

**Minutes of the Regular Monthly Meeting of the  
Alpena County George N. Fletcher Public Library  
Board of Trustees**

**Call to Order:** A meeting of the Alpena County Library Board of Trustees was called to order on Wednesday, February 16, 2022, at 4:00 p.m. by President Joseph Garber.

**Present:**

Board of Trustees: Joseph Garber, Michelle Cornish, Mark Hunter, Quintin Meek, Ron Meneghel

Staff: Beth DeCaire, Jessica Luther

Friends of the Library: Karen Grochowski

**Election of Officers:** The following slate of officers was voted on and approved:

President: Joseph Garber

Vice-President: Ron Meneghel

Treasurer: Quintin Meek

Secretary: Michelle Cornish

**Minutes:** It was moved by Hunter with support from Cornish to approve the minutes of the January 19, 2022, regular meeting of the Board of Trustees. The motion passed.

**Treasurer's Report:** The Treasurer's Report was reviewed, and Garber directed it to be filed as presented subject to final audit.

**Review and Approval of Bills:** It was moved by Hunter and supported by Meek that both sets of bills as presented be approved. The motion passed.

**Friends of the Library Report:** Grochowski reported that they are between projects at this time and that they are working on recruiting more board members. She added that she recorded a brief interview with WBKB regarding the need for more board members.

**Old Business:**

**A. Building Project**

- a. **Change Order-** It was moved by Meneghel with support from Cornish to approve a change order of \$8,368.00 from John's Electric. The motion passed.
- b. **Approval of Construction Bills-** A resolution was presented for board approval to direct the Alpena County Building Authority to pay bills related to the construction project in the amount of \$94,196.21. It was moved by Meek with support from Cornish to approve the resolution. The motion passed. A copy of the signed full resolution is attached.

- c. **Funds Transfer-** A resolution was presented for board approval to direct the Alpena County Treasurer to transfer \$89,500 from the Library General Fund to the Building Authority. It was moved by Meneghel with support from Meek to approve the resolution. The motion passed. A copy of the signed full resolution is attached.
  - d. **Surplus Property Auction-** Magness-Eubank reported that the surplus items not sold at auction have been discarded.
  - e. **Other-** Magness-Eubank shared that there have been issues with the elevator stopping and the doors not opening. Great Lakes Elevator has been contacted and will be coming to the building within the week.
- B. Strategic Planning:** The Public Library Association Strategic Planning workbook was distributed to the board. Magness-Eubank is working on preparations for the planning process, including the timeline. Cornish recommended hiring a consultant to assist with the facilitation of the process. Hunter moved with support from Meek to direct Magness-Eubank to obtain RFPs from possible facilitators. The motion passed.  
(5:00 pm Don La Barre arrived)
- C. Thunder Bay National Marine Sanctuary Agreement:** An agreement document was presented to the board with Magness-Eubank stating that a separate agreement inclusive of a financial component is in process. The board will review and vote on approval at the March meeting.  
(5:13 pm Don La Barre left)
- D. Policy Review:** A list of suggested policies recommended by Foster Swift to be reviewed and updated was distributed. These policies include the board bylaws. Magness-Eubank stated that a subcommittee will need to be formed to review and update the bylaws. A subcommittee will be selected at the March meeting. Garber requested DeCaire to send a template of library bylaws to him.

#### **New Business**

- A. **New Hires:** Magness-Eubank reported that a part-time staff member has resigned leaving the need for 3 additional positions at the desk. He is also developing additional staff positions to address other library needs, he will present these to the Library Personnel Committee when ready.
- B. **Other:** Meneghel expressed the desire for a larger board of trustees.

**Assistant Director Report:** The written report was reviewed.

**Request for Closed Session:** Garber requested that the board go into a closed session to discuss the performance of the Library Director. It was moved by Hunter with support from Meek to go into a closed session.

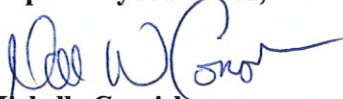
Garber, Cornish, Hunter, Magness-Eubank, Meek, and Meneghel entered a closed session of the Alpena County George N. Fletcher Board of Trustees at 5:45 pm.

Hunter moved to adjourn the closed session with support from Cornish at 6:09 pm. The motion passed.

**Open Meeting:** The open session of the Board of Trustees resumed at 6:10 pm.

**Adjournment:** It was moved by Hunter with support from Meek to adjourn the meeting. President Garber declared the meeting adjourned at 6:11 p.m. The next regular meeting will be Wednesday, March 16, 2022, at 4:00 pm.

**Respectfully submitted,**

A handwritten signature in blue ink, appearing to read 'Michelle Cornish', with a long horizontal flourish extending to the right.

**Michelle Cornish**  
**Secretary**

**Jessica Luther**  
**Recording Secretary**



## Alpena County George N. Fletcher Public Library

---

211 N. First Avenue  
Alpena, Michigan 49707-2893  
Phone: 989-356-6188  
Fax: 989-356-2765

At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 15<sup>th</sup> day of February, 2022 at 4 PM Eastern time at the Alpena County George N Fletcher Public Library in Alpena, Michigan, there were:

Present: Joseph Garber, Ronald Meneghel, Mark Hunter, Quintin Meek, Michelle Cornish

Absent: None

The following preambles and resolutions are offered by Quentin Meek and seconded by Michelle Cornish.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the Building Authority of Alpena County to pay Application for Payment No. 16 from Meridian Contracting Services in the amount of \$74,929.99 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No 22039 to Omega Electric & Sign in the amount of \$19,266.22

The Sum Total of all of these transactions amounts to \$ 94,196.21 from the Building Authority

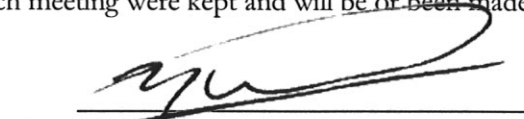
YES: Joseph Garber, Ronald Meneghel, Mark Hunter, Quintin Meek, Michelle Cornish

NO: None

The Resolution was declared adopted

The undersigned, being the duly qualified Director of the Alpena County George N. Fletcher Public Library, certifies that the foregoing is a true and complete copy of a resolution duly adopted by this board at a regular meeting held on the 16<sup>th</sup> day of February, 2022, at which a quorum was present and remained throughout and that an original thereof is on file in the records of this Board. I further certify the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or been made available as required thereby.

DATED: February 16, 2022

  
\_\_\_\_\_  
Library Director



## Alpena County George N. Fletcher Public Library

---

211 N. First Avenue  
Alpena, Michigan 49707-2893  
Phone: 989-356-6188  
Fax: 989-356-2765  
[www.alpenalibrary.org](http://www.alpenalibrary.org)

At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 16<sup>th</sup> day of February, 2022 at 4 PM Eastern time at the Alpena County George and Fletcher Public Library Building in Alpena, Michigan, there were:

Present: Joseph Garber, Ronald Meneghel, Mark Hunter, Quintin Meek, Michelle Cornish

Absent: None

The following preambles and resolutions are offered by Ronald Meneghel and seconded by Quentin Meek.

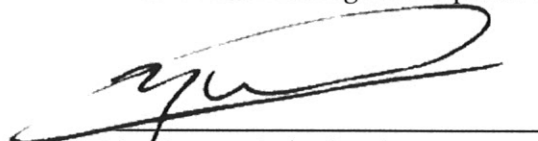
In order to pay the current construction bills submitted for payment, The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes The Treasurer of Alpena County to transfer \$89,500 from the Library General Fund to the Building Authority of Alpena County.

YES: Joseph Garber, Ronald Meneghel, Mark Hunter, Quintin Meek, Michelle Cornish

NO: None

The Resolution was declared adopted

The undersigned, being the duly qualified Director Of the Alpena County George N. Fletcher Public Library Board of Trustees, certifies that the foregoing is a true and complete copy of a resolution duly adopted by this board at a regular meeting held on the 16<sup>th</sup> day of February, 2022, at which a quorum was present and remained throughout and that an original thereof is on file in the records of this Board. I further certify the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or been made available as required thereby.

  
Eric Magness-Eubank, Library Dir.

DATED: February 16 2022

**APPLICATION AND CERTIFICATE FOR PAYMENT**

**TO OWNER:** Alpena County Library  
 Attn: Eric Magness-Eubank  
 211 N. Second Ave  
 Alpena, MI 49707

**PROJECT:** Alpena County Library Renovations  
 APPLICATION NO.: Sixteen  
 PERIOD TO: 02/11/22

**FROM CONTRACTOR:** Meridian Contracting Services, LLC  
 304 W. Chisholm  
 Alpena, MI 49707

**VIA ARCHITECT:** Quinn Evans  
 219 1/2 N. Main St.  
 Ann Arbor, MI 48104

**PROJECT NO:** 929-2020  
**CONTRACT DATE:** 08/13/20

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment as shown below, in connection with the contract. Continuation Sheet, AIA Document G703, is attached.

1 **ORIGINAL CONTRACT SUM** ..... \$2,668,000.00  
 2 **Net change by Change Orders** ..... \$142,332.26  
 3 **CONTRACT SUM TO DATE** ..... (line 1 +/- 2) \$2,810,332.26  
 4 **TOTAL COMPLETED & STORED TO DATE** ..... \$2,805,464.26  
 (Column G on G703)

5 **RETAINAGE:**

a. 0 % of Completed Work ..... \$0.00  
 (Columns D & E on G703)

b. 0 % of Stored Material ..... \$0.00  
 (Column F on G703)

Total Retainage (line 5a + 5b, or Total in Column I of G703) ..... \$0.00

6 **TOTAL EARNED LESS RETAINAGE** ..... \$2,805,464.26  
 (Line 4 Less Line 5 Total)

7 **LESS PREVIOUS CERTIFICATES FOR PAYMENT** ..... \$2,730,534.27  
 (Line 6 from prior Certificate)

8 **CURRENT PAYMENT DUE** ..... **\$74,929.99**

9 **BALANCE TO FINISH, INCLUDING RETAINAGE** ..... \$4,868.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner.....	\$133,127.46	\$0.00
Total approved this month.....	\$9,204.80	\$0.00
<b>TOTALS</b>	<b>\$142,332.26</b>	<b>\$142,332.26</b>
<b>NET CHANGES BY CHANGE ORDER</b>		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** Meridian Contracting Services, LLC

By: [Signature] Date: 2/11/22  
 State of: Michigan  
 County of: Alpena

Sworn before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Signature \_\_\_\_\_ Printed \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Contractor certifies to the Owner that to the best of the Contractor's knowledge, information and belief, the work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and the Continuation Sheet that are changed to conform to the amount certified.)

Architect:  
 By: \_\_\_\_\_ Date: \_\_\_\_\_  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONTINUATION SHEET**

BASED ON AIA DOCUMENT FORMAT G703

PAGE 2 OF 2

**AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT,**

containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where retainage for line items may apply.

APPLICATION NO. Sixteen  
 PERIOD TO: 2/11/2022  
 PROJECT NOS: 929-2020  
 CONTRACT DATE 08/13/20

A	B	C	D	E	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATIONS (D + E)	THIS PERIOD (D + E)	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1	General conditions	75000.00	70132.00	0.00	0.00	70132.00	4868.00	0.00
2	Testing, cleaning, temp facilities	30000.00	30000.00	0.00	0.00	30000.00	0.00	0.00
3	Demolition	180000.00	180000.00	0.00	0.00	180000.00	0.00	0.00
4	Sitework	30000.00	30000.00	0.00	0.00	30000.00	0.00	0.00
5	Site improvements	30000.00	30000.00	0.00	0.00	30000.00	0.00	0.00
6	Concrete	70000.00	70000.00	0.00	0.00	70000.00	0.00	0.00
7	Masonry	65000.00	65000.00	0.00	0.00	65000.00	0.00	0.00
8	Structural steel	100000.00	100000.00	0.00	0.00	100000.00	0.00	0.00
9	Steel decking	10000.00	10000.00	0.00	0.00	10000.00	0.00	0.00
10	Glazed decorative railing	55000.00	55000.00	0.00	0.00	55000.00	0.00	0.00
11	Carpentry	25000.00	25000.00	0.00	0.00	25000.00	0.00	0.00
12	Dampproofing, waterproofing, insulation	30000.00	30000.00	0.00	0.00	30000.00	0.00	0.00
13	EFIS	5000.00	5000.00	0.00	0.00	5000.00	0.00	0.00
14	Phenolic panels	50000.00	40000.00	10000.00	0.00	50000.00	0.00	0.00
15	Single membrane roofing, caulking, seal	14000.00	14000.00	0.00	0.00	14000.00	0.00	0.00
16	Interior doors, frames, all finish hardware	96000.00	96000.00	0.00	0.00	96000.00	0.00	0.00
17	Aluminum storefront	195000.00	195000.00	0.00	0.00	195000.00	0.00	0.00
18	Window tinting	5000.00	5000.00	0.00	0.00	5000.00	0.00	0.00
19	Light gauge steel framing	50000.00	50000.00	0.00	0.00	50000.00	0.00	0.00
20	Drywall including all patching	70000.00	70000.00	0.00	0.00	70000.00	0.00	0.00
21	Hard tile	35000.00	35000.00	0.00	0.00	35000.00	0.00	0.00
22	Acoustical ceilings	45000.00	45000.00	0.00	0.00	45000.00	0.00	0.00
23	Flooring	265000.00	265000.00	0.00	0.00	265000.00	0.00	0.00
24	Painting	60000.00	60000.00	0.00	0.00	60000.00	0.00	0.00
25	Specialties - accessories, signage, etc	20000.00	20000.00	0.00	0.00	20000.00	0.00	0.00
26	Roller shades	15000.00	15000.00	0.00	0.00	15000.00	0.00	0.00
27	Manufactured casework	60000.00	60000.00	0.00	0.00	60000.00	0.00	0.00
28	Labor for owner supplied shelving	5000.00	5000.00	0.00	0.00	5000.00	0.00	0.00
29	Elevator	140000.00	140000.00	0.00	0.00	140000.00	0.00	0.00
30	Plumbing & HVAC	536000.00	536000.00	0.00	0.00	536000.00	0.00	0.00
31	Electrical	302000.00	302000.00	0.00	0.00	302000.00	0.00	0.00
32			0.00	0.00	0.00	0.00	0.00	0.00
33	CO #001 - Canopy Modifications	5127.98	5127.98	0.00	0.00	5127.98	0.00	0.00
34	CO #002 - Plumbing & Mechanical mods	67947.00	67947.00	0.00	0.00	67947.00	0.00	0.00
35	CO #003 - Misc revisions	6741.21	6741.21	0.00	0.00	6741.21	0.00	0.00
36	CO #004 - Bulletin #3 electrical changes	6769.40	6769.40	0.00	0.00	6769.40	0.00	0.00
37	CO #005 - Misc changes	46541.87	46541.87	0.00	0.00	46541.87	0.00	0.00
38	CO #006 - Final electrical changes	9204.80	0.00	9204.80	0.00	9204.80	0.00	0.00
<b>TOTAL</b>		<b>\$2,810,332.26</b>	<b>\$2,786,259.46</b>	<b>\$19,204.80</b>	<b>\$0.00</b>	<b>\$2,805,464.26</b>	<b>\$4,868.00</b>	<b>\$0.00</b>

**Change Order**

**From:** Meridian Contracting Services, LLC  
304 W. Chisholm St.  
Alpena, MI 49707  
(989) 354-4825

**To:** Alpena County Library  
Attn: Eric Magness-Eubank  
211 N. First Ave.  
Alpena, MI 49707

**Project Description:** Library Renovations  
**Project Location:** Same  
**Project Number:** 929-2020


**Change Order Number:** 006  
**Date:** 2/11/22

---

**Final Electrical Adjustments**

John's Electric dated 11/25/21 - less items noted (see attached) \$8,368.00

	Sub-total:	\$8,368.00
	Overhead & Profit 10%	\$836.80
	<b>Total Cost Adjustments:</b>	<b>-----</b> <b>\$9,204.80</b>
Previous Contract Amount .....		<b>\$2,801,127.46</b>
Cost of this Change .....		<b><u>\$9,204.80</u></b>
Revised Contract Amount .....		<b><u>-----</u></b> <b><u>\$2,810,332.26</u></b> <b>=====</b>

**Owner:**   
(authorized signature)

**Date:** 2/11/22

**Contractor:** \_\_\_\_\_  
(authorized signature)

**Date:** \_\_\_\_\_



# John's Electric, Inc.

6622 Bolton Road

Alpena, MI 49707

Phone (989) 356-5797 \* Fax (989) 356-6830

11/25/2021

**BILL TO:**

Meridian Contracting  
304 W. Chisolm  
Alpena, MI 49707

**JOB LOCATION:**

Alpena Cty. George Fletcher  
Public Library

## Change Order Request 1

The following is a list of extra work completed upon request but not part of original contract:

Description			
<b>Project: Alpena County George N. Fletcher Public Library</b>			
Provide and install 15 2'x2' surface mount kits for light fixtures that had to be surface mounted due to limited space in ceiling.			
Labor	8 hrs @ \$75	\$	600.00
Materials		\$	494.00
- 15 surface mount kit and box of drywall anchors			
Provide and install 2 additional exit/em lights. One on the first floor near the seating area per the fire marshall's request. The second one at the staff entrance because when we switched to surface mounted flat panels we lost the emergency lights.			
Labor	4 hrs @ \$75	\$	300.00
Materials		\$	168.00
- 2 exit/em lights, j-box, fittings and wire			
Provide and install 3 flat panel light fixtures at the elevator landings.			
Labor	7 hrs @ \$75	\$	525.00
Materials		\$	295.00
- 3 flat panel led lights, wiremold, wm boxes and fittings, wire, wirenuts and anchors			
Labor to relocate receptacles in reading room.			
Labor	6 hrs @ \$75	\$	450.00
Labor to relocate receptacles at the circulation desk.			
Labor	<del>6 hrs @ \$75</del>	<del>\$</del>	<del>450.00</del>

Subtotal - Page 1 \$ ~~3,282.00~~

~~\$2832.00~~

# John's Electric, Inc.

6622 Bolton Road

Alpena, MI 49707

Phone (989) 356-5797 \* Fax (989) 356-6830

11/25/2021

**BILL TO:**

Meridian Contracting  
304 W. Chisolm  
Alpena, MI 49707

**JOB LOCATION:**

Alpena Cty. George Fletcher  
Public Library

Description			
Labor and materials to pull new circuit for gfi and light in elevator room. Also reworked 60' of conduit and boxes after ceiling was changed to a new hard lid.			
Labor	8 hrs @ \$75	\$	600.00
Materials		\$	316.00
- #12 thhn wire and 20' 3/4 emt. Supplied 1 vapor light fixture for elevator pit.			
Install one additional circuit for the door access control boxes.			
Labor	8 hrs @ \$75	\$	600.00
Materials		\$	112.00
- mc cable, connectors and wirenuts			
Install power for sign.			
Labor	2 hrs @ \$75	\$	150.00
Materials		\$	101.00
- #12 thhn wire, gfi, wp box and in-use cover			
Install grounding on the main service per the electrical inspectors request. The existing service did not have any grounding, there wasn't any shown on the drawings.			
Labor	28 hrs @ \$75	\$	2,100.00
Materials		\$	411.00
- 3/4 rigid, elbows, ground rods, ground rod clamps, 3/4 pvc, pvc fittings, 3/4 emt. 3/4 lbs, 3/4 couplings, 2/O wire and water pipe clamp.			

Subtotal - Page 2 \$ 4,390.00

# John's Electric, Inc.

**6622 Bolton Road  
Alpena, MI 49707**

Phone (989) 356-5797 \* Fax (989) 356-6830

11/25/2021

**BILL TO:**  
Meridian Contracting  
304 W. Chisolm  
Alpena, MI 49707

**JOB LOCATION:**  
Alpena Cty. George Fletcher  
Public Library

Description			
Install 1 additional smoke detector at the elevator.			
Labor	2 hrs @ \$75	\$	150.00
Materials		\$	117.00
- smoke detector, fire alarm wire, mounting bracket and box			
Install surface mounted wiremold for A1/A1E in non-fiction area in lieu of mc cable.			
Labor	10 hrs @ \$75	\$	750.00
Materials		\$	426.00
<b>CREDIT for mc cable</b>	<b>Labor 2 hrs @ \$75</b>	<b>\$</b>	<b>(150.00)</b>
	<b>Materials</b>	<b>\$</b>	<b>(76.00)</b>
Install surface mounted wiremold for all track lights in lieu of mc cable.			
Labor	40 hrs @ \$75	\$	3,000.00
Materials		\$	1,279.00
- 300' V500 wiremold, internal elbows, external elbows, flat elbows, straps, male box connectors, wiremold boxes, blank covers, and #12 wire			
<b>CREDIT for mc cable</b>	<b>Labor 12 hrs @ \$75</b>	<b>\$</b>	<b>(900.00)</b>
	<b>Materials - cable, connectors, strap</b>	<b>\$</b>	<b>(250.00)</b>
Install feeds for the following existing items.....the mechanical and boiler rooms not shown on drawings.			
- Feed to 3 phase pump	- Feed to 2 control panels		
- Feed to 1 phase pump (P-1)	- Service receptacle in boiler room		
- Service receptacle in mechanical room			
Labor	8 hrs @ \$75	\$	600.00
Materials		\$	279.00
- #12 thn wire and breakers			

NET  
\$4079

Subtotal - Page 3 \$ 5,225.00 \$1146<sup>00</sup>  
 Subtotal - Page 2 \$ 4,390.00 \$4390<sup>00</sup>  
 Subtotal - Page 1 \$ 3,282.00 \$2832<sup>00</sup>  
**Balance Due \$ ~~12,897.00~~ \$8368**



Remit to:  
 1109 CRITTENDEN CT  
 ALPENA, MI 49707

# Invoice

Date: 11/26/2021

Alpena County Library  
 211 N. 1st Ave.  
 Alpena, MI 49707

P.O. #: CCTV System/ DATA

Invoice #: 22039

Due Date: 12/26/2021

Terms: Net 30

Job Description	Amount
Provide and install the following items for installation of existing CCTV video security system Install 108 cat6 jacks Install 48 port and 24 patch panels Install 9000' of cat6 cable Install 12 customer supplied cameras Install 4000' of Siamese camera cable Terminate and test all connections Install and focus all cameras.	11,449.00
SUPPLY AND INSTALL 10 NEW CAMERAS AND DVR POWER SUPPLY TO REPLACE FAULTY EXISTING UNITS.	2,944.00
INSTALL 39 ADDITIONAL DEDICATED DATA LINES PER REQUEST, INSTALL ADDITIONAL 48 PORT PATCH PANEL TO SUPPORT NEW WIRING, TEST AND VERIFY, INSTALL 79 JACKS AND PLATES.	4,873.22

We accept Mastercard & Visa.

Total **\$19,266.22**  
 Payments/Credits **\$0.00**  
 Balance Due **\$19,266.22**

**Accounts that are 30 days past due will be subject to finance charges of 1.5% per month.**

Mastercard     Visa

Card # \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_

Security Code \_\_\_\_\_

Signature \_\_\_\_\_

Invoice #: 22039

## Financial Projection 2.15.2022

Beginning Cash Balance	\$	584,686
Community Foundation Balance	\$	210,964
Building Authority Funding	\$	4,726
<b>Subtotal current assets</b>	<b>\$</b>	<b>800,376</b>
BP Expenses Meridian	\$	74,929
BP Expenses This Month-Omega	\$	19,266
BP Expenses Other		
<b>Subtotal Current Expenses</b>	<b>\$</b>	<b>94,195</b>
<b>Transfer to Building Authority</b>	<b>\$</b>	<b>89,469</b>
Construction Contract Remaining		4868
QEA contract remaining	\$	-
Retainage		
	\$	-
<b>Total remaining building expenses</b>	<b>\$</b>	<b>4,868</b>
Ending Cash Balance	\$	706,181

## Mobile Hotspot Lending Policy

### Mobile Wireless Hotspot Lending Policy

#### Purpose

In fulfilling the Library's mission to provide access to information and educational resources, Alpena County George N. Fletcher Public Library lends mobile wireless hotspots to library card-holding patrons in good standing.

#### Terms and Conditions

A "hotspot" consists of the mobile wireless hotspot device itself, battery, sim card, as well as its charger. When a patron borrows a mobile hotspot, the patron's use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard Library policies (notably the Library's *Internet Access Policy*) and other terms and conditions described below for which the user is responsible.

In order to borrow a hotspot, patrons must be:

- 18 years of age or older
- The patron must have an Alpena County George N. Fletcher Public Library card in good standing issued to patron checking out the hotspot.
- At the time of checkout, the borrowing patron must present his/her library card and picture ID.
- Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit.
- The patron must sign the Library's Hotspot Agreement before a hotspot can be checked out.
- Only one hotspot may be borrowed on a patron's account at any one time.
- The loan period for the hotspot is 14 days with no grace period and no renewals.

The Library will accept holds on the hotspot. Patrons will be notified by phone only when their hold is ready for pick-up. Patrons will have 72 hours from the time of this notification call to check out the hotspot, after such time it will be released to another patron. This hold period may be extended, at the discretion of the Library, due to Library hours of operation.

Overdue hotspots will be deactivated at closing on the day the hotspot is due. Overdue fines will accrue at \$2.50 per day up to the maximum replacement cost of the hotspot. Patrons are not permitted to return the hotspot to the Library's book drop. Rather, hotspots must be returned directly to a Library staff member at the Service Desk, who will verify that all components of the hotspot are accounted for before checking it in from the borrowing patron's account. The hotspot will not be considered returned until all components of the hotspot are returned.

Accounts owing more than \$25.00 may be sent to collections if the item is not returned or paid for after 90 days from the billing date. Accounts sent to collections are subject to an additional referral fee. This information is NOT reported to credit bureaus.

By borrowing and initiating use of the Library's hotspot, the user agrees to abide by the Library's policies and rules and agrees to hold the Library and its agents harmless from any and all

claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library. Deliberate altering or modifying the configuration of Library-owned equipment is strictly prohibited.

Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot. A hotspot can provide internet access for up to 10 devices.

**The borrowing patron will be responsible for:**

1. Lost or damaged hotspots and accessories (includes theft thereof). Patrons must be mindful of current replacement costs of mobile hotspots and accessories before borrowing, as he or she will be responsible for paying the actual replacement cost of a damaged or lost hotspot device or accessories (\$35 for hotspot and \$15 for charging cord).
2. Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).
3. Parents/guardians are responsible for the use of the Hotspot by minors.
4. Returning all hotspot equipment undamaged and in good working condition and is responsible for loss or theft of the items. The hotspot will not be considered returned until all pieces are returned. If the hotspot equipment is not returned, the patron will be responsible for a \$2.50 overdue charge per day up to the replacement cost of \$35. The replacement cost for the charging cord/plug-wall charger is \$15 each.
5. Returning the hotspot to the Service Desk. Any damage that occurs as a result of returning the hotspot to the book drop will be the responsibility of the patron.
6. Fees associated with Service outside the continental United States.

Unlawful use of the internet or use that violates the Library's *Internet Access Policy* is prohibited and may result in the loss of privileges. The Library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.

For assistance in the operation of the Library's Hotspots, borrowers may call the Technology Specialist or the Service Desk during normal business hours.

## Mobile Hotspot Lending Agreement

Library patrons may borrow Alpena County George N. Fletcher Public Library Wi-Fi Hotspot equipment, subject to the following criteria:

- The patron must be age 18+ with a library card (in good standing)
- The patron must present his/her library card and picture ID to fill out this lending agreement form to complete the checkout process.
- The hotspot equipment may be borrowed for 14 days.
- The hotspot equipment must be returned in person to the Service Desk where it was borrowed. Any damage that occurs as a result of returning the hotspot to the book drop will be the responsibility of the patron.
- The patron is responsible for returning all hotspot equipment undamaged and in good working condition and is responsible for loss or theft of the items. The hotspot will not be considered returned until all pieces are returned. If the hotspot equipment is not returned, the patron will be responsible for a \$2.50 overdue charge per day up to the replacement cost of \$35. The replacement cost for the charging cord/plug-wall charger is \$15 each.
- The library is not responsible for any liability, damages, or expenses resulting from the use or misuse of hotspot equipment, its connection to other electronic devices, or data loss resulting from its use.
- The hotspot must be returned with a minimal battery charge for the check-in inspection.

I have read, understand, and agree to comply with the *Internet Access Policy* and the *Mobile Hotspot Lending Policy*. I further understand any infraction of the agreement will result in the loss of privileges. I agree to hold Alpena County George N. Fletcher Public Library and its representatives harmless for any and all loss, problem, or damage resulting from my use of Library mobile hotspots. Further, I agree to indemnify Alpena County George N. Fletcher Public Library for any loss or liability that may incur as a result of any violation of *the Internet Access Policy* and *Mobile Hotspot Lending Policy* (stated or unstated) by me.

By signing below, I understand and agree to the terms in the Alpena County George N. Fletcher Public Library Mobile Hotspot Lending Agreement.

Patron Name \_\_\_\_\_ Phone \_\_\_\_\_

Patron Signature \_\_\_\_\_ Date \_\_\_\_\_

Library use only  
.....

Library Card Number \_\_\_\_\_ Hotspot Number \_\_\_\_\_ Due Date \_\_\_\_\_



## Kindle Fire Lending Policy

### Kindle Fire Lending Policy

#### **Purpose**

In fulfilling the Library's mission to provide access to information and educational resources, Alpena County George N. Fletcher Public Library lends Kindle Fire tablets to library card-holding patrons in good standing.

#### **Terms and Conditions**

A "Kindle Fire Kit" consists of the device itself, as well as its charger. When a patron borrows a Kindle Fire, the patron's use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard Library policies (notably the Library's *Internet Access Policy*) and other terms and conditions described below for which the user is responsible.

In order to borrow a Kindle Fire, patrons must be:

- 18 years of age or older
- The patron must have an Alpena County George N. Fletcher Public Library card in good standing issued to patron checking out the Kindle Fire.
- At the time of checkout, the borrowing patron must present his/her library card and picture ID.
- Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the Kindle Fire kit (notably the tablet and charger).
- The patron must sign the Library's Kindle Fire Lending Agreement before a Kindle Fire kit can be checked out.
- Only one Kindle Fire may be borrowed on a patron's account at any one time.
- The loan period for the Kindle Fire is 14 days with no grace period and no renewals.

The Library will accept holds on the Kindle Fire. Patrons will be notified by phone only when their hold is ready for pick-up. Patrons will have 72 hours from the time of this notification call to check out the Kindle Fire, after such time it will be released to another patron. This hold period may be extended, at the discretion of the Library, due to Library hours of operation.

Overdue Kindle Fire tablets will accrue at \$2.50 per day up to the maximum replacement cost of the Kindle Fire (\$150.00). Patrons are not permitted to return the Kindle Fire to the Library's book drop. Rather, the Kindle Fire must be returned directly to a Library staff member at the Service Desk, who will verify that all components of the Kindle Fire are accounted for before checking it in from the borrowing patron's account. The Kindle Fire will not be considered returned until all components of the Kindle Fire are returned.

Accounts owing more than \$25.00 may be sent to collections if the item is not returned or paid for after 90 days from the billing date. Accounts sent to collections are subject to an additional referral fee. This information is NOT reported to credit bureaus.

By borrowing and initiating use of the Library's Kindle Fire, the user agrees to abide by the

Library's policies and rules and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's Kindle Fire and internet access provided by the Library. Deliberate altering or modifying the configuration of Library-owned equipment is strictly prohibited.

The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the Kindle Fire.

**The borrowing patron will be responsible for:**

1. A lost or damaged Kindle Fire and accessories (includes theft thereof). Patrons must be mindful of current replacement costs of the Kindle Fire and accessories before borrowing, as he or she will be responsible for paying the actual replacement cost of a damaged or lost Kindle Fire or accessories (\$150.00 for Kindle Fire and \$10 for charging cord).
2. Kindle Fire tablets must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).
3. Parents/guardians are responsible for the use of the Kindle Fire by minors.
4. Returning all Kindle Fire equipment undamaged and in good working condition and is responsible for loss or theft of the items. The Kindle Fire will not be considered returned until all pieces are returned. If the Kindle Fire equipment is not returned, the patron will be responsible for a \$2.50 overdue charge per day up to the replacement cost of \$150. The replacement cost for the charging cord/plug-wall charger is \$10 each.
5. Returning the Kindle Fire to the Service Desk. Any damage that occurs as a result of returning the Kindle Fire to the book drop will be the responsibility of the patron.

Unlawful use of the internet or use that violates the Library's *Internet Access Policy* is prohibited and may result in the loss of privileges. The Library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.

For assistance in the operation of the Library's Kindle Fire, borrowers may call the Technology Specialist or the Service Desk during normal business hours.

## Kindle Fire Lending Agreement

Library patrons may borrow Alpena County George N. Fletcher Public Library Kindle Fire equipment, subject to the following criteria:

- The patron must be age 18+ with a library card (in good standing)
- The patron must present his/her library card and picture ID to fill out this lending agreement form to complete the checkout process.
- The Kindle Fire equipment may be borrowed for 14 days.
- The Kindle Fire equipment must be returned in person to the Service Desk where it was borrowed. Any damage that occurs as a result of returning the Kindle Fire to the book drop will be the responsibility of the patron.
- The patron is responsible for returning all Kindle Fire equipment undamaged and in good working condition and is responsible for loss or theft of the items. The Kindle Fire kit will not be considered returned until all pieces are returned. If the Kindle Fire equipment is not returned, the patron will be responsible for a \$2.50 overdue charge per day up to the replacement cost of \$150. The replacement cost for the charging cord/plug-wall charger is \$10 each.
- The library is not responsible for any liability, damages, or expenses resulting from the use or misuse of Kindle Fire equipment, its connection to other electronic devices, or data loss resulting from its use.
- The Kindle Fire must be returned with a minimal battery charge for the check-in inspection.

I have read, understand, and agree to comply with the *Internet Access Policy* and the *Kindle Fire Lending Policy*. I further understand any infraction of the agreement will result in the loss of privileges. I agree to hold Alpena County George N. Fletcher Public Library and its representatives harmless for any and all loss, problem, or damage resulting from my use of the Library Kindle Fire. Further, I agree to indemnify Alpena County George N. Fletcher Public Library for any loss or liability that may incur as a result of any violation of the *Internet Access Policy* and *Kindle Fire Lending Policy* (stated or unstated) by me.

By signing below, I understand and agree to the terms in the Alpena County George N. Fletcher Public Library *Kindle Fire Lending Agreement*.

Patron Name \_\_\_\_\_ Phone \_\_\_\_\_

Patron Signature \_\_\_\_\_ Date \_\_\_\_\_

Library use only  
.....

Library Card Number \_\_\_\_\_ Kindle Fire Number \_\_\_\_\_ Due Date \_\_\_\_\_