

AGENDA

Henika District Library
Board of Trustees Meeting
June 11th, 2024 at 6:30 pm

I. Call to Order

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

II. Approval of Agenda (M)

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. May 2024 Regular Meeting Minutes (M)

V. Financial Reports

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

VI. Director's Report

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

VII. Committee Reports

- A. Planning 5/20 (i)
- B. Building and Grounds 5/29 (i)

VIII. Unfinished Business

IX. New Business

- A. Building and Liability Insurance Renewal
- B. Facade Grant
- C. Patron Behavior Policy
- D. Violations Policy

X. Around the table

XI. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
May 14, 2024 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Sarah Powell, Danielle Simmons

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: Lauren from Gabridge

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of April 2024 Regular Meeting Minutes motioned by Fryling and seconded by Powell. All yes, motion passed.
- V. Financial Reports for April 2024
 - a. 2023 Audit: Gabridge
 - i. Lauren from Gabridge gave an overview of the audit. There was an increase in net position of \$148,399 over the previous year. The biggest difference between 2022 and 2023 is with the net pension liability due to market performance this year; there was poor performance in 2023 compared to previous year, which was the case everywhere and there was not anything the library could do about it. There was a decrease in memorial donations and an increase in taxable value, and market performance on investments went up compared to the previous year. There were no budget exceptions.
 - ii. Bakovka would like to continue to use Gabridge next year; the board appreciated the understandable report and overview.
 - b. April 2024
 - i. Monthly check register was reviewed. There was a \$994 payment for the annual test of the lift system. Bakovka attended an active shooter training with the Wayland Area Chamber. The payment to FosterSwift was in relation to a FOIA request; Bakovka worked to ensure the appropriate response to the request. The payment to MLA was for annual membership renewal.

- ii. Credit Card Detail Report was reviewed. The \$958.80 Drury charge was for Bakovka's hotel for the PLA conference; most of that will be getting reimbursed by Library of Michigan. Lyft charges were for Bakovka's rides to/from airport for the PLA conference and an offsite meeting across town.
- iii. United Bank Accounts were reviewed. The Gun Lake Federation of Women gave a \$100 donation. Kuhn inquired about the Statement of Revenues and Expenditures not reflecting the approved budget amendment from last month; Bakovka to send the approved budget amendment to the accountant.
- iv. Approval of paid bills motioned by Simmons and seconded by Augustin. All yes, motion passed.

VI. Director's Report

- a. Bakovka attended Advocacy Day in Lansing and spent the whole day trying to meet representatives: one was late to the Zoom meeting, one canceled, and one area House representative did not show up for their scheduled meeting. Bakovka went to a meeting an area Senator had scheduled with other librarians and was able to meet with his staffer, whom Bakovka is keeping in contact with. The new library app is live, although there is a known issue with self-checkout for newer iPhones. Bakovka recently finished her payroll administration course. New employee Victor started his custodian role on Friday and is doing a great job so far. Bakovka gave an overview of her plan to rearrange the audiobook, DVD, video game, adult large print, and new adult book areas if paring down on physical audiobooks in the future. Bakovka will be attending ThinkSpace on Mackinac Island next week. Summer reading starts June 8 and has a camping theme. Henika will have the whole street area in front of the library for Summer Fest. There was discussion of having a Friends of the Library recruitment booth at Summer Fest. Bakovka to send out a Sign Up Genius to the board for those who want to sign up to volunteer for Summer Fest.
- b. Monthly Statistics were reviewed. The door counters counted 4486 people through the doors in April, which is about 200 less than April last year. Some of the difference might be due to the after-school crowd being significantly smaller than it was last year. Programs are still doing well, with 1297 total program attendees in April.
- c. The Youth Services report was reviewed. Wonka Movie Day had 16 attendees. Teen Art Reinvented had a great turnout with 15 attendees. After school art had 106 attendees for the month of April. Staff handed out 585 solar eclipse glasses leading up to the solar eclipse and 132 people attended the solar eclipse party. Tori has a lot of school visits scheduled this month.

- d. The Adult Services report was reviewed. Spiral earrings had 16 attendees. There were 19 attendees for the adult painting craft. No one came to board night, going back to DnD/Magic type events.
- e. The Circulation report was reviewed. The Tonieboxes have been checked out 14 times since being added to collection in March. A second Nintendo Switch has been added to the collection. There were 16 new patron accounts added in April.

VII. Committee Reports

- a. Building and Grounds 4/29
 - i. Fryling gave an overview of the meeting minutes. The committee discussed signage, getting quotes for filling the potholes, and grant opportunities for windows and lighting. Triangle recommends dropping historical status; community input would be needed. The committee is still brainstorming about options. Draft letter was reviewed. The committee will be meeting again May 29 at 4:15.
 - ii. Approval to send parking letter as drafted by Bakovka motioned by Byville and seconded by Augustin. All yes, motion passed.
- b. Finance 5/1
 - i. Marsh gave an overview of the meeting minutes. The committee continues to discuss options for how to pay for what we want to do. The historic conservation grant application opens this summer. The USDA loan pre-application is still in process. Musgrave has signed up for a Zoom webinar on millages and is looking into what preparation would be necessary if wanting to put something on the ballot. The committee is recommending moving \$150,000 to the building fund and/or CDs.

VIII. Unfinished Business: no unfinished business

IX. New Business

- a. Excess Fund Balance/Investment
 - i. The audit is completed, and we came in about \$148,000 under budget for 2023. Checking accounts have a low interest yield, so the Finance Committee discussed maintaining about one year's worth of funds in the checking account (about \$300,000) and moving \$100k into either the Building Fund (a high yield savings account) or CDs, as well as an additional \$50,000 from the regular high yield savings to the Building Fund to make a bigger commitment to building plans. Marsh shared that the CD rate is about 4.2% for 8 months as of last week, and Simmons noted the United Bank website is currently advertising a 5.1% special rate.
 - ii. Moving \$150,000 total (\$100,000 out of checking and \$50,000 out of savings) to put \$75,000 in the Building Fund and \$75,000 in an 8-month CD motioned by Kuhn and seconded by Augustin. A roll

call vote was conducted. Five yes, zero no, three absent; motion passed.

1. Augustin YES
2. Simmons YES
3. Fryling YES
4. Marsh YES
5. Kuhn YES
6. Byville absent at time of vote
7. Powell absent at time of vote
8. Musgrave absent

b. Withdrawal for Book Sale

- i. Bakovka asked the board to consider approving a cash withdrawal for the purpose of providing change for the book sale at Summer Fest. Approval for Bakovka to withdraw \$100 in cash to use for change for the Summer Fest book sale motioned by Augustin and seconded by Kuhn. A roll call vote was conducted. Five yes, zero no, three absent; motion passed.

1. Augustin YES
2. Simmons YES
3. Fryling YES
4. Marsh YES
5. Kuhn YES
6. Byville absent at time of vote
7. Powell absent at time of vote
8. Musgrave absent

c. Officers

- i. The officer roles have term limits and terms begin in July. Byville has expressed that she is not interested in remaining as Vice President or running for another officer role.
- ii. Secretary
 1. Fryling was nominated by Augustin and seconded by Kuhn. Nomination accepted by Fryling. All in favor, Fryling to become Secretary for a two-year term beginning in July.
- iii. Treasurer
 1. Simmons was nominated by Augustin and seconded by Fryling. Nomination accepted by Simmons. Marsh self-nominated. A show of hands vote was conducted. Four votes for Simmons and one vote for Marsh; Simmons to become Treasurer for a two-year term beginning in July.
- iv. Vice President
 1. Kuhn was nominated by Augustin and seconded by Fryling. Nomination accepted by Kuhn. All in favor, Kuhn to become Vice President for a two-year term beginning in July.
- v. President
 1. Augustin was nominated by Kuhn and seconded by Fryling. Nomination accepted by Augustin. All in favor, Augustin to

remain President for another two-year term beginning in July.

d. July Meeting Date

- i. Rescheduling of the July board meeting to July 16 at 6pm motioned by Augustin and seconded by Kuhn. All yes, motion passed.

X. Around the Table

- a. Augustin appreciated everyone who is here and asked everyone to continue to do their best to be in attendance. Excited for summer reading.
- b. Simmons reminded the group that there is a Planning Committee meeting on Monday at 5:30. Attended the string craft and had a lot of fun.
- c. Fryling reminded the group that Rome wasn't built in a day and encouraged the group to support each other.
- d. Marsh commended all of the current office holders and wished the new officers well. Would like people to be more decisive to save time and frustration.
- e. Bakovka is excited for summer reading and excited about Victor being part of the team.
- f. Kuhn is excited for summer reading and likes the lanyard buttons for progress. Happy to help with making buttons, etc. for summer reading. Reminded the members of the Finance Committee that we need to plan our next meeting date.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:41 pm.

Monthly Check Register

As of May 31st, 2024

Date	Payee	Memo	Account	Amount
5.1.24	Amazon	Furnishings, Ad/Promo, Supplies, Programming, Materials, & Equipment	-SPLIT-	\$2,593.83
5.1.24	Baker & Taylor		Materials	\$1,039.94
5.1.24	Consumers Energy		Utilities	\$294.67
5.1.24	Gabridge	Audit	Accounting	\$7,290.00
5.1.24	Johnson Controls		Contractual Serv	\$439.78
5.1.24	Michigan Gas		Utilities	\$154.53
5.1.24	T-Mobile	may	Communication	\$249.89
5.1.24	Unique		Contractual Serv	\$19.70
5.1.24	US Bank	2 months	Equipment	\$815.68
5.15.24	Absopure		Utilities	\$27.21
5.15.24	Amazon	Materials, Programming, Supplies, Ad/Promo	-SPLIT-	\$883.66
5.15.24	Baker & Taylor		Materials	\$1,045.65
5.15.24	Blue Cross		Employee Benefits	\$3,795.05
5.15.24	Cengage		Materials	\$55.99
5.15.24	City of Wayland		Utilities	\$63.36
5.15.24	Coverall	Last Payment, Contract Ended 5/9	Building & Grounds	\$173.58
5.15.24	Demco		Supplies	\$197.39
5.15.24	MERS	2 Months	Employee Benefits	\$2,789.08
5.15.24	MicroMarketing		Materials	\$92.58
5.15.24	MJA Landscape		Building & Grounds	\$503.00
5.15.24	MLA	Yearly Membership	Mem/Train	\$486.00
5.15.24	Rosen Publishing		Materials	\$836.40
5.15.24	Spectrum		Utilities	\$106.47
5.15.24	United Bank	Credit Card	-SPLIT-	\$1,849.02
5.15.24	Unique		Contractual Serv	\$9.85
5.29.24	Amazon	Programming, Supplies, Equipment, Materials, Furnishings	-SPLIT-	\$456.47
5.29.24	Baker & Taylor		Materials	\$275.78
5.29.24	Cierra Bakovka	Thinkspace Milage Reimbursement	Mem/Train	\$318.25
5.29.24	Consumers Energy		Utilities	\$320.95
5.29.24	Elite Fund	Annual Fee	Contractual Serv	\$155.00
5.29.24	Fishing Museum and Cultural	SRP Event	Programming	\$300.00
5.29.24	Greenbauer Asphalt	Pothole fill	Building & Grounds	\$250.00
5.29.24	Kansas City Life	May + June	Employee Benefits	\$195.14
5.29.24	Michigan Gas		Utilities	\$67.91
5.29.24	T-Mobile	june	Communication	\$243.96
Total:				\$28,395.77



May 2024 Statement

Open Date: 04/13/2024 Closing Date: 05/14/2024

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Visa® Business Cash Card

Account:

1-866-552-8855

HENIKADISTRICTLIBRARY

New Balance	\$1,849.02
Minimum Payment Due	\$19.00
Payment Due Date	06/10/2024

Reward Points

Earned This Statement	2,135
Reward Center Balance as of 05/13/2024	36,104

For details, see your rewards summary.

**Elan Financial
Services**
BUS 30 ELN

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Activity Summary

Previous Balance	+	\$2,874.10
Payments	-	\$2,874.10 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,849.02
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$1,849.02
Past Due		\$0.00
Minimum Payment Due		\$19.00
Credit Line		\$20,500.00
Available Credit		\$18,650.98
Days in Billing Period		32

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services



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

• to pay by phone
• to change your address

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



Account Number	
Payment Due Date	6/10/2024
New Balance	\$1,849.02
Minimum Payment Due	\$19.00

Amount Enclosed \$ _____

Elan Financial Services

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



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

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

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

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

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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

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

May 2024 Statement 04/13/2024 - 05/14/2024

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HENIKADISTRICTLIBRARY

Elan Financial Services 1-866-552-8855

Business Cash
Rewards Center Activity as of 05/13/2024

Rewards Center Activity*	0
Rewards Center Balance	36,104

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,849	11,328
2 Extra Points - Telecom & Office Supply	286	2,337
Total Earned	2,135	13,665

Important Messages

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

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

Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/17	04/15	6615	MEIJER STORE #026 JENISON MI	\$6.34	Supplies
04/18	04/16	6477	NORTH GRAND RAMP TIBA LANSING MI	\$15.00	Mem/Trans
04/22	04/19	4119	ZAZZLE INC 888-892-9953 CA	\$44.23	Ad/Promo
04/22	04/19	7053	ETSY, INC. 718-8557955 NY	\$182.19	Ad/Promo
04/22	04/19	6050	DISCOUNTMUGS.COM DISCOUNTMUGS. FL	\$191.91	Ad/Promo
04/22	04/21	9832	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
04/23	04/22	5929	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
04/26	04/25	0561	DOLLAR TREE JENISON MI	\$1.33	Supplies
04/26	04/25	3708	TARGET 00028183 GRANDVILLE MI	\$12.72	Supplies
04/29	04/25	8078	ALDI 67026 JENISON MI	\$31.78	BG
05/02	05/01	6397	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
05/06	05/03	6019	CALENDLY HTTPSCALENDLY GA	\$120.00	CS
05/06	05/03	4802	STICKER MULE STICKERMULE.C NY	\$126.00	Ad/Promo
05/06	05/03	1946	WAYLAND DO IT BEST HAR WAYLAND MI	\$10.30	Supplies
05/10	05/09	8963	4TE*NEC CLOUD COMMUNIC 800-240-0632 TX	\$124.10	Utilities
05/13	05/10	1179	MEIJER STORE #026 JENISON MI	\$23.70	Supplies
05/13	05/11	4985	SCHOOL SPECIALTY ECOMM 888-388-3224 WI	\$21.09	Supplies
Total for Account				\$968.83	

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HENIKADISTRICTLIBRARY

Elan Financial Services (1-866-552-8855

Transactions	SCHREUR,VICTORIA	Credit Limit \$5000
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Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/15	04/12	7310	SQ *SQUISHABLE Grand Rapids MI	\$36.56	
04/15	04/12	8935	BARNES & NOBLE 2356 KENTWOOD MI	\$46.67	
04/17	04/16	6057	TARGET 00010520 WYOMING MI	\$37.63	
04/22	04/18	6144	HARDING'S MARKET #3 WAYLAND MI	\$7.61	
04/23	04/22	7641	TARGET 00020156 CALEDONIA MI	\$30.08	
04/23	04/22	9735	DOLLAR-GENERAL #9954 WAYLAND MI	\$6.31	
04/30	04/29	8354	MEIJER # 199 CALEDONIA MI	\$28.00	
05/02	05/01	5551	BOOKDEPOT 905-680-7230 NY	\$215.20	
05/02	05/01	9137	MEIJER # 199 CALEDONIA MI	\$16.11	
05/03	05/02	4969	DOLLAR-GENERAL #9954 WAYLAND MI	\$7.95	
05/06	05/03	4535	SCHULER BOOKS GRAND RAPIDS MI	\$60.39	
05/06	05/04	5296	SHIPT* ORDER WWW.SHIPT.COM AL	\$36.38	
05/10	05/08	8037	HARDING'S MARKET #3 WAYLAND MI	\$20.97	
05/13	05/12	9012	SQ *THE CANDY STORE Byron Center MI	\$17.99	
05/14	05/13	2335	CAB STORE GRANDVILLE, GRANDVILLE MI	\$42.39	
Total for Account				\$610.24	

Transactions	CUMMINGS,ABIGAIL	Credit Limit \$5000
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Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/26	04/24	1150	HARDING'S MARKET #3 WAYLAND MI	\$22.13	
04/26	04/24	1168	HARDING'S MARKET #3 WAYLAND MI	\$3.17	
04/30	04/29	9694	MEIJER 158 GRAND RAPIDS MI	\$16.21	
05/01	04/30	2632	BOOKDEPOT 905-680-7230 NY	\$217.84	
05/07	05/06	5484	DOLLAR-GENERAL #9954 WAYLAND MI	\$10.60	
Total for Account				\$269.95	

Transactions	BILLING ACCOUNT ACTIVITY	
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Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
04/26	04/24	0242	PAYMENT THANK YOU	\$2,874.10CR	
Total for Account				\$2,874.10CR	


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

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HENIKADISTRICTLIBRARY

Elan Financial Services  1-866-552-8855



Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	25.24%	
**PURCHASES	\$1,849.02	\$0.00	YES	\$0.00	25.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

Contact Us



Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-807-9053



Questions
Elan Financial Services
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon
with a check
Elan Financial Services
P.O. Box 790408
St. Louis, MO 63179-0408



Online
myaccountaccess.com



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, which comprise the Governmental Fund Balance Sheet as of May 31, 2024, and the related Statement of Revenue and Expenditures for the one month and five months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

The Board has elected to omit substantially all the disclosures ordinarily required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Hen ka District Library.

Walker, Fluke & Sheldon, PLC
Hastings, Michigan
June 4, 2024

**Henika District Library
Governmental Fund Balance Sheet
As of May 31, 2024**

ASSETS

Current Assets:

Cash-Checking	\$ 249,476.93
Cash-Savings	500,914.08
Prepaid Payroll	9,029.22
Certificate of Deposit - 740	54,188.37
Certificate of Deposit - 344	75,000.00
Savings - Building Fund	179,911.56
Certificate of Deposit - 943	32,144.59
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets **\$ 1,433,840.59**

Total Assets **\$ 1,433,840.59**

**Henika District Library
Governmental Fund Balance Sheet
As of May 31, 2024**

LIABILITIES AND FUND BALANCE

Current Liabilities:

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

Total Current Liabilities	\$ 335,000.71
----------------------------------	----------------------

Fund Balance:

Fund Balance-Unrestricted	<u>861,790.88</u>
---------------------------	-------------------

Total Fund Balance -Beginning	861,790.88
--------------------------------------	-------------------

Change in Fund Balance	<u>237,049.00</u>
------------------------	-------------------

Total Fund Balance	<u>1,098,839.88</u>
---------------------------	----------------------------

Total Liabilities and Fund Balance	<u><u>\$ 1,433,840.59</u></u>
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Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 5 Months Ended May 31, 2024

	Total Year Budget	1 Month Ended May. 31, 2024	5 Months Ended May. 31, 2024	Year-To-Date Variance
Revenues:				
Township Revenue	\$ 220,000.00	\$ 0.00	\$ 223,590.80	\$ 3,590.80
City Revenue	190,000.00	0.00	175,293.22	(14,706.78)
State Aid	10,000.00	0.00	6,934.84	(3,065.16)
Penal Fines	30,000.00	2,991.07	14,650.12	(15,349.88)
Copier & Fax Income	0.00	302.82	1,553.65	1,553.65
Fines	0.00	57.14	342.21	342.21
Interest Income	5,000.00	1,889.42	9,196.64	4,196.64
Memorial Donations	0.00	17.70	1,372.70	1,372.70
Book Sales	0.00	47.36	158.51	158.51
Federal E-Rate	4,000.00	0.00	452.64	(3,547.36)
Grants	0.00	1,600.00	1,600.00	1,600.00
Miscellaneous Income	0.00	10.00	20.00	20.00
Total Revenues	459,000.00	6,915.51	435,165.33	(23,834.67)
Employee Expenditures:				
Wages	188,000.00	14,832.61	82,565.69	105,434.31
Employee Benefits	70,000.00	6,484.03	29,768.08	40,231.92
FICA Expense	16,000.00	1,134.68	6,316.27	9,683.73
State Unemployment Tax	0.00	11.11	142.86	(142.86)
Total Employee Expenditures	274,000.00	22,462.43	118,792.90	155,207.10
Operating Expenditures:				
Memberships & Training	7,000.00	819.25	5,038.21	1,961.79
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,500.00	0.00	110.00	3,390.00
Programming	16,000.00	2,374.05	6,515.62	9,484.38
Office Supplies	9,000.00	748.23	3,704.68	5,295.32
Furnishings	900.00	293.61	662.04	237.96
Equipment	15,000.00	1,029.11	4,659.93	10,340.07
Materials	36,000.00	4,668.91	14,022.94	21,977.06
Accounting	19,000.00	7,796.60	10,876.80	8,123.20
Contractual Services	35,000.00	802.47	14,047.43	20,952.57
Communications	3,500.00	493.85	1,484.10	2,015.90
Technology Support	3,000.00	0.00	765.00	2,235.00
Advertising	2,550.00	920.45	1,586.00	964.00
Postage	500.00	0.00	134.13	365.87

See Accountants' Compilation Report

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 5 Months Ended May 31, 2024

	Total Year Budget	1 Month Ended May. 31, 2024	5 Months Ended May. 31, 2024	Year-To-Date Variance
Utilities	11,000.00	1,159.20	4,020.28	6,979.72
Maintenance-Building/Grounds	20,000.00	1,017.37	9,036.42	10,963.58
Maintenance-Equipment	3,000.00	0.00	1,653.85	1,346.15
Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>1,006.00</u>	<u>(1,006.00)</u>
Total Operating Expenditures	<u>185,000.00</u>	<u>22,123.10</u>	<u>79,323.43</u>	<u>105,676.57</u>
Total Expenditures	<u>459,000.00</u>	<u>44,585.53</u>	<u>198,116.33</u>	<u>260,883.67</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ (37,670.02)</u>	<u>\$ 237,049.00</u>	<u>\$ 237,049.00</u>

See Accountants' Compilation Report



Home

Alerts

You have no alert

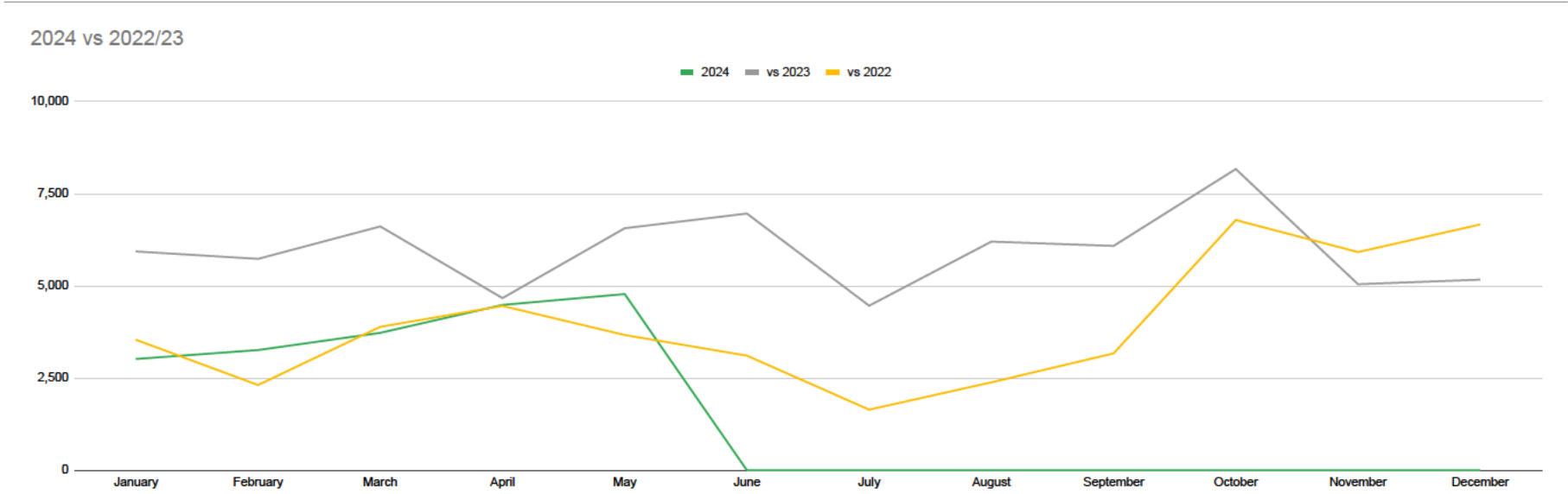
Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$253,382.79
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$500,914.08
BUILDING FUND XXX212	Current balance \$179,911.56
TIME DEPOSIT XXXX874	Current balance \$54,188.37
TIME DEPOSIT XXXX882	Current balance \$32,144.59
TIME DEPOSIT XXXX052	Current balance \$75,000.00

United Bank
900 East Paris Ave SE | Grand Rapids, MI 49546 | 616.559.7000 | 800.968.1990

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WEEKDAY TRAFFIC STATS 24



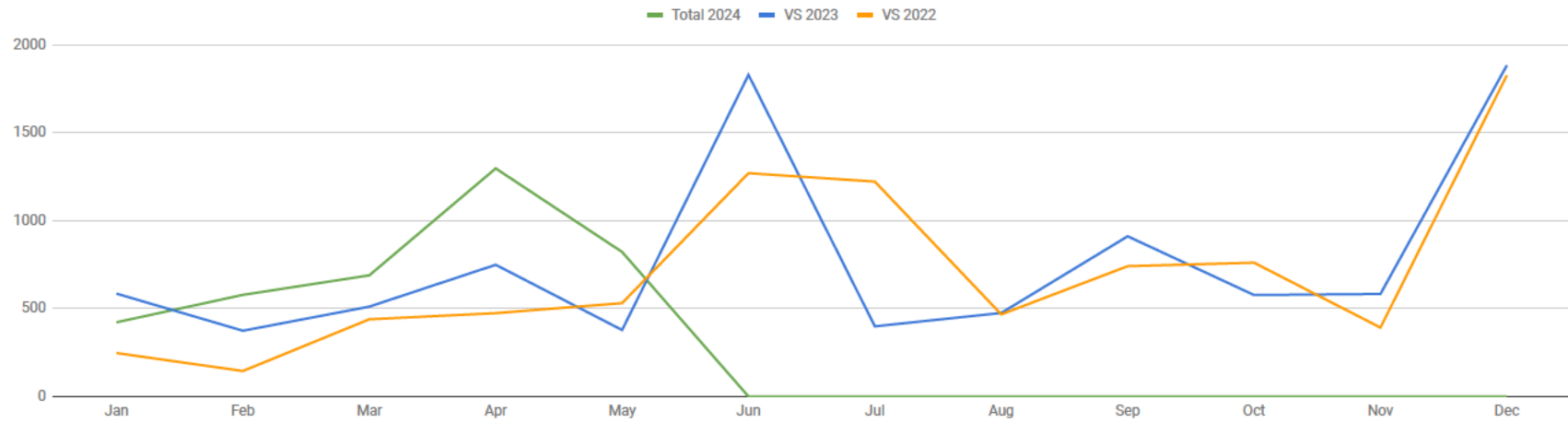
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2024	3,020	3,262	3,729	4,486	4,781	0	0	0	0	0	0	0	19,278	3,856
vs 2023	,93	,3	,	4,	,	,9	4,4	,204	,0	,3	,04	,2	,64	5,90
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE
Monday	183	207	174	282	217	#D V/0		#D V/0		#D V/0	#D V/0	#D V/0	#DIV/0
Tuesday	105	142	148	142	154	#D V/0		#D V/0		#D V/0	#D V/0	#D V/0	#DIV/0
Wednesday	152	155	185	178	179	#D V/0		#D V/0		#D V/0	#D V/0	#D V/0	#DIV/0
Thursday	165	146	167	174	153	#D V/0		#D V/0		#D V/0	#D V/0	#D V/0	#DIV/0
Friday	120	104	139	156	317	#D V/0		#D V/0		#D V/0	#D V/0	#D V/0	#DIV/0
Saturday	56	77	68	84	67	#D V/0		#D V/0		#D V/0	#D V/0	#D V/0	#DIV/0

Program Attendance 2024



Summary

	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep	Oct	Nov	Dec	Total
Youth	185	245	152	240	597	0	0	0	0	0	0	0	1419
Adu t	104	214	193	832	165	0	0	0	0	0	0	0	1508
Fami y	133	119	344	225	60	0	0	0	0	0	0	0	881
Tota 2024[1]	422	578	689	1297	822	0	0	0	0	0	0	0	3808
VS 2023	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Year y Increase	72%	155%	135%	173%	217%	0%	0%	0%	0%	0%	0%	0%	41%

Program Types

[illegible]

April 2024

Youth Services Report

Tori Schreur, Youth Services Librarian

Lego Club: 10 attendees

Last lego club of the school year and we had 10 attendees. I'm noticing that we are starting to get a younger group of kids, so that may affect how I run lego club once it picks back up in September.

After School Art: 90 attendees.

Because it was nice outside, I decided to have After School Art outside for a few of the sessions. It always seems to be windy, which worked great for one of our crafts, which was kite making! I like to use paint when we are outside, so we also made blow paint, which Jess was nice enough to help me figure out the best water/paint ratio. We also did a "closet clean out" project where I just gave the kids a bunch of supplies from the dungeon so they could use their creativity to make whatever they wanted.

May the 4th Be With You: 13 attendees.

I'm going to be honest, I was hoping for a bigger turnout, but the attendees who came had a lot of fun, and stayed almost the whole afternoon! We had Star Wars themed snacks and drinks, made Chewbacca out of paper bags, made Death Stars out of Legos, and had a special Star Wars themed scavenger hunt.

Baker Preschool: 52 attendees.

I held a storytime for Baker's preschool groups. We had a lot of fun. I read the book *Ploof* as well as the book *One Chicken Nugget* and the kids loved it. One group walked to the library, but due to lack of parent volunteers and a schedule mix up, I went to Baker and read to them at the school.

Storytime: 2 attendees.

I've become good friends with the little boy who attends storytime! I have a reserve of books set aside just for him (on top of my normal storytime schedule) because I've learned the types of books he is interested in. He's trying to recruit his sensory playtime friends to start coming to storytime with him!

Henika Pokemon Trainers: 15 attendees

This was the last Pokemon Trainers of the school year. I am hoping to grow this program because after visiting the schools for SRP, a lot of kids showed interest in Pokemon club. My plan is to get into the schools in September so that way I can talk about the different programs, this one included, and have more attendees.

Sensory Playtime: 17 attendees.

I've tried to purchase more sensory activities that revolve around our Summer Reading theme of "Adventure Begins at Your Library". We have a blow up boat, a cabin, some pretend fires and more! The kids also really like the musical instruments and puzzles during this time. Last session, we had kids (and parents!) not want to leave the littles were having so much fun.

Henika Snackcrafters: 10 attendees.

This month's Snackcrafters was a hit! I bought graham crackers, frosting, and various types of small candies that the kids could use to make "food art" with. We had lots of teens show up! They even called up their friends and had their friends come out. Hopefully this program starts off strong in the fall to encourage more teens to show up!

Reading Dragons Game Night: 10 attendees.

Once again we played Bingo, and the kids had fun! I brought popcorn for us all to snack on, as well as some outdoor toys for prizes. Once the game started to die down, I took the kids outside with their new toys so their parents could continue their meeting with a bit more peace and quiet.

Steeby SRP Visit: Approximately 215 attendees

I went around to all of the classes at Steeby to talk about our Summer Reading Program "Adventure Begins at Your Library." Lots of kids were excited, and I'm hoping that it helps our overall summer reading signups!

Baker SRP Visit: Approximately 160 attendees

I went around to most of the classes at Baker to talk about our Summer Reading Program "Adventure Begins at Your Library." Lots of kids were excited, and I'm hoping that it helps our overall summer reading signups!

Scavenger Hunt: 105 people hunted for gnomes!**Looking forward:**

Summer reading is just around the corner, and I'm very excited! Our official kick off date is June 8th, where we will be having our book sale and reading signups. On June 11th we will be having Sensory Playtime out on Henika's green space. On Thursday, June 13th it will be a bust day because we will have Outdoor Storytime as well as a Bird Watching Kids event outside. On June 25th Blandford Nature Center will be bringing in their owls, talking about their owls, and allowing registered kids to dissect owl pellets. Lastly, on June 26th, Shetan Noir will be coming and doing a Cryptid presentation.

MAY 2024

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Adult Craft: Cat Storage Baskets: 7

I had already prepped this craft for the cat party in April, but it didn't end up happening thing. It was pretty low attendance for a craft, maybe due to its complexity, but the people who came seemed to enjoy it! The resulting baskets were very cute.

Bridgerton Tea and Trivia Party: 9

I had been hoping to draw in some millennials/gen z with this one, but it didn't particularly work. Turnout wasn't bad for trivia, and but next time I might choose a more inter-generational piece of media.

ACCF Leave a Legacy: 3

There were not a lot of people at this one, and my assumption is that it's because many people don't want to think about estate planning. But there were a couple of people who were very interested, and it seemed to be quite valuable for them.

4One2 Magic the Gathering: 9

This event went a lot better than the board game night at 4One2, though attendance wasn't quite as good as the DnD night. Everyone seemed to have fun, and the next thing I have planned with them is an adult spelling bee later in the summer.

Take and Make: Scrabble Coasters: 34

People seemed to like this one, and it was easy to put together!

Bingo! Brunch: 14

One of my biggest turnouts for Bingo! Brunch ever, and school wasn't even out yet. I think I'm going to have to bring up some tables for the next few.

Seniors at Sawmill Estates (In-Person): 0

I haven't been able to get in contact with the new event coordinator, and one of the residents told me that they didn't get any calendars for May. I'm just going to bring some flyers and hang them up in June, whether they respond or not.

Seniors at Green Acres (In-Person): 14

We played cat bingo for something a little different this time. It's from one of the memory kits. It's a little harder than traditional bingo, so some people liked it and others didn't, but I wanted to do something different.

Seed Library (Passive): 12 people, 114 packets

A lot fewer people for the seed library, which makes sense as planting season starts to end. There are still people using it though, and I've had a few people get very excited to learn that we have it.

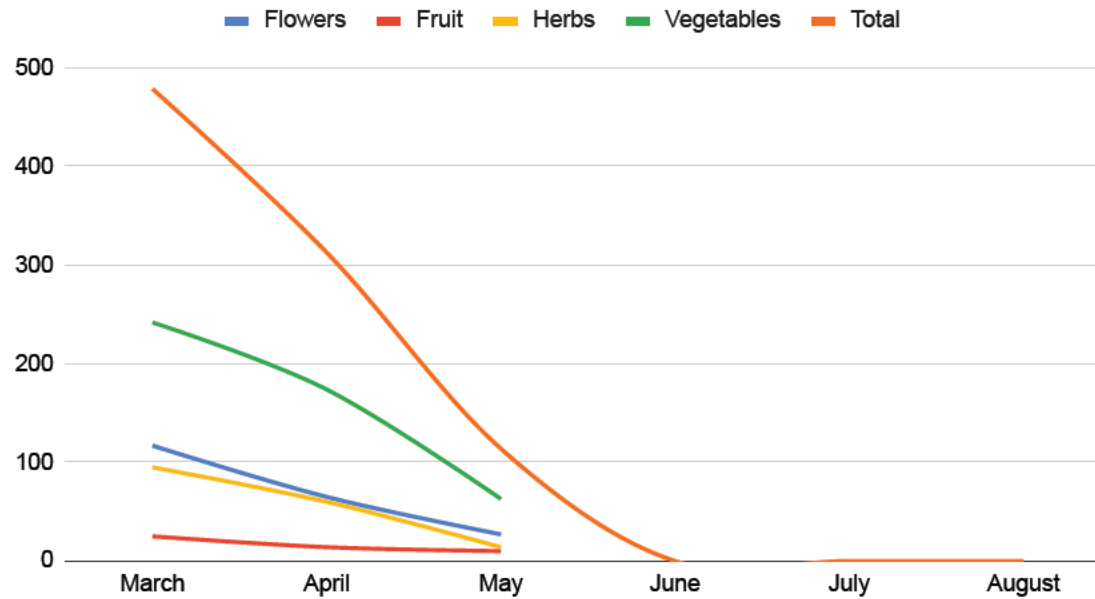
Total Program Participants: 102**April Reflection**

Attendance was way down this month, and I'm hoping it's because everyone was busy with the end of the school year. There were also just fewer events—April was very busy. June will be even busier, so I'm hoping to see an increase in the numbers. I used to down time to work on weeding and getting ready for the book sale/kickoff.

Looking Forward

I have 9 events in June, including Paint Along With Us and Bingo! Brunch. I'm doing Bingo! Brunch every Wednesday in summer, and I'm hoping for a good turnout, since the kids will be out of school. Summer will be very busy and I'm ready to hit the ground running.

Seed Library Distribution



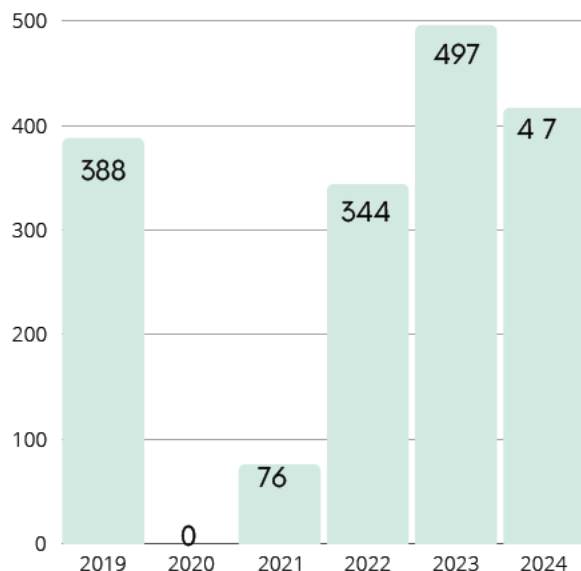
	March	April	May	June	July	August	Season
Flowers	117	65	27				209
Fruit	25	14	10				49
Herbs	95	60	14				169
Vegetables	242	174	63				479
Total	479	313	114	0	0	0	906

May 2024

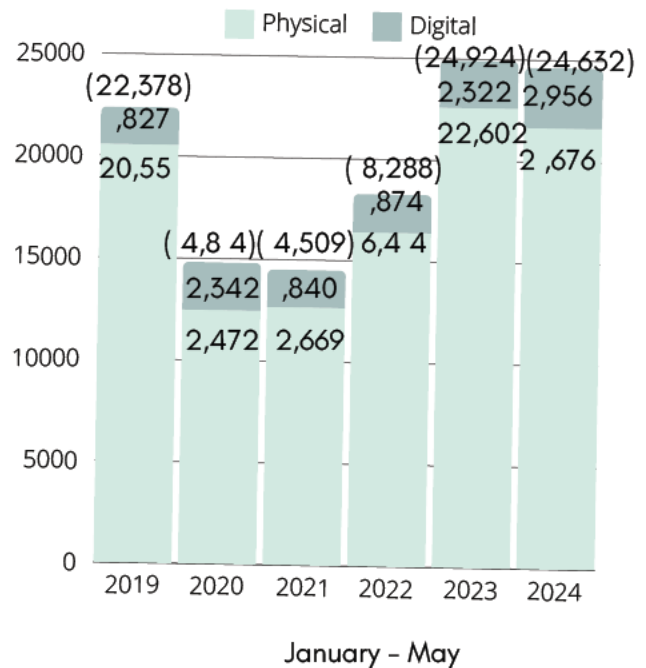
Our overall Circulation YTD numbers are just 292 down from what they were in May of last year! The categories showing the most growth from last year during the month of May are: Juvenile e-Audiobooks which circulated over 3 times more this May, Teen e-Audiobooks; which circulated almost 3 times more than they did last May, Non-Fiction DVDs; which circulated 2.5 times more than they did last May, and Adult e-Audiobooks; which circulated .5 times more than this time last year. Other categories showing noticeable growth from last May include: Adult Print, Juvenile Print, MeL items, Special Collection items, Youth DVDs, Tween Audiobooks, Juvenile Audiobooks, and Juvenile e-Books. The categories that are not circulating as well as they did in May 2023 include: Teen Print, Tween Print, Video Games and Board Games. I predict that circulation numbers will begin to rise over the course of the summer as patrons begin our Summer Reading Program!

Courtney Schenkhuizen – Circulation Supervisor

Computer Sessions



Circulation YTD:



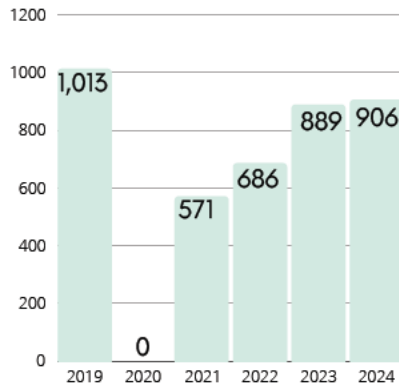
Henika has 2,786 total patron accounts. 478 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

100 Patron accounts added YTD
17 Patron accounts added in May:

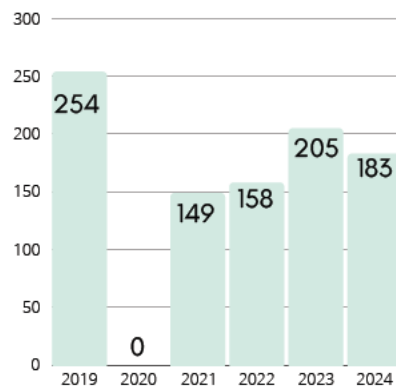
- 11 Wayland City
- 6 Wayland Township

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

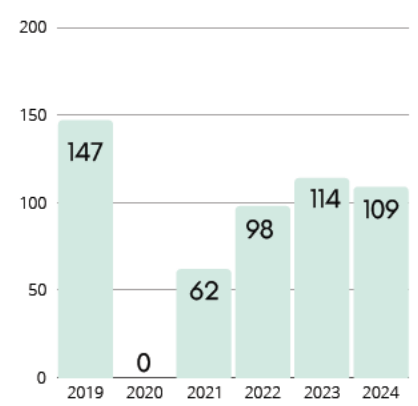
Adult Print



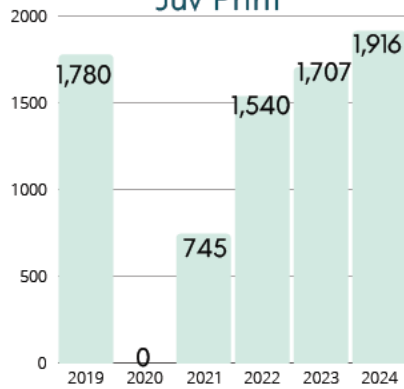
Teen Print



Tween Print

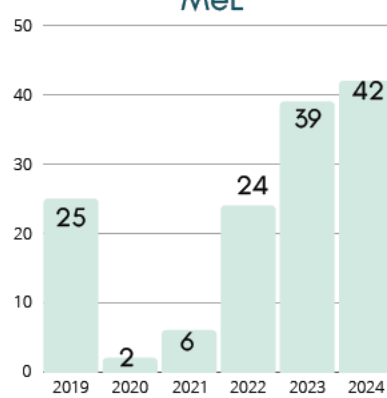


Juv Print

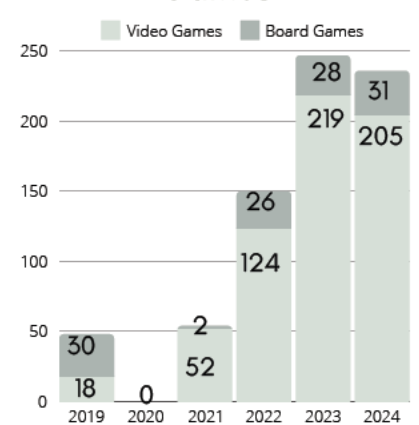


*picture books, eads, chapte, juv g aphic, juv NF

MeL

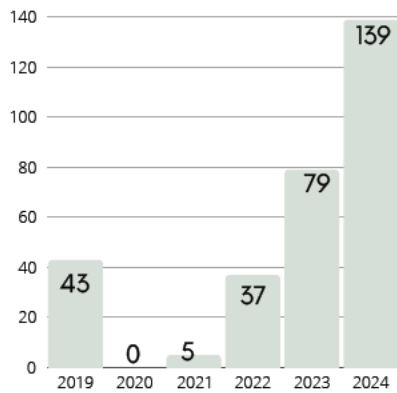


Games



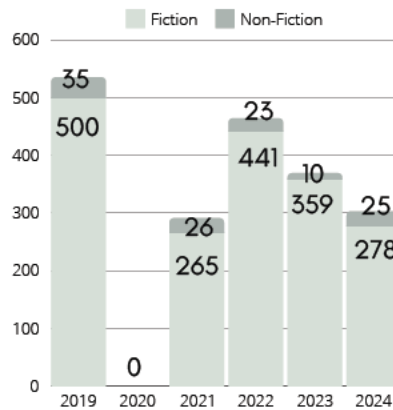
*p io to 2020, Video & Boa d Games we e combined

Special Collection

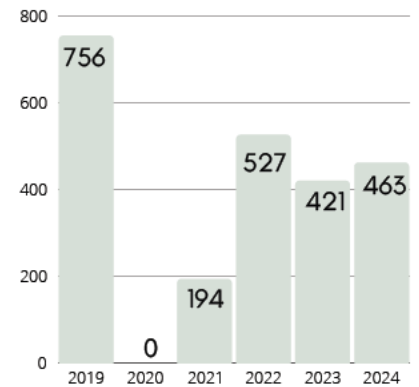


*p io to August 2021, this only included launchpads

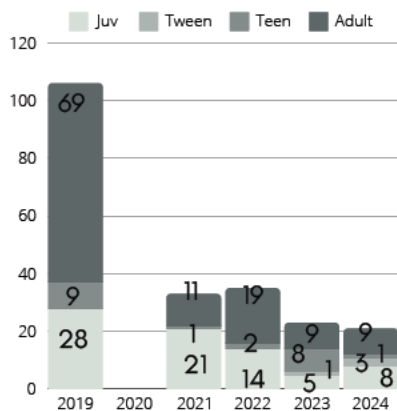
General DVD



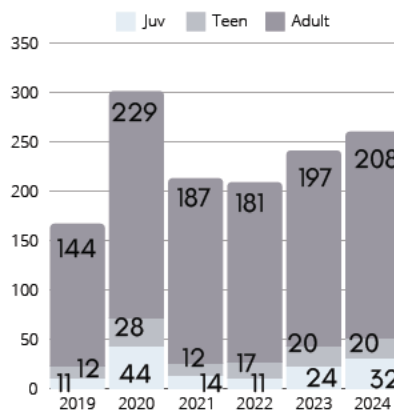
Youth DVD



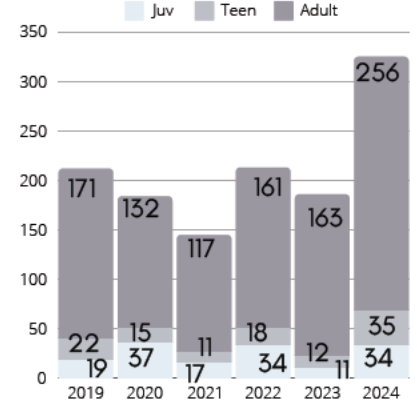
Audiobooks



eBooks



eAudio



Minutes

Henika District Library
Planning Committee Meeting
May 20th, 2024 at 5:30pm

I. Call to Order 5:34 PM

Members Present: Fryling, Simmons, Augustin (Ex-Officio)
Members Absent: Powell
Staff Present: Bakovka- Director
Guests: N/A

II. Approval of Agenda

Augustin first, Fryling second

III. Approval of Meeting Minutes

Augustin first, Fryling second

IV. Unfinished Business N/A

V. New Business

- Strategic Plan Check-in- Action 2 Objective 2.2- Finance Committee discussed, currently no changes. Discussion ensued regarding the Strategic Plan going forward.
- Committee Status- Discussed moving committee meetings to bi-annually. Having one meeting in the Fall/Winter and one meeting in the Spring/Summer season. By September have the Planning Committee chairs in place.

VI. Around the Table

Simmons- N/A, Augustin- Everything will work out just fine and we're doing a great job!
Fryling- We're accomplishing a great deal with such a small group. Individual commitment needs to be a Top priority to get where we need to go moving forward. Bakovka- We have a lot going on!

VII. Adjournment 6:36 P.M.

MINUTES

Henika District Library

Building/Grounds Meeting

May 29, 2024: 4:15 by Fryling

A. Members Present: Meghan Augustin, Suzy Byville, Tami Fryling,
Gary Marsh

B. Members Absent: none

C. Staff Present: Cierra Bakovka – Director

D. Guests: none

II. Approval of Agenda: motioned by Augustin, seconded by Fryling. All yes, motion passed.

III. Community Opportunity to Address the Committee: No one present

IV. Approval of April 2024 Meeting Minutes: motioned by Byville ,
seconded by Augustin . All yes, motion passed

V. Unfinished Business

A. Parking Lot Expectations:

i. Signage – a grant will be available in Aug/Sept time frame through our insurance provider. Currently have 3 options for pricing- all from online sources.

PLAN: table further discussion until Grant becomes available.

ii. Lot repairs – have 2 quotes. Needs: fill a large pothole; signage and repaint stripes and handicap spaces have to go in together. Will plan to do all together as one project. NOTE: A large pothole was filled per Director's discretion as was within her budget and agreed upon last month.

ACTION: Director to reach out to Triangle for input.

iii. Changing over to owning the lot/parking situations. 4 local businesses were notified within the last month via letter. One asked for the ability to allow 3 spaces for their staff. Discussion by committee members: Cierra will send response.

B. Grant Opportunities

1. Facade Grant: Opens July 1st, closes Aug 1st. Now have 2 quotes for windows/lighting previously discussed. Historical society needs to give official approval. Committee discussion about which to pursue. Agreed to replace windows in original stone structure (this excludes picture window) and all lighting.

ACTION: Director to get both companies to revise quotes, get approval from historical society, then present to Board. Members voted: all AYE, passed.

C. Expansion project Update:

1. Losing historical status. Discussion held. Need input from community. The fastest process seems to be a written opinion/survey made available via Library site, Web page, written form in library. All members agreed on the survey.

Director to write survey; post from June 1 to June 14.
Compile results and present them to the July Board Meeting.

2. USDA loan status – Pre-application process ongoing.

VI. New Business: Building/Grounds walkthrough. Maintenance document attached.

ACTION: Attach Condition/Priority at next meeting.

VIII. NEXT MEETING: AUGUST possible, will discuss at July Board meeting.

VII. Around the Table

Gary: nothing to add

Meghan: seem to be at a plateau for the building process

Tami: Building a new library is like being in labor; it goes slow, then fast, is painful, then at the end there is a beautiful new "Library".

Cierra: nothing new

Suzy: left early

XV. Adjournment: Motioned by Augustin second by Marsh. End of meeting at 6:17pm.

2024

Facility Audit Summary

Condition Codes:

- | | |
|--------------------------|-------------------|
| A. Continued Maintenance | D. Repair/Replace |
| B. Minor Repair | E. Remodel |
| C. Consultant Study | F. Demolition |

Priority Codes:

- | | |
|--------------|-------------|
| 1. Emergency | 3. Routine |
| 2. Urgent | 4. Deferred |

EXTERIOR	COMMENT	CONDITION	PRIORITY
Roof	Roof replaced in 2023 along with gutters. Downspout on North side of building needs a splash pad. Portico needs repainting.		
Foundation	Appears fine. Minor chipping in mortar lines.		
Walls	Appears fine. Minor chipping in mortar lines.		

Windows	All windows that open are not properly sealed and/or defective. Set off alarms frequently. Investigate replacement. Grant project pending.		
Doors	Paint touch ups needed on exterior front entrance. Emergency exit stairwell needs cleaning. Barrier bars near exterior emergency exit stairwell need paint.		
Walkways	Nothing noted		
Signage	Painted sign in front yard with front cover needs screws.		
Lighting	Current lighting is insufficient at the front entrance. Grant pending More lighting needed for safety overall. Grant project pending		

2024

Grounds	<p>One tree along the back alley in open lot is intersecting with power lines. Contact electric company for next steps.</p> <p>Catulpa tree needs trimming.</p> <p>Picnic tables and bike racks need fresh paint.</p> <p>Railing on front steps needs sandblast and repaint</p>		
Parking Lot	<p>Parking lot islets need weeding.</p> <p>Parking lot needs resurfacing.</p> <p>Paint lines and handicap sign need refreshed.</p>		
INTERIOR	COMMENT	CONDITION	PRIORITY
Housekeeping	New custodian working on catching up. Will monitor.		
Walls	Some scuffs and paint chips.		

Windows	Not properly sealed and/or defective. Set off alarms frequently. Investigate replacement. Grant project pending Front picture window frame needs repainting.		
Doors & Hardware	Scratched hardware on front door needs paint or replacing.		
Floors	Slip guard on steps from main level to side entrance is not properly adhered. Some floor vents are bent and could be replaced.		
Accessibility	Elevator out of date and getting harder to maintain. Loud and not comfortable for patrons with accessibility needs.		
Signage	Nothing noted		

2024

Furniture	Nothing noted		
Shelving	Nothing noted		
Ceiling	Ceiling tiles upstairs need paint or replacement for spot staining. Ceiling tiles in the youth department are still a gray that looks dirty. Paint/replace?		
MECHANICAL	COMMENT	CONDITION	PRIORITY
Heating	Current furnaces are from 1995 and 1996 (27-29 years old). Monitor for replacement.		
Air-Conditioning	Current conditioners are from 1995 and 1996 (27-29 years old). Monitor for replacement.		

2024

Ventilation	Nothing noted.		
Elevator	Elevator out of date and getting harder to maintain. Loud and not comfortable for patrons with accessibility needs.		
ELECTRICAL	COMMENT	CONDITION	PRIORITY
Circuit Breakers	Nothing noted		
Transformers	Nothing noted		
Wiring	Nothing noted		
LIGHTING	COMMENT	CONDITION	PRIORITY

2024

Children's Area	Nothing noted		
Adult Area	Nothing noted		
Office Area	Nothing noted		
Circulation	Opaque fixtures make the room appear dim.		
Reading Room	One bulb out		

2024

Bathrooms	Nothing noted		
Staff Room	Nothing noted		
Other	Kitchenette needs replacing		
LIFE/SAFETY	COMMENT	CONDITION	PRIORITY
Alarm Panels	Nothing noted		
Smoke Detectors	Nothing noted		

2024

Fire Extinguishers	Nothing noted		
CO2 Detectors	Nothing noted		
PLUMBING	COMMENT	CONDITION	PRIORITY
Sump Pumps	Nothing noted		
Fixtures	Nothing noted		
Piping	Nothing noted		



DECKER
AGENCY

DKRagency.com

HENIKA DISTRICT LIBRARY
RENEWAL NOTES: 2024

2023 Premium: \$2,527.00

2024 Premium: \$6,463.00

\$10k Deductible option(liability only) \$5,632.00

Change: \$3,936.00

Option: \$3,105.00

Reason(s) for change:

1. Property value has been calculated at roughly \$350 per square foot, to match market needs now. Original quote/valuation in 2022 was \$180.00 per square foot (94% increase).
2. Roof claim \$50,725.29. Gives HDL a % loss ratio of 1033%. (losses paid vs. premium retained).



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY
FAÇADE IMPROVEMENT PROGRAM
Special Incentive Program – *WHILE FUNDS ARE AVAILABLE*

PURPOSE

It is a fundamental goal of the Wayland City Council and the Wayland Downtown Development Authority (DDA) to promote economic growth and vitality in the downtown. To that end, the Wayland Downtown Façade Improvement Program has been created to encourage business and property owners to improve and maintain building facades as a means to facilitate economic activity and promote a positive image of downtown.

SOURCE OF FUNDING

The program is sponsored by the City of Wayland (hereinafter "City") and the Downtown Development Authority (hereinafter "DDA"). The source of funding for the program is tax increment financing revenue made available under Michigan Public Act 197 of 1975 and Ordinance No. 119 as adopted by the Wayland City Council in November, 1988. Annual funding allocations for the program are recommended by the DDA for approval by the City Council. The programs described herein are contingent upon availability of budgeted funds and will be awarded on a first-come, first-served basis.

DESIGN CRITERIA

Façade projects shall reflect architectural renderings presented to and approved by the Wayland Main Street Design Committee. Architectural renderings may be completed by an Architect/Builder/Designer secured by the applicant.

One approach to façade improvement may be considered:

1. Rehabilitation

Based on the City's commitment to encourage historic preservation as documented in the Wayland Downtown Development Authority's Development and Tax Increment Financing Plan Update dated February 2014 and approved by City Council April 21, 2014 building rehabilitation is encouraged whenever possible to follow the *Secretary of Interior's Standards for Rehabilitation*.

The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

TYPE OF FINANCING AVAILABLE

Financial assistance is available in the form of a reimbursement to the property owner/applicant after work is completed. A single distribution of funds will occur per applicant once work is complete. Two programs are available:

1. **Paint Only.** The property owner or tenant may be reimbursed for the cost of paint and labor on a 50/50 basis up to a maximum reimbursement of \$3,000. Purchase of paint from a business located within the City of Wayland corporate limits qualifies the applicant for an additional 5% participation from the program, whereas the DDA reimburses applicant 55% of costs up to a maximum reimbursement of \$3,150.

2. **Rehabilitation.** Grants of up to \$20,000 per facade are available for eligible activities. Applicants must provide a minimum twenty percent (20%) match of the total project cost. The minimum grant allowable for any project is \$1,000.

ELIGIBLE PROGRAM PROJECTS & REQUIREMENTS

1. A property must be located within the boundaries of the DDA district.
2. The building must meet a basic condition test, which indicates that the property appears to be structurally sound, the roof intact and meets the basic public safety and property maintenance codes. Proposed façade improvements must also comply with all applicable building and zoning codes.
3. Only buildings with retail, commercial, or professional uses consistent with Central Business District land uses as defined in the current City Zoning Ordinance are eligible. Buildings with second-story residential units may be considered if the primary use of the building (on the ground floor) is a permitted use for the Central Business District.
4. Only facades fronting public rights-of-way are eligible for assistance. Highly visible rear and side locations may be considered on a case-by-case basis.
5. Building owners or tenants are eligible. If a tenant applies for assistance, they must provide written proof that the building owner has authorized the proposed improvements and evidence of an executed lease for a term equal to the Façade Improvement Agreement.
6. Property tax and City utility payments must be current. The applicant shall not be in any other default to the City nor involved in any other litigation with the DDA or City.
7. Work must be performed by licensed and insured contractors.

ELIGIBLE USES OF PROGRAM FUNDS

Eligible expenses for projects are limited to the following:

- Painting (as "Paint Only" program project or as part of a larger façade project) –Professional façade cleaning
- Masonry repairs and tuckpointing
- Restoration of exterior finishes and materials
- Exterior lighting
- Awnings (awnings and canopies may be used as a design element if those features are compatible with the original building design and complement the building's architectural features)
- Doors/Entryways
- Second-floor entryways/exits and exterior stairs for residents
- Window repair/replacement
- Storefront rehabilitation
- Carpentry
- Handicap accessibility
- Non-historic façade removal

INELIGIBLE USES OF PROGRAM FUNDS

Program funds cannot be utilized for the following:

- Refinancing existing debt
- Property acquisition
- Interior improvements

- Interior furnishings
 - Site plan, building or sign permit fees
 - Property appraisal costs, legal fees, or loan origination fees
 - Permit and inspection fees
 - Roof repairs
 - Labor costs paid to the owner/applicant
 - Expenses incurred prior to approval of application
 - New building construction
 - Purchase of personal property (equipment or machinery)
 - Mechanical and HVAC systems
 - Security Systems
 - Payment of taxes, special assessment, or utility bills
- Routine maintenance that is not part of an eligible façade improvement project

It is not the intent or purpose of the program to subsidize routine building maintenance projects. Rather, the purpose of program assistance is to alter and improve the overall appearance of a building's façade and maintain/restore historic characteristics.

PROJECT REVIEW & SELECTION PROCESS

1. Design Committee members and DDA Staff will work closely with property owners and tenants to determine initial eligibility under program guidelines.
2. Once the initial scope of work has been determined, the applicant will present the project to the Design Committee.
3. The Committee will meet as needed to provide input and make suggestions to alter the scope of work.
4. Once project design is approved by the Design Committee a recommendation will be made to the DDA for funding.
5. The DDA will meet and review Design Committee recommendations for final grant approval. At this time the DDA may accept, decline, or table application if more information or amendments are requested.
6. Upon DDA approval an award letter will be issued along with execution of a Wayland Façade Program Grant Agreement.

RIGHTS RESERVED

The DDA and City reserve the right to reject any and all applications. The specific program guidelines detailed herein are subject to revision or amendment by the DDA and/or Design Committee. The DDA and City may discontinue this program at any time, subject to the availability of program funding. The DDA and the City reserve the right to revise or end these programs at any time and in no way guarantee availability of funding for any specific project at any given time.

APPLICATION REQUIREMENTS

Projects that meet the design guidelines and zoning requirements are selected on design committee recommendations and needs basis. Applications must be complete to be considered for the program, including an accurate sketch or drawing of the proposed improvements, as well as written construction estimates from qualified contractors and vendors. Funds are limited and must be spent within nine (9) months after application approval. Special considerations may be approved by the DDA Board. Once

funds are exhausted, any remaining applications are kept for consideration when more funds become available.

The following information must be submitted by program applicants on forms provided:

1. Description of proposed use of building after completion of the project
2. Project design plans
3. Timeframe for completion of project, not to exceed 6 months, special considerations may be approved
4. Proof of property and liability insurance
5. Written consent for program participation by property owner, if applicant is a tenant
6. Copies of property deed and leases, if applicable
7. Photographs of buildings before initiation of project; original photographs if available
8. Tax Property Identification Number (PIN)
9. Estimated cost of project to include itemized bids from eligible contractors. (2) quotes are required for each project.

APPLICATION & REVIEW PROCESS

1. Complete a grant application, along with required supporting documentation.
2. The application will receive a preliminary review by DDA staff for completeness and adherence to the program objectives and requirements. If appropriate, the applicant will be notified that the project has been accepted for consideration.
3. The Design Committee will meet and study the proposal. The applicant may be asked to present the project to the Committee. The applicant may be asked to provide additional or clarifying information. The Committee may send the application back to the applicant with requests for modifications.
4. The Design Committee will make a recommendation to the DDA for its acceptance or rejection of a proposal.
5. The DDA will meet and review Design Committee recommendations for final grant approval. At this time the DDA may accept, decline, or table application if more information or amendments are requested. Upon DDA approval an award letter will be issued along with execution of a Wayland Façade Program Grant Agreement.
6. Upon DDA approval an award letter will be issued along with execution of a Wayland Façade Program Grant Agreement.

DISBURSEMENT OF GRANT FUNDS

If the grant is awarded, the DDA will reimburse applicants for eligible improvements as follows:

- The grant recipient must provide a reimbursement summary page outlining all invoices, expenses, and receipts.
- The grant recipient must submit final invoices from contractors or suppliers marked "Paid in Full" along with copies of the checks made payable to the contractor or supplier.
- The grant recipient must provide copies of Waivers of Lien from all contractors.
- The grant recipient must supply proof that the improvements meet all City of Wayland zoning and code requirements.
- All improvements must be completed within six months of the start of construction or grant approval may be revoked. Special considerations may be approved by the Design Committee.

Any changes in the scope of work must meet administrative approval in advance by DDA staff to be eligible for reimbursement. Staff may require further review by Design Committee based on the extent of changes proposed.

IMPORTANT: *If façade improvements begin prior to Grant funding approval, an applicant will not be eligible for the Grant.* Please note that all grant-funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Wayland code requirements including zoning, building and safety codes.

For further information, please contact Holli McPherson, Main Street and DDA Director, via e-mail at director@downtownwayland.com or by phone at 269.525.2323.

Sales Person:



Customer
Acknowledgement

Quote Date
4/25/2024

Date Ordered
Quote Not Ordered

Dealer Name:

2T8760 MICHIGAN SCREEN & WDW
REPAIR-231-2T8760-0

Bill To:
MICHIGAN SCREEN & WDW REPAIR
3113 HILLCROFT AVE SW
WYOMING, MI 49548

Ship To:
SAME

Phone: (616) 528-0555

Fax:

Order Notes:

Delivery Notes:

Quote Name:

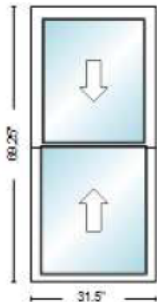
149 Main

Project Name:

Unassigned Project

QUOTE #	RUSH	STATUS	PO#
4650616	No	None	

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
1	6	31.5" X 69.25"	102		\$891.48	\$5,348.88



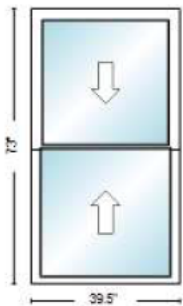
3001-Mezzo Double Hung 31.5 x 69.25
Sash Split = Even
Operation / Venting = Double Hung, Model Number = 3001
Composite Reinforcement, Frame Option = Standard
Block Frame
Frame Color = Beige, Interior Finish = Dark Oak
Woodgrain
ClimaTech ThermD S3, Glass Breakage Warranty
Full Screen
U-Factor = 0.28, CR = 60, SHGC = 0.36, VT = 0.54, CPD = ASO-A-89-105104-00001
Brickmould and Casing = No Brickmould, Frame Size

Line Item Notes:

Comment / Room:

None Assigned

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
2	7	39.5" X 73"	113		\$957.92	\$6,705.44



3001-Mezzo Double Hung 39.5 x 73
Sash Split = Even
Operation / Venting = Double Hung, Model Number = 3001
Composite Reinforcement, Frame Option = Standard
Block Frame
Frame Color = Beige, Interior Finish = Dark Oak
Woodgrain
ClimaTech ThermD S3, Glass Breakage Warranty
Full Screen
U-Factor = 0.28, CR = 60, SHGC = 0.36, VT = 0.54, CPD = ASO-A-89-105104-00001
Brickmould and Casing = No Brickmould, Frame Size

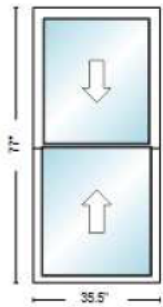
Line Item Notes:

Comment / Room:

None Assigned

QUOTE #	RUSH	STATUS	PO#
4650616	No	None	

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
3	4	35.5" X 77"	113		\$957.92	\$3,831.68



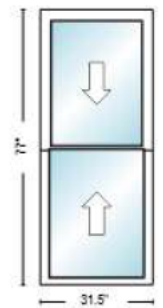
3001-Mezzo Double Hung 35.5 x 77
 Sash Split = Even
 Operation / Venting = Double Hung, Model Number = 3001
 Composite Reinforcement, Frame Option = Standard
 Block Frame
 Frame Color = Beige, Interior Finish = Dark Oak
 Woodgrain
 ClimaTech ThermD S3, Glass Breakage Warranty
 Full Screen
 U-Factor = 0.28, CR = 60, SHGC = 0.36, VT = 0.54, CPD
 = ASO-A-89-105104-00001
 Brickmould and Casing = No Brickmould, Frame Size

Line Item Notes:

Comment / Room:

None Assigned

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
4	2	31.5" X 77"	109		\$914.97	\$1,829.94



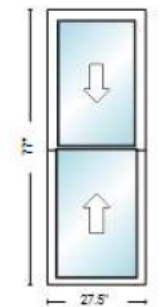
3001-Mezzo Double Hung 31.5 x 77
 Sash Split = Even
 Operation / Venting = Double Hung, Model Number = 3001
 Composite Reinforcement, Frame Option = Standard
 Block Frame
 Frame Color = Beige, Interior Finish = Dark Oak
 Woodgrain
 ClimaTech ThermD S3, Glass Breakage Warranty
 Full Screen
 U-Factor = 0.28, CR = 60, SHGC = 0.36, VT = 0.54, CPD
 = ASO-A-89-105104-00001
 Brickmould and Casing = No Brickmould, Frame Size

Line Item Notes:

Comment / Room:

None Assigned

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
5	1	27.5" X 77"	105		\$899.20	\$899.20



3001-Mezzo Double Hung 27.5 x 77
 Sash Split = Even
 Operation / Venting = Double Hung, Model Number = 3001
 Composite Reinforcement, Frame Option = Standard
 Block Frame
 Frame Color = Beige, Interior Finish = Dark Oak
 Woodgrain
 ClimaTech ThermD S3, Glass Breakage Warranty
 Full Screen
 U-Factor = 0.28, CR = 60, SHGC = 0.36, VT = 0.54, CPD
 = ASO-A-89-105104-00001
 Brickmould and Casing = No Brickmould, Frame Size

Line Item Notes:

Comment / Room:

None Assigned

QUOTE #	RUSH	STATUS	PO#
4650616	No	None	

Customer Notes:


Total Unit Count	20
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ATTENTION

Please note that all weights provided are estimates and subject to change based on actual order shipment.
For Informational Purposes: All windows are viewed from the outside looking in.

NOTICE: The rating information provided on this quote is based upon the NFRC ratings at the time of quote. Such ratings are subject to changes in the standard by the applicable regulatory agencies and will be finalized at the time of manufacturing. All ratings printed on the NFRC label will supersede the NFRC rating set forth in the quote. Any changes made to an order after submission may also result in changes to the NFRC rating. Customer shall be solely responsible for determining whether the product ordered meets their jurisdiction's requirements.

In accordance with the state of California:

 **WARNING:** Cancer and Reproductive Harm - www.p65Warnings.ca.gov

All sales of Associated Materials, LLC, its affiliates and subsidiaries, are subject to their respective Terms and Conditions of Sale, which can be found here: <https://www.associatedmaterials.com/terms/>

By placing this order, I accept Associated Materials, LLC's Terms and Conditions of Sale

Want to see real-time status for window orders? Register here for the Associated Materials Customer Portal – Portal.associatedmaterials.com/account/register

I have reviewed this order and certify that it is correct. I understand that this order is noncancellable, nonreturnable, and nonrefundable.

By _____ Authorized Representative

TOTAL WEIGHT	355.4
SUB-TOTAL:	\$18,615.14
SALES TAX 1	\$0.00
SALES TAX 2:	\$0.00
LABOR:	\$0.00
FREIGHT:	\$0.00
TOTAL:	\$18,615.14



estimate/ 149 S. Main
#0000753

From: Erskine & Son Glass & Window Specialist

9470 CLYDE PARK SW
BYRON CENTER, MI 49315

616-878-3993

Amount:

\$17,880.90

Date of Issue:

4/15/2024

Expiration Date:

5/11/2024

Bill To: Henika District Library

149 South Main Street, Wayland,
MI, USA

Item	Rate (excl. tax)	Quantity	Tax	Total
New Windows				
Erskine & Sons proposes to replace 13 windows at above address. These windows will be Alside Mezzo vinyl replacement windows, the color would be beige exterior, and a light oak wood grain interior. Erskine & Sons would remove old window, install new window, foam insulate around opening. Then finish inside as necessary, and on outside wrap with aluminum coil, to make it, air tight, and maintenance free on exterior.				
	\$17,880.90	1		\$17,880.90

Remove any and all rubbish. Any question feel free to call me
616-878-3993

Thanks David

Subtotal	\$17,880.90
Total	\$17,880.90
Deposit due (50.0%)	\$8,940.45

Terms & Conditions:

Estimate covers listed services/products only and is based on the information provided to us at the time – changes or additions may increase costs. Estimate valid only until expiration date specified, unless otherwise provided.

Accepted on:

Accepted by:

Signature:

EXPIRED PROPOSAL

Outdoor Lighting Perspectives of SW Michigan
321 Duncan St.
Suite B
Schoolcraft, MI 49087
(269) 533-4565

<https://outdoorlights.com/sw-michigan>

OUTDOORLIGHTING
PERSPECTIVES®

Billing/Service Address

Cierra Bakovka
149 South Main St.
Wayland, MI 49348
(269) 792-2891
Cierra@henikalibrary.org

Date	March 13, 2024
Total	\$8,898.70


S H I N E 3 6 5 O P T I O N S C O M M E R C I A L I N S T A L L




This proposal expired on 4/12/2024

Prepared by Rob Perkins (rperkins@outdoorlights.com)



This proposal contains 4 options. Be sure to click the checkboxes below for the options you want to include.

Item	Description	Qty	Rate	Amount
Commercial Installation	LED lighting system installation. Includes professional customized lighting design, installation labor, fixtures, LED components, controller, professional grade transformer, all necessary wire, connection parts, and one year of our Shine365 program. Our team will also come out and complete a night time adjustment following installation.	1		
<input type="checkbox"/> Front Entry				\$689.00
Almond Accent	<p>"Almond Accent</p> <p>"</p> 	2	295.00	\$590.00

300W 12-15V SS Trans	300W 12-15V Small Box Stainless Transformer	1	450.00	\$450.00
Astronomic Outdoor Timer	Astronomic Outdoor Timer	1	129.00	\$129.00
Wire by the foot	wire needed	100	0.99	\$99.00
<div> <div></div> Building facade </div>				\$6,937.00
Cayman	Brass MR-16 Well Light 	10	379.00	\$3,790.00
Magnolia	The Magnolia uplight features marine grade brass housing and a spring loaded socket. 	9	309.00	\$2,781.00
Solid Brass Downlight D1B3-A	Upper peak Solid Brass Downlight 	1	349.00	\$349.00
Wire by the foot	wire needed	400	0.99	\$396.00
<div> <div></div> Side entrance </div>				\$190.00
Install Labor	Install labor charge to replace two coach lights with client provided fixture (estimated)	2	95.00	\$190.00

<div> <div></div> Building facade </div>			\$6,937.00	
Promotional Discount	Promotional Discount - one free fixture with at least 7 purchased	1	-379.00	(\$379.00)
<div> <div></div> Warranty - Auto Renew </div>				
Shine365	Limited Lifetime Warranty* Program	22	15.00	\$330.00
Shine365 Auto-Renew	Your system is covered for the first 12 months and we'll auto renew your warranty each year until you say otherwise. Review Agreement Terms Here: Automatic Recurring Billing Agreement	22	-15.00	(\$330.00)
			Base	\$579.00
			Front Entry	\$689.00
			Building facade	\$6,937.00
			Side entrance	\$190.00
			Warranty - Auto Renew	
			Subtotal	\$8,395.00
			Tax	\$503.70
			Total	\$8,898.70

Notifications
Email to Cierra@henikalibrary.org

P I C T U R E S



SHINE365

Keep your home shining bright with our Shine365 limited lifetime warranty*

*Limitations apply. Annual quality check required. For more details go to outdoorlights.com.



Outdoor Lighting Perspectives® is committed to our clients' satisfaction and providing the best warranties in the industry. When you join the Shine365 program, you receive a lifetime warranty* on your lighting system and priority service from our team.

As a part of the Shine365 limited lifetime warranty, our certified technicians will perform an annual quality check of your system to ensure it's working like the day it was installed.

HERE'S WHAT'S INCLUDED

In the event your system needs service, you are covered for these parts and labor under the Shine365 warranty:

- Transformer(s)
- Brass and/or copper fixtures
- Brass, heavy-duty glass covers
- Low-voltage wire
- LED bulbs

*Limitations apply. Annual quality check required. For more details go to outdoorlights.com.



Shine365 page 1.png



Our certified technicians will perform an annual quality check of your system when you join the Shine365 program. This ensures that your outdoor lighting system not only looks beautiful, but is functioning properly.

Our annual quality check includes the following services:

1. Perform visual inspection of fixture placement, system design, and recommend possible enhancements
2. Straighten and adjust fixtures to ensure design integrity
3. Remove mulch and debris that might be covering fixtures
4. Check for proper voltage delivery on each fixture
5. Clean lenses and fixtures to ensure longevity and correct light output
6. Check all connections
7. Tighten transformer terminal block connections
8. Conceal any exposed wire due to foot traffic or erosive conditions
9. Prune or trim landscaping near fixtures (with your guidance as needed)
10. Check automatic timing and operational control system



Joining the Shine365 limited lifetime warranty program gives you peace of mind that your outdoor lighting system is covered and continues working at its best.

To get started, contact your local Outdoor Lighting Perspectives office for details and pricing.



Shine365 page 2.png

TERMS AND CONDITIONS

Outdoor Lighting Perspectives Policies, Terms, Conditions and SHINE365 Limited Warranty Terms and Conditions: A deposit may be required at the time your order is placed. Balance is due upon completion. If full payment is not received within 10 days of completion of lighting installation, customer agrees to pay all reasonable attorney fees and court costs incurred by Outdoor Lighting Perspectives to secure the agreed upon fee for installation, materials, and/or services provided. Returned checks or chargebacks will result in a time- price differential (FINANCE CHARGE) of 18% (eighteen percent) per annum, but in no event in excess of the maximum amount allowed by law, shall be assessed and due on the unpaid balance from the due date until payment is received in full by the Outdoor Lighting Perspectives service provider. Payments received will be applied first to any outstanding FINANCE CHARGE and the remainder to the unpaid balance on the account.

Caution: A potential fire hazard exists if fixture and / or bulbs are covered with leaves, pine needle mulch or other flammable material. Fixtures and / or bulbs covered by such materials will render applicable warranties void, and may cause fixtures to fail. DAMAGE DUE TO ACCIDENT; MISUSE; ABUSE; THEFT; VANDALISM; RIOT; EXPLOSION; EARTHQUAKE; LIGHTNING; FIRE; WATER OR FLOOD DAMAGE; NEGLIGENT, RECKLESS, KNOWING OR INTENTIONAL DAMAGE; OR ISSUES CAUSED BY HOME ELECTRICAL ISSUES; MAN-MADE DISASTERS, AND OTHER "ACTS OF GOD" are not covered by any warranty. It is the client's responsibility to ensure that 110-volt electric receptacles are available for system use, and are in good working order. Outdoor Lighting Perspectives disclaims all

responsibility for ensuring that utilized household circuits contain sufficient electrical load capacities. Outdoor Lighting Perspectives is not responsible for grass, shrubs, driveways, or other components of property that are affected by installation. Homeowner will be notified in advance of any necessary alterations to structures or landscape. One year guarantee on halogen bulbs is valid only if lights are operated under "normal use," deemed to be from sunset until 12:00am midnight. Lifetime fixture guarantee applies to all brass/and or copper fixtures and well light fixtures produced by Outdoor Living Brands Supply Corp. exclusively for Outdoor Lighting Perspectives (OLP). All non-OLP fixtures are covered by their respective manufacturer's warranties. Any tampering or attempts to fix any problems with, or alter any part of the lighting system, whether by the homeowner, associated vendors, or any other persons not employed by Outdoor Lighting Perspectives, will void all warranties. Outdoor Lighting Perspectives does not provide warranties on work performed on any lighting system not originally installed by Outdoor Lighting Perspectives. Clients are responsible to verify proposed design is entirely on their property. Outdoor Lighting Perspectives disclaims any and all liabilities for any repercussions due to equipment being installed on neighboring property. All Outdoor Lighting Perspectives franchise locations are independently owned and operated. Notice of Cancellation: You may cancel this contract, without penalty or obligation, at any time prior to midnight of the third business day after the date the contract is signed. If you cancel, any payment made by you under this contract will be returned within ten days following the receipt of your cancellation notice by the seller. Acceptance of this proposal indicates an agreed upon and binding contract between the parties listed as the billing/service address and Outdoor Lighting Perspectives.

SHINE365 LIMITED LIFETIME WARRANTY

LIMITED WARRANTY TERMS AND CONDITIONS

Subject to the terms and conditions described herein, Outdoor Lighting Perspectives of SW Michigan, ("Outdoor Lighting Perspectives"), warrants to the original end-user customer of the products specified below ("Products") that are installed by Outdoor Lighting Perspectives for the customer, that Outdoor Lighting Perspectives will repair or replace those Products that fail due to defects in material or workmanship. Repaired parts or replacement products will be provided by Outdoor Lighting Perspectives on an exchange basis and will be either new or refurbished to be functionally equivalent to new. This limited warranty covers only repair or replacement for defective Products installed by Outdoor Lighting Perspectives as provided above.

Outdoor Lighting Perspectives will not be liable for special, incidental, punitive or consequential damages, including, but not limited to, loss of enjoyment, business interruption, loss of profits, damage to or loss of other property or persons. Outdoor Lighting Perspectives' obligation to repair or replace any listed/covered Product, as may be required, is the sole and exclusive remedy available to you under this limited warranty. This limited warranty is in lieu of and supercedes all other warranties, express or implied. Some states may not allow the exclusion or limitation of incidental or consequential damages, so that exclusion may not apply to you. This limited warranty gives you certain legal rights. You may have other rights that vary from state to state. This limited warranty does not extend the manufacturer's warranty.

ELIGIBILITY FOR LIMITED WARRANTY

The only lighting systems eligible for this warranty are those systems originally installed by Outdoor Lighting Perspectives using Outdoor Lighting Perspectives branded products. In addition, the warranty only applies if the end-user customer enrolls in the annual maintenance plan, and only for so long as they are in good standing with and remains enrolled in the annual maintenance plan. The annual maintenance plan fee is based on the components of the lighting system installed.

A customer ceases to be in good standing under the annual quality check service if they do not timely make a payment due for that program. A customer whose annual quality check service lapses may re-enroll under the following conditions: 1) lighting system must be recertified, and 2) lighting system must be upgraded to current specifications. An inspection/recertification fee will apply, and standard labor and parts rates would apply for any required upgrades, all such costs being the responsibility of the customer. Once complete, the customer would be entered back into the Shine365 warranty program.

The end-user customer must retain proof of original ownership (original sales invoice). If the premises where the lighting system was installed is transferred, this Limited Warranty is also transferrable to the second owner as long as the new owner enrolls in the annual maintenance plan and for so long as the new owner is in good standing with and remains enrolled in the annual maintenance plan.

LIMITED WARRANTY EXCLUSIONS This limited warranty is subject to all of the following conditions and exclusions:

1. Outdoor Lighting Perspectives is not liable for, and does not cover under warranty, any costs associated with determining the source of the system problems. These costs shall be borne solely by the purchaser.
2. Outdoor Lighting Perspectives is not liable for and does not cover under warranty, any cost associated with installing, servicing, repairing and/or updating lighting system components that are not produced by Outdoor Living Brands Supply Corp. exclusively for the Outdoor Lighting Perspectives brand or were not originally installed by Outdoor Lighting Perspectives or have been serviced by any other than a certified Outdoor Lighting Perspectives technician. These costs shall be borne solely by the purchaser.
3. In order to keep this limited warranty in effect, the product must have been handled and serviced only by a certified Outdoor Lighting Perspectives technician.
4. This limited warranty does not cover any damage due to: ACCIDENT; MISUSE; ABUSE; THEFT; VANDALISM; RIOT; EXPLOSION; EARTHQUAKE; LIGHTNING; FIRE; WATER OR FLOOD DAMAGE; NEGLIGENCE, RECKLESS, KNOWING OR INTENTIONAL DAMAGE; OR ISSUES CAUSED BY HOME ELECTRICAL ISSUES. This limited warranty does not apply to any purchaser who bought the product from a reseller, distributor or non-authorized Outdoor Lighting Perspectives business, including but not limited to purchases from Internet auction sites. This limited warranty does not cover claims also covered by a manufacturer's warranty, any service contract, or claims covered by insurance (e.g., homeowner's insurance or general liability insurance).

5. This limited warranty is provided solely by Outdoor Lighting Perspectives (the independent franchisee identified above).
6. Powder coating and finishes are NOT covered by warranty. This applies to and may be covered by a MANUFACTURERS warranty but is not in any case extended by the SHINE 365 Limited Lifetime Warranty or any implied warranty through Outdoor Lighting Perspectives.

PRODUCTS COVERED

Subject to the limitations and exclusions noted above, the following Outdoor Lighting Perspectives Products produced by Outdoor Living Brands Supply Corp. exclusively for Outdoor Lighting Perspectives are covered by the Shine365 limited lifetime warranty from the date of original retail purchase when you opt-in to the annual quality check service:

- All transformers installed by Outdoor Lighting Perspectives.
- In addition to the limitations set forth above, the warranty does not cover service calls to reset circuit breakers or GFCI's. If anyone other than a qualified Outdoor Lighting Perspectives technician accesses the transformer for any reason other than timer adjustment, this warranty is void. Any additional fixtures that are added to the transformers that may cause the transformer to overload will void the warranty.*
- All brass and/or copper fixtures and well light fixtures installed by Outdoor Lighting Perspectives.
- Any fixtures damaged by homeowner or third-party will not be covered by warranty. *
- Brass, heavy-duty glass covers.
- The warranty does not cover lost or stolen lens covers or scratches. Glass and plastic lens covers that have been covered in mulch or other debris resulting in damage are not covered by this warranty.
- Low-voltage wire
- The warranty does not cover wire mistakenly cut by the property owner or other vendors or electrical shortage to the line as a result of anything being driven, stapled or manipulated into the wire lines.
- LED bulbs

*Note: All other transformers and fixtures including internal components installed by Outdoor Lighting Perspectives will be covered by the original manufacturer's warranty.

The following items are not covered under the Shine365 warranty include:

- All Lighting Control Automation controls, modules and astronomical timers.
- Halogen bulbs

- Any lens cover with a painted finish: The warranty does not cover lost or stolen lens covers or scratches.
- Commercial fixtures
- RGBW (Red, Green, Blue, White) or any color-changing fixtures
- Integrated non-field-serviceable fixtures
- Bistro/String lighting lamps or cord
- Wifi, Z-Wave, Bluetooth or radio controlled control systems
- Holiday lighting and festive products including but not limited to C9 bulbs and wire, wreaths, garland, string lighting, tree wraps, etc.
- Roofline Track Lighting

BASIC WARRANTY COVERAGE

For any customer that chooses not to be in the Shine365 limited lifetime warranty program or if your Shine365 warranty lapses, the following items are covered for two years from the date of installation:

- All transformers installed by Outdoor Lighting Perspectives. This limited warranty does not cover any damage due to: accident; misuse; abuse; theft; vandalism; riot; explosion; earthquake; lightning; fire; water or flood damage; negligent, reckless, knowing or intentional damage; issues caused by home electrical issues; or service calls to reset circuit breakers or GFCI's. If anyone other than a qualified Outdoor Lighting Perspectives personnel accesses the transformer for any reason other than timer adjustment, this warranty is void. Any additional fixtures that are added to the transformers that may cause the transformer to overload will void the warranty.
- All brass and/or copper fixtures and well light fixtures installed by Outdoor Lighting Perspectives. Any fixtures damaged by homeowner or a third-party will not be covered by warranty. This limited warranty does not cover any damage due to: accident; misuse; abuse; theft; vandalism; riot; explosion; earthquake; lightning; fire; water or flood damage; negligent, reckless, knowing or intentional damage; or issues caused by home electrical issues.
- LED bulbs except LightCraft Bistro Bulbs and Bistro String which are covered for a period of one year only.
- Low-voltage wire. The warranty does not cover wire mistakenly cut by the property owner or other vendors or electrical shortage to the line as a result of anything being driven, stapled or manipulated into the wire lines.
- RGBW (Red, Green, Blue, White) or any color-changing fixtures
- Brass, heavy-duty glass covers. The warranty does not cover lost or stolen lens covers or scratches. Glass and plastic lens covers that have been covered in mulch or other debris

resulting in damage are not covered by this warranty.

The following items are not covered under the basic warranty:

- All Lighting Control Automation controls, modules and astronomical timers.
- Halogen bulbs
- Any lens cover with a painted finish: The warranty does not cover lost or stolen lens covers or scratches.
- Commercial fixtures
- Integrated non-field-serviceable fixtures
- Holiday lighting and festive products including but not limited to C9 bulbs and wire, wreaths, garland, string lighting, tree wraps, etc.
- Bistro lighting bulbs and string
- Any damage due to: ACCIDENT; MISUSE; ABUSE; THEFT; VANDALISM; RIOT; EXPLOSION; EARTHQUAKE; LIGHTNING; FIRE; WATER OR FLOOD DAMAGE; NEGLIGENT, RECKLESS, KNOWING OR INTENTIONAL DAMAGE; OR ISSUES CAUSED BY HOME ELECTRICAL ISSUES. This limited warranty does not apply to any purchaser who bought the product from a reseller, distributor or non-authorized Outdoor Lighting Perspectives business, including but not limited to purchases from Internet auction sites. This limited warranty does not cover claims also covered by a manufacturer's warranty, any service contract, or claims covered by insurance (e.g., homeowner's insurance or general liability insurance).
- Roofline Track Lighting

ROOFLINE TRACK LIGHTING

- Outdoor Lighting Perspectives (OLP) warrants only to the original end user that the products and parts used to complete and contribute to a functioning lighting system including, but not limited to, lights, power kits, controllers, extensions, cables, connectors, and tracks will be free from defects in material and workmanship for 5 years.
- DISCLAIMER OF ALL OTHER WARRANTIES. NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE GIVEN, AND OLP EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING AND WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to particular end users.
- Limitations. No salesperson, representative, or agent of OLP is authorized to make any guaranty, warranty, or representation that contradicts the terms contained in this Limited Warranty. Any waiver, alteration, addition, or modification to the warranties contained herein must be in writing and signed by authorized representatives of OLP to be valid, binding, and enforceable. OLP does not assume responsibility for any specific application to which any

products or parts are applied including, but not limited to, compatibility with other equipment. All statements, technical information, or recommendations relating to the products or parts are based upon tests believed to be reliable, but do not constitute a guaranty or warranty. OLP SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY PARTY FOR LOSS OF PROFITS, DIMINUTION OF GOOD WILL, OR ANY OTHER SPECIAL CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH OLP PRODUCTS AND PARTS. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to particular end users.

- What May Void the Warranty. This Limited Warranty shall be null and void in the following circumstances.
 1. Accident, damage, abuse or misuse of products or parts.
 2. Installation, modification or repair of any product or part by the end user or any non-authorized OLP service provider; or
 3. Improper use or installation, or damage by accident or neglect, of any product or part by end user or any third party; or
 4. Abnormal operating conditions or applications, including but not limited to power surges, lightning, hurricanes, tornadoes, tsunamis and other weather related incidents or acts of God
 5. Failure of the end user or any third party to exercise caution to protect any product or part or physical abuse.

Claims

When presenting a claim under this Limited Warranty, you must provide Outdoor Lighting Perspectives with the original sales invoice, which constitutes evidence of the original purchaser's date of purchase. You must provide Outdoor Lighting Perspectives with documentation of all services performed on the Products.

To submit a claim, you must contact Outdoor Lighting Perspectives at:

Outdoor Lighting Perspectives of SW Michigan

321 Duncan St.

Schoolcraft, MI 49087

(269) 533-4565

rperkins@outdoorlights.com

Cherry Valley Electrical & Plumbing

491 Arlington
Middleville MI. 49333

Estimate

Date	Estimate #
5/30/2024	7454

Name / Address

Ship To

Henika Distract Library
149 S. Main st.
Wayland MI. 49348

616-877-3700
269-795-3600

Estimate is good for 20 days. A 25% deposit is required prior to starting a job.
Restocking fees may apply if job is cancelled.

P.O. No.
7272

Scope of Work	Qty	Cost	Total
ENTRY LIGHTING			
Labor to change outside lighting by side door parking lot (customer to supply lighting and bulbs)	2	75.00	150.00
Install conduit for (customer supplied lights on front entry with accent lighting per competors bid	2	260.00	520.00
Install astronomical timer for lights		320.00	320.00
Install Low voltage lighting around perimeter of library per competors quote (cherry valley to supply lights for perimeter of library tie into low voltage transformer and install timer for lights) Total of 20 outside perimeter lights		4,215.00	4,215.00

Bid by Don	Total	\$5,205.00
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**We accept : Cash, Check or
Credit Card - Visa, Master
Card or Discover. There is a
3.75% processing fee for
use of credit cards.**

**Make Check Payable To:
Cherry Valley Electric**

PATRON BEHAVIOR POLICY

I. Introduction.

The Henika District Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings (interior and exterior), all grounds controlled and operated by the Library (“Library Property”), and to all persons entering in or on to Library Property, unless otherwise specified.

II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment (including toys that can be ridden or wagons) is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
 - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The Library does not guarantee storage for personal property.
 - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and beverages are only permitted in designated areas. Patrons must properly dispose of food wrappers and beverage containers. Food and uncovered beverages are not permitted at the public computer area.
- C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library’s parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property.

Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library and shall not remain on Library Property. This includes sleeping on Library furniture, the floor, or outside on Library Property.

E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:

1. Spitting;
2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
3. Climbing on furniture;
4. Using obscene or threatening language or gestures;
5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property, or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.

F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.

- b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
 - I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
 - J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
 - K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
 - L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.
 - M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.
- Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.
- N. Odor. Offensive odor, including but not limited to, body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor

interferes with staff or other patrons' use of the Library, the patron violates this Policy).

- O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons, outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification; Masks. Patrons must provide identification to Library staff when requested. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.
- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property. Visible or damp swimming suits left uncovered are not considered to be appropriate attire. No bras or sports bra tops allowed without a proper full shirt over the top. No one with uncovered undergarments will be permitted on library property.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.

- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

V. Violations and Appeal.

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations and Appeal Policy.

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LIBRARY VIOLATIONS AND APPEAL POLICY

I. Purpose.

The purpose of this policy is to provide a process for addressing violations of the Henika District Library policies. This Library Violations and Appeal Policy ("Policy") will set forth the process and procedure for violations of certain Library policies in which there is a violation and appeal provision, including but not limited to the Patron Behavior, Meeting Room, Internet Use, and Children and Vulnerable Adults in the Library Policies.

II. Library Director/Designee's Right to Suspend Privileges.

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

III. Incident reports.

Library Staff shall record in writing in the form of an Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The Incident Report should include physical descriptions in addition to the name of the patron. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

IV. Violation of the Policy – Suspension of Privileges.

- A. *General Violations.* Unless otherwise provided in Section IV.B of this Library Violations Enforcement Policy, the Library shall handle violations as follows:
 - 1. *Initial Violation:* Library patrons observed violating a Library policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
 - 2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- B. *Violations that Affect Safety and Security.* Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse, violence, threatening behaviors, child pornography or obscenity, sexual

harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. *Subsequent Violations:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations of the same rule shall result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

V. Reinstatement.

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library policy that was the subject of the violation before their privileges may be reinstated. The Director may also attach reasonable conditions to any reinstatement.

VI. Right of Appeal.

Patrons may appeal a decision (1) to limit or suspend privileges or (2) to attach conditions to any reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked or limited or the conditions were made. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.