



Otsego County LIBRARY

otsegoountylibrary.org

MAIN LIBRARY
700 South Otsego Ave.
Gaylord, MI 49735
989-732-5841
Fax: 989-732-9401

JOHANNESBURG BRANCH
10900 East M-32
Johannesburg, MI 49751
989-732-3928
Fax: 989-731-3365

VANDERBILT BRANCH
8170 Mill Street
Vanderbilt, MI 49795
989-983-3600
Fax: 989-983-3105

AGENDA

OTSEGO COUNTY LIBRARY BOARD OF TRUSTEES
TUESDAY NOVEMBER 21, 2023 AT 8 A.M.

Virtually Via Zoom

Time: November 21, 2023 at 08:00 AM Eastern Time (US and Canada):
Join Zoom Meeting

<https://us02web.zoom.us/j/84229359315?pwd=cEc5YXlZznJkNi96Q2h4M0FkUjU5QT09>

Meeting ID: 842 2935 9315 Passcode: 119673

OR CALL 1-929-205-6099 Meeting ID: 842 2935 9315 Passcode: 119673

The Otsego County Library enriches lives by fostering lifelong learning, being a champion for reading, igniting imaginations, and ensuring access to information and ideas for all members of our community.

- 8:00 Call to order**
- 8:00 Review and approval of agenda** **Motion**
- 8:05 Approval of October 17, 2023 minutes** **Motion**
- 8:08 Bills to be approved** **Motion**
- 8:15 Director's Report**
*Review Director's written report
*Review financial reports
- 8:25 Old Business**
*Building update
*Web Site Redesign
*EPS Security Bid **Motion**
- 8:35 New Business**
*2024 Closing Schedule **Motion**
*2024 Board of Trustees Meeting Schedule **Motion**
- 8:50 Trustee and Liaison Comments**
- 8:55 Public comment**
- 9:00 Adjournment**

Read.
Learn.
Grow.

Otsego County Library
Board Meeting held at Library
Tuesday, October 17, 2023

Present: Martha Baril, Bonnie Byram, Terra Deming, Lesa Jarski, Monica Peck, Jackie Skinner & Sharon Weber

8:01 Meeting called to order by Sharon

Review & Approval of Agenda – Lesa motioned and Bonnie seconded. Motion passed.

Approval of 9/19/23 minutes. Motioned by Monica and seconded by Bonnie. Motion passed.

Bills to be approved

\$20,139.94. Motioned by Lesa and seconded by Martha. Motion passed.

Director's Report

Review Written Report

Review Financial Reports

Old Business

Building update – Chris met with Summit Fire Protection – waiting to hear back. Teen Room updates have been completed.

Website Redesign – Still meeting weekly w/Project Coordinator – this week working on meeting room calendar. January 2024 is target date for launch.

New Business

2024 Budget – Monical motioned and Bonnie accepted to accept proposed budget w/cell corrections being made. Motion passed.

Trustee & Liaison Comments

Terra – Court Building – architect has affirmed that building could be done for amount projected.

Lesa – Will keep updated on property for sale adjacent to Library's vacant property. Went to Colorado and saw Terra's daughter at Trader Joe's in Grand Rapids on way home 🤔

Monica – Holocaust survivor is speaking at the Boyne Library this week

Bonnie – surgery went well and on the mend 🤔

Martha – her daughter is attending the ASL classes at Library and greatly enjoying

Sharon - nothing

Public Comments

8:44 Adjourned. Martha motioned and Bonnie seconded. Motion passed.

Respectfully submitted, Lesa Jarski, Board of Trustees, Otsego County Library

Otsego County Library
Bills to be Approved
October 18 through November 17, 2023

Date	Num	Name	Item/Service Provided	Amount
10/18/2023	10476	Blue Cross Blue Shield of Michigan	Employee Health Insurance	-\$3,142.96
10/18/2023	10477	Center Point Large Print	Large print books	-\$138.42
10/18/2023	10478	Charter Communications	Gaylord and Vandy phone service	-\$160.32
10/18/2023	10479	GFL Environmental	Gaylord trash removal	-\$101.20
10/18/2023	10480	Ingram Library Services	Books	-\$308.72
10/18/2023	10481	Johannesburg-Lewiston High School Yearbook	Yearbook advertising	-\$60.00
10/18/2023	10482	Michigan Digital	Staff email address	-\$21.00
10/18/2023	10483	Midwest Tape	Hoopla downloadables payment	-\$6,000.00
10/18/2023	10484	Quill Corporation	Janitorial supplies	-\$454.80
10/18/2023	10485	Van's Business Machines, Inc.	Public copier service fee	-\$465.04
10/18/2023	10486	Verizon Wireless	Staff cellphone service	-\$104.96
10/18/2023	10487	WMJZ Eagle 101.5	Radio advertising	-\$100.00
10/24/2023	10488	Blackstone Publishing	Books on CD	-\$150.00
10/24/2023	10489	Boling, Stephanie	Mileage	-\$63.88
10/24/2023	10490	Cengage Learning	Large print books	-\$185.29
10/24/2023	10491	Cutting Edge Storage	Storage unit rental	-\$150.00
10/24/2023	10492	Gaylord, City of	Water & sewer utility	-\$58.12
10/24/2023	10494	OverDrive	Downloadable audio and ebooks	-\$150.00
10/24/2023	10495	The Library Network	Annual software fee	-\$284.20
10/24/2023	10496	Verizon Wireless	WiFi hotspot service	-\$405.54
10/24/2023	debit 943	Unemployment Insurance Agency	Benefit charges	-\$1,000.00
11/02/2023	10497	Amazon	DVDs, books & office supplies	-\$131.76
11/02/2023	10498	Cengage Learning	Large print books	-\$66.74
11/02/2023	10499	Consumers Energy	Electric utility	-\$1,922.24
11/02/2023	10500	DTE Energy	Gas utility	-\$274.81
11/02/2023	10501	First National Bank of Omaha	see attached	-\$972.40
11/02/2023	10502	Frontier	Johannesburg Branch phone	-\$131.24
11/02/2023	10503	Healthiest You	Employee healthcare	-\$216.75
11/02/2023	10504	OCLC, Inc.	Annual cataloging fee	-\$1,176.24

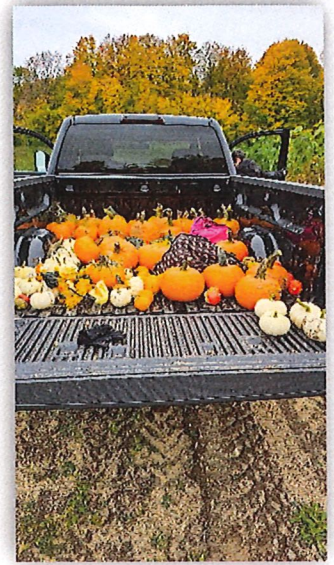
Otsego County Library
Bills to be Approved
 October 18 through November 17, 2023

11/02/2023	10505	OverDrive	Downloadable audio and ebooks	-\$144.98
11/02/2023	10506	Public Libraries of Saginaw	Lost interlibrary loan	-\$24.95
11/02/2023	10507	Skinner, Jackie	Reimbursement for speaker fee, replacement phones & plat books	-\$503.92
11/02/2023	10508	Total Lawn Care of Gaylord LLC	Lawn care	-\$535.00
11/02/2023	10509	Okroy, Julie	Presenter fee	-\$500.00
11/07/2023	10510	Aaron, Jacqueline	Reimbursement for found book	-\$27.98
11/07/2023	10512	Charter Communications	Gaylord & Vandy phone service	-\$159.92
11/07/2023	10513	ELM USA, Inc.	Supplies for CD/DVD cleaner	-\$304.35
11/07/2023	10514	GFL Environmental	Gaylord trash removal	-\$101.20
11/07/2023	10515	WMJZ Eagle 101.5	Radio advertising	-\$100.00
				-\$20,798.93
			TOTAL:	-\$20,798.93

**Otsego County Library
Credit Card Details
October 2023**

Date	Business	Transaction Detail	Amount
9/21/2023	RemotePC	Software to access computer workstations remotely securely	\$39.75
9/22/2023	MCLS	MARC record training	\$200.00
9/25/2023	WorkPlacePro	Staff t-shirts	\$162.84
9/26/2023	WAL-MART	Office supplies	\$38.25
9/29/2023	Oculus	Software for Teen Room gaming systems	\$42.39
9/29/2023	Oculus	Software for Teen Room gaming systems	\$10.59
9/29/2023	Oculus	Software for Teen Room gaming systems	\$21.19
9/29/2023	Oculus	Software for Teen Room gaming systems	\$26.49
9/29/2023	Oculus	Software for Teen Room gaming systems	\$26.49
9/29/2023	Oculus	Software for Teen Room gaming systems	\$31.79
9/29/2023	Oculus	Software for Teen Room gaming systems	\$7.41
9/29/2023	Oculus	Software for Teen Room gaming systems	\$31.79
9/30/2023	WAL-MART	Office supplies	\$42.42
10/2/2023	GANNET/DETROIT NEWS	Online subscription	\$12.00
10/2/2023	WAL-MART	Office supplies	\$14.94
10/3/2023	WAL-MART	Office supplies	\$2.38
10/3/2023	Meijer	Office supplies	\$19.28
10/5/2023	Dollar Tree	Office supplies	\$30.00
10/5/2023	WAL-MART	Office supplies	\$56.65
10/11/2023	Dollar Tree	Office supplies	\$38.75
10/11/2023	WAL-MART	Office supplies	\$26.42
10/11/2023	WAL-MART	Office supplies	\$40.74
10/12/2023	WAL-MART	Office supplies	\$2.57
10/12/2023	WAL-MART	Office supplies	\$23.45
10/12/2023	WAL-MART	Office supplies	\$6.88
10/16/2023	WAL-MART	Office supplies	\$16.94
		Total:	\$972.40

Otsego County Library Director's Report November 21, 2023



- **Kathy Bradley, who works brings clients to the Library from Crossroads, wanted me to share with you all her gratitude for Chris Knight's assistance. She wrote me the following email November 1, 2023:**

Hi Jackie.

I want to give a shout out to your employee who was so kind to me on October 31st.

After we had reserved the room for the Oct 31st

Halloween gathering I began preparations for the event. Chris assured me at the time of the event he would help set up the dvd player. He even took me over to where there were spooky movies.

So yesterday the 31st, Chris did as he promised. Sat up the movie, explained how to work it(the player),and lights in the room.

My day went so well and CrossRoads enjoyed the movies and the day.

All of your staff is wonderful to our people and I am very appreciative of what your staff does for us.

A Big Thank You to your staff and you!

Respectfully,
Kathy

- **Audrie had a wonderful turnout for her Teen Halloween party. She had over 50 attendees! She did a marvelous job decorating our meeting room and many fun activities were available.**
- **Trooper Corey Hebner needed to reschedule his program on social media addiction to Wednesday, November 29th.**





- Fleming Farms donated a truck bed full of pumpkins and gourds for our Fall programming.
- Our annual Show Your Card program runs thru November 22nd, and we have had a great response from area businesses and families. As of Saturday, 251 kids' library cards had been newly issued or updated.
- We never received a quote from Summit Fire Protection, so I have attached the EPS bid to your packet for re-review.
- I made my yearly presentation to the Board of Commissioners on Tuesday, November 14th. The PowerPoint slides I used are attached.
- I've been meeting individually with each staff member to discuss our FSA program and the enrollment process. I am also using the time to touch base with everyone before the end of the year.
- The staff are having their annual Christmas party in the upstairs meeting room on Friday, December 15th. The Friends are providing funds to help cater the event.

Respectfully,

Jamie



Wine Glass Candle Holder

Tuesday, November 21st

1:00 - 2:00pm

Class will be held
at the Main Library.



Please reserve your
spot by calling:
989-732-5841

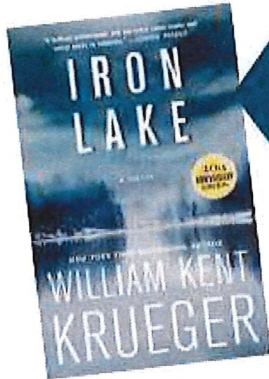


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~ AN HOUR TO KILL ~

Mystery Book Club



IRON LAKE
BY WILLIAM
KENT KRUEGER

Join the Discussion:
Tuesday, Nov. 28th • 6:00 pm
Main Library

Pick up your copy of the book
at the front desk.



Otsego County
LIBRARY
otsegoountylibrary.org

RESCHEDULED

SOCIAL MEDIA ADDICTION

WHAT IT IS AND HOW TO PREVENT IT

WEDNESDAY, NOVEMBER 29

6:00-7:00PM

OTSEGO COUNTY LIBRARY

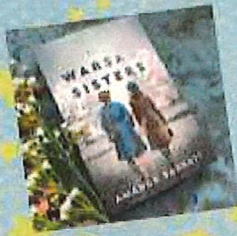


Trooper Hebner



Otsego County
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Author Event Amanda Barratt

Tuesday, December 5th
6:00pm at the Otsego County Library

featuring her new book

“The Warsaw Sisters”
a historical novel
set during WWII in Poland.



Free event.
No registration
required.
Books will be
for sale during
program.



Santa is coming!



Sunday, December 10th

1:00 - 3:00 pm at the Main Library

Free books while supplies last.

**Otsego County Library
 Balance Sheet
 As of October 31, 2023**

			Oct 31, 23
ASSETS			
Current Assets			
Checking/Savings			
001 · Library Cash			
Designated Fund-Replacement			228,196.90
Imprest Cash			190.00
Leave Bank			24,989.30
001 · Library Cash - Other			917,358.15
Total 001 · Library Cash			1,170,734.35
011.011 · General HB Checking			1,051.43
011.012 · Payroll HB Checking			146.12
Total Checking/Savings			1,171,931.90
Other Current Assets			
003 · Library Building Fund			19,884.33
1499 · Undeposited Funds			972.36
Total Other Current Assets			20,856.69
Total Current Assets			1,192,788.59
Other Assets			
Taxes Receivable - Personal			3,627.96
Taxes Receivable - Real			543,017.12
Total Other Assets			546,645.08
TOTAL ASSETS			1,739,433.67
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable			-429.69
Total Accounts Payable			-429.69
Other Current Liabilities			
Deferred Tax Revenue-Personal			3,627.96
Deferred Tax Revenue-Real			543,017.12
225 · Payroll Liabilities			
228 · Federal Withheld Taxes			2,034.75
230 · Employee Withheld Retirement			170.48
234 · Employee health Care Liability			6,218.91
225 · Payroll Liabilities - Other			1,463.81
Total 225 · Payroll Liabilities			9,887.95
Total Other Current Liabilities			556,533.03
Total Current Liabilities			556,103.34
Total Liabilities			556,103.34
Equity			
3000 · Opening Bal Equity			864,091.23
390 · Retained Earnings			171,918.18
Net Income			147,320.92
Total Equity			1,183,330.33
TOTAL LIABILITIES & EQUITY			1,739,433.67
Note: Includes cash and investments only.			
Fixed assets as required by GASB are tracked in the Otsego County Budget			

Otsego County Library
Profit & Loss Budget vs. Actual
 January through December 2023

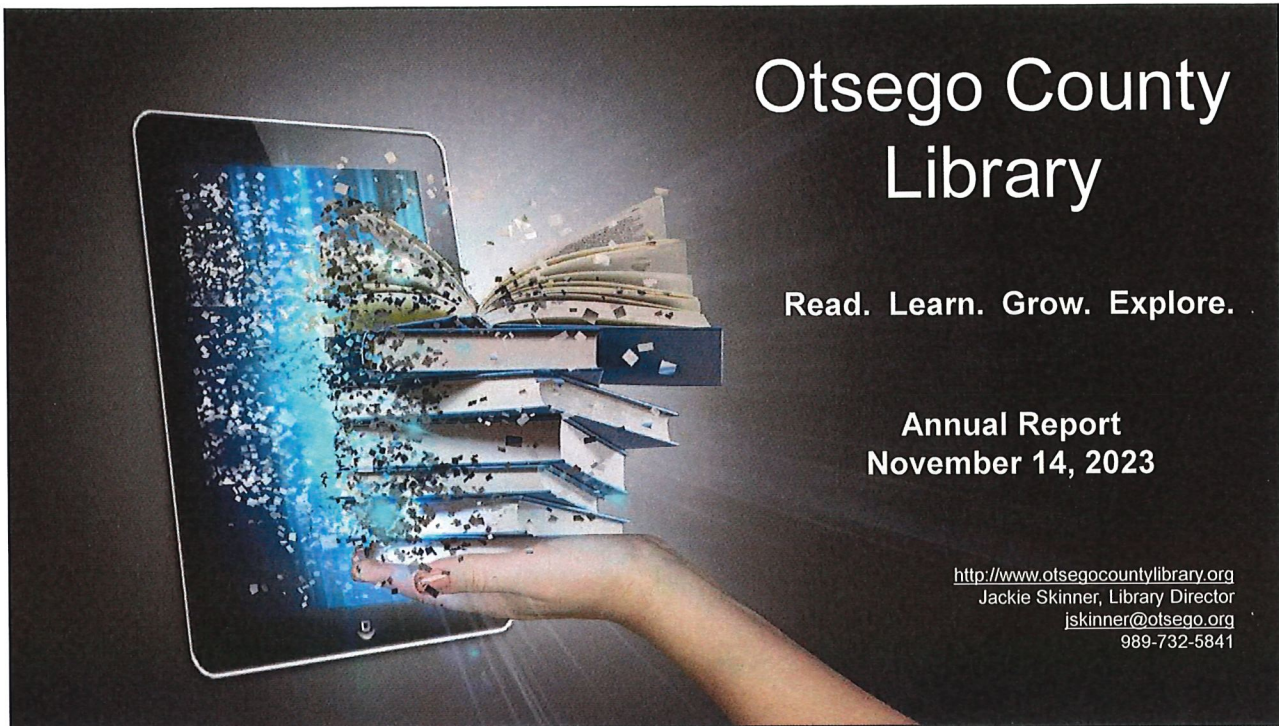
		Jan - Dec 23	Budget	% of Budget
Ordinary Income/Expense				
Income				
	402 · Real Property Tax	539,221.64	550,898.00	97.88%
	403 · Chargebacks	-923.57	-2,500.00	36.94%
	411 · Delinquent Tax			
	411.01 · Delinquent Tax Current Year	505.19	550.00	91.85%
	411.02 · Delinquent Tax Previous Yr	50,966.81	40,000.00	127.42%
	441.03 · Local Comm Stabilization Tax	0.00	0.00	0.0%
	Total 411 · Delinquent Tax	51,472.00	40,550.00	126.94%
	49900 · Uncategorized Income	0.00	0.00	0.0%
	501 · Federal Funds			
	501.01 · USF	0.00	9,250.00	0.0%
	Total 501 · Federal Funds	0.00	9,250.00	0.0%
	539 · State Funds			
	539.01 · State Aid	33,751.66	26,231.00	128.67%
	539.02 · Salary Grant	2,416.70	3,800.00	63.6%
	Total 539 · State Funds	36,168.36	30,031.00	120.44%
	655 · Fines and Fees	20,143.83	12,000.00	167.87%
	664 · Interest	19,511.66	12,000.00	162.6%
	674 · Donations			
	674.01 · Library	8,360.51	8,000.00	104.51%
	674 · Donations - Other	0.00		
	Total 674 · Donations	8,360.51	8,000.00	104.51%
	676 · Reimbursements	11,867.50	13,000.00	91.29%
	699 · Penal fines	128,174.12	150,000.00	85.45%
	999 · Transfers In			
	999.01 · General Fund transfer	0.00	84,670.00	0.0%
	Total 999 · Transfers In	0.00	84,670.00	0.0%
	Total Income	813,996.05	907,899.00	89.66%
	Gross Profit	813,996.05	907,899.00	89.66%
	Expense			
	69800 · Uncategorized Expenses	0.00		
	703 · Payroll Expenses			
	703.01 · Salaried	61,318.31	69,431.00	88.32%
	703.03 · Non-salaried	303,629.94	365,522.00	83.07%
	703.06 · Personal Leave 1/2 payoff	524.18		
	703.10 · DD bank fees	61.50	80.00	76.88%
	703 · Payroll Expenses - Other	1,264.34		
	Total 703 · Payroll Expenses	366,798.27	435,033.00	84.32%
	704 · Employee Benefits			
	704.11 · Health and life benefits	31,258.80	30,571.00	102.25%
	704.12 · Employee health cost share	229.50	6,115.00	3.75%
	704.14 · Medical Flex Admin	433.50	516.00	84.01%
	704.30 · MERS Retirement	14,566.57	27,000.00	53.95%

Otsego County Library
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget	% of Budget
704.31 · MERS HCSP	0.00	2,079.00	0.0%
704.60 · Worker's Comp	2,479.91	2,079.00	119.28%
704.70 · Benefit Reimbursement	2,000.00	2,000.00	100.0%
716 · Payroll Taxes	27,330.62	33,281.00	82.12%
Total 704 · Employee Benefits	78,298.90	103,641.00	75.55%
705 · Continuing Education	1,754.72	1,500.00	116.98%
726 · Supplies			
726.01 · Office	7,914.78	8,392.00	94.31%
726.02 · Janitorial	2,381.59	5,115.00	46.56%
726.03 · Programming	7,375.56	7,000.00	105.37%
Total 726 · Supplies	17,671.93	20,507.00	86.18%
727 · Collection Development			
727.01 · Print Materials	49,701.28	50,000.00	99.4%
727.02 · Non-print materials	8,376.11	12,000.00	69.8%
727.03 · Electronic materials	34,679.91	32,500.00	106.71%
727.04 · Digitization	0.00	5,000.00	0.0%
727 · Collection Development - Other	0.00		
Total 727 · Collection Development	92,757.30	99,500.00	93.22%
801 · Professional Services			
801.01 · Services	15,086.00	30,000.00	50.29%
801.02 · Programs	3,339.86	3,360.00	99.4%
Total 801 · Professional Services	18,425.86	33,360.00	55.23%
920 · Building Expenses			
920.01 · Outside contracts	19,080.70	25,000.00	76.32%
920.02 · Repairs	4,558.50	7,000.00	65.12%
920.03 · Insurances	0.00	12,875.00	0.0%
Total 920 · Building Expenses	23,639.20	44,875.00	52.68%
930.10 · Service contracts/charges			
930.11 · Service contracts	24,831.59	22,720.00	109.29%
930.12 · Memberships/Dues	1,126.00	3,400.00	33.12%
930.13 · Cooperative services	12,722.03	12,495.00	101.82%
930.15 · Service charge	85.55	375.00	22.81%
930.16 · MI Sales Tax	0.00	50.00	0.0%
Total 930.10 · Service contracts/charges	38,765.17	39,040.00	99.3%
930.20 · Communications			
930.21 · Telephone	3,208.28	3,050.00	105.19%
930.23 · Cellular	4,366.17	4,810.00	90.77%
930.24 · Internet	636.78	10,000.00	6.37%
Total 930.20 · Communications	8,211.23	17,860.00	45.98%
930.30 · Advertising	1,588.97	3,000.00	52.97%
930.45 · Shipping/Mailing	642.25	2,200.00	29.19%
930.5 · Travel	220.20	500.00	44.04%
930.60 · Utilities			
930.61 · Natural gas	8,567.65	9,000.00	95.2%

Otsego County Library Profit & Loss Budget vs. Actual January through December 2023

				Jan - Dec 23	Budget	% of Budget
			930.62 · Electric	25,797.74	34,000.00	75.88%
			930.63 · Water/sewer	548.07	780.00	70.27%
			Total 930.60 · Utilities	34,913.46	43,780.00	79.75%
			940 · County Cost Share	0.00	1,292.00	0.0%
			970 · Capital Outlay			
			970.3 · Property Improvements	0.00	4,000.00	0.0%
			970.43 · Furniture/Equipment	5,082.69	27,160.00	18.71%
			970.45 · Software	5,334.21	44,960.00	11.86%
			Total 970 · Capital Outlay	10,416.90	76,120.00	13.69%
			Total Expense	694,104.36	922,208.00	75.27%
			Net Ordinary Income	119,891.69		
			Net Income	119,891.69		



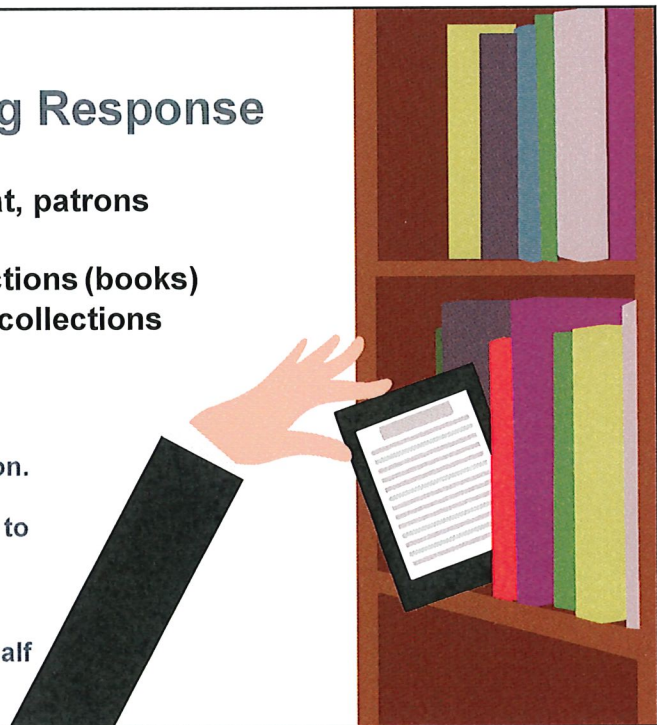
Strategic Planning Response

In 2022, our surveys showed that, patrons wished the Library would:

- Increase or add new collections (books)
- Increase or add electronic collections
- Overhaul the website

In 2023, the Library:

- Added 4,484 physical items to our collection.
- Added 5,742 online e-books & audiobooks to UpNorth Digital Collection.
- Provided online access to the Hoopla collection which has over a million and a half titles available.



New web site in Development

The screenshot displays the Otsego County Library website interface. At the top, the library logo is on the left, and the tagline "Read. Learn. Grow. Explore." with a "My Account" link is on the right. Below the logo is a search bar with a "Search" button. A dark navigation bar contains links for "Books & More", "Events & Programming", "Research & Learn", "Services", and "About".

The "Events & Programming" section lists five events for Saturday, April 20th, all from 1:30PM to 3:30PM:

- APR 20 SAT Closed** - The Title of an Event (Kids)
- APR 20 SAT Open** - The Title of an Event (Teens)
- APR 20 SAT Closed** - The Title of an Event (Adults)
- APR 20 SAT Open** - The Title of an Event (All Ages)
- APR 20 SAT Closed** - The Title of an Event (Kids)

A "View More" button is located below the event list. To the right of the events is a large image of a woman in a library aisle. Below the image are icons for "Mobile Catalog", "Library of Things", "Download & Stream", and "Reserve a Room". Further down are icons for "Contact Us", "How Do I?", "Genealogy", and "Local History". At the bottom, there are three buttons labeled "Kids", "Teens", and "Adults".

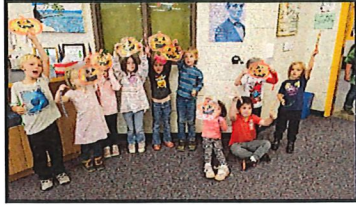
The graphic is titled "Strategic Plan Response: Expand Youth Programming". It features a decorative header with icons representing different activities: a puzzle piece, a pencil, a fountain pen, a paint palette, an open book, another puzzle piece, another pencil, and another fountain pen. The main title is centered in a large, bold font.

Below the title are four photographs showing youth programming in action:

- Top-left: A group of children sitting on the floor in a library, holding up their handmade puppets.
- Bottom-left: A group of people sitting around a long table in a library, engaged in a board game.
- Center: A large group of children and adults posing for a group photo in a library setting.
- Right: A person sitting on the floor reading a book to a group of children.



Expand Youth Programming



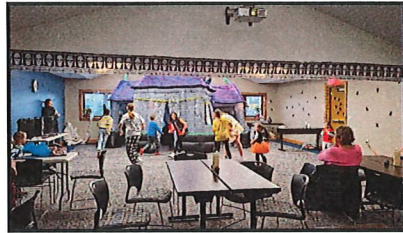
January to May 2023

- 252 children participated in weekly preschool Story Time
- 354 children participated in weekly K-3 grade programs
- 297 children participated in weekly 4-6 grade programs

Summer Reading Program 2023

- 478 children participated

Provide Monthly Story Hour at Vanderbilt Community Schools for 67 children.



Strategic Planning Response: Ensuring Accessibility to Library Services



2023 Visits to the Library
55,934 patrons



2023 In-House Wi-Fi Usage
7,998 sessions



2023 Borrowers Added
1,192 patrons



2023 Total Borrowers
12,968 patrons

2023 Physical Items Borrowed • 82,784



Ensuring Accessibility to Library Services



2023 In-House Computer Use
7,822 sessions



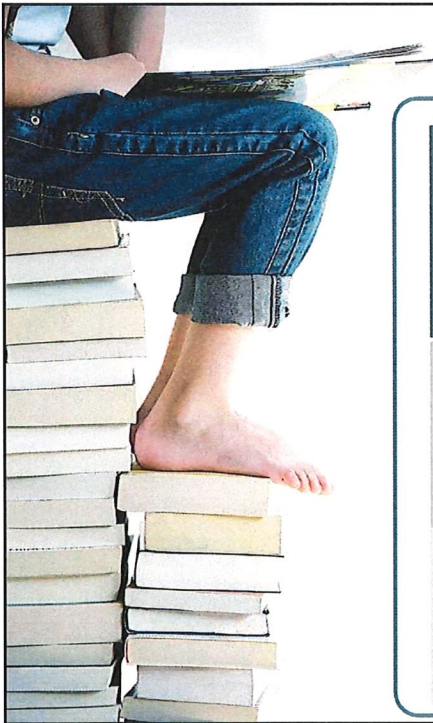
2023 Website visits
72,167 sessions



2023 Meeting and Study Room Reservations
1,971 reservations



2023 Borrowed Items from Other Libraries
6,282 items



Thank you!

OTSEGO COUNTY LIBRARY
Main Branch
700 South Otsego Ave
Gaylord, Michigan 49735
(989) 732-5841
(989) 732-9401 (FAX)
ocl@otsego.org

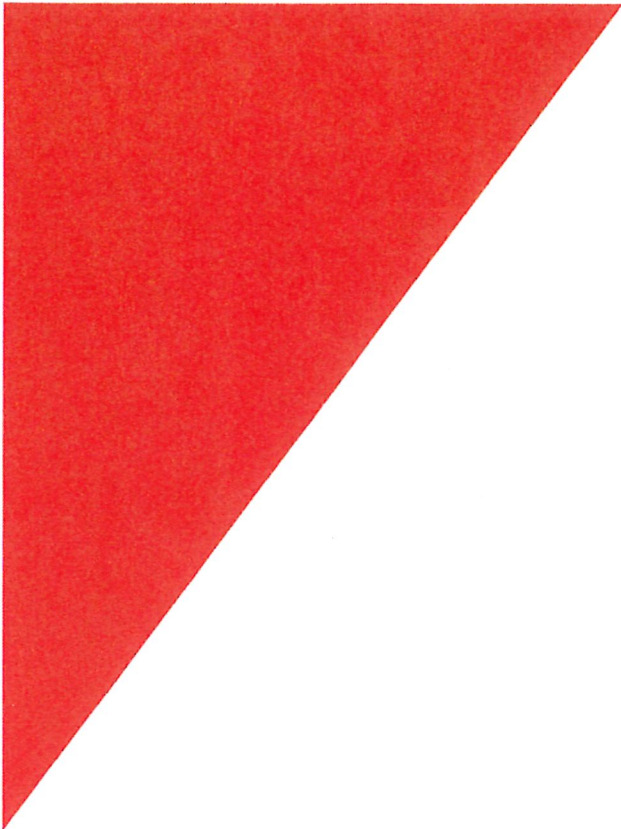
Monday	9 AM TO 7 PM
Tuesday	9 AM TO 7 PM
Wednesday	9 AM TO 7 PM
Thursday	9 AM TO 5 PM
Friday	9 AM TO 5 PM
Saturday	9 AM TO 1 PM
Sunday	1 PM TO 5 PM

Johannesburg Branch Library
10900 East M-32
Johannesburg, MI 49751
(989) 732-3928
(989) 731-3365 (FAX)
jbl@otsego.org

Monday	2 PM TO 6 PM
Tuesday	1 PM TO 5 PM
Wednesday	1 PM TO 5 PM
Thursday	1 PM TO 5 PM
Friday	9 AM TO 1 PM

VANDERBILT BRANCH LIBRARY
8170 Mill Street
Vanderbilt, MI 49795
(989) 983-3600
(989) 983-3105 (FAX)
vbl@otsego.org

Monday	2 PM TO 6 PM
Tuesday	1 PM TO 5 PM
Wednesday	1 PM TO 5 PM
Thursday	1 PM TO 5 PM
Friday	9 AM TO 1 PM



EPS[®]

Otsego County Library

700 s Otsego Ave.

Gaylord MI 49735

62702

RE: **panic alarm system**



The proposed Digital Alarm System will utilize a control equipment solution providing convenient arm/disarm operation. For ease of system set-up and identifying the cause of an alarm, your arming station will sound and identify the area of concern. The system will send alarm, trouble and restoral information to our 24-hour Monitoring Center facility in Grand Rapids, Michigan.

Security Equipment to be Installed

- 1 ProSeries 7" All-In-One Touch Panel
- 1 Honeywell Home PROA7BAT2 ProSeries 24-Hour Backup Battery for PROA7 & PROA7PLUS
- 1 ProSeries LTE AT&T Cellular Communicator
- 2 Panic button

Communication Path

Please be aware that all digital alarm systems lose their capability of transmitting signals whenever there is a telephone line failure.

Digital cellular communication - This unit is a cellular (GSM) connection that provides transmission of the system signals through cellular transmission to our EPS Monitoring Center. This unit provides LTE communication.

Connected Services allows you to utilize the Internet, PDA's, cell phones and other web-enabled devices to control your security system, receive information remotely and much more.

WIRELESS PANIC ALARM SYSTEM

Security System Investment

One Time Installation Charge \$300.00 Plus Tax

Tax Exempt (If selected, Plus Tax above is void)



Monthly Services \$60.00

- Monitoring
- Internet Monitoring
- Cellular Monitoring
- Service Agreement
- Cellular Protection Plan
- Open & Closing Supervision
- Activity Reports
- Alarm Response
- Connected Services
- Inspection Type:

Installation and Proposal Terms

The installation charges in this proposal include all design, wiring, mounting of control equipment and detection devices, programming, final system testing and user training. You must provide 110 volt, unswitched duplex outlets for power. The detection devices listed herein are based on our best estimate of protection required. Additional protection to meet insurance requirements may be added by you at additional costs. The service agreement covers repair and replacement of any and all equipment that fault due to normal causes.

Pricing is valid for a period of 90 days from date of proposal. Sales tax is not included in the pricing and, if applicable, will be added at the time of invoicing.

EPS Recommends that all systems with fire protection be tested a minimum of once per year. Please speak with your Security Consultant for additional information.

Customer acknowledges and agrees permit fees will be billed direct to customer as a passthrough cost on the final invoice.

Additional Notes and Exclusions

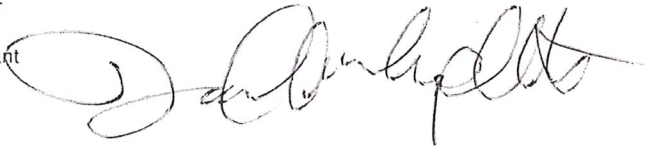
Existing Equipment: If EPS is connecting to existing equipment, the existing equipment will be tested and inspected by an EPS technician. If equipment is discovered to not be in good working order or is not compatible with the new EPS equipment EPS is installing, it will be the responsibility of the customer for the repair or replacement of the equipment.

DAVID TRIPLETT

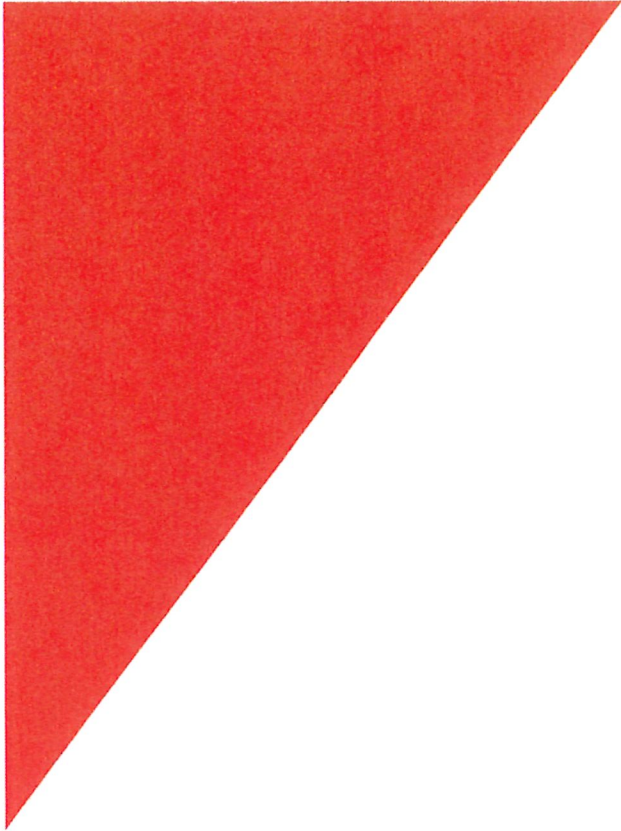
Security Consultant

ext.

09/14/2023



231-649-0574



Johannesburg Branch Library

10900 e M-32

Johannesburg MI 49751

6-2-107

RE: **panic alarm system**



The proposed Digital Alarm System will utilize a control equipment solution providing convenient arm/disarm operation. For ease of system set-up and identifying the cause of an alarm, your arming station will sound and identify the area of concern. The system will send alarm, trouble and restoral information to our 24-hour Monitoring Center facility in Grand Rapids, Michigan.

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Communication Path

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Security System Investment

One Time Installation Charge \$225.00 Plus Tax

Tax Exempt (If selected, Plus Tax above is void)



Monthly Services \$60.00

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- Service Agreement
- Cellular Protection Plan
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- Inspection Type:

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DAVID TRIPLETT

Security Consultant

ext.

09/14/2023



231-649-0574



Vanderbilt Branch Library

8170 Mill Street

Vanderbilt MI 49795

62706

RE: **panic alarm**



The proposed Digital Alarm System will utilize a control equipment solution providing convenient arm/disarm operation. For ease of system set-up and identifying the cause of an alarm, your arming station will sound and identify the area of concern. The system will send alarm, trouble and restoral information to our 24-hour Monitoring Center facility in Grand Rapids, Michigan.

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Communication Path

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silent panic alarm system

Security System Investment

One Time Installation Charge \$225.00 Plus Tax

Tax Exempt (If selected, Plus Tax above is void)



Monthly Services \$60.00

- Monitoring
- Internet Monitoring
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- Service Agreement
- Cellular Protection Plan
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DAVID TRIPLETT

Security Consultant

ext.

09/14/2023

A handwritten signature in black ink, appearing to read 'D. Triplett', written over a light blue horizontal line.

231-649-0574



**Otsego County
LIBRARY**

otsegocountylibrary.org

MAIN LIBRARY
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Gaylord, MI 49735
989-732-5841
Fax: 989-732-9401

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10900 East M-32
Johannesburg, MI 49751
989-732-3928
Fax: 989-731-3365

VANDERBILT BRANCH
8170 Mill Street
Vanderbilt, MI 49795
989-983-3600
Fax: 989-983-3105

2024 CLOSING SCHEDULE

Sunday, January 1	New Year's Day
Monday, January 15	Martin Luther King, Jr. Day
Monday, February 19	President's Day (Staff Inservice)
Friday, March 29	Good Friday (close at 1 pm)
Sunday, March 31	Easter Sunday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, November 11	Veteran's Day
Wednesday, November 27	Thanksgiving Eve (close at 5 pm)
Thursday, November 28	Thanksgiving Day
Tuesday, December 24	Christmas Eve
Wednesday, December 25	Christmas Day
Tuesday, December 31	New Year's Eve
Wednesday, January 1, 2025	New Year's Day

**Read.
Learn.
Grow.**

LIBRARY BOARD OF TRUSTEES

2024 Meeting Schedule

The Library Board meets on the third Tuesday of each month beginning at 8 am in the Main Library's Multipurpose Room.

January 16	Annual Meeting Election of Officers
February 20	
March 19	Annual report
April 16	
May 21	
June 18	Benefit review- Internet Acceptable Use Policy Update & Approval
July 16	Recommend Trustee Appointment
August 20	
September 17	Director Evaluation
October 15	Adopt 2024 Budget
November 19	
December 17	



Otsego County
LIBRARY

otsegocountylibrary.org

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