

AGENDA

Henika District Library
Board of Trustees Meeting
March 12th, 2024 at 6:30 pm

I. Call to Order

- A. Members Present:
- B. Members Absent:
- C. Staff Present:
- D. Guests:

II. Approval of Agenda (M)

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. February 2024 Regular Meeting Minutes (M)

V. Financial Reports

- A. February 2024
 - 1. Approval of Paid Bills (M)
 - 2. Credit Card Detail Report (i)
 - 3. YTD Budget vs Actual (i)
 - 4. United Bank Accounts Overview (i)

VI. Director's Report

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

VII. Committee Reports

- A. Building and Grounds 2/12
- B. Finance 2/21

VIII. New Business

A. Cleaning Service

IX. Around the table

X. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
February 13, 2024 at 6:30 pm

Members Present: Meghan Augustin, Tami Fryling, Jacqui Kuhn, Gary Marsh, Sarah Powell, Danielle Simmons

Members Absent: Suzy Byville, Maria Musgrave

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 Powell and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of January 2024 Regular Meeting Minutes with year corrected to 2024 motioned by Kuhn and seconded by Fryling. All yes, motion passed.
- V. Financial Reports for January 2024
 - a. Monthly check register was reviewed. There were a few charges associated with getting notary services up and running. The \$25 check to MLA is for Advocacy Day in April. The automatic door opener had to be repaired.
 - b. Credit Card Detail Report was reviewed. It was noted that there were two charges from MLA and one refund from MLA; Tori originally signed up for spring conference through Bakovka's account, but it had to be redone for Tori to register through her own account. The charge from NEC Cloud Communications was part of the cost of getting the new phones installed. The \$120 charge from WIX was the annual cost of the website. A PlayStation 5 and accessories were purchased for the Special Collection for \$632.53.
 - c. United Bank Accounts were reviewed. City and Township tax payments have begun to come in.
 - d. Approval of paid bills motioned by Simmons and seconded by Fryling. All yes, motion passed.
- VI. Director's Report

- a. Bakovka was notified that we did not receive the community center grant that was applied for. Notary services are now being offered; there have been three appointments so far and it has been well-received by the community. The staff meeting in January went well; Bakovka added a new portion to the meeting called “staff discussion” where everyone watched a video prior to the meeting that is relevant to something happening in the library to discuss as a group at the meeting. The next staff meeting is February 22. Bakovka finished her governmental accounting course. Audit to be performed in March. The new phones are in and working well, although the fax line is now having issues. Two Tonie boxes and fifteen Tonie characters have been purchased for patrons to checkout; should be available in a week or two after all the characters are downloaded. The checkout limit for Tonies will be one box and three characters at a time.
- b. Monthly Statistics were reviewed. All stats dropped for January, which had several weather closures and staff illnesses. Program attendance was solid despite illnesses and closures.
- c. The Youth Services report was reviewed. After school art had 105 attendees in January despite being canceled one day due to illness. Lego Club and Pokemon Club continue to be popular. There were 16 attendees for the Community Action Playgroup. Five people came to Reading Dragon Bingo, an event Tori will likely put on again.
- d. The Adult Services report was reviewed. Abby had 11 attendees for her tea blending program. There were several no-shows for the button craft. All 30 of the pinecone bird feeders take and makes were taken.
- e. The Circulation report was reviewed. Year-to-date checkouts dropped slightly compared to January 2023. 12 new patron accounts were added in January.

VII. Committee Reports

- a. Planning Committee 1/22
 - i. Simmons reviewed the meeting minutes from the January 22 committee meeting. The committee had a strategic plan check-in to assess objectives/actions and where we are at in working toward goals. Timelines were updated; expansion planning now moving into Finance committee hands.
- b. Building and Grounds 2/12
 - i. Minutes not available yet due to timing of meeting. Fryling gave a quick summary of the meeting. There was discussion about hiring a new position (custodian) vs. continuing to utilize a cleaning service, discussion of the furnace/AC units needing replacements, discussion with Triangle about square footage/usage and the two initial drawings created by Triangle. There were 176 responses to the survey; the general themes were as expected.

VIII. Unfinished Business

- a. Parking Lot Update
 - i. Henika now officially owns the parking lot. The building committee will be meeting to discuss expectations/management of it. The City will continue to plow through the end of the season.

IX. New Business

- a. Strategic Plan Updates and Revisions
 - i. Tweaks were made to the strategic plan, especially regarding timelines.
 - ii. Adoption of the revised Strategic Plan as presented motioned by Augustin and seconded by Marsh. All yes, motion passed.
- b. Par Plan Risk Reduction Grant
 - i. Our building insurance company (Decker) offers risk reduction grants. Bakovka would like to apply for a grant opportunity of up to \$2500 to assist in the purchase of 3-4 additional security cameras.
 - ii. Adoption of Resolution 2024-1 Resolution of Support motioned by Augustin and seconded by Powell. A roll call vote was conducted. Six yes, zero no, two absent; motion passes.
 - 1. Fryling YES
 - 2. Powell YES
 - 3. Simmons YES
 - 4. Marsh YES
 - 5. Augustin YES
 - 6. Kuhn YES
 - 7. Byville ABSENT
 - 8. Musgrave ABSENT

X. Around the Table

- a. Fryling was disappointed to hear we didn't get the grant; commended Bakovka for doing such wonderful work to get to this point. As a library of this size, we are collectively doing a lot of work and going through it quite quickly; pleased with the progress.
- b. Powell had nothing to add.
- c. Simmons brought home the old expansion planning information after the meeting with Triangle; the plans then were for 17,000-20,000 additional square feet (double what we are currently looking at). Did the button craft and thought it was a lot of fun. Also did the lip balm/bath salt makeup date. Tobin was great.
- d. Marsh is continually surprised at how intricate business-wise it is to run an organization like the library. Pleased to see encouragement of staff participation. Marsh is amazed at how efficient and effective we are at utilizing the space we have available to use its maximum potential and applauds the staff for making that happen. Hopes the expansion works

out this time around; discouraging that so much about the success depends on the financing.

- e. Bakovka is feeling discouraged about not getting the grant but is excited to hopefully see more opportunities in the future. Bought 159 seed packets for the seed library from Dollar Tree and got to talk to people about the seed library.
 - f. Augustin is bummed about not getting the grant, but we will keep trying. Need to set up a Finance committee meeting after the meeting. Would like to propose coming up with any officer changes at our May meeting due to planned absences at the June and July meetings; can discuss further at the March meeting. Augustin asked board members to look again at summer calendars for meeting date conflicts so we can determine whether any meetings need to be rescheduled to ensure quorum.
 - g. Kuhn was not able to attend the recent Wednesday afternoon adult craft or Saturday kids' program but is excited to see programs scheduled at these times. Kuhn misses having a phone app and is looking forward to the new app that is supposed to come out next month.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:49 pm.

Monthly Check Register

As of February 29th, 2024

Date	Payee	Memo	Account	Amount
2.2.24	Transnation Title	Parkinglot Purchase	Capital Outlay**	\$1,006.00
2.7.24	Amazon	Programming, Materials, Supplies, Equipment	-SPLIT-	\$585.70
2.7.24	Baker & Taylor		Materials	\$275.49
2.7.24	City of Wayland		Utilities	\$98.58
2.7.24	Consumers Energy		Utilities	\$227.41
2.7.24	FosterSwift		Contractual Serv	\$467.00
2.7.24	MJA Landscape		Building & Grounds	\$1,764.00
2.7.24	T-Mobile		Communications	\$245.95
2.7.24	US Bank		Equipment	\$536.93
2.14.24	Taylor Community Library	Lost and Paid item	Contractual Serv	\$15.00
2.21.24	Absopure		Utilities	\$40.47
2.21.24	Amazon	Programming, Materials, Supplies	-SPLIT-	\$348.18
2.21.24	American Library Association	Yearly Membership Renewal	Mem/Train	\$183.00
2.21.24	Baker & Taylor		Materials	\$1,168.62
2.21.24	Blue Cross Blue Shield	(Tori backdated 3 months)	Employee Benefits	\$9,368.53
2.21.24	Book Farm		Materials	\$313.46
2.21.24	Cardmember Service		-SPLIT-	\$783.51
2.21.24	Cengage Learning		Materials	\$121.57
2.21.24	Coverall		Building & Grounds	\$555.00
2.21.24	Demco	Processing supplies	Supplies	\$338.26
2.21.24	FosterSwift		Contractual Serv	\$1,903.50
2.21.24	IntegraCore	Door Replacement	Building & Grounds	\$3,220.00
2.21.24	Kansas City Life		Employee Benefits	\$97.57
2.21.24	Michigan Gas		Utilities	\$257.77
2.21.24	Spectrum		Utilities	\$106.47
2.21.24	Tobin Buhk	Programming, Materials	-SPLIT-	\$270.00
2.21.24	Tracy D Herrell	SRP Programs	Programming	\$401.00
2.21.24	Unique		Contractual Serv	\$9.85

Total: \$24,708.82



February 2024 Statement

Open Date: 01/13/2024 Closing Date: 02/13/2024

Account: [REDACTED]



Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

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HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$783.51
Minimum Payment Due	\$10.00
Payment Due Date	03/10/2024

Reward Points	
Earned This Statement	1,086
Reward Center Balance as of 02/12/2024	29,095
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,841.70
Payments	-	\$2,841.70 ^{CR}
Other Credits	-	\$3.57 ^{CR}
Purchases	+	\$787.08
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$783.51
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$20,500.00
Available Credit		\$19,716.49
Days in Billing Period		32

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 001910551

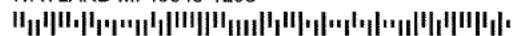


24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address



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

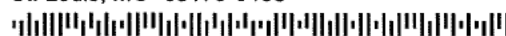


Account Number	[REDACTED]
Payment Due Date	3/10/2024
New Balance	\$783.51
Minimum Payment Due	\$10.00

Amount Enclosed \$ _____

Elan Financial Services

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: Elan Financial Services, 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: Elan Financial Services, 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:** We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet 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. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, 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. Please contact Elan Financial Services for internet, phone, and mobile crediting 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 02/12/2024

Rewards Center Activity*	0
Rewards Center Balance	29,095

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	783	3,624
2 Extra Points - Telecom & Office Supply	303	1,983
Total Earned	1,086	5,607

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.

PAY TAXES WITH YOUR CARD. It's a fast, easy and secure way to pay your federal and state taxes. FAST - Pay instantly online. EASY - Your payment is processed right away and confirmed with an electronic receipt. SECURE - No worries about your payment getting lost or stolen in the mail. REWARDING - You will earn points for every net dollar you pay on your taxes with your card. Learn more at officialpayments.com.

Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
02/05	01/31	5836	WAYLAND DO IT BEST HAR WAYLAND MI MERCHANDISE/SERVICE RETURN	\$3.57 _{CR}	Supplies
Purchases and Other Debits					
01/22	01/21	8990	AMZN Mktp US*R802I70H1 Amzn.com/bill WA	\$54.95	Ad/Promo
01/22	01/21	0860	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
01/23	01/22	8727	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
01/29	01/26	7561	SQ *NB OUTLET ALLENDALE MI	\$21.20	VP
02/01	01/31	1608	WIX.COM 1098281571 WWW.WIX.COM CA	\$14.95	Ad/Promo
02/02	02/01	1795	ADOBE INC. 408-536-6000 CA	\$21.19	CS
02/02	01/31	6147	WAYLAND DO IT BEST HAR WAYLAND MI	\$4.74	Supplies
02/09	02/08	2556	4TE*NEC CLOUD COMMUNIC 800-240-0632 TX	\$134.41	Utilities
Total for Account				\$284.82	

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/16	01/15	3918	TARGET 00020156 CALEDONIA MI	\$20.84	YP
01/23	01/22	7032	TARGET.COM * 800-591-3869 MN	\$11.07	YP
01/29	01/26	3316	JOANN STORES*JOANN.COM 888-739-4120 OH	\$19.05	YP
02/01	01/31	1626	MICHAELS #9490 800-642-4235 TX	\$39.17	YP
02/05	02/01	8563	HARDING'S MARKET #3 WAYLAND MI	\$6.76	YP
02/08	02/06	9917	HARDING'S MARKET #3 WAYLAND MI	\$4.97	YP
02/12	02/09	4467	SP TONIES US HTTPSTONIESUS CA	\$162.11	YP
Total for Account				\$263.97	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/16	01/11	5317	DOLLAR-GENERAL #9954 WAYLAND MI	\$34.22	AP
01/24	01/22	2880	HORROCKS MARKET KENTWOOD MI	\$42.55	AP
01/29	01/25	6118	HARDING'S MARKET #3 WAYLAND MI	\$8.98	AP
01/31	01/29	0636	HARDING'S MARKET #3 WAYLAND MI	\$28.76	AP
02/02	01/31	3672	HARDING'S MARKET #3 WAYLAND MI	\$11.13	AP
02/05	02/02	2288	MICHAELS #9490 800-642-4235 TX	\$65.13	AP
02/05	02/02	0938	USPS PO 2562800335 MOLINE MI	\$30.45	Postage
02/05	02/02	6137	HARDING'S MARKET #3 WAYLAND MI	\$13.50	YP
Total for Account				\$234.72	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/29	01/28	0217	PAYMENT THANK YOU	\$2,841.70CR	
Total for Account				\$2,841.70CR	

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$0.00



ACCOUNTANTS' COMPILATION REPORT

To The Board
Hen ka District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, which comprise the Governmental Fund Balance Sheet as of February 29, 2024, and the related Statement of Revenue and Expenditures for the one month and two 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 Hen ka District Library.

Walker, Fluke & Sheldon, PLC
Hastings, Michigan
March 4, 2024

**Henika District Library
Governmental Fund Balance Sheet
As of February 29, 2024**

ASSETS

Current Assets:

Cash-Checking	\$ 262,535.73
Cash-Savings	547,193.16
Certificate of Deposit - 740	53,546.64
Savings - Building Fund	104,283.89
Certificate of Deposit - 943	31,763.93
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,332,499.19

Total Assets \$ 1,332,499.19

**Henika District Library
Governmental Fund Balance Sheet
As of February 29, 2024**

LIABILITIES AND FUND BALANCE

Current Liabilities:

Due to the Federal Government	\$ (212.35)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 335,000.71

Fund Balance:

Fund Balance-Unrestricted	<u>861,790.88</u>
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Total Fund Balance -Beginning 861,790.88

Change in Fund Balance 135,707.60

Total Fund Balance 997,498.48

Total Liabilities and Fund Balance \$ 1,332,499.19

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 2 Months Ended February 29, 2024

	<u>Total Year Budget</u>	<u>1 Month Ended Feb. 29, 2024</u>	<u>2 Months Ended Feb. 29, 2024</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 220,000.00	\$ 76,187.52	\$ 130,459.24	\$ (89,540.76)
City Revenue	190,000.00	0.00	78,766.77	(111,233.23)
State Aid	10,000.00	0.00	0.00	(10,000.00)
Penal Fines	30,000.00	2,827.23	5,200.77	(24,799.23)
Copier & Fax Income	0.00	243.93	641.65	641.65
Fines	0.00	105.35	175.35	175.35
Interest Income	5,000.00	1,760.91	3,600.84	(1,399.16)
Memorial Donations	0.00	1,000.00	1,000.00	1,000.00
Book Sales	0.00	18.10	72.27	72.27
Federal E-Rate	4,000.00	0.00	199.50	(3,800.50)
Total Revenues	<u>459,000.00</u>	<u>82,143.04</u>	<u>220,116.39</u>	<u>(238,883.61)</u>
Employee Expenditures:				
Wages	188,000.00	15,144.57	37,665.84	150,334.16
Employee Benefits	70,000.00	9,466.10	12,779.30	57,220.70
FICA Expense	16,000.00	1,158.53	2,881.42	13,118.58
State Unemployment Tax	0.00	23.30	59.25	(59.25)
Total Employee Expenditures	<u>274,000.00</u>	<u>25,792.50</u>	<u>53,385.81</u>	<u>220,614.19</u>
Operating Expenditures:				
Memberships & Training	7,000.00	183.00	604.84	6,395.16
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,500.00	0.00	110.00	3,390.00
Programming	16,000.00	1,035.08	1,579.82	14,420.18
Office Supplies	9,000.00	652.58	1,449.94	7,550.06
Furnishings	900.00	0.00	121.61	778.39
Equipment	15,000.00	581.40	2,507.25	12,492.75
Materials	36,000.00	2,581.26	5,008.44	30,991.56
Accounting	19,000.00	506.60	1,860.50	17,139.50
Contractual Services	35,000.00	2,453.49	7,536.65	27,463.35
Communications	3,500.00	245.95	488.78	3,011.22
Technology Support	3,000.00	0.00	285.00	2,715.00
Advertising	2,550.00	69.90	216.55	2,333.45
Postage	500.00	30.45	38.54	461.46
Utilities	11,000.00	865.11	1,632.21	9,367.79
Maintenance-Building/Grounds	20,000.00	5,539.00	6,094.00	13,906.00

See Accountants' Compilation Report

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 2 Months Ended February 29, 2024

	<u>Total Year Budget</u>	<u>1 Month Ended Feb. 29, 2024</u>	<u>2 Months Ended Feb. 29, 2024</u>	<u>Year-To-Date Variance</u>
Maintenance-Equipment	3,000.00	0.00	482.85	2,517.15
Capital Outlay	<u>0.00</u>	<u>1,006.00</u>	<u>1,006.00</u>	<u>(1,006.00)</u>
Total Operating Expenditures	<u>185,000.00</u>	<u>15,749.82</u>	<u>31,022.98</u>	<u>153,977.02</u>
Total Expenditures	<u>459,000.00</u>	<u>41,542.32</u>	<u>84,408.79</u>	<u>374,591.21</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ 40,600.72</u>	<u>\$ 135,707.60</u>	<u>\$ 135,707.60</u>

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$266,258.73
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PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$547,193.16
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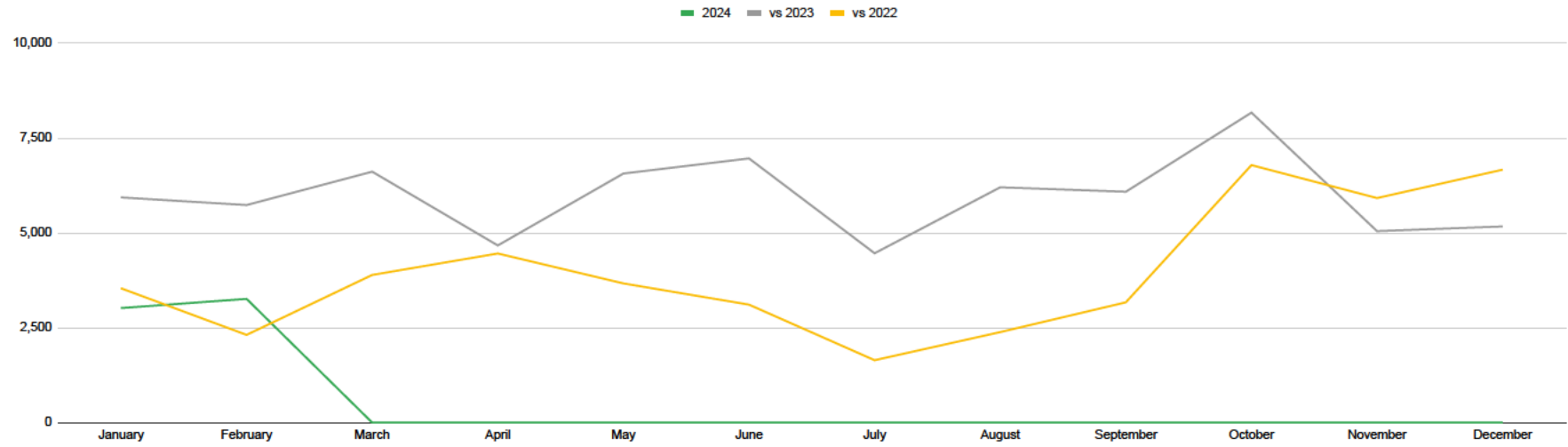
BUILDING FUND XXX212	Current balance \$104,283.89
--------------------------------	--

TIME DEPOSIT XXXX874	Current balance \$53,546.64
--------------------------------	---------------------------------------

TIME DEPOSIT XXXX882	Current balance \$31,763.93
--------------------------------	---------------------------------------

WEEKDAY TRAFFIC STATS 24

2024 vs 2022/23



Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2024	3,020	3,262	0	0	0	0	0	0	0	0	0	0	6,282	3,141
vs 2023	5,800	5,600	6,500	4,500	6,500	6,800	4,500	6,000	5,800	8,000	5,000	5,100	64,000	5,333
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE
Monday	183	207	#D V/O		#D V/O	#D V/O		#D V/O		#D V/O	#D V/O	#D V/O	#DIV/O
Tuesday	105	142	#D V/O		#D V/O	#D V/O		#D V/O		#D V/O	#D V/O	#D V/O	#DIV/O
Wednesday	152	155	#D V/O		#D V/O	#D V/O		#D V/O		#D V/O	#D V/O	#D V/O	#DIV/O
Thursday	165	146	#D V/O		#D V/O	#D V/O		#D V/O		#D V/O	#D V/O	#D V/O	#DIV/O
Friday	120	104	#D V/O		#D V/O	#D V/O		#D V/O		#D V/O	#D V/O	#D V/O	#DIV/O
Saturday	56	77	#D V/O		#D V/O	#D V/O		#D V/O		#D V/O	#D V/O	#D V/O	#DIV/O

February 2024
Youth Services Report
Tori Schreur, Youth Services Librarian

Sensory Playtime: 18 attendees. We always have so much fun sensory playtime! Lots of moms and their littles come out to play! This month we had a tent full of balls, a fort to play in and lots of instruments to play with. We also had music and bubbles since we haven't been having Little Wiggles.

After School Art: 105 attendees. We hosted four sessions of After School Art this month. We made foam fingers for the Super Bowl and love monsters for Valentine's Day. We had a free craft day and we made some dot art with tempera paint, q-tips, and coloring pages.

Lego Club: 15 attendees. Lego club was entirely a free play session. I did bring out the replica of the Taj Mahal, and kids were interested, but it was a little too difficult for them. I'm looking into buying more minifigures and lego boards for the kids to play with.

Lego Party: 60 attendees February 3rd was "Bring your child to the library day" and we decided to throw a lego party. We watched the Lego Movie and ate popcorn out of lego popcorn bowls. The kids had a free play with the legos and got to take home lego themed gift bags full of magnetic bookmarks, notepads, pencils, and wrist bands, all with a lego theme!

Henika Pokemon Trainers: 23 attendees. Nothing too special happened at Pokemon Trainers this evening. I passed out Valentine's to all the kids in the shape of a Pokeball with Pokemon cards attached.

Henika Snackcrafters: 2 attendees This was a new program for teens, and unfortunately our two guests were not teens, but we still had a lot of fun making food in the waffle makers. We made pizzas, which didn't turn out the greatest, but still tasted fine to eat. Then we made cinnamon rolls, which turned out great in the waffle makers. Lastly we tried to make some potatoes. They didn't look pretty, but they tasted good!

Reading Dragons: 7 new signups and 6 monthly finishers. The Dragon and Friends of the month for March will be Aquanox and Aurorabelle.

1000 Books before Kindergarten: 5 little ones moved on to the next level, and one finished the program! Yay Alice!

Literacy Night: 46 people I interacted with 46 people at Steeby's Literacy night, excluding everyone who came to watch me read. The kids loved the reading dragon's bookmarks. A lot of kids and parents alike were excited to see that we offer a Pokemon club.

Scavenger Hunt: 124 participants

Blind Date with a Book: 6 participants

Take and Make: 31 participants

Looking forward:

March might be a little more quiet at the library, but busy for me. On Monday, March 4th I will be at a Youth Services Meeting in Coopersville and then that Wednesday through Friday I will be at Spring Institute in Muskegon. We will still be holding Lego Club at 5:30 on Wednesday the 6th. Sensory Club, which has been a pretty big hit lately, will be on Tuesday, March 12th. Sarah will be running Pokemon club for me on Wednesday the 13th while I am at Pine Street for their Literacy Night. After School Art Sessions will be meeting on the 14th, 21st, and the 28th. On Tuesday the 19th I will be at Baker for their Kinder Round up. On Wednesday, the 20th we will be having a chocolate fondue night with the Teens. We will only be having one session of Preschool storytime on Thursday the 21st. And lastly, I will be hosting another Reading Dragons game night on Wednesday March 27th, because a lot of kids have expressed interest in that!

FEBRUARY 2024

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Adult Craft: Lip Balm and Bath Salts: 14

This event had been scheduled for January but we had a snow day, so it got pushed to February. It had a good turn out, and people seemed to like it! I didn't have to do a lot of instruction for this class, so I was able to walk around and help people a lot more than I often can, which was a lot of fun.

"Blood and Lipstick" with Tobin Buhk: 10

Tobin is always great! This was one of our best turn outs for him. He's coming back in October and I'm hoping to get even more.

Paint Along with Us: 12

This event was split up over two days—a Saturday and a Wednesday. The Saturday definitely had better turn out, but people have been asking for a return to Wednesday crafts, so I think I'm going to try something similar in April.

Blind Date with a Book (Passive): 10

This was a display and it seemed to have a lot of success! Several patrons came to us and expressed how much they liked their blind date book. I'd like to do it again, but it's a lot of work for a display so definitely not every month. Maybe a few times a year.

Winter Reading: 7

Winter reading this year was for people ages 13 and up. Patrons could read 6 books for a self-care kit and 10 for a chance to win a target gift card. 4 people read 6 and 3 people read 10.

Seniors at Sawmill Estates (In-Person): 4

I'm a little stuck on how to garner attendance at Sawmill, simply because I don't ever see the people who aren't coming. It's the same 3-5 people every time. I might ask if I can hang flyers.

Seniors at Green Acres (In-Person): 11

This month I brought a craft and bingo, and they pretty universally just wanted to play bingo. I'll do the same in March, but if Bingo is what they want to do, I'm not going to force crafts on them.

Bingo! Brunch (Family In-Person): 5

This wasn't a great turn out for Bingo! Brunch, but the weather was absolutely terrible, so I blame that. There has still been a lot of interest with young families, so I'm hoping for more people. I know that my best numbers come when kids are out of school, so I'm thinking of doing it every week during summer reading.

Spice Club: Za'atar (Family In-Person): 5

This wasn't a huge group, but everyone really liked the food, so that was great! Next month is garlic bread, and I'm going to use that one as a deciding factor on whether to continue spice club.

Total Program Participants: 78

December Reflection

Numbers were a lot better for regular programming this month than in January. The weather was better (usually) and I think more people were willing to be up and about.

Looking Forward

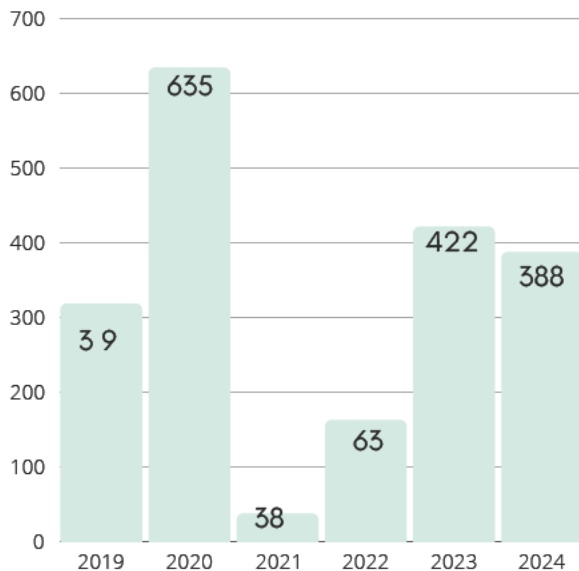
There's a lot planned for March. I'm partnering with 4 One 2 for a DnD 101 night, and we're doing board games in April. I'm hoping that getting together with a local business (especially one that sells food and alcohol) will help draw new patrons. I still have Sawmill, Green Acres, Bingo! Brunch, and Spice club planned for March, as well as a gardening presenter, a craft, and a first attempt at a book to film club. The seed library will also open on March 15th, so there's been a lot of focus on preparing for that. I've been focusing a lot on bringing programmers in instead of just doing crafts, and I'd like to continue focusing on advertising our events to the public of Wayland.

February 2024

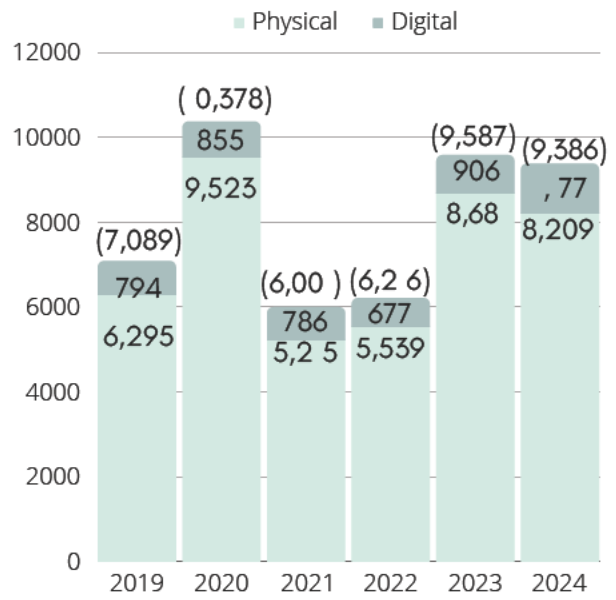
Our overall circulation numbers are on a downward trend this month, with Circulation YTD numbers down 20 from last February. The categories showing the most growth from last year during the month of February are Juvenile e-Books; which circulated over 3 times more this February and MeL items; which circulated over 2 times more than they did at this time last year. Other categories showing noticeable growth from last February include: Adult Print, Tween Print, Videogames, Special Collection Items, Tween Audiobooks, Adult e-Books, Teen e-Books, Juvenile e-Audiobooks, Teen e-Audiobooks, and Adult e-Audiobooks. Categories that are not circulating as well as they did in February 2023 include: Teen Print, Juvenile Print, all of our DVDs (General, Non-Fiction, and Youth DVDs), Adult Audiobooks, Teen Audiobooks, and Juvenile Audiobooks. I attribute the lower circulation rates of our physical materials to an increase in patrons seeking e-materials.

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



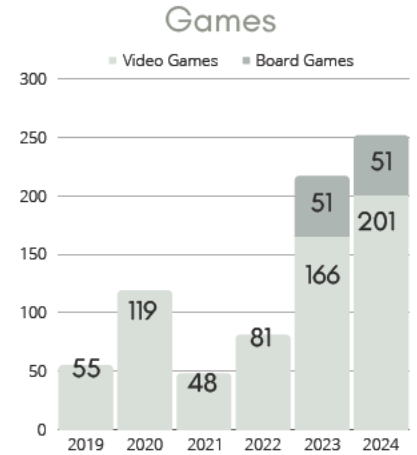
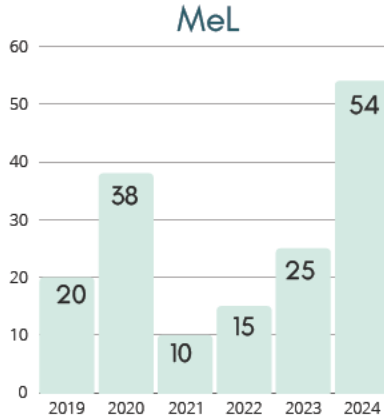
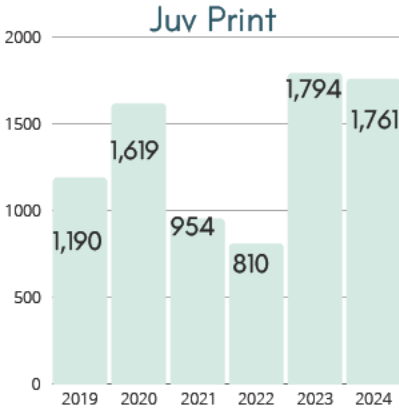
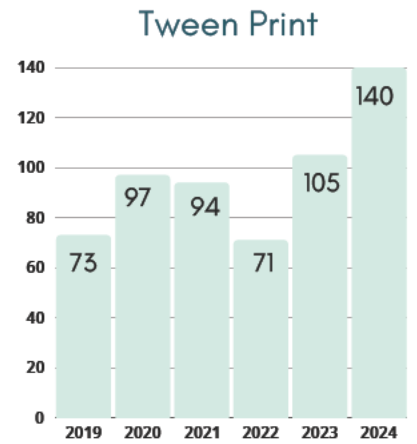
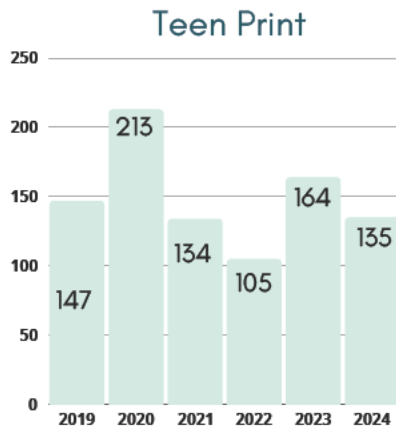
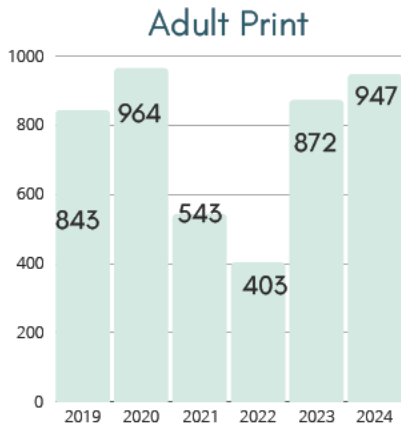
January - February

Henika has 2,722 total patron accounts. 466 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

- 34 Patron accounts added YTD
- 22 Patron accounts added in February
 - 14 *Wayland City*
 - 6 *Wayland Township*
 - 2 *Non-Resident*

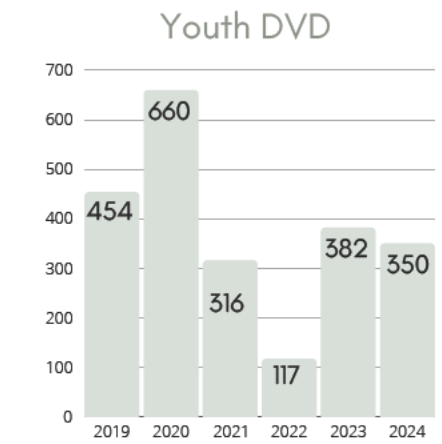
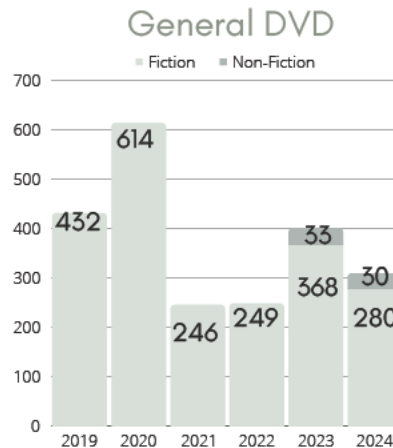
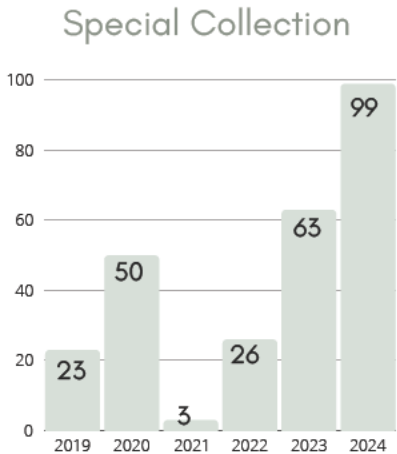
*Active refers to those physically checking out items. This does NOT include those who only borrow e-materials.

February Circulation, 2019-2024



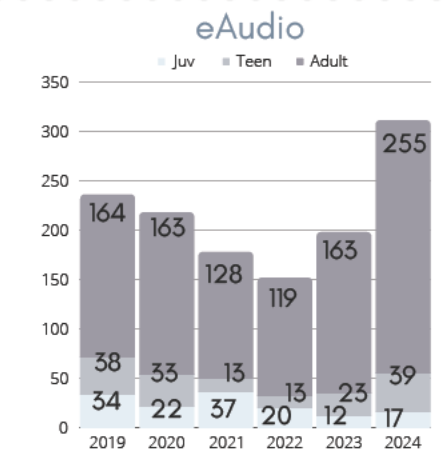
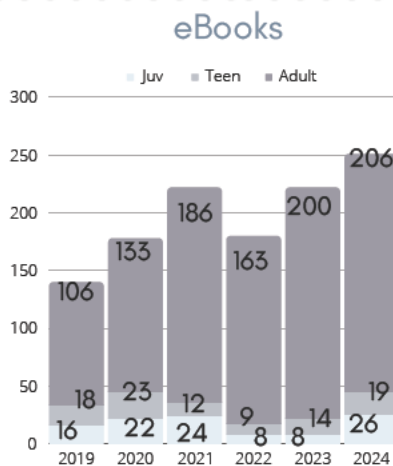
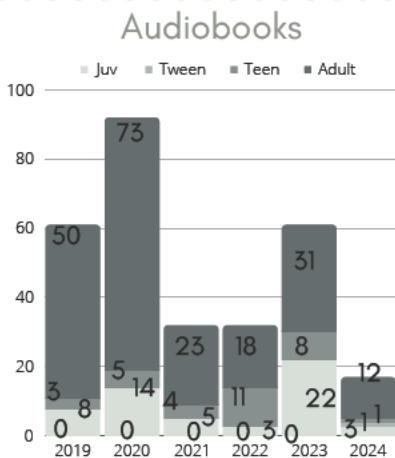
*pictu es books, eade s, chapte , juv g aphic, juv NF

*p io to 2023, Video & Boa d Games we e combined



*p io to August 2021, this only included launchpads

*p io to 2023, Fic & Non-Fic DVDs we e combined



MINUTES

Henika District Library

Building/Grounds Meeting

February 12, 2024: 4:30pm

- I. Call to order at 4:31pm by. T. Fryling
 - A. Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Gary Marsh
 - B. Members Absent: none
 - C. Staff Present: Cierra Bakovka – Director
 - D. Guests: none
- II. Approval of Agenda: motioned by Augustin, seconded by Byville. All yes, motion passed.
- III. Community Opportunity to Address the Committee: No one present
- IV. Approval of November 2023 Meeting Minutes: motioned by Fryling , seconded by Augustin with a couple of typographical corrections . All yes, motion passed
- V. Unfinished Business
 - A. Parking Lot Update – Real estate transaction officially closed so parking lot is now property of Henika District Library as of 2/7/2024. As this is officially no longer public parking, decisions will need to be made regarding neighboring businesses using spaces. Options discussed: posting signs, especially closest spaces to library and handicapped spaces; providing neighboring businesses with official notification; option that spaces should not be open to neighboring businesses during library regular hours, but permitted after library hours. Professional communication is essential to maintain friendly neighbor relationships as signage may not be well received. Agreed that official notification needs to happen prior to any signage. Recommendations for official

notification to go to Board in near future, including having a policy for enforcement.

1. Tabled until next Building meeting pending Cierra getting input from local libraries and policy is written.
2. Plowing update- Per Wayland City Manager, if the closing date went into February, they would assume the plowing for the remainder of this winter.

Will monitor.

B. Triangle Update

1. Discussion held with Triangle representatives on 2/7/24 with 2 options presented for new addition. Both options involve building off the 1960's addition of current library, with or without keeping current addition. Triangle is trying to obtain clarification from Historical society to determine if 1960's addition can be modified or is considered part of the 'historical site'. Building committee asked for one more option that will be 2 stories and preserve more green space. No decision made at this time. Once 3rd option is presented to Building committee by Triangle, final decision will be taken to Board. Current options were approximately 9000 sq ft added as one level.

2. Point of discussion about removing current 1960's addition creating a situation of just putting more back on and costing more, realizing that the reason for taking off the addition will address the 'split-level' situation as well as modernizing any new space. Future discussion need to be held once 3rd option received from Triangle and Historical Society gives their input.

VI. New Business

A. Cleaning Services: Concerns raised about quality of current cleaning company. Current company sub-contracts and we are on 3rd team in 5 years. Concerns have been communicated to parent company, including 'no-show/no-call', obvious dirty

walls/floors remain after cleaning. Per research, locally it is becoming a common practice to hire a 'dedicated' employee to take over these services. Financially, current company costs \$6,600 per year. Per various local libraries, several titles are used, varying hours are utilized, salary range (for part-time with no benefits) vary. Would require workers compensation however that is minimal cost.

a. Under consideration

- i. Salary range \$15.00 to \$20.21 per local comparison, \$120 - \$303.15/week
 1. \$17.00 - \$21.00 recommended per *INDEED*. Agreed upon by committee members.
 2. our staff is currently \$13.50 - \$16.97
- ii. Job description (to include minor maintenance) - needs to be written by Cierra.
- iii. Job title: "Custodian" agreed upon by committee members
- iv. Hourly requirements 8 – 12 hrs/week agreed upon
- v. Outside of 'open' hours – agreed upon
- vi. OSHA training requirements clarification by Cierra
- vii. Clarification of procedures/expectations of services. Reviewed at Building committee meeting, minor changes made.
- viii. Ownership of cleaning supplies (chemicals and equipment) would be by Library (no alternate options)
- ix. When to post position. Current company is on a month to month basis. Official notice to current company after new hire accepts offer.

B. Furnace and Air Conditioning – when general maintenance was performed November 2023 by DeWeerd, recommendations made to start considering getting new equipment.

- a. Currently have a furnace (in original basement) and A/C (on North side of building) to each portion of Library. Put in in 1995 and 1996.
 - b. Have a quote from DeWeerd (in Wayland) for all 4 units = \$21,975.
 - c. No repairs have been required in past 3 years.
 - d. Discussion about options. Split opinions. Triangle stated they would be updating heating and A/C at time of construction. Cierra to get clarification from Triangle on what will be done at time of expansion. Either way, money needs to be available in case of emergency breakdown or repairs. Currently available in the budget. Tabled until further information obtained.
- C. Review Survey Results- Reviewed. Reinforced many previous assumptions. Overall very positive and nearly 50% would support some type of milage. Many requests for more space, more parking, dividing study/ready areas. Agreed with prior community survey done by planning committee in 2022. Findings to be presented to Board on 2/13/24. Further decisions pending anticipated expansion plans.

VII. Around the Table

Gary: Overall negative about committee's ability to make quick decisions.

Meghan: Positive about overall progress of library and committee.

Tami: Committee tends to spend a lot of time on solving problems than we have no control over; i.e. how neighboring businesses will feel about parking spaces. Otherwise, still positive overall about how much work is being accomplished.

Cierra: no comment

Suzy: So much covered and progress made.

VIII. Adjournment Meghan/Suzy 6:55pm

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
January 21, 2024 at 1:45 pm

Members Present: Jacqui Kuhn, Gary Marsh, Meghan Augustin (ex officio)

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 1:48 pm by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of November 29, 2023 Finance Committee Meeting Minutes motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Triangle cost update
 1. Triangle has provided two options with associated rough costs of approximately 4.4 million and 4.1 million, with the first option removing the existing expansion. Both options would result in a total square footage of approximately 10,000 square feet and would take approximately ten months to complete. The building committee has asked Triangle to generate a third option that preserves some of the green space.
 - ii. Grants
 1. We were not awarded the Community Center Grant. The state hopes to do another round if funds become available.
 2. As discussed at the previous board meeting, Bakovka is applying for a risk reduction grant through our insurance carrier.
 3. Kuhn was not able to find any additional opportunities for grants as a potential funding source since the last meeting.
 - iii. USDA Loan
 1. Bakovka shared the project description she wrote for the pre-application package for the USDA loan. The interest rate for this program is 3.875% for 30 or 40 years. We will

need additional funding sources to ensure the loan payments are within budget.

- iv. Millage
 - 1. Musgrave is assigned to research millage as a potential funding source. No update provided due to absence.
- v. Bank Loan
 - 1. Bank loans are not a viable option due to interest rates in the 7.25-8.5% range or higher.
- vi. Fundraising Campaign (Large Donors)
 - 1. Bakovka to reach out to Brienne at Triangle for fundraising resources.
 - 2. The group brainstormed potential donors or potential partners for fundraising events: Bonnie Miller, Gun Lake Tribe, Wayland Chamber of Commerce, Meijer, DeVos, Hardings, Ed Koehn Ford, Perrigo, and Stryker.

V. New Business

- a. Review Employee Benefits
 - i. MERS
 - 1. The rate is set by the plan administrators based on a variety of factors including the performance of the market. The rate for 2024 is 14.01%.
 - ii. Medical, Dental, STD/LTD
 - 1. The current costs of medical, dental, and STD/LTD were reviewed, as well as the current benefits policy. The policy states that Henika provides employer-funded medical and dental to employees and their families. Our current benefits package matches our current benefits policy, so no changes are needed currently.

VI. Around the Table

- a. Marsh feels we are at a critical point where previous attempts at expansion have failed and is hoping we can avoid that this time. Marsh appreciates the earnestness of the staff to achieve goals.
- b. Bakovka appreciated the good meeting and is trying to stay positive.
- c. Augustin thinks we have made good progress so far and reminded the group that we can keep tapping into Triangle's expertise to assist us with things like fundraising.
- d. Kuhn is a little intimidated by the task but hopeful that we can fund the expansion.

VII. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 3:05 pm.

Library	Type	Wage	Duties
White Lake Community Library	PT	\$16.32/hr	routine cleaning plus all sorts of other maintenance tasks, including lawn care, snow removal, meeting room set-ups, minor repairs, painting, etc
Mount Clemens Public Library	FT	\$21.63/hr	Routine Cleaning
Cadillac Library	PT	\$20/hr	cleaning dutie , light maintenance, and hovelng
Milan Library	PT	\$20.83	Routine Cleaning
Saranac Clarksville District Library	PT	\$18/hr	Routine Cleaning
Hackley	PT	\$15.35	Routine Cleaning
	Average	\$18.09	

Currently paying Coverall	\$555/mo	\$6660/yr	+ ome upplie
Paying private @ \$18/hr, 9hrs per wk	\$648/mo	= \$8,424/yr	+ all supplies

CUSTODIAN

HENIKA DISTRICT LIBRARY

Do you enjoy cleanliness and organization? Do you take pride in creating and maintaining a safe and pristine environment? Are you looking to pick up some flexible hours outside of the regular 9-5 sphere? If you answered yes to any of these questions, Henika District Library is looking for you!

JOB TYPE: Part-Time

SCHEDULE: Flexible. Perform services three times a week before the library opens or after we close for the evening. Amounts to 8-12 hrs per week.

PAY RANGE: \$17 - \$21/HR

BENEFITS: None

DUTIES/RESPONSIBILITIES:

- Cleans interior of the Henika District Library including sweeping, mopping, vacuuming, trash removal, dusting, bathrooms, and windows, etc.
- Oversees basic maintenance and upkeep of Henika District Library including replacing light bulbs, filters, carpet squares, and batteries, as well as small repairs, painting, and touch ups.
- Maintains grounds by completing tasks not covered by outside service providers, including picking up trash and emptying trash cans, sweeping outdoors, cleaning exterior windows, etc.
- Oversees the cleanup of biohazards by implementing appropriate cleaning procedures and purchasing .
- Maintains tools in good working order .
- Notifies the Circulation Supervisor or Director of any cleaning supplies or maintenance items that need to be ordered.
- Maintains a stocked and well organized cleaning storage space.
- Other duties as assigned.

QUALIFICATIONS:

- High-School Diploma or GED equivalent

CUSTODIAN

HENIKA DISTRICT LIBRARY

- Experience working in a janitorial or custodial position preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong attention to detail and task orientation
- Work positively and efficiently with the public and fellow library staff
- Completes required duties in a timely and efficient manner
- Ability to work independently
- Ability to pass a background check
- Knowledge of blood-borne pathogens and biohazard cleanup
- Knowledge of cleaning procedures and cleaning product safety requirements
- Reliable transportation to job location

PHYSICAL REQUIREMENTS:

- Ability to walk for 10 minutes at 2.5 MPH
- Ability to push and pull 100 LBS
- Ability to kneel, twist, reach, and grasp
- Ability to lift 15 LBS, 60 IN in height

CLEANING EXPECTATIONS:

Daily (3x per week):

- Wipe down using hospital-grade disinfectant all-purpose spray cleaner on all everyday surfaces, cabinets, countertops, table tops, chairs, sinks, phones, and desks (free of personal belongings and paperwork.)
- Clean doors, frames, handles, knobs, and switches with hospital-grade disinfectant all-purpose spray cleaner.
- Empty all lined waste receptacles (inside and outside) and dispose of them as directed. Replace liners after.
- Spot wipe all entry and internal partition glass free of smudges and fingerprints using disinfecting glass cleaner.
- Clean and sanitize all water-coolers and traps using disinfecting all-purpose spray cleaner.
- Vacuum all carpeting and mats, picking up any larger debris if necessary.
- Mop all hard surface floor areas with disinfecting floor cleaner.
- Clean and disinfect exterior of all appliances.
- Thoroughly clean the inside of the microwave.
- Restock any paper and soap products.

CUSTODIAN

HENIKA DISTRICT LIBRARY

- Spot clean walls using disinfecting all purpose spray and glass cleaner.
- Clean and disinfect sinks and toilets using disinfecting all purpose spray and glass cleaner.
- Clean and organize the cleaning storage area.

At least once a week:

- Magic eraser wall scuffs
- Vacuum upholstered furniture
- Clean and dust all cubicle ledges, window sills, and wastebaskets
- Clean and polish restroom dispensers, fixtures, chrome, metal, and mirrors using disinfecting all purpose spray and glass cleaner with microfiber cloths.
- Take cleaning cloths, rags, etc to the laundromat to be cleaned and dried.

At least once a month:

- Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting.
- Dust blinds, light fixtures, ceiling vents, and picture frames.
- Dust down / vacuum baseboards.
- Dust tops of bookcases

As needed:

- Sweep porch of leaves, dirt, and debris.
- Replace lightbulbs and batteries.
- Paint touch ups.
- Shampoo carpets and rugs with carpet cleaner (twice annually)
- Replace furnace filters (every 3 months)

(b) **Termination/Notice:** If a party to this Contract fails to perform according to its obligations (the non-performing party"), the party claiming non-performance shall send the non-performing party written notice by certified mail, specifying the manner of non-performance. This notice will provide that the non-performing party will have fifteen (15) days from receipt of the notice to cure or correct the items of non-performance. If these items have not been corrected or cured within this fifteen (15) day period, the claiming party may issue a thirty (30) day written notice of termination and/or pursue other available remedies for default.

(c) Notwithstanding the above, COVERALL may, but shall not be obligated to, terminate this Contract immediately for non-payment by CUSTOMER for cleaning charges due hereunder.

- 8. The service charge will remain in effect for one year unless there are changes in the original specifications for the premises. In the event of such changes, CUSTOMER will advise COVERALL accordingly, and an adjustment in the service charge, as agreed to by the parties, will be made.
- 9. CUSTOMER agrees that it will not employ or contract with any COVERALL employee, franchisee, or any of the franchisee's employees during the term of this contract or for one hundred and eighty (180) days after termination of this contract, without COVERALL's written consent.
- 10. COVERALL will pre-bill CUSTOMER monthly, and CUSTOMER agrees to pay COVERALL the amount that is due and owing under the terms of this contract within 10 days of billing date. Late payments will incur service and finance charges. In the event of default on payment, CUSTOMER agrees to pay COVERALL's attorney's fees and costs for collection.
- 11. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. However, service can be provided on these holidays at an additional cost if required. Services shall be scheduled during the hours approved or directed by manager/owner.
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- 12. If there is an "Additional Special Services" Addendum attached to this Contract, and if CUSTOMER cancels any periodic special services described therein for which a prorated monthly charge is included in CUSTOMER's total monthly service charge, any amount owing by CUSTOMER for special services performed prior to the cancellation shall be payable in full no later than five (5) days after the cancellation.
- 13. The undersigned warrant and represent that they have full authority to enter into this Contract, and that it will be binding upon the parties and their respective successors and assigns.

CUSTOMER

Cierra Bakaku
Signature •

Cierra Bakaku
Print Name and Title •

Director

Henika District Library

Waycb@llcoop.org
E-mail Address •

12/30/21
Date •

1/1/22
Service Start Date •

New Dreams Inc., dba Coverall Of West Michigan

Karen Idema
• Vice President of Sales

5075 Cascade Rd., Grand Rapids, MI 49546
•West Michigan Support Center •

Date: December 15, 2021

Please fax signed contract to 616-954-3864

or email to kareni@coverallgreatlakes.com



149 South Main Street
Wayland, MI 49348

269-792-2891 ext. 309
cierra@henikalibrary.org

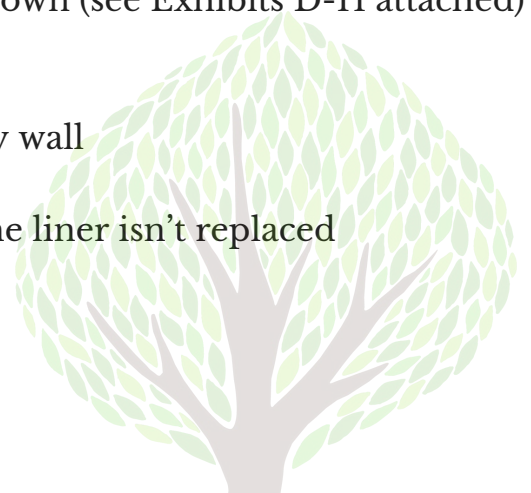
MARCH 12TH, 2024

Dear Coverall of West Michigan and Team,

This is the Henika District Library enacting the first step of the “Termination/Notice” clause per our contract by providing written notice of our dissatisfaction regarding non-performance. Please note that we have attempted to resolve matters via other communications and based on lack of improvement, the library and board have decided to pursue termination of our contract as the next course of action.

Repeated areas of non-performance as noticed by the library are as follows (each incident listed was still present immediately after services we preformed):

- Carpeted areas not being fully vacuumed (missed spots of food crumbs or debris)
- Hi-touch surfaces not being dusted or cleaned (ex: patron ledge at the desk or stair handrails - see Exhibit A attached)
- General lack of dusting
 - Many dead bugs on interior window sills
 - Bookcases not being dusted (was informed by cleaning crew that insurance does not allow them to use ladders or step stools, but it is still listed as an expectation on the contract)
 - Excess cobwebs in windows and room corners
- Water cooler not being cleaned, dusted or sanitized (lots of grime and film - see Exhibit B and C attached)
- Bathrooms not being properly cleaned and wiped down (see Exhibits D-H attached)
 - Grimy sinks
 - Streaks, drips, and stains on walls
 - Occasional fecal matter around toilet and nearby wall
- Smudges on glass
- Trash bins not being emptied or are emptied and the liner isn't replaced
- Microwave not being wiped down





149 South Main Street
Wayland, MI 49348

269-792-2891 ext. 309
cierra@henikalibrary.org

MARCH 12TH, 2024

We are disappointed that it has come to this point, but we have a responsibility to provide a clean, safe and welcoming environment to our staff and community that is not currently being fulfilled. Per the clause stated above, if these issues of non-performance are not meaningfully corrected to our satisfaction within 15 days of receipt of this notice, we will be giving our 30 day notice of termination.

If you have any questions regarding this notice or its contents, please contact the library director.

Sincerely,

Cierra Bakovka
Director

Meghan Augustin
Board President



EXHIBIT A



Staff member attempted to clean the patron ledge at the circulation desk as it looked dirty. It took 3 Clorox wipes to see a decline in dirt coming off the surface.

EXHIBIT B



Water Cooler taps

EXHIBIT C



Water Cooler Trap. Staff have started rinsing it as often as possible, but this should not be their responsibility.

EXHIBIT D



Upstairs bathroom sink, grime and debris. Faucet and fixtures were replaced just over a year ago.

EXHIBIT E



Upstairs bathroom sink, grime and debris. Taken the morning after a clean before opening.

EXHIBIT F



Wall by upstairs bathroom soap dispenser

EXHIBIT G



Wall by upstairs bathroom paper towel dispenser. Streaks go all the way to the floor.

EXHIBIT H



Wall by upstairs bathroom light switch