



LIBRARY BOARD OF TRUSTEES

Meeting Agenda

August 31, 2026 4:30pm
Community Room

Purpose: The library is dedicated to providing access to the information and resources essential for exploring the world, envisioning new possibilities, encouraging imagination, and embracing lifelong learning while fostering connections among individuals

Vision: The library strives to be a vital hub of trust and knowledge at the heart of our community, where everyone is embraced and empowered to come together for personal growth and collective enrichment.

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	☒
3. Approval of Minutes		
a. August 3, 2026	pp. 3-4	☒
4. Correspondence		
a. Patron Comments for August	P 5.	
5. Financial Reports		☒
a. Fiscal 2025/2026 Final Revenue & Expense	pp. 6-8	
b. July 2026 Revenue & Expense with Notes	pp. 9-12	
c. July 2026 Invoice Recap	pp. 13-14	
d. July 2026 Balance Sheet	p. 15	
e. August Endowment Statement	p. 16	
6. Committees		
a. Budget and Finance: schedule September meeting		
b. Building and Grounds: n/a		
c. Personnel: n/a		
d. Policy: reminder of September 14, 3:30pm mtg		
e. Marketing: n/a		



f. Fundraising: n/a		
7. Unfinished Business		
a. Discuss how to use spendable endowment funds of ~\$27,927	p. 17	☒
8. New Business		
a. Accessible Parking RFP		
a. Drakes Construction LLC Bid	pp. 18-26	
b. Recommendation	p. 27	☒
b. Makerspace RFP		
a. Full Mortise Bid	pp. 28-35	
b. Recommendation	p. 36	☒
c. Window Update		
d. Library Card Concepts	pp. 37-38	
e. Open House Participation		
f. 2027 Board Elections Preview		
g. Workplace Genius Discussion		
9. Public Comments		
10. Board Member Comments		
11. Adjourn		

Hastings Public Library Board of Trustees
DRAFT Minutes
Date: August 3, 2026 - 4:30 PM
Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room

1. CALL TO ORDER:

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

- Board members present: Jane Cybulski, Kelli Newberry, Amanda Mattson, Ellyn Main, Ann Devroy, Rebecca Lectka, Sam Cale, and Carol Dwyer, and Cloe Oliver.
- Also present was David Edelman and Tess Allering.

2. AGENDA:

3. MINUTES: Cloe Oliver motioned to approve the July 6, 2026, minutes, seconded by Ann Devroy. Motion approved.

4. CORRESPONDENCE: Received positive notes and letters from Patrons.

5. FINANCIALS:

- a. June invoices and Budget Report: Carol Dwyer motioned to approve the financials, seconded by Cloe Oliver. Motion approved.
- b. July Endowment Statement Review
- c. End of Year Summary

6. LIBRARY DIRECTOR REPORTS

- a. July 2026
- b. June 2026 Infographic

7. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds -
- c. Policy – set a meeting for September 14, 2026, 3:30 p.m.
- d. Personnel -
- e. Marketing-
- f. Endowment-

8. UNFINISHED BUSINESS:

- a. Ann Devroy motioned to table this discussion until the next meeting, seconded by Rebecca Lectka. Motion Approved. Discuss how to use spendable endowment funds of ~\$28234.00

Options include:

- 1. Shift it into “non-spendable” within the Endowment where it will earn more long-term investment income than leaving it in

“spendable.”

2. Withdraw it for current library expenses.
3. Shift it to the Capital Fund.

9. NEW BUSINESS:

- a. Handicap Parking Update – RFP has been issued and a community meeting has been scheduled.
- b. Library Open House – September 15, 2026, 5-7p.m. – to showcase what the Library has to offer.

10. PUBLIC COMMENT

11. BOARD MEMBER COMMENTS

12. NEXT MEETING Next board meeting on Monday, August 31, 2026, at 4:30 p.m.

13. ADJOURNMENT: Meeting was adjourned at 5:07 p.m.



August 31, 2026

Library Board of Trustees Meeting

Patron Comments from August 2026

Misc:

- Patron stated as she was about to walk out the door “we have the best library than any I've ever been to”
 - The same patron also thanked Barbara for our assistance printing. :)
- From Lake: “We’ve had a new patron in the last couple days trying to sort out a complicated personal matter, and she made a point of stopping by the desk today to compliment us on how nice and helpful all the staff have been, and how smoothly we’ve helped everything go.”
- An anonymous patron commented to staff on August 26 that they appreciated the new Community Resource Center with local agency brochures.

On Facebook from a partner:



HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2026
 100 % OF THE FISCAL YEAR HAS ELAPSED

FINAL 2025/2026 FISCAL YEAR END NUMBERS AS OF AUGUST 26, 2026

FUND 271 - LIBRARY FUND

		THIS MONTH ACTUAL 30-Jun-26	THIS YEAR FISCAL YTD 30-Jun-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Jun-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
OPERATING REVENUES	Fund								
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	-	16,368	16,367	100%	21,629	16,320	133%	21,629
271-100-540-000	STATE AID	-	14,680	13,500	109%	14,235	12,750	112%	14,235
271-100-566-000	STATE GRANT - LIBRARY OF MICH	-	324	-	0%	-	-	0%	-
271-100-581-222	COUNTY GRANTS	-	1,090	-	0%	-	-	0%	-
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNSHP	-	572,473	435,000	132%	423,095	400,000	106%	423,095
271-100-584-000	GENERAL GRANTS - OTHER	-	22,090	-	0%	-	-	0%	-
271-100-649-000	PRINTING/FAX FEES	-	11,127	8,100	137%	9,460	8,100	117%	9,460
271-100-651-000	NON-RESIDENT FEES	-	1,225	850	144%	1,900	850	224%	1,900
271-100-658-000	PENAL FINES	-	7,236	7,600	95%	7,674	13,000	59%	7,674
271-100-659-000	OVERDUE FINES	-	1,966	1,200	164%	1,491	1,200	124%	1,491
271-100-665-000	INTEREST EARNED ON DEP & INVST	-	22,186	10,000	222%	22,432	12,000	187%	22,432
271-100-667-000	FACILITY RENTALS	-	1,735	1,200	145%	1,475	1,100	134%	1,475
271-100-672-000	OTHER REVENUE	-	5,411	2,000	271%	3,149	4,000	79%	3,149
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	-	48,854	18,000	271%	43,988	15,000	293%	43,988
271-100-674-010	BCF CONTRIBUTIONS	-	17,074	16,000	107%	17,074	16,000	107%	17,074
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	-	-	0%	53,327	-	0%	53,327
271-100-699-101	TRANSFERS IN - GENERAL FUND	-	180,124	180,124	100%	173,196	173,196	100%	173,196
TOTAL OPERATING REVENUES		-	923,963	709,941	130%	794,126	673,516	118%	794,126

		THIS MONTH ACTUAL 30-Jun-26	THIS YEAR FISCAL YTD 30-Jun-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Jun-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
LIBRARY OPERATIONS	Fund								
271-790-702-000	FULL-TIME WAGES	-	113,072	113,880	99%	109,815	111,059	99%	109,815
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	-	52,306	50,003	105%	75,534	74,913	101%	75,534
271-790-704-000	PART-TIME WAGES	-	117,881	114,977	103%	113,623	102,271	111%	113,623
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	-	6,780	7,560	90%	11,844	16,119	73%	11,844
271-790-709-000	SOCIAL SECURITY TAXES	-	22,491	21,910	103%	23,891	23,471	102%	23,891
271-790-712-000	CASH IN LIEU OF BENEFITS	-	4,800	2,400	200%	3,507	2,400	146%	3,507
271-790-713-000	OVERTIME	-	78	50	157%	133	50	267%	133
271-790-716-000	MERS DEFINED CONTRIBUTIONS	-	7,073	6,277	113%	5,914	4,997	118%	5,914
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	-	-	0%	46,464	60,505	77%	46,464
271-790-717-010	MERS DEFINED BENEFIT HYBRID PLN	-	10,241	10,111	101%	7,511	6,108	123%	7,511
271-790-718-000	HEALTH INSURANCE - PREMIUMS	-	30,549	53,976	57%	42,702	55,340	77%	42,702
271-790-718-010	HEALTH INSURANCE - HSA	-	1,851	2,054	90%	2,700	-	0%	2,700
271-790-719-000	DENTAL INSURANCE PREMIUM	-	2,712	3,571	76%	3,180	3,503	91%	3,180
271-790-724-000	LIFE INSURANCE	-	451	510	88%	465	485	96%	465
271-790-751-000	PROCESSING SUPPLIES	-	1,674	1,400	120%	938	1,400	67%	938
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	-	238	350	68%	119	350	34%	119
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	-	633	438	145%	706	350	202%	706

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FINAL 2025/2026 FISCAL YEAR END NUMBERS AS OF AUGUST 26, 2026

FUND 271 - LIBRARY FUND

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 30-Jun-26	THIS YEAR FISCAL YTD 30-Jun-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Jun-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-761-000	BUILDING SUPPLIES	-	1,335	1,650	81%	2,497	1,500	166%	2,497
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	7	275	3%	357	225	159%	357
271-790-765-000	SMALL TOOLS	-	43	-	0%	26	-	0%	26
271-790-766-000	DISPOSABLE TECHNOLOGY	821	1,665	1,750	95%	1,800	1,300	138%	1,800
271-790-767-000	CLOTHING	-	589	400	147%	888	175	508%	888
271-790-770-000	PROGRAMMING SUPPLIES	10	4,411	3,250	136%	3,969	2,750	144%	3,969
271-790-771-000	MAKERSPACE SUPPLIES	-	508	-	0%	-	-	0%	-
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	302	300	101%	302
271-790-777-000	OFFICE SUPPLIES	62	775	850	91%	1,091	1,350	81%	1,091
271-790-778-000	PAPER	-	510	580	88%	570	400	142%	570
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	-	2,175	2,048	106%	1,686	1,900	89%	1,686
271-790-792-000	SOFTWARE SUBSCRIPTIONS	-	8,060	7,788	103%	6,199	7,245	86%	6,199
271-790-793-000	OVERDRIVE	-	9,002	9,002	100%	9,144	8,961	102%	9,144
271-790-802-000	PROFESSIONAL SERVICES	-	1,450	1,500	97%	686	1,200	57%	686
271-790-806-000	LEGAL SERVICES	735	9,901	500	1980%	9,758	500	1952%	9,758
271-790-809-000	CONTRACTED IT SERVICES	1,200	15,850	14,400	110%	14,400	14,400	100%	14,400
271-790-812-000	HR CONTRACTED SERVICES-EAP	-	340	350	97%	867	350	248%	867
271-790-813-000	DELIVERY SERVICES	-	3,050	2,700	113%	2,807	2,800	100%	2,807
271-790-814-000	PRE-EMPLOYMENT SCREENINGS	264	264	-	0%	-	-	0%	-
271-790-816-000	SECURITY SERVICES	-	300	325	92%	300	325	92%	300
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	-	2,999	2,900	103%	2,623	2,900	90%	2,623
271-790-818-000	MAINTENANCE CONTRACTS	-	8,780	8,603	102%	8,599	7,953	108%	8,599
271-790-823-000	OTHER CONSULTING SERVICES	3,500	18,953	1,750	1083%	2,118	350	605%	2,118
271-790-825-000	LATE/SERVICE FEES	-	11	-	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	2,150	15,283	10,920	140%	2,962	-	0%	2,962
271-790-850-000	TELEPHONE	-	6,770	5,540	122%	6,023	5,485	110%	6,023
271-790-851-000	MAIL/POSTAGE	-	312	250	125%	472	225	210%	472
271-790-852-000	INTERNET/TELECOMM SERVICES	-	6,693	7,019	95%	7,019	7,020	100%	7,019
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	-	558	940	59%	175	750	23%	175
271-790-879-000	WEBSITE	-	2,163	1,113	194%	838	935	90%	838
271-790-881-000	ADVERTISING	-	36	1,058	3%	405	1,145	35%	405
271-790-887-000	SPEAKERS/PERFORMERS	325	1,075	2,000	54%	885	2,500	35%	885
271-790-890-000	ILS FEES	-	12,276	14,180	87%	11,855	14,080	84%	11,855
271-790-891-000	LICENSES AND FEES	-	886	860	103%	510	1,905	27%	510
271-790-892-000	SOFTWARE LICENSES	-	1,426	1,905	75%	1,922	680	283%	1,922
271-790-895-000	REGISTRATION FEES/ANNUAL CERT	-	68	-	0%	-	-	0%	-
271-790-900-000	PRINTING AND PUBLISHING	-	225	730	31%	397	220	181%	397
271-790-906-000	PROMOTIONS/MARKETING	-	504	500	101%	900	100	900%	900
271-790-909-000	TRAINING	-	195	600	33%	204	550	37%	204
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	404	300	135%	-	300	0%	-
271-790-911-000	CONFERENCES	-	1,782	2,850	63%	3,301	2,200	150%	3,301

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2026
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FINAL 2025/2026 FISCAL YEAR END NUMBERS AS OF AUGUST 26, 2026

FUND 271 - LIBRARY FUND

		THIS MONTH ACTUAL 30-Jun-26	THIS YEAR FISCAL YTD 30-Jun-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Jun-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
LIBRARY OPERATIONS	Fund								
271-790-912-000	MEETINGS	-	258	400	65%	24	75	32%	24
271-790-915-000	MEMBERSHIPS	-	1,581	1,529	103%	1,558	1,714	91%	1,558
271-790-916-000	DUES AND FEES	151	1,571	1,435	109%	151	1,435	11%	151
271-790-918-000	WATER/SEWER	-	-	5,500	0%	5,389	5,000	108%	5,389
271-790-918-590	SEWER	-	3,801	-	0%	-	-	0%	-
271-790-918-591	WATER	-	2,123	-	0%	-	-	0%	-
271-790-919-000	WASTE DISPOSAL	-	682	602	113%	601	350	172%	601
271-790-920-000	ELECTRIC	-	28,619	28,035	102%	26,927	26,700	101%	26,927
271-790-921-000	NATURAL GAS	-	7,249	5,500	132%	6,570	3,000	219%	6,570
271-790-929-000	GROUPS REPAIR AND MAINTENANCE	-	1,744	4,500	39%	5,210	1,800	289%	5,210
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	-	770	900	86%	450	1,500	30%	450
271-790-930-000	BUILDING REPAIR & MAINTENANCE	199	13,490	6,150	219%	49,254	51,950	95%	49,254
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	57	1,200	5%	1,043	2,300	45%	1,043
271-790-933-000	SOFTWARE MAINTENANCE AGREEMNTS	-	521	-	0%	-	-	0%	-
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	7,782	14,400	54%	13,792	12,000	115%	13,792
271-790-939-000	WORKERS COMPENSATION INSURANCE	-	426	735	58%	717	1,100	65%	717
271-790-941-000	PRINTER/COPIER LEASE/MAINT	1,020	4,081	4,100	100%	4,081	4,100	100%	4,081
271-790-944-000	INSPECTION SERVICES	-	583	680	86%	1,409	960	147%	1,409
271-790-950-000	COLLECTION SERVICES	39	236	300	79%	286	340	84%	286
271-790-955-000	MISCELLANEOUS	-	120	-	0%	-	-	0%	-
271-790-962-000	LOST/DAMAGED MATERIALS FEES	17	232	100	232%	128	100	128%	128
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	217	100	217%	114	100	114%	114
271-790-975-000	BLDG & BLDG IMP - DEPRECIABLE	12,256	51,776	110,000	47%	-	11,000	0%	-
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECB	(12,256)	5,696	-	0%	-	-	0%	-
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	1,880	3,518	3,000	117%	5,650	2,000	282%	5,650
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	5,455	-	0%	-	-	0%	-
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	3,117	14,299	3,400	421%	8,794	450	1954%	8,794
271-790-982-000	COLLECTION MATERIALS - BOOKS	50	21,172	17,000	125%	21,028	17,000	124%	21,028
271-790-982-010	COLLECTION MATERIALS - A/V	-	2,118	2,250	94%	1,032	2,250	46%	1,032
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	87	3,531	1,000	353%	1,146	1,250	92%	1,146
TOTAL LIBRARY OPERATIONS		15,627	698,172	713,969	98%	712,956	706,799	101%	712,956
TOTAL EXPENDITURES & OUT TRANSFERS		15,627	698,172	713,969	98%	712,956	706,799	101%	712,956
TOTAL REVENUE & INCOMING TRANSFERS		-	923,963	709,941	130%	794,126	673,516	118%	794,126
NET REVENUES OVER EXPENDITURES		(15,627)	225,791	(4,028)		81,169	(33,283)		81,169

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JULY 31, 2026
 8 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 31-Jul-26	THIS YEAR FISCAL YTD 31-Jul-26	REVISED BUDGET 2026-2027	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jul-25	REVISED BUDGET 2025-2026	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	9,087	9,087	26,813	34%	-	16,367	0%	16,368
271-100-540-000	STATE AID	7,444	7,444	14,000	53%	7,435	13,500	55%	14,680
271-100-566-000	STATE GRANT - LIBRARY OF MICH	1,295	1,295	-	0%	-	-	0%	324
271-100-581-222	COUNTY GRANTS	-	-	-	0%	-	-	0%	1,090
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNSHP	-	-	455,000	0%	56,237	435,000	13%	572,473
271-100-584-000	GENERAL GRANTS - OTHER	-	-	-	0%	-	-	0%	22,090
271-100-649-000	PRINTING/FAX FEES	821	821	9,000	9%	672	8,100	8%	11,127
271-100-651-000	NON-RESIDENT FEES	50	50	800	6%	75	850	9%	1,225
271-100-658-000	PENAL FINES	-	-	7,000	0%	-	7,600	0%	7,236
271-100-659-000	OVERDUE FINES	235	235	1,200	20%	91	1,200	8%	1,966
271-100-665-000	INTEREST EARNED ON DEP & INVST	3,829	3,829	20,000	19%	2,173	10,000	22%	22,186
271-100-667-000	FACILITY RENTALS	200	200	1,200	17%	50	1,200	4%	1,735
271-100-672-000	OTHER REVENUE	286	286	2,500	11%	544	2,000	27%	5,411
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	2,190	2,190	20,000	11%	358	18,000	2%	48,854
271-100-674-010	BCF CONTRIBUTIONS	-	-	17,000	0%	-	16,000	0%	17,074
271-100-699-101	TRANSFERS IN - GENERAL FUND	194,022	194,022	194,022	100%	-	180,124	0%	180,124
TOTAL OPERATING REVENUES		219,460	219,460	768,535	29%	67,635	709,941	10%	923,963

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Jul-26	THIS YEAR FISCAL YTD 31-Jul-26	REVISED BUDGET 2026-2027	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jul-25	REVISED BUDGET 2025-2026	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	12,044	12,044	123,812	10%	6,335	113,880	6%	113,072
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	7,850	7,850	56,100	14%	3,846	50,003	8%	52,306
271-790-704-000	PART-TIME WAGES	16,413	16,413	170,495	10%	2,957	114,977	3%	117,881
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	-	-	-	0%	210	7,560	3%	6,780
271-790-709-000	SOCIAL SECURITY TAXES	2,811	2,811	24,550	11%	1,044	21,910	5%	22,491
271-790-712-000	CASH IN LIEU OF BENEFITS	554	554	4,800	12%	369	2,400	15%	4,800
271-790-713-000	OVERTIME	-	-	100	0%	-	50	0%	78
271-790-716-000	MERS DEFINED CONTRIBUTIONS	840	840	10,909	8%	557	6,277	9%	7,073
271-790-717-010	MERS DEFINED BENEFIT HYBRID PLN	807	807	7,614	11%	742	10,111	7%	10,241
271-790-718-000	HEALTH INSURANCE - PREMIUMS	2,732	2,732	40,000	7%	2,889	53,976	5%	30,549
271-790-718-010	HEALTH INSURANCE - HSA	137	137	1,815	8%	171	2,054	8%	1,851
271-790-719-000	DENTAL INSURANCE PREMIUM	210	210	2,800	7%	242	3,571	7%	2,712
271-790-724-000	LIFE INSURANCE	38	38	550	7%	38	510	7%	451
271-790-751-000	PROCESSING SUPPLIES	116	116	1,600	7%	308	1,400	22%	1,674
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	-	-	400	0%	-	350	0%	238
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	-	-	450	0%	29	438	7%	633
271-790-761-000	BUILDING SUPPLIES	-	-	1,750	0%	65	1,650	4%	1,335
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	-	200	0%	-	275	0%	7
271-790-765-000	SMALL TOOLS	-	-	50	0%	10	-	0%	43
271-790-766-000	DISPOSABLE TECHNOLOGY	656	656	2,200	30%	170	1,750	10%	1,009
271-790-767-000	CLOTHING	-	-	400	0%	(84)	400	-21%	589

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JULY 31, 2026
 8 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Jul-26	THIS YEAR FISCAL YTD 31-Jul-26	REVISED BUDGET 2026-2027	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jul-25	REVISED BUDGET 2025-2026	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-770-000	PROGRAMMING SUPPLIES	243	243	3,500	7%	664	3,250	20%	4,411
271-790-771-000	MAKERSPACE SUPPLIES	-	-	750	0%	-	-	0%	508
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	-
271-790-777-000	OFFICE SUPPLIES	-	-	850	0%	37	850	4%	775
271-790-778-000	PAPER	-	-	750	0%	-	580	0%	510
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	23	23	2,330	1%	-	2,048	0%	2,175
271-790-792-000	SOFTWARE SUBSCRIPTIONS	2,030	2,030	8,988	23%	2,030	7,788	26%	8,060
271-790-793-000	OVERDRIVE	9,343	9,343	9,343	100%	9,002	9,002	100%	9,002
271-790-795-000	DIGITAL COLLECTION	-	-	1,082	0%	-	-	0%	-
271-790-798-000	LIBRARY CARDS	-	-	1,200	0%	-	-	0%	-
271-790-802-000	PROFESSIONAL SERVICES	-	-	4,150	0%	-	1,500	0%	1,450
271-790-806-000	LEGAL SERVICES	-	-	5,500	0%	-	500	0%	9,901
271-790-809-000	CONTRACTED IT SERVICES	-	-	21,660	0%	-	14,400	0%	15,850
271-790-812-000	HR CONTRACTED SERVICES-EAP	-	-	360	0%	-	350	0%	340
271-790-813-000	DELIVERY SERVICES	776	776	3,125	25%	722	2,700	27%	3,050
271-790-814-000	PRE-EMPLOYMENT SCREENINGS	-	-	525	0%	-	-	0%	264
271-790-816-000	SECURITY SERVICES	300	300	325	92%	300	325	92%	300
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	786	786	3,190	25%	640	2,900	22%	2,999
271-790-818-000	MAINTENANCE CONTRACTS	-	-	9,175	0%	-	8,603	0%	8,780
271-790-823-000	OTHER CONSULTING SERVICES	350	350	5,400	6%	350	1,750	20%	18,953
271-790-825-000	LATE/SERVICE FEES	-	-	-	0%	-	-	0%	11
271-790-829-000	CUSTODIAL/CLEANING SERVICES	-	-	25,200	0%	-	10,920	0%	15,283
271-790-850-000	TELEPHONE	588	588	7,085	8%	512	5,540	9%	6,770
271-790-851-000	MAIL/POSTAGE	5	5	400	1%	-	250	0%	312
271-790-852-000	INTERNET/TELECOMM SERVICES	505	505	7,625	7%	505	7,019	7%	6,693
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	-	-	1,128	0%	60	940	6%	558
271-790-879-000	WEBSITE	-	-	2,925	0%	-	1,113	0%	2,163
271-790-881-000	ADVERTISING	-	-	1,070	0%	36	1,058	3%	36
271-790-887-000	SPEAKERS/PERFORMERS	758	758	2,500	30%	-	2,000	0%	1,075
271-790-890-000	ILS FEES	3,088	3,088	14,889	21%	3,011	14,180	21%	12,276
271-790-891-000	LICENSES AND FEES	-	-	900	0%	-	860	0%	886
271-790-892-000	SOFTWARE LICENSES	-	-	1,350	0%	-	1,905	0%	1,426
271-790-895-000	REGISTRATION FEES/ANNUAL CERT	-	-	-	0%	-	-	0%	68
271-790-900-000	PRINTING AND PUBLISHING	-	-	500	0%	84	730	12%	225
271-790-906-000	PROMOTIONS/MARKETING	-	-	500	0%	54	500	11%	504
271-790-909-000	TRAINING	-	-	750	0%	-	600	0%	195
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	-	600	0%	-	300	0%	404
271-790-911-000	CONFERENCES	-	-	3,050	0%	-	2,850	0%	1,782
271-790-912-000	MEETINGS	-	-	-	0%	-	400	0%	258
271-790-915-000	MEMBERSHIPS	125	125	1,665	8%	125	1,529	8%	1,581
271-790-916-000	DUES AND FEES	166	166	1,550	11%	-	1,435	0%	1,571
271-790-918-000	WATER/SEWER	-	-	-	0%	440	5,500	8%	-

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
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FUND 271 - LIBRARY FUND

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Jul-26	THIS YEAR FISCAL YTD 31-Jul-26	REVISED BUDGET 2026-2027	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jul-25	REVISED BUDGET 2025-2026	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-918-590	SEWER	325	325	4,200	8%	-	-	0%	3,801
271-790-918-591	WATER	229	229	3,100	7%	-	-	0%	2,123
271-790-919-000	WASTE DISPOSAL	65	65	803	8%	33	602	5%	682
271-790-920-000	ELECTRIC	6,826	6,826	31,024	22%	2,721	28,035	10%	28,619
271-790-921-000	NATURAL GAS	170	170	6,956	2%	107	5,500	2%	7,249
271-790-929-000	GROUPS REPAIR AND MAINTENANCE	88	88	2,950	3%	-	4,500	0%	1,744
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	-	-	1,900	0%	-	900	0%	770
271-790-930-000	BUILDING REPAIR & MAINTENANCE	-	-	7,500	0%	837	6,150	14%	13,490
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	298	298	750	40%	-	1,200	0%	57
271-790-933-000	SOFTWARE MAINTENANCE AGREEMENTS	-	-	525	0%	-	-	0%	521
271-790-935-000	PROPERTY LIABILITY INSURANCE	8,312	8,312	8,172	102%	-	14,400	0%	7,782
271-790-939-000	WORKERS COMPENSATION INSURANCE	86	86	800	11%	-	735	0%	426
271-790-941-000	PRINTER/COPIER LEASE/MAINT	-	-	4,100	0%	-	4,100	0%	4,081
271-790-944-000	INSPECTION SERVICES	-	-	940	0%	-	680	0%	583
271-790-950-000	COLLECTION SERVICES	-	-	300	0%	-	300	0%	236
271-790-955-000	MISCELLANEOUS	-	-	-	0%	-	-	0%	120
271-790-962-000	LOST/DAMAGED MATERIALS FEES	15	15	150	10%	-	100	0%	232
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	-	125	0%	-	100	0%	217
271-790-974-010	LAND IMPROVEMENTS - NON-DPRCBL	-	-	16,500	0%	-	-	0%	-
271-790-975-000	BLDG & BLDG IMP - DEPRECIABLE	-	-	-	0%	-	110,000	0%	51,776
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECB	-	-	6,000	0%	-	-	0%	5,696
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	209	209	9,603	2%	-	3,000	0%	3,518
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	-	-	0%	-	-	0%	5,455
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	2,876	2,876	2,000	144%	-	3,400	0%	11,214
271-790-982-000	COLLECTION MATERIALS - BOOKS	1,160	1,160	20,400	6%	1,251	17,000	7%	21,172
271-790-982-010	COLLECTION MATERIALS - A/V	143	143	2,500	6%	209	2,250	9%	2,118
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	25	25	2,000	1%	-	1,000	0%	3,531
TOTAL LIBRARY OPERATIONS		85,121	85,121	740,083	12%	43,626	713,969	6%	694,431
TOTAL EXPENDITURES & OUT TRANSFERS		85,121	85,121	740,083	12%	43,626	713,969	6%	694,431
TOTAL REVENUE & INCOMING TRANSFERS		219,460	219,460	768,535	29%	67,635	709,941	10%	923,963
NET REVENUES OVER EXPENDITURES		134,339	134,339	28,452		24,009	(4,028)		229,532

July 2026 R&E Notes

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 31-Jan-26	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
271-100-699-101	TRANSFERS IN - GENERAL FUND	194,022	194,022	194,022	100%	City moved up timing for this transfer; it used to be late in the fiscal year already ahead of plan; I expect this to be significant given the large increase in the fund balance from LY
271-100-665-000	INTEREST EARNED ON DEP & INVST	3,829	3,829	20,000	19%	

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Jan-26	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
271-790-702-000	FULL-TIME WAGES	12,044	12,044	123,812	10%	Account 702 is short \$1,504 and account 703 is over the same amount. The City will correct.
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	7,850	7,850	56,100	14%	Cricut purchase for Makerspace; should have been in June 2026, City will shift to LY; covered by donation
271-790-766-000	DISPOSABLE TECHNOLOGY	656	656	2,200	30%	slightly higher than City predicted; no additional charges should hit TY
271-790-935-000	PROPERTY LIABILITY INSURANCE	8,312	8,312	8,172	102%	3D printer purchase for Makerspace; should have been in June 2026, City will shift to LY; covered by donation
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	209	209	9,603	2%	Replacement chair purchases in June 2026; the City will shift these back to last fiscal year where they belong and this account should show \$0 spend for July.
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	2,876	2,876	2,000	144%	

Account Name	Vendor/Category	Amount	Total	Notes
Salaries & Wages			\$ 36,860.27	
Social Security Taxes			\$ 2,811.36	
Fringe Benefits			\$ 4,764.46	
Total Wages and Benefits:			\$ 44,436.09	
Supplies			\$ 364.07	
	Processing	\$ 116.29		
	Programming	\$ 242.56		Summer Library Program supplies/prizes
	Postage	\$ 5.22		
Collection Materials - Books			\$ 1,159.59	
	Brodart	\$ 505.50		
	Amazon	\$ 616.59		
	LLC Library	\$ 15.00		
	Cengage Large Print	\$ 22.50		
Collection Materials - AV			\$ 142.71	
Collection Materials - Library of Things			\$ 24.93	misc
Collection Materials - Electronic			\$ 9,343.37	
	OverDrive (e-books, audio)	\$ 7,106.18		
	Magazines	\$ 2,237.19		
Subscriptions & Publications			\$ 23.00	
	LLC	\$ 23.00		Midwest Living Renewal
Utilities			\$ 8,707.83	
	City - water	\$ 229.44		
	City - sewer	\$ 324.72		
	Consumers - electric	\$ 6,825.83		June and July payment
	Consumers - natural gas	\$ 170.02		June and July payment
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 201.92		
	Fusion Land Lines	\$ 385.97		
	Granger Waste Services	\$ 64.98		recycling
Disposable Technology			\$ 655.98	Cricut purchase for Makerspace; should be in June 2026, City will shift
Technology - non-depreciable			\$ 209.00	A1 mini 3D printer; covered by donation; expense shifting back to last year
Software Subscriptions			\$ 2,030.00	
	Duo	\$ 30.00		Monthly Duo 2-factor authentication for VPN (2FA)
	OrangeBoy	\$ 2,000.00		Annual CRM software
Equipment/Furniture - non-depreciable			\$ 2,876.00	
	Office Outlet	\$ 2,876.00		Replacement office chairs, covered by donation; expense shifting back to last year
Equipment Repair & Maintenance			\$ 298.00	replacement battery and pads for AED
Grounds Repair and Maintenance			\$ 87.99	
	Amazon	\$ 87.99		Lawnmower for rooftop garden
Lakeland Lib. Co-op Services			\$ 4,650.35	Quarterly costs
	Delivery charges	\$ 776.00		
	Admin. services	\$ 786.10		
	ILS Fees	\$ 3,088.25		
	Elite Fund		\$ 350.00	eRate consultant annual
Speakers & Performers			\$ 758.00	SLP Programs
Memberships			\$ 125.00	
	MCLS	\$ 125.00		covered by Friends
Dues & Fees			\$ 166.00	
	Rotary	\$ 166.00		covered by Friends

Account Name	Vendor/Category	Amount	Total	Notes
Property Liability Insurance			\$ 8,312.00	
Workers Comp. Insurance			\$ 86.43	
Security Services			\$ 299.88	alarm monitoring - annual
Lost/Damaged Materials Fees			\$ 15.00	patron refund(s)
Total Invoices (without wages & benefits):			\$ 40,685.13	

CITY OF HASTINGS

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BALANCE SHEET
AS OF JULY 31, 2026*FUND 271 - LIBRARY FUND*

		<i>FISCAL YTD</i> <i>31-JUL-26</i>	<i>FISCAL YTD</i> <i>31-JUL-25</i>
ASSETS			
271-000-001-001	CHECKING ACCOUNT - COMMON CASH	346,707.31	31,840.45
271-000-001-002	CHECKING ACCOUNT - PAYPAL CONT	.00	500.00
271-000-004-000	PETTY CASH	468.00	468.00
271-000-017-000	INVESTMENTS - AMERICN DEP MGMT	64,797.11	62,459.14
271-000-017-050	INVESTMENTS - MI CLASS POOLED	546,159.85	524,655.74
	TOTAL ASSETS	958,132.27	619,923.33
LIABILITIES AND FUND BALANCE			
LIABILITIES			
271-000-202-000	ACCOUNTS PAYABLE	.00	1,753.09
271-000-255-000	SECURITY DEPOSITS PAYABLE	100.00	.00
	TOTAL LIABILITIES	100.00	1,753.09
FUND BALANCE			
271-000-375-000	FUND BALANCE - RESTRICTED	523,693.05	294,161.39
271-000-380-000	COMMITTED FUND BALANCE	300,000.00	300,000.00
	REVENUE OVER EXPENDITURES - YTD	134,339.22	24,008.85
	TOTAL FUND BALANCE	958,032.27	618,170.24
	TOTAL LIABILITIES AND FUND BALANCE	958,132.27	619,923.33



Summary of Fund Activity
Paul & Rosellen Siegel Fund for the Hastings Public Library - # 00104

Fund Statement: 8/1/2026 through 8/27/2026

Beginning Fund Balance		566,687.71
Revenue		
4110 Dividends		0.00
Expenses		
Total Change In Fund Balance		0.00
Ending Fund Balance		566,687.71
3000 Current Spending		19,186.23
3005 Spendable Contributions		25,815.82
3010 Investment Earnings		116,869.93
3020 NonSpendable		404,815.73
Gift Summary		
Donor:	Date:	
Grant Summry		
Grantee:	Date:	Amount:
[G/L Account No.] [Akoya Memo]	[Posting Date]	0.00
Other Expense Summry		
Vendor:	Date:	Amount:



Library Endowment – Spendable Funds

August 31, 2026
Library Board of Trustees Meeting

Updated balance as of August 25, 2026: \$27,927

While working with Bonnie Gettys at the Barry Community Foundation to better understand how our Endowment functions, I have become aware of some money that the Board may wish to consider shifting.

As of August 25, 2026, the Endowment contains \$27,927 in “spendable contributions.” This money currently contributes towards our annual endowment earnings, but could be considered for other uses. Note this “spendable” amount fluctuates slightly, so at the time of any transfer or withdrawal, it will be slightly higher or lower than indicated here. Options include:

1. Shift it into “non-spendable” within the Endowment where it will earn more long-term investment income than leaving it in “spendable.” Rough estimates are that this could add around \$1,000 to the annual payout in the short-term. As the total value compounds over time, earnings should continue to increase. Moving to “non-spendable” cannot be undone.
2. Withdraw it for current library expenses. This will reduce Endowment earnings in the long-term but how much cannot be easily quantified. It should be a very small percentage. This option is not ideal as the money is not currently needed. Once window work is complete, however, it could help offset any un-recouped attorney & consultant fees. If this option is chosen, the offset will occur in whatever fiscal year the transaction happens; it cannot be delayed or back-dated.
3. Shift it to the Capital Fund. This might better protect the amount from investment loss, as the Capital Fund is more conservatively invested, and hold it for planned roof repairs. That would bring the total Capital Fund “spendable” to ~\$49,800, which could be withdrawn to help pay for the roof when the work is done.

Recommendation

My prior thoughts were to shift the spendable money to the Capital Fund, but in light of the significant amount added to the general fund balance at the end of June 2026, I now recommend we shift this money into the non-spendable within the endowment to help safeguard the library’s future financial sustainability. The general fund balance now contains over \$835,000 and can easily absorb the cost of a new roof, for which we can still fundraise and look for grants to help minimize the impact.

Respectfully,

David Edelman
Library Director

Proposal

Includes:

- Removal of 20' of stand up curb and replace with curb and gutter for ADA ramp.
 - Removal of 20 linear feet of sidewalk and replace with new walk that has ADA ramp.
 - Removal of 20 linear feet of bricks and replace after sidewalk is poured.
 - Cast iron ADA plates
 - All removal of existing sub base and grading.
 - Fix any disturbed yard and seed.
-

Base bid amount: \$10,200

Exclusion:

-
-

General Requirements:

- 3 parking spaces on the street
 - Reasonable access to the work site
 - Work will take 3-7 business days weather depending.
-

Thank you for this opportunity to provide our quality services to your client

Caleb Drake
Drake's Concrete Construction LLC

**HASTINGS PUBLIC LIBRARY**

Explore • Imagine • Grow

CERTIFICATION

In compliance with this request for quote and subject to all terms and conditions imposed therein, which are incorporated in this quote 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 Quote: Drakes concrete construction

Address: _____ Street: 410 Oakdale Rd.

City, State: Hastings, MI ZIP: 49058

Phone: (269) 953-2103

Email: betterqualitycheaperprices@gmail.com

Legal form of Entity: LLC Date company formed: 2023
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): 93-1589965

Description of company in terms of size, range, types of services offered and clientele:

Residential and light commercial, small
company. services include driveways, patios, sidewalks.
clientele consists of general contractors and homeowners.

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) 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) NO

Authorized Official: Name: Caleb Drake

Title: owner

Signature: _____ Date: 08/13/2024

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 INTEGRITY INSURANCE, INC. 3220 68th St SE Caledonia, MI 49316	CONTACT NAME: Melissa Stuart PHONE (A/C, No, Ext): (616)698-9339 E-MAIL ADDRESS: Melissa@integrityins.net FAX (A/C, No):
INSURED Drakes Construction LLC Caleb Drake 410 Oakdale Rd Hastings, MI 49058	INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Ins. Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

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. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			1000508631	5/1/2026	5/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	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				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

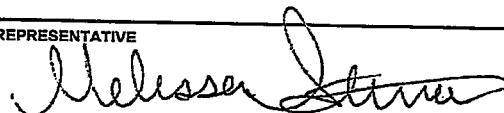
CERTIFICATE HOLDER

CANCELLATION

City of Hastings
201 E State St
Hastings, MI 49058

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



Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Caleb Drake	
	2 Business name/disregarded entity name, if different from above. Drake's concrete construction	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 410 Oakdale Rd.	Requester's name and address (optional)
6 City, state, and ZIP code Hastings, MI 49058		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number	
	- -
or	
Employer identification number	
93	-1589965

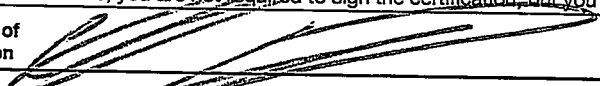
Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 05-06-24
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



7775 Clark Rd. Lake Odessa, Michigan 48849

Ph # 616-374-8851 Fax # 616-374-1427

Concrete Mix Design Submittal

Date:	<u>5/1/2026</u>	Description	<u>6 SK LIME MIX</u>	
Mix Code:	<u>1749</u>			
Customer Name	<u>Drake's Construction</u>		<u>Design</u>	<u>Tolerance</u>
Contact	<u>Caleb Drake</u>	Air Content	6.00	+/- 1.5%
Phone	<u>269-953-2103</u>	Slump	5.00	+/- 1 in
Project Name	<u>City of Hastings Sidewalk Project</u>	Design Str.	4500 psi	psi
Location	<u>Hastings, MI</u>	Unit Weight	142.23	lbs/ft3
Usage	<u>Sidewalks</u>	W/C Ratio	0.50	

Notes:

Mix will have approx 5-6% Air Entrainment.

Material Type	Type/Source	Design Quantity	Unit	Specific Gravity	Volume (ft3)
Fine Aggregate	2NS Sand - HSV	1,363	lbs	2.67	8.18
Coarse Aggregate	Agg Indust 6AA Modif Lime	1,660	lbs	2.66	10.00
Coarse Aggregate		-	lbs	2.62	0.00
Cement	Type I/II Longson - Vietnam	564	lbs	3.15	2.87
Flyash		-	lbs	2.64	0.00
Air Entrainment	Darex II AEA Air Entrainment	5.08	oz	-	-
Water Reducer	Mira 110 Mid-Range Water Reducer	28.20	oz	-	-
Other Admix		-	oz	-	-
Water	HSV Potable Well Water	282	lbs	1.00	4.52
		Air Content	6.00	%	1.63
		Yield	3,869		27.20

Prepared By:

Greg Haskin

General Manager



7775 Clark Rd. Lake Odessa, Michigan 48849

Ph # 616-374-8851 Fax # 616-374-1427

Concrete Mix Design Submittal

Date:	<u>5/1/2026</u>		
Mix Code:	<u>1449</u>	Description	<u>4000 LB LIME MIX</u>
Customer Name	<u>Drake's Construction</u>		
Contact	<u>Caleb Drake</u>		
Phone	<u>269-953-2103</u>		
Project Name	<u>City of Hastings Sidewalk Project</u>		
Location	<u>Hastings, MI</u>		
Usage	<u>Sidewalks</u>		
		<u>Design</u>	<u>Tolerance</u>
		Air Content	6.00 +/- 1.5%
		Slump	5.00 +/- 1 in
		Design Str.	4000 psi
		Unit Weight	143.40 lbs/ft3
		W/C Ratio	0.50

Notes:

Mix will have approx 5-6% Air Entrainment.

Material Type	Type/Source	Design Quantity	Unit	Specific Gravity	Volume (ft3)
Fine Aggregate	2NS Sand - HSV	1,409	lbs	2.67	8.46
Coarse Aggregate	Agg Indust 6AA Modif Lime	1,716	lbs	2.66	10.34
Coarse Aggregate		-	lbs	2.62	0.00
Cement	Type I/II Longson - Vietnam	517	lbs	3.15	2.63
Flyash		-	lbs	2.64	0.00
Air Entrainment	Darex II AEA Air Entrainment	4.65	oz	-	-
Water Reducer	Mira 110 Mid-Range Water Reducer	25.85	oz	-	-
Other Admix		-	oz	-	-
Water	HSV Potable Well Water	259	lbs	1.00	4.14
		Air Content	6.00 %		1.63
		Yield	3,900		27.20

Prepared By:

Greg Haskin

Greg Haskin

General Manager

C. RESPONSE SUBMITTAL FORMS (continued)

REFERENCES

Each offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP. References of other similar local government operations are preferred.

REFERENCE # 1

Entity Name:

JLM Home Solutions

Address:

4287 S M-43 HWY Hastings, MI 49058

Phone:

(269) 838-9955

Fax:

Contact Name and Title:

Jason Merrick, Owner

Email:

jlmhomesolutions@outlook.com

Brief Description of Working Relationship with Dates:

August 2025 - Current

I am contracted to do flatwork on mostly new builds.

C. RESPONSE SUBMITTAL FORMS (continued)

REFERENCES (continued)

REFERENCE # 2

Entity Name:

Walden Design

Address:

10261 Northland Dr. NE ROCKFORD, MI 49341

Phone: (616) 201-4089

Fax:

Contact Name and Title:

Troy Winters, Owner

Email: troy@waldendesign.net

Brief Description of Working Relationship with Dates:

JUNE 2023- current

I am subcontracted to pour driveways, patios, and floors.

C. RESPONSE SUBMITTAL FORMS (continued)

REFERENCES (continued)

REFERENCE # 3

Entity Name:

Man At Work Renovations

Address:

1234 Colorado Ave. SE Grand Rapids, MI 49506

Phone: (616) 929-2435

Fax:

Contact Name and Title:

Bert DeVries, Owner

Email: manatworkgre@gmail.com

Brief Description of Working Relationship with Dates:

April 2023 - Current

I am contracted to pour driveways, approaches and ADA ramps.



ALA LTC Grant – Barrier-Free Parking Spaces

August 31, 2026
Library Board of Trustees Meeting

Quotes

We received one quote for this project from Drake's Concrete Construction LLC, based out of Hastings. Drake's quoted \$10,200 to complete the project. The quote provided by Drake's comes in much lower than the estimate of \$15,500 plus a \$3,000 contingency that was provided by Moore & Bruggink Consulting Engineers.

The concrete construction portion of the project includes removing the existing curb, gutter, and sidewalk, constructing an ADA-compliant ramp, installing iron plates on the ramp, and creating two ADA-compliant parking spaces. Painting the spaces will be handled by the City, and the Library will be purchasing the appropriate handicap parking signs outright.

Recommendation

It is my recommendation that we hire Drake's Concrete Construction LLC to complete the project. I spoke with two of the three references they provided, and they shared that the company is efficient, communicative, and reliable. Given that the quote provided by Drake's is much lower than what was estimated, I suggest that we use any remaining monies to explore other accessibility projects, namely the potentiality of installing an adult-size changing table in the first-floor family restroom.

Respectfully,

Tess Allerding
Assistant Director

COST QUOTE — RFP RESPONSE

Workroom Partial Wall & Study Room Refresh • Hastings Public Library, Hastings, MI

Date:	August 22, 2026	RFP Due:	Aug 24, 2026, 12:00 PM
Prepared For:	Hastings Public Library — Attn: David Edelman, Library Director	Procurement:	Makerspace

SCOPE OF WORK

Workroom Partial Wall (2nd Floor Office): Furnish and install one (1) new interior partition wall, approx. 5'-6" wide x 9'-0" tall, using 3-5/8" metal studs (anchored top and bottom for stability) and 5/8" drywall both sides, taped and sanded to a paint-ready finish. Furnish and install a new hollow metal door frame sized for the existing door (existing door and hardware reused); frame a separate borrowed-lite window opening in the wall and furnish/install a glass or acrylic pane. Install cove base both sides (base material supplied by the Library). Prime and paint both sides, 2 sides (finish paint supplied by the Library). Remove and dispose of construction debris offsite — no dumpster is available onsite.

Study Room Refresh: Furnish and install chair rail on two (2) walls, approx. 96" (8'-0") each, to prevent nicks and scuffs. Repair existing drywall nicks and repaint both side walls (paint supplied by the Library).

All work performed during normal Library operating hours, 8:00am–5:00pm, Monday–Friday, per RFP Timing requirements.

LUMP SUM COST QUOTE

Base Bid (Lump Sum)	Voluntary Alternate — Sidelite Frame
\$4,743.00	+ \$671.00

Base Bid covers the complete Workroom Partial Wall and Study Room Refresh scope described above, including a new hollow metal door frame (existing door reused) and a separate borrowed-lite window opening with a glass or acrylic pane. Voluntary Alternate — offered at Full Mortise's suggestion, not required by the RFP — replaces the separate door frame and borrowed-lite window with one combination hollow metal frame with an integral sidelite and 1/4" clear tempered safety glass, per attached shop drawing SD-1, Rev 3 (see Attachment). Total project cost if the alternate is accepted: \$5,414.00.

NOTES ON COST

- Cove base and finish paint materials are supplied by Hastings Public Library per the RFP; only installation labor for these items is included above.
- No subcontractors are required — all framing, drywall, and painting is self-performed by Full Mortise LLC.
- Pricing reflects normal business-hours work (8am–5pm, Monday–Friday) per the RFP's stated Timing — no shift premium is included.
- A 5% contingency covers unforeseen existing conditions typical of renovation work in an occupied library; 15% covers overhead and profit.
- Price excludes Michigan Sales and Use Tax on materials, construed per the RFP's tax provisions.
- Per RFP Attachment A, Full Mortise LLC commits to naming Hastings Public Library as Certificate Holder and Additional Insured on our General Liability policy upon contract award.

EQUIPMENT OR SERVICE LIST

Per RFP Submission Requirement No. 4

EQUIPMENT / SERVICES REQUIRED (WITH COST)

Equipment / Service	Cost
Metal stud framing — Workroom partition wall (material + labor)	\$568.00
Drywall install, tape, mud, sand — both sides (material + labor)	\$412.00
New HM door frame, existing door reused (material + labor)	\$690.00
Borrowed-lite window: framing, trim, glass/acrylic pane (material + labor)	\$352.00
Cove base installation (material by Library; labor by Full Mortise)	\$136.00
Priming & painting, both sides (finish paint by Library)	\$352.00
Debris removal & offsite disposal	\$200.00
Chair rail furnish & install — Study Room, 2 walls	\$322.00
Drywall nick repair & repaint — Study Room, 2 walls (paint by Library)	\$468.00
Voluntary Alternate: Integral sidelite HM frame upgrade (optional)	+ \$671.00

SUBCONTRACTORS

None required. All work (metal stud framing, drywall installation/finishing, painting, carpentry/trim) is self-performed by Full Mortise LLC's own crew.

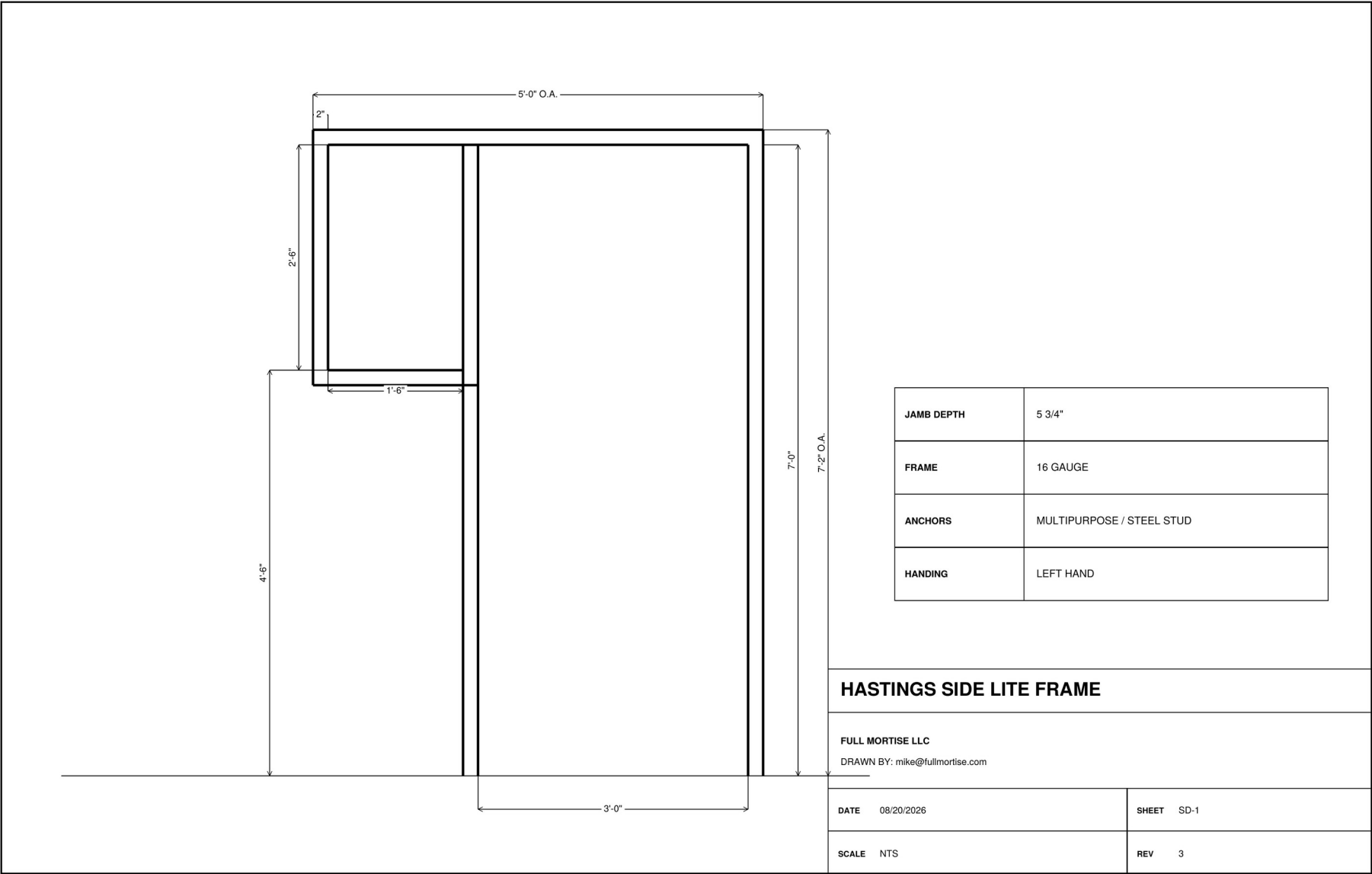
ACCOMMODATIONS / SPACE REQUESTED FROM HASTINGS PUBLIC LIBRARY

- Access to the 2nd floor office and the study room during normal Library operating hours for the duration of the work.
- A small staging/storage area for materials and tools for the work duration.
- Access to existing building power and water.
- No onsite dumpster required — construction debris will be bagged/boxed and hauled offsite by Full Mortise in company vehicles; the Library will be notified in advance of any large debris removal trips.

ESTIMATED START DATE & DURATION

Estimated start: as early as September 1, 2026, or promptly upon Notice to Proceed. The hollow metal door frame (and integral sidelite frame under the Voluntary Alternate) is a semi-custom item with a typical fabrication lead time of 3–6 weeks; we recommend placing the frame order immediately upon award to protect the November 13, 2026 completion date.

Estimated on-site labor duration: approximately 8–10 working days (about 2 calendar weeks) within normal business hours, accounting for required drywall joint-compound dry time between coats.



PROJECT REFERENCES
Representative projects of similar size and scope.

Customer	Contact Person	Contact Info	Project Description
City Contracting Services	Brad Odea	810-569-0833	Linden Schools
Roy Construction	Robert Bull	rbull@theroyco.com	Exterior openings elevator modernization project
Pinckney School District	Jim Hayden	Jhayden@pinckneypirates.org	Exterior and interior openings throughout the school district
City of Greenville	Brian Blomstrom	bblomstrom@greenvilledps.org	Commercial door & hardware services
Charter Township of Canton	Tom Gaffka — Project & Facilities Services Manager	734-394-5314 • www.cantonmi.gov	Canton Public Works Building
LMS Construction LLC	Moe Massalkhi, PE, PMP — Operations Manager	(248) 346-4772 • mm@lmsconstruction.info	Bloomfield, Royal Oak & Troy Schools

More references and project portfolio available upon request.

Authorized Representative: Mike Rodriguez, Owner
Full Mortise LLC



CERTIFICATION

In compliance with this request for quote and subject to all terms and conditions imposed therein, which are incorporated in this quote 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 Quote: Full Mortise LLC

Address: _____ Street: 5060 Lake Grove Drive

City, State: White Lake, MI ZIP: 48383

Phone: 248-472-0365

Email: Mike@fullmortise.com

Legal form of Entity: LLC (S-Corp election) Date company formed: March 2018
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): 82-4767015

Description of company in terms of size, range, types of services offered and clientele:

Full Mortise LLC is a Michigan-based commercial door, frame, and hardware contractor -- "Door Opening
Specialists." We provide installation, service, and modernization of hollow metal frames, doors, and
hardware, plus related interior carpentry (framing, drywall, paint) for schools, municipalities, and businesses.

Evidence of legal authority to conduct business in Michigan: MI LARA LLC ID# D84867
(e.g. business license number)

Has offeror or its parent company (if any) ever filed for bankruptcy? (Yes/No) 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) No

Authorized Official: Name: Mike Rodriguez

Title: Owner

Signature:  Date : 08/21/2026

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Full Mortise LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► S Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 5060 Lake Grove Drive	Requester's name and address (optional)
6 City, state, and ZIP code White Lake, MI 48383	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
82 - 4707015	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 2/26/19
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

August 14, 2026

For Informational Purposes
5060 LAKE GROVE DR
WHITE LAKE MI 48383-1451

Account Information:

Policy Holder Details :	FULL MORTISE LLC
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Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team

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 NUTMEG INSURANCE AGENCY INC/PHS 02025657 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (866) 467-8730 (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:																								
INSURED FULL MORTISE LLC 5060 LAKE GROVE DR WHITE LAKE MI 48383-1451	<table><tr><td>INSURER A :</td><td>Sentinel Insurance Company Ltd.</td><td>NAIC#</td><td>11000</td></tr><tr><td>INSURER B :</td><td>Hartford Insurance Company of the Midwest</td><td></td><td>37478</td></tr><tr><td>INSURER C :</td><td></td><td></td><td></td></tr><tr><td>INSURER D :</td><td></td><td></td><td></td></tr><tr><td>INSURER E :</td><td></td><td></td><td></td></tr><tr><td>INSURER F :</td><td></td><td></td><td></td></tr></table>	INSURER A :	Sentinel Insurance Company Ltd.	NAIC#	11000	INSURER B :	Hartford Insurance Company of the Midwest		37478	INSURER C :				INSURER D :				INSURER E :				INSURER F :			
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INSURER C :																									
INSURER D :																									
INSURER E :																									
INSURER F :																									

COVERAGES

CERTIFICATE NUMBER:

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. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																																		
A	COMMERCIAL GENERAL LIABILITY <table><tr><td>☐</td><td>CLAIMS-MADE</td><td>☒</td><td>OCCUR</td></tr><tr><td>☒</td><td colspan="3">General Liability</td></tr><tr><td colspan="4">GEN'L AGGREGATE LIMIT APPLIES PER:</td></tr><tr><td>☐</td><td>POLICY</td><td>☐</td><td>PRO-JECT</td></tr><tr><td>☐</td><td>OTHER:</td><td>☒</td><td>LOC</td></tr></table>	☐	CLAIMS-MADE	☒	OCCUR	☒	General Liability			GEN'L AGGREGATE LIMIT APPLIES PER:				☐	POLICY	☐	PRO-JECT	☐	OTHER:	☒	LOC			02 SBM IA0752	10/28/2025	10/28/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ \$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ \$1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ \$10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ \$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ \$2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ \$2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ \$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ \$1,000,000	MED EXP (Any one person)	\$ \$10,000	PERSONAL & ADV INJURY	\$ \$1,000,000	GENERAL AGGREGATE	\$ \$2,000,000	PRODUCTS - COMP/OP AGG	\$ \$2,000,000		\$
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B	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			02 WEC EK7070	08/29/2025	08/29/2026	<table><tr><td>☒</td><td>PER STATUTE</td><td>☐</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ \$100,000</td></tr><tr><td>E.L. DISEASE -EA EMPLOYEE</td><td>\$ \$100,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ \$500,000</td></tr></table>	☒	PER STATUTE	☐	OTH-ER	E.L. EACH ACCIDENT	\$ \$100,000	E.L. DISEASE -EA EMPLOYEE	\$ \$100,000	E.L. DISEASE - POLICY LIMIT	\$ \$500,000																								
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
5060 LAKE GROVE DR
WHITE LAKE MI 48383-1451

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

Susan L. Castaneda



Makerspace Remodel

August 31, 2026
Library Board of Trustees Meeting

Quotes

We received one quote for this project from Full Mortise LLC, based out of Waterford, MI. Three local contractors were originally contacted, with one turning down the job and the other two providing no response. Full Mortise's quoted \$5,414 to complete the project, including a voluntary alternate, is under the \$6,000 budgeted.

Recommendation

It is my recommendation that we hire Full Mortise LLC to complete the project, and authorize the voluntary alternate door & window frame as suggested. I spoke with two of the provided references, and they shared that the company is efficient, communicative, and reliable.

Respectfully,

David Edelman
Director



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