

AGENDA

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

I. Call to Order

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

II. Approval of Agenda (M)

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. January 2024 Regular Meeting Minutes (M)

V. Financial Reports

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

VI. Director's Report

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

VII. Committee Reports

- A. Planning Committee 1/22
- B. Building and Grounds 2/12

VIII. Unfinished Business

- A. Parking Lot Update (i)

IX. New Business

- A. Strategic Plan Updates and Revisions (M)
- B. Par Plan Risk Reduction Grant (M)

X. Around the table

XI. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
January 9, 2023 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Sarah Powell, Danielle Simmons

Members Absent: Tami Fryling

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 Musgrave. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of December 2023 Regular Meeting Minutes motioned by Musgrave and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for December 2023
 - a. Monthly check register was reviewed. The mileage reimbursement for Tori was for youth training for summer reading. The final payment was made for the roof, and we also got the final check from the insurance company. The payment to Cherry Valley was due to the heating element on the hot water heater going out. Prepayment was made to Classic Office Systems for the new phone system. Heimler Consulting was used for setup and yearly cost of new emails.
 - b. Credit Card Detail Report was reviewed. The Survey Monkey charge was for a yearly subscription. The charge from American Library Association was for yearly membership renewal. Red Brick Resources, Lerner, and Target charges were for book purchases. Target had a sale on youth books that made them cheaper than our usual vendors.
 - c. United Bank Accounts were reviewed. City Revenue was lower than the budgeted amount. A \$36,000 donation was received at the end of December. The programming line item went over budget due to items not being entered into the youth librarian expense tracking spreadsheet during the transition time between Becky's departure and Tori's arrival. The capital outlay line item also went over due to the final payment for the roof being made in December.

- d. Approval of paid bills motioned by Byville and seconded by Simmons. All yes, motion passed.

VI. Director's Report

- a. Bakovka shared that traffic stats dipped in December, but numbers may have been skewed because one of the door counters stopped working. There was a huge increase in annual door traffic numbers compared to 2022. The two furnace units and two air conditioning units are getting close to needing replacement, so Bakovka is working on getting quotes. DeWeerd suggested staggering replacements (one furnace and one AC unit a year). Bakovka will be presenting at Lakeland again on Thursday on Library of Things. Notary service will not be implemented until after the staff meeting on 25th; Bakovka wants to go over it with all the staff first. Courtney brought up the idea of having monthly circulation meetings with the circulation supervisor and circulation assistants. Bakovka has registered for Library Advocacy Day on April 16th; directors in Lakeland Library Cooperative will take a bus to Lansing to speak with legislators. Bakovka is getting information together to get started on the annual audit. Gun Lake Tribe book fair is coming up February 2nd – 3rd at the Gun Lake administrative building; the proceeds will be going toward Henika, Leighton, Dorr, and J.C. Wheeler libraries to purchase books for collection. The wood chairs in the reading room were previously in the library; the person who had possession of the chairs wants to reunite them with the tables they used to be with if possible; Bakovka to reach out to Then and Now, Teresa Fulk, and Amy Huyck. Holly from the City applied for FIT grant and is creating a team of people who have influence in the community; Bakovka has been asked to be on the team to help with the grant.
- b. Monthly Statistics were reviewed. December statistics were slightly higher than last year.
- c. The Youth Services report was reviewed. Tori had 89 kids at after school art in December. Sensory playtime is going well. 74 people came to see Santa. Pokemon Club remains popular. 32 people attended the play dough parties over break. Tori is starting a new program for teens called Snack Crafters.
- d. The Adult Services report was reviewed. Adult events have had consistent attendance. Abby is discussing collaborative programs for next year with tribal librarian Karen Bos.
- e. The Circulation report was reviewed. Circulation is up over 10,000 from last year. 23 new accounts were added in December. Augustin brought up the idea of adding Tonie Box/Yoto type items for the special collection. A PS5 was recently added to the special collection. The two highest circulating items in 2023 were hotspots and the Nintendo Switch. Kuhn suggested adding a second Nintendo Switch due to its popularity.

VII. Committee Reports – no committee reports.

VIII. Unfinished Business

a. 2024 Meeting Dates

- i. At this time meeting dates will remain planned for the second Tuesday of each month at 6:30pm. It was noted that at least two members will be gone for the June meeting; this date may need to be changed if additional members have conflicts. The board will revisit meeting dates in August to discuss for the new school year.

IX. New Business

a. Committee Assignments

i. Planning Committee

1. Chair – Simmons
2. Member – Powell
3. Member – Fryling

ii. Building & Grounds Committee

1. Chair – Fryling
2. Member – Byville
3. Member – Marsh

iii. Finance Committee

1. Chair – Marsh
2. Member – Musgrave
3. Member – Kuhn

b. Budget Amendment #4 F/Y 2023

- i. There were changes to revenue and expenses in the last 10 days of the month. The finance person at Lakeland stated that you can make a budget amendment after the fiscal year ends, but it is generally not recommended. A draft budget amendment was presented. Discussion ensued. The board agreed not to proceed with the budget amendment.

c. Budget Amendment #1 F/Y 2024

- i. There were significant changes in staff benefits costs for 2024. A draft budget amendment was presented. Some of the padding in the payroll line item was removed and redistributed to other areas. Adoption of Budget Amendment #1 F/Y 2024 as presented motioned by Kuhn and seconded by Byville. A roll call vote was conducted. Seven yes, zero no, one absent; motion passed.

1. Byville YES
2. Musgrave YES
3. Powell YES
4. Simmons YES
5. Marsh YES
6. Augustin YES
7. Kuhn YES

8. Fryling ABSENT

X. Around the Table

- a. Byville suggested adding a music keyboard to the lending library.
- b. Musgrave had nothing to add.
- c. Powell had nothing to add.
- d. Simmons spoke to a patron who wants to try to head up an effort to bring Yankee Springs to a vote again. Santa and Mrs. Claus were great.
- e. Marsh is pleased that surrounding organizations are holding the library in higher esteem than they had in the past.
- f. Bakovka is excited for the new opportunities of the new year. Triangle meeting went very well.
- g. Augustin noted that the planning committee needs to work on setting up a meeting date. The Triangle meeting with committee chairs went well and felt like progress; the group discussed the realistic ideas of expansion, generalizing square footage allocations, etc. to help give a number for the finance committee.
- h. Kuhn is excited about the finalization of the purchase of the parking lot and is happy to have all the staff back. Reminder to everyone to get their board evaluations turned in to Meghan ASAP.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:27 pm.

Monthly Check Register

As of January 31st, 2024

Date	Payee	Memo	Account	Amount
1.10.24	Amazon	Programming, Materials, Supplies	-SPLIT-	\$849.44
1.10.24	Baker & Taylor		Materials	\$413.44
1.10.24	Cengage Learning		Materials	\$287.91
1.10.24	City of Wayland		Utilities	\$77.11
1.10.24	Consumers Energy		Utilities	\$232.78
1.10.24	Coverall		Building & Grounds	\$555.00
1.10.24	Decker Agency	Notary Bonds	Insurance	\$110.00
1.10.24	Heimler Consulting	Quarterly Billing	Tech Support	\$285.00
1.10.24	Lakeland	Quarterly Billing	Contractual Serv	\$4,483.83
1.10.24	MLA	Advocacy Day	Mem/Train	\$25.00
1.10.24	Sarah Champion	Notary Reimbursement	Mem/Train	\$11.50
1.10.24	Spectrum		Utilities	\$106.47
1.10.24	T-Mobile		Communications	\$242.83
1.10.24	Unique		Contractual Serv	\$19.70
1.10.24	US Bank		Equipment	\$497.40
1.24.24	Amazon	Supplies, Materials, Furnishings, and Programming	-SPLIT-	\$414.33
1.24.24	Automatic Door Service	Repair	Equipment Maint	\$405.85
1.24.24	Baker & Taylor		Materials	\$1,016.54
1.24.24	Blue Cross Blue Shield		Employee Benefits	\$3,129.59
1.24.24	Cardmember Service		-SPLIT-	\$2,841.70
1.24.24	County of Allegan		Contractual Serv	\$44.04
1.24.24	Elevator Service		Equipment Maint	\$77.00
1.24.24	Johnson Control	Quarterly Billing	Contractual Serv	\$439.78
1.24.24	Kansas City Life		Employee Benefits	\$183.61
1.24.24	Lakeland	Bags	Supplies	\$169.96
1.24.24	Michigan Gas		Utilities	\$312.65

Total: \$17,232.46



January 2024 Statement

Open Date: 12/14/2023 Closing Date: 01/12/2024



Visa® Business Cash Card

Account: [REDACTED]

Elan Financial Services

1-866-552-8855

HENIKADISTRICTLIBRARY [REDACTED]

BUS 30 ELN 8 9

New Balance	\$2,841.70
Minimum Payment Due	\$29.00
Payment Due Date	02/10/2024

Reward Points	
Earned This Statement	4,521
Reward Center Balance	24,574
as of 01/11/2024	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,992.93
Payments	-	\$2,992.93CR
Other Credits	-	\$391.88CR
Purchases	+	\$3,233.58
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,841.70
Past Due		\$0.00
Minimum Payment Due		\$29.00
Credit Line		\$20,500.00
Available Credit		\$17,658.30
Days in Billing Period		30

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services [REDACTED]



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

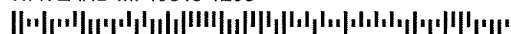
- to pay by phone
- to change your address



Account Number	[REDACTED]
Payment Due Date	2/10/2024
New Balance	\$2,841.70
Minimum Payment Due	\$29.00

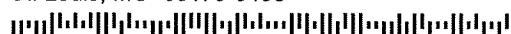
Amount Enclosed \$ _____

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



Elan Financial Services

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



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

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

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

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

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

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

1. **INTEREST CHARGE:** Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the

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

2. **Payment Information:** We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

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

Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/03	01/02	3990	AMAZON.COM*WQ2O68U33 SEATTLE WA	\$14.08	Supplies
01/04	01/03	4905	USPS PO 2597840348 WAYLAND MI	\$8.09	Postage
01/05	01/04	4871	SEC OF STATE ESERVICES 517-3350436 MI	\$10.17	Mem/Train
01/05	01/04	9275	SEC OF STATE ESERVICES 517-3350436 MI	\$10.17	Mem/Train
01/05	01/04	0010	REGISTER OF DEEDS WOLI WEST OLIVE MI	\$10.00	Mem/Train
01/09	01/08	4400	AMZN Mktp US*TK6A00M61 Amzn.com/bill WA	\$9.99	Supplies
01/10	01/09	2846	4TE*NEC CLOUD COMMUNIC 800-240-0632 TX	\$822.93	784.84 Equip 38.11 unit
01/11	01/11	0103	MICHIGAN LIBRARY ASSOC 517-394-2774 MI	\$355.00	Mem/Train
Total for Account				\$2,588.80	

Transactions SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
01/08	01/06	6601	BEST BUY 00013243 JOPLIN MO MERCHANDISE/SERVICE RETURN	\$52.99CR	YM
Purchases and Other Debits					
12/21	12/20	5476	TARGET.COM * 800-591-3869 MN	\$17.14	Supplies
01/02	12/30	3493	TARGET 00028183 GRANDVILLE MI	\$75.29	YP
01/02	12/30	2708	BARNES & NOBLE #2008 GRANDVILLE MI	\$50.81	YM
01/08	01/05	9547	BESTBUY RICHFIELD MN	\$52.99	YM
01/08	01/06	8082	GAMESTOP #1026 GRANDVILLE MI	\$36.03	YM
01/11	01/09	7311	MEIJER STORE #199 CALEDONIA MI	\$45.19	YP
Total for Account				\$224.46	

Transactions CUMMINGS, ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/05	01/04	7026	SP HUDSONVALLEYSEED HTTPSSHOP.HUD NY	\$10.60	AP
01/05	01/04	5210	SP BENTLEY SEEDS BENTLEYSEEDS. NY	\$17.84	AP
Total for Account				\$28.44	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/04	12/30	0012	PAYMENT THANK YOU	\$2,992.93CR	
Total for Account				\$2,992.93CR	



Business Cash

Rewards Center Activity as of 01/11/2024	
Rewards Center Activity*	0
Rewards Center Balance	24,574

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,841	2,841
2 Extra Points - Telecom & Office Supply	1,680	1,680
Total Earned	4,521	4,521

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.

Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
12/18	12/15	0557	MEIJER # 026 JENISON MI MERCHANDISE/SERVICE RETURN	\$68.89CR	Equip
01/11	01/11	0116	MICHIGAN LIBRARY ASSOC 5173942774 MI MERCHANDISE/SERVICE RETURN	\$270.00CR	Mem/Train
Purchases and Other Debits					
12/14	12/13	0913	CALENDLY HTTPSCALENDLY GA	\$37.17	CS
12/15	12/14	2489	DOLLAR TREE JENISON MI	\$1.33	Supplies
12/22	12/21	8716	WIX.COM 1091326009 WWW.WIX.COM CA	\$120.00	Ad/Promo
12/22	12/21	6415	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
12/26	12/22	1051	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
12/27	12/27	0010	MICHIGAN LIBRARY ASSOC 517-394-2774 MI	\$270.00	Mem/Train
12/27	12/26	4823	BONFIRE.COM HTTPSBONFIRE. VA	\$26.65	Ad/Promo
12/28	12/28	1063	NNA SERVICES LLC 800-876-6827 CA	\$185.50	Supplies
12/28	12/28	4018	NNA SERVICES LLC 800-876-6827 CA	\$261.82	Supplies
12/29	12/28	1582	AMZN Mktp US*MZ5T17B43 Amzn.com/bill WA	\$632.53	Equip
12/29	12/28	0612	AMZN Mktp US*TC05N3SF3 Amzn.com/bill WA	\$79.97	Equip
01/02	12/29	4849	PLAYSTATION NETWORK 800-345-7669 CA	\$0.50	CS
01/02	01/01	0628	AMZN Mktp US*9H69T3L83 Amzn.com/bill WA	\$13.65	Supplies
01/02	01/01	3214	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	CS

Continued on Next Page



2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$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	25.24%	
**PURCHASES	\$2,841.70	\$0.00	YES	\$0.00	25.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

Contact Us



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



Questions
Elan Financial Services
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon with a check
Elan Financial Services
P.O. Box 790408
St. Louis, MO 63179-0408



Online
myaccountaccess.com



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, which comprise the Governmental Fund Balance Sheet as of January 31, 2024, and the related Statement of Revenue and Expenditures for the one month and one month 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
February 5, 2024

**Henika District Library
Governmental Fund Balance Sheet
As of January 31, 2024**

ASSETS

Current Assets:

Cash-Checking	\$ 222,293.01
Cash-Savings	546,014.95
Prepaid Payroll	1,353.90
Certificate of Deposit - 740	53,327.38
Savings - Building Fund	104,099.69
Certificate of Deposit - 943	31,633.70
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,291,898.47

Total Assets \$ 1,291,898.47

**Henika District Library
Governmental Fund Balance Sheet
As of January 31, 2024**

LIABILITIES AND FUND BALANCE

Current Liabilities:

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

Total Current Liabilities \$ 335,000.71

Fund Balance:

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

Change in Fund Balance 95,106.88

Total Fund Balance 956,897.76

Total Liabilities and Fund Balance \$ 1,291,898.47

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 1 Month Ended January 31, 2024

	<u>Total Year Budget</u>	<u>1 Month Ended Jan. 31, 2024</u>	<u>1 Month Ended Jan. 31, 2024</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 220,000.00	\$ 54,271.72	\$ 54,271.72	\$ (165,728.28)
City Revenue	190,000.00	78,766.77	78,766.77	(111,233.23)
State Aid	10,000.00	0.00	0.00	(10,000.00)
Penal Fines	30,000.00	2,373.54	2,373.54	(27,626.46)
Copier & Fax Income	0.00	397.72	397.72	397.72
Fines	0.00	70.00	70.00	70.00
Interest Income	5,000.00	1,839.93	1,839.93	(3,160.07)
Book Sales	0.00	54.17	54.17	54.17
Federal E-Rate	<u>4,000.00</u>	<u>199.50</u>	<u>199.50</u>	<u>(3,800.50)</u>
Total Revenues	<u>459,000.00</u>	<u>137,973.35</u>	<u>137,973.35</u>	<u>(321,026.65)</u>
Employee Expenditures:				
Wages	188,000.00	22,521.27	22,521.27	165,478.73
Employee Benefits	70,000.00	3,313.20	3,313.20	66,686.80
FICA Expense	16,000.00	1,722.89	1,722.89	14,277.11
State Unemployment Tax	<u>0.00</u>	<u>35.95</u>	<u>35.95</u>	<u>(35.95)</u>
Total Employee Expenditures	<u>274,000.00</u>	<u>27,593.31</u>	<u>27,593.31</u>	<u>246,406.69</u>
Operating Expenditures:				
Memberships & Training	7,000.00	421.84	421.84	6,578.16
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,500.00	110.00	110.00	3,390.00
Programming	16,000.00	559.73	559.73	15,440.27
Office Supplies	9,000.00	797.36	797.36	8,202.64
Furnishings	900.00	121.61	121.61	778.39
Equipment	15,000.00	1,925.85	1,925.85	13,074.15
Materials	36,000.00	2,412.19	2,412.19	33,587.81
Accounting	19,000.00	1,353.90	1,353.90	17,646.10
Contractual Services	35,000.00	5,083.16	5,083.16	29,916.84
Communications	3,500.00	242.83	242.83	3,257.17
Technology Support	3,000.00	285.00	285.00	2,715.00
Advertising	2,550.00	146.65	146.65	2,403.35
Postage	500.00	8.09	8.09	491.91
Utilities	11,000.00	767.10	767.10	10,232.90
Maintenance-Building/Grounds	20,000.00	555.00	555.00	19,445.00
Maintenance-Equipment	<u>3,000.00</u>	<u>482.85</u>	<u>482.85</u>	<u>2,517.15</u>

See Accountants' Compilation Report

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 1 Month Ended January 31, 2024

	<u>Total Year Budget</u>	<u>1 Month Ended Jan. 31, 2024</u>	<u>1 Month Ended Jan. 31, 2024</u>	<u>Year-To-Date Variance</u>
Total Operating Expenditures	<u>185,000.00</u>	<u>15,273.16</u>	<u>15,273.16</u>	<u>169,726.84</u>
Total Expenditures	<u>459,000.00</u>	<u>42,866.47</u>	<u>42,866.47</u>	<u>416,133.53</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ 95,106.88</u>	<u>\$ 95,106.88</u>	<u>\$ 95,106.88</u>

See Accountants' Compilation Report

Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$223,449.01
---	--

PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$546,014.95
--	--

BUILDING FUND XXX212	Current balance \$104,099.69
--------------------------------	--

TIME DEPOSIT XXXX874	Current balance \$53,327.38
--------------------------------	---------------------------------------

TIME DEPOSIT XXXX882	Current balance \$31,633.87
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January 2024
Youth Services Report
Tori Schreur, Youth Services Librarian

Preschool Storytime(s): 4 attendees Our first story time theme was snow, so we read books about sledding and animals that hibernate in the snow. We snuggled penguin stuffed animals while we read. The next session we read books about animals and music. The animals were the best part!

After School Art: 105 attendees.

For after school art this month we made fire breathing dragons, hot cocoa mugs, and had a “free craft” with giant rolls of paper. Kids were able to eat their snacks while we crafted. They told me some of the crafts that they would like to see us do in the future!

Lego Club: 17 attendees.

We had a surprisingly good turnout for Lego Club this month. Wayland was back in school, but some schools still had it off, so I wasn’t sure what the attendance was going to look like. We had a lot of kids attend who didn’t normally come since they did not have school events to attend.

Henika Pokemon Trainers: 23 attendees.

The weather was nasty this day, so I was also pleasantly happy that we had a regular turnout for this day. I brought up the spinner and had kids spin it to see how many Pokemon cards they could pick out for the month. Lots of families stayed past the program time.

Community Action Playgroup: 16 attendees

A representative from the Allegan Community Action playgroup came to Henika and hosted a program. It was a lot of fun, and had a great turnout! She brought a lot of sensory toys for the kids to play with. She also had these cool paint sticks, which I am definitely going to buy for the library and use for After School Art sometime!

Reading Dragon Bingo: 5 attendees

Although we only had a few turnout for Bingo night, it was so much fun, and a lot of families expressed regret about not being able to make it. We will be doing this program again! Kids got to play Bingo, and their winning prizes were the special monthly dragon friends that they didn’t have in their collection.

Reading Dragons: 3 new signups and 7 monthly finishers. The Dragon and Friends of the month for February will be Roseglow, Valentine, and Speckled.

1000 Books before Kindergarten: 3 little ones moved on to the next level!

Looking forward:

February is looking like a fun month! We will have After School Art on February 1st, 8th, 15th, and 29th. Saturday is “Bring Your Child to the Library Day” and we will be hosting a Lego Party. There will be snacks, a movie, legos to play with and a lego goodie bag. If kids couldn’t make it to the event, they can come to Lego Club on Wednesday, the 7th. I’m excited for Sensory Playtime on the 13th, as I’ve had a pretty good turnout these last few months. Aside for January, we had to cancel due to weather. On Valentine’s Day we will have Pokemon Club. We will also have some Valentine’s Day story times on Thursday February 8th and 22nd. Last but not least, we will try again at our Teen SnackCrafters program, as the first one was canceled due to illness.

JANUARY 2024

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Adult Craft: Mitten Art (In-Person): 8

We had a lot of no shows for this one, and but everyone who came really enjoyed it! They hot glued pieces of felt to cardboard, and then made little mittens out of buttons and socks. They turned out super cute, and I think they were a nice difficulty level. Enough to challenge, but not enough to frustrate.

Tea blending (In-Person): 11

I was super excited for this one, and I think it was a hit! I taught people about the differences between teas and tisanes, we tasted some samples, and then everyone got to blend their own tea to take home. I liked this one too because it was interactive, but it was more like an informative class than a craft.

Pinecone bird feeder (Take home): 30

This was my first take-and-make, and I think it was a success! I bought both peanut butter and sun butter in case we had allergies, and they went pretty fast!

Seniors at Sawmill Estates (In-Person): 3

Still having some low attendance at Sawmill. I have a couple of regulars who try to spread the word, but I'd like to figure out a way to increase attendance.

Seniors at Green Acres (In-Person): 8

We just played bingo this month, and honestly, I think it was the most popular activity yet. In the future I'll probably bring bingo and an easy craft and let them choose which one they want to do.

Bingo! Brunch (Family In-Person): 8

Pretty good turnout for Bingo! Brunch, especially since kiddos are back in school. Mostly adults, but some little ones as well. I'd like to advertise with the families who come to storytime, just to get some overlap.

Spice Club: Cardamom (Family In-Person): 4

Not the best spice club, unfortunately. I had a lot of people who'd asked about cardamom, and then didn't come. And I didn't notice the baking powder had clumped, so there was a metallic taste to the waffles. I might give it a few more months and if spice club doesn't pick up, I might try something else.

Total Program Participants: 72

December Reflection

Numbers weren't as good for regular programs this month. But we were closed on two Mondays (one for New Year's and the other was weather related, so I had to reschedule an event for February), and the weather was pretty awful for a lot of this month. Hoping that warmer weather and fewer missed Mondays will improve numbers for February. Most of the activities were well received by the participants, it was just hard to draw people in.

Looking Forward

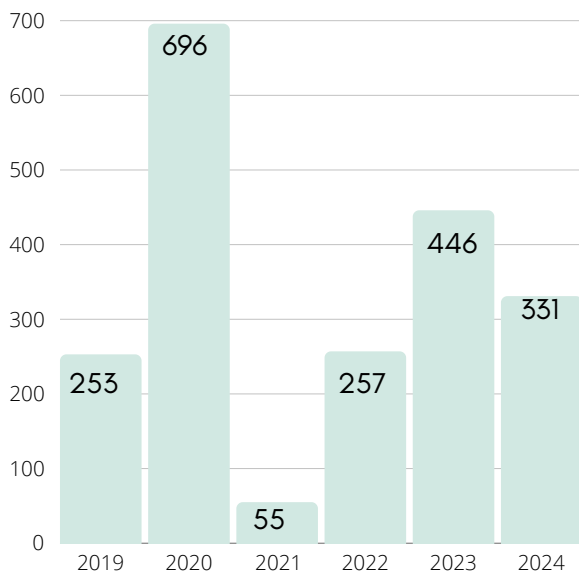
I have a lot of stuff planned for February! The bath salts and lip balm craft that I had to postpone due to the snow day was reschedule for February. Tobin Buhk is returning for a valentine's day-inspired true crime presentation and I'm trying out a Saturday/Wednesday painting program. Someone had asked when the Wednesday Programs were coming back and I know Faith did them on occasion, so I figured I'd give it a shot. I'll also be doing Sawmill, Green Acres, Spice Club (Za'atar), and Bingo! Bruch. Bingo has been getting a lot of interest with the young families that visit, and I hope that the numbers will reflect that.

January 2024

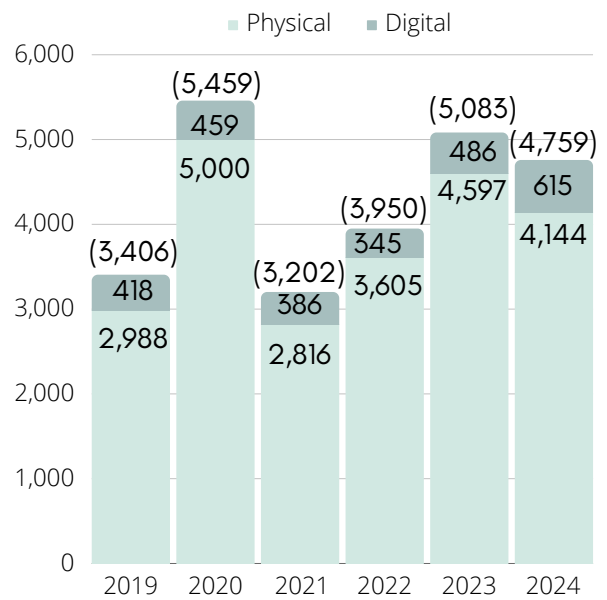
Our overall circulation numbers are on a downward trend this month, with Circulation YTD numbers down 324 from January 2023. The category showing the most growth from last year during the month of January is Juvenile e-Audiobooks; which circulated over 4 times more this January. Other categories showing noticeable growth from last January include: Adult Print items, Tween Print items, MeL items, Video Games, Board Games, Adult e-Books, Teen e-Books, Juvenile e-Books, Adult e-Audiobooks, and Teen e-Audiobooks. Categories that are not circulating as well as they were in January 2023 include: all of our DVD categories (General, General NF, and Youth), Teen Print, Juvenile Print, Special Collection Items, and all of our Audiobook categories (Adult, Teen, Tween, and Juvenile.) I attribute the lower circulation rates of some of our physical materials to snow days/closures and it being a slower time of year for us.

Courtney Schenkuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:

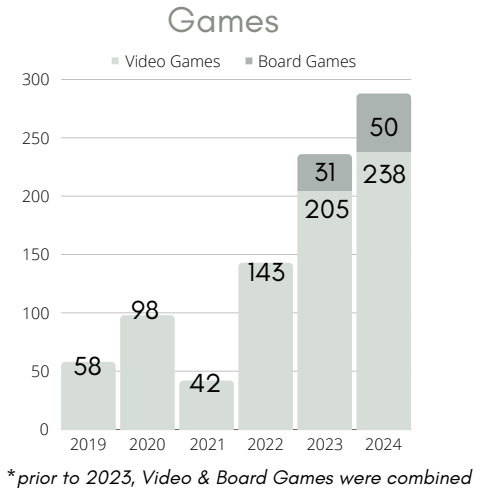
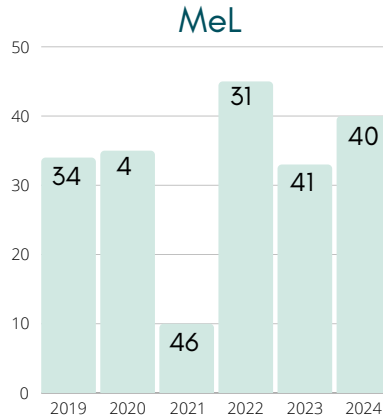
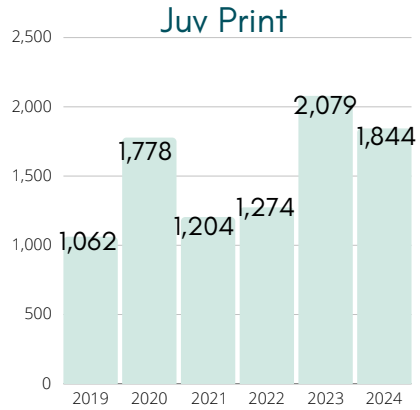
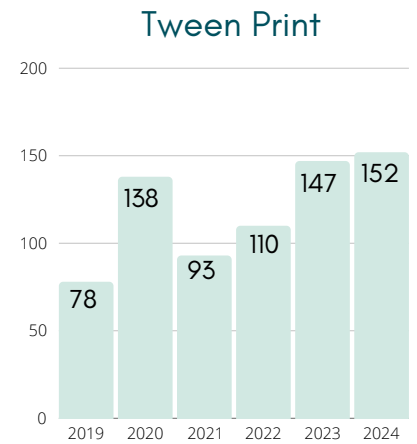
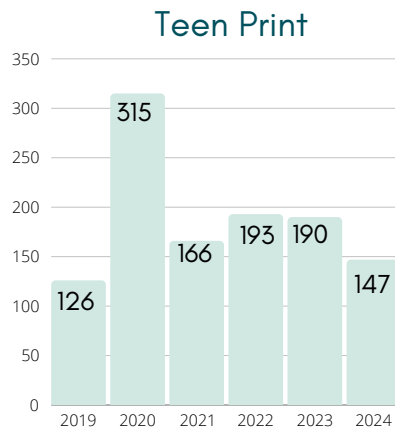
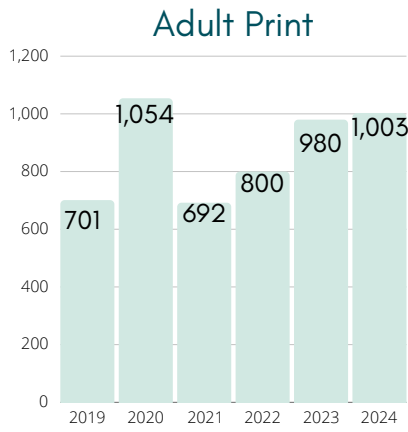


January - January

Henika has 2,702 total patron accounts. 463 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

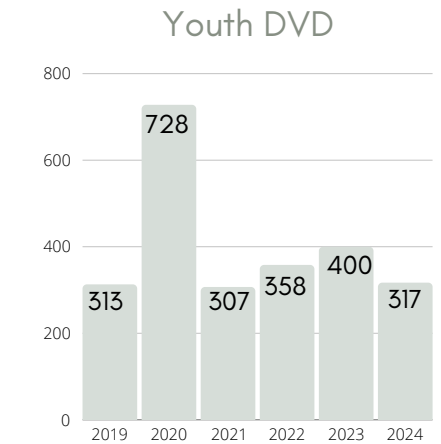
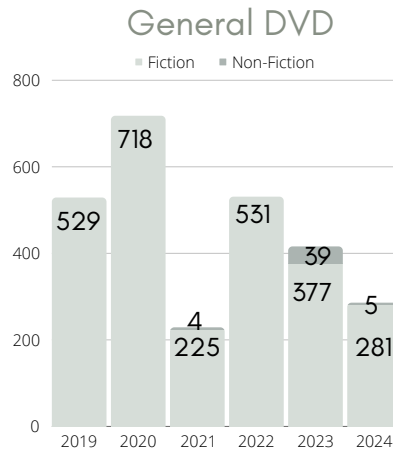
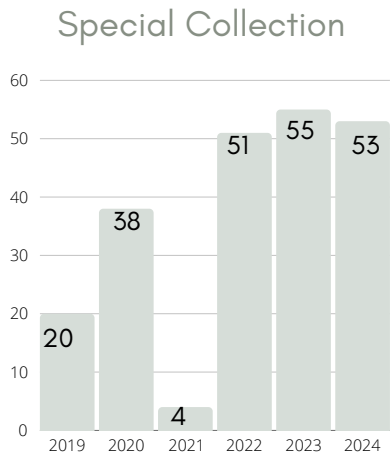
- 12 Patron accounts added YTD
- 12 Patron accounts added in January
 - 6 Wayland City
 - 5 Wayland Township
 - 1 Non-Resident

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



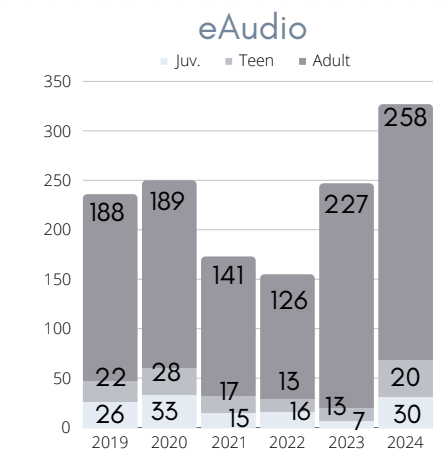
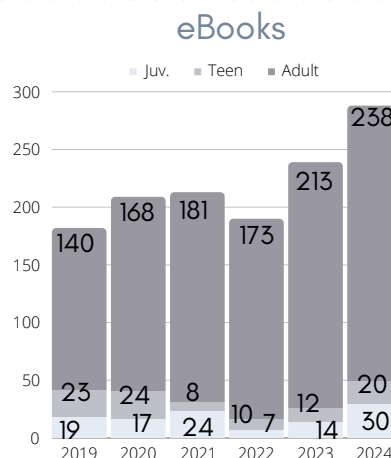
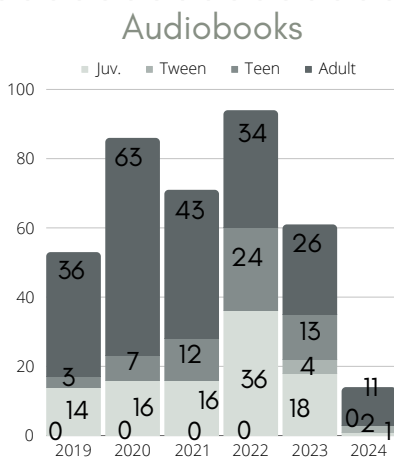
*pictures books, readers, chapter, juv graphic, juv NF

*prior to 2023, Video & Board Games were combined



*prior to August 2021, this only included launchpads

*prior to August 2021, Fic & Non-Fic DVDs were combined



Meeting Minutes

Henika District Library
Planning Committee Meeting
January 22nd, 2024 at 5:30pm

Next Meeting: May 20, 2024 at 5:30pm

I. Call to Order: Simmons called the meeting to order at 5:36pm

- A. Members Present: Tami Fryling, Meghan Augustin (ex-officio), Danielle Simmons, Sarah Powell
- B. Members Absent: None
- C. Staff Present: Cierra Bakovka
- D. Guests: None

II. Approval of Agenda:

Augustin made a motion to approve the agenda, Fryling seconded.

III. Approval of Meeting Minutes:

- A. April 11, 2023 Regular Meeting Minutes
Augustin made a motion to approve the April 11, 2023 Regular Meeting Minutes, Fryling seconded.

IV. Unfinished Business

None.

V. New Business

- Triangle Meeting Update
 - It was noted that an informational gathering occurred. Triangle checked-in with the details of an expansion. All committees had a discussion with Triangle. Triangle obtained all paperwork needed to review.
- Strategic Plan Check-in
 - Discussion ensued. Timelines to be adjusted pending roll-in to expansion
 - **Strategic Plan Goal 1:**
 - Objective 1.1 - pending
 - Action 1 - met
 - Action 2 - tabled pending grant decision and exploring rolling into building expansion.
 - Action 3-6 - see above to Action 2
 - **Strategic Plan Goal 2:**
 - Objective 2.1
 - Action 1: met
 - Action 2: partially met/in progress
 - Updated timeline date to 2024

- Action 3: partially met/in progress
 - Updated timeline date to 2024
- Action 3: partially met/in progress
 - Updated timeline date to 2024
- Objective 2.2
 - Action 1: met
 - Action 2: partially met/in progress
 - Updated timeline date to 2024
- Objective 2.3
 - Action 1: partially met/in progress
 - Updated timeline date to Fall 2024 to early 2025
 - Action 2:
 - Updated timeline date to early 2025
 - Action 3:
 - Updated timeline date to 2025
 - Action 4:
 - Updated timeline date to 2025
- **Strategic Plan Goal 3:**
 - Objective 3.1 - met/ongoing
 - Action 1: ongoing
 - Objective 3.2 - met/ongoing
 - Action 1: met 2023/ongoing 2024
 - Objective 3.3 - met 2023/ongoing 2024
 - Action 1: accumulated three partnerships: Cat Den, Touch a Truck and Big Dipper

VI. Around the Table

Simmons: She stated she was happy to be the farthest and the most organized we've ever been. Glad to have made the most progress with planning.

Fryling: She noted that she was able to reflect on commentary and noticing the generational gap and how it affected the discussion today. She noted it is realistic to change timelines to a year out. She stated thank you for the time and understanding.

Powell: She noted she is just new and happy to be taking it all in.

Bakovka: She stated that it's important to stay calm and working on understanding is important.

Augustin: Noted that she is happy to be getting back on track.

VII. Adjournment

Powell motioned to adjourn the meeting, Augustin seconded. The meeting adjourned at 6:38pm.



“A Place to Grow”

Strategic Plan 2023-2026

Library Profile:

The Henika District Library (HDL) is a class III public library serving the residents of Wayland City and Wayland Township. Located in downtown Wayland, the library is supported by both local Wayland City and Wayland Township taxes, local penal fines, and state aid. The library is housed in the original building that was built in 1899 and had an addition added on in 1968. This location holds the library's 14,600+ item collection. The library's seven employees consist of three full-time staff and four part-time staff. Two of the full-time staff members hold an MLIS. The library is open 50 hours a week Monday through Saturday and is closed on Sundays.

Planning Committee:

- Library Director, Cierra Bakovka
- Library Board President, Meghan Augustin (ex-officio)
- Library Board Trustee, Sara LeFevre (Committee Chair)
- Library Board Trustee, Tami Fryling
- Library Board Trustee, Danielle Simmons

Planning Process:

Beginning at the start of 2022, the Planning Committee was formed with the above members, who met throughout the year. Other outside library models were consulted as viable options, along with guidance from the Lakeland Library Cooperative Director, Carol Dawe. Furthermore, Henika District Library's organizational culture and values were essential in determining ways to better serve the community. The culture and values of library staff were investigated through staff surveys. Additionally, a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis was performed by the Planning Committee members to analyze the strengths, weaknesses, opportunities and threats to Henika District Library. All of the internal data generated from staff input and the SWOT analysis were actively integrated into the course of action outlined in the strategic plan. Community input was also at the center of the planning process. A community needs assessment survey was administered to members of the community and library patrons.

This information accumulated from the SWOT analysis, staff survey, and community input gave the library insight into Henika's needs and desires for the future. It was discovered that the community values the library's services and programming, particularly those revolving around collection diversity and technology. As a result, the Planning Committee formulated goals and objectives around these findings and submitted the plan to Henika District Library's Board of Trustees for approval.

Planning Outline:

- Stick with the mission.
 - The Planning Committee reviewed the library's current mission statement which is "To encourage community and personal growth through diverse

materials, services, and experiences.” The committee believes that it should be the driving force behind our strategic planning process.

- Develop a model.
 - The Library Director researched other libraries' strategic plans with similar demographics and resources to Henika District Library in order to gain insight into possible models.
- Define the organizational culture and values.
 - The Library Director created a staff survey that was administered to all library staff to define the culture and values of Henika District Library.
- Define community needs.
 - The Library Director worked with the Planning Committee to design a needs assessment survey for the Henika community. Both paper and digital copies were distributed, with staff members handing out surveys to patrons in the library and the Library Director adding the survey online to the library's website and social media channels.
 - The Library Director and Planning Committee analyzed internal data from circulation, website, technology, program, outreach and usage statistics and used it for additional consideration when assessing priorities.
- Develop goals and objectives.
 - The Planning Committee developed goals and objectives based on findings from the community needs assessment, library statistics, SWOT analysis research and the organizational culture and values staff survey.
- Submit the plan to the Board of Trustees for approval.
 - The Library Director submitted the finalized strategic plan to the Board of Trustees.

Henika District Library Strategic Plan 2023-2026

Mission:

Henika District Library encourages community and personal growth through diverse materials, services, and experiences.

Goal 1:

Improve Henika District Library building accessibility and safety for all patrons and staff.

The elevator is currently a “Barrier Free Lifting Device” with a cage-style system, and is original to the 1960s addition. It is difficult to obtain parts and the elevator also randomly stops between floors. Patrons with mobility difficulties have trouble opening the heavy, manual outer doors and the cage door. It is also small and uncomfortable for both mobility challenged people and people with strollers.

Objective 1.1: Pending/In-Progress

Optimize elevator function and accessibility

Action 1:

Clarify ADA requirements and recommendations regarding elevator service, floor space, etc.

- Expected Deadline: February 2023
 - Met

Action 2:

Outline at least three options to meet requirements and recommendations with ballpark estimates

- Expected Deadline: April 2023
 - Tabled pending grant decision and exploring rolling into building expansion.

Action 3:

Building Committee meets to decide on an option to pursue

- Expected Deadline: May 2023
 - See above to Action 2

Action 4:

Collect two to three quotes from contractors and present options for board decision

- Expected Deadline: July 2023
 - See above to Action 2

Action 5:

Finance Committee meets to decide on funding and submit for board approval

- Expected Deadline: Fall 2023
 - See above to Action 2

Action 6:

Elevator renovation begins

- Expected Deadline: Fiscal Year 2024
 - See above to Action 2

Goal 2:

Expand the current library building to meet community wants and needs. The library is roughly 3,400 sq. ft and is too small to sustain adequate service to the rapidly increasing population of the area. Staff is having a hard time placing new acquisitions and finding space to continue to grow in both collection and technological offerings. The library also lacks a dedicated programming space, which severely limits the amount of attendants allowed at programs, despite their increased popularity.

Objective 2.1:

Explore a building expansion plan and blueprint.

Action 1:

Building committee meets to develop a building Needs v.s. Wants List

- Expected Deadline: January 2023
 - Met

Action 2:

Contact at least 2 architects for plans meeting our needs

- Expected Deadline: April 2023
 - Partially Met/In-Progress
 - Updated timeline date to 2024

Action 3:

Building Committee reviews draft blueprints for potential changes

- Expected Deadline: June 2023
- Updated timeline date to 2024

Action 4:

Blueprint drafts are submitted for board approval

- Expected Deadline: July 2023
- Updated timeline date to 2024

Objective 2.2:

Plan how to fund the building project.

Action 1:

Finance committee will meet to explore funding options through grants, loans, donations, millage, etc.

- Expected Deadline: August 2023

- Met

Action 2:

Finance committee presents funding plan for board approval

- Expected Deadline: December 2023
 - Partially Met/In-Progress
 - Updated timeline date to 2024

Objective 2.3:

Select a contractor to complete the project.

Action 1:

Open a bid room for contractors to bid on the building plan.

- Expected Deadline: January 2024
 - Partially Met/In-Progress
 - Updated timeline date to Fall 2024 to early 2025

Action 2:

Library board meets to review proposals and select a contractor

- Expected Deadline: June 2024
 - Updated timeline date to early 2025

Action 3:

Finalize financing and paperwork

- Expected Deadline: August 2024
- Updated timeline date to 2025

Action 4:

Break ground on a building expansion

- Expected Deadline: April 2025
- Updated timeline date to 2025

Goal 3:

Expand community connections and involvement with the Henika District Library.

Objective 3.1:

Maintain current connections with local community businesses and groups.

Action 1:

Continue relationships and involvements we already have with the local Downtown District Association, schools, Sawmill Estates, Green Acres, Allegan County Great Start, Friends of the Library, Country Cat Lady, and others.

- Met 2023/Ongoing 2024

Objective 3.2

Establish new connections in the community and surrounding areas.

Action 1:

Form at least one new relationship with a local business or organization each year. Current ideas include the Women of Wayland, Paws for a Cause, Gun Lake Tribe, local daycares, etc.

- Met 2023/Ongoing 2024

Objective 3.3

Develop partnership oriented programs with the above connections.

Action 1:

Offer at least two partnership based programs each year.

- Met 2023/Ongoing 2024

Summary:

The Henika District Library 2023-2026 Strategic Plan was created with involvement from various levels within the library and community including the Library Director, Henika District Library Staff, public, stakeholders, and community partners. The collection of data from focus groups with community stakeholders and partners, a community needs assessment, SWOT analysis, and library statistics were key in helping to create the library's goals and objectives.

The next three years will be filled with opportunities for the Henika District Library. The library's focus on safety and space will help better meet community needs and standards. A more accessible building and elevator will allow all patrons the ability to use the library more easily. The addition of a dedicated programming space and more physical footage would allow more patrons access to our growing services and offerings. The Henika District Library will dedicate staff to cultivate connections and foster community engagement by actively seeking out partnerships to expand library services and programs. The expansion of the library's outreach services will foster a bigger sense of community as well as grow involvement in library service.

Through the implementation and execution of this strategic plan, Henika District Library will be able to provide the safety, space, and outreach services/partner programs to the Wayland community. By encouraging growth, Henika District Library can continue to carry on the work of cultivating connections, ensuring access to information and fostering community engagement.

Appendix:

Staff Survey Responses

Q : What has your experience working here been like?

- My favorite job I've ever had! My coworkers are great and I have fun coming into work almost every day. I like that Cierra actively tries to improve the library and our working environment.
- I see us as a young and enthusiastic team testing out different ways to work together and serve our community. We have a lot of opportunities to stretch ourselves and try new things, and that's been wonderful. The only imminent danger I see is the possibility of staff stretching too far, too fast and burning out. This is the best library and team I've worked for thus far.
- My experience working here has been very mixed, but overall a positive experience. I greatly appreciate the flexibility that this job provides, as well as the warm work environment. Recent updates/changes have drastically improved working conditions (new paint/carpet, updated staff breakroom, new computers) and I am excited for upcoming changes.
- My experience working here has been amazing thus far.

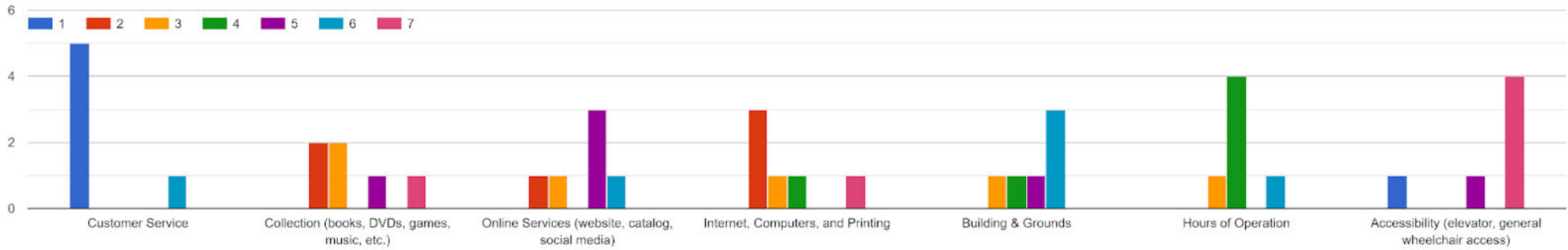
- I have been working here for a long time. This library has always been a second home to me.
- good

Q: From a staff perspective, what could be changed to help Henika grow in the future?

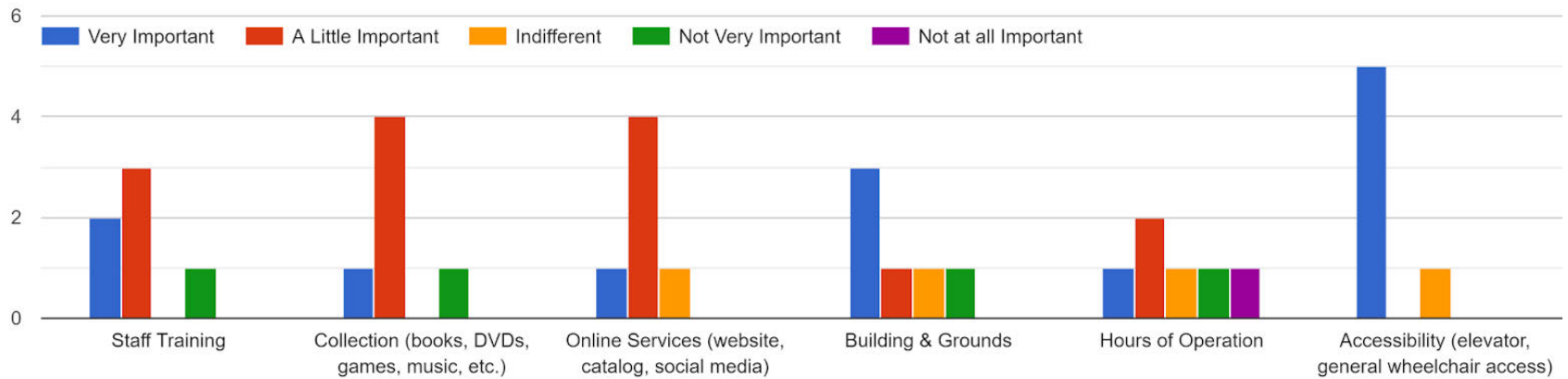
- Wish upon a star for an expansion! Would also like sound control in main library area (sound absorption pads on walls or ceiling) to help with computer and programming noise.
- The size and layout of the building is one of the biggest hindrances in giving the best service possible. I would love a programming room, space for computers that only kids can use, study rooms, a separate YA room, a new copier, a private work space for staff to focus on program prep, and a safer and more reliable elevator.
- Building accessibility (if I could only pick one thing it would be this). I cringe every time I hear an elderly patron slowly climb the stairs, fearing that they will fall. I would love for all patrons to be able to access our materials without physical barriers that prevent them from entering the building and navigating it.
- The addition of study rooms would be great - I answer questions almost daily about whether we have any available. Programming space is also a need, especially as our programs grow in popularity. It's tough to have enough space to hold programs, and when programs are running they sometimes disrupt other patrons using the library
- A better elevator for people who have disabilities.
- building expansion for more staff space, programming space, and expanded children's area

Staff Survey Responses Continued

Please rank our library's strengths from 1 (strongest) to



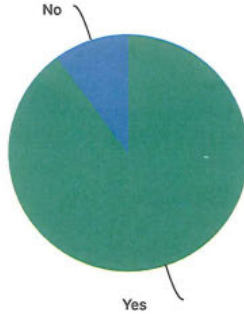
How important would the expansion or addition of the following attributes or services be to you as a staff member?



Community Survey Response Summaries

Q1 Do you have a library card?

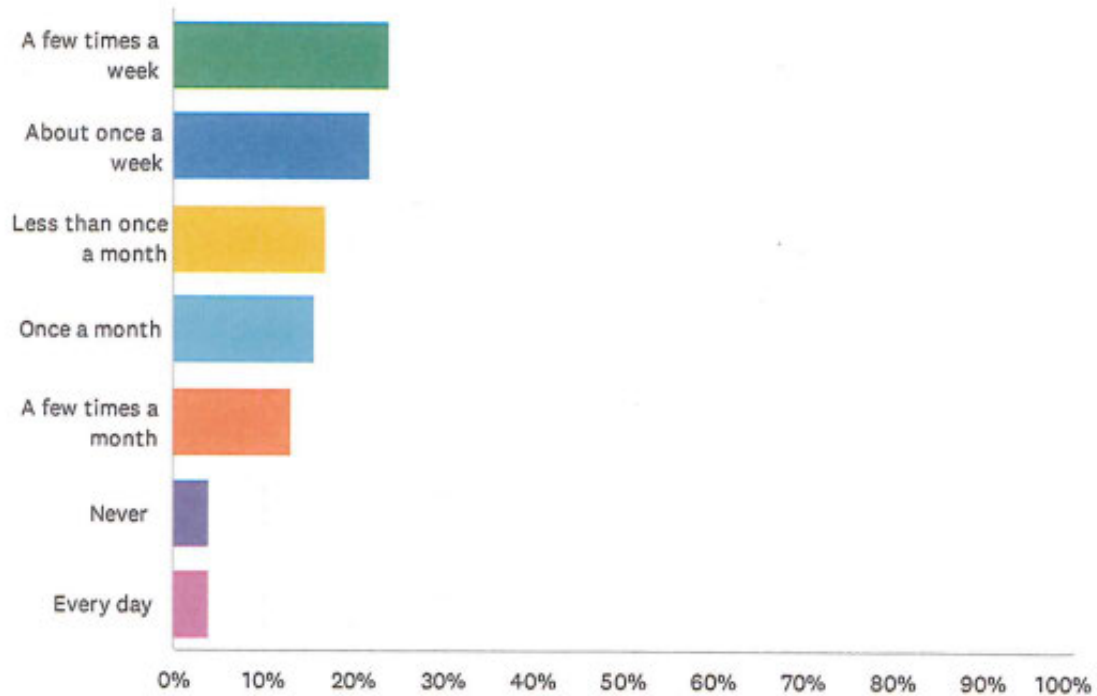
Answered: 228 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	89.91%	205
No	10.09%	23
TOTAL		228

Q2 An average, how often do you visit the library?

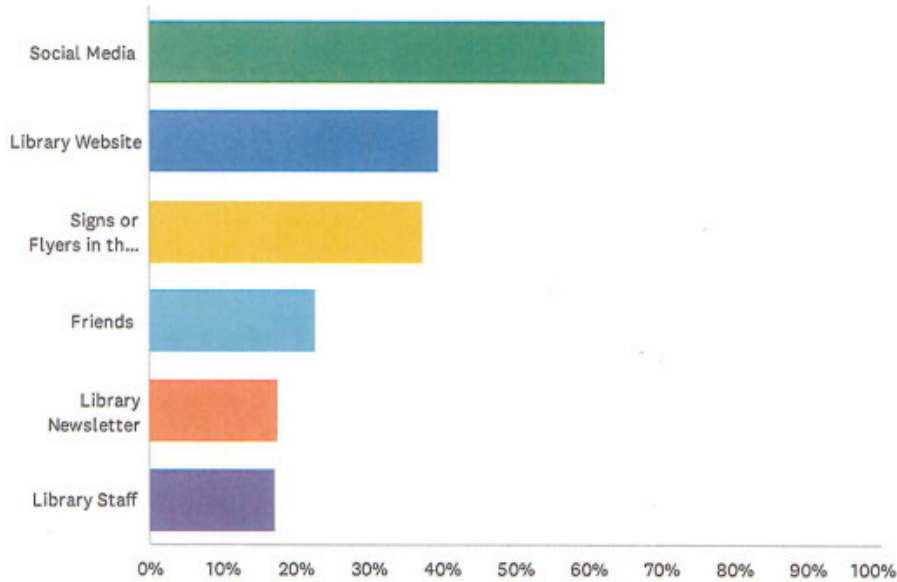
Answered: 228 Skipped: 0



Community Survey Response Summaries Continued

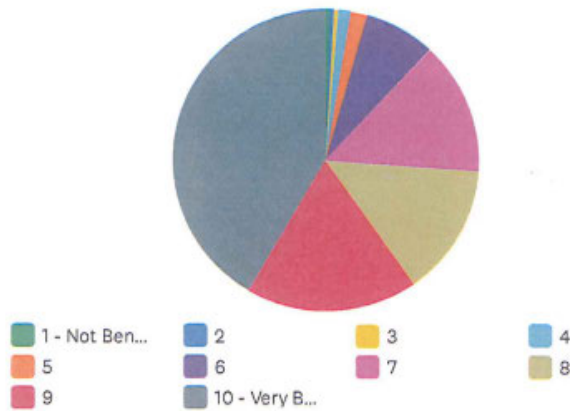
Q5 How do you typically find out about library programs? Check all that apply.

Answered: 227 Skipped: 1



Q8 Please rank the library's benefit to you or the community?

Answered: 226 Skipped: 2



	1 - NOT BENEFICIAL	2	3	4	5	6	7	8	9	10 - VERY BENEFICIAL	TOTAL	WEIGHTED AVERAGE
(no label)	0.44%	0.44%	0.44%	1.33%	1.77%	7.52%	14.16%	14.16%	18.14%	41.59%	226	8.54
	1	1	1	3	4	17	32	32	41	94		

Community Survey Response Summaries Continued

Q :What do you value most about the library?

- Material Selection - 88 = 31%
- Friendly Staff / Customer Service - 32 = 11%
- Children's Activities - 32 = 11%
- Library Style / Decor / Layout - 25 = 8%
- General Services - 21 = 7%
- Location - 17 = 6%
- Adult Activities - 14 = 5%
- Computers / Internet / Printing - 14 = 5%
- Youth Area - 8 = 2%
- Special Collections - 7 = 2%
- Crafts - 6 = 2%
- Cooperative / Material Sharing - 5 = 1%
- Fax - 4 = 1%
- Digital Materials - 4 = 1%
- Hours - 1 = 0.7%
- Printing by Donation - 1 = 0.7%

Standout Comments From Previous Question

- “FREE is always the best price, and selection is helpful, and staff assistance and knowledge is important. I appreciate newer options like educational and entertainment games, movies, computers and fax/printers access, deals and offers to other experiences, and love take n makes when we can get them!”
- “The library is in the perfect location in downtown Wayland. I appreciate the summer reading event that starts around the same time the farmers market starts”
- “I am a Homeschool mama. The library is essential to this and to provide my children with new reading material every week. I also value the many different resources it provides. I do not like e-books and the library is a great resource for my family.”
- “The Library staff are welcoming. The Library is constantly adding materials, games, 'items' to borrow (e.g. seeds, Kindle). One of my favorite aspects is the Library cares about its history and displays it (pic of the architect, older pics of the Library, etc). The atmosphere is pleasant and welcoming. Summer movie nights are fun - like that the seating was moved to the grass rather than the parking lot (we bring blankets to sit on). Great variety of programs for kids.”

Community Survey Response Summaries Continued

- “I love that you can come in and print important stuff, and you don't expect a certain amount per page. The donation box is a great idea, especially for low income families.”
- “I love that it’s close to my house; I live within city limits; i can walk or drive. I like that the small parking lot is adjacent. I think you have a fabulous selection of materials; new releases, etc. I think the cooperative is so amazing; I reserve online, request from any location in the network, and then pick up locally. Henika is small but mighty. When my kids were small, I brought them weekly for programming, play, and book checkout. A fabulous resource for a family with young children.”
- “Very nice library with helpful staff - quite happy with the way things currently are. Usually I order on-line and I just pick up my items. Occasionally we use the internet while in the parking lot.”
- “The community programs for both youth and adults; I value the story-time and take and make crafts the highest for me currently as a stay at home mom!”
- “The new staff seems to be doing an excellent job. They seem to have a great vision for improving the library. Continue as they are.”
- “I live in Pennsylvania and have taken part in a variety of online programs. Thank you so much for offering these programs. Everyone I have spoken with (when there was an issue with online log in) has been wonderful with help.”

Q: How could the library or its services be improved?

- More Space / Bigger Building - 83 = 37%
- More Materials - 23 = 10%
- Seperate Program Space - 16 = 7%
- More Programs / Services - 14 = 6%
- Extended Hours - 12 = 5%
- More Sitting Areas - 8 = 3%
- Better Handicap Access - 8 = 3%
- More Staff Training - 8 = 3%
- More Parking - 6 = 2%
- Study Rooms - 5 = 2%
- More Staff - 5 = 2%
- Bigger Play Area - 3 = 1%
- Bigger Children’s Area - 3 = 1%
- More Toddler Programs - 3 = 1%
- Better Lighting - 3 = 1%

Community Survey Response Summaries Continued

- Improve Cleaning - 3 = 1%
- Bigger Dropbox - 2 = 0.8%
- Bigger Budget - 2 = 0.8%
- Bigger Social Media Presence - 2 = 0.8%
- More STEM Activities - 1 = 0.4%
- More Language Options - 1 = 0.4%
- More Exits - 1 = 0.4%
- Everything on the Same Floor - 1 = 0.4%
- Outreach - 1 = 0.4%
- More Digital Materials - 1 = 0.4%
- Vending Machines - 1 = 0.4%

Standout Comments From Previous Question

- “The handicap entrance would be very helpful to have a ramp for people to get into the library.”
- “Nooks with a comfy chair for reading, back in the stacks. Even more old pictures of the Library - inside and out.”
- “Many ways. 1. Too crowded 2. Update Handicap Access 3. Friendlier and Knowledgeable Staff that cares about people instead of making one feel they are a nuisance. 4. Update bathrooms. 5. Bring in natural light. It feels closed in, dark and very dreary.”
- “I wish I could use it. I live in the area near Gun Lake that is a tax no man’s land and I am not eligible for the services of the library. Extend opportunities to those who live in the Wayland Union school district, in Barry county. I would be fine with paying whatever additional millage is appropriate.”
- “Would be great to have a separate kids play space and program space”
- “More activities targeted to toddler age would be super nice and maybe a slightly bigger space for the littles to do so and play♥”
- “I would like a modern elevator and the hand railing is a little rickety to go upstairs.”
- “everything is great, but the building is old and small”

Community Survey Response Summaries Continued

- “Overall I'm happy with the service and the hours works well... library is fine - convince wayland to build coffee shop near library”
- “If space was available, it'd be nice to separate the computer area because kids can be loud while playing games online. The front desk area can appear messy/cluttered/crowded but I think this is a space issue.”
- “Expanding building to hold more. Love the library. Just want more of it. I feel the community deserves a bigger better one.”
- “More selection. I know you can get books from other libraries, but I would still like to see a larger collection at Henika.”
- “You definitely need to improve the parking. I'm not sure why you allow Dr. Sexton's employees use all the parking spots on the south side of the library. The handicapped parking is also on that side and you can never find a parking spot on that side and for older people it is such an inconvenience!! Dr. Sexton has all that parking and they should be using that for their employees, they have the north side and the east side to park by their building!! Maybe I need to go to a council meeting to see if this could be changed!! Please think of the patrons of the library not Dr. Sexton's employees.. Signs should be put up to say for library patrons only!!”

**Resolution of Support
Michigan Township Participating Plan Grant Application**

WHEREAS the Henika District Library Board wishes to apply for a Risk Reduction Grant through the Michigan Township Participating Plan (Par Plan) to assist in purchasing/funding additional security cameras for the library; and

WHEREAS the Henika District Library is seeking a grant contribution of \$2,500

NOW, THEREFORE, BE IT RESOLVED, that the Henika District Library Board supports submittal of an application to the Michigan Township Participating Plan for a \$2,500 grant to assist in funding additional security cameras for the library.

Motion by _____ seconded by _____, the President declared the motion adopted.
The following voted:

Yeas:

Nays:

Absent:

CERTIFICATION

I, _____, Henika District Library Secretary, hereby certify that the foregoing is a true and original copy of the resolution adopted by the Henika District Library Board at a regular meeting on February 13th, 2024 at 6:30pm, which was held in accordance with the Open Meetings Act of the State of Michigan.
