

AGENDA

Henika District Library
Board of Trustees Meeting
August 9th, 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. July 2022 Regular Meeting Minutes

V. Financial Reports

A. August 2022

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

VI. Director's Report

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

VII. Committee Reports

A. Finance Committee (July 12th and 28th)

VIII. Old Business

- A. Resolution to Adopt Budget for FY 2023
- B. Resolution to Set Mill Levies for FY2023
- C. Copy, Fax, and Book Sale: Charge VS Donation

IX. New Business

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
July 12, 2022 at 6:30 pm

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

Members Absent: Suzy Byville, Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:34 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: The Friends of the Library Facebook page has gotten some new likes in the recent weeks. Lefevre to hold onto the keys and email password for the time being.
- IV. Approval of June 2022 Regular Meeting Minutes with the spelling correction of “Fefevre” to “Lefevre” motioned by Augustin and seconded by Lefevre. All yes, motion passed.
- V. Financial Reports for June 2022
 - a. Credit Card Detail Report was reviewed. The multiple duplicate Meijer charges were the result of a widespread Meijer system error – all erroneous charges were credited back.
 - b. YTD Budget vs. Actuals was reviewed. Additional E-Rate income was received.
 - c. United Bank accounts were reviewed.
 - d. Approval of paid bills motioned by Fryling and seconded by Augustin. All yes, motion passed.
- VI. Director’s Report
 - a. Library of Michigan sent out an information sheet on book challenges, censorship, and Michigan public libraries. Bakovka has emailed the board with information on upcoming trustee training opportunities. Thanks to advocacy by the Library of Michigan and Michigan Library Association, the state aid budget increased by about \$5000 statewide.

- b. Monthly Statistics were reviewed. Foot traffic dipped again by a small amount, although program attendance is still high. Mondays were the most attended day in June. There have been a lot of summer reading signups and several finishers already.
- c. The Youth Services report was reviewed. Becky attended the bounce party at Steeby and gave out lots of summer reading signups. The Animal Magic program was very popular and the summer kickoff party was well attended. 210 patrons came to see the horses. Gather to Grow library lunches have started and will be held on Thursdays from noon to 1 pm. The tween book club is doing ok. Tunes and Tails program is coming up soon.
- d. The Adult Services report was reviewed. There were a lot of crafting programs in June, such as the sea turtle plush, sea glass necklaces, and seashell bookmarks. Faith plans to offer more drop-in programming.
- e. The Circulation report was reviewed. Computer sessions are up from last year. Overall circulation up again from the last two years. Added 39 new patron accounts in June.

VII. Finance Committee Report: The Finance Committee went through two budgets – one including Yankee Springs Township and one without including Yankee Springs Township. The committee will meet again on July 28 to review the budgets and discuss employee compensation.

VIII. Unfinished Business

- a. Security Cameras
 - i. Bakovka obtained quotes from three vendors for security cameras for the building. The merits of each option were discussed.
 - ii. TKS Security: about \$4000 for installation and equipment. Remote video service is billed quarterly, with a total cost of about \$180 per year.
 - iii. EPS: About \$5000 for installation and equipment. Monthly service cost of \$540 per year.
 - iv. Presidio: about \$5500 for installation and equipment. Video feed would be stored in-house with no remote access.
 - v. Approval of installation of security cameras as proposed by TKS Security motioned by Marsh and seconded by Augustin. Roll call vote. All yes, motion passed.
 - 1. Lefevre: YES
 - 2. Marsh: YES
 - 3. Fryling: YES
 - 4. Simmons: YES
 - 5. Augustin: YES
 - 6. Kuhn: YES
 - 7. Musgrave ABSENT
 - 8. Byville ABSENT

IX. New Business

i. Video Surveillance Policy

1. Bakovka attended an "Intellectual Freedom and the Law" session at the conference. Public entities are seeing an increase in "First Amendment audits" where people go into public or governmental spaces and film, often harassing staff and other patrons. In response, a lot of libraries are enacting filming policies. The proposed Video Surveillance Policy was reviewed. Kuhn suggested adding "on library property" to cover when events are held outside.
2. Adoption of the Video Surveillance Policy as presented with the addition of "in or on library property" motioned by Augustin and seconded by Lefevre. All yes, motion passed.

ii. Special Meeting for August (Mill Levies and Budget)

1. Special Meeting for August to discuss Mill Levies and Budget on August 9, 2022 at 6:00 pm motioned by Augustin and seconded by Kuhn. All in favor, motion passed.

X. Around the Table

- a. Lefevre shared that her kids are having a great time coming to the library. Question about the benches: will the old one be removed since we have the new ones? Marsh to haul it away. Proud of where the library has been going, all good things happening.
- b. Marsh had nothing to add.
- c. Fryling noted that it has been a good year and everything is going well.
- d. Bakovka noted that there will be a book sale from 10-6 at the Main Street Celebration and Becky plans to do a kids craft. DDA will have a petting zoo in green space and will be using some water for the animals. With the printer being down, there is not enough cash on hand for the book sale cash box. The board approves Bakovka to withdraw up to \$100 cash from United Bank for the book sale cash box.
- e. Simmons was at Yankee Springs meeting – there was a small group that was extremely opposed to using the library, but a few in attendance to support it.
- f. Augustin noted that the next meeting for Yankee Springs is July 26th at 7 pm at the Yankee Springs Town Hall. Augustin plans to attend and invites others to attend in support as well. Reminder to think about schedule so we can be prepared to set the last quarter of 2022 meetings at the September meeting.
- g. Kuhn is loving the summer reading activities, appreciates the bingo sheets to keep everyone engaged once they finish the original summer reading sheets. Excited to hear more information from the conference.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.
Meeting adjourned at 8:02 pm.



July 2022 Statement

Open Date: 06/14/2022 Closing Date: 07/14/2022



Account: [REDACTED]
Cardmember Service 1-866-552-8855
BUS 30 ELN 8 9

Visa® Business Cash Card
HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$3,616.07
Minimum Payment Due	\$37.00
Payment Due Date	08/10/2022

Reward Points	
Earned This Statement	3,803
Reward Center Balance as of 07/13/2022	1,668
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,105.96
Payments	-	\$1,163.24CR
Other Credits	-	\$21.18CR
Purchases	+	\$3,687.05
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$7.48
Interest Charged		\$0.00
New Balance	=	\$3,616.07
Past Due		\$0.00
Minimum Payment Due		\$37.00
Credit Line		\$15,500.00
Available Credit		\$11,883.93
Days in Billing Period		31

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

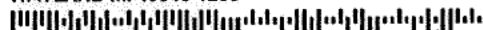
Please detach and send coupon with check payable to: Cardmember Service CPN 001910551



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

- to pay by phone
- to change your address

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



Account Number	[REDACTED]
Payment Due Date	8/10/2022
New Balance	\$3,616.07
Minimum Payment Due	\$37.00

Amount Enclosed \$ _____

Cardmember Service

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



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

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

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

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:

- ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
- ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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

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



July 2022 Statement 06/14/2022 - 07/14/2022

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HENIKADISTRICTLIBRARY

Cardmember Service

1-866-552-8855

Business Cash

Rewards Center Activity as of 07/13/2022	
Rewards Center Activity*	0
Rewards Center Balance	1,668

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	3,666	12,371
2 Extra Points - Telecom & Office Supply	0	442
1 Extra Point - Restaurants & Gas	137	398
Total Earned	3,803	13,211

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.

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line \$5000. Your new credit line appears on this statement.

SKIP THE MAILBOX. Switch to e-statements and securely access your statements online. Get started at myaccountaccess.com/paperless

Transactions CIERRA J Credit Limit: \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/21	06/18	7870	ZAZZLE INC 888-892-9953 CA	\$111.58	FP
06/22	06/21	4933	STATUE.COM, INC. 618-6921121 IL	\$1,106.00	Cap Out
06/22	06/21	9916	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	Supplies
06/24	06/16	8516	SQ *NB OUTLET Allendale Cha MI	\$23.32	VP
06/24	06/22	6309	MEIJER # 026 877-363-4537 MI	\$21.17	Sup
06/24	06/23	1094	LYFT RIDE THU 12PM 855-865-9553 CA	\$25.16	MT
06/24	06/23	3141	LYFT RIDE THU 4PM 855-865-9553 CA	\$12.85	MT
06/27	06/26	0914	LYFT 3 RIDES 06-25 855-865-9553 CA	\$44.38	MT
06/27	06/25	9868	LYFT 1 RIDE 06-24 855-865-9553 CA	\$14.84	MT
06/27	06/26	5144	LYFT INCREASE TIP 855-865-9553 CA	\$3.00	MT
06/27	06/26	5125	LYFT INCREASE TIP 855-865-9553 CA	\$2.00	MT
06/27	06/24	6476	SIM STORE NMNH WASHINGTON DC	\$20.00	VP
06/27	06/24	9852	LYFT 1 RIDE 06-23 855-865-9553 CA	\$13.99	MT
06/28	06/27	2763	LYFT INCREASE TIP 855-865-9553 CA	\$3.00	MT

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July 2022 Statement 06/14/2022 - 07/14/2022
 HENIKADISTRICTLIBRARY [REDACTED]

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 Cardmember Service ☎ 1-866-552-8855

Transactions [REDACTED] GIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/28	06/27	2090	LYFT INCREASE TIP 855-865-9553 CA	\$4.00	MT
06/28	06/27	3885	LYFT INCREASE TIP 855-865-9553 CA	\$3.00	MT
06/28	06/27	9434	LYFT INCREASE TIP 855-865-9553 CA	\$2.00	MT
06/28	06/27	6865	LYFT INCREASE TIP 855-865-9553 CA	\$4.00	MT
06/28	06/27	5255	LYFT 2 RIDES 06-26 855-865-9553 CA	\$24.73	MT
06/29	06/27	9546	PHOENIX PARK HOTEL WASHINGTON DC	\$1,052.96	MT
06/29	06/28	4007	LYFT 5 RIDES 06-27 855-865-9553 CA	\$91.14	MT
07/11	07/08	2381	VISTAPRINT 866-207-4955 MA	\$106.36	MT
07/14	07/13	1251	DOLLAR TREE JENISON MI	\$10.60	MT
Total for Account [REDACTED]				\$2,720.08	

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
06/24	06/21	0314	DOLLAR-GENERAL #9954 WAYLAND MI MERCHANDISE/SERVICE RETURN	\$7.42CR	AD
Purchases and Other Debits					
06/15	06/14	6922	PP*ANIMALMAGIC WAYLAND MI	\$50.00	AM / YN
06/23	06/21	0209	DOLLAR-GENERAL #9954 WAYLAND MI	\$18.02	AD
06/27	06/25	1323	TST* Officlna at The W Washington DC	\$137.28	80 MT
06/27	06/24	9182	SIM STORE NMNH WASHINGTON DC	\$30.00	AD
06/29	06/27	1344	INTL SPY MUSEUM RETAI 202-3937798 DC	\$3.17	AD
07/01	06/29	3889	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.12	AD
07/14	07/13	5027	JOANN STORES*JOANN.COM 888-739-4120 OH	\$154.63	EG
Total for Account [REDACTED]				\$387.80	

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
06/21	06/15	9568	WAYLAND DO IT BEST HAR WAYLAND MI MERCHANDISE/SERVICE RETURN	\$13.76CR	VP
Purchases and Other Debits					
06/16	06/15	2425	FAMILY DOLLAR #4630 WAYLAND MI	\$19.89	VP
06/17	06/15	8557	WAYLAND DO IT BEST HAR WAYLAND MI	\$13.76	VP
06/21	06/17	7019	DOLLAR-GENERAL #9954 WAYLAND MI	\$20.75	VP
06/29	06/27	4108	HARDING'S MARKET #3 WAYLAND MI	\$25.41	Supp
07/05	06/30	5924	ARMODILO 800-975-5946 ON	\$374.45	Furn
07/11	07/07	4640	FIVEBELOW.COM 18444523 866-935-8852 PA	\$21.04	VP

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July 2022 Statement 06/14/2022 - 07/14/2022

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HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service 1-866-552-8855



Transactions REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/13	07/12	3836	DOLLAR-GENERAL #9954 WAYLAND MI	\$1.06	YP
07/13	07/12	4640	Scholastic Education 573-632-1834 MO	\$95.39	YP
Total for Account [REDACTED]				\$557.99	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
06/22	06/19	0201	PAYMENT THANK YOU	\$1,105.96CR	
06/29	06/29	ET	PAYMENT THANK YOU	\$28.64CR	
06/29	06/29	ET	PAYMENT THANK YOU	\$28.64CR	
Fees					
07/05	06/30	5924	FRGN TRANS FEE-ARMOILO 80	\$7.48	FWR
TOTAL FEES FOR THIS PERIOD				\$7.48	
Total for Account [REDACTED]				\$1,155.76CR	

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

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	21.49%	
**PURCHASES	\$3,616.07	\$0.00	YES	\$0.00	21.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	25.49%	

Contact Us

Phone	Questions	Mail payment coupon with a check	Online
Voice: 1-866-552-8855	Cardmember Service	Cardmember Service	myaccountaccess.com
TDD: 1-888-352-6455	P.O. Box 6353	P.O. Box 790408	
Fax: 1-866-807-9053	Fargo, ND 58125-6353	St. Louis, MO 63179-0408	



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 July 31, 2022, and the related Statements of Activities for the one month and seven 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
August 2, 2022

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

ASSETS

Current Assets:

Cash-Checking	\$ 177,439.04
Cash-Savings	472,547.83
Prepaid Payroll	7,235.14
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 \$ 1,186,107.95

Total Assets \$ 1,186,107.95

Henika District Library
Statement of Financial Position
As of July 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 90,176.30

Total Net Assets 851,100.84

Total Liabilities and Net Assets \$ 1,186,107.95

Henika District Library
Statements of Activities
For the 1 Month and 7 Months Ended July 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Jul. 31, 2022</u>	<u>7 Months Ended Jul. 31, 2022</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 195,500.00	\$ 0.00	\$ 195,338.90	\$ (161.10)
City Revenue	170,000.00	0.00	155,232.84	(14,767.16)
State Aid	10,000.00	3,861.04	9,530.12	(469.88)
Penal Fines	30,000.00	2,256.75	16,542.84	(13,457.16)
Copier & Fax Income	1,900.00	175.61	1,870.99	(29.01)
Fines	200.00	68.95	445.27	245.27
Interest Income	600.00	82.05	608.29	8.29
Memorial Donations	7,600.00	0.10	7,649.98	49.98
Book Sales	140.00	383.47	580.60	440.60
Federal E-Rate	2,450.00	584.09	3,850.14	1,400.14
Miscellaneous Income	1,300.00	21.00	1,325.12	25.12
Total Revenues	<u>419,690.00</u>	<u>7,433.06</u>	<u>392,975.09</u>	<u>(26,714.91)</u>
Employee Expenses:				
Wages	180,000.00	13,298.58	98,974.43	81,025.57
Employee Benefits	26,000.00	1,917.78	14,034.29	11,965.71
FICA Expense	12,000.00	1,017.33	7,571.55	4,428.45
State Unemployment Tax	0.00	1.06	30.37	(30.37)
Total Employee Expenses	<u>218,000.00</u>	<u>16,234.75</u>	<u>120,610.64</u>	<u>97,389.36</u>
Operating Expenses:				
Memberships & Training	5,800.00	1,789.05	4,298.09	1,501.91
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,000.00	0.00	2,829.00	171.00
Programming	12,200.00	1,321.08	8,339.91	3,860.09
Office Supplies	10,000.00	1,045.52	5,958.28	4,041.72
Furnishings	4,000.00	743.79	3,105.72	894.28
Equipment	18,000.00	0.00	8,946.25	9,053.75
Materials	30,400.00	3,203.52	23,470.15	6,929.85
Accounting	11,000.00	103.90	7,918.37	3,081.63
Contractual Services	28,000.00	4,298.83	17,221.67	10,778.33
Communications	2,690.00	193.95	1,582.50	1,107.50
Technology Support	3,000.00	285.00	2,125.00	875.00
Advertising	2,850.00	271.02	789.60	2,060.40
Postage	1,000.00	0.00	522.00	478.00
Utilities	7,500.00	228.01	4,502.96	2,997.04

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 7 Months Ended July 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Jul. 31, 2022</u>	<u>7 Months Ended Jul. 31, 2022</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	18,700.00	1,506.18	10,849.12	7,850.88
Maintenance-Equipment	3,500.00	622.10	1,993.95	1,506.05
Miscellaneous	0.00	0.00	120.39	(120.39)
Capital Outlay	<u>150,000.00</u>	<u>23,886.00</u>	<u>77,615.19</u>	<u>72,384.81</u>
Total Operating Expenses	<u>311,690.00</u>	<u>39,497.95</u>	<u>182,188.15</u>	<u>129,501.85</u>
Total Expenses	<u>529,690.00</u>	<u>55,732.70</u>	<u>302,798.79</u>	<u>226,891.21</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ (48,299.64)</u>	<u>\$ 90,176.30</u>	<u>\$ 90,176.30</u>

See Accountants' Compilation Report

Home

Alerts

⚠ Online banking login locked out

Your online banking username was locked on Apr 01, 2022.

Sent Apr 02, 2022

⚠ Online banking login locked out

Your online banking username was locked on Apr 01, 2022.

Sent Apr 02, 2022

⚠ Online banking login locked out

Your online banking username was locked on Apr 01, 2022.

Sent Apr 02, 2022

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING	Current balance
XXXX7152	\$184,202.06

BUSINESS HIGH YIELD SAVINGS	Current balance
XXX013	\$472,547.83

BUILDING FUND	Current balance
XXX212	\$101,782.52

CONTINGENCY FUND	Current balance
XXX740	\$52,040.19

BUILDING FUND	Current balance
XXX090	\$5,357.28

BUILDING FUND	Current balance
XXX104	\$5,357.28

BUILDING FUND	Current balance
XXX112	\$5,357.28

BUILDING FUND	Current balance
XXX120	\$5,357.28

BUILDING FUND	Current balance
XXX139	\$5,357.28

BUILDING FUND	Current balance
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BUILDING FUND

XXX171

Current balance

\$3,073.89

BUILDING FUND

XXX344

Current balance

\$1,017.78

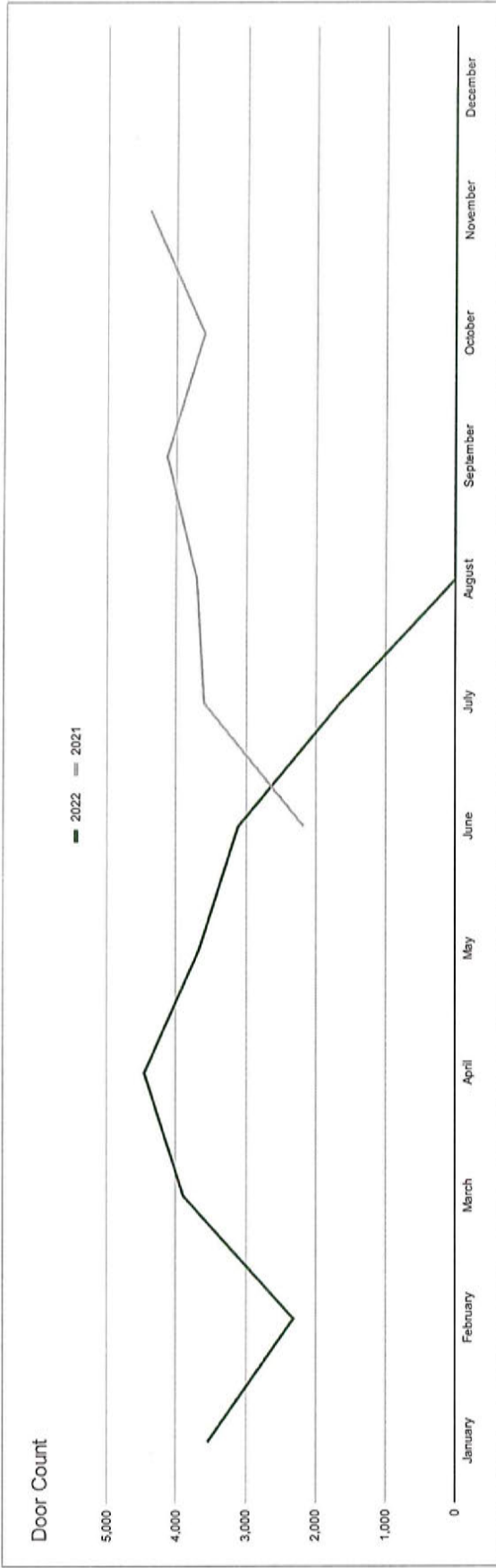
LAVERNE JOHNSON BOOK FUND

XXX943

Current balance

\$11,276.99

WEEKDAY TRAFFIC STATS 22



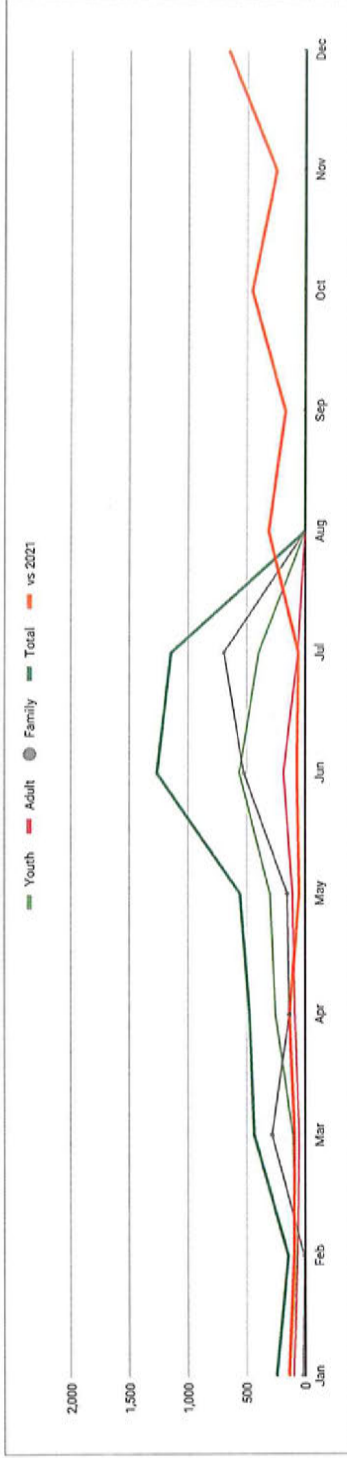
Summary

Year	Jan	Feb	March	April	May	June	July	August	September	October	November	December	Total	Average
2021	3,542	2,313	3,893	4,459	3,670	3,110	1,645	3,601	3,706	4,142	3,805	4,393	22,632	3,233
2022	3,542	2,313	3,893	4,459	3,670	3,110	2,173	3,601	3,706	4,142	3,805	4,393	21,620	3,603

Days of the Week Avg.

Day	2021	2022
Monday	185	158
Tuesday	172	183
Wednesday	135	236
Thursday	149	192
Friday	172	139
Saturday	63	61

2022 Annual Attendance Tracker

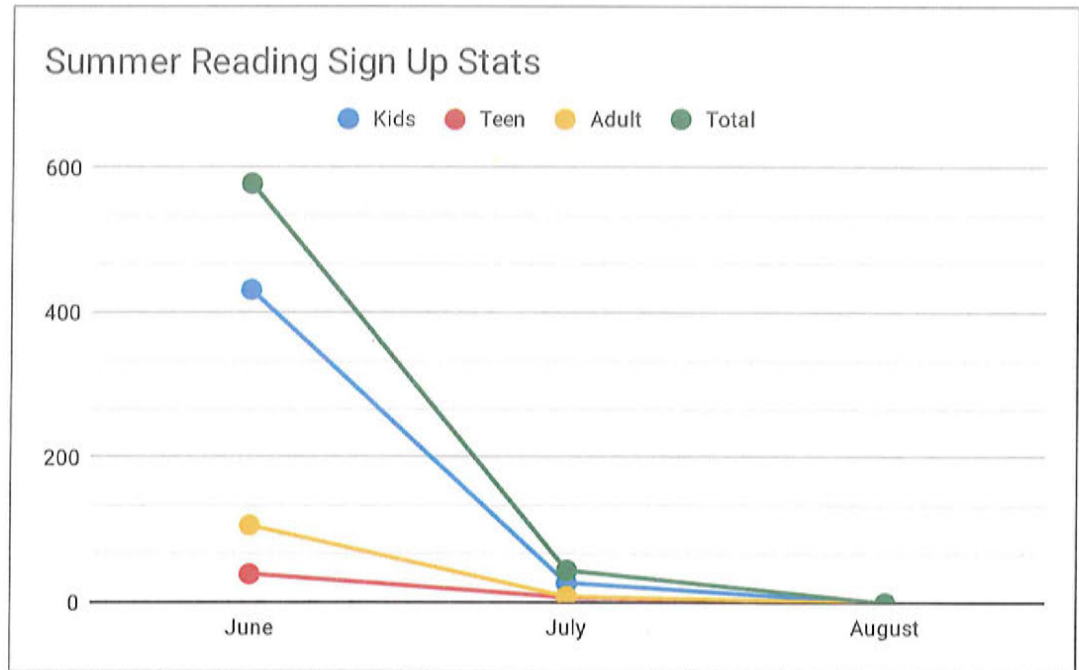


Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	129	76	104	254	298	562	395	0	0	0	0	0	1,818	260
Adult	96	61	48	85	105	183	58	0	0	0	0	0	636	91
Family	19	8	282	135	153	522	694	0	0	0	0	0	1,813	259
Total [1]	244	145	434	474	556	1,267	1,147	0	0	0	0	0	4,267	610
vs 2021	135	94	87	131	48	67	55	310	169	452	247	658	2,453	204
Yearly Increase	181%	154%	499%	362%	1158%	1891%	2085%	0%	0%	0%	0%	0%	174%	

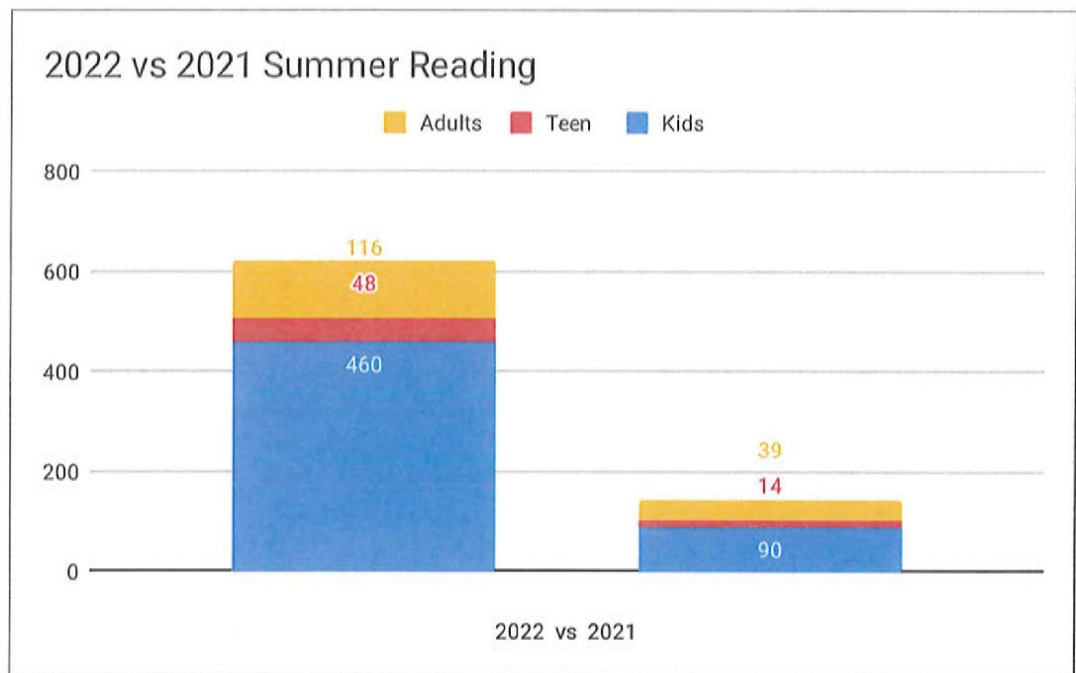
Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	87	76	103	254	297	90	359	0	0	0	0	0	1,266	106
Youth Take-Home / Online	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Reading Programs	42	0	1	0	1	472	36	0	0	0	0	0	552	46
Adult In-Person	29	17	13	42	65	54	49	0	0	0	0	0	269	22
Adult Take-Home / Online	42	44	35	43	40	0	0	0	0	0	0	0	204	17
Adult Reading Programs	25	0	0	0	0	129	9	0	0	0	0	0	163	14
Family Take-Home/ Online	19	0	65	79	99	22	40	0	0	0	0	0	324	24
Family In-Person	0	8	217	56	54	500	654	0	0	0	0	0	1,489	124



Summary

	June	July	August	Total	VS 2021
Kids	432	28	0	460	90
Teen	40	8	0	48	14
Adult	107	9	0	116	39
Total [1]	579	45	0	624	143



	2022			2021		
	Participated	Finished	%	Participated	Finished	%
Children	432	82	19%	90	29	32%
Teens	40	5	13%	14	1	7%
Adults	107	27	25%	39	11	28%
Total	579	114	20%	143	41	29%

July 2022

Youth Services Report

Becky Butler, Youth Services Librarian

July saw some lows and highs as far as numbers go – I think this was vacation month for many families.

Map and Flag Making: 19 attendees. This was the day after 4th of July, so I'm not surprised by the low turnout.

Water Balloon Battle: 4 middle school attendees, including 2 I'd never met before. Faith and I rescheduled this event due to weather, so I'm glad families were flexible. FYI: it is apparently very funny to get the adult leading the battle absolutely drenched.

Teen Book Club: 0 attendees. This is not the way to teens' hearts, I think.

Boat Making: 36 attendees. The Farmer's Market has been loving the fact that I have events while they set up on Tuesdays. A couple vendors have asked me when our next big programs will be so they can plan accordingly with supplies.

Preschool Sensory Playtime: 5 attendees. I was a bit disappointed since this had such a good turnout the previous month. I'll keep trying it – I'm almost positive this is something I'd like to keep doing as a monthly event.

Toddler Lil Wiggles: 5 attendees. But booooy, I had some enthusiasm from my small crowd! I think this will also become a regular monthly event.

Sand Art: 96 attendees! I fortunately had bought more supplies for this than I thought necessary. It's not an ideal craft for such a large group, so lessons learned there.

Tween Graphic Novel Club: 3 attendees. We discussed the graphic novels we'd read the previous month, created stories using Story Dice, and attempted to draw pictures using different illustration styles.

Gather2Grow Library Lunches: 47 attendees over 4 lunchtimes. We were observed by Feeding America for the final July lunch service. I'm curious to hear what their feedback will be.

Main Street Celebration: 283 people stopped by my craft table at the celebration! This was in addition to the numbers who stopped by the book sale. I was able to sign a few up for summer reading, but it ended up mostly being a busy day with lots of new faces.

Ocean Tie-Dye: 16 attendees. This was a teen event, and I'm tickled pink that there was so much interest! Only one family with kids too young showed up, and I was able to accommodate them once all the teens finished their tie-dying. I believe part of creating a space for teens at the library is trying to provide a dedicated space and dedicated programming they don't have to share, but I also don't want to chase anyone away from the library.

Tunes N Tales: 32 attendees enjoyed Ms. Trish's music and stories under our big tree outside. She was wonderful and so easy to work with!

Looking forward:

School starts up again! Gather2Grow Library Lunches will continue Thursdays, 12pm-1pm – the last day of service will be August 11. Teen Book Club and Tween Graphic Novel Club will occur on August 8 at 6pm and August 10 at 4pm, respectively (final ones for the summer). Preschool Sensory Playtime will be on August 25 at 11am, and Lil Wiggles will be August 22 at 2:30pm. As of the board meeting, we finished up our summer Tuesday events with a visit from Mermaid Molly and Shark Day. We'll have our Wrap-Up Party on August 13 from 11am-1pm. This is when the drawings for all the big prizes for summer reading will be held! You do not need to be present to win. I'll be decorating cookies with teens on August 22 at 6pm. After-School Art will kick off again on August 25. It's still drop-in from 2:30-5:30, but it's now on THURSDAYS. Mark your calendars! This is to accommodate holding clubs like Pokemon, Lego, and STEM a little later on Wednesday nights so kiddos with working parents might attend.

JULY 2022

Adult Services Report

Faith Fetty, Adult Services Librarian

Programs & Attendance

Water Balloon Battle (Family/In-Person): 6

This is the program I was most looking forward to and we unfortunately decided to postpone it due to what looked like storm clouds rolling in that dissipated about 15 minutes before the event. If we had kept the original day I believe this would have been very successful. A lesson not to call it too soon.

Beach Drink Koozies (In-Person): 12

This went much more smoothly than the turtle plushie event! This project was a much easier one and I was able to provide directions with pictures included. I'm looking forward to hosting more sewing basics events like Sew Much Fun: Scrunchies in September. I think sewing is a valuable skill that many in the community do not have many opportunities to learn with the guidance of an actual person.

Sawmill Estates: Cookie Decorating (In-Person): 7

Cookies were a hit! Some seniors brought their grandchildren with them and it was a blast for all! We decorated in red, white, and blue for a 4th of July theme and we had some very fun creations, this is the first crafty event where the seniors took initiative in their creations without looking to me for step-by-step instructions. They do have a full kitchen in the programming space at Sawmill Estates, so I am looking into more food based activities to do with the residents there.

Naval Battles on the Great Lakes (In-Person): 20

This event was really interesting! We were one of the first libraries they had presented at and the Restless Viking and his wife Poppin did a great job holding the attention of the audience and answering the questions some of our younger patrons came up with. They are local (located in Lowell, MI) and were very affordable for the quality and length of their presentation. They are developing more presentations at the moment, so I will definitely be having them back again! The presentation also brought in one of our rarest demographics – middle aged men. That was very exciting and I hope to keep doing programs that bring those groups into the library.

Polymer Clay Earrings (Take-&-Make): 23

While I haven't received any feedback from the community I did do this take-&-make with my Mom and got her opinions on it! Our earrings came out very close to our reference photos and the clay wasn't too difficult to work with. The paperclip was a decent stand in for actual clay

tools in a small project like this. I would have preferred to have done this program in person though so I could have assisted patrons with the assembly portion of the craft because that is where my Mom began to struggle.

Total Program Attendees/Registrants: 68

Looking Forward

Becky and I have discussed combining forces and doing one family friendly take-&-make a month. We still want members of the community with scheduling conflicts or other restrictions to be able to participate in programs this way, but doing them separately is a restriction on our budgets for in-person programs and is less time effective when we work on them separately.

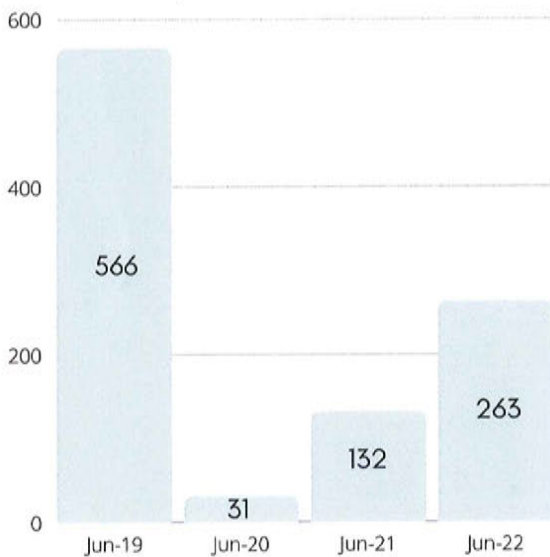
These would be crafts/activities that children can be reasonably expected to participate in with adult supervision/assistance or that could be enjoyed by even a single adult.

July 2022

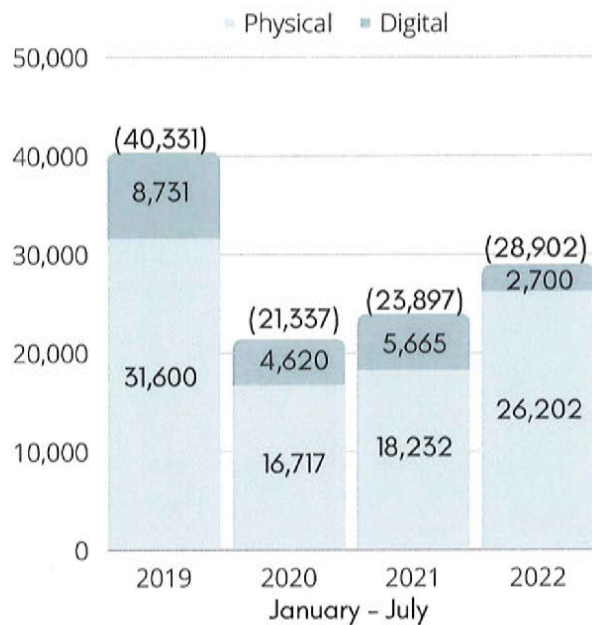
Our circulation numbers are continuing to trend upwards! Videogame and board game numbers remain very high – anecdotally I have definitely noticed the increase in patrons checking out and browsing for videogames, and patrons seem very happy with the selection of games we have available. Special collection use also remains high, with hotspots and the Nintendo Switch almost always checked out.

Bethany Sanford - Circulation Clerk

Computer Sessions



Circulation YTD:



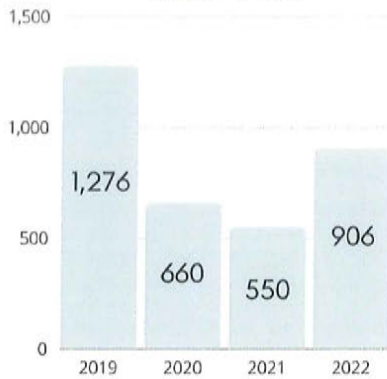
Henika has 3,110 total patron accounts. 457 of these accounts are active (not expired). Most expiration dates are set for 3 years upon renewal.

153 Patron accounts added YTD
 25 Patron accounts added in July

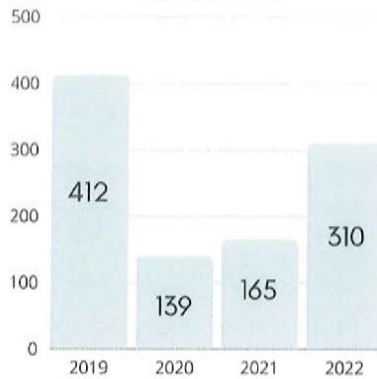
- 18 *Wayland City*
- 6 *Wayland Township*
- 1 *Non-Resident*

July Circulation, 2019-2022

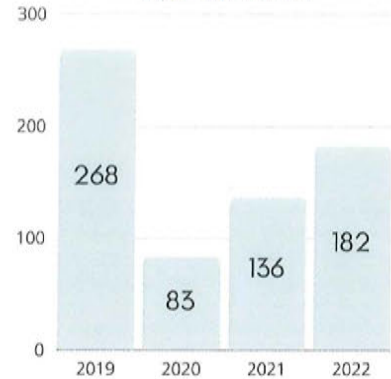
Adult Print



Teen Print



Tween Print

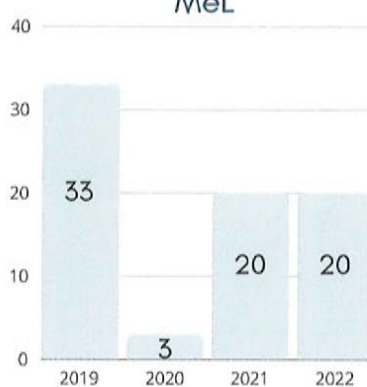


Juv Print

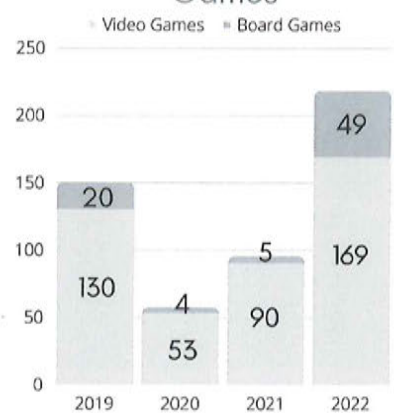


*pictures books, readers, chapter, juv graphic, juv NF

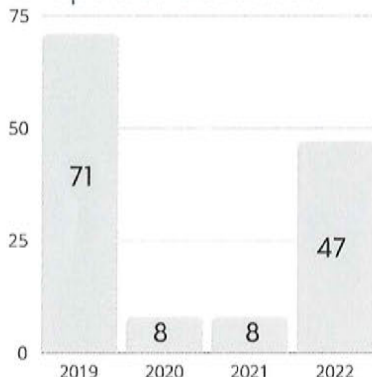
MeL



Games

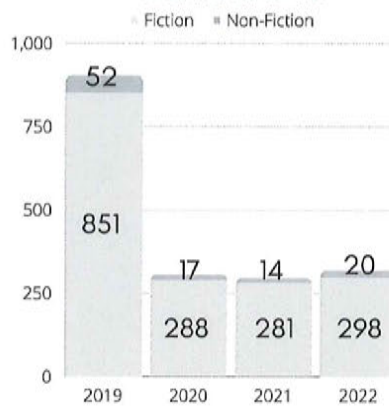


Special Collection

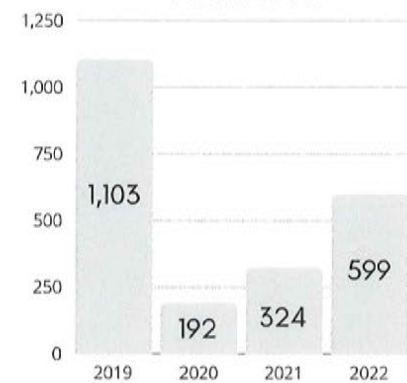


*prior to August 2021 this only included launchpads

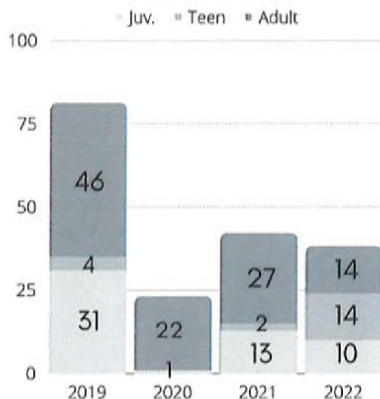
General DVD



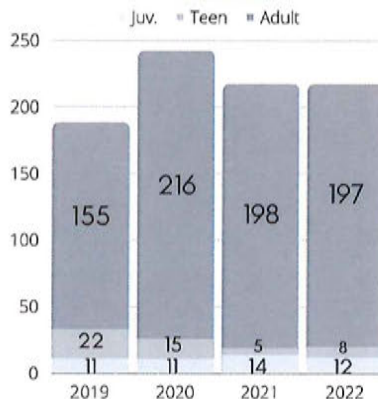
Youth DVD



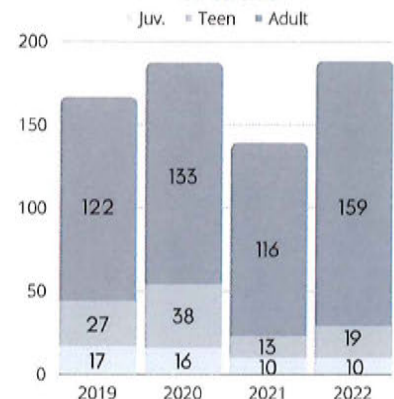
Audiobooks



eBooks



eAudio



Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
July 12, 2022 at 3:00 pm

Members Present: Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh
Members Absent: Maria Musgrave
Staff Present: Cierra Bakovka – Director
Guests: None

- I. Call to Order: Meeting called to order at 3:00 pm by Marsh.
- II. Approval of Agenda motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- III. New Business
 - a. Draft Budget for FY 2023
 - i. Bakovka presented a draft budget that does not include Yankee Springs so the Board can move forward to vote on the proposed budget if the Yankee Springs measure does not pass. Each line of the draft budget was reviewed and discussed. Bakovka used the Allegan County Equalization Report to budget for income from Wayland Township and City of Wayland. Federal E-Rate, State Aid, Penal Fines, and Interest income was budgeted based on actual income from the past several years. The following guidance was noted: 30% to materials after basic expenses and 40-80% to salaries and wages. The only change recommended to the Draft Budget for FY 2023 is the spelling correction of “Donaitions” to “Donations.”
 - b. Draft Budget for FY 2023 if Yankee Springs is Added
 - i. Yankee Springs voting will occur on August 2, 2022. Bakovka has drawn up a draft budget to account for the addition of Yankee Springs Township so the Board can move forward to vote on the proposed budget if the Yankee Springs Township measure passes. Each line of the draft budget was reviewed and discussed. Bakovka used the Barry County Equalization Report to budget for income from Yankee Springs Township. Line items in the Draft Budget for FY 2023 if Yankee Springs is Added that differ from the Draft Budget for 2023 without Yankee Springs include the addition of Yankee Springs Township Contribution and Capital Outlay, as well as an increase in the following line items: Supplies, Furnishings, Equipment, Materials, Advertising and Promotion, Building and

Grounds Maintenance, Equipment Repairs and Maintenance, Contractual Services, Memberships and Training, and Programming. The committee discussed how Henika could best serve an increased patronage within the existing building and determined that new furnishings would assist in space usage by creating flexible spaces to accommodate more patrons for events, as well as providing increased programming offerings/opportunities. Changes recommended to the Draft Budget for FY 2023 with Yankee Springs Township included: spelling correction of "Donaitions" to "Donations," increasing Furnishings to \$20,000, increasing Accounting to \$15,000, increasing Communications to \$5,000, increasing Public Utilities to \$9,000, increasing Programming to \$25,000, and reducing Capital Outlay to \$136,850.

IV. Around the Table

- a. Marsh commended Bakovka on her great work on the budget process and accounting for all of the "what ifs."
- b. Kuhn thanked Bakovka for going line by line through the proposed budgets and applauded her for doing a great job.
- c. Augustin recommended setting the next Finance Committee meeting. The Finance Committee will meet again on July 28, 2022 at 10:00 am to discuss payroll adjustments and review any edits to the draft budgets.
- d. Bakovka thanked the Finance Committee for the discussion and input on the proposed budgets.

V. Adjournment of the meeting motioned by Marsh and seconded by Kuhn. Meeting adjourned at 4:56 pm.

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
July 28, 2022 at 10:00 am

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

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 10:06 am by Marsh.
- II. Approval of Agenda motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- III. Approval of Previous Meeting Minutes motioned by Augustin and seconded by Marsh. All yes, motion passed.
- IV. Unfinished Business
 - a. Draft Budget for F/Y 2023
 - i. Spelling correction needed to correct the misspelling of “maintenance” in the line item “Equipment Repairs and Maintance.”
 - ii. Changes to line item amounts include the following:
 1. Payroll change to \$200,000
 2. Furnishings change to \$10,000
 3. Equipment change to \$7,350
 4. Materials change to \$35,000
 5. Advertising & Promotion change to \$2,000
 - iii. Approval of Draft Budget for F/Y 2023 with amendments as stated above motioned by Musgrave and seconded by Marsh. All yes, motion passed. Draft Budget for F/Y 2023 with amendments as stated above to be brought to Board of Trustees August meeting for approval.
 - b. Draft Budget for F/Y 2023 if Yankee Springs is Added
 - i. Spelling correction needed to correct the misspelling of “maintenance” in the line item “Equipment Repairs and Maintance.”
 - ii. Changes to line item amounts to include the following:
 1. Payroll change to \$200,000
 2. Capital Outlay change to \$131,850

- iii. Approval of Draft Budget for F/Y 2023 if Yankee Springs is Added with amendments as stated above motioned by Marsh and seconded by Musgrave. All yes, motion passed. Draft Budget for F/Y 2023 with amendments as stated above to be brought to Board of Trustees August meeting for approval.

V. New Business

- a. Staff Salaries and Wages
 - i. Bakovka provided wage comparisons for Class 3 and Class 4 libraries in our area. The Finance Committee reviewed this data as well as the Henika District Library Salary and Raise Policy and current Henika District Library staff wages. The Finance Committee recognizes the quality of the staff and would like to ensure wages and benefits are fair. The Finance Committee discussed renaming the Circulation Clerk position to Circulation Manager, as well as recommending wage increases and changes to salary ranges. Recommended edits to Payroll line item of draft budgets to allow for salary and wage increases.

VI. Around the Table

- VII. Adjournment of the meeting motioned by Marsh and seconded by Augustin. Meeting adjourned at 1:03 pm.

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE HENIKA DISTRICT LIBRARY, MICHIGAN, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2023, AND ENDING ON THE LAST DAY OF DECEMBER 2023.

WHEREAS, the Board of Trustees of the Henika District Library has appointed Cierra Bakovka, Henika District Library Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Cierra Bakovka has submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on August 9th, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Henika District Library, Michigan:

Section 1: That the estimated expenditures for each fund are as follows:

General Fund	<u>\$427,800.00</u>
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Section 2: That the estimated revenues for each fund are as follows:

General Fund	
From sources other than general property tax	\$44,800.00
From the general property tax levy	\$383,000.00
From Laverne Johnson Book Fund	\$10,000.00
 Total General Fund	 \$427,800.00

Resolution to Adopt Budget

Page 2

Henika District Library

Section 3: That the budget, as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the Henika District Library for the year stated above.

Section 4: That the budget hereby approved and adopted shall be signed by the President of the Henika District Library Board and made a part of the public records of the District.

ADOPTED, this 9th day of August, 2022

Motion by:

Seconded by:

Ayes:

Nays

Attest:

Henika District Library Budget FY 2023 Draft

Income

101-790-400502	Federal E-Rate	\$4,000.00
101-790-400540	State Aid	\$10,000.00
101-790-400581.C	City Contribution	\$178,000.00
101-790-400581.T	Township Contribution	\$205,000.00
101-790-400601	Copies	
101-790-400602	Faxes	
101-790-400656	Penal Fines	\$30,000.00
101-790-400657	Fines	
101-790-400665	Interest Income	\$800.00
101-790-400691	Donations	
101-790-400692	Miscellaneous Revenue	
101-790-400693	Book Sale	
	Transfer from Laverne Johnson Book Fund	\$10,000.00
	Total	\$427,800.00

Expenses

101-790-700702	Payroll	\$200,000.00
101-790-700710	Employee Benefits	\$35,000.00
101-790-700715	Payroll Liabilities	\$15,000.00
101-790-700727	Postage	\$400.00
101-790-700728	Supplies	\$10,000.00
101-790-700740	Furnishings	\$10,000.00
101-790-700740	Equipment	\$7,350.00
101-790-700740	Materials	\$35,000.00
101-790-700801	Advertising & Promotion	\$2,000.00
101-790-700805.1	Accounting	\$12,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00
101-790-700806	Technology Support	\$4,000.00
101-790-700808	Building and Grounds Maintenance	\$20,000.00
101-790-700850	Communications	\$3,000.00
101-790-700910	Building & Liability Insurance	\$3,000.00
101-790-700920	Public Utilities	\$9,000.00
101-790-700933	Equipment Repairs and Maintenance	\$4,000.00
101-790-700954	Contractual Sevices	\$35,000.00
101-790-700955	Memberships & Training	\$7,000.00
101-790-700956	Programming	\$16,000.00
	Total	\$427,800.00

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2022 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE HENIKA DISTRICT LIBRARY, MICHIGAN, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Henika District Library has adopted the budget in accordance with the Local Government Budget Law, on August 9, 2022 and

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$427,800

WHEREAS, the 2022 valuation assessment for the Henika District Library as Certified by the Allegan County Equalization Department is \$289,120,320

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Henika District Library, Michigan:

Section 1: That for the purpose of meeting all general operating expenses of the Henika District Library during the 2023 budget year, there is hereby levied a tax of 1.3511 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.

Section 2: That the Director of Henika District Library is hereby authorized and directed to immediately recertify to the Equalization Department of Allegan County, Michigan, the mill levies for the Henika District Library as hereinabove determined and set.

ADOPTED, this 9th day of August, 2022

Motion by:

Seconded by:

Ayes:

Nays:

Nays:

**ALLEGAN COUNTY
CHECK LIST FOR 2022 COUNTY APPORTIONMENT**

** Form must be returned to the Allegan County Equalization Department signed and completed with L-4029 form*

- Our Tax Authority has completed the following steps as required by M.C.L. 211.24e ((Truth-in-Taxation)):

- A Separate Truth-in-Taxation hearing is NOT necessary. Our Tax Authority complies with Section 16 of the Uniform Budgeting and Accounting Act (M.C.L. 141.436). Notice, advertising and print size are contained in M.C.L. 141.412.

- Our Board of Commission or Council or Authority has met and adopted a resolution proposing an additional operating millage rate and proposing a hearing date. (M.C.L. 211.24e, subsection 7)

- Our Board of Commission or Council or Authority has published a hearing notice containing the proposed additional millage rate and percentage increase in operating revenue which would be generated from permitted ad valorem tax levies at least 6 days before the hearing date. (M.C.L. 211.24e, subsection 6 and 9) date. (M.C.L. 211.24e, subsection 6 and 9)

- Our Board of Commission or Council or Authority held a public hearing pursuant to the hearing notice. (M.C.L. 211.24e, subsection 6)

- Our Board of Commission or Council or Authority has adopted a resolution adopting additional operating millage which does not exceed that which appeared in the hearing notice published at least 10 days earlier. (M.C.L. 211.24e, subsection 8)

- Our Tax Authority is exempt from M.C.L. 211.24e because we levied 1 mill or less in the concluding tax year for operating purposes

Henika District Library

~~Wayland City~~ ? ~~Wayland Town~~

Taxing Jurisdiction (city, township, etc.)

Clerk or Secretary

Chairperson, President or Supervisor

Dated this 9 day of August 2022

2022

2022 TAX RATE REQUEST This form must be completed and submitted on or before September 30,
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	ALLEGAN	2022 Taxable Value	287,885,223
Local Government Unit	HENIKA DISTRICT LIBRARY		

PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE CAREFULLY.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.
The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum allowable Millage Rate*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	OPERATING	7/27/1999	1.5000	1.3554	0.9969	1.3511	1.0000	1.3511		1.3511	UNLIMITED
Prepared by Matthew Woolford MMAO Co-Sign – Verified by Title EQUALIZATION DIRECTOR Co-Sign Title Date-CEC 5/3/2022 Co-Sign Date											

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.121(3).

Clerk
Secretary
Chairperson
President

Signature
Signature
Type Name
Type Name

Date
Date

Local School district Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2008 for instructions on completing this section.

Total School District Operation Rates to be Levied (HH/Supp and NH Oper Only)

For Principal Residence, Qualified Ag, Qualified forest and Industrial Personal

For Commercial Personal

For all Other

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate RAA LBRyowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operation levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See enclosed instructions for the correct method of calculating the millage rate in column (5).

Copy, Fax, and Book Sale: Charge VS Donation

Pre-Pandemic: September 2019 - March 2020

- Charging
 - Black and White Prints
 - 8.5"x11" - 10¢ per page
 - 8.5"x14 - 20¢ per page
 - 11"x17" - 25¢ per page
 - Color Prints
 - 8.5"x11" - 25¢ per page
 - 8.5"x14 - 50¢ per page
 - 11"x17" - 75¢ per page
 - Faxing
 - 50¢ per page
 - \$10 for 20+ pages
 - Book Sale
 - Children's books: Hardcover \$0.50, Paperback \$0.25
 - Tween/Teen/Adult books: Hardcover \$1.00, paperback \$0.50
 - AV: DVDs/CDs \$1.00, Audiobook \$2.00

- Income
 - Prints: \$1,679.92
 - Fax : \$695.40
 - Total Fax & Print - \$2,375.31
 - Estimated expenses: \$695.40
 - Estimated net income: \$1,813.01
 - Book Sale: \$119.50

Recently: November 2021 - May 2022

- Expenses
 - Paper \$356.25
 - Ink \$206.06
 - Total \$562.31

- Income
 - Prints: \$970.22
 - Approx 10¢ per page (based on 50% employee usage)
 - Faxes: \$850.75
 - Total Fax & Print: \$1,820.97
 - Net income: \$1,258.66
 - Book Sale: \$165.99