

AGENDA

Henika District Library
Board of Trustees Meeting
November 12th, 2024 at 6:30pm

I. Call to Order

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

II. Approval of Agenda (M)

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. October 2024 Regular Meeting Minutes (M)

V. Financial Reports

- A. October 2024
 - 1. Approval of Paid Bills (M)
 - 2. Credit Card Detail Report (i)
 - 3. YTD Budget vs Actual (i)
 - 4. United Bank Accounts Overview (i)

VI. Director's Report

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

VII. Committee Reports

- A. 11/11 Building and Grounds

VIII. Unfinished Business

- A. Purchasing Policy (M)
- B. Facade Grant

IX. New Business

- A. F/Y 2024 Budget Amendment #4
- B. Staff Holiday Bonus
- C. Director Evals

X. Around the table

XI. Adjournment

Minutes

Henika District Library
Board of Trustees Meeting
October 8th, 2024 at 6:30pm

I. Call to Order: 6:30 by Kuhn

- A. Members Present: Rachel Brinks, Gary Marsh, Pam Meyer, Danielle Simmons, Jacqui Kuhn, Maria Musgrave, Debra VanderSlik
- B. Members Absent: Megan Augustin
- C. Staff Present: Cierra Bakovka - Director
- D. Guests: None present

II. Approval of Agenda (M): Musgrave/Simmons

III. Community Opportunity to Address the Board: No community members present.

IV. Approval of Meeting Minutes

- A. September 2024 Regular Meeting Minutes (M): Marsh/VanderSlik. No changes.

V. Financial Reports

A. September 2024

1. Check Register: Bakovka explained outliers. Allegan County chargebacks have to do with penal fines and taxes.
2. Credit Card Report: Bakovka explained outliers. Armadillo charge is for the new catalog stand in basement. DirectMail lets us know about new people moving to the area so we can let them know about the library. USPS for stamps. NEC is for phones. The last of the Summer Reading books were bought.
3. YTD Budget vs Actual: Revenue - Federal E-Rate of 300.00 was placed on the wrong line item, should be in Grants. Since something similar happened last month, we will see how things go and potentially look for a new accounting service if they continue to make errors.

4. Approval of Paid Bills (M): Simmons/Marsh. Yeas: All

VI. Director's Report

- A. Bakovka submitted a letter of intent to apply for Rural Readiness grant. State aid reports will be filled out between October-February; this is due annually. LSTA grant has been received so the Niche training is available (as of yesterday!). The architectural rough sketch for the new building project is in progress; the goal is that this will be available by the Snow Fest celebration to share with the public. The 125th Anniversary party is next week. Bakovka is heading to Traverse City afterward for multiple conferences. The scarecrow is decorated!
- B. Monthly Statistics: 3,337 through the door, which is down from last year (6,087). After-school crowd is slowly growing.
- C. Programs: 641 attendees total. After-school art and Pokemon Club were popular youth events.
- D. Circulation: New cardholder numbers have been good! (27 accounts added in September.) Potential reason could be that the Downtown District Association (DDA) has been directing people to us more. Discussion ensued about getting more feedback from patrons about programs, etc. Currently, we have an annual survey.

VII. Committee Reports

- A. Finance Committee 9/23
 1. Discussed funding options for building project - grants, in particular.
 2. Bakovka has a meeting on 10/11/24 about \$50,000 Rural Readiness grant.
 3. Discussed new minimum wage/sick leave policies.

VIII. Unfinished Business: None

IX. New Business

- A. PTO Policy (M)
 1. Wages have already been updated last year, in anticipation of changes in the law.

2. Need to update Paid Time Off (“sick leave”) in anticipation of more changes coming in January 2025. New policy will become effective Jan. 1, 2025 (pending lawyer review) and will affect 2 current employees.
3. Proposed policy will give 40 hours of Paid Time Off (PTO) per year to every part-time employee working less than 20 hours per week (after 90 days). Up to 12 weeks of PTO may be used each calendar year. (See policy.)
4. Motion by Brinks to amend policy with changes recommended by the Finance Committee. 2nd: Kuhn. Yeas: All.

B. Purchasing Policy (M)

1. Currently, the director has discretion of funds for purchases up to \$1000, though we don’t have an official policy on the matter. New policy would increase this to \$5000. New policy would also allow the director to approve work over \$5000 in emergency situations (such as flooding). Currently, there aren’t many instances of spending between \$1000-\$5000.
2. Discussion of minor changes in the numbers to make them consistent and clear. (See policy.)
3. Code of Conduct form, mentioned in introduction of proposed policy, is available on the Michigan Library website.
4. Discussion about the Board potentially keeping track of relationships with contractors instead of relying on Bakovka, revisiting contracts every certain number of years, and/or potentially forming a committee for contracts. Tabling this part of the discussion.
5. Motion by Kuhn, 2nd by Brinks, Yeas: All.

X. Around the table

- A. Kuhn - Thanked everyone for their patience. Thanked Bakovka for her work. Welcomed new member Meyer. Likes the new table set-up.
- B. Bakovka - Thanked everyone for patience. Excited for Niche Academy and the new hotspots. Happy with the staff and holiday decorating.
- C. Marsh - Pleased with the library vibrancy (staff, programs, etc.). Urged us not to be discouraged about low attendance. Expressed gratitude to Kuhn for the efficiently-run meeting.

- D. Meyer - Thanked everyone for the great welcome. Thought the meeting was very well-run. Is excited to be part of the board.
- E. Musgrave - Reminder to check with PCI about parking spots.
- F. Simmons - Welcome to Meyer. Tobin Buhk was on a crime show she watched.
- G. Vander Slik - Nothing to add.
- H. Brinks - Nothing to add.

XI. Adjournment (8:02) Kuhn/Brinks

Monthly Check Register

As of October 31st, 2024

Date	Payee	Memo	Account	Amount
10.2.24	Amazon	Supplies, Materials, Programming	-SPLIT-	\$477.10
10.2.24	Baker & Taylor		Materials	\$541.06
10.2.24	Cierra Bakovka	Mileage Reimbursement	Mem/Train	\$120.60
10.2.24	City of Wayland		Utilities	\$74.23
10.2.24	Consumers Energy		Utilities	\$424.32
10.2.24	Heimler Consulting	Quarterly	Tech Support	\$285.00
10.2.24	Lakeland	Swank	Contractual Serv	\$301.00
10.2.24	MERS		Employee Benefits	\$1,394.54
10.2.24	Michigan Gas		Utilities	\$39.26
10.2.24	Niche Academy		Contractual Serv	\$2,100.00
10.2.24	T-Mobile		Communications	\$209.35
10.2.24	Tobin Buhk	Up North Crime	Programming	\$250.00
10.2.24	Unique		Contractual Serv	\$29.55
10.2.24	US Bank		Equipment	\$526.89
10.16.24	Absopure		Utilities	\$71.97
10.16.24	Amazon	Supplies, Programming, Materials, Equipment	-SPLIT-	\$1,115.67
10.16.24	Baker & Taylor		Materials	\$838.38
10.16.24	Elevator Service		Equipment Maint	\$77.00
10.16.24	Lakeland Library Cooperative	Quarterly Billing	Contractual Serv	\$4,677.58
10.16.24	MJA Landscape		Building & Grounds	\$405.00
10.16.24	Sanilac	MConsole	Tech Support	\$270.00
10.16.24	Spectrum		Utilities	\$66.49
10.16.24	Unique		Contractual Serv	\$9.85

Total: \$14,304.84



October 2024 Statement

Open Date: 09/14/2024 Closing Date: 10/15/2024

Account: [REDACTED]



Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

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HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$906.26
Minimum Payment Due	\$10.00
Payment Due Date	11/10/2024

Reward Points

Earned This Statement	940
Reward Center Balance as of 10/14/2024	48,082
For details, see your rewards summary.	

Activity Summary

Previous Balance	+	\$2,607.20
Payments	-	\$2,607.20 ^{CR}
Other Credits		\$0.00
Purchases	+	\$906.26
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$906.26
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$30,500.00
Available Credit		\$29,593.74
Days in Billing Period		32

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: Elan Financial Services [REDACTED]

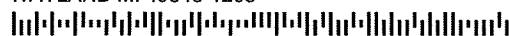


24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

000043143 01 SP 000638821708492 P Y

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

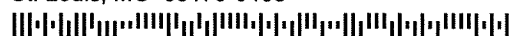


Account Number	[REDACTED]
Payment Due Date	11/10/2024
New Balance	\$906.26
Minimum Payment Due	\$10.00

Amount Enclosed \$ _____

Elan Financial Services

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



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

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

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

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

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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

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



October 2024 Statement 09/14/2024 - 10/15/2024
 HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services () 1-866-552-8855

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/16	09/12	6206	HARDING'S MARKET #3 WAYLAND MI	\$18.00	VP
09/18	09/17	8015	DOLLAR-GENERAL #9954 WAYLAND MI	\$10.45	VP
09/20	09/19	2765	DOLLAR-GENERAL #9954 WAYLAND MI	\$7.00	VP
09/24	09/23	3281	MEIJER # 199 CALEDONIA MI	\$19.08	VP
09/25	09/24	2699	TARGET.COM * 800-591-3869 MN	\$28.59	VP
09/25	09/24	0423	TARGET 00020156 CALEDONIA MI	\$40.27	VP
09/27	09/26	2603	GAMESTOP #3011 CALEDONIA MI	\$63.59	VP
10/03	10/02	5758	MEIJER # 199 CALEDONIA MI	\$9.49	VP
10/10	10/09	0421	MEIJER 158 GRAND RAPIDS MI	\$3.70	VP
10/11	10/10	6591	MEIJER # 199 CALEDONIA MI	\$19.04	VP
Total for Account [REDACTED]				\$219.21	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/25	09/23	0576	HARDING'S MARKET #3 WAYLAND MI	\$20.13	AP
09/25	09/23	0584	HARDING'S MARKET #3 WAYLAND MI	\$11.96	AP
09/27	09/25	8017	HARDING'S MARKET #3 WAYLAND MI	\$32.16	AP
10/11	10/09	0365	HARDING'S MARKET #3 WAYLAND MI	\$3.91	AP
Total for Account [REDACTED]				\$68.16	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
09/24	09/23	0046	PAYMENT THANK YOU	\$2,607.20CR	
Total for Account [REDACTED]				\$2,607.20CR	

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$14.21
Total Interest Charged in 2024	\$0.00



Business Cash

Rewards Center Activity as of 10/14/2024	
Rewards Center Activity*	0
Rewards Center Balance	48,082

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	906	20,261
2 Extra Points - Telecom & Office Supply	34	4,181
1 Extra Point - Restaurants & Gas	0	6
Total Earned	940	24,448

Important Messages

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

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

Transactions BAKOVKA, CIERRA J Credit Limit \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/23	09/21	8194	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
09/23	09/22	6892	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
09/25	09/24	1717	GOODWILL INDUSTRIES GR GRANDVILLE MI	\$8.47	Supplies
09/25	09/24	9153	LOWES #01121* GRANDVILLE MI	\$9.52	Supplies
09/27	09/26	6452	ZAZZLE INC 888-892-9953 CA	\$11.62	Supplies
10/02	10/01	0590	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
10/03	10/02	4517	DOLLAR TREE JENISON MI	\$3.98	BG
10/03	10/02	4493	VISTAPRINT 866-207-4955 MA	\$45.56	Ad/Promo
10/07	10/04	3036	CANVA* I04294-58330284 HTTPSCANVA.CO DE	\$115.00	Ad/Promo
10/09	10/08	1269	DOLLAR TREE JENISON MI	\$11.40	Supplies
10/10	10/09	1026	WALGREENS #5117 JENISON MI	\$7.64	Supplies
10/10	10/09	3987	4TE*NEC CLOUD COMMUNIC 800-240-0632 TX	\$111.19	Utilities
10/11	10/10	8262	VISTAPRINT 866-207-4955 MA	\$36.02	Ad/Promo
10/15	10/13	7003	COSTCO WHSE #0744 WYOMING MI	\$139.93	Supplies
10/15	10/14	2761	MEIJER STORE #026 JENISON MI	\$42.47	Supplies
10/15	10/14	3314	TARGET.COM * WWW.TARGET.CO MN	\$17.95	Supplies
Total for Account				\$618.89	

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Henika District Library

For the One Month
and Ten Months
Ended October 31,
2024

Financial
Statements

Rehmann

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Henika District Library

Balance Sheet

Substantially all disclosures required by GAAP are omitted

As of October 31, 2024

ASSETS

Current Assets:

Cash-Checking	\$	105,325.61
Cash-Savings		506,537.96
Certificate of Deposit - 740		55,291.02
Certificate of Deposit - 344		76,580.70
Savings - Building Fund		181,559.67
Certificate of Deposit - 943		32,798.68
Property Taxes Receivable		331,103.06
Due from Other Units of Government		<u>2,072.78</u>

Total Current Assets \$ 1,291,269.48

Total Assets \$ 1,291,269.48

No CPA has audited, reviewed, compiled, or expressed any assurance on these financial statements.

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Henika District Library

Balance Sheet

Substantially all disclosures required by GAAP are omitted

As of October 31, 2024

LIABILITIES AND FUND BALANCE

Current Liabilities:

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

Total Current Liabilities \$ 335,000.71

Fund Balance:

Fund Balance-Unrestricted 861,790.88

Total Fund Balance -Beginning 861,790.88

Change in Fund Balance 94,477.89

Total Fund Balance 956,268.77

Total Liabilities and Fund Balance \$ 1,291,269.48

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Henika District Library
Statement of Revenues and Expenditures
Substantially all disclosures required by GAAP are omitted
For the One Month and Ten Months Ended October 31, 2024

	Total Year Budget	One Month Ended Oct. 31, 2024	Ten Months Ended Oct. 31, 2024	Year-To-Date Variance
Revenues:				
Township Revenue	\$ 220,000.00	\$ 0.00	\$ 223,697.83	\$ 3,697.83
Non-Resident Fees	100.00	50.00	60.00	(40.00)
City Revenue	190,000.00	0.00	176,449.86	(13,550.14)
State Aid	10,000.00	0.00	11,060.14	1,060.14
Penal Fines	30,000.00	2,628.82	29,476.39	(523.61)
Copier & Fax Income	2,300.00	297.69	3,239.26	939.26
Fines	500.00	69.00	577.90	77.90
Interest Income	11,400.00	2,046.42	19,994.74	8,594.74
Memorial Donations	1,450.00	478.00	2,063.02	613.02
Book Sales	950.00	45.26	1,069.00	119.00
Federal E-Rate	4,000.00	199.50	851.64	(3,148.36)
Grants	1,600.00	0.00	2,900.00	1,300.00
Miscellaneous Income	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>
Total Revenues	<u>472,300.00</u>	<u>5,814.69</u>	<u>471,539.78</u>	<u>(760.22)</u>
Employee Expenditures:				
Wages	194,000.00	15,911.48	170,590.99	23,409.01
Employee Benefits	75,500.00	1,099.30	51,429.70	24,070.30
FICA Expense	16,000.00	1,217.19	13,050.19	2,949.81
State Unemployment Tax	<u>0.00</u>	<u>2.48</u>	<u>188.91</u>	<u>(188.91)</u>
Total Employee Expenditures	<u>285,500.00</u>	<u>18,230.45</u>	<u>235,259.79</u>	<u>50,240.21</u>
Operating Expenditures:				
Memberships & Training	9,000.00	120.60	8,000.80	999.20
Bank Charges	50.00	0.00	14.21	35.79
Insurance & Bonds	7,000.00	0.00	6,996.00	4.00
Programming	16,250.00	407.43	12,586.49	3,663.51
Office Supplies	9,300.00	716.87	6,344.80	2,955.20
Furnishings	900.00	0.00	1,546.85	(646.85)
Equipment	13,950.00	544.72	8,173.48	5,776.52
Materials	36,300.00	2,080.08	25,420.04	10,879.96
Accounting	19,000.00	525.40	13,551.40	5,448.60
Contractual Services	36,000.00	7,117.98	29,799.39	6,200.61
Communications	3,500.00	209.35	2,335.25	1,164.75
Technology Support	3,000.00	555.00	1,785.00	1,215.00

No CPA has audited, reviewed, compiled, or expressed any assurance on these financial statements.



Henika District Library
Statement of Revenues and Expenditures
Substantially all disclosures required by GAAP are omitted
For the One Month and Ten Months Ended October 31, 2024

	Total Year Budget	One Month Ended Oct. 31, 2024	Ten Months Ended Oct. 31, 2024	Year-To-Date Variance
Advertising	2,550.00	0.00	2,544.46	5.54
Postage	500.00	0.00	348.13	151.87
Utilities	11,000.00	676.27	7,443.00	3,557.00
Maintenance-Building/Grounds	14,450.00	405.00	11,623.95	2,826.05
Maintenance-Equipment	3,000.00	77.00	2,282.85	717.15
Capital Outlay	<u>1,050.00</u>	<u>0.00</u>	<u>1,006.00</u>	<u>44.00</u>
Total Operating Expenditures	<u>186,800.00</u>	<u>13,435.70</u>	<u>141,802.10</u>	<u>44,997.90</u>
Total Expenditures	<u>472,300.00</u>	<u>31,666.15</u>	<u>377,061.89</u>	<u>95,238.11</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ (25,851.46)</u>	<u>\$ 94,477.89</u>	<u>\$ 94,477.89</u>

No CPA has audited, reviewed, compiled, or expressed any assurance on these financial statements.



Home

Alerts

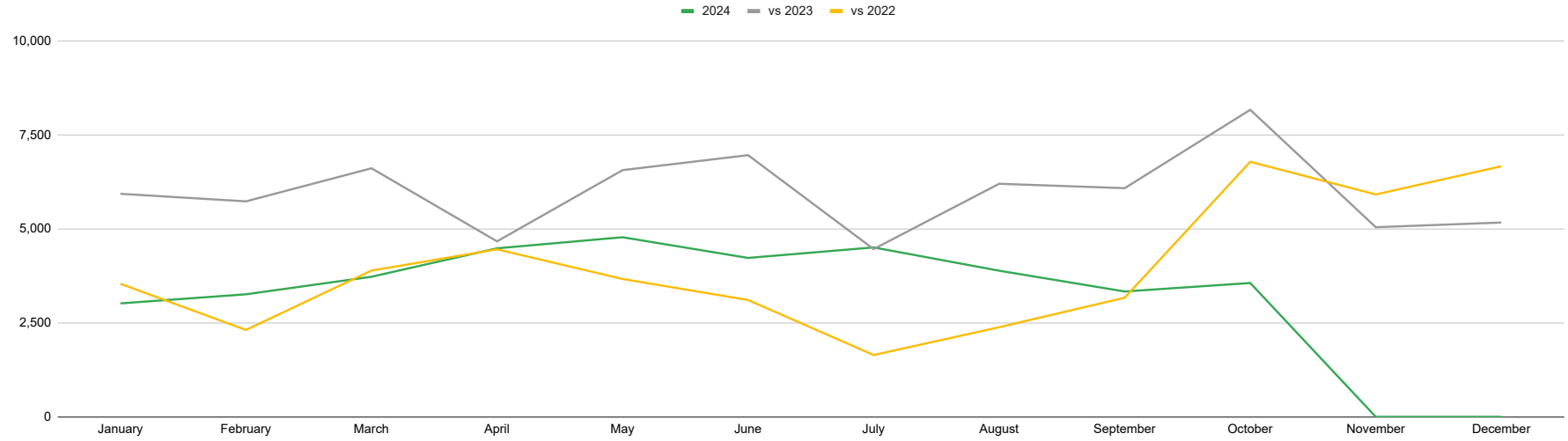
You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$99,206.24
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$506,537.96
BUILDING FUND XXX212	Current balance \$181,559.67
TIME DEPOSIT XXXX052	Current balance \$76,580.20
TIME DEPOSIT XXXX548	Current balance \$32,798.68
TIME DEPOSIT XXXX556	Current balance \$55,291.02

WEEKDAY TRAFFIC STATS 24

2024 vs 2022/23



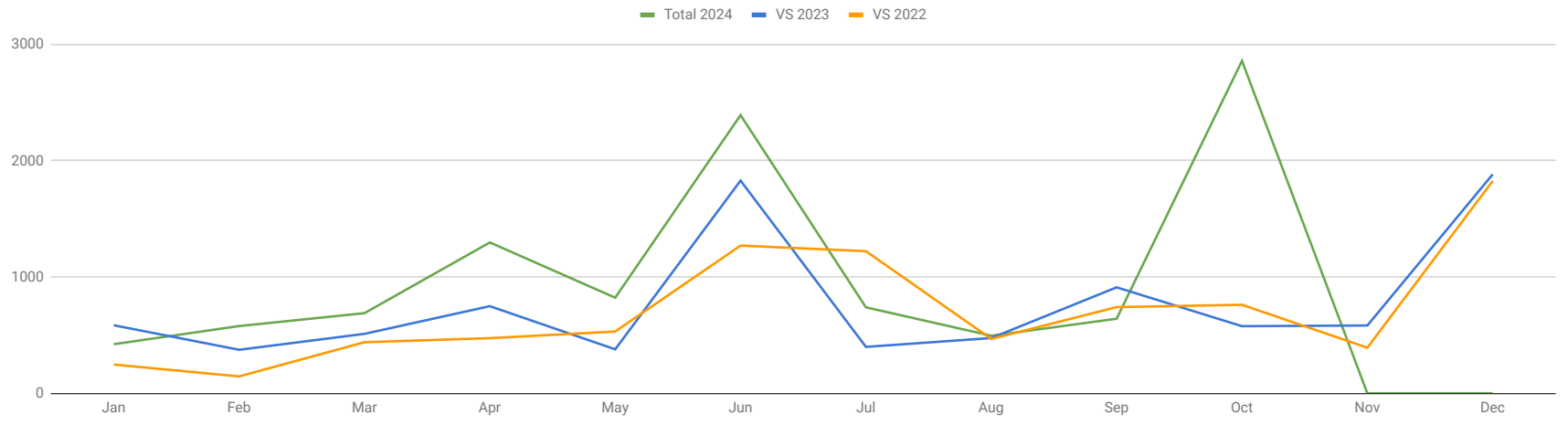
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2024	3,020	3,262	3,729	4,486	4,781	4,230	4,510	3,890	3,337	3,563	0	0	38,808	3,881
vs 2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	6,204	6,087	8,173	5,048	5,172	71,641	5,970
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE
Monday	183	207	174	282	217	224	185	191	152	182	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	105	142	148	142	154	190	187	161	150	139	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	152	155	185	178	179	173	250	197	190	160	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	165	146	167	174	153	192	154	151	182	166	#DIV/0!	#DIV/0!	#DIV/0!
Friday	120	104	139	156	317	117	131	122	108	111	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	56	77	68	84	67	130	105	67	53	52	#DIV/0!	#DIV/0!	#DIV/0!

Program Attendance 2024



Summary

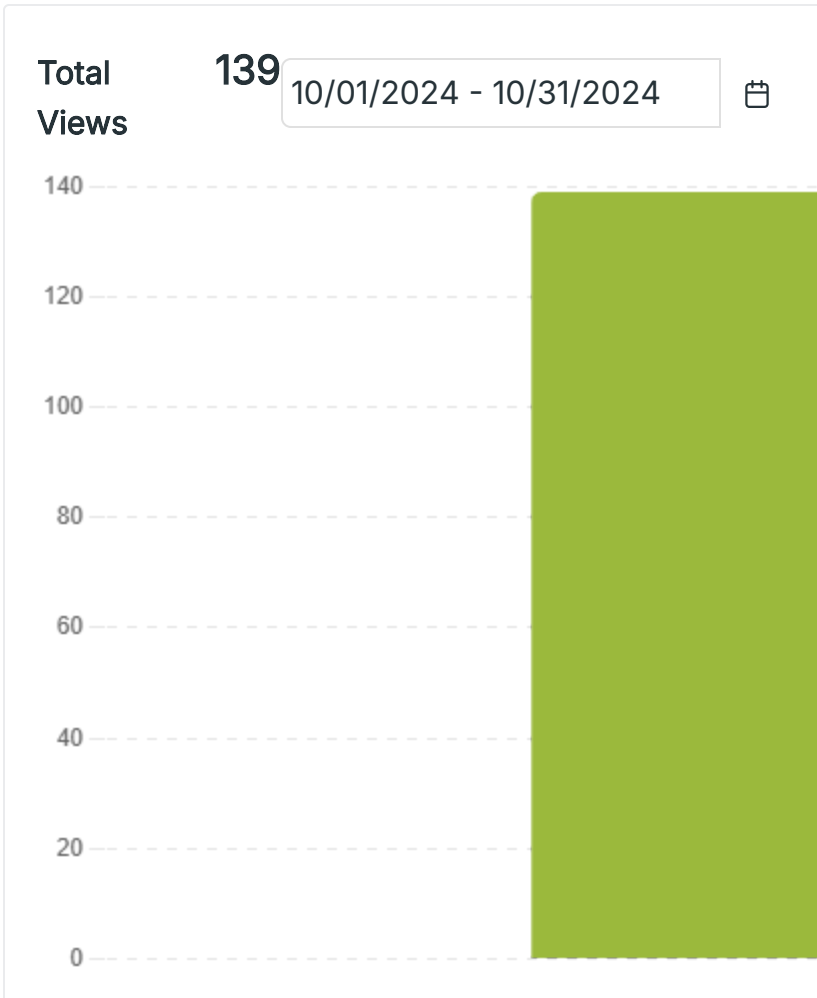
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	185	245	152	240	597	579	168	84	271	278	0	0	2799
Adult	104	214	193	832	165	758	239	181	114	167	0	0	2967
Family	133	119	344	225	60	1055	332	230	256	2414	0	0	5168
Total 2024 [1]	422	578	689	1297	822	2,392	739	495	641	2,859	0	0	10934
VS 2023	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Yearly Increase	72%	155%	135%	173%	217%	131%	185%	104%	70%	495%	0%	0%	118%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	170	224	142	227	594	108	166	84	237	223	0	0	2175	181
Youth Reading	15	21	10	13	3	471	2	0	34	55	0	0	624	52
Youth Take-Home	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult In-Person	34	60	64	97	48	50	111	68	39	80	0	0	651	54
Passive Programs	70	140	129	735	117	112	88	113	75	87	0	0	1666	139
Adult Reading	0	7	0	0	0	298	20	0	0	0	0	0	325	27
Adult Take-Home	0	7	0	0	0	298	20	0	0	0	0	0	325	27
Family In-Person	8	51	250	168	14	1052	264	96	132	2313	0	0	4348	362
Family Take-Home	125	68	94	57	46	3	68	134	124	101	0	0	820	68



< Back to Dashboard



Tutorial Name	Views
Marriage	8
HeritageQuest – A Collection of Genealogical and Historical Sources	7
The U.S. National Archives – Important Legal and Historical Records	5
CPL Makerspace 101: Cricut Maker Certification	4
Registering for a Program	4

October 2024

Youth Services Report

Tori Schreur, Youth Services Librarian

Lego Club: 6 attendees

I was a bit disappointed after the great turnout from last week, but the 6 of us had a lot of fun. I had a spinning wheel with different ideas to build with the legos, from a pizza, to designing your own flag. They had fun spinning the wheel and coming up with different things to make. Also, with the small number of people, there were more legos to choose from.

After School Art: 119 attendees

Our first After School Art we made Halloween pens and necklaces, which was a lot of fun! I also brought in cupcakes to celebrate my birthday that was the previous day. Our second after-school-art, we made monsters out of paper cups, yarn, and other supplies. They turned out super cute. Next we designed masks with cardstock and pipe cleaners for Halloween. Lastly, and my favorite craft were the button pumpkins! The kids liked these too.

Sensory Playtime:

For our first session of sensory playtime we played with building blocks, built puzzles, danced to action songs, and played with the water doodle mat. The doodle mat was the favorite and mess free! The second sensory playtime, I had more fall items to play with like leaves, pumpkins and acorns.

Bugs on Wheels: 13 attendees

I'm so bummed, but I ended up missing the Bugs on Wheels program due to a toothache. I heard it went great, and I even had a mom and her two boys come in to tell me that I missed out, and they had a lot of fun! Nadia from Bugs on Wheels brought her bugs and let all the kids (that wanted to) hold them!

Pokemon Club: 15 attendees

This time around we had some familiar faces at Pokemon Club! I gave everyone a giant Pokemon Card along with a pack of Halloween ones. The majority of the kids brought their binders full of cards, but I provided cards for those who did not have any.

Theme Park Escape Room: 8 attendees

We had a lot of fun with this one! I purchased a Theme Park Escape Room kit which came with a story you read through and clues in the back to help guide you along. The concept of the Escape Room was that kids were trying to escape the Theme Park after getting locked in. We laid out the

clues in front of everyone, and each person got a chance to figure it out. We did not end up getting all the way through it, but we had fun doing it along the way.

Storytime: 7 attendees

We officially have some regulars at storytime! This week's storytime was about Fall. We sang songs about leaves falling down and threw scarves up in the air. It was so much fun! Then we read some books about halloween and talked about what we were going to be for Halloween. One little girl said she was going to be Moana, and a little boy said he was going to be an excavator.

Teen Wind-up Clay Art: 2 attendees

I wish we had a better turn out for this, because it was pretty cool. Jess made samples to show some ideas on what you can make with the Air-Dry Clay, and gave us some helpful tips on how to use it. We made a few different types of monsters. A lot of the After-School-Art crowd saw them and liked them, so it may be a project we do at a later date with them.

Corrine Roberts: 4 attendees

Corrine Roberts came back to the library for her drawing classes. For the Youth class, she taught kids how to draw basic Halloween characters like Frankenstein's Monster, a full profile of a witch, and Jack-o-Lanterns. The majority of the kids put their own creative spin on it, which was fun to see. You could tell those who came were very passionate about drawing.

SnackCrafters: 12 attendees

Twelve seems like a low number, but this was a GREAT turnout for Snackcrafters! For the Harry Potter theme, we made chocolate wands, homemade Butterbeer, Sorting hat cookies, and chocolate flying Snitches. I also bought the Harry Potter jelly beans, which the kids were hesitant to try, but then ultimately had fun doing.

Monster Mash (Interviews): 150 interviewees

Scavenger Hunt: 87 kids did the Halloween themed scavenger hunt

Reading Dragons: 5 sign ups/42 families redeemed

1000 Books Before Kindergarten: 5 new starters/2 moved on/1 finisher

Looking Forward:

I'm taking some time off in November, and then with the Thanksgiving holiday, November may be a little quieter than October. There will only be one storytime which will be held on Tuesday, November 5th. Lego Club will be Wednesday, November 6th. Because of Thanksgiving, there will only be three sessions on After School Art: Thursday, November 7th, Thursday, November 14th, and Thursday November 21st.

There will be two sessions of Preschool Playtime, one on Tuesday, November 12th and 26th. Last but not least, an Oreo themed SnackCrafters will be held on Wednesday, November 27th.

OCTOBER 2024

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Paint Along With Us: 17

Good turnout for painting this month! We had some new people and some walk-ins, and I'm glad the word seems to be getting out. Next one is in December. Some people have professed interest in doing it monthly, but I'm going to keep an eye on interest to see if it would be worth it.

Mason Jar Jack-o-Lanterns: 14

This was very similar to a craft I did in August that had very low attendance, but people really showed up for this one! There were a lot of no-shows unfortunately. I might start trying to reach out to people who signed up before the event, so if they're no longer available, the spot can go to someone who wants it.

DIY Bullet Journal: 15

This one took place simultaneously with the 125th anniversary party, which helped get a lot of extra participants. People really seemed to like this, and I still have a lot of the materials, so I might do a "journaling night" as a more passive program in the future.

Crime Above the 43rd: 5

I unfortunately had to go home sick before this, but everyone who came said it was great! This is Tobin's 4th or 5th time here, and we love having him.

Fall Landscapes with Corinne Roberts: 9

This was a dual event with Tori—this one was first, and then there was a Halloween drawing session for kids after. Corinne has been here before, and she's always a hit!

Spice Club: Rosemary: 7

Better numbers than September, but still not quite as good as August. We made little witches brooms out of grissini and string cheese, and they were both delicious and adorable! I definitely think simple, quick recipes are the way to go with Spice club.

Bingo! Brunch: 3

We had some new people at Bingo! Brunch, but it still is really low. I'm hoping for good numbers in November, because it's during Thanksgiving break.

Seniors at Sawmill Estates (In-Person): 0

They had room inspections on our scheduled day, so no one came unfortunately. Next time I might try and bring some take-and-makes as well.

Seniors at Green Acres (In-Person): 10

We just did bingo this month, which they always enjoy. Next month I think I'm going to bring the take-and-make too, like I did in September.

Total Program Participants: 80

September Reflection

October definitely had better attendance than September, and it was a lot of fun! I'm still working on getting people to come for speakers and Bingo! Brunch, but the crafts had pretty good attendance, and spice club seems to be doing better than it was last school year. It's always fun being able to do Halloween events, and I think the patrons like them too.

Looking Forward

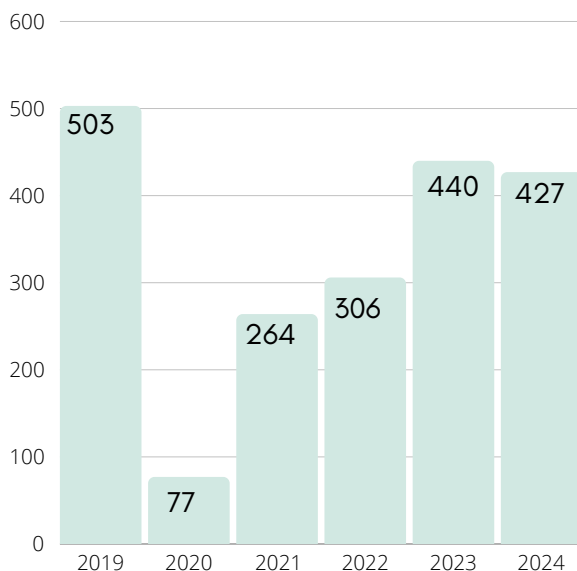
November is a little more chill than October, but there's still some good stuff going on. There are two people doing presentations, one from a funeral home and one on genealogy, which I think there's a lot of demand for. There's a very cute craft, a take-and-make, and as always, spice club and Bingo! Brunch.

October 2024

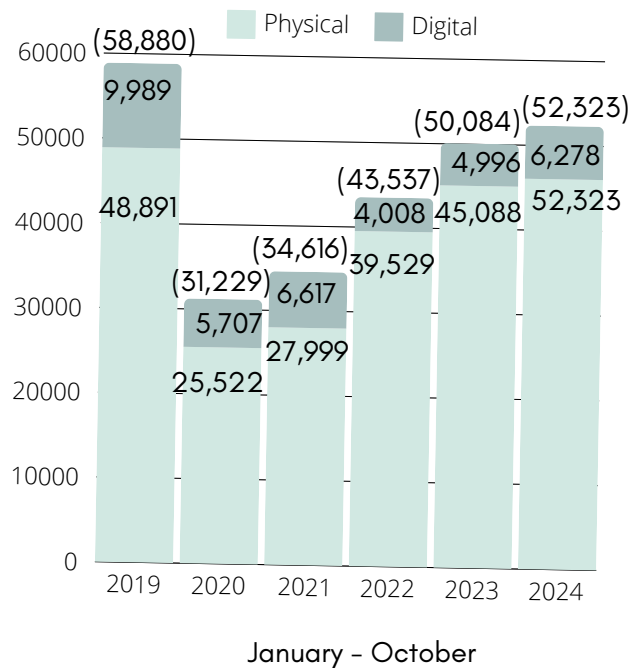
Our October 2024 circulation numbers are trending upward and are 2,239 higher than what they were last year at this time. The categories showing the most growth from last year during the month of October are: Special Collection items; which circulated 1.6 times more than they did at this time last year, Youth DVDs; which circulated 2 times more than they did last October, Juvenile e-Audiobooks; which circulated almost 1.6 times more than this time last year. Other categories showing noticeable growth from last October include: Tween Print, Juvenile Print, Videogames, General NF DVDs, Adult Audiobooks, Adult e-Books, Teen e-Audiobooks, Adult e-Audiobooks, Juvenile e-Audiobooks. The categories that are not circulating as well as they did in October of last year include: Board games, Adult Print, Teen Print, Mel Items, General Fiction DVDs, Juvenile Audiobooks, and Teen Audiobooks. I anticipate our overall circulation numbers will continue to rise as the weather is getting colder and patrons will be spending more time indoors.

Courtney Schenkuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



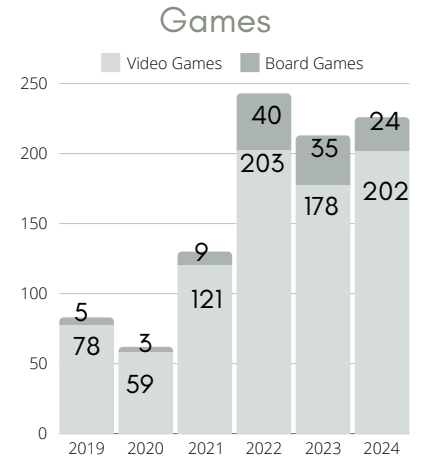
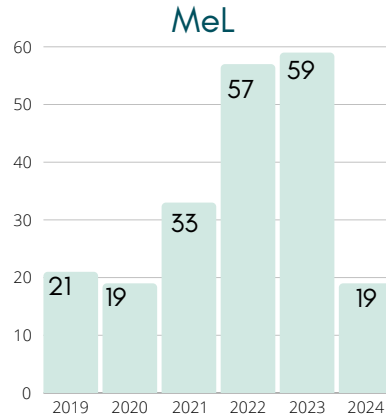
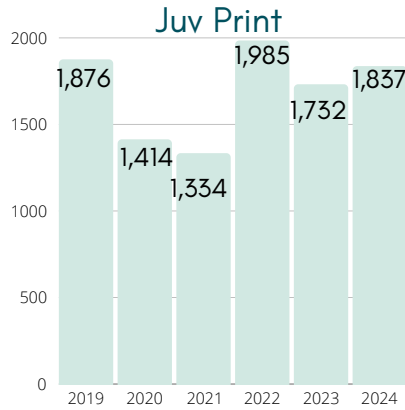
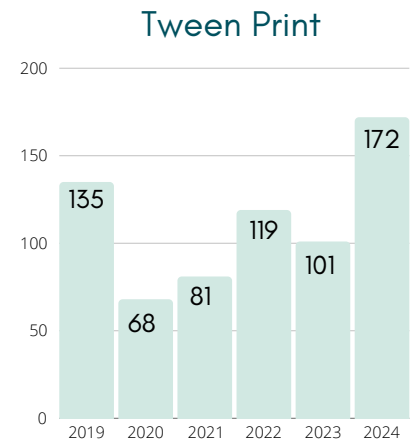
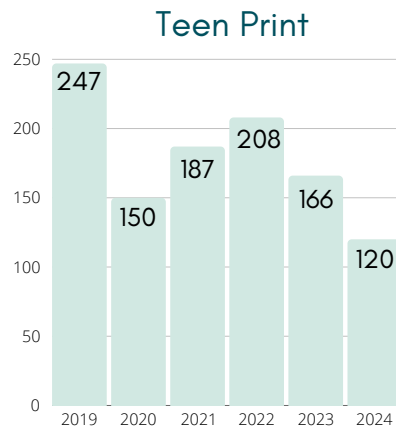
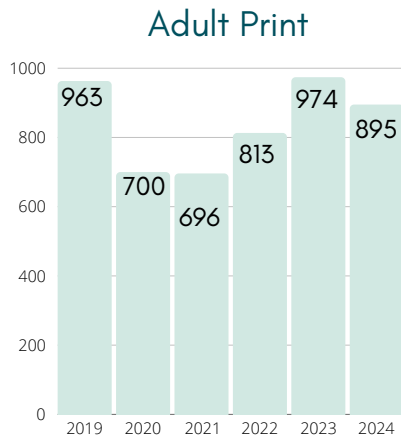
Henika has 2,425 total patron accounts. 519 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

286 Patron accounts added YTD
 30 Patron accounts added in October:

- 14 - Wayland City
- 14 - Wayland Township
- 1 - NR
- 1 - Patron Point

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

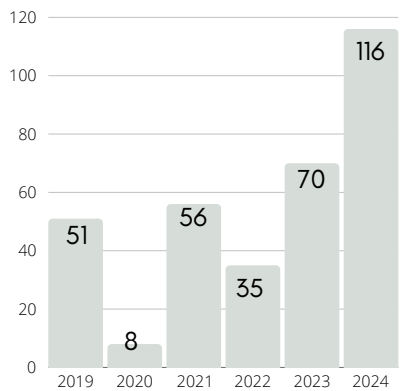
October Circulation, 2019-2024



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

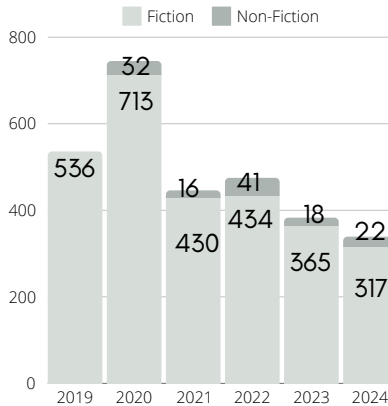
*prior to 2020, Video & Board Games were combined

Special Collection

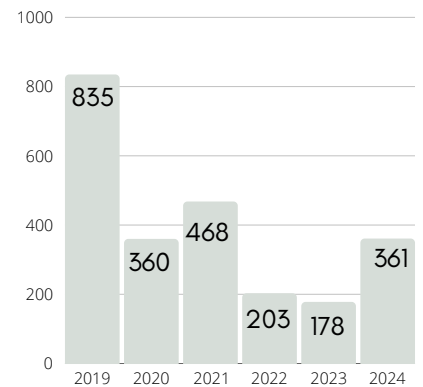


*prior to August 2021, this only included launchpads

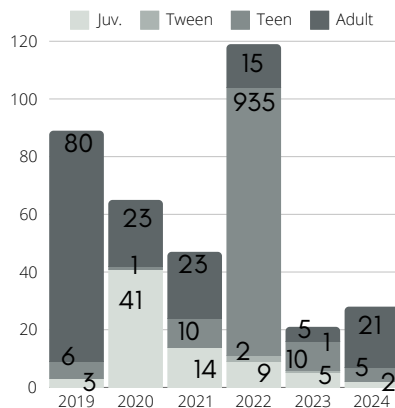
General DVD



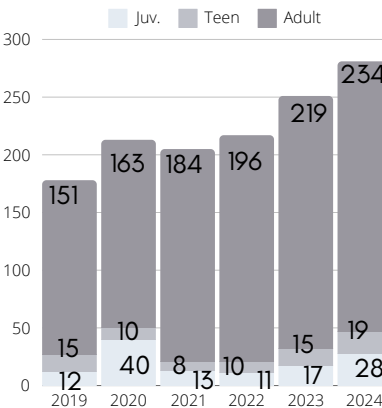
Youth DVD



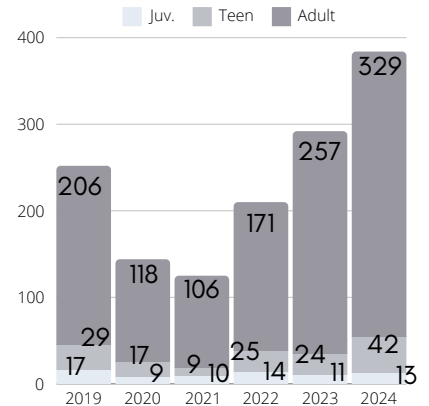
Audiobooks



eBooks



eAudio



PURCHASING

INTRODUCTION

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

Unless otherwise provided for in this policy, the library director, or designated representative, shall have the authority to purchase or lease products or services provided, however, that the amount budgeted for any expense line of the annual budget shall not be exceeded without the prior approval of the library board. Staff will act to procure quality products and services at the lowest possible cost, consistent with the needs of the departments with regard to durability, performance, delivery and service.

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

PROFESSIONAL SERVICES

The Board recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; thus the Board may use any method deemed appropriate to select firms to render these services.

SPECIALIZED CONTRACTS

The following types of contracts which by their nature are not adapted to award by competitive bidding shall not be subject to the competitive bidding requirements. However, such contracts in excess of \$5,000 shall be presented to the library board requesting permission to waive bids and approval to enter into a formal contract:

1. Contracts for supplies, materials, parts or equipment, which are available from a single source.
2. Contracts for utility services such as water, electricity, gas, internet, trash, or telephone.
3. Contracts for the purchase of magazines, books, databases, periodicals and similar articles of an educational or instructional nature.

EMERGENCY CONTRACTS

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

COMPETITIVE BID REQUIREMENTS

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

- A. Request for proposal with a project scoring sheet, a schedule A form, and posted on VSS for a minimum of at least two weeks.
- B. Invitation to VSS Negotiate (for sole-services) with an ITN and posted on VSS for at least seven days.

EXCLUSIONS TO COMPETITIVE BID REQUIREMENTS

- A. Purchases costing up to \$5,000 may be made without competitive proposals but shall be made with attention to the lowest possible cost, consistent with the needs of the library in regards to durability, performance, delivery and service at the discretion of the library director.
- B. Purchases costing over \$5,000 and up to \$50,000 may be made in the open market, without newspaper advertisement and without following the procedure for formal contracts. Such purchases, shall, whenever possible, be based on at least written quotations from at least three prospective bidders, if available. The project/or purchase must be approved by the Board of Trustees.
 - a. Justification must be given if less than three quotations are obtained or if the vendor is the sole source of the product.
 - b. An explanation will be given as to why the chosen vendor was awarded the project/purchase (i.e. based on low bid, best value, or other criteria).

Adopted: 10/8/2024

PURCHASING

INTRODUCTION

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

Unless otherwise provided for in this policy, the library director, or designated representative, shall have the authority to purchase or lease products or services provided, however, that the amount budgeted for any expense line of the annual budget shall not be exceeded without the prior approval of the library board. Staff will act to procure quality products and services at the lowest possible cost, consistent with the needs of the departments with regard to durability, performance, delivery and service.

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

AUTHORITY FOR PURCHASE

A. *Purchases Over \$5,000*

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

B. *Minor Purchases*

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

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

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

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

The Library Board recognizes that at times the quarterly payments due to the Coop, may exceed \$5,000. The Library Director is authorized to purchase library cooperative services that exceed \$5,000 (on a quarterly basis) provided that (1) the Library Board has authorized the purchase of the cooperative library services

generally from the Coop and (2) the specific appropriation has been included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year.

2. Reoccurring Routine Payments; Authorizing Procedure:

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

I. Payroll

II. Utilities

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

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

BIDDING OR QUOTE REQUIREMENTS

A. Specialized Contracts

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

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

B. Competitive Bidding

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

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

C. Quotes

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

1. Purchases costing less than \$5,000 may be made without competitive proposals but shall be made with attention to the lowest possible cost, consistent with the needs of the library in regards to durability, performance, delivery and service at the discretion of the library director. However, to the best extent possible, any such purchase shall be based on at least three (3) competitive quotes and the purchasing agent shall select the quote deemed most advantageous to the Library
2. Purchases costing over \$5,001 and up to \$50,000 may be made in the open market, without newspaper advertisement and without following the procedure for formal contracts. Such purchases, shall, whenever possible, be based on at least written quotations from at least three prospective bidders, if available.
 - i. Justification must be given if less than three quotations are obtained or if the vendor is the sole source of the product.
 - ii. An explanation will be given as to why the chosen vendor was awarded the project/purchase (i.e. based on low bid, best value, or other criteria).

EMERGENCY CONTRACTS

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

PURCHASING AGENT

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

CONFLICT OF INTEREST

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

Adopted: 10/8/2024

Revised: ?

Henika District Library Budget Amendment #4 FY 2024

Revenue Increase of \$13,098. Redistribution of Funds

		<u>Current</u>	<u>Difference</u>	<u>Ammended</u>
Income				
101-790-400502	Federal E-Rate	\$4,000.00	-\$3,000	\$1,000.00
101-790-400540	State Aid	\$10,000.00	+\$1,000	\$11,000.00
101-790-400581.C	City Contribution	\$190,000.00	=	\$190,000.00
101-790-400581.T	Township Contribution	\$220,000.00	+\$3,000	\$223,000.00
101-790-400582	Non-Resident Fees	\$100.00	=	\$100.00
101-790-400601	Copies and Faxes	\$2,300.00	+\$1,000	\$3,300.00
101-790-400656	Penal Fines	\$30,000.00	=	\$30,000.00
101-790-400657	Fines	\$500.00	+\$100	\$600.00
101-790-400665	Interest Income	\$11,400.00	+\$6,500	\$17,900.00
101-790-400691	Donations	\$1,450.00	+\$600	\$2,050.00
101-790-400692	Miscellaneous Revenue			
101-790-400693	Book Sale	\$950.00	+\$100	\$1,050.00
101-790-400700	Grants	\$1,600.00	+\$3,798	\$5,398.00
	Total	\$472,300.00	+\$13,098	\$485,398.00
Expenses				
101-790-700702	Payroll	\$194,000.00	+\$11,000	\$205,000.00
101-790-700710	Employee Benefits	\$75,500.00	-\$4,000	\$71,500.00
101-790-700715	Payroll Liabilities	\$16,000.00	+\$300	\$16,300.00
101-790-700727	Postage	\$500.00	=	\$500.00
101-790-700728	Supplies	\$9,300.00	+\$300	\$9,600.00
101-790-700740	Furnishings	\$900.00	+\$665	\$9,665.00
101-790-700740	Equipment	\$13,950.00	-\$1,602	\$12,348.00
101-790-700740	Materials	\$36,300.00	+\$100	\$36,400.00
101-790-700801	Advertising & Promotion	\$2,550.00	+\$500	\$3,050.00
101-790-700805.1	Accounting	\$19,000.00	-\$3,365	\$15,635.00
101-790-700805.2	Bank Charges & Fees	\$50.00	=	\$50.00
101-790-700806	Technology Support	\$3,000.00	-\$800	\$2,200.00
101-790-700808	Building and Grounds Maintenance	\$14,450.00	=	\$14,450.00
101-790-700850	Communications	\$3,500.00	=	\$3,500.00
101-790-700910	Building & Liability Insurance	\$7,000.00	=	\$7,000.00
101-790-700920	Public Utilities	\$11,000.00	-\$1,000	\$10,000.00
101-790-700933	Equipment Repairs and Maintenance	\$3,000.00	=	\$3,000.00
101-790-700954	Contractual Sevices	\$36,000.00	+\$600	\$36,600.00
101-790-700955	Memberships & Training	\$9,000.00	+\$300	\$9,300.00
101-790-700956	Programming	\$16,250.00	=	\$16,250.00
101-790-700970	Capital Outlay	\$1,050.00	+\$2,000	\$3,050.00
	Total	\$472,300.00	+\$13,098	\$485,398.00