

Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, April 9, 2024

Regular Meeting

- I. Call to order and attendance
- II. Approval of minutes
- III. Financial Report
- IV. Approval of Bills
- V. Director's Report
- VI. Old Business
 - A. Securalarm additional cameras.
 - B. Automatic door opener grant
- VII. New Business
 - A. 2023 Audit report
 - B. Genealogy Report
 - C. LSTA Grant opportunity
 - D. Misc. items
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes
March 12, 2024 7pm

Meeting called to order by President Jonatzke
Present- Hadley, Friday, Jonatzke, Dowd, Daniels, Blocker, and Bench

Motion to approve the Minutes of February 13, 2024, as presented, and place on file.
Dowd and Bench motion carried

Motion to approve the Financial Report, as presented, and place on file.
Hadley and Blocker motion carried

Motion to approve and pay bills in the amount of \$28,568.79. See Cash Disbursals for a listing of checks written.
Dowd and Bench motion carried

Director's Report- see written report submitted at meeting

Old Business

- A. Securalarm additional cameras- see written report submitted at meeting.
- B. Automatic door opener grant- see written report submitted at meeting.

New Business

- A. 2023 Audit report- see written report submitted at meeting.
- B. Genealogy Report- see written report submitted at meeting.
- C. Misc. items- see written report submitted at meeting.

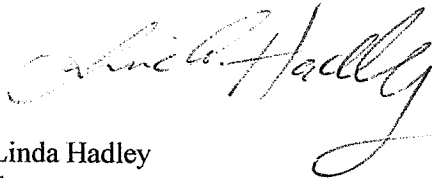
Motion to increase Hartford Public Library Building insurance.
Dowd and Blocker motion carried

Motion to approve Hartford Fire Department to do a burn of the native grass area as recommended by Van Buren Conservation District Hartford Library Native Planting Plan.
Friday and Hadley motion carried

No Committee Reports
No Public Comment

Motion to adjourn
Friday and Dowd motion carried

Submitted by;



Linda Hadley
Secretary

04/09/24
Accrual Basis

Hartford Public Library
Balance Sheet
As of April 9, 2024

	<u>Apr 9, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	151,158.68
GL cash out (Honor Credit Union Checking account)	189,043.38
Honor MM#3 (Money Market at Honor Credit Union)	218,675.02
Petty Cash-Misc. (Petty Cash)	<u>50.00</u>
Total Checking/Savings	<u>558,927.08</u>
Total Current Assets	<u>558,927.08</u>
TOTAL ASSETS	<u><u>558,927.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>-99.12</u>
Total Other Current Liabilities	<u>-99.12</u>
Total Current Liabilities	<u>-99.12</u>
Total Liabilities	-99.12
Equity	
3900 · Retained Earnings	432,009.05
Net Income	<u>127,017.15</u>
Total Equity	<u>559,026.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>558,927.08</u></u>

**Submitted to the Hartford Public Library
Board of Trustees for approval
April 9, 2024**

Checks written after Mar. 12, 2024 meeting

Honor	\$	8,427.49(Salary)
		8.00(Securalarm)
		104.98(Quill)
		5,400.00(Gabridge)
		210.00(Cigna)
		850.00(Lego)

Total \$ 15,000.47

Checks written before April 9, 2024 meeting

Expenses	\$	11,414.52
Total	\$	26,414.99
To Be Paid	\$	<u>26,414.99</u>
Total Disbursals	\$	26,414.99
Total to be Approved	\$	<u>26,414.99</u>

Balance Mar.12, 2024	\$	205,416.55
Transfers to account	\$	0
Transfers from account	\$	0
Receipts	\$	10,041.82
Total	\$	215,458.37
To Be Approved	\$	26,414.99
Balance Apr.9 ,2024	\$	189,043.38

Hartford Public Library
Cash Disbursals
As of April 9, 2024

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
03/15/2024	13489	Bethany Bivens		-SPL...	-368.41
03/15/2024	13490	Stephanie Daniels		-SPL...	-1,484.46
03/15/2024	13491	Sarah J James		-SPL...	-438.23
03/15/2024	13493	Jennifer Sarco		-SPL...	-292.89
03/15/2024	13494	Patricia A Schroed...		-SPL...	-1,122.11
03/15/2024	13495	Laura D Smith		-SPL...	-371.02
03/15/2024	13488	Emma G Lavender		-SPL...	-164.42
03/15/2024	13496	SecurAlarm Syste...	increase	827 ...	-8.00
03/15/2024	13497	Quill Corporation	959 electr...	959 ...	-104.98
03/18/2024	13498	Gabridge & Comp...	audit 2023	807 ...	-5,400.00
03/29/2024	13499	Bethany Bivens		-SPL...	-283.12
03/29/2024	13500	Stephanie Daniels		-SPL...	-1,484.48
03/29/2024	13501	Sarah J James		-SPL...	-428.35
03/29/2024	13502	Jennifer Sarco		-SPL...	-371.01
03/29/2024	13503	Patricia A Schroed		-SPL...	1,122.11
03/29/2024	13504	Laura D Smith		-SPL...	-332.45
03/29/2024	13505	Emma G Lavender		-SPL...	-164.43
03/29/2024	13506	Cigna	employee ...	703 ...	-210.00
03/29/2024	13507	Jason Spears	Lego displ...	805 ...	-850.00
04/09/2024	1350...	United States Tre...	38-2073164	-SPL...	-3,285.54
04/09/2024	1350...	State of Michigan	38-2073164	-SPL...	-1,482.13
04/09/2024	13508	Baker & Taylor	978	978 ...	-278.16
04/09/2024	13509	Best Way Disposal	trash rem...	819 ...	-81.34
04/09/2024	13510	Bloomingtondale Co...	internet	855 ...	-249.99
04/09/2024	13511	Capital One	see below	-SPL...	-4,101.07
04/09/2024	13512	City of Hartford	water & s...	927 ...	-44.65
04/09/2024	13513	Consumers Energy	gas	923 ...	-300.57
04/09/2024	13514	Culligan	740	740 ...	-19.50
04/09/2024	13515	Enfold Systems		959 ...	-212.40
04/09/2024	13516	Frontier	telephone	853 ...	-147.27
04/09/2024	13517	Indiana Michigan ...	electric	921 ...	-372.99
04/09/2024	13518	NextBell	telephone	853 ...	-158.01
04/09/2024	13519	SecurAlarm Syste...	alarm mai...	827 ...	-138.00
04/09/2024	13520	US Business Syst...	printer ma...	827 ...	-542.90
Total GL cash out (Honor Credit Union Checking account)					-26,414.99
TOTAL					-26,414.99

Hartford Public Library
Income/Expense
January through December 2024

	Jan - Dec ...
Ordinary Income/Expense	
Income	
402 · Tax Levy (Van Buren District Library)	5,406.03
582 · City of Hartford	57,684.37
583 · Township of Hartford	125,385.41
657 · Penal Fines	5,568.31
665 · Interest	712.94
673 · Donations	10,750.00
680 · Misc. Receipts	3,216.20
	208,723.26
Total Income	208,723.26
Gross Profit	208,723.26
Expense	
6560 · Payroll Expenses	32,689.60
6570- · Payroll tax	2,702.42
703 · Employee Insurance	930.54
728 · Supplies	703.34
730 · Postage	9.95
740 · Operating Supplies	676.37
801 · Professional Services (Membership Fees)	50.00
804 · Adult Program	26.48
805 · Children's Program	2,330.85
806 · Children's Summer Programs (2009 Children's summer prog...	330.10
807 · Audit	5,400.00
819 · Refuse Removal	158.74
827 · Contractual Services	1,392.96
853 · Telephone (Phone & FAX)	1,167.42
855 · Internet	819.96
864 · Conferences & Workshops	755.00
910 · Insurance (Building)	10,131.00
921 · Electricity	1,241.45
923 · Gas	1,213.62
927 · Public Utilities	139.94
930 · Repairs & Maintenance	8,585.00
956 · Misc.	0.00
957 · Magazines & Periodicals	342.10
958 · Vicki Shoemaker	240.00
959 · Electronic Materials	4,673.30
978 · Books	3,095.97
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00
991 · Architectural Services	0.00
	81,706.11
Total Expense	81,706.11
Net Ordinary Income	127,017.15
Net Income	127,017.15

Profit & Loss Budget vs. Actual
January through December 2024

First Quarterb2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
102 · Hartford-Pokagon LARSB (Casino Loc	0.00	25,494.81	-25,494.81	0.0%
402 · Tax Levy (Van Buren District Library)	5,406.03	7,422.22	-2,016.19	72.84%
539 · Direct State Aid	0.00	6,010.95	-6,010.95	0.0%
582 · City of Hartford	57,684.37	47,596.67	10,087.70	121.19%
583 · Township of Hartford	125,385.41	121,041.90	4,343.51	103.59%
657 · Penal Fines	5,568.31	16,707.18	-11,138.87	33.33%
665 · Interest	712.94	844.11	-131.17	84.46%
673 · Donations	10,750.00	6,884.49	3,865.51	156.15%
680 · Misc. Receipts	3,216.20	23,673.54	-20,454.34	13.59%
Total Income	208,723.26	255,672.87	-46,949.61	81.64%
Gross Profit	208,723.26	255,672.87	-46,949.61	81.64%
Expense				
6200 · Interest Expense (Interest Expense)	0.00	-5,908.10	5,908.10	0.0%
6560 · Payroll Expenses	32,689.60	116,212.01	-83,522.41	28.13%
6570- · Payroll tax	2,702.42	9,031.19	-6,328.77	29.92%
703 · Employee Insurance	930.54	4,140.82	-3,210.28	22.47%
728 · Supplies	703.34	4,102.63	-3,399.29	17.14%
730 · Postage	9.95	857.43	-847.48	1.16%
740 · Operating Supplies	676.37	3,134.15	-2,457.78	21.58%
801 · Professional Services (Membership Fe	50.00	250.00	-200.00	20.0%
804 · Adult Program	26.48	466.13	-439.65	5.68%
805 · Children's Program	2,330.85	3,188.95	-858.10	73.09%
806 · Children's Summer Programs (2009 Ci	330.10	5,160.27	-4,830.17	6.4%
807 · Audit	5,400.00	3,800.00	1,600.00	142.11%
818 · Services (Snow/Lawn)	0.00	8,546.87	-8,546.87	0.0%
819 · Refuse Removal	158.74	284.22	-125.48	55.85%
827 · Contractual Services	1,392.96	5,169.56	-3,776.60	26.95%
853 · Telephone (Phone & FAX)	1,167.42	3,199.37	-2,031.95	36.49%

Profit & Loss Budget vs. Actual
January through December 2024

First Quarter 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
855 · Internet	819.96	4,221.28	-3,401.32	19.42%
864 · Conferences & Workshops	755.00	30.00	725.00	2,516.67%
901 · Advertising	0.00	1,363.40	-1,363.40	0.0%
910 · Insurance (Building)	10,131.00	7,944.00	2,187.00	127.53%
911 · Workmen's Comp (Disability Insurance)	0.00	569.00	-569.00	0.0%
921 · Electricity	1,241.45	5,653.51	-4,412.06	21.96%
923 · Gas	1,213.62	2,978.67	-1,765.05	40.74%
927 · Public Utilities	139.94	502.52	-362.58	27.85%
930 · Repairs & Maintenance	8,585.00	4,803.26	3,781.74	178.73%
940 · Rental	0.00	130.00	-130.00	0.0%
956 · Misc.	0.00	4,553.98	-4,553.98	0.0%
957 · Magazines & Periodicals	342.10	499.00	-156.90	68.56%
958 · Vicki Shoemaker	240.00			
959 · Electronic Materials	4,673.30	9,764.46	-5,091.16	47.86%
978 · Books	3,095.97	10,615.46	-7,519.49	29.17%
983 · Equipment	0.00	4,514.33	-4,514.33	0.0%
984 · Bilibionix-Apollo (Electronic circulation)	1,900.00	3,100.00	-1,200.00	61.29%
991 · Architectural Services	0.00			
993 · Computer Maintenance	0.00	94.48	-941.48	0.0%
Total Expense	81,706.11	223,819.85	-142,113.74	36.51%
Net Ordinary Income	127,017.15	31,853.02	95,164.13	398.76%

Hartford Public Library
Director's Report – April 9, 2024

The Stats for March, 2024 Adults 1,107 Children 790
Computer usage for Mar– adults(179), children (216) Air print(58)
Website: Mar. 1,100
Hoopla Digital for Mar.2024 \$458.18
Hoopla balance \$386.10
Cardio Drumming- Mar.,(46) Yoga-Mar., (5)
MEL Books borrowed-Mar. 73 MEL books lent-Mar. 53

I attended the following zoom meetings:

- March 14- Understanding Disabilities – 2pm (LTC Grant) ✓
- March 19- LSTA Grant program seminar- 1pm
- March 20- Improving Services, facilities & programs for people with disabilities 2pm ✓
- March 28- Hosting Accessible Community Conversations- 2pm
- April 9- Mi Youth meeting (Library of Michigan) 2pm

✓ required for grant for door openers

On Thursday, March 28 we have 45 fourth grade students visit the Hartford Public Library. We had a tour of the library, a craft and a library scavenger hunt.

On Saturday, March 23 we had soccer sign-up in the community room from 11am to 1pm.

On Saturday, April 6 we had the Hopson birthday party in the community room from 12N to 2pm.

On Sunday, April 7 the West Michigan Lego Users Group set-up the Jurassic Park Dinosaur Lego display from 12N to 5pm. The display will be open for viewing all week until 2pm on Saturday.

On Thursday, April 24 we are hosting the author, Les Carroll, retired Air Force. He will be selling and signing his book, "This Troubled Ground". (See photo and description)

3:30-4:30

We gave away 300 solar eclipse glasses prior to Monday, April 8th and we let the public know via social media. We had very few left on Monday.

We are starting a SCI/FI Fantasy Book group. The first meeting is Thursday, April 18 at 5:30pm. Sarah James will lead the group.

We will be discontinuing Storytime. We have had 1 or 2 children and sometimes none. Since the pandemic, story time has not been of interest in our community. Watervliet has also had lack of participation in children's Storytime. Some of the other small libraries have also experienced the same situation. I think we need to concentrate our resources where they are most effective.

The STEM program at Redwood is Thursday, April 18 and we plan several demonstrations of STEM related items such as the marble run, tumbling hedgehog and cyborg hand. *5:30-7:00*

On May 21, Tuesday we will have our first Coffee n' Canvas Party from 6pm to 8pm. We will create an acrylic painting for spring via video instruction. The program is open to 24 people.

Registration is required and a \$10 fee. We will do another for children, Cookies and Canvas during the summer as part of our summer reading program.

Respectfully Submitted,
Stephanie Daniels

LES CARROLL

THIS TROUBLED GROUND

inspired by true events

“... will send cold shivers
down the spine.”

—Diane Rawl,
Gold Star Mother
of 1LT Ryan Rawl,
Killed in Afghanistan



About the Author

Les Carroll grew up in South Carolina, served in the Air Force and Air National Guard for twenty-eight years, and retired in 2013. He served two tours in Afghanistan and one tour at the Air Force Mortuary Affairs Operations Center at Dover Air Force Base. This Troubled Ground was created out of those experiences. He is an award-winning military and civilian journalist and acclaimed documentary filmmaker. His documentary Bringing the Fallen Home aired nationally in 2014. He wrote and published three books in the mid-1990s.

The war in Afghanistan impacted Americans in profound ways, yet only a small percentage of Americans know what it's like to be there, fight there, come home from there, and then live the rest of their lives wondering if their service made a difference.

This Troubled Ground goes there-to the cold, dark, and heartbreaking tarmac at Dover Air Force Base, to the Kabul newsrooms, to briefing rooms, and to the deadly battlefields in their many forms across Afghanistan. Inspired by true events, this book follows a haunting, sometimes uplifting but ultimately tragic journey into war through the eyes of an Air Force officer searching for meaning as his path intersects with a mother's desperate quest to find hope after her son is killed serving with the US Marines in Afghanistan.



P.O. Box 820 Holland, OH 43528
800-875-2785

Hartford Public Library (MI)
Digital Account
12 Church Street
Hartford MI 49057

Invoice # 505271164
Customer # 2000014984
Customer Ref #
Payment Terms: Terms: 30 Days Net
Page 1 of 1

Month Ending 03/31/2024

Description	Quantity	Extended Amount
Digital Audiobook	127	340.26
Digital BingePass	2	4.98
Digital Comics	8	6.78
Digital Ebook	43	51.46
Digital Movie	15	34.39
Digital Music	4	5.96
Digital Television	7	14.35
Amount Due :	206	458.18
Total Due in USD :		458.18

To view and/or download transactional data for the above charges, please login to your account at <https://midwesttape.com>

Remit ACH/wire payments to:

Beneficiary Bank: Key Bank
Beneficiary Bank Routing Number: 021052053
Beneficiary Account Name: Midwest Tape LLC
Beneficiary Account #: 14628438

Remit check payments to:

Midwest Tape, LLC
P.O. Box 715733
Cincinnati, OH 45271-5733

VI. Old Business

*9 additional
\$22,000
8 cameras now*

*None in
meeting
room*

A. Securalarm additional cameras

The revised proposal for 7 cameras is a cost of \$16,630.80. There is a monthly maintenance which the company has instituted of \$188. We pay \$138 monthly for the alarm maintenance. If we go with the 7 cameras the monthly payment will be \$326.

I discussed with Joyce another proposal of adding 2 more cameras which would cover the meeting room. The cost for the entire project would be approximately \$22,000. This would give us complete coverage of all important areas. The Van Buren Regional Genealogical Society has offered to donate \$11,000 to the project. I still have the grant of \$5,000 which is pending.

If we do all 9 cameras at \$22,000 approx. less \$11,000 and \$5,000 equals \$6,000 out of our savings.

B. Automatic Door opener grant

We did receive \$10,000 toward the electronic door openers in our checking account. The quote for one set of openers is \$7,350. I received the quote from Linear Electric for the electrical hook-up for the openers which is \$1,856.00. Total cost \$9,206.

If we also add the power to the north door, the electrical quote is \$985.00, which it makes sense to do all at once.

If we decide to complete both doors the cost is \$17,541.00 less \$10,000 grant equals \$7,541.00 out of our savings.

If we do both projects we are spending \$13,541.00 for building improvements.

VII. New Business

A. 2023 Audit Report

I have enclosed a copy of the final audit report for 2023.

B. Genealogy Report

See enclosed report.

C. Misc items for discussion

I also asked Linear Electric to quote for lights for the flag pole. The quote is \$2,964.00 and we will have two lights shining up the pole and the flag can fly 24 hours a day. I suggest that we do this job.

Lawn Boys presented a contract for mowing at the rate of \$65.00 per mow every other week. We can sign a 3 year contract which protects the rate.

Financial Summary

Hartford Library - Camera Additions - Hartford

Video

\$16,630.80

QTY	Description
7	Camera License
6	Outdoor IP Camera
1	12MP Indoor Outdoor Fisheye Camera
1	NVR 16 Port PoE Appliance, Linux, 8TB

Professional Services

Video Cloud Services - Standard - Additional Camera \$48.00

Professional Services

THRIVE Partnership Agreement \$140.00

Total System Investment	\$16,630.80
Monthly Services	\$188.00
Deposit Due in Advance	\$6,652.32
Payable in installments as work is performed:	\$9,978.48

This proposal includes Sales / Use tax if applicable. While we intend to honor the prices quoted, approvals received after seven (7) days are subject to current prevailing rates. When you are ready to approve this project, please reach out to confirm that the pricing provided is still valid.



790 Nickerson Ave.
Benton Harbor, MI 49022

Proposal submitted to: <u>Stephanie Daniels</u>	Email: <u>hpldirector12@gmail.com</u>
Company name: <u>Hartford Public Library</u>	
Job Location: <u>Hartford, MI</u>	
Job Description: <u>Power for Door Openers</u>	

We

appreciate the opportunity to submit our proposal for the project as requested. Please review the following items and forward to us any questions or concerns.

1. Provide power to new electric door opener including:
 - Conduit home run from panel to main hallway
 - Set junction box in hallway for future use
 - Conductors and raceway from hallway junction box to east doors
 - Set junction boxes for doorways

Base cost for project: \$1,856.00

2. Provide power to north doors including:
 - Conductors and raceway from hallway junction box to north doors
 - Set junction boxes for doorways

Add to base cost: \$985.00

Acceptance of the quote:

All work will be performed during normal business hours between 7:00 am and 4:30 pm unless otherwise stated. The fee estimate is based on the assumption that unexpected circumstances will not be encountered during the work performed. Account must be current and in good standing before any work is commenced. Our invoices for these fees will be rendered each month as work progresses. We reserve the right to withdraw our price if not accepted within 15 days. There is a \$35.00 charge for all returned checks. By signature below you acknowledge that you are authorized by customer to do so and agree to the proposed scope of work and associated pricing, and accordingly authorizes the contractor to commence work. A 25% deposit will be required before any work begins. The above price is subject to any and all increases in the prices of the quoted material. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan without regard to choice of law provisions. Any action to enforce this Agreement shall be brought in the appropriate State or Federal Court presiding over Berrien County, Michigan, and Linear Electric, Inc. shall be entitled to recover all costs, expenses and attorney fees incurred with any litigation or appeal should it be found to be the prevailing party in any such action.

This proposal may be withdrawn by us if not accepted within 15 days of April 8, 2024

Customer Acceptance: _____ Date: _____

Quote #424031

**VBRGS
GENEALOGY ROOM REPORT
MARCH 2024**

This month we started our program event year with a showing of Chris Siriano's documentary "House of David: Life Everlasting" and 45 members and guests were in attendance. This gave us a total of 85 visitors this month. We had nine people request research assistance. Six volunteers staffed the Genealogy Room this month and will be welcoming back two of our weekly volunteers in April, bringing our staff number back up to eight.

Our society member Virginia Meachum has donated to the collection class pictures from Bainbridge and Shafer Lake Schools with most of the students identified.

Stephanie and I spoke about the library's insurance policy so that we are clear about its coverage or lack of for our one-of-a-kind items. We also spoke in detail about the library's security issues and the cost of additional cameras proposed for the inside and outside of the library.

Joyce Beedie



790 Nickerson Ave.
Benton Harbor, MI 49022

Proposal submitted to:	<u>Stephanie Daniels</u>	Email:	<u>hpldirector12@gmail.com</u>
Company name:	<u>Hartford Public Library</u>		
Job Location:	<u>Hartford, MI</u>		
Job Description:	<u>Flagpole Lighting</u>		

We

appreciate the opportunity to submit our proposal for the project as requested. Please review the following items and forward to us any questions or concerns.

1. Provide lights for flagpole including:
 - Exposed Rigid conduit from existing parking lot pole light
 - Set two stanchions at base of flagpole
 - Two LED flagpole lights
 - All necessary raceways, conductors, and terminations

Base cost for project: \$2,964.00

Acceptance of the quote:

All work will be performed during normal business hours between 7:00 am and 4:30 pm unless otherwise stated. The fee estimate is based on the assumption that unexpected circumstances will not be encountered during the work performed. Account must be current and in good standing before any work is commenced. Our invoices for these fees will be rendered each month as work progresses. We reserve the right to withdraw our price if not accepted within 15 days. There is a \$35.00 charge for all returned checks. By signature below you acknowledge that you are authorized by customer to do so and agree to the proposed scope of work and associated pricing, and accordingly authorizes the contractor to commence work. A 25% deposit will be required before any work begins. The above price is subject to any and all increases in the prices of the quoted material. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan without regard to choice of law provisions. Any action to enforce this Agreement shall be brought in the appropriate State or Federal Court presiding over Berrien County, Michigan, and Linear Electric, Inc. shall be entitled to recover all costs, expenses and attorney fees incurred with any litigation or appeal should it be found to be the prevailing party in any such action.

This proposal may be withdrawn by us if not accepted within 15 days of April 9, 2024

Customer Acceptance: _____ Date: _____

Quote #424032



62511 M43 Hwy • Bangor, MI 49013 • (269) 427-7924

Customer Account Name:

Hartford Public Library

Phone Number:

269-463-2826

Email Address:

hartfordlib@yahoo.com

Service Address:

12 Church Street

Hartford, MI 49057

Billing Address

12 Church Street

Hartford, MI 49057

Payment Options: You will be billed monthly. Some items have the option to pay in full and receive a 5% discount. If you opt to pay in full, please mail your check with your signed and completed contract.

Accept	Item Description:	Amount/ Service:	Number of Services:	Contract Total:	Paid in Full. Price with Discount
	Weekly Lawn Mowing- Includes mowing of turf areas and string trimming around landscaped beds, home or structures and areas not accessible to mower. Blowing off walks, drives, and curbs. Edging of all concrete curbs, walks, and drives every 3 weeks. This includes up to 28 cuttings a season.	\$	28		
	Add on to Weekly Lawn Mowing- Bagging of Clippings	\$	28		
X	Every Other Week Mowing- Includes all services of Weekly Lawn Mowing but on an every other week schedule	\$ 65.00	14	\$	\$

	Fertilization Program- <ul style="list-style-type: none"> ▪Round 1: Spring fertilizer is applied with crabgrass control ▪Round 2: Early summer fertilizer with broadleaf control and crabgrass control where needed ▪Round 3: Mid-summer fertilizer and weed control of sedge, crabgrass, and broadleaf weeds ▪Round 4: Late summer application of spot spraying of weeds and problem areas ▪Round 5: Early fall application of fertilizer and weed control ▪Round 6: Late fall application with extra potassium and broadleaf control 	\$	6		
	Grub Control- Helps prevent the food source of moles	\$	1		
	Lime Application- Helps offset acidity and prevent moss build up in lawn	\$	1		
	Round Up- Includes spraying of weeds in cracks of drives and walkways	\$	3		
	Landscape Pre-Emergent- Applied in beds to prevent the growth of weeds throughout the season	\$	1		
	Sprinkler Services- <ul style="list-style-type: none"> ▪ Turn On: Turning on water, checking for any broken sprinkler heads, or other issues ▪ Mid-Season Check Up: Adjusting heads, checking for any issues, and resetting the timer for summer months ▪ End of Season Turn Off: Blowing out and draining sprinkler lines *If any additional parts are needed on any services, they will be billed extra along with the additional time to repair*	\$	1		

Total: \$**Total if paid in full: \$**