

# AGENDA

Henika District Library  
Board of Trustees Meeting  
May 9th, 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. April 2023 Regular Meeting Minutes (M)

## **V. Financial Reports**

- A. April 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. Planning Committee Meeting 4/11
- B. Building and Grounds Committee Meeting 4/19

## **VIII. Unfinished Business**

## **IX. New Business**

- A. 2022 Audit Report
- B. Budget Amendment #2 F/Y 2023 (M)
- C. Meeting Date Check In

## **XI. Around the table**

## **XII. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
April 11, 2023 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:** Aviv Karni

- I. Call to Order: Meeting called to order at 6:32 pm by Augustin.
- II. Approval of Agenda motioned by LeFevre and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of March 2023 Regular Meeting Minutes with spelling correction of “Fryling” and editing Section V to reflect “February” motioned by Fryling and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for March 2023
  - a. Credit Card Detail Report was reviewed. The wix.com charge is for renewing the subscription for the site that hosts Henika’s webpage. Entrance fees were prepaid for Bakovka and Faith to attend the annual conference in June. A new chair was purchased for Bakovka’s office. The charge at Book Depot was for purchasing books to use as summer reading prizes.
  - b. YTD Budget vs. Actuals was reviewed. Revenue has been coming in from taxes and state aid; will likely receive more this month and next month. There will likely be a budget amendment to include new income categories. The Building Fund high yield savings account ending in 212 is currently inactive due to lack of activity; Bakovka plans to move a nominal amount to it to keep it from going dormant.
  - c. Approval of paid bills motioned by Marsh and seconded by Kuhn. All yes, motion passed.
- VI. Director’s Report
  - a. Bakovka shared that Becky has put in her notice and plans to move back to Alaska. Bakovka posted the job opening and has started phone

screening applicants. Becky is planning vendor-led events for summer and working on a handover document with contacts and “how-tos” for the next Youth Librarian. Audit packets are in the mail and will be available by the next meeting. Staff are planning for Summer Fest and the summer reading program. Taylor from Big Dipper is giving ice cream coupons for summer reading. Henika now offers passes to the Gerald R. Ford Presidential Museum – one set is available each month.

- b. Monthly Statistics were reviewed. The door count was 6616 in March and Tuesday was the most popular day. There were 24 new library cards opened in March, with help of the new online form.
- c. The Youth Services report was reviewed. Preschool storytime, after school art, and sensory playtime continue to be popular programs. April is the last month of Reading Dragons for the school year. Becky’s last day with Henika will be around the end of April.
- d. The Adult Services report was reviewed. Clay magnets and spice club had great turnouts. Faith thinks adding the events to the Chamber of Commerce calendar has helped, especially with adult events which are being shared to the Chamber’s Facebook page. The seed library has been very popular and about \$40 in donations have already been received for next year. The Catz Den should be opening in May – the owner Jen has offered to set aside the space one night a week for programming. There is a presentation from local author Valerie van Heest coming up April 24. Faith is working with OpenRoad Brewery and 4One2 Distillery to arrange trivia nights for summer reading.
- e. The Circulation report was reviewed. Circulation levels are greater than 2019 and 2020. Computer sessions have gone up significantly.

## VII. Committee Reports

- a. Finance Committee 3/22
  - i. Marsh summarized the discussions of the Finance Committee regarding PTO and parental leave policies. The committee has begun comparing standard practice in the business community and other libraries. Bakovka has reached out to the lawyer on several points, and the committee will meet again in May to further discuss.
- b. Planning Committee 4/11
  - i. The Planning Committee is in the information gathering stage. A load test is planned for next week on the current lift system. Mike from Triangle Construction has been invited to the next Building meeting to give informal information. The committee is working on a needs vs. wants list.

## VIII. Unfinished Business: no unfinished business.

## IX. New Business

- a. Materials Challenge Appeal: *The Bible*
  - i. Bakovka provided copies of communications regarding the materials challenge and subsequent appeal of *The Bible*. Discussion ensued. A vote on whether to uphold the director decision regarding the materials challenge of *The Bible* was motioned by Augustin and seconded by LeFevre. A roll call vote was conducted – seven yes, zero no, and one absent; motion passed.
    - 1. LeFevre YES
    - 2. Musgrave YES
    - 3. Marsh YES
    - 4. Simmons YES
    - 5. Fryling YES
    - 6. Augustin YES
    - 7. Kuhn YES
    - 8. Byville ABSENT
- b. Collection Development Policy
  - i. Bakovka reached out to the lawyer after the discussion of the Collection Development Policy at the last meeting, and the lawyer made a few changes, such as adding purpose section and definitions and amending dates. Approval of the Collection Development Policy with the lawyer's revisions motioned by Musgrave and seconded by Augustin. A voice vote was conducted – seven yes, zero no, and one absent; motion passed.
- c. Grants
  - i. Three grants were recently awarded to Henika. Some of the AED funds may need to be returned, as two of the AED grants came through and Henika is unlikely to need the entirety of both grants to fund an AED for the building.
    - 1. American Heart Association: \$1500 toward the purchase of an AED, as well as one CPR and First Aid Anywhere Kit
    - 2. Allegan County Community Foundation: \$4000 toward the purchase of an AED and training
    - 3. Booklist Publications: monthly copies of the *Booklist Reader* from the American Library Association and *Booklist*, as well as online access to Booklist Online.

## X. Around the Table

- a. LeFevre is happy for the grants and community involvement. LeFevre's term is ending in June; will be stepping down from the board due to relocating out of the area.
- b. Musgrave is really excited about all the grants. Praised Bakovka for always bringing something new and exciting to the board. Excited about Catz Den and invited the board to attend their open house on May 20.

- c. Marsh feels the library is the most dynamic entity in the city of Wayland, mostly because of Bakovka's leadership.
  - d. Simmons thinks everything is going great. Happy with all the progress we are making and about the grants that have been awarded for the AED.
  - e. Bakovka's two-year anniversary at Henika is coming up in June.
  - f. Fryling is excited about the AED.
  - g. Augustin is excited for summer and echoed the sentiments of the other board members. Augustin requested a written letter from LeFevre stating her resignation at the May meeting.
  - h. Kuhn thought the duct tape event with Joel was great. So many great things happening, praised Bakovka's wonderful leadership.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:32 pm.



April 2023 Statement

Page 1 of 4

Open Date: 03/15/2023 Closing Date: 04/13/2023

Account: [REDACTED]



Visa® Business Cash Card

Elan Financial Services  
BUS 30 ELN 78 9

1-866-552-8855

HENIKADISTRICTLIBRARY [REDACTED]

<b>New Balance</b>	<b>\$1,845.12</b>
<b>Minimum Payment Due</b>	<b>\$19.00</b>
<b>Payment Due Date</b>	<b>05/10/2023</b>

<b>Reward Points</b>	
Earned This Statement	1,902
Reward Center Balance as of 04/12/2023	19,037
For details, see your rewards summary.	

<b>Activity Summary</b>	
Previous Balance	+ \$2,740.53
Payments	- \$2,740.53CR
Other Credits	- \$20.44CR
Purchases	+ \$1,865.56
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>= \$1,845.12</b>
<b>Past Due</b>	<b>\$0.00</b>
<b>Minimum Payment Due</b>	<b>\$19.00</b>
Credit Line	\$15,500.00
Available Credit	\$13,654.88
Days in Billing Period	30

**Payment Options:**



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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



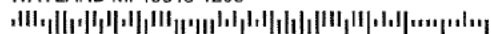
24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

<b>Account Number</b>	[REDACTED]
<b>Payment Due Date</b>	5/10/2023
<b>New Balance</b>	\$1,845.12
<b>Minimum Payment Due</b>	\$19.00

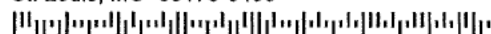
Amount Enclosed \$ \_\_\_\_\_

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: 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:** 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 Cardmember Service, 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 Cardmember Service 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.





April 2023 Statement 03/15/2023 - 04/13/2023

Page 2 of 4

HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services ( 1-866-552-8855



**Business Cash**

<b>Rewards Center Activity as of 04/12/2023</b>	
Rewards Center Activity*	0
Rewards Center Balance	19,037

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

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,846	6,364
2 Extra Points - Telecom & Office Supply	56	288
1 Extra Point - Restaurants & Gas	0	5
<b>Total Earned</b>	<b>1,902</b>	<b>6,657</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 \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
03/17	03/14	1762	SUPPORTPDFFILLER.COM 855-7501663 MA MERCHANDISE/SERVICE RETURN	\$2.00CR	<del>Ad/Promo</del> Supplies
<b>Purchases and Other Debits</b>					
03/22	03/21	1560	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
03/24	03/23	7838	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
03/30	03/29	2177	DOLLAR TREE JENISON MI	\$3.98	Supply
04/03	04/01	8255	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	CS
04/07	04/05	1235	MC JOB POST 678-3002314 GA	\$140.00	Ad/Promo
04/07	04/06	8019	HOMELESS TRAINING HTTPSWWW.HOME TN	\$49.00	Mem/Train
04/12	04/10	3084	SUPPORTPDFFILLER.COM 855-7501663 MA	\$30.00	Supplies
04/13	04/12	1699	DOLLAR TREE JENISON MI	\$9.30	2.50-AR 6.8-sup
04/13	04/12	1287	AB LOCK FISHER WYOMING MI	\$38.16	Supplies
<b>Total for Account</b> [REDACTED]				<b>\$326.58</b>	

**Transactions** FETTY, FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					

Continued on Next Page

**Transactions FETTY, FAITH Credit Limit \$2000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/16	03/14	2003	WAYLAND DO IT BEST HAR WAYLAND MI	\$7.16	Supplies
03/20	03/16	7626	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.18	ADP
03/23	03/22	3829	MICHAELS #9490 800-642-4235 TX	\$97.23	ADP
03/23	03/22	2975	MICHAELS #9490 800-642-4235 TX	\$11.70	ADP
03/27	03/25	9761	Roku for Showtime Digi 816-2728107 DE	\$10.99	ADP Promo
03/28	03/27	3989	FAMILY DOLLAR #4630 WAYLAND MI	\$2.92	ADP
03/28	03/27	1565	WALMART.COM 800-966-6546 AR	\$34.40	ADP
03/29	03/27	3174	HARDING'S MARKET #3 WAYLAND MI	\$9.18	ADP
04/04	04/03	6362	FAMILY DOLLAR #4630 WAYLAND MI	\$15.37	ADP
04/05	04/03	2981	DOLLAR-GENERAL #9954 WAYLAND MI	\$53.75	DOLLAR 3.34 Yr
04/10	04/07	8469	ZTL*JW SUCCULENTS HUDSONVILLE MI	\$62.50	ADP
04/10	04/07	1542	SQ *BIN STORE HUDSONVI Hudsonville MI	\$27.82	ADP
04/11	04/10	7020	IN *SHANNON COHEN, INC 616-7303377 MI	\$500.00	ADP
<b>Total for Account</b>				<b>\$836.20</b>	

**Transactions BUTLER, REBEKAH Credit Limit \$2000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
03/20	03/15	8141	WAYLAND DO IT BEST HAR WAYLAND MI MERCHANDISE/SERVICE RETURN	\$5.88CR	Supplies
04/11	04/06	9763	eBay O*07-09914-02119 San Jose CA MERCHANDISE/SERVICE RETURN	\$12.56CR	YM
<b>Purchases and Other Debits</b>					
03/15	03/13	0894	HARDING'S MARKET #3 WAYLAND MI	\$19.44	YP
03/15	03/13	2924	WAYLAND DO IT BEST HAR WAYLAND MI	\$11.13	Supplies
03/27	03/23	8385	HARDING'S MARKET #3 WAYLAND MI	\$55.33	YP
04/03	03/30	0028	HARDING'S MARKET #3 WAYLAND MI	\$44.71	YP
04/03	03/31	7693	LAKESHORE LEARNING MAT 310-537-8600 CA	\$49.38	YM
04/06	04/04	9713	HARDING'S MARKET #3 WAYLAND MI	\$124.48	YP
04/07	04/06	9767	eBay O*07-09914-02119 San Jose CA	\$12.56	YM
04/11	04/10	9769	eBay O*24-09935-15178 San Jose CA	\$1.69	YM
04/11	04/10	9760	eBay O*27-09918-99963 San Jose CA	\$10.41	YM
04/13	04/12	1076	BOOKDEPOT 905-680-7230 NY	\$371.65	YP
<b>Total for Account</b>				<b>\$682.34</b>	

**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					



## 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 April 30, 2023, and the related Statements of Activities for the one month and four 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  
May 3, 2023

**Henika District Library**  
**Statement of Financial Position**  
**As of April 30, 2023**

**ASSETS**

**Current Assets:**

Cash-Checking	\$ 323,625.07
Cash-Savings	510,515.98
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** **\$ 1,352,311.64**

**Total Assets** **\$ 1,352,311.64**

Henika District Library  
Statement of Financial Position  
As of April 30, 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 254,756.93

**Total Net Assets** 1,017,310.93

**Total Liabilities and Net Assets** \$ 1,352,311.64

**Henika District Library**  
**Statements of Activities**  
For the 1 Month and 4 Months Ended April 30, 2023

	<u>Total Year Budget</u>	<u>1 Month Ended Apr. 30, 2023</u>	<u>4 Months Ended Apr. 30, 2023</u>	<u>Year-To-Date Variance</u>
<b>Revenues:</b>				
Township Revenue	\$ 205,000.00	\$ 10,896.76	\$ 206,840.82	\$ 1,840.82
City Revenue	178,000.00	2,020.32	160,444.75	(17,555.25)
State Aid	10,000.00	0.00	6,503.38	(3,496.62)
Penal Fines	30,000.00	3,012.97	10,728.95	(19,271.05)
Copier & Fax Income	550.00	326.95	1,429.83	879.83
Fines	100.00	42.53	233.71	133.71
Interest Income	800.00	994.30	2,952.62	2,152.62
Memorial Donations	75.00	117.40	202.98	127.98
Book Sales	50.00	38.50	132.72	82.72
Federal E-Rate	4,000.00	451.90	2,046.91	(1,953.09)
Grants	0.00	4,000.00	4,000.00	4,000.00
Miscellaneous Income	10,000.00	38.16	70.41	(9,929.59)
<b>Total Revenues</b>	<u>438,575.00</u>	<u>21,939.79</u>	<u>395,587.08</u>	<u>(42,987.92)</u>
<b>Employee Expenses:</b>				
Wages	200,000.00	14,465.72	62,061.23	137,938.77
Employee Benefits	35,000.00	1,132.81	10,976.85	24,023.15
FICA Expense	15,000.00	1,106.63	4,947.01	10,052.99
State Unemployment Tax	0.00	6.99	70.39	(70.39)
<b>Total Employee Expenses</b>	<u>250,000.00</u>	<u>16,712.15</u>	<u>78,055.48</u>	<u>171,944.52</u>
<b>Operating Expenses:</b>				
Memberships & Training	7,000.00	585.00	1,738.00	5,262.00
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,000.00	0.00	0.00	3,000.00
Programming	16,000.00	3,824.96	9,199.71	6,800.29
Office Supplies	10,000.00	286.88	2,183.46	7,816.54
Furnishings	10,000.00	330.05	4,664.55	5,335.45
Equipment	14,025.00	0.00	1,614.42	12,410.58
Materials	35,100.00	3,479.28	13,372.65	21,727.35
Accounting	14,000.00	488.10	6,823.95	7,176.05
Contractual Services	35,000.00	4,750.48	11,639.63	23,360.37
Communications	3,000.00	354.66	1,098.85	1,901.15
Technology Support	4,000.00	285.00	570.00	3,430.00
Advertising	2,000.00	150.99	706.07	1,293.93
Postage	400.00	0.00	76.20	323.80

See Accountants' Compilation Report

Henika District Library  
 Statements of Activities  
 For the 1 Month and 4 Months Ended April 30, 2023

	Total Year Budget	1 Month Ended Apr. 30, 2023	4 Months Ended Apr. 30, 2023	Year-To-Date Variance
Utilities	11,000.00	331.26	2,765.58	8,234.42
Maintenance-Building/Grounds	20,000.00	1,095.00	6,047.43	13,952.57
Maintenance-Equipment	4,000.00	198.00	271.00	3,729.00
Miscellaneous	<u>0.00</u>	<u>3.17</u>	<u>3.17</u>	<u>(3.17)</u>
<b>Total Operating Expenses</b>	<u>188,575.00</u>	<u>16,162.83</u>	<u>62,774.67</u>	<u>125,800.33</u>
<b>Total Expenses</b>	<u>438,575.00</u>	<u>32,874.98</u>	<u>140,830.15</u>	<u>297,744.85</u>
<b>Change in Net Assets</b>	<u>\$ 0.00</u>	<u>\$ (10,935.19)</u>	<u>\$ 254,756.93</u>	<u>\$ 254,756.93</u>

See Accountants' Compilation Report



## Home

## Alerts

You have no alerts.

## Accounts

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$324,211.92</b>
<b>PUBLIC FUNDS HIGH-YIELD SAVINGS</b> XXX013	Current balance <b>\$510,515.98</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$102,384.18</b>
<b>CONTINGENCY FUND</b> XXX740	Current balance <b>\$52,196.39</b>
<b>BUILDING FUND</b> XXX090	Current balance <b>\$5,367.35</b>
<b>BUILDING FUND</b> XXX104	Current balance <b>\$5,367.35</b>
<b>BUILDING FUND</b> XXX112	Current balance <b>\$5,367.35</b>
<b>BUILDING FUND</b> XXX120	Current balance <b>\$5,367.35</b>
<b>BUILDING FUND</b> XXX139	Current balance <b>\$5,367.35</b>



**BUILDING FUND**

Current balance

XXX171

**\$3,078.49**

**BUILDING FUND**

Current balance

XXX344

**\$1,024.26**

---

**United Bank**

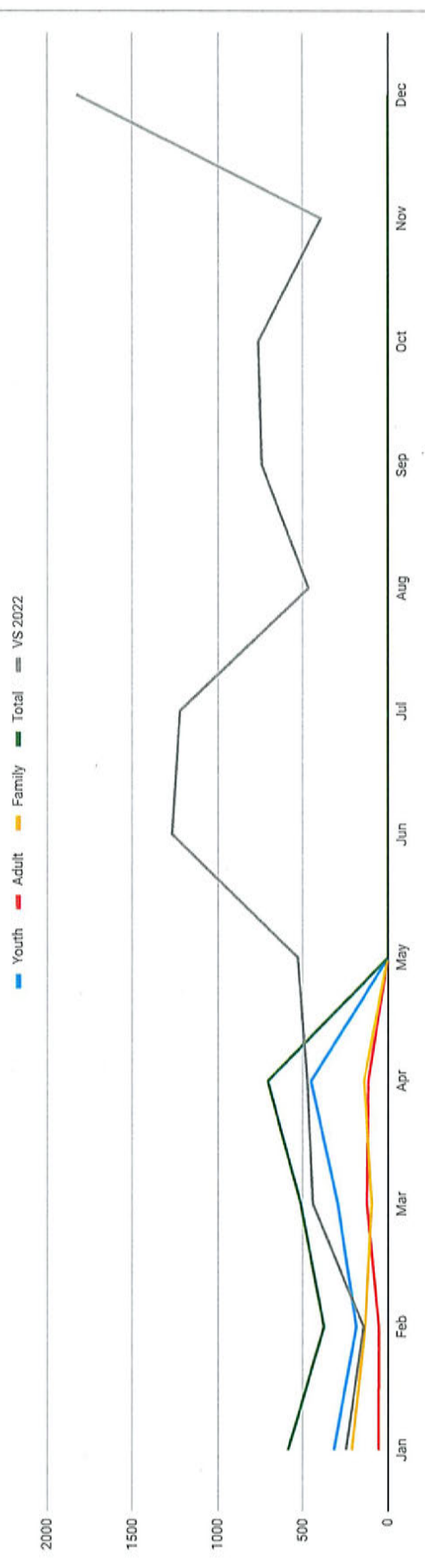
900 East Paris Ave SE | Grand Rapids, MI 49546 | 616.559.7000 | 800.968.1990

NOTICE: United Bank is not responsible for and has no control over the subject matter, content, information, or Member FDIC. Equal Housing Lender 

United Bank is not responsible for the content, accuracy, or reliability of any content or comments.

© 2015-2023 Fiserv, Inc. or its affiliates.





### Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	317	188	295	451	0	0	0	0	0	0	0	0	1251
Adult	54	52	122	115	0	0	0	0	0	0	0	0	343
Family	214	134	94	139	0	0	0	0	0	0	0	0	581
<b>Total [1]</b>	<b>585</b>	<b>374</b>	<b>511</b>	<b>705</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2175</b>
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Yearly Increase	237%	258%	116%	149%	0%	0%	0%	0%	0%	0%	0%	0%	26%

### Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	307	183	292	419	0	0	0	0	0	0	0	0	1201	100
Youth Reading	10	5	3	7	0	0	0	0	0	0	0	0	25	2
Youth Take-Home	0	0	0	25	0	0	0	0	0	0	0	0	25	2
Adult In-Person	45	52	116	115	0	0	0	0	0	0	0	0	328	27
Adult Reading	9	0	3	0	0	0	0	0	0	0	0	0	12	1
Adult Take-Home	0	0	3	0	0	0	0	0	0	0	0	0	3	0
Family In-Person	118	12	39	32	0	0	0	0	0	0	0	0	201	17
Family Take-Home	96	122	55	107	0	0	0	0	0	0	0	0	380	32

**April 2023**

**Youth Services Report**

**Becky Butler, Youth Services Librarian**

My last month! :( The displays were Bursting into Bloom, Autism Awareness, and Arab-American Heritage Month. We had a fairy-themed scavenger hunt set up. There were plenty of spring break activities as well.

**Stickerpalooza:** 25 attendees. This was an awesome program; I just bought blank notebooks and emptied my three drawers of stickers and let the kids have at it. Some created stories and some just enjoyed sanctioned sticker time. I also took the opportunity to sort and organize the stickers so my successor can have a more tidy collection.

**Cupcake Decorating:** 43 attendees to my self-indulgent birthday program! We decorated cupcakes then voted on who had the cutest, the scariest, and most creative cupcakes. Our own Lena won a certificate! I made the voting blind this year so no one had hurt feelings if their cupcakes didn't get any votes. I also eliminated frosting bags as those wasted frosting and frustrated the littles.

**Extreme Duct Tape Workshop:** 31 attendees. This was a hired vendor who came in and ran the program for me. Joel Tacey taught the kids to make bookmarks, bracelets, pencil holders, wallets, and purses. He was so great with the kids! He will be returning during the summer with his magical comedy show.

**Paws With a Cause:** 17 attendees. This was a less successful program as many of the attendees were younger and wigglier than I anticipated. I probably could've also advertised more widely that you can't pet the service dog. The couple that presented rolled well with the punches, though. They also were able to connect with some parents who were considering service animals for their kids. I think I would recommend hosting a presentation from them again, but keep it for adults.

**Preschool Storytime:** 33 attendees across 4 storytimes.

**Afterschool Art:** 161 attendees across 3 weeks. We played with sidewalk chalk (an excuse to enjoy the sunshine), made paper flowers, and decorated popsicle stick puzzles.

**Lego Club:** 0 attendees. This one fell during spring break, so I'm not surprised.

**Toddler Lil Wiggles:** 4 attendees.

**Preschool Sensory Playtime:** 12 attendees.

**Henika Pokemon Trainers:** 8 attendees.

**Family Fun: International Taste Test:** 32 attendees. We tried snacks and candies from around the world. Licorice Mentos and herring are NOT popular with the kids, but jelly-filled marshmallow candies are!

**STEM Club:** 0 attendees.

**CAAC Playgroup:** 10 attendees. This group arrived right when their playgroup was scheduled to start for the second time in a row. It certainly doesn't make me feel good to host an event for which people arrive and nothing is set up. I would invite them back, but only with the understanding that I want them there at least 10 minutes beforehand.

**Storytime for Every Kid:** 0 attendees.

**Make Your Own Boba:** 38 attendees. Biggest one yet! Definitely needed more supplies.

**Family Take and Makes: Grass Pets:** 50 kits taken.

**Reading Dragons:** 4 new sign-ups. April is the last month for Reading Dragons!

**1000 Books before Kindergarten:** 3 new sign-ups!

**Learn About Money packets:** 25 taken. Supplies and free books provided by the Michigan Financial Wellness Network.

**School Visits:** I visited Baker for their preview night for rising Young 5s and kindergartners. I brought info on summer reading and blank camper vans sheets for kids to stamp with groovy stampers. GSRP brought 2 classes of about 37 preschoolers and adults over for a field trip.

St. Therese continued their regular visits to the library on Tuesday mornings.

### **Looking forward:**

Preschool Storytime will be led by Cierra (thank you!) on May 4 and 18 at 11 AM. After-School Art will be led by Faith (thank you!) on all Thursdays in May from 2:30 to 5:30. Lego Club and Pokemon Club are being taken on by Sarah (thank you!) and will be on May 3 and May 10 (respectively) at 5:30. Family Fun: Movie Day will be led by Faith and is on May 6

at 11:00. You'll be watching Big Hero 6; popcorn provided! The Family Take and Makes are Juice Popsicles. Reading Dragons is going on break starting in May. Ms. Chris, one of the Leighton librarians, will be visiting Pine Street in the third week of May to promote summer reading and has very kindly agreed to cross-promote for us.

Thank you, thank you, thank you for my time here. I will miss this community and your children very much. I will send postcards from AK! If anyone wants to write to me, Sarah set up an email address for me: [miss.becky.alaska@gmail.com](mailto:miss.becky.alaska@gmail.com). I have a lot of photos of events, kids, and their creations from throughout my time here that I never posted for various reasons. I thought I'd share them with you here: <https://photos.app.goo.gl/gfTtxoERsHTKfGJQ8>

**APRIL 2023**

**Adult Services Report**

**Faith Fetty, Adult Services Librarian**

**Programs & Attendance**

**Strokes of Genius (In-Person): 13**

This was a fun one! We painted Mount Fiji surrounded by cherry blossoms. This one only used 4 colors, so it was relatively easy.

**Crayon Necklaces (In-Person): 13**

Crayon necklaces turned out pretty cool, but were kind of difficult to melt and encase. Patrons couldn't participate as much in the entirety of the project as much as I would have liked.

**Adopt a Succulent (In-Person): 50**

People LOVE plants!! This was a fairly expensive program, but very easy to execute and everyone went home happy!

**Fatal Crossing w/ Author Valerie van Heest (In-Person): 9**

Wow. Valerie was a great presenter! A shame we had a small audience, I would love to have her back again possibly during the winter.

**BYOBook Club (In-Person): 2**

Small crowd this month! I have heard some chattering between patrons about attending in May, so I am hopeful we may be getting some more attendees!

**Bingo! Brunch (In-Person): 8**

So so much fun! I would like to continue having Bingo! Brunch the last Wednesday of every month. Lots of laughs and plenty of bingos!

**Seniors @ Sawmill Estates (Out of Library In-Person): 17**

We did bubble painting and bingo this month. My events have been failing to make it onto their monthly calendar, so I'm hoping for even better attendance once that is all straightened out.

**Seniors @ Green Acres (Out of Library In-Person): 10**

This month we did bubble painting which was super super messy. The seniors had lots of fun, none of them had done anything like it before, but I bet this would be a huge hit with littles (using washable paint).

**Seed Library (Passive): 23 People, 109 Packets**

The Seed Library is still going fairly strong even though packets are dwindling. I am working on a restock by the end of May. Patrons have even been asking how to donate seeds this month!



**Grass Pets (Family Take-&-Make): 66**

A simple take-&-make to put together. We ran out on Thursday so I had to make a few more! My test one grew well, so I hope they turned out well at home!

**Total Program Participants: 211**

**Looking Forward**

OpenRoad Brewery, 4One2 Distillery, and McDuff's have all scheduled their trivia nights with me throughout the summer! OpenRoad will be hosting Into the Multiverse (Marvel) Trivia on Wednesday, June 14<sup>th</sup> @ 7pm. 4One2 will be hosting Game of Thrones Trivia on Wednesday, July 19<sup>th</sup> @ 7pm. McDuff's will be hosting Friends Trivia on Wednesday, August 14<sup>th</sup> @ 7pm. I am excited for these collaborations and getting out into the community more! I also plan on using these dates to promote Summer Reading.

During Summerfest I will be running the community art project. I have the largest canvas sold by Michaels that all are welcome to come and add color to! Afterwards, I will be blocking out with white paint to make the final image. This will be hung in the library until the end of August!

Mock up:



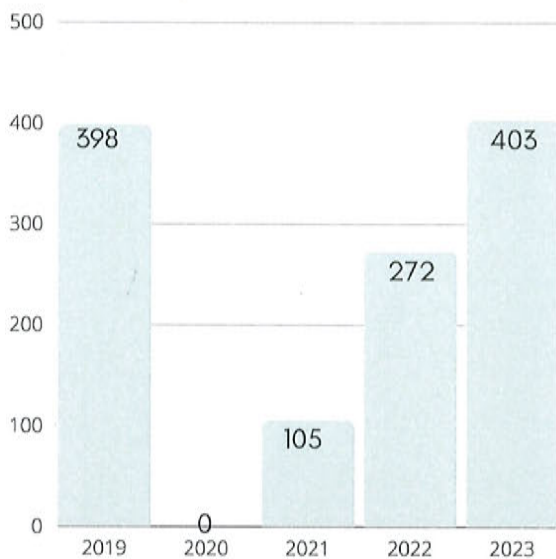


# April 2023

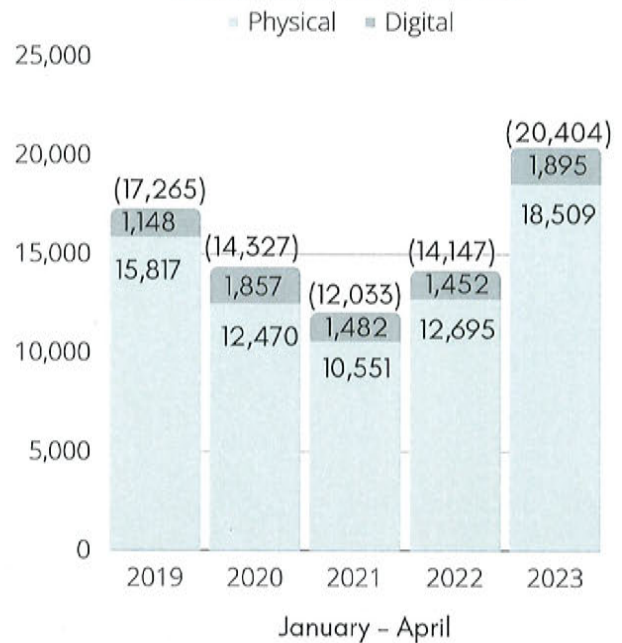
Our 2023 April circulation numbers are continuing to show growth! As a matter of fact, our Circulation YTD numbers are up 6,257 from last year. Categories showing the most improvement from last year at this time include: MeL Books; which have circulated over 2 times more than they did pre-pandemic and Special Collection items; which have circulated at double the rate they did last year! Other notable categories with higher circulation rates than last year at this time include: Audiobooks, eAudiobooks, eBooks, Non-Fiction General DVDs and Videogames. Additionally, the number of Computer Sessions for the month of April have also increased quite a bit since last year at this time. I anticipate our circulation numbers will continue on this upward trajectory.

*Courtney Schenkhuizen - Circulation Supervisor*

## Computer Sessions



## Circulation YTD:



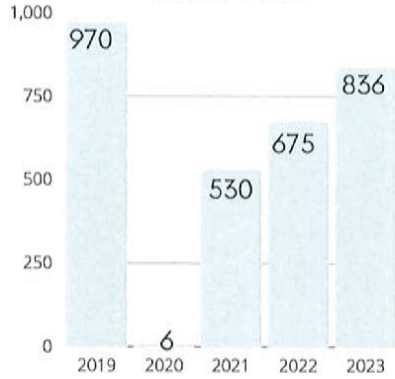
Henika has 2,965 total patron accounts. 471 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

- 87 Patron accounts added YTD  
 25 Patron accounts added in March
- 9 Wayland City
  - 15 Wayland Township
  - 1 Non-Resident

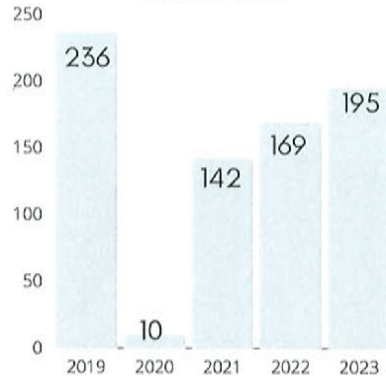
\*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

# April Circulation, 2019-2023

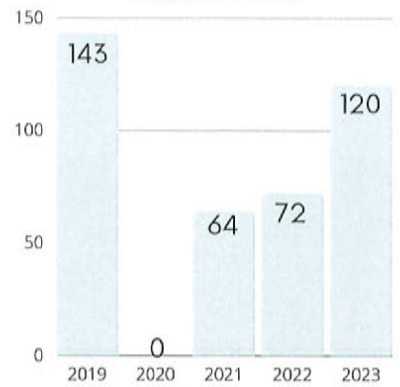
## Adult Print



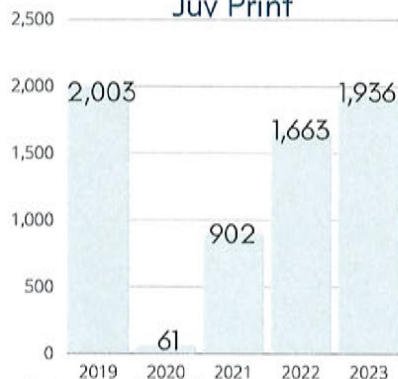
## Teen Print



## Tween Print

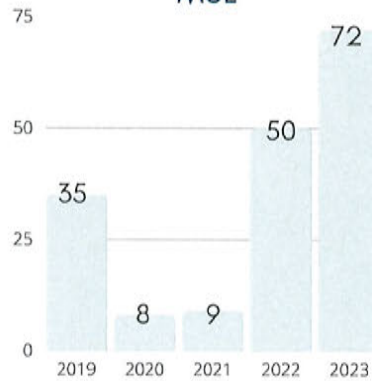


## Juv Print

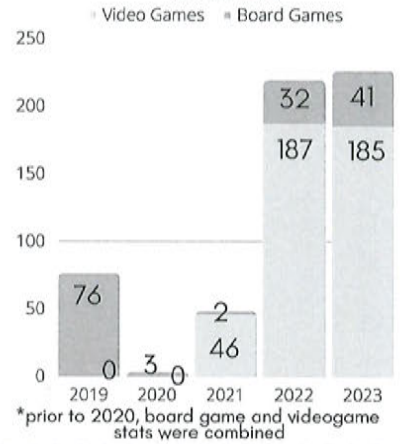


\*pictures books, readers, chapter, juv graphic, juv NF

## MeL

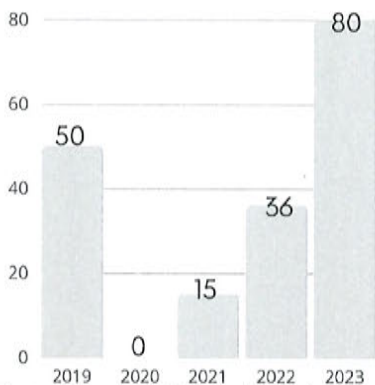


## Games



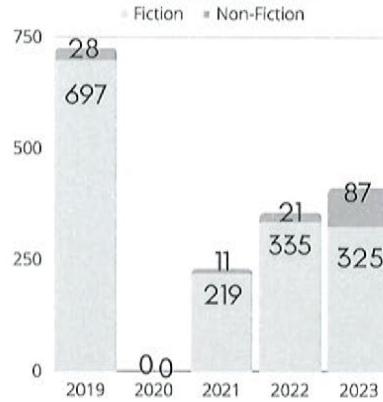
\*prior to 2020, board game and videogame stats were combined

## Special Collection

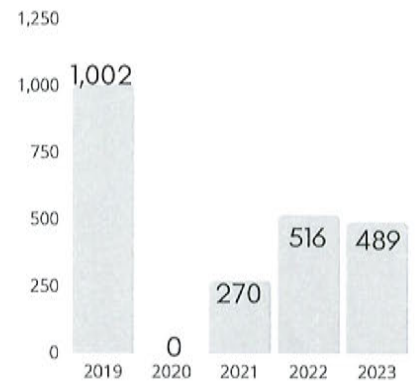


\*prior to August 2021, this only included launchpads

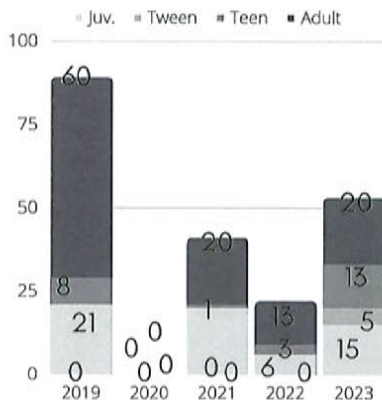
## General DVD



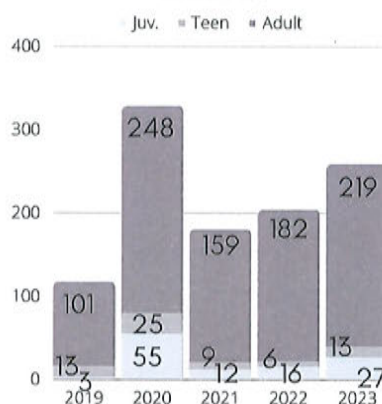
## Youth DVD



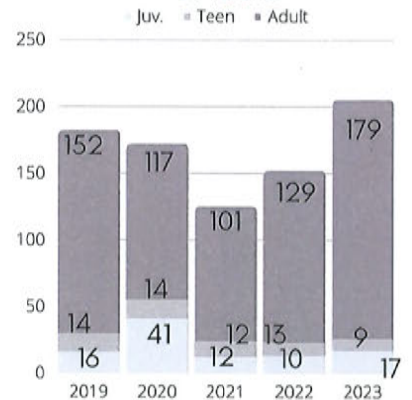
## Audiobooks



## eBooks



## eAudio



# Meeting Minutes

**Henika District Library  
Planning Committee Meeting  
April 11th, 2023 at 5:30pm**

- I. **Call to order:** LeFevre called the meeting to order at 5:35pm.
  - A. Members present: Danielle Simmons, Sara LeFevre, Meghan Augustin (ex-officio), Tami Fryling
  - B. Members absent:
  - C. Staff present: Cierra Bakovka
  - D. Guests: none

- II. **Approval of Agenda**

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

- III. **Approval of Meeting Minutes**
  - A. Nov. 15th, 2022 Regular meeting minutes

Augustin made a motion to approve the November 15, 2022 regular planning committee minutes, Simmons seconded.

- IV. **Unfinished Business**

None

- V. **New Business**

- A. **Check in with strategic plan timeline and goals**

Discussed and reviewed schedule of strategic plan for all 3 goals, and Actions.

**Strategic Plan Goal 1:** Leadership is currently collecting information on the current lift system/elevator in the library. A load test on the current system is scheduled for April. This test will provide some answers as to the best way to proceed.

**Strategic Plan Goal 2:** Reviewed Action 1 and our estimated deadlines for action items; the building committee has met and is mostly done with developing a needs vs. wants list for the future of the building. In regards to Action 2 (contact at least two architects for plans meeting our needs), Bakovka has had informal contact with Mike from Triangle Construction, who is also working on the local school projects. Triangle is assisting with some preliminary suggestions and ideas on expansion. The building committee meets again on 4/19/23.

**Strategic Plan Goal 3:** We are doing a fantastic job with creating new connections within our community! Some new and continuing connections include:

- Henika will begin to work with the Country Cat Lady and her new downtown Wayland location across from Henika. "The Cats Den" local cat rescue and programming will be offering one night per week to allow Henika District library to utilize the programming space.
- This summer, the Gun Lake Tribe will work with the library on summer reading program or a possible event together.

## **VI. Around the Table**

Simmons: Nothing to add at this time.

Bakovka: The staff, board and committees are still plowing through the strategic plan, and with the help of Triangle construction can continue to gather the information needed to put our next steps of the plan into action.

Fryling: Nothing to add.

Augustin: The planning committee will keep following along on the calendar put into place by the committee through the strategic plan.

LeFevre: Seeing great work behind the scenes on all of the planning and information gathering involved. The committee will plan to meet again and touch base quarterly, meeting again in the summer in 2-3 months.

## **VII. Adjournment**

Augustin motioned to adjourn the meeting, LeFevre seconded. Meeting adjourned at 6:20pm.

## Minutes from Building and Grounds Committee Meeting

April 19<sup>th</sup>, 2022

Committee Present: Gary Marsh, Cierra Bakovka (Library Director), Meghan Augustin (ex officio), Tami Fryling, and Suzy Byville

Guests: Mike Myers and Bethany Stover from TRIANGLE

Meeting Called to Order at 1:02pm

Approval of Agenda: Motioned by Augustin, seconded by Fryling

Approval of Minutes: Motioned by Augustin, seconded by Marsh

Guest Speakers Mike and /Bethany from TRIANGLE:

Update given to guests about current situation and need for expanded space and the committee inquired about the general expansion vs moving buildings procedures. Tour given to TRIANGLE by Bakovka prior to meeting. TRIANGLE has experience working on historical buildings. They reviewed our Needs/Wants list.

Options still on the table: 1. Buy parking lot from City and expand over into second lot; including attaching onto current building

- a. Check with city on buying parking lot
- b. Check zoning/ordinances
3. Buy new building
4. Buy new land and build on it.

Committee invited guests to stay for remainder of meeting

### VI. UNFINISHED BUSINESS:

- A. Follow-up on Gary's proposal: Motioned by Augustin, seconded by Byville
  1. Marsh gave update on what he knows about Metro building. Received response from Dr. DeWeerd who said he doesn't own the building. Marsh contacted the City. They suggested we contact CEO/Peter Kuhn at U of M.
  2. Fryling discovered Broadstone Real estate owns building from Allegan County Parcel map
  3. Features about Metro building discussed
  4. Marsh suggests we contact the owners on record. Committee agreed pending review of letter drafted by Marsh

### VII. New Business

- A. Planning Discussion: Motioned by Augustin, seconded by Fryling
  1. Bakovka reached out to City of Wayland about buying the parking lot. Was told the committee needs to give them an offer. Bakovka to ask City to come to committee meeting vs 2 representatives from committee going to discuss at their site.

Around the table:

Fryling – The building process is difficult and we need to remember to be patient with ourselves and take credit for all the hard work.

Marsh – Would like a more professional meeting. Suggesting members do not eat when guests are present and do not interrupt each other.

Bakovka – Grateful for our guests

Augustin – Thankful for our guests.

TRIANGLE: appreciative of our level of preparation and ability to plan. Will be glad to help us with plans for any/all building projects.

Adjourn: Motioned by Augustin, seconded by Fryling

Meeting adjourned at 2:43

## Henika District Library Budget Amendment #2 FY 2023

Revenue Increase of \$10,735

Added Grants line item

		<u>Current</u>	<u>Difference</u>	<u>Ammended</u>
<b>Income</b>				
101-790-400502	Federal E-Rate	\$4,000.00	=	\$4,000.00
101-790-400540	State Aid	\$10,000.00	=	\$10,000.00
101-790-400581.C	City Contribution	\$178,000.00	=	\$178,000.00
101-790-400581.T	Township Contribution	\$205,000.00	+\$1841	\$206,841.00
101-790-400601	Copies & Faxes	\$550.00	+924	\$1,474.00
101-790-400656	Penal Fines	\$30,000.00	=	\$30,000.00
101-790-400657	Fines	\$100.00	+\$165	\$265.00
101-790-400665	Interest Income	\$800.00	+\$2000	\$2,800.00
101-790-400691	Donations	\$75.00	+\$135	\$210.00
101-790-400692	Miscellaneous Revenue		+\$70	\$70.00
101-790-400693	Book Sale	\$50.00	+\$100	\$150.00
101-790-400700	Grants		+\$5500	\$5,500.00
	Transfer from Laverne Johnson Book Fund	\$10,000.00	=	\$10,000.00
	<b>Total</b>	<b>\$438,575.00</b>	<b>+\$10,735</b>	<b>\$449,310.00</b>
<b>Expenses</b>				
101-790-700702	Payroll	\$200,000.00	=	\$200,000.00
101-790-700710	Employee Benefits	\$35,000.00	=	\$35,000.00
101-790-700715	Payroll Liabilities	\$15,000.00	=	\$15,000.00
101-790-700727	Postage	\$400.00	=	\$400.00
101-790-700728	Supplies	\$10,000.00	=	\$10,000.00
101-790-700740	Furnishings	\$10,000.00	+\$1000	\$1,000.00
101-790-700740	Equipment	\$14,025.00	+\$5000	\$19,025.00
101-790-700740	Materials	\$35,100.00	+\$1065	\$36,165.00
101-790-700801	Advertising & Promotion	\$2,000.00	+\$650	\$2,650.00
101-790-700805.1	Accounting	\$14,000.00	+\$520	\$14,520.00
101-790-700805.2	Bank Charges & Fees	\$50.00	=	\$50.00
101-790-700806	Technology Support	\$4,000.00	=	\$4,000.00
101-790-700808	Building and Grounds Maintenance	\$20,000.00	=	\$20,000.00
101-790-700850	Communications	\$3,000.00	=	\$3,000.00
101-790-700910	Building & Liability Insurance	\$3,000.00	=	\$3,000.00
101-790-700920	Public Utilities	\$11,000.00	=	\$11,000.00
101-790-700933	Equipment Repairs and Maintenance	\$4,000.00	=	\$4,000.00
101-790-700954	Contractual Sevices	\$35,000.00	=	\$35,000.00
101-790-700955	Memberships & Staff Development	\$7,000.00	+\$1500	\$8,500.00
101-790-700956	Programming	\$16,000.00	+\$1000	\$17,000.00
	<b>Total</b>	<b>\$438,575.00</b>	<b>+\$10,735</b>	<b>\$439,310.00</b>