

AGENDA

Henika District Library
Board of Trustees Meeting
March 12th, 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. March 2022 Regular Meeting Minutes

V. Financial Reports

- A. March 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. Unfinished Business

- A. Yankee Springs Amendment / Resolution 2022-2
B. Board Bylaws / Resolution 2022-3

VIII. New Business

- A. 2021 Audit Report
B. ACLA Training Day

IX. Around the table

X. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
March 8, 2022 at 6:30 pm

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

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: Carol Dawe, Community Member Amanda

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Kuhn. All yes, motion passed.
- III. Community Opportunity to Address the Board: Lefevre shared information about a newer group called Women of Wayland, a local group of women doing meet ups and a book club. Community member Amanda is new to the area and wants to learn more about Friends of the Library. Lefevre has not heard back from Kyle about returning the Friends of the Library materials. Augustin noted that the Friends of the Library bank account has been closed; the remaining funds have been donated to the library and put into savings.
- IV. Board Development with Carol Dawe
 - a. Dawe presented an example of newly minted bylaws that have been legally reviewed. These are a good starting point for our bylaws, so Dawe went through key points for us to consider as we create our bylaws. Any changes would need to go back for another legal review before they can be voted on and enacted. Suggestions for changes included the frequency of bylaw review, the timing of terms, adding the specification that resignations must be submitted in writing, officer term limits, and clarifying the method of the Treasurer's control of expenditures from the library fund.
 - b. Dawe recommended having a copy of Robert's Rules of Order available at every meeting, as well as the creation of a meeting code of ethics/rules of the road to define expectations. Examples of items to include: everybody shows up, everybody is prepared, no side conversations, no interrupting, and treat people the way you want to be treated.
- V. Approval of February 2022 Regular Meeting Minutes motioned by Lefevre and seconded by Augustin. All yes, motion passed.

VI. Financial Reports for February 2022

- a. The Township and City contribution checks have accounted for about half of our projected income from those sources already this year. The library received a \$2,000 donation from a community member, which is included in the Memorial Donations line item. Marsh asked about the process for donations that are earmarked and why some require board approval. The bank requires that Bakovka present proof of board approval for the creation of a CD. Contractual Services includes fees for the work the lawyer has done in drawing up the Yankee Springs amendment, snow plow and shoveling, and some minor plumbing and electrical issues. The \$120.39 under Miscellaneous represents a late fee in relation to quarterly taxes, which should get refunded; if it does not get refunded it will go under Payroll Liabilities.
- b. Credit Card Detail Report was reviewed.
- c. YTD Budget vs. Actuals was reviewed.
- d. United Bank accounts were reviewed.
- e. Approval of paid bills motioned by Marsh and seconded by Fryling. All yes, motion passed.

VII. Director's Report

- a. Despite the ten-day renovation closure and February being a short month, we still averaged 161 people per day. There were less programs offered, but still had more program participants than this time last year. Renovations were stressful but Bakovka is very happy with the outcome. New chairs have been purchased for the chess table, and the Ellison machine has been moved to the reading room and is already getting more use in its new location.
- b. Monthly Statistics were reviewed.
- c. The Youth Services report was reviewed. Program offerings were impacted by a few snow days and a late start due to snow followed by a power outage. STEM club remains popular. Becky will be attending literacy night at Pine Street on March 30 and plans to offer an activity promoting summer reading at that event.
- d. The Adult Services report was reviewed. Date night bundles were very popular, with 24 people participating. Adult take and make kits are still popular as well. This month Faith is starting senior story time at Green Acres. There is an upcoming virtual event called Decoding the Mysteries of Cats.
- e. The Circulation report was reviewed. Circulation statistics continue to show an upward trend, especially with the special collection items. The hot spots are almost always checked out.

VIII. Old Business

- a. Yankee Springs Update / Finalize Amendment: The amendment is almost done, with only a few things needing to be finalized. Bakovka shared that Musgrave indicated her willingness to step down from a City board position, and Byville is willing to step down from a Township board position in order to accommodate the two Yankee Springs board positions that will be added if the amendment is adopted. Both Musgrave and Byville would continue through December 31, 2022 if it passes. Bakovka plans to send the City and Township board meeting dates to the board once she knows which meetings will have the amendment on the agenda. The deadline is April 26 for all approvals to be done.

IX. New Business

- a. Planning Committee Report: The Planning Committee met on February 16 with Dawe in attendance to assist. They formulated a mission statement and written description of the committee, as well as created a survey to get an idea of what our community wants. The survey can be distributed to patrons via Survey Monkey, QR code, and paper copies. The survey will run for a month, at which point the Planning Committee will meet again to evaluate and adjust as needed. A chance at a giveaway will be offered to incentivize survey completion, with the prize containing Henika "swag" plus a \$25 gift card of choice for either Hardings, Amazon, or gas.
- b. Board Bylaws: The board reviewed the draft bylaws and suggested changes based on Dawe's recommendations and subsequent discussion. Bakovka to make the agreed upon changes and the board will plan to vote on the bylaws at the next meeting.

X. Around the Table

- a. Fryling asked about engaging with Julia Henika's descendants. Bakovka stated that they mailed a letter in 1999 for the centennial celebration, but all her descendants live out of state now. Fyling suggested reaching out again to let her descendants know about the "grand reopening" at Wayland Celebration. Fryling also asked if we can get a clearer picture of Julia Henika, but Bakovka states there is not a better copy available. Simmons suggested new matting around her portrait to better match the new paint colors.
- b. Lefevre thinks the library looks amazing. Great job Cierra!
- c. Marsh commended Cierra for being an amazing organizer with all the renovation work – the finished product looks great!
- d. Simmons thinks the renovations look great.
- e. Bakovka is still very tired and recovering from the stress from the renovations. Thankful to the staff for putting in extra hours and recruiting additional help, as well as to the board members who were able to assist.

There is still a lot to do and she is still planning a lot of things to come. Bakovka is happy with the renovations and especially happy with the new employee break room.

- f. Kuhn loves the renovations and the new location for the Ellision machine. Kuhn noted that she is thankful for the staff's dedication to continuously look for ways to make things even better. Kuhn commended Becky for the addition of a crafting activity to the Pokemon club.
- g. Augustin expressed thanks to the staff for all their hard work – the renovations were a lot of work and there were bumps in the road, but we got through it. Thankful to all who helped – we got it done! Glad Carol came and glad we're getting on the same page as a board.

- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:47 pm.



March 2022 Statement

Open Date: 02/12/2022 Closing Date: 03/15/2022



Visa® Business Cash Card

HENIKADISTRICTLIBRARY

Account: [REDACTED]

Cardmember Service
BUS 30 ELN 8

1-866-552-8855
9

New Balance	\$2,202.02
Minimum Payment Due	\$23.00
Payment Due Date	04/10/2022

Reward Points	
Earned This Statement	2,439
Reward Center Balance	62,067
as of 03/14/2022	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$757.56
Payments	-	\$757.56CR
Other Credits	-	\$38.95CR
Purchases	+	\$2,240.97
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,202.02
Past Due		\$0.00
Minimum Payment Due		\$23.00
Credit Line		\$10,500.00
Available Credit		\$8,297.98
Days in Billing Period		32

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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



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

- to pay by phone
- to change your address

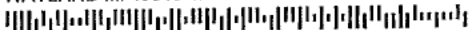
Account Number	[REDACTED]
Payment Due Date	4/10/2022
New Balance	\$2,202.02
Minimum Payment Due	\$23.00

Amount Enclosed \$ _____

Cardmember Service

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

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



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 03/14/2022	
Rewards Center Activity*	0
Rewards Center Balance	62,067

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,202	4,094
2 Extra Points - Telecom & Office Supply	0	412
1 Extra Point - Restaurants & Gas	237	240
Total Earned	2,439	4,746

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 [REDACTED] ©IERRAJ Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
03/02	02/28	4816	THE HOME DEPOT #2715 GRAND RAPIDS MI MERCHANDISE/SERVICE RETURN	\$25.19CR	B:G
Purchases and Other Debits					
02/15	02/14	8033	TARGET.COM * 800-591-3869 MN	\$74.04	Furn
02/15	02/14	2562	TARGET.COM * 800-591-3869 MN	\$52.87	furn
02/16	02/14	0557	WAYLAND DO IT BEST HAR WAYLAND MI	\$87.91	Cap out
02/22	02/21	8470	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	Con S.
02/22	02/19	3128	LITTLE CAESARS 1437 00 269-792-0500 MI	\$30.85	CO
02/22	02/18	3444	THE HOME DEPOT #2748 GRANDVILLE MI	\$132.48	CO
02/22	02/18	8879	PODS 9/100 888-7767637 FL	\$294.68	CO
02/22	02/18	2902	SUPERIOR SELF STORA 616-262-6244 MI	\$53.21	CO
02/22	02/18	7828	DOLLAR TREE JENISON MI	\$10.68	Sup
02/23	02/22	9946	WIX.COM 981101989 WWW.WIX.COM CA	\$264.00	AP
02/24	02/22	0734	MEIJER # 026 877-363-4537 MI	\$31.79	AP Supp
02/28	02/26	8437	LITTLE CAESARS 1437 00 269-792-0500 MI	\$21.31	CO

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March 2022 Statement 02/12/2022 - 03/15/2022

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HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service

1-866-552-8855

Transactions [REDACTED] GIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/28	02/26	0434	WAYLAND DO IT BEST HAR WAYLAND MI	\$14.35	BIG
02/28	02/25	6348	LITTLE CAESARS 1437 00 269-792-0500 MI	\$29.79	CO mem 1st
02/28	02/25	8359	HARVEST BUFFET WAYLAND MI	\$148.73	
02/28	02/25	5784	WAYLAND DO IT BEST HAR WAYLAND MI	\$20.67	BIG
02/28	02/26	8336	SQ *WADE'S SERVICES 877-417-4551 MI	\$120.00	EM
03/02	02/28	4761	THE HOME DEPOT #2715 GRAND RAPIDS MI	\$25.19	BIG
03/03	03/01	5480	HOMEDEPOT.COM 800-430-3376 GA	\$25.19	BIG
03/03	03/01	6384	MEIJER # 026 877-363-4537 MI	\$30.72	Supply
03/04	03/04	6474	WF* WAYFAIR3722028549 HTTPSWWW.WAYF MA	\$207.75	Purn
03/07	03/03	1991	PODS 9/100 888-7767637 FL	\$83.74	CO
Total for Account [REDACTED]				\$1,754.76	

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
03/14	03/11	1786	WAYLAND DO IT BEST HAR WAYLAND MI MERCHANDISE/SERVICE RETURN	\$13.76cr	Supply
Purchases and Other Debits					
02/15	02/13	9808	HARDING'S MARKET #3 WAYLAND MI	\$7.95	AP
02/18	02/16	3931	WAYLAND DO IT BEST HAR WAYLAND MI	\$24.37	Supplies
02/22	02/19	7181	WAYLAND DO IT BEST HAR WAYLAND MI	\$15.89	CO
02/22	02/19	4679	U-HAULWAYLAND DO IT BE WAYLAND MI	\$60.32	CO
02/22	02/19	1125	DOLLAR-GENERAL #9954 WAYLAND MI	\$12.50	P - Split 5504
02/22	02/18	7900	WAYLAND DO IT BEST HAR WAYLAND MI	\$21.19	CO
02/22	02/17	7625	WAYLAND DO IT BEST HAR WAYLAND MI	\$28.07	CO
02/28	02/26	1002	WAYLAND DO IT BEST HAR WAYLAND MI	\$13.76	Supply
02/28	02/26	1208	DOLLAR-GENERAL #9954 WAYLAND MI	\$6.50	PP P
02/28	02/26	1380	DOLLAR-GENERAL #9954 WAYLAND MI	\$16.70	Supply
02/28	02/25	8341	WAYLAND DO IT BEST HAR WAYLAND MI	\$39.50	Big
03/01	02/28	0490	SPEEDWAY 03578 1155 SU WAYLAND MI	\$6.08	CO
03/02	02/28	6910	U-HAULWAYLAND DO IT BE WAYLAND MI	\$52.67	CO
03/04	03/02	9096	HARDING'S MARKET #3 WAYLAND MI	\$8.85	P
03/04	03/02	5956	DOLLAR-GENERAL #9954 WAYLAND MI	\$6.50	Supply
03/04	03/02	6038	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.10	P
03/07	03/05	0611	HOLLAND ONLINE STORE HOLLAND MI	\$1.73	PP P
03/14	03/11	0484	DOLLAR-GENERAL #9954 WAYLAND MI	\$12.00	P
Total for Account [REDACTED]				\$322.92	

Transactions REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/14	02/12	8212	DOLLAR-GENERAL #9954 WAYLAND MI	\$15.05	P
02/23	02/22	9653	MICHAELS STORES 9849 PORTAGE MI	\$37.69	P
03/03	03/01	7849	DOLLAR-GENERAL #9954 WAYLAND MI	\$12.72	Supplies
03/08	03/07	1560	DOLLAR-GENERAL #9954 WAYLAND MI	\$43.99	P
03/11	03/10	7830	UPS*29PG29C2RMM 800-811-1648 GA	\$7.00	P
03/15	03/15	0207	Amazon.com*1N5IQ8F61 Amzn.com/bill WA	\$7.89	M
Total for Account				\$124.34	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/02	02/27	0095	PAYMENT THANK YOU	\$757.56CR	
Total for Account				\$757.56CR	

2022 Totals Year-to-Date	
Total Fees Charged in 2022	\$0.00
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	19.99%	
**PURCHASES	\$2,202.02	\$0.00	YES	\$0.00	19.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

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
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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 March 31, 2022, and the related Statements of Activities for the one month and three 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
April 7, 2022

Henika District Library
Statement of Financial Position
As of March 31, 2022

ASSETS

Current Assets:

Cash-Checking	\$ 302,560.95
Cash-Savings	461,963.32
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 \$ 1,293,410.21

Total Assets \$ 1,293,410.21

Henika District Library
Statement of Financial Position
As of March 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 197,478.56

Total Net Assets 958,403.10

Total Liabilities and Net Assets \$ 1,293,410.21

Henika District Library
Statements of Activities
For the 1 Month and 3 Months Ended March 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Mar. 31, 2022</u>	<u>3 Months Ended Mar. 31, 2022</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 190,000.00	\$ 73,428.98	\$ 182,189.25	\$ (7,810.75)
City Revenue	170,000.00	79,469.94	152,909.19	(17,090.81)
State Aid	10,000.00	5,661.83	5,661.83	(4,338.17)
Penal Fines	30,000.00	2,240.06	6,189.01	(23,810.99)
Copier & Fax Income	1,900.00	303.58	928.01	(971.99)
Fines	0.00	2.95	99.23	99.23
Interest Income	600.00	95.19	250.07	(349.93)
Memorial Donations	0.00	1,889.23	7,435.43	7,435.43
Book Sales	0.00	24.78	46.71	46.71
Federal E-Rate	1,500.00	227.50	646.80	(853.20)
Miscellaneous Income	0.00	591.12	596.12	596.12
Total Revenues	<u>404,000.00</u>	<u>163,935.16</u>	<u>356,951.65</u>	<u>(47,048.35)</u>
Employee Expenses:				
Wages	178,000.00	19,865.22	46,355.89	131,644.11
Employee Benefits	26,000.00	1,917.78	5,433.12	20,566.88
FICA Expense	15,000.00	1,519.70	3,546.22	11,453.78
State Unemployment Tax	0.00	10.07	44.39	(44.39)
Total Employee Expenses	<u>219,000.00</u>	<u>23,312.77</u>	<u>55,379.62</u>	<u>163,620.38</u>
Operating Expenses:				
Employee Training	5,300.00	148.73	148.73	5,151.27
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,900.00	0.00	0.00	3,900.00
Programming	12,000.00	712.66	2,244.75	9,755.25
Office Supplies	7,000.00	510.47	3,857.95	3,142.05
Furnishings	4,000.00	506.95	1,294.26	2,705.74
Equipment	13,000.00	0.00	7,379.77	5,620.23
Materials	30,000.00	2,048.68	11,684.98	18,315.02
Accounting	11,000.00	3,686.60	5,125.97	5,874.03
Contractual Services	26,000.00	375.40	7,693.71	18,306.29
Communications	2,000.00	252.40	774.68	1,225.32
Technology Support	3,000.00	0.00	805.00	2,195.00
Advertising	2,850.00	286.83	311.77	2,538.23
Postage	200.00	0.00	58.00	142.00
Utilities	6,000.00	657.91	2,224.34	3,775.66

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 3 Months Ended March 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Mar. 31, 2022</u>	<u>3 Months Ended Mar. 31, 2022</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	16,700.00	2,319.57	6,162.48	10,537.52
Maintenance-Equipment	2,000.00	120.00	477.50	1,522.50
Miscellaneous	0.00	0.00	120.39	(120.39)
Capital Outlay	<u>150,000.00</u>	<u>11,218.19</u>	<u>53,729.19</u>	<u>96,270.81</u>
Total Operating Expenses	<u>295,000.00</u>	<u>22,844.39</u>	<u>104,093.47</u>	<u>190,906.53</u>
Total Expenses	<u>514,000.00</u>	<u>46,157.16</u>	<u>159,473.09</u>	<u>354,526.91</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ 117,778.00</u>	<u>\$ 197,478.56</u>	<u>\$ 197,478.56</u>

See Accountants' Compilation Report

Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$302,977.95
BUSINESS HIGH YIELD SAVINGS XXX013	Current balance \$461,963.32
BUILDING FUND XXX212	Current balance \$101,731.50
CONTINGENCY FUND XXX740	Current balance \$51,970.80
BUILDING FUND XXX090	Current balance \$5,352.80
BUILDING FUND XXX104	Current balance \$5,352.80
BUILDING FUND XXX112	Current balance \$5,352.80
BUILDING FUND XXX120	Current balance \$5,352.80
BUILDING FUND XXX139	Current balance \$5,352.80
BUILDING FUND XXX171	Current balance \$3,071.85
BUILDING FUND XXX344	Current balance \$1,014.90
LAVERNE JOHNSON BOOK FUND XXX943	Current balance \$11,267.59

Lakeland Library Cooperative Member Library	Square Miles	County	Population 2022	Population 2021	Net Change	Percentage
Leighton Township Library	34.88	Allegan	7,001	4,934	2,067	42%
Patmos Library	35.59	Ottawa	9,630	7,034	2,596	37%
Allendale Township Library	63.72	Ottawa	35,384	28,283	7,101	25%
Carson City Public Library	170.93	Montcalm	13,145	10,857	2,288	21%
Thornapple Kellogg School & Com. Library	108.22	Barry	18,577	15,497	3,080	20%
Georgetown Township Public Library	33.46	Ottawa	54,091	46,985	7,106	15%
Howard Miller Library	85.70	Ottawa	25,071	22,115	2,956	13%
Salem Township Library	71.58	Allegan	8,289	7,357	932	13%
Gary Byker Memorial Library of Hudsonville	28.62	Ottawa	12,374	10,983	1,391	13%
Henika District Library	35.35	Allegan	7,978	7,135	843	12%
Saugatuck-Douglas District Library	26.45	Allegan	5,686	5,101	585	11%
Kent District Library	734.09	Kent	439,194	395,660	43,534	11%
Louitt District Library	80.26	Ottawa	39,331	35,540	3,791	11%
Newaygo Area District Library	52.57	Newaygo	7,494	6,834	660	10%
Ionia Community Library	138.07	Ionia	23,680	21,638	2,042	9%
Spring Lake District Library	58.24	Ottawa	19,868	18,260	1,608	9%
Freeport District Library	71.04	Barry	6,102	5,641	461	8%
Fruitport District Library	30.01	Muskegon	14,575	13,598	977	7%
Coopersville Area District Library	115.91	Ottawa	12,679	11,862	817	7%
Herrick District Library	180.99	Ottawa	109,385	102,423	6,962	7%
Cedar Springs Public Library	37.66	Kent	10,123	9,483	640	7%
Dorr Township Library	36.15	Allegan	7,922	7,439	483	6%
Grand Rapids Public Library	44.64	Kent	198,917	188,040	10,877	6%
Hopkins District Library	67.31	Allegan	4,851	4,610	241	5%
White Lake Community Library	66.97	Muskegon	12,381	11,811	570	5%
Croton Township Library	34.04	Newaygo	3,368	3,228	140	4%
Fremont Area District Library	148.96	Newaygo	13,885	13,326	559	4%
Flat River Community Library	106.45	Montcalm	18,223	17,626	597	3%
Sparta Carnegie Township Library	36.52	Kent	9,395	9,110	285	3%
Lake Odessa Community Library	47.71	Ionia	4,293	4,168	125	3%
Home Township Library	70.83	Montcalm	4,343	4,220	123	3%
Timothy C Hauenstein Reynolds Twn Library	90.03	Montcalm	9,992	9,714	278	3%
White Cloud Community Library	257.59	Newaygo	8,770	8,533	237	3%



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	129	76	104	0	0	0	0	0	0	0	0	0	309	103
Adult	96	61	48	0	0	0	0	0	0	0	0	0	205	68
Family	19	8	292	0	0	0	0	0	0	0	0	0	309	103
Total [1]	244	145	434	0	0	0	0	0	0	0	0	0	823	274
vs 2021	135	94	87											

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	87	76	103	0	0	0	0	0	0	0	0	0	266	22
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	0	0	0	0	0	0	0	0	43	4
Adult In-Person	29	17	13	0	0	0	0	0	0	0	0	0	59	5
Adult Take-Home / Online	42	44	35	0	0	0	0	0	0	0	0	0	121	10
Adult Reading Programs	25	0	0	0	0	0	0	0	0	0	0	0	25	2
Family Take-Home/Online	19	0	65	0	0	0	0	0	0	0	0	0	84	9
Family In-Person	0	8	217	0	0	0	0	0	0	0	0	0	225	19

March 2022
Youth Services Report
Becky Butler, Youth Services Librarian

Back in the swing of things (kinda). Some programs were missed when I caught a terrible cold, but it's nice to be back up and running again!

Storytime (ages 0-5): 33 people over 3 storytimes.

Family Fun (all ages): 3 people scurried around town in the Photo Scavenger Hunt. No attendees came on the scheduled day of the event (terrible weather), so I left the maps out and posted it online for families to do on their own time.

After-School Art (ages 8-18ish): 50 attendees over 3 weeks. We decorated library tote bags, made pipe cleaner friends, and experimented with different watercolors.

Take-and-Makes: Shamrock Rings (20 taken) and Pompom Cactus (9 taken). Better response than last month; I'll continue with the Facebook promotion of these.

Henika Pokemon Trainers: 8 attendees for our third monthly event. We traded cards and made Pompom Pokemon.

LEGO Club: 12 attendees who built houses together. The older kids continued to work on their model of the Taj Mahal.

STEM Club: Not held as I was sick on the scheduled day.

Black Out Poetry: No attendees. I'll continue to throw spaghetti at the wall when it comes to teen events!

Other activities: I attended the Celebration of Reading at Pine Street on March 30th! It was great fun. I had a pirate scavenger hunt set up in a classroom to promote the Oceans of Possibilities summer reading program and gave out library schedules and summer and spring break programming info. Over 200 people attended! I plan to stay in contact with the literacy coach over there to arrange more visits. On that note, I've contacted several schools now to start arranging May visits to promote the summer reading program. I'm partnering with the Dorr and Leighton youth departments to try and target kids living within all our townships. Lots of positive responses so far, and St. Therese even wants to start a regular schedule of students visiting the library!

A family engagement specialist with Head Start of Allegan County has been in contact with Faith and I to attend our events to promote the Head Start preschool program. She's also met with parents at the library to discuss the program. I'm happy to have her use us as her local office site!

Looking forward:

Storytimes and After-School Art will be held on the usual schedule. We'll have a guest reader at the April 21st storytime from a local credit union in partnership with the Smart Money MI Kids Read initiative. Family Fun will be held April 19th at 11:30 (we're having a Costuming Day with face paints, mask and headband making, and a photo booth). The Take-and-Make will be Fun with (Fake) Money. The Teen Take-and-Make will be Velvet Coloring.

STEM Club (ages 6-13) will be March 3rd at 4:00 pm. We're going to be learning about physics in playgrounds. On March 15th at 4 pm, I'm hosting another Pokemon night (ages 8-18). Black Out Poetry (13-18) will be held March 21st at 6 pm. Lego Club (6-18, but families with younger folks welcome) will meet March 22nd at 4 pm.

Spring break activities will include cupcake decorating, Real Life Among Us (a popular computer game), a Dungeons & Dragons for Beginners event, and an Encanto Singalong. Lots of fun to be had! The Baker preschool playgroup has resumed meeting in person, so I'll also be reading a story at that on April 12th. I'll be hosting 2 groups of preschoolers from Baker April 20th for a story and a quick craft.

MARCH 2022
Adult Services Report
Faith Fetty, Adult Services Librarian

Programs & Attendance

Mocktails & Murder (In-Person): 5

The book club part of this program has honestly been a bit of a flop, but the patrons who stop in at the library while it's happening and try the drinks really love them! I am pivoting this program into Mixology 101 which will start next month with more focus on the making of the mocktails and teaching patrons how to make them at home. May also add a board game element into it in the future and make it a sort of a social hour.

Shamrock Lollipops (Take-&-Make): 24

This take-&-make was super simple and patrons were very eager to pick them up! The jolly ranchers were a little expensive, so I only was able to purchase one bag for this, but I'm sure if I had doubled the amount of kits they would have all found homes. This was an easy way to include an element of culinary arts into a program and it was able to be enjoyed by adults and children alike. It has me thinking of attempting a candy making or cake pop program in the future.

Pet Tents (In-Person): 14

This was a fun family event that Becky and I collaborated on. It definitely had a few kinks (the coat hangers were a little trickier to work with than planned), but everyone's finished product was functional and I've heard back from patrons about how much their cat liked it! I have some extras that I'm planning on offering as a take-&-make in the future or as part of another "Do Good Day" program for local animal shelters this fall.

Decoding the Mysteries of Cats (In-Person/Virtual): 11

Stephen Quandt, the presenter of this virtual program, was an excellent personality to have! Patrons who attended in-person had a few good laughs and received excellent personalized advice at the end of the program. I would love to have him back in the future, possibly in collaboration with the Country Cat Lady and her therapy cats to boost attendance.

Paint with Pride (In-Person): 8

So much fun! We will definitely be doing more painting classes in the future. I picked a reference with a bit too much detail and that caused us to go over my original planned amount of time, so I will be keeping that in mind while picking future subjects for us to paint. Everyone's paintings actually turned out really well which I was very proud of as I have never led a painting class before!

Bird Bookmarks w/Seniors @ Sawmill Estates (In-Person): 4

I definitely have a core group of attendees at Sawmill now which is great as I get to personalize my programming there a little bit. My attendees have been struggling with crafts and would like less “creativity” programs in the future, so I will be attempting more activities in the future and moving away from the crafts.

Seed Library (Passive): 13 people/54 Packets

We had a great opening week for the seed library! Patrons were very excited for its opening and I’ve heard many praises for the idea and the variety of seeds available. Patrons also tend to compliment the power tool collection while talking about the seed library, so it seems we have tapped into a demographic that really needed some extra attention! We have already distributed 54 packets of seeds! Some are disappointed that there are no pictures of the mature plants on the packets, so I will try to incorporate more visual aids next year.

Tech Tuesday (In-Person): 1

Not a great start to something I was hoping to turn into a monthly program, but I do have hope. I think it was maybe a mistake to have patrons sign up for a time to sit down with a librarian for help and will make it “no registration required” in the future and instead just set up a table with signage so more patrons are aware it is happening. I do really think this is a much needed program in our area, so I’m not ready to give up on it yet! I will try again in May.

Total Program Attendees/Registrants: 80

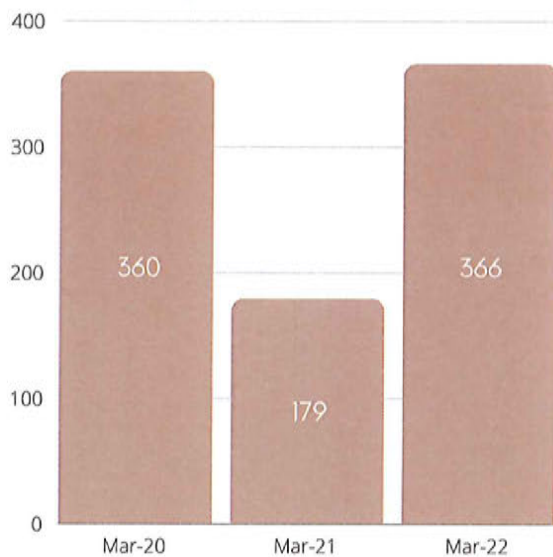
March 2022

Our overall circulation numbers continue to improve 2021! Special collection and video game use remains high. Our board game usage also jumped this month after being low for some time! Sub-categories are mixed in how they compare to previous years, but since overall numbers have improved this is likely due to normal variance/increased MeL usage.

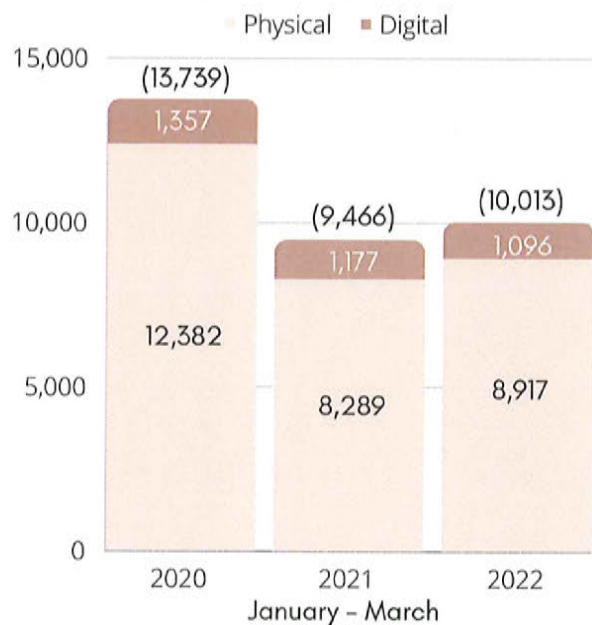
MeL stats are *not* broken down further (such as adult fiction/juvenile fiction) so may account for slightly lower dips in those other areas. We are seeing an increase in this number due to patron confusion over placing holds through MeL vs. through Lakeland - often the items requested through MeL are also available in Lakeland. Staff have resolved this confusion with several patrons this month, and I expect that this number will decrease next month to reflect this change.

Bethany Sanford - Circulation Clerk

Computer Sessions



Circulation YTD:



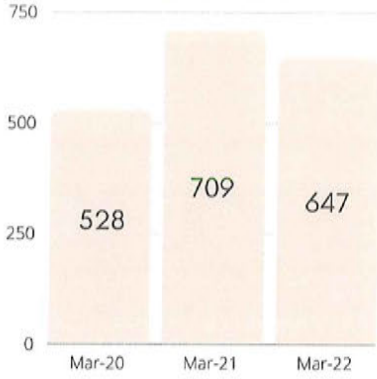
Henika has 2895 total patron accounts. 367 of these accounts are active (not expired). Most expiration dates are set for 3 years upon renewal.

36 Patron accounts added YTD
16 Patron accounts added in March

- 13 Wayland City
- 2 Wayland Township
- 1 Non-Resident

Circulation March 2020-2022

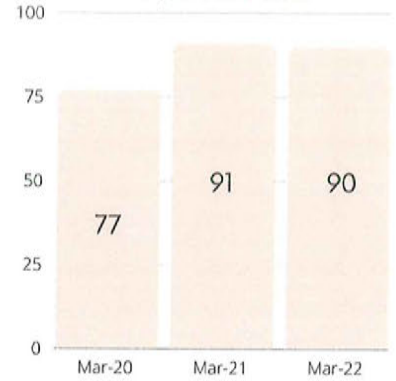
Adult Print



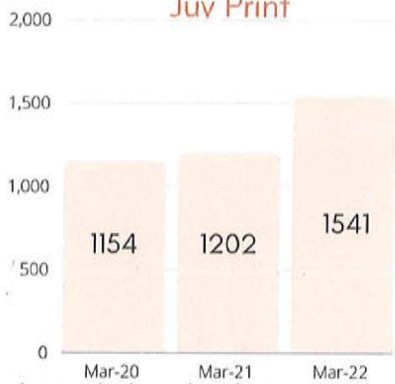
Teen Print



Tween Print

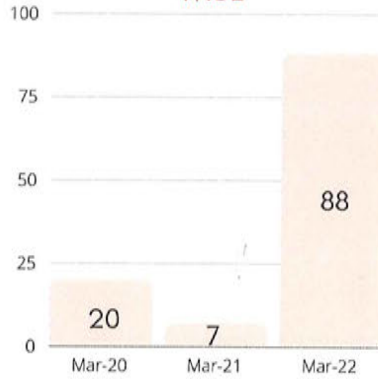


Juv Print

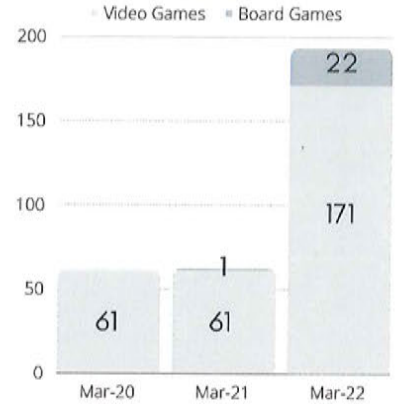


*pictures books, readers, chapter, juv graphic, juv NF

MeL



Games

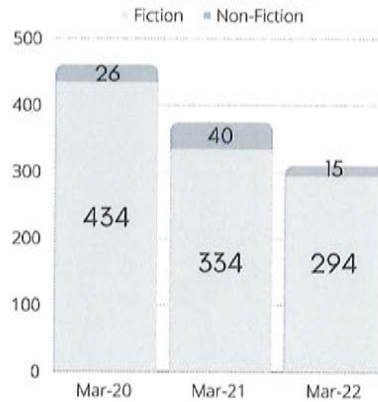


Special Collection

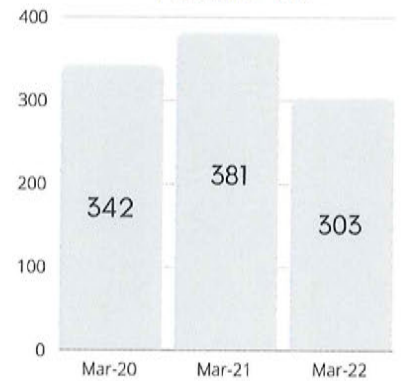


*prior to August 2021 this only included launchpads

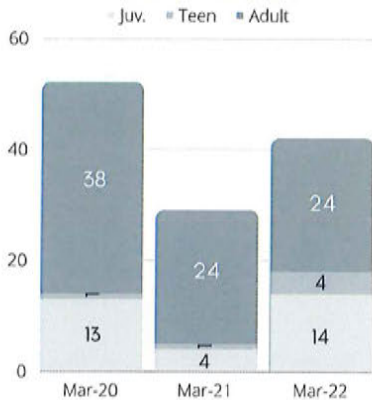
General DVD



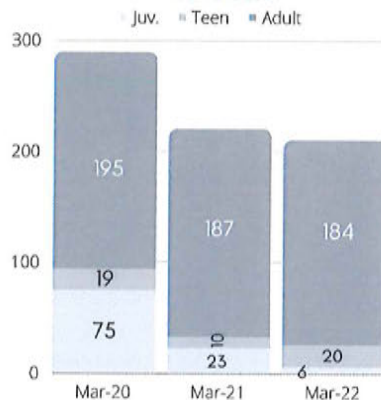
Youth DVD



Audiobooks



eBooks



eAudio

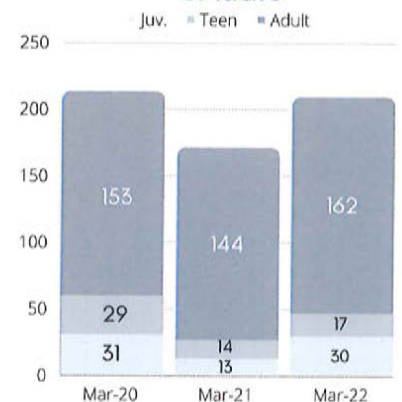


EXHIBIT A

HENIKA DISTRICT LIBRARY

**AMENDMENT TO THE HENIKA
DISTRICT LIBRARY AGREEMENT**

This Amendment to the Henika District Library Agreement, originally dated April 28, 1998, ("District Library Agreement") is entered into on the ____ day of _____, 2022, ("Amendment") by and between the Henika District Library ("District Library"), Yankee Springs Township (Barry County), the City of Wayland (Allegan County), and Wayland Township, (Allegan County), Michigan.

WHEREAS, pursuant to the terms of the District Library Establishment Act, 1989 PA 24, MCL 397.171 et seq ("DLEA"), the City of Wayland and Wayland Township located in Allegan County, Michigan, originally established the Henika District Library ("District Library") by agreement April 28, 1998 ("District Library Agreement");

WHEREAS, the District Library currently consists of the jurisdictional boundaries of the City of Wayland and all territory in Wayland Township except that portion of Wayland Township located within the Thornapple-Kellogg School District;

WHEREAS, Yankee Springs Township desires to become a participating municipality in the Henika Library District ("Library District") and add all territory in the jurisdictional limits of Yankee Springs Township that is located within the Wayland Union School District;

WHEREAS, the Henika District Library Board desires to amend the District Library Agreement, in the time specified in Yankee Springs Township's resolution in order to add Yankee Springs Township as a participating municipality, to add the territory of Yankee Springs Township that is located within the Wayland Union School District to the District Library

District and to provide for the amendments as required by Section 25 of the District Library Establishment Act, MCL 397.195 and the District Library Agreement;

WHEREAS, Section 25 of the District Library Establishment Act ("DLEA"), MCL 397.195, requires that the district-wide millage be approved by a majority of the Yankee Springs Township electors residing in the territory to be added as a condition to being accepted as a participating municipality;

WHEREAS, at an election held on August 2, 2022, the voters in Yankee Springs Township will vote on the issue of whether to levy the existing District Library millage that was approved by voters in the Library District in 1999; and

WHEREAS, as required by the DLEA, the District Library and the participating municipalities, Wayland Township and the City of Wayland, must approve any amendment to the District Library Agreement.

THEREFORE, BE IT AGREED BY THE PARTIES AS FOLLOWS:

1. **Addition of Yankee Springs Township as a Participating Municipality (Amended Section 1.B).** Subject to the conditions provided in Section 6 below, Section 1.B of the District Library Agreement ("Agreement") is hereby amended to add the Township of Yankee Springs as a Participating Municipality to the District Library as follows:

B. Participating Municipalities. The Participating Municipalities in this Agreement are the CITY OF WAYLAND, WAYLAND TOWNSHIP, and YANKEE SPRINGS TOWNSHIP.

Any reference to Party, Parties or Participating Municipalities in the Amended Agreement shall include Yankee Springs Township.

2. **Expansion of Territory of the District Library District (Amended Section**

1.D). Subject to the conditions provided in Section 6 below, the Agreement is hereby further amended to revise Section I.D of the Agreement to add all territory in Yankee Springs Township located within the Wayland Union School District as follows:

D. District Description. The district of the Henika District Library shall consist of all that territory which is currently located (1) in the jurisdictional limits of the City of Wayland (2) all that territory currently located in the jurisdictional limits of Wayland Township, except the portions of Wayland Township located within the Thornapple-Kellogg School District, and (3) all that territory currently located in the jurisdictional limits of Yankee Springs Township that is located within the Wayland Union School District.

3. **Revised Composition of the District Library Board (Amended Section II.A of**

the Agreement). Subject to the conditions provided in Section 6 below, Section II.A of the Agreement is hereby further amended to replace the current language regarding Board composition with the following language:

A. The District Library shall be governed by a board ("the Board" or "Library Board") which shall consist of eight (8) appointed members as described more fully below.

a. **City of Wayland**. The City of Wayland shall appoint three (3) members of the Board. The Board members appointed by the City currently in office on the effective date of this Amendment shall continue in office until their terms expire. Upon the effective date of the Amendment, the Library Board position that is appointed by the City with a term expiring on June 30, 2025 shall terminate.

b. **Wayland Township.** Wayland Township shall appoint three (3) members of the Board. The Board members appointed by the Township currently in office at the time of this Amendment shall continue in office until their terms expire. Upon the effective date of the Amendment, the Library Board position that is appointed by Wayland Township with a term expiring on June 30, 2024 shall terminate.

c. **Yankee Springs Township.** Yankee Springs Township shall appoint two (2) members of the Board. After the effective date of this Amendment, the Township Board of Yankee Springs shall appoint one (1) member of the Library Board for a term beginning upon appointment ending on June 30, 2024, and one (1) member of the Library Board for a term beginning upon appointment and ending on June 30, 2026

As the above-described terms of office expire, and with each expiration of office thereafter, the respective Party who made the appointment of the Library Board member whose term has expired shall make an appointment to replace the board members whose terms expired to serve a four (4) year term of office. Each Board Member shall be a resident of the Party that makes the appointment and a resident of the District Library District. Nothing herein shall prohibit a Party from reappointing a member whose term has expired to a successive term of office.

In accordance with Section 8(2) of the Act, MCL 397.178, the Governor of the State of Michigan shall have the power to remove a member of the Board for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963.

Vacancies shall arise in the event of the removal by the Governor, resignation, death, conviction of a felony, in the event a member ceases to be a resident of the District or of the Party that appointed the Board member or otherwise as provided by law. In the event of a vacancy, the Party that appointed the member whose position has become vacant shall appoint a replacement within 2 months of the vacancy.

4. **Revised Funding Obligations to State the Participating Municipalities Shall Have No Obligation to provide a Percentage of Funds to the District Library (Amended Section III.C of the Agreement).**

Subject to the conditions provided in Section 6 below, Section III.C of the Agreement is hereby further amended to replace the current language regarding financial support with the following language:

C. Financial Support; Participating Municipalities. The fiscal year of the Henika District Library shall be January 1 through December 31, unless changed by the District Library Board.

The City of Wayland, Wayland Township, and Yankee Springs Township shall have no obligation to provide financial support to the Henika District Library because the District Library has met its obligation under the Original Agreement to levy and collect a district library millage. Because a district library millage of not less than one (1) mill was approved by September 30, 2001, the Henika District Library was not terminated as provided in III.A. of this Agreement.

The District Library shall be supported by millage proceeds, penal fines, and State aid payments pursuant to State law and any other lawful sources of funding obtained by the District Library. Nothing in this Agreement shall be construed to prevent either the City of Wayland, Wayland Township, or Yankee Springs Township from agreeing to provide additional funds for additional library services, if requested by the District Library.

5. **Revised Amendment Provision (Amended Section V.C of the Agreement).**

Subject to the conditions provided in Section 6 below, Section V.C of the Agreement is hereby further amended to replace the current language regarding amendments with the following language:

C. **Amendment.** This Agreement may be amended in writing upon the consent of the legislative bodies of not less than two-thirds (2/3) of the Participating Municipalities, pursuant to Section 4(1)(e) of the Act, MCL 397.174(1)(e), consent of a majority of the District Library Board appointed and serving, and upon approval of the State Librarian as provided in Section 5 of the Act, MCL 397.175

6. **Effective Date of the Amendment (Conditions Precedent to the Effective Date of this Amendment).** This Amendment shall become effective on January 1, 2023

only if the electors of Yankee Springs Township approve a district library ballot question to levy a millage of 1.5 mills, substantially as provided in Exhibit A attached hereto

7. **Governing Law.** This Amendment shall be governed by and construed in accordance with the laws of the State of Michigan.
8. **Severability.** If any clause, provision, or section of this Amendment shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions, or sections.
9. **Execution in Counterparts.** This Amendment may be executed in two or more counterparts, each of which shall be deemed and all of which shall constitute one and the same agreement, and the signature of any Party to any counterpart shall be deemed a signature to and may be appended to any other counterpart.
10. **Remaining Effectiveness of Amended Agreement; Conflict of Provisions.**
Unless specifically amended by this Amendment, all other provisions of the District Library Agreement shall remain in full force and effect, as if Yankee Springs Township had been an original Party to the District Library Agreement.
In the event a conflict occurs, this Amendment shall govern.

YANKEE SPRINGS TOWNSHIP

Dated: _____

By: _____

(Print Name)

Its: _____

Exhibit A

Henika District Library
District Library Millage Proposal

Shall the Henika District Library, County of Allegan, Michigan, be authorized to levy a new additional millage annually in an amount not to exceed 1.5 mills (\$1.50 on each \$1,000 of taxable value) against all taxable property within the portion of Yankee Springs Township located in the Wayland Union School District, in perpetuity beginning in the year 2022 for the purpose of providing funds for all district library purposes authorized by law? The estimate of the revenue the Henika District Library will collect if the millage is approved and levied by the Henika District Library in the first year (2022) is approximately \$155,000.

Yes

No

87536:00001:6187507-1
8/23/2012

RESOLUTION TO AMEND THE HENIKA DISTRICT LIBRARY AGREEMENT

WHEREAS, the Henika District Library Agreement (“The Agreement”) was originally dated April 28, 1998;

WHEREAS, the Board of Trustees of the Henika District Library deems it to be in the best interests of the library that the following actions be taken by the Board pursuant to this Resolution;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to applicable law, the undersigned, being the Henika District Library Board of Trustees hereby consent to, approve, and adopt the Amendment to the Henika District Library Agreement “The Amendment”) to add a portion of Yankee Springs Township to the library’s service area.

Upon a call of the roll, the vote was as follows:

Ayes:

Nays:

Absent:

Secretary or Treasurer Certification: _____



Henika District Library Board of Trustees

BY-LAWS

ARTICLE I: ESTABLISHMENT AND PURPOSE

Section 1. Name. This organization shall be called the Henika District Library and was established pursuant to the District Library Establishment Act, 1989, PA 24, MCL 397.171, *et seq.*, (the "Act").

Section 2. Annual Review. These Bylaws are rules governing the internal affairs of the Library. The bylaws should be reviewed periodically.

ARTICLE II: MEMBERSHIP

Section 1. Board. In accordance with Public Act 24 of 1989 ("PA 24") and the Agreement for Library Services dated April 28th, 1998 ("Agreement") the Board of the Henika District Library ("Board") shall consist of eight (8) members to be appointed for four (4) year terms. An individual appointed as a library board member shall be a qualified elector of the participating municipality that appoints such member on the date of the appointment is made. A candidate for appointment to the library board shall also be a resident of the district library district. The City of Wayland shall appoint four members to the library board. The Township of Wayland shall appoint four members to the library board.

Subsequent Terms: As the terms of office identified expire, and with each expiration of office thereafter, the respective party that made the appointment of the library board member whose term has expired shall make an appointment to replace the board members whose terms expired to serve a four (4) year term of office beginning on July 1. Nothing therein shall prohibit a participating municipality from reappointing a member whose term has expired to a successive term of office.



Section 2. Removal. In accordance with Section 8 (2) of the Act, MCL 397.178(2), the Governor of the State of Michigan shall have the power to remove a Library Board Member for cause, pursuant to the provision of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 3. Vacancies. The office of a library board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor pursuant to Section 10 of Article V of the State Constitution of 1963, or ceases to be a resident of the district. Resignations must be submitted to the Board President in writing at a regular board meeting. In addition, the office of a library board member becomes vacant when the incumbent ceases to be a resident of the participating municipality that appointed the incumbent. In the event of a vacancy, the participating municipality shall appoint a replacement therefore within two (2) months of the vacancy who shall serve until the end of the term of the library board member being replaced.

Section 4. Individual Authority. Trustees have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

Section 5. Attendance. Attendance at Library Board meetings is critical to fulfilling this responsibility. A trustee who cannot attend a meeting bears the responsibility of notifying the President and Director concerning this absence.

ARTICLE III: POWERS OF THE BOARD

Section 1. Authority. The Library Board shall have all the powers enumerated in Section 12 of the Act, MCL 397.182, all the powers enumerated in the District Library Financing Act, MCL 397.281, et seq, and any other powers granted by law, including but not limited to the following:

1. Establish, maintain, and operate a public library for the district
2. Appoint and remove officers from among the Library Board Members
3. Appoint and remove a librarian and necessary assistances and fix their compensation



4. Purchase, sell, convey, lease, or otherwise acquire or dispose of real or personal property, including but not limited to, land contracts and installment purchase contracts.
5. Erect Buildings
6. Supervise and control District Library property
7. Enter into a contract to receive library related services from or give library related services to a library or a municipality within or without the district.
8. Adopt bylaws and regulations, not inconsistent with this Act, governing the Library Board and the District Library
9. Propose and levy upon approval of the electors as provided in this Act a tax for support of the District Library.
10. Borrow money pursuant to the District Library Financing Act, 1988 PA 265, MCL 397.281 to 397.290.
11. Issue bonds pursuant to the District Library Financing Act, 1988, PA 265, MCL 397.281 to 397.290
12. Accept gifts and grants for the District Library
13. Do any other things necessary for conducting the District Library Service, the cost of which shall be charged against the District Library Fund.
14. Any other powers or authority authorized by law.

Section 2. Budget. The Library Board shall annually determine and approve the District Library's Budget

Section 3. Compensation. The District Library may reimburse Library Board Members for necessary expenses that Library Board Members incur in the performance of their duties and may compensate Library Board Members pursuant to Section 12(2) of the Act, MCL 397.182



ARTICLE IV: OFFICERS

Section 1. Officers. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Term. The officers shall be elected for a term of two years at the annual meeting of the Board each January unless otherwise agreed by the board.

Section 3. Vacancies. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy for the unexpired term, except for the office of President, in which case the Vice-President shall assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

Section 4. Term Limits. No officer shall serve more than 2 consecutive 2-year terms in the same office unless the Board agrees by unanimous vote to an additional term.

ARTICLE V: DUTIES OF THE OFFICERS

Section 1. President. The President shall assist with the preparation of the agenda, preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. Vice-President. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 3. Secretary. The Secretary of the Board shall ensure that minutes of the Library Board meetings and other library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President or written request of two Trustees, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of the responsibilities to the Library Director.



Section 4. Treasurer. The Treasurer shall control expenditures from the Library fund by approving documentation presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director. The Treasurer shall also be the Chairperson of the Finance Committee.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held on each month, the date and time to be set by the Board at its annual meeting (first meeting of the fiscal year). Within ten (10) days following the annual meeting, the Library shall post in a public place a notice setting forth dates, times, and places of all regular meetings scheduled for the ensuing fiscal year. If there are any changes in this schedule, as required, the Library shall post a public notice stating the new times, dates and places of its regular meetings. This notice shall be posted within three (3) days after the meeting at which the change is made and shall be posted in the monthly announcement of the regular meeting.

Section 2. Annual Meeting. The Annual Meeting of the Library Board shall be the regular meeting in the month of January and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the President or upon written request of two Trustees. Notice must be provided (as required by the Open Meetings Act), at least eighteen (18) hours before the special meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Agenda. The agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) days before a regular meeting.



Section 5. Quorum. A quorum for the transaction of business shall consist of the majority of Board Members appointed and serving.

Section 6. Board Action. Any Board action to be official must be approved at an official Board meeting by a majority of the quorum, unless otherwise required by law.

Section 7. Approval Procedure. The procedure for action at the meeting shall be as follows:

a. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.

b. After an action is moved and supported, it shall be open for discussion by members of the Board.

c. Members shall seek recognition by the President before speaking.

d. Any motion or resolution under discussion may be amended prior to adoption by the following action:

(1) The proposed amendment is moved and supported.

(2) The proposed amendment is open for discussion.

(3) Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval.

(4) If the amendment passes by majority vote, the originally proposed action shall be considered as amended.

e. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.

f. Unless otherwise requested by a member of the Board or required by law, all actions shall be taken by voice vote signifying "Aye" or "Nay".

Section 8. Public Comment. During any public comment period at an open meeting, there may be time limits placed on individual comments to keep the meeting moving at an appropriate pace. Additionally, all public comments must be made respectfully. Inappropriate behavior towards trustees, library staff, or other guests will not be tolerated.



ARTICLE VII: LIBRARY DIRECTOR

Section 1. Director. The Library Director shall be considered the executive officer of the Library.

Section 2. Duties of Director. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the annual preparation and submission of the proposed budget to the Board; for the operation of the Library under

the financial conditions set forth in the budget approved by the Board; for the submission to the Board the audited financial statements at the first meeting after such report is received and for any other duty delegated by the Library Board.

Section 3. Attendance at Meetings. The Library Director or the Library Director's representative shall attend all meetings of the Board, unless otherwise directed by the Library Board President.

ARTICLE VIII: COMMITTEES

Section 1. Committee Appointments. All committees of the Library shall be appointed by the Library Board President with the approval of the Library Board. The President may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee.

Section 2. Purposes. The Library may have ad hoc committees. The ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the President. The President shall provide specific purposes and duties of the ad hoc committee.



ARTICLE VIII: AMENDMENTS

Section 1. These by-laws may be amended at any regular or special meeting of the Board by a majority vote of a quorum of all members appointed and serving, provided the amendment was presented in writing at the previous regular meeting.

RESOLUTION TO APPROVE BOARD BYLAWS

WHEREAS, the Board of Trustees of the Henika District Library deems it to be in the best interests of the Board that the following actions be taken pursuant to this Resolution;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to applicable law, the undersigned, being all of the Trustees of this Library Board hereby consent to, approve, and adopt the Bylaws presented at this meeting.

Upon a call of the roll, the vote was as follows:

Ayes:

Nays:

Absent:

Secretary or Treasurer Certification: _____

February 24, 2022

To the Board of Directors
Henika District Library

We have audited the financial statements of the governmental activities and the major fund of the Henika District Library (the Library) for the year ended December 31, 2021. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 11, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2021. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were capital asset depreciation and the defined benefit pension plan liability and changes therein.

Management's estimate of the capital asset depreciation is based on the estimated useful lives of the Library's capital assets. The defined benefit pension plan liability, and changes therein, were based on actuarial assumptions and the use of a specialist. We evaluated the key factors and assumptions used to develop the capital asset depreciation and the pension plan liability, and changes therein, in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. Management has recorded all of our proposed audit adjustments.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 24, 2022.

Other Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the budgetary comparison schedule, and the pension schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Communication Regarding Internal Control

In planning and performing our audit of the financial statements of the governmental activities and the major fund of the Library as of and for the year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we have identified deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Library's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in the Library's internal control to be material weaknesses.

Material audit adjustments and financial statement preparation:

Criteria: All governmental units in Michigan are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e., maintaining internal accounting records) and (2) reporting government-wide and fund financial statements, including the related notes to the financial statements (i.e., external financial reporting).

Condition: We identified and proposed several material audit adjustments that management reviewed and approved. Adjustments were recorded to:

- Recognize taxes receivable and the related deferred inflow of resources
- Record payable accruals
- Record prior year adjusting journal entries
- Convert the fund-based data necessary to prepare the government-wide financial statements

As is the case with many small and medium-sized governmental units, the Library has historically relied on its independent external auditor to assist with the preparation of the financial statements, the related notes, and the management's discussion and analysis as part of its external financial reporting process. Accordingly, the Library's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot by definition be considered part of the Library's internal controls. This is a repeat finding.

Cause: This condition was caused by the Library's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Library to perform this task internally because outsourcing the task is considered more cost effective.

Effect: The Library's accounting records were initially misstated by amounts material to the financial statements. In addition, the Library lacks complete internal controls over the preparation of its financial statements in accordance with GAAP and relies, at least in part, on assistance from its external auditor with this task.

Auditor's Recommendation: We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustments and prepare a draft of the Library's annual financial statements versus contracting with its auditor for these services.

Management Response: Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

The Library's responses to the internal control findings described above were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Restriction on Use

This information is intended solely for the use of management, the Board of Directors of the Henika District Library, and the State of Michigan Department of Treasury and is not intended to be and should not be used by anyone other than these specified parties.

Siegfried Crandall P.C.