



LIBRARY BOARD OF TRUSTEES

Meeting Agenda

June 2, 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. May 5, 2025	pp. 3-4	<input checked="" type="checkbox"/>
4. Correspondence a. n/a		
5. Financial Reports a. April 2025 R&E and Notes b. April 2025 Invoice Recap	pp. 5-8 pp. 9-10	<input checked="" type="checkbox"/>
6. Library Director's Report a. May 2025 b. April 2025 Infographic	pp. 11-15 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. New staff review process	pp. 17-19	
9. New Business a. Battery Backup RFQ a. EES Submission b. Advantage Plumbing and Electric Submission	pp. 20-27 pp. 28-29 p. 30	

Hastings Public Library Board of Trustees
Draft Minutes
Date: May 05, 2025 - 4:30PM
Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Michigan Room

1. CALL TO ORDER

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

- Board members present: Jane Cybulski, Kelli Newberry, Sam Cale, Amanda Mattson, Carol Dwyer, Ann Devroy, Ellyn Main, Cloe Oliver, Rebecca Lectka, and observing member Brooklyn Strickland.
- Also present were David Edelman and Tess Allerding.

2. AGENDA: Approved.

3. MINUTES: Ann Devroy motioned to approve the March 31, 2025, minutes, seconded by Rebecca Lectka. Motion approved.

4. FINANCIALS

- a. March invoices and Budget Report: Cloe Oliver motioned to approve the financials, seconded by Sam Cale. Motion approved.

5. LIBRARY DIRECTOR REPORTS

- a. April 2025
- b. March 2025 Infographic

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds –Recap the April Building Walk
- c. Personnel – Meeting scheduled for May 19th, 4:30 p.m.
- d. Policy- Changes under new business for approval
- e. Marketing-

7. UNFINISHED BUSINESS

- Ann Devroy motioned to approve the final changed to the 2025-2026 budget, seconded by Carol Dwyer. Motion approved. Roll call: Sam Cale – Yes, Cloe Oliver – Yes, Ellyn Main – Yes, Jane Cybulski – Yes, Carol Dwyer – Yes, Amanda Mattson – Yes, Rebecca Lectka – Yes, Ann Devroy – Yes.

8. NEW BUSINESS:

- Sam Cale motioned to approve the revised PAT-2_Code of Conduct Policy, seconded by Cloe Oliver. Motion approved.
- Carol Dwyer motioned to approve the new TEC-7_3D Printer Policy and corresponding fees on the FIN-3 Fee Schedule, seconded by Cloe Oliver. Motion approved.
- Rebecca Lectka motioned to consider approving the Strategic Planning Survey questions, seconded by Ellyn Main. Discussed removing question 1 and revising the wording on questions 11 and 12 on the teen survey. Motion

approved.

- Library signage project update: awaiting proposal from High School group
- Storybook Walk update: meeting with the city on May 6, to final plans.
- IMLS Update: Looks like we will have MEL access for another year
- New staff review process: moved to unfinished business.

9. NEXT MEETING DATE

- Next board meeting on Monday, June 2, 2025, at 4:30 p.m.

10.ADJOURNMENT: Meeting was adjourned at 6:08 p.m.

DRAFT

HASTINGS PUBLIC LIBRARY
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2025
 83 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 30-Apr-25	THIS YEAR FISCAL YTD 30-Apr-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Apr-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	1,978	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 TWSHP	12	423,095	400,000	106%	386,728	400,000	97%	464,346
271-100-649-000	PRINTING/FAX FEES	1,045	7,761	8,100	96%	6,954	8,000	87%	8,510
271-100-651-000	NON-RESIDENT FEES	250	1,450	850	171%	725	1,200	60%	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	222	1,334	1,200	111%	1,613	1,300	124%	1,970
271-100-665-000	INTEREST EARNED ON DEP & INVST	-	4,896	12,000	41%	23,039	5,000	461%	27,858
271-100-667-000	FACILITY RENTALS	185	1,425	1,100	130%	960	1,000	96%	1,210
271-100-672-000	OTHER REVENUE	375	2,179	4,000	54%	4,513	5,000	90%	4,690
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	5,801	24,359	15,000	162%	78,205	15,000	521%	96,623
271-100-674-010	BCF CONTRIBUTIONS	-	-	16,000	0%	674,223	736,000	92%	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	0%	164,949
TOTAL OPERATING REVENUES		9,867	736,561	673,516	109%	1,221,474	1,373,449	89%	1,532,876

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 30-Apr-25	THIS YEAR FISCAL YTD 30-Apr-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-Apr-24	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	5,840	82,296	111,059	74%	87,859	107,667	82%	108,395
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	3,846	67,841	74,913	91%	47,147	55,741	85%	55,723
271-790-704-000	PART-TIME WAGES	13,114	103,543	102,271	101%	91,160	107,639	85%	109,731
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	1,054	9,530	16,119	59%	12,313	15,352	80%	15,290
271-790-709-000	SOCIAL SECURITY TAXES	1,801	20,113	23,471	86%	17,833	21,913	81%	21,701
271-790-712-000	CASH IN LIEU OF BENEFITS	369	2,769	2,400	115%	646	-	0%	1,015
271-790-713-000	OVERTIME	-	120	50	241%	29	50	57%	29
271-790-716-000	MERS DEFINED CONTRIBUTIONS	562	4,795	4,997	96%	3,737	4,306	87%	4,422
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	46,464	60,505	77%	44,393	56,467	79%	53,256
271-790-717-010	MERS DEFIND BENEFIT HYBRID PLN	736	6,008	6,108	98%	5,480	6,248	88%	6,501
271-790-718-000	HEALTH INSURANCE - PREMIUMS	(1,445)	36,923	55,340	67%	51,254	70,606	73%	59,709
271-790-718-010	HEALTH INSURANCE - HSA	171	2,358	-	0%	2,314	-	0%	3,350
271-790-719-000	DENTAL INSURANCE PREMIUM	297	2,915	3,503	83%	2,591	3,520	74%	3,167
271-790-724-000	LIFE INSURANCE	49	437	485	90%	400	480	83%	479
271-790-751-000	PROCESSING SUPPLIES	-	594	1,400	42%	652	1,400	47%	1,259
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	-	119	350	34%	853	300	284%	903
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	-	482	350	138%	298	300	99%	298

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271-790-761-000	BUILDING SUPPLIES	24	1,994	1,500	133%	1,482	1,500	99%	2,683
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	357	225	159%	283	200	142%	283
271-790-766-000	DISPOSABLE TECHNOLOGY	299	1,591	1,300	122%	878	2,000	44%	1,017
271-790-767-000	CLOTHING	-	43	175	25%	-	150	0%	(90)
271-790-770-000	PROGRAMMING SUPPLIES	72	2,204	2,750	80%	1,347	2,000	67%	2,803
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	-
271-790-777-000	OFFICE SUPPLIES	-	851	1,350	63%	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	30	1,686	1,900	89%	1,389	1,660	84%	1,519
271-790-792-000	SOFTWARE SUBSCRIPTIONS	612	5,740	7,245	79%	5,793	4,900	118%	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%	16,501	33,100	50%	17,145
271-790-806-000	LEGAL SERVICES	1,541	9,109	500	1822%	-	350	0%	-
271-790-809-000	CONTRACTED IT SERVICES	1,200	10,800	14,400	75%	14,550	19,000	77%	19,050
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	158	618	350	177%	453	150	302%	453
271-790-813-000	DELIVERY SERVICES	722	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	640	2,623	2,900	90%	2,800	2,775	101%	2,800
271-790-818-000	MAINTENANCE CONTRACTS	-	4,240	7,953	53%	3,180	8,980	35%	7,476
271-790-823-000	OTHER CONSULTING SERVICES	-	350	350	100%	1,470	400	368%	1,758
271-790-825-000	LATE/SERVICE FEES	-	-	25	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	-	762	-	0%	-	-	0%	-
271-790-850-000	TELEPHONE	516	5,002	5,485	91%	4,729	5,220	91%	5,717
271-790-851-000	MAIL/POSTAGE	-	472	225	210%	60	300	20%	92
271-790-852-000	INTERNET/TELECOMM SERVICES	505	5,650	7,020	80%	6,130	7,740	79%	7,499
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	94	139	750	18%	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	71	335	1,145	29%	892	1,225	73%	962
271-790-887-000	SPEAKERS/PERFORMERS	-	435	2,500	17%	724	2,000	36%	1,074
271-790-890-000	ILS FEES	3,011	9,032	14,080	64%	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	1,224	1,922	680	283%	1,320	700	189%	2,520
271-790-900-000	PRINTING AND PUBLISHING	-	358	220	163%	30	217	14%	30
271-790-906-000	PROMOTIONS/MARKETING	-	450	100	450%	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

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271-790-910-000	PROFESSIONAL DEVELOPMENT	-	-	300	0%	153	200	77%	392
271-790-911-000	CONFERENCES	540	3,301	2,200	150%	1,349	2,620	51%	1,797
271-790-912-000	MEETINGS	24	24	75	32%	40	300	13%	40
271-790-915-000	MEMBERSHIPS	157	767	1,714	45%	2,352	1,796	131%	2,687
271-790-916-000	DUES AND FEES	-	151	1,435	11%	1,017	1,400	73%	1,168
271-790-918-000	WATER/SEWER	-	4,136	5,000	83%	3,526	3,000	118%	4,236
271-790-919-000	WASTE DISPOSAL	50	501	350	143%	290	350	83%	390
271-790-920-000	ELECTRIC	1,964	22,631	26,700	85%	23,743	24,000	99%	27,779
271-790-921-000	NATURAL GAS	809	5,757	3,000	192%	5,073	4,500	113%	5,652
271-790-929-000	GROUNDS REPAIR AND MAINTENANCE	-	130	1,800	7%	832	1,550	54%	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	2,650	48,569	1,950	2491%	12,144	2,100	578%	50,609
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	1,043	2,300	45%	3,906	1,800	217%	4,827
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	13,792	12,000	115%	7,509	9,000	83%	7,509
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	1,020	3,061	4,100	75%	2,598	4,300	60%	3,618
271-790-944-000	INSPECTION SERVICES	-	530	960	55%	470	690	68%	618
271-790-950-000	COLLECTION SERVICES	30	236	340	70%	246	300	82%	305
271-790-962-000	LOST/DAMAGED MATERIALS FEES	-	123	100	123%	152	100	152%	248
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	114	100	114%	104	100	104%	104
271-790-974-000	LAND IMPROVEMENTS-DEPRECIABLE	-	-	-	0%	-	-	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%	865,461	1,021,500	85%	903,505
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECEBL	-	-	-	0%	-	-	0%	4,780
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	405	-	0%	3,876	-	0%	5,347
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	777	4,446	2,000	222%	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	397	1,268	450	282%	5,738	-	0%	8,232
271-790-982-000	COLLECTION MATERIALS - BOOKS	3,252	14,457	17,000	85%	13,988	15,000	93%	17,107
271-790-982-010	COLLECTION MATERIALS - A/V	133	917	2,250	41%	1,145	10,100	11%	1,446
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	633	856	1,250	69%	2,481	1,000	248%	2,481
TOTAL LIBRARY OPERATIONS		49,552	600,258	656,799	91%	1,428,776	1,708,154	84%	1,662,172
TOTAL REVENUE & INCOMING TRANSFERS		9,867	736,561	673,516	109%	1,221,474	1,373,449	89%	1,532,876
TOTAL EXPENDITURES & OUT TRANSFERS		49,552	600,258	656,799	91%	1,428,776	1,708,154	84%	1,662,172
NET REVENUES OVER EXPENDITURES		(39,685)	136,303	16,717		(207,302)	(334,705)		(129,295)

		THIS MONTH ACTUAL 30-Apr-25	THIS YEAR FISCAL YTD 30-Apr-25	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	Notes
OPERATING REVENUES	Fund					
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	1,978	21,629	16,320	133%	Honestly unsure why actual income is so much higher than budget - will investigate
271-100-674-000	PRIVATE CONTRIBTNS & DONATIONS	5,801	24,359	15,000	162%	This is a function of more Friends reimbursements and high memorial donations

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LIBRARY OPERATIONS	Fund					
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	46,464	60,505	77%	Note there will be an expense savings here with Peggy's retirement of \$14,041
271-790-718-000	HEALTH INSURANCE - PREMIUMS	(1,445)	36,923	55,340	67%	Refund for overpayment on Peggy's premiums after retirement
271-790-806-000	LEGAL SERVICES	1,541	9,109	500	1822%	City attorney fees for windows
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	158	618	350	177%	we had to do more hiring than planned
271-790-892-000	SOFTWARE LICENSES	1,224	1,922	680	283%	budget # is incorrect, should have been \$1,905
271-790-911-000	CONFERENCES	540	3,301	2,200	150%	higher cost for MLA in October 2024 than budgeted
271-790-921-000	NATURAL GAS	809	5,757	3,000	192%	underbudgeted
271-790-930-000	BUILDING REPAIR & MAINTENANCE	2,650	48,569	1,950	2491%	final flood expense hit; offset by insurance payouts
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	777	4,446	2,000	222%	self-check PC hit this month, overall account over due to unplanned needs
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	397	1,268	450	282%	unplanned signing expenses

HASTINGS PUBLIC LIBRARY
 Invoices for April 2025
 Prepared for the June 2, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Salaries & Wages			\$ 24,223.37	
Social Security Taxes			\$ 1,800.72	
Fringe Benefits			\$ 371.47	
Total Wages and Benefits:			\$ 26,395.56	
Supplies			\$ 96.38	
	Building/Repair/Maint	\$ 24.48		
	Programming	\$ 71.90		
Collection Materials - Books			\$ 3,252.00	
	Baker & Taylor	\$ 1,590.70		
	Amazon	\$ 175.49		
	Junior Library Guild	\$ 84.00		
	Cengage Large Print	\$ 1,401.81		
Collection Materials - AV			\$ 115.72	
Collection Materials - Library of Things			\$ 633.44	
Utilities & Services			\$ 3,844.84	
	Consumers - electric	\$ 1,963.97		
	Consumers - natural gas	\$ 809.44		
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 207.26		
	Fusion Land Lines	\$ 309.17		
	Granger Waste Services	\$ 50.05		recycling
Contracted IT Services			\$ 1,200.00	
Building Repair & Maintenance			\$ 2,650.00	
	Engineered Electrical	\$ 2,650.00		repair on emergency lighting
Legal Services			\$ 1,541.00	Windows
Subscriptions & Publications			\$ 29.97	Food Network Magazine
Pre-employment screening			\$ 158.00	
Lakeland Lib. Co-op Services			\$ 4,373.25	quarterly
	Delivery charges	\$ 722.25		
	Admin. services	\$ 640.25		
	ILS Fees	\$ 3,010.75		
Disposable Technology			\$ 299.00	new self-check touchscreen monitor
Transportation - mileage reimburs.			\$ 93.80	
Community Promo & Ads			\$ 71.09	
Software Licenses/subscriptions			\$ 1,835.66	
	Duo Security	\$ 30.00		
	TechLogic	\$ 1,224.00		Annual self-check license renewal
	Beanstack	\$ 581.66		reading challenge platform annual charge
Conf/wkshop, Profess. Dev, Training			\$ 540.02	
	Spring Institute reimbursement	\$ 365.02		Hotel & mileage for Erin
	Spring Institute	\$ 175.00		Erin's registration
Meetings			\$ 24.23	food for partner strategic planning session
Membership			\$ 157.24	
	Amazon	\$ 87.25		
	Quill	\$ 69.99		
Printer/Copier Lease/Maint			\$ 1,020.24	quarterly
Collection Services			\$ 29.55	

HASTINGS PUBLIC LIBRARY
Invoices for April 2025
Prepared for the June 2, 2025 Board Meeting

Account Name	Vendor	Amount	Total	Notes
Technology - non-depreciable			\$ 776.75	new self-check PC
Equipment/Furniture-ND			\$ 414.65	book stands, new LoT display fixtures
Total Invoices (without wages & benefits):			\$ 23,156.83	



Library Director's Report June 2, 2025 Board Meeting

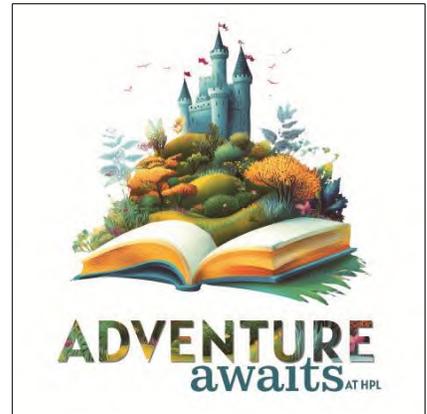
Highlights

Summer Reading is here! We officially kick off on Saturday June 7 with programs starting Tuesday June 10. New shirts for staff and other patrons who chose to buy one have arrived and are being distributed. Be sure to stop by the Library's booth at Very Barry this year to say Hi! and register for Summer Reading if you've not yet done so.

Even though Summer Reading hasn't started yet this year, we're starting to look at ways to change it up next year. We are considering a move away from so many prizes and towards more experiences and meaningful learnings for everyone. Stay tuned.

During May I visited four of the other six libraries in Barry County to meet the Directors and lay some groundwork for future collaborations. I'm hopeful we can find some projects to partner on and support each other outside of our respective cooperatives.

3D printing for the public will go live in June. We are tweaking the process that we've developed and will soon start publicizing. We're also still working on collaborating with a local teacher and his students to get some kid-led classes going this summer.



Project Updates

Strategic Planning: Community Survey questions were finalized and approved by the Board on May 5. Marketing has been developed and promotion began the week of 5/19/2025. Surveys will be live through June 20, 2025, after which data will be analyzed and focus groups scheduled. Please encourage your friends and families to complete the survey and help us plan the future.

Surveys can be completed at:

- Adult: https://bit.ly/HPL_Adult_Survey
- Teen & Tween: https://bit.ly/HPL_Youth_Survey

Storybook Walk: Installation of the Storybook Walk fixtures was completed by the city in late May, after which we installed the frames. The books will be installed Monday June 2. A dedication ceremony will be held on Tuesday June 3, 2025 at 5:30pm.

Staff Updates

Christie's last day at HPL was May 16; she resigned to spend more time with family. Tess and Chloe jumped on finding her replacement and after some great interviews, found a replacement in near record time. Kylie Petto will start training in early June. Please welcome her the next time you are in.



Training

Here is what the staff did in May:

- **Library Marketing:** Barbara and David watched the final session on marketing sponsored by the Library Cooperatives of Michigan. While we again did not find any big takeaways, some small nuggets of information will be helpful.
- **Artificial Intelligence:** David started an AI training class sponsored by the Library of Michigan. Over five sessions May 22 – July 24, I will get hands-on experience building tools that could benefit staff and/or patrons. The first session was on building a Bot. I am already looking at how to create one for staff to simplify policy lookups and possibly one for patrons on the website.

Staff Reports

Assistant Director Tess Allering's Report

I spent most of May assisting with various projects around the library. Erin, Marty, and I have continued to evaluate our process for when new books come in. We chose to assign new labels to the shelves Marty uses for books that are ready for processing, so everyone can easily know where books should go and what should be done with them. We added a label for Spanish language books, a label for rush books that Erin and I would like to get out on the shelves as soon as possible, and a label for books with upcoming release dates. We have been utilizing these new labels for a couple weeks, and have started to have books prepared and ready to go on the New shelves on their release dates. We hope to continue this pattern so patrons can get the newest books as soon as possible.

I am continuing to weed the adult fiction collection, and will begin weeding it more heavily in June to prepare for the upcoming Friends book sale in July. I plan to create enough shelf space to have more front-facing books on easels throughout the collection.

On May 27th, Erin hosted two third grade classes from Northeastern, and I assisted by giving each class a tour of the library. They were able to see the public areas of the library, as well as the Administrative Offices, the downstairs workroom, and the rooftop garden. I fielded many questions



about how to get library cards, how to check things out from the Library of Things, and when Summer Reading will start. It was great to see so many excited kids in the library!



Youth Librarian Erin Quada's Report

Programming is a little quieter during May as we gear up for Summer Reading. We hosted some teens for stress relieving programs including creating their own glitter jars and enjoying some cookies during a venting session. The Youth Garden Club was able to get some of their selections planted and are anxiously awaiting noticeable growth. Make sure you stop by the rooftop garden to watch the progress throughout the summer! Our starting point is pictured at right.



As Summer Reading approaches, Lake and I are busy with program preparations, planning, decorating and so much more. All of the programs are on the schedule, prizes have arrived, and the staff is getting ready. May is a busy time for outreach as I visit classrooms, school activities, and host classes at the Library to promote summer reading. I also provided flyers to the elementary schools and preschools to send home with students to help involve parents and encourage participation.

Reach Out And Read (ROAR) wrapped up this month with the Library providing books for the 9 volunteers to give to the student they have been reading with all year. The students are often the kids who had never been read to before starting school and giving them books helps build their home library. It is proven that children with books in the home are more likely to be proficient readers. Over the course of the school year, the volunteers spend an hour most weeks reading to kids, for a total of almost 200 hours. I can't thank them enough (and usually they are thanking me) for being part of a program that provides such a vital service to kids in our community.

Marketing and Programming Coordinator Barbara Haywood's Report

Events Recap:

- Foraging Walk – May 3, 2025
 - Twelve participants joined Drew from Pierce Cedar Creek and Jessica from the Hastings Food Forest for a guided walk along the trails and river. Highlights included spotting plenty of garlic mustard and sharing creative (and tasty!) ways to help remove this invasive plant. A fun and informative outing for all!
- Homesteading Basics – May 6, 2025
 - Our three-part Homesteading series kicked off with a down-to-earth evening led by a local pharmacist, herbalist, and farmer. Six enthusiastic participants dove into the essentials of self-sufficient living, asking great questions and sharing ideas. A strong start to the series!
- Wings of Chiapas – May 13, 2025
 - Gayle and Del Bachert took us on a vibrant journey through southern Mexico, showcasing stunning bird photography and tales from their travels. With plenty of



humor and awe-inspiring moments, this armchair adventure delighted all 12 attendees, especially those chasing their own “once in a lifetime” bird sightings.

- Spring Fused Glass – May 14, 2025
 - This popular craft night brought together 7 creative participants for an evening of color and design. However, we’ve noted the scheduling conflict with the Friends of the Library and won’t be overlapping events in the future—thank you for your understanding!

Marketing & Planning Update

Preparations are in full swing for Summer Reading promotions and programming! We're crafting engaging materials and finalizing a lineup of activities to keep readers of all ages excited and involved throughout the season.

At the same time, we're looking ahead to the fall event schedule, organizing speakers, workshops, and community programs to keep the momentum going into the cooler months. Stay tuned for more details as our calendar continues to grow!

Circulation Supervisor Chloe Lewis' Report

In March, the Library of Things' Junior Robotic Cat began experiencing technical issues and was not functioning properly. An initial attempt to contact the manufacturer's customer service received no response. A second inquiry in April was successful, and after several emails discussing the issue, the company was very kind in deciding to make a one-time exception by sending a replacement cat at no cost. The new Robotic Cat arrived at the end of this month and is now available for checkout by patrons! A comparison between the original and replacement Robotic Cat highlights how well-loved and frequently used this item has been within our collection.



At our last senior staff meeting, I raised the issue that items marked as lost or destroyed—and later paid for by patrons—are not always replaced, simply because we are not always aware of them. Senior staff agreed that a report should be generated to help identify these items, allowing us to consider purchasing replacements. I ran the first report on May 20th and shared it with the appropriate staff for review. Going forward, this will be a monthly report to help ensure we consistently track and evaluate items that have been paid for but not yet replaced.

May 28th, I attended my first in person Lakeland Library Cooperative Circulation Committee Meeting, located at Leighton Township Library. I gained some valuable tidbits of information, as well as finally getting to put faces to the names of staff from many different libraries. This meeting also brought up some thought-provoking questions that I look forward to discussing with staff in order to continue improving our services.

Much of the discussion revolved around the systems we use and the processes we may have been doing incorrectly. It was insightful to hear from other libraries and the similar scenarios they



experience—such as items being returned with strong odors, keeping patrons’ personal information safe, and knowing how to handle those unique and uncomfortable patron situations.

Youth Assistant Lake Seif’s Report

Lake and Sharon partner to manage HPL’s Seed Library that launched in 2024. This year it’s back bigger and better. Here is an update from Lake.

- From February 19th (opening day) to May 19th, patrons have taken home 792 free seed packets!
- The carrots, squash, and lettuce seeds planted by the Youth Garden Club in the rooftop garden were sourced from our seed library, and the kids referenced the SL planting guide while choosing some of their plants for this year.
- Thanks to donations from members of the community, this year’s collection includes several locally-sourced native plants, including Wild Columbine, Rattlesnake Master, Blazing Star, and a custom mix of Coneflower seeds.
- Our most popular varieties this year have been Fruit Smoothie Zinnia, Blazing Star, Sweet Basil, and Black-Eyed Susan.
- Currently, the Seed Library has over 60 varieties of herbs, fruits, vegetables, grains, and ornamentals in stock.



Upcoming Programs and Events

- Tools for Caregivers, Tuesdays, June 3/10/17/24, 4pm
- Intro to Canva (Digital Literacy), Wednesday 6/4, 2pm
- Youth Makerspace, Tuesdays 6/10/17/24, 10:30am
- Teen Zine Making, Tuesday 6/10, 1pm
- Touch a Truck, Wednesday 6/11, 2pm
- Rain Garden Workshop, Wednesday 6/11, 6:30pm
- Homestead Farm Tour, Thursday 6/12, 6pm
- Community Art Weaving, Monday June 16 – Saturday June 21
- Hot Air Ballooning, Monday 6/16, 6pm
- Bubble Science, Wednesday 6/18, 3pm
- Climate Sisu with Grand Valley State, Wednesday 6/18, 6:30pm
- Tie-Dye, Tuesday 6/24, 1pm
- Fauxkemon, Wednesday 6/25, 2pm



Monthly Statistics - April 2025

Net Promoter Score*: 73

	Physical Library Visits			
	LY Month	9,083		Library Card Holders
	TY Month	7,788		City Hastings Twp Rutland Twp Non-Resident
	YTD	62,301	Total	2,894 825 1,082 101
			New	17 7 9 1

	Volunteer Hours			
	LY Month	485		Item Circulation
	TY Month	111		Children's Non-Children's Mobile Total
	YTD	1,475	LY Month	2,634 2,352 - 4,986
			TY Month	2,657 2,609 - 5,266
			YTD	24,830 25,671 - 50,501

	Wireless Sessions			
	LY Month	982		Inter-Library Loans
	TY Month	852		To HPL From HPL Total
	YTD	9,246	LY Month	337 435 772
			TY Month	433 364 797
			YTD	4,342 4,020 8,362

	Library of Things Circs			
	TY Month	YTD		Programs
LoT	27	366		Youth Adult & General
Hotspots	22	212		Offered Attendance Offered Attendance
Museums	2	10	TY Month	21 360 14 150
			YTD	163 3,272 123 2,749

	Digital Downloads			
	LY Month	2,118		Computer Sessions
	TY Month	2,881		Adult Kids Teen MI Room
	YTD	24,446	LY Month	431 65 90 -
			TY Month	- - - -
			YTD	3,807 1,242 1,039 12

Miscellaneous				
	TY Month	YTD		Websites
Princh Documents	182	2,280		Sessions Users Page Views
Study Room Usage	51	416		HPL LY Month
Non-HPL Community				2,286 1,590 3,915
Room Usage	39	314		TY Month
				2,323 1,671 3,874
				YTD
				23,115 16,438 36,981
				BCHP TY Month
				390 209 3,577
				YTD
				4,014 1,972 26,532

* 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

Employee Insight Session Process

Purpose

Hastings Public Library is adopting a more frequent and less formal check-in process in lieu of annual reviews. We seek to accomplish multiple goals via this process:

1. Provide staff with real-time feedback.
2. Establish shorter-term and more concrete goals.
3. Reduce staff anxiety surrounding reviews.
4. Remain in-tune with staff goals, and how those help achieve the Library's objectives.
5. Encourage a culture of mentoring, support, recognition, and open and honest communication.



Employee Insight Session Process



Overview/Expectations

- Communication, recognition, support, and mentoring are the foundation of this process. The goal is to catch staff doing things right, celebrate wins, promote growth, and increase employee engagement.
- It is preferred that conversations be scheduled, to allow both staff members and supervisors to prepare. However, spontaneous conversations are welcome as the needs for them arise.
- A minimum of one check-in per quarter is required for each employee. However, check-ins can occur more frequently as needed.
- Supervisors should log entries for each check-in in the employee's OneNote file on the M Drive.
- Documentation from check-ins should be a short summary of the conversation, and should highlight key points. Recorded notes should be written with the understanding that there is an audience and the notes will be part of a permanent record. Notes may be referenced when developing action or performance improvement plans, or for other purposes that support the Library's goals.
- Try to avoid taking lengthy notes during the meeting. Jot down key points as needed and record notes as soon as possible after the meeting.
- Documentation provides senior staff with insight about employee development, team wins and opportunities, and the evolution of issues. It is crucial to retain notes to support actions taken to ensure continued staff growth and consistent accountability practices.
- Avoid distractions while checking in with staff. This may mean going off-site/into a private meeting room, silencing your phone, leaving your laptop at your desk, etc. Active listening and being present in the moment encourage a two-way dialogue and makes staff feel like a priority instead of an obligation.
- These interactions are meant to be low-pressure conversations that foster open and supportive communication

Potential Questions

Happiness

1. What part of your job do you enjoy the most? What aspects of your job do you find less fulfilling?
2. Do you feel that your contributions are recognized and valued by the team? How do you prefer to be recognized?
3. What improvements would you like to see to enhance your overall happiness and engagement at work?

Performance, Opportunities, & Challenges

1. What skills do you think you excel at?
2. What skills do you want to learn? What resources do you need to develop those skills?

3. How do you feel about the team's communication and collaboration? What changes would you suggest?
4. What goals do you have, if any? Do you want to grow? Do you want to learn more?

Community

1. How do you think the community perceives the Library? What feedback have you heard from community members?
2. What role do you think the Library plays in the community? How can we better align our goals with the community's needs and expectations?

Questions to Ask Periodically

1. When did you last think about leaving and why?
2. What is one thing you would like to change about the library?
3. What is one thing you would like to change about your role?



HASTINGS PUBLIC LIBRARY
HASTINGS, MICHIGAN

REQUEST FOR QUOTE (RFQ)
FOR

**Single Phase Interruptible Power System Emergency
Lighting Inverter System**

PROCUREMENT NAME: Inverter

RFQ ISSUE DATE: Tuesday, April 22, 2025

PROPOSAL DUE DATE: Friday, May 9, 2025 @ 5:00pm

WORK START DATE: Tuesday, July 1, 2025 or as soon after as possible

Requests for Quotes and related documents may be obtained during normal business hours from:

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

Phone: (269) 945-4263 | Fax: (269) 948-3874

Contact: David Edelman, Library Director

Email: dedelman@HastingsPublicLibrary.org

CONTENTS OF THE REQUEST FOR PROPOSAL

I. General Terms and Conditions Page 2

II. Process Overview Page 4

III. Submitting Quotes Page 6

I. General Terms and Conditions

Hastings Public Library assumes no responsibility of any kind or nature for any costs incurred by any potential vendor in the preparation of a response to this RFQ. This applies to and includes any costs of delivery for a timely quote.

Hastings Public Library's Rights

Hastings Public Library reserves the exclusive, unencumbered right to:

- A. Cancel, revise, or amend the RFQ;
- B. Reject any quote or all Quotes submitted in response hereto in whole or in part;
- C. Waive any irregularities in any quote;
- D. Award the whole or part of the work or goods that are the subject of this RFQ to that offeror whose quote is, as determined at the sole discretion of Hastings Public Library, to be in the best interest of the Library considering such factors as it may deem pertinent.
- E. Quotes must be received on or before **Friday, May 9 at 5:00pm**, at the main desk of the Hastings Public Library or via email. Deadline is for physical delivery to the specified location; postmarks or other indicators of sending or delivery will not be accepted. Quotes should be delivered to:

Hastings Public Library
 David Edelman, Library Director
 227 E. State St.
 Hastings, MI 49058

Or via email to:

dedelman@HastingsPublicLibrary.org

- a) If delivering quotes via email, please ensure all details and Quotes are contained in attachments and not the body or subject of the email.
- b) Quotes will be opened upon receipt.
- F. Hastings Public Library may request additional information, clarification, or presentations from any of the offerors after review of the Quotes received.
- G. Hastings Public Library has the right to use any or all ideas presented in reply to this RFQ, subject only to the limitations regarding proprietary/confidential data of offeror.

Quote Submissions

Quotes must be submitted in accordance with the instructions and requirements contained in this RFQ. Failure to do so may result in the proposal or bid being considered non-responsive and it may be rejected.

An offeror must promptly notify the Library Director of any ambiguity, inconsistency, or error, which may be discovered upon examination of the RFQ. An offeror requesting clarification or interpretation of this RFQ should contact David Edelman, Library Director.

- A. Any questions regarding the RFQ must be submitted in writing/via email before **Wednesday, May 7 at 5:00pm**. If necessary, an addendum to the RFQ will be provided to all holders of the RFQ on record.
- B. **Onsite visits to see the physical building are encouraged**. Contact David Edelman to schedule.
- C. Any interpretation, correction, or change of the RFQ will be made by an addendum. Interpretations, corrections, or changes to this RFQ made in any other manner will not be binding and offerors must not rely upon such interpretations, corrections, or changes. The Library Director will issue Addenda. Addenda will be emailed, faxed, or mailed to all known recipients of the RFQ.
- D. Negligence on the part of the bidder in preparing the quote confers no rights for the withdrawal or modification of the bid after it has been opened.
- E. If either a unit price or extended price is obviously in error, and the other is obviously correct, the incorrect price will be disregarded.
- F. Quotes should demonstrate the offeror's successful experience in providing the services and/or items requested by this RFQ.
- G. Any quote submitted shall be deemed conclusive assurance that the offeror does not discriminate in any manner against any class of protected persons under federal or state law. This includes non-discrimination on the basis of gender, race, national origin, age, and other categories specified by law. Non-discrimination applies to consideration for employment and services.
- H. By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
- I. Quotes must explicitly and completely describe and present all components of the price proposed for work or goods. **The Hastings Public Library is exempt from State of Michigan Sales and Use Taxes**. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the library is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.

References

Hastings Public Library may make investigations to determine the ability of the offeror to perform or supply the services and/or items as described in this RFQ.

- A. References may be requested as a part of the solicitation or after the opening of quotes. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

Disclosure

- A. Ownership of all data, materials, and documentation originated and prepared for the Hastings Public Library pursuant to the RFQ shall belong exclusively to the

Library and be subject to public inspection in accordance with the Michigan Freedom of Information Act.

- B. Only Hastings Public Library will make news releases or other public announcements pertaining to this RFQ or the proposed award of a contract.
- C. All of the information included in your quote response is subject to the Michigan Freedom of Information Act and may be disclosed in its entirety.
- D. No information regarding the contents of responses to the RFQ will be released prior to award. Once an award has been made, all Quotes will be open to public inspection subject to the provisions set forth above.
- E. The successful offeror must comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.

Indemnification

The contractor agrees to hold and save the Library, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

II. Process Overview

Hastings Public Library is soliciting quotes for a one-time installation of a new inverter system to replace an older system.

Specific or Technical Requirements of the Work

- A. Base Specifications for selected inverter:
 - a. Myers Emergency Power Systems, model L 3-IE-5-G-BA2004
 - b. Illuminator Series IE(Standard transfer)
 - c. Rating : 5000 VA/W
 - d. Input : 208VAC, 1PH, 60Hz, 2W+G
 - e. Output : 120VAC, 1PH, 60Hz, 2W+G
 - f. Required Input Feed Breaker is 40A, 2-Pole
 - g. Battery : G-VLRA20-Year
 - h. Run Time : 90 minutes
- B. See Attachment "A" for complete technical specifications for the reference model desired.
- C. Manufacturers, models, and specific technologies can vary from the spec sheet in Attachment "A", but must match or exceed the performance and overall specifications.
- D. The new inverter must fit within the available space inside the Library's electrical room, ideally filling the same footprint as the current unit. See Attachment "C" for photos of the current system.
- E. New inverter systems must provide a minimum of 90 minutes of emergency lighting power.
- F. All existing emergency lighting in the building must be connected to external power as well as the new inverter for emergency power.

Timing

Installation of the new inverter system is requested as soon after July 1, 2025, as possible.

Evaluation Criteria

- A. The ability, capacity, and skill of the offeror to provide items described in this RFQ in a prompt and timely manner without delay or interference.
- B. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the offeror.
- C. The quality and timeliness of performance of previous contracts or services of the nature described in this RFQ.
- D. Compliance by the offeror with laws and ordinances regarding prior contracts, purchases, or services.
- E. The conditions, if any, specified in offeror's proposal; i.e. what expectations or requirements the offeror might have of the Library as a condition of, or related to the proposal.
- F. Quotes shall be submitted in an easy-to-read form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
- G. Compliance by the offeror with the Library's insurance requirements policy.
- H. Price.

Selection Process

- A. **Quotes will be opened upon receipt.**
- B. Quotes not received by the published deadline will not be opened or considered.
- C. Library staff will evaluate quotes according to the evaluation criteria noted in the RFQ and prepare a recommendation to the Board of Directors.
- D. The Board of Directors will make the final, binding decision as to the award of the contract or the rejection of any or all Quotes.
- E. Library staff or the Board of Directors may request additional information or clarification from any offeror. Failure to supply requested additional information may result in a proposal being rejected or not considered further.
- F. Hastings Public Library shall award the contract to the quote that best accommodates the various project requirements, reserves the right to award the contract to more than one offeror, and to refuse any quote without obligation to either Hastings Public Library or to any offeror.
- G. Prior to award, Hasting Public Library shall reserve the right to cancel, suspend, and/or discontinue any quote at any time they deem necessary without obligation or notice to the offeror(s).
- H. A formal contractual agreement will be entered into to effect the arrangements with the awarded offeror(s). ***Offerors should submit any requested contract terms as part of their quote.***

III. Submitting Quotes

Every valid response to this RFQ will include the next five (5) items completed in full and returned to the Library by the stated deadline. Forms follow this page and/or are included in attachments as listed below unless noted:

- Certification (form follows)
- Insurance Documents (see Attachment “B”)
 - a. Attach certificates of required insurance.
- IRS W-9 (vendor provided)
- Equipment or Service
 - a. List any and all equipment or service(s) required for this proposed project with individual specific costs, and details for the costs.
 - b. List any equipment or service(s) requiring a subcontractor, such as an electrician or man-lift, along with a brief explanation.
 - c. List any accommodations or space required from Hastings Public Library, along with a brief explanation.
 - d. Indicate whether the quote submitted is for the entire RFQ or a piece of it.
 - e. **Include an estimate of the number of days and/or hours to complete the job.**
 - f. **Include information on whether the entire building needs to be closed and for how long** to facilitate removal of the old system and/or installation of the new.
 - g. **Include an anticipated project start and end date.**
 - h. Indicate if any permits and/or inspections are required for removal of the old system and/or installation of the new inverter.
 - i. Detail any manufacturer and installer warranties along with any extended warranties that are available.
- Cost Proposal
 - a. A detailed list of any and all expected costs or expenses related to the proposed project.
 - b. Summary & explanation of any other contributing expense to the total cost.
 - c. Brief summary of the total cost of the proposal.

ATTACHMENTS AND EXHIBITS LIST

1. Attachment “A”: Quote Specifications
2. Attachment “B”: Hastings Public Library Insurance Requirements
3. Attachment “C”: Electrical Room Photos

Attachment "A"

ILLUMINATOR IE Emergency Lighting Inverter System



SINGLE PHASE INTERRUPTIBLE POWER SYSTEMS

1.5kVA/kW to 16.7kVA/kW

For LED & All Other Non-HID Lighting Loads



Models 1.5kVA to 5.0kVA



Models 6.0kVA to 16.7kVA

STANDARD FEATURES

- 98% Efficient Typical
- Automatic Event, Test, and Alarm Log
- User Programmable With Password Protection
- Normally On and Normally Off Output
- Input Circuit Breaker
- RS232 Communications Port
- Space-Saving Design
- 50mS Transfer Time
- NFPA 101 Self Testing and Data Logging
- Code Compliant : 90 Min. Runtime
- 65 KAIC Input Rating
- NEMA Type 1 Cabinet

OPTIONAL FEATURES

- Enhanced Communications
 - Expanded Building Management Protocols
 - BACnet or Modbus Communications Interface
 - NEW IoT Connect Cloud Software
- Internal or External Maintenance Bypass
- Summary Alarm
- Output Circuit Breakers
- Status Monitoring & Summary Form C Contacts
- Normally Off Output with Time Delay
- Output Trip Alarms
- Seismic
- Factory Startup & Training
- Extended Maintenance & Factory Warranty

SPECIFICATIONS

- Input Voltage: 120 or 277VAC | 1-Phase 2-Wire Plus Ground
- Output Voltage: 120 or 277VAC | 1-Phase 2-Wire Plus Ground
- Output Load Power Factor .5 Lag to .5 Lead
- Output Voltage Distortion Less Than 3% THD for Linear Loads
- Custom Voltage Available (Contact Factory)
- Forced Air Cooling Only During Emergency Operation; No Filters Required
- Compatible with all Non-HID lighting Including LED Drivers
- Generator/Motor Compatibility
- 90 Minute Runtime Standard; Extended Runtimes Available upon Request

Notes:

ILLUMINATOR IE

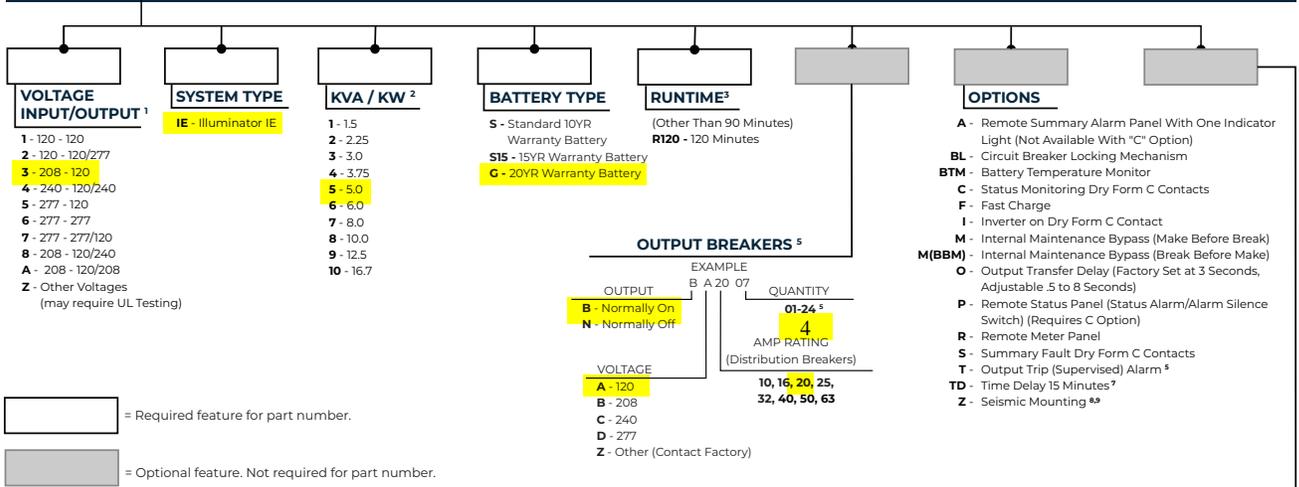
Single Phase Interruptible Power Systems

1.5kVA/kW to 16.7kVA/kW



ORDERING GUIDE

EXAMPLE MODEL # 1-IE-4-S-BA2007-T-S-M-2YW



ACCESSORIES

- DT - Drip Top (NEMA 2)
- EMBP - External Maintenance Bypass Switch^A
- SPARES - Spare Fuses & Circuit Boards
- SPAREF - Spare Fuses

A) With External Maintenance Bypass Switch, only main output breaker is available.

1. Only single phase voltages available.
2. KVA= KW
3. Standard battery runtime is 90 minutes. Contact factory for other runtimes. 120-minute run time is not available for 16.7kVA systems.
4. Normally off loads cannot exceed 20% of total kVA rating with any combination of HID loads.
5. Maximum output breakers available: 12 unsupervised (1-pole), 8 supervised (1-pole) for 1.5kVA-5kVA; 24 unsupervised (1-pole), 18 supervised (1-pole) for 6kVA-16.7kVA; Breakers provided are 20 Amps unless specified otherwise. A 2-pole breaker occupies 2 positions. Additional output breakers available on 1.5kVA-5kVA units with optional top mount enclosure. Contact factory for details.
6. One year warranty is standard.
7. Time delay of normally off circuit will stay activated 15 minutes after return of utility.
8. Anchorage based on calculations. For systems requiring OSHPD/Withstand testing, see Illuminator IE-H.
9. Seismic Mounting increases footprint from that noted above. Contact factory for detailed seismic mounting drawing.

- #### WARRANTY & ONSITE SERVICES⁶
- 2YW** - Start Up & Same Day Training (Increases Standard 1 Year Electronics Warranty to 2 years)
 - 2YWT** - Start Up, Same Day Training and Full Run Test (Increases Standard 1 Year Electronics Warranty to 2 years)
 - 5YP** - 5-Year Maintenance Plan
 - 5YW** - 5-Year Extended Electronics Warranty (Includes 3 Years of Extended Electronics Warranty When Combined With 2YW)
 - TR** - Training (if Required on Day Other Than Start Up)

DIMENSIONS

Alternate runtimes may affect cabinet size - contact factory.

Electronics Module					Cabinet Dimensions*				Batteries 90 Minutes @ Full Load				Total System Weight (lbs / kg)
Partial Model Number	Power Rating (KVA / W)	Efficiency (Typical Percent)	Audible Noise (db)	Heat Loss (BTU)	Width (in / cm)	Height (in / cm)	Depth (in / cm)	Weight (lbs / kg)	90 Minutes Batteries (lbs / kg)	Number of Batteries	Voltage (VDC)	Current (amps)	
IE-1-S	1.5	98	45	102	30 / 77	47 / 119	25 / 64	215 / 98	296 / 135	4	48	39	511 / 230
IE-2-S	2.25	98	45	153	30 / 77	47 / 119	25 / 64	230 / 105	444 / 200	6	72	38	679 / 306
IE-3-S	3.0	98	45	204	30 / 77	47 / 119	25 / 64	235 / 107	592 / 266	8	96	38	827 / 372
IE-4-S	3.75	98	45	255	30 / 77	47 / 119	25 / 64	240 / 109	740 / 330	10	120	37	980 / 441
IE-5-S	5.0	98	45	340	30 / 77	47 / 119	25 / 64	280 / 128	888 / 400	12	144	40	1168 / 525
IE-6-S	6.0	98	45	408	48 / 122	76 / 193	25 / 64	605 / 272	1110 / 500	15	180	40	1715 / 772
IE-7-S	8.0	98	45	544	48 / 122	76 / 193	25 / 64	640 / 288	1480 / 666	20	240	39	2120 / 954
IE-8-S	10.0	98	45	680	48 / 122	76 / 193	25 / 64	785 / 353	1776 / 800	24	144	82	2561 / 1153
IE-9-S	12.5	98	45	860	48 / 122	76 / 193	25 / 64	805 / 362	2220 / 999	30	180	82	3025 / 1361
IE-10-S	16.7	98	45	1135	48 / 122	76 / 193	25 / 64	885 / 398	2960 / 1332	40	240	80	3845 / 1730



Engineered Electrical Systems
 32 Jonquil St SW
 Grand Rapids, MI 49548
 Ph: (517) 500-0125

Date: May 9, 2025
Quote No: WO-25-0004

Company Name:	Hastings Public Library	Job Name:	Hastings Library Inverter
Address:	227 E State St Hastings, MI 49058	Job Location:	227 E State ST Hastings, MI 49058
Contact:	David Edelman		
Phone:	269.945.4263		
Email:	dedelman@hastingspubliclibrary.org		

We are pleased to quote for the following services per your request:

SCOPE OF WORK

Remove the current emergency lighting inverter system.
 Installation of the new emergency lighting inverter system.
 Post-installation factory start-up performed by a manufacturer's technician.

Exclusions:

Payment Terms: Net thirty (30) days from invoice date. Invoices not paid in accordance with these terms are subject to a service charge of one and one-half percent (1 1/2%) per month.

Price Increases This quote is good for 30 days from issuance. Should there be a price increase from the manufacturer on materials, equipment, or products specified in this proposal before the release of delivery, we will inform you promptly. If the delivery release is not issued immediately once the order is ready for fulfillment, we may need to adjust the price accordingly. In the event of any delay in issuing the release, which is not caused by EES (including circumstances beyond our control, such as force majeure), the customer may be responsible for covering any cost differences due to the manufacturer's price change. Rest assured; we will notify you of any such increases as soon as we receive them from the manufacturer.

Thank you for the opportunity to provide this quotation. If you require additional information, or if you have any further questions, please feel free to call at your convenience.

Respectively,

Ty VanAlstine
 Service Manager
 Cell: 517-490-5242
 Email: ty.vanalstine@eesystemsusa.com

SUBTOTAL	\$47,305
TAX (6%)	\$ 2,215
TOTAL	\$49,520



Date: May 9, 2025

QUOTE NO: WO-25-0004

Job Name: Hastings Library Inverter

Job Location: 227 E State ST
Hastings, MI 49058

Company Name: Hastings Public Library

Address: 227 E State St
Hastings, MI 49058

Contact: David Edelman

Phone: 269.945.4263

Email: dedelman@hastingspubliclibrary.org

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory, and I authorize EES to proceed with the work as specified and per those terms and conditions identified above.

PRINTED NAME: _____

TITLE: _____

SIGNATURE: _____

DATE _____

TOTAL PROPOSAL AMOUNT: \$49,520

Quote



Date	Quote #
5/5/2025	W051520-3536

Phone #	2699450300
Fax #	(269) 948-4932

Name / Address
Hastings Public Library 227 E. State St. Hastings, MI 49058

SITE ADDRESS	
Hastings Public Library 227 E. State St. Hastings, MI 49058	
Customer Phone	269-945-4263

Description	Total
Quoted Electrical Job (permit fees, materials, training, disposal, & labor) - Remove/disposal of old equipment - Installing a new single phase interruptible power system - emergency lighting inverter system inside the libraries secured room - Item to be installed is the item listed in the RFQ. Myers single-phase interruptible power system-emergency lighting inverter system. - Catalog #3-IE-S-G-BA2004; Input voltage 208 VAC; Output voltage 120 VAC; 5000 VA/W; 90 minute run time (matches attachment "A" of RFQ **There is a 1-day training from Meyer's (who make the cabinet). This training will also extend the electronic warranty of the single phase interruptible power system by one year per manufacturer; given it a 2 year warranty** **The library will not need to be closed to perform this work** **We can start to perform the work when parts are in and the library is ready (approx. July 1, 2025). It should all be completed in one day (8 hours).**	40,518.50

Payment is due full upon acceptance, prior to commencement of work. (Unless specified differently)	Total \$40,518.50
	QUOTE VALID FOR 30 DAYS

Upon acceptance, a signed contract and payment must be received before stated work will begin (Unless specified differently). Quote does not include any additional costs that may be due to circumstances not apparent upon evaluation. An automatic 3.5% processing fee is added to any payment being made with credit / debit card. Please call the office if you have any questions. Thank you for the opportunity to serve you!



Hickey Electric, Inc.

5995 Guy Rd. | Nashville MI 49073 | Phone: 517.852.0925 | Hickey-Electric.com

To: Hastings Public Library

ATTN: David Edelman

From: Hickey Electric Inc.

Site: 227 E. State St., Hastings, MI, 49058

Job Quote: Q25103

Date: 05/09/2025

Bid Breakdown:

- **Material and Labor to remove existing, nonfunctioning Single Phase Interruptible Emergency Lighting Inverter System and replace with customer-specified unit, per bid package provided by the Hastings Public Library. Disposal of the existing unit included in price.**

Total: \$ 40,782.00

- **Material and Labor to remove existing, nonfunctioning Single Phase Interruptible Emergency Lighting Inverter System and replace with customer-approved alternate bid package. Alternate system is comparable to unit specified by the Hastings Public Library. Submittal package included in this proposal. Disposal of the existing unit included.**

Alternate Total: \$ 38,900.00

- **Permit fee included.**

***Price expires 15 days from the date of this quote.**

Thank You for the opportunity to quote this project.

Zane Belson
Project Estimator
Hickey Electric Inc.

LITEMINDER SINGLE PHASE

1,000VA – 12,500VA Central Inverter System

The LiteMinder Central Inverter System provides an innovative Emergency Lighting solution for today's complex energy-saving systems, light sources, and maintenance requirements. LiteMinder represents the pinnacle of engineering excellence with features not found in the traditional systems currently available.



DESCRIPTION

- **Modularity:** LiteMinder features unique inverter modules available in increments from 1,000VA to 12,500VA capacities. Modules are interconnected to build the required system capacity, and can even be field upgraded to increase system sizes!
- **Control Features:** A keypad and LCD display provides user interface and extensive status diagnostics. Self test, Self-Diagnostics, in compliance with UL 924, is field configurable.
- **Web Site Monitoring:** Unique web interface constantly monitors the system status and records all essential data. Users can log on, view, interact and download records as needed. The factory can also monitor, diagnose remotely. Website monitoring free on every inverter (must use option code LGM).
- **Diagnostics:** In addition to Self-test, Self-Diagnostics, LiteMinder also includes unique startup diagnostics to aid in installation and maintenance: eight individual startup alarms (Communications, Set-Up Conflict, Low Battery, Back-feed, Transfer/AC Fuse, Short/Overload, Miswire, Incorrect AC Input) eight individual Charger Alarms and eight individual Inverter Alarms.

SPECIFICATIONS

- PWM MOSFET and IGBT (Model Dependant) Inverter provide Pure Sine Wave output with less than 3% THD, and fully compatible with LED Lighting Loads
- Fast transfer for H.I.D. compatibility ensures smooth operation of combined lighting loads, transfers in less than 2 ms
- Less than 3% THD, load power factor 0.5 Lag to 0.5 Lead, 98% efficient in standby mode
- Automatic Low Voltage Disconnect (LVD) set at 1.67 VPC
- Shorted circuit protected to 65KAIC tested and approved to UL 6180-5-1 standard
- Crest factor >4 for high inrush demanding loads, overload 120 percent for 10 minutes, 400 percent for 500ms
- VRLA Maintenance Free Lead Calcium Battery's provide the required 90 minute minimum run time in Emergency mode
- Battery recharge time is less than 24 hours, meets all UL 924 and NFPA101 Life Safety Code requirements
- Operating temperature 20° to 30° C
- Brownout protection set for 85% of the nominal line voltage

FEATURES

- Modular inverter allows operation for single phase operation
- Automatic restart upon utility power return, no need to manually reset the system
- Input circuit breaker is provided sized to system rating
- Monthly and the annual 90 minute test can be programmed by the user for a specific date and time to ensure NFPA Code Compliance
- Up to 1000 events stored in the memory log on a "FIFO" basis, and is easily accessible through the MMI (Man-Machine Interface) Panel
- MMI consists of a 5 button keypad for easy menu navigation
- A 4x20 backlit White display with heads-up LED's allow for a quick diagnosis of the system status and alarms
- Five LED indicators provide the status of the Inverter, Charger, AC present, Ready, and Switched Load (if provided with Switched Output Circuit Breakers)
- An additional six LED indicators provide the alarm status for Alarm Summary, Bypass (if equipped with Maintenance Bypass option) , CB Trip, Startup Fault, Charger Fault, and Inverter Fault
- A dedicated System Test button is provided for a user initiated 30 second on demand test
- An Alarm On/Off LED is provided to indicate that an alarm is present.
- A dedicated Alarm Silence On/Off push button allows the user to silence the audible alarm
- SD card slot allows the user to download all Test, Event and Alarm Logs
- The Meter Menu allows the user to access the Input and Output Voltages, Output Current, Output VA, Battery Voltage, Battery Current, Battery Power, Temperature, System Days, Inverter minutes and Inverter Events
The inverter and battery cabinets are constructed from 14 gauge CRS and are powder painted with no visible hardware
- Internally, the inverter has all galvanized or painted steel parts and shelves to resist corrosion and provide high durability and longevity
- Installer friendly front mounted battery terminals for easier and faster installation
- Three Rate Charger circuit is fully temperature compensated for added reliability

CERTIFICATION

- UL924 compliant Self-Test/Self-Diagnostics are standard, with interactive LCD display (MMI)
- Listed to UL924, and meets NFPA101 Life Safety Code, NFPA70-NEC and OSHA Requirements, 1.0–2.8KVA models meet CSA C22.2 No. 141-10
- Buy American Act compliant
- Trade Agreements Act compliant

WARRANTY

- Electronics are warranted for 2 years and the VRLA batteries have a 10 year warranty, optional factory startup increases the warranty to 3 years – view complete warranty terms online at www.evenlite.com/terms-warranty.

ORDERING GUIDE

LM-12500-IP-LC-IB-OB-S4-TA-FS

MODEL	VA RATING			CONFIGURATION	BATTERY TYPE	INPUT VOLTAGE	OUTPUT VOLTAGE
LM	1000	1000VA	3200 3200VA	8250 8250VA	IP Single Phase ² (L-N)	LC Lead Calcium	IA 120V (L-N)
	1600	1600VA	4200 4200VA	10500 10500VA ¹			IB 277V (L-N)
	2200	2200VA	5200 5200VA	12500 12500VA ¹			IC 208V (L-L-N) ³
	2800	2800VA	6520 6520VA				
LM				IP	LC		

OUTPUT BREAKER CONFIGURATION ⁴	OPTIONS		
C(n) 20A Normally On Output Breaker	TA Trip Alarm for All Circuit Breakers	RA Remote Annunciator	EB15 15 Year Extended Battery Warranty ¹¹
O(n) 20A Normally Off Output Breaker	TB 1 Summary/2 Programmable Terminal Block ⁵	KE Keyed Lock	EB20 20 Year Extended Battery Warranty ¹²
S(n) 20A Switched Output Breaker	MB Internal Maintenance Bypass Switch ⁷	BTMS Battery Thermal Management System	UP Ship Inverter Less Batteries
(n)= Quantity Required	BI BACnet Integration Module	WM Wall Mount Kit ⁸	EPO Emergency Power Off ⁷
BB Special Breaker Current Requirement ⁵	LGM LifeGuard® Monitoring	FS On-Site Startup Commissioning	BL Output Breaker Locks ¹³
	DT 60ms Delayed Transfer	EW 5 Year Extended Warranty ⁹	SK Stacked Cabinet Configuration ¹⁴
	Z4 Seismic Zone 4 Certified	M(n) Maintenance Plan ¹⁰	

ORDERING NOTES	
1 277VAC only	8 1kW only
2 120VAC or 277VAC	9 Requires On-Site Startup Commissioning [FS]
3 Only offered on systems up to 6.25 kVA (MUST BE ORDERED WITH OA Output) – For any other configuration please refer to Two Phase spec sheet.	10 N=years (minimum: 2 / maximum: 5)
4 See Output Breaker Quantity Limitations table	11 1 full year with 14 years pro-rated
5 Contact factory	12 1 full year with 19 years pro-rated
6 For form C dry contacts	13 1 provided per output circuit breaker specified
7 Reduces maximum output breakers by 1. Make before break.	14 Only available with 8,250VA to 12,500VA

Fill in fields from categories above and complete type and part number.

Type No:	Full Part No:
----------	---------------

OUTPUT BREAKER QUANTITY LIMITATIONS			
Any Combination Of Output Types			
1000VA	1600 – 3200VA	4200 – 6250VA	8250 – 12500VA
8X20A Normally On Without [TA]	11X20A Normally On Without [TA]	12X20A Normally On Without [TA]	24X20A Normally On Without [TA]
4X20A Normally Off With or Without [TA]	6X20A Normally Off With or Without [TA]	8X20A Normally Off With or Without [TA]	12X20A Normally Off With or Without [TA]
4X20A Switched With or Without [TA]	6X20A Switched With or Without [TA]	8X20A Switched With or Without [TA]	12X20A Switched With or Without [TA]
5X20A Normally On With [TA]	7X20A Normally On With [TA]	8X20A Normally On With [TA]	16X20A Normally On With [TA]

SEE NEXT PAGE FOR DIMENSIONS, WEIGHT & LOAD CAPACITY

DIMENSIONS, WEIGHT & LOAD CAPACITY

MODEL	NO. OF CABINETS	CABINET WIDTH	CABINET HEIGHT	CABINET DEPTH	CABINET WEIGHT	BATTERY CABINET WEIGHT	TOTAL BATTERY WEIGHT	TOTAL SHIPPING WEIGHT	MAX BTUS HOUR AT FULL LOAD	MAX CONNECTED LOAD	
										90 MINUTE RUNTIME	120 MINUTE RUNTIME
LM-1000	1	24"	38"	13"	152 lbs	-	156 lbs	428 lbs	68	1,000 VA	750 VA
LM-1600	1	32"	52"	13.75"	180 lbs	-	234 lbs	534 lbs	109	1,600 VA	1,200 VA
LM-2200	1	32"	52"	13.75"	180 lbs	-	312 lbs	612 lbs	150	2,200 VA	1,650 VA
LM-2800	1	32"	52"	13.75"	180 lbs	-	390 lbs	690 lbs	190	2,800 VA	2,100 VA
LM-3200	1	32"	52"	13.75"	180 lbs	-	468 lbs	768 lbs	209	3,200 VA	2,400 VA
LM-4200	1	32"	50"	23"	315 lbs	-	624 lbs	1,059 lbs	286	4,200 VA	3,150 VA
LM-5200	1	32"	50"	23"	315 lbs	-	780 lbs	1,215 lbs	355	5,200 VA	3,900 VA
LM-6250	1	32"	50"	23"	315 lbs	-	936 lbs	1,371 lbs	426	6,250 VA	4,687 VA
LM-8250	2	32"	50"	23"	365 lbs	270 lbs	1,248 lbs	2,063 lbs	563	8,250 VA	6,187 VA
LM-10500	2	32"	50"	23"	365 lbs	270 lbs	1,560 lbs	2,375 lbs	716	10,500 VA	7,875 VA
LM-12500	2	32"	50"	23"	365 lbs	270 lbs	1,872 lbs	2,687 lbs	852	12,500 VA	9,375 VA

INPUT CURRENT & BTU CHART

INPUT POWER	INPUT VOLTAGE	INPUT CURRENT	MINIMUM BREAKER REQUIRED	SUGGESTED FEED BREAKER	MAX BTUS HOUR AT FULL LOAD
1000	120	10.4	13.9	20	68
	277	4.5	5.6	20	
1600	120	16.7	20.8	30	109
	277	7.2	9.0	20	
2200	120	22.9	28.6	30	150
	277	9.9	12.4	20	
2800	120	29.2	36.5	40	190
	277	16.6	15.8	20	
3200	120	31.3	39.1	40	209
	277	13.5	16.9	20	
4200	120	41.7	52.1	60	286
	277	18.1	22.6	30	
5200	120	52.1	65.1	70	355
	277	22.6	28.2	30	
6250	120	62.5	78.1	80	426
	277	27.1	33.8	40	
8250	120	83.3	104.2	110	563
	277	36.1	45.0	50	
10500	120	-	-	-	716
	277	45.1	56.4	60	
12500	120	-	-	-	825
	277	56.4	70.5	80	

NOTES

- Input Current = Output Current + Max Charge Current
- Suggested Feed Breaker sizes are rounded up in 10 Amp increments
- Input Power requires 3 wires, Neutral and Ground. Neutral is passed through and current carrying - Feeder Neutral to be sized same as line conductors.
- KAIC Rating for all models = 65KAIC (UL rated per UL 61800-5-1)
- Short Circuit current rating = 65KA for ALL models.

June 2, 2025 Library Board Meeting

Director's Notes for Agenda Item 9e: Roof Discussion

Background:

- HPL's roof has begun to experience repair needs and some minor leaking for several years.
- The roof is original to the building erected in 2007 and had a 15-year warranty.
- Minor repairs have been made to the main roof and overhangs at the entrances and drive-thru.

Roof replacement

- Several companies have inspected the roof in the last few years and indicated that replacement or major restoration is likely needed within a few years.
- Quality roofing recommended installation of new wood base and new rubber over the existing roof as of 2023. Price in 2023 was estimated at ~\$160K. This can be done once as I understand it, then the entire roof would have to be stripped and redone in the future.
- Tremco was engaged in 2024 and has presented options ranging from full tear-down to a similar process as Quality, to a restoration option to apply new rubber to the entire roof that can be maintained long term. The restoration option could run to nearly \$250K.
- Weather Shield provided a very rough estimate in April 2025 of \$90K for replacement.

Roof Inspections

- Great Lakes Roofing, the original installer, is now part of Weather Shield in Grand Rapids. Weather Shield inspected the roof in April 2025 and recommended \$7,450 in repairs and then an annual inspection @ \$1,500. They believe the roof's life can be extended at least 3 years.
- Tremco inspected the roof on May 6, 2025 and identified no repairs needed.

Moisture Survey

This test would help identify where the roof may be damaged from moisture by checking for it beneath the top membrane. If damage is significant, it will add cost to the ultimate replacement.

- Tremco will charge \$3,133,85 for the moisture survey
- Weather Shield will charge \$1,250 but will waive the fee if we engage them to do the repairs and 3-year inspection/warranty coverage.

Thoughts & Recommendations

- Engage a third company to inspect the roof, if possible, to help determine why one company found needed repairs and the other did not.
- After third inspection, re-evaluate and consider short-term repairs and the moisture survey. This should help extend the roof life and provide more time to add money to the fund balance to pay for the roof.
- Note: no funds have been budgeted in 2025/2026 for roof work as there were still many unknowns.
- See documents in the packet from Tremco and Weather Shield for more details.

Date Tue 05/06/2025

Job #

Prepared By Brad Hayden



Weather

6:00 AM

53°

Rain, Overcast

Wind: 6 MPH | Precipitation: .01" | Humidity: 89%

12:00 PM

55°

Rain, Overcast

Wind: 9 MPH | Precipitation: .03" | Humidity: 91%

4:00 PM

58°

Rain, Overcast

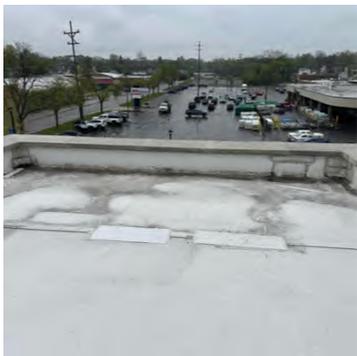
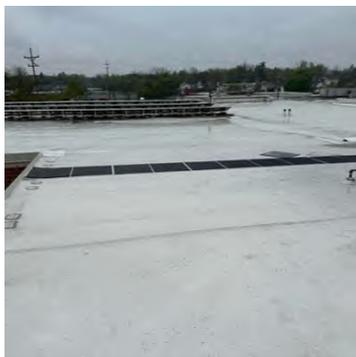
Wind: 5 MPH | Precipitation: .04" | Humidity: 91%

General Notes

1. Main Roof Inspection Notes:

- Existing system consists of adhered white thermoset (rubber) singleply roofing.
- No current leak issues were reported at this time.
- Roof appears to have adequate slope to drain.
- Several areas of previous repair were noted.
- Roof contains three rows of solar panel arrays that are believed to be active.
- All curb, flashing, and projection detail flashing appear to be in watertight state at this time.
- Recommend performing diagnostic roof moisture survey to evaluate substrate conditions and confirm remedial roofing options.

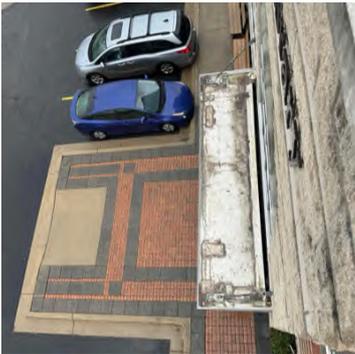
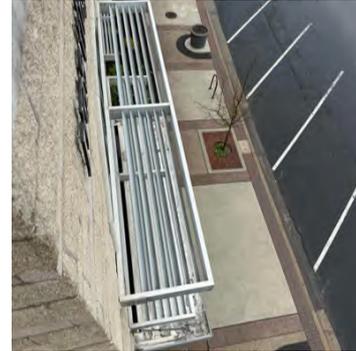






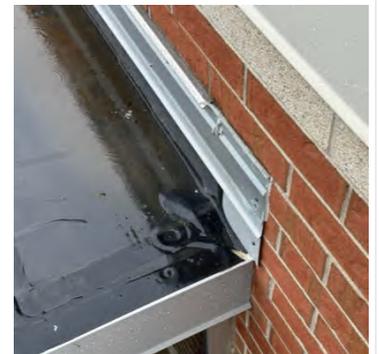
2. Entry Canopy Roof Inspection Notes:

- Roofs appear to remain in good condition at this time.
- No leakage reported and preventative maintenance repairs were recently completed in 2024.



3. MI Room Overhang Roof Inspection Notes:

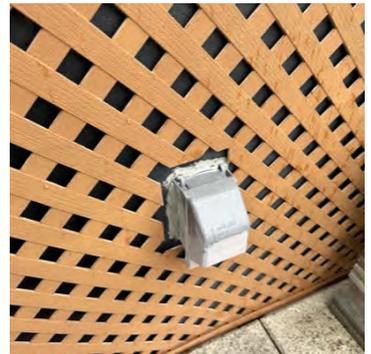
- Existing system consists of adhered EPDM single ply roofing.
- Noted defects include standing water along wall, flashing on the entire entirety of the roof. Suspect flashing details were also noted at east and west perimeter wall flashing locations.
- Recommend continuing to monitor for performance and water tightness.





4. SW Vegetated Roof Inspection Notes:

- Existing system consists of reinforced EPDM single pie with Vegetative Roofing medium surfacing.
- No current leak issues were noted at this time. Due to nature of roof system only limited visual inspection could be completed.
- No recommendations at this time.



5. NE Patio/Vegetated Roof Inspection Notes:

- Existing system consists of reinforced EPDM single ply with combination of paver patio & Vegetative Roofing medium surfacing.
- No current leak issues were noted at this time. Due to nature of roof system only limited visual inspection could be completed.
- Recommend repair of existing wall lattice system where securement was made into the bottom of the coping cap. Existing materials appear to be water damaged and no longer performing.





Site Safety Observations

1. Unprotected roof edge. Recommend installing perimeter railing system at roof edge to protect personnel working on equipment.



2. Unprotected roof hatch. Recommend installing roof hatch guard railing system as part of future remedial project.



A handwritten signature in black ink, appearing to read 'Brad Hayden'.

I, Brad Hayden, have reviewed and completed this report.

DIAGNOSTICS PROPOSAL



POINT OF CONTACT

Brad Hayden
 Field Advisor
 bhayden@tremcoinc.com

SUBMITTED TO

Hastings Public Library
 227 E State St
 Hastings, MI 49058

Roof Diagnostic Moisture
 Survey

Attn: David Edelman
 Director
 dedelman@hastingspubliclibrary.org



WTI is part of Tremco Construction Products Group

DIAGNOSTICS

Date: 22 April 2025

RE: Diagnostic Roof Moisture Survey - Hastings Public Library

Customer: Hastings Public Library

Building Location: 227 E State St, Hastings, MI 49058

Completion Time: n/a

Cost (excluding applicable taxes): \$3,133.85 Lump Sum

Dear David,

Perform a full service infrared analysis scan:

1. Project size - 1 Building / Approx. 12,200 sq. ft. / 5 Sections.
2. Scan all accessible roof sections with a MID-WAVE Infrared Camera.
3. Take infrared pictures (thermograms) of suspected wet roof area(s).
4. Measure, illustrate, and label all serviced corresponding roof sections.
5. Physically verify all suspected wet roof areas with core cuts and utilize a non destructive, portable moisture density gauge - taking density readings of suspected anomalies identified from the Infrared Camera.
6. Identify and record roofing system construction and moisture content percentage using a moisture probe on all applicable membrane(s), insulation(s), and decking during core sample verifications.
7. Mark all verified wet areas on roof surface with visible paint outlines.
8. Take corresponding photographs of wet roof areas.
9. Plot all service related information on a scaled drawing with appropriate identifications to be drafted into a Tremco/WTI branded formal report.

Provide Auto CAD Roof Drawings

1. Provide electronic copy of full-size color Roof Plan drawings with Cover Sheet.
2. Show locations of all wet roof areas in red.
3. Show locations of moisture probes/ core cuts, moisture gauge readings and thermograms.
4. Show Section Designations.
5. Provide spreadsheet showing size of each area, square footage of wet in each area, percentage wet and totals for building.
6. On request: Provide full-size color paper copy of Roof Plan drawings with Cover Sheet.

Thank you for the opportunity to serve you.

Respectfully yours,

Brad Hayden

DIAGNOSTICS

TERMS AND CONDITIONS:

Unless all Work hereunder is to be performed within thirty (30) days, WTI shall submit an invoice to the Customer at the end of each calendar month for the amount due for the portion of the Work completed during that month. If all Work is to be performed within thirty (30) days, no invoice shall be submitted until all Work has been completed. Customer shall pay WTI in full within thirty (30) days after receipt of each invoice.

This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI’s standard terms and conditions*, which are hereby incorporated by reference (together, the “Terms and Conditions”). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. Please confirm your acceptance either by return e-mail to the representative identified below or by having an authorized representative of Customer sign in the space provided below. Upon receipt of acceptance, WTI will process your order and promptly begin the Scope of Work. We appreciate your business and look forward to working with you at your facility

Sincerely,

Weatherproofing Technologies, Inc.

By:

P.O. # (if required)

Title:

Phone:

E-mail:

*Press the following hyperlink button for a copy of our Terms and Conditions.



WARRANTY

Acknowledgement Regarding Prevailing Wage Requirements:

Please check ONE of the below:

- The work described to be performed by Weatherproofing Technologies, Inc. ("WTI") at customer's facilities is not subject to federal, state or local prevailing wage requirements, other than the Fair Labor Standards Act's minimum wage provisions (29 U.S.C. § 206) and similar state minimum wage laws of general application.
- The work to be performed by WTI at customer's facilities is subject to prevailing wage requirements, and the customer agrees to provide WTI with all applicable wage schedules for such work before a purchase order is generated for this work.

Customer further acknowledges that if customer is a public entity or agency, or the project is funded in whole or in part with federal funds, the price quoted by WTI for work performed on customer's facilities is based on the assumption that the work is covered by a prevailing wage law (applicable state or local prevailing wage law or the Davis Bacon Act). If the customer indicates above that this project is not subject to any federal, state or local prevailing wage requirements the quoted price may be reduced.

Customer Name:

Customer Representative (print name):

Signature:

Title:

Date:



COMPANY CAPABILITIES

NEARLY A CENTURY OF SERVICE

Weatherproofing Technologies, Inc. (WTI), originally established in 1928, along with its affiliated company, Tremco, offers a comprehensive inventory of roofing assessment, leak prevention, building envelope, product sales, and general contracting (GC) services. WTI and Tremco, part of Tremco Construction Products Group has annual sales of over \$2 billion, owns and operates 11 manufacturing plants with over 2,000 employees worldwide. Our parent company, RPM International, a Fortune 500 company and a world leader in specialty coatings serves both industrial and consumer markets. RPM, founded in 1947, owns over two dozen operating companies manufacturing popular brand products such as Rust-Oleum®, Carboline®, DAP®, Dryvit®, and Zinsser®. RPM International maintains more than 11,000 employees worldwide, generating nearly \$7 billion in annual sales.

Tremco/WTI represents one of the largest organizations in the building envelope industry with 200+ field advisors, 650+ technical personnel, and more than 1,000 certified subcontractors. Domestically, these resources combine to provide industry leading products and services to customers throughout Canada and the United States. Tremco/WTI personnel are amongst the most highly trained and experienced in the nation.

ISO 9001:2015 & 14001:2015 CERTIFIED

WTI, along with its affiliated company Tremco, is ISO 9001:2015 certified and was the first building envelope service company in the industry to attain this quality certification.

ISO certification helps to continually improve our systems and approach to building envelope concerns and is the standard to which we have committed for our customers. We constantly look to improve our management process within our strategic planning processes through the input of our leadership, employees, and customers.

THE ONLY HIGH-
PERFORMANCE
TOTAL
ENCLOSURE
MANUFACTURER
FOR ALL SIX
SIDES OF YOUR
BUILDING.



COMPANY CAPABILITIES

SAFETY

With WTI You Too Can Lead With S.A.F.E.T.Y!

WTI rooftop safety services combine safety evaluations and recommendations with cost-effective solutions—supported by our professional safety solutions team—to help you find the right solution that meets your needs for safety and budget planning.

Our line of safety products provide a long service life due to their high durability and corrosion resistance. These products require little maintenance and are easy to clean, with little or no need for sandblasting, scraping, and painting. Most of our products are made of advanced fiberglass reinforced plastic (FRP) resin; the non-conductive properties of our FRP products make them a great choice for rooftop safety and help prevent injuries from slips, trips and falls.

- S**afer and Thermally Non-Conductive
- A**ffordable and Customizable
- F**ire Retardant Properties
- E**asy Installation
- T**remSafe™ Inspection and Maintenance Program
- Y**ear After Year Performance!

Safety Record

Our industry can be a very dangerous one, where one wrong move can have long lasting and sometimes devastating effects on a family and our communities. This is why we require every employee to go through our OSHA safety training course. The results of our commitment to people shows as we have one of the best safety records in the industry, especially for a company of our size. The chart below illustrates WTI’s commitment to safety.

		Corporate & Field Market Safety Qualifications Metric	
	2020	2021	2022
EMR <small>(Insurance Experience Modification Rate)</small>	.70	.65	.60
No. of Employees	1221	1311	1472
Hours Worked	2,114,385	2,374,237	2,655,983
No. of Fatalities	0	0	0
No. of Recordable Incidents	14	18	25
Total Recordable Incident Rate <small>(per 100 full-time employees)</small>	1.32	1.52	2.33 Industry Avg.—3.4
No. of Lost Time Incidents	0	4	0
Lost Time Incident Rate <small>(per 100 full-time employees)</small>	0	.34	0 Industry Avg.—1.4

THANK YOU
FOR THE OPPORTUNITY TO PROPOSE ON THIS PROJECT



Roof Analysis & Inspection

Prepared for



4/9/2025

For the Following Building:

277 E State St
Hastings, MI 49058

Re: Inspecting the roof outlined below:



Design Copyright: This document and the original roof design it contains are the property of Weather Shield Roofing Systems Inc. and are protected by copyright. The design, ideas, investigation, and information contained herein are not to be copied, shared, imparted, or otherwise used by others outside the entity named above for any reason without the prior written consent of Weather Shield.





MAX LIFE ROOF CARE® by Weather Shield

The Common Sense Alternative

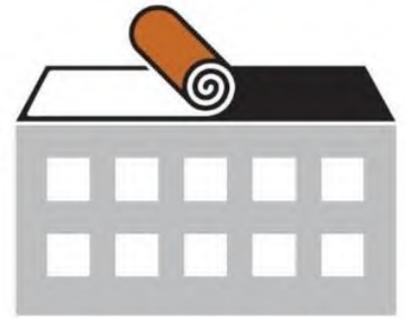


FORESIGHT
Roof Management Plan



RESTORATION
Get Roof Up to Speed
at Lowest Cost

PRESERVATION
Maximize Service Life
with Annual Tune-ups



REPLACEMENT
Design & Install Most
Cost-Effective Roof System

More Roof Life with Less Roof Cost, Guaranteed



OUR MISSION

Give Clients More Roof Life with Less Roof Cost

We work with businesses who want to lower their roofing costs and risks, eliminate unpleasant surprises and interruptions, and gain control over their expenditures.

Our Unique Roofing Philosophy

- 1) **We are dedicated to maxing-out the life of your roof before replacing it.**
Most commercial roofs are replaced well before they need to be.
- 2) **We will lower your roofing costs, headaches and risk.**
Roof issues cause more business interruption, cost more, and create more risk than owners realize.
- 3) **We give you control and predictability.**
Most owners have no idea what condition their roof is in or how long it will last, and no control over their roof expenses.
- 4) **When the time comes to re-roof, we will design and build the most trouble-free, longest lasting solution at the lowest cost.**
Most re-roof designs are not optimized for performance and price.

ROOF ANALYSIS OVERVIEW

Roof System Type: White EPDM Membrane

Roof Condition: Poor

Life Expectancy: 5+ Years with doing this Max Life Program

Roof Composition: White EPDM / 1/2" Wood Fiber / 2.5" ISO / 2.5" ISO / Metal Deck Structurally Tapered

Roof Age: 2006 Installed by Great Lakes Systems (A Weather Shield company now) – Came with a 15-year Warranty

Active Roof Leaks: Yes

ROOF RESTORATION SCOPE OF WORK: *Getting your roof back up to speed!*

- Thoroughly clean and prepare all repair areas in accordance with manufacturer recommendations.
- Install approximately (100) square feet of membrane patches over deteriorated areas.
- Repair approximately (50) lineal feet of open/failing seams.
- In the areas that are currently no longer properly adhered, we will mechanically fasten approximately (65) lineal feet of anchor bar to secure the membrane to the existing roof deck and cover the anchor bar with new membrane tape for a watertight seal.
- Repair the multiple open flashing laps, corners, and patches identified.
- Reseal (1) penetration pocket.
- Clean and properly dispose of the debris on the roof and at the roof drainage systems.
- Remove and properly dispose of all debris generated by this scope of work.

ROOF PRESERVATION SCOPE OF WORK FOR ANNUAL VISITS:

Cost effectively maximizing the life of your existing roof and decreasing the cost of roof replacement.

- Inspect the field of the roof for holes, cracks, and other defects.
- Assess the perimeter of the roof for proper edge flashing, securement, and termination.
- Examine the seams for proper sealing and any signs of weakness or failure.
- Inspect the penetration flashings (units, vents, ducts, stacks, pipes) for proper attachment and sealing.
- Examine the roof drains for debris and proper attachment.
- Clean and properly dispose of the debris at the roof drainage systems.
- Look for obvious leak sources beyond the roof itself. This includes rooftop units and ducts with open seams, missing caulk or weather stripping, open doors or panels, and bent sheet metal. We will also inspect for holes, open seams, missing fasteners, or other voids in adjoining walls and adjacent structures.
- ***We will complete general maintenance and minor repairs at the time of our visit. If more significant restoration work is required, an estimate will be submitted for any work that cannot be performed under the roof preservation price.***

ROOF REPLACEMENT: *Predicting the future to best prepare for roofing system lifecycle costs.*

Roof Replacement Budget: +/- \$90,000 (*Solar Panel Removal By Others*)

- We made **many** assumptions to generate this budget, so please use it as a guideline only. The actual price may vary based on various factors, including the type of new roof, length of warranty desired, condition of existing insulation, installation date, desired R-value, condition of the skylights, and other considerations. We can provide more accurate estimates after further discussions to establish a precise scope of work.





Investment for Hastings Public Library

Max Life Roof Care™

_____ Roof Restoration – Immediate Repairs Needed - 2025	\$7,450
_____ Roof Preservation - Annual Inspection and Repairs – Starts 2026, 2027	\$1,500 / visit

Link to all photos here: <https://app.companycam.com/galleries/s7zuYEM>
Link to video of un-adhered membrane: <https://app.companycam.com/galleries/RsvDx6J3>

36 Month Leak-Free Roof Warranty: Under our Max Life Roof Care Program Weather Shield Roofing will warrant any leak in your roof caused by a failure of the roofing system for a period of 36 months from the date of substantial completion of our work. This warranty covers leaks caused by failures of any components of the roof, including the field, perimeter, seams, penetrations, drainage, etc. Physical damage to the roof such as acts of God or punctures and cuts that are caused by outside agents such as workmen, maintenance personnel, vandals or others are excluded from this warranty. Leaks associated with or caused by items on or above the roof that are not part of the roof itself (i.e.: ducts, HVAC units, walls, plumbing, etc.) are specifically excluded from coverage.

Acceptance: I acknowledge that I have completely read this document and agree to be bound by all its terms and conditions, and that I have the authority to bind the entity named as the owner above:

Accepted By: _____ Title: _____ Date: __/__/__

Respectfully submitted by,

Kyle Bruinsma
Senior Account Executive

616-648-3525
kbruinsma@weathershieldusa.com





Terms & Conditions: The balance, including any approved change orders, is due immediately upon substantial completion. Once work is substantially complete, payment in full is due, including any change orders. Leaks or punch list items shall be considered warranty matters and shall not be a reason to withhold payment. The owner agrees to pay a 1.5% monthly service charge on all monies due past 30 days. A 3% transaction fee will be added to any credit card transactions over Five Thousand Dollars (\$5,000.00). The warranties described herein become null and void if the amounts described herein are not paid in full in accordance with the terms of this agreement. This contract contains all the representations and obligations of the parties; any changes, modifications, back-charges, or offsets shall not be valid unless written notice is given to Weather Shield (hereinafter WSRS) within 7 days of the event(s) leading to the back-charge or offset, and it is agreed to in writing by WSRS. Time and materials charges will be added at our standard rates for shut-downs, delays, interruptions of our workflow, damage to or changes in our work, adjustments to our workdays or times made by the Owner, extra trips, increases in costs, including re-staging equipment or materials resulting from delays caused by the Owner or others working on the Owner's behalf, material unavailability, shortages or delays requiring multiple uploads or restaging, unanticipated or unusual building conditions that are discovered during construction which must be altered or remedied, and snow, ice, or water removal. All work done under this agreement is weather-permitting and is subject to change due to unstable or forecasted inclement weather conditions. The suitability of weather conditions for the safe completion of work is at WSRS's sole discretion. The Scope of Work herein is based on our interpretation of the Building and Energy Codes, but the final say on all Codes lies with the local Code Officials. Changes to the scope of work contained herein that are required by any Code Authority, including, but not limited to, tearing off existing roofing and/or insulation or installing additional insulation, shall constitute a change order to this contract and shall be agreed to in writing by Owner. The cost of Building Permits, if required in your locality, is not included and will constitute an additional charge. WSRS shall have sole uninterrupted access to the roof staging and work areas during construction, and the Owner shall take all necessary precautions to protect WSRS's work from damage caused by the Owner's or other's operations. The Owner acknowledges that roofing activities will cause dust and debris from the structural supports and/or the underside of the roof deck and, in many cases, water, to fall into the interior of the building, and agrees to cover, move, or otherwise protect property beneath the areas where roof work is in process to prevent potential damage, and shall so notify all tenants. The Owner grants to WSRS the right to access and control any and all cleanup or remediation activities and to use any and all means necessary to mitigate damage to the building or its contents due to dust, debris, or water entering the building envelope, but is not obligated to do so. WSRS is not responsible for disturbance, damage, cleanup, or loss to the interior of the building or internal property that the Owner did not remove or protect during or after roofing operations, nor is WSRS responsible for the presence, disturbance, or abatement of underdeck fireproofing, asbestos, or other hazardous substances, the present or future growth or presence of mold or other biological growth within the roof assembly or building envelope, damages to the building or its contents resulting from damage to the roof by acts of God or others, leaks due to water trapped in the existing roof system, or leaks in areas where WSRS has not performed work. The Owner shall, at its sole expense, indemnify, defend, and hold harmless WSRS and its employees, agents, successors, and assigns, from and against any and all claims for bodily injury, death, damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations, and any liabilities, costs, and expenses (including but not limited to investigative and repair costs, expert witness fees, reasonable attorney's fees and costs, consultant's fees and costs—collectively "the claims") which arise out of, are related to, or are in any way connected with: (1) Bodily injury, death, or damage to property arising out of or occurring in connection with the performance of this contract, unless the damages were caused by the sole negligence of WSRS; (2) Bodily injury or death of any employee, independent contractor, representative, or agent of Owner, unless the damages were caused by the sole negligence of WSRS; (3) Owner's breach of any of the terms, conditions, warranties, or provisions of this contract; (4) Any action, omission, fault, or any breach of express or implied warranty or negligence, whether active or passive, of Owner or its employees or independent contractors. These indemnity and defense obligations shall apply whether or not the claims arise out of the concurrent act, omission, or negligence of the Indemnified Party, and whether or not the claims occur while this contract is in effect or after it is terminated. The Owner shall maintain insurance that will protect it from any claims for damage to its property during the performance of the work and shall obtain an endorsement to its insurance policy waiving subrogation against WSRS. There may be electrical conduits, electrical boxes, cables, or bundles of wire that are attached directly to the underside or laid directly on top of the roof deck. It is possible that some of the screws required to secure the new roofing or insulation may puncture these items and cause damage. In the event that this occurs, repairs must be made by competent professionals at the Owner's expense. Due to COVID, supply chain shortages, and other factors, there is significant volatility in material availability and pricing. Because of this, Weather Shield will make product substitutions as necessary and will adjust project delivery timing and contract pricing due to product availability and/or price increases that happen either before or after this contract has been signed.



David Edelman

From: Kyle Bruinsma <kbruinsma@weathershieldusa.com>
Sent: Friday, April 18, 2025 2:47 PM
To: David Edelman
Subject: [EXTERNAL email]:Re: [EXTERNAL email]:Roof Inspection Report

CAUTION: This email originated from outside of the library. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi David -

Weather Shield can conduct a nuclear moisture scan on the entire roof for \$1,250.

If the Max Life 3-year program is signed up for, I will waive that cost and do the moisture scan for free while our guys are on-site.

Thanks,
Kyle



Kyle Bruinsma
Senior Account Executive | **Weather Shield Roofing™**
Cell 616-648-3525
Report a leak: service@weathershieldusa.com
W www.weathershieldusa.com
A 1181 58th St SW Wyoming, MI 49509

[How is Weather Shield doing for you?](#)

From: David Edelman <dedelman@hastingspubliclibrary.org>
Sent: Friday, April 18, 2025 9:11 AM
To: Kyle Bruinsma <kbruinsma@weathershieldusa.com>
Cc: David Edelman <dedelman@hastingspubliclibrary.org>
Subject: RE: [EXTERNAL email]:Roof Inspection Report

Hi Kyle,

Can you provide a quote to do the roof moisture survey that we discussed a few weeks ago?
I'm looking to possibly complete one this summer.
I am still looking at repair timing and will let you know when I know more.

Thank you,
David Edelman
Director
Hastings Public Library
227 E. State St.