

# AGENDA

Henika District Library  
Board of Trustees Meeting  
December 14th, 2021 at 6:30 pm

## **I. Call to Order**

Members Present:

Members Absent:

Staff Present:

Guests:

## **II. Approval of Agenda**

## **III. Community Opportunity to Address the Board**

## **IV. Approval of Meeting Minutes**

A. November 2021 Regular Meeting Minutes

## **V. Financial Reports**

A. November 2021

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

## **VI. Director's Report**

- A. Monthly Statistics
- B. Youth Report
- C. Adult Report
- D. Circulation Report

## **VII. Old Business**

- A. Yankee Springs
- B. Performance Reviews
  - Staff
  - Director
  - Trustee Evals
- C. AED Grant
- D. Meeting Dates

## **VIII. New Business**

- A. Bats in the Belfry
- B. 2022 Employee Benefits
- C. Renovation
- D. Reconsideration of Materials Policy

## **IX. Around the table**

## **X. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library, Wayland, MI  
Board of Directors Meeting  
November 9, 2021 at 6:30pm

**Members Present:** Meghan Augustin, Sara Davidson-LeFevre, Danielle Simmons, Gary Marsh, Suzy Byville, Maria Musgrave

**Members Absent:** Jacqui Kuhn

**Staff Present:** Cierra Bakovka - Director

**Guests:** Tami Fryling - Interested in open Wayland Twp. board position

- I. Call to Order: Meeting called to order by Augustin at 6:35pm.
- II. Approval of Agenda: Byville made a motion to approve the agenda and Marsh seconded. All yes, motion passed.
- III. Community Opportunity to Address the Board
  - A. Friends of the Library Update:  
No update at this time.
- IV. Approval of October 2021 Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for October 2021
  - A. We are on track and have a budget amendment on the agenda for the 2021 year.
  - B. Tree Top products was the remaining budget spent from Wayland Kiwanis Club as they dissolved. This money was spent on the two benches outside of the building and the attached plaques.
  - C. Approval of paid bills: Simmons made a motion to approve the paid bills, and Augustin seconded. All yes, motion passed.
- VI. Director's Report

- A. Monthly Statistics: 4,142 people passed through the building in October. Saturday numbers have increased; our programs have been the highest of all year during the month of October. The trick or treating in the library and escape rooms were very popular. We had 109 youth attend and 183 family programs utilized.
- B. Youth Report: 53 people attended 4 different story times during the month. 17 attended the "somewhat spooky" storytime. After-school art continues to grow and stay busy. Becky and Cierra have been working on organizing and purging materials in the basement storage area. Becky has also been attending the monthly playgroup at Baker El for preschool age children in the community. She has also filmed a bedtime storytime that will be posted virtually, working with the "Talking is Teaching" program.
- C. Adult Report: 30 people attended the serial killer escape room. Crazy cat lady attended the national animal do-good day and had 22 people attend this fun event.
- D. Circulation Report: Courtney has been settling in well and has been working on compiling accurate statistics.
- E. Special collection: The new technology has been busy and has been used consistently. Hot Spots have all been checked out consistently, along with the Nintendo Switch and laptops as well.

## VII. Old Business

- A. Laverne Johnson Book Fund Account  
Robin at United Bank communicated that so far the savings rate is the best, unless we choose to do a 12 month CD at .25% or regular savings is .15%. As a board we need to decide on a CD or savings account. Augustin proposed to turn the Laverne Johnson Book Fund Account into a 12 month CD at .25% in the amount of \$11,258.34. A roll call vote was passed:  
LeFevre: YES  
Simmons: YES  
Byville: YES  
Marsh: YES  
Motion approved, all yes.
- B. Renovation Bids (All bid details provided and presented to Board)

PORCH:

D & D Building \$92,000.00- dumpsters and haul-off included;

Reuse as many bricks as possible, redo landscape.

Midtowne Craftsman \$65,560- Has a historic background, longer completion time

Augustin made a motion to accept the porch portion of the Midtowne Craftsman bid, up to a total recalculated amount of \$80,000. Roll call vote:

LeFevre - yes

Simmons - yes

Musgrave - yes

Byville- yes

Marsh - yes

All yes, Motion passed.

CARPET/FLOORING:

Empire - \$15,896 carpet, LVP

Absolute - \$20,600 local GR company, carpet tiles and hard surface, eager for possibility to do this job

Midtowne - part of total bid, flooring section \$56,800

Musgrave: Motion to accept the flooring bid from Absolute Floor Covering of \$20,600. Ayes - 6, Nays - 0

PAINT:

Hillis Brothers - \$10,593 first bid very profession, agreed to go back to the 10 percent discount, not including the back half of building in the adult area, designer included, \$0 down, 2 year warranty including labor, work through being open still, name brand paint

RiverTown Painting - \$10,995 not doing back adult area, least impressive

VanDerKolk Painting - \$11,700 experience with historical buildings, painting most all areas, detailed plans, close to do job

Brenner Home Improvements - \$20,586.32 local, excited, but highest price, half due before job and half after

CertaPro Painters - \$11,900 timely, professional, includes 2 year limited warranty, very detailed, balance due at completion, work through being open some still, Sherwin Williams paint

LeFevre made a motion for the board to accept the painting bid from Hillis Brothers Painting up to \$12,500 total including the back adult area. Ayes - 6, Nays 0

**GENERAL CONTRACTOR:**

Midtowne Craftsman

Paint not included in bid, historic building background

Porch - \$65,560

Flooring - \$56,800

Total - \$122,360

**C. Snow Removal**

Bakovka received a bid from the current landscape company, MJA Landscape, for snow removal. They will come when between 1-2" or more of snow falls; \$65 to do all sidewalks around the building, plus the front steps and porch. \$25 additional will cover the cost of salt for each visit. The high end for the seasonal cost would be approximately \$3,000. Augustin made a motion to approve MJA Landscape's snow removal contract for the 2021/2022 snow season, LeFevre seconded. All yes, motion passed.

**D. Grants**

Simmons discussed a State tribal local grant funded by the historic preservation fund managed by the national parks service:

-**Save Americas Treasures** grant (through Historic preservation fund)  
(Due Dec. 14, 2021)

-**Underrepresented Community** grant: Diversifying historic sites registered in historical places/buildings (Due Jan. 11, 2022)

Bakovka discussed other grant opportunities:

-Penguin Random House: small and rural libraries; if selected grants awarded up to \$2500. They review applications every 8 weeks. Library must demonstrate true need, not attached to literacy.

-Allegan Community Foundation: Legacy Fund (\$200,000.00 Worth of grants awarded each year.)

-Institute of Electrical and Electronic Kits available grant for science kits for public libraries; additional STEM kits for students.

-Per Marsh's recommendation, Bakovka attached information on gifts available and charitable giving from Gun Lake Casino and the local tribe. The difference between asking the tribe and casino for funding was discussed.

#### VIII. New Business

- A. Performance Reviews - possible online form, Carol from Lakeland provided an example for us to consider using. We accepted that form, printed at the end of our packet and to be filled out and turned in at the Library for Augustin to pick up by November 30.
- B. Budget Amendment #2 - detailed discussion accounting for income and expenses to round out the year. Roll call vote:
  - LeFevre- yes
  - Simmons- yes
  - Musgrave- yes
  - Byville- yes
  - Marsh- yes
  - Augustin- yesAll yes, budget amendment approved.
- C. Holiday Bonus? - In the past, Marsh purchased fee-free gift cards from our bank, price option discussions ensued. Simmons made a motion for the Board to approve \$100 gift cards from our bank purchased by Gary Marsh for each of the six employees. LeFevre seconded. Staff Holiday party Dec 10, we plan to have gift cards ready to give for the holidays during that time.

#### IX. Around the Table

LeFevre: Sees the library and staff doing great things; lots of fun programming happening, and is grateful. Asked about Yankee Springs coming to meeting in December.

Guest, Tami: Asked and suggested about a defibrillator in our building, discussion ensued.

Musgraves: Seeing events on facebook, relief of decision on bids, enjoying helpful staff, thanks to our guest for coming.

Marsh: Happy with our decisions, extensive talking but we made decisions happen.

Byville: Grateful for our decisions made tonight.

Bakovka: Thanks for decision making, excited about the new work, reminder to be kind when we don't agree.

Simmons: Happy and excited for our building projects in the works, happy with programming, and excited for 2022.

Augustin: Happy with all our decisions made. Summarized meeting with Carol about board self evaluations, and compiling our thoughts to have Carol come for Board development possibly during February.

X. Adjournment

Meeting adjourned at 9:21pm by Augustin.

## November 2021 Expenses By Vendor Summary

AB Lock & Safe	\$36.00
Amazon	\$1,296.34
Apple Books	\$79.96
Baker & Taylor	\$1,834.81
Cardmember Service	\$2,150.49
Cherry Valley Electrical	\$107.29
City of Wayland	\$48.76
Consumers Energy	\$295.37
Coverall of West Michigan	\$480.00
Elite Fund	\$52.00
Fire Pros	\$170.88
Heimler Consulting	\$2,759.94
Kansas City Life	\$57.69
Lakeland Library Cooperative	\$72.17
MERS	\$1,076.81
MicroMarketing	\$185.59
MJA Landscape	\$216.00
T-Mobile	\$219.80
Unique Management	\$8.95
VanDuinen Elevator Co	\$70.00
Walker, Fluke & Sheldon PLC	\$350.00





**November 2021 Statement**

Open Date: 10/15/2021 Closing Date: 11/15/2021



Account: [REDACTED]  
**Cardmember Service** ( 1-866-552-8855  
BUS 30 ELN 5 8 9

Visa® Business Cash Card  
HENIKADISTRICTLIBRARY [REDACTED]

<b>New Balance</b>	<b>\$2,150.49</b>
<b>Minimum Payment Due</b>	<b>\$22.00</b>
<b>Payment Due Date</b>	<b>12/10/2021</b>

<b>Reward Points</b>	
Earned This Statement	2,151
Reward Center Balance as of 11/14/2021	53,715
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$2,324.38
Payments	-	\$2,324.38CR
Other Credits	-	\$35.39CR
Purchases	+	\$2,185.88
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$2,150.49</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$22.00</b>
Credit Line		\$10,500.00
Available Credit		\$8,349.51
Days in Billing Period		32

**Payment Options:**



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service CPN 001910551



24-Hour Cardmember Service: 1-866-552-8855

- ☎ to pay by phone
- ☎ to change your address

HENIKADISTRICTLIBRARY  
ACCOUNTS PAYABLE  
149 S MAIN ST  
WAYLAND MI 49348-1208



<b>Account Number</b>	[REDACTED]
<b>Payment Due Date</b>	12/10/2021
<b>New Balance</b>	\$2,150.49
<b>Minimum Payment Due</b>	\$22.00

Amount Enclosed \$ \_\_\_\_\_

**Cardmember Service**

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



### What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:

- ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
- ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- ▶ We can apply any unpaid amount against your credit limit.

### Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

### Important Information Regarding Your Account

**1. INTEREST CHARGE:** Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the INTEREST CHARGE by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the ADB separately for the Purchases, Advances and Balance Transfer categories. To get the ADB in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the ADB of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the ADB calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the ADB calculation.

**2. Payment Information:** You must pay us in U.S. Dollars with checks or similar payment instruments drawn on a financial institution located in the United States. We will also accept payment in U.S. Dollars via the Internet or phone or previously established automatic payment transaction. We may, at our option, choose to accept a payment drawn on a foreign financial institution. However, you will be charged and agree to pay any collection fees required in connection with such a transaction. The date you mail a payment is different than the date we receive that payment. The payment date is the day we receive your check or money order at Cardmember Service, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your electronic or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Mailed payments that do not include the payment coupon and/or are mailed to a different address will be processed within 5 banking days of receipt and credited to your Account on the day of receipt. In addition, if you mail your payment without a payment coupon or to an incorrect address, it may result in a delayed credit to your Account, additional INTEREST CHARGES, fees, and possible suspension of your Account. Internet and telephone payment options are available, and crediting times vary (but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made). If you are making an internet or telephone payment, please contact Cardmember Service for times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

**3. Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



November 2021 Statement 10/15/2021 - 11/15/2021  
 HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service 1-866-552-8855



**Business Cash**

<b>Rewards Center Activity as of 11/14/2021</b>	
Rewards Center Activity*	0
Rewards Center Balance	53,715

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,151	12,381
First Purchase Bonus	0	7,500
2 Extra Points - Telecom & Office Supply	0	240
1 Extra Point - Restaurants & Gas	0	27
<b>Total Earned</b>	<b>2,151</b>	<b>20,828</b>

**Important Messages**

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Speed through checkout while earning rewards with PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

**Transactions** [REDACTED] GIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/15	10/14	2674	SQ *NB OUTLET ALLENDALE CHA MI	\$30.00	<u>Building: Comrades</u>
10/15	10/14	8820	AMZN Mktp US*273G02Y51 Amzn.com/bill WA	\$29.99	<u>office</u>
10/18	10/16	1584	SIGNUP.COM HTTPSSIGNUP.C TX	\$9.99	<u>Advertising</u>
10/20	10/18	6418	DOLLAR-GENERAL #9954 WAYLAND MI	\$16.96	<u>office</u>
10/20	10/20	2889	Amazon.com*2Y2559VS1 Amzn.com/bill WA	\$31.19	<u>office</u>
10/21	10/21	5914	AMZN Mktp US*2Y4C64NZ2 Amzn.com/bill WA	\$14.84	<u>office</u>
10/26	10/25	7209	Amazon.com*7D2JY2PW3 Amzn.com/bill WA	\$12.98	<u>Housekeeping</u>
10/28	10/28	4925	AMAZON.COM*KS8RL7WF3 A AMZN.COM/BILL WA	\$10.29	<u>Housekeeping</u>
10/28	10/28	7906	AMZN Mktp US*R780V77I3 Amzn.com/bill WA	\$14.99	<u>office</u>
10/29	10/28	1984	AMAZON.COM*P32MA4OG3 A AMZN.COM/BILL WA	\$24.99	<u>office</u>
11/01	10/29	3435	AMZN Mktp US*QD6HH3AY3 Amzn.com/bill WA	\$19.29	<u>office</u>
11/04	11/03	8704	DOLLAR TREE JENISON MI	\$4.24	<u>office</u>
11/12	11/11	2442	DOLLAR TREE GRANDVILLE MI	\$5.30	<u>office</u>
11/12	11/10	3588	DOLLAR TREE JENISON MI	\$6.36	<u>office</u>
11/12	11/10	2480	ZAZZLE INC 888-892-9953 CA	\$38.31	<u>Advertising</u>

Continued on Next Page



November 2021 Statement 10/15/2021 - 11/15/2021

HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service ☎ 1-866-552-8855

Page 3 of 5

**Transactions** [REDACTED] CIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
11/12	11/10	2910	CANVA* I03235-30518540 HTTPSCANVA.CO DE	\$12.00	Advertising
<b>Total for Account</b> [REDACTED]				<b>\$281.72</b>	

**Transactions** [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/25	10/21	0537	WAYLAND DO IT BEST HAR WAYLAND MI	\$12.18	AP
10/28	10/26	9801	DOLLAR-GENERAL #9954 WAYLAND MI	\$1.35	AP
11/12	11/10	1121	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.00	Office
11/12	11/10	1204	DOLLAR-GENERAL #9954 WAYLAND MI	\$31.00	AP
11/12	11/11	0236	JOANN STORES*JOANN.COM 888-739-4120 OH	\$15.97	AP
11/15	11/12	1844	WAYLAND DO IT BEST HAR WAYLAND MI	\$26.49	AP
11/15	11/12	9994	JOANN STORES*JOANN.COM 888-739-4120 OH	\$8.66	AP
11/15	11/12	9650	Do It Best 833-8005906 IN	\$26.55	AP
11/15	11/12	9734	Do It Best 833-8005906 IN	\$3.69	AP
<b>Total for Account</b> [REDACTED]				<b>\$127.89</b>	

**Transactions** [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
10/26	10/25	1033	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$22.25CR	YM
11/04	11/03	3671	Amazon.com Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$5.00CR	YM
11/08	11/05	8185	Amazon.com Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$8.11CR	YM
11/12	11/10	4614	Amazon.com Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$0.03CR	YM
<b>Purchases and Other Debits</b>					
10/15	10/13	8035	DOLLAR-GENERAL #9954 WAYLAND MI	\$1.85	YP
10/18	10/16	9264	HOBBY LOBBY #309 KALAMAZOO MI	\$6.35	YP
10/18	10/16	0979	DOLLAR-GENERAL #9954 WAYLAND MI	\$20.88	YP
10/18	10/16	5923	MEIJER # 119 877-363-4537 MI	\$89.96	YP
10/18	10/15	4491	AMZN Mktp US*2Y69G0FE1 Amzn.com/bill WA	\$94.14	YP
10/18	10/15	1124	AMZN Mktp US*2Y7IR7C21 Amzn.com/bill WA	\$6.99	YP
10/25	10/23	9750	AMZN Mktp US*2Y3IJ8KC0 Amzn.com/bill WA	\$8.69	YP
10/25	10/23	5957	AMZN Mktp US*2Y2GG0XC2 Amzn.com/bill WA	\$32.10	YP
10/28	10/27	9839	AMZN Mktp US*CZ8N75BK3 Amzn.com/bill WA	\$62.95	YM

Continued on Next Page



November 2021 Statement 10/15/2021 - 11/15/2021

Page 4 of 5

HENIKADISTRICTLIBRARY

Cardmember Service 1-866-552-8855

**Transactions** REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
10/29	10/28	8557	FAMILY DOLLAR #4630 WAYLAND MI	\$1.90	Yp
10/29	10/28	6419	Amazon.com*AJ84D8273 Amzn.com/bill WA	\$154.10	Ym
10/29	10/28	5917	AMZN Mktp US*RV8QK5RU3 Amzn.com/bill WA	\$10.95	Yp
10/29	10/29	2795	Amazon.com*QN4DX8ZB3 Amzn.com/bill WA	\$56.98	Ym
11/01	10/30	1917	GOODWILL SW MICHIGAN - KALAMAZOO MI	\$9.00	Yp
11/01	10/29	9996	Amazon.com*PJ8BK2173 Amzn.com/bill WA	\$49.99	Ym
11/02	11/01	0637	Amazon.com*XX1RH24U3 Amzn.com/bill WA	\$22.96	Ym
11/02	11/01	2565	AMZN Mktp US*J88X048B3 Amzn.com/bill WA	\$5.99	Yp
11/03	11/02	2001	LAKESHORE LEARNING MAT 310-537-8600 CA	\$56.98	Yp
11/03	11/02	3041	LAKESHORE LEARNING MAT 310-537-8600 CA	\$3.00	Ym
11/04	11/03	8397	Amazon.com*FH82R1CD3 Amzn.com/bill WA	\$50.43	Ym
11/08	11/08	7214	Amazon.com*PV84J8DT3 Amzn.com/bill WA	\$19.99	Ym
11/08	11/05	1878	AMZN MKTP US*C75G99RD3 AMZN.COM/BILL WA	\$44.86	Yp
11/08	11/05	4756	Amazon.com*IF6YK1XS3 Amzn.com/bill WA	\$49.99	Ym
11/08	11/05	0401	Amazon.com*K34F77IP3 Amzn.com/bill WA	\$9.70	Office
11/08	11/05	6159	MEIJER # 119 877-363-4537 MI	\$138.28	Yp
11/09	11/08	8239	AMZN Mktp US*T58PK9123 Amzn.com/bill WA	\$71.91	Yp
11/10	11/09	0149	FINDAWAY 877-893-0808 OH	\$279.98	Yp
11/12	11/11	9402	AMZN Mktp US*GF2CB9TD3 Amzn.com/bill WA	\$9.99	Yp
11/12	11/11	5532	AMZN Mktp US*X50JZ80Y3 Amzn.com/bill WA	\$4.00	Yp
11/12	11/11	4143	AMZN Mktp US*7G6J89U53 Amzn.com/bill WA	\$21.98	Yp
11/12	11/10	4525	KNOWBUDDY RESOURCES 188-88656455 MN	\$273.40	Yp
11/15	11/12	1788	DOLLAR TREE KALAMAZOO MI	\$106.00	Yp
<b>Total for Account</b>				<b>\$1,740.88</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
10/25	10/23	0050	PAYMENT THANK YOU	\$2,324.38CR	
<b>Total for Account</b>				<b>\$2,324.38CR</b>	

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$0.30
Total Interest Charged in 2021	\$9.54



## 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 November 30, 2021, and the related Statements of Activities for the one month and eleven 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, PLC**  
Hastings, Michigan  
December 2, 2021

**Henika District Library**  
**Statement of Financial Position**  
**As of November 30, 2021**

**ASSETS**

**Current Assets:**

Cash-Checking	\$ 202,625.85
Cash-Savings	423,389.84
Certificate of Deposit - 740	51,712.81
Certificate of Deposit - 090	5,297.05
Certificate of Deposit - 104	5,297.05
Certificate of Deposit - 112	5,297.05
Certificate of Deposit - 120	5,297.05
Certificate of Deposit - 139	5,297.05
Certificate of Deposit - 344	1,004.26
Building Fund 171	3,052.65
Savings - Building Fund	71,615.07
Certificate of Deposit - 943	11,258.34
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

**Total Current Assets**

**\$ 1,124,319.91**

**Total Assets**

**\$ 1,124,319.91**

**Henika District Library  
Statement of Financial Position  
As of November 30, 2021**

**LIABILITIES AND NET ASSETS**

**Current Liabilities:**

Due to the State Government	\$ (1,080.55)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

**Total Current Liabilities** \$ 334,132.51

**Net Assets:**

Fund Balance-Unrestricted	<u>692,132.93</u>
---------------------------	-------------------

**Total Net Assets-Beginning** 692,132.93

Change in Net Assets 98,054.47

**Total Net Assets** 790,187.40

**Total Liabilities and Net Assets** \$ 1,124,319.91



**Henika District Library**  
**Statements of Activities**  
For the 1 Month and 11 Months Ended November 30, 2021

	<u>Total Year Budget</u>	<u>1 Month Ended Nov. 30, 2021</u>	<u>11 Months Ended Nov. 30, 2021</u>	<u>Year-To-Date Variance</u>
<b>Revenues:</b>				
Township Revenue	\$ 183,000.00	\$ 0.00	\$ 183,240.62	\$ 240.62
City Revenue	150,000.00	0.00	150,261.89	261.89
State Aid	7,000.00	0.00	5,795.65	(1,204.35)
Penal Fines	30,000.00	2,587.82	30,774.19	774.19
Copier & Fax Income	1,800.00	360.20	2,169.52	369.52
Fines	3,470.00	93.08	3,666.16	196.16
Interest Income	850.00	84.61	1,227.24	377.24
Memorial Donations	2,400.00	0.00	2,506.03	106.03
Book Sales	250.00	29.57	364.28	114.28
Miscellaneous Income	<u>1,230.00</u>	<u>0.00</u>	<u>1,132.44</u>	<u>(97.56)</u>
<b>Total Revenues</b>	<u>380,000.00</u>	<u>3,155.28</u>	<u>381,138.02</u>	<u>1,138.02</u>
<b>Employee Expenses:</b>				
Wages	164,000.00	12,804.11	132,524.93	31,475.07
Employee Benefits	50,700.00	1,734.50	48,560.80	2,139.20
FICA Expense	25,000.00	979.53	10,138.16	14,861.84
State Unemployment Tax	<u>0.00</u>	<u>17.08</u>	<u>258.05</u>	<u>(258.05)</u>
<b>Total Employee Expenses</b>	<u>239,700.00</u>	<u>15,535.22</u>	<u>191,481.94</u>	<u>48,218.06</u>
<b>Operating Expenses:</b>				
Bank Charges	50.00	0.00	17.34	32.66
Insurance & Bonds	3,900.00	0.00	3,730.00	170.00
Programming-Youth Programming	3,000.00	742.80	2,186.57	813.43
Programming-Adult Programming	3,000.00	416.35	2,657.92	342.08
Programming-Summer Reading	1,040.00	0.00	1,030.04	9.96
Office Supplies	6,000.00	507.09	3,778.25	2,221.75
Housekeeping Supplies	850.00	200.72	684.95	165.05
Furnishings	4,000.00	334.56	2,040.11	1,959.89
Equipment	6,360.00	2,369.94	4,096.87	2,263.13
Materials-Youth	13,000.00	1,961.09	10,501.85	2,498.15
Materials-Adults	11,000.00	1,366.45	9,880.68	1,119.32
Accounting	9,000.00	446.00	7,268.32	1,731.68
Contractual Services	26,000.00	60.95	20,268.43	5,731.57
Communications	1,200.00	219.80	219.80	980.20
Technology Support	2,500.00	390.00	2,003.40	496.60
Advertising	1,000.00	60.30	503.94	496.06

See Accountants' Compilation Report

**Henika District Library**  
**Statements of Activities**  
For the 1 Month and 11 Months Ended November 30, 2021

	<u>Total Year Budget</u>	<u>1 Month Ended Nov. 30, 2021</u>	<u>11 Months Ended Nov. 30, 2021</u>	<u>Year-To-Date Variance</u>
Postage	400.00	0.00	110.00	290.00
Utilities	6,000.00	344.13	4,577.79	1,422.21
Maintenance-Building/Grounds	37,000.00	968.29	10,854.59	26,145.41
Maintenance-Equipment	5,000.00	240.88	380.88	4,619.12
Miscellaneous	0.00	0.00	4,809.88	(4,809.88)
<b>Total Operating Expenses</b>	<u>140,300.00</u>	<u>10,629.35</u>	<u>91,601.61</u>	<u>48,698.39</u>
<b>Total Expenses</b>	<u>380,000.00</u>	<u>26,164.57</u>	<u>283,083.55</u>	<u>96,916.45</u>
<b>Change in Net Assets</b>	<u>\$ 0.00</u>	<u>\$ (23,009.29)</u>	<u>\$ 98,054.47</u>	<u>\$ 98,054.47</u>

See Accountants' Compilation Report

# Accounts

[Print](#)[Edit Accounts](#)

**PUBLIC FUND CASH  
MANAGEMENT CHECKING  
XXXX7152** Current balance  
**\$195,888.67**

**BUSINESS HIGH YIELD SAVINGS  
XXX013** Current balance  
**\$423,389.84**

**BUILDING FUND  
XXX212** Current balance  
**\$71,698.02**

**CONTINGENCY FUND  
XXX740** Current balance  
**\$51,902.64**

**BUILDING FUND  
XXX090** Current balance  
**\$5,348.41**

**BUILDING FUND  
XXX104** Current balance  
**\$5,348.41**

**BUILDING FUND  
XXX112** Current balance  
**\$5,348.41**

**BUILDING FUND  
XXX120** Current balance  
**\$5,348.41**

**BUILDING FUND  
XXX139** Current balance  
**\$5,348.41**

**BUILDING FUND  
XXX171** Current balance  
**\$3,069.84**

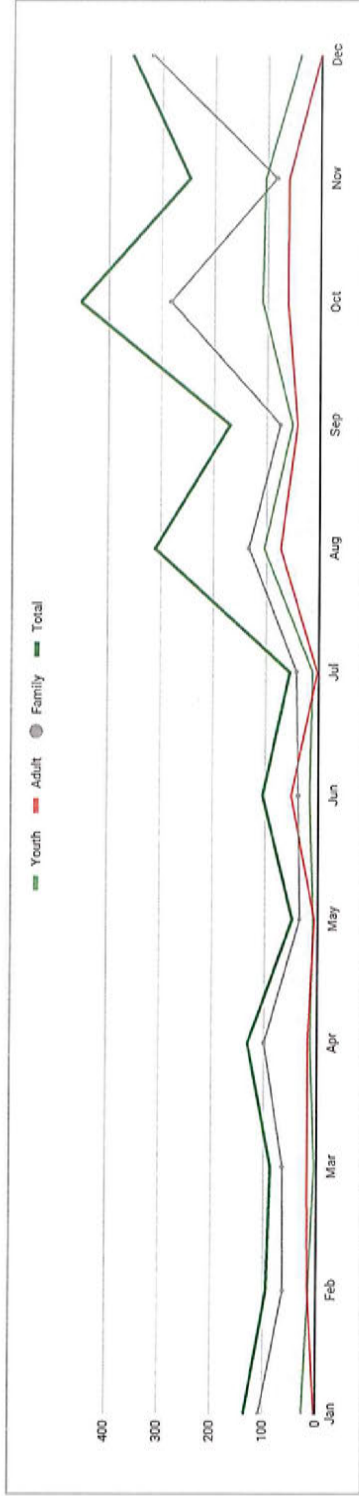
**BUILDING FUND  
XXX344** Current balance  
**\$1,012.08**

**LAVERNE JOHNSON BOOK FUND  
XXX943** Current balance  
**\$11,258.34**

WEEKDAY TRAFFIC STATS 21

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11/1	233	120	165	105	106	56
11/8	195	188	147	203	241	90
11/15	184	160	205	169	120	91
11/22	132	231	118	CLOSED	CLOSED	44
11/29	172	130				
<b>AVERAGE</b>	183	166	159	159	156	70
	<b>Monthly Total</b>	3605		<b>Daily Average</b>	149	

# Annual Attendance Tracker



## Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	26	15	4	13	8	16	11	104	52	109	104	38	500	42
Adult	2	16	18	6	34	51	2	73	42	61	60	0	349	32
Family	107	63	65	100	48	105	42	133	75	282	83	318	1,340	112
<b>Total[1]</b>	<b>135</b>	<b>94</b>	<b>87</b>	<b>131</b>	<b>105</b>	<b>172</b>	<b>55</b>	<b>310</b>	<b>169</b>	<b>452</b>	<b>247</b>	<b>356</b>	<b>2,189</b>	<b>182</b>

## Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	0	0	0	0	0	16	0	0	52	109	104	38	319	27
Youth Take-Home / Online	26	15	4	13	8	0	11	0	0	0	0	0	77	6
Youth Reading Programs	0	0	0	0	0	0	0	104	0	0	0	0	104	9
Adult In-Person	0	0	0	0	0	0	0	18	14	43	22	0	97	8
Adult Take-Home / Online	2	16	18	18	6	13	2	16	26	15	36	0	168	14
Adult Reading Programs	0	0	0	0	0	38	0	39	2	3	2	0	84	7
Family Take-Home/ Online	107	63	65	100	34	38	42	94	47	99	51	0	740	62
Family In-Person	0	0	0	0	0	0	0	39	28	183	32	318	600	50

December Computer Statistics			
	2021	2020	
sessions		86	
YTD sessions	0	2450	

Nov Computer Stats (reference)			
	2021	2020	
in house		77	
YTD sessions		2364	

December Circulation Statistics			
	2021		2020 Circs
	Circs	% of Circs	
Print	0	#DIV/0!	1879
<i>adult print</i>		#DIV/0!	701
<i>teen print</i>		#DIV/0!	116
<i>tween print</i>		#DIV/0!	67
<i>juv print</i>		#DIV/0!	974
<i>Mel Books</i>		#DIV/0!	21
AV	0	#DIV/0!	665
<i>adult audio</i>		#DIV/0!	30
<i>ya audio</i>		#DIV/0!	10
<i>juv audio</i>		#DIV/0!	17
<i>general music</i>		#DIV/0!	2
<i>youth music</i>		#DIV/0!	3
<i>general dvd</i>		#DIV/0!	270
<i>youth dvd</i>		#DIV/0!	281
<i>games</i>		#DIV/0!	46
<i>special collection</i>		#DIV/0!	6
Totals:	0	#DIV/0!	2544

YTD Circulation Statistics			
	2021		2020 Circs
	Circs	% of Circs	
Print	0	#DIV/0!	20732
<i>adult print</i>	0	#DIV/0!	6273
<i>teen print</i>	0	#DIV/0!	1474
<i>tween print</i>	0	#DIV/0!	744
<i>juv print</i>	0	#DIV/0!	12023
<i>Mel Books</i>	0	#DIV/0!	218
AV	0	#DIV/0!	7985
<i>adult audio</i>	0	#DIV/0!	313
<i>ya audio</i>	0	#DIV/0!	26
<i>juv audio</i>	0	#DIV/0!	100
<i>general music</i>	0	#DIV/0!	30
<i>youth music</i>	0	#DIV/0!	47
<i>general dvd</i>	0	#DIV/0!	3459
<i>youth dvd</i>	0	#DIV/0!	3272
<i>games</i>	0	#DIV/0!	599
<i>launchpads</i>	0	#DIV/0!	139
Totals:	0	#DIV/0!	28717

December e-Book Circulation

YTD e-Book Circulation



November YTD Circ Stats (reference)			
	2021		2020 Circs
	Circs	% of Circs	
<b>Print</b>			18853
<i>adult print</i>			5572
<i>teen print</i>			1358
<i>tween print</i>			677
<i>juv print</i>			11049
<i>MEL Books</i>			197
<b>AV</b>			7320
<i>adult audio</i>			283
<i>ya audio</i>			1600.00%
<i>juv audio</i>			83
<i>general music</i>			28
<i>youth music</i>			44
<i>general dvd</i>			3189
<i>youth dvd</i>			2991
<i>games</i>			553
<i>launchpads</i>			133
<b>Totals:</b>			26173

**Nov YTD (reference)**

**December 2021**

**Youth Services Report**

**Becky Butler, Youth Services Librarian**

Even with the holiday, November was a busy month in Youth Services!

**Storytime** (ages 0-5): A total of 47 people attended 3 storytimes. We skipped 11/26 as the library was closed that day. We had our largest attendance yet for a single storytime at 23 people! I'm thinking with my current set-up, I can comfortably serve 25 people.

**Family Fun** (all ages): 17 attendees to the Volunteering event on November 13. The drive I held the month preceding the event yielded enough toiletry donations (with some supplementing) to fill 51 care packages. Thank you, Sara, for helping me distribute those! The Best Western Plus in Wayland donated toiletries, so I gave them a shout out on Facebook and sent a thank-you card.

**After-School Art** (ages 8-18ish): 49 attendees over 3 weeks. We skipped 11/24 for the holiday. We made our own puzzles, decorated treasure boxes (a pile of Altoid tins I found in the basement), and made salt paintings.

**Take-and-Makes:** Kinetic Sand (50 taken) and Gratitude Trees (39 taken).

**Pokemon Scavenger Hunt:** 8 participants in this passive program I set up for the school in-service day.

**NaNoWriMo Young Writer's Program:** 0 attendees. I'll continue to experiment with ideas for teen programs. There seem to be quite a few D&D players in the community, so I'm considering some sort of event around that. The Kalamazoo Public Library has a teen book club that provides pizza -- I don't know if the kids around here are necessarily looking for a book club, but I'll definitely look into bribery with pizza!

**Lego Challenge Night:** 15 attendees. I gave out certificates signed by myself and Cierra for the strongest bridge built in 5 minutes, the tallest tower built in 1 minute, and the most inventive animal. The event drew in a bit of a different crowd than I usually see, namely more middle school and elementary aged boys. This will become a monthly event in the new year, I think.

**Other activities:** I attended the Great Start preschool playgroup at Baker Elementary and read a story. Henika hosted a Great Start table on December 1st so families could pick up craft and book bags for preschoolers (provided by Great Start). I had a small craft for families to do in



the library at the pickup event. I held a bedtime-themed storytime, which was the Talking is Teaching theme for the month. A video of me reading a bedtime story was posted to the Grow With Me Facebook page on November 21st. I also watched the Talking is Teaching training video, which means we are now eligible for mini-grants for literacy programming through them. I participated in the LLC Summer Reading Program Workshop to get some ideas for next year's SRP.

I created Native American and Alaska Native heritage month displays for the youth and teen areas. I also wrote a list of topics for the Baby and Parenting Bundle bags. Those are currently stored in the basement, but families can now pick a topic from the list and request them at the desks. I met with Amy Huyck at the high school, and we'll likely partner in the future for a teen book club and art events.

### **Looking forward:**

Storytimes and After-School Art will continue on a weekly basis. We will be taking a break from December 19th-January 9th. Storytime moves to Thursdays at 11 starting in January to accommodate some preschools' schedules. Penny the Penguin (a passive Elf on the Shelf type program) begins December 1st. Penny will move everyday, and the first to find her gets a special prize! Winter Break Reading sign-ups will begin December 13th. The program officially runs December 13-January 9. I'll change out the Storywalk to a wintery theme. Family Fun will be held on December 18th at 12:00 -- we're decorating cookies!. The Take-and-Make (I'm moving to one per month) will be a Holiday Paper House.

Our first Pokemon night (ages 0-18) will be December 16th at 4:15 pm. I've ordered a basic starter kit to teach newcomers to the game and will provide a friendly platform for battling. We'll host our first Board Game night on December 6th at 5:00 pm. Reminder: we will be hosting a Great Start table in December so families can pick up craft and book bags for preschoolers (provided by Great Start). I will have a small craft for families to do in the library at the pickup event.

Look for new monthly programs like STEM Club (elementary ages) and special in-service day programs in January!

## **NOVEMBER 2021**

### **Adult Services Report**

**Faith Fetty, Adult Services Librarian**

#### **Programs & Attendance**

DIY Wooden Photo Transfers (Take-&-Make): 17

Fabric Bookmarks (Take-&-Make): 19

Holiday Recipe Swap (In-Person): 4

Adult Book Club (In-Person): 2

Cupcake Decorating (In-Person): 12

Suncatchers w/Seniors @Sawmill Estates (In-Person): 6

**Total Attendees: 60**

#### **Recap**

This month the demand for take-&-makes and in-person events has increased. All of my crafting events regardless of being in-person or a take-&-make filled up within a matter of hours. Events that don't include creating something are still struggling a bit for participation, but are holding steady and we get a new person every month (bookclub & events at Sawmill Estates). Using sign-up.com makes it a lot easier for people to register for events and to see what's coming next, sending reminders through the site has also reduced the number of people who don't pick-up their take-&-makes or forget to attend the in-person events.

Book Club (soon changing to Books & Beyond) is improving in attendance and we have a core group of attendees. The monthly handouts I make featuring this month's read, next month's read, and suggested titles similar to the current month's book are a very popular handout and I've noticed a spike in holds for the books featured in it.

#### **Looking Forward**

Due to the interest in the book club handouts, I am starting another book club (Mocktails & Murder) in January targeted towards a slightly younger crowd. Since my current book club meets at 2pm on Thursdays, working adults aren't able to attend and my current attendees are all 60+. Mocktails & Murder will be the last Wednesday night of the month at 6pm and we will discuss murder mystery titles and learn some mixology in mocktail (non-alcoholic) form.

**NOVEMBER 2021  
CIRCULATION REPORT  
COURTNEY SCHENKHUIZEN, CIRCULATION ASSISTANT**

There is nothing too out of the ordinary to report on the November circulation statistics. Circulation statistics for this month show an overall downward trend. Lower numbers remain unsurprising and can most likely be attributed to the winter holiday season. The Special Collection, most notably the Hot Spots and the Nintendo Switch have continued to circulate well this month as expected.

Proposal; Purchase an Automatic External Defibrillator (A.E.D.) for Henika District Library with a grant from the Allegan Community Foundation.

Reasoning; Cardio-vascular disease is the leading cause of death in the United States. A large portion of these are sudden deaths that can be prevented by prompt attention with an A.E.D. Promptness is critical since there is about a 3 minute window before permanent damage occurs.

Support; All branches of Kent District Library, many public office buildings, airports, schools and some churches have an A.E.D. on site.

Conformity; Having an A.E.D. at the Henika District Library conforms with the Allegan Community Foundation support of public safety in public buildings in rural towns in Allegan County.


 Automated external defibrillators
 




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About 808,000 results (0.74 seconds)

Showing results for Automated external **defibrillators**  
Search instead for Automated external defibrillators

Ads · Shop Automated external defibrillators

 <b>AED Defibrillator</b> <b>\$1,325.00</b> American A... \$1,125 with ...	 <b>Philips OnSite AED</b> <b>\$1,275.00</b> aedusa.com \$1,075 with ...	 <b>Defibtech Lifeline Auto</b> <b>\$1,195.00</b> AED.US Free shipping	 <b>Philips HeartStart</b> <b>\$370.99</b> AED.com Free shipping	 <b>Philips Heartstart</b> <b>\$453.00</b> Code 1 Supply
---	---	---	---	--

### Automated external defibrillator

An automated external defibrillator is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and pulseless ventricular tachycardia, ...  
Wikipedia

**Acronym:** AED  
**Inventor(s):** Frank Pantridge  
**Synonyms:** defibrillator, defib  
**Specialty:** Cardiology

Maintenance

Safety precautions

More images



Feedback

Ad · <https://www.strykeremergencycare.com/>

#### LIFEPAK CR2 Defibrillator - Considering An AED?

Free Resources And Expert Advice On Setting Up An **AED** Program. Is your team prepared to help deliver lifesaving care before EMS arrives? Intuitive Lifesaving. Make Lifesaving easy. Why You Need an AED · Find the Right AED · Learn and Train · Workplace & Public Safety

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Complete Package For Business. Easy to Use **AED**. Protect Your Employees & Patrons.

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#### Automated External Defibrillators (AEDs) - Overview

An **automated external defibrillator** (AED) is a medical device designed to analyze the heart rhythm and deliver an electric shock to victims of ventricular ...

Standards · AEDs in the Workplace · AED Programs · Additional Resources

#### People also ask

What is automated external defibrillator used for?

Does automated external defibrillator work?

How much is an automated external defibrillator?

Where are automated external defibrillators located?

<https://www.mayoclinic.org/in-depth/art-20043909>

#### Automated external defibrillators: Do you need an AED?

The machine being used is called a defibrillator, and its use isn't limited to a hospital setting. Devices called **automated external defibrillators** (AEDs) can ...

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WAEMS  
 CPR - First Aid  
 \$75<sup>00</sup> / person  
 Approx 4 hrs  
 269-792-2958

### Popular Automated External Defibrillators :

Up to \$600 \$600 - \$1,000 Over \$1,000 Philips For Photo Editing For Gaming

Philips HeartStart FRx... \$720+ (23)	Philips HeartStart FRx... \$1,500+ (12)	Philips Healthcare... \$1,200+ (14)	First Voice Semi-Automatic... \$1,500+
---	---	---	---

https://www.redcross.org › ... › AED › Using an AED :

#### What is AED? | Learn What an AED Is - American Red Cross

An **AED**, or **automated external defibrillator**, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device ...

https://en.wikipedia.org › wiki › Automated\_external\_d... :

#### Automated external defibrillator - Wikipedia

Unlike regular defibrillators, an **automated external defibrillator** requires minimal training to use. It automatically diagnoses the heart rhythm and determines ...

Indications · Implementation · Mechanism of operation · Usage

https://nhcps.com › Lessons :

#### How To Use Automated External Defibrillator Guide - NHCPS ...

The **automated external defibrillator** (AED) is a device that recognizes ventricular fibrillation and other dysrhythmias and delivers an electric shock at the ...

https://www.heartrhythmalliance.org › automatic-extern... :

#### Automatic External Defibrillators - Arrhythmia Alliance

An **AED** (**automated external defibrillator**) is an emergency life-saving device that can be used by anyone to help restart the heart when sudden cardiac arrest ...

https://www.aedbrands.com › defibrillator :

#### Shop AEDs | Find the Right AED Machine for You - AED Brands

**AED** stands for **Automated External Defibrillator**. An **AED** is a medical device used to automatically detect a person's heart rhythm and detect fibrillation, which ...

Physio Control LIFEPAK 1000... · Wall Cabinets/Cases · AED Pads · AED Batteries

https://www.emedicinehealth.com › article\_em :

#### Automated External Defibrillators: How to Use an AED

What Is an **Automated External Defibrillator** (AED)? · It can deliver a limited amount of blood and oxygen to the brain until a defibrillator becomes available.

https://www.ncbi.nlm.nih.gov › articles › PMC274065 :

#### ABC of Resuscitation: The automated external defibrillator

by R Liddle · 2003 · Cited by 15 — An **AED** automates many of the stages in performing **defibrillation**. The operator has only to recognise that cardiac arrest may have occurred and...

Ad · https://www.aedsuperstore.com/ :

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Automated external defibrillators



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Advertisement grid showing five AED models: AED Defibrillator (\$1,325.00), Philips OnSite AED (\$1,275.00), Defibtech Lifeline Auto (\$1,195.00), Philips HeartStart (\$370.99), and Philips Heartstart (\$453.00).

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Automated external defibrillator

An automated external defibrillator is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and pulseless ventricular tachycardia, ...

Acronym: AED

Inventor(s): Frank Pantridge

Synonyms: defibrillator, defib

Specialty: Cardiology

Maintenance

Safety precautions

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Ad · https://www.strykeremergencycare.com/

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Automated External Defibrillators (AEDs) - Overview

An automated external defibrillator (AED) is a medical device designed to analyze the heart rhythm and deliver an electric shock to victims of ventricular ... Standards · AEDs in the Workplace · AED Programs · Additional Resources

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- What is automated external defibrillator used for?
Does automated external defibrillator work?
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https://www.mayoclinic.org in-depth art-20043909

Automated external defibrillators: Do you need an AED?

The machine being used is called a defibrillator, and its use isn't limited to a hospital setting. Devices called automated external defibrillators (AEDs) can ...

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## Popular Automated External Defibrillators

Up to \$600   \$600 - \$1,000   Over \$1,000   Philips   For Photo Editing   For Gaming

Philips HeartStart FRx... \$720+ (23)	Philips HeartStart FRx... \$1,500+ (12)	Philips Healthcare... \$1,200+ (14)	First Voice Semi- Automatic... \$1,500+
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<https://www.redcross.org> › ... › AED › Using an AED

## What is AED? | Learn What an AED Is - American Red Cross

An **AED**, or **automated external defibrillator**, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device ...

<https://en.wikipedia.org> › wiki › Automated\_external\_d...

## Automated external defibrillator - Wikipedia

Unlike regular defibrillators, an **automated external defibrillator** requires minimal training to use. It automatically diagnoses the heart rhythm and determines ...

Indications · Implementation · Mechanism of operation · Usage

<https://nhcps.com> › Lessons

## How To Use Automated External Defibrillator Guide - NHCPs ...

The **automated external defibrillator** (AED) is a device that recognizes ventricular fibrillation and other dysrhythmias and delivers an electric shock at the ...

<https://www.hearhythmalliance.org> › automatic-extern...

## Automatic External Defibrillators - Arrhythmia Alliance

An AED (**automated external defibrillator**) is an emergency life-saving device that can be used by anyone to help restart the heart when sudden cardiac arrest ...

<https://www.aedbrands.com> › defibrillator

## Shop AEDs | Find the Right AED Machine for You - AED Brands

**AED** stands for **Automated External Defibrillator**. An AED is a medical device used to automatically detect a person's heart rhythm and detect fibrillation, which ...

Physio Control LIFEPAK 1000... · Wall Cabinets/Cases · AED Pads · AED Batteries

<https://www.emedicinehealth.com> › article\_em

## Automated External Defibrillators: How to Use an AED

What Is an **Automated External Defibrillator** (AED)? · It can deliver a limited amount of blood and oxygen to the brain until a defibrillator becomes available.

<https://www.ncbi.nlm.nih.gov> › articles › PMC274065

## ABC of Resuscitation: The automated external defibrillator

by R Liddle · 2003 · Cited by 15 — An **AED** automates many of the stages in performing **defibrillation**. The operator has only to recognise that cardiac arrest may have occurred and...

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# Best Way Animal Removal

6049 145th Ave. | Holland, MI 49423  
616.836.4255 | animal-removal@hotmail.com | www.bestwayanimalremoval.com

**RECIPIENT:**

**Cierra Bakvoka**  
149 South Main Street  
Wayland, Michigan 49348

**SERVICE ADDRESS:**

149 South Main Street  
Wayland, Michigan 49348

## Invoice #5455

Issued 12/02/2021  
Due 01/01/2022

**Total \$4,527.00**

Account Balance \$4,527.00

### For Services Rendered

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
12/01/2021				
Install Ridge-Guard	Ridge-guard ridge vent exclusion product. Galvanealed and powder coated steel. Install 212 feet ( 1 1/12 pitch, includes 10 end caps).	1	\$2,120.00	\$2,120.00
Remove bat guano	Contractor to remove main piles of bat guano located in the attic of the structure.	1	\$350.00	\$350.00
Close soffit returns/rake board roof junctions	Contractor to seal each soffit return and each rake board roof junction to prevent access by bats.	1	\$490.00	\$490.00
Seal wall/soffit junction	Inspection showed approximately 170 feet of stone wall/soffit junction. There are dozens of holes at this junction where bats had mice could enter the structure.  Contractor will also close the facia/roof junction on the backside of the main structure directly above where the addition was attached.	1	\$1,317.00	\$1,317.00
Install bat valve	Bat valve installed over access hole. Charge includes return trip to remove bat valve and provide final seal.	1	\$150.00	\$150.00
Bat Inspection		1	\$100.00	\$100.00

Thank you for your business. Please contact us with any questions regarding this invoice.

**Total \$4,527.00**  
Account balance **\$4,527.00**

2022 Employer Benefits Cost Breakdown w/ cap

<u>Medical</u>					
Employee	Monthly Rate	Yearly Cost	Yearly Cap	Total Employer Yearly	Total Employee Yearly
Cierra	\$437.96	\$5,255.52	\$7,043.89	\$5,255.52	\$0.00
Becky	\$488.13	\$5,857.56	\$7,043.89	\$5,857.56	\$0.00
<b>Total</b>	\$926.09	\$11,113.08		\$11,113.08	

<u>Dental &amp; Vision</u>			Total Employer Yearly
Employee	Monthly Rate		
Cierra	\$27.19		\$326.28
Becky	\$28.29		\$339.48
<b>Total</b>	\$55.48		\$665.76

<u>STD</u>					
Employee	Monthly Rate	Monthly Salary	Monthly Covered Benefit	Employer Monthly	Total Employer Yearly
Cierra	49%	\$3,500.00	\$35.00	\$17.15	\$205.80
Becky	49%	\$3,000.00	\$30.00	\$14.70	\$176.40
Faith	49%	\$2,916.66	29.16	\$14.29	\$171.46
<b>Total</b>				\$46.14	\$553.66

<u>LTD</u>					
Employee	Monthly Rate	Monthly Salary	Monthly Covered Benefit	Employer Monthly	Total Employer Yearly
Cierra	22%	\$3,500.00	35	\$7.70	\$92.40
Becky	22%	\$3,000.00	30	\$6.60	\$79.20
Faith	22%	\$2,916.66	29.16	\$6.42	\$76.98
<b>Total</b>				\$20.72	\$248.58

<u>MERS</u>				
Employee	Monthly Rate	Monthly Salary	Employer 100%	Total Employer Yearly
Cierra	18%	\$3,500.00	\$630.00	\$7,560.00
Becky	18%	\$3,000.00	\$540.00	\$6,480.00
Faith	18%	\$2,916.66	\$525.00	\$6,299.99
<b>Total</b>			\$1,170.00	\$14,040.00

<u>Total Yearly Employer Contribution by Employee</u>					
	Medical	Dental & Vision	LTD & STD	MERS	Total
Cierra	\$5,255.52	\$326.28	\$298.20	\$7,560.00	\$13,440.00
Becky	\$5,857.56	\$339.48	\$255.60	\$6,480.00	\$12,932.64
Faith	\$0.00	\$0.00	\$248.44	\$6,299.99	\$6,548.43
<b>Total</b>					\$32,921.07

2022 Employer Benefits Cost Breakdown 80/20

<u>Medical</u>					
Employee	Monthly Rate	Monthly Employer 80%	Employee 20%	Total Employer Yearly	Total Employee Yearly
Cierra	\$437.96	\$350.37	\$87.59	\$4,204.42	\$1,051.10
Becky	\$488.13	\$390.50	\$97.63	\$4,686.05	\$1,171.51
<b>Total</b>		\$740.87		\$8,890.46	

<u>Dental &amp; Vision</u>		
Employee	Monthly Rate	Total Employer Yearly
Cierra	\$27.19	\$326.28
Becky	\$28.29	\$339.48
<b>Total</b>	\$55.48	\$665.76

<u>STD</u>					
Employee	Monthly Rate	Monthly Salary	Monthly Covered Benefit	Employer Monthly	Total Employer Yearly
Cierra	49%	\$3,500.00	\$35.00	\$17.15	\$205.80
Becky	49%	\$3,000.00	\$30.00	\$14.70	\$176.40
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<b>Total</b>				\$46.14	\$553.66

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<b>Total</b>			\$1,170.00	\$14,040.00

<u>Total Yearly Employer Contribution by Employee</u>					
	Medical	Dental & Vision	LTD & STD	MERS	Total
<b>Cierra</b>	\$4,204.42	\$326.28	\$298.20	\$7,560.00	\$12,388.90
<b>Becky</b>	\$4,686.05	\$339.48	\$255.60	\$6,480.00	\$11,761.13
<b>Faith</b>	\$0.00	\$0.00	\$248.44	\$6,299.99	\$6,548.43
				<b>Total</b>	<b>\$30,698.45</b>

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Mon, Nov 15, 2021 11:35 AM

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To : waycb@llcoop.org

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Quote Details

Quote Number: 88363969

Quote expires: 11/22/2021

Container(s): 1 X 16-foot length container

Container 1

Empty Container Delivery Zip: 49348

Full Container Delivery Zip: 49348

Container 2

Empty Container Delivery Zip: 49348

Full Container Delivery Zip: 49348

First delivery date: February 17, 2022

Your total estimated moving price listed below excludes all applicable taxes and is based on the date(s), months of storage, and location(s) you provided. Your final price will be confirmed when you place your order.

Description	Price
<b>Container Delivery</b>	<b>\$158.00 USD</b>
Deliver Empty Container to Your Location	79.00
Deliver Empty Container to Your Location	79.00
<b>Recurring</b>	<b>\$438.00 USD</b>
Monthly Rental of Container at Your Location	209.00
Monthly Rental of Container at Your Location	209.00
Container Only Protection Option - Monthly Fee	10.00
Container Only Protection Option - Monthly Fee	10.00
<b>Final Pickup</b>	<b>\$158.00 USD</b>
Pickup Empty Container from Your Location	79.00
Pickup Empty Container from Your Location	79.00

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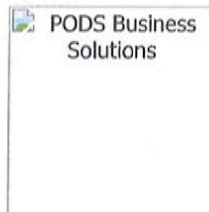
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YOUR LOCAL SERVICE QUOTE

Quote Details

Quote Number: 88363916

Quote expires: 11/22/2021

Container(s): 1 X 16-foot length container

Container 1

Empty Container Delivery Zip: 49348
Full Container Delivery Zip: 49348

First delivery date: February 17, 2022

Your total estimated moving price listed below excludes all applicable taxes and is based on the date(s), months of storage, and location(s) you provided. Your final price will be confirmed when you place your order.

Table with 2 columns: Description, Price. Rows include Container Delivery (\$79.00 USD), Recurring (\$219.00 USD), and Final Pickup (\$79.00 USD).



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The library believes that each patron, regardless of age, has the right to read, listen, or view any item of their choosing. Language, situations, or subjects, which may be considered inappropriate or offensive to some community members, do not disqualify materials that meet our selection criteria.

Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials must complete and sign the Request for Reconsideration of Library Materials Form. The form will be given to the Director. The Director, alongside the Selector and **at least** two members of the Board, will experience the material in its entirety. The Selector will explain how the item fits Henika District Library's selection criteria, and **the Board** will come to a decision as to whether or not the item should be kept in the library collection. Once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision.

The Henika District Library reserves the right to display any library materials in the collection in any location of the library. Patrons requesting changes to displays must complete the Request for Reconsideration of Library Materials Form and make a formal request to have it removed from the collection or accept the item as part of the collection and display.

*Adopted: 12/16/91*

*Revised: 10/16/96*

*Revised: 8/12/98*

*Revised: 1/10/19*