

AGENDA

Henika District Library
Board of Trustees Meeting
February 21st, 2023 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. January 2022 Regular Meeting Minutes

V. Financial Reports

A. January 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. Building and Grounds Committee 2/6

VIII. Unfinished Business

IX. New Business

- A. Budget Amendment #1
- B. Jay's Metal Art Proposal

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
January 17, 2023 at 6:30 pm

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

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: Heather Wallace, Alexi Wallace, Aviv Karni

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by LeFevre and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of December 2022 Regular Meeting Minutes motioned by Marsh and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for December 2022
 - a. Henika received a \$50,000 donation from a philanthropist in Grand Rapids via the donor's accountant. Bakovka sent a thank you card and some Henika-branded items as a token of our appreciation. The donor did not designate a specific use for the funds.
 - b. Credit Card Detail Report was reviewed.
 - c. YTD Budget vs. Actuals was reviewed. We came in about \$75,000 under budget for fiscal year 2022. The annual audit is scheduled for February 8.
 - d. United Bank accounts were reviewed.
 - e. Approval of paid bills motioned by Musgrave and seconded by Marsh. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka shared that Sarah is doing great, fitting in well and learning the job responsibilities. A member of the community donated some vision assistance technology that is available for in-library use. Art Hop was a huge success, with over 1103 people entering the library over the course of 4 hours. The library was closed for a few days in December due to holidays and the snowstorm. Lakeland has just rolled out Patron Point, which replaces online library card applications and automatically

pinpoints addresses, determines eligibility, makes sure the applicant does not already have a card, and issues the card.

- b. Monthly Statistics were reviewed. There was a total of 6669 people through the doors in December. Thursday continues to be one of the most popular days, likely due to after school art being offered on Thursdays.
- c. The Youth Services report was reviewed. December programming included events such as after school art (135 attendees over 3 weeks), Lego club (20 attendees), sensory playtime (16 attendees), ornament-making (39 attendees), STEM club (12 attendees), and more. There were 25 new Reading Dragons signups in December. St. Therese students continued their biweekly visits, and Becky ran an international taste test at the high school with 37 attendees. Becky will be attending a summer reading workshop on January 27.
- d. The Adult Services report was reviewed. Forty of the 96 tiny art canvases were returned to be displayed during Art Hop. The gift wrapping party will likely be offered as a drop-in gift wrapping station in the future. Strokes of genius (14 attendees) and DIY wreaths (17 attendees over 2 sessions) were popular events in December. There were 45 adult winter reading signups in December. Unfortunately due to rising COVID cases, Faith was not able to visit Green Acres to offer any events last month.
- e. The Circulation report was reviewed. Circulation dropped in some areas, but still trending upwards overall. Holidays, snow days, and breaks likely contributed. There were 15 new library card signups in December.

VII. Committee Reports: no committee reports.

VIII. Unfinished Business: no unfinished business.

IX. New Business:

- a. 12/15 Incident
 - i. Harassing phone calls have ceased. The lawyer recommended having a social media policy outlining what is acceptable and what is not. Discussion ensued.
 - ii. Social Media Policy (Resolution 2023-1). Adoption of Resolution 2023-1 Social Media Policy as presented motioned by Musgrave and seconded by Augustin. A roll call vote was conducted. All yes, resolution adopted.
 - 1. Marsh YES
 - 2. Musgrave YES
 - 3. Simmons YES
 - 4. LeFevre YES
 - 5. Fryling YES
 - 6. Byville YES
 - 7. Augustin YES
 - 8. Kuhn YES

- b. Committees
 - i. Planning Committee
 - 1. Chair – LeFevre
 - 2. Member – Simmons
 - 3. Member – Fryling
 - ii. Building & Grounds Committee
 - 1. Chair – Byville
 - 2. Member – Marsh
 - 3. Member – Fryling
 - iii. Finance Committee
 - 1. Chair – Marsh
 - 2. Member – Musgrave
 - 3. Member – Kuhn
- c. Meeting Dates 2023
 - i. The 2023 regular Board of Trustees meetings will be held the second Tuesday of each month at 6:30pm.
 - 1. February meeting will be held February 21 at 6:30pm.

X. Around the Table

- a. Marsh is happy that the interruptions to our daily operations were dealt with smoothly.
- b. Musgrave nothing to add.
- c. Simmons nothing to add.
- d. LeFevre is proud of Bakovka and staff in dealing with the incident. Excited for the new year.
- e. Fryling seconded LeFevre’s sentiments – no one is prepared when something happens for the first time and it was handled beautifully.
- f. Bakovka is thankful and in awe of how amazing the staff handles everything thrown at them. Excited with all the work put in, excited for the new year and all the new adventures we will be going on.
- g. Byville agreed that the staff did a great job and expressed love the staff.
- h. Kuhn thought the staff did a great job during the incident. Loves the programming options during the week. Great job this last year, looking forward to what we do this year.
- i. Augustin shared that there has been a materials challenge; forming an ad hoc committee to review the material and follow through with the review process (timeline April/May).

- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:52 pm.



January 2023 Statement

Open Date: 12/15/2022 Closing Date: 01/13/2023



Visa® Business Cash Card
HENIKADISTRICTLIBRARY

Account: [REDACTED]

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

New Balance	\$448.57
Minimum Payment Due	\$10.00
Payment Due Date	02/10/2023

Reward Points	
Earned This Statement	485
Reward Center Balance	14,282
as of 01/12/2023	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$881.47
Payments	-	\$881.47CR
Other Credits		\$0.00
Purchases	+	\$448.57
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$448.57
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$15,500.00
Available Credit		\$15,051.43
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: Cardmember Service CPN 001910551



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

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



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

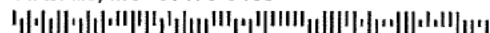


Account Number	[REDACTED]
Payment Due Date	2/10/2023
New Balance	\$448.57
Minimum Payment Due	\$10.00

Amount Enclosed \$ _____

Cardmember Service

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



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

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

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

☞ Account information: Your name and account number.

☞ Dollar amount: The dollar amount of the suspected error.

☞ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:

☞ We cannot try to collect the amount in question, or report you as delinquent on that amount.

☞ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.

☞ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.

☞ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)

2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.

3. You must not yet have fully paid for the purchase.

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

Important Information Regarding Your Account

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

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

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



Business Cash

Rewards Center Activity as of 01/12/2023	
Rewards Center Activity*	0
Rewards Center Balance	14,282

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	448	448
2 Extra Points - Telecom & Office Supply	32	32
1 Extra Point - Restaurants & Gas	5	5
Total Earned	485	485

Important Messages

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

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

Transactions [REDACTED] CIERRA J Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/19	12/16	8606	DOLLAR TREE JENISON MI	\$9.40	Supplies
12/22	12/21	7855	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
12/23	12/22	7830	USPS PO 2597840348 WAYLAND MI	\$69.55	Postage
12/23	12/22	8814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.89	CS
12/27	12/23	6720	WIX.COM*1031305083 800-6000949 NY	\$120.00	AD/Promo
12/28	12/27	4210	DOLLAR TREE JENISON MI	\$26.64	AP
Total for Account [REDACTED]				\$261.48	

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/21	12/19	4143	HARDING'S MARKET #3 WAYLAND MI	\$7.41	Supplies
01/09	01/07	5074	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.65	AP
01/09	01/08	9933	Amazon.com*3C3VM27P3 Amzn.com/bill WA	\$25.00	AP
01/09	01/07	5572	TIM HORTONS #916503 GRANDVILLE MI	\$5.19	AP
01/11	01/10	2144	SHEIN 201-299-2012 DE	\$39.60	Supplies



January 2023 Statement 12/15/2022 - 01/13/2023
 HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service 1-866-552-8855

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Total for Account [REDACTED]				\$79.85	

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/19	12/16	6980	DOLLAR-GENERAL #9954 WAYLAND MI	\$15.50	VP
01/09	01/07	8936	HARDING'S MARKET #3 WAYLAND MI	\$11.07	VP
01/09	01/07	5157	DOLLAR-GENERAL #9954 WAYLAND MI	\$14.42	VP
01/09	01/05	0541	DOLLAR-GENERAL #9954 WAYLAND MI	\$34.00	VP
01/13	01/11	1191	DOLLAR-GENERAL #9954 WAYLAND MI	\$32.25	VP
Total for Account [REDACTED]				\$107.24	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/03	12/30	0108	PAYMENT THANK YOU	\$881.47CR	
Total for Account [REDACTED]				\$881.47CR	

2023 Totals Year-to-Date	
Total Fees Charged in 2023	\$0.00
Total Interest Charged in 2023	\$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	24.24%	
**PURCHASES	\$448.57	\$0.00	YES	\$0.00	24.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.24%	



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 January 31, 2023, and the related Statements of Activities for the one month and one month then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

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

We are not independent with respect to Henika District Library.

Walker, Fluke & Sheldon, PLC
Hastings, Michigan
February 8, 2023

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

ASSETS

Current Assets:

Cash-Checking	\$ 104,196.96
Cash-Savings	499,582.58
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	101,944.35
Property Taxes Receivable	331,103.06
Prepays	933.64
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,122,878.77

Total Assets \$ 1,122,878.77

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

LIABILITIES AND NET ASSETS

Current Liabilities:

Due to the Federal Government	\$ (205.95)
Accrued Payroll	6,715.65
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 337,612.76

Net Assets:

Fund Balance-Unrestricted	<u>762,554.00</u>
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Total Net Assets-Beginning 762,554.00

Change in Net Assets 22,712.01

Total Net Assets 785,266.01

Total Liabilities and Net Assets \$ 1,122,878.77

Henika District Library
Statements of Activities
For the 1 Month and 1 Month Ended January 31, 2023

	Total Year Budget	1 Month Ended Jan. 31, 2023	1 Month Ended Jan. 31, 2023	Year-To-Date Variance
Revenues:				
Township Revenue	\$ 205,000.00	\$ 49,176.83	\$ 49,176.83	\$ (155,823.17)
City Revenue	178,000.00	11,700.76	11,700.76	(166,299.24)
State Aid	10,000.00	0.00	0.00	(10,000.00)
Penal Fines	30,000.00	2,338.68	2,338.68	(27,661.32)
Copier & Fax Income	0.00	377.05	377.05	377.05
Fines	0.00	45.35	45.35	45.35
Interest Income	800.00	231.34	231.34	(568.66)
Memorial Donations	0.00	5.00	5.00	5.00
Book Sales	0.00	36.00	36.00	36.00
Federal E-Rate	4,000.00	404.25	404.25	(3,595.75)
Miscellaneous Income	0.00	5.00	5.00	5.00
Total Revenues	<u>427,800.00</u>	<u>64,320.26</u>	<u>64,320.26</u>	<u>(363,479.74)</u>
Employee Expenses:				
Wages	200,000.00	21,506.87	21,506.87	178,493.13
Employee Benefits	35,000.00	2,992.90	2,992.90	32,007.10
FICA Expense	15,000.00	1,645.28	1,645.28	13,354.72
State Unemployment Tax	0.00	27.68	27.68	(27.68)
Total Employee Expenses	<u>250,000.00</u>	<u>26,172.73</u>	<u>26,172.73</u>	<u>223,827.27</u>
Operating Expenses:				
Memberships & Training	7,000.00	0.00	0.00	7,000.00
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	1,212.81	1,212.81	14,787.19
Office Supplies	10,000.00	547.13	547.13	9,452.87
Furnishings	10,000.00	1,104.39	1,104.39	8,895.61
Equipment	7,350.00	346.29	346.29	7,003.71
Materials	35,000.00	3,628.69	3,628.69	31,371.31
Accounting	12,000.00	1,083.65	1,083.65	10,916.35
Contractual Services	35,000.00	4,903.16	4,903.16	30,096.84
Communications	3,000.00	258.36	258.36	2,741.64
Technology Support	4,000.00	285.00	285.00	3,715.00
Advertising	2,000.00	120.00	120.00	1,880.00
Postage	400.00	69.55	69.55	330.45
Utilities	9,000.00	904.60	904.60	8,095.40

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 1 Month Ended January 31, 2023

	<u>Total Year Budget</u>	<u>1 Month Ended Jan. 31, 2023</u>	<u>1 Month Ended Jan. 31, 2023</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	20,000.00	971.89	971.89	19,028.11
Maintenance-Equipment	4,000.00	0.00	0.00	4,000.00
Total Operating Expenses	<u>177,800.00</u>	<u>15,435.52</u>	<u>15,435.52</u>	<u>162,364.48</u>
Total Expenses	<u>427,800.00</u>	<u>41,608.25</u>	<u>41,608.25</u>	<u>386,191.75</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ 22,712.01</u>	<u>\$ 22,712.01</u>	<u>\$ 22,712.01</u>

See Accountants' Compilation Report

Home

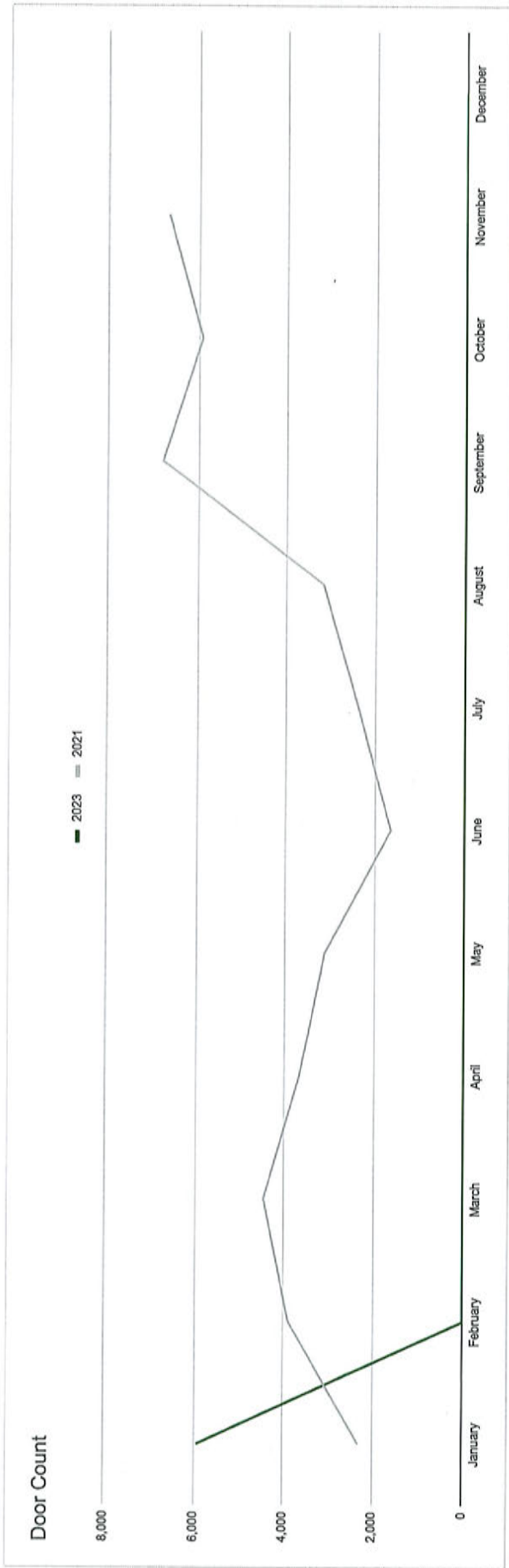
Alerts



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Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$249,225.64
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$501,983.87
BUILDING FUND XXX212	Current balance \$101,987.55
CONTINGENCY FUND XXX740	Current balance \$52,162.71
BUILDING FUND XXX090	Current balance \$5,365.18
BUILDING FUND XXX104	Current balance \$5,365.18
BUILDING FUND XXX112	Current balance \$5,365.18
BUILDING FUND XXX120	Current balance \$5,365.18
BUILDING FUND XXX139	Current balance \$5,365.18
BUILDING FUND XXX171	Current balance \$3,077.50
BUILDING FUND XXX344	Current balance \$1,022.12



Summary

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2023	5,937	0	0	0	0	0	0	0	0	0	0	0	5,937	5,937
vs 2021	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

Day	2023	2021
Monday	264	#DIV/0!
Tuesday	273	#DIV/0!
Wednesday	213	#DIV/0!
Thursday	372	#DIV/0!
Friday	155	#DIV/0!
Saturday	139	#DIV/0!

January 2023
Youth Services Report
Becky Butler, Youth Services Librarian

New year, new semester! The displays this month were Cozy Winter Reading and Patterns.

Preschool Storytime: 32 attendees across 4 storytimes. I'm very proud that one of the picture books I read for my Caldecott shortlist storytime did in fact win the Caldecott (the top award for children's book illustrations in the country)!

Afterschool Art: 176 attendees across 4 weeks. Oh boy, kids' behavior during this event has really deteriorated. I've called home for one student, created a social contract with the whole group, and am now going to try eliminating snacks. It's something I've tried to avoid, but we absolutely cannot have the trash and wild behavior we've been seeing. I've also reminded kids and staff that we have a way to track repeat offenders and can respond accordingly.

Lego Club: 13 attendees. The bonus challenge was to create a creature in its habitat.

Toddler Lil Wiggles: 11 attendees.

Preschool Sensory Playtime: 12 attendees.

Henika Pokemon Trainers: 5 attendees. A smaller group, but we thawed Pokemon figurines out of ice eggs and traded.

Family Fun: Banners: 5 attendees. I tried a more abstract craft this month and it decidedly did not pay off. I'll stick to more popular events in the future!

STEM Club: 10 attendees learned about coding with Legos and robots. The two robots were definitely the favorite activity.

Storytime for Every Kid: 5 attendees. The schedule adjustment seems to be working! The later start will hopefully make this a more appealing event.

Make Your Own Boba: 18 attendees. This was a repeat event due to popular demand. Based on that and the large Facebook response, I was expecting more people.

Family Take and Makes: Stress Balls: 40 kits taken. This craft seemed to induce as much stress as it relieved.

Reading Dragons: 6 new sign-ups.

1000 Books before Kindergarten: 4 new sign-ups and 2 families moved on to their next 100 books!

School Visits: I attended the book club at the high school to discuss fantasy books and promote the Cat Cafe. There were 25 attendees.

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

Other items: I hosted a Community in Action playgroup on the 19th. No one attended, but I told them I think it was worth trying again and promoting more. I registered our library for TALK, which is a free service for libraries in Michigan and Indiana. Caregivers who register receive 8-10 texts per month with educational tips and activities to prepare their child for kindergarten. I'll be able to track who signs up in our service area based on zip code. Also, the rest of my mobile shelves came in! Check out the youth area to see how they're currently set up.

Looking forward:

Preschool Storytime will be held 2/2, 2/9, and 2/16 at 11. After-School Art will be on the same days from 2:30 to 5:30. Lego Club is on 2/1 at 5:30. I will be judging Odyssey of the Mind for one of the Wayland teams on 2/4. Pokemon Club will be on 2/8 at 5:30. Family Fun: Cookie Decorating is on 2/11 at 11:30. Preschool Sensory Playtime will be on 2/14 at 11. STEM Club: Forensics will be on 2/15 at 4. I will have a Tween/Teen event on 2/17 at 11 making cloud slime. Lil Wiggles will be 2/27 at 11. Storytime for Every Kid will be the same day at 4. The Family Take and Make are Fleece Hearts. I go to the high school to join their book club on the 4th. I'll be visiting the Baker preschool playgroup to read a story on the 21st. To support an existing event led by teachers at the high school, Faith and I will be supplying 30 Sock Bear kits to students (this will hopefully draw some in to the Sock Bear Assistance event on 2/25). I have an event at the middle school booked for March. Finally, keep an eye out for some STEM kits to hit the shelves soon!

JANUARY 2023

Adult Services Report

Faith Fetty, Adult Services Librarian

Programs & Attendance

Cat Cafe (Family In-Person): 113

Wow!! What a turnout! We had more people in the library than all of the Monday after which was super busy for a Saturday, when we do this program again we'll need to make sure we have three people working because Bethany and I were struggling a bit! I've had multiple patrons ask when the cats would be back and Jen (The Country Cat Lady) would like to use our green space this summer for a low cost microchipping event!

Leaf Trivets (In-Person): 10

I had a few people not show for this program, but the patrons who did attend were happy with their final products! I don't think I'd work with cork again though since it was hard to cut and made a huuuge mess.

Tea Towel Embroidery (In-Person): 13

A beginner level embroidery class that went without many hiccups! People liked the bear designs and that they didn't need to finish them in one sitting. Everyone stayed almost until close (2 hours!) even though it was only a one hour long program.

Spice Club (In-Person): 9

So much fun! I really enjoy cooking for others and exposing them to new flavors! We did burrito bowls and everyone learned some new ways to use smoked paprika in their food at home. Patrons in attendance all asked when my next event would be.

Seniors @ Green Acres (Out of Library In-Person): 8

This month we made hand warmers and the seniors gave me my belated Christmas gift! I haven't been able to visit since November due to some COVID concerns at Green Acres, but I am happy to be back! Hand warmers ended up being less difficult than I was expecting and everyone completed theirs by the time I had to return to the library.

Spanish @ the Library (In-Person): 5

One of our favorite regulars – Eddy Tavio – is teaching Spanish at the library! He has a few people signed up to come every Wednesday and Friday to practice their Spanish and Becky and I join when we are able. He is a retiree from Venezuela with a passion for learning languages. He has never taught before, so Becky and I are offering some suggestions in structure as we go.

BYOBook Club (Reading Program): 3

We had three attendees for BYOBook Club! It's a little hard to keep it on a regular schedule since most people can only attend during the day on Saturdays. We had to skip February unfortunately, but I have it on my schedule for March and April.

Winter Reading (Reading Program): 5

This brings the total up to 50! We have officially doubled my WRP registrants from early 2022! I've had about 10 people finish the 12 hour challenge and collect their notebooks and put in their slips for prizes.

Total Program Attendees/Registrants: 166

Reflection

Winter continues to be a little slow, but the programs that did well did really well! Working on expanding beyond crafting (cooking, reading, language education, etc) was my goal for this January and February and so far it's going quite well.

Very happy to be back at Green Acres! A few seniors said they missed me and are glad I take the time to bring them activities that are easy enough for them to do, but they are proud of when they are finished. Cindy Sweeney (Green Acres Activity Director) took my photo and did a little interview for a spotlight on their Facebook.

Looking Forward

Spice Club is a bi-monthly program with the next class happening in March (featuring turmeric). I'm hoping this will become another popular program (like Strokes of Genius) for the months that we don't have SoG.

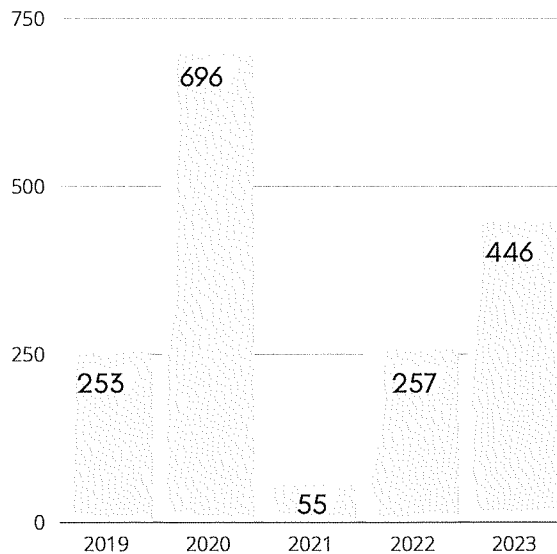
I will now be hosting bingo at Sawmill Estates every second Tuesday at 3pm in addition to my monthly outreach programs. Many of my seniors want to know about library programs, so I will also be printing them event calendars before my visits!

January 2023

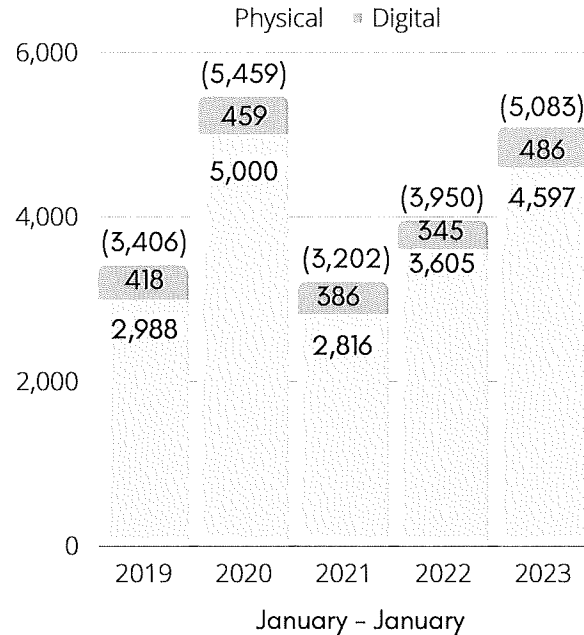
Our circulation numbers are continuing to improve! Categories that have shown the most growth (since the height of the pandemic) include: Tween Print, Juvenile Print, Games, eBooks, eAudio, and our Special Collection. As a matter of fact, our Special Collection circulation rates have more than doubled since 2019. Additionally, our Games are circulating 4 times more than they were in 2019! Our Circulation YTD levels are just about where they were before the height of the pandemic, which is great news! I predict that our overall circulation rates will continue on this upward trend!

Courtney Schenkuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



Henika has 2,901 total patron accounts. 443 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

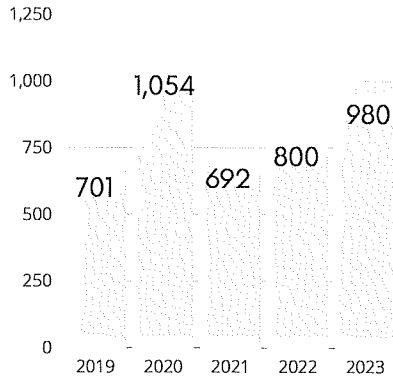
20 Patron accounts added YTD
 20 Patron accounts added in January

- 10 Wayland City
- 8 Wayland Township
- 2 Non-Resident

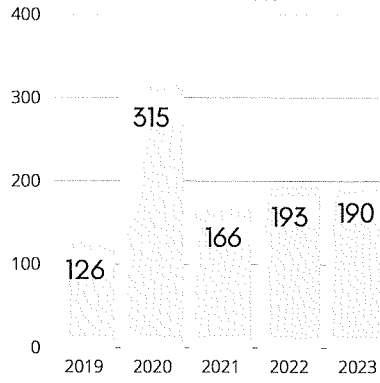
*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

January Circulation, 2019-2023

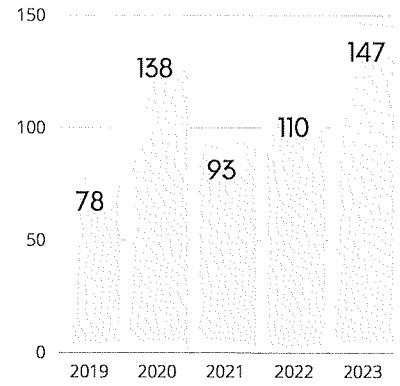
Adult Print



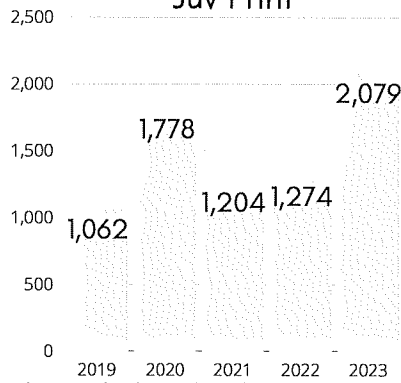
Teen Print



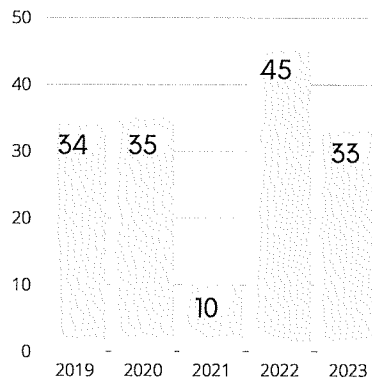
Tween Print



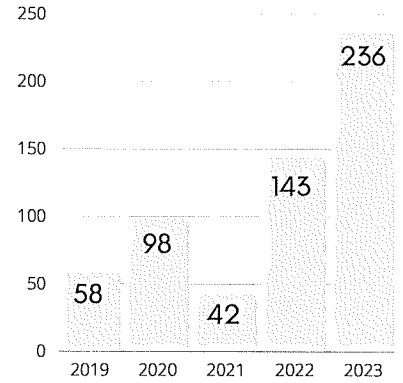
Juv Print



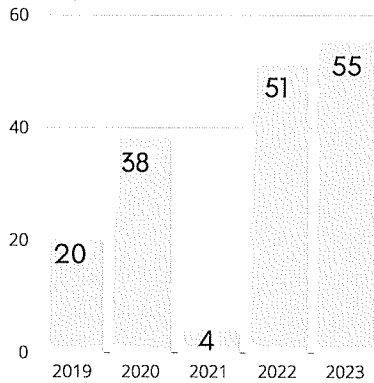
MeL



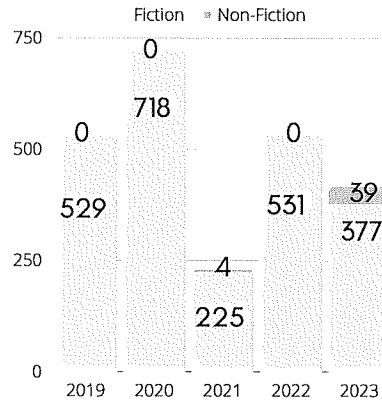
Games



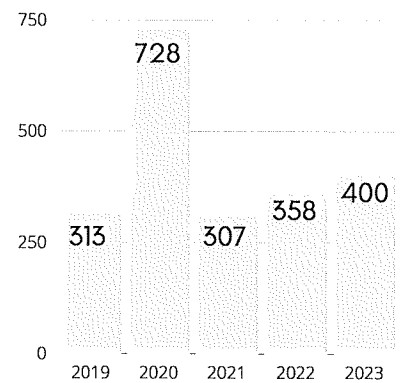
Special Collection



General DVD

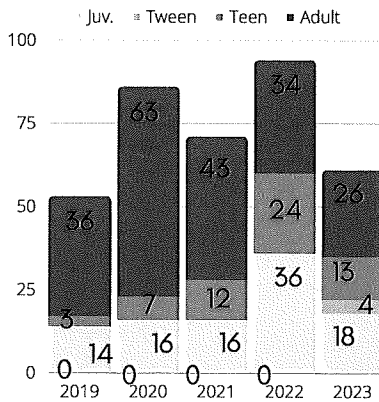


Youth DVD

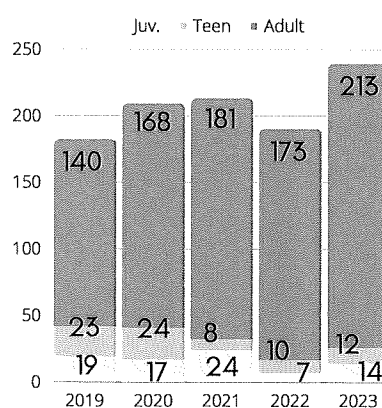


*prior to August 2021 this only included launchpads

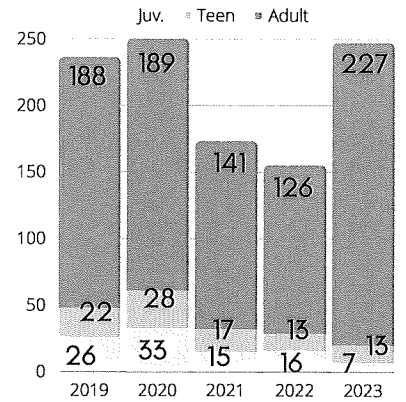
Audiobooks



eBooks



eAudio



AGENDA - Minutes

Henika District Library
Building & Grounds Committee Meeting
February 6th, 2023 at 4pm

I. Call to Order- 4:04pm

Motion by Fryling; Second by Byville

- A. Members Present: Tami Fryling, Suzy Byville
- B. Members Absent: Gary Marsh
- C. Staff Present: Cierra Bakovka
- D. Guests: Meghan Augustin (ex officio)

II. Approval of Agenda

Motion by Fryling; Second by Byville

III. Community Opportunity to Address the Committee- *none present*

IV. Approval of Meeting Minutes

- A. May 2022 Building & Grounds Committee Minutes
Motion by Augustin; Second by Fryling

V. Unfinished Business- *none*

VI. New Business

- A. Building Wants VS Needs List- *made lists and will discuss with the full board*
- B. Jay Prosch-Jensen Proposal/ Metal Art- *will seek final approval from full board*
- C. Letter Signage- *still deciding; will reassess*

VII. Around the Table

VIII. Adjournment- 5:14pm

Motion by Byville; Second by Augustin



Building Wants VS Needs List - DRAFT

NEEDS

WANTS

Study Rooms

Director Office

Program/Community Room

Computer Lab

More room for parking

Youth & Adult Desks

Access/Egress

Kitchenette

More accessible elevator

Staff Break Room

Clean Server Room

Staff Bathroom

Separate Kids/Teen Area

Drop Box into Building

Storage Space

Janitor Closet

Drinking Fountains

Makerspace

Reading Room

Outdoor Space

Henika District Library Budget FY 2023

Income

101-790-400502	Federal E-Rate	\$4,000.00
101-790-400540	State Aid	\$10,000.00
101-790-400581.C	City Contribution	\$178,000.00
101-790-400581.T	Township Contribution	\$205,000.00
101-790-400601	Copies	
101-790-400602	Faxes	
101-790-400656	Penal Fines	\$30,000.00
101-790-400657	Fines	
101-790-400665	Interest Income	\$800.00
101-790-400691	Donations	
101-790-400692	Miscellaneous Revenue	
101-790-400693	Book Sale	
	Transfer from Laverne Johnson Book Fund	\$10,000.00
	Total	\$427,800.00

Expenses

101-790-700702	Payroll	\$200,000.00
101-790-700710	Employee Benefits	\$35,000.00
101-790-700715	Payroll Liabilities	\$15,000.00
101-790-700727	Postage	\$400.00
101-790-700728	Supplies	\$10,000.00
101-790-700740	Furnishings	\$10,000.00
101-790-700740	Equipment	\$7,350.00
101-790-700740	Materials	\$35,000.00
101-790-700801	Advertising & Promotion	\$2,000.00
101-790-700805.1	Accounting	\$12,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00
101-790-700806	Technology Support	\$4,000.00
101-790-700808	Building and Grounds Maintenance	\$20,000.00
101-790-700850	Communications	\$3,000.00
101-790-700910	Building & Liability Insurance	\$3,000.00
101-790-700920	Public Utilities	\$9,000.00
101-790-700933	Equipment Repairs and Maintenance	\$4,000.00
101-790-700954	Contractual Sevices	\$35,000.00
101-790-700955	Memberships & Training	\$7,000.00
101-790-700956	Programming	\$16,000.00
	Total	\$427,800.00

Henika District Library Budget Amendment #1 FY 2023

Revenue Increase of \$775

Fix Mathematical Total

Consolidate Line Items 101-790-400601 "Copies" and 101-790-400602 "Faxes" into one line item (101-790-400601 "Copies & Faxes")

		<u>Current</u>	<u>Difference</u>	<u>Amended</u>
Income				
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	=	\$205,000.00
101-790-400601	Copies & Faxes		+\$550	\$550.00
101-790-400656	Penal Fines	\$30,000.00	=	\$30,000.00
101-790-400657	Fines		+\$100	\$100.00
101-790-400665	Interest Income	\$800.00	=	\$800.00
101-790-400691	Donations		+\$75	\$75.00
101-790-400692	Miscellaneous Revenue		=	
101-790-400693	Book Sale		+\$50	\$50.00
	Transfer from Laverne Johnson Book Fund	\$10,000.00	=	\$10,000.00
	Total	\$427,800.00	+\$775	\$438,575.00
Expenses				
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	=	\$10,000.00
101-790-700740	Equipment	\$7,350.00	+\$6,675	\$14,025.00
101-790-700740	Materials	\$35,000.00	+\$100	\$35,100.00
101-790-700801	Advertising & Promotion	\$2,000.00	=	\$2,000.00
101-790-700805.1	Accounting	\$12,000.00	+\$2,000	\$14,000.00
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	\$9,000.00	+\$2,000	\$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	=	\$7,000.00
101-790-700956	Programming	\$16,000.00	=	\$16,000.00
	Total	\$427,800.00	=	\$438,575.00

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING THE AMENDED EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE HENIKA DISTRICT LIBRARY, MICHIGAN, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2023, AND ENDING ON THE LAST DAY OF DECEMBER 2023.

WHEREAS, the Board of Trustees of the Henika District Library has appointed the Henika District Library Director, to prepare and submit any proposed budget amendments; and

WHEREAS, the Henika District Library Director has submitted a proposed budget amendment to this governing body for its consideration; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Henika District Library, Michigan:

Section 1: That the estimated expenditures for each fund are as follows:

General Fund	<u>\$438,575.00</u>
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Section 2: That the estimated revenues for each fund are as follows:

General Fund	
From sources other than general property tax	\$45,575.00
From the general property tax levy	\$383,000.00
From Laverne Johnson Book Fund	\$10,000.00
 Total General Fund	 \$438,575.00

Resolution to Adopt Budget

Page 2

Henika District Library

Section 3: That the budget, as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the Henika District Library for the year stated above.

Section 4: That the budget hereby approved and adopted shall be signed by the President of the Henika District Library Board and made a part of the public records of the District.

ADOPTED, this 21st day of February, 2023

Motion by:

Seconded by:

Ayes:

Nays

Attest: