

DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: April 17, 2023 @ 6:30 pm

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment:

Approval of the Agenda:

Approval of the Minutes: March 28, 2023

Treasurer's Report: Credit Card - \$2,915.87 for March

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion and approval of FYE 2024 Budget revision
2. Discussion of FYE 2023 Year-End Financial Forecast
3. Discussion of Volunteer Policy revision

OLD BUSINESS:

1. Discussion and Approval of Cleaning Services replacement
2. Discussion and approval of Dorr Business Association monthly use of the Community Room

Township Board Meeting: April 27, 2023 7 pm.

Adjournment:

Next regular meeting: May 15, 2023 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: March 28, 2023
6:30 P.M.**

MINUTES

Meeting was called to order at 6:32 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Carrie Brooks, Brittany Hunter, Derrick McLain, Shana Dykhuis, Michael Rydman, Reilly Brower

Absent: Bruce Bendell, Jeffrey Babbitt

Additions to the Agenda: None

Public Comment: None

Approval of the Agenda: Brooks made a motion to approve the agenda, and was seconded by Hunter. All yes, motion carried.

Approval of the Minutes: McLain made a motion to accept the minutes from February 20, 2023, and was seconded by Dykhuis. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the February credit card bill in the amount of \$2,861.26 and was seconded by McLain. All yes, motion carried.

Committee Report(s): None

Director's Report:

Storytime is going well, Karen S had 14 children at her Dr. Seuss Storytime on March 7. Lexi's program's continue to be popular. Jen's Writing & Critique Group continues to grow. Summer Reading planning is in full Swing, with a Hometown Heroes Theme. Contact has begun for storytellers for Plates 'n' Pages. Circulation is strong. Budget is up to date. We received the new security system, maintenance says it can be installed in about a month. Cleaning service has given notice. The Director is being trained at the circulation desk. Staff evaluations were completed. The Director attended several meetings and workshops. The volunteer has nearly completed her hours. The library was closed due to weather on February 23 and 23, as well as March 10.

Committee Report:

None

NEW BUSINESS:

1. **Discussion of Cleaning Services Replacement :** There were no responses to the RFP for cleaning services for the library. The Board offered other options and suggested other businesses to contact.
2. **Discussion and approval of Dorr Business Association monthly use of the Community room:** There was not enough information available in the Director's absence to make a decision. Brooks made a motion to table for more information, and was seconded by McLain. All yes, motion carried

OLD BUSINESS

1. **Approval of 5% across-the-board wage increase for employees:** Increases were approved for all staff members, based on their performance in their employee evaluations, they ranged from 2% to 5%.
2. **Discussion and approval of FYE 2024 Budget:** McLain motioned to approve the budget with the noted reduction in wages and benefits, and was seconded by Rydman. All yes, motion carried.

Township Board Meeting: April 27, 2023 at 7:00 p.m.

Adjournment: McLain motioned to adjourn at 7:32 p.m., and was seconded by Brooks. All yes, motion carried.

Next regular meeting: April 17, 2023, at 6:30 p.m.

Submitted by Carrie Brooks

DORR TOWNSHIP LIBRARY

Balance Sheet As of March 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
271-000-001 Checking	312,747.50
271-000-002 Savings	254,913.64
271-000-003 Huntington CD	6,418.75
Total Bank Accounts	\$574,079.89
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$584,306.50
TOTAL ASSETS	\$584,306.50
<hr style="border: 1px solid black;"/>	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	422.91
271-000-229.1 Federal Taxes (941/944)	620.90
271-000-229.2 Federal Unemployment (940)	55.81
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Unemployment Tax	0.00
Total 271-000-231.1 Payroll Liabilities	2,977.39
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$6,323.06
Total Current Liabilities	\$6,323.06
Total Liabilities	\$6,323.06

DORR TOWNSHIP LIBRARY

Balance Sheet As of March 31, 2023

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	397,029.68
Net Income	60,061.67
Total Equity	\$577,983.44
TOTAL LIABILITIES AND EQUITY	\$584,306.50

Check Register 2023 - March

Date	Type	Check #	Vender	Memo	Amount
03/01/2023	Check	16069	CENTER POINT LARGE PRINT	Invoice #1990503	-65.99
03/01/2023	Check	16070	Lakeland Library Cooperative	Invoice #PT23-758	-17.95
03/03/2023	Check	16071	Farmers Disposal	Quarterly trash pickup	-54.00
03/03/2023	Check	16072	Book Farm LLC	Invoice #ERG13587E	-181.95
03/09/2023	Tax Payment		IRS	Tax Payment for Period: 02/01/2023-02/28/2023	-1,335.68
03/09/2023	Check	16074	UNIQUE MANAGEMENT SERVICES INC	Invoice #6110796	-9.85
03/10/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 02/22/2023-03/07/2023	-1,168.26
03/10/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 02/22/2023-03/07/2023	-352.61
03/10/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 02/22/2023-03/07/2023	-669.68
03/10/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 02/22/2023-03/07/2023	-271.14
03/10/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 02/22/2023-03/07/2023	-402.80
03/10/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 02/22/2023-03/07/2023	-368.61
03/10/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 02/22/2023-03/07/2023	-215.44
				Invoice #853656	
03/13/2023	Check	16075	Foster, Swift, Collins & Smith	Anne Seuryneck consultation with Board, Jan 16	-728.50
03/13/2023	Check	16076	Jeffrey L. Babbitt	Mileage reimbursement March	-33.67
03/17/2023	Check	16077	Fish Window Cleaning	Invoice #1460-242986	-120.00
03/20/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 02/01/2023-02/28/2023	-289.16
03/24/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 03/08/2023-03/21/2023	-669.69
03/24/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 03/08/2023-03/21/2023	-271.15
03/24/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 03/08/2023-03/21/2023	-1,168.26
03/24/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 03/08/2023-03/21/2023	-283.96
03/24/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 03/08/2023-03/21/2023	-331.76
03/24/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 03/08/2023-03/21/2023	-394.11
03/24/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 03/08/2023-03/21/2023	-227.15
03/24/2023	Check	16078	US Bank Equipment Finance	Invoice #496821026	-399.91
03/31/2023	Expense		Chase Card Services		-2,915.87
03/31/2023	Check	16080	Midwest Tape	Invoice #503585460	-503.16

DORR TOWNSHIP LIBRARY

General Ledger

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						308,004.95
03/01/2023	Check	16069	CENTER POINT LARGE PRINT	Invoice #1990503	271-790-727 703-728. Operations:703. Books	-65.99	307,938.96
03/01/2023	Check	16070	Lakeland Library Cooperative	Invoice #PT23-758	271-790-738 703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-17.95	307,921.01
03/03/2023	Check	16071	Farmers Disposal		271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-54.00	307,867.01
03/03/2023	Check	16072	Book Farm LLC	Invoice #ERG13587E	-Split-	-181.95	307,685.06
03/06/2023	Deposit				-Split-	10.56	307,695.62
03/09/2023	Deposit				-Split-	25.89	307,721.51
03/09/2023	Tax Payment		IRS	Tax Payment for Period: 02/01/2023-02/28/2023	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-1,335.68	306,385.83
03/09/2023	Deposit				271-000-658 404. Penal Fines	2,956.05	309,341.88
03/09/2023	Check	16074	UNIQUE MANAGEMENT SERVICES INC	Invoice #6110796	271-790-803 800. Professional and Contract Services:803. Unique Management Costs	-9.85	309,332.03
03/10/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 02/22/2023-03/07/2023	Direct Deposit Payable	-271.14	309,060.89
03/10/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 02/22/2023-03/07/2023	Direct Deposit Payable	-215.44	308,845.45
03/10/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 02/22/2023-03/07/2023	Direct Deposit Payable	-1,168.26	307,677.19
03/10/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 02/22/2023-03/07/2023	Direct Deposit Payable	-669.68	307,007.51
03/10/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 02/22/2023-03/07/2023	Direct Deposit Payable	-352.61	306,654.90
03/10/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 02/22/2023-03/07/2023	Direct Deposit Payable	-402.80	306,252.10
03/10/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 02/22/2023-03/07/2023	Direct Deposit Payable	-368.61	305,883.49
03/13/2023	Check	16076	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-33.67	305,849.82
03/13/2023	Check	16075	Foster, Swift, Collins & Smith	Invoice #853656	271-790-801 800. Professional and Contract Services:801. Legal Fees	-728.50	305,121.32
03/16/2023	Deposit				-Split-	4.87	305,126.19
03/17/2023	Deposit				-Split-	48.60	305,174.79
03/17/2023	Check	16077	Fish Window Cleaning	Invoice #1460-242986	271-790-930 729-734. Facilities and Equipment	-120.00	305,054.79
03/20/2023	Tax Payment		MI Department of Treasury	Tax Payment for Period: 02/01/2023-02/28/2023	271-000-228.3 Payroll Liabilities:MI Income Tax	-289.16	304,765.63
03/20/2023	Deposit				-Split-	0.48	304,766.11
03/24/2023	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 03/08/2023-03/21/2023	Direct Deposit Payable	-669.69	304,096.42
03/24/2023	Payroll Check	DD	Karen E. Brower	Pay Period: 03/08/2023-03/21/2023	Direct Deposit Payable	-271.15	303,825.27
03/24/2023	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 03/08/2023-03/21/2023	Direct Deposit Payable	-1,168.26	302,657.01
03/24/2023	Payroll Check	DD	Reilly J. Brower	Pay Period: 03/08/2023-03/21/2023	Direct Deposit Payable	-283.96	302,373.05
03/24/2023	Payroll Check	DD	Alexis Adrianse	Pay Period: 03/08/2023-03/21/2023	Direct Deposit Payable	-394.11	301,978.94
03/24/2023	Payroll Check	DD	Shera Van Goor	Pay Period: 03/08/2023-03/21/2023	Direct Deposit Payable	-227.15	301,751.79
03/24/2023	Check	16078	US Bank Equipment Finance	Invoice #496821026	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-399.91	301,351.88
03/24/2023	Payroll Check	DD	Karen K. Shaffer	Pay Period: 03/08/2023-03/21/2023	Direct Deposit Payable	-331.76	301,020.12
03/27/2023	Deposit				-Split-	13.50	301,033.62
03/28/2023	Deposit				-Split-	2.09	301,035.71
03/31/2023	Expense		Chase Card Services		-Split-	-2,915.87	298,119.84
03/31/2023	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	56.11	298,175.95

DORR TOWNSHIP LIBRARY

General Ledger

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/31/2023	Deposit				-Split-	15,238.02	313,413.97
03/31/2023	Check	16080	Midwest Tape	Invoice #503585460	271-790-736 703-728. Operations:711. databases	-503.16	312,910.81
03/31/2023	Check	16084	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-163.31	312,747.50
Total for 271-000-001 Checking						\$4,742.55	

DORR TOWNSHIP LIBRARY

Profit and Loss

March 2023

	TOTAL
Income	
271-000-402.0 402. Millage	1,136.80
271-000-658 404. Penal Fines	2,956.05
271-000-699 581. Township Appropriation	13,500.00
43400 583. Direct Public Support	
43460 583.3 Legacies and Bequests	
271-000-674.2 583.3.1 Annuity	356.20
Total 43460 583.3 Legacies and Bequests	356.20
Total 43400 583. Direct Public Support	356.20
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	378.25
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	21.79
271-000-602.3 405.4 Faxes	25.10
271-000-602.4 405.6 Unique Management Fees	9.85
271-000-659 405.2 Fines	36.55
271-000-667 405.3 Meeting Room Rental	80.00
271-000-675.2 405.9 Uncategorized Income	9.10
271-000.602.1 405.1 Copies	138.35
Total 271-000-675.1 405. Miscellaneous Revenue	320.74
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	144.02
271-000-676.3 407.2 Book Replacement	39.89
Total 271-000-676.1 407. Reimbursements	183.91
Total 46400 405-407. Other Types of Income	882.90
Total Income	\$18,831.95
GROSS PROFIT	\$18,831.95
Expenses	
271-790-715.3 702. Payroll Expenses	80.00
271-790-930 729-734. Facilities and Equipment	120.00
271-790-921 729. Rent, Parking, Utilities	54.00
271-790-920 729.1 Telephone, Telecommunications	433.26
Total 271-790-921 729. Rent, Parking, Utilities	487.26
271-790-931 730. Equip Rental and Maintenance	399.91
271-790-933 732. Technology	718.50
Total 271-790-930 729-734. Facilities and Equipment	1,725.67
62100 800. Professional and Contract Services	
271-790-801 801. Legal Fees	728.50
271-790-803 803. Unique Management Costs	9.85
Total 62100 800. Professional and Contract Services	738.35

DORR TOWNSHIP LIBRARY

Profit and Loss

March 2023

	TOTAL
65000 703-728. Operations	
271-790-727 703. Books	1,106.94
271-790-730 705. Periodicals	29.95
271-790-732 708. AV	
271-790-733 708.2 Audiobooks	81.92
271-790-734 708.3 DVD	133.78
Total 271-790-732 708. AV	215.70
271-790-736 711. databases	503.16
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	414.44
Total 271-790-737 720. Supplies	414.44
271-790-880 710. Programs (Community Promotions)	496.27
271-790-960.1 709. Ed. & Train Dor	
271-790-960.2 709.1 Travel and Meetings	33.67
Total 271-790-960.1 709. Ed. & Train Dor	33.67
Total 65000 703-728. Operations	2,800.13
780. Misc Expense	
782. Square Reader Fees	3.65
Total 780. Misc Expense	3.65
Payroll Expenses	
271-790-702 Wages	7,809.28
271-790-715.1 Taxes	613.07
Total Payroll Expenses	8,422.35
Total Expenses	\$13,770.15
NET OPERATING INCOME	\$5,061.80
NET INCOME	\$5,061.80

Director's Report, April 2023

Library Operation Updates

This month's Storytime theme is Let's Talk About Caring for the Earth, and Karen Shaffer had 17 children at her Recycling Storytime on April 4. Our April 27 program on the history of Allegan County Poor Farms with the Library of Michigan's Adam Oster has generated a lot of excitement. Signup is not required, but 15 people have signed up as of Friday noon. Social media is abuzz!

We have continued to reach out to fill the remaining Plates 'n' Pages spots for September and October. Children's book author and illustrator Adam Zenz recently joined the roster. Karen Bos, the new Tribal Librarian for the Gun Lake Tribe, has reached out to a few Potawatomi storytellers on our behalf and is awaiting response.

Statistics

Circulation statistics continue to be strong. Hoopla use kicked up yet another notch in the third month of high use. RLA data for Libby was unavailable by the time of the meeting.

Budget and Financial Items

The Budget is up to date. A Year-End Analysis has been performed and will be shared later in the meeting.

Staff and Building Items

We received one proposal for cleaning services from Coverall, which will be presented later in the meeting. Reilly ordered 5 new 8' banquet tables for programming. Reilly's desktop computer was irreversibly damaged by an electrical surge. A replacement has been ordered and should arrive next week. I signed a contract with Griffin Pest Control to provide monthly services at \$78 per month plus 2 outside perimeter treatments per year. The total is just over \$1,000 annually, which is nearly equal to the amount saved by reducing the director's wage increase.

Meetings, Workshops, etc.

I completed the Virtual Millage Series of webinars in March and am engaged in a series of webinars in April called Cultivating the Relationship-Driven Library.

April 3, I sat down with Karen Bos from the Gun Lake Tribe for a great conversation about ways we can collaborate in the future.

April 13, I attended the Lakeland Library Coop Board and Advisory Council meetings. One upcoming event that will impact our functioning to some extent is Lakeland's decision to phase out its free email service to member libraries. I have reached out to Jeff Miling about the possibility of using Township email and talked with the staff to begin to generate alternatives. Lakeland is working on presenting a replacement email service for which they will charge \$300-\$400 per year. The timeline for the phase-out at this point is a year or so.

Later on April 13, we had a staff meeting at which we discussed Lakeland's expectation that Patron Point digital library card registration service be implemented and advertised by each library by June 1. The staff has several concerns. I am taking their questions to Amber McLean, who is the point person at Lakeland for this project. We also discussed the need for revisions in the Volunteer Policy, which will be discussed later in the meeting.

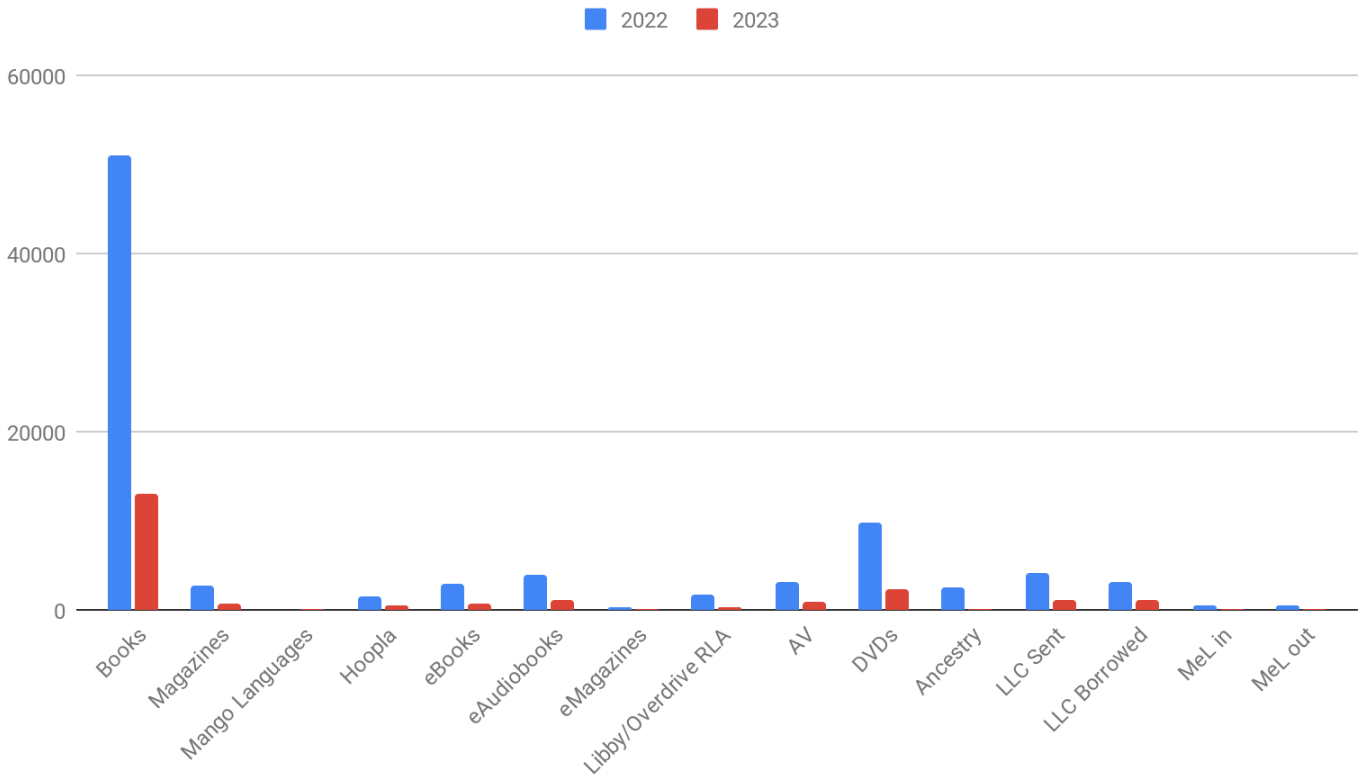
Volunteers

Jadelyn Horton completed her required volunteer hours.

Library Closings

The library closed early at 12:30 PM on April 5 due to power outage.

Completed April 14, 2023, 1:15PM



Proposed 2023-2024 Budget				
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	Change from previous year
		\$244,900.00	\$267,150.00	-22,250.00
Emp. Wages		\$89,500.00	\$96,000.00	-\$6,500.00
Payroll taxes		\$26,650.00	\$26,650.00	\$0.00
Health Insurance		\$3,000.00	\$2,000.00	\$1,000.00
Total		\$119,150.00	\$124,650.00	-\$5,500.00
Emergency Min Wage Increase Fund			\$14,350.00	
Total with Min Wage Increase			\$139,000.00	
				\$0.00
				\$0.00
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	
Audit fee		\$3,000.00	\$3,000.00	\$0.00
Collection Agency		\$50.00	\$50.00	\$0.00
Custodial Fees		\$5,600.00	\$8,000.00	
Legal Fees		\$2,000.00	\$5,750.00	-\$3,750.00
Professional Dues		\$800.00	\$800.00	\$0.00
Library Board Bonding		\$350.00	\$350.00	\$0.00
Workers Comp		\$600.00	\$600.00	\$0.00
Strategic Planning			\$9,800.00	
Total		\$12,400.00	\$28,350.00	-\$15,950.00
				\$0.00
				\$0.00
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	
Books		\$16,400.00	\$17,000.00	-\$600.00
	Adult	\$5,900.00	\$6,700.00	-\$800.00
	Childrens	\$3,610.00	\$5,285.00	-\$1,675.00
	Tween	\$2,790.00	\$1,370.00	\$1,420.00
	YA	\$4,100.00	\$3,645.00	\$455.00

Proposed 2023-2024 Budget				
DVD		\$1,500.00	\$1,500.00	\$0.00
Audiobooks		\$1,200.00	\$1,200.00	\$0.00
Video Games		\$1,000.00	\$1,000.00	\$0.00
Games to Go		\$250.00	\$250.00	\$0.00
Kits		\$500.00	\$500.00	\$0.00
Binge Boxes		\$500.00	\$500.00	\$0.00
Periodicals		\$1,500.00	\$1,750.00	-\$250.00
Programs		\$12,000.00	\$12,000.00	\$0.00
	General Programming	\$9,000.00	\$9,000.00	\$0.00
	Summer Reading	\$3,000.00	\$3,000.00	\$0.00
	Grant Purchases			\$0.00
Advertising		\$1,000.00	\$1,000.00	\$0.00
Office/General Supplies		\$4,500.00	\$7,000.00	-\$2,500.00
Employee Training		\$8,000.00	\$6,000.00	\$2,000.00
Library Board Training		\$400.00	\$400.00	\$0.00
Transportation		\$400.00	\$500.00	-\$100.00
Coop Fees		\$18,000.00	\$18,000.00	\$0.00
Databases		\$12,800.00	\$18,900.00	-\$6,100.00
	Overdrive (ebooks, er	\$3,500.00	\$4,660.00	-\$1,160.00
	Mango Languages	\$1,500.00	\$1,500.00	\$0.00
	Ancestry.com	\$1,500.00	\$4,040.00	-\$2,540.00
	Movie License	\$400.00	\$400.00	\$0.00
	Hoopla (ebooks)	\$3,000.00	\$5,400.00	-\$2,400.00
	World Trade Press	\$400.00	\$400.00	\$0.00
	Linked-In Learning/Ly	\$2,500.00	\$2,500.00	\$0.00
Total		\$79,950.00	\$87,500.00	-\$7,550.00
				\$0.00
				\$0.00
		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	
Building Ins.		3000		

Proposed 2023-2024 Budget				
	General Liability Insur	3000	2500	\$500.00
Utilities		\$3,500.00	\$3,500.00	\$0.00
	Internet/phone			\$0.00
	Trash			\$0.00
	Recycling			\$0.00
Building Maintenance and Improvement		\$3,200.00	\$4,200.00	-\$1,000.00
	Tables	\$500.00	\$400.00	\$100.00
	Makerspace Equipme	\$300.00	\$300.00	\$0.00
	Security system	\$900.00	\$900.00	\$0.00
	Other building	\$500.00	\$0.00	\$500.00
	Pest Control	\$0.00	\$1,100.00	-\$1,100.00
	Q Window Cleaning	\$0.00	\$500.00	-\$500.00
	Annual Cleaning	\$1,000.00	\$1,000.00	\$0.00
Equipment		\$17,200.00	\$12,450.00	\$4,750.00
	Hotspots (grant funde	\$1,500.00	\$2,050.00	-\$550.00
	AED	\$500.00	\$500.00	\$0.00
	Firewall	\$200.00	\$200.00	\$0.00
	Computer	\$8,000.00	\$2,000.00	\$6,000.00
	General			\$0.00
	Grant Funds			\$0.00
	Copier	\$5,000.00	\$5,700.00	-\$700.00
	Website	\$1,000.00	\$1,000.00	\$0.00
	Misc	\$1,000.00	\$1,000.00	\$0.00
	Grant Funds			\$0.00
Equipment Mant.		\$3,400.00	\$3,900.00	-\$500.00
	Computer Maint.	\$2,000.00	\$2,500.00	-\$500.00
	CD/DVD Cleaner	\$400.00	\$400.00	\$0.00
	Software	\$1,000.00	\$1,000.00	\$0.00
Misc		100	100	\$0.00
Total		\$33,400.00	\$26,650.00	

Proposed 2023-2024 Budget

Projected Revenue		Proposed 2022-2023 Budget	Proposed 2023-2024 Budget	Change from previous year
INTEREST		600	1200	600
PENAL FINES		25000	28000	3000
STATE AID		3500	3500	0
MILLAGE		160000	168000	8000
FRIENDS		200	200	
Annuities, grants, etc		4274.4	4274.4	0
	Allianz			0
	LSTA Grant			0
	ACCF Grant			0
	Misc. Grants			
MISC INCOME		1000	2000	1000
	Fines			0
	Copies			0
	Room Rental			0
	summer reading			0
	Misc.			0
	Craft			0
	Bus trip			0
	Water Color Classes			0
	Sales			0
	Faxes			0
	Credit Card Credits			0
	Misc Cash out			0
Transfer from Savings			9800	9800
Carry over from last years budget				0
TOWNSHIP APPROPRIATION		50000	55400	5400
Total		244574.4	272374.4	27800

Year-End Fiscal Report and Financial Forecast, FYE 2023
Report and Recommendations

Below is a table detailing the financial performance of the Library over the past fiscal year.

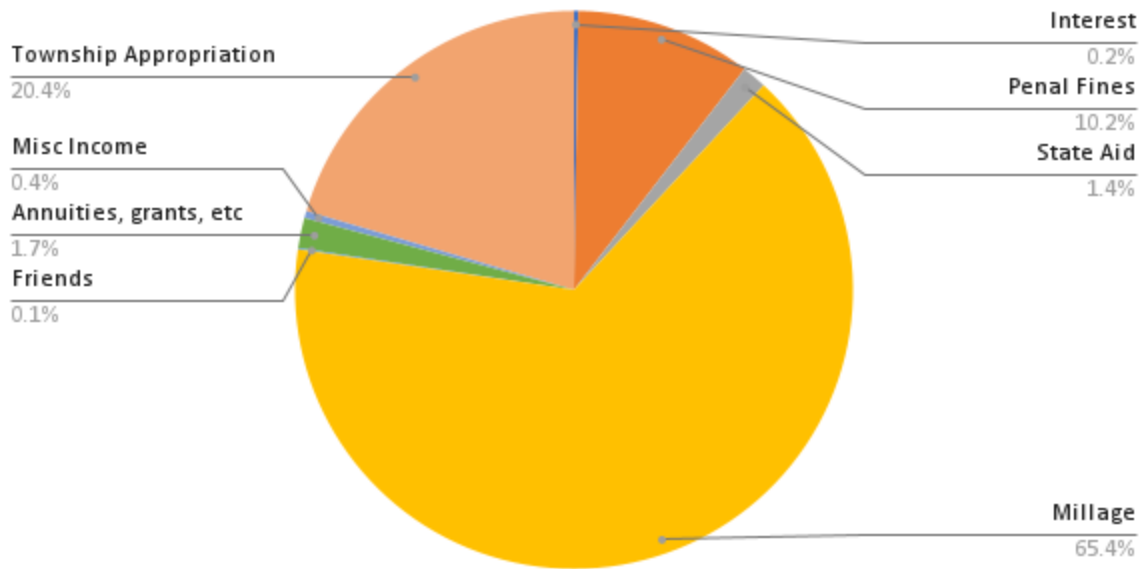
	Budgeted	% of Total	Actual	% of Total	% of Budgeted	YE Variance
REVENUE	\$ 244,574.40	100.0%	\$ 295,091.83	100.0%	120.7%	\$ 50,517.43
Interest	\$ 600.00	0.2%	\$ 1,527.74	0.5%	254.6%	\$ 927.74
Penal Fines	\$ 25,000.00	10.2%	\$ 27,871.29	9.4%	111.5%	\$ 2,871.29
State Aid	\$ 3,500.00	1.4%	\$ 7,785.93	2.6%	222.5%	\$ 4,285.93
Millage	\$ 160,000.00	65.4%	\$ 179,770.35	60.9%	112.4%	\$ 19,770.35
Friends	\$ 200.00	0.1%	\$ 215.00	0.1%	107.5%	\$ 15.00
Annuities, grants, etc	\$ 4,274.40	1.7%	\$ 5,840.62	2.0%	136.6%	\$ 1,566.22
Misc Income	\$ 1,000.00	0.4%	\$ 8,580.90	2.9%	858.1%	\$ 7,580.90
Township Appropriation	\$ 50,000.00	20.4%	\$ 63,500.00	21.5%	127.0%	\$ 13,500.00
EXPENSES	\$ 241,400.00	100.0%	\$ 227,896.31	100.0%	94.4%	\$ (13,503.69)
Staff Expenses	\$ 124,750.00	51.7%	\$ 112,243.36	49.3%	90.0%	\$ (12,506.64)
Professional Fees	\$ 6,800.00	2.8%	\$ 7,390.56	3.2%	108.7%	\$ 590.56
Building Expenses	\$ 29,900.00	12.4%	\$ 27,364.03	12.0%	91.5%	\$ (2,535.97)
Operating Expenses	\$ 79,950.00	33.1%	\$ 80,898.36	35.5%	101.2%	\$ 948.36
Books	\$ 16,400.00	6.8%	\$ 16,763.19	7.4%	102.2%	\$ 363.19
AV	\$ 3,700.00	1.5%	\$ 3,340.79	1.5%	90.3%	\$ (359.21)
Periodicals	\$ 1,500.00	0.6%	\$ 1,717.00	0.8%	114.5%	\$ 217.00
Other Physical	\$ 1,250.00	0.5%	\$ 248.18	0.1%	19.9%	\$ (1,001.82)
PHYSICAL MATERIALS	\$ 22,850.00	9.5%	\$ 22,069.16	9.7%	96.6%	\$ (780.84)
DIGITAL MATERIALS	\$ 12,800.00	5.3%	\$ 12,724.48	5.6%	99.4%	\$ (75.52)
PROGRAMMING	\$ 12,000.00	5.0%	\$ 18,033.36	7.9%	150.3%	\$ 6,033.36
OTHER OPERATING	\$ 32,300.00	13.4%	\$ 28,071.36	12.3%	86.9%	\$ (4,228.64)
REV - EXP	\$ 3,174.40		\$ 67,195.52			

- Every category of revenue was significantly greater than what we budgeted.
- Most categories of spending were a bit underbudget, the notable exceptions being Legal Fees and Periodicals, which were already adjusted upward for the current Fiscal Year, as well as Programming, which included Plates ‘n’ Pages (funded by a \$10K ARP Humanities Grant) and Comics Creators Club (much of which was paid for by the Friends).
- Consequently, we ended the year with \$67K in unspent funds.

The charts below detail Revenue Sources and Budgeted vs. Actual Revenue.

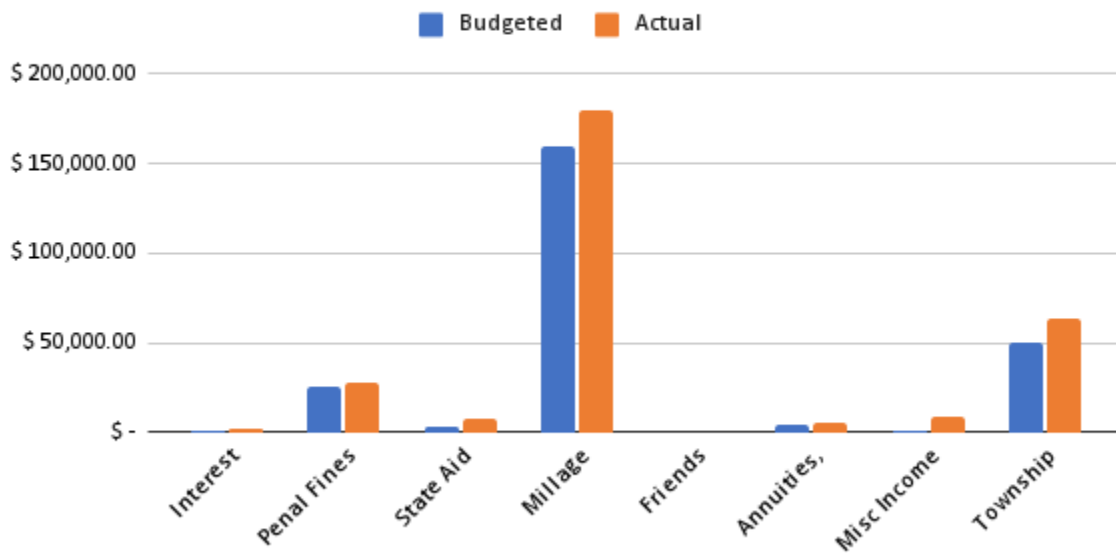
Revenue Source Breakdown

FYE 2023



Budgeted vs. Actual Revenue by Source

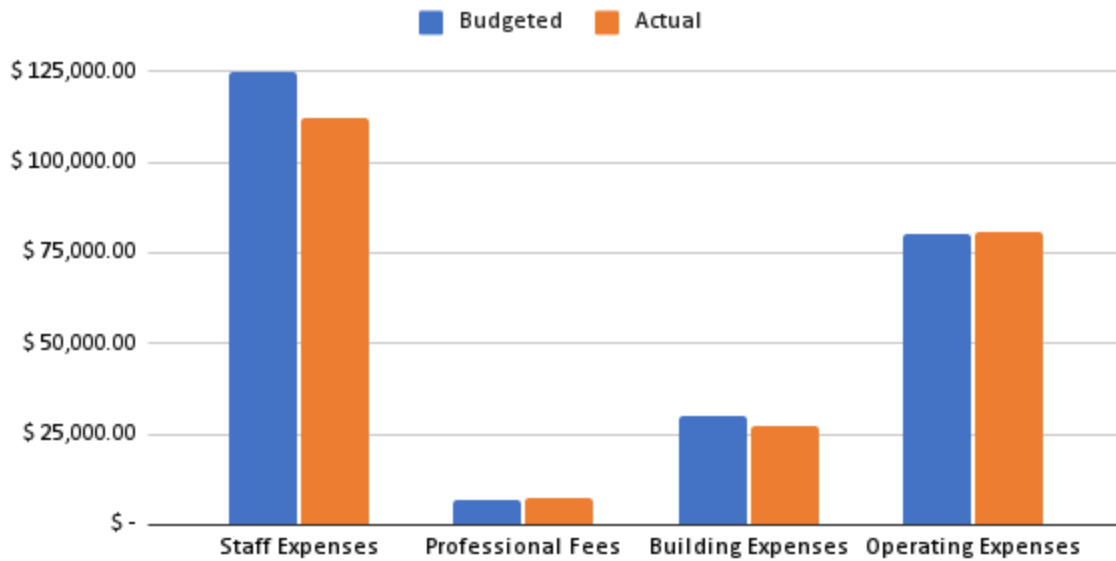
FYE 2023



The final two charts show Budgeted vs. Actual Expenses at a broad level and then with more detail breaking out the Operating Expenses.

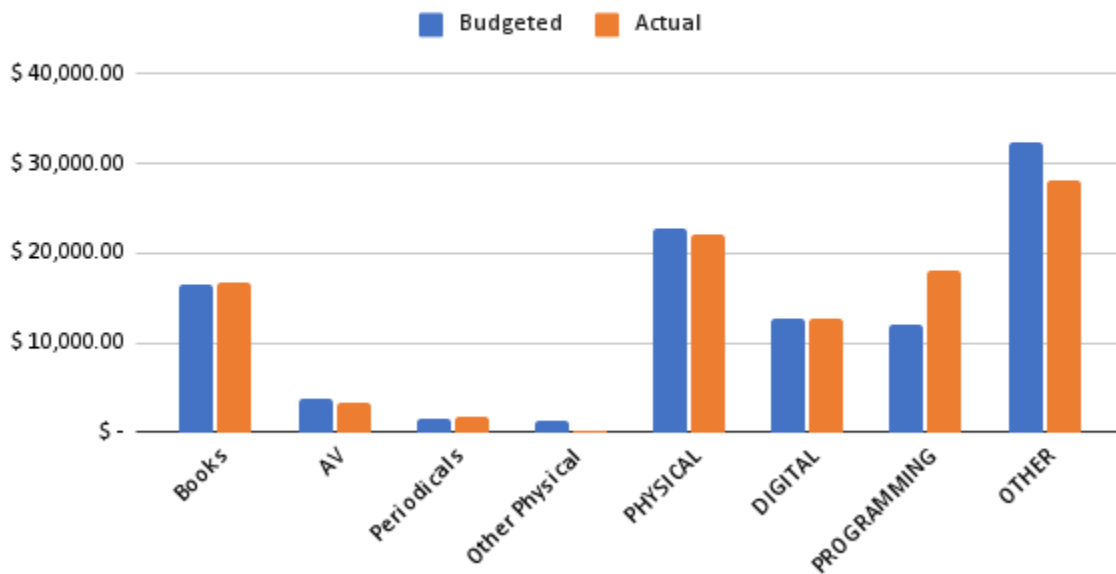
Budgeted vs. Actual Expenses by Activity Level

FYE 2023



Budgeted vs. Actual Operating Expenses

FYE 2023



- The **Financial Forecast** assumes an average 3% annual growth in taxable property value. This follows information given to me by the deputy Township Supervisor. Property tax revenue will generally rise with local inflation, limited by Headlee to 5% or less. No other revenue is assumed to increase at all.
- The Forecast also assumes several regular cost increases over the years in Personnel costs, Co-op fees, Databases, and Insurance.

- Assuming no drastic changes are effected in state Minimum Wage laws, Personnel cost increases can be kept to an average 3% yearly cost-of-living increase..
- Co-op fees are assumed to follow the 5% annual increase I was told to expect as a maximum for FYE 2023. Actual increases probably will not exceed this rate.
- Database subscription fees do increase annually, but to some extent we can control some of these increases by limiting what is available to the patrons. With this compromise, I feel comfortable with a 3% average annual increase.
- I was told by the Decker Agency to expect moderate increases in Liability Insurance premiums, and I hold them at 3% here.
- Periodic, temporary increases in certain expense categories also appear in the Forecast.
 - Professional and contracted services in FYE 2024 includes \$9,800 for Strategic Planning and \$3,500 in additional Legal Fees to accommodate ongoing policy revision, including an updating of the Personnel Policy Manual. In FYE 2027, the category includes an extra \$4K to pay for an in-house update to the Strategic Plan.
 - Insurance includes estimated costs for Cyber Insurance, which, if discontinued by the Township, is something we need to consider adding. Township Clerk Debbie Sewers has reported to me recently that the Cyber Insurance from the Beazley Group has been renewed for the next year at the Township level and continues to cover the Library.
- My recommendations include
 - **Minimizing increases or freezing expense categories over the next several years.** By 2029, our next millage efforts will be in full swing. Keeping the budget down will lend us credibility as stewards of the public funds. This should be doable given
 - Our proven ability to economize, bring effective programming to our community without great expense;
 - Our budget adjustments to match actual FYE 2023 expenditures with FYE 2024 budgeted amounts;
 - The fact that we can adjust volumes purchased in response to rising prices, if needed.
 - **Be more aggressive with investing,**
 - Taking \$161,000 out of Savings
 - (leaving funds equivalent to the previous year's expenses plus 3.86% to cover a year ahead *and* 25% of the current year's budget, a solid minimum recommended by financial experts)
 - Investing that amount in a Money Market Account at a minimum of 4% APY. All investments will be made in accordance with our Financial Policies.

- Considering an exploration of long-term planning for a new library building, with the Money Market investment tracked as a Capital Projects Fund.
 - Consider the following figures as a loose example of the possibility, just as an off-hand illustration:
 - A 12,000 sq. ft. library building with approximately a 60% increase in Community space, Materials space, and Staff space, would cost an estimated \$2,773,600:
 - \$1,776,000 at \$148/sq. ft. to build
 - 25% of that or \$444,000 for contractors
 - 8% of that or \$142,000 for an architect
 - \$411,600 to increase materials to fill new shelf space
 - \$161,000 invested in an MMA at 4.25% APY in FYE 2024 should yield \$37,246.80 by FYE 2029, giving us \$198,246.80 in the Capital Fund, or about 7.15% of the total cost of the new building.

	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029
REVENUES						
Property taxes [1]	\$ 168,000.00	\$ 173,000.00	\$ 178,200.00	\$ 183,500.00	\$ 189,000.00	\$ 194,600.00
State grants	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Fines and forfeitures - penal fines	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
Interest	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Other [2]	\$ 6,474.40	\$ 6,475.00	\$ 6,475.00	\$ 6,475.00	\$ 6,475.00	\$ 6,475.00
Total Revenues	\$ 207,174.40	\$ 212,175.00	\$ 217,375.00	\$ 222,675.00	\$ 228,175.00	\$ 233,775.00

EXPENDITURES						
Recreation and culture:						
Personnel costs [3]	\$ 124,650.00	\$ 128,400.00	\$ 132,300.00	\$ 136,300.00	\$ 140,400.00	\$ 144,700.00
Professional and contracted services	\$28,350.00 [5]	\$ 15,300.00	\$ 15,300.00	\$19,300.00 [6]	\$ 15,300.00	\$ 15,300.00
Book purchases [7]	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
AV materials	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
Collections	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
Periodicals	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
Programs [8]	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Advertising	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Supplies	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Education and training	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Transportation	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Co-op fees [9]	\$ 18,000.00	\$ 18,900.00	\$ 19,500.00	\$ 20,100.00	\$ 20,700.00	\$ 21,300.00
Databases	\$ 18,900.00 [10]	\$ 18,000.00	\$ 18,540.00	\$ 20,600.00 [11]	\$ 21,200.00	\$ 21,900.00
Insurance	\$ 2,500.00	\$3,500.00 [12]	\$ 3,600.00	\$ 3,710.00	\$ 3,820.00	\$ 3,935.00
Facilities and equipment	\$ 24,050.00	\$ 24,050.00	\$ 24,050.00	\$ 24,050.00	\$ 24,050.00	\$ 24,050.00
Miscellaneous	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Total expenditures	\$ 266,750.00	\$ 258,450.00	\$ 263,590.00	\$ 274,360.00	\$ 275,770.00	\$ 281,485.00

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (59,575.60)	\$ (46,275.00)	\$ (46,215.00)	\$ (51,685.00)	\$ (47,595.00)	\$ (47,710.00)
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	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029
OTHER FINANCING SOURCE						
Transfers from General Fund	55400	55400	55400	55400	55400	55400
NET CHANGES IN FUND BALANCE	\$ (4,175.60)	\$ 9,125.00	\$ 9,185.00	\$ 3,715.00	\$ 7,805.00	\$ 7,690.00
FUND BALANCES - BEGINNING	\$ 509,242.40	\$ 505,066.80	\$ 514,191.80	\$ 523,376.80	\$ 527,091.80	\$ 534,896.80
FUND BALANCES - ENDING	\$ 505,066.80	\$ 514,191.80	\$ 523,376.80	\$ 527,091.80	\$ 534,896.80	\$ 542,586.80
Current Budget Expenditures+3.86%	\$ 277,046.55	\$ 268,426.17	\$ 273,764.57	\$ 284,950.30	\$ 286,414.72	\$ 292,350.32
25% Current Fiscal Year Budget	\$ 66,687.50	\$ 64,612.50	\$ 65,897.50	\$ 68,590.00	\$ 68,942.50	\$ 70,371.25
Ideal Reserve	\$ 343,734.05	\$ 333,038.67	\$ 339,662.07	\$ 353,540.30	\$ 355,357.22	\$ 362,721.57
EXCESS/(DEFICIENCY)	\$ 161,332.75	\$ 181,153.13	\$ 183,714.73	\$ 173,551.50	\$ 179,539.58	\$ 179,865.23
MMA Investment at 4.25%	\$161,000.00	\$6,842.50	\$7,133.31	\$7,436.47	\$7,752.52	\$8,082.00
Cumulative total	\$161,000.00	\$167,842.50	\$174,975.81	\$182,412.28	\$190,164.80	\$198,246.80

1. Volunteer Policy

- The Dorr Township Library welcomes members of the community serving as volunteers. The services volunteers perform are valued and valuable. Volunteer activities are governed by the following guidelines:
 - A volunteer represents the Library to the community while actively serving as a volunteer.
 - A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering within the Library building and at library events elsewhere.
 - The Library may decide to discontinue or change a volunteer's service assignment if it is determined that the assignment is no longer beneficial.
 - The Library cannot guarantee any specific amount of hours for individual volunteers.
 - Preference for most volunteer activities is given to local students who must fulfill school requirements.
 - The Library will not accept any court-ordered volunteers who have committed crimes involving theft, assault, or danger to children or other felonies.

The Dorr Township Library welcomes volunteers, but will not provide any compensation besides a letter of acknowledgement of service. Volunteers will be asked to check in before beginning work so that hours can be accurately logged.



A Customized
MAINTENANCE PROPOSAL
Prepared for





Thank you for allowing us to present you with our maintenance service proposal customized to your specific requirements.

Cleanliness and the general appearance of your facility is of paramount importance. We understand your concerns and feel confident that **COVERALL CLEANING** can exceed your expectations and become your vendor of choice. With 20 years of experience servicing happy customers in West Michigan, **COVERALL CLEANING** is particularly well-suited to meet both the current and future needs of Dorr Township Library. We firmly believe that a successful partnership based upon the following basic elements will ensure your satisfaction:

- A fully integrated communication system to keep you informed at all times
- Quality Assurance Inspections which guarantee prompt and effective responses to any concerns
- A customized approach to meet your specific needs.
- The Coverall proprietary Health-Based Cleaning System® Program, and Coverall Core 4® Process
- A structured, well-organized plan to ensure a smooth transition to Coverall services
- Continual ongoing customer service and support

You will find that our knowledgeable and thoroughly trained cleaning teams will provide the high level of service you require. **COVERALL CLEANING** will enhance and maintain the professional environment of your building with the best quality cleaning at the most reasonable prices.

We appreciate your time and the opportunity to provide you with this proposal.

Sincerely,

A handwritten signature in blue ink that reads 'Dana Vanderwal'.

Dana Vanderwal
Sales Consultant

Coverall of West Michigan

Office: 616-954-3860

Cell: 616-788-9444

saleswm@coverallgreatlakes.com

www.coverall.com

COVERALL CLEANING'S EXCEPTIONAL SERVICE

The Power of Franchise Ownership to Benefit YOU

COVERALL CLEANING is uniquely franchise-based with local cleaning teams. This means an individual who has made a monetary investment and commitment to their business, is directly responsible for your complete satisfaction after every single clean. A Franchisee must pass a thorough background check, the Owner and their Team are required to wear a Coverall shirt at all times on site, and they will employ all **COVERALL CLEANING** trained practices. Because of their sense of ownership, they tend to take great pride in their work and strive for continual, enduring business success!

Training

COVERALL CLEANING Franchise Owners receive comprehensive training and continuous education on the latest commercial cleaning techniques, as well as proper equipment and product usage to provide consistent quality. Our Trademark Core 4 Process which includes hospital-grade cleaning chemicals, ensures a consistently healthy clean. Your Regional Coverall Center office stays in regular contact with your Franchise Owner providing input and assistance.

Quality Control

Your **COVERALL CLEANING** Operations Consultant from the Regional Center will perform periodic daytime inspections of your workplace at your convenience. This practice helps maintain **COVERALL CLEANING's** high standards and encourages feedback from our customers. We suggest you take full advantage of these visits, and feel free to request them at any time.

Cleaning Schedules

Cleaning operations are generally performed after business hours and on weekends. However, we can also accommodate your daytime cleaning requirements. All special cleanings such as floor work and carpet cleans are arranged to meet your scheduling preferences. Most importantly, we customize your Work Scope to meet your specific needs and frequencies.

Communications

Communication is the driving force that keeps our system running smoothly. We have several ways to communicate with you, each individually suited according to your specific business needs. These are as follows:

Support Center: We work when you work so we will be available when you need us. Our **COVERALL CLEANING** Regional Support Center can assist you with any cleaning matters during regular business hours.

Operations: Our Operations Consultants all carry a cell phone and can be reached via a call, text, or email.

Franchise Owners: Our Franchise Owners and Team Supervisors are also accessible 24 hours a day via cell phones.

Logbook: You can communicate questions or comments to your Franchise Owner via the **COVERALL CLEANING** log book kept at your site. The Franchise Owner/Team Supervisor checks the logbook daily and signs out after each cleaning. Have a special meeting scheduled and want the Conference Room looking pristine? Let your Franchise Owner know---they work to make sure you are always 100% satisfied.

Insurance

COVERALL CLEANING provides one of the strongest insurance protection plans available in the commercial cleaning industry. This will give you the confidence of knowing that the safety and security of your facility is backed by extensive coverage which encompasses \$2,000,000 in general liability, workers compensation coverage, as well as a \$100,000 surety bond.

Founded in 1985, **COVERALL CLEANING** is an international company headquartered in Deerfield Beach, FL. with more than 8,000 industrious Franchise Owners who have a vested interest in providing the best service possible to over 50,000 customers worldwide.

Multi-tenant office buildings, industrial complexes, medical facilities, financial and government institutions, retail stores, auto dealerships, and corporate headquarters are among the many types of accounts we serve. Their size ranges from just 500 to over 1,000,000 square feet. Yet they all possess one common requirement that **COVERALL CLEANING** consistently provides - **the best quality cleaning service at the most reasonable price. And we personalize to you on a local level!**

Coverall Core 4[®] Process

HOSPITAL-GRADE DISINFECTANTS



- ▶ Proven to kill germs
- ▶ EPA-registered chemicals
- ▶ OSHA packaging and labels

COLOR-CODED MICROFIBER




- ▶ Picks up 99% of soils
- ▶ Helps prevent germ spread
- ▶ Environmentally friendly

NO-DIP FLAT MOP



- ▶ Cleans hard-to-reach places
- ▶ Never uses dirty water
- ▶ Reduces cross-contamination

HEPA BACKPACK VACUUM



- ▶ Captures particles to reduce dust
- ▶ Helps improve indoor air quality
- ▶ Quieter than most vacuums



Additional Special Services

On occasion, services other than the regularly scheduled janitorial duties may be required. **COVERALL CLEANING** will perform these services when requested, and invoice separately from the general monthly cleaning contract, unless the services are specifically included in your monthly billing. If a special service is included, 1/12 of the annual charge is included in each monthly charge.

COVERALL CLEANING is also able to assist with many other cleaning needs, and will provide quotes for any of the following special services upon request:

- Carpet cleaning**
- Office furniture cleaning**
- Upholstery cleaning**
- Window cleaning**
- Power washing**
- Waste receptacle washing**
- Emergency cleaning (fire, flood, etc.)**
- Providing of dispenser supplies**
- Replacement of burned-out bulbs from customer supply**
- Ceiling cleaning**
- Floor stripping and refinishing**
- Restroom sanitation / odor control**
- Post-construction clean**
- Bodily fluid clean-up**
- Electrostatic Disinfecting**

To arrange for any of the above services, please contact your **COVERALL CLEANING** Support Center at your convenience.



Areas to be Serviced: **Dorr Township Library**

- | | | |
|-------------------------------------|--|--------------------------|
| <input checked="" type="checkbox"/> | Entrance | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Community Room | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Restrooms-3 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Kitchen/Backroom | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Main Library/offices, desk area,
computer and teen rooms, book sale
and craft supply exchange room | <input type="checkbox"/> |

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |

Other areas not listed above:

_____	_____
_____	_____
_____	_____

Exclude:

<u>Breaking down/Disposing</u>	_____
<u>OF CARDBOARD BOXES</u>	_____
_____	_____

Specifications

The specifications outline the requirement for cleaning services. A walkthrough can be scheduled by appointment to view the building.

Dorr Township Library
1804 Sunset Dr.
Dorr, MI 4323

- 1 floor – approx. 7500 sqft.
- Includes
 - entry way
 - 3 bathrooms
 - kitchen/back room
 - main library
 - community room
 - book sale room
 - craft supply exchange room
 - computer and teen rooms
 - office
 - behind the desk area.

Responsibilities of the Contractor

The following cleaning instructions are outlined by *location* and *frequency*.

Entrance and community room

Weekly:

1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners) *Library provides*
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.
4. Vacuum walk off mats and traffic areas
5. Spot treat soiled carpet areas
6. Dust mop hard surface floors
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Thoroughly vacuum all carpeting taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.
3. Complete all high dusting, including exhaust fans, air ventilators and light fixtures within reach.

Quarterly:

1. Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames. *CUSTOMER will pull FURNITURE away FROM windows*
2. Dust all blinds.

Main library

(including offices, desk area, computer and teen rooms, book sale and craft supply exchange rooms)

Weekly:

1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.
4. Vacuum traffic areas
5. Spot treat soiled carpet areas
6. Disinfect telephones, computer keyboards and mice, chairs, countertops, tables, door handles and book cart handles. This can be done with disinfectant spray (fabric chairs) or disinfectant wipes (hard surfaces/items)
7. Clean and sanitize sink. (Client is responsible for dishes)

Monthly:

1. Thoroughly vacuum all carpeting taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.
3. Complete all high dusting, including book shelves, exhaust fans, air ventilators and light fixtures within reach.

Quarterly:

- Up to 10'
1. Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames. *CUSTOMER WILL PULL FURNITURE AWAY FROM WINDOWS*
 2. Dust all blinds.

Kitchen/backroom area

Weekly:

1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Wipe clean fronts, tops and sides of trash receptacles.
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.
4. Stock dispensers as needed (client to furnish supplies)
5. Damp wipe counters.
6. Disinfect telephones and paper cutter handles.
7. Spot clean cabinets and exterior of appliances to present a neat appearance.
8. Clean interior of microwave removing food particles and stains.
9. Clean and sanitize sink. (Client is responsible for dishes)
10. Dust mop hard surface floors
11. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.

2. Complete all high dusting, including book shelves, exhaust fans, air ventilators and light fixtures within reach.

Quarterly:

- Up to 10'
1. Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames.
 2. Dust all blinds.

CUSTOMER WILL PULL FURNITURE AWAY FROM WINDOWS

Restrooms

(3, men and women's in lobby, staff in kitchen/backroom)

Weekly:

1. Empty all trash receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Stock toilet paper and hand soap. Wipe dispensers as needed (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floors.
9. Report any restroom repairs needed on maintenance sheet.

Monthly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Building grounds

Weekly:

1. Notify management of any concerns on facility using our memo pad system.

Equipment Cleaning and Chemicals

The Dorr Township Library will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with Jeffrey Babbitt via email (dorrlibrary.mi@gmail.com) or phone (616-681-9678).

Damage

The contractor shall report weekly to Jeffrey Babbitt via email (dorrlibrary.mi@gmail.com) or phone (616-681-9678) any damaged facilities and/or broken items that need to be replaced so as not to be held accountable.

Yearly cleaning maintenance

Vendors will submit a separate proposal for the following services that will occur yearly/as needed.

1. Light fixture cleaning. DUST UP TO 12' - NO LADDER WORK
2. Ventilation cleaning. DUST UP TO 12' - NO LADDER WORK
3. Deep cleaning of carpets
4. Tile floor strip, wax and buffing.

Proposal Form
Request for Proposal for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Dorr Township Library building:

Library Building \$ 450.00



Cleaning Contract

The Undersigned, **Dorr Township Library**, hereby accepts the proposal of **New Dreams Inc., dba Coverall of West Michigan** and the parties agree that COVERALL will supply Janitorial Services for CUSTOMER's premises located at:

Address: 1804 Sunset Dr.
Dorr, MI 49323

upon the following terms:

- 1. COVERALL's service charge will be

A) \$450.00 per month, to include 1 times per week service Initial _____

The Janitorial Services are to be performed in the evening unless agreed to by both parties.

- 2. CUSTOMER acknowledges that COVERALL will delegate all Janitorial Services to be performed hereunder to a COVERALL franchisee and/or subcontractor.
- 3. Included in the service charge will be cleaning. The service charge does not include cleaning chemical, equipment liners, paper supplies, and toiletries. The service charge also does not include any use tax, tax on sales, services or supplies, or other such tax, which taxes shall be paid by CUSTOMER. CUSTOMER agrees to reimburse COVERALL the amount of any such taxes if paid by COVERALL on CUSTOMER's behalf.
- 4. All Janitorial Services specified in the "Work Schedule" attachment of this proposal will be provided to CUSTOMER in a satisfactory manner.
- 5. All COVERALL franchisees have successfully completed COVERALL's comprehensive training program and are required to carry insurance and a janitorial bond.
- 6. Additional services, not included in COVERALL's service charge, to be performed upon request, priced per occurrence, at CUSTOMER's expense, include:

a. Strip & Wax Floors	\$825.00	All Vinyl Tile
b. Light Fixtures	\$125.00	Dusting up to 10 feet
c. Vents	\$125.00	Dusting up to 10 feet
d. Carpet Clean	\$325.00	All carpeting
e. Initial Clean	\$	
f. Window Washing	\$	
g. Other	\$	

Additional services accepted by: _____
Signature

7. (a) The term of this Contract is for one (1) year. This one-year period shall begin on the date services are scheduled to begin. This contract shall automatically extend for additional one (1) year periods, unless at least thirty (30) days prior to each anniversary of the date services are scheduled to begin, either party gives the other written notice of its intent not to renew.

Initial _____

(b) **Termination/Notice:** If a party to this Contract fails to perform according to its obligations (the non-performing party”), the party claiming non- performance shall send the non-performing party written notice by certified mail, specifying the manner of non-performance. This notice will provide that the non-performing party will have fifteen (15) days from receipt of the notice to cure or correct the items of non-performance. If these items have not been corrected or cured within this fifteen (15) day period, the claiming party may issue a thirty (30) day written notice of termination and/or pursue other available remedies for default.

(c) Notwithstanding the above, COVERALL may, but shall not be obligated to, terminate this Contract immediately for non-payment by CUSTOMER for cleaning charges due hereunder.

- 7. The service charge will remain in effect for one year unless there are changes in the original specifications for the premises. In the event of such changes, CUSTOMER will advise COVERALL accordingly, and an adjustment in the service charge, as agreed to by the parties, will be made.
- 8. CUSTOMER agrees that it will not employ or contract with any COVERALL employee, franchisee, or any of the franchisee's employees during the term of this contract or for one hundred and eighty (180) days after termination of this contract, without COVERALL's written consent.
- 9. COVERALL will pre-bill CUSTOMER monthly, and CUSTOMER agrees to pay COVERALL the amount that is due and owing under the terms of this contract within 10 days of billing date. Late payments will incur service and finance charges. In the event of default on payment, CUSTOMER agrees to pay COVERALL's attorney's fees and costs for collection. **Coverall offers our CUSTOMERS the convenience of ACH payments.**
- 10. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. However, service can be provided on these holidays at an additional cost if required. Services shall be scheduled during the hours approved or directed by manager/owner.
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
(Days of the week on which service is to be provided)
- 11. If there is an "Additional Special Services" Addendum attached to this Contract, and if CUSTOMER cancels any periodic special services described therein for which a prorated monthly charge is included in CUSTOMER's total monthly service charge, any amount owing by CUSTOMER for special services performed prior to the cancellation shall be payable in full no later than five (5) days after the cancellation.
- 12. The undersigned warrant and represent that they have full authority to enter into this Contract, and that it will be binding upon the parties and their respective successors and assigns.

CUSTOMER

New Dreams Inc., dba Coverall of West Michigan

Signature •

Dana Vanderwal
Sales Consultant
Coverall West Michigan
Office: 616-954-3860
Cell: 616-788-9444

Print Name and Title •

•West Michigan Support Center •
5075 Cascade Rd, Grand Rapids, MI 49546

Dorr Township Library

E-mail Address •

Date: April 12, 2023

Date •

Please email signed contract to:
saleswm@coverallgreatlakes.com

Service Start Date •

COVERALL DOES NOT BREAK DOWN INDIVIDUAL TASKS WITH ESTIMATED TIME TO COMPLETE. WE ARE PROJECTING EACH CLEAN TO TAKE APPROXIMATELY 2.5 TO 3 HOURS.

The time estimate inquires after the amount of time you think it will take to complete the given task. The total asks for the total time you believe it will take to complete each section (that is, weekly total for entrance and community room, monthly total for the same, etc.

Entrance and community room		
Weekly:	Time estimate	Total:
1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)		
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.		
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.		
4. Vacuum walk off mats and traffic areas		
5. Spot treat soiled carpet areas		
6. Dust mop hard surface floors		
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.		
Monthly:	Time estimate	Total:
1. Thoroughly vacuum all carpeting taking care to get into corners, along edges and beneath furniture.		
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.		
3. Complete all high dusting, including exhaust fans, air ventilators and light fixtures within reach.		
Quarterly:	Time estimate	Total:
1. Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames		
2. Dust all blinds.		

Main library (including offices, desk area, computer and teen rooms, book sale and craft supply exchange rooms)		
Weekly:	Time estimate	Total:
1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)		
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.		
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.		
4. Vacuum traffic areas		
5. Spot treat soiled carpet areas		
6. Disinfect telephones, computer keyboards and mouses, chairs, countertops, tables, door handles and book cart handles. This can be done with disinfectant spray (fabric chairs) or disinfectant wipes (hard surfaces/items)		
7. Clean and sanitize sink. (Client is responsible for dishes)		
Monthly:	Time estimate	Total:
1. Thoroughly vacuum all carpeting taking care to get into corners, along edges and beneath furniture.		
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.		
3. Complete all high dusting, including book shelves, exhaust fans, air ventilators and light fixtures within reach.		
Quarterly:	Time estimate	Total:
1. Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames		
2. Dust all blinds.		

Kitchen/backroom area		
Weekly:	Time estimate	Total
1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)		
2. Wipe clean fronts, tops and sides of trash receptacles.		
3. Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, pictures, furniture and manner of furnishings.		
4. Stock dispensers as needed (client to furnish supplies)		
5. Damp wipe counters.		
6. Disinfect telephones and paper cutter handles.		
7. Spot clean cabinets and exterior of appliances to present a neat appearance.		
8. Clean interior of microwave removing food particles and stains.		
9. Clean and sanitize sink. (Client is responsible for dishes)		
10. Dust mop hard surface floors		
11. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.		
Monthly:	Time estimate	Total
1. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.		
2. Complete all high dusting, including book shelves, exhaust fans, air ventilators and light fixtures within reach.		
Quarterly:	Time estimate	Total
1. Thoroughly wash interior windows and partition glass on both sides. Damp wipe all window glass/frames		
2. Dust all blinds.		

Restrooms (3, men and women's in lobby, staff in kitchen/backroom)		
Weekly:	Time estimate	Total
1. Empty all trash receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacle liners)		
2. Stock toilet paper and hand soap. Wipe dispensers as needed (Client to furnish supplies)		
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.		
4. Toilet seats to be wiped clean on both sides.		
5. Scour and sanitize all basins. Polish bright work.		
6. Remove splash marks from walls around basins.		
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.		
8. Sweep or dust mop hard surface floors.		
9. Report any restroom repairs needed on maintenance sheet.		
Monthly:	Time estimate	Total
1. Wipe all restroom partitions on both sides.		
2. Pour fresh water down floor drains to refresh water in sewer line.		
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills		
4. Complete all high dusting, including exhaust fans and air ventilators within reach.		

All Weekly Totals: _____

All Monthly Totals: _____

All Quarterly Totals: _____

SEE ATTACHED

**Client References
Request for Proposal for Cleaning Services**

Please list three (3) client references. It is preferred that those references are clients within the State of Michigan. The Library reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. _____
Name

Address

Phone Number

2. _____
Name

Address

Phone Number

3. _____
Name

Address

Phone Number



References

Auto-Owners Insurance
2401 East Paris Ave. SE
Grand Rapids, MI 49546
Aaron Paterick
(616) 949-7880
paterick.aaron@aoins.com

Amphenol Borisch
4511 East Paris Ave. SE
Grand Rapids, MI 49512
Carl Kampmueller
(616) 890-0469
carl.kampmueller@borisch.com

Northpointe Christian Schools
3101 Leonard St. NE
Grand Rapids, MI 49525 (plus 1 more location)
Rusty Brewster
(616) 942-0363
brewsterr@npchristian.org

SEE ATTACHED

Worker's Compensation Certificate

I hereby certify that effective the date of my Contract with the Dorr Township Library and at all times in the performance of such Contract that:

I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Michigan with the following insurance company.

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Michigan to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously make with the Dorr Township Library.

Date

Signature of Contractor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/4/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Exchange Underwriters, Inc 2111 N Franklin Dr Ste. 100 Washington PA 15301	CONTACT NAME: Kara Dantry	
	PHONE (A/C, No, Ext): 724-745-1600	FAX (A/C, No): 724-745-0224
E-MAIL ADDRESS: kdantry@exchangeunderwriters.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Ohio Security		24082
INSURER B : Ohio Casualty		24074
INSURER C : The Hanover Insurance Group		22292
INSURER D : Norguard		31470
INSURER E :		
INSURER F :		

INSURED NEWDR-1
 New Dreams, Inc., D/B/A
 Coverall of Western Michigan
 5075 Cascade Road S.E.
 Grand Rapids MI 49546

COVERAGES **CERTIFICATE NUMBER:** 20323325 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	BKS60066880	11/1/2022	11/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BAS60066880	1/13/2023	1/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	USO60066880	11/1/2022	11/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NEWC412165	3/31/2023	3/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Third Party Bond			BDY - 1075607	6/1/2022	6/1/2025	Limit 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Kara M. Dantry</i>

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Library for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance on any work or services required under the Agreement, shall have no contractual relationship with the Library, shall not be considered employees of the Library and any and all claims that may or might arise under the Unemployment Compensation Act or the Worker's Compensation Act of the State of Michigan on behalf of said personnel arising out of the employment or alleged employment including without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Library; and the Contractor shall defend, indemnify and hold the Library, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Library, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay or any other such benefits/payments.

Coverall West Michigan
Company/Individual Name

5075 Cascade Rd. SE Suite L Grand Rapids, MI
Official Address
49546

 Salary Consultant
Signature and Title

April 12, 2023
Date

Signature Page
Request for Proposal for Cleaning Services

Dana Vanderwal Sales Consultant
Name and Title (please print)


Signature

5075 Cascade Rd. SE Suite 1
Vendor Address

Grand Rapids, MI 49546
City/State/Zip

Dana Vanderwal
Contact (please print)

616-954-3860
Phone

N/A
Fax

saleswm@coverallgreatlakes.com
E-mail