



LIBRARY BOARD OF TRUSTEES

Meeting Agenda

August 4, 2025 4:30pm
Community Room

Topic	Pages	Motion & Vote
1. Call to order		
2. Agenda	pp. 1-2	<input checked="" type="checkbox"/>
3. Approval of Minutes		
a. July 7, 2025	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence		
a. n/a		
5. Financial Reports		
a. June 2025 R&E and Notes	pp. 5-8	<input checked="" type="checkbox"/>
b. June 2025 Invoice Recap	pp. 9	
6. Library Director's Report		
a. July 2025	pp. 10-15	
b. June 2025 Infographic	p. 16	
7. Committees		
a. Budget and Finance: n/a		
b. Building and Grounds: n/a		
c. Personnel: n/a		
d. Policy: n/a		
e. Marketing: n/a		
8. Unfinished Business		
a. n/a		
9. New Business		
a. Automatic Bathroom Doors Vendor Selection - Consider approving S. A. Morman to install automatic door openers on the downstairs bathroom doors.		<input checked="" type="checkbox"/>



a. Automatic Entry Systems	pp. 17-18	
b. S. A. Morman	pp. 19-20	
c. Electrical Estimate	pp. 21-22	
b. Server Room Air Conditioner – Consider approving the purchase and installation of recommended Fujitsu Mini Split Air Conditioner in Server Room to replace the leaking unit		<input checked="" type="checkbox"/>
a. Proposal and Specs	pp. 23-29	
i. Installation = \$1,255; Unit = \$4,200		
c. Strategic Planning update		
a. Focus Groups		
b. Next Steps		
d. Signing project update		
e. Window Update		
f. Open Meetings Act		
10. Public Comments		
11. Board Member Comments		
12. Adjourn		

Hastings Public Library Board of Trustees
DRAFT Minutes
Date: July 7, 2025 - 4:30PM
Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room

1. CALL TO ORDER

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

- Board members present: Kelli Newberry, Amanda Mattson, Carol Dwyer, Ann Devroy, Ellyn Main, Cloe Oliver, Rebecca Lectka, and observing member Brooklyn Strickland.
- Board members not present were Sam Cale and Jane Cybulski.
- Also present were David Edelman and Tess Allerding.
- Carol Dwyer was appointed Acting Secretary.

2. AGENDA: Approved.

3. MINUTES: Cloe Oliver motioned to approve the June 2, 2025 Minutes, seconded by Ellyn Main. Motion approved.

4. FINANCIALS

a. May 2025 R&E and Notes

b. May 2025 Invoice Recap

- a. Cloe Oliver motioned to approve the financials, seconded by Ellyn Main. Motion approved.

5. LIBRARY DIRECTOR REPORTS

a. June 2025

b. May 2025 Infographic

6. COMMITTEES

- a. Budget and Finance – n/a
- b. Building and Grounds - n/a
- c. Personnel – n/a
- d. Policy- n/a
- e. Marketing- n/a

7. UNFINISHED BUSINESS

- a. n/a

8. NEW BUSINESS:

a. Strategic Planning update

- a. Surveys & Focus Groups – survey data to be aggregated and focus

- groups to be conducted this month
- b. Signing project update – signs to be printed soon
 - c. Automatic Bathroom Doors Discussion – support expressed for the project. Additional quote and possible grant sources will be sought.
 - d. IMLS/MeL Update – waiting still for state and federal budgets to be resolved
 - e. Window Update – waiting for our lawyer to direct letter to the contractor

9. NEXT MEETING DATE

- Next board meeting on Monday, August 4, 2025, at 4:30 p.m.

10.ADJOURNMENT: Meeting was adjourned at 5: 15 p.m.

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2025
 100 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 30-June-25	THIS YEAR FISCAL YTD 30-June-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-June-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	-	21,629	16,320	133%	23,600	12,000	197%	23,600
271-100-540-000	STATE AID	-	14,235	12,750	112%	13,704	12,000	114%	13,704
271-100-583-000	CONTRIBUTIONS FROM OTHR TWSNHP	-	423,095	400,000	106%	464,346	400,000	116%	464,346
271-100-649-000	PRINTING/FAX FEES	1,117	9,460	8,100	117%	8,510	8,000	106%	8,510
271-100-651-000	NON-RESIDENT FEES	175	1,900	850	224%	1,050	1,200	88%	1,050
271-100-658-000	PENAL FINES	-	7,674	13,000	59%	6,959	12,000	58%	6,959
271-100-659-000	OVERDUE FINES	144	1,491	1,200	124%	1,970	1,300	152%	1,970
271-100-665-000	INTEREST EARNED ON DEP & INVST	-	19,241	12,000	160%	27,858	5,000	557%	27,858
271-100-667-000	FACILITY RENTALS	40	1,475	1,100	134%	1,210	1,000	121%	1,210
271-100-672-000	OTHER REVENUE	661	3,149	4,000	79%	4,690	5,000	94%	4,690
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	19,316	43,988	15,000	293%	96,623	15,000	644%	96,623
271-100-674-010	BCF CONTRIBUTIONS	17,074	17,074	16,000	107%	717,157	736,000	97%	717,157
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	53,327	-	0%	250	-	0%	250
271-100-699-101	TRANSFERS IN - GENERAL FUND	-	173,196	173,196	100%	164,949	164,949	100%	164,949
TOTAL OPERATING REVENUES		38,527	790,934	673,516	117%	1,532,876	1,373,449	112%	1,532,876

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 30-June-25	THIS YEAR FISCAL YTD 30-June-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-June-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	5,840	111,496	111,059	100%	108,395	107,667	101%	108,395
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	3,846	75,534	74,913	101%	55,723	55,741	100%	55,723
271-790-704-000	PART-TIME WAGES	12,347	110,337	102,271	108%	109,731	107,639	102%	109,731
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	1,166	11,844	16,119	73%	15,290	15,352	100%	15,290
271-790-709-000	SOCIAL SECURITY TAXES	1,937	23,768	23,471	101%	21,701	21,913	99%	21,701
271-790-712-000	CASH IN LIEU OF BENEFITS	369	3,507	2,400	146%	1,015	-	0%	1,015
271-790-713-000	OVERTIME	13	133	50	267%	29	50	57%	29
271-790-716-000	MERS DEFINED CONTRIBUTIONS	557	5,914	4,997	118%	4,422	4,306	103%	4,422
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	46,464	60,505	77%	53,256	56,467	94%	53,256
271-790-717-010	MERS DEFIND BENEFIT HYBRID PLN	741	7,511	6,108	123%	6,501	6,248	104%	6,501
271-790-718-000	HEALTH INSURANCE - PREMIUMS	2,889	42,702	55,340	77%	59,709	70,606	85%	59,709
271-790-718-010	HEALTH INSURANCE - HSA	171	2,700	-	0%	3,350	-	0%	3,350
271-790-719-000	DENTAL INSURANCE PREMIUM	242	3,180	3,503	91%	3,167	3,520	90%	3,167
271-790-724-000	LIFE INSURANCE	-	428	485	88%	479	480	100%	479
271-790-751-000	PROCESSING SUPPLIES	-	616	1,400	44%	1,259	1,400	90%	1,259
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	-	119	350	34%	903	300	301%	903
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	-	706	350	202%	298	300	99%	298
271-790-761-000	BUILDING SUPPLIES	-	2,481	1,500	165%	2,683	1,500	179%	2,683
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	357	225	159%	283	200	142%	283
271-790-765-000	SMALL TOOLS	26	26	-	0%	-	-	0%	-
271-790-766-000	DISPOSABLE TECHNOLOGY	-	1,646	1,300	127%	1,017	2,000	51%	1,017
271-790-767-000	CLOTHING	-	43	175	25%	(90)	150	-60%	(90)

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271-790-770-000	PROGRAMMING SUPPLIES	976	3,335	2,750	121%	2,803	2,000	140%	2,803
271-790-772-000	PROMOTIONS SUPPLIES	302	302	300	101%	-	300	0%	-
271-790-777-000	OFFICE SUPPLIES	71	973	1,350	72%	1,264	1,500	84%	1,264
271-790-778-000	PAPER	-	490	400	122%	386	400	97%	386
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	-	1,686	1,900	89%	1,519	1,660	91%	1,519
271-790-792-000	SOFTWARE SUBSCRIPTIONS	-	6,169	7,245	85%	7,337	4,900	150%	7,337
271-790-793-000	OVERDRIVE	-	9,144	8,961	102%	8,207	8,207	100%	8,207
271-790-794-000	HOOPLA	-	-	-	0%	(14)	-	0%	(14)
271-790-802-000	PROFESSIONAL SERVICES	-	686	1,200	57%	17,145	33,100	52%	17,145
271-790-806-000	LEGAL SERVICES	299	9,758	500	1952%	-	350	0%	-
271-790-809-000	CONTRACTED IT SERVICES	2,400	14,400	14,400	100%	19,050	19,000	100%	19,050
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	249	867	350	248%	453	150	302%	453
271-790-813-000	DELIVERY SERVICES	-	2,807	2,800	100%	2,538	2,675	95%	2,538
271-790-816-000	SECURITY SERVICES	-	300	325	92%	741	375	198%	741
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	-	2,623	2,900	90%	2,800	2,775	101%	2,800
271-790-818-000	MAINTENANCE CONTRACTS	-	8,599	7,953	108%	7,476	8,980	83%	7,476
271-790-823-000	OTHER CONSULTING SERVICES	1,480	2,118	350	605%	1,758	400	440%	1,758
271-790-825-000	LATE/SERVICE FEES	-	-	25	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	2,200	2,962	-	0%	-	-	0%	-
271-790-850-000	TELEPHONE	207	5,722	5,485	104%	5,717	5,220	110%	5,717
271-790-851-000	MAIL/POSTAGE	-	472	225	210%	92	300	31%	92
271-790-852-000	INTERNET/TELECOMM SERVICES	505	7,019	7,020	100%	7,499	7,740	97%	7,499
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	36	175	750	23%	244	750	32%	244
271-790-879-000	WEBSITE	-	838	935	90%	212	250	85%	212
271-790-880-000	COMMUNITY PROMOTIONS	-	-	-	0%	-	250	0%	-
271-790-881-000	ADVERTISING	-	405	1,145	35%	962	1,225	79%	962
271-790-887-000	SPEAKERS/PERFORMERS	400	885	2,500	35%	1,074	2,000	54%	1,074
271-790-890-000	ILS FEES	2,823	11,855	14,080	84%	11,364	14,500	78%	11,364
271-790-891-000	LICENSES AND FEES	-	510	1,905	27%	835	460	181%	835
271-790-892-000	SOFTWARE LICENSES	-	1,922	680	283%	2,520	700	360%	2,520
271-790-900-000	PRINTING AND PUBLISHING	(302)	87	220	39%	30	217	14%	30
271-790-906-000	PROMOTIONS/MARKETING	-	900	100	900%	20	100	20%	20
271-790-907-000	SPONSORSHIPS/DONATIONS	-	-	-	0%	-	100	0%	-
271-790-909-000	TRAINING	-	204	550	37%	168	400	42%	168
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	-	300	0%	392	200	196%	392
271-790-911-000	CONFERENCES	-	3,301	2,200	150%	1,797	2,620	69%	1,797
271-790-912-000	MEETINGS	-	24	75	32%	40	300	13%	40
271-790-915-000	MEMBERSHIPS	-	1,558	1,714	91%	2,687	1,796	150%	2,687
271-790-916-000	DUES AND FEES	-	151	1,435	11%	1,168	1,400	83%	1,168
271-790-918-000	WATER/SEWER	418	5,389	5,000	108%	4,236	3,000	141%	4,236
271-790-919-000	WASTE DISPOSAL	50	601	350	172%	390	350	111%	390
271-790-920-000	ELECTRIC	2,181	26,927	26,700	101%	27,779	24,000	116%	27,779
271-790-921-000	NATURAL GAS	248	6,570	3,000	219%	5,652	4,500	126%	5,652
271-790-929-000	GROUNDS REPAIR AND MAINTENANCE	-	5,210	1,800	289%	3,042	1,550	196%	3,042
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	-	450	1,500	30%	305	1,500	20%	305
271-790-930-000	BUILDING REPAIR & MAINTENANCE	390	48,959	51,950	94%	50,609	2,100	2410%	50,609
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	1,043	2,300	45%	4,827	1,800	268%	4,827
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	13,792	12,000	115%	7,509	9,000	83%	7,509

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 30-June-25	THIS YEAR FISCAL YTD 30-June-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-June-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-939-000	WORKERS COMPENSATION INSURANCE	-	717	1,100	65%	841	1,100	76%	841
271-790-940-000	EQUIPMENT FUND RENTAL	-	-	-	0%	94	-	0%	94
271-790-941-000	PRINTER/COPIER LEASE/MAINT	-	3,061	4,100	75%	3,618	4,300	84%	3,618
271-790-944-000	INSPECTION SERVICES	878	1,409	960	147%	618	690	90%	618
271-790-950-000	COLLECTION SERVICES	49	286	340	84%	305	300	102%	305
271-790-962-000	LOST/DAMAGED MATERIALS FEES	-	128	100	128%	248	100	248%	248
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	114	100	114%	104	100	104%	104
271-790-974-000	LAND IMPROVEMENTS-DEPRECIABLE	-	-	-	0%	39,283	-	0%	39,283
271-790-974-010	LAND IMPROVEMENTS - NON-DPRCBL	-	-	-	0%	-	17,000	0%	-
271-790-975-000	BLDNGS AND BUILDING IMP - DEPR	-	-	11,000	0%	903,505	1,021,500	88%	903,505
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECBL	-	-	-	0%	4,780	-	0%	4,780
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	405	-	0%	5,347	-	0%	5,347
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	-	5,245	2,000	262%	1,250	6,000	21%	1,250
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	(2,823)	-	-	0%	9,159	-	0%	9,159
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	163	8,794	450	1954%	8,232	-	0%	8,232
271-790-982-000	COLLECTION MATERIALS - BOOKS	2,165	19,909	17,000	117%	17,107	15,000	114%	17,107
271-790-982-010	COLLECTION MATERIALS - A/V	-	961	2,250	43%	1,446	10,100	14%	1,446
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	116	1,139	1,250	91%	2,481	1,000	248%	2,481
TOTAL LIBRARY OPERATIONS		45,626	705,869	706,799	100%	1,662,172	1,708,154	97%	1,662,172
TOTAL REVENUE & INCOMING TRANSFERS		38,527	790,934	673,516	117%	1,532,876	1,373,449	112%	1,532,876
TOTAL EXPENDITURES & OUT TRANSFERS		45,626	705,869	706,799	100%	1,662,172	1,708,154	97%	1,662,172
NET REVENUES OVER EXPENDITURES		(7,099)	85,065	(33,283)		(129,295)	(334,705)		(129,295)

June 2025 R&E Notes

Account	Fund	THIS MONTH ACTUAL 30-June-25	THIS YEAR FISCAL YTD 30-June-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	Notes
271-790-702-000	FULL-TIME WAGES	5,840	111,496	111,059	100%	High overage: City discovered Assistant Director's salary was hitting the wrong account; has been corrected and moved to 271-790-702-000; also, budget was never raised when minimum wage increased, should have been \$108,231; ownership of two shifts switched from full-time to part-time staff, plus some back pay due to an error also increased spend by ~\$2,000, accounting for the overage.
271-790-704-000	PART-TIME WAGES	12,347	110,337	102,271	108%	Friends covered ~1,000 of this expense via donation offset
271-790-770-000	PROGRAMMING SUPPLIES	976	3,335	2,750	121%	Window consultant, unbudgeted
271-790-823-000	OTHER CONSULTING SERVICES	1,480	2,118	350	605%	Fire extinguisher inspection only budgeted at \$150, came in at \$878
271-790-944-000	INSPECTION SERVICES	878	1,409	960	147%	Overage offset by donations throughout the year
271-790-982-000	COLLECTION MATERIALS - BOOKS	2,165	19,909	17,000	117%	

Fiscal Year 2024-2025 Notes

271-100-649-000	PRINTING/FAX FEES	1,117	9,460	8,100	117%	Princh is generating income: Cost is \$399/yr, gross income was \$1,036 for a net income of \$637
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	19,316	43,988	15,000	293%	significantly higher than forecasted, largely due to memorial donations (~\$13K) and unexpected large donations (~\$13K) that cannot be assumed YOY.
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	46,464	60,505	77%	Peggy's retirement saved benefit plan dollars
271-790-806-000	LEGAL SERVICES	299	9,758	500	1952%	city attorney fees, windows, unbudgeted cleaning service while inhouse clearer was out for medical reasons, unbudgeted but net expense savings for total cleaning payroll expense for the fiscal year of ~\$2K
271-790-829-000	CUSTODIAL/CLEANING SERVICES	2,200	2,962	-	0%	Small \$ but high %, unbudgeted expense for summer reading graphic design
271-790-906-000	PROMOTIONS/MARKETING	-	900	100	900%	Friends offset ~\$950
271-790-911-000	CONFERENCES	-	3,301	2,200	150%	unbudgeted mulchand landscape maintenance of \$4,900; offset by \$3,495 patron donation and \$250 from Friends
271-790-929-000	GROUPS REPAIR AND MAINTENANCE	-	5,210	1,800	289%	City amended Building Repair budget and added \$50K based on the October 2024 flood
271-790-930-000	BUILDING REPAIR & MAINTENANCE	390	48,959	51,950	94%	having unplanned expense
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	-	5,245	2,000	262%	unplanned self-checkout replacements and other small tech needs
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	163	8,794	450	1954%	\$7,300 for storywalk, all ofset by donation

HASTINGS PUBLIC LIBRARY
Invoices for June 2025
Prepared for the August 4, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Salaries & Wages			\$ 23,581.18	
Social Security Taxes			\$ 1,936.64	
Fringe Benefits			\$ 4,601.06	
Total Wages and Benefits:			\$ 30,118.88	
Supplies			\$ 1,046.68	
	Programming	\$ 953.73		Summer Reading supplies; \$931.76 reimbursed from Friends
	Office	\$ 66.96		
	Small Tools	\$ 25.99		
Collection Materials - Books			\$ 1,955.65	
	Baker & Taylor	\$ 866.35		
	Amazon	\$ 875.30		
	Micromarketing	\$ 71.57		
	Cengage Large Print	\$ 142.43		
Collection Materials - Library of Things			\$ 115.56	
Utilities & Services			\$ 3,103.04	
	City - water & sewer	\$ 417.66		
	Consumers - electric	\$ 2,180.52		
	Consumers - natural gas	\$ 247.55		
	MEI Phones	\$ 207.26		
	Granger Waste Services	\$ 50.05		recycling
Contracted IT Services			\$ 1,200.00	
Building Repair & Maintenance			\$ 390.02	
	Locksmith	\$ 390.02		
Pre-employment screening			\$ 91.00	
Consulting Services			\$ 1,480.00	
	dbHMS	\$ 1,480.00		Window consultant
Custodial/Cleaning Services	Key Cleaning		\$ 2,200.00	late payments for February and March
Transportation - mileage reimburs.			\$ 36.40	
Speakers & Performers			\$ 400.00	Summer Reading bubble program presenter
Inspection Services			\$ 878.25	Fire extinguisher inspection and re-charge
Collection Services			\$ 29.55	
Equipment/Furniture-ND			\$ 163.38	\$159.39 materials for storywalk installation
Total Invoices (without wages & benefits):			\$ 13,089.53	



Library Director's Report - July, 2025 August 4, 2025 Board Meeting

Highlights



We changed out the quilts downstairs for the new quarter. Check out some of the beautiful work done by our very talented Hastings quilters! If you quilt, or know of someone who is interested in displaying this October for the fall, please have them contact David.

Maggie Bayerl from The Ability Collective, a new non-profit in Barry County, graciously came to HPL on July 11 and we walked the building looking for opportunities to improve access and services for patrons with disabilities. She will soon provide a report with areas of focus for us to consider.



I met with Sara Vandenburg, the Barry County Clerk, and we discussed how to get more vital records information to the library. There are legal limitations on what we can have, but more data on marriages, deaths, naturalizations, and other records should be available for us to provide to interested patrons. I hope to see more information coming to us later this year.



Unfortunately, the air conditioner in our server room has developed a non-repairable leak and needs to be replaced. Our public printer also gave out this month after 13 years of service, and after researching replacement options, we have decided to relocate the larger printer/copier from the Michigan Room and put it downstairs. It gets minimal use upstairs, and since we already pay to lease it, with toner included, this will be a more cost-efficient usage for now. When printer/copier leases come due for renewal in 2027, we will look at how to best balance our needs going forward.

Finally, be on the lookout for a new book on the Jane Arnold Storybook Walk. Erin will be changing out the title in very early August.

Project Updates

Strategic Planning: Six focus group sessions were held with fifteen participants. Carol Dawe, the Lakeland Library Cooperative Director, led the sessions and will be providing consolidated feedback early in August. Next steps are to evaluate all survey and focus group feedback to identify themes, craft updated Mission and Vision statements, and finally establish goals and specific objectives.



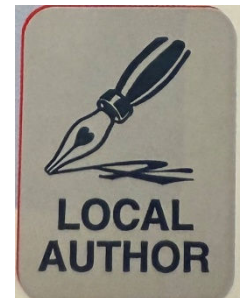
Training

Here is what the staff did in July:

- **Artificial Intelligence:** This month we spent time on using AI for archiving. While imperfect, AI can help with photo identification, generating alt-text for online images, and with both handwriting and text recognition. We will likely try and leverage this technology where it makes sense as we continue digitizing our large local history collection.
- **OMA:** I attended a great session on the Open Meetings Act and learned more about how to comply with its provisions. I will share some insights with the board.

Assistant Director Tess Allerdig's Report

My July was spent continuing to work on ongoing projects. I am continuing to compile a list of local authors that we have in our collection, so we can showcase those items in their own area of the library. We purchased new spine label stickers to add to these items to denote that they belong to the Local Authors collection (see photo below). I will work with Marty once we determine the extent of the collection, and we will figure out how these items may need to be re-cataloged.



I'm continuing to plan this year's Holiday Market as part of Jingle & Mingle weekend. Vendor applications opened July 1st, and we currently have 20 vendors lined up. Applications will remain open through August 31st.

On July 17th I attended the virtual MLA Advocacy Hour, where one of MLA's legal counsel discussed a ruling out of the 5th Circuit Court that determined that library collections constitute government speech and are not necessarily subject to first amendment protections. This is an unprecedented finding, and could have ramifications for library collections going forward. As of right now, this ruling does not affect us, as we are not part of the 5th Circuit. However, the lawyer did state that she expects this to be moved to the Supreme Court eventually, and we could eventually see the effects of any rulings there.

Since I have taken over ordering all adult books, I have been searching for opportunities to grow my collection development skills. This month I received an email this month about some course offerings from the University of Wisconsin-Madison, one of which is called "Making a Collection Count: Collection Management Basics." This course runs for 8 weeks and is all online. I'm happy to report that I was approved for a continuing education stipend through the Library of Michigan to cover the \$324 course fee, so I will be attending this course from October to December. Keep an eye out for more information on what I learn!

Chloe has been helping me with preparing cash drawers on Thursday mornings, so she can serve as a backup in case David or I are unavailable to prepare them. Chloe and



I both have vacation time coming up, but once we both return from that, I will begin training her on the Monday cash reconciliation process. Once she is fully trained on that, she can serve as a backup to David and me as well. The goal is to have her do the money once a month once she is trained, to stay in practice.

MeLCat is celebrating its 20th anniversary this year, and a mascot named Mittens was created to aid in the celebration. A cardboard cutout is being sent around to participating libraries, with the request that we capture photos of Mittens around our library. Here are some of the adventures Mittens had while he visited HPL.



Youth Librarian Erin Quada's Report

Summer reading continued to be as busy as usual throughout July. We continued to get more people registered for the reading challenge and logging reading. Prize pick up greatly increased throughout the month, keeping the desk staff extra busy. Programs have continued throughout the month with options for every age range.

Storybook Walk

With input from David and help from Tess, I created a form for people interested in sponsoring a book for the Jane Arnold Storybook Walk. The form is available on paper as well as on our website. I held a meeting with the first book sponsor for the Jane Arnold Storybook Walk and have been z

DIY Pop Sockets

We had our best teen turn out for our DIY Pop Sockets program on July 8! The twelve enthusiastic individuals used the entire hour to create their pop sockets, some commenting that they





were creating for others and some planning to keep their pop socket for themselves.

Chalk the Walk

Chalk the Walk promised to be a big event with excited families showing up before it even began! Pierce Cedar Creek Institute brought 9 creative art students who got busy decorating our sidewalks before we were shut down by storms fifteen minutes into the program. We already had 24 participants creating beautiful pieces of art when the rain started! This is a program that I think we will try again with fingers crossed for nice weather!

Makerspace

Our makerspace programs have continued into July with textiles, coding & robotics, and cardboard construction. I am continually amazed by the creativity and efforts that participants display. Pictured here is LilyRose Arriaga, the coordinator for Barry County 4-H, making robotic hands with some of the participants.



Outreach

Lake and I attended the first ever Community Tent during Kids' Day at the Barry County Fair. The organizers had over 300 kids registered for raffle prizes as they entered the tent and we were certainly kept busy making music shakers out of toilet paper tubes and dried beans. We handed out information about the Summer Reading Program as well as flyers about upcoming fall programming. It was a hot but happy day!

I helped Great Start Collaborative with their Pizza in the Park event on July 23. Each month during the summer, GSC provides dinner, a free book, and other activities for families of Barry County. I helped serve the food and chatted with attendees about the needs of kids and families in the area, as well as handed out flyers about upcoming library programming. These events are great because families speak very candidly about their experiences which helps guide the services that the youth department provides.



Marketing and Programming Coordinator Barbara Haywood's Report Events Recap

North Country Trail - July 9: Through the eyes of 9-year-old adventurer Bernadette Wills, 26 attendees came together to celebrate family hiking, the joy of outdoor exploration, and the latest updates on the expanding North Country Trail in Michigan. Her story reminded all present of the power of adventure—no matter your age.



Wild Flower Air Dry Ornament - July 21: This hands-on, nature-inspired evening brought together 51 participants—ranging from preschoolers to retirees—for a creative workshop using air-dry clay, leaves, and flowers to craft unique ornaments. Families traveled from as far as Saranac, with grandparents, parents, and even teens joining in to create lasting memories through art and nature.



The Ancient Sport of Falconry in Today's World - July 26: Angel and Rune, a Red-Tailed Hawk, led a captivating falconry workshop for 36 people of all ages that blended history, modern regulations, and practical how-to steps for aspiring falconers. The audience was especially engaged by live hunting footage of Rune



harvesting squirrels and insights into the ethical and legal aspects of the sport.

Two young attendees left inspired to become falconers, excited by the resources Angel shared. A standout moment was learning how falconers helped save the Peregrine Falcon using captive breeding and conservation expertise.

40 Days of Summer Reading has started bringing in challenge finishers for their Adult Summer Reading Prizes. Have you logged, registered for your choice of raffle prize, and picked up your HPL Folding Fan or HPL Notebook?

As of July 28, 336 Adults registered with 214 active readers and 113 people completing the challenge. Days Read for Adult Summer Reading totaled 7,567



Circulation Supervisor Chloe Lewis' Report

This month, we've had to shift the NEW book collection around a bit due to the large number of amazing new titles added! We moved the New Spanish collection just below the large print section, as we've received many new fiction titles that our patrons tend to gravitate toward. We also added an additional top shelf to accommodate the influx of new books.

The welcome packet has been in the process of a revamp, thanks to Kylie and with some of my assistance. I'm very proud of how much work we've put into it. While it's not quite complete, improvements are ongoing, and we will continue to seek feedback from staff to make it the best it can be. We're excited to provide this packet to patrons, offering valuable information that we've worked hard to present in a clear and non-overwhelming way.

In July, I began Employee Insight Sessions, and they've gone quite well! I believe the goal of creating a low-pressure, open, and supportive environment for communication has been successful. These sessions will be replacing annual reviews, with each staff member having at least one per quarter. I look forward to continuing these conversations with staff and exploring new ways to improve our work and better serve the community as a result.

We've also made some refinements and additions to our online onboarding training program through Beanstack. These updates are intended to promote consistency across staff training, ensuring we're all on the same page and providing a reliable experience for patrons. I'm excited to continue improving this program moving forward.



Upcoming Programs and Events

August is always a quiet month as we recover and take a break from Summer Reading. ☺ Some regular events still happen, like Writer's Nights, Crafting Passions, Chess, Mahjong, and movies, but library-run events are limited. Other events this month include:



- Scavenger Hunt Around Town, Saturday 8/2 – Saturday 8/9
- Digital Literacy – Windows 11, Wednesday 8/6, 2pm
- Rain Barrel Workshop, Tuesday 8/26, 6pm

Monthly Statistics - June 2025



Net Promoter Score*: 76


	Physical Library Visits			Library Card Holders			
	LY Month	7,643		City	Hastings Twp	Rutland Twp	Non-Resident
	TY Month	6,947		Total	2,966	849	1,109
	YTD	75,661		New	43	11	17

	Volunteer Hours			Item Circulation			
	LY Month	149		Children's	Non-Children's	Mobile	Total
	TY Month	322		LY Month	3,272	2,649	-
	YTD	1,918		TY Month	2,849	2,577	-
				YTD	30,142	30,890	-

	Wireless Sessions			Inter-Library Loans		
	LY Month	1,227		To HPL	From HPL	Total
	TY Month	999		LY Month	397	492
	YTD	11,153		TY Month	428	431
				YTD	5,167	4,817

	Library of Things Circs				Programs			
			Youth		Adult & General			
	TY Month	YTD	Offered		Attendance	Offered	Attendance	
	LoT	49	474					
	Hotspots	21	262					
	Museums	0	11					
				TY Month	26	736	16	347
				YTD	200	4,178	152	3,225

	Digital Downloads			Computer Sessions			
	LY Month	1,894		Adult	Kids	Teen	MI Room
	TY Month	2,554		LY Month	364	197	141
	YTD	29,957		TY Month	422	258	69
				YTD	4,567	1,619	1,207

Miscellaneous				Websites		
	TY Month	YTD		Sessions	Users	Page Views
Princh Documents	241	2,732		HPL	LY Month	2,559
Study Room Usage	46	520			TY Month	2,483
Non-HPL Community Room Usage	44	387			YTD	27,695
				BCHP	TY Month	327
					YTD	4,696

* Net Promoter Score based on patron feedback on weekly email survey (started week of 8/15/21); 80+ = world class, 50-79 = excellent, 20-49 = favorable, 0-19 = good

QUOTATION / BID **AUTOMATIC EQUIPMENT** **SALES & SERVICE, INC.**

1747 Northridge Drive NW · Walker, MI 49544
 Phone (616) 784-9645

QUOTATION NO.
070125-2SB

July 1, 2025

To: Hastings Public Library
 Attn: David Edelman
 Re: First-floor family restroom

WE ARE PLEASED TO QUOTE THE FOLLOWING:

- 1 Stanley M-Force automatic door operator. Surface applied. Clear anodized finish.
- 1 PBS1 hardwired push plate switches.
- 1 Restroom kit.
- 1 TDM relay to tie into electric strike.
- 1 IDEC power supply for electric strike.
- 1 HES 5200 electric strike.

TOTAL COST OF MATERIAL AND INSTALLATION.....\$5,495.00

Option: For wireless push plate switches in lieu of hardwired switches please add.....\$467.00

Notes :

- Quotation good for 60 days.
- Electric to operators by other.
- Low voltage wiring from actuators to door operator locations and from electric hardware to operator locations to be furnished and run by other.
- Electric to be ready at time of installation.
- ½ payment due at time of order.

THIS PROPOSAL IS SUBJECT TO THE TERMS AND CONDITIONS SHOWN ON THIS AND OTHER PAGES AND IS SUBJECT TO REVISION OR WITHDRAWAL IF NOT ACCEPTED WITHIN 30 DAYS AFTER DATE OF BID.

Terms net 30 days for material delivered and work performed as of invoice date. Balance in full upon completion of this contract.++

ACCEPTED: _____
 Company

By: _____

Title: _____

AUTOMATIC EQUIPMENT
 SALES AND SERVICE, INC.
 BY: Steve Budnick
 Steve Budnick

QUOTATION / BID **AUTOMATIC EQUIPMENT** **SALES & SERVICE, INC.**

1747 Northridge Drive NW · Walker, MI 49544
 Phone (616) 784-9645

QUOTATION NO.
070125-3SB

July 1, 2025

To: Hastings Public Library
 Attn: David Edelman
 Re: First-floor men's and women's restrooms

WE ARE PLEASED TO QUOTE THE FOLLOWING:

- 2 Stanley M-Force automatic door operators. Surface applied. Clear anodized finish.
- 4 PBS1 hardwired push plate switches.

TOTAL COST OF MATERIAL AND INSTALLATION.....\$8,701.00

Option: For wireless push plate switches in lieu of hardwired switches please add.....\$933.00

Notes :

- Quotation good for 60 days.
- Electric to operators by other.
- Low voltage wiring from actuators to door operator locations and from electric hardware to operator locations to be furnished and run by other.
- Electric to be ready at time of installation.
- ½ payment due at time of order.

THIS PROPOSAL IS SUBJECT TO THE TERMS AND CONDITIONS SHOWN ON THIS AND OTHER PAGES AND IS SUBJECT TO REVISION OR WITHDRAWAL IF NOT ACCEPTED WITHIN 30 DAYS AFTER DATE OF BID.

Terms net 30 days for material delivered and work performed as of invoice date. Balance in full upon completion of this contract.++

ACCEPTED: _____
 Company

By: _____

Title: _____

AUTOMATIC EQUIPMENT
 SALES AND SERVICE, INC.
 BY: Steve Budnick
 Steve Budnick

Quotation

S.A. Morman & Co.

Grand Rapids Office
1100 Gezon Parkway SW
Wyoming, MI 49509-9582
P: 616.245.0583
F: 616.245.9275

Mailing Address
P.O. Box 2182
Grand Rapids, MI 49501-2182

DATE: 07/17/2025

TO: HASTINGS PUBLIC LIBRARY

ATTN: DAVID EDELMAN

S.A. Morman would like to thank your for the opportunity to propose an auto operators for your facility. As per our discussion I am pleased to propose as follows:

QTY: 3) SINGLE SWING AUTO OPERATORS	\$12,255.76
--	--------------------

Qty: 3) SINGLE SWING AUTO OPERATORS – ALUMINUM FINISH
Qty: 4) SQUARE MOUNTING BOX
Qty: 6) SQUARE ACTUATORS
Qty: 2) ILLUMINATED MOUNTING BOX
Qty: 1) ADVANCED LOGIC RELAY
Qty: 1) MAGNETIC CONTACT
Qty: 1) HES 1006 ELECTRIC STRIKE
Qty: 1) SARGENT V20 PRIVACY INDICATOR LOCKSET
INSTALLATION

NOTE: CUSTOMER MUST HAVE ELECTRICIAN RUN 110 POWER TO TOP OF EACH DOOR

ILLUMINATED MOUNTING BOX WILL ALSO INDICATE IF FAMILY RESTROOM IS IN USE

ACCEPTED _____ DATE _____

By _____

S.A. Morman & Co.

Theo Lyle

Salesperson:

Theo Lyle

Estimator:

Unless otherwise stated, prices are for material only. Seller does not become a subcontractor within the meaning of any laws. Unless otherwise indicated, Michigan State sales or use tax is not included. Delivery as agreed unless accident or delay beyond our control. All purchases must be accepted by the Purchaser within six (6) months from the date of Purchase Order. In the event of defect in materials or delivery of material which does not conform to Purchaser's order, the Seller must be notified at once and given reasonable opportunity to correct same. Unless otherwise stated, the terms of sale are net 30 days with approved credit. Seller does not assume responsibility for loss or damage of material in transit when quoting material F.O.B. jobsite. The Consignee-Purchaser must make all claims against carrier. When order is confirmed by Purchaser, some cancellations may be accepted for a service fee. Prices quoted are subject to change after 30 days. Finance charges on past due accounts.

CREDIT CARD TRANSACTIONS CAN BE SUBJECT TO A 3% FEE



To: Hastings Public Library. ATTN: David Edelman

From: Hickey Electric Inc.

Site: Hastings Public Library

Job Quote: Q25163

Date: 7/21/2025

Scope of Work Breakdown:

Budget pricing to install (1) 3/4" EMT conduit from the electrical service panel located in the electrical room to (3) new automatic door opener locations:

- Men's Restroom
- Women's Restroom
- Family Restroom

Scope includes:

- Installing (3) separate EMT conduit runs above the ceiling, one to each location.
- Pull conductors as required to provide a dedicated circuit to each door opener (due to unknown unit specifications at this time).
- Fire blocking all wall penetrations made during conduit installation.
- Terminate conductors at each door opener location (opener units and to be provided and installed by others).
- Door Opener paddle buttons are assumed to be wireless.(extra charges **Will** occur if wall needs to be fished and box be cut in.)

Notes:

- **Pricing is budgetary and subject to change depending on final door opener specifications and power requirements.**



***Price expires 10 days from the date of this quote.**

Total Bid: \$ 2,700.00

Thank You for the opportunity to quote this project.

Zane Belson
Project Estimator
Hickey Electric Inc.

Accepted by:

Signature: _____
Name: _____
Title: _____
Date: _____



Office 616 · 896 · 8414
Fax 616 · 896 · 8565
Web www.dheplumbing.com

Date: 7-11-2025

Service/Replacement Proposal

Attn: Peggy Hemerling (269) 945-4263 **Email:** Phemerling@hastingspubliclibrary.org

BILLING LOCATION:
Hastings Public Library
227 E. State St.
Hastings, MI 49058

EQUIPMENT LOCATION
Hastings Public Library
227 E. State St.
Hastings, MI 49058

Pursuant to your request, ***DHE Plumbing & Mechanical*** offers the following proposal for your approval.

We Propose to:

- * Replace (1) 12K BTU mini split in I.T. room.
Model: ASUH12, R32, 208V
- * Includes indoor and outdoor unit. Indoor unit is High side wall with wireless remote.
- * Condenser mounted same location as existing.
- * Reuse line set.
- * Start up and test unit for proper operation.

All labor, materials, taxes, and permits to do the above work is included for a total price of: **\$5,455.00**

Customer Approval & Signature: _____

Thank you for the opportunity to provide you with this proposal. Please contact me with any questions.

Best Regards,
Tony Witte Tonyw@dheplumbing.com 616-840-2109

SUBMITTAL - 12KTAP1

Job Name: _____

Date: _____

Location: _____

R32

Indoor Unit: **ASUH12KTAS**

Outdoor Unit: **AOUH12KTAP1**



XLTH+

FEATURES

INDOOR UNIT:

- Compact wall-mounted indoor unit providing superior comfort.
- Indoor unit with ProCore™ (High Corrosion Resistant Copper) coils for long-lasting protection against corrosion
- Whisper-quiet operation with sound levels as low as 23dB
- Multiple fan speed options: Auto, High, Med-High, Med, Med-Low, Low, and Quiet.
- Special Operation modes available:
 - Economy Mode / Energy Saving Mode / Powerful Mode / Minimum Heat Mode / Automatic defrosting operation / Auto-restart function
- Enhanced controls platform for seamless, intuitive operation:
 - Backlit wireless remote controller included with the indoor unit
 - Built-in Wi-Fi connectivity for remote monitoring & control via the Airstage Mobile App
 - Occupancy sensor for enhanced energy savings
 - Extended connectivity with support for third-party interface options
 - Compatible with BACnet and Modbus protocols for seamless integration with building management and Home Automation Systems
- Advanced scheduling and timer options offer greater control over unit operation:
 - Weekly Timer / 24-hr Timer / Sleep Function
- Dual-action Filtration: Apple-Catechin Filter & Ion Deodorizing Filter
- Additional premium features include, but are not limited to:
 - Built-in external input and output for interlocking systems with 3rd party devices (Ex: Fire Alarm, Door Switch, Humidifier, Aux. Heat & more)
 - Multiple Auxiliary Heat logic for optimized heating performance
 - Service monitoring functionality via compatible accessories (UTY-RVRU & UTY-RNRUZ-series)

OUTDOOR UNIT:

- Low GWP R-32 systems for reduced environmental impact
- INVERTER-driven compressor that offers superior performance, comfort, and energy savings
- Extreme performance with reliable heating down to -22°F (-30°C).
- Base pan heater designed for the extreme cold climate region
- Compact outdoor unit with extended line set lengths up to 66ft (20m)
- Up to 27% higher rated heating capacity than nominal capacity
 - 15300 Btu/h Rated Heating Capacity for 12000 Btu/h system
 - Up to 100% heating capacity @ -22°F
- Outdoor Unit Low-noise operation mode
- Hydro Fin-coated heat exchanger for improved corrosion resistance and coil durability



7 Year Compressor, 5 Year Parts out-of-the-box Warranty.



10 Year Compressor, 10 Year Parts Warranty when registered within 60 days of installation in a residence.



12 Year Compressor, 12 Year Parts Warranty when registered within 60 days of installation in a residence and installed by a Fujitsu Elite contractor.



Due to continuous product improvements, specifications are subject to change without notice. Please log in to the Fujitsu Portal for the most up-to-date documentation <https://connect.fujitsugeneral.com>

Version: 20250409A

-1 of 6-

SUBMITTAL - 12KTAP1

SPECIFICATIONS:

Indoor Unit					ASUH12KTAS	
Outdoor Unit					AOUH12KTAP1	
System Name					12KTAP1	
AHRI Number					216018256	
SEER2		Cooling		Btu/hW	31.5	
EER2					16.7	
HSPF 2 (IV) / HSPF 2 (V)		Heating		kW/kW	13.7 / 11.3	
COP2					4.88	
Outdoor Operation Range		Cooling		°F (°C)	14 to 122 (-10 to 50)	
		Heating			-22 to 75 (-30 to 24)	
Indoor Capacity		Cooling	Rated	Btu/h	12000	
			Min.—Max.		3,100—17,300	
		Heating	Rated	Btu/h	15300	
			Min.—Max.		4,500—27,300	
Outdoor Connection pipe	Size	Liquid		in (mm)	Ø1/4 (Ø6.35)	
		Gas			Ø3/8 (Ø9.52)	
	Method				FLARE	
	Pre-charge length			ft (m)	49 (15)	
	Min. length				10 (3)	
	Max. length				66 (20)	
	Max. height difference				49 (15)	
Indoor Dimensions (H × W × D)		Net		in (mm)	11-5/8 × 35-3/16 × 11 (295 × 894 × 280)	
		Gross			14-3/16 × 39 × 14-9/16 (360 × 990 × 370)	
Indoor Weight		Net		lb (kg)	31 (14)	
		Gross			40 (18)	
Outdoor Dimensions (H × W × D)		Net		in (mm)	28-3/16 × 32-5/16 × 12-3/8 (716 × 820 × 315)	
		Gross			30-9/16 × 37-13/16 × 17-11/16 (776 × 961 × 450)	
Outdoor Weight		Net		lb (kg)	93 (42)	
		Gross			104 (47)	
Indoor Fan	Airflow rate	Cooling	High	CFM (m³/h)	512 (870)	
			Med—High		465 (790)	
			Med		412 (700)	
			Med—Low		377 (640)	
			Low		347 (590)	
			Quiet		206 (350)	
		Heating	High		547 (930)	
			Med—High		471 (800)	
			Med		412 (700)	
			Med—Low		371 (630)	
			Low		336 (570)	
			Quiet		212 (360)	
	Type × Qty				CROSSFLOW FAN × 1	
	Motor output			W	61	
Outdoor Fan	Airflow rate	Cooling		CFM (m³/h)	1,377 (2,340)	
		Heating			1,107 (1,880)	
	Type × Qty				PROPELLER FAN × 1	
	Motor output			W	49	
Indoor Sound Pressure Level ¹⁴		Cooling	High	dB (A)	44	
			Med—High		43	
			Med		39	
			Med—Low		37	
			Low		35	
			Quiet		23	
		Heating	High		45	
			Med—High		42	
			Med		38	
			Med—Low		36	
			Low		34	
			Quiet		23	
Outdoor Sound Pressure Level ¹⁴		Cooling		48		
		Heating		49		

SUBMITTAL - 12KTAP1

SPECIFICATIONS:

Outdoor Refrigerant		Type		R32
		Charge	lb oz	2 lb 15 oz
			g	1320
Additional Charge Calculation			oz/ft	0.22
			g/m	20
Outdoor Refrigerant Oil		Type		RMM68AF
		Amount	in ³ (cm ³)	24.4 (400)
Indoor Moisture removal			pints/h (L/h)	3.8 (1.8)
Indoor Drain hose		Material		POLYPROPYLENE + LINEAR LOW-DENSITY POLYETHYLENE
		Tip Diameter	in (mm)	Ø17/32 (Ø13.8) (I.D.), Ø5/8 to 21/32 (Ø15.8 to 16.7) (O.D.)
Indoor Operation range		Cooling	°F (°C)	64 to 90 (18 to 32)
			%RH	80 or less
		Heating	°F (°C)	60 to 86 (16 to 30)
Power Supply				208/230 V~ 60 Hz
Available Voltage Range				187—253
System power supply		Voltage	V	208/230
		Frequency	Hz	60
		Available voltage range	V	187—253
Indoor Current	Cooling	Rated	A	3.3
	Heating			4.2
Maximum Operating Current* ³		Cooling		7.4
		Heating		12.9
Outdoor Starting Current				4.2
MCA* ⁵				15.7
Wiring spec.* ⁶				20
Indoor Input Power	Cooling	Rated		kW
		Min.—Max.	0.12—1.32	
Indoor Power Factor	Cooling		%	94.9
	Heating			95.2
Energy Star* ⁸				ES, ESCC, ESME

NOTES:

- Indoor Sound Pressure Level, — *4:
- Outdoor Sound Pressure Level — Measured values in manufacturer's anechoic chamber.
- Because of the surrounding sound environment, the sound levels measured in actual installation conditions might be higher than the specified values here.
- *3:
- Maximum Operating Current — Maximum current is maximum value when operated within the operation range.
- The total current of indoor unit and outdoor unit.
- MCA — *5: Minimum Circuit Ampacity (Calculation based on UL60335-2-40)
- Wiring spec. — *6: Selected sample based on Japan Electrotechnical Standards and Codes Committee E0005.
- As the regulations of wire size and circuit breaker differ in each country or region, select appropriate devices complied to the regional standard.
- MAX. CKT. BKR — *7: Maximum Circuit Breaker
- System continues to operate below rated outdoor operation temperature range, subject to varying conditions. System has no low temperature cut out. Capacity is not tested outside of the rated temperature range.

SUBMITTAL - 12KTAP1

ACCESSORIES:

Model Number	Description
UTY-RVRU ^{*1}	KAGAMI - Touch Panel Wired Controller
UTY-RNRUZ5 ^{*1}	Touch Panel Wired Remote Controller
UTY-RHRY ^{*1}	Simple Wired Remote (Without Mode Function) - Hospitality
UTY-RSRY ^{*1}	Simple Wired Remote (With Mode Function)
UTY-TWRXZ4	Communication Kit - Wall Mount
FJ-AC-WIFI-1	Intesis Wi-Fi Device: Wired Module
FJ-IR-WIFI-1NA	Intesis IR Wireless AC Cloud Control Interface (Intesis Home app)
BM101WA	Cielo Breez MAX IR Controller w/ WiFi (Black)
BM102WA	Cielo Breez MAX IR Controller w/ WiFi (White)
UTY-VMSX	Modbus Converter
UTY-VTGX ^{*1}	Network Converter - Convert H-Series Comm. Protocol to V/J-Series Comm.
FJ-AC-485-1	Intesis - BACnet MSTP & Modbus RTU Gateway
UTY-TERX ^{*1}	External Switch Controller
UTY-TTRXZ1 ^{*1, 2}	24V Thermostat Interface
TTRXZ1-KIT ^{*1, 2}	24V Thermostat Interface Kit (UTY-TTRXZ1, UTY-WiFi Plug & 24V Transformer)
UTY-XCSXZ3	External input and output PCB
UTY-XWZX	External Wire Kit
UTY-XWZXZ5	External Connect Kit
UTY-DSGYZ2 ^{*3}	Airstage Edge Controller

NOTES:

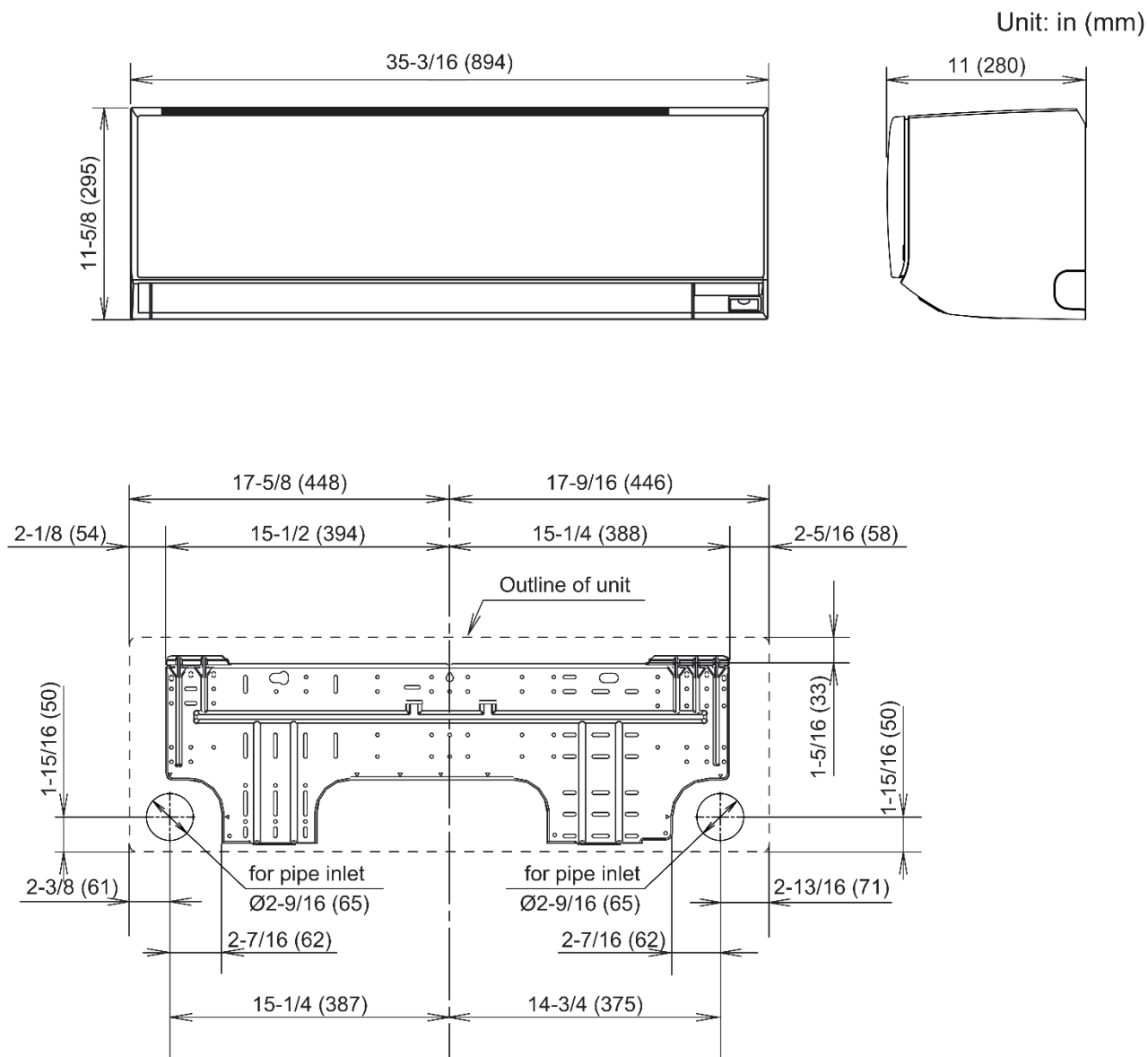
^{*1} -Requires Communication kit UTY-TWRXZ4 to connect this device to IDU.

^{*2} -This device may not be used with any other type of controls (central controller, wire/wireless RC, WiFi adapter, BMS interface).

^{*3} -Connection to AIRSTAGE Cloud requires a compatible AIRSTAGE Mobile adapter connected to the IDU.

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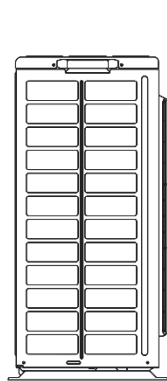
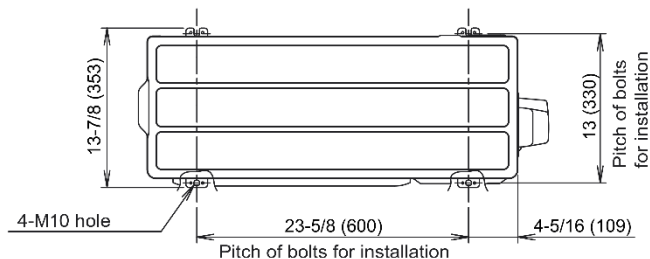
INDOOR UNIT DIMENSIONS:



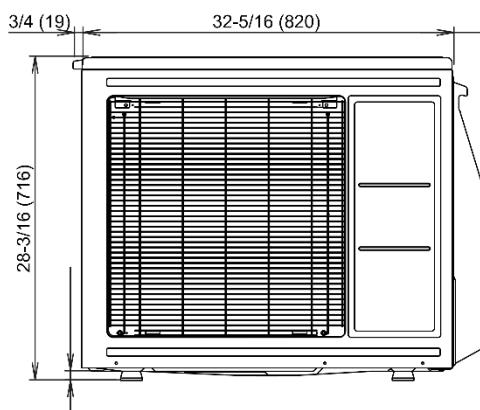
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OUTDOOR UNIT DIMENSIONS:

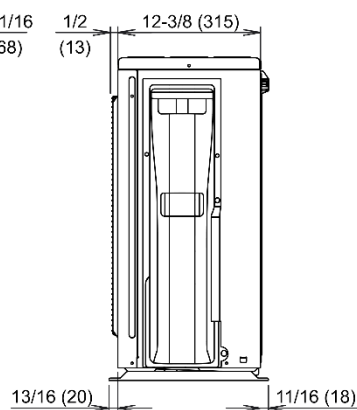
Unit: in (mm)



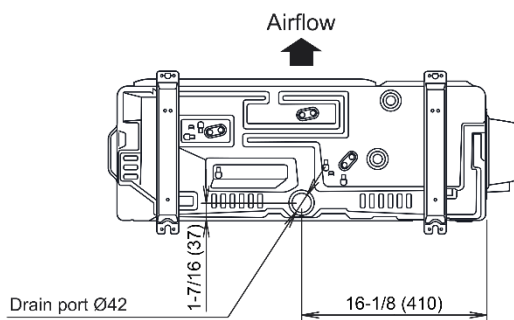
Side view



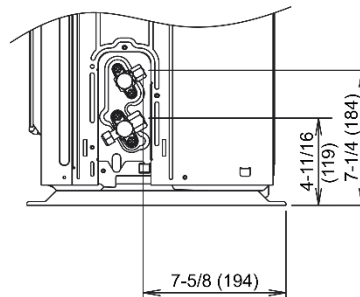
Front view



Side view



Bottom view



Side view (Valve part)