



## Reed City Area District Board Meeting Agenda

Monday, March 21<sup>st</sup>, 2020 at 6:00pm

829 S. Chestnut Street | Reed City, MI | 49677

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Consent Agenda
  - A. Prior meeting(s) minutes: *February 28<sup>th</sup>, 2022*
  - B. Approval of Bill and Financial Statements
  - C. Approval of corrected Bill Statement for *February 28<sup>th</sup>, 2022*
4. Citizen's request and/or comments
5. Board President Comments
6. Standing Committee Reports
  - A. Budget and Finance Committee
  - B. Digital Sign Committee
  - C. Building Committee
  - D. Strategic Plan Committee – meet in April to discuss Mission Statement
  - E. Millage Committee
  - F. HR Committee
7. Director's Reports
8. Ongoing Business
  - A. Window Update
  - B. Community Room Floor/Tile Discussion Update
  - C. Grant Opportunities
9. New Business
  - A. Purchase of a Storage Shed
  - B. Replacement lights at circulation desk
  - C. Garden/Memorial Tree discussion
  - D. Approval to accept proposal from Valley City Sign for new outdoor sign
  - E. Approval of Policy change for board meeting and new meeting schedule
10. Board Dynamics
11. Adjournment

**The next Library Board Meeting is scheduled for April 5th at 6:00pm  
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

February 28, 2022; 6 p.m.

829 S. Chestnut St. Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Township

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Melissa Rohen, Library Director

Absent:

Cecile Slywka, Trustee, Richmond Township

Green Township Liaison, Open

Cedar Township Liaison, Open

1. Call to order and attendance

The meeting was called to order at 6 p.m. by L. Eccles. Attendance was noted by B. Newell. A quorum was present.

2. Approval of Agenda

A motion was made by L. Dahlquist and seconded by K. Nix to approve the agenda as amended. It passed.

3. Approval of Consent Agenda

A motion was made by L. Dahlquist and seconded by M. Tonn to approve the consent agenda consisting of minutes of January 21, 2022 and the monthly bills as amended. It passed.

Financial statements were not available as M. Rohen stated that our accountant is a month behind on them at this point.

4. Citizen's request and/or comment

None

5. Board President Comments

L. Eccles made remarks about the Business after Five event.

6. Standing Committee Reports

A. Budget and Finance Committee- will meet on March 10, 2022 at 3:30 p.m. at the library.

B. Digital Sign Committee- will meet after they receive a soon expected quote.

C. Building Committee- will plan a meeting in the spring.

D. Strategic Plan Committee- will plan to meet in April after survey results are in

E. Millage Committee- L. Eccles will contact Shirley from Kent County District Library Friends this month, about millage strategies.

F. HR Committee- will meet in April.

7. Director's Reports-available at the library or on the website.

8. Ongoing Business

A. Window Update-this is tabled until next month when M. Rohen can meet with Phil Noreen.

B. Grant Opportunitites-no new ideas for grants were announced.

C. Election and Committee Assignments

A motion was made by M. Tonn and seconded by L. Dahlquist to approve B. Newell as secretary and a member of the Building Improvement, HR and Policy, and Millage committees. It passed.

9. New Business

A. Changing meeting date-tabled until next month.

B. Community Floor clean/wax costs.

L. Eccles and M. Rohen reported on the estimate of one floor cleaning person who looked at the community room floor. Another recommendation was received from B. Newell. Further quotes will be obtained.

C. Removal of plastic dividers at the circulation desk and opening the water fountains.

The Board agreed to the removal of the plastic dividers and also to open the water fountains.

D. Richard C. Allen Living Trust

M. Rohen explained that the library has been named as a beneficiary of a Richard C. Allen Living Trust. The amount is unknown at this time but required the Board President's signature to continue the process.

#### E. Board Dynamics

A discussion took place concerning perceived attitudes and actions of members of the Board by other Board members and community members.

#### 10. Adjournment

A motion was made by M. Tonn and seconded by Kylene Nix to adjourn the meeting. It passed. Meeting was adjourned at 7:36 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL

The next meeting of the RCADL Board is scheduled for March 21, 2022 at 6 p.m. in the RCADL Community Room.

## Monthly Expense Report

Expense Line Item	Expense Description	Amount
<b>740.100 - Books</b>		
	<i>Ingram</i>	\$ 17.21
	1 Invoice #87985480	
	<i>Renee Jensen</i>	\$ 40.00
	The Blessed Bunny; The Twikling Tree Invoice #: 290019	
	<i>Salem South Lyon Public Library</i>	\$ 7.95
	Replacement disc; patron charged Invoice #:5	
		<b>\$ 65.16</b>
<b>740.200 - Audio/Visual</b>		
<i>Credit Card</i>	<i>Amazon</i>	\$ 11.99
	Amelia DVD Order #: 113-4265377-7598661	
		<b>\$ 11.99</b>
<b>740.400 - Magazines</b>		
	<i>Ebsco</i>	\$ 661.43
	Magazine Order Subscription for 04/2022 - 04/2023	
		<b>\$ 661.43</b>
<b>751.000 - Office Supplies</b>		
	<i>Integrity</i>	\$ 192.84
	Paper Invoice #: 2330133-0	
		<b>\$ 192.84</b>
<b>752.000 - Operating Supplies</b>		
<i>Credit Card</i>	<i>Amazon</i>	\$ 13.58
	USB Cabel for Tablet on Pillar Order #: 113-4265377-7598661	
		<b>\$ 13.58</b>
<b>755.000 - Programming</b>		
<i>Credit Card</i>	<i>Oriental Trading Company</i>	\$ 25.47
<i>OCCF Grant</i>	Second Saturday Suplies Order #: 714868263	
<i>Credit Card</i>	<i>Amazon</i>	\$ 192.21
	Programming supplies Order #: 113-3079229-6840211	
<i>Credit Card</i>	<i>Oriental Trading Company</i>	\$ 39.98

## Monthly Expense Report

	Programming supplies	
	Order #: 714881325	
<i>Credit Card</i>	Amazon	\$ 582.93
<i>\$496.99 OCCF Grant</i>	Programming supplies/Second Saturday Supples	
	Order #: 113-4265377-7598661	
<i>OCCF Grant</i>	Lyndse Eccles	\$ 19.88
	Programming supplies/Second Saturday Supples	
	Dollar Store	
	Cyndrea McCain	\$ 95.92
	Story Hour supplies	
	Dollar Tree; Lowe's; Menards; hobby Lobby	
<i>Credit Card</i>	Jo-Ann	\$ 21.43
<i>OCCF Grant</i>	Second Saturday Suplies	
<i>Credit Card</i>	Walmart	\$ 85.02
<i>OCCF Grant</i>	Second Saturday Suplies	
<i>Credit Card</i>	Bro's Bakes	\$ 76.00
<i>OCCF Grant</i>	Second Saturday Suplies	
	Cookies	
<i>Credit Card</i>	Dollar Tree	\$ 52.99
<i>OCCF Grant</i>	Second Saturday Suplies	
<i>Credit Card</i>	Amazon	\$ 440.85
<i>\$271.93 OCCF Grant</i>	Second Saturday Suplies /Programing supplies	
	Order #: 714868263	
		<b>\$ 1,632.68</b>
<b>804.000 - Janitorial Services</b>		
	<i>Cintas</i>	\$ 33.70
	Mats and Soap on 02/22/2022 and 3/15/2022	
	1 Invoice #: 4111301603	
	<b>Total</b>	<b>\$ 33.70</b>
<b>818.000 - Contractual Services</b>		
	<i>Do All Doug</i>	\$ 790.00
	Snowplowing & Deicing 2/07; 2/10; 2/11; 2/17; 2/19; 2/22;	
	2/23; 2/25	
	Invoice #: RCL7	
	<b>Total</b>	<b>\$ 790.00</b>
<b>850.000- Telephone</b>		
	<i>Charter Communication/Spectrum</i>	\$ 119.97
	Service from 2/27/2022 to 3/26/2022	
	Invoice #: 0049947022722	
	<b>Total</b>	<b>\$ 119.97</b>
<b>851.00 - Postage</b>		
<i>Credit Card</i>	<i>Us Postal Service</i>	\$ 58.00

## Monthly Expense Report

	US Flag Coil: 100 Stamps	
		<b>Total</b> \$ <b>58.00</b>
<b>900.000 - Printing and Publishing</b>		
	<i>Xerox Corporation</i>	\$ 118.54
	Black/White printing and copying	
	Invoice #: 015632040	
		<b>Total</b> \$ <b>118.54</b>
<b>918.000 - Utilities Water</b>		
	<i>City of Reed City</i>	\$ 40.30
	Service date 02/02/2022-03/02/2022	
	Account number: SCHAT-000829-0000-01	
		<b>Total</b> \$ <b>40.30</b>
<b>920.000 - Utilities Electric</b>		
	<i>Consumer's Energy</i>	\$ 473.20
	Service date 2/06/2022-03/06/2022	
	Account: 1030 187 9792	
		<b>Total</b> \$ <b>473.20</b>
<b>921.000 - Utilities Gas/Heat</b>		
	<i>DTE</i>	\$ 280.76
	Service dates 2/06/2022-3/04/2022	
	Account Number: 9100 394 8255 9	
		<b>Total</b> \$ <b>280.76</b>
<b>940.000 Equipment Rental</b>		
	<i>Xerox Corporation</i>	\$ 101.30
	Equipment Rental for February 2022	
	Invoice #: 015632040	
		<b>Total</b> \$ <b>101.30</b>
<b>991.600 LOSB Loan Payment</b>		
	Lake Osceola State Bank Principal Balance	\$ 4,500.00
		<b>Total</b> \$ <b>4,500.00</b>
<b>Monthly Payroll</b>		
	Check Date 3/03/2022	\$ 3,390.34
	Check Date 3/17/2022	\$ 3,757.28
		<b>Total</b> \$ <b>7,147.62</b>
	<b>Expenses Grand Total</b>	<b>\$ 16,241.07</b>

## Monthly Expense Report

	<b>Total Donations</b>	\$	-
	<b>Total Grants</b>	\$	1,049.71
	<i>Total</i>	\$	1,049.71
	<b>Total Actual Expenses</b>	\$	<b>15,191.36</b>



Monthly Expense Report

Corrected February Expenses

Expense Line Item	Expense Description	Amount				
<b>740.100 - Books</b>						
	Ingram	\$1,054.44				
	5 Invoices: #57285789; #57314122; #57473867; #57680470; #57508710					
		\$1,054.44				
<b>740.500 - Newspapers</b>						
	Cadillac News	\$190.00				
	2/16/2022 - 2/16/2023 Invoice #: 10296					
		\$190.00				
<b>751.000 - Office Supplies</b>						
	Uline	\$140.44				
	Printer ink and envelopes Invoice #: 144019417					
	Meijer	\$28.57				
	Sharpies, file folders, planners					
		\$169.01				
<b>752.000 - Operating Supplies</b>						
Reimbursement: Lyndsey	Canvas People	\$29.57				
	Argue's Bridge picture printed on canvas Order #: 21645366					This was incorrectly coded as a credit card expense but should be a reimbursement; the money amount has not changed.
Reimbursement: Lyndsey	Canvas Discount	\$97.00				
	Argue; Eccles artwork in canvas prints Order #: USA99903042201					This was incorrectly coded as a credit card expense but should be a reimbursement; the money amount has not changed.
Credit Card	Maclocks	\$869.70				
GLEPF Grant	Floor stands/wall mounts for tablets Order #: 4000208344					
Credit Card	Amazon	\$1,798.00				
GLEPF Grant	2 All in On eTouch Screen computers (catalog searching) Order #: 113-9104305-4305849					
Credit Card	Amazon	\$804.79				
GLEPF Grant	3 tablets, 1 external hard drive (catalog searching) Order #: 113-2153328-4152230					
Credit Card	Amazon	\$493.65				
MMLL Mini Grant Round I	Bird feeders, feed, sunflower seeds, container (multiple) Order #: 113-9942064-4662628					
Credit Card	Amazon	\$18.77				
	Scissors, wall mount file holders Order #: 113-8942706-9843466					
Credit Card	Office Sign Company	\$347.07				
	Hanging signs (2); restroom sign (1); employees only (2) Order #: 113-2153328-4152230					
Credit Card	Vista Print	\$101.75				
	Business Cards Order #: J55NG-07A93-3F8					
		\$4,560.30				
<b>755.000 - Programming</b>						
Credit Card	Meijer	\$18.41				
OCCF Grant	Plastic cutlery, cookies, hot chocolate Second Saturday event for February					
Credit Card	Wesco	\$15.36				
OCCF Grant	Popcorn Second Saturday event for February					
Credit Card	Dezigns with Loni, LLC	\$300.00				
OCCF Grant	Promotional T-shirts Second Saturday and other events					
Reimbursement: Lyndsey	Walmart	\$14.61				
	Ba5 supplies					This was incorrectly coded as a credit card expense but should be a reimbursement; the money amount has not changed.
Credit Card	Joann	\$20.80				
	Fire Art Ink supplies Adult Craft Night					
Reimbursement: Lyndsey	Gordon Food Services	\$43.87				This was incorrectly coded as a credit card expense but

Monthly Expense Report

	Ba5 Supplies									<i>should be a reimbursement; the money amount has not changed.</i>
<i>Reimbursement: Lyndsey</i>	Ebels		\$18.77							<i>This was incorrectly coded as a credit card expense but should be a reimbursement; the money amount has not changed.</i>
	BA5 Supplies									
<i>Credit Card</i>	Dollar Tree		\$18.55							
	Fired Art Ink supplies									
	Adult Craft Night									
<i>Credit Card</i>	4Imprint		\$646.31							
<i>OCCF Grant</i>	Swag: clips, post its; pens; Order #: 22392963									
<i>Credit Card</i>	VistaPrint		\$402.20							
<i>OCCF Grant</i>	Swag: magnets, stickers, banner, bookmarks Adult Craft Night									
	Ebels	\$	332.60							
	Business After 5 Event Invoice #: 24683									
			<b>\$1,831.48</b>							
<b>801.000 Professional Services</b>										
<i>Credit Card</i>	Google		\$54.00							
	G-suites Invoice #: 4059468887									
		<b>Total</b>	<b>\$54.00</b>							
<b>804.000 - Janitorial Services</b>										
	Cintas	\$	67.40							
	Mats and Soap on 1/27/2021 and 2/21/2022 2 Invoice #: 4108567096; 4111301603									
	McCloud Pest Solutions		\$50.00							
	Integrated Pest Management 1/18/2021 Invoice #: 49012196									
	ServiceMaster	\$	461.00							
	Janitorial Program Cleaning & Disinfectant Invoice #: 2400									
		<b>Total</b>	<b>\$ 578.40</b>							
<b>818.000 - Contractual Services</b>										
	Do All Doug	\$	675.00							
	Snowplowing & Deicing 1/01; 1/05; 1/06; 1/07; 1/08; 1/19; 1/23; 1/24; 1/30 Invoice #: RCL7									
		<b>Total</b>	<b>\$675.00</b>							
<b>850.000- Telephone</b>										
	Charter Communication/Spectrum		\$119.97							
	Service from 12/27/2021 to 1/26/2022 Invoice #: 0049947122721									
		<b>Total</b>	<b>\$119.97</b>							
<b>900.000 - Printing and Publishing</b>										
	Xerox Corporation		\$66.39							
	Black/White printing and copying Invoice #: 015411257									
		<b>Total</b>	<b>\$66.39</b>							
<b>918.000 - Utilities Water</b>										
	City of Reed City		\$38.70							
	Service date 1/10/2022-2/02/2022 Account number: SCHAT-000829-0000-01									
		<b>Total</b>	<b>\$38.70</b>							
<b>920.000 - Utilities Electric</b>										
	Consumer's Energy		\$433.07							
	Service date 1/06/2022-02/06/2022 Account: 1030 187 9792									
		<b>Total</b>	<b>\$433.07</b>							
<b>921.000 - Utilities Gas/Heat</b>										

**Monthly Expense Report**

	DTE	\$233.13					
	Service dates 1/06/2022 - 2/06/2022						
	Account Number: 9100 394 8255 9						
	<b>Total</b>	<b>\$233.13</b>					
<b>940.000 Equipment Rental</b>							
	Xerox Corporation	\$101.30					
	Equipment Rental for January 2022						
	Invoice #: 015411257						
	<b>Total</b>	<b>\$101.30</b>					
<b>970.000 Capital Outlay</b>							
	<i>Sengelaub Donation</i> KLOG	\$2,421.70					
	Terrace Café Tables (4) and Chairs (8)						
	Invoice #: 015411257						
	<b>Total</b>	<b>\$2,421.70</b>					
<b>991.600 LOSB Loan Payment</b>							
	Lake Osceola State Bank Principal Balance	\$ 4,500.00					
	<b>Total</b>	<b>\$ 4,500.00</b>					
<b>Monthly Payroll</b>							
	Check Date 2/03/2022	\$ 3,498.25					
	Check Date 1/17/2022	\$ 3,708.71					
	<b>Total</b>	<b>\$ 7,206.96</b>					
	<b>Expenses Grand Total</b>	<b>\$ 24,233.85</b>					
	<b>Total Donations</b>	\$2,421.70					
	<b>Total Grants</b>	\$3,550.42					
	<i>Total</i>	\$5,972.12					
	<b>Total Actual Expenses</b>	<b>\$ 18,261.73</b>					

### Highlights



- Submitted OCCF Grant for Summer Reading Program
- Survey currently has 34 digital responses and 12 paper responses
- Completed staff/employee evaluations; all staff was receptive to positive improvement; we will have a "check-in" in July 2022
- Received a new quote from Valley Signs; details are presented in this packet
- We received the 300 Covid-19 tests; communications were posted on the website and social media; we have distributed 21 Covid-19 tests.
- We received and put out the tables that were ordered with our new café tables; they are getting used quite consistently
- Met with Jen and planned April, May, June, and July events, began completing social media and website updates
- Began purchasing for the Summer Reading Program
- We began to track Community Room usage; January saw 130 people using the room for various events excluding staff meeting/work space use.
- Composed policy change language per the Boards approval to shift meetings to the first Tuesday
- Researched floor cleaning, concrete replacement, and ongoing maintenance costs for the community room
- Researched various options for sheds
- Explored opportunities for the Great Lakes Energy grant, including outdoor games/tables; grant not yet submitted
- Explored opportunities of the MMLL Mini-Grant program to supplement the Story Time programming and with the hope purchase supplies to enhance tactile learning; grant not yet submitted
- Met with a Cargill representative to discuss funding opportunities and the feasibility of creating a floating boardwalk/observation path along the wetland property to the south of the building; will continue discussions and present a plan to the board if this becomes a solid opportunity
- Met with a Cargill representative to discuss funding a edible plant/gardening series and/or a nutrition series
- Brainstorming a possible way to give card members a priority to our events without overloading staff with additional work
- Kathie Ridenour put in her final notice; she will stay with us until May 2022; we are brainstorming the best approach to addressing the upcoming vacancy including a possibility of combining two current positions
- Met with Cyndi and Jen to discuss additional Story Time programming and teen programming, including an inhouse board game collection (donated by the local women's group) and Neighborhood forest day activities
- Researching possible MMLL Mini grants (story hour tactile/sensory programming) and Great Lakes Energy (outdoor furniture and games)
- Community Room Use: 193 people

## Website Updates

- Between February 16<sup>th</sup> to March 17<sup>th</sup>, 2022:
  - o 291 unique visitors with 514 site sessions; 228 are new visitors and 63 are returning; each session lasts approximately 4 minutes and 18 seconds
  - o Visitors are finding our site primarily through the direct URL [www.reedcitylibrary.org](http://www.reedcitylibrary.org) (224) and Google (185) and accessing mostly through their desktop (280) and mobile devices (22)
  - o The Homepage is the most frequently visited (467), with Events (90) and About (32) the second and third most frequently visited
- We have had 2367 site session with 1240 unique visitors since transitioning to Wix; visitors stay an average of 4 minutes and 37 seconds.
- Please email me with specific suggestions or anything you'd like to see on the website

## Social Media Snapshot

We continue to update and create our social media posting schedules and develop updated visuals and graphics to promote and advertise our regularly scheduled outreach and community activities. Social media posts are being pre-scheduled through to the end of April and May 2022.

Instagram	Twitter	Facebook
 <p><b>Top Ranking Post:</b> 14 people viewed</p>	 <p><b>Top ranking Tweet:</b> 10 Impressions</p>	 <p><b>Top Ranking Post:</b> 2088 people viewed</p>
<p><b>New Posts:</b> 20 <b>Total Reach:</b> 236 <b>Followers:</b> 184 <b>Likes:</b> 5</p>	<p><b>Impressions:</b> 139 <b>Profile Visits:</b> 119 <b>Total Tweets:</b> 14 <b>Followers:</b> 8</p>	<p><b>New Posts:</b> 25 <b>Likes/Reactions:</b> 162 <b>Comments:</b> 34 <b>Shares:</b> 31 <b>Total Reach:</b> 8246 <b>Total Clicks:</b> 394</p>



## Outreach and Programming Highlights (for February)

We had 15 different in-library programs including:

- Scrabble Hour
- Story Hour
- Little Explorers
- Reed City Readers Book Club
- Cookbook Club
- Business After 5
- Movies in the Library
- Second Saturday
- Perler Beads

There was a total of 193 patrons in attendance for these programs.

Additionally, we had several passive programs including a Guess the Dice, Winter Reading Bingo, and Love Bugs, with a total of 139 participants.

## Questions/Thoughts

- Just as a reminder, per my contract, I work 35 hours each week. At the time employment was offered, it was agreed I would work primarily 7:30am to 3:30/4:30pm Monday to Thursday with flexibility as needed including closing and/or covering for staff in the evening/on Fridays as the situation calls for.

	February 2021	February 2022
Books-Cass-CD-Magazines	1,483	1,879
MelCat Inbound	203	342
MelCat Outbound	130	160
Videos	155	223
Overdrive E-books (now includes magazines)	222	204
Total	2,193	2,808
FY YTD Total	17,540	22,481
Public Access Computer Sessions	83	140
New Library Cards Members	10	16
Obituary Requests	-	1
Seed Library	-	52
<b>Library Operation Revenue</b>		
Non-Resident Fees	\$90.00	\$225.00
Copies	\$179.10	\$232.95
Fines	\$72.55	\$13.20
Book Sale	\$17.75	\$21.50
Fax	\$37.50	\$25.00
Lost Books	\$0.00	\$28.00
Summer Reading Program	\$0.00	\$0.00
Donation - Programming	\$0.00	\$42.74
<b>Totals</b>	<b>\$396.90</b>	<b>\$363.39</b>
<b>Facebook Page Engagement</b>		
Post Reach Unique User Screens	335	4,924
Facebook Page Likes	47	700
<b>Instagram Engagement</b>		
Instagram Reach		31
Instagram Followers		182
<b>Library Visits</b>		
Total Inbound	1,364	1,705
6 Hour Day Avg. Daily Inbound	62	85
8 Hour Day Avg Daily Inbound	94	64
3 Hour Day Avg Daily Inbound	0	75
<b>Program</b>		
Scrabble Hour		11
Story Hour	2 Story Hours - 135 views	44
Little Explorers		0
1,000 Books Before Kindergarten (new sign-ups)		3
Family Movie		
Teen Movie		
Reed City Readers		5
Cookbook Club		11
Other Movie Series		
Other Programs		119
Other Programs		
<b>Total Program Attendance</b>		<b>193</b>
<b>Community Room Use</b>		
	Getting Started with Ancestry-0	
	2 genealogy ?s periods- 4	
		Business After Five- 35
		Perler Bead- 10
		Super Saturday- 43
		Movie Night- 23
		Winter Reading Bingo - 8
		Passive Programs:
		Dice Game- 70 entries
		Love Bugs- 31

## Windows Glass Repair Possible Contractors

Waiting on P. Noreen.

### Reed City Glass

**Reed City**

22826 US 20

(231) 832-5351

<https://www.reedcityglassmi.com/>

### Mike's Windows

**Big Rapids**

1103 N. State Street

(231) 592-4823

### C & C Home Improvements

**White Cloud**

1435 E. James Street

(616) 337-6072

<https://www.facebook.com/candchome/>

### Mark Kidd Builder

**Big Rapids**

11175 S. 4<sup>th</sup> Street

(616) 284-9236

<https://markkiddbuilder.com/>

### Great Way Window and Door

**Rosebush**

290 E. Vernon Rd.

(989) 433-2282

<http://www.greatwaywindow.com/>

### Window Source of Western Michigan

**Traverse City**

1048 S. Garfield Ave

(231) 946-3697

<https://thewindowsourceofwesternmi.com/>

### DC Construction and Remodeling LLC

**Cadillac**

8301 Valley Forge Drive

(231) 468-2511

<https://dc-building-remodeling.business.site/>



## Community Room Floor Discussion

### Tile Floor Cleaning/Upkeep

Stanley Steamer	Big Rapids, MI	231-796-2400	We have a quote on file (see attached).
ServiceMaster	Stanwood, MI	231-823-8300	Will have Alicia reach out to us to get an estimate
Xtreme Clean	Ewart, MI	231-734-5579	Someone will be here the end of this week (3/14) or early the week after
Winchester Cleaning		989-980-9569	
West Michigan Janitorial	Comstock Park, MI	616-647-0552	Spoke to them, was concerned about the cost for us. Did not give an official quote
Cadillac Janitorial	Cadillac, MI	231-775-7864	They came and measured, no quote so far. Will call again - Left message 3/14 @ 4:43pm

### Concrete

AK Concrete Staining	Holland, MI	616-218-5322		Recommends polished concrete floor, not a good candidate for staining due to having to removed VCT and grind the glue off. Estimate sight un-seen with travel cost and small amount of work \$12,000 for them to come up here to do. Called 3/14/22
MSC Floors (Michigan Specialty Coatings)	Serves MI,OH,IN	810-206-2381, Project Manager	sales@mscfloors.com	Sending quote to representative in Michigan, they will reach out probably Thursday to set up times and such. Called 3/14/22

### Vinyl Wood Grain Flooring

A possibility to consider is covering the floor with vinyl wood grain flooring from Menards/Lowes, etc. Costs for this would range between \$2.00 to \$15.00 per square foot. This would be approximately between \$1,800 to \$10,000 depending on quality, aesthetics, cushioning level, and installation. The upkeep would be minimal, though it is recommend to put felt feet on the all furniture.



Melissa Rohen <mrohen@reedcitylibrary.org>

**Fwd: Stanley Steemer - Order Invoice #260590**

1 message

Jennifer Thorson <jthorson@reedcitylibrary.org>  
To: Melissa Rohen <mrohen@reedcitylibrary.org>

Thu, Feb 24, 2022 at 3:40 PM

Jennifer Thorson  
Assistant Director, Reed City Area District Library  
829 South Chestnut Street  
Reed City, MI 49677  
(231) 832-2131  
jthorson@reedcitylibrary.org

----- Forwarded message -----  
From: <no-reply@stanleysteemer.com>  
Date: Thu, Feb 17, 2022 at 2:29 PM  
Subject: Stanley Steemer - Order Invoice #260590  
To: <jthorson@reedcitylibrary.org>

Keep your home bright and healthy with Stanley Steemer products and regular cleanings.

Visit our webpage. Call 1-800-783-3637 for water damage emergencies.



**FOR A CLEANER & HEALTHIER HOME™**

CARPET | TILE & GROUT | HARDWOOD | UPHOLSTERY | AREA RUG

**THANK YOU FOR YOUR RECENT PURCHASE.**

**SERVICE ADDRESS**

Reed City Area Library  
829 S Chestnut Street  
Reed City , MI 49677

**Servicing location:**

Stanley Steemer Of NW Michigan, Inc.  
88 Hughes Drive

Traverse City, MI 49696  
(800) 338-9898

**INVOICE DETAILS**

**Service Date** 2/17/2022  
**Invoice Number** 260590  
**Customer Number** 573026

**Please remit all payments to:**

Stanley Steemer

Claim/P.O. Number

88 Hughes Drive  
Traverse City, MI 49696

Vehicle 29-19

Crew Adam Rich, Michael  
Sanchez

Qty	Item	Description	Unit Price	Amount
1	Room Tile Clean	(RM) vct maintenance clean	\$715.00	Est. \$715.00
1	Std Area VCT Tile Clean	(RM) 630 sq ft , strip and wax	\$1,260.00	Est. \$1,260.00
1	VCT Tile Hard Surface Clean	in community room	\$0.00	\$0.00
			Subtotal:	\$0.00
			Estimate:	\$1,975.00
			Discount:	\$0.00
			Tax:	\$0.00
			Total:	\$0.00
			Balance:	\$0.00

WARNING: Customer acknowledges being informed and understands that surfaces being serviced, and adjacent areas may be damp during and after cleaning and that care should be taken in stepping onto non-carpeted surfaces to avoid slipping and hereby releases Stanley Steemer from any and all liability for injuries which might be sustained as a result thereof.

Customer unavailable for signature

Carpets loose at seams or along walls or concrete floors, or that have been incorrectly or defectively installed, are cleaned at customer's risk. Carpets that have been exposed to pets may sometimes not be able to deodorize effectively. Any questions regarding our workmanship must be reported within 10 days after completion of work or will be subject to a service charge at our option. Customer authorizes use of on-site water source. Stanley Steemer is not liable for any resulting leaks or water damage caused by said usage.

I HAVE AUTHORIZED THE SERVICES OUTLINED ABOVE AND UNDERSTAND THE CHARGES THEREFOR ARE DUE UPON THE COMPLETION OF WORK

Customer unavailable for signature

This email was sent by: Stanley Steemer Of NW Michigan, Inc., an independently owned and operated franchise dba Stanley Steemer®

image/jpeg  
15K

## Homestead Barns/Amish Outdoor Buildings

**Location: Monroe, MI**

- ✓ 10' x 16'
- ✓ Treated, Painted, Urethane
- ✓ Delivery time varies
- ✓ Recommends a gravel base of 3" to 6" crushed rock/concrete blocks as a base
- ✓ Will help set up and level structure
- ✗ Does not include delivery or customization estimate

**Estimated Total: \$4,550**

---

## Cedar Rock Barns

**Location: Cedar Springs**

- ✓ 10' x 16'
- ✓ Painted siding
- ✓ 3' Double Wooden Door
- ✓ Shingled roof
- ✓ Includes a loft
- ✓ Five weeks for delivery
- ✓ Includes delivery

**Estimated Total: \$4,722**

---

## Old Hickory Buildings and Sheds

**Location: Clare, MI**

- ✓ 10' x 16'
- ✓ Treated and Stained wooden siding
- ✓ 3' Double Wooden Door
- ✓ Includes a loft
- ✓ Shingled roof
- ✓ Delivery time varies
- ✓ Does not include delivery

**Estimated Total: \$5,199.50**

## Quality Structures

**Location: Hersey, MI**

- ✓ 10' x 16'
- ✓ Duratemp Siding
- ✓ 3' Double Wooden Door
- ✓ Includes a loft
- ✓ Delivery time varies
- ✓ Includes delivery

**Estimated Total: \$5,649.34**

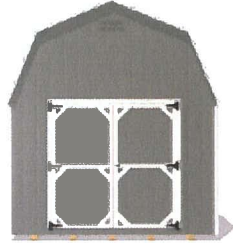
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Cedar Rock Barns

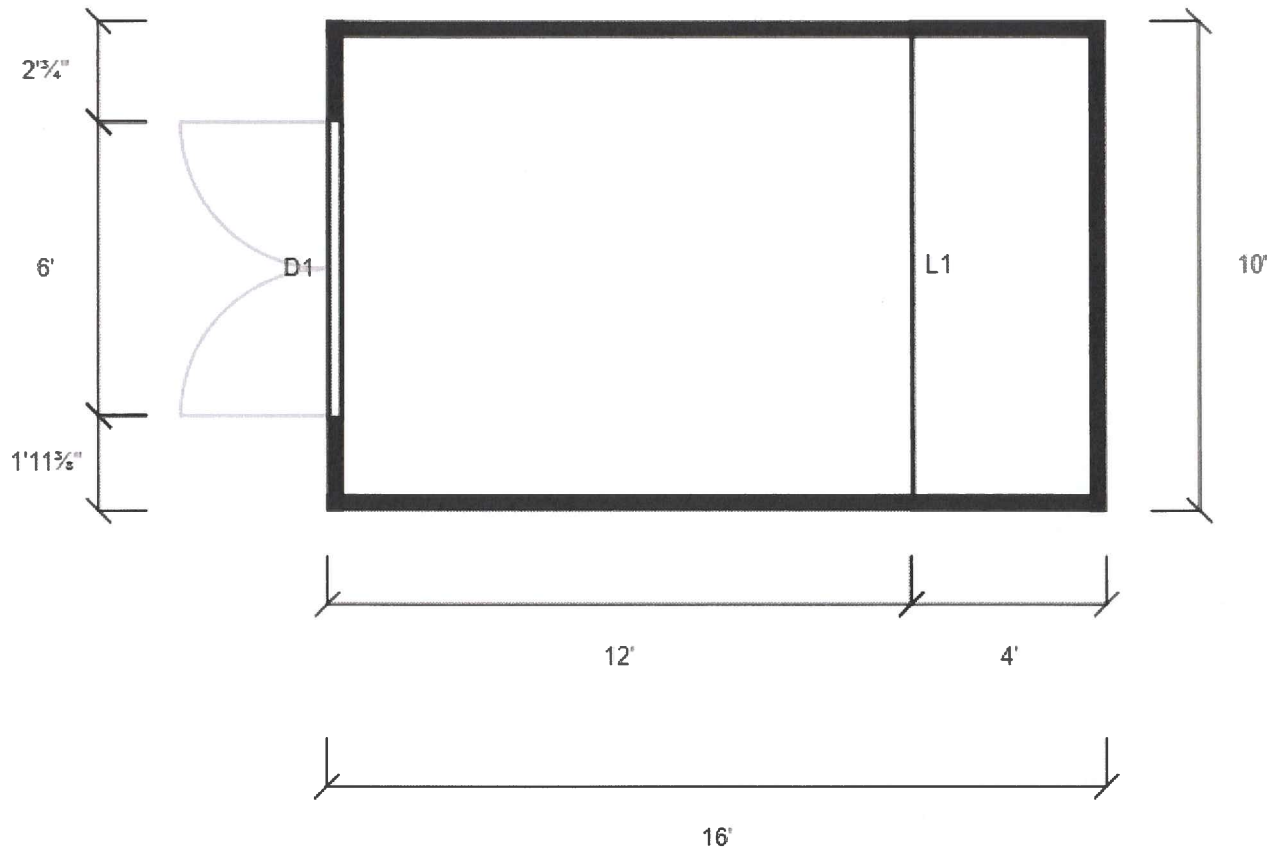
(844)647-4337

CEDARROCKBARNS@GMAIL.COM



#1647352274664353

*Located in Cedar Springs*



**SYMBOL LEGEND**

**D1** 72"x72" Pro Series Doors

**L1** Loft: 4' Deep Loft (QTY 1)

**—** Closed Wall

Subtotal: \$4,455  
Sales Tax (6%): \$267  
**Total Estimate: \$4,722**

Deposit Amount (25%): \$1,181  
Due Upon Delivery: \$3,542

24 Month RTO Payment	\$265
36 Month RTO Payment	\$206
48 Month RTO Payment	\$163

**Structure Details**

Style: 10' Pro Series	\$4,356
Sidewall Height: 6'	
Size: 10x16	
Base: 4x4 Pressure Treated Skids	
Siding: Painted	Included
Roof Pitch: Standard	
Roof Overhang: Standard Overhang	

Siding Color: Gray  
Trim Color: White  
Roof Color: Dual Black  
Roof Material: 25-Year Shingles

**Doors & Ramps**

72"x72" Pro Series Doors	Included
--------------------------	----------

**Flooring & Interior**

Flooring: 5/8" Plywood Floor	Included
Loft: 4' Deep Loft (QTY 1)	Included

**Vents**

Gable Vent  
Color: White  
Gable Vent  
Color: White

**Additional Options**

Zone 2 Delivery Fuel Surcharge - (\$99)	\$99
---	------

**Additional Fees**

Zone 1 Standard Delivery *\*Free Shipping/Delivery*

**Additional Product Information**

#1647352274664353



Cedar Rock Barns - Quality Amish Storage Buildings, Sheds & Garages Delivered Fully Built In Michigan

Click [here](#) to view our shipping fees map.

Web: [www.CedarRockBarns.com](http://www.CedarRockBarns.com)

E-Mail: [CedarRockBarns@Gmail.com](mailto:CedarRockBarns@Gmail.com)

Toll Free Phone: 844-647-4337 (844-MISheds)

Connect With Us On Social Media: [Facebook](#) and [YouTube](#)

Pricing and options shown are subject to change at any time and may vary based upon current promotions, specials, or annual pricing adjustments. Current pricing will be included in the final quote and will require your review and approval prior to order.

We will do all we can to ensure your complete satisfaction. Please contact us for questions, concerns, or custom styles or sizes.



**QUALITY MATERIALS**  
*Quality Workmanship*

# PRICE LIST

- Located in Monroe.
- Does not include shipping



## UTILITY SHED PRICES

Treated, Painted, Urethane				Metal Sheds			Vinyl Sheds		
Size	Pricing	Rent to Own (36 mos.) (48 mos.)		Pricing	Rent to Own (36 mos.) (48 mos.)		Pricing	Rent to Own (36 mos.) (48 mos.)	
8×8	\$2,465	\$114.12	\$100.20	\$2,680	\$124.07	\$108.94	\$2,835	\$131.25	\$115.24
8×12	\$3,08	\$142.59	\$125.20	\$3,350	\$155.09	\$136.18	\$3,540	\$163.89	\$143.90
10×12	\$3,845	\$178.01	\$156.30	\$4,180	\$193.52	\$169.92	\$4,420	\$204.63	\$179.67
10×16	\$4,550	\$210.65	\$184.96	\$4,945	\$228.94	\$201.02	\$5,230	\$242.13	\$212.60
10×20	\$5,480	\$253.70	\$222.76	\$5,955	\$275.69	\$242.07	\$6,300	\$291.67	\$256.10
12×16	\$5,405	\$250.23	\$219.72	\$5,875	\$271.99	\$238.82	\$6,215	\$287.73	\$252.64
12×20	\$6,400	\$296.30	\$260.16	\$6,955	\$321.99	\$282.72	\$7,355	\$340.51	\$298.98
12×24	\$7,365	\$340.97	\$299.39	\$8,005	\$370.60	\$325.41	\$8,465	\$391.90	\$344.11
12×28	\$7,945	\$367.82	\$322.97	\$8,635	\$399.77	\$351.02	\$9,130	\$422.69	\$371.14
12×32	\$8,525	\$394.68	\$346.54	\$9,265	\$428.94	\$376.63	\$9,800	\$453.70	\$398.37
12×36	\$9,595	\$444.21	\$390.04	\$10,430	\$482.87	\$423.98	\$11,030	\$510.65	\$448.37
12×40	\$10,660	\$493.52	\$433.33	\$11,585	\$536.34	\$470.93	\$12,255	\$567.36	\$498.17
14×24	\$8,050	\$372.69	\$327.24	\$8,750	\$405.09	\$355.69	\$9,255	\$428.47	\$376.22
14×28	\$9,195	\$425.69	\$373.78	\$9,995	\$462.73	\$406.30	\$10,570	\$489.35	\$429.67
14×32	\$10,345	\$478.94	\$420.53	\$11,245	\$520.60	\$457.11	\$11,890	\$550.46	\$483.33
14×36	\$11,640	\$538.89	\$473.17	\$12,650	\$585.65	\$514.23	\$13,380	\$619.44	\$543.90
14×40	\$12,930	\$598.61	\$525.61	\$14,055	\$650.69	\$571.34	\$14,860	\$687.96	\$604.07
16×32	\$12,575	\$582.18	\$511.18	\$13,670	\$632.87	\$555.69	\$14,455	\$669.21	\$587.60
16×36	\$14,150	\$655.09	\$575.20	\$15,380	\$712.04	\$625.20	\$16,265	\$753.01	\$661.18
16×40	\$15,815	\$732.18	\$642.89	\$17,190	\$795.83	\$698.78	\$18,180	\$841.67	\$739.02



**GET A QUOTE**  
(<https://amishoutdoorbuildings.com/quote/>)

**CAN'T STOP BY OUR LOCATIONS YET? NO PROBLEM! VIEW OUR AMISH BUILT BUILDINGS VIA 3D WALKTHROUGHS AT ANYTIME BY [CLICKING HERE](https://amishoutdoorbuildings.com/walkthroughs/) (HTTPS://AMISHOUTDOORBUILDINGS.COM/WALKTHROUGHS/)**

## FREQUENTLY ASKED QUESTIONS

**Do I get to choose my colors / roof material?**



**How long does it take to get my building?**



Delivery time varies based on time of year, location, and a few other factors. Please check with us directly and we will be happy to give you an estimated delivery time ASAP.

**How should we prep our site/property?**



Our portable buildings can be setup right in your backyard. However, for the larger buildings and potentially wet yards, we recommend you to put down a gravel base 4" - 6" thick of crushed rock. This gives you the best drainage and also prevents your building from settling and sinking into the dirt.

---

Purchasing 2" to 4" concrete blocks from a local Home Improvement Store is another inexpensive option many customers use. We recommend a block every 8" under each of the runners. If you have the blocks close to the spot where your site is, our delivery drivers can help place them under the building for you. They will also provide treated wooden blocks to help finishing leveling and shimming if no concrete blocks are provided.

## How does delivery work?



Our delivery process is very simple if you have enough access for your building to be delivered to your site. Openings in fences and around obstacles need to be wide enough for your building to enter thru, with enough clearance to make necessary turns. Delivery driver is not responsible for removal of fences, gates, trees, or limbs. Our drivers are well experienced and take great care to make the delivery process a good experience.

---

This is an example video of what our delivery process looks like: click here (<https://youtu.be/ajlClybyG5s>)

---

Homestead Barns is not responsible for any damage done to your yard or your neighbors yard if you, the customer, give us permission to deliver the portable building across their yard. It is the purchaser's responsibility to obtain any needed permits, property line information, HOA permissions, etc. If Homestead Barns or any of their personnel will need to come back and move the structure, there will be a charge.

## How does Rent to Own work?



## Do you offer metal siding or vinyl siding?



## What type of flooring do your buildings have?



## Do I need a permit?



# QUOTE —



## YOUR NEAREST DEALER

Wanner LLC  
2749 E Ludington Dr.  
Clare MI, 48617  
989-424-6158

HOME OFFICE  
PHONE: (615) 890 - 8075

HOME OFFICE HOURS  
MON - FRIDAY  
8AM - 5PM CST

## CUSTOMER INFO

DATE: 03/15/2022	QUOTE NUMBER: XVGMF
NAME:	PHONE:
ADDRESS:	CITY:
STATE:	ZIP:
EMAIL:	
SAVE LINK: <a href="https://orders.oldhickorybuildings.com/quote?quoteid=XVGMF">https://orders.oldhickorybuildings.com/quote?quoteid=XVGMF</a>	

## YOUR CUSTOM BUILDING

OPTIONS	QTY	PRICE
BUILDING TYPE/SIZE: Utility 10x16		4625.00
SIDING: Treated T1-11		
COLOR: Sealed		
ROOF: Shingle - Dark Brown		
FLOORING: Treated Square Edge		
DOUBLE DOOR	1 INCLUDED	0.00
LOFT	\$28.00 x 4.00 LF	112.00
BUILDING MATERIALS SURCHARGE		462.50
ESTIMATED TOTAL* (PRE-TAX)		5199.50

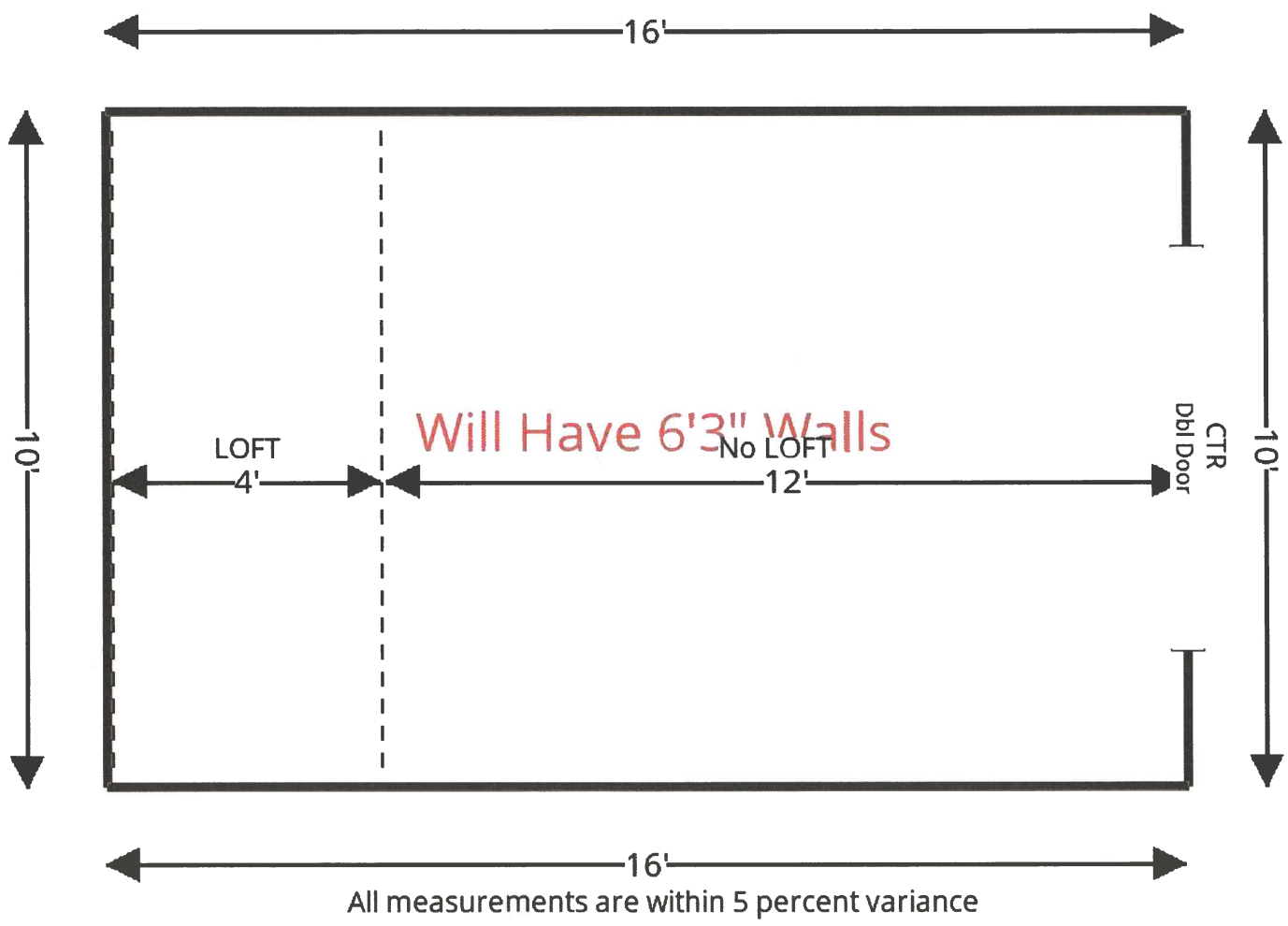
\*ESTIMATE ONLY: PLEASE CONTACT YOUR DEALER FOR FINAL PRICING. ALL REQUIRED PACKAGE OPTIONS MAY NOT BE LISTED. PRICES SUBJECT TO CHANGE. ANY SURCHARGE SUBJECT TO CHANGE.

THE DEPICTION ON THE 3D BUILDER IS AN APPROXIMATION OF THE BUILDING. NOT ALL OPTIONS, COLORS, AND TEXTURES DISPLAY CORRECTLY. THE CUSTOMER SHOULD RELY ON A PHYSICAL PAINT SWATCH AND SAMPLE.

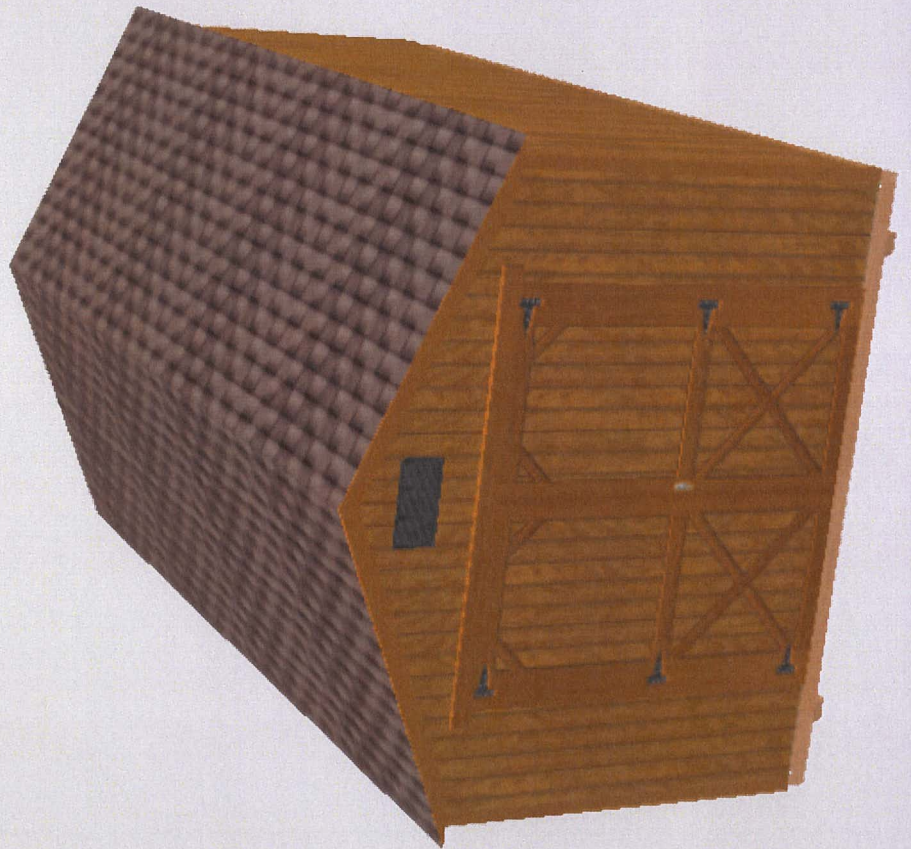
*Located in Clare*

**Notes/Comments**

THE DEPICTION ON THE 3D BUILDER IS AN APPROXIMATION OF THE BUILDING. NOT ALL OPTIONS, COLORS, AND TEXTURES DISPLAY CORRECTLY. THE CUSTOMER SHOULD RELY ON A PHYSICAL PAINT SWATCH AND SAMPLE.







Building  
**UTILITY**

Size  
**10' X 16**

Package  
**Standard C**

Siding Options  
**TREATED**

Exterior  
**TREATED**

Color  
**SEALED**

Trim  
**SEALED**

Roof Type  
**SHINGLE**

Roof Color  
**DARK BRO**

Floor  
**TREATED**

Exterior Option  
**Window, D**

Interior Option  
**Shelf, Wor**

Other Options  
**Additional**





SHEDS

GARAGES

CABINS

ANIMAL SH

What type of structure would you like to buy?



Sheds



Garages



Cabins



Animal Shelters

Which model are you interested in?



Utility Shed



She Shed



Mini Barn



Lofted Garden Shed



Lofted Barn



Garden Shed



Cottage Shed

What size Utility Shed do you need?

10' x 16'

## Exterior Options

Choose a siding type.



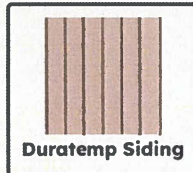
Vinyl Siding



T1-11 Siding



Metal Siding



Duratemp Siding

Would you like to add an extra door?

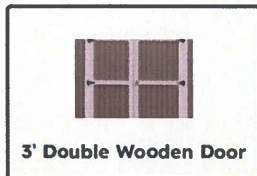
Add a standard door.

Add a roll-up door.

Choose your standard door.



11-Lite Fiberglass Door



3' Double Wooden Door



4' Wooden Door



6-Panel Fiberglass Door



6-Panel French Door

**Budgetary cost with the above options, delivered**

Your total, including delivery for the structure with the options you chose, is as follows:

**\$5,649.34**

*Located in Hersey*

## Menards

Location: Big Rapids – shipping is approximately \$15.00 per order

**Patriot Lighting Renley Black 1-Light Mini Pendant**

SKU: 3518774

**Each Unit Price: \$49.99**

**Estimated Total: \$151.37 with processing and pick up at store  
\$166.37 with processing and shipping**

**Patriot Lighting Lorenzo 1-Light Mini Pendant**

SKU: 3511410

**Each Unit Price: \$57.84**

**Estimated Total: \$196.37 with processing and pick up at store  
\$221.37 with processing and shipping**

**Patriot Lighting Michael Matte Black 1-Light Mini Pendant**

SKU: 3518611

**Each Unit Price: \$42.71**

**Estimated Total: \$145.37 with processing and pick up at store  
\$160.37 with processing and shipping**

**Patriot Lighting Maeva Graphite Black 1-Light Mini Pendant**

SKU: 3519159

**Each Unit Price: \$40.04**

**Estimated Total: \$136.37 with processing and free shipping  
\$151.37 with processing and shipping**

---

## Ace Hardware

Location: Reed City – items would be shipped to store for pickup free of charge

**Globe Electric Ancey Dark Bronze 1 Light Pendant Light**

SKU: 3000167

**Each Unit Price: \$54.99**

**Estimated Total: \$164.97 with processing and pick up at store**

**Globe Electric Parker Chrome Clear 1 Light Pendant Light**

SKU: 3008665

**Each Unit Price: \$49.99**

**Estimated Total: \$149.97 with processing and pick up at store**

**Westinghouse Fiona Brushed Nickel 1 Light Mini Pendant Light**

SKU: 3748621

**Each Unit Price: \$35.99**

**Estimated Total: \$107.97 with processing and pick up at store**

**Westinghouse DesignerYou Brushed Nickle 1 Light Pendant Light**

SKU: 3748050

**Each Unit Price: \$39.99**

**Estimated Total: \$119.97 with processing and pick up at store**

---

**The Home Depot**

**Location: Mt. Pleasant –**

**Progress Lighting Replay 1-Light Brushed Nickel Pendant**

Model #: PS170-09

**Each Unit Price: \$56.79**

**Estimated Total: \$170.37 with free shipping**

**Hampton Bay Mullins 6.75 in.1 Light brushed Nickel Mini Pendant with Clear Glass Shade**

Model #: 27328

**Each Unit Price: \$49.97**

**Estimated Total: \$149.91 with free shipping**

**Westinghouse Stella Mira 1-Light Brushed Nickel Mini Pendant**

Model #: 6362000

**Each Unit Price: \$35.40**

**Estimated Total: \$151.20 with free shipping**

**Peak 1-Light Nickel and White Glass Pendant**

Model #: 1934-H





**Each Unit Price: \$42.72**

**Estimated Total: \$128.16 with processing and free shipping**

Memor's

## Compare

You've selected these items to compare. Let us help you decide which product fits your needs best!

			
Patriot Lighting® Renley Black 1-Light Mini Pendant	Patriot Lighting® Lorenzo 1-Light Mini Pendant	Patriot Lighting® Michael Matte Black 1-Light Mini Pendant	Patriot Lighting® Maeva Graphite 1-Light Mini-Pendant
<b>\$44.49</b>	<b>\$57.84</b>	<b>\$42.71</b>	<b>\$40.04</b>

## Main Info

SKU #	3518774	3511410	3518611	3519159
Model #	MH185	MND3407A	MH089	IPL689A01GPH-M
Variation	-	Bronze	-	Graphite
List Price	-	-	\$49.99	-
Price	<b>\$44.49</b>	<b>\$57.84</b>	<b>\$42.71</b>	<b>\$40.04</b>
Savings	-	-	You Save: \$2.00 with Sale Price	-
Rebates	You Save: \$5.50 with Mail-In Rebates	You Save: \$7.15 with Mail-In Rebates	You Save: \$5.28 with Mail-In Rebates	You Save: \$4.95 with Mail-In Rebates
Promotions	-	-	-	-
Requirements	-	-	-	-

## Availability

Ship to Home	✓	✓	✓	✓
Scheduled Delivery	✓	✓	✓	✓
Ship to Store	✓	✓	✓	✓
Pick Up at Store	✓	✓	✓	✓
Pick Up at Plant				
In-Stock at Store	✓	✓	✓	✓
In-Stock at Other Locations	✓	✓	✓	✓

Availability Based on Your Store: [BIG RAPIDS](#)

## Description

Brand Name	Patriot Lighting	Patriot Lighting	Patriot Lighting	Patriot Lighting
Shipping Dimensions	11.00 H x 7.50 W x 7.50 D	14.00 H x 9.50 W x 9.00 D	14.40 H x 7.80 W x 6.10 D	11.02 H x 6.30 W x 6.30 D
Shipping Weight	3.75 lbs.	3.75 lbs.	5.0 lbs.	3.125 lbs.

## Specifications

Bulb Base	E26 Medium	E26 Medium	E26 Medium	E26 Medium
Bulb Shape	Decorative	A-Line	A-Line	A-Line
Bulb Shape Code	ST19	A19	A19	A19
Bulbs Included	No	No	No	No
Chain/Downrod Length	28.5 inch	2x12, 2x6 inch	28.5 inch	48" inch
Collection	Renley	Lorenzo	Michael	Yes
Fixture Color Family	Black	Bronze	Black	Black
Fixture Color/Finish	-	Vintage Bronze	Matte Black	Graphite
Fixture Depth	6 inch	6 inch	4.25 inch	5 1/2 inch
Fixture Height	8 inch	7.5 inch	13.25 inch	10 inch
Fixture Material	Metal	-	Glass	-
Fixture Width	6 inch	6 inch	4.25 inch	5 1/2 inch
Includes	Mounting hardware, installation instruction for easy installation.	-	(3) x 9.5" Rods	-


























<b>Listing Agency Standards</b>	cETL Listed	-	cETLus	CSA Approved
<b>Location Rating</b>	Dry	Damp	Dry	Dry
<b>Manufacturer Warranty</b>	5 year	5 year	5 year	5 year
<b>Maximum Hanging Length</b>	35.75 inch	-	41.75 inch	58 inch
<b>Maximum Wattage per Socket</b>	60 watt	60 watt	60 watt	100 watt
<b>Number of Bulbs Required</b>	1	1	1	1
<b>Power Source</b>	Direct Wire	Direct Wire	Direct Wire	-
<b>Product Type</b>	Indoor Pendant	Indoor Pendant	Indoor Pendant	Indoor Pendant
<b>Recommended Environment</b>	Indoor	Indoor	Indoor	Indoor
<b>Shade/Diffuser Color/Finish</b>	Smoked crackel	Amber	White	Clear Watermark
<b>Shade/Diffuser Fitter Size</b>	6Wx7.75H inch	6 inch	1.65 inch	1 3/4 inch
<b>Shade/Diffuser Material</b>	Glass	Mica	Glass	Glass
<b>Style</b>	Contemporary	Transitional	Contemporary	-
<b>Total Light Wattage</b>	60 watt	60 watt	60 watt	100 watt
<b>Type of Hanging Device</b>	Rod	Rod	Rod	Cord
<b>Voltage</b>	120 volt	120 volt	120 volt	120 volt
<b>Weight</b>	2.94 pound	2.68 pound	5 pound	3.08 pound

**Please Note:** Prices, promotions, styles and availability may vary by store and online. Inventory is sold and received continuously throughout the day; therefore, the quantity shown may not be available when you get to the store. This inventory may include a store display unit. Online orders and products purchased in-store qualify for rebate redemption. Rebates are provided in the form of a Menards® Merchandise Credit Check valid towards purchases at any Menards® retail store. Not valid for purchases on MENARDS.COM®.

[Store Info & Directions](#) ▾ [Services & Brands](#) ▾

## Compare Items

 Print

Remove All 	Remove 	Remove 	Remove 	Remove 
				
<p>Globe Electric Anney Dark Bronze 1 lights Pendant Light <i>0 Reviews</i> <b>\$54.99</b></p>	<p>Globe Electric Parker Chrome Clear 1 lights Pendant Light <i>0 Reviews</i> <b>\$49.99</b></p>	<p>Westinghouse Fiona Brushed Nickel 1 lights Mini Pendant Light <i>0 Reviews</i> <b>\$35.99</b></p>	<p>Westinghouse DesignerYou Brushed Nickel 1 lights Pendant Light <i>0 Reviews</i> <b>\$39.99</b></p>	
<a href="#">Add To Cart</a>	<a href="#">Add To Cart</a>	<a href="#">Add To Cart</a>	<a href="#">Add To Cart</a>	
<b>Purchase Options</b>	<p> <b>Free Store Pickup</b> Ships to store. Get it <b>Fri, Mar 18</b> at Reed City Ace Hardware - Reed City, MI</p>	<p> <b>Free Store Pickup</b> Ships to store. Get it <b>Fri, Mar 18</b> at Reed City Ace Hardware - Reed City, MI</p>	<p> <b>Free Store Pickup</b> Ships to store. Get it <b>Fri, Mar 18</b> at Reed City Ace Hardware - Reed City, MI</p>	<p> <b>Free Store Pickup</b> Ships to store. Get it <b>Fri, Mar 18</b> at Reed City Ace Hardware - Reed City, MI</p>
	<p> <b>Free Delivery from Store</b>  Delivery is not offered from Reed City Ace Hardware, Reed City, MI <a href="#">Check Delivery Availability from Nearby Stores</a></p>	<p> <b>Free Delivery from Store</b>  Delivery is not offered from Reed City Ace Hardware, Reed City, MI <a href="#">Check Delivery Availability from Nearby Stores</a></p>	<p> <b>Free Delivery from Store</b>  Delivery is not offered from Reed City Ace Hardware, Reed City, MI <a href="#">Check Delivery Availability from Nearby Stores</a></p>	<p> <b>Free Delivery from Store</b>  Delivery is not offered from Reed City Ace Hardware, Reed City, MI <a href="#">Check Delivery Availability from Nearby Stores</a></p>
	<p> <b>Ship to Home</b> Ship it to <a href="#">49677</a> <a href="#">Check Arrival Date and Cost</a></p>	<p> <b>Ship to Home</b> Ship it to <a href="#">49677</a> <a href="#">Check Arrival Date and Cost</a></p>	<p> <b>Ship to Home</b> Ship it to <a href="#">49677</a> <a href="#">Check Arrival Date and Cost</a></p>	<p> <b>Ship to Home</b> Ship it to <a href="#">49677</a> <a href="#">Check Arrival Date and Cost</a></p>

<b>Product Overview</b>	This 2-in-1 Designer Pendant Light is the perfect addition to any room! You can choose to plug it in or hardwire it for a more permanent decision. With its dark bronze finish and seeded glass shade, you'll be sure to get plenty of compliments on this beautiful light.	With the Parker Lighting Collection, Globe Electric developed the easiest way to create dynamic lighting design throughout your home. These farmhouse inspired pendants with industrial elements add a refined vintage feel to your existing decor and are the easiest way to change the look and feel of your space. The	This head-turning Fiona Mini Pendant will brighten your entryway, dining room, kitchen or bedroom with beautiful illumination and refined style. Taking its design inspiration from vintage glass shapes, unique, hand-blown seeded glass is complemented by a luminous brushed nickel finish. Add	Add a brilliant touch of modern style to any space with the 1-Light Adjustable Mini Pendant. This fixture's elongated shade with perforated pattern hangs from a slender cord and brushed nickel canopy. Its style complements a variety of decors from transitional to modern. Westinghouse's mini
	<a href="#">Read more</a> ▾	<a href="#">Read more</a> ▾	<a href="#">Read more</a> ▾	<a href="#">Read more</a> ▾
<b>Item Number</b>	3000167	3008665	3748621	3748050
<b>Manufacturer Number</b>	60542	60946	61007	61013
<b>UPC Number</b>	058219605424	058219609460	024034610073	024034610134
<b>Pendant Light</b>	N/A	N/A	N/A	N/A
<b>Mini Pendant Light</b>	N/A	N/A	N/A	N/A
<b>Adjustable Height</b>	Yes	Yes	Yes	Yes
<b>Brand Name</b>	Globe Electric	Globe Electric	Westinghouse	Westinghouse
<b>Casing Finish</b>	Dark Bronze	Chrome	Brushed Nickel	Brushed Nickel
<b>Casing Material</b>	Metal	Metal	Metal	Metal
<b>Depth</b>	5.5 inch	9.2 inch	7 inch	5 inch
<b>Dimmable</b>	No	No	No	No
<b>Hardwired Or Plug In</b>	Plug In	Plug In	Hardwired	Hardwired
<b>Height</b>	18 inch	181.0 inch	9 inch	60 inch
<b>Number In Package</b>	1 pack	1 pack	1 pack	1 pack
<b>Number Of Bulbs Required</b>	1 lights	1 lights	1 lights	1 lights
<b>Packaging Type</b>	Boxed	Boxed	Boxed	Boxed
<b>Recommended Bulb Type</b>	E26 (Medium Base)	E26 (Medium Base)	E26 (Medium Base)	E26 (Medium Base)
<b>Shade Material</b>	Glass	Glass	Glass	N/A
<b>Sub Brand</b>	Annecy	Parker	Fiona	DesignerYou
<b>UL Listed</b>	Yes	N/A	N/A	N/A
<b>Volts</b>	120 volt	N/A	N/A	N/A
<b>Watts</b>	60 watt	5 watt	60 watt	60 watt
<b>Width</b>	5.5 inch	6.5 inch	7 inch	5 inch
<b>Uplight Or Downlight</b>	Downlight	Downlight	Downlight	Downlight
<b>Casing Color</b>	N/A	Clear	N/A	N/A

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Mt Pleasant

OPEN until 9 pm

Delivering to  
48858

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Wall Decor

Small Kitchen Appliances

Kitchenware & Tableware

Bedding & Bath

Lighting

Window Treatments

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**Progress Lighting** Replay 1-Light Brushed Nickel Pendant

Model# P5170-09

(6)

\$56<sup>79</sup>



Pickup  
Free ship to store



Delivery  
Free

Add to Cart

Remove



**Hampton Bay** Mullins 6.75 in. 1-Light Brushed Nickel Mini Pendant with Clear Glass Shade

Model# 27328

(168)

\$49<sup>97</sup>



Pickup  
7 in stock at Mt Pleasant



Delivery  
Free

Add to Cart

Remove



**Westinghouse** Stella Mira 1-Light Brushed Nickel Mini Pendant

Model# 6362000

(32)

\$50<sup>40</sup>



Pickup  
Free ship to store



Delivery  
Free

Add to Cart

Remove



**Peak** 1-Light Nickel and White Glass Pendant

Model# 1934-H

\$42<sup>72</sup> ~~\$47.47~~  
Save \$4.75 (10%)



Pickup  
Free ship to store



Delivery  
Free with \$45 order

Add to Cart

Remove

Feedback

## Specifications

### Dimensions

Chain Length (In.)	8	72	50	59.05
Fixture Depth (In.)	3.875	6.75	8.98	4.72
Fixture Height (In.)	6.06	10.75	10.75	12.17
Fixture Width (In.)	3.875	6.75	8.98	4.72
Maximum Fixture Hanging Length (In.)	72	61	62.5	69.06
Maximum Hanging Length (in.)	72.00	61	62.48	89.4
Mounting Deck Height (in.)	0.875	.75	0.98	1
Mounting Deck Width (in.)	5	5	5.12	.79



Product Depth (in.)	-	-	8.98	-
Product Height (in.)	-	-	62.48	-
Product Width (in.)	-	-	8.98	-

## Details

Chandelier/Pendant Design	Shaded	Shaded	Cage	Island,Shaded
Compatible Bulb Type	Incandescent,LED	CFL,Incandescent,LED	Incandescent,LED	Incandescent
Connection Type	-	-	Hardwired	-
ConnectionType	Hardwired	Hardwired	Hardwired	Hardwired
Damp/Wet Rating	Dry Rated	Dry Rated	Dry Rated	Dry Rated
Features	Adjustable Hanging Length	Dimmable,Indoor	Adjustable Hanging Length,Indoor	Adjustable Hanging Length
Fixture Color Family	Nickel	Nickel	Nickel	Nickel
Fixture Color/Finish	Brushed Nickel	Brushed Nickel	BRUSHED NICKEL	Nickel and White glass
Fixture Material	Metal	Steel	Metal	Metal
Glass Shade Type	Etched glass	Clear glass	-	Tinted glass
Hanging Device	Down Rod	Down Rod	Wire	Wire
Included	Adjustable Height,Downrod Included,Mounting Hardware Included	Hardware Included	Adjustable Height,Mounting Hardware Included	Adjustable Height,Hardware Included
Light Bulb Base Code	E26	E26	E26	E26
Light Bulb Type Included	No Bulbs Included	No Bulbs Included	No Bulbs Included	No Bulbs Included
Maximum Bulb Wattage	100	40 W	60	60
Maximum Wattage (watts)	0	0	0	0
Number of Lights	1 Light	1 Light	1 Light	1 Light
Product Weight (lb.)	2.42 lb	4.21 lb	2.2	2.4
Recommended Light Bulb Shape Code	A19	ST58	ST20	A15
Returnable	90-Day	90-Day	90-Day	90-Day
Shade Color Family	White	Clear	Brushed Nickel	White
Shade Material	Glass	Glass	Metal	Glass
Shape	Cylinder	Circle	-	Cylinder
Style	Minimalist,Modern	Industrial,Minimalist,Modern	Modern	Modern



## Warranty / Certifications

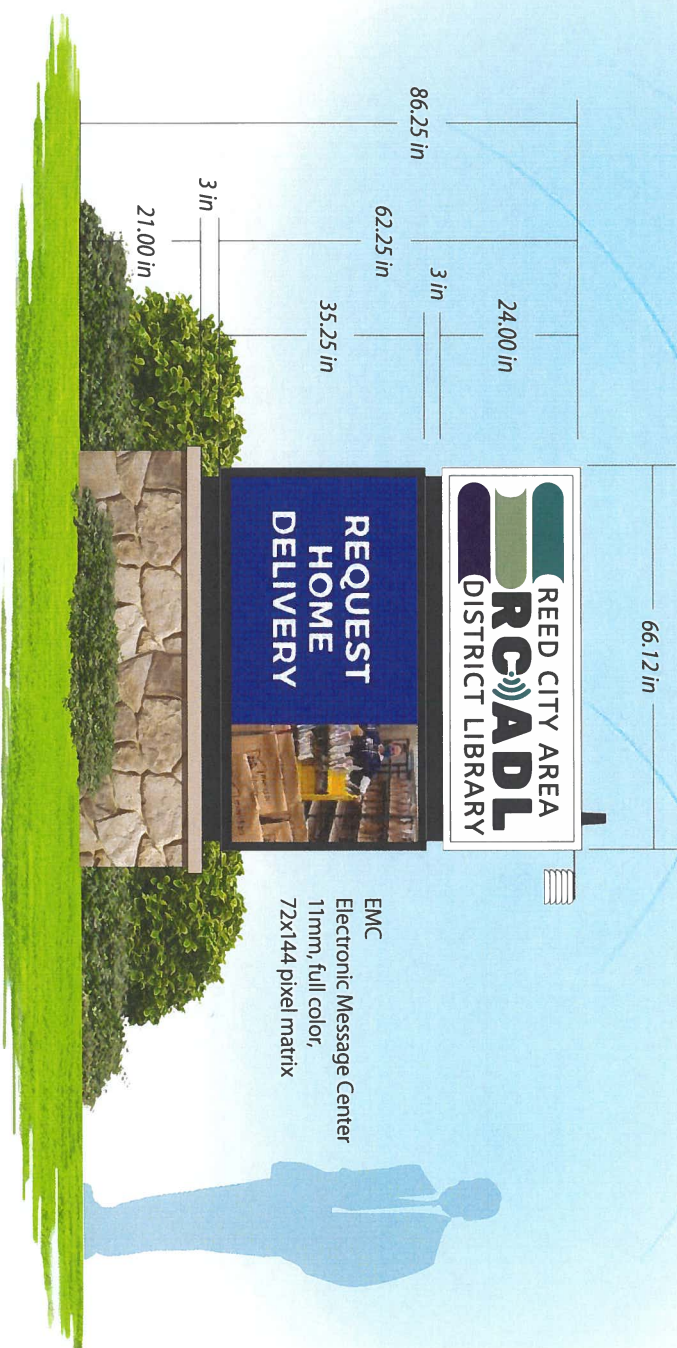
Certifications and Listings	UL Certified,UL Classified,UL Listed,UL Recognized,cUL Listed	ETL Listed	ETL Listed	-
Manufacturer Warranty	1 year limited	Two (2) Year Limited Warranty	5 YEAR LIMITED	Beldi guarantees this light to be free of defects, in material and workmanship, for a period of (1) year, from date of purchase indicated on the cash register receipt. During this period, we will, at our option repair or



VALLEY CITY  
SIGN



30 Sq Ft



EMC  
Electronic Message Center  
11mm, full color,  
72x144 pixel matrix



Digital print of entire face (Matte)

Color Match TBD	Color Match TBD	Color Match TBD
MAP White	MAP Glacier Gray 39B-2T	MAP Black
	Crft Broken Rubble Timberwolf	

**CONCEPT**

**DRAWING #175,920B-1**

SCALE: 3/8" = 1'-0"

ONE (1) D/F ILLUMINATED MONUMENT SIGN  
W/ FULL COLOR EMC REQUIRED

PROJECT: **Reed City Library**

PHOTOSCAN (S): **NO**      DESIGNER: **SV**  
DATE: **02.28.22**      REVISIONS: **JB,TC**  
HOURS: **1.5+4+25**      SALES: **34(KC)**



5009 West River Drive | Cornstock Park, MI 49321 | Ph 616.784.5711 | Fx 616.784.8280 | www.valleycitysign.com

**CUSTOMER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PROPERTY OF VALLEY CITY SIGN**

The designs, details and plans represented herein are the property of Valley City Sign, specifically developed for your personal use in connection with the project being planned for you by Valley City Sign. They are not to be shown to anyone outside of your organization, nor are they to be used, reproduced, exhibited or copied in any fashion whatsoever. All or any part of these designs (except registered trademarks) remain the property of Valley City Sign. Colors represented are being viewed by various web browsers, computer monitors and printers, therefore an exact representation of colors shown cannot be guaranteed via these methods. For true color matching, please request a material sample.





**Note: Scale is reduced for address numbers. Two fascias are on different planes.**



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**CUSTOMER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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**PHOTOSCAN #177,139\_PS**

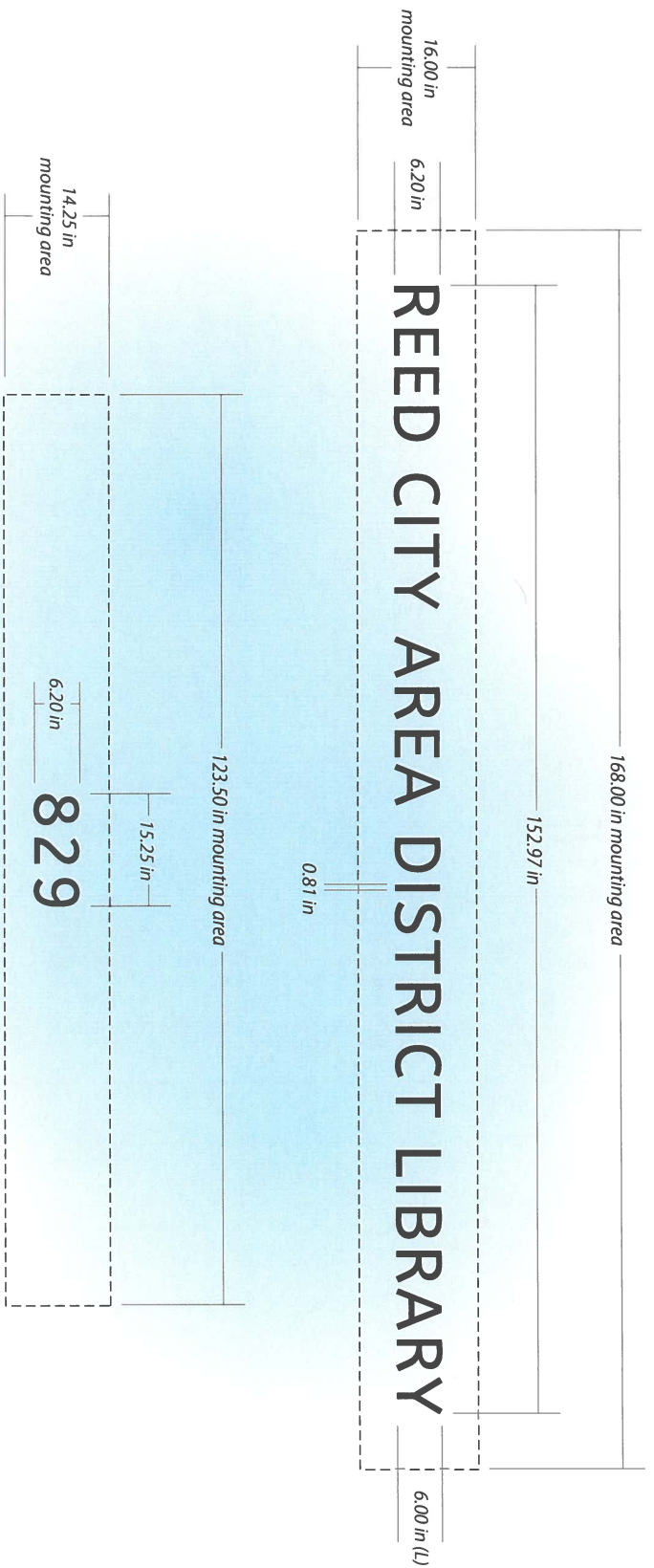
SCALE: 3/8" = 1'-0"

PROJECT: **Reed City Area District Library**

DRAWING: **Yes** DESIGNER: **JV**

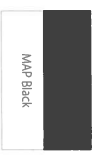
DATE: **2.16.22** REVISIONS:

HOURS: **.25** SALES: **34(KC)**



**ELEVATIONS**

*Typeface is AbeeZee Regular*



**VALLEY CITY  
SIGN**

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**CUSTOMER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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**PROPERTY OF VALLEY CITY SIGN**

CONCEPT  
**DRAWING #177,139**

SCALE: 1/2" = 1'-0"  
ONE (1) SET OF NON-ILLUMINATED PLATE LETTERS  
AND NUMBERS REQUIRED

PROJECT: **Reed City Area District Library**  
PHOTOSCAN (S): **Yes** DESIGNER: **JV**  
DATE: **2.16.22** REVISIONS:  
HOURS: **1.0** SALES: **34(KC)**



Working Location: Reed City District Library  
829 S Chestnut Street

Reed City District Library  
829 S Chestnut Street

Reed City MI 49667

Reed City MI 49667

Contact: Jennifer Thorson  
Salesperson: Kevin Carlson  
Date: 3/1/2022  
It is VALLEY CITY SIGN's pleasure to submit this quotation for the following:

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
1	LOW PROFILE SIGN - ILLUMINATED	175920B-1 * 86.25"h x 72"w overall size double faced monument sign * 24"h x 66.12"w top cabinet * 35.25"h x 66.12"w cabinet for electronic message center (price next line item) * 21"h x 72"w stone base * Direct bury in green space * Paint (3x) colors, digital print	7,539.00	\$7,539.00
1	ELECTRONIC MESSAGE SYSTEM	Electronic Message System * Electro-Matic Electronic Message Center * 11mm, 72x144 Matrix, Full Color * 35.32"h x 66.12"w cabinet with 31.5"h x 62.99"w viewing area * Life of sign cellular communication, web-based software training	22,513.00	\$22,513.00
1	LETTERS - PLATE	1777139 * 6"h x .5" thick "Reed City District Library" and "829" plex letters * Stud mount to wall * Paint (1x) color	860.00	\$860.00
1	INSTALLATION	Drawing not required	2,191.00	\$2,191.00
1	ADMINISTRATION FEE	For researching & obtaining permits	150.00	\$150.00

Working Location: Reed City District Library  
 829 S Chestnut Street

Quote QTE00041047

Reed City District Library  
 829 S Chestnut Street

Reed City MI 49667

Reed City MI 49667

Contact: Jennifer Thorson  
 Salesperson: Kevin Carlson  
 Date: 3/1/2022

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
	TERMS	CREDIT LINE		
	50% Down, Bal b4 Ins	\$15,000.00		
			Subtotal	\$33,253.00
			Permits	\$0.00
			Tax	\$1,854.72
			Total	\$35,107.72

NOTES  
 Permit and Sealed Engineer Drawing costs will be added if applicable.  
 Installation costs based upon normal conditions.  
 Primary 120 volt wiring and hook up are by your electrician

Pricing is valid for 90 days from date of quote, unless noted above.  
 Message Systems pricing is valid for 30 days from date of quote.

I authorize Valley City Sign to fill out any application necessary to obtain a sign permit for this project.

By signing below, I agree to the attached terms and conditions, or as previously agreed to.

Name/Title \_\_\_\_\_ Signed By \_\_\_\_\_ Date \_\_\_\_\_

Purchase Order # \_\_\_\_\_ (If a purchase order is not required, please enter "N/A")

Valley City Sign \_\_\_\_\_ 5009 West River Drive, Comstock Park, MI 49321 (616) 784-5711 Fax (616) 784-8280

## VALLEY CITY SIGN – TERMS AND CONDITIONS

This purchase agreement is between Valley City Sign (the "Company") and the original purchaser (the "Customer") of the work. When both parties sign the quote, all provisions contained in this 4 page contract comprise the entire agreement affecting this order, and no other agreement or understanding of any nature concerning it will be considered. If the Company utilizes, without objection, purchase orders, bid requests, or other documents preferred by the Customer containing recitations, notations or other expressions of terms that conflict with and add to, or modify these terms and conditions, it does so for the convenience of both parties, and it is understood that such recitations, notations or other expressions are ineffective.

The person signing the quote shall have full and proper authority to bind the Customer.

It is agreed that this contract shall be construed according to the laws of the state of Michigan.

### EXCLUSIVE WARRANTY

This is the exclusive warranty of the Company with respect to any and all of its products. This exclusive warranty is made to you, the original purchaser of the Company's products.

Warranty is in effect from date of installation. If the Company is not installing, warranty is in effect from date of shipment.

The Company warrants to you as the original Customer that the Company's products will be free from defects in materials and workmanship, under normal use and conditions, for one (1) year. This limited warranty excludes vandalism, misuse, or any act of God.

The Company warrants electronic message centers for one (1) year. In addition to the warranty provided by the Company, the Customer will be covered by any additional manufacturer's warranty. The manufacturer warranties vary and are limited in coverage by the individual manufacturer or supplier. If the

Customer elects to purchase an extended parts warranty on message centers, refer to manufacturer's warranty for specific warranty information. The Company will provide the Customer, on request by the Customer, the warranties of the message center manufacturer, and the Company will assist the Customer in dealing with the manufacturer, subject to the understanding that responsibilities for warranties for those items will be that only of the manufacturer.

The Company does not warrant vinyl placed on vehicle windows. The Company's professional recommendation is to have them placed on the door or other vehicle panel. In the event the Customer insists on vehicle window placement, the Company will comply with the Customer's wishes, and the Customer agrees that the product will not be included under the exclusive warranty.

This warranty does not cover damage resulting from vandalism, misuse, acts of God, or through the negligence or wrongdoing of the Customer, its employees, agents, or any persons. This warranty is void if the signage has been serviced or modified by any party other than an authorized representative of the Company.

There is no implied warranty of merchantability, and there is no warranty that extends beyond the period stated. The Company shall not be, under any circumstances, liable to the Customer for any indirect, incidental, consequential or special damages or loss of profits, resulting from a breach of this contract, even if the Company has been advised of the possibility of such damages.

The Company hereby disclaims any and all other warranties, including, without limitation, implied warranties of merchantability and fitness for a particular purpose. The only warranty with respect to the Company's products is described on this exclusive warranty. No oral or written representations shall extend the Company's exclusive warranty beyond that described herein. In any event, the extent of the warranty shall not exceed the original contract amount.



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Cornstock Park, MI 49521

Ph 616.784.5711

Fx 616.784.8280

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# VALLEY CITY SIGN – TERMS AND CONDITIONS

The Company shall not be liable for any incidental or consequential damages if the Company's product is defective or does not conform to this exclusive warranty. In any event, the maximum amount for which the Company shall be liable to the Customer will be the price of the product.

Any claim for breach of this exclusive warranty shall be brought, if at all, no later than one year from the date of the Company's breach.

## WARRANTY PROCEDURES AND REMEDIES

The Customer must notify the Company of any warranty claim in order to initiate repairs on the defective product. The notice must include the date of the installation. Upon receipt of such notice, the Company will direct that an authorized representative inspect the product and, if necessary, correct the defect in accordance with this exclusive warranty. The Company shall be held harmless from any warranty related costs without prior written approval.

Provided that the warranty procedures are followed, the Company will repair and/or replace defective products during the applicable warranty period without charge for parts or labor, unless otherwise noted. Repair and/or replacement of defective products are the Customer's remedy under the Company's exclusive agreement.

After the Company's written approval, the Company may allow the Customer to arrange for necessary repairs covered by the warranty. The maximum hourly rate that will be paid by the Company is \$55.00 for warranty labor.

## EXCAVATION AND INSTALLATION

When excavation is required, typical equipment used by our installation crew includes heavy equipment such as crane trucks and augers. Unless specified on your quote, prying does not include special methods of excavation, such as hydrovac or hand digging.

With this typical equipment, detection of lines or other items below the surface is not possible. Therefore the Company will arrange for Miss Dig to mark the surrounding area where signage is to be installed. Items not marked by Miss Dig, such as underground sprinkling, drainage pipes, fiber optic, or other underground objects, are the responsibility of the Customer to mark. The Company will accept a site plan or similar document stating the detailed location of underground lines.

The Customer agrees that the Company is not liable for any inaccurate markings or areas not covered by Miss Dig. In the unlikely event an unmarked or mis-marked utility or any other underground object is hit or damaged during the excavation process, the Customer agrees and understands to indemnify, defend and hold harmless the Company and their representatives from any damages made to the underground utilities, underground objects, and the surrounding area, that is in any way connected with the excavating, augering, or any method used for the installation of the signage, except where due to negligence on the part of the Company.

All costs incurred for repairs, additional hours needed for installation, and any miscellaneous costs involved in repairing damaged underground lines is the responsibility of the Customer, unless the damage is due to negligence on the part of the Company.

The Company will assist the Customer by pursuing a claim through Miss Dig on behalf of the Customer for the underground utilities Miss Dig is responsible for in order that the Customer is reimbursed for expenses incurred.

If the Company or their representatives hit and damage a clearly marked and identified underground utility or other underground object, then the Company will be responsible for making all necessary repairs to fix the damage. Liability is limited to the underground utility or object itself and the immediate surrounding area.

While the company is careful on lawns and around landscaping, there are times when damage is unavoidable, especially when the ground is soft. The Company



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## VALLEY CITY SIGN – TERMS AND CONDITIONS

will take every precaution possible to avoid damage. In the event of unavoidable damage, the customer is responsible for all repairs to lawn, sidewalks and/or landscaping.

If other unseen difficulty arises during excavation, the Company will charge the Customer on a time and material basis for all necessary equipment and labor until excavation is complete.

The Customer is responsible for letting the Company know where to put the dirt from the base holes at the Customer's site.

### PRICING, PAYMENT, AND OTHER TERMS

The Customer hereby acknowledges that the work is for signage unique and limited to the Customer's needs and requirements and that the work has no salvage value to the Company. As a result, this contract when accepted is not subject to cancellation. Price quotes are subject to revision where unforeseeable building site or job conditions are encountered. Unless otherwise noted, quotes assume work is done during ordinary working hours, Monday through Friday. Disposal of existing signs is not included unless otherwise provided.

After fabrication is started, no changes will be made or allowed unless ordered in writing and the price therefore adjusted and agreed upon in writing before proceeding with the changes; if such changes affect the price. If the Company considers shop drawings necessary, it will submit said drawings to the Customer for approval.

Refurbish prices are determined based on information known at the time of quote. If after opening sign, it is determined that additional work is necessary, the Customer will be notified of the additional charge, and will be responsible for payment thereof.

Installation prices are based upon normal conditions. Quote is subject to revision

where unknown soil conditions are encountered, I.E. high water table or buried obstructions.

Pricing does not include permitting, licensure or procurement fees, which will be added. Sales or use tax or gross receipts tax, if any, payable under the laws of the State where the property is to be delivered or installed as mentioned herein, shall be added to the price quoted, unless such tax is paid directly by the Customer.

Fifty (50) percent deposit is required on all orders, unless prior approved credit. The balance is due per the customer terms.

The Company at its option may invoice each item called for in the proposal separately upon completion or, if for reasons beyond its control completion is delayed, it may invoice for that portion of work completed during any given month.

Title to all materials and property covered by this proposal shall remain with the Company and shall never be deemed to constitute a part of the realty to which it may be attached until the purchase price is paid in full. The Company is given as express chattel mortgage lien upon said materials and property shall be annexed or attached to the realty.

All payments under the terms herein are due and payable in U.S. funds at the office of the Company. In case payment is not made as agreed, the Customer agrees to pay interest on past due payments from the time they are due at the rate of 1.12% per month.

In the event the Customer (a) defaults in the prompt and timely payment of the price in accordance with the terms of this contract, (b) makes any general assignment for the benefit of creditors; (c) files any petition for or is the subject of an involuntary petition filed for any relief under any bankruptcy or insolvency laws; or (d) breaches any other covenant or representation contained herein, the Company may, at its option, immediately terminate this contract upon notice to the Customer. In such event, the Company's obligations and responsibilities



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## VALLEY CITY SIGN – TERMS AND CONDITIONS

hereunder shall cease and the balance of the price shall be immediately due and payable. In addition, the Company shall have the right to pursue any and all other remedies available to it at law or in equity. The Company's waiver of any default on the part of the Customer shall not constitute a waiver of subsequent defaults.

In the event this contract is placed in the hands of an attorney for collection, or if collection is by suit, or through the Probate or Bankruptcy Court, in addition to the principal and interest owing thereon, attorney fees shall be added and paid for by the Customer.

The Company shall have all other rights and remedies as may be permitted under the Uniform Commercial Code adopted in Michigan, under other laws or this contract.

The Company assumes no responsibility for the plans, designs, specification or drawings furnished by the Customer and will not be responsible for errors found therein. The Customer hereby represents and warrants to the Company that the Customer owns or has the right to use any and all trade names, trademarks, insignia and/or other designs or logos included in the specifications for the sign and will indemnify, defend and hold the Company harmless from any alleged or actual infringement of any intellectual property rights of a third party (including without limitation, any claims, damages, attorneys fees and costs) with regard to the specifications provided by the Customer.

The Customer hereby covenants and agrees to refrain from using or permitting others to use the designs, drawings and specifications developed by Valley City Sign without the Company's prior written consent.

When it becomes necessary, due to a change in the Customer's plans, that completed or partially completed items are stored past the planned installation date, any and all extra costs for handling and storage will be charged to the Customer's account. In the event that size and weight of any item prohibits storage by the Company on its own property, the Customer must arrange for shipment immediately upon completion.

The Company will not be responsible for delays in shipments caused at rolling

mill or in transportation or by labor disputes or due to any and all circumstances beyond its reasonable control.

The Customer agrees to allow the Company to secure all necessary permits and variances from the building owner and/or others, whose permission is required for the installation of the sign. The Customer assumes all liability with regard to same and all liability, public and otherwise, for damages caused by the sign or due to it being on or attached to the premises. All costs related to permits, variances, and closing lanes incurred by the Company will be charged to the Customer.

All necessary electrical wiring, outlets and connections to the sign from the building meter and/or fuse panel will be properly fused and installed at the expense of the Customer.

The Company is not liable for any costs related to failure of the primary circuit from the distribution panel to the sign hook-up. Any damages relating from primary wiring problems, and the service call to determine such damages, are solely the responsibility of the Customer.

When quote is to remove old and re-install new signage, the Company will not be held liable for damage to existing structures, unless caused by its own negligence. Standard installation procedure is to caulk holes with silicone. Unless otherwise noted, installation does not include repairing or painting any wall or structure from which an existing sign is removed. Any other maintenance will be the responsibility of the Customer.

The rights and obligations hereunder may not be assigned by the parties without the other party's prior consent. This contract shall be binding on the parties hereto, their successors and permitted assigns. This contract constitutes the entire contract between the parties and may not be changed or modified, except in writing signed by both parties. This contract is entered into under and is to be construed in accordance with the laws of the state of Michigan. Any legal action or proceeding related to this contract shall be brought exclusively in a federal or state court of competent jurisdiction in Michigan and both parties agree to submit to the jurisdiction of such courts.



5009 West River Drive

Comstock Park, MI 49521

Ph 616.784.5711

Fx 616.784.8280

[www.valleycitysign.com](http://www.valleycitysign.com)

## Current Policy Language

### I. BOARD

#### A. Meetings

1. Regular meetings of the Library Board are held monthly on the last Monday of each month in the Library's Community Room. If regular meeting dates conflict with a holiday or major holiday week, the meeting will be held on an earlier Monday of the month, to be determined by the Board and posted at the Library.
2. Board attendance by board members and township representatives is encouraged at every meeting. If unable to attend, an excused absence with cause may be obtained by calling either the Board President or Library Director. Up to three absences per calendar year with cause will be acceptable. Extenuating circumstances for longer absences will be considered on a case-by-case basis by the Board.
3. Board attendance by the Director is required. The Director shall attend all regular and special meetings of the Board of Trustees whenever Library is to be discussed, unless excused by the Board President. Ex-officio board members have the right to attend all meetings and speak upon matters under discussion but shall not have the right to vote. The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Library Board.
4. Additional Library Board meetings may be called by the Board President as deemed necessary to conduct Library business.
5. All employees are invited to attend all regular and special meetings of the Library Board.
6. Public is invited to attend all Library meetings, save those which it must or may, under applicable law, consider in closed session. Persons in attendance shall be permitted to address the Library Board during Public Comments.
7. All meetings shall be governed by Robert's Rules of Order, revised in all cases not otherwise herein provided.



## Proposed Updated Policy Language

### I. BOARD

#### A. Meetings

1. Regular meetings of the Library Board are held monthly on the ~~last Monday~~ **first Tuesday** of each month in the Library's Community Room. If regular meeting dates conflict with a holiday or major holiday week, the meeting will be held on ~~an earlier Monday~~ **a later Tuesday** of the month, to be determined by the Board and posted at the Library.
2. Board attendance by board members and township representatives is encouraged at every meeting. If unable to attend, an excused absence with cause may be obtained by calling either the Board President or Library Director. Up to three absences per calendar year with cause will be acceptable. **Three or more absences may result in dismissal from the Board.** Extenuating circumstances for longer absences will be considered on a case-by-case basis by the Board.
3. Board **meeting** attendance by the Director is required. The Director shall attend all regular and special meetings of the Board of Trustees whenever Library **business** is to be discussed, unless excused by the Board President. Ex-officio board members have the right to attend all meetings and speak upon matters under discussion but shall not have the right to vote. The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Library Board.
4. Additional Library Board meetings may be called by the Board President as deemed necessary to conduct Library business.
5. All employees are invited to attend all regular and special meetings of the Library Board.
6. Public is invited to attend all Library meetings, save those which it must or may, under applicable law, consider in closed session. Persons in attendance shall be permitted to address the Library Board during Public Comments.
7. All meetings shall be governed by Robert's Rules of Order, revised in all cases not otherwise herein provided.