

AGENDA

Henika District Library
Board of Trustees Meeting
August 12th, 2021 at 6:00 pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda

III. Community Opportunity to Address the Board

- A. Friends of the Library Update

IV. Approval of Meeting Minutes

- A. July 2021 Regular Meeting Minutes

V. Financial Reports

- A. July 2021
 - Approval of Paid Bills
 - Credit Card Detail Report
 - YTD Budget vs Actual
 - United Bank Accounts Overview

VI. Director's Report

- A. Youth Report
 - New Youth Hire Update
- B. Monthly Statistics

VII. Old Business

- A. Historical Grant Update
- B. Meeting Dates
 - Library Hours
- C. Budget Amendments

VIII. New Business

- A. 2022 Budget
 - Resolution to Set a Budget Hearing
- B. Hiring a Second Circ Person
- C. Special Collection Policy

IX. Around the table

X. Adjournment



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of July 31, 2021, and the related Statements of Activities for the one month and seven months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

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

We are not independent with respect to Henika District Library.

Walker, Fluke & Sheldon, PLLC
Hastings, Michigan
August 4, 2021

**Henika District Library
Statement of Financial Position
As of July 31, 2021**

ASSETS

Current Assets:

Cash-Checking	\$ 290,223.55
Cash-Savings	402,813.23
Prepaid Payroll	4,540.83
Property Taxes Receivable	331,103.00
Due from Other Units of Government	<u>4,974.00</u>

Total Current Assets \$ 1,033,654.61

Total Assets \$ 1,033,654.61

See Accountants' Compilation Report

Henika District Library
Statement of Financial Position
As of July 31, 2021

LIABILITIES AND NET ASSETS

Current Liabilities:

Due to the State Government	\$ 517.47
Due to the Federal Government	3,170.66
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.00</u>

Total Current Liabilities \$ 338,901.13

Net Assets:

Fund Balance-Assigned-Building	60,000.00
Fund Balance-Assigned-Special Needs	25,000.00
Fund Balance-Unrestricted	<u>427,400.12</u>

Total Net Assets-Beginning 512,400.12

Change in Net Assets 182,353.36

Total Net Assets 694,753.48

Total Liabilities and Net Assets \$ 1,033,654.61

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 7 Months Ended July 31, 2021

	<u>Total Year Budget</u>	<u>1 Month Ended Jul. 31, 2021</u>	<u>7 Months Ended Jul. 31, 2021</u>	<u>Year-To-Date Variance</u>
Revenues:				
Current Real Property Taxes	\$ 157,000.00	\$ 0.00	\$ 183,136.60	\$ 26,136.60
City of Wayland Property Taxes	130,000.00	0.00	147,482.43	17,482.43
State Aid	2,500.00	0.00	2,675.42	175.42
Penal Fines	30,000.00	2,891.14	20,410.38	(9,589.62)
Copier & Fax Income	1,000.00	183.22	1,054.40	54.40
Fines	0.00	30.35	3,410.91	3,410.91
Interest Income	1,500.00	88.11	679.21	(820.79)
Memorial Donations	0.00	0.00	1,388.09	1,388.09
Book Sales	0.00	35.00	195.66	195.66
Miscellaneous Income	0.00	10.00	29.05	29.05
Total Revenues	<u>322,000.00</u>	<u>3,237.82</u>	<u>360,462.15</u>	<u>38,462.15</u>
Employee Expenses:				
Wages	164,000.00	11,958.42	80,982.85	83,017.15
Employee Benefits	55,000.00	7,849.05	42,941.52	12,058.48
FICA Expense	25,000.00	1,637.50	6,195.17	18,804.83
State Unemployment Tax	0.00	0.00	155.00	(155.00)
Total Employee Expenses	<u>244,000.00</u>	<u>21,444.97</u>	<u>130,274.54</u>	<u>113,725.46</u>
Operating Expenses:				
Bank Charges	50.00	0.00	17.34	32.66
Insurance & Bonds	3,700.00	(94.00)	3,730.00	(30.00)
Programming-Youth Programming	1,500.00	9.99	710.63	789.37
Programming-Adult Programming	1,500.00	174.26	1,175.45	324.55
Programming-Winter Reading	750.00	0.00	0.00	750.00
Programming-Summer Reading	0.00	373.43	643.24	(643.24)
Office Supplies	2,000.00	312.59	984.33	1,015.67
Housekeeping Supplies	850.00	73.52	413.43	436.57
Furnishings	400.00	0.00	388.98	11.02
Equipment	200.00	176.98	176.98	23.02
Materials-Youth	11,000.00	240.62	5,326.14	5,673.86
Materials-Adults	9,000.00	493.82	6,245.60	2,754.40
Accounting	7,000.00	177.00	5,212.32	1,787.68
Contractual Services	22,000.00	4,424.66	13,988.55	8,011.45
Communications	1,200.00	0.00	0.00	1,200.00
Technology Support	1,000.00	7.50	747.50	252.50

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 7 Months Ended July 31, 2021

	<u>Total Year Budget</u>	<u>1 Month Ended Jul. 31, 2021</u>	<u>7 Months Ended Jul. 31, 2021</u>	<u>Year-To-Date Variance</u>
Advertising	50.00	0.00	14.95	35.05
Postage	400.00	0.00	55.00	345.00
Utilities	4,000.00	81.47	2,867.30	1,132.70
Maintenance-Building/Grounds	9,300.00	1,069.56	4,996.51	4,303.49
Maintenance-Equipment	<u>1,100.00</u>	<u>0.00</u>	<u>140.00</u>	<u>960.00</u>
Total Operating Expenses	<u>77,000.00</u>	<u>7,521.40</u>	<u>47,834.25</u>	<u>29,165.75</u>
Total Expenses	<u>321,000.00</u>	<u>(29,717.69)</u>	<u>178,108.79</u>	<u>142,891.21</u>
Change in Net Assets	<u>\$ 1,000.00</u>	<u>\$ 32,955.51</u>	<u>\$ 182,353.36</u>	<u>\$ 181,353.36</u>

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING	Current balance
XXXX7152	\$294,832.64

BUSINESS HIGH YIELD SAVINGS	Current balance
XXX013	\$402,813.23

BUILDING FUND	Current balance
XXX212	\$71,674.06

LAVERNE JOHNSON BOOK FUND	Current balance
XXX449	\$21,211.76

CONTINGENCY FUND	Current balance
XXX740	\$51,832.86

BUILDING FUND	Current balance
XXX090	\$5,343.92

BUILDING FUND	Current balance
XXX104	\$5,343.92

BUILDING FUND	Current balance
XXX112	\$5,343.92

BUILDING FUND	Current balance
XXX120	\$5,343.92

BUILDING FUND

XXX139

Current balance

\$5,343.92

BUILDING FUND

XXX171

Current balance


\$3,067.78

BUILDING FUND

XXX344

Current balance

\$1,009.19

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JULY 2021
Youth Services Report
Bethany Sanford, Circulation Clerk

PROGRAMS:

Family: Woven Turtles (take & make)

- 39 participants

We continued to have high participation for the take & make this month! I had only planned one take & make due to the expectation that a youth services librarian would be starting, and it was a little disappointing that this did not happen as planned. While patrons are understandably impatient for a return to full programming, the ones I have spoken with have been very gracious and understanding!

Looking forward:

We are excited to have a new youth librarian beginning this month! In the meantime, we have two take & makes planned for August, Magnet Buddies and Mermaid Necklaces.

JULY 2021

Adult Services Report

Faith Fetty, Adult Services Librarian

PROGRAMS:

Mini Macrame (Teen Take-&-Make)

- 11 participants

Spice Club (Family Take-&-Make)

- 3 participants

Summer Reading Program Book Club (Adult In-Person Event)

- 0 participants

Contrast Canvas Embroidery (Adult In-Person Event)

- 2 participants (participated on a take-&-make basis)

Overview:

Despite voiced interest by the public, adult programs have been seeing poor attendance. I believe this is because of our current hours as many adult patrons cannot attend events in the middle of the typical work day. We also are having issues with patrons registering for a program and then not attending or not picking up their take-&-makes despite being sent a reminder email or receiving a phone call reminder (ex: we had nine registrants for Spice Club and five for Contrast Canvas Embroidery).

Looking Forward:

I am optimistic about August and am hopeful for an increase in attendance with our changing hours and more diverse program offerings. We are also excited about the addition of a new Youth Services Librarian on the 11th!

WEEKDAY TRAFFIC STATS JULY 21

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7/12	161	132	217	CLOSED	111	CLOSED
7/19	245	116	215	CLOSED	253	CLOSED
7/26	120	125	82	CLOSED	161	CLOSED
AVERAGE	175	124	171	CLOSED	175	CLOSED
	Monthly Total	2173		Daily Average	167	

July Computer Statistics		
	2021	2020
<i>in house</i>	132	31
Totals:	132	

YTD Computer Statistics		
	2021	2020
<i>in house</i>	696	1364
Totals:	696	

Previous month

YTD Computer Statistics		
	2021	2020
<i>in house</i>	564	1333
Totals:	564	

July Circulation Statistics			
	2021		2020 Circs
	Circs	% of Circs	
Print	2379	74.88%	1886
<i>adult print</i>	637	20.05%	572
<i>teen print</i>	198	6.23%	97
<i>teen print</i>	139	4.38%	56
<i>juv print</i>	1360	42.81%	1158
<i>Mel Books</i>	45	1.42%	3
AV	798	25.12%	514
<i>adult audio</i>	33	1.04%	21
<i>ya audio</i>	2	0.06%	0
<i>juv audio</i>	6	0.19%	0
<i>general music</i>	4	0.13%	1
<i>youth music</i>	4	0.13%	0
<i>general dvd</i>	309	9.73%	262
<i>youth dvd</i>	339	10.67%	155
<i>games</i>	93	2.93%	57
<i>lunchpads</i>	8	0.25%	8
Totals:	3177	100.00%	2400

YTD Circulation Statistics			
	2021		2020 Circs
	Circs	% of Circs	
Print	6171	73.82%	3320
<i>adult print</i>	1735	20.75%	873
<i>teen print</i>	589	7.05%	179
<i>teen print</i>	342	4.09%	108
<i>juv print</i>	3404	40.72%	2142
<i>Mel Books</i>	101	1.21%	18
AV	2189	26.18%	841
<i>adult audio</i>	58	0.69%	41
<i>ya audio</i>	11	0.13%	0
<i>juv audio</i>	36	0.43%	0
<i>general music</i>	20	0.24%	3
<i>youth music</i>	8	0.10%	1
<i>general dvd</i>	869	10.39%	444
<i>youth dvd</i>	936	11.20%	249
<i>games</i>	228	2.73%	95
<i>lunchpads</i>	23	0.28%	8
Totals:	8360	100.00%	4161

June YTD Circulation Statistics			
	2021		% of Circs
	Circs	% of Circs	
Print	3792	73.16%	
<i>adult print</i>	1098	21.18%	
<i>teen print</i>	391	7.54%	
<i>teen print</i>	203	3.92%	
<i>juv print</i>	2044	39.44%	
<i>Mel Books</i>	56	1.08%	
AV	1391	26.84%	
<i>adult audio</i>	25	0.48%	
<i>ya audio</i>	9	0.17%	
<i>juv audio</i>	30	0.58%	
<i>general music</i>	16	0.31%	
<i>youth music</i>	4	0.08%	
<i>general dvd</i>	560	10.80%	
<i>youth dvd</i>	597	11.52%	
<i>games</i>	135	2.60%	
<i>lunchpads</i>	15	0.29%	
Totals:	5193	100.00%	

July e-Book Circulation		
	2021	2020
e-Books	217	
<i>adult e-books</i>	198	216
<i>teen e-books</i>	5	16
<i>juv e-books</i>	14	12
e-Audiobooks	139	187
<i>adult e-audio</i>	116	133
<i>teen e-audio</i>	15	40
<i>juv e-audio</i>	8	14
Totals:	356	431

YTD e-Book Circulation		
	2021	2020
e-Books	1474	1579
<i>adult e-books</i>	1286	1190
<i>teen e-books</i>	67	128
<i>juv e-books</i>	121	261
e-Audiobooks	1096	1204
<i>adult e-audio</i>	885	877
<i>teen e-audio</i>	95	142
<i>juv e-audio</i>	116	185
Totals:	2570	2783

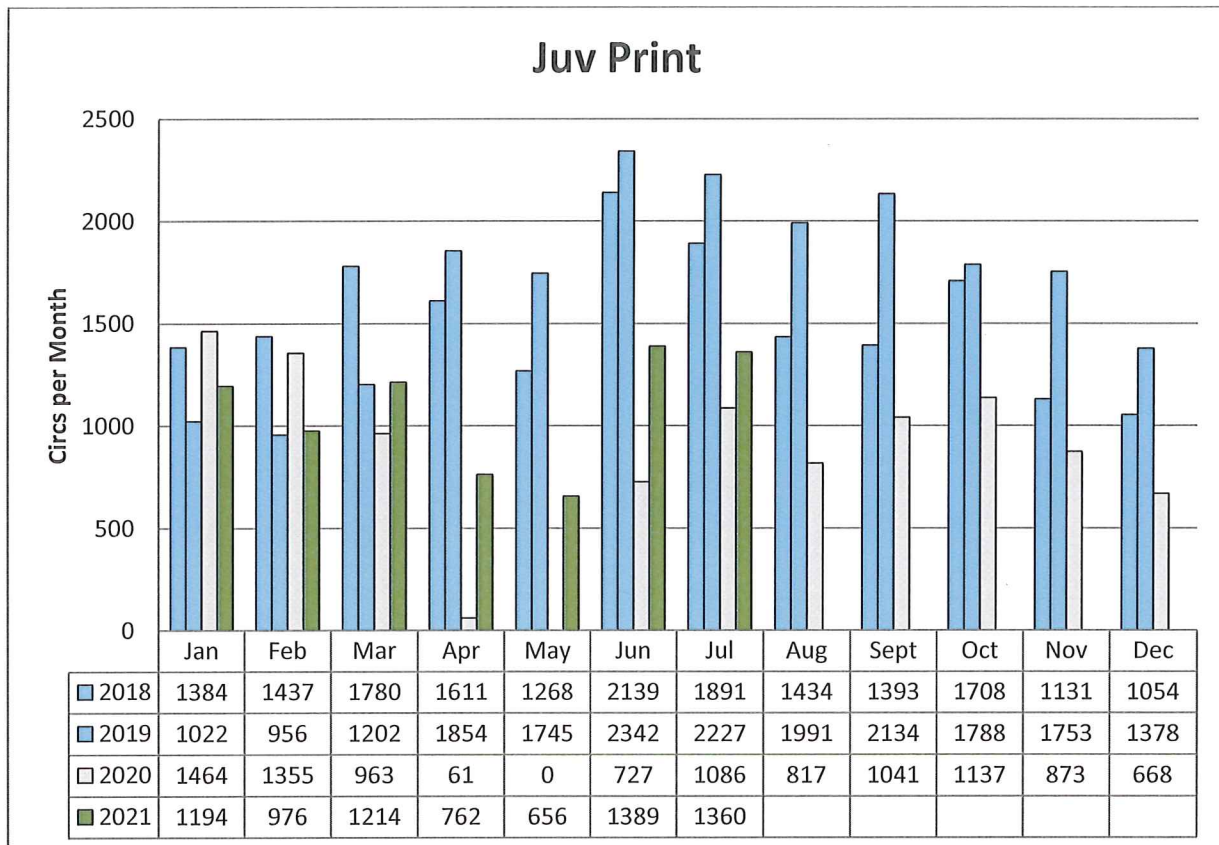
Previous Month YTD

1257
1088
62
107
957
769
80
108
2214

JULY 2021
Circulation Report
Bethany Sanford, Circulation Clerk

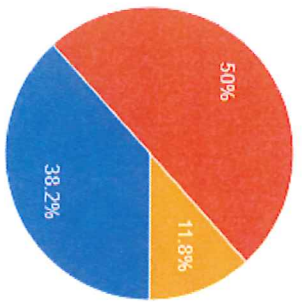
Our circulation numbers continue to be lower on average since the pandemic, but I anticipate it taking some time for them to fully recover. Reduced hours have also played a role in decreased circulation numbers, and I am hopeful that expanding our hours will encourage more patrons to come in and check out items.

I am working on creating graphs to display circulation statistics so that trends and changes are easier to note, and am hopeful that these will be fully for the next board report. As an example of what to expect, these graphs show circulation statistics for juvenile print books (board books, picture books, readers, and chapter books) from 2018-2021.



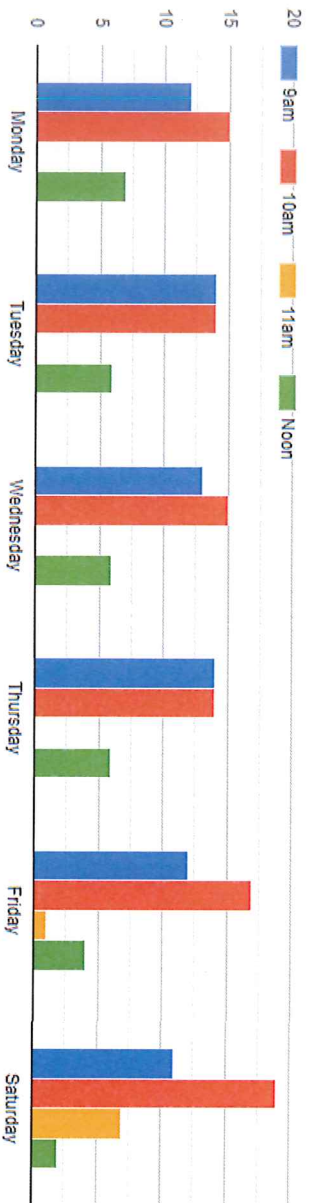
What do you think of the library's past normal open hours?

34 responses

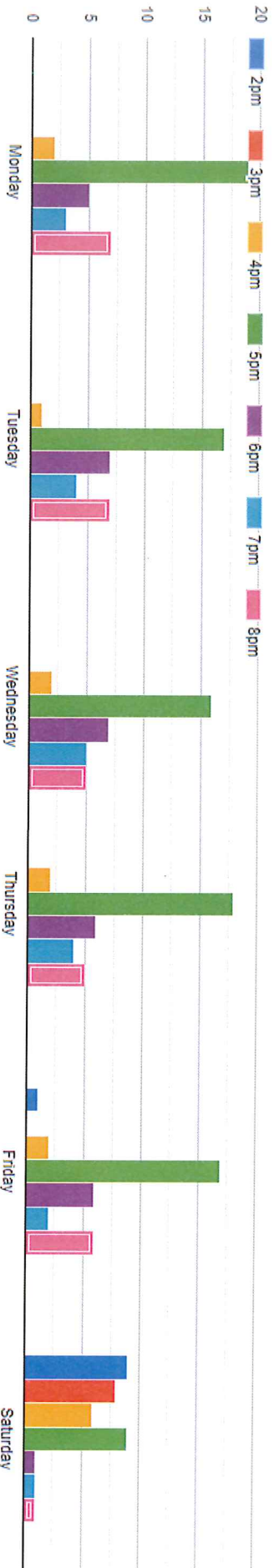


- They worked for me!
- I could make them work, but would prefer a few changes
- These hours did not work for me

What time would you like the library to open?



What time would you like the library to close?





Questions Responses 34

34 responses



Accepting responses

Summary

Question

Individual

Additional comments

< 4 of 4 >

Additional comments

25 responses

Longer hours on Friday to go after work to pick up books would be great. Also, to reach the younger children, it seems Saturdays should be open a little longer. It would also make time for activities for children on the weekends too for the library to become involved in the community and foster a love to read. 😊 Children at a young age learn the library is a great place then and they will want to continue to come back into adulthood. Just a thought... 😊

1 response

I love bringing my kids in, but cant get there before 5 on weekdays because of work and if you close early on saturdays, we dont make it. Being open later on saturday would be amazing!

1 response

Longer hours on Sat would be nice and 1 more night a week open past the 6pm time for people who work full time...but I am sure this would be hard to accommodate.

1 response

Extended weekend hours would make a huge difference! I work M-F and by the time we get out of the house on Saturday we don't have time to spend at the library

1 response

Have at least 2 later nights (till 7pm) for those who work. Saturday's I would think 9a-2pm would work.

1 response

Have a few days where someone who works until 5pm can make it in at the beginning or end of the week

1 response

Just need some later evening hours, not by having only 2 that are back to back days.

1 response

Early mornings are the most important please bring back 9:00 am

1 response

Please have some hours after 5 during the week



HENIKA
DISTRICT LIBRARY

HOURS

OF OPERATION

EFFECTIVE 8/14/2021

MONDAY

10AM - 8PM

TUESDAY

9AM - 6PM

WEDNESDAY

10AM - 8PM

THURSDAY

9AM - 6PM

FRIDAY

9AM - 5PM

SATURDAY

10AM - 2PM

SUNDAY

CLOSED

*HOURS ARE SUBJECT TO CHANGE
HOLIDAY HOURS MAY DIFFER*

Henika District Library Budget Ammendment FY 2021

Revenue Account Increase +\$54,000

	<u>Original</u>	<u>Difference</u>	<u>Ammended</u>
Income			
1100 State Aid	\$2,500.00	+\$4,500	\$7,000.00
1150 Penal Fines	\$30,000.00	=	\$30,000.00
1210 City Revenue	\$130,000.00	+\$20,000	\$150,000.00
1220 Township Revenue	\$157,000.00	+\$28,000	\$185,000.00
1300 Memorial Donaitions	\$0.00	+\$1,400	\$1,400.00
1500 Fines	\$0.00	+\$70.00	\$70.00
1710 Copies	\$500.00	+\$200	\$700.00
1720 Faxes	\$500.00	+\$200	\$700.00
1750 Miscellaneous Income	\$0.00	+\$30	\$30.00
1900 Book Sale	\$0.00	+\$250	\$250.00
2000 Interest	\$1,500.00	-\$650	\$850.00
Total	\$322,000.00	+\$54,000	\$376,000.00
Expenses			
6000 Advertising & Promotion	\$50.00	+\$250	\$300.00
6010 Accounting	\$7,000.00	+\$2,000	\$9,000.00
6100 Bank Charges & Fees	\$50.00	=	\$50.00
6650 Postage	\$400.00	=	\$400.00
6702 Salaries & Wages	\$164,000.00	=	\$164,000.00
6703 Employee Benefits	\$55,000.00	=	\$55,000.00
6720 Housekeeping Supplies	\$850.00	=	\$850.00
6727 Office Supplies	\$2,000.00	+\$3,500	\$5,500.00
6740 Furnishings	\$400.00	+\$1,600	\$2,000.00
6818 Contractural Services	\$22,000.00	+\$3,000	\$25,000.00
<i>6830 Programming</i>			
6832 Youth Programming	\$1,500.00	+\$1,000	\$2,500.00
6834 Adult Programming	\$1,500.00	+\$1,000	\$2,500.00
6836 Summer Reading Program	\$750.00	+\$250	\$1,000.00
6850 Communications	\$1,200.00	=	\$1,200.00
6855 Technology Support	\$1,000.00	+\$1,000	\$2,000.00
6910 Insurance & Bonds	\$3,700.00	+\$200	\$3,900.00
6920 Public Utilities	\$4,000.00	+\$1,800	\$5,800.00
6930 Building and Grounds Maintenance	\$9,300.00	+\$25,700	\$35,000.00
6933 Equipment Repairs and Maintance	\$1,100.00	+\$3,900	\$5,000.00
6977 Equipment	\$200.00	+\$4,800	\$5,000.00
<i>6980 Materials</i>			
6982 Youth Materials	\$11,000.00	+\$2,000	\$13,000.00
6984 Adult Materials	\$9,000.00	+\$2,000	\$11,000.00
7050 Taxes	\$25,000.00	=	\$25,000.00
Total	\$321,000.00	+\$54,000	\$375,000.00

Henika District Library Budget FY 2022 -- DRAFT

Income

101-790-400502	Federal E-Rate	\$1,500.00
101-790-400540	State Aid	\$10,000.00
101-790-400581.C	City Contribution	\$170,000.00
101-790-400581.T	Township Contribution	\$190,000.00
101-790-400601	Copies	\$1,100.00
101-790-400602	Faxes	\$800.00
101-790-400656	Penal Fines	\$30,000.00
101-790-400657	Fines	
101-790-400665	Interest Income	\$600.00
101-790-400691	Donations	
101-790-400692	Miscellaneous Revenue	
101-790-400693	Book Sale	
	Transfer From Fund Balance	\$50,000.00
	Total	\$454,000.00

Expenses

101-790-700702	Payroll	\$173,000.00
101-790-700710	Employee Benefits	\$46,000.00
101-790-700715	Payroll Liabilities	\$14,000.00
101-790-700727	Postage	\$200.00
101-790-700728	Supplies	\$10,000.00
101-790-700740	Furnishings	\$1,500.00
101-790-700740	Equipment	\$5,000.00
101-790-700740	Materials	\$30,000.00
101-790-700801	Advertising & Promotion	\$350.00
101-790-700805.1	Accounting	\$11,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00
101-790-700806	Technology Support	\$2,000.00
101-790-700808	Building and Grounds Maintenance	\$10,000.00
101-790-700850	Communications	\$1,000.00
101-790-700910	Building & Liability Insurance	\$3,900.00
101-790-700920	Public Utilities	\$6,000.00
101-790-700933	Equipment Repairs and Maintance	\$3,000.00
101-790-700954	Contractural Sevices	\$24,700.00
101-790-700955	Memberships	\$300.00
101-790-700956	Programming	\$12,000.00
101-790-700970	Capital Outlay	\$100,000.00
	Total	\$454,000.00

Special Collection Policies

Description:

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

Circulation:

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

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

Borrower Responsibility:

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

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



Henika District Library Special Collection Lending Agreement



Circulation Policy

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

Borrower Responsibility and Replacement Costs

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

1 GoPro Hero 7 w/ battery	\$250
1 Waterproof Casing	\$17
1 USB Cable	\$9
1 USB microSD card reader	\$15
1 Chest strap	\$36
1 User Manual	\$10
1 Tri-Pod / Selfie Stick	\$20
1 Carrying Case	\$30

Borrower Agrees

- To abide by Henika District Library's Special Collection Lending Agreement as stated above.
- To pay full repair and/or replacement costs should the **GoPro** or components be lost, stolen, not returned, or damaged

Print Name

Card Number

Date

Signature



Henika District Library Special Collection Lending Agreement



Circulation Policy

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

Borrower Responsibility and Replacement Costs

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

1 Chromebook	\$200
1 Chromebook Charger	\$18
1 Carrying Case	\$15

Borrower Agrees

- To abide by Henika District Library's Special Collection Lending Agreement as stated above.
- To pay full repair and/or replacement costs should the **Chromebook** or components be lost, stolen, not returned, or damaged.

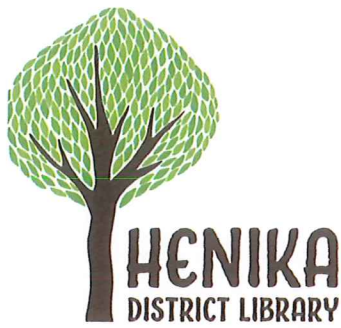
Print Name

Date

Signature

Card Number

Item Barcode



Henika District Library Special Collection Lending Agreement



Circulation Policy

- In order to borrow the **Digital Video Camera**, a patron must have an adult (18+) Henika District Library card (or a card from a Lakeland Library) in good standing and must sign the Lending Agreement.
- The **Digital Video Camera** is not available to be sent out for interlibrary loan.
- The **Digital Video Camera** must be returned to the Circulation Desk at Henika District Library. It cannot be placed in a book drop or returned to any other library.
- The **Digital Video Camera** may be borrowed for 1 week (7 days) and may be renewed up to 1 time unless another patron is waiting.

Borrower Responsibility and Replacement Costs

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

1 Video Camera	\$70
1 USB Charging Cable	\$6
1 Charging Block	\$6
1 Y/W Dual Cable	\$20
1 Carrying Case	\$13

Borrower Agrees

- To abide by Henika District Library's Special Collection Lending Agreement as stated above.
- To pay full repair and/or replacement costs should the **Digital Video Camera** or components be lost, stolen, not returned, or damaged.

Print Name

Date

Signature

Card Number

Item Barcode



Henika District Library Special Collection Lending Agreement



Circulation Policy

- In order to borrow the **Nintendo Switch**, a patron must have an adult (18+) Henika District Library card (or a card from a Lakeland Library) in good standing and must sign the Lending Agreement.
- The **Nintendo Switch** is not available to be sent out for interlibrary loan.
- The **Nintendo Switch** must be returned to the Circulation Desk at Henika District Library. It cannot be placed in a book drop or returned to any other library.
- The **Nintendo Switch** may be borrowed for 1 week (7 days) and may be renewed up to 1 time unless another patron is waiting.

Borrower Responsibility and Replacement Costs

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

1 Game Console	\$299
2 Joy-Cons (L+R)	\$90
2 Joy-Con Wrist-Straps	\$8 each
1 HDMI cable	\$8
1 Switch dock	\$60
1 Joy-Con Grip	\$30
1 AC Adapter	\$14
1 Carrying Case	\$27

Borrower Agrees

- To abide by Henika District Library's Special Collection Lending Agreement as stated above.
- To pay full repair and/or replacement costs should the **Nintendo Switch** or components be lost, stolen, not returned, or damaged.

Print Name

Card Number

Date

Signature