

AGENDA

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

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

A. November 2022 Regular Meeting Minutes

V. Financial Reports

A. November 2022

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

VI. Director's Report

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

VII. Committee Reports

A. Planning Committee Minutes 11/15

VIII. Unfinished Business

IX. New Business

- A. Strategic Plan 2023-2026
 - a. Resolution #6
- B. Director Performance Review
- C. Budget Amendment #4 F/Y 2022
- D. 2023 Employee Benefits

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
November 15, 2022 at 6:30 pm

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

Members Absent: Suzy Byville

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:33 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Lefevre. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of October 2022 Regular Meeting Minutes motioned by Fryling and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for October 2022
 - a. Credit Card Detail Report was reviewed. The School Outfitters purchases were for the curved shelf in the youth area and the outdoor hold lockers. The \$250 charge from the Grand Rapids Children’s Museum is the renewal fee for the membership pass that is available for patrons to check out.
 - b. YTD Budget vs. Actuals was reviewed. There will likely be a budget amendment brought to next month’s meeting due to a \$35 stop payment fee resulting from a payment check getting lost in the mail.
 - c. United Bank accounts were reviewed. United Bank recently launched special savings accounts with better interest rates. Marsh to reach out to Robin at United Bank to discuss.
 - d. Approval of paid bills motioned by Musgrave and seconded by Marsh. All yes, motion passed.
- VI. Director’s Report
 - a. Madi has put in her two-week notice. The job posting has been listed, with 17 applications so far. Art Hop will be difficult being down a person, but Bakovk has secured a volunteer to assist with the hot chocolate bar. The tiny art gallery will be displayed downstairs, and Henika may be

getting a video game designer to showcase his new video game. Bakovka purchased a Yodeck, which allows staff to update the TV announcements from the computer.

- b. Monthly Statistics were reviewed. October was busy month, with foot traffic of 6,789 people and 695 program attendees.
- c. The Youth Services report was reviewed. Storytime and after school art continue to have high attendance. School visits were a focus in October, with two area schools visiting the library regularly and Becky visiting classes at Baker Elementary and Steeby Elementary. Becky recently attended the YALSA conference in DC, which had a strong focus on how to involve teen patrons.
- d. The Adult Services report was reviewed. The Cold Case Michigan presentation was a hit, so Faith has booked Tobin T. Buhk for a Lonely Hearts Killers presentation in February. Saturday events continue to have no-shows, so Faith will be changing Saturday events to drop-in/no registration required. A few programs were canceled in October due to illness; however, program attendance was still up from September.
- e. The Circulation report was reviewed. Circulation is still on the rise, and 50 patron accounts were added in October. Circulation is up almost across the board, except for DVDs. Audio books, eBooks, and eAudio have all increased in circulation.

VII. Committee Reports

- a. Finance Committee 11/2
 - i. Bakovka provided an overview of the meeting minutes from the November 2 Finance Committee meeting. The Finance Committee plans to make recommendations on the Salary and Raise Policy and holiday bonuses. The committee plans to have another meeting to review related policies.
- b. Planning Committee 11/15
 - i. Lefevre shared that the Planning Committee met to finalize the draft of the three-year plan to begin January 1, 2023. The committee plans to bring the plan to the board at the December meeting.

VIII. Unfinished Business: no unfinished business.

IX. New Business:

- a. Laverne Johnson Book Fund
 - i. The Laverne Johnson Book Fund CD recently matured. As approved in the FY 2023 budget, \$10,000 from the Laverne Johnson Book Fund will be used for the purchase of materials in 2023.
- b. Salary and Wages Policy

- i. The Finance Committee reviewed the salaries/wage ranges of each position and brought recommended changes to the Salary and Raise Policy. The committee recommends renaming the Circulation Clerk to Circulation Supervisor to better reflect additional job duties required of this position. Bakovka presented the proposed amendment to the Salary and Wages Policy to the board; the policy has been streamlined, giving more room to make decisions on wages and bonuses, as well as updating the salary/wage ranges to make more sense with new minimum wage and in comparison to other libraries our size with similar benefits and hours. When employees reach the top of the range for their position, they would be eligible for a bonus in lieu of a raise.
 - 1. Adoption of the amended Salary and Raise Policy as presented motioned by Musgrave and seconded by Augustin. All yes, motion approved.
- c. Holiday Bonus
 - i. The Finance Committee recommended giving a \$150 gift card to each staff member as a holiday bonus. With Bakovka in the hiring process for a new circulation assistant, the Board discussed whether the new hire would be eligible for the bonus if starting prior to Christmas. The board plans to further discuss amending the Personnel Policy in the future to outline eligibility for bonuses.
 - 1. Approval of \$150 gift cards for each of the six employees and a \$50 gift card for the new hire if starting before Christmas motioned by Augustin and seconded by Musgrave. A counted show of hands vote was conducted: there were six in the affirmative, zero in the negative, and one abstention. Motion passed.

X. Around the Table

- a. Simmons is excited that Tobin Buhk is coming back to do another presentation in February.
- b. Musgrave is thankful for the staff and noted that they are exceeding expectations.
- c. Marsh has been pleased with Faith's adult programming.
- d. Lefevre is enjoying leisurely mornings in the library without kids and is excited about the strategic plan.
- e. Fryling is excited for the new printer. Fryling inquired about the status of the AED grant. Bakovka has submitted the grant request and expects to hear back in January; if grant funds are not obtained, will consider purchasing with library funds.
- f. Augustin reminded the group that the director performance evaluations are due by December 2. If there are thoughts or suggestions for improvements to the form, please put on the last page of the evaluation or

attach another sheet. Will compile evaluations and discuss at the December board meeting.

- g. Bakovka is sad and angry about Patmos Library being defunded by voters. Excited for Art Hop; over 600 people visited the library during Art Hop last year.

- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:01 pm.



November 2022 Statement

Open Date: 10/15/2022 Closing Date: 11/15/2022



Visa® Business Cash Card
HENIKADISTRICTLIBRARY [REDACTED]

Account: [REDACTED]

Cardmember Service 1-866-552-8855
BUS 30 ELN 8 9

| | |
|----------------------------|-------------------|
| New Balance | \$1,850.69 |
| Minimum Payment Due | \$19.00 |
| Payment Due Date | 12/10/2022 |

| | |
|--|--------|
| Reward Points | |
| Earned This Statement | 2,022 |
| Reward Center Balance | 11,346 |
| as of 11/14/2022 | |
| For details, see your rewards summary. | |

| | | |
|----------------------------|----------|-------------------|
| Activity Summary | | |
| Previous Balance | + | \$2,766.25 |
| Payments | - | \$2,766.25CR |
| Other Credits | - | \$32.42CR |
| Purchases | + | \$1,883.11 |
| Balance Transfers | | \$0.00 |
| Advances | | \$0.00 |
| Other Debits | | \$0.00 |
| Fees Charged | | \$0.00 |
| Interest Charged | | \$0.00 |
| New Balance | = | \$1,850.69 |
| Past Due | | \$0.00 |
| Minimum Payment Due | | \$19.00 |
| Credit Line | | \$15,500.00 |
| Available Credit | | \$13,649.31 |
| Days in Billing Period | | 32 |

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

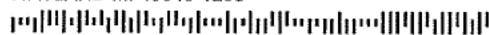
Please detach and send coupon with check payable to: Cardmember Service CPN 001910551



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

- ☎ . to pay by phone
- ☎ . to change your address

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

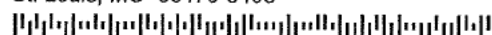


| | |
|----------------------------|------------|
| Account Number | [REDACTED] |
| Payment Due Date | 12/10/2022 |
| New Balance | \$1,850.69 |
| Minimum Payment Due | \$19.00 |

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.



November 2022 Statement 10/15/2022 - 11/15/2022

Page 2 of 4

HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service

1-866-552-8855



Business Cash

| | |
|---|--------|
| Rewards Center Activity as of 11/14/2022 | |
| Rewards Center Activity* | 0 |
| Rewards Center Balance | 11,346 |

*This item includes points redeemed, expired and adjusted.

| Rewards Earned | This Statement | Year to Date |
|--|----------------|---------------|
| Points Earned on All Purchases | 1,851 | 19,761 |
| 2 Extra Points - Telecom & Office Supply | 102 | 880 |
| 1 Extra Point - Restaurants & Gas | 69 | 467 |
| Total Earned | 2,022 | 21,108 |

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 [REDACTED] GIERRA J Credit Limit \$15500

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------------------------------|------------|-------|--|----------|----------------------|
| Purchases and Other Debits | | | | | |
| 10/18 | 10/17 | 0735 | DOLLAR TREE WISCONSIN DEL WI | \$9.87 | Supply |
| 10/19 | 10/17 | 7931 | ALDI 64012 BARABOO WI | \$36.75 | Supply |
| 10/19 | 10/17 | 9378 | ROSS STORE #2191 WISCON DELLS WI | \$49.06 | Supply |
| 10/20 | 10/19 | 9310 | DOLLAR TREE JENISON MI | \$6.63 | Supply |
| 10/24 | 10/22 | 6416 | ZOOM.US 888-799-9666 WWW.ZOOM.US CA | \$15.89 | Con Serv |
| 10/24 | 10/21 | 8858 | WHENIWORK.COM WHENIWORK.COM MN | \$20.00 | Con Serv |
| 10/25 | 10/24 | 3397 | YODECK.COM FLIPNODE HTTPSWWW.YODE CA | \$107.59 | Equip |
| 10/26 | 10/25 | 5758 | WALGREENS #5117 JENISON MI | \$22.46 | Ad/Promo |
| 10/28 | 10/26 | 3681 | WAYLAND DO IT BEST HAR WAYLAND MI | \$49.70 | BG |
| 10/28 | 10/26 | 3764 | WAYLAND DO IT BEST HAR WAYLAND MI | \$7.94 | Supply |
| 10/28 | 10/26 | 2795 | JIMMY JOHNS - 226 - EC 269-209-5475 MI | \$30.89 | Supply |
| 10/31 | 10/30 | 0667 | SPIRIT HALLOWEEN 61236 609-798-0949 MI | \$57.22 | Ad/Promo |
| 11/02 | 10/31 | 6778 | DOLLAR-GENERAL #9954 WAYLAND MI | \$2.10 | Supply |
| 11/07 | 11/04 | 7019 | FIVE BELOW 566 GRANDVILLE MI | \$5.30 | Supplies |
| 11/08 | 11/07 | 6315 | RENAISSANCE BALTIMORE BALTIMORE MD | \$599.25 | Mem Train |
| 11/10 | 11/08 | 8538 | ELLISON EDUCATIONAL EQ 800-253-2238 CA | \$65.49 | Supply |
| 11/10 | 11/09 | 1888 | WAL-MART #2567 GRANDVILLE MI | \$60.19 | Ad/Promo |
| 11/14 | 11/10 | 8984 | DOLLARTREE ALLENDALE MI | \$30.48 | 2.50 Supply 27.98 AP |

Continued on Next Page



November 2022 Statement 10/15/2022 - 11/15/2022
 HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service ☎ 1-866-552-8855

Transactions [REDACTED] CIERRA J Credit Limit \$15500

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-------------------------------------|------------|-------|--------------------------------|-------------------|---------------|
| 11/14 | 11/10 | 4229 | SQ *NB OUTLET Allendale Cha MI | \$6.36 | <u>Supply</u> |
| Total for Account [REDACTED] | | | | \$1,183.17 | |

Transactions [REDACTED] FAITH Credit Limit \$2000

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-------------------------------------|------------|-------|---------------------------------------|-----------------|-----------------------------|
| Purchases and Other Debits | | | | | |
| 10/20 | 10/19 | 1605 | DOLLAR-GENERAL #9954 WAYLAND MI | \$46.95 | AP <u>Supply</u> |
| 10/21 | 10/19 | 2754 | HARDING'S MARKET #3 WAYLAND MI | \$7.98 | <u>Supply</u> |
| 10/24 | 10/20 | 5339 | WAYLAND DO IT BEST HAR WAYLAND MI | \$59.30 | <u>bg</u> |
| 11/02 | 10/31 | 5715 | HARDING'S MARKET #3 WAYLAND MI | \$8.99 | <u>Supply</u> |
| 11/02 | 11/01 | 6393 | RUBBER STAMP CHAMP INC 760-5109600 CA | \$35.00 | <u>AP</u> |
| 11/04 | 11/02 | 5796 | DOLLAR-GENERAL #9954 WAYLAND MI | \$4.24 | <u>AP</u> |
| 11/07 | 11/04 | 1693 | DOLLAR-GENERAL #9954 WAYLAND MI | \$16.50 | <u>AP</u> |
| 11/07 | 11/05 | 5818 | MICHAELS #9490 800-642-4235 TX | \$55.08 | <u>AP</u> |
| 11/07 | 11/03 | 0699 | WAYLAND DO IT BEST HAR WAYLAND MI | \$8.05 | <u>bg</u> |
| 11/07 | 11/03 | 2875 | DOLLAR-GENERAL #9954 WAYLAND MI | \$6.36 | <u>Supply</u> |
| 11/14 | 11/11 | 4076 | DOLLAR-GENERAL #9954 WAYLAND MI | \$3.18 | <u>AP</u> |
| 11/14 | 11/10 | 9948 | DOLLAR-GENERAL #9954 WAYLAND MI | \$2.12 | <u>AP</u> |
| 11/14 | 11/09 | 9258 | WAYLAND DO IT BEST HAR WAYLAND MI | \$8.05 | <u>bg</u> |
| 11/15 | 11/15 | 0292 | BENTLEY'S PARTY STORE WAYLAND MI | \$3.79 | <u>AP</u> |
| Total for Account [REDACTED] | | | | \$265.59 | |

Transactions [REDACTED] REBEKAH Credit Limit \$2000

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------------------------------|------------|-------|--|-----------|---------------------------------------|
| Other Credits | | | | | |
| 10/17 | 10/15 | 8557 | TARGET 00009019 KALAMAZOO MI MERCHANDISE/SERVICE RETURN | \$32.42CR | <u>Yp</u> |
| Purchases and Other Debits | | | | | |
| 10/17 | 10/13 | 5068 | DOLLAR-GENERAL #9954 WAYLAND MI | \$17.15 | <u>Yp</u> |
| 10/17 | 10/14 | 7141 | DOLLAR TREE KALAMAZOO MI | \$20.23 | <u>Yp</u> |
| 10/17 | 10/14 | 8904 | TARGET 00009019 KALAMAZOO MI | \$152.17 | <u>Yp</u> |
| 10/20 | 10/19 | 2156 | SQ *LEIGHTON TOWNSHIP Wayland MI | \$13.00 | <u>Supply</u> |
| 10/24 | 10/20 | 7802 | DOLLAR-GENERAL #9954 WAYLAND MI | \$15.00 | <u>Yp</u> |
| 10/24 | 10/21 | 3327 | DOLLAR-GENERAL #9954 WAYLAND MI | \$26.28 | <u>Yp</u> |
| 10/27 | 10/26 | 9180 | TEACHERSPAYTEACHERS.CO 646-588-0910 NY | \$2.50 | <u>Yp</u> |
| 10/31 | 10/28 | 7583 | BIGGBY COFFEE STORE 41 WAYLAND MI | \$15.00 | <u>Yp</u> |
| 10/31 | 10/27 | 4183 | HARDING'S MARKET #3 WAYLAND MI | \$51.33 | <u>4.19 Supply</u> <u>Yp 47.14</u> |



November 2022 Statement 10/15/2022 - 11/15/2022

Page 4 of 4

HENIKADISTRICTLIBRARY

Cardmember Service

1-866-552-8855



Transactions REBEKAH Credit Limit \$2000

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|--------------------------|------------|-------|--|-----------------|-----------|
| 11/03 | 11/02 | 3787 | TEACHERSPAYTEACHERS.CO 646-588-0910 NY | \$2.50 | YP |
| 11/07 | 11/04 | 9901 | BLUE AGAVE BALTIMORE MD | \$22.71 | mem train |
| 11/07 | 11/03 | 4942 | MTA BWI THURGOOD MARSH BALTIMORE MD | \$4.60 | mem train |
| 11/14 | 11/11 | 6246 | MEIJER # 022 877-363-4537 MI | \$75.23 | YP |
| 11/14 | 11/10 | 0003 | DOLLAR-GENERAL #9954 WAYLAND MI | \$16.65 | YP |
| Total for Account | | | | \$401.93 | |

Transactions BILLING ACCOUNT ACTIVITY

| Post Date | Trans Date | Ref # | Transaction Description | Amount | Notation |
|-----------------------------------|------------|-------|-------------------------|---------------------|----------|
| Payments and Other Credits | | | | | |
| 10/24 | 10/23 | 0110 | PAYMENT THANK YOU | \$2,766.25CR | |
| Total for Account | | | | \$2,766.25CR | |

| 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 | 23.74% | |
| **PURCHASES | \$1,850.69 | \$0.00 | YES | \$0.00 | 23.74% | |
| **ADVANCES | \$0.00 | \$0.00 | YES | \$0.00 | 27.74% | |

Contact Us

Phone

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

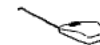
Questions

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



Mail payment coupon with a check

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



Online

myaccountaccess.com



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of November 30, 2022, and the related Statements of Activities for the one month and eleven 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, PLLC
Hastings, Michigan
December 7, 2022

**Henika District Library
Statement of Financial Position
As of November 30, 2022**

ASSETS

Current Assets:

| | |
|------------------------------------|-----------------|
| Cash-Checking | \$ 57,218.94 |
| Cash-Savings | 494,484.74 |
| 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 |
| Property Taxes Receivable | 331,103.06 |
| Due from Other Units of Government | <u>2,072.78</u> |

Total Current Assets \$ 1,069,328.97

Total Assets \$ 1,069,328.97

Henika District Library
Statement of Financial Position
As of November 30, 2022

LIABILITIES AND NET ASSETS

Current Liabilities:

| | |
|-------------------------------|-------------------|
| Due to the State Government | \$ 554.83 |
| Due to the Federal Government | (199.98) |
| Accrued Payroll | 4,110.00 |
| Deferred Property Taxes | <u>331,103.06</u> |

Total Current Liabilities \$ 335,567.91

Net Assets:

| | |
|---------------------------|-------------------|
| Fund Balance-Unrestricted | <u>760,924.54</u> |
|---------------------------|-------------------|

Total Net Assets-Beginning 760,924.54

Change in Net Assets (27,163.48)

Total Net Assets 733,761.06

Total Liabilities and Net Assets \$ 1,069,328.97

Henika District Library
Statements of Activities
For the 1 Month and 11 Months Ended November 30, 2022

| | <u>Total Year</u> <u>Budget</u> | <u>1 Month Ended</u> <u>Nov. 30, 2022</u> | <u>11 Months Ended</u> <u>Nov. 30, 2022</u> | <u>Year-To-Date</u> <u>Variance</u> |
|--------------------------------|------------------------------------|--|--|--|
| Revenues: | | | | |
| Township Revenue | \$ 195,500.00 | \$ 0.00 | \$ 195,971.15 | \$ 471.15 |
| City Revenue | 170,000.00 | 0.00 | 156,275.83 | (13,724.17) |
| State Aid | 13,478.00 | 0.00 | 13,478.00 | 0.00 |
| Penal Fines | 30,000.00 | 2,179.29 | 26,623.79 | (3,376.21) |
| Copier & Fax Income | 2,317.00 | 259.57 | 2,964.30 | 647.30 |
| Fines | 590.00 | 69.99 | 847.92 | 257.92 |
| Interest Income | 800.00 | 241.04 | 1,301.76 | 501.76 |
| Memorial Donations | 7,950.00 | 46.02 | 8,006.50 | 56.50 |
| Book Sales | 575.00 | 29.00 | 665.30 | 90.30 |
| Federal E-Rate | 4,450.00 | 0.00 | 4,919.66 | 469.66 |
| Miscellaneous Income | 1,300.00 | 0.00 | 1,325.12 | 25.12 |
| Total Revenues | <u>426,960.00</u> | <u>2,824.91</u> | <u>412,379.33</u> | <u>(14,580.67)</u> |
| Employee Expenses: | | | | |
| Wages | 180,000.00 | 13,424.13 | 159,219.56 | 20,780.44 |
| Employee Benefits | 26,000.00 | 1,917.78 | 22,635.46 | 3,364.54 |
| FICA Expense | 14,000.00 | 1,026.95 | 12,180.30 | 1,819.70 |
| State Unemployment Tax | 0.00 | 0.65 | 33.91 | (33.91) |
| Total Employee Expenses | <u>220,000.00</u> | <u>16,369.51</u> | <u>194,069.23</u> | <u>25,930.77</u> |
| Operating Expenses: | | | | |
| Memberships & Training | 6,000.00 | 626.56 | 5,479.26 | 520.74 |
| Bank Charges | 50.00 | 34.00 | 68.00 | (18.00) |
| Insurance & Bonds | 3,000.00 | 0.00 | 2,861.00 | 139.00 |
| Programming | 12,700.00 | 1,093.39 | 11,609.77 | 1,090.23 |
| Office Supplies | 10,000.00 | 663.07 | 7,989.64 | 2,010.36 |
| Furnishings | 6,000.00 | 0.00 | 4,110.15 | 1,889.85 |
| Equipment | 18,000.00 | 107.59 | 14,794.45 | 3,205.55 |
| Materials | 31,100.00 | 979.35 | 30,784.65 | 315.35 |
| Accounting | 11,000.00 | 446.80 | 9,769.62 | 1,230.38 |
| Contractual Services | 28,000.00 | 485.89 | 23,403.84 | 4,596.16 |
| Communications | 2,690.00 | 237.58 | 2,638.82 | 51.18 |
| Technology Support | 3,370.00 | 292.50 | 2,702.50 | 667.50 |
| Advertising | 2,850.00 | 305.46 | 2,337.02 | 512.98 |
| Postage | 1,000.00 | 0.00 | 557.60 | 442.40 |
| Utilities | 9,000.00 | 579.18 | 6,816.76 | 2,183.24 |

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 11 Months Ended November 30, 2022

| | <u>Total Year Budget</u> | <u>1 Month Ended Nov. 30, 2022</u> | <u>11 Months Ended Nov. 30, 2022</u> | <u>Year-To-Date Variance</u> |
|---------------------------------|------------------------------|--|--|----------------------------------|
| Maintenance-Building/Grounds | 18,700.00 | 1,019.65 | 16,020.32 | 2,679.68 |
| Maintenance-Equipment | 3,500.00 | 0.00 | 2,108.80 | 1,391.20 |
| Miscellaneous | 0.00 | 0.00 | 120.39 | (120.39) |
| Capital Outlay | <u>150,000.00</u> | <u>0.00</u> | <u>100,740.19</u> | <u>49,259.81</u> |
| Total Operating Expenses | <u>316,960.00</u> | <u>6,871.02</u> | <u>244,912.78</u> | <u>72,047.22</u> |
| Total Expenses | <u>536,960.00</u> | <u>23,801.33</u> | <u>439,542.81</u> | <u>97,417.19</u> |
| Change in Net Assets | <u>\$ 0.00</u> | <u>\$ (20,976.42)</u> | <u>\$ (27,163.48)</u> | <u>\$ (27,163.48)</u> |

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

Accounts

| | |
|---|--|
| PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152 | Current balance \$57,205.24 |
| PUBLIC FUNDS HIGH YIELD SAVINGS XXX013 | Current balance \$494,284.58 |
| BUILDING FUND XXX212 | Current balance \$101,859.40 |
| CONTINGENCY FUND XXX740 | Current balance \$52,110.25 |
| BUILDING FUND XXX090 | Current balance \$5,361.80 |
| BUILDING FUND XXX104 | Current balance \$5,361.80 |
| BUILDING FUND XXX112 | Current balance \$5,361.80 |
| BUILDING FUND XXX120 | Current balance \$5,361.80 |
| BUILDING FUND XXX139 | Current balance \$5,361.80 |

BUILDING FUND

XXX171

Current balance

\$3,075.95

BUILDING FUND

XXX344

Current balance

\$1,020.68

UNITED BANK BUSINESS CHECKING AND SAVINGS RATES

BUSINESS CHECKING ACCOUNTS

| Balance Level | Simple Interest Rate | APY* | Method of Compounding |
|---|----------------------|-------|-----------------------|
| Business High Yield Checking | | | |
| Under \$25,000 | 0.0500% | 0.05% | Monthly |
| \$25,000 to \$49,999.99 | 0.0500% | 0.05% | Monthly |
| \$50,000 to \$74,999.99 | 0.0500% | 0.05% | Monthly |
| \$75,000 to \$99,999.99 | 0.1000% | 0.10% | Monthly |
| \$100,000 and over | 0.1000% | 0.10% | Monthly |
| Corporate Cash Management Sweep | | | |
| Available With Formal Deposit Proposal | | | |
| Public Fund Cash Management Checking | | | |
| Under \$5,000 | 0.0000% | 0.00% | Monthly |
| \$5,000 and over | 0.2497% | 0.25% | Monthly |

BUSINESS SAVINGS ACCOUNTS

| Balance Level | Simple Interest Rate | APY* | Method of Compounding |
|--|----------------------|-------|-----------------------|
| Statement Savings | | | |
| All Balances | 0.0500% | 0.05% | Monthly |
| Business High Yield Savings | | | |
| Under \$25,000 | 0.0500% | 0.05% | Monthly |
| \$25,000 to \$49,999.99 | 0.0500% | 0.05% | Monthly |
| \$50,000 to \$74,999.99 | 0.1000% | 0.10% | Monthly |
| \$75,000 to \$99,999.99 | 0.1998% | 0.20% | Monthly |
| \$100,000 and over | 0.2996% | 0.30% | Monthly |
| Business Money Market Savings | | | |
| Under 100,000 | 0.2497% | 0.25% | Monthly |
| \$100,000 to \$249,999.99 | 0.4989% | 0.50% | Monthly |
| \$250,000 to \$499,999.99 | 0.7474% | 0.75% | Monthly |
| \$500,000 and over | 0.9954% | 1.00% | Monthly |
| Public Funds High Yield Savings | | | |
| Under \$100,000 | 0.2996% | 0.30% | Monthly |
| \$100,000 to \$499,999.99 | 0.4989% | 0.50% | Monthly |
| \$500,000 to \$999,999.99 | 0.7474% | 0.75% | Monthly |
| \$1,000,000 and over | 1.2429% | 1.25% | Monthly |

*Annual Percentage Yield reflects current rates.

At our discretion, we may change the interest rate on your account, at any time, without notice.

\$100 minimum opening deposit

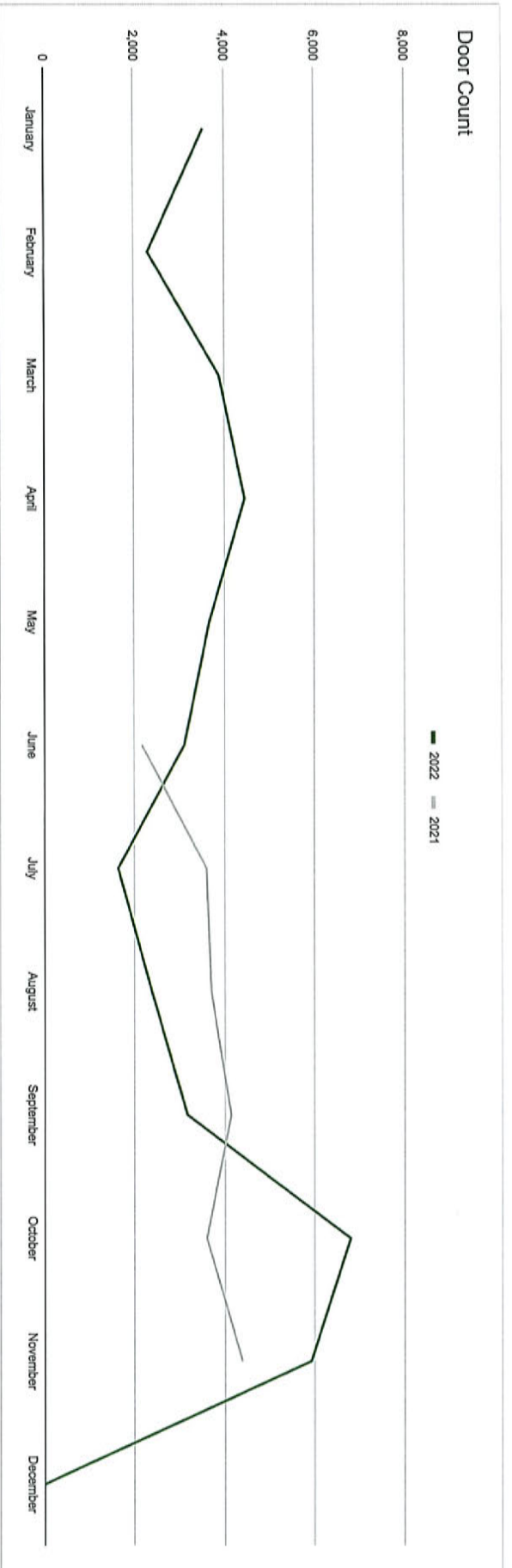
Fees may reduce earnings on accounts; fee disclosures available on request.

Member Federal Deposit Insurance Corporation

Deposit Rates Effective: November 11, 2022

| | Public Funds Cash Management | Public Funds High Yield Savings |
|--------------------------------------|---|--|
| Minimum Balance to Waive Fees | \$5,000 (balance required to earn interest) | NA |
| Monthly Service Charges | NA | NA |
| Minimum Opening Deposit | \$100 | \$100 |
| Account Features | Earns monthly interest on balance over \$5,000 Unlimited Check Writing | Earns a monthly tiered interest |

WEEKDAY TRAFFIC STATS 22

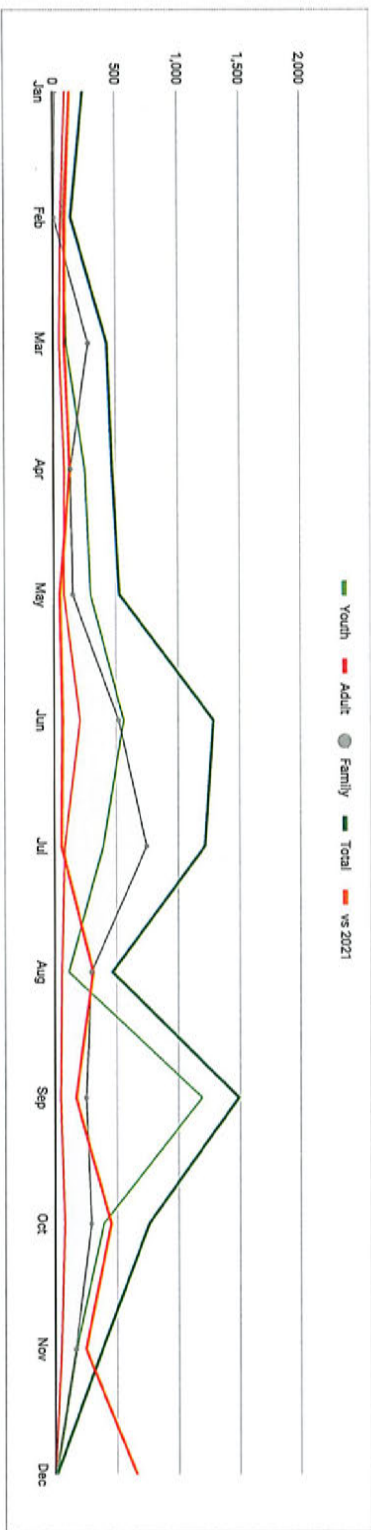


Summary

| Month | 2022 | 2021 |
|----------------|---------------|---------------|
| January | 3,542 | 3,542 |
| February | 2,313 | 2,313 |
| March | 3,893 | 3,893 |
| April | 4,459 | 4,459 |
| May | 3,670 | 3,670 |
| June | 3,110 | 3,110 |
| July | 1,645 | 2,173 |
| August | 2,386 | 3,601 |
| September | 3,171 | 37 |
| October | 6,789 | 4,142 |
| November | 5,920 | 3,605 |
| December | 0 | 4,393 |
| Total | 40,898 | 21,620 |
| Average | 3,718 | 3,603 |

Days of the Week Avg.

| Day | 2022 | 2021 |
|----------------|--------------|--------------|
| Monday | 185 | 158 |
| Tuesday | 172 | 183 |
| Wednesday | 135 | 236 |
| Thursday | 149 | 192 |
| Friday | 172 | 139 |
| Saturday | 63 | 61 |
| March | 163 | 161 |
| April | 424 | 174 |
| May | 178 | 197 |
| June | 118 | 161 |
| July | 90 | 91 |
| August | 76 | 107 |
| September | 116 | 164 |
| October | 183 | 401 |
| November | 317 | 336 |
| December | 0 | 258 |
| Total | 2,162 | 3,920 |
| Average | 187 | 150 |



Summary

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | Average |
|------------------|------------|------------|------------|------------|------------|--------------|--------------|------------|--------------|------------|------------|-----------|--------------|------------|
| Youth | 129 | 76 | 104 | 254 | 298 | 562 | 395 | 113 | 1,193 | 392 | 170 | 10 | 3,696 | 308 |
| Adult | 96 | 61 | 48 | 85 | 80 | 208 | 81 | 56 | 44 | 74 | 47 | 0 | 880 | 80 |
| Family | 19 | 8 | 282 | 135 | 153 | 522 | 746 | 298 | 254 | 295 | 164 | 0 | 2,876 | 261 |
| Total [1] | 244 | 145 | 434 | 474 | 531 | 1,292 | 1,222 | 467 | 1,491 | 761 | 381 | 10 | 7,452 | 621 |
| vs 2021 | 135 | 94 | 87 | 131 | 48 | 67 | 55 | 310 | 169 | 452 | 247 | 658 | 2,453 | 204 |
| Yearly Increase | 181% | 154% | 499% | 362% | 1106% | 1928% | 2222% | 151% | 882% | 168% | 154% | 2% | 304% | |

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 | 107 | 1,116 | 351 | 159 | 10 | 3,009 | 251 |
| Youth Take-Home / Online | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Youth Reading Programs | 42 | 0 | 1 | 0 | 1 | 472 | 36 | 6 | 77 | 41 | 11 | 0 | 687 | 57 |
| Adult In-Person | 29 | 17 | 13 | 42 | 65 | 54 | 49 | 40 | 29 | 49 | 47 | 0 | 434 | 36 |
| Adult Take-Home / Online | 42 | 44 | 35 | 43 | 15 | 25 | 23 | 16 | 15 | 25 | 0 | 0 | 283 | 24 |
| Adult Reading Programs | 25 | 0 | 0 | 0 | 0 | 129 | 9 | 0 | 0 | 0 | 0 | 0 | 163 | 14 |
| Family Take-Home/ Online | 19 | 0 | 65 | 79 | 99 | 22 | 92 | 127 | 192 | 73 | 130 | 0 | 898 | 75 |
| Family In-Person | 0 | 8 | 217 | 56 | 54 | 500 | 654 | 171 | 62 | 222 | 34 | 0 | 1,978 | 165 |

November 2022

Youth Services Report

Becky Butler, Youth Services Librarian

This month included a conference for me, a snow storm, and Thanksgiving, but it was still quite busy! Our displays celebrated Native American/Alaska Native Heritage Month and Dinovember.

Preschool Storytime: 6 attendees across 2 storytimes. One of these days was during the snowstorm. Hopefully we'll see a boost in numbers in December.

Afterschool Art: 98 attendees across 2 weeks. We made leaf turkeys and made perler bead designs.

Lego Club: 11 attendees. The bonus challenge was to create a monochromatic item. I also asked the kids to help sort some key pieces like wheels and axles out (an idea from the Lakeland training we did back in October!).

Toddler Lil Wiggles: 7 attendees.

Preschool Sensory Playtime: 7 attendees.

Henika Pokemon Trainers: 17 attendees. We talked about battling. I used a teen volunteer to explain a new method of battling. We made Pokemon Hide-a-Turkeys and traded quite a bit.

Family Fun: Monkey Bread: 34 attendees. Quite a few people who registered did not attend, so I was able to welcome anyone in the building. The monkey bread was delicious!

STEM Club: 13 attendees learned about bioluminescence. We watched a short video, played some glowing games, and designed glowing creatures with glow in the dark paint and glow sticks.

Storytime for Every Kid: Canceled due to snowstorm.

Family Take and Makes: 96 kits taken for our Tiny Art Gallery during Art Hop!

Make Your Own Boba: 9 attendees. I had some tweens desperate to attend, so I told them they could if they brought a teen along. I'm glad I did!

Reading Dragons: 21 new sign-ups.

School Visits: Critics' Cafe at the High School was canceled due to the snowstorm.

St. Therese continued their biweekly visits to the library on Tuesday mornings after taking a break at the start of November.

YALSA: The Young Adult Library Services Association's conference was in Baltimore from November 4-6. I attended so many interesting seminars. My highlights would probably be the Manga in Libraries session (they explained the Japanese terms that help you understand the content and recommended age range of a manga – SUPER helpful!) and a Collaborative Storytelling session (gave some great program ideas for next summer's reading program). And of course getting to hear from authors and meet other librarians was wonderful. Thank you so much to the board for prioritizing professional development for staff!

Looking forward:

I have an event planned on December 8th in the high school media center. In partnership with the Culture Club, we'll be having an international candy taste test! Preschool Storytime will be held 12/1 and 12/15 (breaking for my visit to the high school and the holidays). After-School Art will be held 12/1, 12/8, and 12/15 from 2:30 to 5:30. Lego Club is on December 7 at 5:30. Pokemon Club will be on the 14th at 5:30. STEM Club: Snow will be on the 21st at 4. Preschool Sensory Playtime will be the 13th at 11. Lil Wiggles will be the 19th at 11. Storytime for Every Kid will be the 16th at 3. The Teen event is Paint the Northern Lights on December 6 at 4:30. Family Fun: Ornaments is on December 10th at 11:30. Penny the Penguin returns for the month of December! Finally, a Community in Action playgroup was supposed to meet at our library during the snowstorm, so hopefully I can get them rescheduled.

NOVEMBER 2022

Adult Services Report

Faith Fetty, Adult Services Librarian

Programs & Attendance

Monster Smash (In-Person): Cancelled due to power outage

Cupcake Decorating (In-Person): 7

The low attendance of this program surprised me. We have a full registration and people constantly asking about it, but half of my registrants did not show and did not cancel their registration prior to the event – bummer. Everyone who did attend though made impressive cupcakes! I think they all turned out almost exactly like our reference picture!

Leather Keychains (In-Person): 14

Everyone really liked this simple leatherworking craft! I had a few comments saying that these were going to be used as holiday gifts and suggestions to do a leather earring class as well. I still have a decent amount of leather left for future events.

BYOBook Club (In-Person): Cancelled (again) due to weather

Green Acres: Thanksgiving Trivia Game (Out of Library Visit/In-Person): 11

This program received positive feedback from both residents and care staff! It was a little hard for some residents to write their answers due to vision issues, but that was a better option than having them compete to see who could answer first. The residents also really enjoyed the available prizes (fluffy blanket, embroidery demo piece from previous take-&-make, and a crafting basket with some odds and ends I had left over from previous programs).

Sawmill Estates: Thanksgiving Trivia Game (Out of Library Visit/In-Person): 2

Attendance is declining at Sawmill Estates, I will continue to experiment with different times of day and see if that helps. It does seem like the best time of day would be evening, but then I would lose a prime time for in-library programming. Maybe a lunch time activity with provided snack would work well.

Snowstorm Ornaments (In-Person): 15

This event turned out much better than I had originally thought! I switched from mini pom poms to mini Styrofoam balls which when shaken danced because of the electromagnetic energy build up which was very fun! My session #2 had a few last minute registrants as well, I

think second sessions might fare better attendance wise if I scheduled them at 2pm instead of 11am. I will also be doing a similar craft with my senior residents in December.

Tiny Art Gallery (Family Take-&-Make): 96

Wow! We handed out so many kits that we restocked them twice! We had 42% returned to be shown in the Tiny Art Gallery at Art Hop, but that was still a decent amount and we had a good selection! Many patrons were very excited about this take-&-make and they definitely went like hotcakes. Leighton already has plans to do the same program next fall and we may be lending them our mini easels we purchased for the show.

Total Program Attendees/Registrants: 145

Reflection

This month was a mixed bag with weather/power outage cancellations, but the programs that didn't get cancelled went very well!

Looking Forward

Becky and I are still collaborating on our take-&-makes, the Tiny Art Gallery take-&-make was very successful! We will continue to collaborate for family take-&-makes in the future. Sawmill Estate events in the New Year will be at different times to see what works best for the residents. I have been told that most residents are returning from appointments/running errands around 2pm, so that is why I may not be getting many attendees.

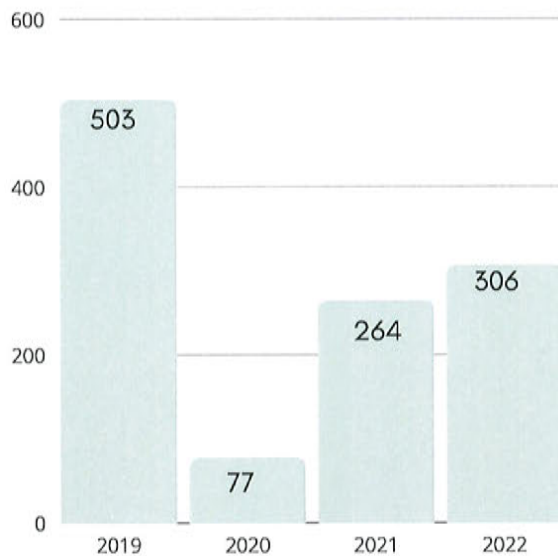
Strokes of Genius is continuing to garner a lot of attention. The December class will be expanded past my usual 12 registrants to 16 as an experiment to see how well I can fit everyone in. If I can reach a good configuration, I may be able to extend to 18! Some complications with that may include time constraints as it will be a bit more difficult to give everyone one-on-one advice as I try to do in my classes as well as the higher cost of materials.

November 2022

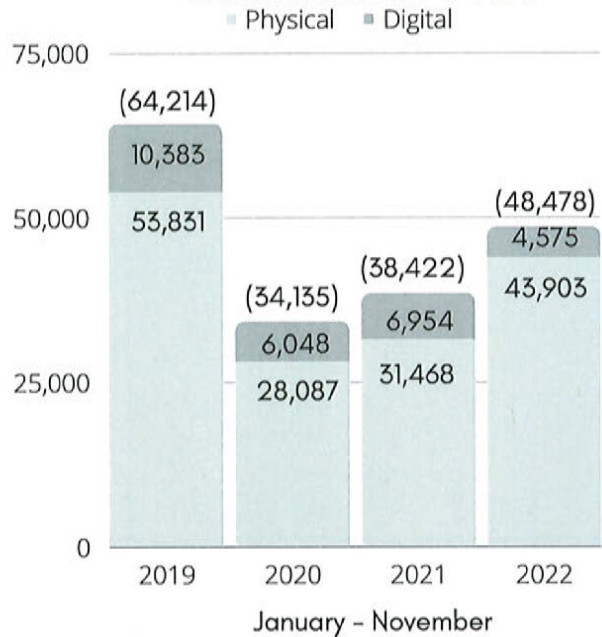
Our overall circulation numbers are continuing to show growth. Most notably, Videogame circulation rates have more than doubled since before the pandemic. Our Nintendo Switch games and our PS4 games have become wildly popular and we have a hard time keeping them on the shelves. Patrons are raving about our selection of new Pokémon games and our Super Mario games are always checked out or on hold. Our board games are also regularly checked out and are circulating 4 times more than they did before the height of the pandemic! Other categories that are trending upwards include: MeL items, Tween and Teen Print, E-Books, and E-Audiobooks.

Courtney Schenkuizen - Circulation Clerk

Computer Sessions



Circulation YTD:



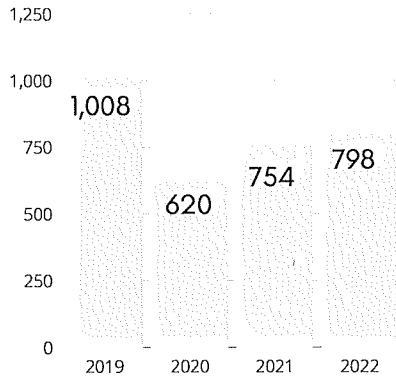
Henika has 2,872 total patron accounts. 430 of these accounts are active (not expired). Most expiration dates are set for 3 years upon renewal.

279 Patron accounts added YTD
 15 Patron accounts added in November

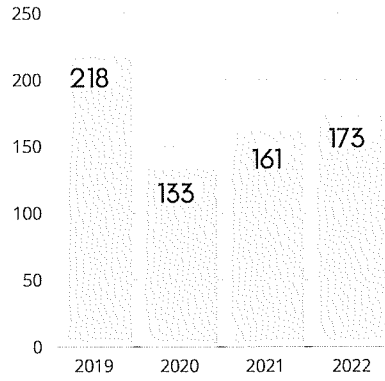
- 11 Wayland City
- 4 Wayland Township
- 0 Non-Resident

November Circulation, 2019-2022

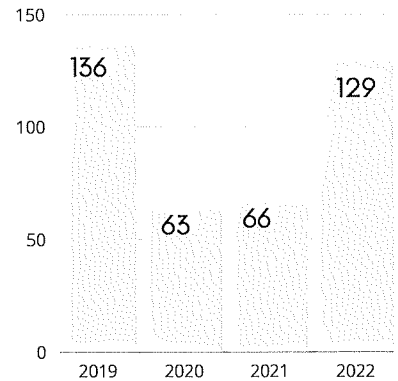
Adult Print



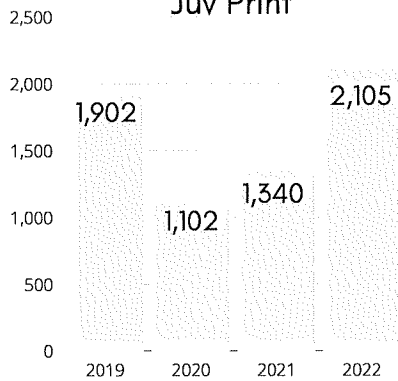
Teen Print



Tween Print

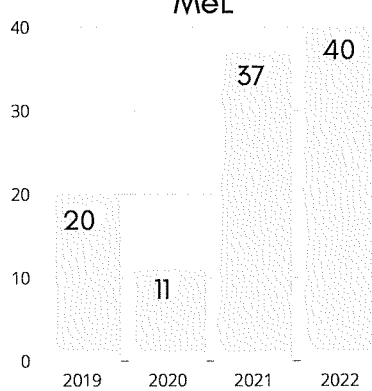


Juv Print

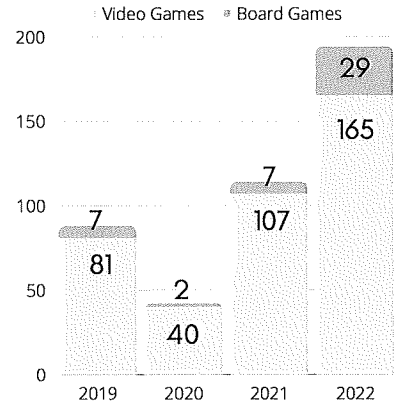


*pictures books, readers, chapter, juv graphic, juv NF

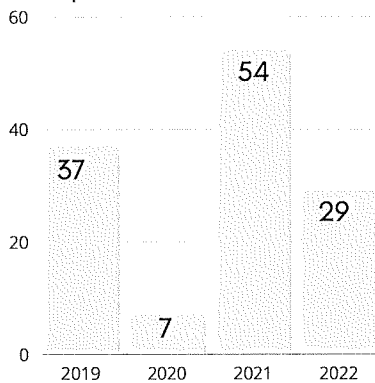
MeL



Games

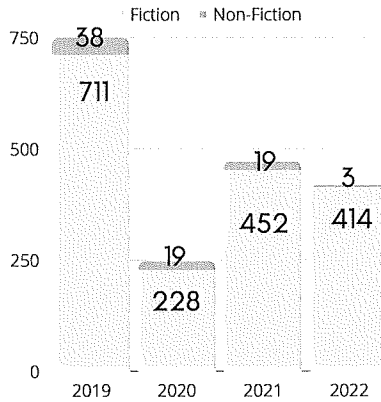


Special Collection

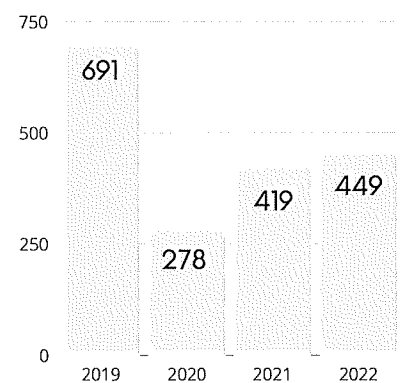


*prior to August 2021 this only included launchpads

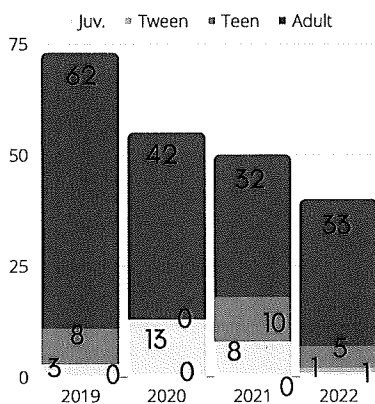
General DVD



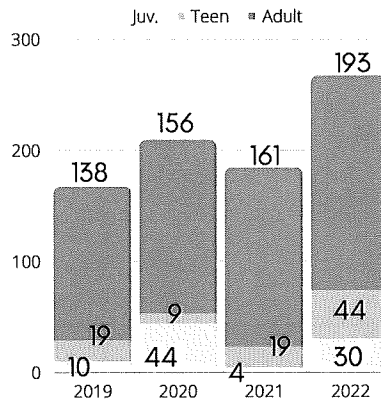
Youth DVD



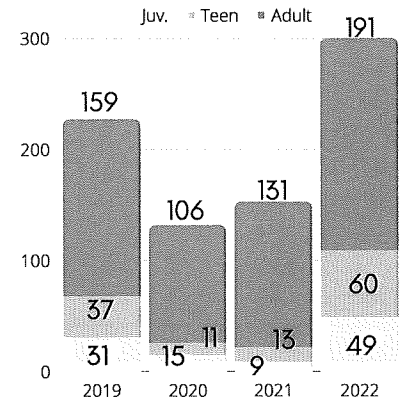
Audiobooks



eBooks



eAudio



MEETING MINUTES

Henika District Library
Planning Committee Meeting
November 15th, 2022 at 5:30pm

Members Present: Sara Davidson-LeFevre, Meghan Augustin (ex officio), Tami Fryling,
Danielle Simmons

Members Absent:

Staff Present: Cierra Bavovka

Guests: None

- I. **Call to Order:** Meeting called to order at 5:32pm by LeFevre.
- II. **Approval of Agenda**
Augustin moved to approve the agenda, Fryling seconded.
- III. **Approval of Meeting Minutes**
Augustin moved to approve the October 5th, 2022 Regular Meeting Minutes, LeFevre seconded.
- IV. **Unfinished Business**
None
- V. **New Business**
 - Finalize plan draft: The committee read through the entire draft and made notes and revisions to the strategic plan draft. The finalized draft will be presented to the entire Henika District Library board of trustees at the December 13, 2022 regular meeting.
- VI. **Around the Table**
- VII. **Adjournment**
Meeting adjourned at 6:29pm. Augustin motioned to adjourn and Fryling seconded.



“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:

Optimize elevator function and accessibility

Action 1:

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

- Expected Deadline: February 2023

Action 2:

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

- Expected Deadline: April 2023

Action 3:

Building Committee meets to decide on an option to pursue

- Expected Deadline: May 2023

Action 4:

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

- Expected Deadline: July 2023

Action 5:

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

- Expected Deadline: Fall 2023

Action 6:

Elevator renovation begins

- Expected Deadline: Fiscal Year 2024

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

Action 2:

Contact at least 2 architects for plans meeting our needs

- Expected Deadline: April 2023

Action 3:

Building Committee reviews draft blueprints for potential changes

- Expected Deadline: June 2023

Action 4:

Blueprint drafts are submitted for board approval

- Expected Deadline: July 2023

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

Action 2:

Finance committee presents funding plan for board approval

- Expected Deadline: December 2023

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

Action 2:

Library board meets to review proposals and select a contractor

- Expected Deadline: June 2024

Action 3:

Finalize financing and paperwork

- Expected Deadline: August 2024

Action 4:

Break ground on a building expansion

- Expected Deadline: April 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.

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.

Objective 3.3

Develop partnership oriented programs with the above connections.

Action 1:

Offer at least two partnership based programs each year.

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

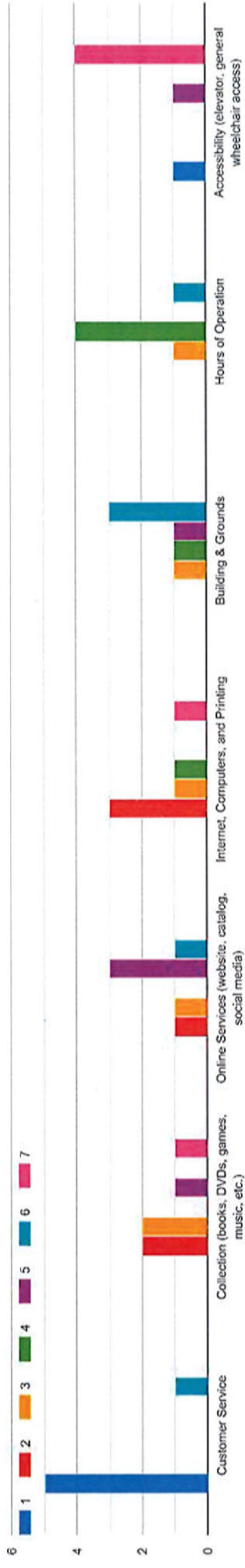
Q: From a staff perspective, what could be changed to help Henika grow in the future?

- 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.

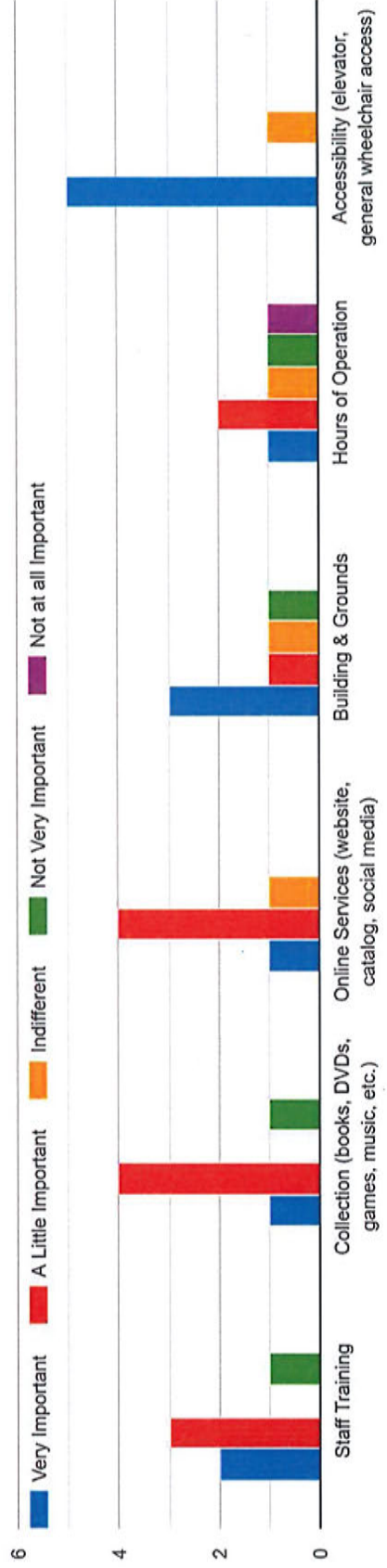
- Building accessibility (if I could only pick one thing it would be this). I cringe every time I hear an elderly patron slowly climb the stairs, fearing that they will fall. I would love for all patrons to be able to access our materials without physical barriers that prevent them from entering the 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



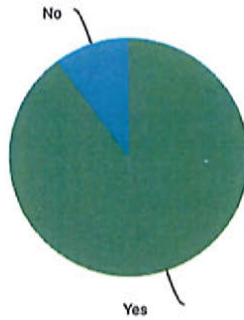
How important would the expansion or addition of the following attributes or services be to you as a staff member?



Community Survey Response Summaries

Q1 Do you have a library card?

Answered: 228 Skipped: 0



ANSWER CHOICES

Yes

No

TOTAL

RESPONSES

89.91%

10.09%

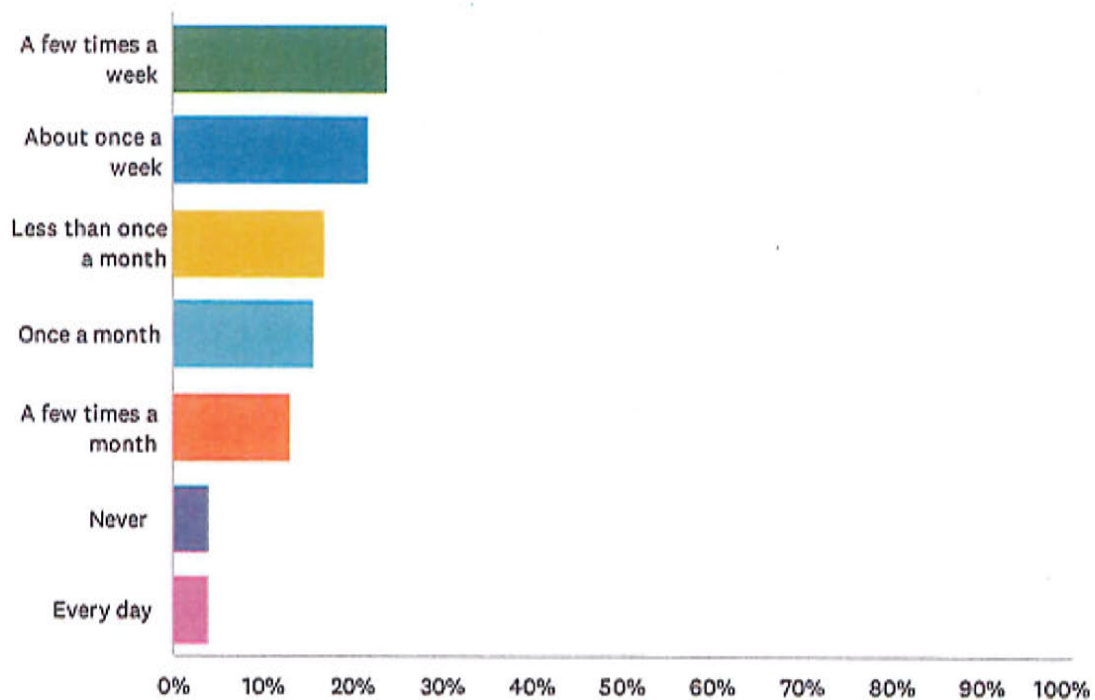
205

23

228

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

Answered: 228 Skipped: 0



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 TO ADOPT HENIKA DISTRICT LIBRARY STRATEGIC PLAN 2023-2026

- WHEREAS:** the Henika District Library (“the Library”) requires the development and adoption of a strategic plan that presents the goals and aspirations of the Library community and all its contributors; and
- WHEREAS:** the Library Planning Committee, working with the staff, director, Lakeland Library Cooperative Director, and community, has completed a comprehensive year-long project and presented to the Henika District Library Board of Trustees (“the Board”) its recommended Strategic Plan for 2023-2026; and
- WHEREAS:** the Board has reviewed the plan in detail and made any necessary changes; and,
- WHEREAS:** the Board deems the final draft of the plan to be comprehensive, appropriate, aspirational, and strategically sound; now, therefore, be it
- RESOLVED:** that the Henika District Library Board of Trustees hereby accepts the 2023-2026 Strategic Plan for Henika District Library as presented by the leadership of the Library Planning Committee and modified in part by the Board membership, and commends all persons who participated in the development of the Strategic Plan for their dedication and commitment to the future of Henika District Library.

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

Ayes:

Nays:

Absent:

Secretary or Treasurer Certification: _____

SALARY AND RAISE POLICY

Salaries and hourly rates will be set by the Director at the guidance of the Library Board. The salary range for each position will be as follows:

Director: \$47,000 - \$60,000 annually

Department Supervisor: \$38,000 - \$45,000 annually

Circulation Supervisor: \$15 - \$18 per hour

Circulation Assistant: \$13 - \$16 per hour

Page: \$12-15 per hour

Raises will be given at the beginning of each fiscal year based upon the performance evaluations done the previous December, provided that the projected revenue for the year ahead can cover the increase in budgeted salary. Based on performance, employees will receive a raise of up to 5% at the director's discretion until their maximum salary or hourly rate has been reached. Raises more than 5% can be given with board approval. Director raises are decided by the board.

In years when the budget cannot support the above raises or the employee has reached the maximum salary or hourly rate for their position, a one time bonus may be given to the employee in lieu of a raise.

*Adopted: 10/1/02
Revised: 8/11/05
Revised: 1/10/19
Revised: 8/13/20
Revised: 1/11/22
Revised 11/15/22*

Henika District Library Budget Amendment #4 FY 2022

Revenue Increase + \$2,895

| | | <u>Current</u> | <u>Difference</u> | <u>Amended</u> |
|------------------|---|---------------------|-------------------|---------------------|
| Income | | | | |
| 101-790-400502 | Federal E-Rate | \$4,450.00 | +\$470 | \$4,920.00 |
| 101-790-400540 | State Aid | \$13,478.00 | = | \$13,478.00 |
| 101-790-400581.C | City Contribution | \$170,000.00 | = | \$170,000.00 |
| 101-790-400581.T | Township Contribution | \$195,500.00 | +\$470 | \$195,970.00 |
| 101-790-400601 | Copies | \$1,310.00 | +\$350 | \$1,660.00 |
| 101-790-400602 | Faxes | \$1,007.00 | +\$500 | \$1,507.00 |
| 101-790-400656 | Penal Fines | \$30,000.00 | = | \$30,000.00 |
| 101-790-400657 | Fines | \$590.00 | +\$320 | \$910.00 |
| 101-790-400665 | Interest Income | \$800.00 | +\$600 | \$1,400.00 |
| 101-790-400691 | Donations | \$7,950.00 | +\$60 | \$8,010.00 |
| 101-790-400692 | Miscellaneous Revenue | \$1,300.00 | +\$25 | \$1,325.00 |
| 101-790-400693 | Book Sale | \$575.00 | +\$100 | \$675.00 |
| | Transfer From Fund Balance | \$100,000.00 | = | \$100,000.00 |
| | Transfer from Laverne Johnson Book Fund | \$10,000.00 | = | \$10,000.00 |
| | Total | \$536,960.00 | +\$2,895 | \$539,855.00 |
| Expenses | | | | |
| 101-790-700702 | Payroll | \$180,000.00 | = | \$180,000.00 |
| 101-790-700710 | Employee Benefits | \$26,000.00 | +\$300 | \$26,300.00 |
| 101-790-700715 | Payroll Liabilities | \$14,000.00 | = | \$14,000.00 |
| 101-790-700727 | Postage | \$1,000.00 | = | \$1,000.00 |
| 101-790-700728 | Supplies | \$10,000.00 | +\$325 | \$10,325.00 |
| 101-790-700740 | Furnishings | \$6,000.00 | = | \$6,000.00 |
| 101-790-700740 | Equipment | \$18,000.00 | = | \$18,000.00 |
| 101-790-700740 | Materials | \$31,100.00 | +\$600 | \$31,700.00 |
| 101-790-700801 | Advertising & Promotion | \$2,850.00 | +\$250 | \$3,100.00 |
| 101-790-700805.1 | Accounting | \$11,000.00 | = | \$11,000.00 |
| 101-790-700805.2 | Bank Charges & Fees | \$50.00 | +\$50 | \$100.00 |
| 101-790-700806 | Technology Support | \$3,370.00 | +\$160 | \$3,530.00 |
| 101-790-700808 | Building and Grounds Maintenance | \$18,700.00 | +\$300 | \$19,000.00 |
| 101-790-700850 | Communications | \$2,690.00 | +\$310 | \$3,000.00 |
| 101-790-700910 | Building & Liability Insurance | \$3,000.00 | = | \$3,000.00 |
| 101-790-700920 | Public Utilities | \$9,000.00 | +\$300 | \$9,300.00 |
| 101-790-700933 | Equipment Repairs and Maintenance | \$3,500.00 | = | \$3,500.00 |
| 101-790-700954 | Contractual Sevices | \$28,000.00 | = | \$28,000.00 |
| 101-790-700955 | Memberships & Training | \$6,000.00 | +\$300 | \$6,300.00 |
| 101-790-700956 | Programming | \$12,700.00 | = | \$12,700.00 |
| 101-790-700970 | Capital Outlay | \$150,000.00 | = | \$150,000.00 |
| | Total | \$536,960.00 | +\$2895 | \$539,855.00 |



Strategic Partner Analysis



Breaking News: New State Law Limits Employer Contributions to Public Employee Health Insurance

Governor Snyder is expected to sign a new law that will limit public employer contributions to employee health insurance, effective January 1, 2012. This law will apply to all public libraries in the state. The "Publicly Funded Health Insurance Contribution Act" provides two mechanisms that limit employer contributions to healthcare: a "hard cap" and an optional "80/20" plan. The Act applies to "medical benefit plans" that provide payment of medical benefits, including, but not limited to, hospital and physician services, prescription drugs, and related benefits. Unlike an earlier version of the bill that eventually became this law, the Act does not apply to dental or vision care plans.

Q: What employers are affected by the Act?

The new law applies broadly to "public employers." Legislators appear to have set their sights on every public employer, because the Act will apply to local units of government, political subdivisions of the state, and "any intergovernmental, metropolitan, or local department, agency, or authority, or other local political subdivisions." Also included are school districts, community or junior colleges, and certain other institutions of higher education. Although not specifically mentioned in the Act, it is reasonable to include public libraries in the broad definition of "public employer."

The Default Limit: The Hard Cap

The Act is drafted to apply a maximum that a public employer may pay towards public employee health care costs. The limit on a public employer's total contribution for employee health insurance that will apply, if the library's governing body takes no action (see below), will be equivalent to:

- \$5,500 times the number of employees with single coverage, plus
- \$11,000 times the number of employees with two person coverage, plus
- \$15,000 times the number of employees with family coverage.

The amount necessary to purchase health insurance for employees that exceeds this "cap" must be paid by employees.

Q. How is the remaining cost recovered from employees?

The remaining 20% of the cost is to be recovered through payments by the employees. These payments may be spread evenly or different classifications of employees may be asked to pay a lesser or greater percentage of the cost as long as the total 20% is recovered.

Q: What employer costs count toward the cap?

The annual premium or illustrative rate and any payments for reimbursements of co-pays, deductibles, or payments into Health Savings Accounts, Flexible Spending Accounts, or similar accounts used for health care are included as employer costs. Benefits provided to retired employees are not included.

Q: Will the caps ever change?

Yes. The State Treasurer will adjust the caps each October 1 based on the change in the medical care component of the U.S. Consumer Price Index. The newly adjusted caps will be effective January 1. The past few years, the medical care component of the Consumer Price Index has risen 12-15% a year, so it is likely that caps will rise significantly.

Q: How can employers and employees plan for and manage the annual change in contributions?

The adjustment of the cap could be viewed as a way to encourage employer-employee cooperation in plan selection and cost maintenance or reduction: if the plan increase for the year is less than the change in the Consumer Price Index, employees may in fact see their contribution rate slow or drop.

The 80/20 Plan

Q: How does an employer elect the 80/20 plan?

The employer's governing body may, by a majority vote, elect to limit its healthcare contributions differently. Instead of the hard cap described above, the employer could simply elect not to pay more than 80% of the total annual cost of the medical benefit plans it offers, without regard to how much that means per employee with single, double, or family coverage.

Q: What employer costs are counted toward the 80/20 calculation?

Included. The annual premium or illustrative rate *and* any payments for reimbursements of co-pays, deductibles, or payments into Health Savings Accounts, Flexible Spending Accounts, or similar accounts used for health care.

Not Included.

- Benefits provided to retired employees
- Beneficiary- or employee paid copayments, coinsurance, deductibles, other out-of-pocket expenses, other service-related fees that are assessed to the coverage beneficiary, or payments into Health Savings Accounts, Flexible Spending Accounts, or similar accounts used for health care
- Healthcare contributions for employees covered by a contract or agreement in effect **before September 15, 2011.**

Opting Out

Although the new law imposes a maximum that public employers may contribute to employee health care costs, it also provides a mechanism for public employers to opt out of the Act's requirements—and therefore determine on their own how much to contribute to employee health insurance. Not all public employers will be able to take advantage of it, however.

Q: How does an employer opt out?

This mechanism permits a "local unit of government" to exempt itself from the requirements of the Act for a one year period by a **two-thirds** vote of its governing body. A new two-thirds vote would be required to extend the exemption in each subsequent year. By opting out, the local unit of government would be able to determine on its own how much it contributes to employee health insurance, without reference to hard caps or the 80/20 split set out in the Act.

Q: Who can opt out?

The Opt Out provision is available only to "local units of government," defined as cities, villages, townships, or counties, municipal energy utilities, public airport authorities, and the Huron-Clinton

Metropolitan Authority. Thus, libraries, other authorities, drain commissions, and school districts will be **unable** to opt out. This puts libraries in the difficult position of having to balance the cost of health care with their employees' ability to pay. In some cases, libraries may have to reduce benefits in order to make health insurance affordable for some employees.

Special Issue: Contrary contract terms

Q: A collective bargaining agreement requires employer contribution that results in total contribution that exceeds the limits—is this contract term still valid?

The Act will not apply to health insurance provisions for employees covered by a collective bargaining agreement or other contract that is in effect on **September 15, 2011**. The Act's limits will, however, apply when those "grandfathered" agreements or contracts are extended, renewed, or amended. In the meantime, amounts expended for medical benefit plans under such contracts or agreements are excluded from the calculation of the public employer's maximum payment under the 80/20 provision, if that provision is applied for other employees.

Q: How will the Act's requirements affect what can be negotiated at the bargaining table?

Beginning **September 15, 2011**, a collective bargaining agreement or other employee contract may not contain terms contrary to the Act. This means that negotiation for contribution term that would result in the employer's overall contributions exceeding the Act's limits is prohibited. There will likely be some debate over the obligation of an employer to bargain over the **effect** of adopting the 80/20 provision, since the Act allows the employer to apportion the 20% contribution among employees. The Act's language would seem to prohibit even that possibility, however, since it provides that the employer shall apportion its 80% contribution to health care costs "as it sees fit."

Loose Ends

Q: Do public employers have any discretion under the Act?

Although there are some special rules for elected officials, if a public employer does not opt out of the Act's requirements, which libraries may not, a public employer generally may allocate its contributions among its employees as it sees fit, requiring certain employees to contribute more than others. The force of the Act is an absolute limit on how much an employer may contribute overall, not a hard and fast mandate as to how much each employee must contribute. Therefore, employers may use this discretion to allocate costs to reflect an understanding that some employees may not be able to afford or contribute as much as others, based on salary and hourly wages.

The Act establishes an absolute limit on amounts an employer may contribute *overall*, not necessarily a mandate as to how much *each employee must contribute*.

Ultimately, 'who pays how much' is a policy decision, not governed by this new law: as long as overall costs do not exceed the caps or 80/20 limits, each employee or group of employees could be treated differently. An employer could therefore pay \$6,000 toward one employee's single coverage plan, and \$5,000 toward another employee's single coverage plan, because the overall contribution is not higher than \$5,500 per employee with single coverage. Similarly, an employer may pay 90% of one group of employee's medical benefit plan and 70% of another, so long as the employer's overall contribution does not exceed 80% of the *total costs*.

Q: Are there penalties for failing to comply with the Act or opting out of the Act's requirements?

Opting out and failing to comply with the Act are two different things. If an employer is a "local unit of government" and opts out, there are no penalties. However, certain employers who do not opt out and still fail to comply with the Act do face penalties. If an employer receives state school aid or payments under the economic vitality incentive program (which replaces the statutory revenue sharing system) fails to comply with the Act, those payments would be reduced by 10% as long as the employer is noncompliant. No other forms of state aid, including aid to libraries, appear to be affected or reduced.

There remains an open question as to the consequences for a public employer who is not affected by the penalty provision, who chooses not to comply with the Act's requirements, including whether the public employer could be challenged for failure to comply with the law. As yet, it is unclear how such an issue might be raised. The Act does not confer standing on individuals or the Attorney General to challenge a library's failure to comply and it is difficult to identify a possible special injury or right or substantial interest that would be detrimentally affected in a manner different than any other person, as is required to satisfy standing requirements in Michigan courts. That said, we do not encourage libraries to ignore this Act.

Q: How will employees pay their share?

The Act permits payroll deductions and authorizes employers to condition eligibility for the medical benefit plan on the employee's authorizing the deduction.

Q: How should the employer make its contributions: monthly or in a lump sum payment?

This will be a matter up to the employer. The Act does not provide guidance on this issue, which raises some practical concerns. If an employer reaches its maximum contribution amount before the end of the year, it is unclear what would happen if an employee somehow stopped paying for coverage: would the employee be entitled to maintain coverage and if so at what rate. Although it is still far too early and difficult to give blanket advice as to a best practice, it is likely that spreading contributions out evenly over the year and deducting the employees' share from payroll in a similar fashion will avoid having to determine what coverage is available to an employee whose coverage lapses for lack of payment and at what rate.

Q: How can employers determine whether and how to use the hard cap or the 80/20 plan, or, if possible, opt out of the Act's requirements?

Employers should reflect on a number of things:

- State of the overall budget
- Healthcare costs in preceding years—whether some of those costs will be included in calculating employer contribution under the Act and if so what the difference in payments would be
- Whether and to what extent employees are contributing on average now as a percentage of overall cost or average cost per single, double, and family coverage employee
- Whether employer costs are fairly predictable or are they tied to variable amounts of reimbursement
- Whether and to what extent penalty provisions will apply if the Act's requirements are not met

If you would like more information about this new law, don't hesitate to ask!

You can read the most recent version of the bill (originally Senate Bill 0007), on the Michigan Legislature's [website](http://www.legislature.mi.gov) at <http://www.legislature.mi.gov>.

You can—and should—discuss the practical and legal issues surrounding this new law with your attorney, as well, because it will undoubtedly present many challenges in budget costs and at the bargaining table in the months and years to come.

The Authors

This Strategic Partner Analysis was brought to you by Stephen Schultz and Helen “Lizzie” Mills of Fahey Schultz Burzych Rhodes PLC, a law firm formed specifically to provide legal services to municipalities and libraries the State of Michigan. Fahey Schultz is a frequent contributor and advisor to the Michigan Library Association and to libraries across Michigan. This publication is intended for informational purposes only. This communication highlights specific areas of law, and is not legal advice. The reader should consult an attorney to determine how the information applies to any specific situation.



Stephen O. Schultz is a founding partner of Fahey Schultz Burzych Rhodes PLC. Stephen has represented libraries and other municipalities for over 30 years. He is a frequent speaker and writer on matters of library law and labor and employment law.



Helen “Lizzie” Mills joined the library and municipal practice groups at Fahey Schultz Burzych Rhodes PLC in 2010, after graduating second in her class at the Thomas M. Cooley School of Law.



4151 Okemos Road
Okemos, MI 48864
General: (517) 381-0100

Estimated 2023 Employer Benefits Cost Breakdown w/ cap

| Employee | Monthly Rate | Yearly Cost | <u>Medical</u> Yearly Cap | Total Employer Yearly | Total Employee Yearly |
|-----------------|---------------------|--------------------|--------------------------------------|------------------------------|------------------------------|
| Cierra | \$497.26 | \$5,967.12 | \$7,043.89 | \$5,967.12 | \$0.00 |
| Becky | \$538.53 | \$6,462.36 | \$7,043.89 | \$6,462.36 | \$0.00 |
| Total | \$1,035.79 | \$12,429.48 | | \$12,429.48 | |

Estimated 2023 Employer Benefits Cost Breakdown 80/20

| Employee | Monthly Rate | Monthly Employer 80% | Medical Employee 20% | Total Employer Yearly | Total Employee Yearly |
|-----------------|---------------------|-----------------------------|---------------------------------|------------------------------|------------------------------|
| Cierra | \$497.26 | \$397.81 | \$99.45 | \$4,773.70 | \$1,193.42 |
| Becky | \$538.53 | \$430.82 | \$107.71 | \$5,169.89 | \$1,292.47 |
| Total | \$1,035.79 | \$828.63 | \$207.16 | \$9,943.58 | \$2,485.90 |

**RESOLUTION TO ADOPT 80% / 20% EMPLOYER/EMPLOYEE HEALTH CARE COST
OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED
HEALTH INSURANCE CONTRIBUTION ACT**

WHEREAS, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Henika District Library Board has decided to adopt the 80% / 20% option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED the Board of the Henika District Library elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year January 1st, 2023 through December 31st, 2023.

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

Ayes:

Nays:

Absent:

Secretary or Treasurer Certification: _____