

AGENDA

Henika District Library
Board of Trustees Meeting
September 8th, 2026 at 6:30pm

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. August Special Meeting Minutes (M) PAGE 3
- B. August Regular Meeting Minutes (M) PAGES 4 - 6

V. Financial Reports

- A. August 2026 PAGES 7 - 24
 - 1. Approval of Paid Bills (M)
 - 2. Credit Card Detail Report (i)
 - 3. YTD Budget vs Actual (i)
 - 4. Expansion Budget (i)
 - 5. United Bank Accounts Overview (i)

VI. Director's Report

PAGES 15 - 25

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

VII. Committee Reports

A. 8/12 Finance Committee

PAGES 26 - 27

VIII. Unfinished Business**IX. New Business**

A. Budget Amendment #3, F/Y 2026

PAGE 28

B. Treasurer Position

PAGE 29

C. Library Board Applications

D. ACCF Designated & Agency Funds

PAGES 30 - 45

E. Door Count Systems

PAGES 46 - 96

F. Special Collection & Lending Limits Policies

PAGES 97 - 119

X. Around the table (i)**XI. Adjournment (M)**

Meeting Minutes

Henika District Library

Special Meeting: Budget Hearing

August 11, 2026 at 6:00 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Pam Meyer, Danielle Simmons, Deb Vander Slik

Members Absent: Gary Marsh

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:03 p.m. by Kuhn.
- II. Approval of Agenda motioned by Augustin and seconded by Meyer. All yes, motion carried.
- III. Community Opportunity to Address the Board
 - A. RE: Proposed 2026 Millage Rate 1.6632
 - a) No community present
- IV. Kuhn motioned to adjourn meeting. Augustin seconded. Meeting adjourned at 6:18 p.m.

Meeting Minutes

Henika District Library

Board of Trustees Meeting

August 11, 2026 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Gary Marsh, Pam Meyer, Danielle Simmons, Deb Vander Slik

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:33 p.m. by Kuhn.
- II. Approval of Agenda motioned by Simmons and seconded by Vander Slik. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of July 2026 regular meeting minutes motioned by Brinks and seconded by Meyer. All yes, motion carried.
- V. Financial Reports for July 2026
 - A. There were problems with the accounting company paying Abby for her entire monthly salary instead of only through her last day on July 17th; they initially wouldn't take responsibility for the error, either.
 - B. Monthly check register was reviewed.
 - C. Credit card detail report was reviewed.
 - D. YTD vs Actual was reviewed.
 - E. United Bank accounts were reviewed.
 - F. Approval of paid bills motioned by Augustin and seconded by Brinks. All yes, motion carried.
- VI. Director's Report for July 2026
 - A. Our door counters have been malfunctioning. Summer Reading numbers were great! September is library card sign-up month and we'll be running a referral program for it.
 - B. Monthly Statistics were reviewed.
 - C. The Youth Services report was reviewed.
 - D. The Adult Services report was reviewed.
 - E. The Circulation report was reviewed.

VII. Committee Reports

- A. 7/16 and 7/28 Finance Committee - Simmons gave an overview of both meetings.

VIII. Unfinished Business: None

IX. New Business

A. Municipal Financial Advisor

1. We need to hire a municipal financial advisor in order to run a bond campaign. Bakovka presented quotes from MFCI, Bendzinski & Co., and PFM. Our lawyer, Scott Hogan (Foster Swift) recommended MFCI and PFM.
2. Conducted phone call with Hogan to get more information/clarification.
3. Board discussed the proposals. Brinks motioned to hire Bendzinski & Co. for our municipal financial advising. Engels seconded.
 - a) Brinks - yes
 - b) Engels - yes
 - c) Marsh - yes
 - d) Meyer - yes
 - e) Simmons - no
 - f) Vander Slik - yes
 - g) Kuhn - yes
 - h) Augustin - yes

Motion carried.

B. Budget 2027

1. Resolution 2026-3 to adopt budget
 - a) Reviewed draft budget. Brinks motioned to adopt the budget with changes discussed. Augustin seconded.
 - (1) Brinks - yes
 - (2) Engels - yes
 - (3) Marsh - yes
 - (4) Meyer - yes
 - (5) Simmons - yes
 - (6) Vander Slik - yes
 - (7) Kuhn - yes
 - (8) Augustin - yes

Motion carried.

C. Millage Rate 2026

1. Resolution 2026-4 to set Mill Levies at 1.3362
 - a) Kuhn motioned to adopt the resolution to set mill levies as presented. Augustin seconded.
 - (1) Brinks - yes
 - (2) Engels - yes
 - (3) Marsh - yes
 - (4) Meyer - yes

- (5) Simmons - yes
- (6) Vander Slik - yes
- (7) Kuhn - yes
- (8) Augustin - yes

X. Around the table:

- A. Brinks - Nothing to add.
- B. Engels - Nothing to add.
- C. Marsh - Witnessed good judgement in decision making at this meeting. Thanks!
- D. Meyer - Congrats to Cierra for a great SRP. Thanks to Danielle for her service.
- E. Simmons - Will really miss being part of the Board. Will remain on finance committee!
- F. Vander Slik - Nothing to add.
- G. Bakovka - Ashley's 20-year employment anniversary is on August 28! Has hired a new circulation assistant.
- H. Kuhn - Thanks to Danielle for her dedication to the Board and her willingness to stay on the finance committee!
- I. Augustin - Thanks to Danielle! Great job to everyone for SRP.

XI. Meeting adjourned by Kuhn at 8:17 p.m.

Monthly Check Register

As of August 31st, 2026

Date	Payee	Memo	Account	 Amount
8.3.25	Amazon	Materials, Programming, Equipment, Supplies, Campaign Costs	-SPLIT-	\$479.38
8.3.25	Arrowaste	Quarterly Billing	Building & Grounds	\$114.00
8.3.25	Cierra Bakovka	Reimbursements	Programming	\$15.90
8.3.25	City of Wayland		Utilities	\$76.33
8.3.25	Civic Plus		Ad & Promo	\$250.00
8.3.25	Consumers Energy		Utilities	\$547.71
8.3.25	Dunham Accounting	Postage & Accounting	-SPLIT-	\$725.00
8.3.25	Heimler Consulting	Annual Billing	Tech Support	\$450.00
8.3.25	Michigan Gas		Utilities	\$47.13
8.3.25	T-Mobile		Communications	\$388.38
8.3.25	US Bank		Equipment	\$813.60
8.19.26	Absopure		Utilities	\$53.90
8.19.26	AF Group	Workman's Comp Audit	Insurance	\$92.00
8.19.26	Amazon	Materials, Programming, Equipment, Supplies, Building & Grounds, Furnishings, Mem&Train	-SPLIT-	\$1,868.50
8.19.26	Blue Care Network		Employee Benefits	\$3,030.66
8.19.26	Cardmember Service		-SPLIT-	\$2,850.03
8.19.26	County of Allegan	Chargebacks	Contractual Services	\$34.48
8.19.26	DeWeerd		Equipment Maint	\$234.00
8.19.26	Julie Bonner Williams	Adult Program	Programming	\$200.00
8.19.26	Kansas City Life		Employee Benefits	\$51.74
8.19.26	MERS		Employee Benefits	\$1,753.28
8.19.26	MJA Landscape		Building & Grounds	\$1,024.00
8.19.26	Spectrum		Utilities	\$70.33
8.19.26	Unique		Contractual Services	\$29.55
8.19.26	Wilcox Newspaper	Budget Hearing Notice	Ad & Promo	\$260.00
			Total	\$14,524.29

**August 2026 Statement**

Open Date: 07/15/2026 Closing Date: 08/14/2026

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Visa® Business Cash Card

HENIKADISTRICTLIBRARY

Account Ending in:

**Elan Financial
Services**

BUS 30 ELN

1-866-552-8855

1

9

New Balance **\$2,850.03**
Minimum Payment Due **\$29.00**
Payment Due Date **09/10/2026**

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$41.00 Late Fee and your APRs may be increased up to the Penalty APR of 30.74%.

Reward Points

Earned This Statement 2,942
 Reward Center Balance 4,565
 as of 02/25/2026

For details, see your rewards summary.

Activity Summary

Previous Balance	+	\$2,506.20
Payments	-	\$2,506.20 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,850.03
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance = **\$2,850.03**

Past Due **\$0.00**

Minimum Payment Due **\$29.00**

Credit Line \$40,500.00

Available Credit \$37,649.97

Days in Billing Period 31

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

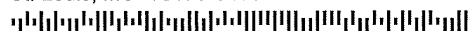
WAYLAND MI 49348-1208

Account Ending in	
Payment Due Date	9/10/2026
New Balance	\$2,850.03
Minimum Payment Due	\$29.00

Amount Enclosed \$_____

Elan Financial Services

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





August 2026 Statement 07/15/2026 - 08/14/2026

HENIKADISTRICTLIBRARY

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Elan Financial Services 1-866-552-8855

Business Cash

Rewards Center Activity as of 02/25/2026	
Rewards Center Activity*	0
Rewards Center Balance	4,565

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,850	18,149
2 Extra Points - Telecom & Office Supply	92	1,821
1 Extra Point - Restaurants & Gas	0	110
Total Earned	2,942	20,080

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.

Effective November 2, 2026, the Arbitration Provision section of your Cardmember Agreement is changed as follows: the first sentence of the second paragraph in the Arbitration Procedure section is changed to read, "At the time of initiating arbitration, the party seeking to initiate arbitration must serve the other party with the demand for arbitration and identify the account holder(s) and account(s) at issue, including the

account number(s), and provide a short and plain statement of the claims asserted and the relief sought."

Transactions		SCHREUR,VICTORIA		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/16	07/15	4541	DOLLAR-GENERAL #9954 WAYLAND MI	\$59.47	AP
07/22	07/22	5228	OCULUS *E7EBPVV492 650-5434800 CA	\$8.47	YP
07/23	07/22	9912	DOLLAR-GENERAL #9954 WAYLAND MI	\$34.47	YP
07/27	07/24	3633	TARGET T-2015 CALEDONIA MI	\$63.59	YP
07/28	07/26	6365	OFFICEMAX/DEPOT 6094 WALKER MI	\$46.19	YP
07/28	07/27	3213	OCULUS *JKQTPWZ492 650-5434800 CA	\$7.41	YP
07/28	07/27	9226	OCULUS *TGQ4CWH592 650-5434800 CA	\$6.35	YP
07/29	07/28	9354	OLLIES BARGAIN OUTLET WYOMING MI	\$65.72	YP
07/30	07/29	8466	DOLLAR TREE BYRON CENTER MI	\$12.35	YP
07/30	07/29	7212	OCULUS *JBXRJWH592 650-5434800 CA	\$15.89	YP
07/30	07/29	2089	OCULUS *RBKJUV9592 650-5434800 CA	\$3.17	YP

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August 2026 Statement 07/15/2026 - 08/14/2026
HENIKADISTRICTLIBRARY

Elan Financial Services 1-866-552-8855

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Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/05	08/03	3752	OLLIES BARGAIN OUTLET WYOMING MI	\$114.76	YP
08/05	08/04	2179	TARGET T-2015 CALEDONIA MI	\$133.25	YP
08/06	08/04	5676	MEIJER STORE #199 CALEDONIA MI	\$26.24	YP
08/07	08/05	8464	HORROCKS MARKET KENTWOOD MI	\$3.00	YP
08/07	08/06	6047	MEIJER STORE #036 WYOMING MI	\$4.19	YP
08/10	08/07	8730	TARGET T-1052 WYOMING MI	\$11.03	YM
08/10	08/08	1302	SQ *SQUISHABLE AT WOOD Grand Rapids MI	\$25.44	YP
08/10	08/09	6165	TARGET T-2015 CALEDONIA MI	\$79.78	YP
08/12	08/11	6741	WAL-MART #2567 GRANDVILLE MI	\$21.56	YP
08/12	08/11	2216	PLAYAWAY PRODUCTS LLC 877-893-0808 OH	\$784.95	YM
08/12	08/11	0757	TARGET T-2818 GRANDVILLE MI	\$58.17	YM
08/12	08/11	0831	TARGET T-2818 GRANDVILLE MI	\$29.54	YP
08/12	08/12	8629	LIBRARY IDEAS, LLC 571-730-4300 VA	\$848.06	YM
Total for Account				\$2,463.05	

Transactions BAKOVKA,CIERRA J Credit Limit \$40500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/22	07/21	8148	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	CS
07/30	07/28	6623	MEIJER STORE #026 JENISON MI	\$66.53	AP
07/31	07/30	3239	VISTAPRINT 866-207-4955 MA	\$45.67	Supplies
08/03	08/01	9619	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
08/04	08/04	8061	IMAGESTUFF.COM, INC. D 805-445-9891 CA	\$22.15	Supplies
08/12	08/11	7473	ZAZZLE INC 888-892-9953 CA	\$57.90	Supplies
08/12	08/11	1920	MEIJER STORE #026 JENISON MI	\$24.21	AP
08/14	08/13	4617	VISTAPRINT 866-207-4955 MA	\$124.33	Ad/Promo
Total for Account				\$386.98	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
07/31	07/29	0116	PAYMENT THANK YOU	\$2,506.20CR	
Total for Account				\$2,506.20CR	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$41.51
Total Interest Charged in 2026	\$110.81

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Henika District Library

Balance Sheet

As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	138,765.97
Cash - HY Savings - 013	442,391.34
Certificate of Deposit - 548	35,346.77
Certificate of Deposit - 556	59,586.50
Savings - Building Fund - 212	421,811.86
Total Checking/Savings	1,097,902.44
Accounts Receivable	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
Total Accounts Receivable	333,175.84
Total Current Assets	1,431,078.28
Other Assets	
Other Assets	2,425.00
Total Other Assets	2,425.00
TOTAL ASSETS	1,433,503.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,348.64
Total Accounts Payable	3,348.64
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	1,341.92
Total Other Current Liabilities	332,444.98
Total Current Liabilities	335,793.62
Total Liabilities	335,793.62
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	902,603.89
Net Income	143,397.80
Total Equity	1,097,709.66
TOTAL LIABILITIES & EQUITY	1,433,503.28

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09/04/26

Accrual Basis

Henika District Library

Profit & Loss Budget vs. Actual

January through August 2026

	Aug 26	YTD	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
400502 - Federal E-Rate	0.00	5,666.20	1,000.00	4,666.20
400540 - State Aid	0.00	11,093.14	10,000.00	1,093.14
400581.C - City Contribution	1,766.32	182,198.07	210,000.00	-27,801.93
400581.T - Township Cont	0.00	251,967.17	240,000.00	11,967.17
400582 - Non-Resident Fees	0.00	226.02		
400601 - Copies and Faxes	429.21	3,312.83	600.00	2,712.83
400656 - Penal Fines	2,915.48	23,134.64	30,000.00	-6,865.36
400657 - Fines	58.98	687.29	50.00	637.29
400665 - Interest Income	1,460.84	11,432.50	16,000.00	-4,567.50
400691 - Donations	14.28	8,208.64		
400693 - Book Sale	91.57	1,110.73	50.00	1,060.73
400700 - Grants	0.00	21,000.00	1,000.00	20,000.00
Total Income	6,736.68	520,037.23	508,700.00	11,337.23
Expense				
700710 - Employee Benefits	4,456.66	46,625.52	72,000.00	-25,374.48
700727 - Postage	160.00	793.01	600.00	193.01
700728 - Supplies	757.68	5,500.01	8,500.00	-2,999.99
700740 - Equipment	1,473.35	9,455.65	12,000.00	-2,544.35
700740 - Furnishings	109.89	7,796.11	8,000.00	-203.89
700740 - Materials	3,597.47	23,602.11	37,500.00	-13,897.89
700801 - Ad & Promo	634.33	3,349.54	4,300.00	-950.46
700805.1 - Accounting	1,275.00	13,412.50	15,000.00	-1,587.50
700805.2 - Bank Ch & Fees	0.00	151.81	100.00	51.81
700806 - Technology Support	450.00	4,595.00	2,500.00	2,095.00
700808 - Building & Grounds	1,587.87	14,401.13	16,000.00	-1,598.87
700850 - Communications	790.67	3,711.67	5,000.00	-1,288.33
700910 - Building/Liability Ins	92.00	9,256.00	8,000.00	1,256.00
700920 - Public Utilities	1,397.11	7,647.53	11,000.00	-3,352.47
700933 - Equipment Repairs	234.00	2,223.73	3,200.00	-976.27
700954 - Contractural Serv	818.07	22,466.59	29,500.00	-7,033.41
700955 - Mem / Training	104.33	3,414.81	5,500.00	-2,085.19
700956 - Programming	1,584.78	11,491.40	17,000.00	-5,508.60
700970 - Capital Outlay	0.00	12,750.00	12,750.00	0.00
Payroll Expenses				
Payroll Expenses-Campaign	539.00	4,037.00		
Proje Payroll Expenses - Other	15,552.42	146,381.10	235,000.00	-88,618.90
Total Payroll	16,091.42	150,418.10	235,000.00	-84,581.90
Expenses Payroll				
Tax Expense	1,245.65	12,173.11	18,000.00	-5,826.89
Total Expense	36,860.28	365,235.33	521,450.00	-156,214.67
Net Ordinary				
Income Other	-30,123.60	154,801.90	-12,750.00	167,551.90
Income/Expense				
Other Income	507.00	778.00		
Expansion Project Income	507.00	778.00		
Total Other Income				
Other Expense	2,482.10	12,182.10		
Expansion Project				
Expenses	2,482.10	12,182.10		
Total Other Expense	-1,975.10	-11,404.10		
Net Other				
Income Net	-32,098.70	143,397.80	-12,750.00	156,147.80
Income				

Summary

	Aug	Sep	Oct	Nov	Dec	Total	Budget	Remainder
Income	\$512.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600,650.50	\$6,000,000.00	\$ (5,399,349.50)
Expenses	\$3,021.10	\$2,425.00	\$0.00	\$0.00	\$0.00	\$20,112.60	\$6,000,000.00	\$5,979,887.40
Net savings [1]	-\$2,509.10	-\$2,425.00	\$0.00	\$0.00	\$0.00	\$580,537.90		
Ending balance [2]	\$582,962.90	\$580,537.90	\$580,537.90	\$580,537.90	\$580,537.90			

Income

	Aug	Sep	Oct	Nov	Dec	Total	Budget
Bond	\$0	\$0	\$0	\$0	\$0	\$0.00	\$4,000,000
Private Support	\$512	\$0	\$0	\$0	\$0	\$600,650.50	\$1,399,350

Expenses

	Aug	Sep	Oct	Nov	Dec	Total	Budget
Construction & Renovation	\$0	\$0	\$0	\$0	\$0	\$0	\$5,010,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$550,000
Other Expenses	\$3,021	\$2,425	\$0	\$0	\$0	\$20,113	\$419,887



FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Account Summary

Checking Accounts

Account Nickname	Account Number	Available Balance	Current Balance
PUBLIC FUND CHECKING	x7152	\$138,498.68	\$138,416.83

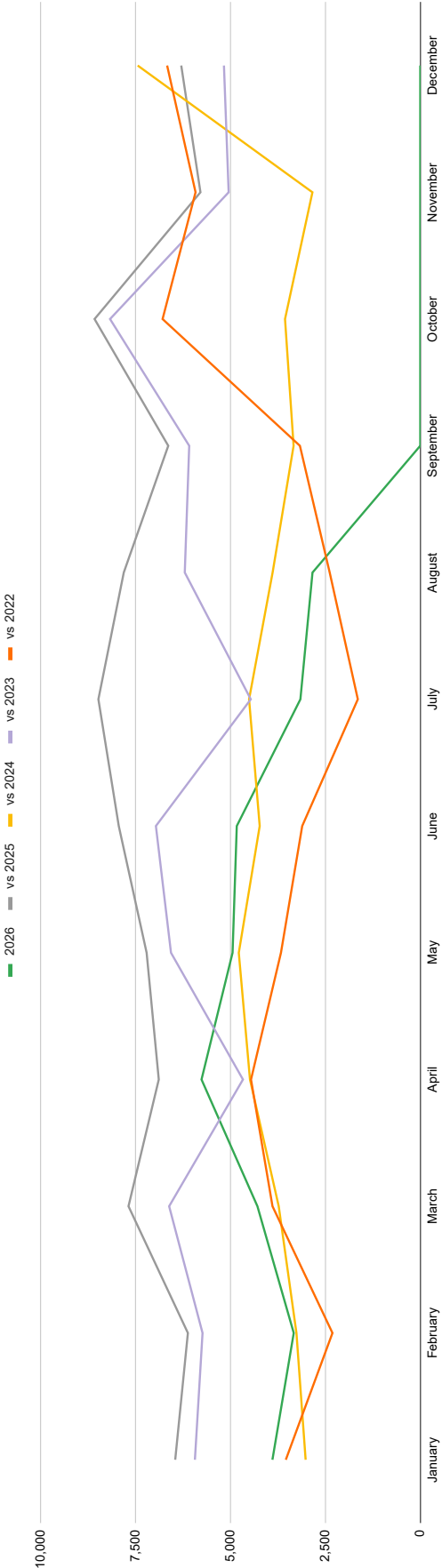
Savings Accounts

Account Nickname	Account Number	Available Balance	Current Balance
BUILDING FUND	x9212	\$421,811.86	\$421,811.86
PUBLIC FUNDS SAVINGS	x0013	\$442,391.34	\$442,391.34

Certificates of Deposit

Account Nickname	Account Number	Current Balance
TIME DEPOSIT	x7079	\$35,346.77
TIME DEPOSIT	x2359	Closed
TIME DEPOSIT	x7087	\$59,586.50

2026 vs 2022/23/24/25

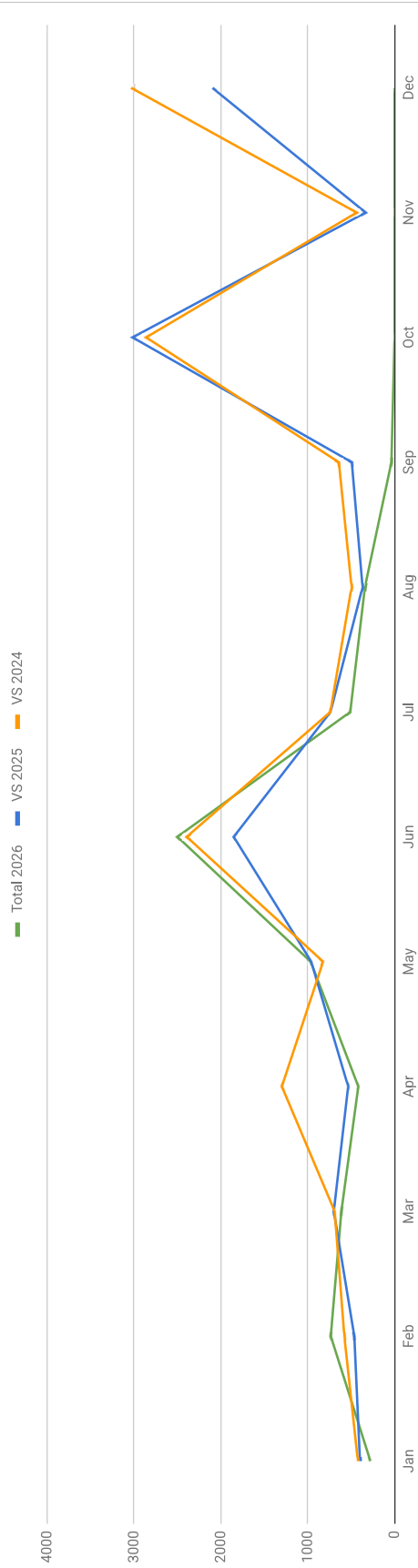


Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2026	3,895	3,333	4,290	5,763	4,945	4,834	3,158	2,839	0	0	0	0	33,057	4,132
vs 2025	6,456	6,122	7,687	6,889	7,209	7,943	8,480	7,811	6,639	8,581	5,791	6,297	85,905	7,159
vs 2024	3,020	3,262	3,729	4,486	4,781	4,230	4,510	3,890	3,337	3,563	2,841	7,444	49,093	4,091
vs 2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	6,204	6,087	8,173	5,048	5,172	71,641	5,970
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	196	165	238	248	267	202	156	157	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	183	135	130	204	192	195	102	159	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	179	140	124	227	241	210	198	163	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	277	167	207	263	191	189	97	107	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Friday	161	180	162	220	232	161	101	33	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	81	89	121	158	98	152	50	67	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	203	620	543	309	850	857	285	69	0	0	0	0	3736
Adult	69	90	51	80	85	378	92	18	0	0	0	0	863
Family	6	24	18	28	30	1264	133	254	36	0	0	0	1793
Total 2026 [1]	278	734	612	417	965	2,499	510	341	36	0	0	0	6392
VS 2025	398	463	699	534	959	1,851	737	368	492	3,015	333	2,099	11948
VS 2024	422	578	689	1,297	822	2,392	739	495	641	2,859	436	3,034	14404
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
Yearly Increase	70%	159%	88%	78%	101%	135%	69%	93%	7%	0%	0%	0%	53%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth Live Events	113	447	291	197	757	95	80	69	0	0	0	0	2049	171
Youth Reading Programs	4	0	1	5	5	625	62	0	0	0	0	0	702	59
Passive Programs	86	173	251	107	88	137	143	137	36	0	0	0	1158	97
Adult Live Events	67	73	51	80	85	89	55	18	0	0	0	0	518	43
Adult Reading Programs	2	17	0	0	0	289	37	0	0	0	0	0	345	29
Family Live Events	6	24	18	28	30	1264	133	117	0	0	0	0	1620	135

August 2026

Youth Services Report

Tori Schreur, Youth Services Librarian

Adopt a Dinosaur: 34 Patrons

We had 34 patrons join us for Adopt a Dinosaur. Kids got to come in and select from various different dinosaur stuffies to adopt and take home! They gave them names and created an adoption certificate as well. They were also allowed to take home a hatching dinosaur egg and a dinosaur candy bracelet.

Jurassic Joel's Magic Show: 36 Patrons

We always have a good time when Joel Tacey brings his magic tricks. This year he paired his magic show theme with the Library's theme of "Unearth a Story" and had dinosaurs in his show. All the kids really enjoyed the show, and I'm looking forward to bringing him back to see what his show will be like for next year's theme.

SRP Finale Party: 75 Patrons

Our SRP Finale Party definitely showcased the need for a larger gathering area at the library. We had patrons all over the library, which was really great to see! We had dinosaur trail mix downstairs for patrons while they were waiting for the prize drawings. It's always fun when the patrons who are here win the drawings! We also gave away a Target Gift card and two of our Summer Reading Dinosaur decorations to patrons in attendance.

Tweens and Teens "Anything but a Paintbrush": 4 Patrons

I am in awe of the creativity of the tweens and teens who attended the "Anything but a paintbrush" program. I had sponges, cotton balls, q-tips, and other random items for the kids to paint with. I can barely paint with a real brush, and here the kids were painting birds and dogs with all these random items. So talented!

Pokemon Trivia: 15 Patrons

After the Dinosaur Trivia in June, the kids requested that we also do a Pokemon Trivia. So of course I had to deliver! The Trivia was in the style of "Who's that Pokemon" where kids had to guess what the Pokemon was based on its shadow as well as guess the super zoomed in image of the Pokemon character. We ended up having a tie in the end and had to go to the bonus questions I had lined up. Winners were given Pokemon cards and a Pokemon Binder.

VR Day: 8 Patrons

I'm really trying to garner more attention to the VR by having more available times to play the VR. Unlike the dinosaur VR day, where teens were encouraged to play the dinosaur themed games (and they did) this time, they had free reign.

Notebook/Water Bottle Sticker Decorating: 8 Patrons

Low numbers for a two day program, but back to school is a slow few weeks here at the library. Regardless, I provided notebooks, stickers, and washi tape for kids and adults, so they can use them for the upcoming school year.

Scavenger Hunt: 95 Patrons**Take and Make: 36 Patrons****Looking Forward:**

I'm looking forward to being back in the swing of a routine come September. Storytime will resume on Tuesday, September 8th as well as the 22nd. We will have themes such as "Counting" and "Apples". After School Art begins on September 10th and will proceed on the 17th and 24th. Preschool Playtime, which I'm looking forward to purchasing new activities for the kids, begins on September 15th as well as the 29th. Lego Club will be on September 16th, which our Adult Librarian Sam will be running. On Saturday, September 19th, there will be a Shrinky Dink program for tweens and teens. Pokemon club, which I tried to hype up during our trivia day, will be Wednesday, September 23rd. And last but not least, the program I'm looking forward to the most is Boba Night for tweens and teens on September 30th.

August 2026
Adult Services Report
Sam Jones, Adult Services Librarian

Programs and Attendance:

Felt Owl Craft: 14

This craft was a lot of fun to do with our patrons. The only downside to this was the amount of hot glue guns we needed to use. The amount of hot glue guns and the method used to plug them in was not ideal. Overall it was a good experience hosting this craft with Cierra.

Getting to Know Libby: 3

This program was geared towards those who would like to use Libby but aren't super tech savvy or for those who use it but don't know all the ins and outs of the app. We did not have a large turn out but the information was appreciated by those who did attend.

Tech Help: 2

This event tends to have infrequent attendance. But it is appreciated when we do have people drop-in. Both who needed assistance mostly needed help with navigating google and printing.

Sawmill & Green Acres

I did not attend Green Acres or Sawmill during the month of August as I am still getting acclimated to my new role. I have met with Cindy from Green Acres and Mary from Sawmill and have plans to start outreach with them in September.

Seed Library: 3

The following is a breakdown of the number of packets grabbed in each category this month.

- Vegetables: 53
- Fruit: 10
- Flowers: 28
- Herbs: 33

Total: 124

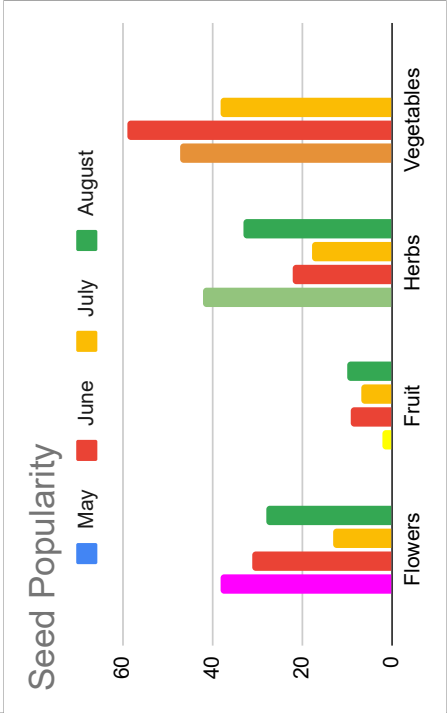
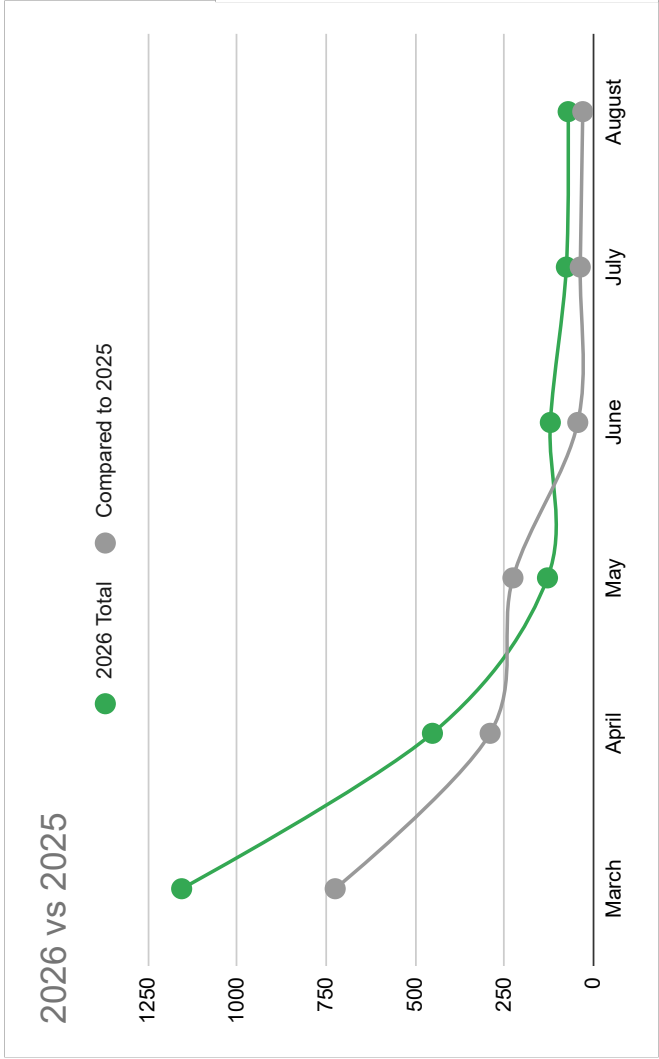
September marks the conclusion of the seed library. I believe that more than three people utilized the seed library this month but they didn't leave their name on the sheet. This month resulted in a higher number of total packets than last month!

August Reflection:

I did not have a super packed month programming wise but the Felt Owl craft was our most attended program, those who took part in the craft really enjoyed it. I think in the future for crafts that require hot glue we should have a lower max attendance number or we could do something that doesn't require frequent use of hot glue, for reasons stated above. With the seed library coming to an end I did not enforce the packet limit. I allowed patrons to take whatever they wanted, myself and other staff encouraged patrons to check it out, several did but they did not take from the library.

Looking forward:

We have several crafts happening in September (Pom Pom Garland and Magnetic Picture Frame). Abby will be returning for a paint along towards the end of the month. I am trying something new for our Spice Club program, instead of it being an in person program, it's going to be a take-and-make. The take-and-make will include a recipe using the chosen spice of the month and a measurement of the spice needed for the recipe. I am looking forward to seeing what the outcome of this concept will be. I have a good part of October programming planned and I am looking forward to starting outreach programs in September!



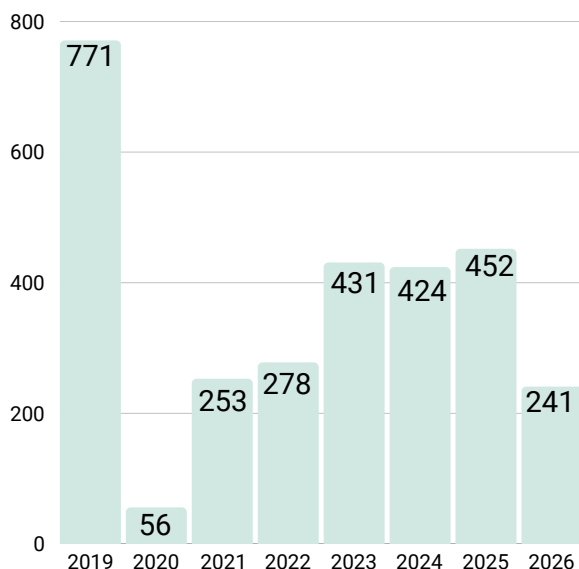
	Season			
	August			
Flowers	13	28	784	
Fruit	7	10	90	
Herbs	18	33	466	
Vegetables	38	0	665	
2026 Total	76	71	2005	
Compared to 2025	37	30	1352	
Compared to 2024	41	82	1173	
Patrons:	13			
	15 (129)			
	607			

August 2026

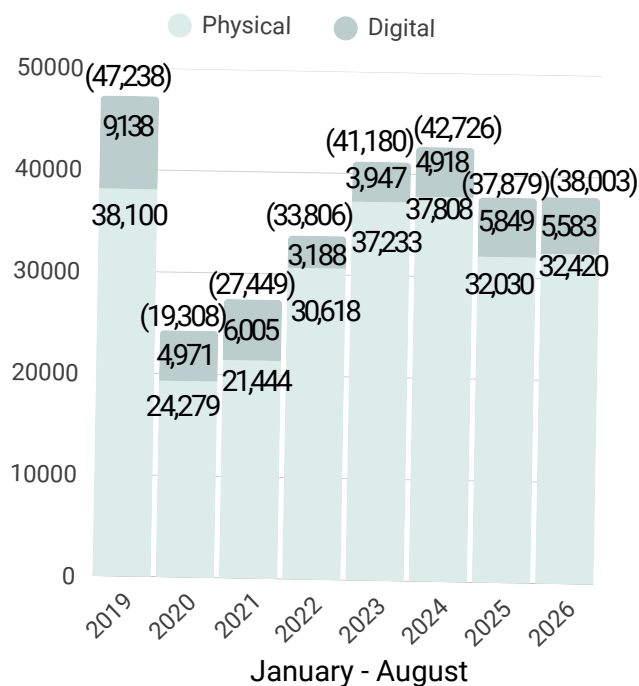
Our August 2026 circulation numbers are 124 higher than our August 2025 numbers. The category showing the most growth from last year during the month of August is Juvenile eBooks; which had nearly three times the amount of circs from last August. Other categories showing noticeable growth from last August include: Tween Print, Juvenile Print, Videogames, and Teen Audiobooks. The categories that are not circulating as well as they did in August of 2025 include: Adult Print, Teen Print, MeL items, Board Games, Special Collection items, General Fic and NF DVDs, Youth DVDs, Adult Audiobooks, Juvenile Audiobooks, Adult eBooks, Teen eBooks, Adult eAudiobooks, Teen eAudiobooks, and Juvenile eAudiobooks. Furthermore, our Spanish items have been checked out a total of 2 times this month with 1 renewal (Adult Spanish Fiction and Juvenile Spanish Fiction.) I predict an overall increase in circulation numbers as we begin to see more foot traffic in the evenings during the school year.

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



Henika has **2,708** total patron accounts. 588 of these accounts are active* (not expired). *Most expiration dates are set for 3 years upon renewal.*

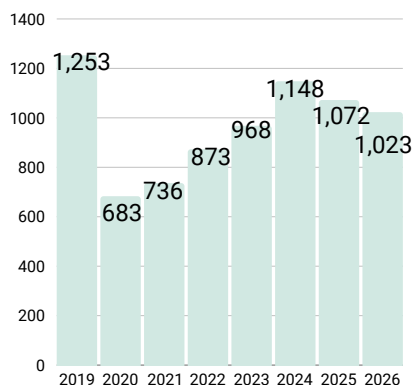
268 Patron accounts added YTD

40 Patron accounts added in August:

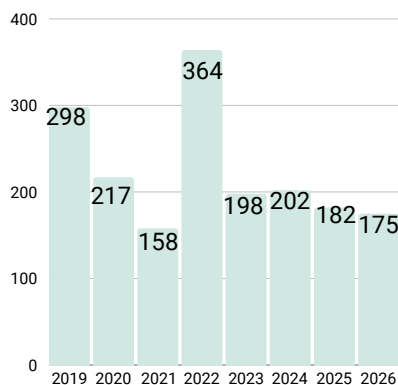
- 26 - Wayland City
- 10 - Wayland Township
- 1 - Other Libraries (KDL)
- 3 - Patron Point:
 - City - 1
 - Twp - 2

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

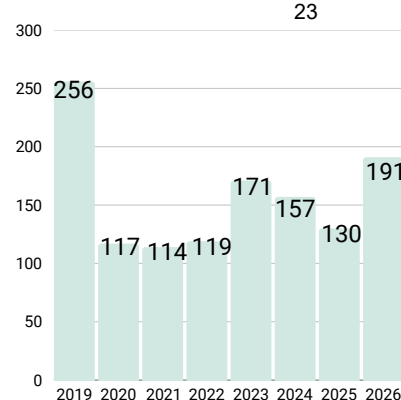
Adult Print



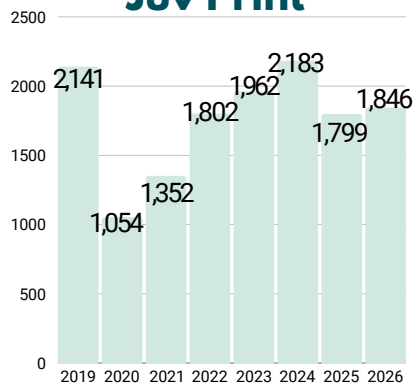
Teen Print



Tween Print

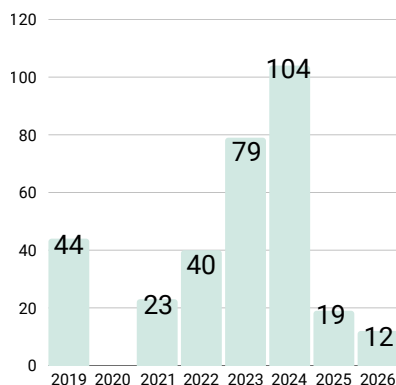


Juv Print

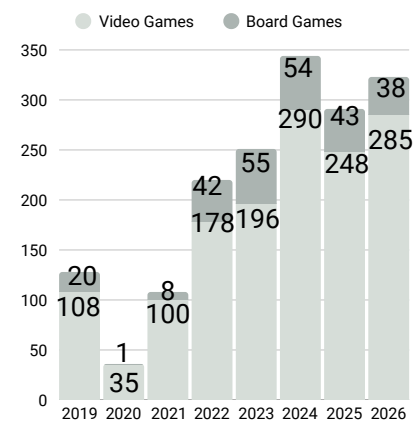


*pictures books, readers, chapter, juv graphic, juv NF

MeL

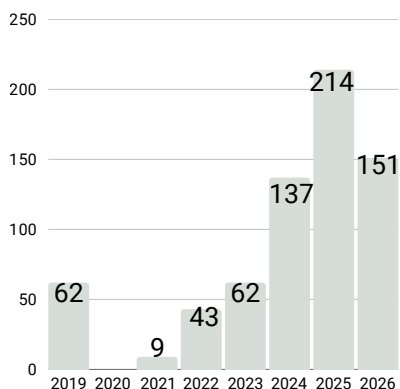


Games



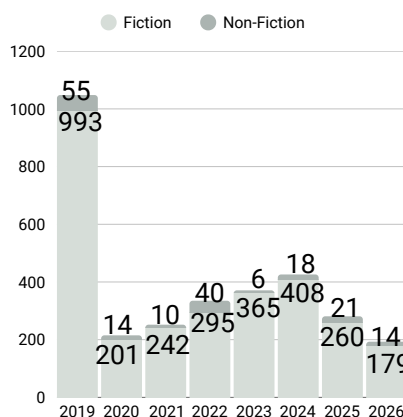
*prior to 2020, Video Games & Board Games were combined

Special Collection

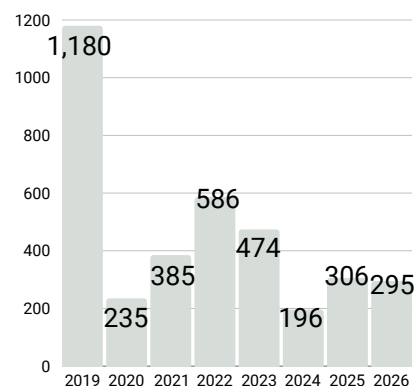


*prior to August 2021, this only included launchpads

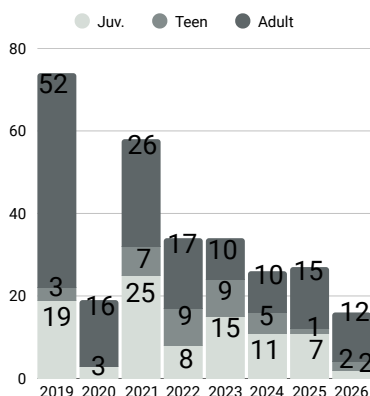
General DVD



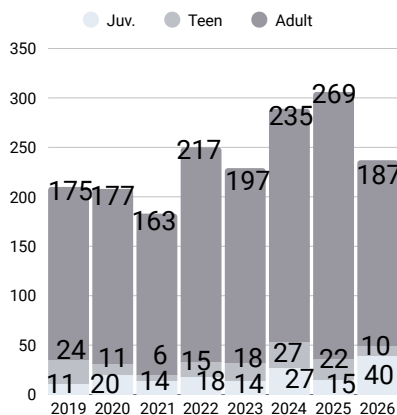
Youth DVD



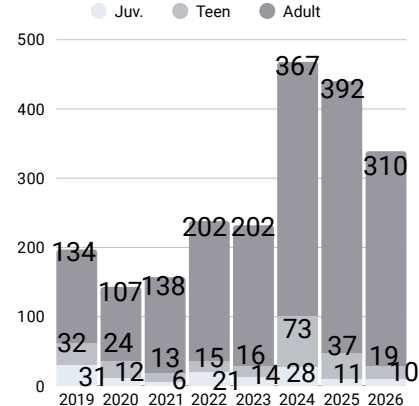
Audiobooks



eBooks



eAudio





KENNARI
CONSULTING

**Henika District Library
Expansion Project Campaign
Board Progress Report September 2026**

Goal: \$6,000,000 (\$4m Millage; \$2m private) **Raised to Date:** \$700,850.50

Recent Campaign Accomplishments

- Identified and pursuing paths to a number of donor prospects (see Gift Chart)
- Sent out press release re: ACCF campaign gift
- Applied for Barry Community Foundation grant (seeking \$25k)
- Secured additional Endorsement Council members
- Identified potential committee co-chair

Upcoming Activities

- Continue securing Endorsement Council; determine which of them to meet with to talk about donor prospects
- Continue adding donor prospects and determine next donor prospects to pursue
- Continue pursuing grant funding dollars
- Utilize patron data to identify additional funding prospects
- Committee members continue to work through their donor cultivation and solicitation plans
- Continue to solicit campaign gifts or pledges from campaign committee members.

Board Tasks Today (and ongoing)

- Consider hosting a "Growing Our Story" after hours campaign library tour (HDL staff create material for you and lead the tour)
 - Approve using Allegan County Community Foundation's community agency fund to open additional grant opportunities available only to 501c3's
 - Provide intel on campaign prospects including individuals, foundations, and businesses
 - Make a meaningful gift or pledge to the campaign
-

Minutes

Henika District Library
Finance Committee Meeting
July 28th, 2026 at 1pm

I. Call to Order at 1pm by Simmons

Members Present: Meghan Augustin, Elizabeth Engels, Jacqui Kuhn
(ex-officio), Danielle Simmons

Members Absent: none

Staff Present: Cierra Bakovka - Director

Guests: none

II. Approval of Agenda motioned by Augustin, seconded by Kuhn. All yes,
motion carries

III. Approval of Previous Meeting Minutes

A. July 16th, 2026 motioned by Augustin, seconded by Kuhn. All yes,
motion carries

IV. Unfinished Business - none.

V. New Business

A. Municipal Financial Advisor - this is a need to be able to run a bond we need for expansion. Two quotes were available and reviewed, one waiting to be received. Of the two available quotes, one was found online called Bendzinski & Co and would carry a fee of \$19,500 to be rolled into the total of the bond. The other available quote and the one yet to be received were recommended by our attorney. PFM is a well used source for bonds and gave us research and information about bonds in the past. Their fee is \$22,200. The other quote will be from MDIC. Settled on Bakovka inviting Scott and a triangle bond expert to a board meeting to be able to ask questions and clarification about the bond process.

Minutes

B. Accounting - only one quote was received after reaching out for multiple options from firms. The one quote is \$150 more per month than our current service of \$650. Bakovka reached out to other libraries on what they do for bookkeeping. There was a variety of responses- some directors do it, some hire companies, some hire part time staff or have another staff member or assistant do it. Those who have hired a part time position did give examples of their job posting. Discussion about what it would look like to hire one ourselves. Decided to have Bakovka mock up a job posting and get a quote of quickbooks for a year to see what the cost would look like and compare to our current system.

VI. Around the table

A. Augustin and Engels had nothing to add

B. Kuhn explained online donation platform is easy to use

C. Cierra reminded end of Summer Reading Program is noon on August 5 and extra prizes will be raffled to those present for the wrap up party at 4pm.

D. Simmons is excited for Summer reading prizes to be announced.

VII. Adjournment at 1:48 by Simmons, seconded by Augustin

Henika District Library F/Y 2026 Budget: Ammendment #3

Revenue increase by \$7,450 and line item redistribution

Revenues							
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	+/-	Proposed Amended Budget	Notes
101-790-400502	Federal E-Rate	\$ 2,408.57	\$ 3,500.00	\$ 1,000.00	\$ 4,600.00	\$ 5,600.00	
101-790-400540	State Aid	\$ 9,297.32	\$ 10,500.00	\$ 10,000.00		\$ 10,000.00	
101-790-400581.C	City Contribution	\$ 195,666.08	\$ 195,000.00	\$ 210,000.00		\$ 210,000.00	
101-790-400581.T	Township Contribution	\$ 242,855.98	\$ 230,000.00	\$ 240,000.00		\$ 240,000.00	
101-790-400582	Non-Resident Fees	\$ 333.34	\$ 310.00	\$ 150.00	\$ 100.00	\$ 250.00	
101-790-400601	Copies and Faxes	\$ 4,678.69	\$ 4,100.00	\$ 2,100.00	\$ 1,200.00	\$ 3,300.00	
101-790-400656	Penal Fines	\$ 33,805.20	\$ 32,000.00	\$ 30,000.00		\$ 30,000.00	
101-790-400657	Fines	\$ 900.36	\$ 750.00	\$ 400.00	\$ 250.00	\$ 650.00	
101-790-400665	Interest Income	\$ 22,118.77	\$ 16,000.00	\$ 16,000.00		\$ 16,000.00	
101-790-400691	Donations	\$ 42,085.54	\$ 23,910.00	\$ 0.00	\$ 500.00	\$ 500.00	
101-790-400692	Miscellaneous Revenue	\$ 1,882.00	\$ 1,882.00	\$ -		\$ -	
101-790-400693	Book Sale	\$ 1,842.20	\$ 1,840.00	\$ 300.00	\$ 800.00	\$ 1,100.00	
101-790-400700	Grants	\$ 6,787.82	\$ 6,787.82	\$ 1,000.00		\$ 1,000.00	
	<i>Total</i>	\$ 564,661.87	\$ 526,579.82	\$ 510,950.00			
	<i>Transfer from Savings</i>			\$ 12,750.00			
Total						\$ 531,150.00	

Expenditures							
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	+/-	Proposed Budget Amendment	Notes
101-790-700702	Payroll	\$ 215,085.87	\$ 224,000.00	\$ 235,000.00		\$ 235,000.00	
101-790-700710	Employee Benefits	\$ 69,192.98	\$ 71,000.00	\$ 72,000.00		\$ 72,000.00	
101-790-700715	Payroll Liabilities	\$ 16,746.62	\$ 17,000.00	\$ 18,000.00		\$ 18,000.00	
101-790-700727	Postage	\$ 517.30	\$ 600.00	\$ 1,200.00		\$ 1,200.00	
101-790-700728	Supplies	\$ 9,232.58	\$ 9,500.00	\$ 8,500.00	\$ 400.00	\$ 8,900.00	
101-790-700740	Furnishings	\$ 633.68	\$ 2,000.00	\$ 8,000.00		\$ 8,000.00	
101-790-700740	Equipment	\$ 14,868.83	\$ 17,000.00	\$ 12,650.00	\$ 2,200.00	\$ 14,850.00	E-Rate Refund
101-790-700740	Materials	\$ 36,008.99	\$ 38,150.00	\$ 37,500.00	\$ 100.00	\$ 37,600.00	Lost & Paid
101-790-700801	Advertising & Promotion	\$ 4,505.46	\$ 5,100.00	\$ 4,450.00	\$ 250.00	\$ 4,700.00	
101-790-700805.1	Accounting	\$ 14,839.20	\$ 15,000.00	\$ 15,000.00		\$ 15,000.00	
101-790-700805.2	Bank Charges & Fees	\$ 254.88	\$ 100.00	\$ 200.00		\$ 200.00	
101-790-700806	Technology Support	\$ 2,845.00	\$ 3,000.00	\$ 2,500.00	\$ 2,600.00	\$ 5,100.00	E-Rate Refund
101-790-700808	Building and Grounds Maintenance	\$ 14,813.69	\$ 15,882.00	\$ 16,000.00	\$ 1,000.00	\$ 17,000.00	
101-790-700850	Communications	\$ 6,130.77	\$ 6,220.82	\$ 5,000.00	\$ 200.00	\$ 5,200.00	
101-790-700910	Building & Liability Insurance	\$ 8,648.00	\$ 8,650.00	\$ 8,800.00	\$ 500.00	\$ 9,300.00	
101-790-700920	Public Utilities	\$ 10,607.22	\$ 12,000.00	\$ 11,000.00		\$ 11,000.00	
101-790-700933	Equipment Repairs and Maintenance	\$ 2,080.43	\$ 2,500.00	\$ 3,200.00		\$ 3,200.00	
101-790-700954	Contractual Sevices	\$ 29,357.97	\$ 34,000.00	\$ 29,500.00		\$ 29,500.00	
101-790-700955	Memberships & Training	\$ 7,440.19	\$ 8,800.00	\$ 5,500.00		\$ 5,500.00	
101-790-700956	Programming	\$ 15,347.51	\$ 16,430.00	\$ 17,150.00		\$ 17,150.00	
101-790-700970	Capital Outlay	\$ 36,341.28	\$ 19,647.00	\$ 12,750.00		\$ 12,750.00	
	<i>Total</i>	\$ 515,498.45	\$ 526,579.82	\$ 523,900.00			
Total						\$ 531,150.00	



Section 4. Treasurer. The Treasurer shall control expenditures from the Library fund by approving documentation presented by authorized personnel. A record of all monies received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director. The Treasurer shall also be the Chairperson of the Finance Committee.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held each month, the date and time to be set by the Board at its annual meeting (first meeting of the fiscal year). Within ten (10) days following the annual meeting, the Library shall post in a public place a notice setting forth dates, times, and places of all regular meetings scheduled for the ensuing fiscal year. If there are any changes in this schedule, as required, the Library shall post a public notice stating the new times, dates and places of its regular meetings. This notice shall be posted within three (3) days after the meeting at which the change is made and shall be posted in the monthly announcement of the regular meeting.

Section 2. Annual Meeting. The Annual Meeting of the Library Board shall be the regular meeting in the month of January and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the President or upon written request of two Trustees. Notice must be provided (as required by the Open Meetings Act), at least eighteen (18) hours before the special meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Agenda. The agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) days before a regular meeting.

Re: Library Fund**cierra** <cierra@henikalibrary.org >**Stephanie Calhoun** <scalhoun@alleganfoundation.org >

Wed, 29 Jul 2026 8:11:49 AM -0400

To "Cierra Bakovka"<cierra@henikalibrary.org>

Cc "Campaign Project Manager"<jordan@henikalibrary.org>,"Kirstin VanderMolen"<kirstin@kennariconsulting.com>,"Kim Kvorka"<kim@kennariconsulting.com>

Cierra,

Sorry for the delay in responding - after a month off, I am running to catch up. Thank you for your presentation yesterday. I am excited to tell you our Board voted to support your \$100,000 ask with some contingencies. Lauren will communicate those with you very soon and discuss the next steps.

We would love to work with you to open funds for Henika at ACCF.

We hold similar funds for:

- Ransom District Library
- Saugatuck/Douglas Library
- Fennville Library
- Otsego Library
- Dorr Library

Opening Endowment Funds with the Allegan County Community Foundation

One of the ways the Allegan County Community Foundation partners with local libraries is by establishing a pair of complementary endowment funds. Together, these funds provide both long-term financial stewardship for library assets and an easy way for community members to invest in the library's future.

1. Library Agency Fund

The **Agency Fund** is created using the library's own unrestricted financial assets. By transferring a portion of these assets to the Allegan County Community Foundation, the library establishes a permanent endowment that is professionally invested alongside the Foundation's broader investment portfolio. *There are some rules around what money from the library you can use - you need to check with your financial team to ensure you don't violate state law.*

The fund remains dedicated exclusively to the library. Each year, the fund generates an annual distribution based on ACCF's spending policy, which the library may use to

support operations and programming. The library also has the flexibility to leave some³¹ or all of the annual distribution in the fund, allowing the endowment to continue growing over time.

The Agency Fund allows the library to:

- Preserve financial resources for future generations.
- Benefit from professional investment management and oversight.
- Receive annual distributions to support library priorities.
- Demonstrate strong fiscal stewardship of public resources.

2. Library Designated Fund

Alongside the Agency Fund, ACCF establishes a **Designated Fund** in the library's name. Unlike the Agency Fund, this fund is intended to receive gifts from donors rather than library assets.

This creates a simple and permanent way for individuals, families, businesses, and estates to support the library. Donors may make gifts of any size during their lifetime or include the fund in their estate plans, knowing their generosity will continue supporting the library forever.

As an endowed fund, the principal is invested permanently. Each year, the fund provides an annual distribution to the library for unrestricted use in support of library operations, programs, collections, technology, or other priorities determined by library leadership.

The Designated Fund provides several advantages:

- Creates a permanent charitable giving option for supporters.
- Allows donors to make tax-deductible gifts through ACCF.
- Provides an opportunity for legacy and planned gifts.
- Generates annual support while preserving the principal for future generations.

How the Two Funds Work Together

While the two funds have different sources of funding, they share the same goal: ensuring the long-term strength of the library.

- The **Agency Fund** is funded by the library itself and serves as a permanent investment of library assets.
- The **Designated Fund** is funded by community donors who wish to support the library's mission.

Both funds are endowed, meaning they are intended to exist in perpetuity. Rather than spending the principal, the funds generate annual distributions that provide sustainable, reliable support year after year.

This two-fund approach allows the library to strengthen its own financial foundation³² while also creating a lasting avenue for philanthropy. It gives current supporters and future generations a meaningful way to invest in the Henika District Library, ensuring it remains a vibrant community resource for years to come.

I have attached drafts of the two funds agreements. Most of this can't be edited but you can choose the name of the Fund.

Let me know if you have any questions. I am also happy to come talk to your board. Also, I don't know how you handle or plan to handle your capital campaign private donations but that is something we could help with using a temporary fund. We can discuss that more if you are interested.

Stephanie

Stephanie Calhoun (she/her)
President/CEO
Allegan County Community Foundation
scalhoun@alleganfoundation.org
269-673-8344 x201
www.alleganfoundation.org



Life-work balance notice: Please do not feel obligated to respond outside your normal working hours.

The Allegan County Community Foundation supports a hybrid work model which includes a blend of in-office, remote and on-the-go work schedules. There are times when our office is not staffed. If you would like to meet with a staff person, please contact them to schedule an appointment.

From: Cierra Bakovka <cierra@henikalibrary.org>
Sent: Tuesday, July 28, 2026 10:27 AM
To: Stephanie Calhoun <scalhoun@alleganfoundation.org>
Cc: Campaign Project Manager <jordan@henikalibrary.org>; Kirstin VanderMolen <kirstin@kennariconsulting.com>; Kim Kvorka <kim@kennariconsulting.com>
Subject: Re: Library Fund

Hi Stephanie,

Just following up on this. Thank you!

Cierra Bakovka, MLIS

She/Her
Director
Henika District Library

149 South Main St.
Wayland, MI 49348

**FORM OF
ADVISED CHARITABLE AGENCY FUND AGREEMENT
BETWEEN**

Allegan County Community Foundation

AND

Henika District Library

ENDOWED

THIS AGREEMENT (the “*Agreement*”) is made and entered into as of _____, 20__, by and between Allegan County Community Foundation, a Michigan nonprofit corporation with tax exempt status as a public charity (the “*Community Foundation*”), and Henika District Library (together, “*Donor*”) for the purpose of supporting Donor’s charitable activities as defined in Section 170(c) of the Internal Revenue Code of 1986, as amended (the “*Code*”).

1. **Irrevocable Gift; Fund Assets; Name.** Donor hereby transfers irrevocably to the Community Foundation the property described in the attached Exhibit A to establish an Advised Charitable Agency Fund to be known as the Henika District Library Agency Fund (the “*Fund*”). Subject to the right of the Community Foundation to reject any particular gift, from time to time the Community Foundation may accept additional gifts of property to be added to the Fund.

All gifts, bequests, and devises to the Fund shall be irrevocable once accepted by the Community Foundation and shall become assets of the Community Foundation, which has exclusive legal ownership of, and control over, them and the interest thereon. Donor hereby represents and warrants that the assets set forth on Exhibit A are unrestricted assets of Donor who has the authority to transfer them to the Community Foundation subject to the terms and conditions of this Agreement.

2. **Fund Distributions.** The Fund is endowed, meaning that Donor intends that it exist into perpetuity. The amount of the Fund that will be appropriated for expenditure or accumulated is subject to the Community Foundation’s Spending Policy, which is subject to change by the Community Foundation from time to time, and to the Community Foundation’s variance power (as discussed in Section 4 below).

Distributions from the Fund will be made annually to the Donor, according to the Community Foundation’s Spending Policy then in effect, to support operations and programming. As required by law, all such recommendations shall be solely advisory, and the Community Foundation may accept or reject them. The Community Foundation may rely upon the recommendation of Henika District Library Executive Director as the recommendation of Donor unless a substitute representative is requested in writing by the Donor to the Community Foundation and acknowledged by the Community Foundation.

3. **Donor Dissolution or Change in Status.** In the event that Donor dissolves or ceases to qualify as a public charity, distributions from the Fund will be directed in a manner that in the opinion of the Board of Directors of the Community Foundation most nearly meets the purposes of the Fund. In such a situation the Community Foundation may attempt to consult with the Board of Directors of the Donor to seek its recommendation as to the direction of future distributions.

4. **Applicable Policies; Component Fund; Variance Power.** The Fund shall be subject to the Community Foundation's Articles of Incorporation, Bylaws, and other Community Foundation policies that are subject to change from time to time. It is intended that the Fund will be a component fund of the Community Foundation which shall have all powers of modification and removal specified in United States Treasury Regulation section 1.170A-9(f)(11)(v)(B) (or corresponding provisions of any subsequent federal tax laws), including the authority to vary the terms of any gift if continued adherence to any condition or restriction is in the judgment of the Community Foundation's Board of Directors unnecessary, incapable of fulfillment, or inconsistent with the charitable or other exempt purposes of the Community Foundation or the needs of the community it serves. Although the Fund assets will be accounted for separately for purposes of reporting to Donor(s), such assets shall not be deemed trust property of a separate trust. This Agreement will be interpreted in a manner consistent with the foregoing intention and so as to conform to any applicable tax laws and regulations.

5. **Investment of Fund Assets.** The Community Foundation shall have all powers necessary, or in its judgment desirable, to carry out the purposes of the Fund including, but not limited to, the power to retain, invest, and reinvest the assets of the Fund and the power to commingle the assets of the Fund for investment purposes with those of other funds or the Community Foundation's other assets.

6. **Costs of the Fund.** It is understood and agreed that the Fund shall share a fair portion of the total investment and administrative costs and expenses of the Community Foundation. Those costs and expenses charged against the Fund shall be determined in accordance with the then-current administrative fee policy identified by the Community Foundation, as such policy may be amended by the Community Foundation from time to time. Any costs and expenses incurred by the Community Foundation in accepting, transferring, or managing property donated to the Community Foundation for the Fund, including without limitation the Community Foundation's costs and expenses (including reasonable attorneys fees) of any claim or proceeding with respect to the Fund, also shall be paid from the Fund.

7. **Miscellaneous.**

a. **Governing Law; Venue.** This Agreement shall be governed by the laws of the State of Michigan (exclusive of its choice of law rules), and the federal laws of the U.S. The parties agree that any litigation arising between the parties in relation to this Agreement shall be initiated and maintained in the Circuit Court of the County of Allegan, Michigan, or the U.S. District Court for the Western District of Michigan, and the parties hereby irrevocably submit to the exclusive jurisdiction and venue of such courts.

b. Entire Agreement; Beneficiaries; Counsel. This Agreement contains the entire understanding of the parties, and there are no other agreements or understandings, written or oral, in effect between the parties relating to the Fund. Nothing in this Agreement will be construed as giving any person, other than the parties hereto, and their respective successors and permitted assigns, any right, remedy or claim under or in respect of this Agreement or any provision hereof. The parties may have discussed tax and legal consequences of this Agreement, but each may rely only upon the advice of its own advisors.

c. Due Authorization; Electronic Signatures/Counterparts. The undersigned are duly authorized and competent to enter into this Agreement, which may be executed and delivered in two or more counterparts, including by electronic transmission, each of which shall be deemed an original and all of which together shall be deemed to constitute one and the same Agreement. This Agreement may be executed by a handwritten signature or by an electronic signature. Where the Donor has delivered this Agreement by electronic transmission, it shall forthwith deliver an originally executed copy of this Agreement to the Community Foundation, but the failure to do so shall not affect the validity or enforceability of this Agreement.

d. Publicity. [If the Community Foundation does not use an intake form, then discuss here anonymity versus publicity; you can also make this a check-the-box, per the below.]

The Community Foundation honors and recognizes our donors' names in publicity about the Community Foundation unless they wish to remain anonymous. Please check the box below that best describes your wish regarding publicity.

- ☐ You may include my name and gift in Community Foundation publicity.
- ☐ Please do not list my name in Community Foundation publicity.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

DONOR:

Cierra Bakovka

Executive Director
Henika District Library

COMMUNITY FOUNDATION

Stephanie Calhoun
President/CEO
Allegan County Community Foundation

EXHIBIT A
INITIAL FUND ASSETS

Cash: _____

Publicly Traded Securities:

Other:

**FORM OF
DONOR DESIGNATED FUND AGREEMENT
BETWEEN
Allegan County Community Foundation
AND
Henika District Library
ENDOWED**

THIS AGREEMENT (the “*Agreement*”) is made and entered into as of _____, 20__, by and between Allegan County Community Foundation, a Michigan nonprofit corporation with tax exempt status as a public charity (the “*Community Foundation*”), and Henika District Library charitable activities as defined in Section 170(c) of the Internal Revenue Code of 1986, as amended (the “*Code*”) of Henika District Library (“*Designee*”).

1. **Irrevocable Gift; Fund Assets; Name.** Donor hereby transfers irrevocably to the Community Foundation the property described in the attached Exhibit A to establish a Donor Designated Fund to be known as the Henika District Library Designated Fund (the “*Fund*”). Subject to the right of the Community Foundation to reject any particular gift, from time to time the Community Foundation may accept additional gifts of property to be added to the Fund.

All gifts, bequests, and devises to the Fund shall be irrevocable once accepted by the Community Foundation and shall become assets of the Community Foundation, which has exclusive legal ownership of, and control over, them and the earnings thereon.

2. **Fund Distributions.** The Fund is endowed, meaning that Donor intends that it exist into perpetuity. The amount of the Fund that will be appropriated for expenditure or accumulated is subject to the Community Foundation’s Spending Policy, which is subject to change by the Community Foundation from time to time, and to the Community Foundation’s variance power (as discussed in Section 4 below).

Distributions from the Fund will be made annually to the Designee according to the Community Foundation’s Spending Policy then in effect, to be used for operations and programming expenses.

3. **Designee Dissolution or Change in Status.** In the event that Designee dissolves, ceases to qualify as a public charity, or if the Board of Directors of the Community Foundation deems that it would violate its fiduciary duties or applicable law to make a distribution to Designee, distributions from the Fund will be directed in a manner that in the opinion of the Community Foundation most nearly meets the purposes of the Fund.

4. **Applicable Policies; Component Fund; Variance Power.** The Fund shall be subject to the Community Foundation’s Articles of Incorporation, Bylaws, and other Community Foundation policies that are subject to change from time to time. It is intended that the Fund will

be a component fund of the Community Foundation which shall have all powers of modification and removal specified in United States Treasury Regulation section 1.170A-9(f)(11)(v)(B) (or corresponding provisions of any subsequent federal tax laws), including the authority to vary the terms of any gift if continued adherence to any condition or restriction is in the judgment of the Community Foundation's Board of Directors unnecessary, incapable of fulfillment, or inconsistent with the charitable or other exempt purposes of the Community Foundation or the needs of the community it serves. Although the Fund assets will be accounted for separately for purposes of reporting to Donor(s), such assets shall not be deemed trust property of a separate trust. This Agreement will be interpreted in a manner consistent with the foregoing intention and so as to conform to any applicable tax laws and regulations.

5. **Investment of Fund Assets.** The Community Foundation shall have all powers necessary, or in its judgment desirable, to carry out the purposes of the Fund including, but not limited to, the power to retain, invest, and reinvest the assets of the Fund and the power to commingle the assets of the Fund for investment purposes with those of other funds or the Community Foundation's other assets.

6. **Costs of the Fund.** It is understood and agreed that the Fund shall share a fair portion of the total investment and administrative costs and expenses of the Community Foundation. Those costs and expenses charged against the Fund shall be determined in accordance with the then-current administrative fee policy identified by the Community Foundation, as such policy may be amended by the Community Foundation from time to time. Any costs and expenses incurred by the Community Foundation in accepting, transferring, or managing property donated to the Community Foundation for the Fund, including without limitation the Community Foundation's costs and expenses (including reasonable attorney fees) of any claim or proceeding with respect to the Fund, also shall be paid from the Fund.

7. **Miscellaneous.**

a. **Governing Law; Venue.** This Agreement shall be governed by the laws of the State of Michigan (exclusive of its choice of law rules), and the federal laws of the U.S. The parties agree that any litigation arising between the parties in relation to this Agreement shall be initiated and maintained in the Circuit Court of the County of Allegan, Michigan, or the U.S. District Court for the Western District of Michigan, and the parties hereby irrevocably submit to the exclusive jurisdiction and venue of such courts.

b. **Entire Agreement; Beneficiaries; Counsel.** This Agreement contains the entire understanding of the parties, and there are no other agreements or understandings, written or oral, in effect between the parties relating to the Fund. Nothing in this Agreement will be construed as giving any person (including Designee), other than the parties hereto, and their respective successors and permitted assigns, any right, remedy or claim under or in respect of this Agreement or any provision hereof. The parties may have discussed tax and legal consequences of this Agreement, but each may rely only upon the advice of its own, engaged advisors and neither shall have liability to the other for any such discussion, opinions or advice.

c. Due Authorization; Electronic Signatures/Counterparts. The undersigned are duly authorized and competent to enter into this Agreement, which may be executed and delivered in two or more counterparts, including by electronic transmission, each of which shall be deemed an original and all of which together shall be deemed to constitute one and the same Agreement. This Agreement may be executed by a handwritten signature or by an electronic signature. Where the Donor has delivered this Agreement by electronic transmission, it shall forthwith deliver an originally executed copy of this Agreement to the Community Foundation, but the failure to do so shall not affect the validity or enforceability of this Agreement.

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[signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

DONOR:

Cierra Bakovka
Executive Director
Henika District Library

COMMUNITY FOUNDATION

Stephanie Calhoun
President/CEO
Allegan County Community Foundation

EXHIBIT A
INITIAL FUND ASSETS

Cash: _____

Publicly Traded Securities:

Other: There are no initial assets. This is being opened in connection with their Agency Fund which does have initial assets.

Re: Library Fund**cierra** <cierra@henikalibrary.org >**Stephanie Calhoun** <scalhoun@alleganfoundation.org >

Mon, 17 Aug 2026 10:58:20 AM -0400

To "Cierra Bakovka"<cierra@henikalibrary.org>

Correct.

Stephanie Calhoun (she/her)
President/CEO
Allegan County Community Foundation
scalhoun@alleganfoundation.org
269-673-8344 x201
www.alleganfoundation.org

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From: Cierra Bakovka <cierra@henikalibrary.org>
Sent: Monday, August 17, 2026 10:56 AM
To: Stephanie Calhoun <scalhoun@alleganfoundation.org>
Subject: Re: Library Fund

Excellent. I am assuming no seed needed for the designated one?

Cierra Bakovka, MLIS

She/Her
Director
Henika District Library

149 South Main St.
Wayland, MI 49348
269-792-2891 ext. 309
cierra@henikalibrary.org



From: Stephanie Calhoun <scalhoun@alleganfoundation.org>
To: "Cierra Bakovka" <cierra@henikalibrary.org>
Date: Fri, 14 Aug 2026 16:22:39 -0400
Subject: Re: Library Fund

Cierra,

Currently, our policy states \$10,000 over 4 years - so opening with \$2,500. We tend to be a little flexible with our agencies to make access easier.

Stephanie Calhoun (she/her)
President/CEO
Allegan County Community Foundation
scalhoun@alleganfoundation.org
269-673-8344 x201
www.alleganfoundation.org



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From: Cierra Bakovka <cierra@henikalibrary.org>
Sent: Friday, August 14, 2026 11:11 AM
To: Stephanie Calhoun <scalhoun@alleganfoundation.org>
Subject: Re: Library Fund

Hi Stephanie,

Forgive me if I am missing it in the email or attachments, but is there a minimum required start amount for an agency fund?

Re: ACCF Fund**cierra** <cierra@henikalibrary.org >**Ingrid Boyer** <iboyer@sdlibrary.org >

Fri, 21 Aug 2026 4:09:26 PM -0400

To "Cierra Bakovka"<cierra@henikalibrary.org>

I have generally had a great experience with ACCF. A donor started an endowment fund for us about 10 years ago. It was an unsolicited donation and this seemed to be the best use for it. The foundation's staff is accessible and quick to answer any questions I have. We have not been aggressively soliciting donations, but if I have a donor approach me with an unrestricted gift, I suggest the endowment as one way of making a lasting impact.

Beyond that, we don't do much so I don't have a lot of feedback--either positive or negative. Happy to answer any more specific questions you have. Feel free to email me back or give me a call if that is easier.

Sorry I didn't answer earlier. I've been taking little mini-vacations over the last few weeks. End of summer recovery and all that.

Ingrid

On Fri, Aug 14, 2026 at 11:29 AM Cierra Bakovka <cierra@henikalibrary.org> wrote:
Hi Ingrid!

I hope all is well over at Saugatuck-Douglas! We are looking into starting an Agency fund & a Library Designated fund with the Allegan County Community Foundation. Could you tell us a little bit about how the experience has been for you guys so far and whether you recommend it? Thank you so much!

Cierra Bakovka, MLIS

She/Her

Director

Henika District Library

149 South Main St.

Wayland, MI 49348

269-792-2891 ext. 309

cierra@henikalibrary.org

Responses from Michlib regarding Patron Counters

Milford Public Library- Tina Hatch

"We have had SenSource since 2020 or 2021. We like it. Many reports are available, although we only use the daily traffic report and the "heat map" (which shows visitors by the hour). We have found over time that the heat map really doesn't change that much. Our busy hours and slow hours tend to remain consistent without any remarkable changes. To date the only down time we've had with the SenSource is when a network switch is down.

Peter White Public Library- Bruce MacDonald

We are likely to choose SenSource when we upgrade our people counting hardware in the next couple of years. On the downside, it's yet another yearly subscription to pay, but it seems like a good solution.

If I buy it, they have a self-install option. I would probably use our local security system vendor to do it..

Huntington Woods Public Library- Deb Hemmye

We have Sensource and we're very happy with them although we don't have security gates. We just use them as a door counter. Their customer service has been excellent and we've had no problems in the 4 years we've been using them.

Harrison Township Public Library- Melissa Goins

We have used SenSource for at least 10 years. Originally, we had door-mounted sensors that counted beam breaks. These ran on batteries, so the only issue was changing the batteries on a schedule so they didn't die on us. We upgraded to ceiling-mounted units about 3 years ago. These are POE and run on an Ethernet line. I love them! I get the reports emailed to me at the beginning of each day, so there's no need to go in and run them. I set it up this way, but you can request weekly or even monthly reports.

St. Charles District Library- Nannette F. Pretzer

We initially used the SenSource, which functioned as a battery counter. However, it wasn't connected to a computer, and while it performed well, I found it cumbersome to mount on my specific doors and set up. I am aware that there are other options available. Eventually, we had our IT company change the system, allowing our security monitors to handle the counting and provide monthly reports.

Dorr Township Library- Reilly Brower

We have FacilitySight, and its has been wonderful. We had to pay the initial installation of the equipment (if I recall correctly, approximately \$2,000 to \$3,000) and pay \$240 a year for the software and monitoring from the company.

We have been very happy with it, and it has been very budget friendly.

Orion Township Public Library- Steve Saunders

We've used Sensource for years and have been very happy with them.

Traverse Area District Library- Scott W. Morey

I don't have any experience with the companies that you listed, but if you want something really minimal, we have had success using this service at three of our locations for the last five years:

<https://camlytics.com/solutions/people-counting>

Doesn't require any equipment beyond a security camera or webcam. If you already have a security camera in place you may be able to reuse it. \$144 a year to use the service per camera used to count people.

I am not sure what the other devices you referenced cost, but when we evaluated this, Camlytics was the most cost effective option.

Hope this helps.

Service	Amazon	SenSource	FacilitySight	Camlytics
Hardware/Installation	\$175 - \$350	\$4,267.00	\$2,098.00	N/A
Subscription (annual)	N/A	\$504.00	\$480.00	\$140
Total Start	\$175 - \$350	\$4,771.00	\$2,578.00	\$140.00
Pros	Cost effective, easy install. Battery operated	Highly recommended by multiple libraries, 97+% accuracy, real time counting/occupancy, will still work if wifi goes out, analytics platform, mounted over door/ceiling	Recommended by Dorr, Optional add on for environment monitoring (additional \$654 for equipment/install and \$60/year subscription), overhead mount, can have off-brand sensors, enables privacy / no facial recognition & data processed locally, will still work if wifi goes out, reporting dashboard, more opportunity for system customization over time	Integrates with existing video system, recommended by Traverse Area District Library, Low-Cost, analytic dashboard
Cons	Not as accurate / accuracy varies, has had to be replaced several times, need paperclip to reset, sensitive to lighting, Add & divide	Cost, Annual subscription, have to run wires to sensor (inc in install)	Nick would need to run some wires/additional fee for installation, Annual subscription, cost	Uses AI (potential privacy risk) esp when integrating w/ building-wide cameras
Method of Tracking	Light Beam	3D Video (entrance only)	Video Heat Map (entrance only)	3D Video (building-wide)

Deliver to Cierra
Wayland 49348

Industrial & Scientific ▾ Enter key

EN ▾

Hello, Cierra
Account for Michigan Librar... & Orders

49
Returns
3

All

Labor Day Sale

Tech Refresh

Business Essentials

Add Users

Easy restock, everyday savings

Lists ▾

Prime Business ▾

Guided Buying

Group: Henika District Library

Mark product as preferred

View other policies ▾

Industrial & Scientific

Lab

Test & Measurement

Safety

Janitorial & Facilities

Food Service

Education

Material Handling

Materials

Metalworking

Electrical

Sp

Industrial & Scientific › Test, Measure & Inspect › Electrical Testing › Frequency Counters

Purchased another variation 1 time
Last purchased Jul 2, 2021 | [View item](#)



TWTADE/Infrared Wireless Visitor Counter Box 110-220VAC LED Auto Display Digital Counter 0-999999 6 Digits Count Mall People Flow Distance 2m NPN Photoelectric Switch Sensor + Reflector

[Visit the TWTADE Store](#)
4.3 (165) | [Search this page](#)

Best Price on Amazon

\$85⁹⁹
Or pay later in 30 days or more. [Select from 1 plan](#)
Tomorrow
FREE Returns
Buy more, save more

3 units
-3% \$250.23
\$83.41/unit

Additional shipping fees may apply for items fulfilled directly by selling partners.

Buying multiple items? [Go to multi-select](#)

Style: **2m distance with small box**

2m distance with small...	2m distance	10cm distance	30cm distance
\$85.99 FREE Delivery Tomorrow	\$33.99 FREE Delivery Thursday	\$24.99 FREE Delivery Thursday	\$29.99 FREE Delivery Tomorrow 10 AM - 3 PM

Bundles with this item

- Please contact us if there is any problem with the product. Product name: Counter Box;Power supply: AC110-240V;Display range:0-999999;The meter retain the number automatically when power cut off.
- Output State: NPN NO;Detection distance: 2m.
- Overall dimension: 10 x 10 x 12cm / 3.93" x 4.72" x 3.93";Sensor head dimention: M18x70mm;Power lead: 3m(10ft)
- Package content: 1 x Counter Box + 1 x Reflector panel + 1 x Power plug wire + 1 x Sensor mounting holder

\$85⁹⁹
Tomorrow
FREE Returns
FREE delivery **Tomorrow, September 2.** Order within 3 hrs 29 mins
 Shorter shipping distance
Deliver to Henika - Wayland 49348

Only 14 left in stock - order soon.

Quantity: **1**

Add to cart

Need more than 122 units?
Request for Quote

Secure transaction
Sold by **TAISHUN** and Fulfilled by Amazon.

Return policy:
FREE 30-day refund/replacement

Support:
Product support included
☐ Add a gift receipt for easy returns

Add to Auto Buy

Add to List

Ask Alexa

What is the counter made of?

Does it require batteries?

Can it count in both directions?

Why you might like this

Ask something else

Compare with similar

Deliver to Cierra
Wayland 49348

Industrial & Scientific ▾

Enter key

EN ▾

Hello, Cierra
Account for Michigan Librar... ▾

50
Returns
& Orders

3

All

Labor Day Sale

Tech Refresh

Business Essentials

Add Users

Add bank for invoicing

Lists ▾

Prime Business ▾

Guided Buying

Group: Henika District Library

Mark product as preferred

View other policies ▾

Industrial & Scientific

Lab

Test & Measurement

Safety

Janitorial & Facilities

Food Service

Education

Material Handling

Materials

Metalworking

Electrical

Sp

Industrial & Scientific > Test, Measure & Inspect > Electrical Testing > Frequency Counters

Purchased 5 times
Last purchased Mar 24, 2026
[View order](#)



Retail People Counter Security
Checkpoint - Smart Traffic Counter,
Wireless Visitor Counter, Battery
Operated Customer Counter, Easy to
Install Door Counter

Brand: SmartCooounter
3.1 (143) | [Search this page](#)

Best Price on Amazon

List Price: ~~\$99.00~~ [Details](#)
Business Price **\$89.00** Two-Day
[FREE Returns](#)
You Save: **\$10.00 (10%)**

Or pay later in 30 days or more. [Select from 1 plan](#)

Buy more, save more

2 units -12% \$174.44 \$87.22/unit	15 units Lowest price -19% \$1,201.50 \$80.10/unit
---	--

Additional shipping fees may apply for items fulfilled directly by selling partners.

Save 5% on 2 select item(s) [Shop items >](#)
Save 8% on 3 select item(s) [Shop items >](#)

- **EXTREMELY SENSITIVE!** The device is extremely sensitive to changes in lighting conditions. Incorrect installation will cause incorrect performance of the device. Read the description carefully and do not hesitate to contact us if you have any questions.
- **READ DESCRIPTION FOR CLARIFICATION!** Simplify visitor tracking at your entrance/exit! Just insert batteries, install the wireless door traffic counter, and effortlessly monitor visitor count with utmost precision and ease of use.
- **Long Battery Life:** Powered by four 1.5v alkaline batteries, the Smart Counter lasts over a year on a single set, ensuring uninterrupted operation without frequent maintenance
- **Versatile Usage:** Ideal for retail stores, museums, libraries, and any indoor space requiring precise visitor tracking to optimize operations and enhance customer experience
- **Easy Installation:** Install effortlessly with self-tapping fasteners or adhesive tape, making setup quick and hassle-free for any retail environment
- Can be used as Retail Security Checkpoints counter. If numbers on display are getting higher during the off-hours, that could be a sign

\$89.00
Two-Day
[FREE Returns](#)
FREE delivery **Thursday, September 3.** Order within **10 hrs 11 mins**
[Deliver to Henika - Wayland 49348](#)

In Stock

Quantity: 1

Add to cart

Need more than 125 units?
[Request for Quote](#)

[Secure transaction](#)
Sold by **PeopleCounting PRO** and **Fulfilled by Amazon.**

Return policy:
[FREE 30-day refund/replacement](#)
Support:
[Product support included](#)

☐ Add a gift receipt for easy returns

Add to List

Sponsored

Ask Alexa

- Can it count in both directions?
- Does it work in low light?
- Is it easy to install?
- Why you might like this
- Compare with similar
- Ask something else

Deliver to Cierra
Wayland 49348

Industrial & Scientific

Enter key

EN

Hello, Cierra
Account for Michigan Librar...

51
Returns
& Orders

3

All

Labor Day Sale

Tech Refresh

Business Essentials

Add Users

Easy restock, everyday savings

Lists

Prime Business

Guided Buying

Group: Henika District Library

Mark product as preferred

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Industrial & Scientific

Lab

Test & Measurement

Safety

Janitorial & Facilities

Food Service

Education

Material Handling

Materials

Metalworking

Electrical

Sp

Industrial & Scientific > Retail Store Fixtures & Equipment > Anti-Theft Equipment > Security Checkpoints

Purchased 2 times

Last purchased Feb 15, 2024

[View order](#)



[Click to see full view](#)

Smart Counter Retail People Counter with Display - Infrared & Wireless, Battery Operated & Protected from Unauthorized Reset, Black

Brand: SmartCoounter
3.1 (103) | [Search this page](#)

Best Price on Amazon

Typical price: ~~\$176.69~~ Details

Business Price **\$159.45** Two-Day

FREE Returns

You Save: **\$17.24 (10%)**

Or pay later in 30 days or more. [Select from 1 plan](#)

Buy more, save more

3 units	10 units Lowest price
-17% \$440.07	-23% \$1,355.30
\$146.69/unit	\$135.53/unit

Additional shipping fees may apply for items fulfilled directly by selling partners.

Coupon price **\$139⁴⁵** [Terms](#)

Save 5% on 2 select item(s) [Shop items >](#)

Save 8% on 3 select item(s) [Shop items >](#)

Bundles with this item

- Accurate Human Detection: Infrared beam technology counts only when the signal is physically interrupted, reducing false counts from lighting changes, air movement, or background motion. Designed for reliable footfall tracking at doors and entrances.
- Simple, Tool-Free Installation: Mount the transmitter and receiver using adhesive tape or screws. No Wi-Fi, apps, or calibration required. Ready to use in minutes.
- Long Battery Life: Powered by 4 AAA batteries, providing up to 12 months of continuous operation in typical retail environments.
- Protected Reset Control: Reset requires a magnetic key, preventing accidental resets and preserving accurate visitor data in busy environments.
- Ideal for Indoor Entrances: Suitable for retail stores, exhibitions, museums, libraries, and offices where simple, reliable visitor counting is required.

[Report an issue with this product or seller](#)

\$159.45

Two-Day

FREE Returns

FREE delivery **Thursday, September 3.** Order within **10 hrs 11 mins**

Deliver to Henika - Wayland 49348

In Stock

Quantity: 1

Add to cart

Need more than 74 units?

Request for Quote

Secure transaction

Sold by **PeopleCounting PRO** and Fulfilled by Amazon.

Return policy: **FREE 30-day refund/replacement**

Support: **Product support included**

☐ Add a gift receipt for easy returns

Add to List

SmartCoounter Retail People Co...

3.8 77

\$170⁹⁹

Sponsored

RE: SenSource People Counting Solutions for your Library - Web Request**cierra** <cierra@henikalibrary.org >**Chris Listorti** <clistorti@Sensourceinc.com >

Tue, 25 Aug 2026 3:02:16 PM -0400

To "Cierra Bakovka"<cierra@henikalibrary.org>

Hi Cierra,

Thank you for your email and for sending the information.

I've attached our quote for the hardware, reporting and along with an installation estimate. Once we have the results of the site survey, I can send over the final quote. I can loop in our installation services team. I can loop in our installation services team to coordinate the details for when a technician can be onsite if you are interested in setting this up. The cost for the survey is \$225.

For the side entrance, the sensor can be mounted directly to the drop tile ceiling. At the side entrance, I included a small pivot mount in case we have to surface mount the cable on the wood ceiling. If the cable can be ran above the ceiling, the mount would not be needed.

If you have any questions or need any additional information, please just let me know.

Thank you and have a nice rest of your day!

Best Regards,

Chris Listorti**Senior Account Manager. SenSource Inc.**E: clistorti@sensourceinc.com*Count People. Gain Insights***From:** Cierra Bakovka <cierra@henikalibrary.org>**Sent:** Tuesday, August 25, 2026 12:29 PM**To:** Chris Listorti <clistorti@Sensourceinc.com>**Subject:** Re: SenSource People Counting Solutions for your Library - Web Request

Hello,

Thank you for that information. The document you requested is attached.

Cierra Bakovka, MLIS

She/Her

Director

Henika District Library



3890 Oakwood Ave., Youngstown, OH 44515

Phone # 800-239-1226 Fax # 877-517-2586

Quotation

23277

Date

8/21/2026

Terms

Net 30

Bill To:

Henika District Library
Cierra Bakovka
149 South Main St.
Wayland, MI 49348

Ship To

Henika District Library
Cierra Bakovka
149 South Main St.
Wayland, MI 49348

THIS IS NOT AN INVOICE

Rep Contact: Chris Listorti x124

Item	Description	Qty	Price/Ea.	Total
	QUOTE ESTIMATE			
	HARDWARE			
	Side Door (1), Front Door (1)			
-/PC-VIDX-SE	3D Stereo Video Sensor - Standard Model (White)	2	925.00	1,850.00
Notes	PoE ports are available		0.00	0.00
	Main Entrance (1)			
SS-BRKT-MOUNT-PIVOT	Sensor Mount 360 Degree Adjustable Indoor/Outdoor, White Aluminum	1	35.00	35.00
WSP-VID-SUPPORT-CONFIGURA...	Remote SenSource Technical Support to Configure & Commission sensors	2	75.00	150.00
WSP-HDW-5YR	5 Year Hardware Warranty	2	150.00	300.00
	Subtotal =====>			2,335.00
	REPORTING			
SRVC-VEACLOUD-YEAR	Annual Data Hosting Service Fee w/ VeaCloud Platform - Traffic	1	300.00	300.00
SRVC-VEACLOUD-YEAR-ADD	Annual Data Hosting Service Fee w/ VeaCloud Platform, Additional Sensor at Same Facility - Traffic	1	204.00	204.00
	Subtotal =====>			504.00
	INSTALLATION ESTIMTE			
	Upon receipt of site survey details a final quote will be provided			
Site Survey	Site Survey for 1 Location	1	225.00	225.00
Installation	SenSource tech will install sensors in designated mounting position	1	1,600.00	1,600.00
Raceway	Front Door	1	75.00	75.00
	Subtotal =====>			1,900.00
Shipping & Handling	UPS GROUND	1	32.00	32.00
Quote only valid for 30 days. Sales tax will be added where applicable. Shipping charges will be applied at current UPS rates upon shipping.		Sales Tax (0.0%) USD 0.00		
		Total USD 4,771.00		

Real-time patron counting for libraries

Make data-driven decisions to efficiently operate and grow your library.

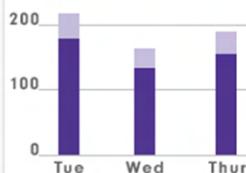


Today's Patron Count

239

+3.8% From Previous Week

Traffic Forecast



Oakwood Library



Main Branch
Children Dept.



Westside Branch
Children Dept.



Bluejay Branch
Children Dept.

Definitive Data to Make Strategic Decisions for Your Library

SenSource technologies are used by libraries across North America for data-driven decisions. Not only do we offer the most accurate people counting system, it's also expandable to new features such as occupancy monitoring, securing your investment for years to come.

Patron traffic data is used to determine total library usage to report for government funding; to optimize staff and scheduled events based on forecasted traffic; and to justify the need for expansion or remodel.



97% or greater accurate
people counting data,
guaranteed



Analyze, report and share
data with Vea Reporting
Platform with API



More than just people
counting, expand your
solution with occupancy
monitoring

Count people, gain **insights.**

Leading people counter systems

- ✓ **Count** people with precision
- ✓ **Transmit** data instantly
- ✓ **Visualize** facility usage

sensourceinc.com





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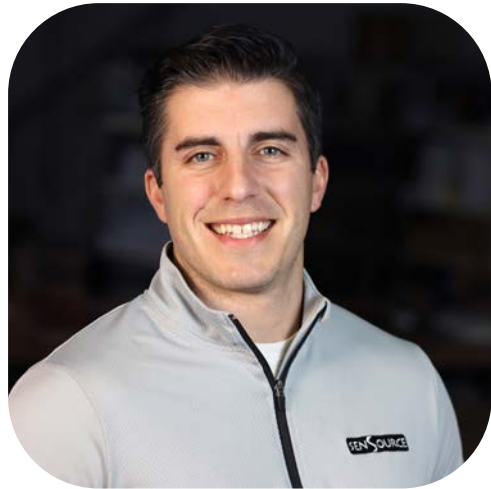
16 Why Choose Us

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A Word from SenSource



Since 2002 SenSource has been committed to providing innovative technology solutions to help make better business decisions. We pride ourselves on exceeding customer expectations with our hardware, software and support. We manage the complexities of selecting, installing and managing a traffic monitoring system and continually develop Vea Analytics Platform to unlock the power of that data. When companies decide to move forward with SenSource, they aren't just taking on a new supplier, they are gaining a committed partner invested in the success of your business.

With SenSource as a partner, our customers can focus on what really matters: Efficiently managing operations to maximize customer experience with impact to profits. At SenSource, we operate under a simple mission which is to provide a cost-effective and simple way to collect and access foot traffic data that you can use to guide impactful business decisions.

We sincerely appreciate your interest and consideration of partnering with SenSource and we look forward to the opportunity to learn more about your application!



At SenSource, we operate under a simple mission which is to provide a cost-effective and simple way to collect and access foot traffic data that you can use to guide impactful business decisions.

**- Dan Aluise,
SenSource GM**

Our Values

At SenSource we strive to be the absolute best at what we do and deliver our best to all we serve.

Deliver Service

We strive to deliver exceptional service to all we encounter. This commitment crosses all borders, whether internally with co-workers or externally with customers and partners.

Keep Commitments

We keep our commitments to our team, clients and partners by meeting our responsibilities and doing what we say we will do.

Have Fun

It's not just OK to have a little fun, it's necessary! We believe having fun encourages a healthy work environment, healthy minds and creative thinking.

Passionate Purpose

We're all about "Making Better Decisions." This drives all we do and how we serve internally with each other, our community, and our clients.

The Most Accurate People Counting Systems

Our people counters measure foot traffic with precision, while our analytics platform gives you accessible data to make critical decisions.



Count

With the power of 3D video and machine learning, SenSource people counters measure footfall, track and count individuals entering, exiting and dwelling with precision. With 97% or greater accuracy, you know your data will be trustworthy.



Transmit

Using PoE a single cable provides power and network connectivity. Data is processed on the sensor itself, no additional servers are needed, making real-time data available for immediate action.

WiFi capabilities are available, but is not ideal for most applications.



Report

Make the most of your people counting solution with Veal cloud-based reporting and analytics platform. Visualize facility usage and performance in a new way. Gain insight into the future and make strategic decisions.

Veal's intuitive drag-and-drop functionality makes reporting simple and customized.

A Solution for Any Space

What sets SenSource apart from other people counting providers is our willingness and knowledge to serve a variety of industries, applications and project sizes. While each has its own uses for footfall data, the end results are all the same - footfall data is used to make better business decisions.



Getting Started with SenSource

Sometimes it feels like a huge commitment to reach out to a company and give up your contact info.

We understand!

Let's break-down what the process looks like to work with SenSource from start to finish. Click or Scan to watch our Getting Started video!



The Hardware

Continuously striving to offer the very best technology to our customers, SenSource tailors the hardware selection that best fits your application.



Sensors to accomplish your counting objective

- ✓ 3D stereo vision technology
- ✓ Widest viewing angle on the market
- ✓ Continuous tracking, despite crowd size
- ✓ Up to 9 counting lines per sensor
- ✓ Up to 8 zones per sensor
- ✓ Up to 9 sensors can be stitched together
- ✓ Resistant to external influences
- ✓ 25 year MTB - Future proofed investment
- ✓ WiFi option available

The Hardware

Everyday Counting

Our bread and butter people counting sensor is designed to cover the broadest range of applications.

- Unmatched 97%+ accuracy
- Mounted heights 7.5 - 19 feet high
- Layered with machine learning for ongoing accuracy improvement



High Ceiling Sensors

For applications where the sensor is to be mounted over 19 feet, the high ceiling sensor is an optimal choice.

- Mounted heights 20 - 65 feet
- Consistent accuracy and performance
- Nine sensors can be stitched together to cover large areas



Weatherproof Outdoor Counting

The same power and performance as our standard people counting sensor, but built rugged enough to withstand the elements.

- Outdoor-rated network connection (IP 65)
- Temperature range from -13 ° to 104°F
- Mounted heights from 7.5 ft. - 65 ft.

Refined Results

Group counting, logic, and employee exclusion ensure the sensor is detecting and outputting the most accurate data set.

Remote calibration takes the guess-work out of maintaining your sensor's health.

Privacy filters allow you to restrict the sensor's video validation tool.



Group Counting



U-Turns



Privacy Filters



Employee Exclusion

The Reporting

Translate your raw foot traffic data into rich analytics to reveal patterns and profitable insights.



Traffic Analysis



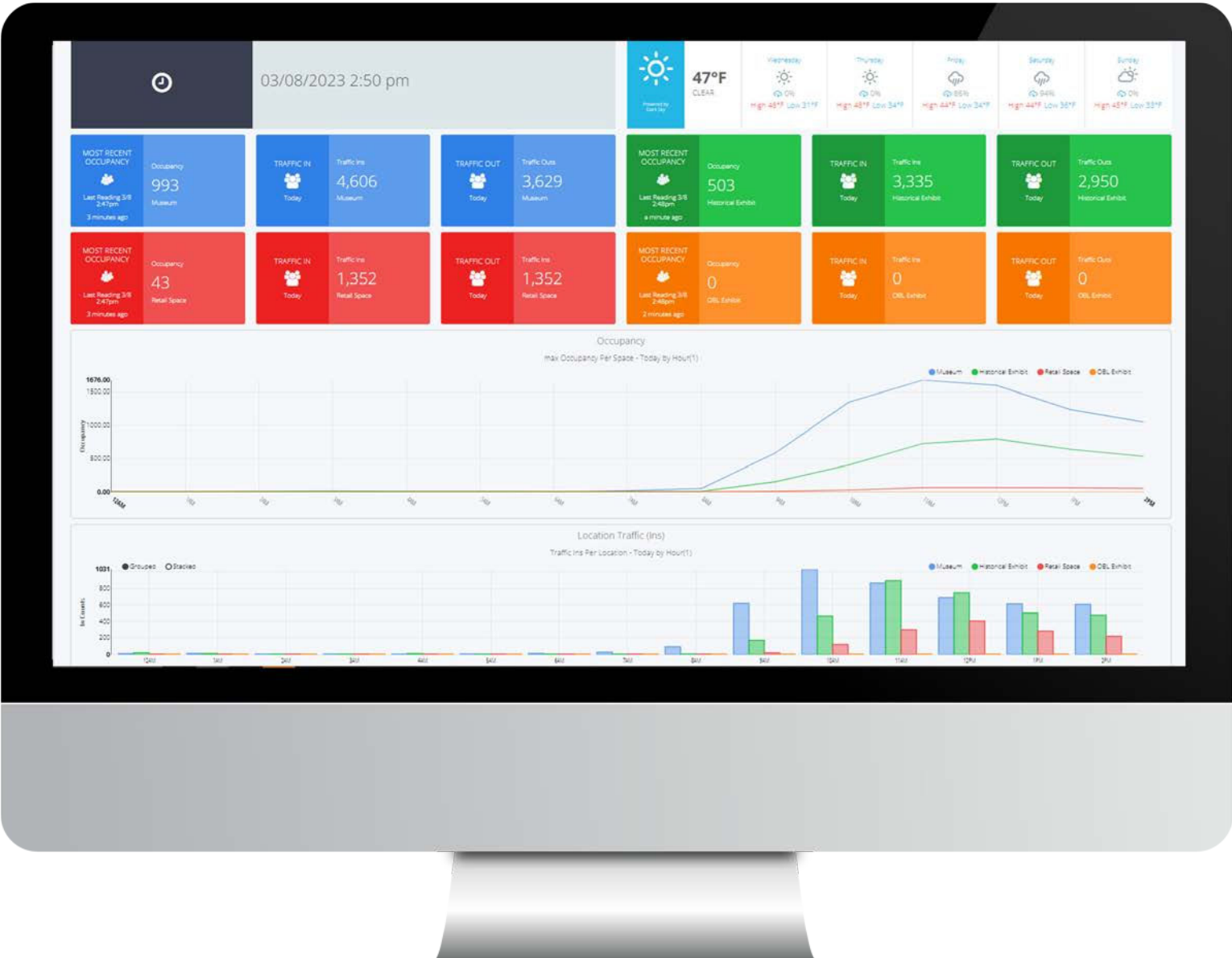
Historical Comparisons



Predictive Traffic



Occupancy Monitoring



Modern Architecture

Vea is developed by SenSource's in-house team of software engineers using modern micro-services based architecture. Thoughtful separation between application components enables a high-performing, scalable platform.

Included API

A RESTful API is available by default for all Veas application features to integrate traffic data with your existing business software. Robust API documentation included.

Fleet Visibility

Vea puts you in control of your people counting system with visibility to your device fleet, including off-line sensor monitoring, date of last data push, and current sensor status.

Secure

All aspects of Veas are developed with security by design, such as login authentication, cloud hosting environment, and customer data schemas.

Vea is equipped with Enterprise SSO (single sign-on) authentication for simpler administration, better network security, and improved user productivity.

Want to see Veas in action? Click or Scan below to visit our YouTube channel.



We help businesses make better decisions.

We work with customers of all sizes and industries, including retail, libraries, amusement, universities, museums, casinos, and churches. We continually develop and refine features, products, and software as new applications emerge.

Want to see how people counting works for your specific industry?
Click or Scan below!



Interior

Go beyond the door with interior counting. Uncover how people are using spaces within your facility, such as a department with a retail store, an exhibit at a museum, or a meeting space in an office.

Armed with interior analytics, you can make efficient business decisions such as changing floor plans, repurposing spaces, or adding new programming.



Threshold

Threshold counting is the most common application, where sensors are placed at the entrance to determine how many people enter and exit.

It's the foundational metric for retailers to determine conversion rate.

Further insights are gleaned when comparing threshold counts over time or to other locations, such as branches within a library system.

Occupancy

Born out of covid regulations, SenSource's real-time occupancy solution has found a permanent place in our offerings. Simply outfit each entrance to your facility with our people counting system and Veal will calculate your current occupancy.

Easily display that number on a smart TV or tablet, communicating to guests if they can enter or wait, avoiding crowding and enhancing visitor safety and experience.





INSTALLATION SERVICES

The expertise behind accurate data

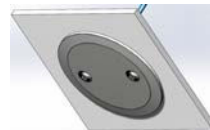
Our team of experts will custom configure the sensor settings during installation to ensure optimal accuracy. Accuracy is validated by video to meet our standards. Your sensor's health is continually monitored by our team for instances such as off-line status or out of scope accuracy.

Installation services

Full installation services are available for single sites as well as full roll-outs. Certified technicians will run cable, install the sensor, and test for functionality and accuracy. Documentation is available for self-installation.

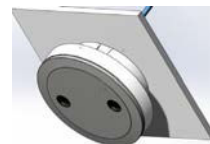
Mounting accessories

Each sensor comes with a standard mount kit that includes fasteners to mount the sensor to a drywall or drop-tile ceiling. It also includes a 1/4-20 back plate to accommodate accessory mounts or standard camera mounts.



Recessed Mount

Includes a white-finished mounting box, ring, and screws.



Surface Mount

Includes white cover with 3-side-breakouts for Ethernet cable and screws.



Extension Pole

Available in 22-40" or 10-18" (in silver, white, or black). Includes pole with bracket and screws.



Pivot Mount

Available in small and medium based on sensor model. Includes pivot mount and screws.

Why You Should Choose Us

We manage the complexities of selecting, installing, and managing a people counting system. Numerous clients have switched to SenSource from our competition because of our system accuracy, support, and cost-savings.

4 Reasons Why We're Different

1 SERVICE

We take pride in our commitment to providing outstanding service to our customers. Our philosophy is to be the best at what we do and deliver our best to all we serve.

Our size offers us the agility to move quickly on custom opportunities and the ever changing applications for foot traffic data.

2 INSTALLATION

The data you receive is only as valued and accurate as the system capturing it. Our installation and calibration services are how we reach an optimal level of accuracy for our customers. Full installation services are available, as well as a guided, self-installation option.

3 100% IN-HOUSE

Aside from our Canadian sales rep, our team is based out of our home office in Youngstown, Ohio. That means when you call in, you're speaking with someone right here with immediate access to a full, supportive team. And unlike most tech companies these days, we host our own internal software development department.

4 TICKETING SYSTEM

To maintain continuous communication and transparency between customers and our support team, we've developed a robust ticketing system. Customers can easily access the platform by sending an email to support or logging into the ticketing system.

People We've Worked With.

When you choose SenSource, you're choosing a partner. We'll see you through successful implementation of your people counting system, provide ongoing maintenance, and be here to ensure your continued satisfaction into the future.

Some of our largest customers have been with us for over a decade! And many have switched from competing systems for the cost-savings and support found at SenSource.

Some of Our Favorite Clients

FOREVER 21

Forever 21

francesca's®

Francesca's

Disney

Disney World

WSU

Wichita State University

tpl:toronto
public library

Toronto Public Library

MGM GRAND

MGM Grand Casino

HERSHEYPARK™

Hershey Park

UNIVERSITY OF
Nebraska

University of Nebraska

EXPRESS

Express

Our Clients

From a single location, rural library to a 1,000 location retail chain, SenSource has a scalable people counting solution to meet each unique application.

What They Say About Us

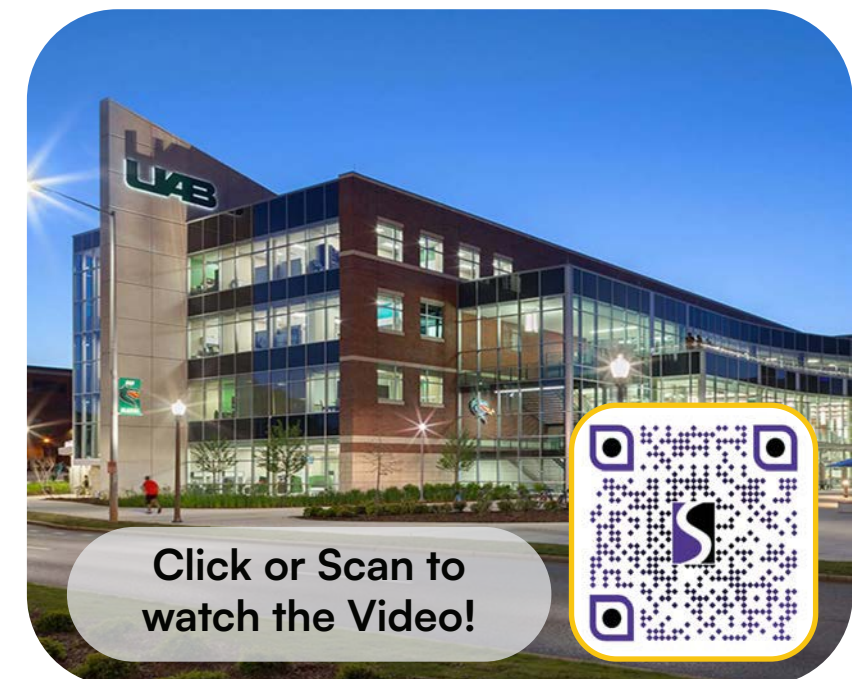
“The SPARC Group prides itself on leveraging strategic partners to win the competitive battle of brick-and-mortar retail. SenSource continues to prove themselves to be an extremely valuable partner in this battle. We look forward to strengthening the relationship between SenSource and many SPARC Group brands.” - Jay Eaton, SPARC Group

FOREVER 21 AÉROPOSTALE 

“

We're being asked quite often these days to express the impact we're having on our campus. Thanks to SenSource, traffic data is something we can capture very accurately and use that to tell our stories.”

- Jeremiah Johnson,
Director of Hill Center at UAB



The People you can count on

Over the past 20 years, Joe Varacalli and Kevin Stefko, owners of SenSource, have invested in the culture of their company. They recognize the direct connection of a great group of people and a successful company.



Our Commitment

At SenSource we believe in offering the best solutions for our individual client's needs. If the product you purchase does not meet or exceed your expectations, we will replace it with a product that does or refund your money.



Company & Team Statistics



“We followed the opportunities in front of us and hired the best talent the world had to offer. It was no accident that most of them are pretty local to right here in Youngstown, Ohio.”

- Joe Varacalli, SenSource President & Co-Owner

We pursue excellence through learning and growth. We make small, positive adjustments daily to be better individuals and better team members. We believe excellence is a lifelong journey, not a destination.

Re: FacilitySight | Pricing Request**cierra** <cierra@henikalibrary.org >**Anjelo Pina** <anjelo@facilitiesight.io >

Tue, 25 Aug 2026 4:53:19 PM -0400

To "Cierra Bakovka"<cierra@henikalibrary.org>

Cierra,

Thanks for the clarification. To help stay organized, I updated the original ballpark below. You'll see two options: Option 1 includes entrance counters + noise monitoring | Option 2 includes entrance counters only. You'll also notice that the noise monitoring sensor requires an additional piece of hardware (a gateway) to transmit data.

OPTION 1One Branch, Two Entrances + Environmental Monitoring (Noise Sensing)**One-time charges: \$2,752**

Hardware (Standard sensor & mounting): \$1,798

Qty: 2 @ \$899 each

Remote Sensor configuration: \$300

Qty: 2 @ \$150 each

Hardware (Environmental [decibel] Sensor & mounting): \$104

Qty: 1 @ \$104 each

Hardware (Sensor Gateway): \$550

*Qty: 1 @ \$550 each***Annual recurring:\$540**

Entry Licenses: \$480 /year

Qty: 2 @ \$240 /year per entrance

Environmental Licenses: \$60 /year

*Qty: 1 @ \$60 /year per entrance***Total cost for Year 1: \$3,292****installation not included.***Annual cost beginning Year 2: \$540****OPTION 2**

Single Branch, Two Entrances | No Environmental Monitoring

One Branch with Two Entrances:**One-time charges: \$2,098**

Hardware (Standard Sensor & mounting): \$1,798

Qty: 2 @ \$899 each

Remote Sensor configuration: \$300

Qty: 2 @ \$150 each

Annual recurring:\$480

Entry Licenses: \$480 /year

Qty: 2 @ \$240 /year per entrance

Total cost for Year 1: \$2,578

**installation not included.*

Annual cost beginning Year 2: \$480

Installation: People counting sensors must be mounted overhead. Multiple options exist, but installation is usually on the entryway ceiling or affixed to the wall/doorframe with a provided mount. Most libraries rely on internal facilities/IT staff or an existing MSP to install the sensors because it's relatively simple and the most cost-effective option. You'll just want to confirm that whoever installs can run an Ethernet cable from your networking stack to your entrances. The noise sensor is battery powered. If needed, I can get a ballpark quote from a trusted 3rd party installer.

I want to give you enough time to review/digest. When might be a good time for me to check back?

Also, let me know if you have any questions or would like to coordinate a demo/scope review. Here's a link to [my booking page](#) if that's easier. 😊

Have a great evening,
Anjelo

Anjelo Pina

Director of Growth & Partnerships

FacilitySight

Phone (380) 212-2825

Website FacilitySight.io

Google Calendar [Book a meeting with me](#)

Smarter Spaces | **Deeper Insights.**

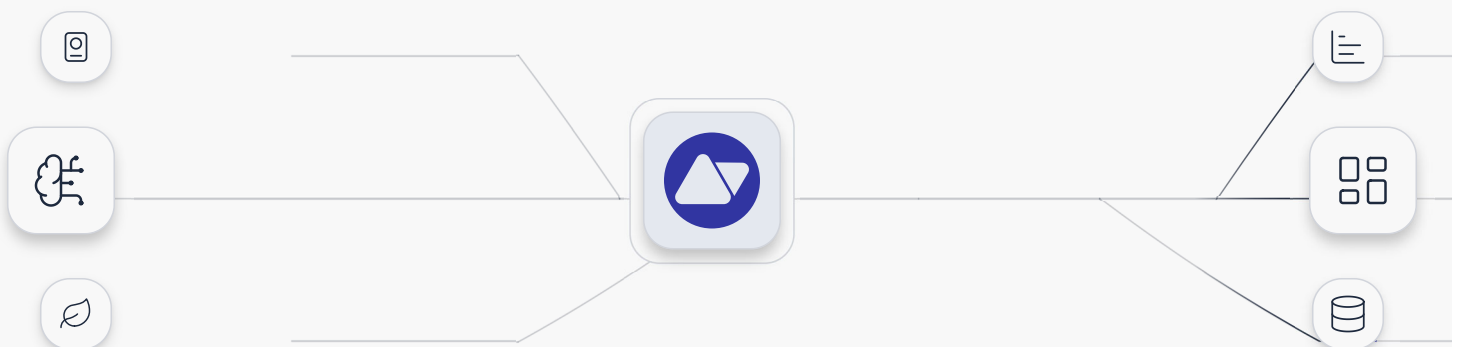
On Tue, Aug 25, 2026 at 12:30 PM Cierra Bakovka <cierra@henikalibrary.org> wrote:
Hi,

Accurate and Reliable

Smart, Affordable, Easy to Install Sensors

Our sensors are designed to be easy to use and integrate with your existing infrastructure. We offer a range of sensors to choose from, including door sensors, environmental sensors, and more.

[Get started →](#)



 Budget-Friendly

Affordable Sensing for Every Facility

Enterprise-grade insights shouldn't be priced out of reach. We believe in making facility intelligence accessible to everyone.



No Hardware Lock in

Use sensors you already own. We support major brands and do not force proprietary hardware.



\$0 Conversion Fee

Switching from another provider? We'll migrate your existing compatible sensors at no cost.



Right-Sized Hardware

No upsell treadmill. Just the smallest footprint that still delivers trustworthy data and useful decisions.

Simple Installation, Maximum Coverage

Our sensors are designed for effortless deployment. Wall or ceiling mount, your choice based on what works best for your space.



Doorway Placement

One sensor per doorway can cover an entire room. Strategic placement means you get comprehensive coverage with minimal hardware. Count everyone who enters and exits with precision.



Ceiling Mount

Ideal for wide-area coverage. Perfect for open spaces, retail floors, and corridors.



Wall Mount

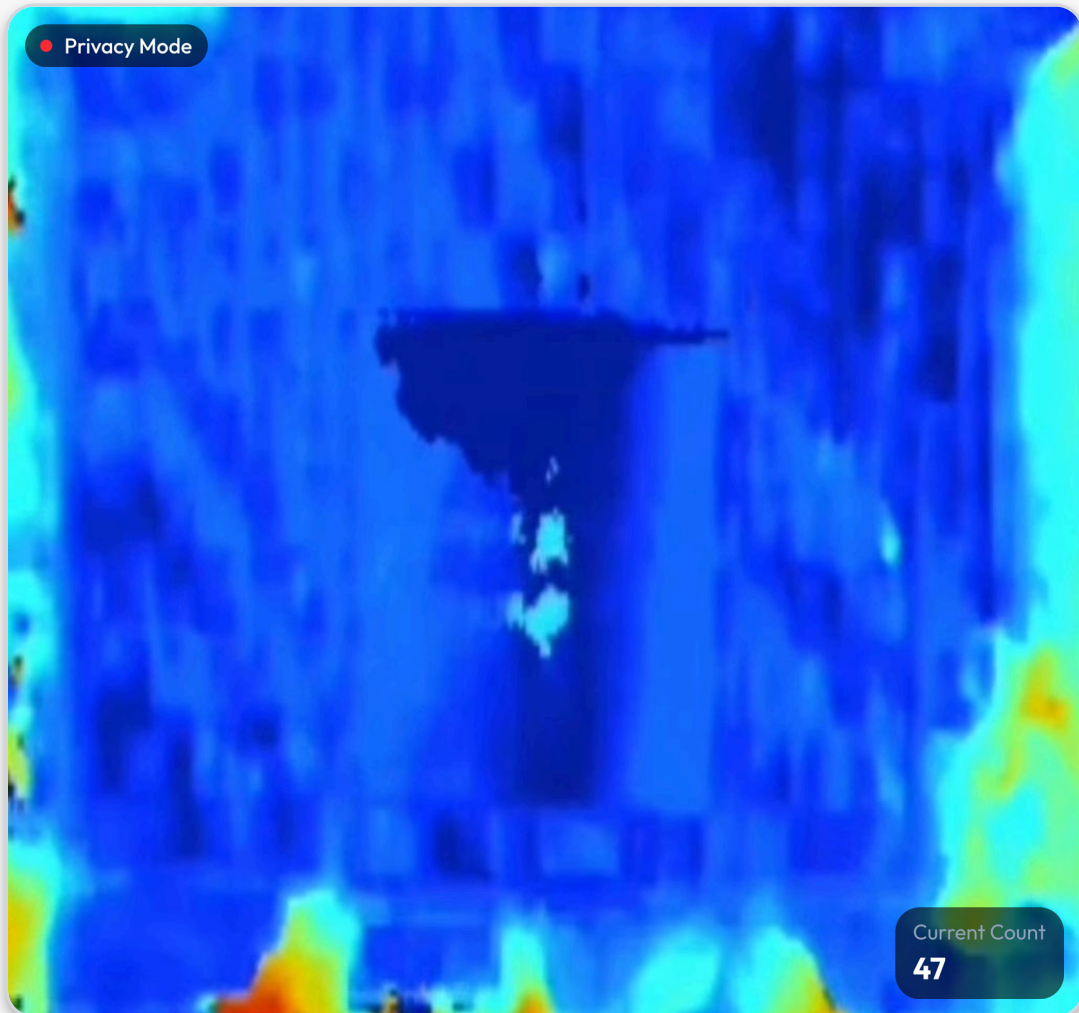
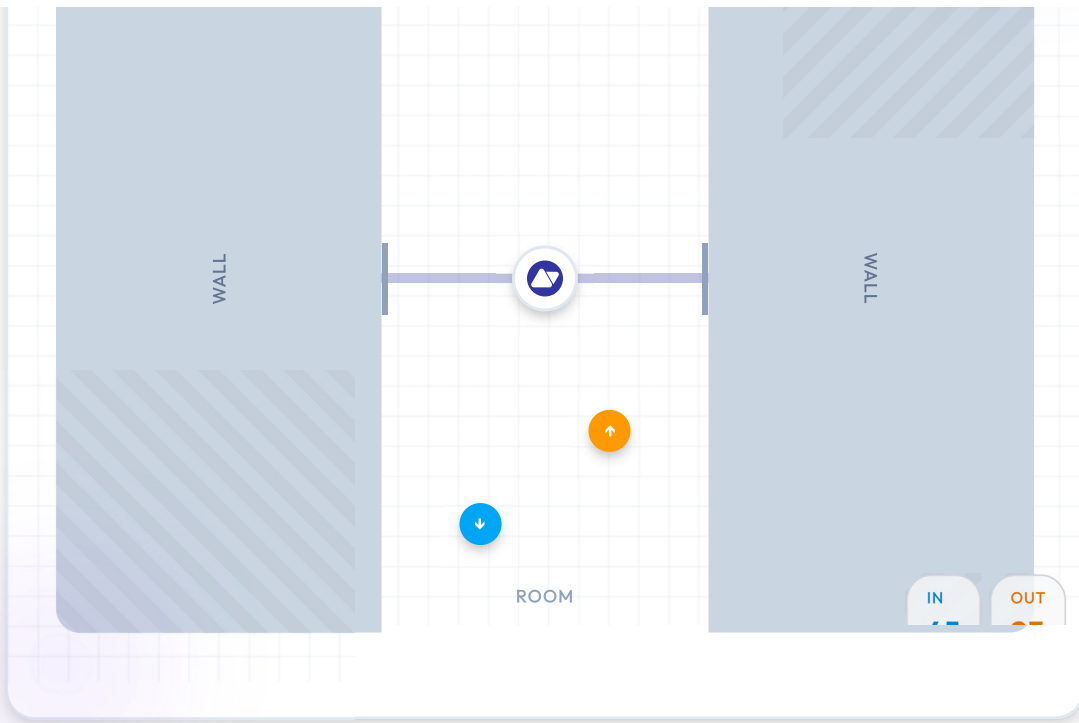
Great for doorways and entrances. Easy installation without ceiling access.



No electrician required for most installations. Our sensors are plug-and-play ready.

● Top-Down View

HALLWAY



Count People, Not Identities

Our sensors detect presence and movement. That's it. We never capture faces, never store images, and never track individuals. Your visitors' privacy is non-negotiable.



No Facial Recognition

We count people, not identities. No biometric data is ever collected or stored.



Privacy by Design

Our sensors process data locally. Raw video never leaves the device.



GDPR & CCPA Ready

Built to meet the strictest privacy regulations from day one.



Built for Reliability

Internet Down? Your Data Isn't.

Our sensors have built-in offline protection. When your internet connection drops, sensors continue counting and queue the data locally. Once connectivity is restored, everything syncs automatically. No data loss, no gaps in your reports.



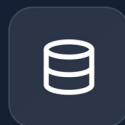
Local Storage



Auto-Sync



Zero Data Loss



Data queued locally until connection restored

Connect Your Way

Whether you prefer the reliability of wired connections or the flexibility of wireless, we support both. Choose what works for your infrastructure.



Power over Ethernet (PoE)

One cable for power and data. Cleanest installation with the most reliable connection.

- ✓ Single cable run
- ✓ Most reliable
- ✓ Best for new installs



WiFi / Cellular

Flexible placement without running cables. Perfect for retrofits and temporary deployments.

- ✓ No cable routing
- ✓ Easy repositioning
- ✓ Quick deployment

Beyond People Counting

Environmental sensors give you a complete picture of your facility. Track conditions that affect comfort, safety, and operations, all in one platform.

People Counting



Door Counters

Track entrances and exits

Climate & Air



Temperature

Monitor thermal comfort



Humidity

Prevent mold and discomfort



Air Quality

CO2, VOC, PM2.5 levels

Safety & Compliance

Facilities


 Live Insights

Real-Time Occupancy

Understanding how visitors use your space is essential, not just for comfort and safety, but for real impact. FacilitySight shows you exactly how your space is used so you can plan smarter, staff more effectively, and focus resources where they matter most. All without adding to your workload.

Start Tracking →

500+

Facilities

1M+

Daily Events

Track Every Zone

Monitor occupancy across floors, rooms, and custom zones in real-...



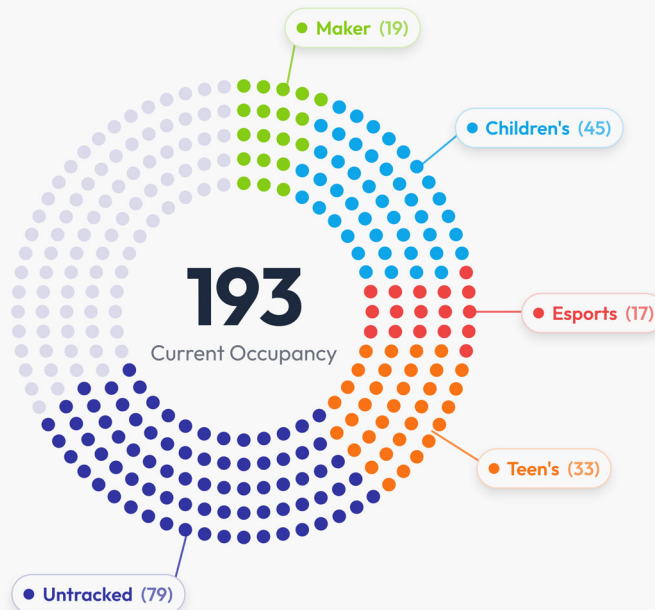
Live Sensor Data

Sub-second latency with 99.9% uptime guaranteed



Anonymous Counting

Privacy-first approach with no facial recognition



See Your Building Like Never Before

Real-time occupancy data transforms how you manage your facility. Know exactly who's where, when, and why, so you can act with confidence.



Privacy Mode Active

NO FACIAL RECOGNITION

Count People, Not Identities

Our sensors detect presence and movement, never faces, never identities.

LIVE COUNT

48



Dwell Time

Avg visit duration

+11% vs last week

18

min

Morning

32

min

Midday

24

min

Evening



Popular Times

Hourly traffic patterns

Busier than usual



Sensor Heartbeat

Continuous monitoring & alerts

All Online



Uptime: 99.97%



<200ms

Sensor-to-dashboard latency

Real-time updates, no refresh required



Offline Protection

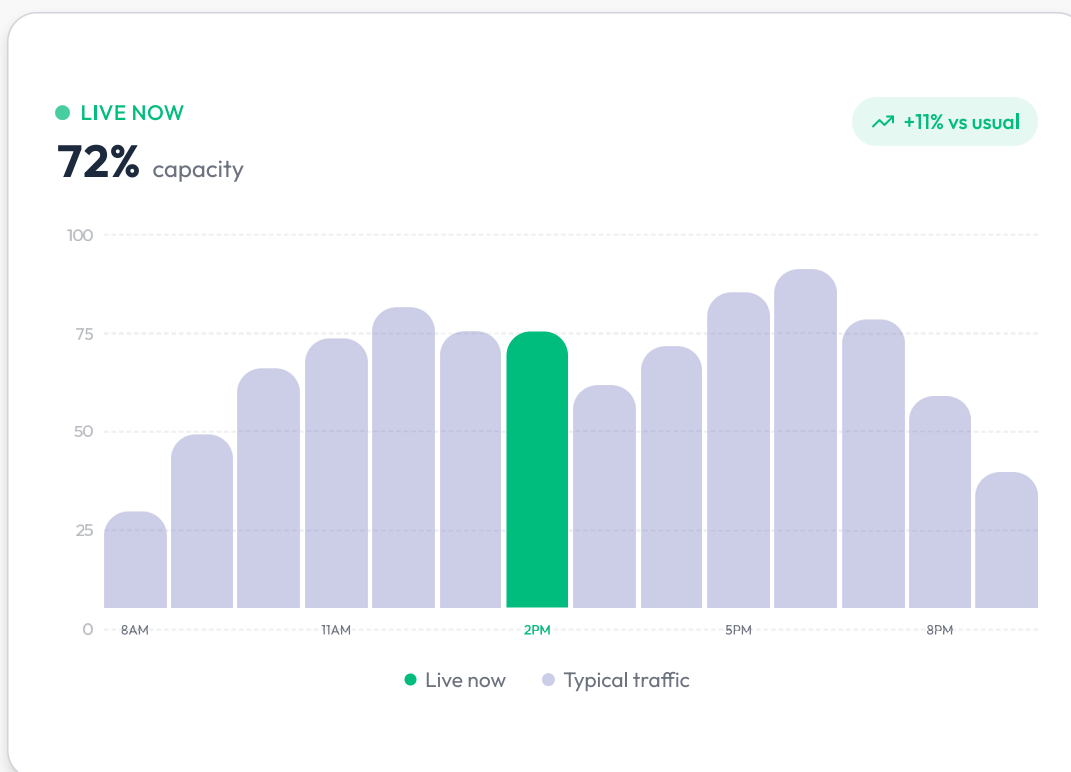
6+ months of local storage



Data queued locally until connection restored

Know Your Busiest Moments

See how today's traffic compares to your historical patterns. Spot anomalies, plan for peaks, and understand your facility's rhythm at a glance.



Predict Before It Peaks

Historical patterns help you staff up before the rush, not during it. Know when your next surge is coming.



Day-of-Week Patterns

Saturdays busy? Mondays slow? We learn your unique weekly rhythm and adjust expectations automatically.



Weather-Adjusted

Rain brings people indoors. We factor in local weather so predictions stay accurate even when conditions change.

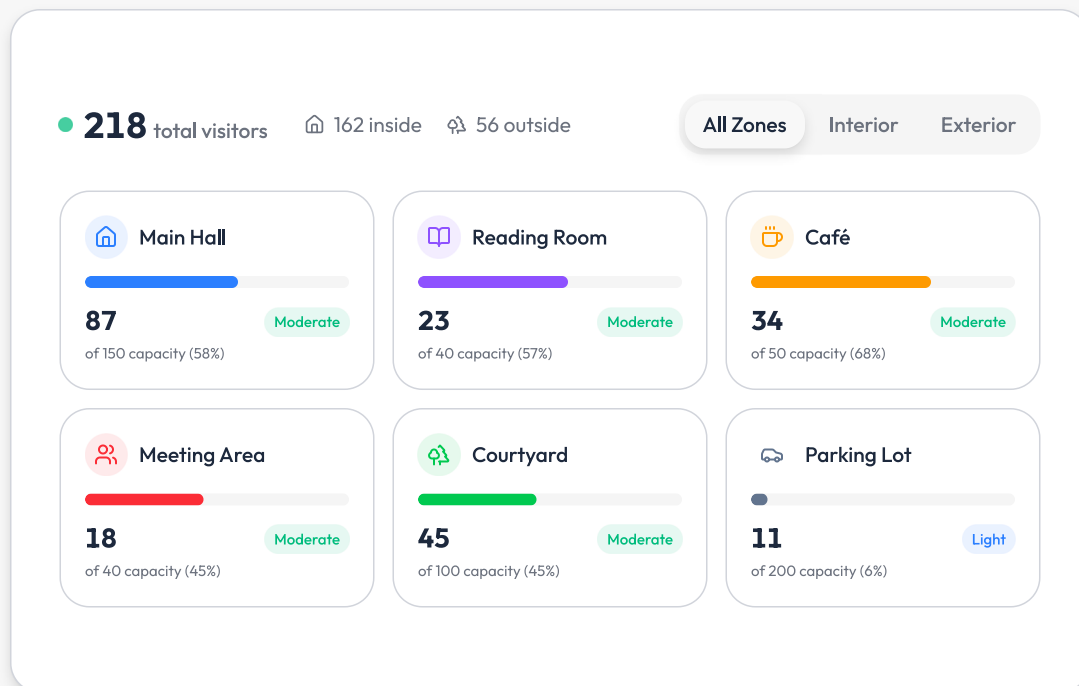
Every Zone, Inside & Out

Track occupancy across interior rooms, outdoor spaces, parking areas, and custom zones, all in real-time with one unified view.

Complete Visibility

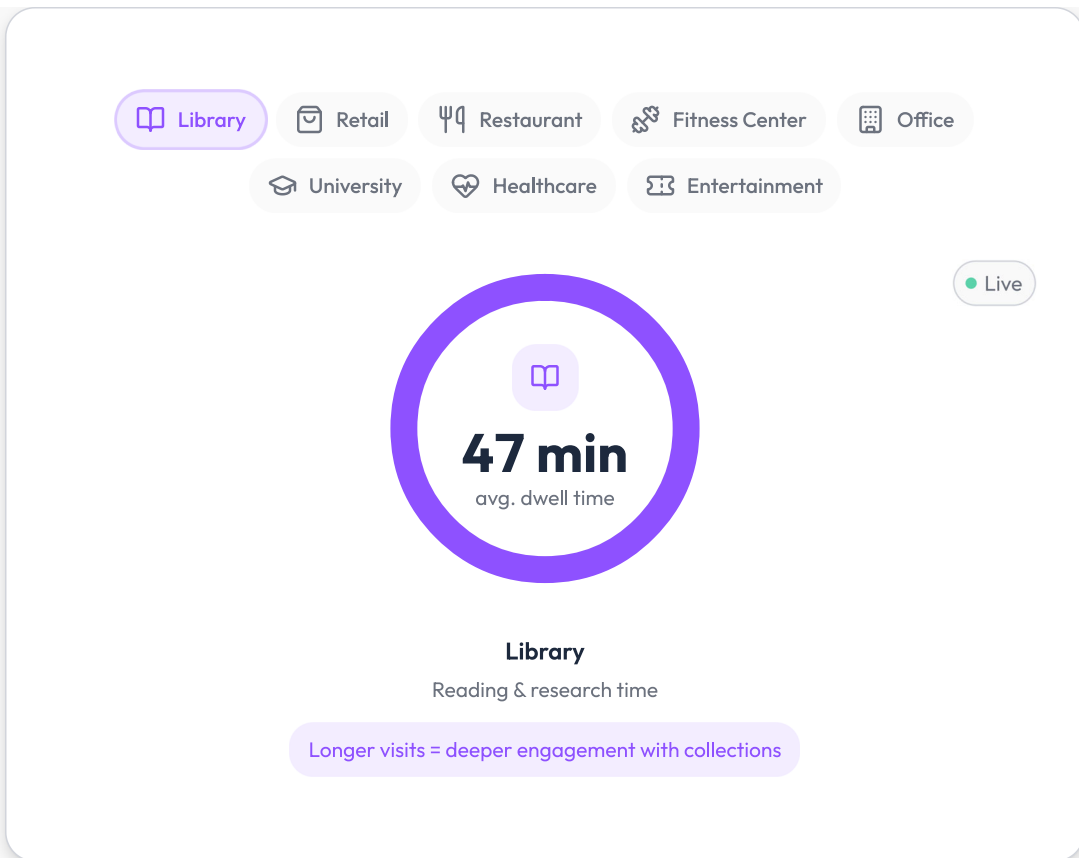
From lobbies to parking lots, from meeting rooms to outdoor patios, see the full picture of how your space is being used.

- 
Interior Zones
 Track individual rooms, floors, and areas with precision down to the zone level.
- 
Exterior Areas
 Monitor courtyards, parking lots, and outdoor spaces often missed by traditional systems.
- 
Custom Boundaries
 Define your own zones that match your operational needs, not just physical walls.



Understand Visitor Engagement

Dwell time tells you more than headcount. See how long visitors stay and what that means for your specific industry.



More Than Just Counting

Raw occupancy numbers only tell part of the story. Dwell time reveals engagement: are visitors browsing deeply or just passing through?



Measure Real Engagement

Longer stays often mean more value: more purchases, deeper learning, better experiences.



Optimize Flow

Identify bottlenecks where people linger too long, or spots they rush through too fast.



Industry Context

A 20-minute visit means something different at a library than a coffee shop. We understand the nuance.

Turn Data Into Action

Real-time occupancy isn't just interesting, it's transformative. Here's what facility managers actually do with live data.



Smarter Staffing



Emergency Response



Fire Code Compliance

OPERATIONS

Smarter Staffing

Know exactly when to add staff or scale back. Match labor to actual demand, not guesswork.

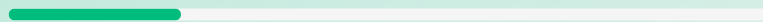
23% labor cost reduction

- ✓ Staff-to-visitor ratio alerts
- ✓ Peak hour predictions
- ✓ Automated scheduling hints
- ✓ Service level monitoring

Today's Staffing Alignment

4/5 optimal

9am

 45 visitors


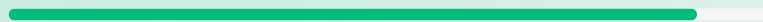
2 staff

11am

 120 visitors


3 staff

1pm

 180 visitors


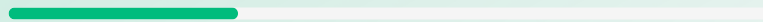
4 staff

3pm

 95 visitors


3 staff

5pm

 60 visitors


2 staff

● Coming in 2026

Object Detection

Beyond pedestrians: track all types of mobility



Bicycles



Wheelchairs



Strollers



Mobility Scooters

Health Monitoring

Environmental Conditions

Track air quality, temperature, humidity, CO₂ levels and more to maintain healthier, more comfortable spaces. Get real-time alerts when conditions fall outside optimal ranges and make data-driven decisions about HVAC and ventilation.

[Start Monitoring](#) →

10+
Sensor Types

99.9%
Uptime

Air Quality

Monitor CO₂, PM2.5, VOCs, and particulate matter in real-time



Climate Control

Track temperature and humidity across all zones



Smart Alerts

Get notified before conditions affect occupant comfort



TEMPERATURE

72 °F

• Optimal



HUMIDITY

45 %

• Optimal



CO₂ LEVEL

412 ppm

• Optimal



AIR QUALITY

Good

• Optimal



NOISE LEVEL

42 dB

• Optimal


 [Command Center](#)

Complete Facility Visibility

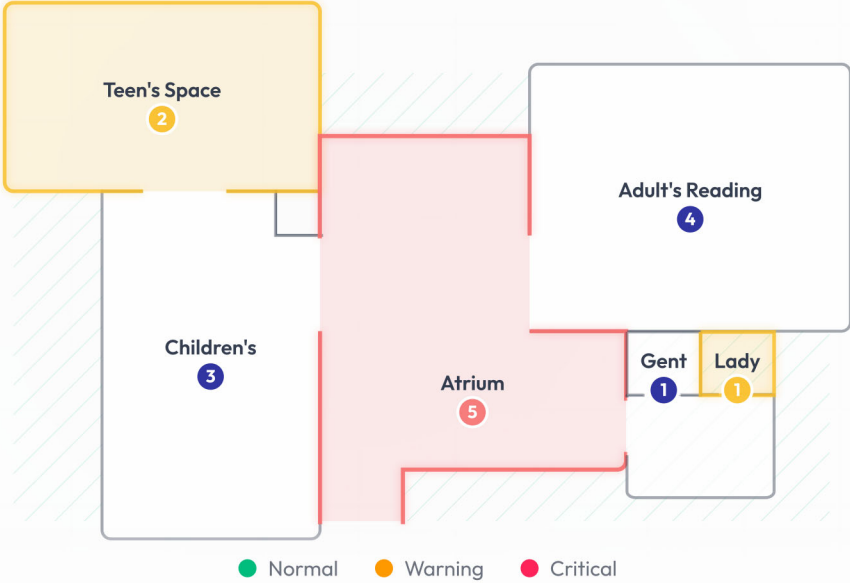
Every sensor. Every room. Every metric. Monitor your entire facility from a single, intelligent dashboard.



Live Facility Map

Click any room to view details

LIVE



73.4 °F
AVG TEMPERATURE



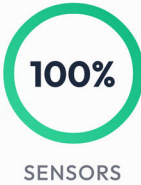
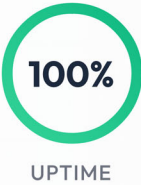
847 ppm
CO₂ LEVEL



45 %
HUMIDITY



System Health





Sensor Network

Everything FacilitySight can monitor



Leak Detection

Water & pipe monitoring



Temperature

Climate control tracking



Odor Detection

Air quality monitoring



Trash Fill Level

Smart waste management



Vape Detection

Policy compliance alerts



Humidity

Moisture level tracking



Fall Detection

Safety & emergency alerts



Noise Levels

Acoustic monitoring

Air Quality & Climate

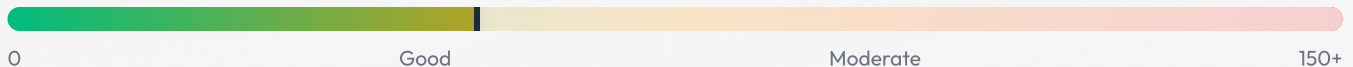
Breathe Easy. Work Better.

Poor indoor air quality costs businesses billions in lost productivity and sick days.
Know your air quality in real-time and create healthier spaces.



Air Quality Index

Moderate



0

Good

Moderate

150+

52

Current AQI

Temperature

72°F

Target: 68-76°F

Humidity

45%

Target: 40-60%

CO₂ Level

580 ppm

Target: < 800 ppm

PM2.5

12 µg/m³

Target: < 35 µg/m³

 The Hidden Productivity Killer



Temperature wars

Staff constantly adjusting thermostats, complaints flooding facilities

35%

of complaints



Invisible air quality issues

High CO₂ levels cause drowsiness and poor concentration

15%

productivity loss



Sick building syndrome

Poor ventilation leads to increased sick days

\$1,500

per employee/year

 **Safety & Compliance**

Stop False Alarms. Detect Real Emergencies.

From vape detection that prevents costly false fire alarms to privacy-preserving fall detection, keep your facility safe and compliant.



Vape Detection

Detect vaping without triggering fire systems

 **Detected**



 Vape activity detected - Restroom B, 2nd Floor



The Cost of False Fire Alarms

Vape smoke triggers fire alarms, causing costly evacuations and fire department responses

\$5,000+
per incident

2-4 hrs
disruption

100s
affected

How it helps



Prevent false fire alarms

Targeted vape alerts without triggering building-wide evacuations



Save thousands per incident

Avoid fire department fees, lost productivity, and reputation damage



Maintain compliance

Document vaping incidents for policy enforcement



Fall Detection

Privacy-preserving safety monitoring



Privacy-First



Response time

< 30 seconds



Every Second Counts

Fall incidents in low-traffic areas can go unnoticed for extended periods, increasing injury severity

<30s
detection time

100%
privacy-safe

How it helps



Rapid response

Instant alerts when a fall is detected, reducing response time dramatically



Privacy-first design

No cameras or video. Uses motion sensors to detect falls safely



Reduce liability

Document incidents and response times for compliance

Water & Facilities

From Reactive to Proactive Maintenance

Stop discovering issues when visitors complain. Smart sensors tell your team what needs attention before it becomes a problem.



Housekeeping Intelligence

Smart scheduling based on actual need, not guesswork

Trashcan Fill Levels



Lobby - North
Full



Break Room
OK



Conference Area
OK



Restroom Odor Status



Restroom - 2nd Floor
Needs Attention



Restroom - Lobby
Moderate



Restroom - 3rd Floor
Fresh



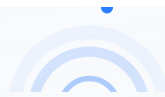
40% reduction in reactive maintenance calls



Leak Detection

Catch leaks early

Leak Detected



Noise Monitoring

Maintain quiet zones



42 dB
Quiet



Service Thresholds

Usage-based scheduling



Restroom Traffic

Visits since last service



0

56

Service threshold: 150

 Alerts & Notifications

The Right Alert. The Right Channel. The Right Time.

From threshold breaches to system anomalies, get notified instantly via email, dashboard, and mobile.

How Alerts Flow

Sensors detect issues → FacilitySight processes → You get notified instantly

Temp: 78°F

CO₂: 650 ppm

Humidity: 45%



Email

Dashboard

Mobile

5

3

24/7

Recent Alerts

Temperature threshold exceeded
Server Room - 3rd Floor
2 minutes ago

New

Water leak detected
Restroom - 2nd Floor
15 minutes ago

Acknowledged

CO₂ level elevated
Conference Room A
1 hour ago

Resolved



Instant Delivery

Alerts reach your team within seconds of detection



Smart Filtering

Customize thresholds to reduce alert fatigue



Cross-Facility

Nexus users see alerts across all member buildings

^ Problems to Outcomes

We Know the Pain Points. Here Are the Outcomes.

Every environmental monitoring challenge has a solution. See how FacilitySight transforms reactive frustration into proactive confidence.



⊗ THE PROBLEM

8+ hrs

avg detection delay

Reactive maintenance

You only find out about environmental issues when staff complains, or when something breaks. By then, comfort has suffered and productivity has dropped.



✓ THE SOLUTION

< 5 sec

alert latency

Proactive alerting

Smart thresholds notify your team the moment conditions start drifting outside optimal ranges, before anyone notices a problem.



⊗ THE PROBLEM

Weekly

inspection gaps

Flying blind between inspections

Without continuous monitoring, you...

[Click to see the solution](#) ▾



⊗ THE PROBLEM

3+

separate systems

Scattered systems, fragmented view

Temperature sensors on one...



⊗ THE PROBLEM

10+ hrs

report prep time

Manual compliance scramble

When audits come around, you're...

[Click to see the solution](#) ▾

[Click to see the solution](#) ▾



The ROI of Visibility

Every hour of delayed detection costs productivity, comfort, and potentially equipment. A single prevented water leak saves **\$10,000+**. A single prevented false fire alarm saves **\$5,000+**. Environmental monitoring pays for itself within months.

90%+
of issues
preventable



Smart facility management powered by real-time occupancy data and AI-driven insights.

Insights

- Real-Time Occupancy
- Space Insights
- Safety & Incidents
- Environmental
- Forecasting
- Ask FacilitySight
- Reporting
- Fleet Overview

Company

- About Us
- News
- Careers
- Nexus Platform
- Sensors
- Pricing
- Contact
- System Status

Legal

- Privacy Policy
- Terms of Service
- Cookie Policy





[Home](#) > [Solutions](#) > People counting solution

People counting solution

Camera people counting solution is an AI video analytics [software](#) for offline auditing how many people enter and exit a [retail](#), library, museum, casino or other premises. Analyze motion in zones where sensor based solutions are useless (streets or open spaces).

With a high ROI and a very fast payback time, our solution is used by brands, public institutions and international organizations alike. The information our people counting software provides is used at all levels of businesses, from planning front-line activities to setting overall strategy.

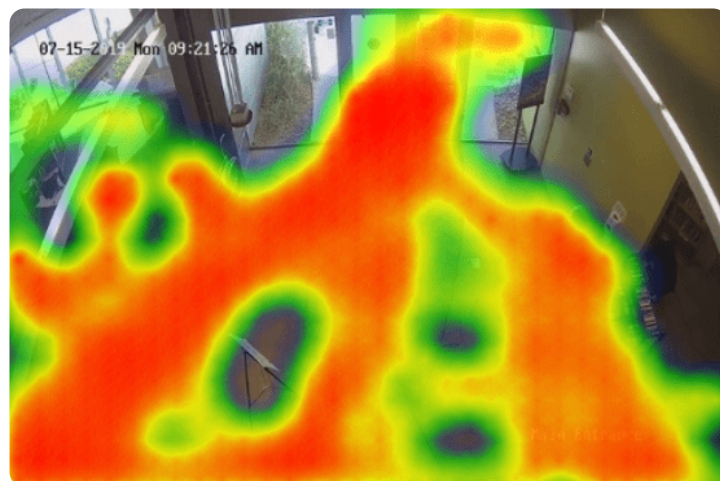
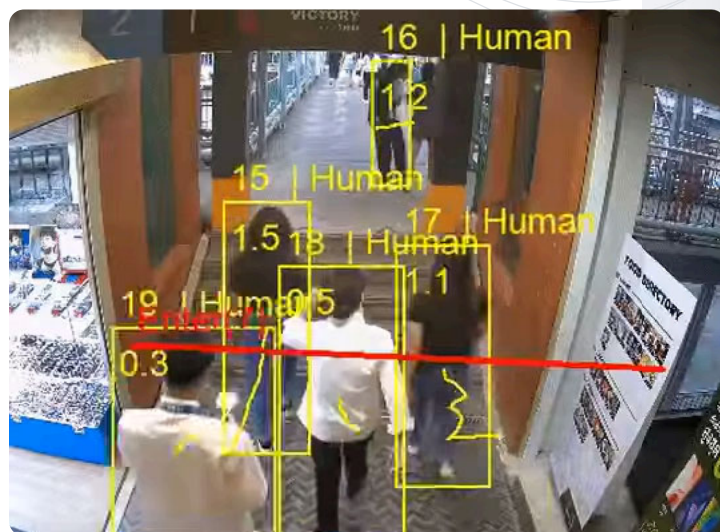


No extra hardware installation, devices, sensors, or specific IP camera models required.

The solution relies on the camera system that was previously installed for surveillance, recording or any other purposes. You don't have to spend a fortune on sensors purchasing and installation.

Any IP camera model with RTSP stream capability would be supported. Our software **can work where sensor solution can't** because of a much wider field of view in a regular camera compared to a sensor.

You can even connect a webcam or run analytics on a pre-recorded video files (with [Camlytics Single](#) product).



Customers are the best indicators for location performance because dwell times within the measuring area show what's more interesting to them and what's less so. Their behavior allows you to draw valuable conclusions for optimizing and maximizing your location's success and efficiency.

Heatmaps can be normalized and compared across multiple cameras to get better quantitative statistics of your areas.

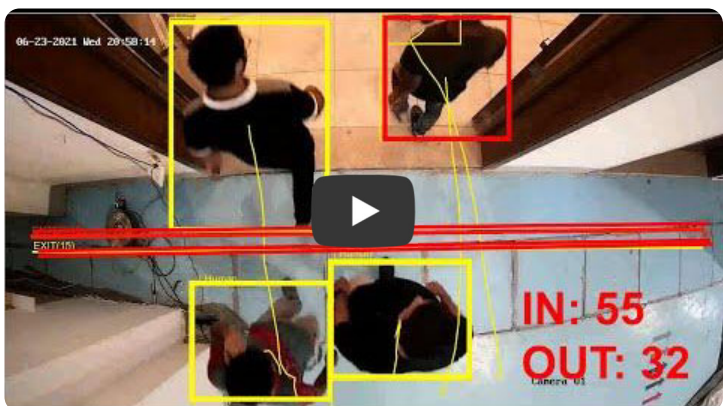
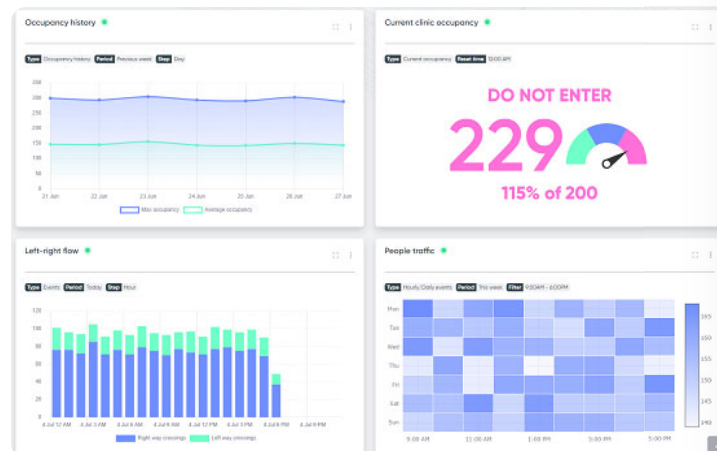


Live chat

All in one cloud platform can collect data from thousands of cameras across different locations and **does not depend on your bandwidth** because only text metadata is transferred, video analytics is **done on premises** and no video data is ever transferred to the cloud (**full privacy**).

Unlimited possibilities of reporting, charts, dashboards sharing, team work and customization.

Current **occupancy monitoring** with digital signage is also possible (can be useful for entrance signs or alerts to show if maximum capacity is reached).



Low video resolution does not affect the accuracy, in fact, the lower the resolution – the better performance you are going to get, 360p is just fine.

Thanks to our advanced AI algorithms, camera orientation does not significantly affect the people detection capability. The software would work with a wide range of camera angles.

Fully branded for your company

If you are an integrator or solution provider we can brand the cloud portal with your company name and logo. A dedicated URL with your company name will also be assigned. Refer to our [Partners](#) page for more info.

Data retrieval options

You can retrieve the real-time counting results in many ways:

- Cloud [webpage](#)
- [Emails](#)
- [CSV](#) files
- [Webhooks](#)
- Widget with live data (HTML code [embeds](#) in your own website/dashboard and shows the real-time data)
- Report data [feeds](#)
- You own custom way!

All Camlytics products support [events API](#) and webhooks (you can receive such events, as **Line crossed**, **Zone joined**, **Motion started**, etc.).

Camlytics Service installation guide



Camlytics

Service Installation Guide



Conclusions

If you are looking for a cost-efficient solution for people counting and don't want to waste your money on extra sensor hardware or any devices – look no further, Camlytics is a way to go.

[Pricing](#)

[Downloads](#)
[Dashboard demo](#)
[Hardware requirements](#)

Other solutions

If you are looking for the software for vehicle counting, speed detection and vehicle type classification ([pedestrian](#) , [car](#) , [bus](#) , [bike](#) , [van](#) , [truck](#)), Camlytics is offering it as one of the [solutions](#).

- [Retail analytics](#) – foot traffic, conversion rate and queue management for stores;
- [Airport analytics](#) – passenger flow and crowd management for transportation hubs;
- [On-premise & private AI](#) – all analytics with video staying on your hardware;

Frequently Asked Questions

What is people counting software?



How accurate is people counting with IP cameras?



Does people counting software require new hardware?



Does people counting software store video in the cloud?



What is the difference between people counting and occupancy monitoring?



Is Camlytics a reliable solution?



Check out our [YouTube channel](#) which has plenty of real-life video analytics demos.

Our clients



Camlytics

English



[Terms & conditions](#)

[Privacy policy](#)



People counting

Queue counting

Live occupancy monitoring

Vehicle counting

Vehicle speed detection

OOH Audience Intelligence

Face/gender/age detection

Parking analytics

On-premise & private AI

Retail analytics

Airport analytics

Anti-tailgating security

Library people counting

Perimeter security

Video analytics API

Custom objects AI counting

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Camlytics Products & Pricing

Camlytics builds its own software products to connect with IP camera systems. All software products receive, record and analyze camera streams strictly on-premises, no sensitive data ever leaves your location. Our software can run on a budget machines (starting with Intel Celeron or similar) and supports any webcam or IP camera with RTSP capability. One station (Windows instance) can run up to 20-30 video channels simultaneously. Camlytics does not provide any camera installation services and doesn't distribute any hardware.

Camlytics Service

- ✓ Our flagship product with latest AI technology, allows connection of unlimited number of cameras, servers and locations.
- ✓ All camera streams are processed by local AI models on your premises. Only text metadata is sent to our cloud server. Private, ultra-low bandwidth solution.
- ✓ Unlimited capabilities for data visualization and dashboards customization. Real-time reports consolidated across multiple cameras/channels/locations.

[Download client](#)[Web portal demo](#)[Hardware specs](#)

Channel

One camera stream

7 days FREE trial

Annual ☒ Monthly

Total channels in subscription: 9



Move the slider to see pricing for the selected number of [channels](#).

[Live chat](#)

\$14 / mo

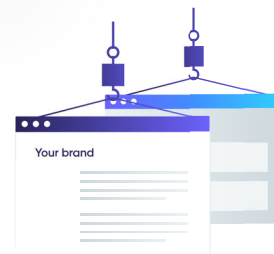
Try now

[White label](#) (branding) available for both desktop application and web portal.

White label includes:

- logo, title, icon, website, contacts
- your own domain/subdomain

If you have any further questions regarding branding, see the [Partners page](#).



Camlytics Single

- ✓ Older solution, suitable for small setups with few (1-12) cameras and modest requirements for reporting.
- ✓ Great for offline video analytics. Can be used for video archives analysis as well. Supports events API and webhooks.
- ✓ License not limited by time or number of video sources. License limited by activated PC. 20 days trial period for all premium features, such as events, rules, statistics, batch file processing and others.

Download

Documentation

Free

Free forever

\$ 0

- ✓ Unlimited cameras
- ✓ Object detection
- ✓ Unlimited recording
- ✓ Video archive
- ✓ Floorplans

Premium

\$ 149

- ✓ Unlimited video sources
- ✓ Full video [analytics](#) support
- ✓ [Heatmap](#) / [Tracks map](#) support
- ✓ Video [files](#) / [folders](#) support

✓ FREE 20 days of premium features

Download

ⓘ License is permanent, valid for one PC only

Buy licenses

95

Compare products

Feature	Service	Single
Advanced AI vehicle/pedestrian detector	✓	✗
Car/van/truck/bus/bike classification	✓	✗
Face/gender/age detection	✓	✗
Real-time occupancy monitoring with alerts	✓	✗
Custom charts/reports on web portal	✓	✗
Embeddable data widgets	✓	✗
Multi-user access with roles	✓	✗
Video files processing	✗	✓
Offline capability	✗	✓
Simple offline charts/reports	✗	✓
Scheduled recording	✓	✓
Events recording	✓	✓
Speed detection	✓ (fully automatic)	✓ (manual import)
Events API & webhooks	✓	✓
Surveillance station	✓	✓
Download		Download

If you have any questions regarding any of the products please [leave us a message](#). Please make sure you have studied the [Frequently Asked Questions](#) first.



English



[Terms & conditions](#)

[Privacy policy](#)



[People counting](#)

[Queue counting](#)

[Live occupancy monitoring](#)

[Vehicle counting](#)

[Vehicle speed detection](#)

[OOH Audience Intelligence](#)

[Face/gender/age detection](#)

[Parking analytics](#)

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SPECIAL COLLECTION POLICIES

DESCRIPTION

Special items for circulation include, but are not limited to: Gaming Consoles, Launchpads, Chromebooks, Digital Cameras, and other materials deemed so by the library.

CIRCULATION

Patrons must read and agree to this policy prior to using or checking out any of Henika District Library's Special Collection items. Certain restrictions and expectations exist with regard to item use, including:

- In order to borrow a Special Collection item, a patron must have an adult (18+) Henika District Library card (or a card from a Lakeland Library) in good standing and must sign the corresponding item's Lending Agreement.
- Special Collection items are not available to be sent out for interlibrary loan.
- Special Collection items must be returned to the Circulation Desk at Henika District Library. They cannot be placed in a book drop or returned to any other library.
- A Special Collection item may be borrowed for 1 week (7 days) and may be renewed up to 1 time upon patron request unless another patron is waiting.

BORROWER RESPONSIBILITY

Certain restrictions and expectations exist with regard to the borrowing patron's responsibility, including:

- Borrower is responsible for adhering to the library's Acceptable Use Policy regarding Remote Devices.
- The library is not responsible for any costs incurred or damage to personal equipment while borrowers use the devices or for the security of connected patron devices.
- The library does its best to provide clean and fully functional equipment, but is not responsible for unforeseen hardware or software failure.
- Borrower is responsible for the safe-keeping and return of these items to the library in good working order and assumes liability for the equipment while it is in their care.

Borrower is responsible for damaged and/or missing pieces of the package as outlined in the respective item's lending agreement.

Adopted: 8/12/2021

LOAN PERIODS & LIMITS

Loan periods for materials owned by the Henika District Library have been established according to the following table:

Books	21 days, 100 per patron
Audio Books	21 days, 10 per patron
Gaming Software	14 days, 5 per patron
DVDs	7 days, 15 per patron
Special Collection Items	*7 days , 1 per adult patron (exceptions may apply)

Some materials are deemed “non-circulating” at the discretion of the Library Director and Circulation Supervisor.

All items (with the exception of special collection items) may be renewed a maximum of two (2) times on a patron’s account, unless the item is on hold for another patron. Special collection items may be renewed a maximum of one (1) time on a patron’s account, unless the item is on hold for another patron.

*Unless otherwise specified

*Adopted: 12/20/95
 Revised: 8/12/98
 Revised: 6/16/99
 Revised: 4/11/02
 Revised: 11/10/05
 Revised: 4/16/09
 Revised 12/10/09
 Revised: 5/13/10
 Revised: 1/10/19
 Revised: 8/12/2021
 Revised: 9/9/2025*

Q: We've had our Things for about 5ish years now and are in the process of reviewing our policies. I would love to see what everyone else is doing please!

- *What is your limit on # of "LoT" items that can be checked out per patron?*
- *How often do they have to sign a lending agreement/liability waiver?*
- *What do you do about long billed things? (ex: pursuit of return, etc).*
- *Do you have any parts of your policy that didn't work or aren't working and, if so, what did you change/or want to do differently*

Also, I'd like to see your policy language if possible.

Please and thank you!

- We do a mailed LOT agreement. We deal with a lot of local shelters and folks struggling with homelessness so we send our contract in the mail, when requested, to verify they have a permanent address. They have to read, sign, and return it in-person to be able to check-out LOT items. Our contract states they can only check out 3 LOT items at a time and only 1 of each item (no multiple hotspots etc). If the patron is more than 3 days overdue they have a 30 day ban on lot items that starts when the item is returned. Folks who rely on hotspots try not to return their items late because they don't want to be banned for 30 days (but we experience a lot of theft as well). We do not have any pursuit actions other than billed notices and our partnership with Unique Management who handles our collections claims.

A patron's lot agreement expires when they move, when their card expires, or when they have a significantly overdue item. Then they have to apply for a new mailed agreement when we expire their old agreement for these reasons.

I've attached our mailed agreement.

-Gina, Hackley District Library

- MADL currently has no checkout limit on LoT items, but is considering one. Currently, signing a lending agreement is only required for Hotspots. We are working on a blanket waiver form for tools that I can send once it is finalized at the next board meeting.
 - Laura, Muskegon Area District Library
- We limit checkouts to 3 items at once.

We currently require the standard agreement be signed only once. The power tool agreement is signed every time.

Long-billed items remain on the patron account and we let Unique pursue repayment. We ultimately withdraw the item in Sierra assuming it isn't coming back and consider replacing it based on past usage.

Our current agreements are attached. Power Tools was based on your document. 😊

- David, Hastings Public Library

- We have no limit specific to LoT checkouts (there's some super high limit for items collection wide that we never contend with). We do not require any waivers or agreements

Overdues and billed items are treated like any other overdues & billed items (automated messages, phone calls, letter from the Director at set intervals)- With LoT we are more likely to notice something's absence and often opt to call the patron sooner- we remind them that we are fine-free, we just want the item back to lend to others

No age restrictions (per ALA guidelines/recommendations)

Shut off service on hotspots as soon as they are overdue

In general we try to keep LoT policies as consistent as possible with the rest of our collection (ie: we don't require waivers for borrowing a book about how to ski)

-Lydia, Morrill Memorial Library (Norwood, MA)

- That is the same with ours. No waivers or agreements. We do charge a max of 5.00 in fines for each one that is extremely overdue but try to stay on top of it by contacting patrons via phone or email when something is overdue. We don't have a limit on our LoT items, but probably should.

-Jason, Homewood Public Library (Homewood, AL)

- Our district libraries have some collections but we're working on expanding our Libraries of Things and hopefully working out a way to share items between branches later on. We're up in the eastern UP and pretty spread out geographically. I'm working on updating our policy as well and asking myself the same questions!

You may be aware of this already but there is really great google group of public libraries with LoTs, here's a link to their welcome page: [LOT Mutual Aid](#) They do

monthly knowledge shares (looks like the next one is on solarpunk libraries, cool!) and their listserv is SUPER helpful and open for anyone to join. Several libraries have shared their policies on there that have already been reviewed by their state library.

As for your questions,

For now I'm planning on having language in our district policy that allows individual libraries to set limits on the number of items patrons may borrow as needed to preserve fair access. Some of our items and kits work well together, and I don't want to create barriers where they aren't necessary. Every library will be different, of course. We currently aren't facing a high demand for our items, if that changes in the future we may set a limit. I typically see other libraries set it around 3 to 5 at a time.

Our district has patrons renew their borrowing privilege annually, I think it's reasonable for us to have patrons review and sign the lending agreements/waiver when they update their regular borrowing privilege.

I admit I'm new to this library stuff so I don't know the lingo but for late items our goal is getting the item back, not raising funds through fines. So my plan is to have late fees incurred as soon as the item is late and notify the patron, but waive those fees once the item is returned complete and in working order. If not it will eventually go to collections as we do with books. Also some of our libraries only have one staff member, so our policy will be to not accept items that are not clean. It is the patron's responsibility to clean the item and it will be considered late until returned clean, at which point the fee will be waived.

As I said I'm new to this and still working on our policy so I'm hesitant to share ours until it's been reviewed, but I highly recommend the LOT Mutual Aid page. Not that this isn't an appropriate place to ask, I love seeing LoT chat on Michlib-!

- Alex, Superior District Library (MI)

- Congratulations on 5 years of LOT and what a good idea to review policies!

CADL started our LOT collection in 2016, and we've learned a lot over the years. I'm sure you guys have too!

Regarding your questions:

We've broken our main LOT collection into several categories:

- LOT

- 1 item checked out at a time
 - Adult cards only
- LOT Jr
 - items under \$200 and that are harder to hurt yourself with
 - Adult and Youth can check out
 - 1 item checked out a time (youth cards are limited to one item, adult cards can have an LOT item and an LOT Jr. item out at the same time)
- Board Games
 - unlimited (CADL's total loan limit is 70)
- Passes
 - depends on the pass
- Kits
 - unlimited (CADL's total loan limit is 70)

While aware that this is a bit on the confusing side, it ends up with patron's being able to check out more Things at a time while also addressing the issue of people not returning expensive items. It allows Youth cards to be able to check out items from the Jr. collection, which doesn't require an agreement (since they are under 18 anyways). As for the board games, we had patrons request to be able to check out more than one at a time and since we hadn't had issues with the games being returned, we made them separate.

Patrons checking something out from the LOT collection sign the agreement/waiver every time they check out an item. Sierra has no good way to store the signed agreement and connect it to their library account, so our lawyer has suggested people should sign it every time. We hope at some point to be able to have one online that can be connected to the account in Sierra.

Same as any other billed items, once they go into collections, the collection agency that CADL works with follows up.

Our agreement is attached.

- Jessica, Capital Area District Library (Lansing, MI)

- We recently updated our lending agreement for our library of things items. I will attach it here.
We added the part about the penal code, as we have had the police successfully recover our SWITCH console.

We only require them to sign the agreement once as long as the wording hasn't been changed or updated.

- Ann, Allendale Twp Library (Allendale, MI)

Not Responses to my question, but found in the mutual aid group:

- So, our library does have an agreement patrons must sign before checking out a LoTs item. But they must do this every time they check out. We do this to cover our own bases in making sure that we've verified everything is as it should be and not damaged when we check in, before it's even put back on the shelf. Staff actually initial a check sheet for LoTs items when they're returned, it's quite brief and doesn't take much time to complete.

I've attached a copy of our guidelines and waiver below, both it and the check in sheet are online in a digital format. So we just hand a tablet to the patron and they can read through the waiver and then sign at the bottom while we check out their items. There's also a field to put in their library card above the signature, which is easier for pulling reports.

I've seen some library have an agreement signed once a year but we prefer to do it this way, we even had a lawyer look over the waiver and change some of the wording. Having a separate check sheet for when items are returned and signing the waiver for each checkout really makes narrowing down the responsible party a lot easier. Making the forms simple and quick cuts down on labor times as well.

As for if it improves the return rate, we've had our share of items going missing and they are the more expensive items. I will say that part of this is just the nature of having a LoTs but having a good recovery plan in such cases may help in getting your things back. Have you contacted your local pawnshops to let them know your items will have the library name/logo on it for them to look for? Also, filing out a police report for a missing item does not necessarily lead to charges but it may help in getting the items back.

We also have a 3 strike procedure for patrons who consistently return items either damaged, dirty, or lost. In which case, after those 3 strikes they are

banned from checking out any more LoTs for a 6 month period. But they aren't restricted from other library services or checkouts.

Sometimes just making the replacement cost for the item more visible can act as a deterrent for patrons but that may actually deter more patrons who are good to return items than the ones who are planning to take it. So do with that what you will. But I like to be transparent with patrons and also to let them know that they may not need to cover the full replacement cost.

Sometimes a pressure washer just needs a \$10 hose replaced. A Tonie for a Tonie box kit is \$20 so there's room to work with patrons about covering replacements cost. Making that known to patrons can also help in recovering items back since there may be a fear of having to pay the total cost. There may also be a concern that all library privileges will be lost should they damage a LoTs item.

Sorry, if this was too long winded but I hope this answers your question or gives some guidance on your issue. We are in a much smaller rural area compared to a city like Chicago but I hope this helped a little. If you have any other questions, do let me know. Thanks and good luck!

- CJ, Rowan County Public Library (Morehead, KY)

- We are an urban library as well and even though we have a smaller population comparative to yours, we have similar issues. When our LoT was small, we used to have individual agreements. Since we noticed no difference in the quality or rate of return of our LoT items, we since abandoned all of our agreements and fixed our circ policy to include LoT items.

For example its says under out LoT section,

"Items not returned

- *Patrons will be billed the full replacement cost. Please note that if the item is owned by another library, they have the right to set the replacement price*

Abuse of policy

- *The library administration reserves the right to bar a patron from future use of library of things collection if abuse of policy is suspected.*

Damages

- *Fees for damages will be assessed on a case-by-case basis not to exceed the full replacement cost.*
- *Damages or missing components must be reported immediately upon discovery.*
- *Please note that if the item is owned by another library, they will assess any damages and associated fees."*

Also we have a section in our policy Responsibility, Use, and Agreement that covers all borrowed materials.

"• The borrower is responsible for the item from checkout to check-in.

- *Items must be returned clean and in the same condition in which they were borrowed.*
- *All components and accessories must be returned together.*
- *The borrower assumes all risks associated with the use of a library item.*
- *The library is not responsible for injury, damage, or loss resulting from use.*
- *Some items include instructions, safety and warning labels, or mandatory guidelines. The borrower is responsible for reading these in full before using items.*
- *Checking out an item indicates agreement to follow these instructions, safety and warning labels, and guidelines.*
- *Borrowers may not modify, alter, or tamper with any device or equipment.*
- *In the event of any malfunctions or problems with the item, the borrower must not attempt repairs and immediately return the item back to the library for the staff for proper evaluation and inspection."*

While it does not necessarily prevent loss, it reduces the complications from signing agreements (since the borrowing policy is enough of an agreement when they sign up for the card and use it) and allows us to refer to this policy when a LoT item is not returned or returns in poor or incomplete condition.

- Kyla, Fall River Public Library (MA)
- We used to have people sign something once, and we'd note it in their patron record. We also noticed that it didn't matter in terms of returns, things would come back dirty. What we did notice was pushback about paying for items, so we add the total replacement cost in our guideline sheets that are included in every LoT item.
 - Michelle, Reading Public Library (MA)

- We require a Waiver/borrowing guidelines to be signed, and while I have no idea if this improves rate of return since we have always required it, it does give us ground to stand on for both charging customers for damage and suspending customers who repeatedly abuse the collection. I think having consequences for misuse does improve rate of return/quality of return more than just the agreement itself.

And like Michelle, we include the price of an item in the item record, so customers know upfront what they will be charged if damage or loss occurs.

- Kelsey, Richland Library (Columbia, SC)

- Our only requirement is to have a library card in good standing. We have a limit of 5 Things on the hold shelf per person at one time (because we don't have space) and we do ask that people not check out everything in a category at one time (like all of the outdoor games).

We enter a cost of at least \$100 for each Library of Things item so that if it gets to a billed status, the patron's card is blocked and they can't check anything out. (If they actually lose an item that was purchased for a lesser amount, we charge them the real amount, not \$100.) We recently developed a procedure for following up on billed Library of Things items and Art Prints (we have a collection of circulating art prints, many of which are over \$300 each.) The head of circulation runs a report of items that were not returned for a certain period of time after the patron was billed and she follows up with a couple of phone calls. If they still don't return the item, a letter goes out from the library director telling people that if they don't return the item we will file a police report. Our struggle has been actually getting the police report filed because the director needs to do that and she has a very full plate and it tends to fall through the cracks. However, just following up with the phone calls has actually been fairly effective.

- Linda, Robbins Library (Arlington, MA)

- At our library, we've limited the number of items a patron can check out from our LoTs collection to 3 max. We just started our LoTs last year in July so we don't have a bunch of items so it made sense to limit that. Otherwise, a patron must be in good standing, cannot be a guest or temporary account holder, and for some items must be 18 years old. We have some kids items/toys that can be checked

out on a child's account but the responsible party (18+) has to be present to sign our waiver.

I have reached out to a local pawnshop about the potential for our items showing up there. They said they usually search a database like LeadsOnline for missing items, this particular shop pays up to \$500 items then contacts the police after the transaction has been made. It helps in these cases if the item in question has been engraved in some way with the library's name or logo, making it easier to spot. I have heard that filing police reports doesn't necessarily involve an arrest but is used more for the return of an item should it be sold off.

Our library hasn't done anything like that though, we are quite opposed to involving any sort of collection agency. We also try to communicate to patrons that just because an item is lost or damaged doesn't mean they will have to pay for the total replacement cost. For example, the hose for the pressure washer being damaged would result in just paying for the replacement cost of the hose itself. I think that tends to help a lot but it's finding a natural way to bring that up in conversation lol.

- CJ, Rowan County Public Library (Morehead, KY)

- We have similar parameters to the folks below:
 - Eligibility:
 - Must be 18+
 - Must have signed a waiver
 - Must have a full library card in good standing
 - Limits:
 - 3 items at one time
 - 3 reservations at one time
 - Staff actions/consequences:
 - Communications
 - Day 1 - email
 - Day 2 - phone call
 - Day 3 - email
 - Day 7 - final overdue notice (email or letter) which threatens a police report IF the cumulative value is over \$500
 - Day 8 - charge account for value of items and suspend them from the LoT collection

- IF the item(s) get returned, we reinstate them if the overdue was less than 30 days and wipe the charges.
- Day 14 - file police report

I have set a workflow up with our local police (highly suggest doing this) where I fill out a specific online form for the report, then send that report number to an officer in property crimes division. They will then check whatever systems the pawn shops enter items into and whatever system files seized items from other cases. We have to have this report filed in order to claim anything, and those items need to have a serial number or our ID engraved into them. This workflow keeps us from ever filing a grand larceny report and triggering more severe consequences for folks.

Users get suspended from the LoT collection for repeated overdues and the swiftness of this depends on how long the item was overdue:

- Overdues less than 7 days (so we don't get to the charges and suspensions) = 3rd offense
- Overdues over 7 but less than 30 days = 2nd offense
- Overdues over 30 days = 1st offense

Oh, and we also don't use collection agencies and I made sure the police reports will never lead to charges or anything. So basically, if a customer takes something, at most, they block themselves from using the Library. But this does stop repeat offenders from continual abuse of the collection. We also keep a running list of items that get stolen and if there is a pattern, we do not replace that item (looking at you, lapel mics).

- Kelsey, Richland Library (Columbia, SC)

CAPITAL AREA DISTRICT LIBRARIES

LIBRARY OF THINGS - LENDING GUIDELINES AND AGREEMENT

Guidelines for Borrowing and Use

- Library of Things items may be checked out at the circulation desk, not at self-check.
- Items can be returned to any CADL branch but they **MUST** be returned to a staffed circulation station. If they are returned in a book drop or left somewhere outside or inside the library, a \$20 fee will be added to the patron's account
- A valid Capital Area District Library card and no outstanding fines over \$10.00 is required to borrow a Thing. **Borrowers must be 18 years or older.**
- *A valid Government issued ID with picture and current address must be presented at checkout. The name and address on the ID and in the library records must match.*
- Borrowers must understand and sign the agreement at the circulation desk in the presence of library staff every time they checkout an item from the Library of Things.
- The library has received funding from the federal Emergency Connectivity Fund (ECF) to purchase devices and Internet hotspots to loan to members. ECF supported equipment and services are intended to be used by members who do not otherwise have sufficient access to the Internet.

Checkout Limits

A Thing may be borrowed for **2** weeks, depending on the Thing. Things may be renewed **1** time for **7** Days, unless another patron has a hold on the Thing. Patrons may only check-out **1 Thing at a time.**

Care and Operation

- The Thing only may be used and operated in compliance with CADL's policies and manufacturer's guidelines.
- Borrower shall not make any modifications or alterations to the Thing.

Liability and Fees

- If an item reaches 10 days overdue you will be blocked from placing holds, renewing items and checking out more items until the item is returned.
- If an item is more than 30 days overdue, it is considered lost or converted to your own use and you will receive a bill to cover the replacement cost plus a \$5 processing fee. If a billed item is returned in good condition, the bill will be removed from your record.
- The Borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with damage or loss of a Thing and/or peripherals as a result of neglect or abuse. **Fees for damage or loss may be incurred up to one week after check in.**
- It is the borrower's responsibility to protect the Thing against loss or damage.
- The Capital Area District Libraries is not responsible for the loss of data while using this equipment.
- Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provide that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor. **Initial here.**

Specific Legal Disclaimers

- Geiger counter: This item is for recreational purposes only. It is not calibrated or tested to verify that its readings are correct and does not conform to the requirements of the United States Nuclear Regulatory Commission.
- Air quality monitor: This item is for recreational purposes only. It is not calibrated or tested to verify that its readings are correct and does not conform to the requirements of the Environmental Protection Agency.
- Audio recorder: This device may only be used in compliance with all applicable state and federal law concerning audio recordings. **Initial here.**

CAPITAL AREA DISTRICT LIBRARIES LIBRARY OF THINGS - LENDING GUIDELINES AND AGREEMENT

Lending Agreement

- To abide by the Capital Area District Libraries lending guidelines as stated above.
- To pay any fees as stated above.
- To pay entire replacements costs should the Thing or its components be lost, damaged, or not returned.

In being permitted to borrow the Thing I hereby voluntarily waive, release, and discharge and covenant not to sue the Capital Area District Libraries, its respective successors, assignees, officers, agents, employees, and volunteer (hereafter referred to as "Releasees") from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the Thing.

This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, "Release"), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns.

PRINT NAME

SIGNATURE

Date (MM/DD/YYYY)

For Staff Use (if desired by branch):

Thing Name _____

last three of barcode for branch reference _____

A CADL representative and I have reviewed contents of the Thing and agree that all parts are present and appear to be in working order at checkout.

Patron please initial here X _____

CADL Staff please initial here X _____

LIBRARY OF THINGS LENDING AGREEMENT

Guidelines for Borrowing and Use Objects loaned by the Library through its Library of Things:

- Collection may only be checked out from the Circulation Desk.
- Patrons must have a valid Lakeland Library card with current address and outstanding fines totaling less than \$5.00 to borrow Library of Things items.
- Borrowers must be 18 years old or older.
- Borrowers must read and sign this Agreement at the Circulation Desk. Once signed patron record will be updated to reflect acceptance of lending agreement.

Time Limits and Availability:

- Items may be borrowed for 7 day or 21 day intervals. Due dates will be reflected on your checkout receipt.
- Patrons may only borrow one Library of Things item at a time.

Fines and Liability:

- The overdue fee is \$1 per day, with a maximum fine of the replacement cost for the item.
- The borrower is solely responsible for items and will be billed for reasonable repair or replacement costs associated with damage or loss of items or peripherals.
- A list of replacement costs of items (and peripherals) is maintained at the Circulation Desk and is available upon request. The responsibility to protect against loss belongs with the borrower. Allendale Township Library is not responsible for the loss of any data while using this equipment.

Proper Care & Use:

- With all items, please use care when handling.
- Items must be returned clean and free from odors, with all parts and components included.
- If any item becomes unsafe to use, please return to the library immediately for repair.

THINGS LENDING AGREEMENT

I agree:

To abide by Allendale Township Library's Lending Guidelines as stated above. To pay an overdue fee as stated above if the item is returned late. To pay full repair and/or replacement costs should the item or its components be stolen, lost, not returned, or damaged. I have read the entire document and my signature below indicates my agreement with the above statements.

In consideration of being permitted to borrow items from the Library of Things collection, I hereby voluntarily waive, release, and discharge and covenant not to sue Allendale Charter Township, the Allendale Township library, its respective successors, assigns, officers, agents, employees, and volunteers ("Releasees") from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity whether caused by any defect in Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing a Library of Things item.

WARNING: Michigan Penal Code 750.364 provides that the borrower of any library materials not returned to the library or willfully damaged shall be guilty of a misdemeanor.

Print Name

Signature

Date

Guidelines for Borrowing and Use

- Library of Things items, including LoT Jr., may only be checked out at one of the staff desks, not at self-checkout.
- Things **MUST** be returned to the Hastings Public Library at a staffed desk. Things returned in HPL drop boxes (other than Hotspots) are subject to a \$10 fine. Things returned at other libraries are subject to a \$20 fine. Library staff have one week to inspect and check-in the Thing.
- A valid Lakeland Co-op library card with no outstanding fines equal to or greater than \$10.00 is required to borrow a Thing, including Library of Things Jr. items. Borrowers must be 18 years or older.
- Borrowers must understand and sign the Lending Agreement before borrowing any Things. The agreement remains on file at HPL and need only be completed once unless HPL requests a new agreement for its files.
- Power Tools have an additional agreement that must be completed for each power tool checkout.
- Only Hastings Public Library patrons may check out power tools, both regular and non-resident card-holders.
- Only the card-holder may check out Library of Things items.

Checkout Limits

- Things may be borrowed for limited time-frames, typically one or three weeks, depending on the Thing.
- Things cannot be renewed to keep them in circulation for all patrons to use.
- A maximum of three (3) Things may be checked out to any single address. Hotspots are separate and can be a fourth (4th) Thing if available.

Fines and Liability

- It is the borrower's responsibility to protect the Thing against loss or damage. If an item is more than thirty (30) days overdue, it is considered lost or converted to the borrower's own use and they will receive a bill to cover the replacement cost, plus a \$5 processing fee. If a billed item is returned in good condition, the replacement fee will be removed from their record. Any assessed collection agency fees must still be paid.
- The Borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with damage or loss of a Thing and/or components and accessories.
- Things must be returned in the case or bag in which they were checked out, must be clean and in the same condition as at check out.
- The Library has one week to inspect and check-in a Thing and assess any necessary fines for loss or damage.
- A list of replacement costs of Things and associated components/accessories is maintained by the library and is available for viewing upon request.
- The Hastings Public Library is not responsible for the loss of data while using this equipment.

Care and Operation

- The Thing may only be used and operated in compliance with Hastings Public Library policies and manufacturer's guidelines.
- Borrower shall not make any modifications or alterations to the Thing.
- Borrower will provide their own batteries or other consumable supply when using the Thing. Some supplies may be available for purchase from the library.

Hastings Public Library

Library of Things

Lending Agreement



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Borrower agrees:

- To abide by the Hastings Public Library lending guidelines.
- To pay all fines and/or replacement costs as stated in the lending guidelines should the Thing or its components and accessories be lost, damaged, or not returned.
- To return Things clean and in the same condition as when they were checked out.
- To adhere to specific Thing restrictions:
 - **Boroscope:** May not be used internally in people or animals or in sewers/septic tanks and plumbing.
Initial here: _____
 - **Metal Detectors:** Detector coils work in water but the electronic units may not be submerged.
Initial here: _____
- Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provide that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor. **Initial here:** _____

In being permitted to borrow the Thing(s) I hereby voluntarily waive, release, and discharge and covenant not to sue the Hastings Public Library, its respective successors, assignees, officers, agents, employees, and volunteers (hereafter referred to as "Releasees") from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing(s), negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the Thing(s).

This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, "Release"), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns.

_____	_____	21348000_____
Print Name	Signature	Card #
_____	_____	
Phone	Date	

This agreement will be kept on file at the Hastings Public Library.

Hastings Public Library can request a new agreement form at their discretion.

Receiving Staff Initials: _____ Date Received: _____ Processing Staff Initials: _____ Date Processed: _____

The HPL Library of Things was made possible with assistance from Barb Pietrangelo, Hastings Elks Lodge #1965, Kim Domke & Thrivent Financial and the Institute of Museum and Library Services.



This project is funded (in part) with a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the Library of Michigan.

The Power Tools in the Library of Things Collection are for use by library patrons 18 years and older with a valid Hastings Public Library Card in good standing. **Only Hastings Public Library patrons may check out power tools.**

____ (initial), I state that I am capable and experienced in using the tools and equipment I am borrowing from the Library of Things, and that I will use the tools and equipment I am borrowing in a proper and safe manner. I am aware and acknowledge that my use of these tools and equipment may expose me and others to harm or injury. I am aware that the Hastings Public Library and the City of Hastings, and their partners, directors, officers, agents, members, and employees claim no expertise and make no representation or warranty concerning the fitness of any tool or equipment for any particular use. I take full responsibility for the use of the tools and equipment and shall be fully responsible to determine their fitness for any particular purpose.

____ (initial), I for myself, and on behalf of my heirs, successors and assigns, in consideration of being permitted to borrow tools and equipment, waive any and all claims against and agree not to sue the Hastings Public Library and the City of Hastings, and their partners, directors, officers, members, agents, and employees for any personal injuries and/or property damage of any nature that I may suffer or incur in the use of the tools and equipment that I am borrowing from the Hastings Public Library.

____ (initial), I for myself, and on behalf of my heirs, successors and assigns, in consideration of being permitted to borrow such tools and equipment, agree to release, defend, indemnify and hold harmless the Hastings Public Library and City of Hastings, and their officers, members, agents, and employees from any and all liabilities, losses, claims, demands, actions or causes of action for the death or injury to any persons and for any property damage of any nature suffered or incurred by any person that arises or may arise or be caused in any way from the use of the tools and equipment I am borrowing from the Hastings Public Library.

____ (initial), I affirm that only I, the individual who has signed this form, will operate the borrowed tools and equipment, and that I am over 18 years old or older at the time I have signed this form.

____ (initial), I affirm that I have read and fully understand the Lending Agreement of the Hastings Public Library and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me. I have read and understand this Waiver and Indemnification Form, relinquishing any and all claims against the Hastings Public Library and the City of Hastings, and their officers, members, agents and employees.

Printed Name: _____ Date: _____

Signature: _____ Card: 21348000_____

Hastings Public Library can request a new agreement form at their discretion.

Receiving Staff Initials: _____ Date: _____

Hackley Public Library of Things: Lending Agreement¹⁴⁶

Required

- Patrons must return this agreement in person at the Main Desk after they receive it in the mail.
- Patrons must be 18 years of age or older.
- Patrons must have a full-access HPL card in good standing with no fines.
- This agreement expires when the patron's account expires or when they update their address.

Library of Things (L.O.T.) Information

- L.O.T. items must be returned to the Main Desk, never in the outside book drop.
- All original items must be returned in good condition and placed within the case.
- L.O.T. items do not renew.
- Service to the L.O.T. item will be suspended if the item is more than 3 days overdue.
- Patrons may have one of each type of L.O.T. item at a time and no more than 3 total L.O.T. items at a time.
- L.O.T. items should be kept in a temperature-controlled environment.
- Do NOT leave L.O.T. items in a vehicle.
- Patrons are responsible for the content they access through the L.O.T. item.

Fines and Liabilities

- The patron is responsible for costs associated with the loss or damage of L.O.T. items and their accessories.
- Items or accessories that are damaged, unoriginal, missing, or require significant cleaning will be billed to the patron.
- The cost of the item or any of the individual parts can be outlined for the patron.
- Patrons will have a ban on L.O.T. item check-outs for 30 days if the item is returned overdue.
- L.O.T. items that are 35 days overdue will be billed at full replacement cost to the patron.
- Items billed for more than 63 days will accrue an additional collections fee.

With my signature, I agree to:

- Abide by the Hackley Public Library of Things (L.O.T.) Lending Agreement as stated above.
- Pay full repair and/or replacement costs should the L.O.T. item or any accessories be stolen, lost, or damaged.
- I understand that the L.O.T. item does not guarantee successful content, access, or results as this depends on several variables.
- I understand that the Hackley Public Library is not liable or responsible for any outcomes, damages, or consequences resulting from using or misusing a L.O.T. item.

Print Name: _____ Date: _____

Signature: _____ Library Card Barcode: _____

Mailing the LOT agreement is a standard security measure for verifying borrower identity and residency, particularly when dealing with high-value, high-demand inventory. It helps prevent fraud and inventory loss by ensuring the agreement is properly signed and returned, thus confirming the borrower's intent, identity, and residency.



Staff Only:

Date Mailed _____ Staff Initials _____
Date Returned _____ Staff Initials _____

SPECIAL COLLECTION POLICIES DRAFT

DESCRIPTION

Special items for circulation include, but are not limited to: Gaming Consoles, Launchpads, Chromebooks, Digital Cameras, and other materials deemed so by the library.

CIRCULATION

Patrons must read and agree to this policy prior to using or checking out any of Henika District Library's Special Collection items. Certain restrictions and expectations exist with regard to item use, including:

- In order to borrow a Special Collection item, a patron must have an adult (18+) Henika District Library card (or a card from a Lakeland Library) in good standing and must read and sign the ~~corresponding item's~~ Special Collection Lending Agreement. Lending agreements must be resigned every calendar year and upon any updates to the agreement.
 - Hotspots are limited to Henika District Library cardholders (regular and non-resident) only.
 - Power Tools or other items with a higher risk of injury/liability may have an additional agreement that must be completed for each checkout.
- Special Collection items are not available to be sent out for interlibrary loan.
- Special Collection items must be returned to the Circulation Desk at Henika District Library. They cannot be placed in a book drop or returned to any other library.
- A Special Collection item may be borrowed for 1 week (7 days) and may be renewed up to 1 time upon patron request unless another patron is waiting. Special collections items must be presented in person for renewal. If a patron has reached the number of allowable renewals of an item and no other patron is waiting, the item must be available for checkout for 24hrs before the same patron can enter into a new checkout period.
- A limit of two (2) special collection items can be checked out per adult card.
- Special Collection items returned exceptionally dirty or odorous may be subject to a \$5 cleaning fee at the discretion of the library.

BORROWER RESPONSIBILITY

Certain restrictions and expectations exist with regard to the borrowing patron's responsibility, including:

- Borrower is responsible for adhering to the library's Acceptable Use Policy regarding Remote Devices.

- The library is not responsible for any costs incurred or damage to personal equipment while borrowers use the devices or for the security of connected patron devices.
- The library does its best to provide clean and fully functional equipment, but is not responsible for unforeseen hardware or software failure **and/or loss of data.**
- Borrower is responsible for the safe-keeping and return of these items to the library in good working order and assumes liability for the equipment while it is in their care. Borrower is responsible for damaged and/or missing pieces of the package as **outlined in the respective item's lending agreement listed in the item's contents list.**
- **Borrower shall not make any modifications or alterations to the item.**

Adopted: 8/12/2021

Revised: 9/8/2026

LOAN PERIODS & LIMITS

Loan periods for materials owned by the Henika District Library have been established according to the following table:

Books	21 days, 100 per patron
Audio Books	21 days, 10 per patron
Gaming Software	14 days, 5 per patron
DVDs	7 days, 15 per patron
Special Collection Items	*7 days, 1 2 per adult patron (exceptions may apply)

Some materials are deemed “non-circulating” at the discretion of the Library Director and Circulation Supervisor.

All items (with the exception of special collection items) may be renewed a maximum of two (2) times on a patron’s account, unless the item is on hold for another patron. Special collection items may be renewed a maximum of one (1) time on a patron’s account, unless the item is on hold for another patron. ~~Special collections items must be presented in person for renewal. If a patron has reached the number of allowable renewals of an item and no other patron is waiting, the item must be available for checkout for 24hrs before the same patron can enter into a new checkout period.~~

*Unless otherwise specified

*Adopted: 12/20/95
 Revised: 8/12/98
 Revised: 6/16/99
 Revised: 4/11/02
 Revised: 11/10/05
 Revised: 4/16/09
 Revised 12/10/09
 Revised: 5/13/10
 Revised: 1/10/19
 Revised: 8/12/2021
 Revised: 9/9/2025
 Revised: 9/8/2026*