

AGENDA

Henika District Library
Board of Trustees Meeting
October 20th, 2022 at 6:30 pm

I. Call to Order

Members Present:
Members Absent:
Staff Present:
Guests:

II. Approval of Agenda

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

A. September 2022 Regular Meeting Minutes

V. Financial Reports

A. September 2022

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

VI. Director's Report

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

VII. Committee Reports

A. Planning Committee 10/5

VIII. Unfinished Business

IX. New Business

- A. 2022 Director Performance Review
- B. Timesheets Policy Revision
- C. Photocopier Policy Revision

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

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

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

Members Absent: Suzy Byville, Sara Lefevre

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 pm by Augustin.
- II. Approval of Agenda motioned by Simmons and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of August 2022 Regular Meeting Minutes with spelling correction to Maria Musgrave's name motioned by Fryling and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for August 2022
 - a. Credit Card Detail Report was reviewed. The accidental purchase on Bakovka's card was immediately repaid by Bakovka. The flights were purchased for Becky to attend the YALSA conference in Baltimore.
 - b. YTD Budget vs. Actuals was reviewed. The negative amount in Book Sales is a mistake from a minor error when an employee was learning the deposit process; the mistake has been fixed and should reflect correctly by the next report. All renovations payments have been made, coming in about \$49,000 under budget. The portico has been fixed, the drainage line has been buried, and a replacement piece of glass is on order to fix the cracked glass by the front door.
 - c. United Bank accounts were reviewed.
 - d. Approval of paid bills motioned by Kuhn and seconded by Fryling. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka read a card that was received from a patron, praising staff for doing such an awesome job and the library for being a great resource and help for our community. A hammock and PS4 were added to the special

collection. The library will be closed for staff to attend training on October 10. We received a Library of Michigan mini grant for Bakovka to attend an online conference next week. September is library card signup month, and there are bingo sheets with library-related activities patrons can do to be entered to win a gift card. Twenty-six new patron library cards were opened in August.

- b. Monthly Statistics were reviewed. Door counts are still a little low, but program involvement remains high and trending upwards. There were over 400 program attendees in August. Staff have been giving out a lot of our free COVID tests, and another 300 test kits were received from Library of Michigan. Summer reading had 625 participants.
- c. The Youth Services report was reviewed. Mermaid Molly was a standout event for the youth. Shark day had 35 participants and Becky set up activities and three science experiments related to sharks. The summer reading wrap-up party had 55 participants despite the rain. Preschool storytime has started back up and had 31 attendees. After school art had 28 participants the first day back for this school year. Becky is working hard at building the school/library connection and is hoping to be at each elementary school every month. Great Start Collaborative donated five new baby and parent bundles. The make your own boba tea event is coming up for the teens. Becky has started a school year reading program called Reading Dragons, which has been a huge hit with the kids so far.
- d. The Adult Services report was reviewed. Faith had to cancel the coloring session because of the power outage. The go fish tournament family event did well. Faith is starting a bring your own book club.
- e. The Circulation report was reviewed. The Nintendo Switch and Switch games have been very popular. Circulation statistics are still trending upward; many have surpassed pre-COVID levels, such as teen print, games, ebooks, and audio books.

VII. Committee Reports

- a. Planning Committee 9/7
 - i. The committee is working on the implementation timeline for the strategic plan, which will be brought to the board once ready. The committee anticipates needing one to two more meetings to finalize the timeline before presenting to the board.

VIII. Unfinished Business

- a. Meeting Dates: The board agreed to the following meeting dates for the remainder of 2022, with plans to reassess meeting dates for 2023 at the December board meeting.
 - i. Thursday October 20 at 6:30 pm
 - ii. Tuesday November 15 at 6:30 pm
 - iii. Tuesday December 13 at 6:30 pm

IX. New Business:

- a. Budget Amendment #3 F/Y 2022
 - i. We received \$7270 in additional income from eRate, State Aid, book sale, donations, and interest income.
 - ii. Bakovka proposes adding \$2,000 to payroll liabilities, \$2,000 to furnishings, \$700 to materials, \$370 for tech support, \$1500 for public utilities, \$200 to membership and training, and \$500 to programming.
 - iii. Approval of Budget Amendment #3 F/Y 2022 motioned by Musgrave and seconded by Augustin. All yes, motion approved.
- b. Unattended Children and Vulnerable Adults Policy
 - i. Bakovka's research led her to two well-written policies in Michigan that have both been vetted by our attorney. The policy proposes a minimum of age 7 to be out of sight of a parent or guardian, age 10 to be in the library without a parent or guardian, and age 12 to escort a younger sibling to the library without a parent or guardian, with authority for Bakovka to make exceptions to the policy on case-by-case basis.
 - ii. Approval of Unattended Children and Vulnerable Adults policy with the addition of "bodily injury" to the purpose motioned by Musgrave and seconded by Simmons. A roll call vote was conducted, motion approved.
 - 1. Musgrave YES
 - 2. Fryling YES
 - 3. Marsh YES
 - 4. Simmons YES
 - 5. Augustin YES
 - 6. Kuhn YES
 - 7. Byville ABSENT
 - 8. Lefevre ABSENT

X. Around the Table

- a. Musgrave suggested that a generator would be great to have so the library can be a hub for people without internet access, air conditioning, heat, etc. during power outages.
- b. Bakovka invited the board to attend the open house on Saturday from 10am-2pm. There will be snacks, drinks, activities, and photos of Henika throughout the years.
- c. Fryling will be out of town for next month's meeting.
- d. Marsh attended an online seminar this afternoon that focused heavily on policies and procedures; setting policies for as many contingencies as possible will help mitigate complaints because people know what to expect.

- e. Simmons shared that her daughter is really excited about the Reading Dragons program and has been enjoying the after school art program.
- f. Augustin connected Becky with Nikki Barnes, Media Specialist for Baker and Steeby. Excited to see what Becky learns at the youth conference, especially for the teens.
- g. Kuhn is thankful to all the staff for their dedication and willingness to go the extra mile, such as Becky taking the time to show her kids the shark experiment when they arrived late for shark day.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.
Meeting adjourned at 8:04 pm.

September 2022 Statement

Open Date: 08/13/2022 Closing Date: 09/14/2022



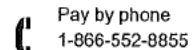
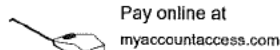
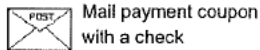
Account: [REDACTED]
Cardmember Service 1-866-552-8855
 BUS 30 ELN 8 9

New Balance	\$1,604.52
Minimum Payment Due	\$17.00
Payment Due Date	10/10/2022

Reward Points	
Earned This Statement	1,637
Reward Center Balance as of 09/13/2022	6,671
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,166.90
Payments	-	\$1,166.90CR
Other Credits	-	\$3.00CR
Purchases	+	\$1,607.52
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,604.52
Past Due		\$0.00
Minimum Payment Due		\$17.00
Credit Line		\$15,500.00
Available Credit		\$13,895.48
Days in Billing Period		33

Payment Options:



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



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

- to pay by phone
- to change your address

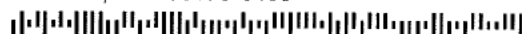
Account Number	[REDACTED]
Payment Due Date	10/10/2022
New Balance	\$1,604.52
Minimum Payment Due	\$17.00

Amount Enclosed \$ _____

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



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



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

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

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

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

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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

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



Business Cash

Rewards Center Activity as of 09/13/2022	
Rewards Center Activity*	0
Rewards Center Balance	6,671

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,605	15,144
2 Extra Points - Telecom & Office Supply	32	506
1 Extra Point - Restaurants & Gas	0	398
Total Earned	1,637	16,048

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.

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Transactions

[REDACTED] CIERRA J

Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/18	08/17	6110	DOLLAR TREE JENISON MI	\$3.98	Supply
08/19	08/17	1563	WIX.COM*1011325447 800-6000949 NY	\$47.88	Ad? Promb
08/22	08/21	9545	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	Ad? Promb CS
08/23	08/22	5608	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.89	CS
08/23	08/22	4277	BONFIRE.COM HTTPSBONFIRE. VA	\$132.77	Ad? Promb
08/23	08/22	0262	BONFIRE.COM HTTPSBONFIRE. VA	\$132.32	Ad? Promb
09/01	08/31	4958	WORDSANYWHERE 303-601-5096 CO	\$106.18	Big
09/02	09/01	4465	CHICAGO BOOKS & JOURNA CHICAGO IL	\$77.98	Big
09/06	09/01	2272	IN *RED WAGON GARDEN C DORR MI	\$52.72	Big
09/06	09/02	7445	GameStop 817-422-2085 TX	\$342.35	Equip
09/07	09/06	7647	DOLLAR TREE JENISON MI	\$10.53	Supply
09/07	09/06	7803	WALGREENS #5117 JENISON MI	\$21.98	Supply
09/07	09/06	7720	WALGREENS #5117 JENISON MI	\$11.08	Supply
09/07	09/06	3865	WORDSANYWHERE 303-601-5096 CO	\$47.77	Big
09/12	09/09	0090	ELLISON EDUCATIONAL EQ 800-253-2238 CA	\$122.97	Supply
09/13	09/12	0194	DOLLAR TREE JENISON MI	\$11.93	Supply

Continued on Next Page

Transactions [REDACTED] CIERRA J Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/13	09/12	4924	CANVA* I03541-17001648 HTTPSCANVA.CO DE	\$119.99	Ad: Promo
09/14	09/13	7431	DOLLAR TREE JENISON MI	\$1.33	SUPPLY
Total for Account [REDACTED]				\$1,279.65	

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/15	08/13	0524	DOLLAR-GENERAL #9954 WAYLAND MI	\$15.88	AP
08/15	08/12	5839	ALDI 67043 PLAINWELL MI	\$47.29	AP
08/15	08/11	7535	HARDING'S MARKET #3 WAYLAND MI	\$16.94	AP
08/15	08/12	8448	DOLLAR TREE PLAINWELL MI	\$6.63	AP
08/15	08/12	2289	Dollar Tree, Inc. Chesapeake VA	\$42.40	AP
08/17	08/15	4104	WAYLAND DO IT BEST HAR WAYLAND MI	\$8.47	Big G
08/18	08/17	3016	JOANN STORES*JOANN.COM 888-739-4120 OH	\$10.09	AP
08/18	08/17	2266	JOANN STORES*JOANN.COM 888-739-4120 OH	\$6.11	AP
08/18	08/17	9923	JOANN STORES*JOANN.COM 888-739-4120 OH	\$4.70	AP
08/18	08/17	4042	JOANN STORES*JOANN.COM 888-739-4120 OH	\$16.15	AP
08/19	08/18	9382	JOANN STORES*JOANN.COM 888-739-4120 OH	\$12.69	AP
08/19	08/18	4782	JOANN STORES*JOANN.COM 888-739-4120 OH	\$1.19	AP
08/29	08/25	3295	WAYLAND DO IT BEST HAR WAYLAND MI	\$12.18	AP
08/29	08/26	7535	CREATEFORLESS.COM 866-3334463 OR	\$16.26	AP
08/31	08/29	3651	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.34	Supplies
09/12	09/10	2293	SQ *ANYROOM Wayland MI	\$8.48	AP
09/12	09/10	3907	SQ *ANYROOM Wayland MI	\$6.36	AP
09/14	09/13	8348	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.12	DAD
Total for Account [REDACTED]				\$237.28	

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
08/25	08/22	3725	DOLLAR-GENERAL #9954 WAYLAND MI MERCHANDISE/SERVICE RETURN	\$3.00CR	VP
Purchases and Other Debits					
08/24	08/22	1743	MEIJER # 119 877-363-4537 MI	\$72.27	VP
08/24	08/22	2341	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.00	VP
08/29	08/26	2241	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.12	VP
08/29	08/25	5973	DOLLAR-GENERAL #9954 WAYLAND MI	\$7.40	VP


Transactions BUTLER,REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/13	09/11	6171	OTC BRANDS INC 800-2280475 NE	\$5.80	
Total for Account [REDACTED]				\$87.59	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/15	08/15	ET	PAYMENT THANK YOU	\$75.00CR	_____
08/29	08/29	0066	PAYMENT THANK YOU	\$1,091.90CR	_____
Total for Account [REDACTED]				\$1,166.90CR	

2022 Totals Year-to-Date

Total Fees Charged in 2022	\$7.48
Total Interest Charged in 2022	\$0.00

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	22.24%	
**PURCHASES	\$1,604.52	\$0.00	YES	\$0.00	22.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	26.24%	

Contact Us

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


Questions

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


Mail payment coupon with a check

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


Online

myaccountaccess.com



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of September 30, 2022, and the related Statements of Activities for the one month and nine 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
October 5, 2022

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

ASSETS

Current Assets:

Cash-Checking	\$ 109,382.63
Cash-Savings	478,195.12
Certificate of Deposit - 740	51,919.67
Certificate of Deposit - 090	5,349.51
Certificate of Deposit - 104	5,349.51
Certificate of Deposit - 112	5,349.51
Certificate of Deposit - 120	5,349.51
Certificate of Deposit - 139	5,349.51
Certificate of Deposit - 344	1,012.78
Building Fund 171	3,070.34
Savings - Building Fund	101,699.11
Certificate of Deposit - 943	11,260.65
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets

\$ 1,116,463.69

Total Assets

\$ 1,116,463.69

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

LIABILITIES AND NET ASSETS

Current Liabilities:

Due to the Federal Government	\$ (205.95)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 335,007.11

Net Assets:

Fund Balance-Unrestricted	<u>760,924.54</u>
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Total Net Assets-Beginning 760,924.54

Change in Net Assets 20,532.04

Total Net Assets 781,456.58

Total Liabilities and Net Assets \$ 1,116,463.69

Henika District Library
Statements of Activities
For the 1 Month and 9 Months Ended September 30, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Sep. 30, 2022</u>	<u>9 Months Ended Sep. 30, 2022</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 195,500.00	\$ 0.00	\$ 195,342.73	\$ (157.27)
City Revenue	170,000.00	1.76	156,275.83	(13,724.17)
State Aid	10,000.00	0.00	13,478.00	3,478.00
Penal Fines	30,000.00	3,033.27	21,944.25	(8,055.75)
Copier & Fax Income	1,900.00	250.29	2,482.51	582.51
Fines	200.00	137.97	692.48	492.48
Interest Income	600.00	142.66	918.12	318.12
Memorial Donations	7,600.00	25.01	7,950.48	350.48
Book Sales	140.00	11.70	622.80	482.80
Federal E-Rate	2,450.00	0.00	4,321.75	1,871.75
Miscellaneous Income	1,300.00	0.00	1,325.12	25.12
Total Revenues	<u>419,690.00</u>	<u>3,602.66</u>	<u>405,354.07</u>	<u>(14,335.93)</u>
Employee Expenses:				
Wages	180,000.00	13,027.79	132,391.21	47,608.79
Employee Benefits	26,000.00	2,847.83	18,799.90	7,200.10
FICA Expense	12,000.00	996.63	10,127.93	1,872.07
State Unemployment Tax	0.00	0.93	32.44	(32.44)
Total Employee Expenses	<u>218,000.00</u>	<u>16,873.18</u>	<u>161,351.48</u>	<u>56,648.52</u>
Operating Expenses:				
Memberships & Training	5,800.00	0.00	4,752.04	1,047.96
Bank Charges	50.00	0.00	34.00	16.00
Insurance & Bonds	3,000.00	0.00	2,861.00	139.00
Programming	12,200.00	731.20	10,025.90	2,174.10
Office Supplies	10,000.00	639.41	6,987.78	3,012.22
Furnishings	4,000.00	0.00	3,105.72	894.28
Equipment	18,000.00	379.34	13,797.81	4,202.19
Materials	30,400.00	1,480.48	26,777.70	3,622.30
Accounting	11,000.00	446.80	8,865.02	2,134.98
Contractual Services	28,000.00	337.88	17,795.96	10,204.04
Communications	2,690.00	205.03	1,981.26	708.74
Technology Support	3,000.00	0.00	2,125.00	875.00
Advertising	2,850.00	633.83	1,496.87	1,353.13
Postage	1,000.00	0.00	531.90	468.10
Utilities	7,500.00	610.74	5,735.72	1,764.28

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 9 Months Ended September 30, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Sep. 30, 2022</u>	<u>9 Months Ended Sep. 30, 2022</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	18,700.00	1,797.37	13,697.49	5,002.51
Maintenance-Equipment	3,500.00	44.85	2,038.80	1,461.20
Miscellaneous	0.00	0.00	120.39	(120.39)
Capital Outlay	<u>150,000.00</u>	<u>0.00</u>	<u>100,740.19</u>	<u>49,259.81</u>
Total Operating Expenses	<u>311,690.00</u>	<u>7,306.93</u>	<u>223,470.55</u>	<u>88,219.45</u>
Total Expenses	<u>529,690.00</u>	<u>24,180.11</u>	<u>384,822.03</u>	<u>144,867.97</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ (20,577.45)</u>	<u>\$ 20,532.04</u>	<u>\$ 20,532.04</u>

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

Accounts

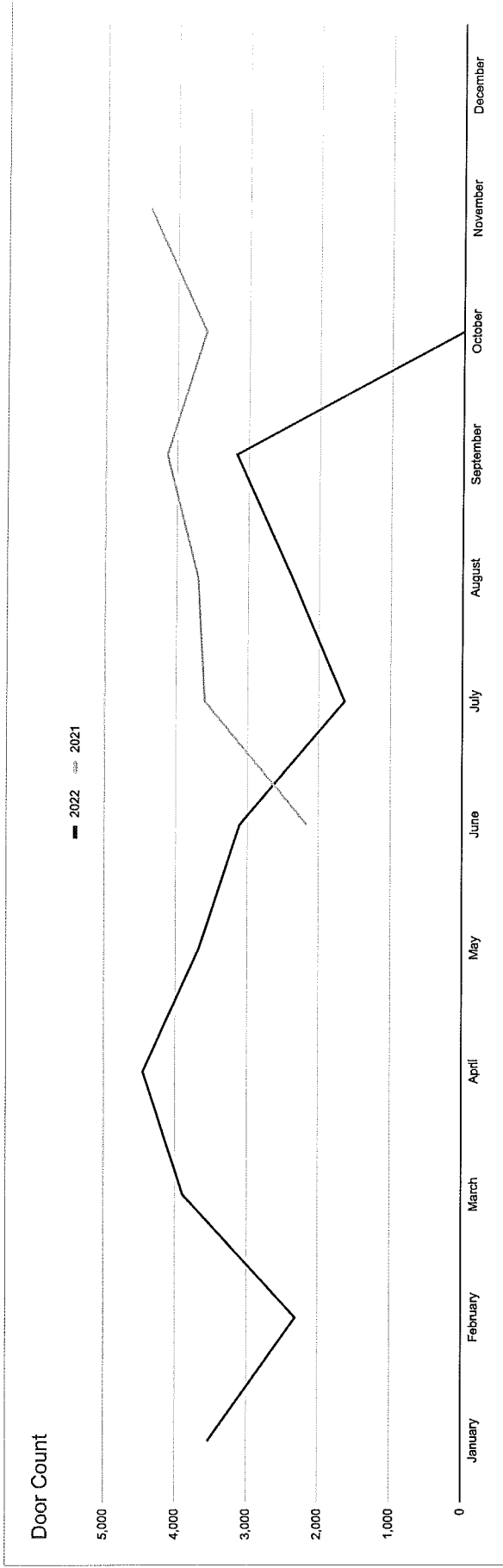
PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$100,412.96
BUSINESS HIGH YIELD SAVINGS XXX013	Current balance \$480,695.37
BUILDING FUND XXX212	Current balance \$101,833.49
CONTINGENCY FUND XXX740	Current balance \$52,075.49
BUILDING FUND XXX090	Current balance \$5,360.66
BUILDING FUND XXX104	Current balance \$5,360.66
BUILDING FUND XXX112	Current balance \$5,360.66
BUILDING FUND XXX120	Current balance \$5,360.66
BUILDING FUND XXX139	Current balance \$5,360.66

BUILDING FUND	Current balance
XXX171	\$3,074.93

BUILDING FUND	Current balance
XXX344	\$1,019.24

LAVERNE JOHNSON BOOK FUND	Current balance
XXX943	\$11,284.09

WEEKDAY TRAFFIC STATS 22



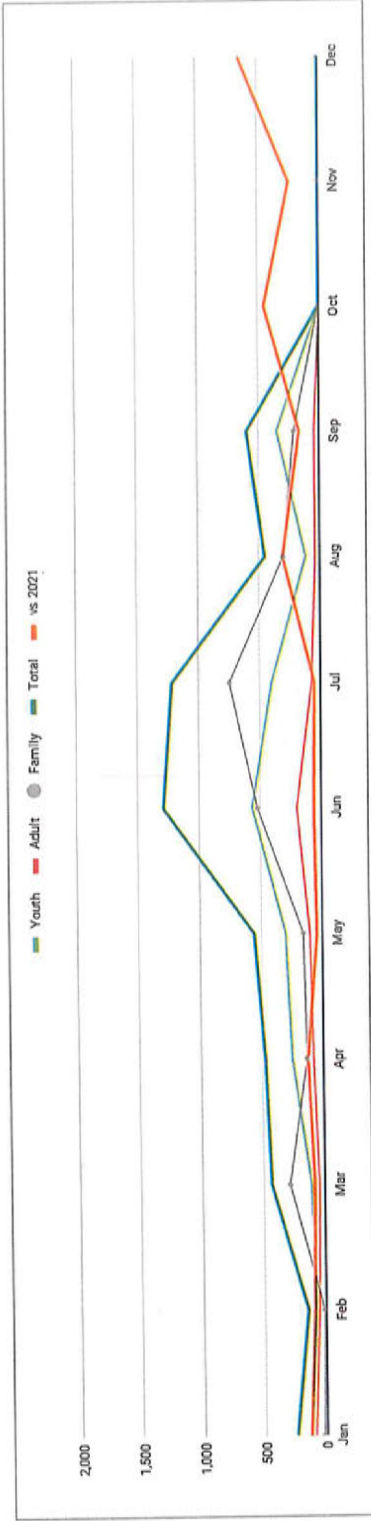
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Average
2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	0	0	0	3,132
vs 2021							2,173	3,601	3,706	4,142	3,605	4,393	3,603

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
Monday	185	158	163	424	178	118	90	76	116					
Tuesday	172	183	161	174	197	161	91	107	164					
Wednesday	135	236	206	201	162	149	61	88	136					
Thursday	149	192	169	141	131	107	67	79	164					
Friday	172	139	112	105	107	85	41	97	131					
Saturday	63	61	69	84	94	94	59	82	37					

2022 Annual Attendance Tracker



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	129	76	104	254	298	562	395	113	344	0	0	0	2,275	253
Adult	96	61	48	85	105	206	74	40	44	0	0	0	759	84
Family	19	8	282	135	153	522	746	298	204	0	0	0	2,367	263
Total [1]	244	145	434	474	556	1,290	1,215	451	592	0	0	0	5,401	600
vs 2021	181%	154%	499%	362%	1158%	1925%	2209%	145%	350%	0%	0%	0%	2,453	204
Yearly Increase														220%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	87	76	103	254	297	90	359	107	267	0	0	0	1,640	137
Youth Take-Home / Online	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Reading Programs	42	0	1	0	1	472	36	6	77	0	0	0	635	53
Adult In-Person	29	17	13	42	65	54	49	40	29	0	0	0	308	28
Adult Take-Home / Online	42	44	35	43	40	23	16	0	15	0	0	0	258	22
Adult Reading Programs	25	0	0	0	0	129	9	0	0	0	0	0	163	14
Family Take-Home/ Online	19	0	65	79	99	22	92	127	142	0	0	0	645	54
Family In-Person	0	8	217	56	54	500	654	171	62	0	0	0	1,722	144

September 2022

Youth Services Report

Becky Butler, Youth Services Librarian

A bout of Covid slowed the end of this month down for me, but we still had plenty going on in September! Our displays celebrated Banned Book Week and Library Card Sign-Up Month.

Preschool Storytime: 68 attendees across 4 storytimes.

Afterschool Art: 215 attendees across 5 weeks. We had a single biggest ever AA while I had Covid – poor Faith wrangled 70 kids! We made diamond stickers, decorated our own puzzles, created Banned Book Week magnets, and bedazzled felt lizards. This event is now getting so large I really have to plan the craft AND after-craft activities. Things get a little wild when kids come in and finish the craft quickly.

Lego Club: 13 attendees for our first monthly meeting of the school year. The bonus challenge was to create wearable Lego. Enjoy some photos of the event (no Coralines were harmed in the creation of this event).



Toddler Lil Wiggles: 15 attendees! After no attendees the month previous, this was lovely. The daycare who has been attending storytime came, so I hope they will continue to.

Preschool Sensory Playtime: 8 attendees. We'll see how this event survives the winter. Our lack of indoor space really hinders how inviting we can be; I think being indoors made parents more nervous about kid behavior and running into things.

Henika Pokemon Trainers: 12 attendees to our first weekly meeting. We opened by trading cards. I themed it "Electric Type" and incorporated some simple science experiments with static electricity. We then made Pikachu headbands and then played a game in the yard.

STEM Club: 6 attendees came to learn about geysers. We watched a short video, made a paper model of a geyser, and did multiple experiments to create our own geysers using heat and pressure. The Mentos and Diet Coke geyser was definitely the favorite!

Storytime for Every Kid: 2 attendees. I already read to some of the afterschool kid crowd occasionally, so I wanted to see what an official event would be like. Small crowd, but I think I'll keep this for now as it's easy and calms the area down very nicely.

Family Take and Makes: 50 Slime kits were taken.

Make Your Own Boba: Canceled when I got sick. Rescheduled for November!

Reading Dragons: The school year reading program kicked off with a bang! 68 kids signed up to earn dragon cards for their school reading.

School Visits: I continued visiting Pine Street/hosting Pine Street field trips to the library to promote Reading Dragons and Library Card Sign-Up Month. I initially handed out library card registration forms, but Cierra created an online form for me so parents could sign their kids up more easily. I then just handed out QR codes. Kids did a scavenger hunt online and colored dragons for me or got a library tour and did a physical scavenger hunt. There are roughly 25 kids in each class, and I had 4 days of visits with 2-4 classes each day. That's about 325 kids reached!

I also had the opportunity to join Critics' Cafe, the book club over at the high school. This was so energizing because they had about 27 kids sign up to talk about books on a free period! I introduced myself and spoke a little about our teen events at the library. I hope to continue to join this club, and Amy Huyck (the media specialist) has also invited to run Henika events in the high school library. I think this will be a great way to stay in touch with teens who are shy about entering our physical building.

St. Therese resumed their biweekly visits to the library on Tuesday mornings. I'm trying to connect as many of those kiddos with cards as possible.

Looking forward:

Preschool Storytime and After-School Art will continue on Thursdays throughout October. I'll have visits to Steeby on October 7 and 12.. Lego Club is on October 5 at 5:30. Pokemon Club will be on the 12th at 5:30. STEM Club: Boats and Buoyancy will be on the 19th at 4. Preschool Sensory Playtime will be the 11th at 11. Lil Wiggles will be the 17th at 11. Storytime for Every Kid will be the 21st at 3. The Teen event is Hocus Pocus 2 and Handcrafts on October 26 at 6. Lastly, Family Fun: Candy Jars returns on October 15th at 11:30.

SEPTEMBER 2022

Adult Services Report

Faith Fetty, Adult Services Librarian

Programs & Attendance

Sew Much Fun (In-Person): 2

This was a craft for ages 13+ and I held it on a weekend. Unfortunately, not many registered for this event and then three registrants failed to show up at the class. I had a productive class with the two who did attend and they were happy to learn a simple and useful sewing project!

Dungeons & Dragons (In-Person): 0

This was a requested event that unfortunately did not have any attendees. I didn't require registration for this event, but maybe it would have helped attendance if patrons had to be more intentional through registration. I will hopefully be trying this program again in the future.

Find Your Color (In-Person): 0

Find Your Color (personal color palette analysis) did not have any attendees. It was also scheduled on a Saturday, which has historically low attendance.

Strokes of Genius (In-Person): 13

As always, Strokes of Genius went very well! We had to trust the process for a minute while working on our moons, but I was very impressed with everyone's final product! I already had questions about my next painting event (which will be in December). The painting events seem to be a great gateway event for new attendees who then are interested in what else we will be working on in the future!

Sawmill Estates: Watercolor Leaves (Out of Library Visit/In-Person): 3

Our earlier event time did not work out very well for us, so we will be switching back to 2pm events at Sawmill. The seniors who did attend liked the event and we talked about what else they would like to do in the future. They really enjoyed Uno last month, so we will be focusing on board games, card games, and trivia in the future!

Green Acres: Watercolor Leaves (Out of Library Visit/In-Person): 11

The watercolor leaves turned out super well at Green Acres! The earlier event time is working great for them there and boosted attendance a little bit, so I will continue to schedule my visits there a little earlier in the day. Their art was hung up in their activity room and I got to see them all during my most recent visit!

Zen Gardens (Take-&-Make): 15

This take-&-make helped get rid of a few odds and ends I had in the basement, but I will avoid working with sand at all costs in the future. The end product was fun, but I think the mess cost was a bit too high!

Total Program Attendees/Registrants: 44

Reflection

This month was a little rough on attendance as I tried to branch out from craft events a little bit and had a few flops. I did have a few successes such as the new start time at Green Acres that worked well and the old faithful Strokes of Genius painting event.

Looking Forward

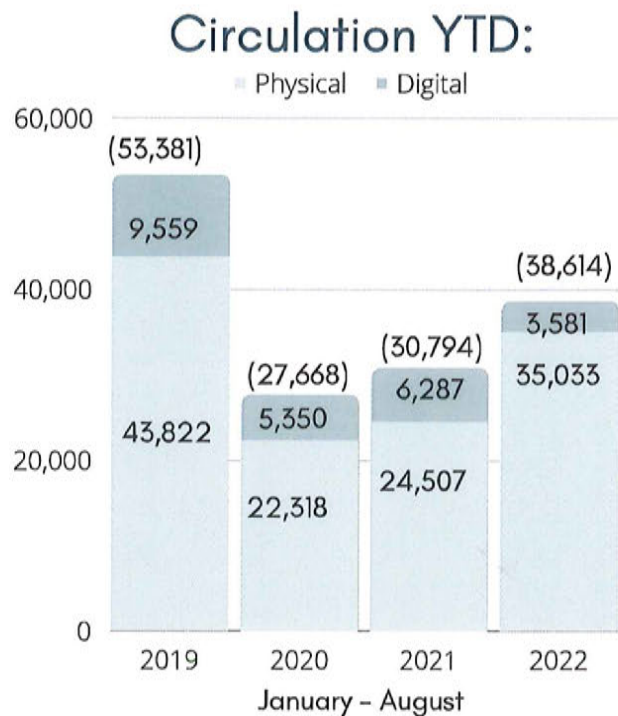
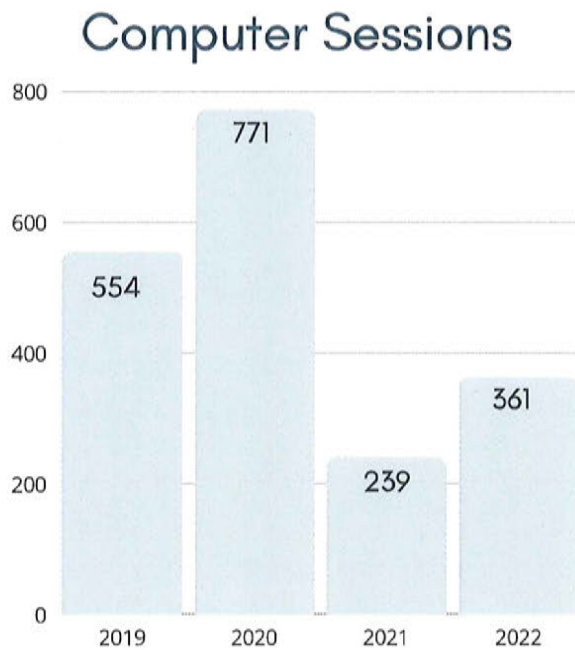
I'm not quite ready to let Dungeons & Dragons be a complete flop, so I will be attempting that again in the future. Sawmill Estates' event time will be moving back to the afternoon and towards being more game/activity based rather than art/craft based.

Becky and I are working on our Art Hop project which includes mini art take-&-makes to be returned and displayed at a "Tiny Art Gallery Opening" in the youth area during Art Hop.

September 2022

Our circulation numbers are continuing to improve this month! Most notably, our videogames are circulating more than they have in past 4 years, far surpassing pre-Covid levels. The PS4 Console has been checked out regularly since we added it to our Special Collection, which is very exciting to see! I believe that the addition of the PS4 to our Special Collection has played a direct role in the increase of PS4 game checkouts as well. Our Switch games continue to be frequently checked out and are hard to keep on the shelves. Additionally, I have also noticed an increase in checkouts of the power tools in our Special Collection, as more patrons are discovering that we offer them! Lastly, MeL circulation numbers are the highest that they have been since 2019. I have no doubt that our overall numbers will continue on this upward trend.

Courtney Schenkuizen - Circulation Clerk



Henika has 2,801 total patron accounts. 451 of these accounts are active (not expired). Most expiration dates are set for 3 years upon renewal.

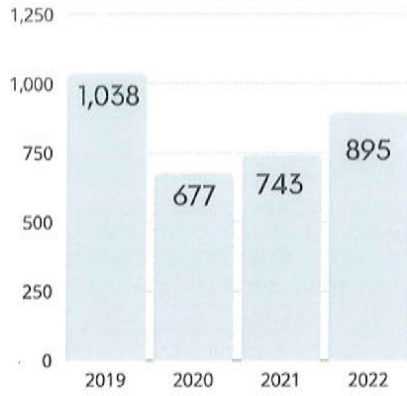
214 Patron accounts added YTD

35 Patron accounts added in August

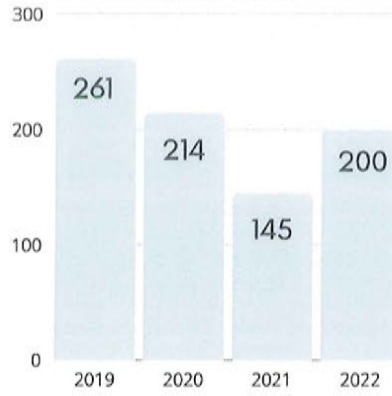
- 27 Wayland City
- 7 Wayland Township
- 1 Non-Resident

SEPT

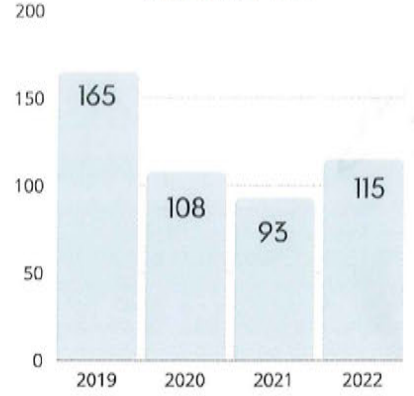
Adult Print



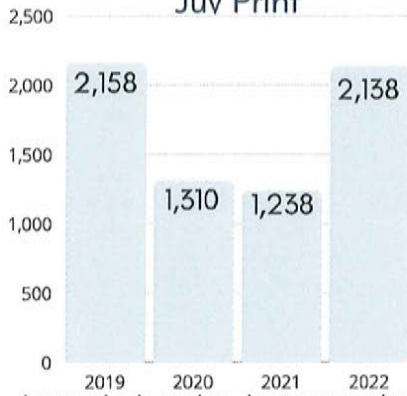
Teen Print



Tween Print

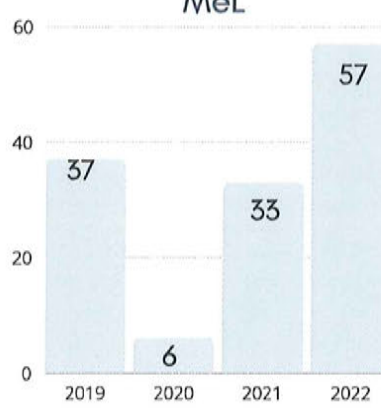


Juv Print

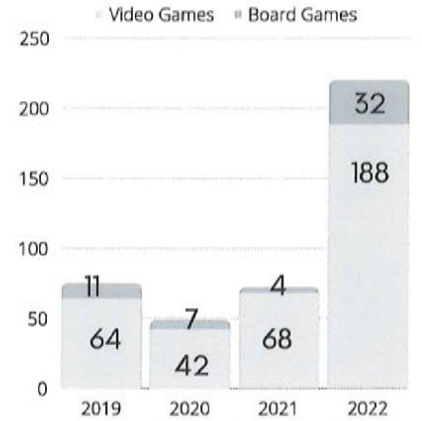


*pictures books, readers, chapter, juv graphic, juv NF

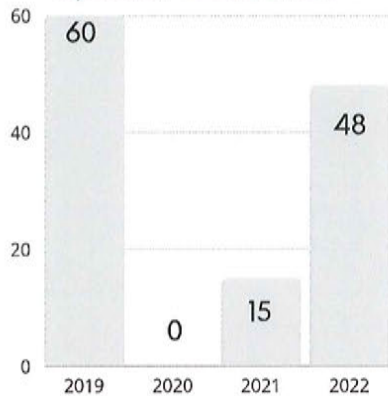
MeL



Games

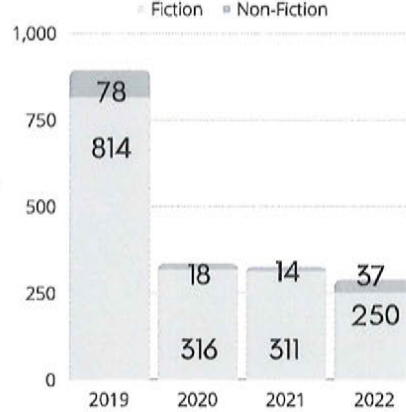


Special Collection

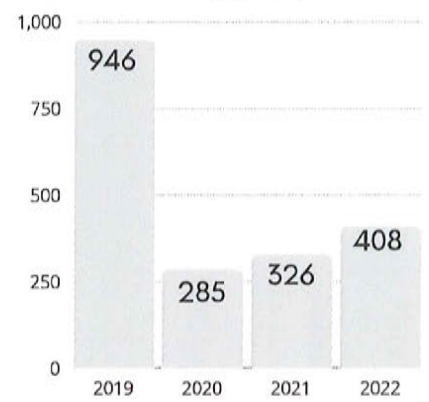


*prior to August 2021 this only included launchpads

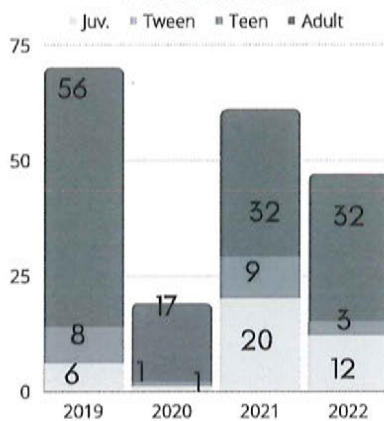
General DVD



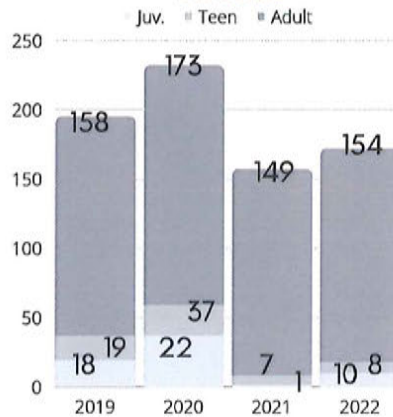
Youth DVD



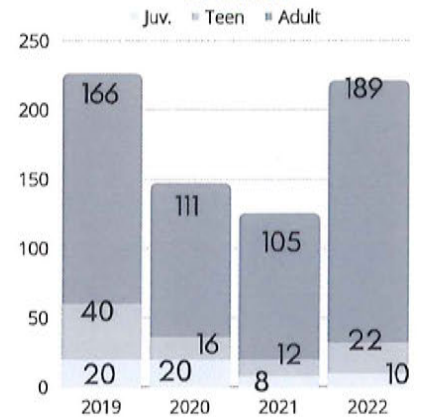
Audiobooks



eBooks



eAudio



MEETING MINUTES

Henika District Library

Planning Committee Meeting

October 5th, 2022 at 12pm

- **Call to Order**

12:10pm

Members Present: Sara Davidson-LeFevre, Meghan Augustin, Tami Fryling

Members Absent: Danielle Simmons

Staff Present: Cierra Bavovka

Guests: None

- **Approval of Agenda**

Augustin moved to approve the agenda, Fryling seconded.

- **Approval of Meeting Minutes**

Augustin moved to approve the September 7th, 2022 regular planning committee meeting minutes, Fryling seconded.

- **Unfinished Business**

- Continued work on the Strategic Plan, with the goal of presenting to the Henika District Library Board of Trustees at the December 2022 regular meeting.

- Created objectives and actions for Goal 3: Expand and maintain community connections and involvement with the Henika District Library.

- **New Business**

- Field trip taken outside to look at space for potential future signage.

- **Around the Table**

- Draft of the entire Strategic Plan will be completed by the committee in November, then Cierra will send it to Carol with the Cooperative for review. We will meet again in November to review notes, and finalize the plan to present to the Board. Our next meeting is to be held at 5:30pm prior to the board meeting on November 15th, 2022.

- Bakovka is excited for the library staff's training day in Allegan on Monday 10/10/22. Henika will be closed this day.

- **Adjournment**

Meeting adjourned 12:53pm. Augustin Seconded.

Henika District Library Director Evaluation 2022 Fiscal Year

Section 1: Overarching Goals			
<i>Description of Goal</i>	<i>Exceeded Expectations</i>	<i>Met Expectations</i>	<i>Needs Improvement</i>
<p>Governance: The director works with the staff, board, and rest of Lakeland Library Cooperative to improve structure, remove barriers, and focus on cooperation, commonalities, and constructive input and feedback. Revising policies, bylaws, and other documents and strengthening the relationship between board and staff is essential in the process.</p>			
<p>Technology: The director works with the staff, board, and rest of Lakeland Library Cooperative to provide best practices and meet needs and expectations in terms of in-person and remote staff training, e-resources, and patron access services, devices, and assistance.</p>			
<p>Advocacy: The director works with the staff, board, the rest of Lakeland Library Cooperative, and other stakeholders to raise our profile in the community and to raise awareness among our members and their representatives on important issues.</p>			
<p><i>Comments:</i></p>			

Section 2: Leadership					
<i>Please rate the Director's mastery of the following:</i>	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
<p>Clearly articulates and models the organization's values and mission to staff, board, library cooperative, and the community. Works to raise awareness of library related issues.</p>					

Henika District Library Director Evaluation 2022 Fiscal Year

	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Leads staff in maintaining a climate of excellence, accountability, and respect.					
Shares her vision for Henika District Library and inspires thinking and action in others consistent with the mission.					
Seeks, evaluates, and acts upon opportunities for innovation to change, grow, and improve.					
Empowers the board and staff through sharing information and authority. Communicates well in various mediums.					
Inspires others by recognizing and appreciating individual excellence across the organization.					
<i>Leadership Comments:</i>					

Section 3: Management					
<i>Please rate the Director's mastery of the following:</i>	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Recruits, develops, and retains a capable staff and manages its performance effectively through clear job descriptions, periodic feedback, training, and performance reviews.					

Henika District Library Director Evaluation 2022 Fiscal Year

<i>Please rate the Director's mastery of the following:</i>	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Works with the staff, accounting firm, and board to prepare budgets, monitor progress, and initiate changes (to operations and/or budgets) as appropriate.					
Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws.					
Works with the board to develop strategies for achieving the mission, goals, and financial viability of the organization.					
Provides suitable and timely information to the board about key issues for discussion, analysis, and decision making that allows the board to set the agenda and focus of meetings.					
Understands and works to streamline committee and board processes for more timely actions.					
Researches, presents, and implements technologies that are appropriate to the library. Assists staff in understanding and moving forward with the technology					
<i>Management Comments:</i>					

Henika District Library Director Evaluation
2022 Fiscal Year

Section 4: Goals for next review period 2022	
Goal #1	
Goal #2	
Goal #3	

<i>Other or Overall Comments:</i>

PAY PERIODS AND TIME SHEETS

Library employees will be paid every two weeks. The time periods will close on Wednesday and time sheets will be sent to the accountant. Employees are responsible for entering their time each day that they work. Time sheets must be reviewed and signed by the director prior to being sent to the accountant.

Adopted: 12/12/13

Revised: 11/8/18

Revised: 10/20/22

PAY PERIODS AND TIME SHEETS

Library employees will be paid every two weeks. The time periods will close on Thursdays and time sheets, which are kept on the shared database, will be sent to the accountant the following morning. Employees are responsible for entering their time each day that they work. Time sheets must be reviewed and signed by the director prior to being sent to the accountant.

*Adopted: 12/12/13
Revised: 11/8/18*

SMOKE FREE ENVIRONMENT

The Henika District Library follows Public Act 188 of 2009 regarding smoke-free environments. It also bans the use of e-cigarettes and chewing tobacco.

*Adopted: 12/6/91
Revised: 8/12/98
Revised: 7/1/13
Revised: 11/8/18*

NURSING MOTHERS

The Henika District Library follows Public Act 197 of 2014 regarding the protected civil right of mothers to breastfeed in public places.

Adopted: 1/10/19

CONFIDENTIALITY

Henika District Library adheres to the Library Privacy Act. Information held on patron registration cards or on the Lakeland Library Cooperative database is held in confidence and may be obtained only through Freedom of Information Act Guidelines. Non-identifying statistical data does not apply.

The disclosure of names, addresses, telephone numbers, or library activities constitutes an unwarranted invasion of privacy.

Additionally, the Henika District Library will ensure the confidentiality of social security numbers in compliance with Michigan's Social Security Number Privacy Act (P.A. Act 454 of 2004) by not using more than four sequential numbers of a social security number. The exception to this rule is when filling out state and federally mandated employee paperwork, but only with prior approval from the subject.

Documents containing personal identifying information, including social security numbers, will be shredded when no longer needed.

The USA PATRIOT Act makes it possible for the Federal Bureau of Investigation to request the above protected information by subpoena of the federal courts. According to the USA PATRIOT Act the Library may not disclose to anyone, including the patron about whom information is being requested, that such a subpoena has been issued.

Should the FBI approach library staff with a subpoena requesting the release of protected library records the director shall be summoned immediately, and the director shall insist that the library's attorney be

PHOTOCOPIER USE

The library photocopier is intended for use by library staff and the general public. It is expected that staff and patrons will comply with federal copyright law when using the photocopier. Prints, copies, and faxes for the public are paid for on a donation basis.

Adopted: 12/16/91

Revised: 3/15/94

Revised: 8/12/98

Revised: 2/14/02

Revised: 3/12/09

Revised: 8/14/14

Revised: 1/14/16

Revised: 1/10/19

Revised: 2/13/20

Revised: 10/20/22

PHOTOCOPIER USE

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Photocopier fees for the public are as follows:

Black & White:

- 8 x 11 10 cents
- 8 x 14 20 cents
- 11 x 17 25 cents

Color:

- 8 x 11 25 cents
- 8 x 14 50 cents
- 11 x 17 75 cents

Patrons may scan to email for free.

Patrons may also send and receive their own faxes from this machine for \$0.50 per page up to 20 pages or at a flat rate of \$10.00 for more than 20 pages.

Patrons may print copies of their resume and cover letter at no charge.

*Adopted: 12/16/91
Revised: 3/15/94
Revised: 8/12/98
Revised: 2/14/02
Revised: 3/12/09
Revised: 8/14/14
Revised: 1/14/16
Revised: 1/10/19
Revised: 2/13/20*