

# AGENDA

Henika District Library  
Board of Trustees Meeting  
September 12th, 2023 at 6:30 pm

## **I. Call to Order**

Members Present:

Members Absent:

Staff Present:

Guests:

## **II. Approval of Agenda (M)**

## **III. Community Opportunity to Address the Board**

## **IV. Approval of Meeting Minutes**

A. August 2023 Regular Meeting Minutes (M)

B. August 2023 Special Meeting Minutes (M)

## **V. Financial Reports**

A. August 2023

- Approval of Paid Bills (M)
- 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. Building and Grounds Committee Meeting 8/15

B. Finance Committee Meeting 8/30

**VIII. Unfinished Business**

A. Roof Proposals

- a. Property Revolution
- b. Green Built Roofing
- c. Premier Roofing

**IX. New Business**

A. Budget Amendment #3

**XI. Around the table**

**XII. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
August 8, 2023 at 6:30 pm

**Members Present:** Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maris Musgrave, Sarah Powell, Danielle Simmons

**Members Absent:** None

**Staff Present:** Cierra Bakovka – Director

**Guests:** Bruce Dempsey, Brianne Pitchford (Triangle Construction), Mike Myers (Triangle Construction), Josiah Badger (Property Revolution)

- I. Call to Order: Meeting called to order at 6:30 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Byville. All yes, motion passed.
- III. Community Opportunity to Address the Board: Bruce Dempsey shared comments on the roofing proposal. Dempsey suggested trying to get as much warranty as possible and encouraged the board to go with a certified vendor to get GAF's Golden Pledge Warranty. Dempsey also recommended getting more proposals to compare warranty options and consider looking into GAF UHDZ, which are a slightly better shingle.
- IV. Approval of Meeting Minutes
  - a. Approval of July 2023 Regular Meeting Minutes motioned by Byville and seconded by Augustin. All yes, motion passed.
  - b. Approval of July 2023 Special Meeting Minutes motioned by Augustin and seconded by Byville. All yes, motion passed.
- V. Financial Reports for July 2023
  - a. Credit Card Detail Report was reviewed. Charges related to ALA were Way.com for parking and Hampton Inn for lodging. The Book Depot charge was for purchasing more books for summer reading finisher prizes.
  - b. YTD Budget vs. Actuals was reviewed. There will likely be a budget amendment presented within the next few months.
  - c. United Bank Accounts were reviewed.
  - d. Approval of paid bills motioned by Byville and seconded by Fryling. All yes, motion passed.

## VI. Director's Report

- a. Bakovka shared that all the staff is now fully certified in First Aid/CPR for adults, infants, and pediatric. The staff meeting after the training went well and the staff is looking forward to future staff meetings.
- b. Monthly Statistics were reviewed. The most popular day in July was Monday. There were 390 program attendees in July; this is lower than last July because Main Street Celebration was in July last year. Summer Reading is still going strong; signups are a little less than last year, but the finisher rate is much higher.
- c. The Youth Services report was reviewed. Tie-Dye day was covered by Sarah and had 40 people participate. Sarah and Tori had 10 attendees for teen popsockets. The photo scavenger hunt only had 2 attendees. Captain Joel's Magic Show was great and had 46 attendees. Spash-a-palooza had 40 attendees. Tori will be bringing back most of the programs Becky did last school year. QR codes are being provided to the local schools for signing up for library cards; Bakovka has heard back from the principals at most schools and will reach out to the high school and St. Therese again.
- d. The Adult Services report was reviewed. Window hangs and woven coasters were popular craft events. The author talk only had a few attendees but was fantastic. Bingo brunch had family participation. Faith is adding Brain Workouts kits that are geared toward patrons with memory or dexterity issues.
- e. The Circulation report was reviewed. July had the most checkouts in one month compared to monthly checkouts from the past 5 years. There were 19 new patron accounts added in July. Most categories are continuing to trend upwards aside from DVDs and physical audiobooks.

## VII. Committee Reports

- a. Finance Committee Meeting 7/24
  - i. The Finance Committee met to discuss the draft budget for F/Y 2024 and recommended the draft budget to be presented to the board at the August meeting.

## VIII. Unfinished Business

## IX. New Business

- a. F/Y 2024 Budget
  - i. The draft budget for 2024 budgets for a slight income increase, accounts for employee raises, reflects the increased cost of employee benefits, and increases the Communications line item due to the grant for hot spots no longer being available. Hot spots cost about \$250 per month for 10 hot spots, which are highly

utilized. Fryling inquired about the reduction in the supplies budget. Bakovka explained that we are on track to spend less than budgeted this year despite already recording expenses that are not expected annually, such as the bulk ordering of new library cards. Augustin noted the Finance Council discussed the reduction of the Memberships and Training budgeted amount and that the amount can be reconsidered throughout the year.

- ii. Adoption of Resolution 2023-4 motioned by Musgrave and seconded by Kuhn. Resolution 2023-4 read aloud by Musgrave. A roll call vote was conducted. All yes, motion passed.
  1. Byville YES
  2. Simmons YES
  3. Powell YES
  4. Musgrave YES
  5. Fryling YES
  6. Marsh YES
  7. Augustin YES
  8. Kuhn YES
- b. Triangle Proposal – Construction Management
  - i. Brianne and Mike presented the proposal from Triangle Construction, which offers a phased approach. The Building and Grounds Committee has spent months determining how to make a potential growth of library space happen and has determined that we are at the point where we need guidance and help in planning, so we are seeking construction management services. Triangle Construction would partner with an architect for the design but can start with broad ideas to get an idea of cost before even bringing an architect on board. Awarding the project of construction management service to Triangle motioned by Augustin and seconded by Powell. A roll call vote was conducted. Seven yes, zero no, one absent, motion passed.
    1. Simmons YES
    2. Powell YES
    3. Musgrave YES
    4. Fryling YES
    5. Marsh YES
    6. Augustin YES
    7. Kuhn YES
    8. Byville absent at time of vote
- c. Property Revolution Proposal – Insurance Claim for Roof
  - i. Bakovka filed a claim with the insurance company for the hail damage from the April storm. We have a \$500 deductible and have already been sent the initial check. Property Revolution put together a proposal for us to review and Josiah Badger presented the proposal. The proposal involves replacing the roof and the gutters and window wraps that were damaged. GAF HDZ shingles

were recommended, but there is also an upgraded shingle called UHDZ that can be used at no additional cost. Property Revolution offers a one-year workmanship warranty, and the roof would also be covered by the GAF Silver Pledge warranty, which gives a 10 year workmanship warranty. With the presented proposal, Henika would not need to pay the \$500 deductible because the \$1200 fascia metal would not be done. Discussion ensued. The board agreed to table the proposal to collect more information and quotes.

X. Around the Table

- a. Simmons will not be at the September meeting.
- b. Powell thought it was a good meeting, appreciated the vendors coming in to share their proposals.
- c. Musgrave is grateful for the work of the Building Committee.
- d. Fryling reminded the Building Committee the next meeting is next Tuesday at 1pm.
- e. Bakovka had a fantastic time in Vegas; if they get on the show she may have to go back again. Super excited we are taking concrete steps forward.
- f. Marsh apologized for a poor choice of words during the meeting and clarified that he meant to point out that the installation crews are generally the same and that the difference is more so between the companies themselves including warranty. Marsh converted all of the outstanding CDs to the higher interest rates, even higher than discussed.
- g. Augustin would like the board members to bring their calendars to the next meeting to discuss potential adjustments of meetings for the remainder of the year if necessary. Good work everyone, making lots of progress.
- h. Kuhn had nothing to add.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:56 pm.

Henika District Library  
Meeting Minutes

Henika District Library  
Special Meeting: Budget Hearing  
August 8, 2023 at 6:00 pm

**Members Present:** Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maris Musgrave, Danielle Simmons

**Members Absent:** Sarah Powell

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 6:02 pm by Augustin.
- II. Approval of Agenda motioned by Byville and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: no community members present.
- IV. Roll Call Vote to Approve Proposed Budget
  - a. Set Mill Levies at 1.3511 mills
    - i. The millage rate can remain the same as last year.
    - ii. Approval to set mill levies at 1.3511 mills motioned by Augustin and seconded by Kuhn. A roll call vote was conducted. Seven yes, zero no, one absent; motion passed.
      1. Byville YES
      2. Simmons YES
      3. Musgrave YES
      4. Fryling YES
      5. Marsh YES
      6. Augustijn YES
      7. Kuhn YES
      8. Powell ABSENT
- V. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 6:08 pm.

# Monthly Check Register

As of August 31st

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
8.9.23	Absopure		Utilities	\$6.21
8.9.23	Allegan County News	Budget Hearing Notice	Ad/Promo	\$240.00
8.9.23	Amazon	Materials, Supplies, Programming	-SPLIT-	\$405.83
8.9.23	Baker & Taylor		Materials	\$1,312.12
8.9.23	City of Wayland		Utilities	\$57.20
8.9.23	Consumers Energy		Utilities	\$391.40
8.9.23	Coverall		Building & Gr.	\$555.00
8.9.23	Faith Fetty	Travel Reimburse	Mem/Train	\$32.10
8.9.23	MERS		Employee Ben.	\$1,194.15
8.9.23	Michigan Gas		Utilities	\$37.00
8.9.23	MicroMarketing	Audiobooks	Materials	\$179.99
8.9.23	MJA Landscape		Building & Gr.	\$451.00
8.9.23	Spectrum		Utilities	\$120.44
8.9.23	T-Mobile	Hotspots	Communications	\$271.39
8.9.23	Unique	Collections	Contractual Ser.	\$29.55
8.9.23	US Bank	Printer	Equipment	\$411.73
8.23.23	AF Group		Insurance	\$348.00
8.23.23	Allegan County		Contractual Serv	\$72.40
8.23.23	Amazon	Programming, Materials, Supplies	-SPLIT-	\$603.09
8.23.23	Baker & Taylor		Materials	\$391.58
8.23.23	Blue Cross		Employee Ben.	\$468.59
8.23.23	Cardmember Service	See CC Statement	-SPLIT-	\$1,469.36
8.23.23	Demco	Processing Supplies	Supplies	\$275.46
8.23.23	Herrick Library	Replacement	Contractual Serv	\$20.00
8.23.23	KCL		Employee Ben	\$57.69
8.23.23	Local Hop	Web Calendar/Registration	Ad/Promo	\$765.00
8.23.23	Michigan Gas		Utilities	\$39.01
8.23.23	MicroMarketing	Audiobooks	Materials	\$46.79
8.23.23	Sarah Champion	Mileage Reimbursement	Supplies	\$38.65





August 2023 Statement

Open Date: 07/15/2023 Closing Date: 08/15/2023



Visa® Business Cash Card

Account: [REDACTED]

Elan Financial Services  
BUS 30 ELN

1-866-552-8855

5 8 9

HENIKADISTRICTLIBRARY [REDACTED]

<b>New Balance</b>	<b>\$1,469.36</b>
<b>Minimum Payment Due</b>	<b>\$15.00</b>
<b>Payment Due Date</b>	<b>09/10/2023</b>

<b>Reward Points</b>	
Earned This Statement	4,123
Reward Center Balance as of 08/14/2023	10,919
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$3,530.68
Payments	-	\$3,530.68 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$1,469.36
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$1,469.36</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$15.00</b>
Credit Line		\$20,500.00
Available Credit		\$19,030.64
Days in Billing Period		32

Payment Options:



Mail payment coupon with a check

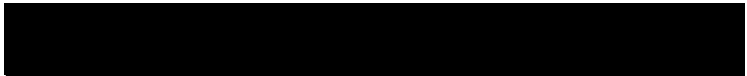


Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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



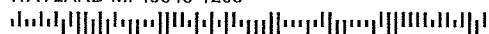
24-Hour Elan Financial Services: 1-866-552-8855

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

Account Number	[REDACTED]
Payment Due Date	9/10/2023
New Balance	\$1,469.36
Minimum Payment Due	\$15.00

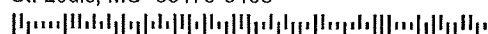
Amount Enclosed \$ \_\_\_\_\_

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



Elan Financial Services

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



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

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

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

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
  - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
  - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
  - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
  - ▶ We can apply any unpaid amount against your credit limit.

### Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

### Important Information Regarding Your Account

1. **INTEREST CHARGE:** Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the INTEREST CHARGE by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the ADB separately for the Purchases, Advances and Balance Transfer categories. To get the ADB in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the ADB of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the ADB calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the ADB calculation.
2. **Payment Information:** We will accept payment via check, money order, the Internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional INTEREST CHARGES, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.
3. **Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



**Business Cash**

**Rewards Center Activity as of 08/14/2023**

Rewards Center Activity*	0
Rewards Center Balance	10,919

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,470	17,314
First Purchase Bonus	2,500	2,500
2 Extra Points - Telecom & Office Supply	34	676
1 Extra Point - Restaurants & Gas	119	270
<b>Total Earned</b>	<b>4,123</b>	<b>20,760</b>

**Important Messages**

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

**Transactions** BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/17	07/14	9791	CANVA* I03846-32735363 HTTPSCANVA.CO DE	\$180.00	Supplies
07/20	07/18	7390	PEPPINOS PIZZA KENTWOO GRAND RAPIDS MI	\$118.98	mem/Train
07/24	07/22	1050	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
07/24	07/22	0767	MAKESTICKERS.COM 708-584-3976 IL	\$11.11	CS Supplies
07/24	07/21	9145	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
07/26	07/25	2272	TECHSOUP 4156339300 CA	\$468.00	Equip
07/31	07/28	8121	MEIJER # 026 JENISON MI	\$20.08	Supplies
07/31	07/29	1954	SQ *NB OUTLET Allendale Cha MI	\$23.32	YP
08/02	08/01	2515	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	CS
08/08	08/07	4095	CHECKR, INC CHECKR.COM HTTPSCHECKR.C CA	\$47.50	CS
08/09	08/08	9848	CANVA* I03871-41074963 HTTPSCANVA.CO DE	\$113.00	Supplies
08/10	08/09	1802	CANVA* I03872-37178569 HTTPSCANVA.CO DE	\$24.00	Supplies
<b>Total for Account</b> [REDACTED]				<b>\$1,064.13</b>	



August 2023 Statement 07/15/2023 - 08/15/2023  
 HENIKADISTRICTLIBRARY (CPN 001910551)

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**Transactions** FETTY, FAITH Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/24	07/24	4702	AMZN MKTP US*8A9GD1G13 AMZN.COM/BILL WA	\$254.44	AM
07/24	07/21	8714	AMZN MktP US*450468TF3 Amzn.com/bill WA	\$3.93	AM
07/28	07/26	8086	HARDING'S MARKET #3 WAYLAND MI	\$10.98	AP
08/01	07/31	5438	MEIJER # 191 PLAINWELL MI	\$3.29	AP
08/01	07/31	3062	WALMART.COM 8009666546 800-966-6546 AR	\$36.01	AP
08/07	08/05	6599	THRIFT BOOKS GLOBAL, L 253-275-2241 WA	\$10.25	AM
08/09	08/07	5200	HARDING'S MARKET #3 WAYLAND MI	\$4.78	AP
Total for Account				\$323.68	

**Transactions** SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
07/19	07/18	7955	JOANN STORES #2378 GRANDVILLE MI	\$9.47	AP
07/19	07/18	1619	JOANN STORES #2378 GRANDVILLE MI	\$15.42	VP
07/20	07/18	9358	IN *THE TOY SHELF GRANDVILLE MI	\$8.25	VP
07/24	07/22	6042	DOLLAR-GENERAL #9954 WAYLAND MI	\$7.95	VP
07/26	07/25	7128	Etsy.com - StickifyCli 844-6593879 NY	\$5.99	VP
08/03	08/02	0558	DOLLAR TREE KENTWOOD MI	\$5.30	VP
08/07	08/04	8514	TARGET 00020156 CALEDONIA MI	\$3.69	VP
08/07	08/04	9195	MEIJER # 199 877-363-4537 MI	\$15.42	VP
08/11	08/09	6329	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.18	VP
08/11	08/09	6402	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.30	VP
08/11	08/09	0400	MEIJER # 199 877-363-4537 MI	\$1.58	VP
Total for Account				\$81.55	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
07/31	07/28	0162	PAYMENT THANK YOU	\$3,530.68CR	
Total for Account				\$3,530.68CR	

2023 Totals Year-to-Date	
Total Fees Charged in 2023	\$0.00
Total Interest Charged in 2023	\$0.00



August 2023 Statement 07/15/2023 - 08/15/2023

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HENIKADISTRICTLIBRARY [REDACTED]

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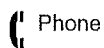
**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	25.24%	
**PURCHASES	\$1,469.36	\$0.00	YES	\$0.00	25.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

**Contact Us**



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



Questions

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



Mail payment coupon with a check

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



Online

myaccountaccess.com



## ACCOUNTANTS' COMPILATION REPORT

To The Board  
Henika District Library  
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of August 31, 2023, and the related Statements of Activities for the one month and eight months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

The Board has elected to omit substantially all the disclosures ordinarily required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Henika District Library.

**Walker, Fluke & Sheldon, PLC**  
Hastings, Michigan  
September 7, 2023

**Henika District Library  
Statement of Financial Position  
As of August 31, 2023**

**ASSETS**

**Current Assets:**

Cash-Checking	\$ 236,270.07
Cash-Savings	527,249.14
Certificate of Deposit - 740	52,127.35
Certificate of Deposit - 090	5,364.04
Certificate of Deposit - 104	5,364.04
Certificate of Deposit - 112	5,364.04
Certificate of Deposit - 120	5,364.04
Certificate of Deposit - 139	5,364.04
Certificate of Deposit - 344	1,021.39
Building Fund 171	3,076.46
Savings - Building Fund	101,949.35
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

**Total Current Assets**

**\$ 1,281,689.80**

**Total Assets**

**\$ 1,281,689.80**

Henika District Library  
Statement of Financial Position  
As of August 31, 2023

LIABILITIES AND NET ASSETS

**Current Liabilities:**

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

**Total Current Liabilities** \$ 335,000.71

**Net Assets:**

Fund Balance-Unrestricted	<u>762,554.00</u>
---------------------------	-------------------

**Total Net Assets-Beginning** 762,554.00

Change in Net Assets 184,135.09

**Total Net Assets** 946,689.09

**Total Liabilities and Net Assets** \$ 1,281,689.80



**Henika District Library**  
**Statements of Activities**  
**For the 1 Month and 8 Months Ended August 31, 2023**

	<u>Total Year Budget</u>	<u>1 Month Ended Aug. 31, 2023</u>	<u>8 Months Ended Aug. 31, 2023</u>	<u>Year-To-Date Variance</u>
<b>Revenues:</b>				
Township Revenue	\$ 206,841.00	\$ 68.18	\$ 206,909.00	\$ 68.00
City Revenue	178,000.00	0.00	160,444.75	(17,555.25)
State Aid	10,000.00	4,073.50	10,577.02	577.02
Penal Fines	30,000.00	2,722.20	22,820.87	(7,179.13)
Copier & Fax Income	1,474.00	407.14	2,777.01	1,303.01
Fines	265.00	163.60	749.64	484.64
Interest Income	2,800.00	1,260.73	7,825.97	5,025.97
Memorial Donations	210.00	15.00	327.57	117.57
Book Sales	150.00	89.57	893.75	743.75
Federal E-Rate	4,000.00	0.00	2,998.80	(1,001.20)
Grants	5,500.00	100.00	5,600.00	100.00
Miscellaneous Income	10,070.00	29,052.12	29,322.53	19,252.53
<b>Total Revenues</b>	<u>449,310.00</u>	<u>37,952.04</u>	<u>451,246.91</u>	<u>1,936.91</u>
<b>Employee Expenses:</b>				
Wages	200,000.00	21,934.56	123,642.44	76,357.56
Employee Benefits	35,000.00	1,720.43	18,765.63	16,234.37
FICA Expense	15,000.00	1,678.02	9,657.98	5,342.02
State Unemployment Tax	0.00	13.68	106.62	(106.62)
<b>Total Employee Expenses</b>	<u>250,000.00</u>	<u>25,346.69</u>	<u>152,172.67</u>	<u>97,827.33</u>
<b>Operating Expenses:</b>				
Memberships & Training	8,500.00	151.08	5,545.50	2,954.50
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,000.00	348.00	771.00	2,229.00
Programming	17,000.00	1,330.16	13,987.35	3,012.65
Office Supplies	10,000.00	1,043.07	5,271.65	4,728.35
Furnishings	11,000.00	0.00	5,674.98	5,325.02
Equipment	19,025.00	879.73	7,491.43	11,533.57
Materials	36,165.00	2,422.02	25,301.32	10,863.68
Accounting	14,520.00	370.00	8,541.80	5,978.20
Contractual Services	35,000.00	227.59	20,311.51	14,688.49
Communications	3,000.00	271.39	2,159.35	840.65
Technology Support	4,000.00	0.00	1,017.50	2,982.50
Advertising	2,650.00	240.00	1,867.43	782.57
Postage	400.00	0.00	202.20	197.80

See Accountants' Compilation Report

**Henika District Library**  
**Statements of Activities**  
**For the 1 Month and 8 Months Ended August 31, 2023**

	<u>Total Year Budget</u>	<u>1 Month Ended Aug. 31, 2023</u>	<u>8 Months Ended Aug. 31, 2023</u>	<u>Year-To-Date Variance</u>
Utilities	11,000.00	651.26	5,144.74	5,855.26
Maintenance-Building/Grounds	20,000.00	1,006.00	9,939.22	10,060.78
Maintenance-Equipment	4,000.00	0.00	1,709.00	2,291.00
Miscellaneous	0.00	0.00	3.17	(3.17)
<b>Total Operating Expenses</b>	<u>199,310.00</u>	<u>8,940.30</u>	<u>114,939.15</u>	<u>84,370.85</u>
<b>Total Expenses</b>	<u>449,310.00</u>	<u>34,286.99</u>	<u>267,111.82</u>	<u>182,198.18</u>
<b>Change in Net Assets</b>	<u>\$ 0.00</u>	<u>\$ 3,665.05</u>	<u>\$ 184,135.09</u>	<u>\$ 184,135.09</u>

See Accountants' Compilation Report



# Home

## Alerts

You have no alerts.

## Accounts

**PUBLIC FUND CASH MANAGEMENT CHECKING**      Current balance  
 XXXX7152      **\$236,493.06**

**PUBLIC FUNDS HIGH-YIELD SAVINGS**      Current balance  
 XXX013      **\$527,249.14**


**BUILDING FUND**      Current balance  
 XXX212      **\$103,133.30**

**TIME DEPOSIT**      Current balance  
 XXXX874      **\$52,258.29**

**TIME DEPOSIT**      Current balance  
 XXXX882      **\$30,999.68**

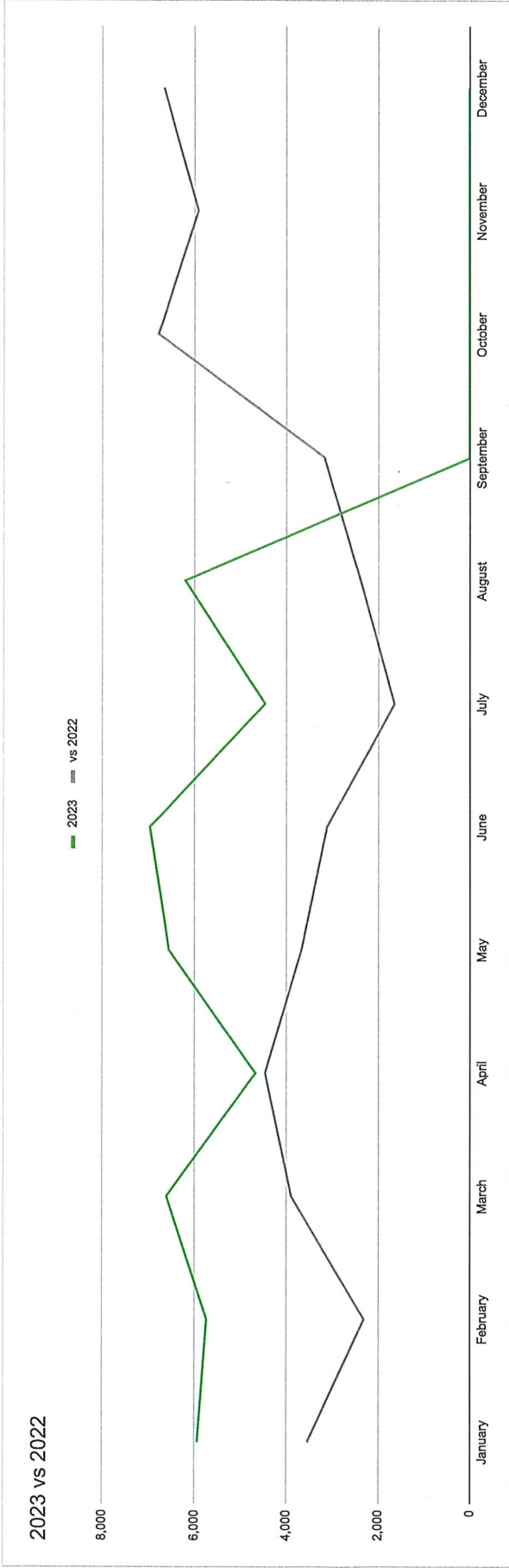
### United Bank

900 East Paris Ave SE | Grand Rapids, MI 49546 | 616.559.7000 | 800.968.1990

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WEEKDAY TRAFFIC STATS 23



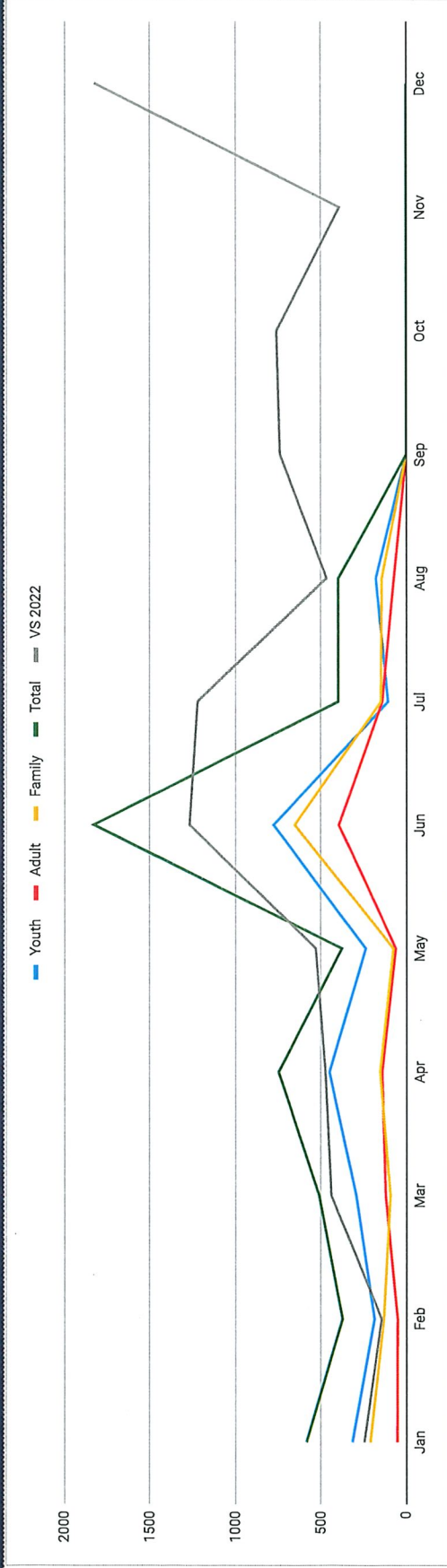
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	6,204	0	0	0	0	47,161	5,895
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December
Monday	264	340	270	207	236	344	250	379	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	273	381	342	215	303	278	181	203	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	213	244	327	220	283	332	218	298	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	372	327	283	278	355	236	206	232	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Friday	155	175	174	131	177	225	184	154	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	139	113	106	93	140	212	115	102	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Program Attendance 2023

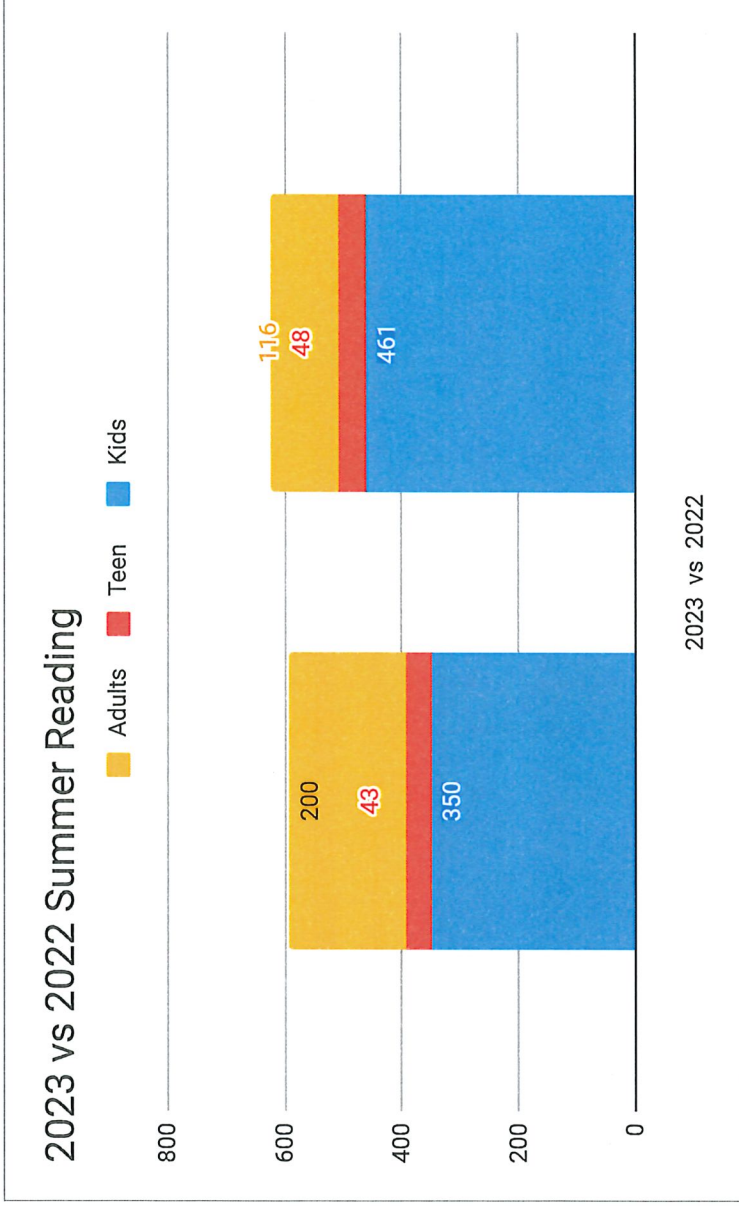


Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	317	188	295	451	240	778	107	180	0	0	0	0	2556
Adult	54	52	122	143	62	396	142	73	0	0	0	0	1044
Family	214	134	94	155	76	655	150	145	0	0	0	0	1623
Total [1]	585	374	511	749	378	1,829	399	398	0	0	0	0	5223
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Yearly Increase	237%	258%	116%	158%	71%	144%	33%	85%	0%	0%	0%	0%	61%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	307	183	292	419	232	414	70	164	0	0	0	0	2081	173
Youth Reading	10	5	3	7	8	364	37	16	0	0	0	0	450	38
Youth Take-Home	0	0	0	25	0	0	0	0	0	0	0	0	25	2
Adult In-Person	45	52	116	143	62	64	70	67	0	0	0	0	619	52
Adult Reading	9	0	3	0	0	166	36	3	0	0	0	0	217	18
Adult Take-Home	0	0	3	0	0	166	36	3	0	0	0	0	208	17
Family In-Person	118	12	39	32	6	624	94	74	0	0	0	0	999	83
Family Take-Home	96	122	55	123	70	31	56	71	0	0	0	0	624	52



## Summary

	June	July	August	Total	VS 2022
Kids	320	27	3	350	461
Teen	38	4	1	43	48
Adult	160	37	3	200	116
<b>Total [1]</b>	<b>518</b>	<b>68</b>	<b>7</b>	<b>593</b>	<b>625</b>

SUMMER READING STATS / Finished 2023

	2023			2022			2021		
	Participated	Finished	%	Participated	Finished	%	Participated	Finished	%
Children	350	186	53%	461	106	23%	90	29	32%
Teens	43	10	23%	48	9	19%	14	1	7%
Adults	200	93	47%	116	41	35%	39	11	28%
<b>Total</b>	<b>593</b>	<b>289</b>	<b>49%</b>	<b>625</b>	<b>156</b>	<b>25%</b>	<b>143</b>	<b>41</b>	<b>29%</b>

Sign Up inc 95%

Finisher Increase 185%

**August 2023**

**Youth Services Report**

**Tori Schreur, Youth Services Librarian**

**Wacky Water Science:** 15 attendees. I hosted this event outside with water related STEM activities. We built boats to see how many pennies they could hold before they sank. We made raincloud simulations using shaving cream, water, and food coloring. We learned about density and surface tension. The kids seemed to enjoy building boats and splashing in the water.

**Preschool Sensory Playtime:** 10 attendees. For this sensory play time we had lots of fun painting using different types of items as brushes. We used balloons, sponges, cotton balls, feathers, and many other items as our brushes. We also played with building blocks, a tunnel to crawl through, and balloons! The kiddos had a lot of fun!

**Seashell Painting:** 30 attendees. Everyone had a shell and their choice of different paints and glitters. This was a learning process for all of us as some of us may have used too much paint and/or glitter. I saw lots of different fun designs throughout the evening!

**SRP and Finale Party:** 69 attendees. This may be on the low end of statistics, as this accounts for patrons who ventured outside to our ice cream sundae bar! Between the guests who helped themselves to ice cream, and those who came inside to hear the raffles, we may not have gotten an accurate depiction. Overall, we had 186 children finish the reading program, 10 teens, and 93 adults. This was a significant increase from the previous two years.

**Preschool Storytime(s):** 25 attendees over three scheduled storytimes. Our first storytime of the month was “United”; a continuation of our “All Together Now” SRP theme. We read books about communities and cultures and how we can all work together. Our next session was about insects; we read books and sang songs about bugs. We even made a spider craft! Our last storytime centered around colors. This one was a hit! I had laminated (print-out) crayons all over the floor that the kids loved! After our stories about counting and colors, we made colorful caterpillars!

**Lil Wiggles:** 18 attendees. We had lots of fun singing and dancing! I brought the bubbles out, and we danced in the bubbles to some of our favorite songs. We also had bell wristlets and rice shakers that were a hit for the babies!

**Notebook Decorating for Teens:** 14 attendees. I brought a bunch of notebooks, wash tape, stickers, glue, tissue paper, and glitter for teens to decorate their notebooks for school. They had a lot of fun designing and showing off their notebooks they decorated. I even had teens



coming back the next week asking if we had any more materials/notebooks to work with. I would like to do this again

**After School Art:** 52 attendees. For my first After School Art, I was happy with this turnout. We made frisbees and practiced throwing them in the Kan Jam.

**1000 Books before Kindergarten:** 11 kids have moved onto the next step and 1 person has finished! She was so excited to be awarded her shirt and get her picture taken!

**Looking forward:** I'm looking forward to the month of September and getting a lot more kids in for after school events. I'm also looking forward to bringing back some of Becky's programs. We will be kicking off Library Card month on September 1st with Bingo. Reading Dragons begins September 5th and I'm going to try and really promote that program. Lego club starts back up on Wednesday, September 6th with After School Art continuing on September 7th and 21st. On Tuesday, September 12th, I will be hosting Preschool Sensory Playtime again with some new activities for the littles! Due to staffing shortages, I will have to cancel Lil' Wiggles, which I am a little disappointed in, because we had a lot of fun! We will have Henika Pokemon Trainers on the 13th and Storytime on the 14th and 28th. Last but not least, we will be hosting a "Touch a Truck" event to encourage library signups!

**AUGUST 2023**

**Adult Services Report**

**Faith Fetty, Adult Services Librarian**

### Programs & Attendance

#### **Green Cleaning (In-Person): 6**

I had only planned to fill a little time with basic background on green cleaning, but due to the number of participants this program went super-fast. The library tables ended up cleaner than before the event! We also had a few patrons call and request to take home the activity and handouts which I complied with.

#### **Linocut Print Making (In-Person): 16**

This was one of the programs I was worried would be too hard, but everyone's turned out so well! Rubber is a bit more difficult to capture small details in, but it ended up working just fine. I would suggest this as a future program, as it was fairly hands-off except for assisting with some small details.

#### **Harry Potter Trivia @ McDuff's Bar & Grille (In-Person): 17**

Other than a couple incorrect/technically correct questions (an oopsie on my part) I think it went pretty well! Would have benefitted from having access to a screen/microphone, but overall no major hiccups. In the future, include harder questions for Harry Potter or everyone will score 95%+.

#### **Strokes of Genius (In-Person): 18**

My last Strokes of Genius painting class was I think the best of them all. Everyone's turned out really well! Taught patrons how to deconstruct an existing image they'd like to paint by cutting out pieces of the main elements.

#### **Seniors @ Sawmill Estates (In-Person): 6**

For my visit to Sawmill Estates this month, I brought along a couple of our new memory care Brain Workout kits. We played cat bingo and a turnip memory game. Everyone liked cat bingo the most and we were surprised by how many cat breeds exist (there are about 70). A good visit, was given goodbye hugs from the residents. They are looking forward to meeting our new librarian!

#### **Bingo! Brunch (Family In-Person): 5**

A bit of a smaller crowd this week, but we had a good time. We learned some new bingo formations such as a Picture Frame (spaces surrounding the free space) and a Six Pack (any six spaces in a 3x2 formation).

### **Summer Reading Program Finale (Family In-Person): 69**

We learned a valuable lesson: serve ice cream INSIDE or the bees will get you! On the bright side, lots of fun was had in the water activities we had set up. I would suggest in the future having at least 3 people dedicated to running the finale party.

### **Seed Library (Passive): 3 People, 8 Packets**

The Seed Library is closed for the season! We round out the season having given 573 packets to at least 94 patrons/households. The Seed Library will reopen in March 2024.

### **Total Program Participants: 140**

### **August Reflection**

A strong end to the summer! Lots of fun programs without many hiccups this month.

I finished a project that has been in the making for a little bit and gave the Free Little Library a bit of a face lift! It received new paint, new hinges, and a new doorknob.



### **Looking Forward**

There are adult programs scheduled through October. These are all either simple programs to be led by Cierra/the new Adult Services Librarian or are outside programmers (Tobin Buhk, GR Ghost Hunters, and Cindy Semark) that will only require setup and breakdown.

I wrote an Adult Librarian Services Guide (located in the Staff Forms on Google) and a Start Here document as well to help with the transition to a new hire.

### **Goodbye Henika**

I have thoroughly enjoyed my time with Henika and am grateful for the opportunities and experiences I have gained during my tenure here. I have grown both as a person and professionally in this position. It is only after extensive and careful consideration that I decided to pursue new challenges and opportunities in my career. I want to express my sincere gratitude for the support and guidance I have received from everyone at Henika District Library and the community surrounding it. It really has been my favorite job working with everyone here and I will certainly miss coming into work at Henika.

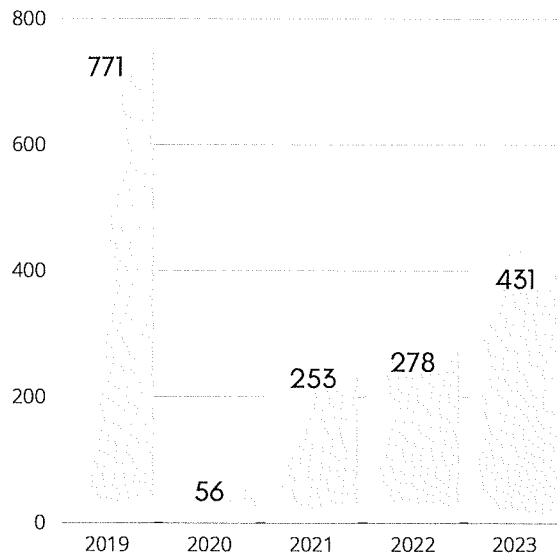
You will all certainly still see me around as I have made what I hope to be life long friends here and will continue to volunteer at Country Cat Lady. Never hesitate to say hi and stop for a chat if you see me! And if you find yourself on campus at WMU stop in and say hi at Waldo Library!

# August 2023

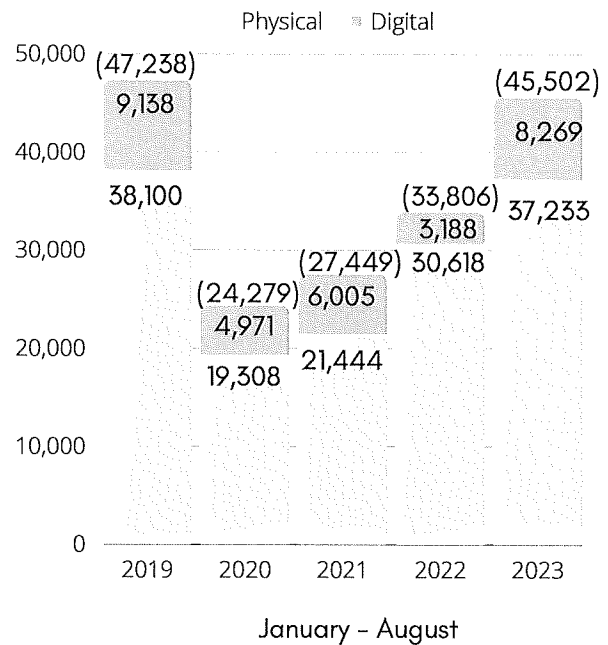
Our overall Circulation YTD numbers continue to improve last August's numbers by 11,697. Categories showing the most growth from last year during the month of August include: MeL Items; which have circulated at almost double the rate that they did last August, Youth DVDs; which have circulated at almost 3 times the amount that they did last August, and Juvenile Audiobooks which have circulated about 15 times the rate that they did last August. Other categories showing noticeable growth from last August include: Adult Print, Tween Print, Juvenile Print, Video Games, Board Games, Special Collection Items, General DVDs, Teen eBooks, and Teen eAudiobooks. Categories that are trending downward this August include: Teen Print, Adult Audiobooks, Adult eBooks, Juvenile eBooks, and Teen eAudiobooks. Additionally, our computer sessions are up by 153 sessions from last August! I anticipated our overall circulation rates will continue to rise with the start of the 2023 school year along with our computer sessions.

Courtney Schenkuizen - Circulation Supervisor

## Computer Sessions



## Circulation YTD:



Henika has 2,601 total patron accounts. 472 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

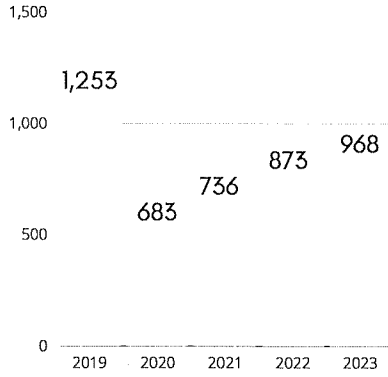
175 Patron accounts added YTD  
 22 Patron accounts added in August

- 14 *Wayland City*
- 6 *Wayland Township*
- 2 *Non-Resident*

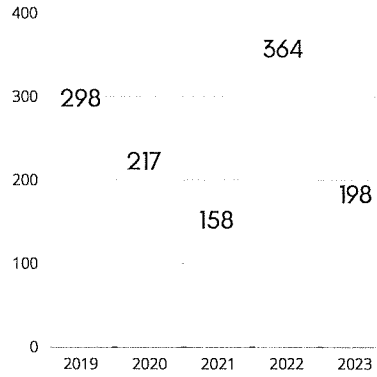
\*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

# August Circulation, 2019-2023

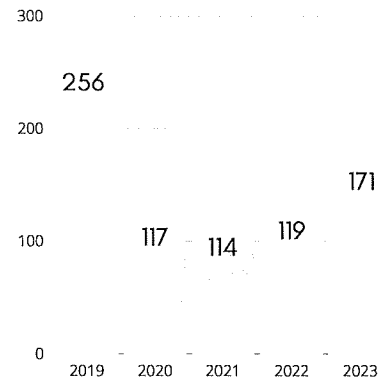
## Adult Print



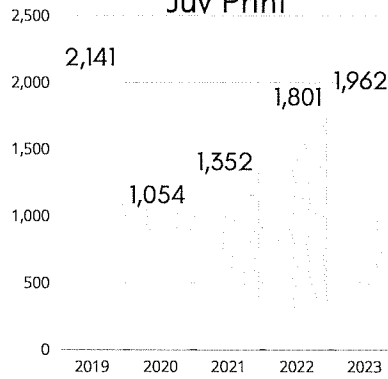
## Teen Print



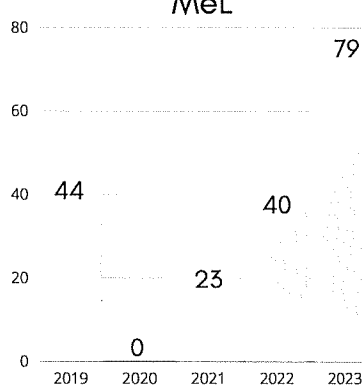
## Tween Print



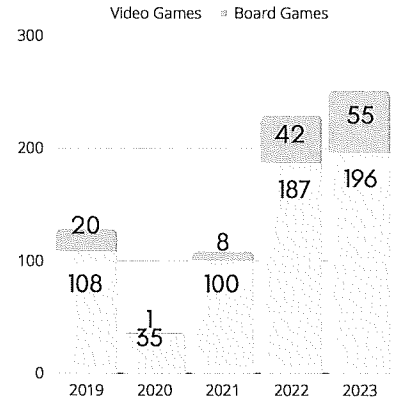
## Juv Print



## MeL

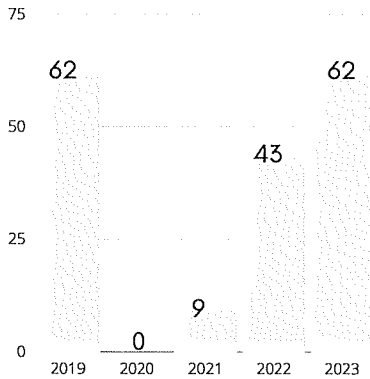


## Games

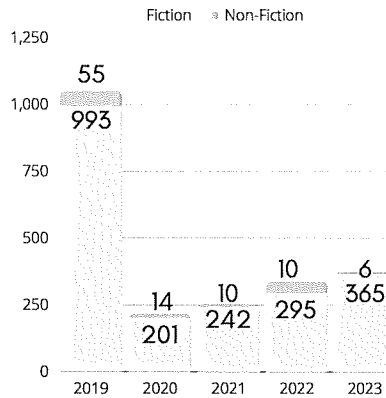


\*pictures books, readers, chapter, juv graphic, juv NF

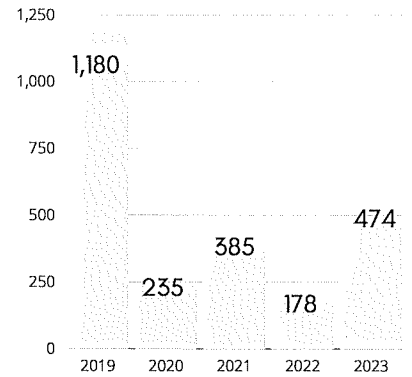
## Special Collection



## General DVD

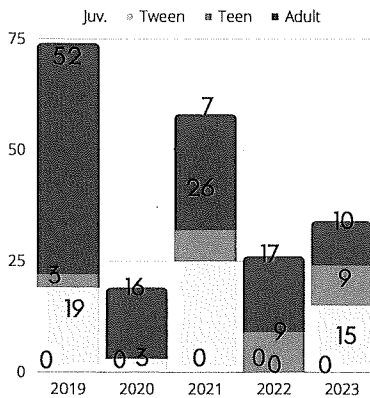


## Youth DVD

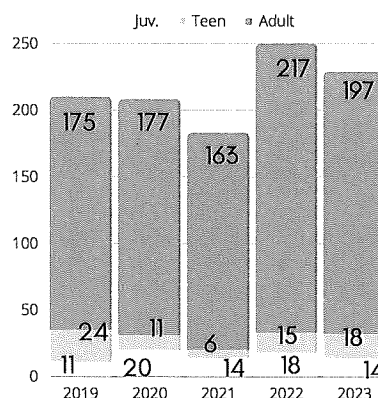


\*prior to August 2021, this only included launchpads

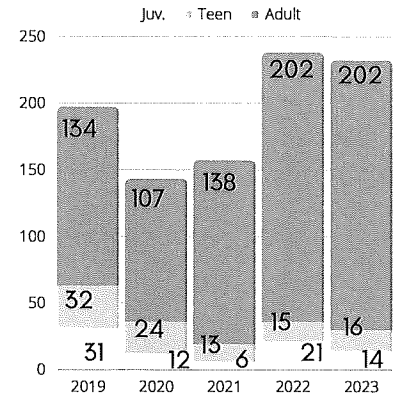
## Audiobooks



## eBooks



## eAudio



# AGENDA

Henika District  
Library

Building & Grounds Committee  
Meeting

August 15<sup>th</sup> 2023 at  
1pm.

## **I. Call to Order 1:05**

A. Members Present: Gary Marsh, Meghan Augustin, Tami Fryling, Suzy Byville

B. Members Absent:

C. Staff Present: Cierra Bakovka

D. Guests: Mike Meyers from Triangle

**II. Approval of Agenda** Motioned by Augustin, seconded by Byville

**III. Community Opportunity to Address the Committee – no one present**

**IV. Approval of Meeting Minutes Augustin/Fryling**

A. July 2023 Building & Grounds Committee Minutes

## **V. Unfinished Business**

A. Roof – Have one quote from Property Revolution, was presented at past Board mtg. Other roofing companies have been called, only one has returned calls. Mike from Greenville Roofing has made contact, waiting for a quote from them. At past Board meeting, info was passed to Library Director from Community member present. More information to follow at September Board meeting. Need for chimney removal may be discussed as part of new roofing project.

B. Review Needs/Wants – UPDATED and explanation added for clarity.  
Additional items added. (See NEW NEEDS/WANTS list.)

C. FINANCING OPTIONS: MOTION to discuss by Fryling, seconded by Augustin

- GRANT: Cierra currently working on a MI state grant (MI Dept of Labor &\* Economic Opportunity) Called Michigan Community Center Grant for up to \$2.5 mil. Due Aug 31, 2023 at 5:00. Grant response expected October 23,

2023. Application details to be sent out by Cierra. Feedback will be welcome, including hiring a Grant writing company. Mike will send info for Cierra to choose what help can be available.

- USDA Loans: in order to expand loan time to 30 years and of course, this changes from year to year. Someone needs to contact GR Office—to be determined at a future time. Question to be forwarded to FINANCE Committee.
- MILLAGE: Would have to be 2024 before it could come up. 2 step process. Community first has to vote to override Headlee, then second millage vote to go up to 1.5 mils (currently at 1.3511).
- BANK: What's in savings/building fund account. How much of a loan can we afford. Decisions to be made by FINANCE committee.

#### C. New site Options Updates:

1. Staying on site, adding to current building. Dependent on budget and input from Triangle. Process in beginning steps.
2. Staying on site, building new construction, dependent on if we get the parking lot
  - a. Parking lot: No new updates. Mike updated on current status.
3. Buying a building off site that needs renovation
  - a. Have looked at U of M/Metro. No response after several outreaches.
    - i. Triangle representative agrees to assist with approaching legal owners for clarification.
4. Buying total new property and put on a new building.
  - a. Has been considered, but not thoroughly discussed is likely to be an expensive option.

### VI. New Business

- A. Next Steps discussion
  - a. Grant preparation. Triangle will notify Cierra, she will make decision based on info and/or Cierra will complete grant with current resources available.
  - b. Parking lot decision. Cierra will reach out.
  - c. Triangle needs budget as 1<sup>st</sup> step. Will proceed with passing to Finance Committee with the following questions:
    - i. What financial resources are immediately available?
    - ii. How much of a loan is available from Bank vs. USDA and what terms can we accept?
  - d. Cierra will update NEEDS/WANTS list.

### VII. Around the Table



Bakovka: feeling overwhelmed by Grant process and multiple large projects.

Byville: Lots of work getting done. Is a busy time of year with return to school and board members going back to work (teachers).

Marsh: Clarifying what the questions are going to the FINANCE committee. Thanks the committee for group process.

Byville: Trying to keep up with this big project.

Fryling: This is huge. Good JOB to all of us!

Set next meeting: What times are available: After 4:00, not Thursday. Will set at next board meeting.

**VIII. Adjournment 2:57pm** Motioned by Augustin, seconded by Byville