

AGENDA

Henika District Library
Board of Trustees Meeting
September 13th, 2022 at 6:30 pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

A. August 2022 Regular Meeting Minutes

V. Financial Reports

A. August 2022

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

VI. Director's Report

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

VII. Committee Reports

A. Planning Committee 9/7

VIII. Old Business

A. Meeting Dates

IX. New Business

- A. Budget Amendment #3 F/Y 2023
- B. Unattended Children and Vulnerable Adults Policy

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
August 9, 2022 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Sara Lefevre, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maris Musgrave

Members Absent: Danielle Simmons

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:32 pm by Augustin.
- II. Approval of Agenda motioned by Lefevre and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of July 2022 Regular Meeting Minutes motioned by Augustin and seconded by Fryling. All yes, motion passed.
- V. Financial Reports for July 2022
 - a. Credit Card Detail Report was reviewed. The Lyft charges were for transportation between venues for the ALA conference. The Statue.com charge is for replacements planters for the porch, which should arrive this week.
 - b. YTD Budget vs. Actuals was reviewed. More state aid came in than expected and another late tax payment came from the city, so there will probably need to be a budget amendment to account for income overages.
 - c. United Bank accounts were reviewed.
 - d. Approval of paid bills motioned by Musgrave and seconded by Lefevre. All yes, motion passed.
- VI. Director's Report
 - a. The new circulation assistant Maddie starts on Thursday and will be scheduled for 20-25 hours a week. Bethany's internship starts August 18, at which point her new schedule will be working one day a week plus every other Saturday. The new copy machine has been delayed until late November. Bakovka has spoken to the company about the option of getting a loaner machine with no lease fee, but would have to pay per

page printed. Bakovka recommends riding it out with current printer if we can. Musgrave recommended signage stating that a new printer is on order and warning of potential quality issues with the current printer. The porch is mostly done, with just a few things left such as reinstalling the benches. Pressure washing stained a spot on the carpet, so the company will try to clean the stained carpet square. The security cameras up and running. The Yankee Springs millage failed, but several residents have expressed appreciation for trying to pass the millage.

- b. Monthly Statistics were reviewed. The door stats are lower than last year, possibly due to the increase in outdoor programs and having one door closed during construction. There was a 2085% increase from last year for program attendance.
- c. The Youth Services report was reviewed. Becky has been putting on a lot of activities, and has many planned to start in September.
- d. The Adult Services report was reviewed. Faith is planning to join forces with Becky for a family take and make. There is a Dungeons and Dragons adult program being planned for September due to adults expressing interest after the teen Dungeons and Dragons program.
- e. The Circulation report was reviewed. There were 25 new patron accounts added in July. Stats are up from last year, with board games getting increasingly popular.

VII. Committee Reports

- a. Finance Committee July 12, 2022
 - i. The committee went through budgets on a line-by-line basis and made edits as needed.
- b. Finance Committee July 28, 2022
 - i. The committee met again to review the updates to the budgets and decide on what to bring to the Board for approval at the August board meeting. The committee looked at adjusting pay scales and wages. If changes are made, it will be presented as a policy change to propose to the Board.

VIII. Unfinished Business

- a. Resolution to Adopt Budget for FY 2023
 - i. Fryling motioned to adopt the budget for FY 2023. Seconded by Musgrave. Resolution to Adopt Budget read by Augustin. Roll call vote. All yes, motion passed.
 1. Musgrave YES
 2. Fryling YES
 3. Marsh YES
 4. Lefevre YES
 5. Byville YES
 6. Augustin YES

7. Kuhn YES
 8. Simmons ABSENT
- b. Resolution to Set Mill Levies for FY 2023
- i. Augustin motioned to set mill levies for FY 2023. Lefevre seconded. Resolution to Set Mill Levies read by Lefevre. Roll call vote. All yes, motion passed.
 1. Musgrave YES
 2. Fryling YES
 3. Marsh YES
 4. Lefevre YES
 5. Byville YES
 6. Augustin YES
 7. Kuhn YES
 8. Simmons ABSENT
- c. Copy, Fax, and Book Sale: Charge vs Donation
- i. Bakovka provided a six-month analysis of copy, fax, and book sale income from pre-pandemic vs. current. The printer and supplies are already paid through taxpayer funds, so Bakovka recommends continuing these services on a donation basis as long as it continues to cover costs. Bakovka to monitor quarterly once the new printer arrives. The book sale has been making more by donation than it did with set rates.

IX. New Business: No new business.

X. Around the Table

- a. Musgrave loves the energy and dedication to summer reading and appreciates the efforts with the millage.
- b. Fryling's family is doing the summer reading program, which they haven't done before.
- c. Marsh suggested recruiting the garden club in Wayland to redo the plantings in front and suggested that it would be good to have an overall plan of what we would like to see. Bakovka has a plan of certain plants she would like put in. Marsh suggested having a donation opportunity for specific plants to get community involved.
- d. Lefevre commended Bakvoka on a great job with attempting the millage. Summer reading is awesome, will be at wrap-up party Saturday.
- e. Byville's kids have been involved in summer reading and are excited about the prizes. Question about why the Otsego library is not in the co-op – Bakovka believes they are part of a different co-op.
- f. Bakovka is thankful for the whole board for helping with the millage and the finance committee work. All super important work, we have accomplished so much. Bakovka got some great deals on a rolling white board and cork boards for behind Becky's desk from the outlet in Allendale.

- g. Augustin commended the group on the good work on the millage attempt.
 - h. Kuhn is proud of Cierra and all the work that went into the millage despite not getting the result we were hoping for. Excited to meet the new circulation assistant. Looking forward to summer wrap up party.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.
Meeting adjourned at 7:57 pm.

August 2022 Statement

Open Date: 07/15/2022 Closing Date: 08/12/2022

Account: [REDACTED]



Visa® Business Cash Card
HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
9

New Balance	\$1,166.90
Minimum Payment Due	\$12.00
Payment Due Date	09/10/2022

Reward Points	
Earned This Statement	1,200
Reward Center Balance as of 08/11/2022	5,471
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$3,616.07
Payments	-	\$3,616.07CR
Other Credits	-	\$62.41CR
Purchases	+	\$1,229.31
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,166.90
Past Due		\$0.00
Minimum Payment Due		\$12.00
Credit Line		\$15,500.00
Available Credit		\$14,333.10
Days in Billing Period		29

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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

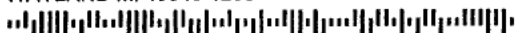


24-Hour Cardmember Service: 1-866-552-8855

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



Account Number	[REDACTED]
Payment Due Date	9/10/2022
New Balance	\$1,166.90
Minimum Payment Due	\$12.00

Amount Enclosed \$ _____

Cardmember Service

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



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

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

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

- ▶ Account Information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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

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



Business Cash

Rewards Center Activity as of 08/11/2022	
Rewards Center Activity*	0
Rewards Center Balance	5,471

*This Item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,168	13,539
2 Extra Points - Telecom & Office Supply	32	474
1 Extra Point - Restaurants & Gas	0	398
Total Earned	1,200	14,411

Important Messages

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

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

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Transactions BAKOVKA, CIERRA J Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/15	07/14	0019	RPS*ACCESS PROP 100 800-704-0154 MI	\$75.00	CB Whoops dont pay
07/19	07/18	5674	EXPEDIA 72349326927678 EXPEDIA.COM WA	\$3.75	M3T
07/20	07/18	0792	AMERICAN 0017826133259 FORT WORTH TX BUTLER/REBEKAH 11/06/22 BALTIMORE TO OHARE OHARE TO GRAND RAPIDS	\$281.60	M3T
07/20	07/18	9454	DELTA AIR0067826133260 SEATTLE WA BUTLER/REBEKAH 11/03/22 GRAND RAPIDS TO DETROIT MTRO DETROIT MTRO TO BALTIMORE	\$168.60	M3T
07/22	07/21	5105	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS CS
07/25	07/22	0715	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.89	CS
07/29	07/28	6063	ZAZZLE INC 888-892-9953 CA	\$30.95	Ad/Promo
08/02	08/01	2801	DOLLAR TREE JENISON MI	\$3.98	Supply
08/03	08/01	5891	WAYLAND DO IT BEST HAR WAYLAND MI	\$6.75	Supply
08/05	08/04	3343	SQ *NB OUTLET Allendale Cha MI	\$95.40	Supply
08/05	08/04	5817	CANVA* I03502-21011075 HTTPSCANVA.CO DE	\$20.00	Ad/Promo
08/10	08/08	2503	MEIJER # 026 877-363-4537 MI	\$39.66	3-P 36.66-Sup

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Transactions [REDACTED] CIERRA J Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/12	08/11	0456	DOLLAR TREE JENISON MI	\$5.30	Supply
Total for Account [REDACTED]				\$766.88	

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/18	07/16	4005	DOLLAR-GENERAL #9954 WAYLAND MI	\$9.54	Supplies
07/18	07/15	1375	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.52	Supplies
07/18	07/15	9697	JOANN STORES*JOANN.COM 888-739-4120 OH	\$42.81	Supplies
07/20	07/18	3122	HARDING'S MARKET #3 WAYLAND MI	\$20.65	AP
07/20	07/18	2294	DOLLAR-GENERAL #9954 WAYLAND MI	\$6.00	AP
07/21	07/19	0577	DOLLAR-GENERAL #9954 WAYLAND MI	\$9.10	AP
07/26	07/25	3584	Dollar Tree, Inc. 877-530-8733 VA	\$29.67	AP
08/03	08/01	5711	MEIJER # 191 877-363-4537 MI	\$6.77	AP
08/04	08/02	2187	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.92	AP
08/08	08/07	0314	AMAZON.COM*C04SP3SG3 A AMZN.COM/BILL WA	\$10.00	AP
08/11	08/09	2518	DOLLAR-GENERAL #9954 WAYLAND MI	\$16.90	AP
Total for Account [REDACTED]				\$159.88	

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
07/25	07/22	3768	HARDING'S MARKET #3SSS WAYLAND MI MERCHANDISE/SERVICE RETURN	\$12.70CR	YP
08/01	07/29	9843	HOME SCIENCE TOOLS 800-8606272 MT MERCHANDISE/SERVICE RETURN	\$49.71CR	YP
Purchases and Other Debits					
07/15	07/13	3757	MENARDS KALAMAZOO MI KALAMAZOO MI	\$5.30	YP
07/19	07/18	4714	USPS PO 2549130003 KALAMAZOO MI	\$9.90	Postage
07/21	07/20	5938	CANVA* I03487-13835491 HTTPSCANVA.CO DE	\$60.00	YP
07/21	07/20	0083	CANVA* I03487-14054284 HTTPSCANVA.CO DE	\$60.00	YP
07/22	07/21	5803	DOLLAR-GENERAL #9954 WAYLAND MI	\$41.87	2 AP 31.87 YP
07/22	07/21	3129	HOME SCIENCE TOOLS 800-8606272 MT	\$49.71	YP
07/25	07/23	6958	FIVEBELOW.COM 18444523 866-935-8852 PA	\$13.73	YP
07/25	07/21	4426	HARDING'S MARKET #3 WAYLAND MI	\$41.81	YP
07/28	07/26	6398	DOLLAR-GENERAL #9954 WAYLAND MI	\$4.24	Sup
08/05	08/04	5369	COSTCO WHSE #1191 OSHTEMO TOWNS MI	\$9.99	YP
08/11	08/09	2773	DOLLAR-GENERAL #9954 WAYLAND MI	\$6.00	YP


Transactions BUTLER,REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Total for Account [REDACTED]				\$240.14	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/04	08/01	0066	PAYMENT THANK YOU	\$3,616.07	CR
Total for Account [REDACTED]				\$3,616.07	CR

2022 Totals Year-to-Date	
Total Fees Charged in 2022	\$7.48
Total Interest Charged in 2022	\$0.00

Interest Charge Calculation


Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	22.24%	
**PURCHASES	\$1,166.90	\$0.00	YES	\$0.00	22.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	26.24%	

Contact Us
 Phone

 Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053

 Questions

 Cardmember Service
 P.O. Box 6353
 Fargo, ND 58125-6353


Mail payment coupon with a check

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


Online

myaccountaccess.com



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of August 31, 2022, and the related Statements of Activities for the one month and eight months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

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

We are not independent with respect to Henika District Library.

Walker, Fluke & Sheldon, PLC
Hastings, Michigan
September 2, 2022

**Henika District Library
Statement of Financial Position
As of August 31, 2022**

ASSETS

Current Assets:

Cash-Checking	\$ 133,110.78
Cash-Savings	475,044.42
Certificate of Deposit - 740	51,919.67
Certificate of Deposit - 090	5,349.51
Certificate of Deposit - 104	5,349.51
Certificate of Deposit - 112	5,349.51
Certificate of Deposit - 120	5,349.51
Certificate of Deposit - 139	5,349.51
Certificate of Deposit - 344	1,012.78
Building Fund 171	3,070.34
Savings - Building Fund	101,699.11
Certificate of Deposit - 943	11,260.65
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,137,041.14

Total Assets \$ 1,137,041.14

**Henika District Library
Statement of Financial Position
As of August 31, 2022**

LIABILITIES AND NET ASSETS

Current Liabilities:

Due to the Federal Government	\$ (205.95)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 335,007.11

Net Assets:

Fund Balance-Unrestricted	<u>760,924.54</u>
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Total Net Assets-Beginning 760,924.54

Change in Net Assets 41,109.49

Total Net Assets 802,034.03

Total Liabilities and Net Assets \$ 1,137,041.14

Henika District Library
Statements of Activities
For the 1 Month and 8 Months Ended August 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Aug. 31, 2022</u>	<u>8 Months Ended Aug. 31, 2022</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 195,500.00	\$ 3.83	\$ 195,342.73	\$ (157.27)
City Revenue	170,000.00	1,041.23	156,274.07	(13,725.93)
State Aid	10,000.00	3,947.88	13,478.00	3,478.00
Penal Fines	30,000.00	2,368.14	18,910.98	(11,089.02)
Copier & Fax Income	1,900.00	398.49	2,269.48	369.48
Fines	200.00	109.24	554.51	354.51
Interest Income	600.00	167.17	775.46	175.46
Memorial Donations	7,600.00	275.49	7,925.47	325.47
Book Sales	140.00	(6.76)	573.84	433.84
Federal E-Rate	2,450.00	471.61	4,321.75	1,871.75
Miscellaneous Income	1,300.00	0.00	1,325.12	25.12
Total Revenues	<u>419,690.00</u>	<u>8,776.32</u>	<u>401,751.41</u>	<u>(17,938.59)</u>
Employee Expenses:				
Wages	180,000.00	20,388.99	119,363.42	60,636.58
Employee Benefits	26,000.00	1,917.78	15,952.07	10,047.93
FICA Expense	12,000.00	1,559.75	9,131.30	2,868.70
State Unemployment Tax	0.00	1.14	31.51	(31.51)
Total Employee Expenses	<u>218,000.00</u>	<u>23,867.66</u>	<u>144,478.30</u>	<u>73,521.70</u>
Operating Expenses:				
Memberships & Training	5,800.00	453.95	4,752.04	1,047.96
Bank Charges	50.00	34.00	34.00	16.00
Insurance & Bonds	3,000.00	32.00	2,861.00	139.00
Programming	12,200.00	954.79	9,294.70	2,905.30
Office Supplies	10,000.00	390.09	6,348.37	3,651.63
Furnishings	4,000.00	0.00	3,105.72	894.28
Equipment	18,000.00	4,472.22	13,418.47	4,581.53
Materials	30,400.00	1,827.07	25,297.22	5,102.78
Accounting	11,000.00	499.85	8,418.22	2,581.78
Contractual Services	28,000.00	236.41	17,458.08	10,541.92
Communications	2,690.00	193.73	1,776.23	913.77
Technology Support	3,000.00	0.00	2,125.00	875.00
Advertising	2,850.00	73.44	863.04	1,986.96
Postage	1,000.00	9.90	531.90	468.10
Utilities	7,500.00	622.02	5,124.98	2,375.02

See Accountants' Compilation Report

**Henika District Library
Statements of Activities
For the 1 Month and 8 Months Ended August 31, 2022**


	<u>Total Year Budget</u>	<u>1 Month Ended Aug. 31, 2022</u>	<u>8 Months Ended Aug. 31, 2022</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	18,700.00	1,051.00	11,900.12	6,799.88
Maintenance-Equipment	3,500.00	0.00	1,993.95	1,506.05
Miscellaneous	0.00	0.00	120.39	(120.39)
Capital Outlay	<u>150,000.00</u>	<u>23,125.00</u>	<u>100,740.19</u>	<u>49,259.81</u>
Total Operating Expenses	<u>311,690.00</u>	<u>33,975.47</u>	<u>216,163.62</u>	<u>95,526.38</u>
Total Expenses	<u>529,690.00</u>	<u>57,843.13</u>	<u>360,641.92</u>	<u>169,048.08</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ (49,066.81)</u>	<u>\$ 41,109.49</u>	<u>\$ 41,109.49</u>

See Accountants' Compilation Report





Home

Alerts

 [Manage Alerts](#)

You have no alerts.

Accounts

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

PUBLIC FUND CASH MANAGEMENT CHECKING Current balance
XXXX7152 **\$133,531.22**

BUSINESS HIGH YIELD SAVINGS Current balance
XXX013 **\$475,044.42**

BUILDING FUND Current balance
XXX212 **\$101,808.42**

CONTINGENCY FUND Current balance
XXX740 **\$52,057.84**

BUILDING FUND Current balance
XXX090 **\$5,358.42**

BUILDING FUND Current balance
XXX104 **\$5,358.42**

BUILDING FUND Current balance
XXX112 **\$5,358.42**

BUILDING FUND Current balance
XXX120 **\$5,358.42**

BUILDING FUND Current balance
XXX139 **\$5,358.42**

BUILDING FUND

XXX171

Current balance

\$3,074.41

BUILDING FUND

XXX344

Current balance

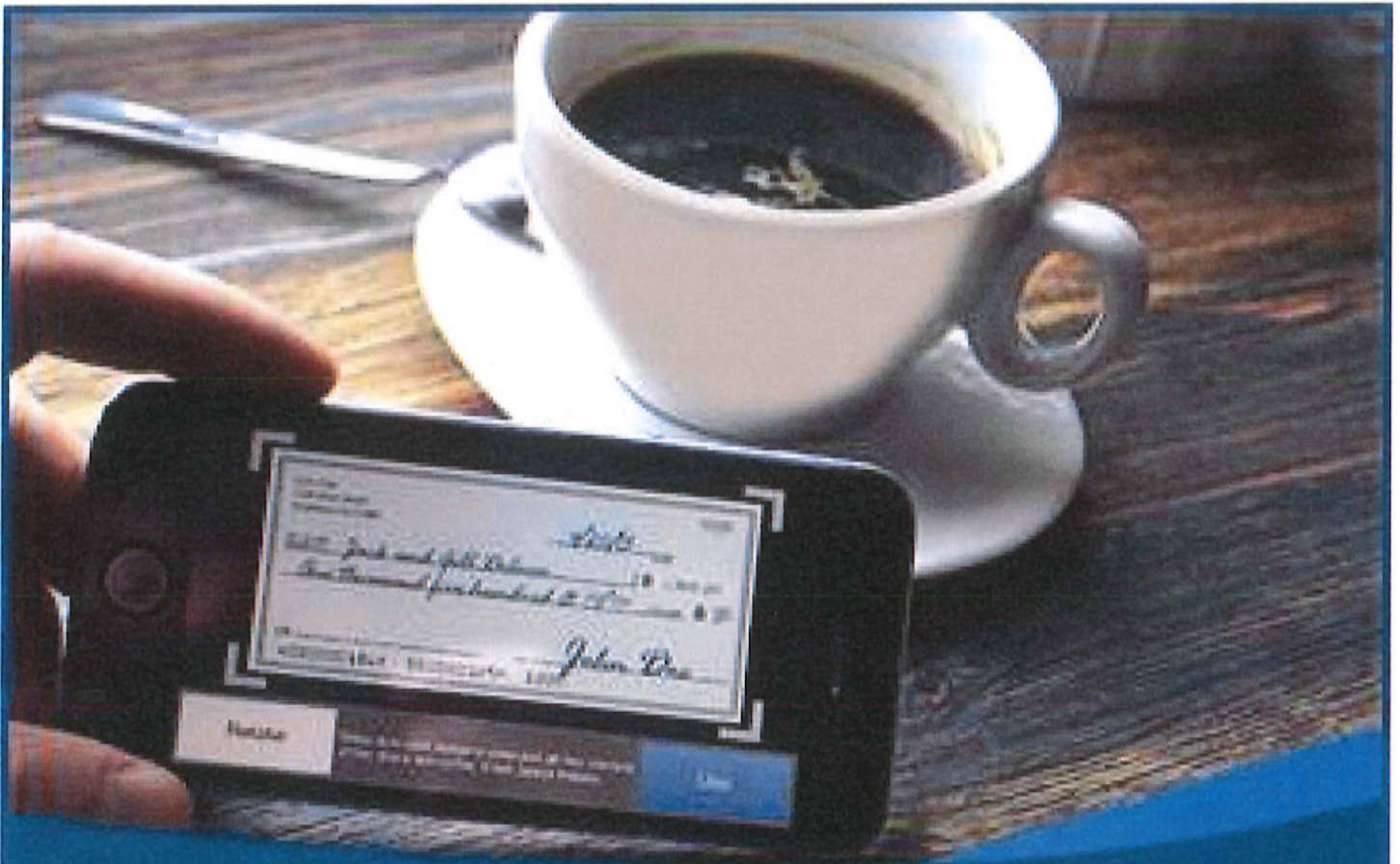
\$1,018.51

LAVERNE JOHNSON BOOK FUND

XXX943

Current balance

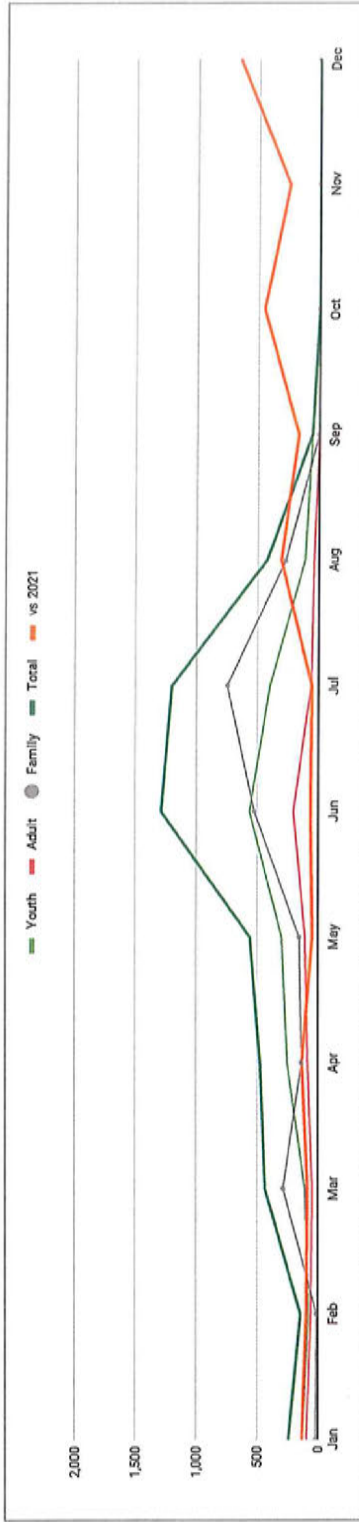
\$11,279.38



**Save a trip and deposit
a check from anywhere.**

Get Started

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8/1	90	92	61	70	92	51
8/8/2022	94	129	68	122	98	145
8/15	108	80	79	35	79	79
8/22	50	84	132	87	119	53
8/29	37	151	101			
AVERAGE	76	107	88	79	97	82
Monthly Total		2386		Daily Average	88	

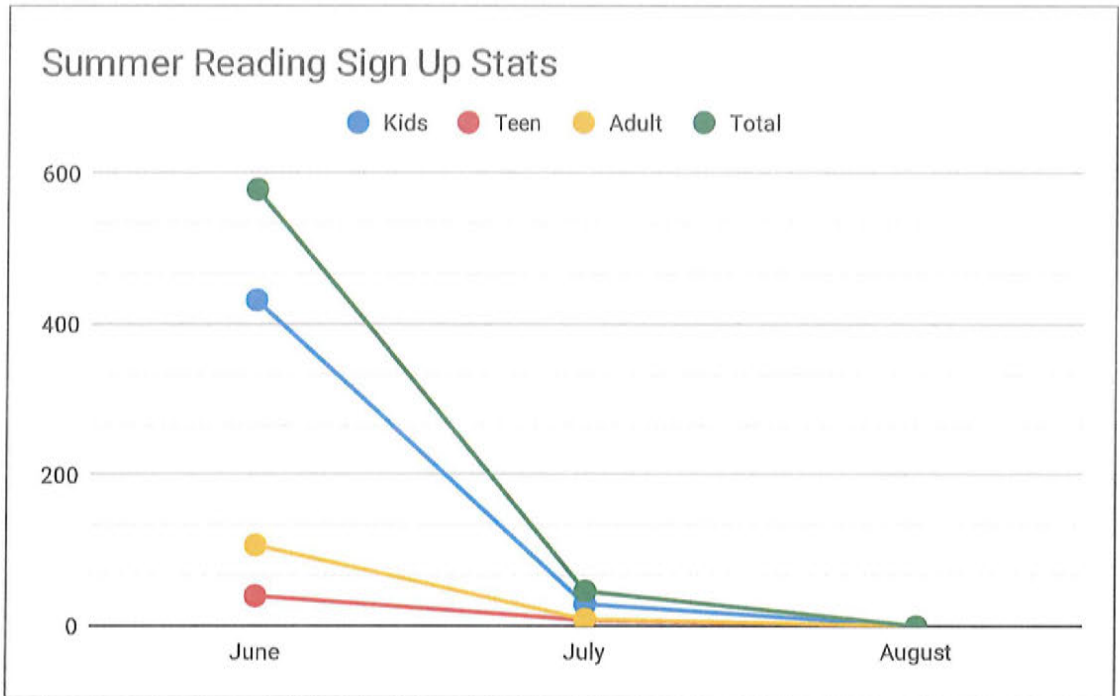


Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	129	76	104	254	298	562	395	113	56	0	0	0	1,987	221
Adult	96	61	48	85	105	206	58	40	0	0	0	0	699	87
Family	19	8	282	135	153	522	746	270	0	0	0	0	2,135	267
Total [1]	244	145	434	474	556	1,290	1,199	423	56	0	0	0	4,821	536
vs 2021	135	94	87	131	48	67	55	310	169	452	247	658	2,453	204
Yearly Increase	181%	154%	499%	362%	1158%	1925%	2180%	250%	12%	0%	0%	0%	197%	

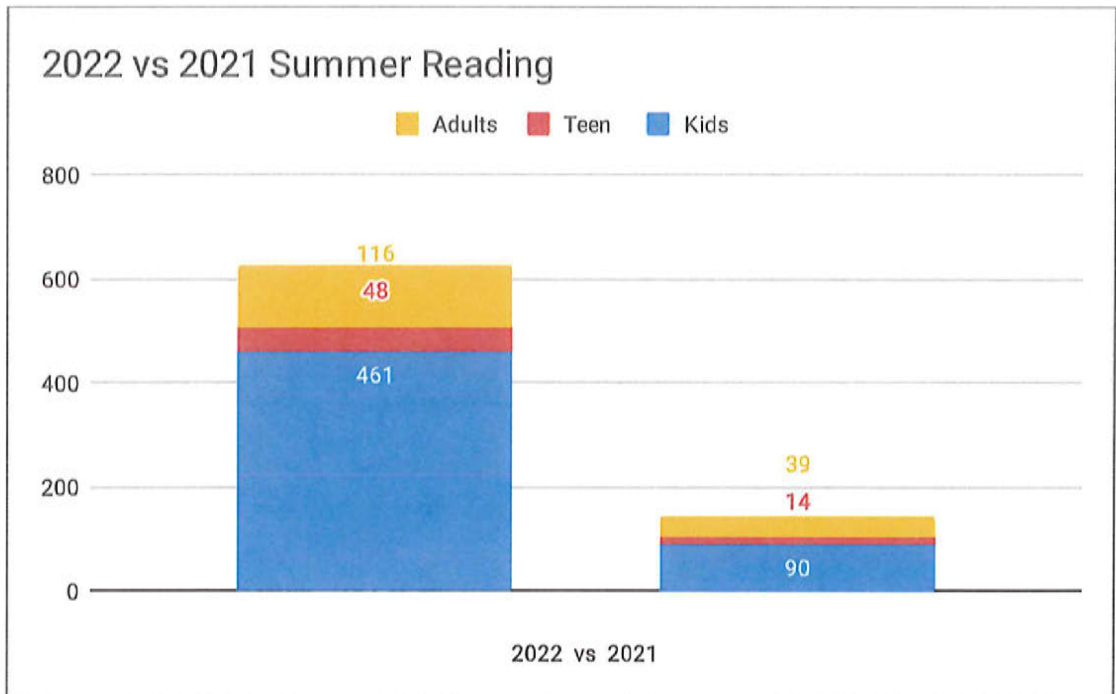
Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	87	76	103	254	297	90	339	107	56	0	0	0	1,429	119
Youth Take-Home / Online	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Reading Programs	42	0	1	0	1	472	36	6	0	0	0	0	558	47
Adult In-Person	29	17	13	42	65	54	49	40	0	0	0	0	309	26
Adult Take-Home / Online	42	44	35	43	40	23	0	0	0	0	0	0	227	19
Adult Reading Programs	25	0	0	0	0	129	9	0	0	0	0	0	163	14
Family Take-Home/ Online	19	0	65	79	99	22	92	99	0	0	0	0	475	40
Family In-Person	0	8	217	56	54	500	654	171	0	0	0	0	1,660	138



Summary

	June	July	August	Total	VS 2021
Kids	432	29	0	461	90
Teen	40	8	0	48	14
Adult	107	9	0	116	39
Total [1]	579	46	0	625	143



	2022			2021		
	Participated	Finished	%	Participated	Finished	%
Children	461	106	23%	90	29	32%
Teens	48	9	19%	14	1	7%
Adults	116	41	35%	39	11	28%
Total	625	156	25%	143	41	29%
			Sign Up inc			437%
			Finisher Increase			380%

August 2022

Youth Services Report

Becky Butler, Youth Services Librarian

August saw the end of the summer reading program and the start of school. I was able to squeeze a visit home in between the transition. It was so good to see family and mountains!

Mermaid Molly: 72 attendees came for a mermaid storytime with a professional mermaid! Mermaid Molly was fabulous with the kids.

Shark Day: 35 attendees. I set up 3 science experiments to learn fun facts about sharks, a shark model and a shark game, had a shark-shaped ball toss, and played shark documentaries inside. Our shark mascot also made an appearance for photos. A nice way to end our summer Tuesdays!

Teen Book Club: 0 attendees. Goose eggs throughout the summer for this one. At least it was consistent?

Preschool Sensory Playtime: 15 attendees. This will be a monthly event in the fall and will move indoors when weather becomes too brisk. I just love hearing parents meeting each other and sharing other community resources at this event!

Toddler Lil Wiggles: 0 attendees! This one surprised me. I'll move the time to earlier in the day during the school year.

Tween Graphic Novel Club: 2 attendees. We spelled our names using graphic novel titles, discussed the hero's journey, and created visual representations of story arcs.

Gather2Grow Library Lunches: 21 attendees over 2 lunchtimes. I filled out the survey for the program to share that while I was thrilled to have this free program, the meals did not seem very kid-friendly or nutritious.

Summer Reading Wrap-Up Party: 55 people came despite the rain! Faith kindly stepped in to lead the party. She wasn't able to use any of the field games I had left set up, but it sounds like a good time was had by all.

Cookie Decorating: 10 teen attendees. I have a homeschool cadre that seems to grow every time they come to a teen event. I will keep those running monthly throughout the year. Crafts and food seem to be the way to attract teens (unsurprisingly!).

Preschool Storytime: Storytime has returned! I had a whopping 31 attendees. There is a daycare that will be regular attendees, I guess. I look forward to having a good crowd to work with!

After-School Art: Also making its return, After-school Art is back but on Thursdays. 28 attendees came to make tin foil sculptures and snack.

Family Take and Makes: 28 CD Turtles were taken.

Other activities: At the beginning of August, I reached out to schools to remind them that the library is here for them through school visits, providing library card sign-up forms to send home, or field trips. Jill Terrell at Pine Street quickly set up 4 separate days where I will either be in her classroom or guiding kids through a field trip at the library. Rachel Cimek (principal at Baker) also responded quickly and offered us a table at the Baker Open House. I was not able to attend but am already working with Niki Barnes to visit both Baker and Steeby throughout the next couple months. Katie Roberts with Great Start at Baker is also eager to start librarian visits. I would love to be visiting each elementary school at least once a month to maintain a presence there.

The Great Start Collaborative donated 5 new Baby and Parent bundles! The new topics are Patterns, You are Unique, Nature, Food, and Letters. Look for those to hit the shelves sometime soon.

Looking forward:

After-School Art will continue on Thursdays throughout September, as will Preschool Storytime. St. Therese School will start their bi-weekly visits on Tuesday, September 6th. They will bring over each class throughout these mornings. Pine Street will have visits on September 7 and 9. Lego Club is on September 7 at 5:30. Pokemon Club will be on the 14th at 5:30. STEM Club: Geysers will be on the 21st at 4. Preschool Sensory Playtime will be the 13th at 11. Lil Wiggles will be the 19th at 11. Storytime for Every Kid (a new event where I will read to a broader, older audience) will be the 23rd at 3. The Teen event is Make Your Own Boba Tea and watching a movie on September 28 at 6.

Finally, the school year reading program will kick-off September 12th! It's called Reading Dragons, and kids can earn collectible dragon cards by reading. There are 36 types of dragons (like Cake, Spooky, Reindeer, etc.) and 4 variants of each type. This program is intended to reinforce reading goals already set in schools. For example, kids at Steeby are encouraged to read 20 minutes/day. Our program will let you tick off a box for 15 minutes of reading. One hour of reading earns you a card. The kids seems excited based on the Reading Dragon-related

scavenger hunts I have up at the library and online. I'm very grateful to the Dover Public Library in Ohio for sharing this program and all their graphics so readily!

AUGUST 2022

Adult Services Report

Faith Fetty, Adult Services Librarian

Programs & Attendance

Mason Jar Lanterns (In-Person): 15

This craft night was fun and helped me clear out a few of the odds and ends craft supplies that had been piling up in the basement! Overall, this was a fairly inexpensive event and most patrons seemed happy with how their final pieces ended up and had plans of where they were going to display them!

Fall Foraging w/Nancy Felton (In-Person): 8

Nancy is always a delight to have join us for a class! We don't have a ton of attendees for these events, but the ones who do attend are very interested in the topics she covers and really want to learn more about local foraging. She also draws in a few patrons who want to talk to her who happened to be visiting the library, but missed her presentation. She also brought in a delicious zucchini bread made with some foraged ingredients that the staff really enjoyed!

Puzzle Night (In-Person): 0

Unfortunately, no one joined us for puzzle night. However, I left a puzzle out for the week that some of the after school kids took an interest in!

Color Me Impressed: Cancelled Due to Weather/Power Outage

Sawmill Estates: Uno (Out of Library Visit/In-Person): 7

The seniors at Sawmill Estates and I had a blast playing Uno! One of them stopped by the front desk during a visit to tell me how much fun they had playing the game. Many of them had actually never played Uno before and so I got to teach them how to play one of my favorite games which was really fun! We are doing a craft next month, but card games will be making a comeback!

Green Acres: Cookie Decorating (Out of Library Visit/In-Person): 10

The Green Acres residents decorated and ate sugar cookies with me during my last visit! Some didn't see the point in decorating and just had a little snack, but there was a group who decorated cookies for their friends who hadn't been able to make it down to the programming room that afternoon. One of the residents told me she was planning to share hers with her grandchildren who were visiting later that day!

Doodle Journals (Take-&-Make): 16

This take-&-make had a lot of initial interest, but only a little more than half showed up to pick-up their take-&-makes. I think this would have been a good teen take-&-make, but it didn't seem to be the thing for adults this month.

Go Fish Tournament (Family/In-Person): 9

This was a family SRP event I held and we had some parents and kids show up who had a great time! It boiled down to a very intense finale between two of the kids which ended in one little boy winning the grand prize plushie for his sister which was very very sweet. I think more card game nights would go over very well in the winter when less people want to be outside.

SRP Wrap-Up Party (Family/In-Person): 55

What a blast! We had to rearrange some things and adapt to the rain, but I think we still had a good time! Mark the Shark did make an appearance and was then lightly mauled by some overzealous children buuuut overall it went well! I threw on a Scooby Doo pirate movie downstairs for those who wanted more quiet fun which kept the upstairs from getting too rowdy and we had the perfect amount of snacks this time around. However, Mark the Shark may be entering his retirement after this summer is over.

Total Program Attendees/Registrants: 120

Looking Forward

It has been hard to get attendance up at my Sawmill Estates and Green Acres visits in the afternoons, so in September I am trying out some morning visits to see if that helps. I will also be planning more card/board games for Sawmill Estates as they greatly enjoyed it!

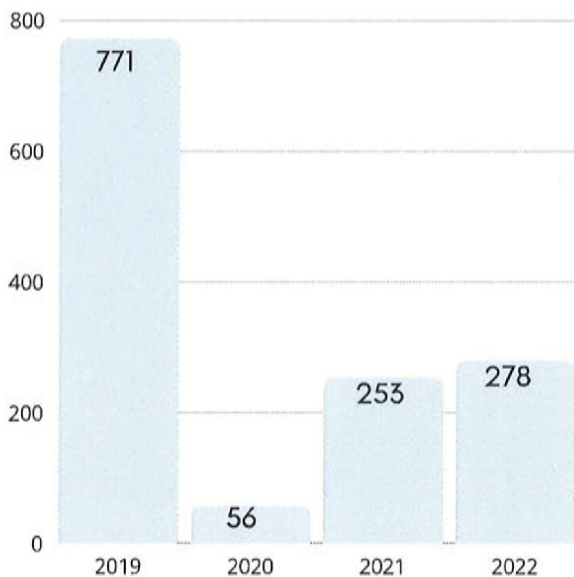
I am beginning to schedule some more Saturday events as an alternative for the adults who cannot make weekday night events. Some of them will also be open to teens depending on the activity.

August 2022

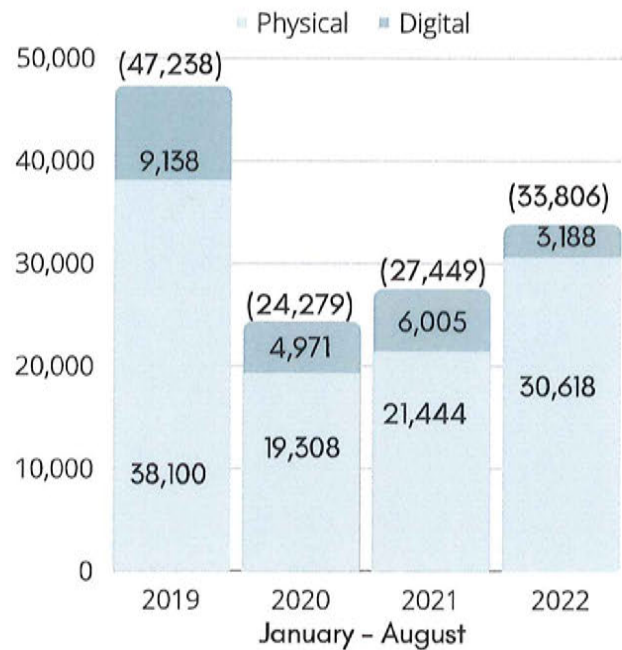
Our circulation numbers are continuing on an upward trend! Videogame and board game numbers have finally surpassed pre-Covid levels. As a matter of fact, we can hardly keep the Nintendo Switch games on the shelves! MeL items are circulating at the same rate as they were pre-Covid, which is exciting. Additionally, our Teen Print items are circulating more than they have in the past 4 years. Digital items (eBooks and eAudio) are also circulating quite well. Special collection items, namely the Nintendo Switch and the Hotspots, are consistently checked out. I have no doubt that once our PS4 console arrives, it will be regularly checked out along with our PS4 games.

Courtney Schenkhuizen - Circulation Clerk

Computer Sessions



Circulation YTD:



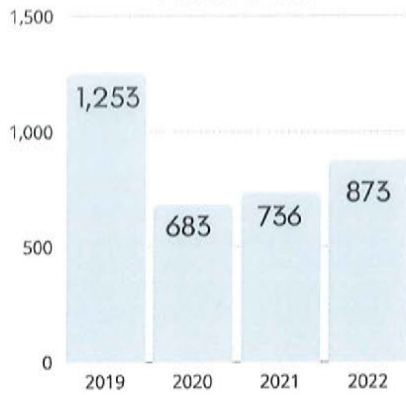
Henika has 3,140 total patron accounts. 481 of these accounts are active (not expired). Most expiration dates are set for 3 years upon renewal.

26 Patron accounts added YTD
 179 Patron accounts added in August

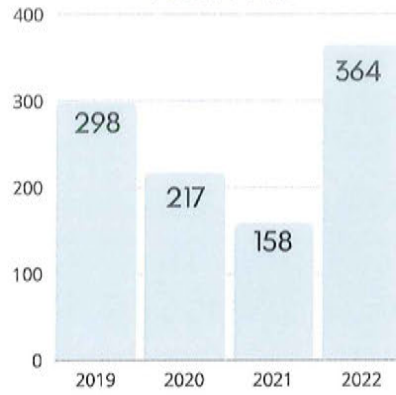
- 16 Wayland City
- 10 Wayland Township
- 0 Non-Resident

August Circulation, 2019-2022

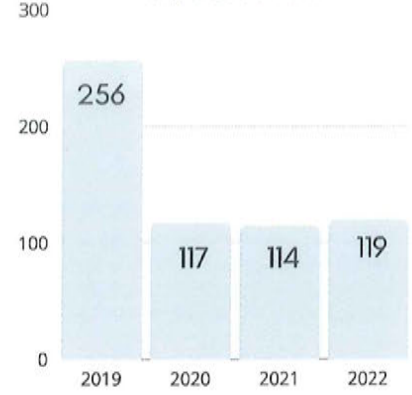
Adult Print



Teen Print



Tween Print

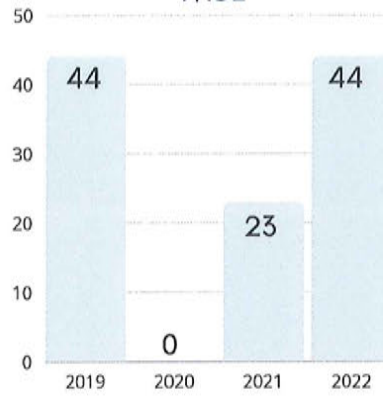


Juv Print

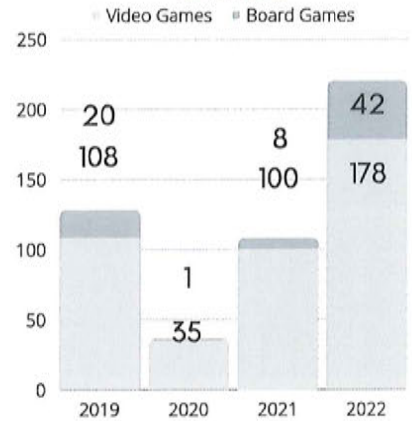


*pictures books, readers, chapter, juv graphic, juv NF

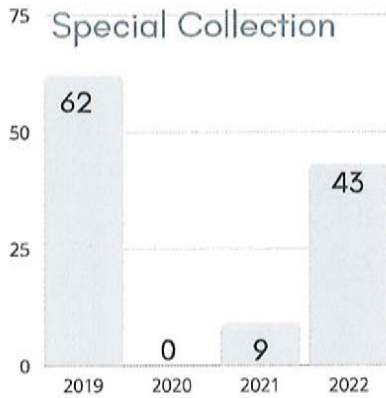
MeL



Games

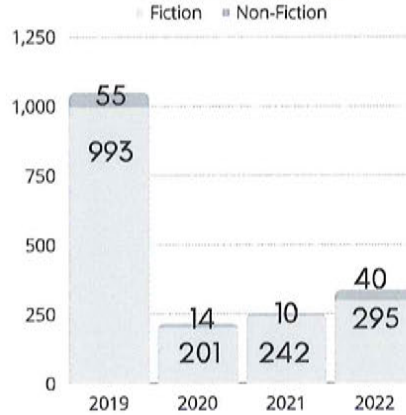


Special Collection

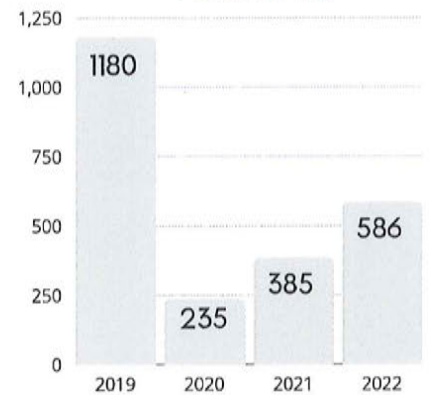


*prior to August 2021 this only included launchpads

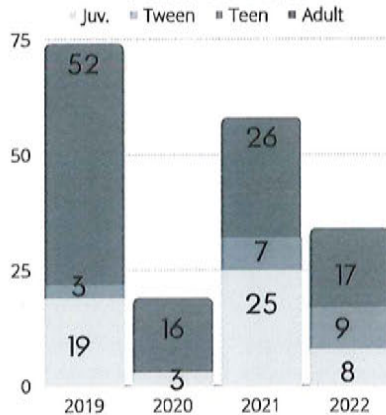
General DVD



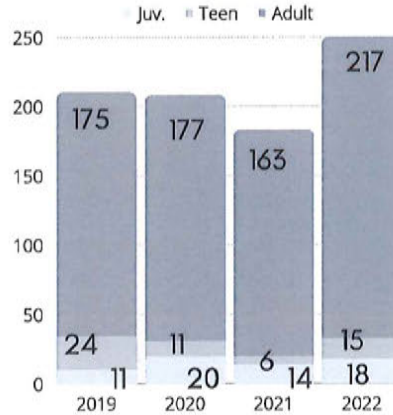
Youth DVD



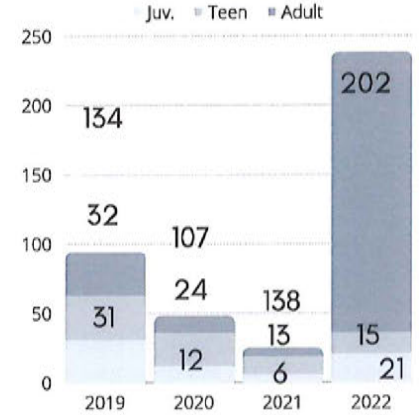
Audiobooks



eBooks



eAudio



Henika District Library Budget Amendment #3 FY 2022

Revenue Increase + \$7,270

		<u>Current</u>	<u>Difference</u>	<u>Ammended</u>
Income				
101-790-400502	Federal E-Rate	\$2,450.00	+\$2000	\$4,450.00
101-790-400540	State Aid	\$10,000.00	+\$3478	\$13,478.00
101-790-400581.C	City Contribution	\$170,000.00	=	\$170,000.00
101-790-400581.T	Township Contribution	\$195,500.00	=	\$195,500.00
101-790-400601	Copies	\$1,100.00	+\$210	\$1,310.00
101-790-400602	Faxes	\$800.00	+\$207	\$1,007.00
101-790-400656	Penal Fines	\$30,000.00	=	\$30,000.00
101-790-400657	Fines	\$200.00	+\$390	\$590.00
101-790-400665	Interest Income	\$600.00	+\$200	\$800.00
101-790-400691	Donations	\$7,600.00	+\$350	\$7,950.00
101-790-400692	Miscellaneous Revenue	\$1,300.00	=	\$1,300.00
101-790-400693	Book Sale	\$140.00	+\$435	\$575.00
	Transfer From Fund Balance	\$100,000.00	=	\$100,000.00
	Transfer from Laverne Johnson Book Fund	\$10,000.00	=	\$10,000.00
	Total	\$529,690.00	+\$7270	\$536,960.00
Expenses				
101-790-700702	Payroll	\$180,000.00	=	\$180,000.00
101-790-700710	Employee Benefits	\$26,000.00	=	\$26,000.00
101-790-700715	Payroll Liabilities	\$12,000.00	+\$2000	\$14,000.00
101-790-700727	Postage	\$1,000.00	=	\$1,000.00
101-790-700728	Supplies	\$10,000.00	=	\$10,000.00
101-790-700740	Furnishings	\$4,000.00	+\$2000	\$6,000.00
101-790-700740	Equipment	\$18,000.00	=	\$18,000.00
101-790-700740	Materials	\$30,400.00	+\$700	\$31,100.00
101-790-700801	Advertising & Promotion	\$2,850.00	=	\$2,850.00
101-790-700805.1	Accounting	\$11,000.00	=	\$11,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00	=	\$50.00
101-790-700806	Technology Support	\$3,000.00	+\$370	\$3,370.00
101-790-700808	Building and Grounds Maintenance	\$18,700.00	=	\$18,700.00
101-790-700850	Communications	\$2,690.00	=	\$2,690.00
101-790-700910	Building & Liability Insurance	\$3,000.00	=	\$3,000.00
101-790-700920	Public Utilities	\$7,500.00	+\$1500	\$9,000.00
101-790-700933	Equipment Repairs and Maintance	\$3,500.00	=	\$3,500.00
101-790-700954	Contractural Sevices	\$28,000.00	=	\$28,000.00
101-790-700955	Memberships & Training	\$5,800.00	+\$200	\$6,000.00
101-790-700956	Programing	\$12,200.00	+500	\$12,700.00
101-790-700970	Capital Outlay	\$150,000.00	=	\$150,000.00
	Total	\$529,690.00	+\$7270	\$536,960.00

TELEPHONE USE

The library telephones are for use by library staff and library board members in conducting library-related business. Public use of library telephones will not be permitted. In the event a child must make contact with a parent, such as to arrange transportation, library staff will dial the phone for the child. Emergency situations will be considered on a case by case basis.

Personal calls by staff are to be kept to a minimum.

*Adopted: 12/16/91
Revised: 8/12/98
Revised: 10/14/04
Revised: 1/10/19*

LOST OR UNATTENDED CHILDREN

At no time should children under the age of six be left in the youth area or any other area of the library out of view of their parents, guardians, or caregivers. If it is determined that a child is lost or unattended, the child should be brought to a member of the supervisory staff. That supervisor shall then try to identify and locate the parent(s) or responsible adult(s). The following steps shall be followed:

1. The supervisor will walk through the building with the child.
2. If a parent or responsible adult is not found in the building, the child will stay in the company of the supervisor until the parent or adult can be contacted by telephone.
3. When contact with the parent or responsible adult is made, the policy regarding lost or unattended children shall be explained, and the parent will be requested to pick up the child.
4. If the parents have not been located within fifteen minutes and parents or guardians cannot be reached by phone, or if the library is closing, the supervisor shall contact the City Police for further assistance.

If a parent, guardian, or caregiver cannot locate their child, an announcement should be made and two staff members should block the exits. All other available staff should search for the child in the building or on library grounds outside. If the child has not been located within fifteen minutes, a member of the supervisory staff shall contact the City Police for further assistance. Once the police arrive, staff may resume normal duties.

*Adopted: 4/21/92
Revised: 10/16/96
Revised: 8/12/98
Revised: 7/14/05
Revised: 4/16/15
Revised: 1/10/19*

RECOVERY OF OVERDUE MATERIALS

Materials owned by the Henika District Library will be defined as "overdue" when their loan periods have expired by a period of one day. Individuals with overdue materials will receive notifications from the Lakeland Library Cooperative automated system by phone call or email depending on their designated preference.

Unattended Children and Vulnerable Adults Policy

I. Purpose

The Henika District Library strives to provide a safe, welcoming atmosphere for its patrons. All children are welcome, and the library offers many programs for children with the goal of encouraging the lifelong appreciation of reading and learning.

Caregivers are responsible for the welfare and the behavior of children using the Henika District Library facilities. Although staff will always respond with care and concern, the Library is not responsible for the safety and comfort of unattended children. Henika District Library assumes no responsibility for children of any age left unattended at the library. Parents and legal guardians assume all liability for damage done by their children to the library facility, equipment, and materials.

II. Definitions

- A. "Child" means a minor under the age of 18.
- B. "Vulnerable Adult" means an individual age 18 or over who, because of developmental disability, mental illness, physical disability or other similar reason (1) requires supervision or personal care or (2) lacks the personal and social skills required to live independently.
- C. "Caregiver" means parents, guardians, or responsible assigned caregivers at least 12 years old.

III. Rules and Regulations Regarding Children

- A. All patrons, including children, are expected to comply with the Library's policies, including its Patron Behavior Policy. Caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
- B. Caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library.
- C. Library Staff will not be expected to supervise or monitor children's behavior outside of the library's policies.
- D. Children under 10 years of age must be attended by a caregiver. The caregiver shall remain in the Library at all times. If a child under the age of 10 is attending a Library sponsored program on the premises, the

caregiver is to remain on the premises for the duration of the program. Exceptions are made on a case by case basis at the discretion of the Library Director.

- E. Children of any age who, because of developmental disability, mental illness, physical disability or other similar reason, requires supervision or personal care shall be attended by a caregiver at all times.
- F. Children ages 6 and under must be within the visual contact of a caregiver at all times, including during programs and visits to the restroom.
- G. Staff will not be responsible if unattended children of any age leave the library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of Library policy.
- H. We request that all unattended children be picked up at least ten minutes before closing time. Caregivers need to be aware of when the Library closes.
- I. Children 10 years or older must know their parent or guardian's telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

IV. Rules and Regulations Regarding Vulnerable Adults

- A. All patrons, including vulnerable adults are expected to comply with the Library's policies, including its Patron Code of Conduct Policy. Caregivers shall review and be fully aware of all Library policies, particularly the Internet Use Policy.
- B. Caregivers are responsible for the behavior and supervision of the vulnerable adult in their care while in the Library or on Library property.
- C. Vulnerable adults who are unable or unwilling to care for themselves or who do not have the ability to use the Library independently may not be left alone in the Library and must have adequate supervision while in the Library.
- D. Vulnerable adults who can understand and follow the Patron Code of Conduct Policy and who can care for themselves are allowed to be in the Library unattended. They should have contact information for someone who can assist them in an emergency.

- E. We request that all vulnerable adults be picked up at least ten minutes before closing time. Caregivers need to be aware of when the Library closes.
- F. Vulnerable adults must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your vulnerable adult if the Library calls.

V. Contact with Parent or Guardian for Unattended Child or Vulnerable Adult

- A. Library staff will attempt to contact a parent or legal guardian when:
 - 1. The health or safety of an unattended child or vulnerable adult is in doubt.
 - 2. The behavior of an unattended child or vulnerable adult violates Library policy.
 - 3. The unattended child or vulnerable adult has not been met by a caregiver at closing time. An individual is considered an unattended vulnerable adult when he/she is not picked up by closing time and needs assistance procuring transportation.
- B. If a caregiver cannot be reached within 5 minutes after closing or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child or vulnerable adult. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.
- C. If the caregiver can be reached within 5 minutes after closing and arrives in a reasonable time, the staff member shall explain the Library's policy and provide a copy of this Policy.
- D. Two Library staff members shall remain with the unattended child or vulnerable adult until the caregiver or law enforcement arrive.

VI. Lost Children

- A. At no time should children under the age of 6 be left in the youth area or any other area of the library out of view of their caregivers. If it is determined that a child is lost or unattended, the child should be brought

to a member of the supervisory staff. That supervisor shall then try to identify and locate the parent(s) or responsible adult(s). The following steps shall be followed:

1. The supervisor will walk through the building with the child.
 2. If a parent or responsible adult is not found in the building, the child will stay in the company of the supervisor until the caregiver can be contacted by telephone.
 3. When contact with the caregiver is made, the policy regarding lost or unattended children shall be explained, and they will be requested to pick up the child.
 4. If the caregiver has not been located within fifteen minutes and cannot be reached by phone, or if the library is closing, the supervisor shall contact the City Police for further assistance.
- B. If a caregiver cannot locate their child, an announcement should be made and staff members should block the exits. All other available staff should search for the child in the building or on library grounds outside. If the child has not been located within ten minutes, a member of the supervisory staff shall contact the City Police for further assistance. Once the police arrive, staff may resume normal duties.