/20	07/19	7210	DOLLAR TREE GRANDVILLE MI	\$3.18	<i>office supply</i>

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August 2021 Statement 07/15/2021 - 08/16/2021
 HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service (1-866-552-8855

Transactions [REDACTED] CIERRA J **Credit Limit \$10000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/21	07/19	0823	THE HOME DEPOT #2748 GRANDVILLE MI	\$13.58	SRP
07/21	07/20	0361	DOLLARTREE ALLENDALE MI	\$14.84	Office Supply
07/22	07/21	9000	AMZN Mktp US*2E6NJ59C1 Amzn.com/bill WA	\$13.99	Adult programming
07/22	07/21	7925	AMZN Mktp US*2E6MF65V0 Amzn.com/bill WA	\$37.49	Office
07/22	07/21	0102	AMAZON.COM*2E3HA39R1 A AMZN.COM/BILL WA	\$509.98	Office Furnishings
07/23	07/22	9898	WAL-MART #2567 GRANDVILLE MI	\$64.11	Office
07/23	07/22	0027	AMZN Mktp US*2E63A5G82 Amzn.com/bill WA	\$11.35	Office
07/23	07/22	8710	AMZN MKTP US*2E4P55GR2 AMZN.COM/BILL WA	\$53.22	Office youth
07/26	07/25	1681	AMAZON.COM*2E7GB5BH2 A AMZN.COM/BILL WA	\$2.97	Adult program
07/26	07/23	9916	TRUE VALUE ALLENDALE ALLENDALE MI	\$5.29	Adult program
07/28	07/27	4571	AMZN Mktp US*2E87I9S92 Amzn.com/bill WA	\$25.64	Office
07/29	07/28	8798	AMZN Mktp US*2E9K95732 Amzn.com/bill WA	\$19.98	Office
07/30	07/28	6490	AMZN Mktp US*2P7A47EM1 Amzn.com/bill WA	\$34.04	Office
07/30	07/29	3129	AMZN Mktp US*2P6KM5011 Amzn.com/bill WA	\$38.97	Office
07/30	07/29	4705	AMZN Mktp US*2E4KS6UJ2 Amzn.com/bill WA	\$58.82	Office
08/02	07/31	1971	AMZN Mktp US*2P2EZ0JQ0 Amzn.com/bill WA	\$14.59	Office
08/03	08/02	6353	DOLLAR TREE JENISON MI	\$7.42	1.00 office 6.42 SRP
08/09	08/06	9213	ALDI 67020 GRANDVILLE MI	\$21.19	SRP
08/10	08/09	3281	AMAZON.COM*2P23K1I00 A AMZN.COM/BILL WA	\$26.00	Office
08/11	08/09	9422	MEIJER # 026 JENISON MI	\$21.62	3.65 hardware 17.97 SRP
08/11	08/10	1256	AMAZON.COM*2D8YL9CP0 A AMZN.COM/BILL WA	\$16.70	Office
08/11	08/10	3118	AMZN Mktp US*2P9M53YZ0 Amzn.com/bill WA	\$49.99	Office
08/13	08/12	6121	AMZN Mktp US*2D07S8A81 Amzn.com/bill WA	\$34.90	Office
Total for Account [REDACTED]				\$1,099.86	

Transactions [REDACTED] FAITH **Credit Limit \$2000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/02	07/31	0265	AMAZON.COM*2P0VS7C52 A AMZN.COM/BILL WA	\$20.98	Adult materials
08/02	07/30	8766	AMZN Mktp US*2E4AT5WM2 Amzn.com/bill WA	\$18.80	Adult programming
08/03	08/02	6054	USPS PO 2597840348 WAYLAND MI	\$55.00	Postage
08/04	08/02	0160	HARDING'S MARKET #3 WAYLAND MI	\$8.45	SRP
08/09	08/07	1528	Amazon.com*2P3C16XY2 Amzn.com/bill WA	\$14.99	SRP
08/10	08/09	3229	DOLLAR-GENERAL #9954 WAYLAND MI	\$32.60	SRP
08/11	08/09	4775	HARDING'S MARKET #3 WAYLAND MI	\$3.29	SRP
08/11	08/10	3036	FAMILY DOLLAR #4630 WAYLAND MI	\$6.00	SRP
08/11	08/10	6968	DOLLAR-GENERAL #9954 WAYLAND MI	\$4.00	SRP
08/11	08/10	7040	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.00	youth program



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HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service ☎ 1-866-552-8855



Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/12	08/11	5300	Amazon.com*2D5D96F10 Amzn.com/bill WA	\$12.54	Adult Programming
08/13	08/12	5462	AMZN Mktp US*2P9045KB2 Amzn.com/bill WA	\$8.99	Adult program
08/16	08/14	5003	WAYLAND DO IT BEST HAR WAYLAND MI	\$9.75	Adult programming
08/16	08/12	2441	WAYLAND DO IT BEST HAR WAYLAND MI	\$8.48	Adult Programming
08/16	08/13	5213	AMZN Mktp US*2P9QC29D2 Amzn.com/bill WA	\$14.99	Adult Materials
08/16	08/13	0163	AMZN Mktp US*2D1GO13S0 Amzn.com/bill WA	\$13.99	Youth Program
Total for Account [REDACTED]				\$234.85	

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/16	08/14	2363	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.57	office
Total for Account [REDACTED]				\$5.57	

Transactions BILLING-ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
07/28	07/26	0202	PAYMENT THANK YOU	\$1,377.47CR	
Total for Account [REDACTED]				\$1,377.47CR	

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$0.30
Total Interest Charged in 2021	\$9.54

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	19.99%	
**PURCHASES	\$1,411.73	\$0.00	YES	\$0.00	19.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	



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 August 31, 2021, and the related Statements of Activities for the one month and eight 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
September 3, 2021

**Henika District Library
Statement of Financial Position
As of August 31, 2021**

ASSETS

Current Assets:

Cash-Checking	\$ 280,491.90
Cash-Savings	405,475.96
Property Taxes Receivable	331,103.00
Due from Other Units of Government	<u>4,974.00</u>

Total Current Assets \$ 1,022,044.86

Total Assets \$ 1,022,044.86

**Henika District Library
Statement of Financial Position
As of August 31, 2021**

LIABILITIES AND NET ASSETS

Current Liabilities:

Due to the State Government	\$ 517.47
Due to the Federal Government	3,170.66
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.00</u>

Total Current Liabilities \$ 338,901.13

Net Assets:

Fund Balance-Assigned-Building	60,000.00
Fund Balance-Assigned-Special Needs	25,000.00
Fund Balance-Unrestricted	<u>427,400.12</u>

Total Net Assets-Beginning 512,400.12

Change in Net Assets 170,743.61

Total Net Assets 683,143.73

Total Liabilities and Net Assets \$ 1,022,044.86

Henika District Library
Statements of Activities
For the 1 Month and 8 Months Ended August 31, 2021

	<u>Total Year Budget</u>	<u>1 Month Ended Aug. 31, 2021</u>	<u>8 Months Ended Aug. 31, 2021</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 185,000.00	\$ 89.22	\$ 183,225.82	\$ (1,774.18)
City Revenue	150,000.00	2,779.46	150,261.89	261.89
State Aid	7,000.00	3,120.23	5,795.65	(1,204.35)
Penal Fines	30,000.00	2,609.54	23,019.92	(6,980.08)
Copier & Fax Income	1,400.00	204.43	1,258.83	(141.17)
Fines	70.00	68.29	3,479.20	3,409.20
Interest Income	850.00	91.49	770.70	(79.30)
Memorial Donations	1,400.00	1,101.95	2,490.04	1,090.04
Book Sales	250.00	53.70	249.36	(0.64)
Miscellaneous Income	30.00	0.00	29.05	(0.95)
Total Revenues	<u>376,000.00</u>	<u>10,118.31</u>	<u>370,580.46</u>	<u>(5,419.54)</u>
Employee Expenses:				
Wages	164,000.00	13,929.84	94,912.69	69,087.31
Employee Benefits	55,000.00	1,139.19	44,080.71	10,919.29
FICA Expense	25,000.00	1,065.65	7,260.82	17,739.18
State Unemployment Tax	0.00	26.78	181.78	(181.78)
Total Employee Expenses	<u>244,000.00</u>	<u>16,161.46</u>	<u>146,436.00</u>	<u>97,564.00</u>
Operating Expenses:				
Bank Charges	50.00	0.00	17.34	32.66
Insurance & Bonds	3,900.00	0.00	3,730.00	170.00
Programming-Youth Programming	2,500.00	174.77	885.40	1,614.60
Programming-Adult Programming	2,500.00	104.49	1,279.94	1,220.06
Programming-Summer Reading	1,000.00	132.49	775.73	224.27
Office Supplies	5,500.00	537.37	1,521.70	3,978.30
Housekeeping Supplies	850.00	3.65	417.08	432.92
Furnishings	2,000.00	509.98	898.96	1,101.04
Equipment	5,000.00	0.00	176.98	4,823.02
Materials-Youth	13,000.00	444.84	5,770.98	7,229.02
Materials-Adults	11,000.00	298.81	6,544.41	4,455.59
Accounting	9,000.00	548.25	5,760.57	3,239.43
Contractual Services	25,000.00	264.95	14,253.50	10,746.50
Communications	1,200.00	0.00	0.00	1,200.00
Technology Support	2,000.00	260.40	1,007.90	992.10
Advertising	300.00	9.99	24.94	275.06

Henika District Library
Statements of Activities
For the 1 Month and 8 Months Ended August 31, 2021

	<u>Total Year Budget</u>	<u>1 Month Ended Aug. 31, 2021</u>	<u>8 Months Ended Aug. 31, 2021</u>	<u>Year-To-Date Variance</u>
Postage	400.00	55.00	110.00	290.00
Utilities	5,800.00	438.19	3,305.49	2,494.51
Maintenance-Building/Grounds	35,000.00	1,783.42	6,779.93	28,220.07
Maintenance-Equipment	<u>5,000.00</u>	<u>0.00</u>	<u>140.00</u>	<u>4,860.00</u>
Total Operating Expenses	<u>131,000.00</u>	<u>5,566.60</u>	<u>53,400.85</u>	<u>77,599.15</u>
Total Expenses	<u>375,000.00</u>	<u>21,728.06</u>	<u>199,836.85</u>	<u>175,163.15</u>
Change in Net Assets	<u>\$ 1,000.00</u>	<u>\$ (11,609.75)</u>	<u>\$ 170,743.61</u>	<u>\$ 169,743.61</u>

See Accountants' Compilation Report

Accounts



Print

Edit Accounts

**PUBLIC FUND CASH
MANAGEMENT CHECKING
XXXX7152** Current balance
\$282,522.60

**BUSINESS HIGH YIELD SAVINGS
XXX013** Current balance
\$405,475.96

**BUILDING FUND
XXX212** Current balance
\$71,680.15

**LAVERNE JOHNSON BOOK FUND
XXX449** Current balance
\$21,235.04

**CONTINGENCY FUND
XXX740** Current balance
\$51,850.44

**BUILDING FUND
XXX090** Current balance
\$5,345.05

**BUILDING FUND
XXX104** Current balance
\$5,345.05

**BUILDING FUND
XXX112** Current balance
\$5,345.05

**BUILDING FUND
XXX120** Current balance
\$5,345.05

**BUILDING FUND
XXX139** Current balance
\$5,345.05

**BUILDING FUND
XXX171** Current balance
\$3,068.30

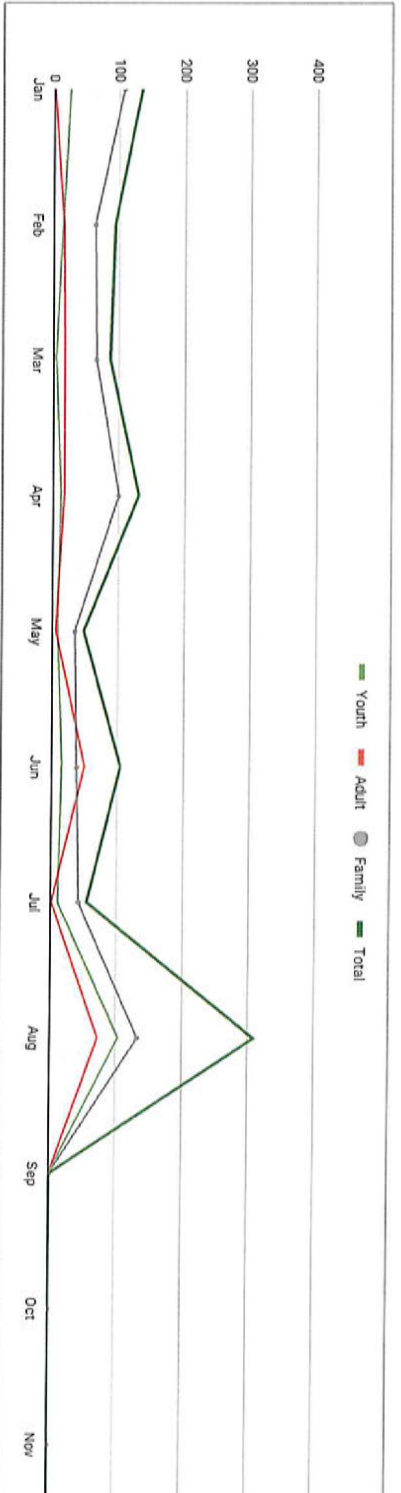
**BUILDING FUND
XXX344** Current balance
\$1,009.92

August
~~2011~~ 21

WEEKDAY TRAFFIC STATS

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8/1	216	127	210	CLOSED	152	CLOSED
8/8	252	158	162	CLOSED	234	84
8/15	144	189	170	115	163	82
8/22	149	146	242	120	139	58
8/29	145	144				
AVERAGE	181	153	196	118	172	75
	Monthly Total	3601		Daily Average	149	

Annual Attendance Tracker



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	26	15	4	13	8	16	11	104	0	0	0	0	197	25
Adult	2	16	18	18	6	51	2	73	1	0	0	0	187	21
Family	107	63	65	100	34	38	42	133	0	0	0	0	582	73
Total [1]	135	94	87	131	48	105	55	310	1	0	0	0	966	107

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	0	0	0	0	0	16	0	0	0	0	0	0	16	1
Youth Take-Home / Online	26	15	4	13	8	0	11	0	0	0	0	0	77	6
Youth Reading Programs	0	0	0	0	0	0	0	104	0	0	0	0	104	9
Adult In-Person	0	0	0	0	0	0	0	18	1	0	0	0	19	2
Adult Take-Home / Online	2	16	18	18	6	13	2	16	0	0	0	0	91	8
Adult Reading Programs	0	0	0	0	0	38	0	39	0	0	0	0	77	6
Family Take-Home / Online	107	63	65	100	34	38	42	94	0	0	0	0	543	45
Family In-Person	0	0	0	0	0	0	0	39	0	0	0	0	39	3

AUGUST 2021

Youth Services Report

Becky Butler, Youth Services Librarian

I am DELIGHTED to be here in Wayland and am looking forward to offering more and more programs! For August, Bethany created two family Take-and-Makes: Magnet Buddies and Mermaid Necklaces. We had 31 and 58 signups, respectively. I plan to continue this program through the fall so even our most Covid-cautious families can find something at the library.

We wrapped up the Summer Reading program with a bang and a party on August 21 -- thank you to the board members who attended! Faith did a fantastic job planning the event. We had 39 attendees to the party. We had 14 teens and 90 children sign up for the Summer Reading program and 1 teen and 29 children finished.

I refreshed our book bundles, which are stacks of five picture books based around themes like lift-the-flap, sparkles, and sharks for our parents in a hurry. I placed a large order for books and materials to refresh the shelves. I'm also working to reorganize the youth materials in the storage area of the basement so we can more easily access craft and programming materials.

Looking forward to September:

I'm starting up Preschool Storytime on Fridays at 11 am. For our kids around 8-18, I'll have After-School Art every Wednesday 2:30-4ish. We'll have snacks and explore a different medium each week. There will be a family craft day (we're making SLIME!) on September 25 at 11:30 am. And of course, I'll have a storytime and craft at the Wayland Balloonfest on September 11!

AUGUST 2021
Adult Services Report
Faith Fetty, Adult Services Librarian

PROGRAMS:

DIY Fire Starters (Adult Take-&-Make)

- 16 participants

Spice Club (Family Take-&-Make)

- 5 participants

Garden Mosaics (Adult In-Person Event)

- 10 participants

Flower Pot Gnomes (Adult In-Person Event)

- 7 participants

Roaming Readers Walking Club (Adult In-Person Event)

- 1 participant

Sitting Fit: Chair Exercise (Adult In-Person Event)

- Unfortunately cancelled due to heat advisory

Book Club (Adult In-Person Event)

- 0 participants

Overview:

We saw an increase in program participation this month with crafting programs being the most popular by far. Due to public input, I pushed back the time for Roaming Readers from 8am to 9:15am and have gained one participant. Spice Club's participation also went up, and I have received favorable feedback from patrons when they pick-up their spices. My test with including take-&-makes as a part of a book display went well and all 16 kits were picked up by the end of the month – an increase in adult take-&-make participation. Despite some interest here and there in a monthly book club, we have yet to see participants attend.

One issue we've been having recently is a patron signing up for three spots at events and then not attending and this happened the last three times they have registered for a program. Luckily, during the Garden Mosaics event I was able to find three people at the farmer's market who were interested in participating, but the other two events left those spaces unused and I was unable to fill them with waitlisted registrations because the absentee patron did not respond to reminders. Cierra has a proposed policy that, if approved, will hopefully help cut down on no-shows to programs with limited spaces.

Looking Forward:

I will be offering one more Spice Club take-&-make and one more Book Club in September to see if I am able to raise attendance. If no one attends September's book club or we continue to have low numbers for Spice Club, I will put those programs on hold for a while and redirect time and resources elsewhere.

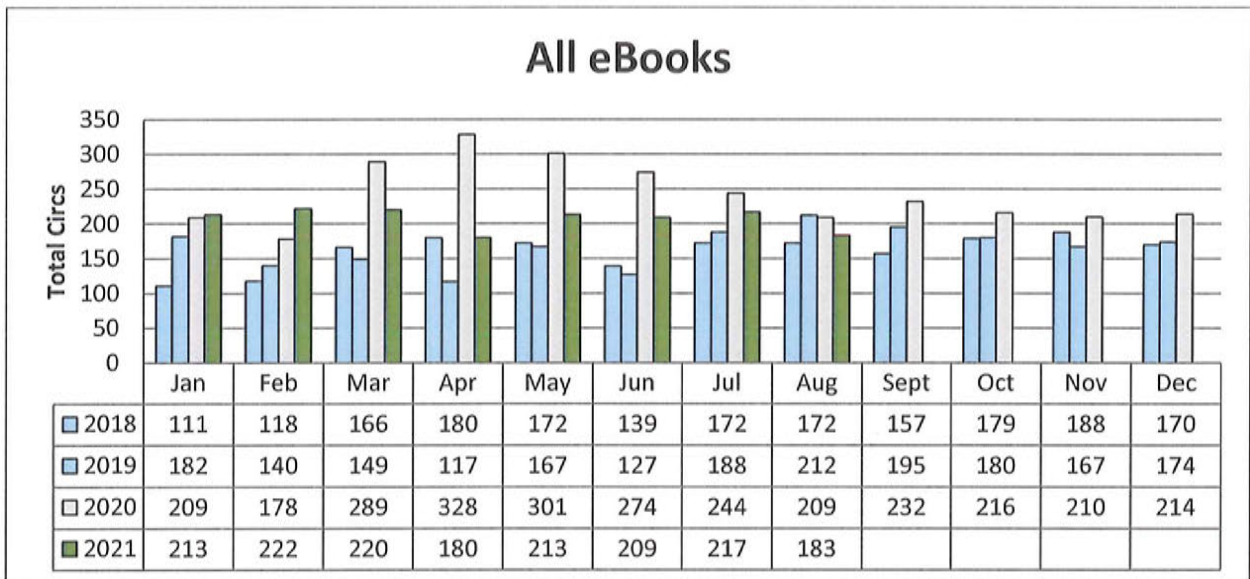
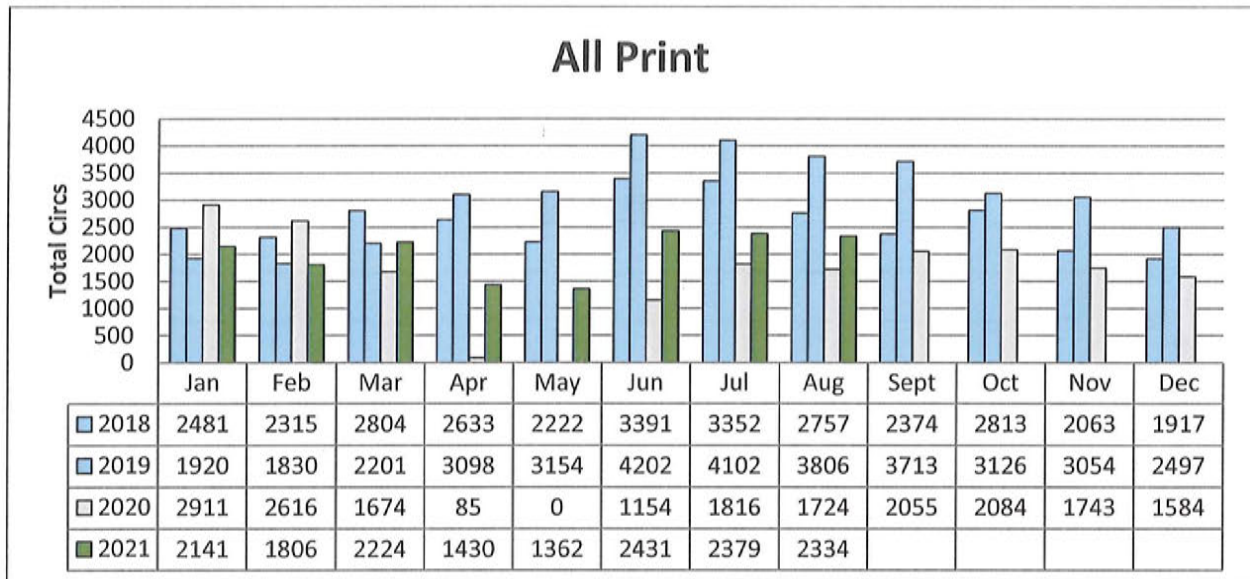
I am excited about a new hire joining us at Henika and am looking forward to meeting a new coworker!

AUGUST 2021

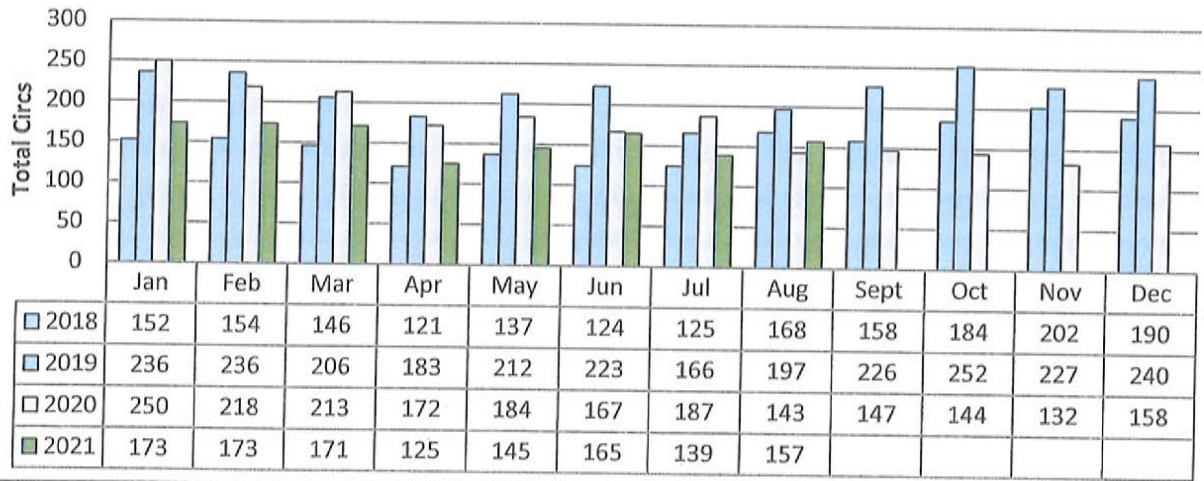
Circulation Report

Bethany Sanford, Circulation Clerk

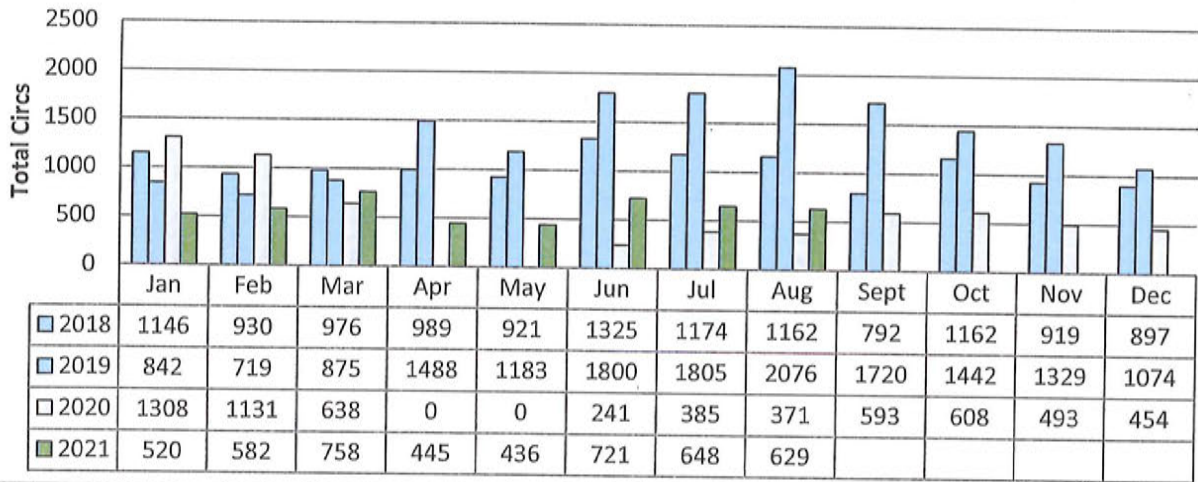
Nothing too crazy has happened on the circulation front! Circulation numbers continue to slowly rise, but are still lower than pre-COVID numbers overall. As mentioned last month, lower numbers remain unsurprising and the steady increase in overall circulation stats is a great start. I've only given broad categories for graphs this month so I don't overwhelm the report with pages of graphs, but nothing stood out when viewing stats for each category of material more specifically. Let me know if you would like more specific breakdowns and I am happy to provide those!



All eAudio



All DVD



I TYPE	CHKOUTS	RENEWALS	TOTALS
Adult Print			
Adult fiction	192	108	300
Adult Inspiration fiction	4	0	4
Adult mystery	10	3	13
Adult new fiction	34	17	51
Adult paperbacks	4	1	5
Adult romance	3	0	3
Adult science fiction	0	1	1
Adult graphic	4	0	4
Adult non-fiction	67	52	119
New Nonfiction	11	7	18
Adult fiction large print	30	25	55
New large print	9	5	14
Adult non-fiction large print	0	1	1
Adult biography	2	1	3
Adult Large Print Inspirational	2	0	2
Adult Fantasy	2	0	2
Storage	1	0	1
			0
			0
			596
YA Print			
YA fiction	46	32	78
YA graphic	7	9	16
YA new books	8	8	16
YA Nonfiction	8	4	12
			122
Tween Print			
Tween Fiction	55	44	99
New Tween Books	3	2	5
			104
Juvenile Print			
Juv. board books	41	27	68
Juv. easy books	172	128	300
Juv. fiction	101	76	177
Juv. new books	36	21	57
Juv. picture books	248	139	387
Juv. primary books	3	0	3
Juv. graphic	65	39	104
Juv. non-fiction	81	56	137
Audio Enabled Books - 21 day	13	0	13
Juv. kits	1	3	4

				1250
MeL				
MeL Book	20	3	23	
				23
Adult Audio				
Adult audio book CD fic	11	5	16	
Adult audio book CD non-fic	2	3	5	
				21
YA Audio				
YA audio book CD	4	3	7	
				7
Juv Audio				
Juv. audio book CD	12	12	24	
				24
Adult DVD				
Adult DVD (21-day)	2	0	2	
Adult NF DVD (21-day)	1	0	1	
Adult DVD .15/4.95 max	94	116	210	
Adult DVD non-fic	4	4	8	
Adult DVD feature	3	3	6	
				0
				227
Juv DVD				
Juv. DVD feature	1	1	2	
Juv DVD .15/4.95 max	157	212	369	
				371
Other (circ 7 days, rental 7 days, videogames, juv kits)				
Circulating devices 7-day	6	3	9	
Videogame - 14 day	52	48	100	
				0
Rental item (7days)	8	0	8	
				8
Music				
Adult CD music	9	0	9	
Juv. CD music	0	8	8	

RESOLUTION TO SET ADOPT BUDGET

A RESOLUTION SUMMARIZING 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 2022, AND ENDING ON THE LAST DAY OF DECEMBER 2022.

WHEREAS, the Board of Trustees of the Henika District Library has appointed Cierra Bakovka, Henika District Library Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Cierra Bakovka has submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on September 14, 2021, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

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>\$514,000.00</u>
--------------	---------------------

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

General Fund	
From sources other than general property tax	\$44,000.00
From the general property tax levy	\$360,000.00
From Savings Fund Balance	\$100,000.00
From Laverne Johnson Book Fund	\$10,000.00

Total General Fund

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 14th day of September, 2021

Motion by:

Seconded by:

Ayes:

Nays

Attest:

President, Board of Trustees

Attest

Secretary, Board of Trustees

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2021 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE HENIKA DISTRICT LIBRARY, MICHIGAN, FOR THE 2022 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Henika District Library has adopted the budget in accordance with the Local Government Budget Law, on September 14, 2021 and

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$360,000

WHEREAS, the 2021 valuation assessment for the Henika District Library as Certified by the Allegan County Equalization Department is \$274,799,208

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

Section 1: That for the purpose of meeting all general operating expenses of the Henika District Library during the 2022 budget year, there is hereby levied a tax of 1.3554 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2021.

Section 2: That the Director of Henika District Library is hereby authorized and directed to immediately recertify to the Equalization Department of Allegan County, Michigan, the mill levies for the Henika District Library as hereinabove determined and set.

ADOPTED, this 14th day of September, 2021

Motion by:

Seconded by:

Ayes:

Nays:

Appropriations from participating municipalities might also be necessary if a districtwide millage expires and is not renewed immediately. The participating municipalities may or may not be required to make such appropriations depending on the requirements of the district library agreement.

d. **Bond Issues**

District library bond issues are covered by the District Library Financing Act, 1988 PA 265, as amended by 1989 PA 25 (see Appendix). District library boards should not attempt a bond issue without consulting an attorney.

III. DISTRICT LIBRARY BOUNDARIES

Pursuant to the District Library Establishment Act, the boundaries of a district library district may be changed either by adding a new municipality or by the withdrawal of a participating municipality.

a. **Adding New Participating Municipalities**

Section 25 of the District Library Establishment Act provides a procedure for adding new municipalities (other than school districts) to an existing district library. In order to add a new participating municipality, each of the following requirements must be satisfied:

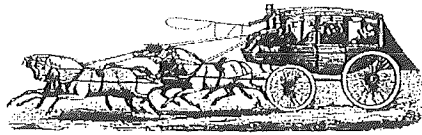
- the governing body of the new municipality, by majority vote, resolves to join the district
- the district library board adopts a resolution to accept the municipality and to amend the district library agreement to reflect the addition of the municipality and changes in board representation, etc., as necessary
- the participating municipalities in the existing district must pass resolutions agreeing to amend the district library agreement adding the new municipality; the district library agreement controls on this issue, but section 4(1)(d) requires that no fewer than 2/3 of all the participating municipalities must agree to amend the agreement
- if there is a districtwide library millage, the voters in the new participating municipality must approve a library millage of that amount
- the new municipality complies with any other provisions required by the district library agreement.

b. **Withdrawing from the District**

Section 24 of the District Library Establishment Act provides procedures for a participating municipality to withdraw from a district library district. NOTE: If all but one of the participating municipalities withdraws from the district, the district library is terminated.

In order to withdraw from a district with a voted district library millage, each of the following requirements must be satisfied:

- not less than 2 months before the next regularly scheduled election of the municipality, the governing board of the municipality must adopt a resolution to withdraw from the district library on a date specified in the resolution (not less than 6 months after the next regularly scheduled election).



Yankee Springs Township

284 N. BRIGGS ROAD- MIDDLEVILLE, MICHIGAN 49333
269-795-9091 / FAX 269-795-2388

Clerk
ianiclippert@yankeespringstwp.org

Resolution No. 12-01-2019

Yankee Springs Township Barry County

WHEREAS 65.950% of the population of Yankee Springs Township reside within the Thornapple Kellogg School District, and therefore are within the legal service area of Thornapple Kellogg School and Community Library, and

WHEREAS 34.050% of the population of Yankee Springs Township reside within the Wayland School District and therefore are currently not within the service area of a public library, and who therefore are without library service, and

WHEREAS the Yankee Springs Township Board is desirous that all residents of Yankee Springs have access to Public Library service, and

WHEREAS the Henika District Library is a recognized District Library established under the District Library Establishment Act, 1989 PA 24, and


WHEREAS Henika District Library has invited the portion of Yankee Springs Township that is part of the Wayland School District (34.050% of the Yankee Springs population) to become a member of the Henika District Library, subject to the terms and requirements of the Henika District Library Agreement, including any financial support requirements and appropriate District Library Board Representation, and appropriate amending of the Henika District Library Agreement, as per The District Library Establishment Act, 1989 PA 89, section 5, MCL 397.175,

THEREFORE, LET IT BE RESOLVED that the Yankee Springs Township Board supports the portion of Yankee Springs Township residing in the Wayland School District (34.050% of the population) in joining the Henika District Library, subject to the terms of the Henika District Library Agreement.

Motion By Jansma, Second by Engelhardt
Ayes Lippert, Jansma, Engelhardt, Knowles & VanderBerg
Nays 0

CERTIFICATE

I, Janice C. Lippert, the duly elected and acting Clerk of Yankee Springs Township, hereby certify that the foregoing Resolution was adopted by the Township Board of said Township at the Regular meeting of said Board held on December, 12, 2019, 2019, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth; the said Resolution was ordered to take immediate effect.



Janice C. Lippert, Clerk

Date: 12-12-2019

Resolution No. 12-01-2019

January 2020 Meeting Minutes- Henika District Library

Board Meeting Minutes

Thursday, January 9, 2020 @ 6:00pm

Members Present: Joshua Wright, Gary Marsh, Mary Ortiz, Ann McInerney, and Danielle Simmons

Members Absent: Amy Huyck, Maria Musgrave, 1 Open Position for the City of Wayland

Others: Nicole Gray- Director, Melanie Suk- Friends of the Library President

Call to Order (6:01pm) by President Joshua Wright

Approval of Agenda Motion First by Ortiz, Second by McInerney

Community Opportunity to Address the Board

Friends of the Library Update- Melanie Suk mentioned that Tonya Lyons will be joining the Friends Group starting in February of 2020. The group did not meet in December but are planning all their goals for the upcoming new year of 2020.

Approval of December 2019 Meeting Minutes- Motioned first by Ortiz, Second by Simmons. All in favor motion carried. Previous unfinished business regarding IRS Tax Reimbursement was discussed- the reimbursement was due to reimbursement on employee taxes.

December 2019 Financial Reports were discussed. Quickbooks Report

United Bank Accounts Overview- Marsh has suggested we investigate the current price of the adjacent lot next to the library. It is currently being valued at 30,000 dollars the price might be adjusted due to rising home prices. Marsh has also questioned if our library assets are being accounted for- machinery, equipment, books etc.

Approval of Paid Bills – Motion started by Simmons, Second by Marsh. All in favor motion has carried. Credit Card Detail Report YTD Budget vs. Actual

Director's Report was discussed: Picture book weeding project has been quite successful. Especially in helping patrons with easier access to book selections, particularly for harder to find topics.

Youth Report- Stephanie will be setting up more trips for the students of Pine Street Elementary and the Middle School to visit the library on more occasions. She would also like to focus on more outreach programs for the community involving literacy.

Circulation Report- Numerous stats have been up overall in various areas of the library.

Old Business- PTO Policy Discussion- Ortiz has suggested we calculate the cost of vacation time versus time to train a whole new employee. By offering a generous PTO, Vacation, Sick Time package we're setting ourselves apart as a library to obtain and retain valuable staff members. We have also discussed as a board setting up the separate finance/personnel committee, building repairs and maintenance committees as well.

RECEIVED MAR 30 2020

RESOLUTION #R012020

HENIKA DISTRICT LIBRARY BOARD

At a regular meeting of the District Library Board (the "Board") of the Henika District Library held in said District on the 9th day of January 2020,

PRESENT: Joshua Wright, Gary Marsh, Mary Ortiz, Ann McInerney, Danielle Simmons, and Nicole Gray- Director

ABSENT: Amy Huyck, Maria Musgrave, and 1 Open City Seat

The following Resolution was offered by member Marsh and seconded by member Ortiz:

WHEREAS, the Henika District Library is a recognized District Library established under the District Library Establishment Act, 1989 PA 24; and

WHEREAS, the Henika District Library serves Wayland City and Wayland Township except that portion of Wayland Township located within the Thornapple-Kellogg School District in accordance with the Henika District Library Agreement; and

WHEREAS, the Yankee Springs Township Board has adopted a resolution for the portion of Yankee Springs Township that is part of the Wayland Union School District to become a member of the Henika District Library, subject to the terms and requirements of the Henika District Library Agreement as per the District Library Establishment Act, 1989 PA 89, section 5, MCL 397.175;

THEREFORE, LET IT BE RESOLVED that the Henika District Library Board hereby supports the portion of Yankee Springs Township residing in the Wayland School District in joining the Henika District Library, subject to the terms of the Henika District Library Agreement.

AYES: 5

NAYS: 0

*Danielle M. Simmons
Secretary - Henika District Library Board*



Hillis Brothers Painting
616-554-5140

7300 Brooklyn Ave.
Kentwood, Michigan
49508
United States

Prepared For
Cierra Bakovka
269.792.2891
149 South Main Street
Wayland, Michigan
49348
United States

Estimate Date
08/16/2021

Estimate Number
00022925

Description	Rate	Qty	Line Total
*Information Zero Down Policy. No deposit required. Balance due upon completion. References can be found at https://www.hillisbrothers.com/reviews \$1,000,000 Liability Insurance Coverage. Proof will be provided upon request. Licensed by the State Of Michigan 2104124711 Two year warranty on all labor.	\$0.00	1	\$0.00
Created by Jon If you have any questions on your proposal, please call Jon at 616-554-5140.	\$0.00	1	\$0.00
Color Consultation Includes visit from our designer.	\$0.00	1	\$0.00
Discount Offer good until August 31st, 2021	\$0.00	1	\$0.00
Interior Prep. 1. Drop off floors, furniture, countertops, etc 2. Patch small stress cracks, gouges, dents, and nail holes. 3. Prime all areas that have been patched or that require stain blocking.	\$0.00	1	\$0.00

Interior Paint

Location: main street entrance, receptionist area, stairwell, and main floor bathroom.

\$7,560.00

1

\$7,560.00

1. Includes painting all trim in entrance area with two coats semi gloss enamel.

2. Paint all walls with two coats matte finish. Paint fireplace with two coats matte finish.

3. Remove all wallpaper in areas listed. Remove all glue, prime and paint with two coats matte finish.

Sheen(s): semi gloss on entrance trim and matte finish on walls

Includes all labor and supplies.

Areas not to be painted: anything not specifically mentioned above.

Interior Paint

Location: downstairs kids library and staff room.

\$4,210.00

1

\$4,210.00

1. Paint cabinetry with one coat primer and two coats of semi gloss enamel finish. Paint poles with eggshell finish.

2. Paint entire kids section with two coats eggshell finish. Paint entire staff room with two coats of eggshell finish.

Sheen(s): eggshell finish on walls semi gloss on cabinets.

Includes all labor and supplies.

Areas not to be painted: anything not specifically mentioned above.

Subtotal 11,770.00

10% Discount -1,177.00

Tax 0.00

Estimate Total (USD) \$10,593.00

Terms

Balance upon completion.

Program and No-Show Cancellation Policy

If a patron no-shows or cancels on late notice (within 24 hours of event) three or more times within a four-month period, any programs they are signed up for that accrue a waitlist will have their reservation cancelled for the next 90 days (30 months). This is not a hard ban - if there is room in future programs, patrons are allowed to sign up and attend. The removal of existing reservations simply allows those that have been on the waitlist to move into the cancelled reservations.