

HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Agenda

July 10, 2023 4:30pm

Community Room

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence
5. Approval of Minutes p. 2
 - a. May 1, 2023
6. Financial Reports p. 3-4
 - a. May invoices p. 5-8
 - b. May budget report
7. Library Director's Report p. 9-15
 - a. June
8. Committees
 - a. Budget and Finance
 - b. Building and Grounds
 - c. Personnel
 - d. Policy – set meeting date
 - e. Marketing
 - f. Capital Campaign
9. Unfinished Business
 - a. none
10. New Business – meeting business explanations p.16-40
 - a. Consider approving closing the Library October 18, 2023 from 9:00-5:00 for staff training and development.
 - b. Considering approving the bids from Katerberg Verhage for the removal and installation of the landscaping as part of the window project.
 - c. Consider increasing the cap on the amount I'm allowed to spend from \$5,000 to \$10,000 to only be used for unexpected expenses on the window project.
11. Board Member Comments
12. Adjourn

**Hastings Public Library Board of Trustees
Minutes**

Date: June 5, 2023 – 4:30PM

**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room**

1. CALL TO ORDER

The Meeting was called to order by Newberry at 4:30 p.m.

- Board members present: Kelli Newberry, Dave Koons, Audrey Burton, Cloe Oliver, Jane Cybulski, Jeff Kniaz, Bill Nesbitt, Chloe Kelly, Brenda Stacy.
- Also present were Peggy Hemerling and David Edelman.

2. AGENDA: Approved with no changes.

3. MINUTES: Motion to approve the May 1, 2023, minutes made by Audrey Burton, seconded by Jeff Kniaz. Motion approved.

4. FINANCIAL REPORTS: REVIEW APRIL 2023, REPORTS and INVOICES – Jeff Kniaz moved we accept the financial reports as presented, seconded by Bill Nesbitt. Motion approved.

5. LIBRARY DIRECTORS REPORT: May 2023

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds –
- c. Personnel
- d. Policy –
- e. Marketing-
- f. Capital Campaign-

7. NEW BUSINESS

- a. Jeff Kniaz moved that we consider changing the term Directors to Trustees on all library policies, seconded by Chloe Kelly. Motion approved.
- b. Jeff Kniaz moved that we approve the Memorandum of Understanding for Partner Archival Materials Storage Agreement, seconded by Brenda Stacy. Motion approved by roll call; Audrea Burton voted yes, Jane Cybulski voted yes, Jeff Kniaz voted yes, Brenda Stacey voted yes, Dave Koons voted yes, Bill Nesbitt voted yes, Cloe Oliver voted yes, Chloe Kelly voted yes.

8. NEXT MEETING DATE

- a. Next board meeting on Monday July 10, 2023, at 4:30 p.m.

9. ADJOURNMENT: Meeting was adjourned at 4:52 p.m.

HASTINGS PUBLIC LIBRARY
Invoices for May 2023
Prepared for July 10, 2023 Board meeting

Account	Vendor	Amount	Total
Salaries & Wages			\$ 20,799.53
	May	\$ 20,799.53	
Social Security Taxes			\$ 1,520.96
	May	\$ 1,520.96	
Fringe Benefits			\$ 16,741.01
	Benefits	\$ 16,741.01	
Supplies:			\$ 84.10
	Culligan	\$ 26.00	
	ACE	\$ 37.16	
	Staples	\$ 20.94	
Disposable Technology			\$ 809.97
	Amazon	\$ 809.97	
	Mobile Beacon		
Program Supplies			\$ 46.73
	Amazon	\$ 42.94	
	ACE	\$ 3.79	
Subscriptions & Publications			\$ 89.95
	Wall Street Journal	\$ 59.99	
	Readers' Digest Lg. Print	\$ 29.96	
Software Subscriptions			\$ 379.65
	When to Work	\$ (220.00)	
	Beanstack	\$ 599.65	
Electronic Media			\$ 499.84
	Midwest Tape - Hoopla	\$ 499.84	
Maintenance Contracts			\$ 2,559.18
	Schindler	\$ 2,559.18	
Telephone & Fax			\$ 977.27
	MEI Telecom	\$ 204.02	
	Fusion	\$ 773.25	
Internet			\$ 504.95
	MEI Telecom	\$ 504.95	
Dues & Fees			\$ 402.50
	Kiwanis	\$ 402.50	
Public Utilities			\$ 2,256.00
	City - water & sewer	\$ 292.86	
	Consumers - electric	\$ 1,673.41	
	Consumers - natural gas	\$ 289.73	
Waste Disposal			\$ 28.98
	Granger Waste Services	\$ 28.98	

Grounds Repair & Maintenance			\$ 91.33
	Barry County Lumber	\$ 91.33	
Printer/Copier Lease/Maint			\$ 1,628.40
	Konica Minolta	\$ 1,628.40	
Inspection Services			\$ 125.00
	State of MI - elevator	\$ 125.00	
Collection Services			\$ 9.85
	Unique Management	\$ 9.85	
Miscellaneous			\$ 20.00
	Hastings Public Library	\$ 20.00	
Lost/Damaged Materials Fees			\$ 14.00
	Genesee District Library	\$ 14.00	
Equipment/Furniture-ND			\$ 28.00
	Traf-Sys	\$ 28.00	
Collection Materials - Books			\$ 1,347.88
	Baker & Taylor	\$ 1,049.61	
	Amazon	\$ 298.27	
Collection Materials - AV			\$ 409.50
	Baker & Taylor	\$ 409.50	
Total Invoices			\$ 51,374.58

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2023
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL 31-MAY-23	FISCAL YTD 31-MAY-23	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 31-MAY-22	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL
OPERATING REVENUES								
271-100-502-000 UNIVERSAL SERVICE FUND - ERATE	.00	5,023.96	15,439	33%	5,193.98	6,000	87%	5,193.98
271-100-528-000 FEDERAL GRANTS - OTHER	.00	4,068.05	0	0%	.00	0	0%	.00
271-100-540-000 STATE AID	.00	13,491.35	10,000	135%	12,381.53	10,000	124%	12,381.53
271-100-566-000 CONTRIBUTIONS - LIBRARY OF MICH	.00	900.00	0	0%	.00	0	0%	.00
271-100-563-000 CONTRIBUTIONS FROM OTHER TOWNSHIP	6,307.82	412,795.35	390,000	106%	403,514.82	420,000	96%	403,524.93
271-100-637-000 FOIA FEES	.00	.00	0	0%	146.00	0	0%	146.00
271-100-649-000 PRINTING/FAX FEES	933.50	7,245.43	7,000	104%	7,079.63	5,000	142%	7,636.42
271-100-651-000 NON-RESIDENT FEES	175.00	1,275.00	1,000	128%	1,200.25	400	300%	1,425.25
271-100-658-000 PENAL FINES	200.00	14,424.55	10,000	144%	9,994.84	8,500	118%	9,994.84
271-100-659-000 OVERDUE FINES	43.80	1,529.89	1,500	102%	1,958.13	200	979%	2,032.25
271-100-665-000 INTEREST EARNED ON DEP & INVST	.00	5,948.28	250	2379%	762.84	4,750	16%	1,184.07
271-100-667-000 FACILITY RENTALS	150.00	775.00	1,000	78%	840.00	200	420%	900.00
271-100-672-000 OTHER REVENUE	269.79	7,950.80	2,000	398%	6,394.34	1,700	376%	6,538.34
271-100-674-000 PRIVATE CONTRIBUTNS & DONATIONS	5,781.15	33,145.69	20,000	166%	51,753.85	20,000	259%	52,470.35
271-100-674-010 BCF CONTRIBUTIONS	.00	.00	715,000	0%	.00	16,250	0%	16,462.00
271-100-676-000 REIMBURSEMENT OF EXPENDITURES	.00	10.00	0	0%	.00	50	0%	.00
271-100-699-101 TRANSFERS IN - GENERAL FUND	.00	.00	158,605	0%	151,170.00	151,170	100%	151,170.00
TOTAL OPERATING REVENUES	13,861.06	508,583.35	1,331,794	38%	652,390.21	644,220	101%	671,059.96
TOTAL REVENUE & INCOMING TRANSFERS	13,861.06	508,583.35	1,331,794	38%	652,390.21	644,220	101%	671,059.96

CITY OF HASTINGS
FUND 271 - LIBRARY FUND
 OPERATIONS
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2023

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL
	31-MAY-23	31-MAY-23	2022-2023		31-MAY-22	2021-2022		
271-790-702-000	8,118.44	93,718.54	105,557	89%	88,611.68	97,544	91%	100,084.29
271-790-703-000	4,245.25	50,861.23	55,188	92%	49,459.43	53,581	92%	53,581.05
271-790-704-000	7,265.96	83,732.58	81,898	102%	77,765.03	91,505	85%	86,280.86
271-790-704-010	1,169.88	12,156.48	15,779	77%	11,565.78	12,051	98%	13,085.92
271-790-709-000	1,520.96	17,741.02	19,770	90%	16,729.03	19,483	86%	18,634.66
271-790-713-000	.00	70.58	0	0%	133.66	0	0%	133.66
271-790-716-000	.00	937.58	6,598	14%	3,576.40	5,540	65%	3,928.00
271-790-717-000	4,453.39	47,925.86	49,710	96%	45,833.62	65,592	70%	50,379.65
271-790-717-010	5,193.38	5,829.46	3,959	147%	4,991.72	4,214	118%	5,429.17
271-790-718-000	11,227.58	62,082.54	59,000	105%	51,115.79	55,717	92%	55,849.09
271-790-718-010	213.09	1,065.45	0	0%	1,300.92	0	0%	1,300.92
271-790-719-000	287.62	3,163.82	3,460	91%	3,163.82	3,460	91%	3,451.44
271-790-724-000	39.95	439.45	510	86%	439.45	510	86%	479.40
271-790-751-000	.00	1,516.90	1,400	108%	2,165.85	1,400	155%	2,219.95
271-790-756-000	37.16	211.61	500	42%	879.19	700	126%	902.31
271-790-760-000	.00	290.56	300	97%	238.98	350	68%	238.98
271-790-761-000	26.00	1,590.73	1,300	122%	1,828.38	1,300	141%	2,077.87
271-790-762-000	.00	165.53	270	61%	181.81	530	34%	232.52
271-790-766-000	809.97	8,918.65	1,275	700%	1,841.27	1,900	97%	2,054.35
271-790-767-000	.00	.00	125	0%	.00	300	0%	.00
271-790-770-000	46.73	1,420.39	1,900	75%	1,717.36	1,750	98%	2,098.43
271-790-772-000	.00	59.99	300	20%	.00	500	0%	.00
271-790-777-000	20.94	1,069.06	900	119%	351.19	1,100	32%	613.95
271-790-778-000	.00	371.09	500	74%	151.09	500	30%	385.87
271-790-791-000	89.95	1,446.52	1,700	85%	1,688.20	1,430	118%	1,743.19
271-790-792-000	379.65	6,632.93	5,175	128%	3,921.90	4,455	88%	3,921.90
271-790-793-000	.00	8,542.46	8,352	102%	6,111.64	7,350	83%	6,111.64
271-790-794-000	499.84	5,915.95	5,000	118%	4,856.22	4,250	114%	5,903.02
271-790-796-000	.00	1,793.62	1,745	103%	1,741.38	1,745	100%	1,741.38
271-790-798-000	.00	968.86	0	0%	21.90	0	0%	21.90
271-790-802-000	.00	318.00	0	0%	33,882.50	0	0%	38,882.50
271-790-806-000	.00	333.00	350	95%	1,080.00	150	720%	1,080.00

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2023

FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	FULL YEAR ACTUAL
	ACTUAL 31-MAY-23	FISCAL YTD 31-MAY-23	BUDGET 2022-2023	% OF BUDGET	FISCAL YTD 31-MAY-22	BUDGET 2021-2022	% OF BUDGET	
271-790-809-000 CONTRACTED IT SERVICES	.00	31,120.00	24,500	127%	17,325.03	24,275	71%	23,435.03
271-790-812-000 PRE-EMPLOYMENT SCREENINGS	.00	146.00	146	100%	816.00	100	816%	816.00
271-790-813-000 DELIVERY SERVICES	.00	2,464.50	2,725	90%	2,293.50	1,912	120%	2,293.50
271-790-816-000 SECURITY SERVICES	.00	299.88	350	86%	299.88	325	92%	299.88
271-790-817-000 LAKELAND LIBRARY CO-OP SERVICE	.00	4,955.50	2,840	174%	2,755.50	3,158	87%	2,755.50
271-790-818-000 MAINTENANCE CONTRACTS	2,559.18	9,385.13	9,048	104%	8,487.43	8,510	100%	8,487.43
271-790-823-000 OTHER CONSULTING SERVICES	.00	262.50	400	66%	376.00	1,550	24%	801.00
271-790-825-000 LATE/SERVICE FEES	.00	.00	50	0%	41.92	25	168%	41.92
271-790-850-000 TELEPHONE	977.27	4,889.25	5,300	92%	4,448.09	4,760	93%	4,864.89
271-790-851-000 MAIL/POSTAGE	.00	699.43	400	175%	273.86	400	68%	331.86
271-790-852-000 INTERNET/TELECOMM SERVICES	504.95	6,957.51	7,800	89%	7,125.00	7,620	94%	8,115.00
271-790-861-000 TRANSPORTATION - MILEAGE REIMB	.00	470.86	300	157%	.00	300	0%	51.36
271-790-879-000 WEBSITE	.00	212.40	250	85%	.00	210	0%	.00
271-790-880-000 COMMUNITY PROMOTIONS	.00	210.56	300	70%	48.00	600	8%	48.00
271-790-881-000 ADVERTISING	.00	1,862.20	500	372%	966.55	400	242%	1,036.55
271-790-886-000 PHOTOGRAPHY/VIDEOGRAPHY	.00	.00	0	0%	.00	0	0%	85.00
271-790-887-000 SPEAKERS/PERFORMERS	.00	1,647.50	1,000	165%	375.00	1,000	38%	975.00
271-790-890-000 ILS FEES	.00	11,069.67	14,080	79%	13,350.17	11,667	114%	13,350.17
271-790-891-000 LICENSES AND FEES	.00	553.60	460	120%	275.85	460	60%	275.85
271-790-892-000 SOFTWARE LICENSES	.00	643.75	800	80%	763.75	750	102%	763.75
271-790-900-000 PRINTING AND PUBLISHING	.00	216.00	217	100%	350.00	150	233%	725.00
271-790-902-000 NEWSLETTER	.00	.00	0	0%	45.00	400	11%	45.00
271-790-906-000 PROMOTIONS/MARKETING	.00	20.06	200	10%	.00	450	0%	.00
271-790-907-000 SPONSORSHIP/DONATIONS	.00	.00	100	0%	.00	100	0%	.00
271-790-909-000 TRAINING	.00	296.99	300	99%	363.50	400	91%	363.50
271-790-910-000 PROFESSIONAL DEVELOPMENT	.00	.00	400	0%	1,806.00	500	361%	1,806.00
271-790-911-000 CONFERENCES	.00	1,904.70	2,450	78%	711.29	2,550	28%	711.29
271-790-912-000 MEETINGS	.00	37.95	150	25%	.00	75	0%	.00
271-790-915-000 MEMBERSHIPS	.00	1,537.71	1,300	118%	1,369.97	1,228	112%	1,369.97
271-790-916-000 DUES AND FEES	402.50	767.75	1,415	54%	999.50	1,350	74%	999.50
271-790-918-000 WATER/SEWER	292.86	3,013.86	3,000	100%	2,822.64	3,000	94%	3,106.20
271-790-919-000 WASTE DISPOSAL	28.98	315.93	350	90%	275.88	330	84%	322.54
271-790-920-000 ELECTRIC	1,673.41	22,227.11	23,500	95%	23,471.18	22,000	107%	25,192.71
271-790-921-000 NATURAL GAS	289.73	4,334.28	4,500	96%	4,199.78	4,250	99%	4,346.95

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2023
FUND 271 - LIBRARY FUND

OPERATIONS

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	FULL YEAR ACTUAL
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	
	31-MAY-23	31-MAY-23	2022-2023		31-MAY-22	2021-2022		
271-790-929-000	91.33	477.22	14,650	3%	1,600.00	2,475	65%	1,600.00
271-790-929-010	.00	605.00	2,000	30%	855.00	2,000	43%	855.00
271-790-930-000	.00	5,581.84	8,100	69%	32,072.97	33,150	97%	56,710.20
271-790-931-000	.00	.00	1,800	0%	30.00	1,300	2%	30.00
271-790-935-000	.00	7,517.00	10,000	75%	8,263.00	9,000	92%	8,263.00
271-790-939-000	.00	866.28	1,375	63%	722.93	900	80%	722.93
271-790-941-000	1,628.40	3,202.92	4,300	74%	3,202.92	4,275	75%	4,270.56
271-790-944-000	125.00	1,076.00	490	220%	490.00	600	82%	620.00
271-790-950-000	9.85	225.40	200	113%	233.60	200	117%	292.70
271-790-955-000	20.00	20.00	0	0%	.00	0	0%	.00
271-790-962-000	14.00	118.93	150	79%	138.39	150	92%	138.39
271-790-965-000	.00	65.55	100	66%	1,135.21	100	1135%	1,135.21
271-790-975-000	.00	5,085.18	1,100,000	0%	16,449.64	0	0%	.00
271-790-978-000	.00	.00	0	0%	.00	600	0%	.00
271-790-978-010	.00	.00	25,800	0%	.00	0	0%	.00
271-790-980-000	.00	2,595.98	8,500	31%	907.82	8,800	10%	3,792.82
271-790-980-010	.00	.00	0	0%	10,718.72	0	0%	10,718.72
271-790-982-000	28.00	2,813.16	230	1223%	3,488.95	11,730	30%	3,488.95
271-790-982-010	1,347.88	13,508.23	15,000	90%	15,173.11	15,000	101%	16,323.05
271-790-982-020	409.50	15,006.91	2,000	750%	1,940.25	2,000	97%	6,654.25
271-790-982-020	.00	627.92	1,000	63%	2,047.17	2,000	102%	2,047.17
TOTAL LIBRARY OPERATIONS	51,374.58	593,226.54	1,737,347	34%	613,251.14	637,992	96%	688,327.17
TOTAL EXPENDITURES & OUT TRANSFERS	51,374.58	593,226.54	1,737,347	34%	613,251.14	637,992	96%	688,327.17
NET REVENUES OVER EXPENDITURES	(37,513.52)	(84,643.19)	(405,553)		39,139.07	6,228		(17,267.21)



Library Director's Report for the July 10, 2023 Board Meeting

It's hard to believe the 2022-2023 fiscal year is over. June was a busy month to finish it up. There was summer reading, which brought a big influx of people into the building, I talked with landscapers about the RFQ, had meetings with C2AE and our mechanical contractor, did staff evaluations, as well as day to day interactions.

Summer reading is going very well this year. We've had many people of all ages sign up. You'll get more information about what's been going on in reports from Barb and Paige.

The requests for quotes (RFQ) went out to seven landscaping companies at the beginning of the month. Four of them were local. There seemed to be a lot of interest, but when the deadline came we only received a bid from one landscaper, Katerberg Verhage out of Grand Rapids. They bid on the removal and installation phases of the project. They recently re-landscaped around City Hall and did a wonderful job. I am requesting approval of their bid, which is included in your packet.

There have been meetings with C2AE, DHE (our mechanical contractor), Aeon (the manufacturer), Dawson Forner, Jeff Mansfield and myself to discuss the roof top units (RTUs). It's been determined we need to upsize RTU #1 from 20 to 25 tons and RTU #2 from 10 to 13 tons. This will insure the building is adequately heated and cooled. The footprint of the units is nearly the same, so we won't need to reinforce the roof. The electrical demand will be greater for RTU #1, so the current 150-amp breaker will need to be replaced with a 225-amp one.

After these meetings, C2AE finished their analysis and made recommendations for other changes to the RTUs from what was originally quote. I believe we will end up with equipment that will do a better job of maintaining the temperature of the building and will cost about \$20,000 less than the original bid.

We should receive the shop drawings for the windows from Battle Creek Glass by the second week of July. Once we have accepted them they will begin production. The start date for installation is still set for the first week of September.

Dawson has put together a tentative time line for the whole project. We realize the schedule will need to change and adapt as the we go along, but it's great to have an idea of when the work will likely take place. The first work to be done is the replacement of the boiler in July. The installation should be completed by August 1. It's exciting to know the construction is about to start.

Staff evaluations took place during June. Each staff member was asked to do a self-evaluation and set goals for this coming year. Their direct supervisor then put in their observations, David as assistant director added his remarks and then I put in my comments. This procedure was done with the desk staff. I will be meeting one on one with the staff that reports directly to me during the second week of July. We have a wonderful staff that takes their work seriously and works hard to serve our community well. I feel fortunate to work with each one.

In the middle of the month I noticed the read out on the solar inverter in the staff lounge was blinking that there was a failure of some kind. I contacted Dave Hollens at New Energy Solutions, who inspected our array this spring. He sent a solar tech to trouble shoot the problem. Brian Zeemering came June 30 and determined our 15-year-old solar inverter needs to be replaced. Even though the solar panels are still generating electricity, the inverter is not converting it to AC, so we aren't getting any benefit. The new inverter will solve the problem. It will cost \$2,758 for the inverter and installation.

I want to let you know our online catalog is now scoped. This mean when patrons search the catalog only materials we own will be visible. Prior to the middle of June, catalog searches brought up items from 40 libraries in the Co-op. Now to see everything they have to select that option.

We have had two members of the Elks invite us to submit projects for potential grants. We gave them two projects we would like to have help funding:

- Youth Library of Things – the staff has developed a list of non-traditional items we believe would be helpful and enjoyable for our younger patrons.
- With the next solar eclipse taking place in April 2024, as part of March is Reading Month, we would like to bring a portable planetarium to the Library and invite all the students from the elementary grade that studies a big unit on space to come to the planetarium. It would be available to other people in the community in the evening.

We are waiting to hear back from them.

As of June 30, we are no longer offering Hoopla as a service for digital downloads. Their pricing structure made the service too expensive. It was a difficult decision to make and I know we have patrons who will miss it, but we believe it will allow us to offer other services that benefit a greater number of people.

The Friends of the Library will be holding their next book sale on July 13-15. Book sales are some of their biggest fundraisers and allow them to do many things to support the Library. They will take donations until July 11. This gives the group time to get all the donations sorted and set up. I invite you to stop in and pick up some books.



Assistant Director, David Edelman's report:

Lots of exciting things going on this month.

- We have received another grant as of June 19 from PLA and AT&T for \$1,500. With this money we will hold workshops on the Affordable Connectivity Program (ACP), a federal assistance program for helping people afford internet access. More to come.
- Homebound delivery has now been running for several weeks. We still have one participant but expect more over the next few weeks. Feedback has been positive.
- The new display case is refurbished and set in the Michigan Room. Peggy purchased a new glass pane for the cracked one on top and Reg re-painted the white doors. We may still put some LED lights inside, but it looks great. The Dibble display has been reset into

the case for now, along with some Hastings history items. Going forward, we will swap out displays every few months and let patrons display as well. In October 2023 we are looking at a possible display on the Great Chicago Fire from a patron.

- We've had many volunteers in to help with weeding around the building, which is starting to look much better. Some kids are now in regularly doing supervised community service and a few local volunteers are in most weeks as well. All is being overseen by volunteer Karen Dyer.
- Invitations for the Friday July 21 Volunteer Party have been mailed/emailed. Save the date, we hope board members can join us for food and a concert by the Grand Rapids Symphony.
- Inventorying the local history collection will soon reach a milestone with all material having been reviewed once. Some collections still need more detailed content descriptions, but we are now over 4,800 items and I anticipate we will easily be near 10,000 once boxes described as "35 photos" or "assorted papers" are detailed. Not to mention the hundreds of digital files we've accumulated over the last 10+ years.
- The picnic table and solar canopy are ready, we are just waiting for the city to install the concrete pad. We hope all will be complete by mid-July.

Circulation Supervisor, Sarah Proulx's report:

- Staff reviews have been finalized. One on one meetings with staff were set up for the week of the 25th. I was excited to sit down with staff individually to discuss their roles and moving forward in the library.
- I have had several sit-down meetings with David and Peggy to discuss how to improve some of our policies to allow flexibility for staff to make in the moment decisions while feeling supported by policy and to allow for more diverse, equitable, and inclusive protections and wordings to protect both patrons and staff while keeping the mission of the library in mind.
- I have been continuing to spruce up our shelves to remove old outdated information or books that look worse for wear to make room for new additions while also continuing to recommend and get patrons more comfortable with suggesting new titles that help diversify our adult collection. In this process I have also been trying to make books more accessible by trying to avoid the very top and bottom shelves that may be difficult for some patrons to reach. I'm also turning titles forward facing at the ends of shelves to make them more visible. Talks of an accessibility audit have recently come up and I think we could definitely benefit from this.
- Invitations to vendors for Art @ the Library went out this month with a large number of applicants already responding. I expect this year to be one of our biggest yet.
- I have met briefly with the Youth Services team to look at ways to aid the middle school and high school with library access and materials since they currently do not have library services at the school. We have many ideas to sift through, and I am looking forward to tackling this with Paige and Emma once summer reading is over.

Marketing & Adult Services, Barbara Haywood's report:

Summer Reading is off to a good start with many adults signing up to get their water bottle stickers and track their reading on the same game board as the youth. They also receive the same prizes. Totes as a first prize has been a big draw. We decided to verbally advertise this year that people can read whatever they like. They don't have to read library Books. They can also participate without being a library card holder and reading to one another counts for all parties involved.

Our *Trail Mixer* and *Camping 101* programs were held back to back and had nine people in attendance. We have enough trail mix donations that we will be offering trail mix for our August 1st *No Family Left Indoors* program in the little park across from the Thornapple Plaza.

Inviting Birds into Your Yard brought 7 into the library including Joyce Leppard from Audubon Society of Kalamazoo as speaker. *Take 30 Barry County – Explore 30 trails for 30 minutes* with Blue Zones' Catherine Getty had 13 walkers and hikers ready to hit the trails. Catherine also pointed out some little-known trails and upcoming trail growth.



Attendees looking at the maps and other info. during the *Take 30* program

Marketing wise: this summer's theme, "Read Beyond the Beaten Path" has worked great for planning and marketing the reading portion and programs we're offering. It's been easier to work within the theme than ever before.

Youth Services Librarian, Paige Brandli's report:

June has been very busy in the youth department! We had lots of families in the building every day and there were people in the children's section throughout most days.

Summer Reading Challenge Registrants (online via Beanstack) as of June 30:

Little Ones: 76
Kids: 163
Teens: 55
Youth Total: 294
Adults: 185

There are more people who are participating using paper reading logs, so our numbers are higher than what is on Beanstack. We will be inputting the offline readers in the coming weeks to get an accurate count of how many actually took part.

Patrons have responded well to our reading incentives. After reading for 5 days all participants can get a canvas tote bag. They collect patches, buttons, or stickers for every additional 5 days they read. The bags are large enough to hold several books, it's been great to see families leaving the library with their tote bags full of books.

Storytimes (Itsy Bitsy Book Club & Preschool):

We held six storytimes during the month, with a total of 120 people attending. We've been enjoying blowing bubbles and doing messy crafts on the patio during these warm months!

Specialty Programs:

We've had Kate Carpenter performing children's music and Mr. Jim doing a magic show as part of our All Ages Wednesdays. We had 50 & 44 people respectively attend those programs.



Mrs. Kate and Brandt Roaring like Lions.



Mrs. Kate and her assistant for the day, Zach



Mr. Jim wowing adults and children with his magic!

The last weekend in June we hosted an “I Survived” Escape Room based on the popular chapter book series by Lauren Tarshis. This program was a hit, all slots were filled and we had a waitlist. In total 58 people went through the room between Friday and Saturday. Everyone had a great time and we received positive feedback from participants.




Working on clues during one session of the escape room

We've also been hosting a hiking club through 4H, although attendance has been small there are a few loyal participants. At our monthly Lego Club meeting kids were challenged to build their dream campsite. They are on display in the children's area and I encourage you to take a look when you're in the building. The kids are very creative.


As has happened for many summers, adults have an opportunity to earn a free pizza from Hungry Howie's for bringing their kids into the library. Each week on Monday a winner is drawn. So far 61 families have entered the contest.


As Director I want to say that June was a busy, wonderful month and a great way to conclude the 2022-2023 fiscal year.


Monthly Statistics - May 2023
Net Promoter Score*: 93


	Physical Library Visits**					
	LY Month	3,525	Library Card Holders			
	TY Month	5,904	City	Hastings Twp	Rutland Twp	Non-Resident
YTD	50,726	Total	3,444	909	1,235	100
		New	35	12	2	1

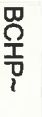
	Volunteer Hours					
	LY Month	102	Item Circulation			
	TY Month	-	Children's	Non-Children's	Mobile	Total
YTD	2,298	LY Month	2,753	2,753	379	5,885
		TY Month	2,757	2,861	506	6,124
		YTD	33,406	33,158	5,581	72,145

	Wireless Sessions					
	LY Month	1,003	Inter-Library Loans			
	TY Month	934	To HPL	From HPL	Total	
YTD	9,534	LY Month	417	323	740	
		TY Month	489	421	910	
		YTD	6,115	4,574	10,689	

	Ancestry Usage					
	LY Month	-	Programs			
	TY Month	150	Virtual	Attendance	Offered	In Person [^]
YTD	428	TY Month	-	-	27	279
		YTD	2	91	456	6,898

	Digital Downloads					
	LY Month	998	Computer Sessions			
	TY Month	1,875	Adult	Kids	Teen	MI Room
YTD	18,948	LY Month	256	53	30	-
		TY Month	436	80	93	3
		YTD	4,154	764	590	52

	HPL Website						
	LY Month	268	Sessions				Princh Documents
	TY Month	244	Users	Page Views			
YTD	3,441	23,787	15,753	43,660	1,350		

	BCHP~					
	TY Month	183	91	2,370	13,385	
	YTD	1,384	819			

[^] Updated tracking for attendance and programs per Library of Michigan standard; reduces number of eligible programs as of February 2023
 ~ BCHP = Barry County History Portal which went live in November 2022
 ** Traffic counters were deleting some older data as new data was recorded; setup error has been fixed but some data for April is missing so visits are understated
 * Net Promoter Score based on patron feedback on weekly email survey (started week of 8/15/21); 80+ = world class, 50-79 = excellent, 20-49 = favorable, 0-19 = good

Request for Quote

Hastings Public Library Landscaping Removal & Replacement Hastings, Michigan



Hastings Public Library – Landscaping Removal and Replacement

June 2, 2023

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Project Summary

Hastings Public Library is seeking quotes for the removal of some existing landscaping items, including trees and shrubs, and the subsequent installation of new landscape items. Removal is necessary to facilitate full and unencumbered access to the building's windows for a window replacement project planned to begin in Fall 2023.

This project will have two (2) phases:

- Phase 1 Landscape Removal: planned to occur at the end of August 2023. Timing is based on the final window project start date which is currently planned the first week of September as of June 02, 2023.
- Phase 2 Landscape Installation: will occur in Spring 2024. Timing will be coordinated between the winning bidder and Hastings Public Library.

Specific items to be removed are detailed under Phase 1.

Bidders are requested to provide options for replacement in Phase 2.

Quotes should be complete for all costs, materials, labor, equipment, fees and other expenses.

Quotes will be accepted for one or both phases. Submissions for both phases must include details for each phase independent of the other.

This is not a sealed bid process. Quotations will be reviewed upon receipt by Hastings Public Library and an in-person review with the bidder will be requested to fully understand all details.

General Information

1. All questions related to this RFQ should be directed to:

Peggy Hemerling
Hastings Public Library
227 E. State St.
Hastings, MI 49058
(269) 945-4263
phemerling@HastingsPublicLibrary.org

2. Hastings Public Library (HPL) reserves the exclusive, unencumbered right to:

- a. Cancel, revise, or amend the RFQ;
- b. Reject any proposal or bid or all proposals or bids submitted in response hereto in whole or in part;
- c. Waive any irregularities in any proposal or bid;
- d. Award the whole or part of the work or goods that are the subject of this RFQ to that offeror whose proposal or bid is, as determined at the sole discretion of Hastings Public Library, to be in the best interest of the Library considering such factors as it may deem pertinent.
- e. Hastings Public Library may request additional information, clarification, or presentations from any of the offerors after review of the proposals received.
- f. Hastings Public Library has the right to use any or all ideas presented in reply to this RFQ, subject only to the limitations regarding proprietary/confidential data of offeror.

3. Any interpretation, correction, or change of the RFQ will be made by an addendum. Interpretations, corrections, or changes to this RFQ made in any other manner will not be binding and offerors must not rely upon such interpretations, corrections, or changes. HPL will issue Addenda. Addenda will be emailed, faxed, or mailed to all known recipients of the RFQ.

4. No proposal or bid may be withdrawn for a period of sixty (60) days after receipt of the proposal or bid by Hastings Public Library except as provided in the RFQ.
5. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal or modification of the bid after it has been opened.
6. If either a unit price or extended price is obviously in error, and the other is obviously correct, the incorrect price will be disregarded.
7. Proposals should demonstrate the offeror's successful experience in providing the services and/or items requested by this RFQ.
8. Proposals must state whether any of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the Hastings Public Library or has any responsibility or authority with the Library that might affect the procurement transaction or any claim resulting there from. If so, the complete name and address of each such person and their connection to the Hastings Public Library must be disclosed in the response.
9. Any proposal submitted shall be deemed conclusive assurance that the offeror does not discriminate in any manner against any class of protected persons under federal or state law. This includes non-discrimination on the basis of gender, race, national origin, age, and other categories specified by law. Non-discrimination applies to consideration for employment and services.
10. By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
11. Proposals must explicitly and completely describe and present all components of the price proposed for work or goods. The **Hastings Public Library is exempt from State of Michigan Sales and Use Taxes**. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the library is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.
12. Disclosure
 - a. Ownership of all data, materials, and documentation originated and prepared for the Hastings Public Library pursuant to the RFQ shall belong exclusively to the Library and be subject to public inspection in accordance with the Michigan Freedom of Information Act.
 - b. Only Hastings Public Library will make news releases or other public announcements pertaining to this RFQ or the proposed award of a contract.
 - c. All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after receipt and project award by Hastings Public Library.
 - d. No information regarding the contents of responses to the RFQ will be released prior to award. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
 - e. The successful offeror must comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.
13. Indemnification
 - a. The contractor agrees to hold and save the Library, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or

judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

14. Selection Process

- a. Offerors may submit proposals on one or both phases.
- b. All proposals are to be delivered to the Hastings Public Library, 227 E. State Street, Hastings, MI, 49058, by **June 23, 2023, at 2:00pm**. All proposals should include least two (2) copies and with all supporting documents found in this manual.
- c. Proposals not received by the published deadline will not be opened or considered.
- d. Library staff will evaluate proposals according to the evaluation criteria noted in the RFQ and prepare a recommendation to the Board of Trustees.
- e. The Board of Trustees will make the final, binding decision as to the award of the contract or the rejection of any or all proposals.
- f. Library staff or the Board of Trustees may request additional information or clarification from any offeror. Failure to supply requested additional information may result in a proposal being rejected or not considered further.
- g. Hastings Public Library shall award the contract to the proposal that best accommodates the various project requirements, reserves the right to award the contract to more than one offeror, and to refuse any proposal or contract without obligation to either Hastings Public Library or to any offeror.
- h. Prior to award, Hasting Public Library shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the offeror(s).
- i. A Purchase Order or formal contractual agreement will be entered into to affect the arrangements with the awarded offeror(s). Offerors should submit any requested contract terms as part of their proposal.

Project Timing

New windows will be installed in Fall 2023 with an anticipated start date of September Week 1, 2023.

- Phase 1 Landscape Removal: will commence within 10 days of the end of August 2023 and be complete by Friday September 1, 2023 at 5:00pm.
 - Timing may shift later into Fall if the window project start date slips. Hastings Public Library will work with the awarded Contractor on any change in timing to best accommodate the Contractor's schedule and the Library's needs.
- Phase 2 Landscape Installation will occur in Spring 2024 with dates to be determined in partnership between the awarded Contractor and Hastings Public Library.

Site Maps

1. Attachment A is a map and listing of landscape items to be removed.
2. Attachment B is a blank map for use by bidders to plan new landscape items. It includes notes on specific requests for certain areas around the building.

Special Provisions

1. General - All Bidders are responsible to review all Phase descriptions and report any conflicts or ambiguities which may affect the execution of their work. All Bidders are responsible to review all

Bidding Documents and become familiar with them to coordinate their work accordingly. Phase descriptions should in no way be construed as being all-inclusive. Should a conflict exist between the Phase description and other Bidding Documents, the Phase description shall prevail and take precedence. Bidders are required to bid the entire Phase and may bid more than one Phase.

2. **All bidders are required to review and fill out the certification, related parties' disclosure, insurance policy, and the Iran economic sanctions act certificate.**
3. Electronic Documentation – In an effort to promote sustainability, information shall be conveyed electronically to the greatest extent possible.
4. Parking – Limited parking is permitted on-site and will be outlined by the owner.
5. **Pre-Bid Site Visits** – Hastings Public Library encourages all bidders to visit the site prior to submitting a quote to review the location and requirements with a Library representative. Contact Peggy Hemerling at (269) 945-4263 or via email at pheimerling@HastingsPublicLibrary.org to arrange a visit.
6. **Post Bid Onsite Review** – Hastings Public Library requests all bidders to plan an in-person review of their Phase 2 Landscape Installation quote to explain the recommended materials. The review will also cover schedule, safety, site utilization and unique project requirements. Reviews can be requested by the bidder and timed with delivery of their quote. **Post Bid Onsite Reviews must be complete by June 30, 2023.**
7. Existing Services – The existing utilities and fixtures (power, plumbing, and fire alarm system will remain in operation during landscape removal and installation. Care must be taken when working around the site and in the building. The Hastings Public Library will pay for all power consumed for the temporary electrical service, and all water consumed for temporary potable water.
8. Site Boundaries – Construction activities, parking, access, etc. shall be confined to the construction limits identified by the Library.
9. Material Deliveries and Staging – Due to the limited lay-down area available, all material deliveries must be coordinated with the Hastings Public Library a minimum of twenty-four (24) hours in advance of said delivery. At no time will delivery trucks be allowed to stage or park on existing roads and parking lots. Queuing for trucks will be available on-site at designated locations as coordinated with the Hastings Public Library. If deliveries require traffic control, the Contractor is required to provide flagmen accordingly. All Contractors are responsible for directing responsible trucks into project site, unloading of materials, handling, protection, and storage of all received equipment. The Hastings Public Library will not accept deliveries.
10. Noise, Odors & Vibration – Due to close proximity of adjacent existing facilities, vibration must be closely monitored as to not cause any damage to the existing building and facilities. Odor causing chemicals, adhesives, paints, cleaning supplies must have MSDS sheets submitted and approved by the Library prior to use. All equipment shall be self-powered and all diesel-powered equipment shall be operated with "Bio-diesel" fuels and/or emission "scrubbers" to reduce exhaust fumes.
11. It is a fundamental value of the Hastings Public Library that safety is always a primary consideration. There is no phase of the project that has greater importance than accident prevention and the preservation of human resources. The following represents a few important pre-construction requirements that apply to this project. Before any awarded Trade Contractor starts work on-site, the following requirements shall be satisfied:
 - a. Provide a copy of Contractor's site-specific safety program.
 - b. No tobacco products, including but not limited to cigarettes, cigars, chewing tobacco, etc. are permitted on the premises.

- c. Provide a copy of Material Safety Data Sheets (MSDS) for all proposed materials.
 - d. Personal protection equipment will be worn appropriately based on the work performed, including but not limited to safety glasses, ear protection, hard hats, etc.
 - e. Designate a Safety Representative(s) who will be working on-site – Provide telephone numbers and emergency telephone numbers.
 - f. Hoisting over occupied areas will not be permitted unless areas are vacated or a controlled access program initiated.
 - g. In the event of an injury or near miss, all parties involved will be required to take a drug screening test immediately. Failure to perform the required test will result in removal from the site.
 - h. Fall protection shall be worn and used, 100% of the time, by all persons when there is exposure to a fall greater than six (6) feet unless other provisions such as guardrails, safety nets, or fall restraints have been provided.
12. Progress Cleanup – Contractor is responsible to cleanup all debris resulting from their own operations on a daily basis and discard waste into jobsite dumpsters provided by the Contractor or remove waste from the premises. Each Contractor shall clean all surfaces and leave the work area "broom clean" or its equivalent, unless otherwise specified.
 13. Warranties – The contractor shall guarantee all materials and work for a period of one year from Substantial Completion. Before final payment, Contractor must provide a letter of guarantee confirming the effective date and duration of the guarantee.
 14. Work Hours - Common jobsite working hours shall be 7:00 am to 3:30 pm, Monday through Friday. Variations from these hours can be accommodated with prior notice to the Hastings Public Library. Any overtime not included in the base bid requires advance approval by the Hastings Public Library.

General Requirements for All Contractors

1. All permits, fees, inspections, and approvals required by governing jurisdictions are included within base quote.
2. Coordinate well in advance, at least twenty-four (24) hours, MISS DIG, required inspections and testing with the Hastings Public Library. This will include liaison between state and local agencies to ensure code compliance and for securing approval for the facility as needed.
3. Excessive noise and vibration creating equipment shall be prohibited within close proximity of occupied spaces. All proposed equipment scheduled for project shall be reviewed with the Hastings Public Library prior to delivery onsite.
4. Cleanup is required on a daily basis, and/or as directed by the Hastings Public Library. Cleanup dunnage, shipping materials and associated materials/debris generated from installation and dispose of properly. At no time will shipping containers, crates, materials, piles of debris, tarps, boxes, etc. be left on site, un-attended and unsecured, subject to unsafe conditions (i.e. access, fire and slip hazards and wind-blown debris).
5. At least one (1) week prior to starting on-site, meet with the Hastings Public Library to discuss and resolve any issues relating to status of material procurements, site conditions, access, staging/storage requirements, safety, testing, sequencing and scheduling of work.
6. Any work that could interfere with existing owner's operation, i.e. use of certain roads, parking lots, access to buildings, shall require pre-task planning with the Hastings Public Library and shut-down notification requests shall be prepared seventy-two (72) hours in advance of any work being scheduled. Pre-task planning shall review and discuss scheduling, coordination with Hastings Public Library operations, working durations, safe practices and procedures. Parking spaces on the north side of the building can be blocked as needed with appropriate notification to the Hastings Public Library. Blocking parking spaces on the south side of the building will require City approval and coordination with the Hastings Public Library.
7. Protect existing structures, equipment, and finishes, including new work in place, from damage during the performance of this work category. Any protection removed to facilitate other work shall be reinstalled / replaced by the trade needing access.
8. Prior to commencing with installation, verify all field conditions and measurements and report any discrepancies to the Hastings Public Library.
9. Provide full-time on-site supervision during the performance of your work. Supervision will be responsible for coordination, scheduling, safety, manpower, and other activities necessary to achieve safety, quality and scheduling requirements set forth under this work category. Supervision shall not be removed from this project without prior written consent and approval of the Hastings Public Library.
10. Full compliance with all site-specific rules and regulations, including (but not limited to) OSHA, State Authorities, Local Authorities, and the Hastings Public Library. This subcontractor shall submit, prior to performing any work on-site, a copy of their site-specific safety program/manual.
11. Should Contractor require on-site trailer or storage units, Contractor shall obtain approval from the Hastings Public Library on size, count and where to locate, prior to delivery on-site. Subcontractor to arrange and pay for service to trailers, including (but not limited to) electrical, phone, etc.
12. For material deliveries, if traffic control is required, Contractor to arrange manpower accordingly and provide signage, barricading, flagman etc., necessary for the safe performance of own work and protection of the public. Staging, storage on-site, and all deliveries required to support this installation must be reviewed and approved in advance by the Hastings Public Library.

13. Furnish and receive all required materials and deliver FOB jobsite. All deliveries shall be closely coordinated with the Hastings Public Library and seventy-two (72) hour advance notice shall be given prior to delivery. Unless noted otherwise, deliveries must be coordinated to be complete with unloading during normal working hours.
14. The Contractor will receive and handle all respective material and properly store/protect before, during and after installations. Excessive and out-of-sequence deliveries will be prohibited and subject to re-handling and removal offsite as directed by the Hastings Public Library.
15. Unless noted otherwise, furnish all hoisting, lifting, scaffolding, and handling to complete your own work.
16. Hoisting of materials and equipment over occupied areas will not be permitted, unless areas below are vacated or occupancy access is controlled during lifting. Each Contractor will be required to notify Hastings Public Library seven (7) days in advance of required hoisting over occupied areas. Pre-Task planning and shut-down notifications will be required to assure minimum interruptions to Hastings Public Library operations. In general, any hoisting equipment required to be used on-site must be reviewed in advance with Hastings Public Library for coordination of site logistics, safety procedures (including FAA approvals if required), access, lift swing areas, duration and overall activities relating to this hoisting equipment.
17. Approved O&M manuals are required at least one (1) weeks prior to start of warranty, and Hastings Public Library training, but no later than two (2) weeks prior to substantial completion.
18. In the event of any jurisdictional or labor issues, the Contractor assigned the work shall arrange to complete all work as required to avoid any interruptions/continuity of work on this project at no additional cost. All labor requirements pertaining to the project will be met.
19. Cooperate fully with representatives from Hastings Public Library and independent testing agency, and allow for in progress inspections, including providing access to areas of work, when required.
20. This project will require multiple phases, which will require re-mobilization. All costs for multiple phasing shall be included.
21. Each Contractor shall assume full responsibility for all pre-ordered products after their arrival at this designated location. This includes transportation, storage, start-up, warranty services, and installation in accordance with the General Conditions unless otherwise specified.

Phase 1 – Landscape Removal

Work Included:

Complete all landscape removal work as detailed below, in accordance with the contract documents (including Bidding Requirements, Proposal Section, Contract Forms, General Conditions, Supplemental Conditions, General Requirements, Addenda, etc.), including, but not limited to, the following Specification Sections and Work Scope Items. Unless otherwise noted, this contractor is responsible for all items specified in the following:

Phase 1 Timing

New windows will be installed in Fall 2023 with an anticipated start date of September Week 1, 2023.

- **Phase 1 Landscape Removal: will commence within 10 days of the end of August 2023 and be complete by Friday September 1, 2023 at 5:00pm.**
 - Timing may shift later into Fall if the window project start date slips. Hastings Public Library will work with the awarded Contractor on any change in timing to best accommodate the Contractor's schedule and the Library's needs.

Phase 1 Notes:

1. Furnish all labor and equipment to remove select landscape items around the library building (trees, shrubs, ground cover, etc.) as specified by the Hastings Public Library in attachment "A". Includes all labor, material, accessories, and equipment for complete removal. Items to be removed and/or trimmed:
 - Remove:
 - One (1) "Hacked Crabapple" (A) on map
 - Five (5) Crabapple Trees (B on map)
 - Cluster of 3-foot tall Yew (C on map)
 - Seven (7) Juniper (F on map)
 - Two (2) Arborvitae (G on map)
 - Four (4) Flowering Quince shrubs (H on map)
 - Two (2) Viburnum (I on map)
 - Eight (8) small bushes (J on map)
 - Four (4) Yew (K)
 - Trim
 - Heavily prune five (5) Burning Bushes (D on map)
2. Provide soil to fill back holes left by landscape removal.
3. Contractor must contact MISS DIG with enough notice to ensure all underground lines are properly identified so landscape removal does not affect any buried utility lines.
4. Contractor is responsible for identifying any/all private underground utilities that are within the scope of work of this phase.
5. The Contractor will cordon off work areas as appropriate to minimize interference or risk of falling debris to staff and library patrons.
6. Contractors are responsible at their expense to repair and/or replace any damage to the Library's structure, existing landscape items, or adjacent non-Library property, including but not limited to irrigation, sidewalks, curbs, city owned trees, vehicles, etc. All repairs and/or replacements must be authorized by the Hastings Public Library.

Specific Notes and Details:

This list is to clarify the specific items noted below and does not exclude other details or otherwise limit the scope of work for this Phase. The Contractor:

1. Is responsible for all equipment needed for the work.
2. Must protect landscaping not being removed from damage.
3. Must protect the building structure, including windows, from damage during landscape removal.
4. Must protect sidewalks, city owned trees, curbs and other adjacent non-library property from damage.
5. Must fill in holes created by landscape removal with appropriate soil and/or other materials consistent with the surrounding area.
6. Must properly dispose of all removed landscaping material and other debris, removing materials from the worksite daily.

Unit Prices:

Unit Prices are to be complete, furnished, in-place operations, and include all costs, incidental materials and work, insurance, fringes, bonds, engineering, overhead and profit. Provide detailed unit pricing as an attachment and summarize below:

Phase 1 Quote Breakdown:

Landscape Removal Labor	\$ 9,000. ⁰⁰
Landscape Removal Equipment	\$ 2,700. ⁰⁰
Protection Measures	\$ 500. ⁰⁰
Supplies	\$ 1,100. ⁰⁰
Miscellaneous/Other	\$ 1,330. ⁰⁰
Fees & Permits	\$ 1,525
Total	\$ 16,155. ⁰⁰

Phase 2 – Landscape Installation

Work Included:

Complete all landscape installation work as detailed below, in accordance with the contract documents (including Bidding Requirements, Proposal Section, Contract Forms, General Conditions, Supplemental Conditions, General Requirements, Addenda, etc.), including, but not limited to, the following Specification Sections and Work Scope Items. Unless otherwise noted, this contractor is responsible for all items specified in the following:

Phase 2 Timing

- Phase 2 Landscape Installation will occur in **Spring 2024** with dates to be determined in partnership between the awarded Contractor and Hastings Public Library.

Phase 2 Notes:

1. Furnish a detailed list of landscape items and a map indicating placement for all suggested new items being installed.
2. Specifications for new landscape items:
 - a. New items must be consistent with the existing landscaping's style and look to blend in.
 - b. New items do not need to be direct replacements for what was removed, new ideas are encouraged.
 - c. New trees must not be more than six (6) feet tall when fully grown.
 - d. New bushes/shrubs must not be more than four (4) feet wide when fully grown assuming a reasonable expectation of trimming and maintenance.
 - e. Native trees, shrubs and plants are encouraged.
 - f. Flowering trees, shrubs and ground cover are welcome.
 - g. New landscaping does not need to be a 1 for 1 replacement for what was removed.
 - h. See Attachment B for several new sections in need of landscaping where previous landscaping was not removed.
 - i. See Attachment B for several notes regarding landscaping limitations on size of replacement items.
3. Furnish all landscape items, supplies, labor and equipment to install new suggested and Hastings Public Library approved landscape features around the library building (trees, shrubs, ground cover, etc.). Includes all labor, material, accessories, and equipment for a complete installation.
4. Contractor must contact MISS DIG with enough notice to ensure all underground lines are properly identified so landscape installation does not affect any buried utility lines.
5. Contractor is responsible for identifying any/all private underground utilities that are within the scope of work of this phase.
6. Contractors are responsible at their expense to repair and/or replace any damage to the Library's structure, existing landscape items, or adjacent non-Library property, including but not limited to irrigation, sidewalks, curbs, city owned trees, vehicles, etc. All repairs and/or replacements must be authorized by the Hastings Public Library.

Submittals for Hastings Public Library Review:

In addition to bid details and other documents required within this RFQ:

1. Submit Product Data.
2. Future Maintenance Data: Include cutting and trimming method; application frequency, recommended coverage of fertilizer and watering recommendations.

Specific Notes and Details:

This list is to clarify the specific items noted below and does not exclude other details or otherwise limit the scope of work for this Phase. The Contractor:

1. Is responsible for all equipment needed for the work.
2. Must protect existing landscaping around the new installation areas from damage.
3. Must protect the building structure, including windows, from damage during landscape installation.
4. Must protect sidewalks, city owned trees, curbs and other adjacent non-library property from damage.
5. Must fill in holes created by landscape installation with appropriate soil and/or other materials consistent with the surrounding area.
6. Must properly dispose of all landscaping debris, removing materials from the worksite daily.
7. Mulching Material: Hardwood bark, min. 4" deep on all planting beds around the entire perimeter of the building. Color to be suggested in the quote.
8. Topsoil in beds intended for plant root balls, shall be a minimum thickness of 6 inches.
9. Remove all weeds and foreign non-organic material from topsoil prior to placing plantings.
10. Any protection applications and accessories that are required for the proper installation of all trees, shrubs, and plantings are the responsibility of the contractor to install and remove. Remove after plant is properly established.
11. Apply fertilizer in accordance with manufacturer's instructions for all trees, shrubs, and plantings.
12. Prune newly planted trees as required to remove dead, broken, and split branches.
13. Each tree shall be staked immediately following its planting. Plants shall stand plumb after staking.
14. Control growth of weeds within planting beds with an appropriate weed control barrier.

Warranty

1. All plantings shall carry a full replacement guarantee for one (1) full growing year from date of planting.
2. Any tree or shrub that, in the opinion Hastings Public Library, requires replacement shall immediately be removed from the site and shall be replaced, in proper season, with a plant of equal specifications as the original planting.
3. Replaced plant material will carry this same guarantee.
4. The Contractor will not be responsible for plant material that has been damaged by vandalism, fire, removal, relocation, losses due to abnormal weather conditions, or other activities beyond the Contractor's control.

Trade Contract Proposal Pre-Submission Checklist

- Trade Contract Proposal Form completely filled out?
- Form signed by authorized officer of firm?
- All taxes included in base proposal sum?
- Completed forms: Certification, Related Parties Disclosure, Attachment C, and Iran Sanctions Act Certificate?
- Submittals for Phase 2?
- Phase Unit Pricing?

Final Acceptance

Upon completion of the work-in-progress period and before final acceptance by Hastings Public Library, the Contractor shall replace plant material which may be damaged or is not in a healthy condition as determined by Hastings Public Library. Any replacement necessary shall be done during the proper accepted seasonal planting period and at no additional cost to Hastings Public Library.

Additionally, the Contractor shall furnish to Hastings Public Library, a written schedule of advised maintenance procedures which Hastings Public Library should follow during the guarantee period. This will include a watering schedule which shows amounts of water to be applied and frequency of application for all contractual plant material and lawn areas. This schedule must be submitted prior to final acceptance by Hastings Public Library. Hastings Public Library will undertake no maintenance until the final acceptance.

Final acceptance will be given upon completion of all work as defined in the contract and above conditions are met satisfactorily as determined by Hastings Public Library.

Unit Prices:

Unit Prices are to be complete, furnished, in-place operations, and include all costs, incidental materials and work, insurance, fringes, bonds, engineering, overhead and profit. Provide detailed unit pricing as an attachment but summarize below:

Phase 2 Quote Breakdown:

Landscape Installation Labor	\$ 4,000. ⁰⁰
Landscape Installation Equipment	\$ 1,200. ⁰⁰
New Landscape Items (trees, shrubs, etc.)	\$ 2,100. ⁰⁰
Protection Measures	\$ 500. ⁰⁰
Supplies	\$ 500. ⁰⁰
Miscellaneous/Other	\$ 1,100. ⁰⁰
Fees & Permits	\$ 950. ⁰⁰
Total	\$ 10,350. ⁰⁰

Trade Contract Proposal Form

TO: Hastings Public Library
227 E. State St.
Hastings, MI 49058

Re: Hastings Public Library Landscaping Removal & Replacement
227 E. State St.
Hastings, MI 49058

All Proposal to be sealed in an envelope with duplicates of every supporting document and addressed to Peggy Hemerling.

Gentlemen:

Having carefully examined General Conditions, Supplementary Conditions, General Requirements, Advertisement for Bids, Instructions to Bidders, Proposal Section, Maps, all Addenda issued, Phase Descriptions, and understanding the scope of work involved in this Phase(s) and those that interface with it (them), the undersigned does hereby propose to furnish all labor, materials, insurances, taxes, tools, equipment and services to complete all work required for the Phase(s) indicated in accordance with the Phase Description and the Contract Documents prepared by Hastings Public Library.

BASE PROPOSAL SUM: (\$ 26,505.⁰⁰)
(Written) twenty-six thousand five hundred five

EXPERIENCE MODIFICATION RATING (EMR):

List the EMR for your firm as determined by your insurance carrier for the past three (3) years.

2022 .64 2021 .64 2020 .63

TIME AND MATERIAL RATES:

Labor rates listed below include the following:

Cost of labor including Michigan Single Business Tax, Social Security and Medicare, Federal and State Unemployment Tax, and Fringe Benefits Under Collective Bargaining Agreements, and Worker's Compensation Insurance. The rates listed below do not include overhead and/or profit. These rates are only for additions and/or deletions to the contract that could not have been anticipated at the time of the bid.

	TRADE	STRAIGHT TIME	SHIFT TIME	1 1/2 TIME	DOUBLE TIME
1	<u>Landscape</u>	<u>100</u>			
2					
3					
4					
5					
6					

OVERHEAD AND PROFIT(FOR FUTURE CHANGES): Overhead and Profit shall include the following: Supervision, Superintendents, Project Managers, Estimating, Commercial General Liability and Umbrella Insurances, Wage of Time Keepers, Watchmen and Clerks, Small tools with material value of less than \$1,500.00. Incidentals, General Office Expense, and all other expenses not included in Labor Rates as listed above. The percentage fee for Overhead and Profit on the Contractor's own work shall be 15% of net cost. The percentage fee for Overhead and Profit on Subcontractor's work shall be 5% (see log).

UNIT PRICES:

Attach unit prices breakdown for applicable phase(s) section(s).

SCHEDULE:

The undersigned if awarded a Contract, agrees to work concurrently with the work of other Trade Contractors and the Hastings Public Library, according to the "Approved Construction Schedule."

BIDDER'S CERTIFICATE:

I hereby certify that all statements herein are made on behalf of

Kuterberg VerHage

(Name of Corporation, Partnership or Person Submitting a Quote)

A Corporation organized and existing under the laws of the State of

MI

An individual doing business as _____

Signature: 

Title: Project manager

Address: 3717 Michigan NE
Grand Rapids 49525

Phone: 616-299-3467

Fax: 616-299-3467

Email: Zacs@kuterbergverhage.com

Attachment List

Attachment A – Landscaping Removal Map

Attachment B – Landscaping Installation Map

Certification Document

Related Parties Disclosure Form

Attachment C – Insurance Policy

IRAN Economic Sanctions Act Certificate Form

CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed therein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal: Kuterberg Verhage

Address:
Street: 3717 Michigan NE

City, State: Grand Rapids MI ZIP: 49525

Phone: 616-949-3030

Email: Zac@kuterbergverhage.com

Legal form of Entity: _____ Date company formed: _____
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): _____

Description of company in terms of size, range, types of services offered and clientele:
Landscape/Bitework Company. 80+ Employees. 75 years in business.

Evidence of legal authority to conduct business in Michigan: _____
(e.g. business license number)

Has offeror or its parent company (if any) ever filed for bankruptcy? (Yes/No) _____
Has offeror or its parent company (if any) ever received any sanctions or are currently under investigation by any regulatory or governmental body? (Yes/No) _____

Authorized Official: Name: Zac Sherlund

Title: Project Manager

Signature:  Date: 6/23/23

RELATED PARTIES DISCLOSURE

(CHECK AND COMPLETE AS APPROPRIATE)

THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR

NONE of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the Hastings Public Library nor has any responsibility or authority with the Library that might affect the procurement transaction or any claim resulting there from.

EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:

Name: _____

Address: _____

Connection or Relationship to Hastings Public Library:

Name: _____

Address: _____

Connection or Relationship to Hastings Public Library:

USE ADDITONAL SHEETS IF NECESSARY

Authorized Official:

Name: Zac Sherlund

Title: Project Manager

Signature: [Handwritten Signature]

Date: 6/23/23

ATTACHMENT C

INSURANCE POLICY FOR HASTINGS PUBLIC LIBRARY

The purpose of this policy statement is to establish guidelines requiring insurance for contractors, organizations, groups or individuals that carry on activities or do work on Library property. All Certificates of Insurance shall be maintained by the Library and updated as necessary.

I. Doing work on Library Property.

Certificates indicating insurance coverage shall be required by all contractors or individuals that do work on Library property.

The following coverage is required:

Type	Limit of Liability
1 Workers Compensation Statutory Coverage B and Employers Liability	\$500,000.00
2 Public Liability (Including products and completed operations liability)	\$500,000.00 Each Person
Bodily Injury	\$1,000,000.00 Each Accident
Property Damage	\$500,000.00 Each Accident
	\$1,000,000.00 Each Aggregate
3 Automobile Liability (Including hired cars and automobile non- ownership)	
Bodily Injury	\$250,000.00 Each Person
\$500,000.00 Each Accident	
Property Damage	\$250,000.00 Each Accident
	\$5,000,000.00 Each Aggregate
4 Additional Insured – Hastings Public Library to be specifically named in clause on policy and certificate as an "additional insured."	

IRAN ECONOMIC SANCTIONS ACT CERTIFICATE

In accordance with the Iran Economic Sanctions Act, Michigan 2012 PA 517, effective April 1, 2013, (MCL 129.311, et seq.), (the "Act"), the undersigned certifies in support of its bid or proposal that it is not an Iran linked business as such is defined in the Act.

Contractor: Kutzberg Verltage

By: 

Dated: 6/23/23

Name: Zac Sherlund

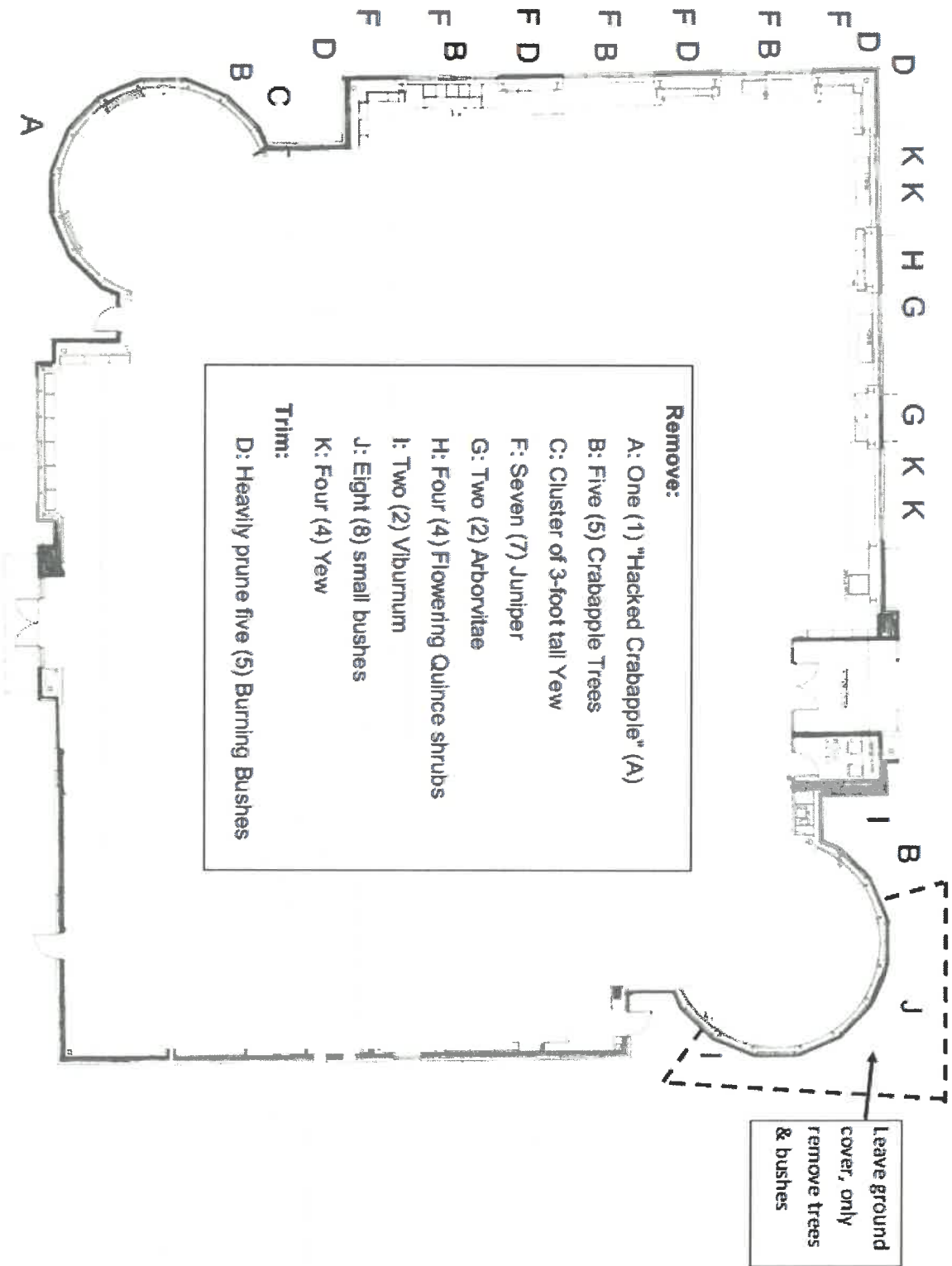
Title: prosect Munager

Attachment A

Attachment A—Landscaping Removal Map

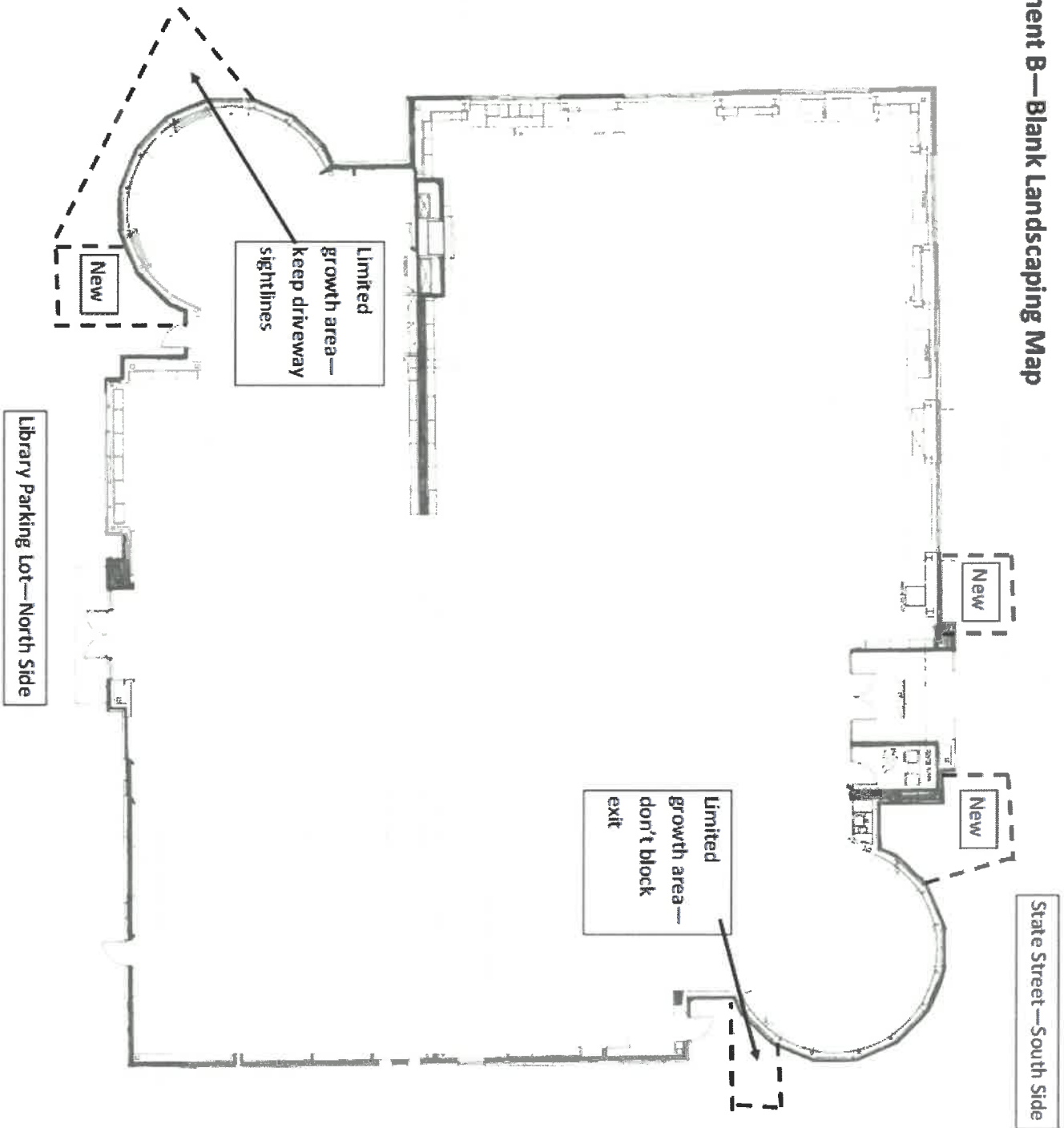
State Street—South Side

Library Parking Lot—North Side



Attachment B

Attachment B—Blank Landscaping Map



PARKING LOT



MAINE WOODS VIBURNUM NATIVE



NEW ENGLAND NORWAY SPRUCE



ANABELLE HYDRANGEA NATIVE CULTIVAR



DIERILLA MICHIGAN SUNSET CULTIVAR



ALUM MILLENIUM



SEDUM ELAEOCOMBIANUM



DIERILLA MICHIGAN SUNSET



DIERILLA MICHIGAN SUNSET



KODIAK ORANGE DIERVILLA NATIVE

3 NEW JERSEY TEA SHRUB #2 POT

EXISTING GROUNDCOVER

EXISTING SCULPTURE

3 ALLUM MILLENIUM #1 POT

3 NEW JERSEY TEA SHRUB #2 POT

5 ALLUM MILLENIUM #1 POT

3 ALLUM MILLENIUM #1 POT

PACHYSAUNDA GROUNDCOVER

3 BOXWOOD WINTERSCREEN #5 POT

3 KODIAK ORANGE DIERVILLA #5 POT

EAST STATE STREET

ARROW WOOD VIBURNUM #4

EXISTING GROUNDCOVER

EXISTING STONE

PACHYSAUNDA GROUNDCOVER

COLUMNAR NORWAY SPRUCE #8

3 ANABELLE HYDRANGEA #5 POT

PRUNE FIVE EXISTING BURNING BUSH

DIERILLA MICHIGAN SUNSET #3 POT

3 RAINBOW PILLAR JUNEBERRY 1.75' CALIPER

DIERILLA MICHIGAN SUNSET #3 POT

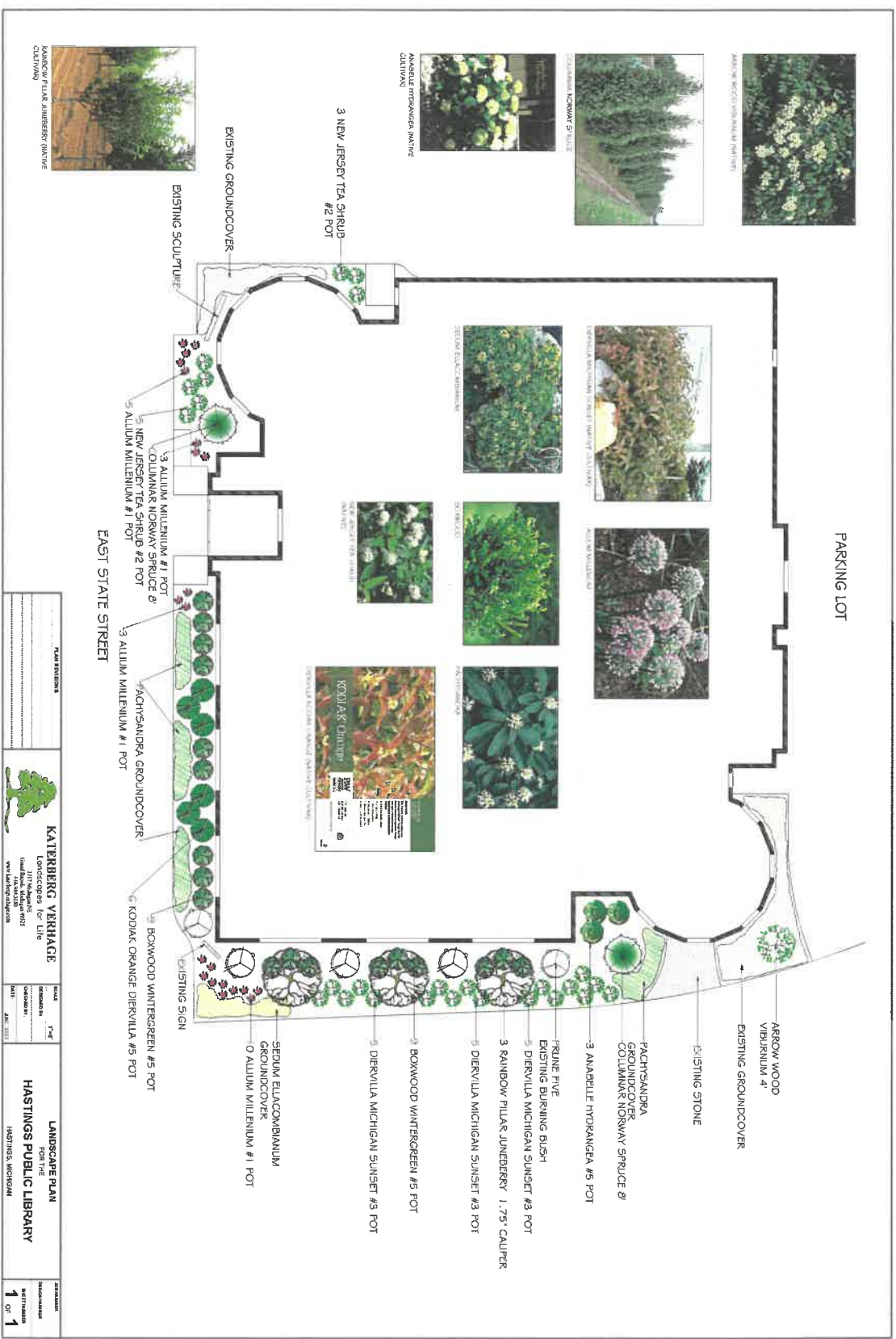
3 BOXWOOD WINTERSCREEN #5 POT

DIERILLA MICHIGAN SUNSET #3 POT

SEDUM ELAEOCOMBIANUM GROUNDCOVER

3 ALLUM MILLENIUM #1 POT

EXISTING SIGN



KODIAK PILLAR JUNEBERRY NATIVE CULTIVAR

PLANT SPECIFICATIONS

KATERRBERG VERRHAGE
Landscape Architects
3771 Highland Road
Grand Rapids, MI 49508
www.katerrberg.com

LANDSCAPE PLAN
FOR THE
HASTINGS PUBLIC LIBRARY
HASTINGS, MICHIGAN

SCALE: 1" = 4'-0"

DATE: JAN 2015

1 OF 1