

# AGENDA

Henika District Library  
Board of Trustees Meeting  
November 9th, 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**

- A. Friends of the Library Update

## **IV. Approval of Meeting Minutes**

- A. October 2021 Regular Meeting Minutes

## **V. Financial Reports**

- A. October 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. Laverne Johnson Book Fund Account
- B. Renovation Bids
- C. Snow Removal
- D. Grants

## **VIII. New Business**

- A. Performance Reviews
- B. Budget Amendment #2
- C. Holiday Bonus?

## **IX. Around the table**

## **X. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library, Wayland, MI  
Board of Directors Meeting  
October 12, 2021 at 6:30pm

**Members Present:** Meghan Augustin, Sara Davidson-LeFevre, Danielle Simmons, Gary Marsh, Suzy Byville

**Members Absent:** Maria Musgrave, Jacqui Kuhn

**Staff Present:** Cierra Bakovka - Director

**Guests:** None

- I. Call to Order: Meeting called to order by Augustin at 6:37pm.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board
  - A. Friends of the Library Update: Augustin has talked with Kyle Miller, who has mentioned interest in assisting with the FOTL. He has talked with several community members about interest and the FOTL FB page has seen increased "likes" on the page.
- IV. Approval of September 2021 Meeting Minutes motioned by Byville and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for September 2021
  - A. Augustin motioned approval of the paid bills, Byville seconded. All yes, motion passed.
  - B. Credit card detail report was reviewed.  
Marsh mentioned the, "Do not Pay" payment for the Circle K, Bakovka accidentally used the Henika card and the library will not be paying that bill.
  - C. YTD Budget vs. Actuals was reviewed. Everything is on track with each staff person's yearly budget for programming. The upcoming potential

book shortage was discussed, per the article provided by Bakovka from vox.com. Augustin asked if this would affect our book circulation.

- D. United Bank Accounts were reviewed. We are at the highest our accounts have ever been, according to Robin Beckwith with United Bank.

## VI. Director's Report

- A. Monthly Statistics & Technology Use: Our hot spots have been going out, and the great news is they will work in the low-working spots in Wayland and the area. All of the hot spots are out and have all been renewed, not yet returned. No feedback yet, but they seem to be working well. The Nintendo Switch is used constantly and is usually always checked out. The only new technology that hasn't been checked out yet is the Chrome Books. September was the 3rd highest month for programming this year. 129 ppl attended all programs during the month of September. 3,711 passed through the building in the month of September, at an average of 150 ppl per day. Saturdays continue to be really slow, better slightly during programming.
- B. Youth Report: Becky's story times have been steadily increasing and she is having good turnouts. She has been able to re-connect with the area elementary schools to increase advertising for the library's youth programming.
- C. Youth & Adult Services Report: Faith's programs are going well; "Blind Date with a Banded Book" was popular among adults. Courtney completed her first circulation report and is adjusting well taking over for Bethany who is now on maternity leave. The after-school crowd is increasing with kids coming over after school dismissal.

## VII. Old Business

### A. Historical Grant Updates

Simmons met via zoom with Teryl Schields with the City of Wayland and other rep. From the DDA. The meeting results explained that the USDA could help with a low-interest loan (2% or less) instead of a grant opportunity. The USDA cannot give any loans if you have the funds to complete the project yourself. This may be helpful in the future for an addition to the current Henika building. If the library is interested, we may need to begin reaching out to them for that now, to complete the

necessary lengthy paperwork. They cannot recommend anyone to us that they have worked with prior, due to a conflict of interest. Danielle can send them a list of the SHPA (State Historic Preservation Association) contractors that we have looked into, and they can suggest some. We need to reach out to architecture firms, who would be able to create a "bid room" to be put out there for bids (fair chance). During the Zoom meeting, it was asked who owns the building. Henika District Library owns itself, as its own entity. Terrell mentioned that we should reach out to the community and ask who would like to help the library repair the front of the building. Would any other area businesses be willing to donate or fundraise for the repairs? The board discussed Gun Lake Casino and their large funding of local area schools, municipalities, etc. within Allegan County. Gary suggested reaching out to the Gun Lake tribe initially rather than the Casino. Simmons will be following up on the historical grant update.

#### B. Grants, Emergency Connectivity Fund, State Aid, and Other Opportunities

Bakovka shared some good news: our Emergency Connectivity Fund was approved and will fund the hot spots for the next year or so. E-Rate will likely pay about 80% after July 2022. The state passed their budget with an increase in state aid, but the library could receive more funding from that. In addition, the Federal Govt. released millions of dollars of funding, but unfortunately we can't apply for it directly. Michigan is pre-approved for around \$200 million worth of projects, which is exciting. This is something we may be able to apply for later, if the state of Michigan receives the funding. The Annual Michigan State Library conference is starting the week of 10/13/21, and Bakovka and other staff plan on attending. Bakovka is excited and plans to bring new ideas to us next month! Marsh suggested reaching out to the Allegan County Community Foundation for very specific grant opportunities or specific projects (development of the children's dept.) as an example.

#### C. Renovation Bids

Bakovka thanked the building committee for coming into the library and contacting area contractors for bids needed. (The Board Building Committee includes Gary Marsh, Jacqui Kuhn, and Maria Musgrave).

FLOORING BIDS: Bakovka discussed bids the library has received for corporate tiles and laminate plank flooring (for the entryway, behind staff areas, and the bathrooms).

**Absolute Flooring (smaller company): \$20,600.00**

**Empire Today (larger company): \$15,896.00**

Bakovka is waiting for two more additional flooring quotes as well. Bids are coming in at our budget and at the expected spending for these projects.

PAINTING BIDS: Hillis Brothers called on 10/12/21 and offered a 5% discount for the project after sending the bid. They were timely in contacting the library and include a designer in the cost. They could still schedule into the winter with the 5% discount they have offered.

**Hillis Brothers: \$11,181.00**

**Rivertown Painting: \$10,995.00** (Does not include the adult section upstairs area.)

**Brenner Home Improvements: \$20,586.32 (50% due at signing)**

(Local and very enthusiastic, but seemed to be a high bid. Includes the entire building, which is including upstairs adult section.)

**VandDerKolk Painting: \$11,700.00**

(Experienced in historical buildings and houses/painting experience w/in Heritage Hill area. The company is knowledgeable of older buildings and walls. Bid includes both upstairs and downstairs.)

PORCH REPAIR QUOTES:

**D & D Building: Quoted \$92,000.00** for exterior front porch repair.

Remove fieldstone and reuse; remove concrete on the steps, salvage existing handrail and reinstall it. Place new concrete slab on grade and concrete steps. Re-do and update landscaping. Will include a dumpster.

Bakovka is hoping as a goal to have some voting happen on the renovation bids by November 2021. The porch renovation building companies are scheduling as far out as the end of summer of 2022.

Bakovka is most interested in hearing back from the general contractor (Midtown Craftsmen, <http://www.mtcrestoration.com/>), so that they may be able to handle all of the work, rather than Bakovka managing each individual contractor. Bakovka plans to hear back from them by November, and will bring the information to the Board for the November 9th, 2021 Board Meeting. This contractor also has experience with historical preservation and older buildings.

The Board should be prepared to vote on the renovation bids at the November meeting.

#### D. Yankee Springs

Bakovka was invited to attend the Yankee Springs board meeting on Thurs. 10/14/21, but cannot attend due to the Michigan Library Conference she is already committed to. Yankee Springs Twp. has previously voted to join the Henika District Library. The Henika District Library Board needs to decide when to have this issue on the ballot. Bakovka discovered that being on the ballot will cost between \$3k-\$6k. The perpetual millage would continue to remain 1.5 mils. She spoke with the law librarian and consulted on the MI Law Library for Michigan. She will advise us, and draw up the district millage information and ballot request. Bakovka mentioned that should Yankee Springs Twp. be added to the Henika District Library, the Henika Board would need to relinquish both one City and one Township Board position on the Board of Directors to Yankee Springs Twp.

Possible dates for Henika District Library to be included on the Ballot:

May 2022 (Bakovka prefers this month to be on the Ballot)

August 2022

November 2022

### VIII. New Business

#### A. Laverne Johnson Book Fund Account

The account matured; there was \$21k in the CD. Robin at United Bank added the money into the Henika savings account until the Board can make a decision for that money. The money is intended to be spent on books for the library. The bank wants to know if we want to leave it in the account it is currently in, or create a new separate savings account. The amount of \$10k of that money is planned to be spent in 2022. CD rates are very low at this time; so if we decide to extend the CD right now the interest would be low to continue. The Board will push this forward to vote on in December of 2021.

#### B. Employee Benefits

1. Resolution - 80% / 20%: New state law limits employer contributions to public employee health insurance. There are Two Benefit Options for Becky and Cierra:

- a) Default (yearly cap) \$5,500 per employee for this year. Employees would pay nothing for the yearly benefits. (\$2k out of library budget).

- b) 80/20. Employer pays 80% of premium and employee pays 20%. Cierra pays \$961 and Becky pays just over \$1k out of pocket.

Byville made a motion to vote on the employee healthcare benefit option for Bakovka and Becky. A roll call vote was conducted. Motion passed.

- I. Simmons: YES
- II. Augustin: YES
- III. LeFevre: YES
- IV. Marsh: YES
- V. Byville: YES

#### IX. Around the Table

LeFevre: Mentioned she is happy with how Bakovka has been doing, and thanked the building committee for all of their extra work and taking the stress off of Bakovka. She has been enjoying the additional youth programming for the kids, and is also grateful for the work of the building committee in supporting the renovation bids.

Marsh: When staffing levels were low, there was a suggestion to pay more notice of staff morale and the happiness of staff working at Henika. Marsh thanked Bakovka for helping to add to the happiness factor here at Henika, and for listening to the Board and letting the Board take the additional busy work out of her daily tasks. Marsh is thankful for the goal-oriented board we currently have and is glad for the passion our current members have to make the library a better place and get things done. He is happy about how much time the members put into the library outside of the meetings.

Byville: Asked a question about how we would go about asking about architectural firms who can suggest how to go about our project. She is also happy to be a part of the Board and is eager to make decisions and make progress on the things that need to happen around the library.

Bakovka: Provided a brochure from the United for Libraries Association that includes tools and resources for trustees, friends, and foundations. She thanked the Board for sitting through another long meeting, but is glad that we are getting things done and making progress! She is thankful for everyone helping with the historical grants and assisting with contacting area builders/contractors to work on the library. The building committee has been very helpful. Next month for November, the following items will be a priority for the board meeting: The Laverne Johnson Book Fund, Voting on renovation bids, and staff performance reviews.

Simmons: Enjoying coming on Wednesdays for the art, has been coming about 4 times now. She has been enjoying it with her daughter who is having fun. Did the "Date With a Banned Book" and had a lot of fun doing that. She got to uncover and read Huckleberry Finn.

Augustin: Loves all of the events, and is glad the new staff are throwing out new events to participate in. She recognizes all of the hard work they are putting in to try and get things back up and running. She is so touched that Marsh is very proud of the new Board members. She aims for open discussion and that the new staff at the library feel appreciated. Brought up doing board development with Carol, who supported us through the new Director hire. Augustin talked with Carol last month via email, and she suggested meeting with Augustin and Bakovka first to identify Board Development ideas. The Board will be open to new suggestions from Carol; Augustin will be in contact with her moving forward and plans to meet with her soon.

X. Adjournment

Meeting adjourned at 8:55pm by Augustin.



## October 2021 Expenses By Vendor Summary

Absopure	\$6.00
Amazon	\$1,217.47
Baker & Taylor	\$2,940.97
Cardmember Service	\$2,324.38
Cengage Learning	\$192.68
City of Wayland	\$39.56
Consumers Energy	\$359.18
Coverall of West Michigan	\$480.00
Demco	\$201.65
Foster, Swift, Collins & Smith	\$105.00
Gary Marsh	\$106.07
Heimler Consulting	\$2,159.95
Johnson Controls	\$380.55
Kansas City Life	\$49.43
Lakeland Library Cooperative	\$4,520.67
MERS	\$1,076.81
Michigan Gas Utilities	\$46.83
MicroMarketing	\$40.49
MJA Landscape	\$216.00
Rebekah Butler	\$20.00
Sage Property Inspections	\$350.00
Sanilac Computer Products	\$270.00
TreeTop Products	\$148.67
Walker, Fluke & Sheldon PLC	\$350.00



October 2021 Statement

Open Date: 09/15/2021 Closing Date: 10/14/2021



Visa® Business Cash Card  
HENIKADISTRICTLIBRARY

Account: [REDACTED]

Cardmember Service 1-866-552-8855  
BUS 30 ELN 8 9

New Balance	\$2,324.38
Minimum Payment Due	\$24.00
Payment Due Date	11/10/2021

<b>Reward Points</b>	
Earned This Statement	2,324
Reward Center Balance as of 10/13/2021	51,391
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$3,821.86
Payments	-	\$3,821.86CR
Other Credits	-	\$46.67CR
Purchases	+	\$2,371.05
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$2,324.38</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$24.00</b>
Credit Line		\$10,500.00
Available Credit		\$8,175.62
Days in Billing Period		30

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

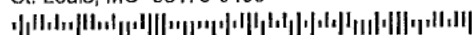
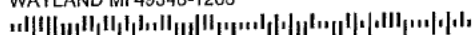
Account Number	[REDACTED]
Payment Due Date	11/10/2021
New Balance	\$2,324.38
Minimum Payment Due	\$24.00

Amount Enclosed \$ \_\_\_\_\_

Cardmember Service

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

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





October 2021 Statement 09/15/2021 - 10/14/2021

Page 2 of 5

HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service

1-866-552-8855



**Business Cash**

**Rewards Center Activity as of 10/13/2021**

Rewards Center Activity*	0
Rewards Center Balance	51,391

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,324	10,230
First Purchase Bonus	0	7,500
2 Extra Points - Telecom & Office Supply	0	240
1 Extra Point - Restaurants & Gas	0	27
<b>Total Earned</b>	<b>2,324</b>	<b>18,677</b>

**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] DIERRA J

Credit Limit: \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
09/15	09/14	1989	AMAZON.COM*2G2730C42 A AMZN.COM/BILL WA	\$39.68	Office
09/15	09/14	2828	AMZN Mktp US*2G7V81MN0 Amzn.com/bill WA	\$11.65	Office
09/15	09/15	7546	Amazon.com*2G1US2FZ2 Amzn.com/bill WA	\$19.99	Office
09/15	09/15	5889	ZAZZLE INC 888-892-9953 CA	\$69.05	Office
09/16	09/15	9111	AMZN Mktp US*2G1YJ18Q1 Amzn.com/bill WA	\$146.71	Office
09/17	09/16	5701	SIGNUP.COM HTTPSSIGNUP.C TX	\$9.99	Advertising
09/20	09/18	9038	Amazon.com*2G0SJ8EH2 Amzn.com/bill WA	\$52.60	Office
09/20	09/18	2745	Amazon.com*2G3J472C0 Amzn.com/bill WA	\$20.49	Office
09/22	09/21	0575	AMAZON.COM*2G62K0HP2 A AMZN.COM/BILL WA	\$35.01	Office
09/23	09/22	5040	DOLLAR TREE JENISON MI	\$2.65	Office
09/24	09/24	0114	MICHIGAN LIBRARY ASSOC 517-394-2774 MI	\$95.00	Contractural
09/24	09/24	0122	MICHIGAN LIBRARY ASSOC 517-394-2774 MI	\$350.00	Contractural

Continued on Next Page



October 2021 Statement 09/15/2021 - 10/14/2021

Page 3 of 5

HENIKADISTRICTLIBRARY

Cardmember Service

1-866-552-8855

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/27	09/25	0893	AMZN Mktp US*2C7HU4J30 Amzn.com/bill WA	\$83.08	office
09/29	09/28	9853	AMZN Mktp US*2C36F9BX1 Amzn.com/bill WA	\$58.63	office
09/29	09/28	4578	WWW.PEACHJAR.COM HTTPSWWW.PEAC CA	\$150.00	Advertising
09/30	09/29	3346	AMZN Mktp US*2C6QO2M10 Amzn.com/bill WA	\$19.79	office
10/04	10/03	1358	WAL-MART #2567 GRANDVILLE MI	\$29.82	office
10/04	10/01	4254	AMZN Mktp US*2C9L27G62 Amzn.com/bill WA	\$13.42	Building: Grand
10/06	10/05	2362	DOLLAR TREE JENISON MI	\$7.42	office
10/07	10/06	1228	AMZN Mktp US*2C4T39UU2 Amzn.com/bill WA	\$25.18	Building: Grand
10/08	10/07	8715	ZAZZLE INC 888-892-9953 CA	\$15.84	Advertising
Total for Account <b>[REDACTED]</b>				\$1,256.00	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
09/17	09/16	4509	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$5.99	CR AP
<b>Purchases and Other Debits</b>					
09/20	09/18	1151	AMAZON.COM*2G7WM50A2 A AMZN.COM/BILL WA	\$20.69	AM
09/20	09/18	4652	Amazon.com*2G5E90E72 Amzn.com/bill WA	\$27.90	AM
09/21	09/20	7443	Amazon.com*2G9SI0V22 Amzn.com/bill WA	\$143.26	AM
09/21	09/20	7784	Amazon.com*2G8C07WM1 Amzn.com/bill WA	\$7.50	AM
09/22	09/21	8207	DOLLAR-GENERAL #9954 WAYLAND MI	\$12.25	AP
09/23	09/22	3770	Amazon.com*2C3871421 Amzn.com/bill WA	\$14.98	AM
09/23	09/22	9429	AMZN Mktp US*2C48A94B1 Amzn.com/bill WA	\$10.89	office
09/24	09/23	1758	FAMILY DOLLAR #4630 WAYLAND MI	\$16.20	Adult Prog -
09/24	09/23	1270	AMZN Mktp US*2C97953O1 Amzn.com/bill WA	\$5.99	AP
09/28	09/27	9886	Amazon.com*2C6D15FC2 Amzn.com/bill WA	\$10.16	AM
09/30	09/29	0944	USPS PO 2597840348 WAYLAND MI	\$8.55	Adult Mat.
10/01	09/30	1616	AMZN Mktp US*2C8CS7SP1 Amzn.com/bill WA	\$6.99	AP
10/04	10/02	4472	AMZN Mktp US*2COLX9IR1 Amzn.com/bill WA	\$93.66	AP
10/04	09/30	1784	WAYLAND DO IT BEST HAR WAYLAND MI	\$7.94	office
10/04	10/01	2947	Dollar Tree, Inc. 877-530-8733 VA	\$33.70	AP
Total for Account <b>[REDACTED]</b>				\$414.67	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					

Continued on Next Page



October 2021 Statement 09/15/2021 - 10/14/2021

Page 4 of 5

HENIKADISTRICTLIBRARY

Cardmember Service 1-866-552-8855

**Transactions** REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/20	09/18	6066	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$33.69CR	YM
10/14	10/13	6740	Amazon.com Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$6.99CR	YM
<b>Purchases and Other Debits</b>					
09/17	09/16	5656	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.86	YP
09/20	09/17	0053	FINDAWAY 877-893-0808 OH	\$139.99	YM
09/22	09/21	8389	DOLLAR-GENERAL #9954 WAYLAND MI	\$24.55	YP
09/27	09/25	7427	AMZN MKTP US*2G4KD5IP2 AMZN.COM/BILL WA	\$12.08	YP
09/27	09/25	5244	AMZN Mktp US*2C8L970Z1 Amzn.com/bill WA	\$30.84	YP
09/30	09/28	1789	DOLLAR-GENERAL #9954 WAYLAND MI	\$28.44	YP
10/01	09/29	9660	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.25	Youth Prog.
10/01	09/30	0800	AMZN Mktp US*2C4TN4EB2 Amzn.com/bill WA	\$9.97	YM
10/01	09/30	4030	AMZN Mktp US*2C7TY9EU2 Amzn.com/bill WA	\$25.91	YM
10/04	10/02	0950	AMZN Mktp US*2C6TW12U0 Amzn.com/bill WA	\$271.59	YM
10/05	10/05	3165	AMZN Mktp US*2C9FW9SH2 Amzn.com/bill WA	\$19.99	YM
10/06	10/05	8097	AMZN Mktp US*2C67M82Z2 Amzn.com/bill WA	\$11.91	YM
10/08	10/06	6105	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.61	YP
10/12	10/11	2425	AMAZON.COM*2798I4TJ2 A AMZN.COM/BILL WA	\$51.45	YM
10/12	10/11	1646	Amazon.com*2748H7Q11 Amzn.com/bill WA	\$12.99	YM
10/12	10/11	3527	AMZN Mktp US*2773Y1TC2 Amzn.com/bill WA	\$33.97	YP
10/12	10/08	9217	AMZN Mktp US*274A86EY0 Amzn.com/bill WA	\$6.99	Youth Mat.
<b>Total for Account</b>				<b>\$653.71</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
09/15	09/15	ET	PAYMENT THANK YOU	\$26.89CR	
09/27	09/25	0044	PAYMENT THANK YOU	\$3,794.97CR	
<b>Total for Account</b>				<b>\$3,821.86CR</b>	

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

Henika District Library  
 Statements of Activities  
 For the 1 Month and 10 Months Ended October 31, 2021

	Total Year Budget	1 Month Ended Oct. 31, 2021	10 Months Ended Oct. 31, 2021	Year-To-Date Variance
<b>Revenues:</b>				
Township Revenue	\$ 185,000.00	\$ 14.80	\$ 183,240.62	\$ (1,759.38)
City Revenue	150,000.00	0.00	150,261.89	261.89
State Aid	7,000.00	0.00	5,795.65	(1,204.35)
Penal Fines	30,000.00	2,535.11	28,186.37	(1,813.63)
Copier & Fax Income	1,400.00	276.24	1,809.32	409.32
Fines	70.00	32.94	3,573.08	3,503.08
Interest Income	850.00	81.07	1,142.63	292.63
Memorial Donations	1,400.00	0.00	2,506.03	1,106.03
Book Sales	250.00	69.00	334.71	84.71
Miscellaneous Income	30.00	12.00	1,132.44	1,102.44
<b>Total Revenues</b>	<u>376,000.00</u>	<u>3,021.16</u>	<u>377,982.74</u>	<u>1,982.74</u>
<b>Employee Expenses:</b>				
Wages	164,000.00	12,800.86	119,720.82	44,279.18
Employee Benefits	55,000.00	1,126.24	46,826.30	8,173.70
FICA Expense	25,000.00	979.28	9,158.63	15,841.37
State Unemployment Tax	0.00	(44.72)	240.97	(240.97)
<b>Total Employee Expenses</b>	<u>244,000.00</u>	<u>14,861.66</u>	<u>175,946.72</u>	<u>68,053.28</u>
<b>Operating Expenses:</b>				
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	143.60	1,443.77	1,056.23
Programming-Adult Programming	2,500.00	283.24	2,241.57	258.43
Programming-Summer Reading	1,000.00	0.00	1,030.04	(30.04)
Office Supplies	5,500.00	721.95	3,250.62	2,249.38
Housekeeping Supplies	850.00	0.00	484.23	365.77
Furnishings	2,000.00	542.12	1,705.55	294.45
Equipment	5,000.00	1,549.95	1,726.93	3,273.07
Materials-Youth	13,000.00	836.97	8,540.76	4,459.24
Materials-Adults	11,000.00	1,091.82	8,514.23	2,485.77
Accounting	9,000.00	446.00	6,822.32	2,177.68
Contractual Services	25,000.00	5,721.22	20,207.48	4,792.52
Communications	1,200.00	0.00	0.00	1,200.00
Technology Support	2,000.00	410.50	1,613.40	386.60
Advertising	300.00	175.83	443.64	(143.64)

See Accountants' Compilation Report



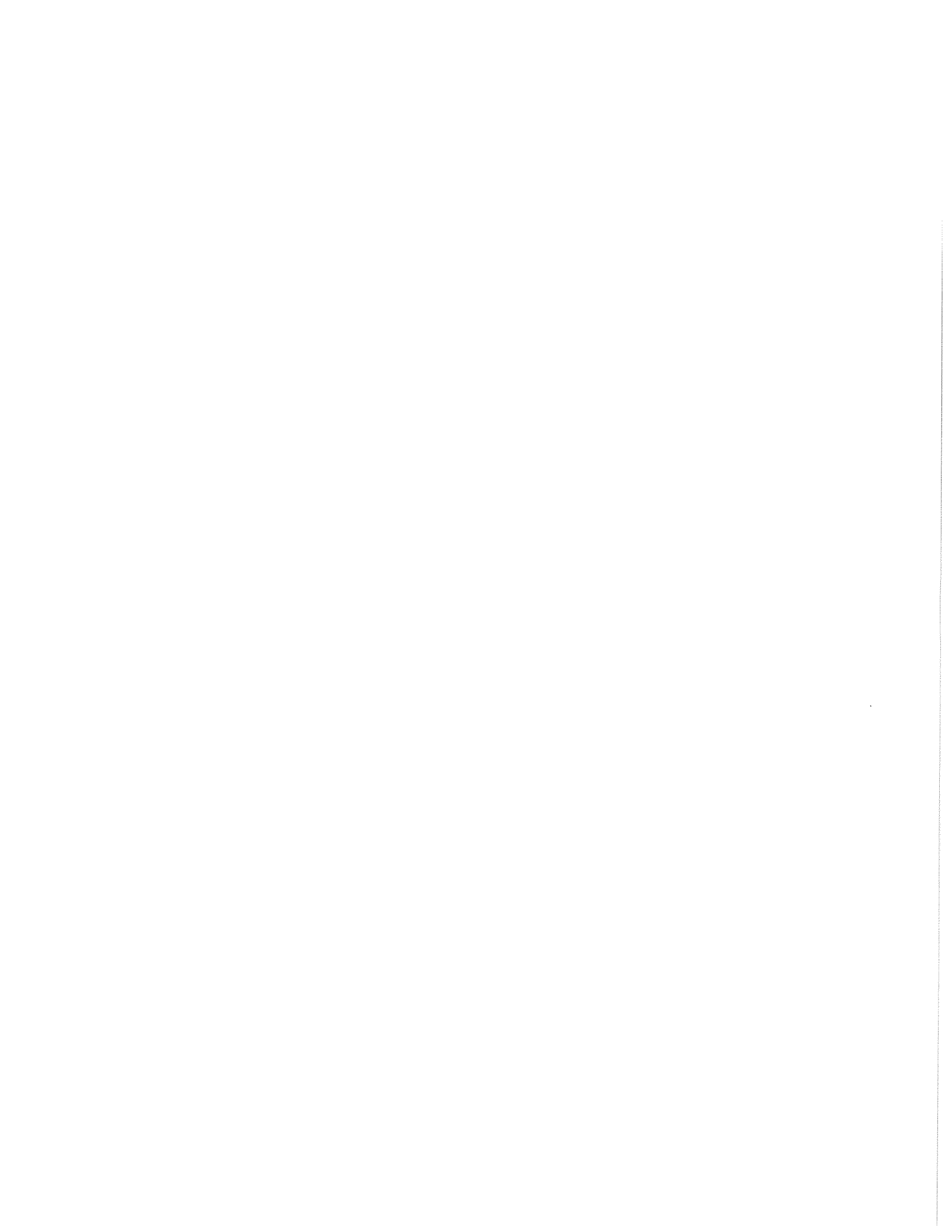
Henika District Library  
Statement of Financial Position  
As of October 31, 2021

ASSETS

<b>Current Assets:</b>	
Cash-Checking	\$ 228,299.85
Cash-Savings	432,004.01
Certificate of Deposit - 740	51,712.81
Certificate of Deposit - 090	5,297.05
Certificate of Deposit - 104	5,297.05
Certificate of Deposit - 112	5,297.05
Certificate of Deposit - 120	5,297.05
Certificate of Deposit - 139	5,297.05
Certificate of Deposit - 344	1,004.26
Building Fund 171	3,052.65
Savings - Building Fund	71,615.07
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>
<b>Total Current Assets</b>	<u>\$ 1,147,349.74</u>
<b>Total Assets</b>	<u>\$ 1,147,349.74</u>

See Accountants' Compilation Report







October 2021 Statement 09/15/2021 - 10/14/2021

Page 4 of 5

HENIKADISTRICTLIBRARY (CPN 001910551)

Cardmember Service ☎ 1-866-552-8855



**Transactions** BUTLER, REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/20	09/18	6066	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$33.69CR	YM
10/14	10/13	6740	Amazon.com Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$6.99CR	YM
<b>Purchases and Other Debits</b>					
09/17	09/16	5656	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.86	YP
09/20	09/17	0053	FINDAWAY 877-893-0808 OH	\$139.99	YM
09/22	09/21	8389	DOLLAR-GENERAL #9954 WAYLAND MI	\$24.55	YP
09/27	09/25	7427	AMZN MKTP US*2G4KD5IP2 AMZN.COM/BILL WA	\$12.08	YP
09/27	09/25	5244	AMZN Mktp US*2C8L970Z1 Amzn.com/bill WA	\$30.84	YP
09/30	09/28	1789	DOLLAR-GENERAL #9954 WAYLAND MI	\$28.44	YP
10/01	09/29	9660	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.25	Youth Prog.
10/01	09/30	0800	AMZN Mktp US*2C4TN4EB2 Amzn.com/bill WA	\$9.97	YM
10/01	09/30	4030	AMZN Mktp US*2C7TY9EU2 Amzn.com/bill WA	\$25.91	YM
10/04	10/02	0950	AMZN Mktp US*2C6TW12U0 Amzn.com/bill WA	\$271.59	YM
10/05	10/05	3165	AMZN Mktp US*2C9FW9SH2 Amzn.com/bill WA	\$19.99	YM
10/06	10/05	8097	AMZN Mktp US*2C67M82Z2 Amzn.com/bill WA	\$11.91	YM
10/08	10/06	6105	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.61	YP
10/12	10/11	2425	AMAZON.COM*2798I4TJ2 A AMZN.COM/BILL WA	\$51.45	YM
10/12	10/11	1646	Amazon.com*2748H7QI1 Amzn.com/bill WA	\$12.99	YP
10/12	10/11	3527	AMZN Mktp US*2773Y1TC2 Amzn.com/bill WA	\$33.97	YP
10/12	10/08	9217	AMZN Mktp US*274A86EY0 Amzn.com/bill WA	\$6.99	Youth Mat.
<b>Total for Account 4798 5100 6953 6866</b>				<b>\$653.71</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
09/15	09/15	ET	PAYMENT THANK YOU	\$26.89CR	
09/27	09/25	0044	PAYMENT THANK YOU	\$3,794.97CR	
<b>Total for Account 4798 5100 6241 1513</b>				<b>\$3,821.86CR</b>	

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



# Home

## Alerts

Manage Alerts

You have no alerts.

## Accounts

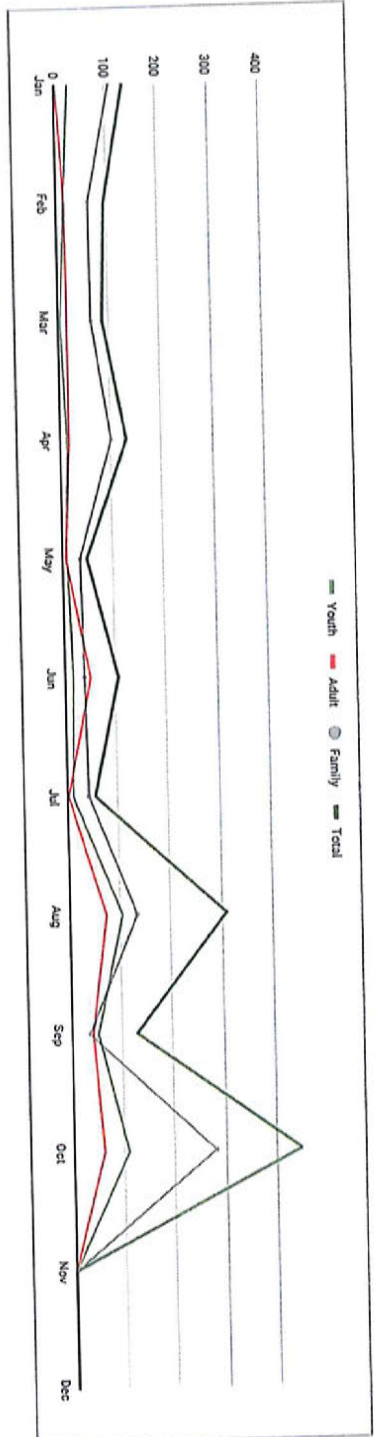
Edit Accounts Print

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$228,279.31</b>
<b>BUSINESS HIGH YIELD SAVINGS</b> XXX013	Current balance <b>\$432,004.01</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$71,692.13</b>
<b>CONTINGENCY FUND</b> XXX740	Current balance <b>\$51,885.04</b>
<b>BUILDING FUND</b> XXX090	Current balance <b>\$5,347.28</b>
<b>BUILDING FUND</b> XXX104	Current balance <b>\$5,347.28</b>
<b>BUILDING FUND</b> XXX112	Current balance <b>\$5,347.28</b>
<b>BUILDING FUND</b> XXX120	Current balance <b>\$5,347.28</b>
<b>BUILDING FUND</b> XXX139	Current balance <b>\$5,347.28</b>
<b>BUILDING FUND</b> XXX171	Current balance <b>\$3,069.32</b>
<b>BUILDING FUND</b> XXX344	Current balance <b>\$1,011.35</b>

WEEKDAY TRAFFIC STATS 21

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10/1					137	47
10/3	250	191	192	144	123	152
10/10	119	174	240	148	111	142
10/17	185	202	214	141	124	94
10/24	129	258	111	147	252	115
<b>AVERAGE</b>	171	206	189	145	149	110
	<b>Monthly Total</b>	4142		<b>Daily Average</b>	162	

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	52	109	0	0	358	36
Adult	2	16	18	18	6	51	2	73	42	61	0	0	287	29
Family	107	63	65	100	34	38	42	133	35	281	0	0	898	90
<b>Total [3]</b>	<b>135</b>	<b>94</b>	<b>87</b>	<b>131</b>	<b>48</b>	<b>105</b>	<b>55</b>	<b>310</b>	<b>129</b>	<b>451</b>	<b>0</b>	<b>0</b>	<b>1,545</b>	<b>155</b>

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	52	109	0	0	177	15
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	14	43	0	0	75	6
Adult Take-Home/ Online	2	16	18	18	6	13	2	16	26	15	0	0	132	11
Adult Reading Programs	0	0	0	0	0	38	0	39	2	3	0	0	82	7
Family Take-Home/ Online	107	63	65	100	34	38	42	94	7	98	0	0	648	54
Family In-Person	0	0	0	0	0	0	0	39	28	183	0	0	250	21

**November 2021**  
**Youth Services Report**  
**Becky Butler; Youth Services Librarian**

October meant fall and a balance of indoor and outdoor activities as the weather turned chilly.

**Storytime** (ages 0-5): A total of 53 people attended 4 storytimes. A whopping 17 attended the Slightly Spooky Halloween one. A silly and spooky time was had!

**Family Fun** (all ages): 22 attendees to Pumpkin Carving/Painting on October 16. I loved seeing the creativity and teamwork it took to accomplish artistic visions! If you didn't see the photos on Facebook, go check it out.

**After-School Art** (ages 8-18ish): 56 attendees over 4 weeks. This month we explored origami, paper mache, soap carving, and scratch art. I'm getting some regulars! The paper mache event taught me an important lesson on how big and messy of a craft I can do without other staff support. I reworked the schedule for the rest of the semester to include smaller scale and less messy crafts. It may also be that I need a totally separate Teen event to do things like pottery. Something to consider for the future.

**Take-and-Makes:** Birdfeeder Pinecones (42 taken) and No-Sew Dragon Masks (28 taken).

**Cinderella Scavenger Hunt:** 30 participants.

**Other activities:** I attended the Great Start preschool playgroup at Baker Elementary and read a story. It was a great time, and we had some of those families attend the Henika storytime the same week! I think this is a relationship worth continuing. We will be hosting a Great Start table in December so families can pick up craft and book bags (provided by Great Start). I will have a small craft for families to do in the library at the pickup event.

Faith and I collaborated to create a Ladies on Main pink book display. I also made a "YA? Why Not!" display as well as Halloween-themed displays for the children's and teen sections. We're making great progress in the basement -- I unearthed more 1000 Books Before Kindergarten promotional materials and will start talking that up at my storytimes regularly. I made a connection with Becky Huberty at Talking is Teaching, a literacy program across Michigan. We spoke about grant opportunities and she shared info about potential community partners. I also filmed a bedtime-themed storytime for Talking is Teaching that will be posted to their Facebook page on November 21st.

**Looking forward to November:**

Storytimes and After-School Art will continue on a weekly basis. I'll change out the Storywalk to a Thanksgiving theme. Family Fun will be held on November 13 at 11:30 -- we're creating care packages for the charities of families choice! I'm also holding a toiletries and winter gear drive to supply those care packages through November 12th. My vision for Family Fun events is to provide opportunities for bonding, learning, and participating in their broader community, hence this month's theme. The Take-and-Makes will be Kinetic Sand and Gratitude Trees.

I'll continue to organize the back of the basement. I'm starting a NaNoWriMo Young Writers program (ages 12-18) for any teens hoping to participate in National Novel Writing Month in November. Our first meeting was meant to be October 26th at 4:30, but so far no attendees. We'll meet weekly for six weeks.

Our first Lego challenge night (ages 0-18) will be November 11th at 4:15 pm.

## OCTOBER 2021

### Adult Services Report

Faith Fetty, Adult Services Librarian

#### Programs & Attendance

National Animal Do-Good Day (In-Person): 22

Roaming Readers (In-Person): Cancelled

Fishbowl Jack-O-Lanterns (In-Person): 6

Sitting Fit (In-Person): Cancelled

Adult Book Club (In-Person): 2

Bad Art w/Seniors (In-Person): 8

Serial Killer Escape Room (In-Person): 29

Pompom Pumpkins (Take-&-Make): 15

**Total Attendees: 82**

#### Recap

October was a good programming month! I did have some personal medical issues that required the last meetings for Roaming Readers and Sitting Fit to be cancelled, but I had two very successful programs this month to make up for it!

My most popular program this month was definitely the pop-up Serial Killer Escape Room that operated the 18<sup>th</sup> – 23<sup>rd</sup>. We had a lot of great feedback both in-person and on Facebook from people who had completed the puzzle. We had a 16+ age recommendation which could be waived with in-person parental approval and I think this worked really well for this program. People really enjoyed it and the amazing reception for puzzle based games has me looking into take home mysteries and break-out bags for future programs. If I were to run this program again next year, I would probably move the dates for it to run the week leading up to Halloween.

Some Facebook comments we received:

*"Had a lot of fun doing it! Let's keep up these fun activities!" – Danielle S.*

*"Finished it about an hour ago and it was a lot of fun! Thanks!" – Aaron R.*

National Animal Do-Good Day also did fairly well with 22 attendees, I believe it would have done a lot better if Facebook hadn't had an outing that day. I look forward to doing more



events similar to this one as the people who did attend enjoyed it and really loved the visit from the Country Cat Lady and her therapy cat Michelangelo.

Book Club has also gained a small base group and had a lovely and constructive conversation about Marie Benedict's *The Mystery of Mrs. Christie* and looks forward to another lively discussion centered around Fredrik Backman's *Beartown* at the end of November. Bad Art with the seniors at Sawmill Estates was a lot of fun and the residents all enjoyed the craft and asked when I'd be back next. Unfortunately, we will not be having a Sawmill Estates program next month due to an uptick in COVID cases, but I hope I can go back sometime in December!

### Looking Forward

I have a few less programs scheduled for November, but the ones scheduled are a little higher cost than my usual programs (Cupcake Decorating for example is a little pricier than Fishbowl Jack-O-Lanterns was). I'm expecting a full program for Cupcake Decorating and am hoping to see more participants in Book Club in November for our discussion of *Beartown*. I am hosting a Holiday Recipe Swap in November as well and am using this program to gauge the level of interest I'd have from patrons to participate in a Holiday Cookie Swap next month. The recipe swap will be a foray into a new kind of event for me and I am excited to see how it goes!

**OCTOBER 2021**  
**CIRCULATION REPORT**  
**COURTNEY SCHENKHUIZEN, CIRCULATION ASSISTANT**

Circulation statistics for the month of October show an overall upward trend in all categories. The data suggests that we are slowly recovering from our COVID numbers. Additionally in-house computer sessions are on the rise, which can most likely be attributed to patrons becoming more comfortable coming back into the library. Special Collections items are doing increasingly well as anticipated. Advertising our special collections seems to have made a positive impact on their circulation numbers.

October Computer Statistics		
	2021	2020
<i>sessions</i>	298	96
<i>YTD sessions</i>	1524	2287

October Circulation Statistics			
	2021		2020 Circs
	Circs	% of Circs	
<b>Print</b>	2249	69.26%	2319
<i>adult print</i>	582	17.92%	669
<i>teen print</i>	610	18.79%	144
<i>tween print</i>	78	2.40%	68
<i>juv print</i>	937	28.86%	1402
<i>MeL Books</i>	42	1.29%	36
<b>AV</b>	998	30.74%	845
<i>adult audio</i>	21	0.65%	25
<i>ya audio</i>	9	0.28%	2
<i>juv audio</i>	14	0.43%	28
<i>general music</i>	10	0.31%	4
<i>youth music</i>	4	0.12%	5
<i>general dvd</i>	377	11.61%	342
<i>youth dvd</i>	409	12.60%	356
<i>games</i>	107	3.30%	75
<i>special collection</i>	47	1.45%	8
<b>Totals:</b>	3247	100.00%	3164

October e-Book Circulation		
	2021	2020
<b>e-Books</b>	125	216
<i>adult e-books</i>	106	166
<i>teen e-books</i>	10	10
<i>juv e-books</i>	9	40
<b>e-Audiobooks</b>	201	144
<i>adult e-audio</i>	184	118
<i>teen e-audio</i>	8	18
<i>juv e-audio</i>	9	8
<b>Totals:</b>	326	360

Sep YTD Circ Stats (reference)			
	2021		2020 Circs
	Circs	% of Circs	
<b>Print</b>	18419	73.84%	14575
<i>adult print</i>	5473	21.94%	4284
<i>teen print</i>	1518	6.09%	1081
<i>tween print</i>	875	3.51%	543
<i>juv print</i>	10230	41.01%	8537
<i>MeL Books</i>	323	1.29%	130
<b>AV</b>	6524	26.16%	5828
<i>adult audio</i>	213	0.85%	218
<i>ya audio</i>	47	0.19%	13
<i>juv audio</i>	125	0.50%	42
<i>general music</i>	46	0.18%	22
<i>youth music</i>	26	0.10%	34
<i>general dvd</i>	2494	10.00%	2589
<i>youth dvd</i>	2888	11.58%	2360
<i>games</i>	608	2.44%	434
<i>launchpads</i>	77	0.31%	116
<b>Totals:</b>	3001	125.48%	2963

Sep Computer Stats (reference)		
	2021	2020
<i>in house</i>	239	771
<i>YTD sessions</i>	1226	2191

YTD Circulation Statistics			
	2021		2020 Circs
	Circs	% of Circs	
<b>Print</b>	20668	73.32%	16894
<i>adult print</i>	6055	21.48%	4953
<i>teen print</i>	2128	7.55%	1225
<i>tween print</i>	953	3.38%	611
<i>juv print</i>	11167	39.61%	9939
<i>MeL Books</i>	365	1.29%	166
<b>AV</b>	7522	26.68%	6673
<i>adult audio</i>	234	0.83%	243
<i>ya audio</i>	56	0.20%	15
<i>juv audio</i>	139	0.49%	70
<i>general music</i>	56	0.20%	26
<i>youth music</i>	30	0.11%	39
<i>general dvd</i>	2871	10.18%	2931
<i>youth dvd</i>	3297	11.70%	2716
<i>games</i>	715	2.54%	509
<i>launchpads</i>	124	0.44%	124
<b>Totals:</b>	28190	100.00%	23567

YTD e-Book Circulation		
	2021	2020
<b>e-Books</b>	282	2238
<i>adult e-books</i>	255	1706
<i>teen e-books</i>	17	160
<i>juv e-books</i>	10	372
<b>e-Audiobooks</b>	326	1632
<i>adult e-audio</i>	289	1214
<i>teen e-audio</i>	20	200
<i>juv e-audio</i>	17	218
<b>Totals:</b>	608	3870

Sept YTD (reference)	
	2021
<b>e-Books</b>	157
<i>adult e-books</i>	149
<i>teen e-books</i>	7
<i>juv e-books</i>	1
<b>e-Audiobooks</b>	125
<i>adult e-audio</i>	105
<i>teen e-audio</i>	12
<i>juv e-audio</i>	8
<b>Totals:</b>	282

Zimbra

RE: Interest Rates

From : Robin M. Beckwith <robin.beckwith@unitedbank4u.com>  
Subject : RE: Interest Rates  
To : AW Cierra Bakovka <waycb@llcoop.org>

Mon, Nov 01, 2021 01:34 PM  
10 attachments

In today's market, keeping this in the savings will be the best interest rate unless you put it in a 12 month CD at a rate of .25% apy.

**Robin Beckwith**  
Branch Officer

269.792.8741  
NMLS# 756197

 [UnitedBank4U.com](http://UnitedBank4U.com)



From: AW Cierra Bakovka [mailto:waycb@llcoop.org]

Laverne Johnson Book fund Robin  
\$21,258.34  
to savings w/ note Table until Nov rates and 5 year

u.com>

, source. Please be cautious when clicking on links or opening

e than 1 year

From: "Robin M. Beckwith" <robin.beckwith@unitedbank4u.com>  
To: "AW Cierra Bakovka" <waycb@llcoop.org>  
Sent: Monday, November 1, 2021 1:27:50 PM  
Subject: RE: Interest Rates

Hi Cierra! I hope you are doing well.

Savings account are based on a variable tiered interest level, earning up to .15% apy on today's rate. CD rates are fixed and as a preferred banking customer the library could earn up to .65% apy on a five year term, with today's rates.

Do you have a dollar amount and term in mind that I could quote?

Thank you for reaching out!



D&D Building Inc.  
 3264 Union SE  
 Wyoming, MI 49548  
 (616) 243-5633  
 www.dndbuilding.com

# Cost Proposal

To	From	Regarding
Company: Henika District Library	Contact: Dan Schuman	Project: Henika District Library
Contact: Cierra Bakovka	Phone: (616) 243-5633	Location: 149 South Main St. Wayland MI 49348
E-mail: waycb@llicoop.org	E-mail: dschuman@dndbuilding.com	
Proposal Dated: 9/20/2021	Revision:	Notes:

## Scope of Proposal, Clarifications & Qualifications

Layout, sawcut and demo existing 4" thick sidewalk and steps, approx. 375 SF  
 Recycle spoils offsite.  
 Excavate existing subbase to allow room for 1' of new sand subbase.  
 Soils to be removed from site.  
 Place and compact 1' of sand subbase, proposal assumes up to 16 yards.  
 Form and place new reinforced steps and 4" thick walk reinforced with WWM  
 Salvage rail, sandblast & paint, reinstall.  
 Demo existing caps  
 Remove displaced and bulging field stone  
 Relay all field stone in full bed setting of mortar  
 Saw cut out all defective mortar joints, tuckpoint back matching existing rope joints  
 Furnish and install new limestone caps  
 New caulking related to the work area (ie concrete to stone)  
 Replace landscaping to similiar condition.

### Exclusions:

- Union/prevaling wage rates, bonds, weather protection, temporary barricades and dumpsters.
- Shift work
- Any changes in scope, schedule or design may require additional pricing.
- All abatement or hazardous materials removal are excluded. Owner to furnish us with an ACM report prior to start of project.
- Underground utilities or sprinklers
- Architectural or Structural drawings

### Schedule:

Work to occur in Spring 2022  
 We reserve the right to re-evaluate material pricing due to the rapidly changing costs of materials and their availability

## Proposal Total:

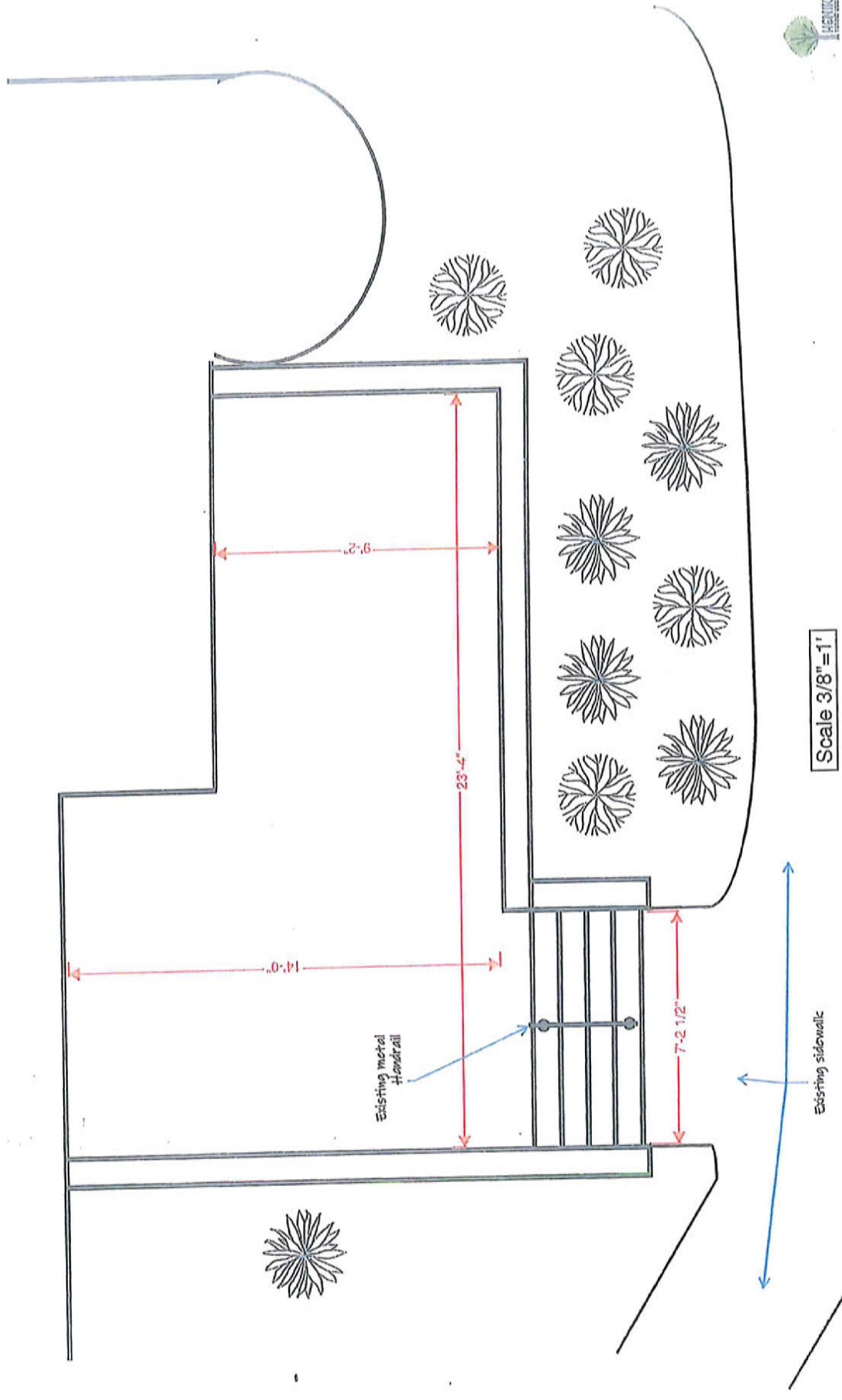
We propose to furnish materials and labor in accordance with the above specifications for the sum of:

**\$92,000.00**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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





9'-2"

23'-4"

14'-0"

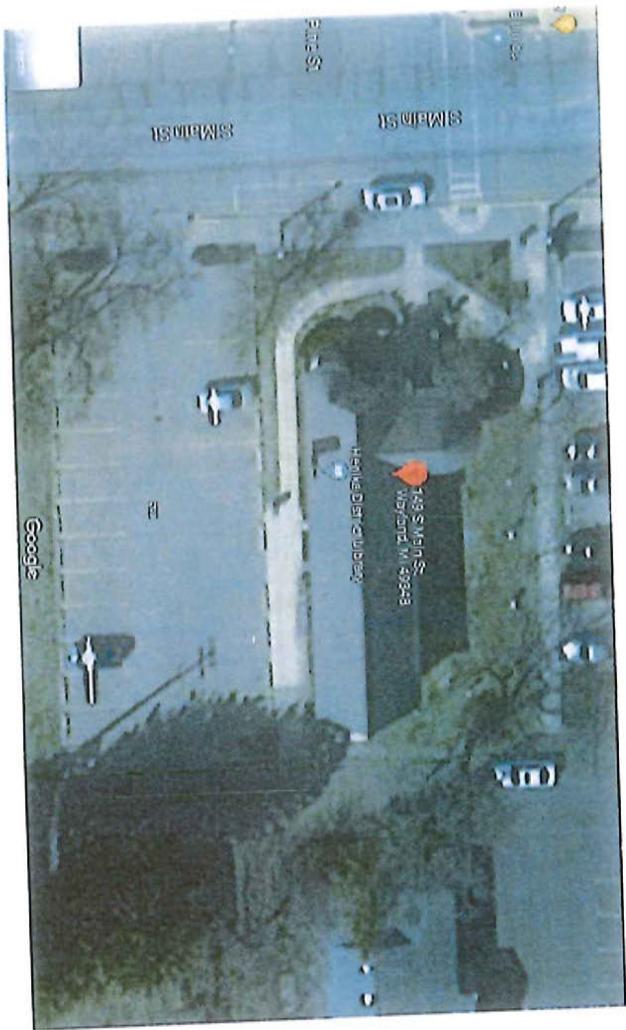
7'-2 1/2"

Existing metal Handrail

Scale 3/8" = 1'

Existing sidewalk





**Project Scope:**  
 Repair the damage entry at the Henika District Library  
 Work involves removing the existing concrete slab on grade and concrete steps  
 Remove a portion of the damaged field stone retaining wall. Salvage the stone for reuse.  
 Salvage the existing metal handrail and reinstall  
 Remove unsuitable soil and place a minimum of 12" sand fill and compact.  
 Place new concrete slab on grade and concrete steps  
 Remove an replace landscaping



Zimbra

---

**Re: Henika District Library**

---

**From :** Dan Schuman <dschuman@dndbuilding.com>  
**Subject :** Re: Henika District Library  
**To :** AW Cierra Bakovka <waycb@llcoop.org>

Fri, Oct 22, 2021 01:40 PM  
📎 5 attachments

Cierra,

Sorry for the delay on getting back with you. I went back and checked over our estimate. We included dumpsters and haul-off of all debris. The only temporary barricades we included were some temp chainlink fence panels to encapsulate the work site near and around the porch. If you need us to include any other barricades, please let me know and I can reprice. We should not have a need for any weather protection since we were planning on a spring 2022 start.

Let me know if you have any other questions.

Thank you,



COMMUNITY | COMMITMENT | CRAFTSMANSHIP

**Dan Schuman**  
Chief Estimator at D&D Building

**O:** (616) 243-5633

**D:** 616-264-3910

**C:** 616-885-4697

<http://www.dndbuilding.com/>  
3264 Union SE  
Wyoming, MI 49548

---

**From:** AW Cierra Bakovka <waycb@llcoop.org>  
**Sent:** Tuesday, October 19, 2021 11:19 AM  
**To:** Dan Schuman <dschuman@dndbuilding.com>  
**Subject:** Re: Henika District Library

Hi Dan,

Our library board reviewed your proposal at last week's board meeting, and just had a couple questions. As mentioned in your proposal, "weather protection, temporary barricades, and dumpsters" are excluded, so the board wanted to you what type and how much of those materials we should expect to need for the proposed project. Thank you.

**Cierra Bakovka**  
*Director*  
Henika District Library

149 South Main St.

**Contract Details** 1-5517666579

Opportunity Number: 1-5517666579

Contract Number: 0685

External System: Empire

Company: Commercial

Business Unit: Grand Rapids

Service Region: Cierra Bakovic

Buyer 1: 149 South Main Street

Address: Wayland MI 49848

Status: Open

Contract Date: 8/27/2021

Sales Rep: 5501097

Contract Total: \$15,896.00

Discounts: \$0.00

ESP: \$0.00

Service Total: \$0.00

Current Total: \$15,896.00

Absolute Low: \$9,579.72

**PROJECTS**

Project Number	Product Line	Status	Project Total	ESP	Discounts	Service Total	Current Total	Absolute Low	Surface Area	Material Quantity
:	Carpet	Open	\$476.00	\$0.00	\$0.00	\$0.00	\$476.00	\$305.52	109.77 sq	132.26 sq
:	Carpet Tile	Open	\$7,856.00	\$0.00	\$0.00	\$0.00	\$7,856.00	\$5,650.44	2459.50 sq	2592.00 sq
:	LVP	Open	\$7,564.00	\$0.00	\$0.00	\$0.00	\$7,564.00	\$3,893.76	569.00 sq	592.00 sq

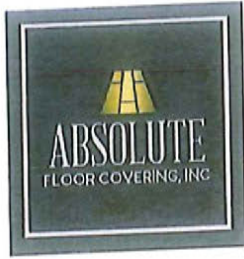
**ORDERS SALES SERVICE**

Name	Order Number	Status	Installation Date	Product Line	Area(s)	Order Total	Absolute Low	Surface Area	Material Quantity
:	Carpet	Open - Unk	No Date	Carpet	Staircase, S.	\$476.00	\$305.52	109.77 sq	132.26 sq
:	Carpet Tile	Open - Unk	No Date	Carpet	Basement	\$7,856.00	\$5,650.44	2459.50 sq	2592.00 sq
:	LVP	Open - Unk	No Date	LVP	1, Basement	\$7,564.00	\$3,893.76	569.00 sq	592.00 sq

**DETAILS AREAS SUMMARY MATERIAL**

Area	Area Total	Absolute Low	Description	Surface Area	Material Quantity	Installation Date
:	Staircase	\$190.87	Tenbrooke II -	5 stairs		No Date

ESTIMATE



Henika District Library  
149 S Main St, Wayland, MI 49348  
(269) 792-2891

**Absolute Floor Covering Inc**  
3010 Shaffer Ste 5  
Grand Rapids, MI 49512  
Phone: (616) 278-3867  
Email: sales@absolutefloorcovering.com  
Web: Absolutefloorcovering.com

Estimate # 001887  
Date 10/04/2021

Description	Total
<b>Carpet Tiles</b>	\$16,200.00
Alladin Commercial Monumental Effect	\$16,200.00
*Actual carpet selection TBD	
Includes;	
Allowance for Alladin Comcast carpet tiles amd adhesive.	
Remove and dispose of existing carpet.	
Installation of new carpet tiles throughout all main areas in library.	
Moving Large Furniture Items. *Library staff responsible for removing small, personal, fragile and electronic items prior to installation.	
<b>Hard Surface</b>	\$4,400.00
Alladin Footpaths 20mil DG LVT	\$4,400.00
Includes;	
Flooring llisted above	
Adhesive and installation materials.	
Remove and dispose of existing flooring	
Floor prep/skim areas for smoothness	
Installation of Glue Down LVT on front entry, restrooms, landing/hall at bottom of steps and	
kitchenette area in Lower level of library.	
Move large furniture items, including toilets	
* Library responsible for removing small, personal, fragile and electronic items prior to installation.	

Subtotal	\$20,600.00
<b>Total</b>	<b>\$20,600.00</b>



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
<b>*Information</b> Zero Down Policy. No deposit required. Balance due upon completion. References can be found at <a href="https://www.hillisbrothers.com/reviews">https://www.hillisbrothers.com/reviews</a> \$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
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.

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.

### Discount

Offer good until December 31st, 2021

\$4,210.00	1	\$4,210.00
------------	---	------------

\$0.00	1	\$0.00
--------	---	--------

Subtotal	11,770.00
10% Discount	-1,177.00
Tax	0.00

<b>Estimate Total (USD)</b>	<b>\$10,593.00</b>
-----------------------------	--------------------

### Terms

Balance upon completion.



Proposal

DATE	Total
10/1/2021	3146

NAME / ADDRESS
Henika District Library

Tracking #	TERMS	PROJECT
	Net 15	Interior Painting

ITEM	DESCRIPTION	Total
PT	<p>River Town appreciates the opportunity to provide a proposal for this project.</p> <p>River Town proposes to do the following:</p> <p>Prep and paint side set of doors that are currently partially painted.                      Remove wallpaper border in main library area.                      Paint walls from crown moulding down.                      Remove wallpaper in upstairs restroom and paint walls.                      Paint kids area. Books and shelves to be moved by others prior to our arrival.                      Paint staff area.                      Walls to be patched as needed where wallpaper will be removed.</p>	10,995.00

<b>Total</b>	<b>\$10,995.00</b>
--------------	--------------------

All material is guaranteed to be as specified. All work to be completed in a workmanlike 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 Workmans Compensation insurance.

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. This proposal

SIGNATURE \_\_\_\_\_

# VanDerKolk Painting

# Estimate

225 Graham St SW  
 Grand Rapids, MI 49503  
 +16162026570  
 info@vanderkolkpainting.com

ESTIMATE#	26680369
DATE	09/29/2021
PO#	

<b>CUSTOMER</b>
Cierra Bakovka Cierra Bakovka (269) 792-2891

<b>SERVICE LOCATION</b>
Henlka District Library 149 South Main Street Wayland, MI 49348

<b>DESCRIPTION</b>	Bakovka - library interior
--------------------	----------------------------

## Estimate

Description	Qty	Rate	Total
Interior painting: library	1.00	11,700.00	11,700.00

**Estimate Total:**

**\$11,700.00**

**CUSTOMER MESSAGE**

VDK will perform the listed work in the following areas:

- 1) Front entryway
  - \*clean paint off rubber gaskets on windows
  - \*clean paint off stained wood frames
  - \*sand and clean metal window frames
  - \*apply two coats of premium finish paint to bulkhead
  - \*apply two coats of premium finish paint to paneling
  - \*apply two coats of premium finish paint to metal window casings
  
- 2) Original library rooms:
  - \*remove wallpaper border and excess adhesive from all walls in older area of library
  - \*prime area where border was removed with oil based primer/sealer
  - \*fill, sand and spot prime holes or

dings in walls  
from picture railing to  
wainscoting  
\*apply two coats of premium finish  
paint to walls  
\*repair, spot prime and spot paint  
ceiling and  
wall above chimney

3) Newer area of library and corner office:  
\*fill, sand and spot prime holes or  
dings in walls  
in newer area of library  
\*apply two coats of premium finish  
paint to walls

4) Bathroom  
\*remove wallpaper and excess  
adhesive  
from bathroom walls  
\*fill and sand holes or dings in  
walls  
\*fully prime walls with oil based  
primer/sealer  
\*apply two coats of premium finish  
paint to walls

5) Stairway  
\*fill, sand and spot prime holes or  
dings in  
stairway walls  
\*apply two coats of premium finish  
paint to walls

6) Basement hallway  
\*apply two coats of premium  
finish paint to ceiling  
\*fill, sand and spot prime holes or  
dings in walls  
\*apply two coats of premium  
finish paint to walls  
\*sand and clean doors and door  
casings  
\*apply two coats of premium  
finish paint to doors  
and door casings

7) Room under stairs  
\*apply one coat of premium finish  
paint to ceiling  
\*fill, sand and spot prime holes or  
dings in walls

\*apply two coats of premium finish paint to walls

8) Basement library room

\*apply two coats of premium finish paint to ceiling

\*sand and clean window wells

\*apply two coats of premium finish paint to window wells

\*fill, sand and spot prime holes or dings in walls

\*apply two coats of premium finish paint to walls

\*sand and clean doors and door casings

\*apply two coats of premium finish paint to doors

and door casings

\*sand and clean break area

cabinets

\*apply one coat of primer/sealer to cabinets

\*apply two coats of premium finish paint to cabinets

PRE-WORK SIGNATURE

Signed By:



# BRENNER HOME IMPROVEMENTS ESTIMATE



Bill From  
KEVIN BRENNER  
11300 BASS RD  
MIDDLEVILLE, MI 49333  
616.889.6400  
brennerhome84@gmail.com

Bill To  
Cierra Bakovka  
(Henika Library)  
149 S. Main St  
Wayland, MI 49348

Estimate Date: 10/04/2021

waycb@11coop.org  
269.792.2891

INTERIOR PAINT			
<p><b>INTERIOR PAINT OF UPSTAIRS</b></p> <ul style="list-style-type: none"> <li>⬇ ALL WALLS INCLUDING BATHROOM OR OTHER WISE SPECIFIED WILL COLOR CHANGE TO CLASSIC LIGHT BUFF</li> <li>⬇ THICK MAROON STRIP WILL CHANGE TO BLUE SKY (maroon color located on the ceiling in the flower designs and ceiling trim will stay maroon)</li> <li>⬇ CEILINGS WILL ONLY BE TOUCHED UP WHERE NECESSARY</li> <li>⬇ DRYWALL REPAIRS WILL BE ADDRESSED WHERE NECESSARY</li> <li>⬇ FIRE PLACE BRICK: WHITE BORDER BRICK WILL BE FRESHLY PAINTED WHITE. INNER BRICK COLOR WILL CHANGE TO MORNING SUN</li> <li>⬇ FRONT ENTRY: WALL ARE CHANGE TO CLASSIC LIGHT BUFF. NAVY BLUE WALL WILL CHANGE TO MORNING SUN. DOOR TRIM WILL BE FRESHLY PAINTED MAROON</li> <li>⬇ REMOVAL OF ALL WALLPAPER, CAULKING &amp; COLOR CHANGES</li> </ul>		<p><b>INTERIOR PAINT OF BASEMENT KIDS ROOM</b></p> <ul style="list-style-type: none"> <li>⬇ CEILING, 3 WALLS, DOORS &amp; TRIM AROUND WINDOWS WILL ALL CHANGE TO CLASSIC LIGHT BUFF</li> <li>⬇ 1 ACCENT WALL ALONG ENTRANCE DOOR WILL CHANGE TO BLUE SKY</li> <li>⬇ POLLS CHANGE TO MORNING SKY</li> <li>⬇ CABINETS WILL BE WHITE WITH BLACK FIXTURES</li> <li>⬇ BLUE TRIM AROUND BATHROOM DOORS WILL CHANGE TO A METAL SHADE</li> <li>⬇ ALL REMAINING DOORS IN THE BASEMENT WILL CHANGE TO CLASSIC LIGHT BUFF</li> <li>⬇ STAFF ROOM WILL CHANGE TO STAFF CHOICE</li> </ul>	



Price includes: **ALL MATERIALS & LABOR.** Removal of wallpaper, caulking, all drywall repairs, color changes & 2 coats of Sherwin Williams Paint, 3 coats, if necessary, where needed. **PREPPING** of flooring, trim, ceiling, doors, walls prior to start of project and also the necessary prep work in between each color change. **Clean Up & Trash Removal**

		<p><b>PAYMENTS ACCEPTED</b> *CASH *CHECK *CREDIT/DEBIT</p>	
<p><b>*Half due at signing and balance due at completion</b></p>			
		Subtotal	<b>\$20,586.32</b>
		Half Down	<b>\$10,293.16</b>
		Balance Due	<b>\$10,293.16</b>

**\*\*Price subject to change due to ANY unforeseen obstacles including changes to the SCOPE OF THE PROJECT, THINGS THAT CAN NOT BE PREDICTED WITHOUT PRIOR WORK DONE TO DETERMINE OUTCOME, SITUATIONS OUT OF OUR CONTROL FOR INSTANCE INFLATION IN MATERIAL COST (EXAMPLE COVID PANDEMIC HIGH INFLATION AND DEMAND FOR BUILDING SUPPLIES).**



**JOB SITE**

**Henika District Library - Comm-Int - JOB-1316-0145**

149 S Main  
 Street  
 Wayland, MI  
 49348

(269) 792-2891  
 waycb@llcoop.org

**PREPARED BY**

**Troy Hacker**  
 Franchise Owner  
 (616) 414-2543  
 thacker@certapro.com



**CLIENT**

**Henika District Library**  
 149 S MAIN ST  
 WAYLAND, MI 49348

(269) 792-2891  
 waycb@llcoop.org

**CLIENT CONTACTS**

Cierra Bakovka  
**M:** (269) 792-2891  
**E:** waycb@llcoop.org

**PRICING:**

Base Price:	\$11,900.00
Subtotal:	\$11,900.00
Total:	\$11,900.00
Balance	\$11,900.00

**GENERAL SCOPE OF WORK**

Proposal includes Sherwin Williams ProMar 200 Zero VOC paint in eggshell sheen for walls and semi-gloss for doors

Surface preparation includes:

- \*Patch nail holes
- \*Crack repairs
- \*Wall paper removal, skim coating as needed from wall paper removal, sanding and priming as needed
- \*Direct to metal paint will be SherwinWilliams Pro Industrial Enamel or epoxy
- \*Taping off wood trim/doors
- \*Covering floors as needed
- \*Empty wall shelves will be moved to center of room to access walls

**INCLUDES AND EXCLUDES**

**INCLUDES:**

Lower kids library: walls, painted doors, poles, kitchen cabinet doors/frame

**EXCLUDES:**

Wood trim paint  
 Ornate ceiling painting

Stairway walls/Foyer Walls  
 Breakroom walls and ceiling  
 Adult library walls  
 Open room walls, chimney and wall paper  
 banner removal/paint  
 Front foyer walls/doors  
 Adult bathroom wall paper removal and  
 painting  
 Prepainted doors/door frames

Wood window paint  
 Painting Brick  
 Cleaning old paint off of trim  
 Emptying books from shelves  
 Children's bathroom  
 Elevator

**CLEAN UP**

Daily: Ladders are taken down and stored in a designated area along with all other tools and supplies. All debris will be swept and removed from the property or deposited in the appropriate trash receptacle according to the customer's preference. Upon Completion: All tools, supplies & equipment will be removed from the property.

**ADDENDUM - ALL PICTURES**



Breakroom



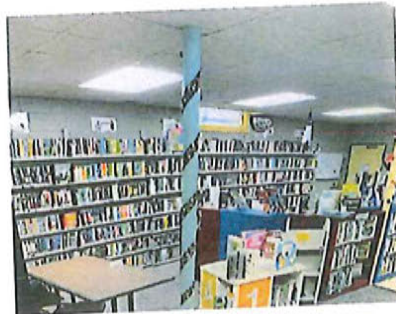
Breakroom



These cabinet doors and frame included; no interior of cabinet



These doors included

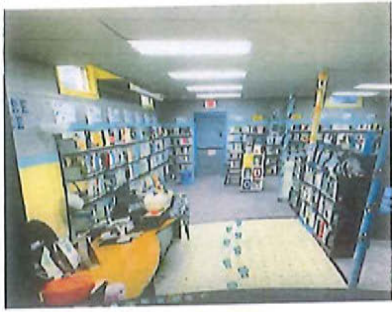


These posts included

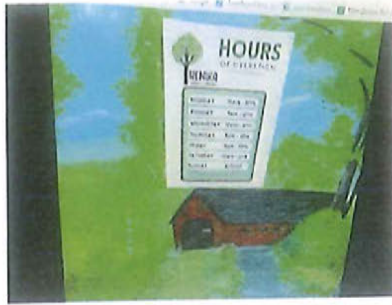


This door frame included





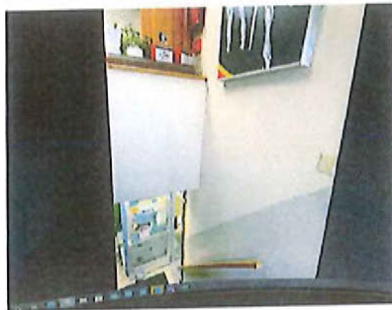
Kids library; basement windows included



Do not paint this wall



Do not paint this bathroom



Stairway included-1 color



No brick to get painted



No elevator included

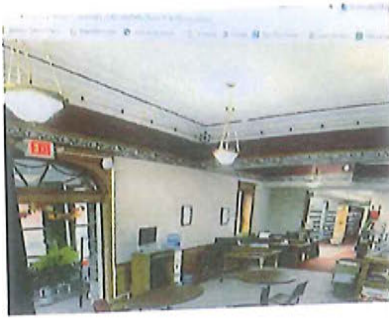


This office area included; no wood windows or wood trim included



Pull wall paper and paint this bathroom





Wall paper border comes down; do not paint maroon color or



This ceiling and wall included



These doors included (interior sides only)

## NOTES

**PLEASE CAREFULLY REVIEW ALL OF THE ITEMS, AREAS AND COMPONENTS THAT ARE INCLUDED AS WELL AS THOSE THAT ARE EXCLUDED TO ENSURE THAT THERE IS NO MISUNDERSTANDINGS AS TO THE SCOPE OF THE PROJECT. ANY ITEMS, AREAS, AND COMPONENTS NOT SPECIFICALLY INCLUDED ARE EXCLUDED.**

**OUR CERTAINTY SERVICES SYSTEM:** To ensure that the project meets your expectations, we will:

- Meet with you at the beginning of the project to ensure all information is up to date and accurate.
- Communicate with you daily to inform you of what has been completed, what will be done tomorrow and any possible issues. This communication may be from the painter, the production associate or the office associate.
- And finally, we will have you complete a final inspection with us to make sure that you are completely satisfied with the completed project.

**SCHEDULING:** Our office will call you directly to discuss potential start dates. Please let us know if you have any special considerations or deadlines and we will do our best to accommodate them.

**DEEP BASE COLORS:** The number of coats of paint are noted on the proposal and there will be an additional charge for additional coats. On rare occasions, certain deep base colors (such as dark reds) may require more than two coats for proper coverage or depth of tone. If, after two coats, you are not satisfied, we will fill out a change order and proceed to apply additional coats at \$50 per man hour and materials (if needed) to achieve your desired outcome.

**COLOR:** Do you need help with color selection? Here are some options:

1. See the Sherwin Williams Color Visualizer at <https://www.sherwin-williams.com/visualizer/>. This web site allows you to experiment with different colors and faux techniques in a variety of settings.
2. Go to CertaPro Color Advice at [www.certapro.com](http://www.certapro.com) - Click on the "color" button.
3. Color Swatches are available from CertaPro or other paint companies, such as Sherwin Williams and Benjamin Moore.
4. CertaPro Color Consultant - If you need interior design color advice, CertaPro will provide a free 30 minute color consult, each additional 30 minutes is \$30.

**WALLPAPER REMOVAL AND WALL PREPARATION:** Wallpaper removal and the ensuing wall preparation is very unpredictable. Sometimes the wallpaper comes off easily in large sheets, while other times it needs to be chipped off inch by inch. The condition of the walls can be in varied states: Sometimes they are smooth and need a minimum amount of preparation, and sometimes they need several coats of spackle to smooth. Because of this risk there may be an additional charge for time at \$50/man-hour if there is significant damage to the drywall behind the wallpaper. The wallpaper removal and wall preparation stage includes pulling off the paper, removing the glue, spackling the walls, sanding the walls, respackling the walls, re-sanding the walls, then priming the walls, all in order to arrive at a "paint ready" state. The oil primer required has a very strong odor.

**EPA:** CertaPro complies with all local, state and federal laws: including but not limited to the EPA Lead-Safe program. If you suspect lead, please notify us immediately.

**WARRANTY ON ALL WORK:** We warranty all work for 2 years: **SEE DETAILS BELOW**

**CHANGE ORDERS:** Modifications of this agreement by the Customer or Certapro will require a change order with signatures from both parties.

This offer is valid for 60 Days

**ADDITIONAL NOTES**

---

**ACCENT WALLS:**

If a customer decides to add an accent wall anytime after receipt of this proposal, an extra fee of \$50 per Accent Wall will be added to the pretax total, due to the additional labor and materials required.

**3rd COAT OF PAINT:**

There are certain paint colors (especially bold deep colors) that require more than two (2) coats of paint to achieve proper hiding. At the time of the estimate CertaPro Painters does not know what customer's final color choice will be, therefore, should customer select one of these hard to cover colors CertaPro Painters reserves the right to amend the proposal for the additional labor and materials.

**PAYMENT METHODS:**

We accept cash, checks and credit cards. The credit cards we accept are Visa & MasterCard. If paying with check please provide check made out to CertaPro Painters to the Job Site Supervisor assigned to your project. If paying by credit card please contact our office at (616) 414-2418

**PAYMENT TERMS:**

The  
Balance or payment in full is due upon completion of the project.

**SIGNATURES**

---

\_\_\_\_\_  
CertaPro Painters                      Date  
Authorized Signature

\_\_\_\_\_  
Authorized Client Signature                      Date

\_\_\_\_\_  
Authorized Client Representative Name &  
Title

\_\_\_\_\_  
Client

**PAYMENT**

---

Payment is due: In full upon job completion

**COMMERCIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT**

**RELATIONSHIP** — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

**COLORS** — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

**UNFORESEEN CONDITIONS** — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

**PROPOSAL** — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

ATTENTION CLIENT:

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller Troy Hacker

DATE OF TRANSACTION \_\_\_\_\_

NOT LATER THAN MIDNIGHT OF \_\_\_\_\_

I HEREBY CANCEL THIS TRANSACTION

\_\_\_\_\_  
(Buyer's Signature)

\_\_\_\_\_  
(Date)

**LIMITED TWO YEAR WARRANTY**

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
  - mill-glazing from smooth cedar
  - ordinary wear and tear.
  - abnormal use or misuse.
  - peeling of layers of paint existing prior to the work performed by the Contractor.
  - structural defects.
  - settling or movement.
  - moisture content of the substrate.
  - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
  - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract.

FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.

- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs.

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters® at 800.462.3782.

Henika District Library  
149 South Main St.  
Wayland, MI 49438

Attn: Cierra Bakovka



## Project: Interior & exterior repair to Henika District Library

### Interior floor

- Mobilization/protections
- Remove shelving units, store in other parts of building, 2-3 Phases, books removed by other
- Demo: remove old carpeting, vinyl flooring & base
- Flooring covering: carpet squares, approximately 3,200 sq ft
- Vinyl flooring: sheet vinyl, approximately 900 sq ft
- Base option #1: 4" Vinyl or Carpet
- Color & type TBD, final price determined by selection
- Cleanup & trash
- Reinstall shelving units
- Assumes parts of Library will be closed while work is done. No off-site storage or pods priced.

**Lump Sum Bid: \$56,800**

### Front porch slab and stonework rebuild

- Closure. Close this entry for normal traffic. Emergency egress will remain.
- Slab removal. Remove the entire existing slab and legally dispose off site.
- Pre-cast concrete cap. Remove the entire existing slab and legally dispose off site.
- Historic map recording. All stone locations in the wall shall be marked and recorded as to their locations.
- Displaced Stone removal. Remove all stone that is currently debonded or displaced.
- Stone replacing. All stones shall be re-layed in a type N mortar.
- Raised Beading. All exposed joints shall be pointed in a matching aggregate raised bead to match the original beading on the building.
- Mortar etching. After initial cure all mortar shall be etched to match the weathering on the building.
- Soil compaction. All of the existing soil under the slab shall be compacted.
- Expansion Joint. At the slab surfaces that abut the heated building we shall install a ½ inch expansion joint.
- Drains. We shall install 3 new floor drains into the slab that shall drain out to the exterior wall. The original scupper system shall remain in place as the original look intended.
- New slab. We shall install a new 3.5 inch thick reinforced slab. 4000 PSI, 7% +/- Air entrained concrete slab sloped to the new drains.
- Slab weathering. After initial set the concrete shall be weathered to match the weathering that was on the removed slab.
- Curing. Slab shall receive 2 applications of curing compound.
- Pre-cast cap. We shall install a new weathered cap to match the existing cap.
- Control joint sealing. All control joints after a minimum cure of 14 days shall receive.
  - Kiss grind
  - Primer
  - Grey etichone sealant (dry tooled)

THE OLD HOUSE EXPERTS

- Cove, expansion joint sealing. All of the horizontal to vertical surfaces shall receive a cove joint seal as the control joints.
- Potential class. If requested we shall provide a class teaching to the Watson Library on exactly what and why we do. This will be no more than a 4 hour class.
- Schedule. This work will be performed in the summer of 2022.

**Lump Sum Bid: \$65,560.00**

**Grand Total: \$122,360**

Any unforeseen damage or deviation from the above specifications involving extra cost will be executed by a change order and will become an extra change over and above this estimated price. Upon acceptance, we require 30% cost down and signing of this estimate.

MJA Landscape  
 237 137th Ave  
 Wayland MI 49348

SNOW CONTRACT FOR THE  
 2021-2022 SEASON

Name/Address  
 HENIKA LIBRARY  
 149 S MAIN  
 WAYLAND, MI 49348

Date	Contract No.
10/04/21	396

Jeremy Apol 616-813-6331

Item	Description	Rate	Total
shoveling	Snow will be shoveled after two inches of accumulation from drifting or snow fall.	65.00	65.00
Salt	Salt will be spread on walk was as directed all shovleing will be billed monthly	25.00	25.00

	<b>Total</b>	<b>\$90.00</b>
--	--------------	----------------



Zimbra

waycb@llcoop.org

---

**[Michlib-l] Penguin Random House and the Association for Rural and Small Libraries (ARSL) Launch New Grant Program**

---

**From :** White, Shannon (MDE) <WhiteS29@michigan.gov> Tue, Oct 26, 2021 08:59 AM  
**Subject :** [Michlib-l] Penguin Random House and the Association for Rural and Small Libraries (ARSL) Launch New Grant Program  
**To :** michlib-l@mcls.org

**Penguin Random House and the Association for Rural and Small Libraries Launch New Grant Program**

Penguin Random House and [The Association for Rural and Small Libraries \(ARSL\)](#) today announced a rolling grant program to recognize rural, small and tribal libraries that support underserved communities in the U.S. and U.S. territories.

The program will award grants of up to \$2,500 to libraries that demonstrate a true need. Grants are not limited to literacy and may be used for everything from library programming and books to resources like hotspots that help community members access important information. In-kind donations will also be considered.

Kate Laughlin, Executive Director, The Association for Rural & Small Libraries said, "Our nation's small and rural libraries already faced so many challenges pre-pandemic. Those challenges have only become more urgent during the past year and a half. ARSL cannot thank Penguin Random House enough for recognizing the essential place our libraries hold in our communities, and stepping up to show real, practical support."

"The past couple years have been incredibly challenging for everyone, and we know rural areas have been especially hard-hit," said Skip Dye, Senior Vice President of Sales Operations and Library Sales, Penguin Random House. "In these communities, libraries have been lifelines in countless ways, from serving as trusted sources for reliable information to providing access to important services and resources. We are honored to partner with ARSL to help elevate their impact." Penguin Random House and ARSL have worked together to ensure the application process is simple and straightforward to remove as many barriers to applying for a grant as possible.

**For the award application and more information about the program, please visit the info page: <https://www.arsl.org/prh-grant>.**

---

# Penguin Random House Grants for Small & Rural Libraries

Through the generosity of Penguin Random House, we are please to announce the establishment of a new grant opportunity for small and rural libraries nationwide!

Not all applications will be selected for funding. If selected, grants will be awarded for up to \$2,500.

This is a rolling grant application, with batches of applications going under review every 8 weeks beginning December 17, 2021. The full application windows and notification deadlines can be found at [www.arsl.org/prh-foundation-application](http://www.arsl.org/prh-foundation-application)

Project reports must be submitted by February 1, 2023.

The program will award grants to libraries that demonstrate a true need. Grants are not limited to literacy and may be used for everything from library programming and books to resources like hotspots that help community members access important information. In-kind donations will also be considered.

**\* Required**

## Section 1: Project Director Information

This section is regarding the person with whom all grant and project related communications will be conducted. This person must be authorized to enter into contracts on behalf of the library, or is the person at the library who manages contract approvals with the local governing authority.

1. First Name \*

.....

2. Last Name \*

.....

3. Job Title or Role \*

.....

4. Email Address \*

5. Phone Number(s) \*

**Section 2: Library Information**

This section is regarding the library for which the funding is requested.

6. Library Name \*

7. Library Mailing Address \*

8. State \*

*Mark only one oval.*

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey

- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming
- D.C.

9. Library Type \*

*Mark only one oval.*

- Public Library - Branch System
- Public Library - Independent or Municipal
- School Library
- Other: \_\_\_\_\_

10. ARSL Membership Status \*

ARSL membership is NOT required to participate in this grant opportunity. We encourage all non-member applicants to consider joining ARSL: <https://www.arsl.org/join-arsl>

*Mark only one oval.*

- Organizational (Library) Member
- Individual Member
- Nonmember

**Section 3: Community Reference**

Please provide a community or library reference.

11. Reference Name

.....

12. Reference Organization

.....

13. Phone Number

.....

14. Email Address

.....

**Section 4: Project and Funding Information**

This section is regarding details related to your project and funding needs.

- 15. Please tell us about: your library's service area; operating budget; main sources of revenue/income; and community demographics such as age, ethnicity, socioeconomic status, etc. \*

Word limit: 300 words

- 16. Describe any specific service and/or outreach challenges that your library may be facing. How does your project address those challenges? \*

Word limit: 200 words

- 17. When did you identify this need and have you implemented any other related projects or programs?

Word limit: 200 words

18. How would you describe the potential impact of this project/program?

Word limit: 300 words

19. Total Amount of Funding Requested \*

Funding request should be between \$2,500 and \$5,000.

20. Provide a list of items or supplies you plan to purchase or request as in-kind donations. Please be as specific as possible on the item(s) and/or service(s) that you intend to purchase. \*

21. How will you use the purchased items / in-kind donation? Please be as specific as possible.



- 22. Have you received other support for this project/program?
  
  
  
  
  
  
  
  
  
  
- 23. Apart from the funding / in-kind donation, what else do you need to make your project successful?

**Section 4: Conditions and Agreements**

This section is regarding the requirements for those selected to receive grant funding. Not all applications will be selected for funding, but agreeing to the condition below is a requirement for selection.

- 24. After completion of funded project, but no later than February 1, 2023, each recipient will be required to submit a brief report (1-2 pages) detailing the implementation and outcome of the project. \*

*Check all that apply.*

If selected as a recipient, we agree to this requirement.

This content is neither created nor endorsed by Google.



Allegan County *Community*  
Foundation

## Legacy *Grants*

The Legacy Fund of the ACCF awards grants of approximately \$200,000 each year. Any eligible organization may apply for a Legacy Grant.

For more information on the application process, read the Grant Guidelines.

See previous years' grants [here](#).

Allegan County *Community*  
Foundation

## Legacy Endowment

*...where gifts become grants*

'Where gifts become grants' is what happens when you make a gift to the ACCF Legacy Endowment Fund.

Head straight to the ACCF Legacy Endowment Fund donation page to impact your community.

---

Allegan County *Community*  
Foundation

## Legacy *Grants*

The ACCF Legacy Endowment Fund is an unrestricted endowment established to impact broad community needs and interests. The Endowment generates annual grant funds for eligible non-profits addressing health & human services, arts & culture, economic development, and the environment.

Zimbra

waycb@lcoop.org

---

**[Michlib-l] 2022 IEEE grant for Science Kits for Public Libraries**

---

**From :** White, Shannon (MDE) <WhiteS29@michigan.gov>  
**Subject :** [Michlib-l] 2022 IEEE grant for Science Kits for Public Libraries  
**To :** michlib-l@mcls.org

Mon, Nov 01, 2021 11:43 AM

**IEEE Grant Opportunity for Science Kits for Public Libraries**

The Institute of Electrical and Electronics Engineers (IEEE) Science Kits for Public Libraries Grant project is offering up to \$2,000 per library in funding for public libraries across the Midwest for 2022. The grant is focused on the creation of a circulating science kit collection for primary and secondary education students (K-12).

Applications will be accepted from public libraries in the IEEE Region 4 (includes Michigan) from November 1, 2021–January 17, 2022.

Those libraries which have previously applied for the grant but have not received funding are invited to submit again.

For grant program details, visit the SKPL website, <https://r4.ieee.org/skpl/> .

Contact Doug DeBoer ([Douglas.DeBoer@Dordt.edu](mailto:Douglas.DeBoer@Dordt.edu)) with any questions.

Application is available on website Nov. 1 and grants accepted through Jan. 17, 2022.

---

Shannon White  
Library of Michigan, 702 W. Kalamazoo, Lansing, MI 48909  
[Whites29@michigan.gov](mailto:Whites29@michigan.gov) 517-335-1507 | [www.mi.gov/libraryofmichigan](http://www.mi.gov/libraryofmichigan)

# CHARITABLE GIVING

## COMMITMENT TO THE COMMUNITY

Gun Lake Casino is committed to giving back by seeking opportunities to improve the quality of life in the community in which it serves. We believe it is a privilege and responsibility to help build and maintain a positive and healthy community. Making contributions to charitable organizations is one way we continue to make an investment in the future of our business, our Team Members, their families and the community as a whole.

## GIVING CRITERIA

We seek partnerships with local non-profit organizations where we can make a positive impact. With that in mind, the following is a list of criteria we have established to help focus our resources and efforts. All charitable requests must:

- Be submitted in writing either through our company website submission process or by mail (see "submit a charitable request" link below)
- Be a properly qualified 501(c) 3
- Be submitted **at least 60 – 90 days in advance** of any deadline, initiative or event
- Must be located within Allegan, Barry, Calhoun, Eaton, Ionia, Kalamazoo, Kent, Montcalm, Muskegon, Newaygo, Ottawa or Van Buren counties
- Be compatible with one of Gun Lake Casino's key areas of giving, including:
  - Youth organizations and programs focused on providing services to children
  - Education efforts to strengthen and assist our K – 12 public education system
  - Community betterment organizations, programs and initiatives dedicated to providing basic social services to those in need, such as food pantries, shelters, senior citizen programs and children's welfare
  - Diversity programs focused on enhancing economic opportunities within minority communities
  - Veterans associations

## LIMITATIONS AND RESTRICTIONS

- For-profit organizations
- Political parties or candidates
- Charter or private schools
- Individuals or teams (either sports or academic)
- Casino logo use on items intended for those under 21
- Programs that provide services exclusively outside of Michigan
- Seed money or start-up funds for new organizations
- Requests for logo items or in-kind gifts for use by minors
- Talent, baby or beauty pageants
- Video, CD or film productions
- Religious organizations providing services solely to their own membership
- Programs that discriminate based on race, color, creed, religion, sex or national origin

[SUBMIT A CHARITABLE REQUEST](#)

## Our Commitment

The members of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians of Michigan maintain our elders' vision, integrity, spirituality, culture and economic self-sufficiency by protecting our sovereignty, treaty rights, traditions, land and natural resources for our future generations.

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians of Michigan consider ourself to be a sovereign yet vibrant part of the Western Michigan heritage. We aspire to create responsible culture and economic opportunities for growth that will benefit our Tribal Citizens, neighboring communities and the entire state of Michigan.

## D.K. Sprague Educational Scholarship Endowment

The D.K. Sprague Educational Scholarship Endowment is designed for those in the Gun Lake Tribe's five-county service area, which includes Allegan, Barry, Kent, Kalamazoo and Ottawa Counties. This Scholarship Endowment is awarded to one student per county in the service area and could potentially cover all or most of the student's higher education costs. The Gun Lake Tribe is very excited to be able to offer this opportunity to those in our local community.

Stay tuned for next year's eligibility requirements and scholarship application.

## Public Safety

The Gun Lake Tribe is committed to providing a safe experience at its gaming facility, settlement, government campus, gas station and all surrounding communities. To that end, the Gun Lake Tribe has our own Public Safety Department, created to ensure that our local communities and casino patrons remain safe and sound. Indian casinos are known for their security and regulation. By design, casinos are very secure establishments.

The Gun Lake Tribal Public Safety Department has been granted authority to enforce those laws and regulations as set forth by the Match-E-Be-Nash-She-Wish Band of the Pottawatomi Indians (Gun Lake Tribe) and the United States of America. The goal of the Public Safety department is to protect human life, maintain peace and to protect the property and resources of the Tribe, its Citizens, families and Guests. We strive to achieve these goals through self-dedication, appropriate training, utilization of officer experience, skills, talents and the use of accepted law enforcement techniques and practices. By providing these basic core values through training, policy and sound ethical decisions, we intend to instill integrity, ethics and honesty to our members. It is our intent that we will continue working together, with genuine concern for one another, as we move toward achieving excellence in the delivery of service to meet the challenges of the future.

The police officers and members of the Public Safety Department take pride in their position within the Department and are expected to carry out these responsibilities professionally, courteously and with due diligence, at all times.

All Gun Lake Tribal Police Officers hold the following certifications and deputizations, which allows them to enforce Tribal, State and Federal Laws on and off Tribal Trust Land for both native and non-native individuals:

- The Gun Lake Department of Public Safety operates 24 hours per day, 365 days a year
- All officers are State of Michigan (MCOLES) certified
- All officers are deputized as Allegan County Sheriff Deputies
- All officers are deputized Tribally
- All officers hold Special Law Enforcement Commissions through the Bureau of Indian Affairs

## Charitable Endeavors

The Gun Lake Tribe takes a personal responsibility and pride in sharing our assets with various charitable organizations and events throughout the local community. We know we have been blessed with great success in recent years and we always look forward to assisting our community in any way that we can.

## Local Revenue Sharing

The Gun Lake Casino Local Revenue Sharing Board (LRSB) exists to comply with the terms of a Compact between the Match-E-Be-Nash-She-Wish Band of Pottawatomis Indians (the Tribe) and the State of Michigan providing for Tribal Class III gaming by the Tribe in Wayland Township of Allegan County. Membership on the LRSB consists of one representative selected by the governing body of the county, one representative from the governing body of the township where the casino is located and one representative selected by the remaining units of local government that are parties to the Inter-Local Agreement, and three representatives selected by the Tribe.



Board

Recent contributions from the Local Revenue Sharing Board are as follows:

members,

from

left,

**Distributed June 2017:**

- \$419,639.16 to Wayland Township
- \$828,173.00 to Wayland Public Schools
- \$15,117.00 to the City of Wayland
- \$15,117.00 to Martin Township
- \$15,117.00 to Yankee Springs Township
- \$363,071.40 to Allegan County
- \$136,861.00 to AAESA
- \$15,117.00 to Dorr Township
- \$15,117.00 to Hopkins Township
- \$15,117.00 to Leighton Township

Lorraine

"Punkin"

Shanaquet,

Linden

Anderson,

Mark

DeYoung,

Rebecca

Baker,

Phyllis

Davis,

and

Roger

VanVolkinburg

**Distributed December 2016:**

- \$414,914.68 to Wayland Township
- \$817,233.00 to Wayland Public Schools
- \$14,917.00 to the City of Wayland
- \$14,917.00 to Martin Township
- \$14,917.00 to Yankee Springs Township
- \$358,130.84 to Allegan County
- \$135,053.00 to AAESA
- \$14,917.00 to Dorr Township
- \$14,917.00 to Hopkins Township
- \$14,917.00 to Leighton Township

## Henika District Library Director Evaluation 2021 Fiscal Year

Section 1: Overarching Goals			
<i>Description of Goal</i>	<i>Exceeded Expectations</i>	<i>Met Expectations</i>	<i>Needs Improvement</i>
<p><b>Governance:</b> The director works with the staff, board, and rest of Lakeland Library Cooperative to improve structure, remove barriers, and focus on cooperation, commonalities, and constructive input and feedback. Revising policies, bylaws, and other documents and strengthening the relationship between board and staff is essential in the process.</p>			
<p><b>Technology:</b> The director works with the staff, board, and rest of Lakeland Library Cooperative to provide best practices and meet needs and expectations in terms of in-person and remote staff training, e-resources, and patron access services, devices, and assistance.</p>			
<p><b>Advocacy:</b> The director works with the staff, board, the rest of Lakeland Library Cooperative, and other stakeholders to raise our profile in the community and to raise awareness among our members and their representatives on important issues.</p>			
<i>Comments:</i>			

Section 2: Leadership					
<i>Please rate the Director's mastery of the following:</i>	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Clearly articulates and models the organization's values and mission to staff, board, library cooperative, and the community. Works to raise awareness of library related issues.					



**Henika District Library Director Evaluation  
2021 Fiscal Year**

	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Leads staff in maintaining a climate of excellence, accountability, and respect.					
Shares her vision for Henika District Library and inspires thinking and action in others consistent with the mission.					
Seeks, evaluates, and acts upon opportunities for innovation to change, grow, and improve.					
Empowers the board and staff through sharing information and authority. Communicates well in various mediums.					
Inspires others by recognizing and appreciating individual excellence across the organization.					
<i>Leadership Comments:</i>					

<b>Section 3: Management</b>					
<i>Please rate the Director's mastery of the following:</i>	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Recruits, develops, and retains a capable staff and manages its performance effectively through clear job descriptions, periodic feedback, training, and performance reviews.					

## Henika District Library Director Evaluation 2021 Fiscal Year

<i>Please rate the Director's mastery of the following:</i>	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Works with the staff, accounting firm, and board to prepare budgets, monitor progress, and initiate changes (to operations and/or budgets) as appropriate.					
Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws.					
Works with the board to develop strategies for achieving the mission, goals, and financial viability of the organization.					
Provides suitable and timely information to the board about key issues for discussion, analysis, and decision making that allows the board to set the agenda and focus of meetings.					
Understands and works to streamline committee and board processes for more timely actions.					
Researches, presents, and implements technologies that are appropriate to the library. Assists staff in understanding and moving forward with the technology					
<i>Management Comments:</i>					

**Henika District Library Director Evaluation**  
**2021 Fiscal Year**

Section 4: Goals for next review period 2022	
Goal #1	
Goal #2	
Goal #3	

<i>Other or Overall Comments:</i>

## Henika District Library Budget Ammendment #2 FY 2021

Revenue Account Increase +\$4000

	<u>Current</u>	<u>Difference</u>	<u>Ammended</u>
<b>Income</b>			
1100 State Aid	\$7,000.00	=	\$7,000.00
1150 Penal Fines	\$30,000.00	=	\$30,000.00
1210 City Revenue	\$150,000.00	=	\$150,000.00
1220 Township Revenue	\$185,000.00	-\$2000	\$183,000.00
1300 Memorial Donaitions	\$1,400.00	+\$1000	\$2,400.00
1500 Fines	\$70.00	+\$3400	\$3,470.00
1710 Copies	\$700.00	+\$200	\$900.00
1720 Faxes	\$700.00	+\$200	\$900.00
1750 Miscellaneous Income	\$30.00	+\$1200	\$1,230.00
1900 Book Sale	\$250.00	=	\$250.00
2000 Interest	\$850.00	=	\$850.00
<b>Total</b>	<b>\$376,000.00</b>	<b>+\$4000</b>	<b>\$380,000.00</b>
<b>Expenses</b>			
6000 Advertising & Promotion	\$300.00	+\$700	\$1,000.00
6010 Accounting	\$9,000.00	=	\$9,000.00
6100 Bank Charges & Fees	\$50.00	=	\$50.00
6650 Postage	\$400.00	=	\$400.00
6702 Salaries & Wages	\$164,000.00	=	\$164,000.00
6703 Employee Benefits	\$55,000.00	-\$4,300	\$50,700.00
6720 Housekeeping Supplies	\$850.00	=	\$850.00
6727 Office Supplies	\$5,500.00	+500	\$6,000.00
6740 Furnishings	\$2,000.00	+\$2000	\$4,000.00
6818 Contractural Services	\$25,000.00	+\$1000	\$26,000.00
6830 Programming			
6832 Youth Programming	\$2,500.00	+\$500	\$3,000.00
6834 Adult Programming	\$2,500.00	+\$500	\$3,000.00
6836 Summer Reading Program	\$1,000.00	+\$40	\$1,040.00
6850 Communications	\$1,200.00	=	\$1,200.00
6855 Technology Support	\$2,000.00	+\$500	\$2,500.00
6910 Insurance & Bonds	\$3,900.00	=	\$3,900.00
6920 Public Utilities	\$5,800.00	+\$200	\$6,000.00
6930 Building and Grounds Maintenance	\$35,000.00	+2000	\$37,000.00
6933 Equipment Repairs and Maintance	\$5,000.00	=	\$5,000.00
6977 Equipment	\$5,000.00	+\$1360	\$6,360.00
6980 Materials			
6982 Youth Materials	\$13,000.00	=	\$13,000.00
6984 Adult Materials	\$11,000.00	=	\$11,000.00
7050 Taxes	\$25,000.00	=	\$25,000.00
<b>Total</b>	<b>\$375,000.00</b>	<b>+5000</b>	<b>\$380,000.00</b>