

AGENDA

Henika District Library
Board of Trustees Meeting
January 11th, 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. December 2021 Regular Meeting Minutes

V. Financial Reports

A. December 2021

- 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. Old Business

- A. Yankee Springs
- B. Budget Amendment #3 F/Y 2021

VIII. New Business

- A. Savings
- B. Budget Amendment #1 F/Y 2022
- C. Committees
 - Planning Committee
 - 1. Chair -
 - 2. Member -
 - 3. Member -
 - Building & Grounds Committee
 - 1. Chair -
 - 2. Member -
 - 3. Member -
- D. Raise and Wage Policy

IX. Around the table

X. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Directors Meeting
December 14, 2021 at 6:30 pm

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

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: Mike Cunningham (Yankee Springs Clerk), Kelly Robbins (Yankee Springs community member)

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by Byville and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board
 - a. Friends of the Library Update: No update.
- IV. Approval of November 2021 Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for November 2021
 - a. Bakovka noted that the library is likely to have about \$50,000 to put toward savings at year-end.
 - b. A new CD was set up with the remaining LaVerne Johnson fund.
 - c. Credit Card Detail Report was reviewed.
 - d. YTD Budget vs. Actuals was reviewed.
 - e. United Bank accounts were reviewed.
 - f. Approval of paid bills motioned by Byville and seconded by Simmons. All yes, motion passed.
- VI. Director's Report
 - a. November averaged about 150 people per day. Programming did well, with 247 total participants. Over 800 people visited the library on the day of Art Hop.
 - b. Monthly Statistics were reviewed.
 - c. The Youth Services report was reviewed. Storytime has been a very popular preschool program, with the largest attendance of 23 people. The

family fun volunteering event went well; 17 attendees made 51 packages. After-school art continues to go well and the Lego challenge event was popular. The NaNoWriMo event had no attendees; Becky is still figuring out what the teens in our area are interested in for programming and brainstorming ways to get them into the library. Lego challenge popular. There is a Pokemon night coming up soon, as well as a STEM club starting in January. Winter break reading has begun and children earn stickers for their sheet for every 15 minutes of reading.

- d. The Adult Services report was reviewed. Take and makes remain popular. Faith has started offering programming at Sawmill Estates. The book club is slowly growing, and Faith is starting a new Mocktails and Murder program next month.
- e. The circulation report statistics were reviewed. As expected due to the weather and holiday months, circulation went down a little. The special collection items, especially the hot spots and Nintendo Switch, continue to be popular. A few of the hot spots had to have service turned off due to being overdue, but all were returned shortly after the service was disconnected and have since been reconnected.

VII. Old Business

- a. Yankee Springs Township
 - i. The Board and meeting guests discussed the process for bringing the Yankee Springs Township residents who are in the Wayland Union School District under the Henika District Library. Bakovka shared the three options for bringing the proposed perpetual millage to the ballot in 2022: May, August, and November. Cunningham shared that Yankee Springs Township may not have a May election and may have a Fire/EMS millage renewal on the August ballot. The agreement drawn up between Henika District Library and Yankee Springs Township states that it will be nullified if it does not pass. It will need to go on the ballots for Wayland Township, City of Wayland, and Yankee Springs Township at the same time, and all three must pass by at least two thirds of the vote. It will be important to educate all three communities on the proposal, as passing the millage would result in an average of \$100 contribution per household for residents of Yankee Springs Township in the Wayland Union School District and would not affect the millage for City of Wayland and Wayland Township. Robbins has names of people who have expressed interest in volunteering to help disseminate information when we are ready. Bakovka will work with the library lawyer to draw up an agreement, finalize it with Yankee Springs, and prepare to go to ballot.
 - ii. Augustin motioned to approve targeting the August 2, 2022 ballot to incorporate Yankee Springs into the Henika District Library,

with a backup target of the November 9, 2022 election ballot. Kuhn seconded. All yes, motion approved.

b. Performance Reviews

i. Staff completed peer evaluations and self-evaluations and Bakovka completed director evaluations for each staff member. Bakovka gave an overview of the staff's evaluations and provided recommendations for raises based on the current policy manual.

1. LeFevre motioned to approve raise recommendations with with 3% across the board and revisiting in the new year. Augustin seconded. All yes, motion approved.

2. Augustin motioned to approve a \$350 bonus to Courtney for additional duties during coverage of Bethany's maternity leave. Kuhn seconded. All yes, motion approved.

ii. Director

1. Augustin compiled the Board's director evaluations and compared the scale to Bakovka's self-evaluation. Augustin met with Bakovka to share the results and summarized the Board's comments. Overall the Board rated Bakovka as highly effective. Some goals for 2022 include continuing to learn and improve both self and staff, as well as continuing the great lines of communication.

2. Marsh motioned to give Bakovka a raise in the amount of \$3,000 for a 2022 salary of \$45,000. LeFevre seconded. All yes, motion approved.

iii. Trustee Evals

1. Augustin passed out evaluation sheets to each Board member to evaluate themselves. The responses to these evaluations will aid Augustin in streamlining Board development planning with Carol Dawe. Each Board member is asked to return their self-evaluation to the library by close of business on January 7, 2022.

c. AED Grant

i. Marsh did the legwork on the information for asking for funds to obtain an AED from the Allegan County Community Foundation grant. All other libraries of our size in the area have an AED and there is no downside to having one. Fryling shared that she was a past instructor and recommended the AED Heart Saver course, which is about 90 minutes and costs less. Fryling also shared that there is no liability for anyone who uses an AED on anyone in this state, meaning you cannot be sued for using one in an effort to help. The cost for an AED is round \$1400.

ii. Fryling motioned to approve purchase of an AED and providing training for Henika staff, contingent upon approval of a grant from the Allegan County Community Foundation. Augustin seconded. All yes, motion approved.

- d. Meeting Dates
 - i. The Board will continue meeting for regular Board meetings on the second Tuesday of each month at 6:30pm. This schedule will be maintained for six months (scheduling through June) and will be revisited for the second half of the year at a later date.

VIII. New Business

- a. The bats in the attic have been removed. All pathways have been patched up, ridge guard installed, cleaning done, and a one-way bat valve installed to allow any remaining bats to exit but not reenter. Best Way Animal Removal performed the work and caused no harm to the bat colony.
 - i. Augustin motioned to approve the payment of the invoice in the amount of \$4,527 for the emergency removal of bats from the attic. LeFevre seconded. All yes, motion approved.
- b. 2022 Employee Benefits
 - i. Medical insurance for employees has two options: yearly cap option (the cap amount changes every year) or the 80/20 rule. The method can be changed yearly; for 2021 we went with yearly cap. With the cap for 2022, employees would pay out \$0 with a total cost to the library of \$32,921.07. With the 80/20 rule for 2022, Becky and Cierra would pay 20% and the total cost to the library would be \$30,698.45.
 - ii. Augustin motioned to approve the 2022 employer benefits cost breakdown with cap. Marsh seconded. All yes, motion approved.
- c. Renovation
 - i. Painting is scheduled to being Feburary 21, 2022 and flooring is scheduled to begin February 23. The library will probably be closed most of that week, but may reopen with limited services if possible. Paint colors have been selected and are taped up around the library. The porch work has not been officially scheduled yet, but Bakovka is working on it.
 - ii. Bakovka provided quotes for pod storage to house the books during the renovations; she is asking the City if the pod(s) can be put in the parking lot, otherwise they will be kept in the green space. Moving the books to the pods will likely be a combined effort between staff and volunteers.
- d. Reconsideration of Materials Policy
 - i. Challenges of materials have been up 60% across Lakeland Library Cooperative. Bakovka has suggested updates to Henika's Reconsideration of Materials policy as noted: the material is to be reviewed by "at least" two Board members and the Board comes to a decision.
 - ii. Kuhn motioned to approve the changes as presented to the Reconsideration of Materials policy. Augustin seconded. All yes, motion approved.

- IX. Around the Table
- a. LeFevre thanked Bakovka for all of her hard work, which is evident at the meetings. Thanked Augustin for her work. Excited for the next couple of months and Board development.
 - b. Byville stated the hot chocolate was too hot at Art Hop and suggested a carafe for future events. Byville's son is excited about the upcoming Pokemon events.
 - c. Bakovka thanked the group for caring about our staff and the efforts to appropriately compensate our staff and make them feel valued and appreciated. Looking forward to the changes coming up.
 - d. Augustin thanked Tami for joining and being here. Thanked Cierra.
 - e. Kuhn commended the great team. Was impressed by Becky at Art Hop. Thanked everyone for their time and being part of these necessary conversations and recognizing areas we need to focus on in the coming months. Expressed excitement for next year.
- X. Adjournment: Meeting adjourned at 9:18 pm by Augustin.

December 2021 Expenses By Vendor Summary

Absopure	\$47.80
Amazon	\$3,125.82
Baker & Taylor	\$527.86
Best Way Animal Removal	\$4,527.00
Cardmember Service	\$3,893.50
Cherry Valley Electrical	\$532.87
City of Wayland	\$44.82
Consumers Energy	\$288.13
Demco	\$552.72
Foster Swift	\$21.00
Heimler Consulting	\$979.98
Kansas City Life	\$57.69
Lakeland Library Cooperative	\$806.45
MERS	\$1580.26
Michigan Gas Utilities	\$431.44
MJA Landscape	\$330.00
T-Mobile	\$309.10
Unique Management	\$8.95
Walker, Fluke & Sheldon PLC	\$350.00
Wayland Chamber of Commerce	\$165.00



December 2021 Statement

Open Date: 11/16/2021 Closing Date: 12/14/2021

Account: [REDACTED]



Visa® Business Cash Card
HENIKADISTRICTLIBRARY [REDACTED]

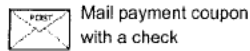
Cardmember Service 1-866-552-8855
BUS 30 ELN 8 9

New Balance	\$3,893.50
Minimum Payment Due	\$39.00
Payment Due Date	01/10/2022

Reward Points	
Earned This Statement	3,894
Reward Center Balance as of 12/13/2021	55,866
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,150.49
Payments	-	\$2,150.49CR
Other Credits	-	\$403.75CR
Purchases	+	\$4,297.25
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,893.50
Past Due		\$0.00
Minimum Payment Due		\$39.00
Credit Line		\$10,500.00
Available Credit		\$6,606.50
Days in Billing Period		29

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

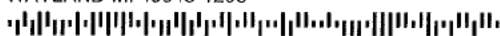


24-Hour Cardmember Service: 1-866-552-8855

☎ to pay by phone
☎ to change your address



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

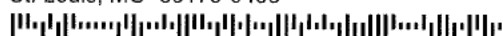


Account Number	[REDACTED]
Payment Due Date	1/10/2022
New Balance	\$3,893.50
Minimum Payment Due	\$39.00

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 12/13/2021	
Rewards Center Activity*	0
Rewards Center Balance	55,866

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	3,894	16,275
First Purchase Bonus	0	7,500
2 Extra Points - Telecom & Office Supply	0	240
1 Extra Point - Restaurants & Gas	0	27
Total Earned	3,894	24,722

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.

Speed through checkout while earning rewards with PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

Transactions Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
11/26	11/25	2531	WALMART.COM AA WALMART.COM AR MERCHANDISE/SERVICE RETURN	\$274.84CR	Office
11/26	11/23	7838	DISCOUNTMUGS.COM DISCOUNTMUGS. FL MERCHANDISE/SERVICE RETURN	\$21.50CR	Advertisg
Purchases and Other Debits					
11/17	11/16	0709	SIGNUP.COM HTTPSSIGNUP.C TX	\$9.99	Ad
11/19	11/17	4419	FIVE BELOW 566 GRANDVILLE MI	\$10.60	Office
11/19	11/18	4908	THE OUTDOORSMEN PRO SH JENISON MI	\$42.39	Office
11/19	11/19	4488	WALMART.COM AA 800-966-6546 AR	\$274.84	Office
11/22	11/19	2731	HOMEDEPOT.COM 800-430-3376 GA	\$481.24	furn.
11/22	11/18	5122	WAYLAND DO IT BEST HAR WAYLAND MI	\$45.87	Office
11/23	11/22	5618	DOLLAR TREE JENISON MI	\$4.24	AP
11/23	11/22	6070	DISCOUNTMUGS.COM DISCOUNTMUGS. FL	\$386.90	Ad.
11/24	11/22	4761	FIVE BELOW 566 GRANDVILLE MI	\$13.25	Office
11/29	11/26	9585	WAL-MART #1202 WISCONSIN RAP WI	\$22.20	Office
11/29	11/26	6589	WAL-MART #1202 WISCONSIN RAP WI	\$4.18	Office

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Transactions [REDACTED] CIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/01	11/30	7094	DOLLAR TREE JENISON MI	\$2.53	0.50 office
12/02	11/30	8869	DOLLAR-GENERAL #9954 WAYLAND MI	\$4.24	AP 2.03-AP
12/06	12/04	8587	MEIJER # 026 877-363-4537 MI	\$12.69	office
12/06	12/03	6651	WAYLAND DO IT BEST HAR WAYLAND MI	\$46.62	office
12/06	12/03	6735	WAYLAND DO IT BEST HAR WAYLAND MI	\$27.55	office
12/06	12/04	4493	TARGET.COM * 800-591-3869 MN	\$32.85	office
12/06	12/02	7933	DOLLAR-GENERAL #9954 WAYLAND MI	\$26.43	office
12/06	12/03	3232	MEIJER # 026 877-363-4537 MI	\$37.36	office
12/08	12/06	1563	WAYLAND DO IT BEST HAR WAYLAND MI	\$33.91	office
12/08	12/07	0453	DOLLAR TREE JENISON MI	\$11.64	office
12/08	12/07	8039	ZAZZLE INC 888-892-9953 CA	\$17.00	office
12/09	12/08	3119	DOLLAR TREE JENISON MI	\$2.16	office
12/13	12/09	3990	MEIJER # 026 877-363-4537 MI	\$8.99	office
12/13	12/10	6341	AMZN Mktp US*2E35H73K3 Amzn.com/bill WA	\$29.99	office
12/14	12/13	7569	REPLACEMENTLAPTOPKEYS. 180-061-6097 CA	\$9.78	office
Total for Account [REDACTED]				\$1,303.10	

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
11/18	11/17	2325	JOANN STORES*JOANN.COM 888-739-4120 OH MERCHANDISE/SERVICE RETURN	\$7.99CR	AP
Purchases and Other Debits					
11/18	11/17	2893	AMZN Mktp US*HJ0GJ3UZ3 Amzn.com/bill WA	\$5.99	AP
11/18	11/17	1883	AMZN Mktp US*QX33S6ZG3 Amzn.com/bill WA	\$65.95	AP
11/19	11/18	4540	FAMILY DOLLAR #4630 WAYLAND MI	\$7.30	AP
11/22	11/18	2181	HARDING'S MARKET #3 WAYLAND MI	\$39.45	AP
11/23	11/22	8018	DOLLAR-GENERAL #9954 WAYLAND MI	\$7.00	AP
11/24	11/22	1310	HARDING'S MARKET #3 WAYLAND MI	\$46.68	AP
12/06	12/03	0700	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.35	AP
12/08	12/07	7323	FAMILY DOLLAR #4630 WAYLAND MI	\$28.95	10.95 AP 18 VP
12/09	12/07	3562	HARDING'S MARKET #3 WAYLAND MI	\$4.99	AP
12/09	12/07	7645	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.00	AP
12/13	12/10	5306	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.00	office
Total for Account [REDACTED]				\$208.67	



Transactions ██████████ **REBEKAH** Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
11/17	11/16	4133	MEIJER # 119 877-363-4537 MI MERCHANDISE/SERVICE RETURN	\$74.72CR	YFP
11/22	11/19	0468	LAKESHORE LEARNING MAT 3105378600 CA MERCHANDISE/SERVICE RETURN	\$3.00CR	Ym
12/14	12/13	6428	AMAZON.COM AMZN.COM/BI AMZN.COM/BILL WA MERCHANDISE/SERVICE RETURN	\$10.99CR	Ym
12/14	12/14	1338	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$10.71CR	Ym
Purchases and Other Debits					
11/16	11/15	9926	GameStop 817-422-2085 TX	\$52.98	YFP
11/17	11/15	6415	MEIJER # 119 877-363-4537 MI	\$75.39	YFP
11/18	11/17	0159	AMZN Mktp US*8O2DS9CL3 Amzn.com/bill WA	\$178.75	Ym
11/19	11/18	6095	AMAZON.COM*H88IY2S83 A AMZN.COM/BILL WA	\$19.97	Ym
11/19	11/18	8487	AMZN Mktp US*SI0VR8MX3 Amzn.com/bill WA	\$10.71	Ym
11/19	11/18	9401	Amazon.com*ZL5HL9103 Amzn.com/bill WA	\$119.76	Ym
11/22	11/20	0547	AMAZON.COM*AR9OX4E73 A AMZN.COM/BILL WA	\$341.04	Ym
11/22	11/18	5735	DOLLAR-GENERAL #9954 WAYLAND MI	\$0.53	Ym
11/22	11/19	6581	AMZN Mktp US*9Z1ZN5WS3 Amzn.com/bill WA	\$55.96	Ym
12/03	12/01	4706	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.18	Ym
12/03	12/03	5195	AMZN Mktp US*TZ4SZ3TR3 Amzn.com/bill WA	\$19.95	Ym
12/06	12/05	6851	AMZN MKTP US*8G0EE20A3 AMZN.COM/BILL WA	\$6.88	Ym
12/06	12/03	0882	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.18	Ym
12/06	12/03	0965	DOLLAR-GENERAL #9954 WAYLAND MI	\$7.62	Ym
12/06	12/04	6326	AMZN Mktp US*KB92Z7RH3 Amzn.com/bill WA	\$15.98	Ym
12/06	12/04	3279	AMZN MKTP US*ES4Y21ZH3 AMZN.COM/BILL WA	\$27.99	Ym
12/08	12/07	7010	AMZN Mktp US*8S35R3KY3 Amzn.com/bill WA	\$48.97	Ym
12/08	12/07	4743	AMAZON.COM*3Q5L623A3 A AMZN.COM/BILL WA	\$23.99	Ym
12/08	12/07	7622	AMZN Mktp US*7W01E88O3 Amzn.com/bill WA	\$21.09	Ym
12/08	12/07	3641	AMZN Mktp US*P60Q792P3 Amzn.com/bill WA	\$99.42	Ym
12/08	12/07	0981	AMZN Mktp US*0S5PU0003 Amzn.com/bill WA	\$9.15	Ym
12/08	12/07	9208	AMZN Mktp US*9W6AB7N83 Amzn.com/bill WA	\$14.89	Ym
12/08	12/08	8355	AMZN Mktp US*O47IQ4043 Amzn.com/bill WA	\$19.48	Ym
12/09	12/08	8620	AMZN Mktp US*N80XW1VD3 Amzn.com/bill WA	\$34.66	Ym
12/09	12/08	5727	AMZN Mktp US*JR17K9603 Amzn.com/bill WA	\$88.00	Ym
12/09	12/08	2623	AMAZON.COM*KC4VY3RC3 A AMZN.COM/BILL WA	\$49.94	Ym
12/09	12/09	8790	AMZN Mktp US*X07B60N13 Amzn.com/bill WA	\$43.45	Ym
12/10	12/09	5054	AMZN Mktp US*RM79Q2NT3 Amzn.com/bill WA	\$644.17	Ym
12/10	12/09	8955	AMZN Mktp US*PF80F67W3 Amzn.com/bill WA	\$40.98	Ym
12/10	12/09	9945	AMZN MKTP US*PZ1JT9023 AMZN.COM/BILL WA	\$174.52	Ym

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/13	12/10	4696	AMZN MKTP US*5Q80Z7PE3 AMZN.COM/BILL WA	\$29.62	<u>YK</u>
12/13	12/10	9145	Amazon.com*FE3SF7193 Amzn.com/bill WA	\$21.30	<u>YK</u>
12/13	12/10	0700	LOOK OUT BOOKS 186-65515816 MN	\$177.65	<u>YK</u>
Total for Account [REDACTED]				\$2,381.73	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/29	11/24	0294	PAYMENT THANK YOU	\$2,150.49CR	_____
Total for Account [REDACTED]				\$2,150.49CR	

2021 Totals Year-to-Date

Total Fees Charged in 2021	\$0.30
Total Interest Charged in 2021	\$9.54

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	19.99%	
**PURCHASES	\$3,893.50	\$0.00	YES	\$0.00	19.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

Contact Us

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


Questions

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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 December 31, 2021, and the related Statements of Activities for the one month and twelve 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
January 7, 2022

**Henika District Library
Statement of Financial Position
As of December 31, 2021**

ASSETS

Current Assets:

Cash-Checking	\$ 161,494.44
Cash-Savings	425,605.92
Prepaid Payroll	7,388.38
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	71,699.11
Certificate of Deposit - 943	11,260.65
Property Taxes Receivable	331,103.06
Prepays	1,868.39
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,095,243.07

Total Assets \$ 1,095,243.07

Henika District Library
Statement of Financial Position
As of December 31, 2021

LIABILITIES AND NET ASSETS

Current Liabilities:

Due to the State Government	\$ (1,080.55)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 334,132.51

Net Assets:

Fund Balance-Unrestricted	<u>692,132.93</u>
---------------------------	-------------------

Total Net Assets-Beginning 692,132.93

Change in Net Assets 68,977.63

Total Net Assets 761,110.56

Total Liabilities and Net Assets \$ 1,095,243.07

Henika District Library
 Statements of Activities
 For the 1 Month and 12 Months Ended December 31, 2021

	Total Year Budget	1 Month Ended Dec. 31, 2021	12 Months Ended Dec. 31, 2021	Year-To-Date Variance
Revenues:				
Township Revenue	\$ 183,000.00	\$ 0.00	\$ 183,240.62	\$ 240.62
City Revenue	150,000.00	0.00	150,261.89	261.89
State Aid	7,000.00	0.00	5,795.65	(1,204.35)
Penal Fines	30,000.00	2,161.95	32,936.14	2,936.14
Copier & Fax Income	1,800.00	233.38	2,402.90	602.90
Fines	3,470.00	73.04	3,739.20	269.20
Interest Income	850.00	659.95	1,887.19	1,037.19
Memorial Donations	2,400.00	0.00	2,506.03	106.03
Book Sales	250.00	42.79	407.07	157.07
Miscellaneous Income	1,230.00	18.00	1,150.44	(79.56)
Total Revenues	<u>380,000.00</u>	<u>3,189.11</u>	<u>384,327.13</u>	<u>4,327.13</u>
Employee Expenses:				
Wages	164,000.00	12,813.22	145,338.15	18,661.85
Employee Benefits	50,700.00	1,637.95	50,198.75	501.25
FICA Expense	25,000.00	980.20	11,118.36	13,881.64
State Unemployment Tax	0.00	7.84	265.89	(265.89)
Total Employee Expenses	<u>239,700.00</u>	<u>15,439.21</u>	<u>206,921.15</u>	<u>32,778.85</u>
Operating Expenses:				
Bank Charges	50.00	0.00	17.34	32.66
Insurance & Bonds	3,900.00	0.00	3,730.00	170.00
Programming-Youth Programming	3,000.00	183.40	2,369.97	630.03
Programming-Adult Programming	3,000.00	331.11	2,989.03	10.97
Programming-Summer Reading	1,040.00	0.00	1,030.04	9.96
Office Supplies	6,000.00	1,918.31	5,696.56	303.44
Housekeeping Supplies	850.00	48.57	733.52	116.48
Furnishings	4,000.00	1,517.93	3,558.04	441.96
Equipment	6,360.00	719.98	4,816.85	1,543.15
Materials-Youth	13,000.00	2,480.59	12,982.44	17.56
Materials-Adults	11,000.00	1,098.62	10,979.30	20.70
Accounting	9,000.00	436.00	7,704.32	1,295.68
Contractual Services	26,000.00	1,019.30	26,097.61	(97.61)
Communications	1,200.00	309.10	528.90	671.10
Technology Support	2,500.00	40.20	2,043.60	456.40
Advertising	1,000.00	375.39	879.33	120.67

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 12 Months Ended December 31, 2021

	<u>Total Year Budget</u>	<u>1 Month Ended Dec. 31, 2021</u>	<u>12 Months Ended Dec. 31, 2021</u>	<u>Year-To-Date Variance</u>
Postage	400.00	0.00	110.00	290.00
Utilities	6,000.00	812.39	5,390.18	609.82
Maintenance-Building/Grounds	37,000.00	5,535.85	16,390.44	20,609.56
Maintenance-Equipment	<u>5,000.00</u>	<u>0.00</u>	<u>380.88</u>	<u>4,619.12</u>
Total Operating Expenses	<u>140,300.00</u>	<u>16,826.74</u>	<u>108,428.35</u>	<u>31,871.65</u>
Total Expenses	<u>380,000.00</u>	<u>32,265.95</u>	<u>315,349.50</u>	<u>64,650.50</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ (29,076.84)</u>	<u>\$ 68,977.63</u>	<u>\$ 68,977.63</u>

See Accountants' Compilation Report

Home

Alerts

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**PUBLIC FUND CASH
MANAGEMENT CHECKING**
XXXX7152

Current balance
\$175,096.41

BUSINESS HIGH YIELD SAVINGS
XXX013

Current balance
\$425,605.92

BUILDING FUND
XXX212

Current balance
\$71,699.11

CONTINGENCY FUND
XXX740

Current balance
\$51,919.67

BUILDING FUND
XXX090

Current balance
\$5,349.51

BUILDING FUND
XXX104

Current balance
\$5,349.51

BUILDING FUND
XXX112

Current balance
\$5,349.51

BUILDING FUND
XXX120

Current balance
\$5,349.51

BUILDING FUND
XXX139

Current balance
\$5,349.51

BUILDING FUND

Current balance

XXX171

\$3,070.34

BUILDING FUND

XXX344

Current balance

\$1,012.78

LAVERNE JOHNSON BOOK FUND

XXX943

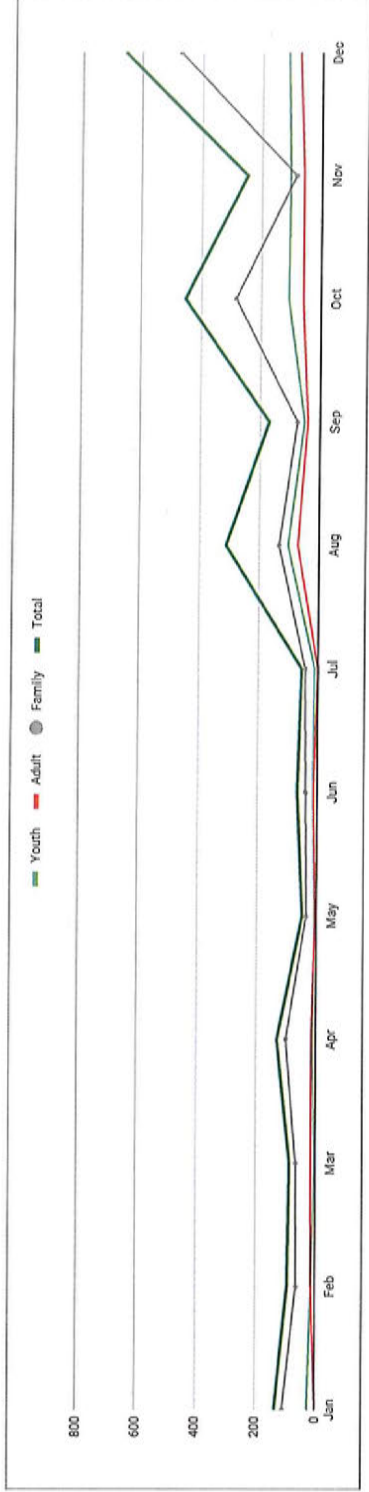
Current balance

\$11,260.65

WEEKDAY TRAFFIC STATS 21

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12/1			288	287	807	76
12/6	174	206	260	110	112	65
12/13	219	102	147	380	108	93
12/20	209	113	85	143	CLOSED	CLOSED
12/27	100	80	69	100	60	CLOSED
AVERAGE	176	125	170	204	272	78
	Monthly Total	4393		Daily Average	171	

Annual Attendance Tracker



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	26	15	4	13	8	16	11	104	52	109	104	113	575	48
Adult	2	16	18	6	13	38	2	73	42	61	60	75	386	32
Family	107	63	65	100	34	67	42	133	75	282	83	470	1,492	124
Total [1]	135	94	87	131	48	67	55	310	169	452	247	658	2,453	204

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	0	0	0	0	0	16	0	0	52	109	104	113	394	33
Youth Take-Home / Online	26	15	4	13	8	0	11	0	0	0	0	0	77	6
Youth Reading Programs	0	0	0	0	0	0	0	104	0	0	0	0	104	9
Adult In-Person	0	0	0	0	0	0	0	18	14	43	22	38	135	11
Adult Take-Home / Online	2	16	18	6	13	2	2	16	26	15	36	36	204	17
Adult Reading Programs	0	0	0	0	0	0	0	39	2	3	2	1	47	4
Family Take-Home/Online	107	63	65	100	34	38	42	94	47	99	51	38	778	35
Family In-Person	0	0	0	0	0	0	0	39	28	183	32	432	714	60

January 2021
Youth Services Report
Becky Butler, Youth Services Librarian

I tried several new things in December, mostly with success!

Storytime (ages 0-5): 32 people over 3 storytimes. We skipped 12/24 and 12/31 for the holidays.

Family Fun (all ages): 18 attendees to the Cookie Decorating event on December 18.

After-School Art (ages 8-18ish): 55 attendees over 3 weeks. We took a break for 12/22, 12/29, and 1/05. We made pour paint and glitter decorations (note to self: glitter and acrylic paint are a bad combination), stamped our own wrapping paper and made coffee filter snowflakes, and painted-by-sticker.

Take-and-Makes: Holiday Paper House (38 taken).

Penny the Penguin: 95 people participated across all our open days in December. I hid a penguin around the library every day of December and gave hints on social media. Super easy and fun, and it seemed to generate good responses on Instagram.

Youth Pokemon Night: 26 incredibly LOUD and enthusiastic attendees. I'm considering options to keep the noise down as this will be a monthly event. I also upped the age suggestion as it really was too overwhelming for my younger friends.

Board Game Night: 1 attendee. I will try this again and advertise better.

Winter Break Reading: 41 sign-ups. 7 preschoolers, 31 elementary students, and 3 middle school and high school students. Finishers get to pick from a prize basket, and I will hold the grand prize drawing for a gift card on January 11th.

Other activities: Art Hop was MUCH larger than I anticipated! I read three books and sang some carols before the tree lighting ceremony. It was nice to see little faces I knew in the big, BIG crowd.

I created holiday displays for the youth and teen areas. I began the process of weeding out older books. Each section requires its own weeding criteria as the different reading levels circulate differently. However, I am finding that EVERYTHING circulates. At my previous library, we would weed things that had not circulated in two years and by condition. Here, I

would only remove about 10 picture books if I did that. That tells me our collection is very small for the population we're serving. Something to think about as we consider expanding in the future.

Looking forward:

Storytimes and After-School Art will resume on a weekly basis the week of January 10th. Storytime moves to Thursdays at 11 starting in January to accommodate some preschools' schedules (sorry, Meghan!). There will be no Family Fun in January. It will return in February. The Take-and-Make will be Rainbow Snowflakes. The Teen Take-and-Make (new this month!) will be Embroidery.

Our first STEM Club (ages 6-13) will be January 6th at 4:00 pm. We'll be marshmallow and toothpick engineers! I'll try another Board Game Night January 10th at 5:00 pm. I'm reading a story at the Baker Elementary preschool playgroup January 11th. January 14th, I'm visiting the high school's book club ("Critic's Cafe"). Hopefully I'll see an opportunity to partner more consistently with that. For the in-service day on January 17th, I'm hosting a How to Be a Detective event at 2:00 pm (ages 8-18). We'll learn some basic forensic skills and investigate our own crime scene. On January 18th at 4 pm, I'm hosting another Pokemon night (ages 8-18). Lego Club (6-18, but families with younger folks welcome) will meet January 25th at 4:00 pm.

DECEMBER 2021
Adult Services Report
Faith Fetty, Adult Services Librarian

Programs & Attendance

Hot Cocoa Stirs (Take-&-Make): 36
Cookies in a Jar (In-Person): 13
Contrast Canvases (In-Person): 9
Holiday Cookie Exchange (In-Person): 12
Sock Snowmen w/ Seniors @ Sawmill Estates (In-Person): 2
Gift Wrapping Party (In-Person): 2
Books & Beyond Book Club (In-Person): 1

Total Attendees: 75

Recap

This month I saw my average attendance for in-person programming dip (most likely due to the holiday season). My program that I was most excited for was our gift wrapping party, but I believe it was scheduled too close to Christmas. Those that did attend really enjoyed the event and expressed interest in having one next year and I am planning to host one next year with the left over supplies earlier in the month. Cookies in a jar was my most popular program this year and had a really high demand when registration opened. Even more so than crafts, food related programs are a hit with patrons! Overall this month was very busy in terms of programming, but the patrons who attended my programs had good feedback for me and we all had fun!

Looking Forward

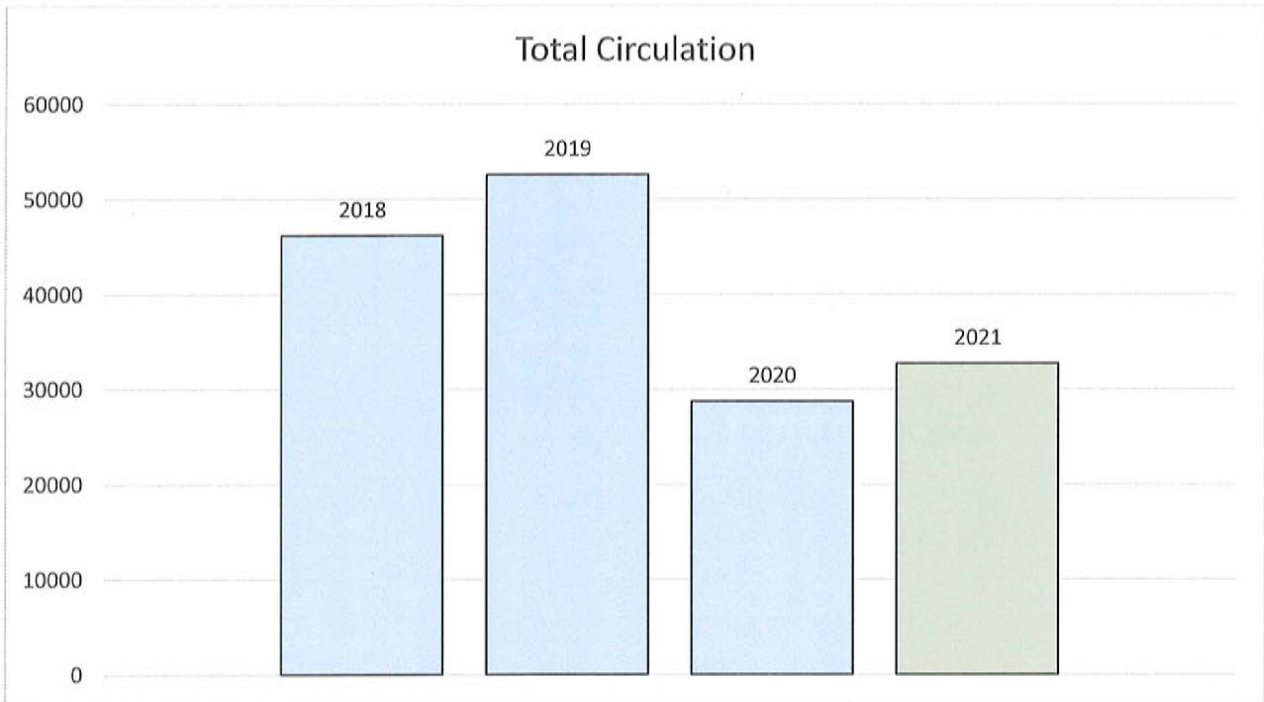
I am seeing that the demand for take-&-makes is still very much present and will continue to offer at least one a month for the foreseeable future. Food related programs also have a good draw and I have been told by three patrons who attend programs that they would love to see more of them. Demand for a painting class is also high and I receive requests for it fairly often. Will be hosting a "Painting with Pride" program in February (featuring a viewing of the Pride and Prejudice movie) and hope to host a Paint & Sip during summer reading.

**DECEMBER 2021
Circulation Report
Bethany Sanford, Circulation Clerk**

Circulation numbers are mixed for December, with overall numbers remaining similar to last December. Use of special collection materials remain high, with particular patron interest in the hotspots. Usage of the public computers also remains high compared to 2020, with a little over 100 additional computer sessions compared to last December.

Overall trends for the entirety of 2021 are great! Total circulation increased by 4,000 compared to last year. It is encouraging to see circulation numbers slowly recovering, and I am excited to see what 2022 will bring.

Also – I am excited to be back and am looking forward to seeing you all around the library!



December Computer Statistics		
	2021	2020
sessions	198	86
YTD sessions	1986	2450

Nov Computer Stats (reference)		
	2021	2020
in house	264	77
YTD sessions	1788	2364

	December Circulation Statistics	
	2021	% of 2020 Cires
Print	1556	65.99%
<i>adult print</i>	470	19.93%
<i>teen print</i>	76	3.22%
<i> Tween print</i>	53	2.25%
<i>juv print</i>	901	38.21%
<i>Mel Books</i>	56	2.37%
AV	802	34.01%
<i>adult audio</i>	21	0.89%
<i>ya audio</i>	12	0.51%
<i>juv audio</i>	19	0.81%
<i>general music</i>	2	0.08%
<i>youth music</i>	0	0.00%
<i>general dvd</i>	385	16.33%
<i>youth dvd</i>	244	10.35%
<i>games</i>	86	3.65%
<i>special collection</i>	33	1.40%
Totals:	2358	100.00%

	YTD Circulation Statistics	
	2021	% of 2020 Cires
Print	23852	72.90%
<i>adult print</i>	7011	21.43%
<i>teen print</i>	2337	7.14%
<i> Tween print</i>	1061	3.24%
<i>juv print</i>	12974	39.66%
<i>Mel Books</i>	469	1.43%
AV	8865	27.10%
<i>adult audio</i>	274	0.84%
<i>ya audio</i>	74	0.23%
<i>juv audio</i>	162	0.50%
<i>general music</i>	58	0.18%
<i>youth music</i>	31	0.09%
<i>general dvd</i>	3479	10.63%
<i>youth dvd</i>	3724	11.38%
<i>games</i>	872	2.67%
<i>launchpads</i>	191	0.58%
Totals:	32717	100.00%

	November YTD Circ Stats (reference)	
	2021	% of 2020 Cires
Print	22296	73.44%
<i>adult print</i>	6541	21.55%
<i>teen print</i>	2261	7.45%
<i> Tween print</i>	1008	3.32%
<i>juv print</i>	12073	39.77%
<i>Mel Books</i>	413	1.36%
AV	8063	26.56%
<i>adult audio</i>	253	0.83%
<i>ya audio</i>	62	0.20%
<i>juv audio</i>	143	0.47%
<i>general music</i>	56	0.18%
<i>youth music</i>	31	0.10%
<i>general dvd</i>	3094	10.19%
<i>youth dvd</i>	3480	11.46%
<i>games</i>	786	2.59%
<i>launchpads</i>	158	0.52%
Totals:	30359	100.00%

December e-Book Circulation		
	2021	2020
e-Books	199	206
<i>adult e-books</i>	188	160
<i>teen e-books</i>	6	32
<i>juv e-books</i>	5	14
e-Audiobooks	138	149
<i>adult e-audio</i>	114	114
<i>teen e-audio</i>	10	28
<i>juv e-audio</i>	14	7
Totals:	337	355

YTD e-Book Circulation		
	2021	2020
e-Books	2853	2654
<i>adult e-books</i>	2210	2022
<i>teen e-books</i>	209	203
<i>juv e-books</i>	434	429
e-Audiobooks	2051	1913
<i>adult e-audio</i>	1548	1434
<i>teen e-audio</i>	250	240
<i>juv e-audio</i>	253	239
Totals:	4904	4567

Nov YTD (reference)		
	2021	2020
e-Books	184	2022
<i>adult e-books</i>	184	2022
<i>teen e-books</i>	203	203
<i>juv e-books</i>	429	429
e-Audiobooks	153	1434
<i>adult e-audio</i>	1434	1434
<i>teen e-audio</i>	240	240
<i>juv e-audio</i>	239	239
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Henika District Library
Statements of Activities
For the 1 Month and 12 Months Ended December 31, 2021

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Accounting	9,000.00	436.00	7,704.32	1,295.68
Contractual Services	26,000.00	1,019.30	26,097.61	(97.61)
Communications	1,200.00	309.10	528.90	671.10
Technology Support	2,500.00	40.20	2,043.60	456.40
Advertising	1,000.00	375.39	879.33	120.67

See Accountants' Compilation Report

Nov. \$ 20,268.43 573.57

AP quick books vs. Audit.

Ⓢ Trial Balance AP payment

↓ was

Henika District Library Budget Ammendment #3 FY 2021

		<u>Current</u>	<u>Difference</u>	<u>Ammended</u>
Income				
	1100 State Aid	\$7,000.00	=	\$7,000.00
	1150 Penal Fines	\$30,000.00	=	\$30,000.00
	1210 City Revenue	\$150,000.00	=	\$150,000.00
	1220 Township Revenue	\$183,000.00	=	\$183,000.00
	1300 Memorial Donaitions	\$2,400.00	=	\$2,400.00
	1500 Fines	\$3,470.00	=	\$3,470.00
	1710 Copies	\$900.00	=	\$900.00
	1720 Faxes	\$900.00	=	\$900.00
	1750 Miscellaneous Income	\$1,230.00	=	\$1,230.00
	1900 Book Sale	\$250.00	=	\$250.00
	2000 Interest	\$850.00	=	\$850.00
	Total	\$380,000.00	=	\$380,000.00
Expenses				
	6000 Advertising & Promotion	\$1,000.00	=	\$1,000.00
	6010 Accounting	\$9,000.00	=	\$9,000.00
	6100 Bank Charges & Fees	\$50.00	=	\$50.00
	6650 Postage	\$400.00	=	\$400.00
	6702 Salaries & Wages	\$164,000.00	=	\$164,000.00
	6703 Employee Benefits	\$50,700.00	=	\$50,700.00
	6720 Housekeeping Supplies	\$850.00	=	\$850.00
	6727 Office Supplies	\$6,000.00	-\$100	\$5,900.00
	6740 Furnishings	\$4,000.00	=	\$4,000.00
	6818 Contractural Services	\$26,000.00	+\$100	\$26,100.00
	<i>6830 Programming</i>			
	6832 Youth Programming	\$3,000.00	=	\$3,000.00
	6834 Adult Programming	\$3,000.00	=	\$3,000.00
	6836 Summer Reading Program	\$1,040.00	=	\$1,040.00
	6850 Communications	\$1,200.00	=	\$1,200.00
	6855 Technology Support	\$2,500.00	=	\$2,500.00
	6910 Insurance & Bonds	\$3,900.00	=	\$3,900.00
	6920 Public Utilities	\$6,000.00	=	\$6,000.00
	6930 Building and Grounds Maintenance	\$37,000.00	=	\$37,000.00
	6933 Equipment Repairs and Maintance	\$5,000.00	=	\$5,000.00
	6977 Equipment	\$6,360.00	=	\$6,360.00
	<i>6980 Materials</i>			
	6982 Youth Materials	\$13,000.00	=	\$13,000.00
	6984 Adult Materials	\$11,000.00	=	\$11,000.00
	7050 Taxes	\$25,000.00	=	\$25,000.00
	Total	\$380,000.00	=	\$380,000.00

BUILDING FUND
HENIKA DISTRICT LIBRARY
149 S MAIN ST
WAYLAND MI 49348-1208

* D o r m a n c y A d v i c e *

WAYLAND OFFICE
1131 W SUPERIOR ST PO BOX 425
WAYLAND MI 49348

Telephone:269-792-2283

Type: BUSINESS HIGH YIELD SAVINGS

Account Number: XXXXXXXX212

Current Balance: 71,698.02

Our record of your account indicates no transactions have occurred during the last 24 months. This account is now classified as dormant and is subject to a \$5 monthly dormancy fee. You may remove your account from a dormant status by making a deposit, withdrawal, or transfer. Please contact us at 1.800.968.1990 with any questions.

Henika District Library Budget Ammendment #1 FY 2022

		<u>Current</u>	<u>Difference</u>	<u>Ammended</u>
Income				
101-790-400502	Federal E-Rate	\$1,500.00	=	\$1,500.00
101-790-400540	State Aid	\$10,000.00	=	\$10,000.00
101-790-400581.C	City Contribution	\$170,000.00	=	\$170,000.00
101-790-400581.T	Township Contribution	\$190,000.00	=	\$190,000.00
101-790-400601	Copies	\$1,100.00	=	\$1,100.00
101-790-400602	Faxes	\$800.00	=	\$800.00
101-790-400656	Penal Fines	\$30,000.00	=	\$30,000.00
101-790-400657	Fines	=	=	=
101-790-400665	Interest Income	\$600.00	=	\$600.00
101-790-400691	Donaitions	=	=	=
101-790-400692	Miscellaneous Revenue	=	=	=
101-790-400693	Book Sale	=	=	=
	Transfer From Fund Balance	\$100,000.00	=	\$100,000.00
	Transfer from Laverne Johnson Book Fund	\$10,000.00	=	\$10,000.00
		=	=	=
	Total	\$514,000.00	=	\$514,000.00
Expenses				
101-790-700702	Payroll	\$173,000.00	+\$5000	\$178,000.00
101-790-700710	Employee Benefits	\$46,000.00	-\$20000	\$26,000.00
101-790-700715	Payroll Liabilities	\$18,000.00	-\$3000	\$15,000.00
101-790-700727	Postage	\$200.00	=	\$200.00
101-790-700728	Supplies	\$7,000.00	=	\$7,000.00
101-790-700740	Furnishings	\$4,000.00	=	\$4,000.00
101-790-700740	Equipment	\$10,000.00	+3000	\$13,000.00
101-790-700740	Materials	\$30,000.00	=	\$30,000.00
101-790-700801	Advertising & Promotion	\$2,850.00	=	\$2,850.00
101-790-700805.1	Accounting	\$11,000.00	=	\$11,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00	=	\$50.00
101-790-700806	Technology Support	\$2,000.00	+1000	\$3,000.00
101-790-700808	Building and Grounds Maintenance	\$10,000.00	+\$6700	\$16,700.00
101-790-700850	Communications	\$1,000.00	+1000	\$2,000.00
101-790-700910	Building & Liability Insurance	\$3,900.00	=	\$3,900.00
101-790-700920	Public Utilities	\$6,000.00	=	\$6,000.00
101-790-700933	Equipment Repairs and Maintance	\$2,000.00	=	\$2,000.00
101-790-700954	Contractural Sevices	\$24,700.00	+\$1300	\$26,000.00
101-790-700955	Memberships & Training	\$300.00	+5000	\$5,300.00
101-790-700956	Programming	\$12,000.00	=	\$12,000.00
101-790-700970	Capital Outlay	\$150,000.00	=	\$150,000.00
	Total	\$514,000.00	=	\$514,000.00

	Director		Youth Librarian		Adult Librarian		Circ Clerk		Circ Assist		Page	
	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High
Gary Byker (Hudsonville)	\$47,366.40	\$69,139.20										
Caro District Library (Caro)	\$56,393.01	\$69,268.61	\$33,113.60	\$36,398.40	\$33,113.60	\$36,398.40	\$14.72	\$15.36	\$13.54	\$14.86	\$9.65	\$11.40
Atkin Memorial District Library	\$37,296.00	\$50,429.00	\$35,796.80	\$43,573.22	\$35,796.80	\$43,573.22	\$13.21	\$16.56	\$13.47	\$17.45	\$11.87	\$14.74
Alamson Area Public Library	\$38,592.00	\$39,310.00					\$11.27	\$14.00	\$9.45	\$10.45		
Albion District Library	\$55,000.00	\$65,000.00	\$20,000.00	\$45,000.00	\$20,000.00	\$45,000.00			\$10.25	\$13.00		
Alcona County Library	\$50,000.00	\$60,000.00							\$9.27	\$17.17		
Alma Public Library	\$54,453.00	\$70,806.00							\$9.67	\$10.89		
Alvah N. Belding Memorial Library	\$31,000.00	\$50,186.00							\$7.69	\$20.00		
Augusta-Ross Township District Library	\$61,000.00	\$69,000.00							\$7.69	\$13.46		
Bath Township Public Library	\$45,000.00	\$47,500.00	\$33,000.00	\$35,000.00	\$33,000.00	\$35,000.00	\$16.02	\$16.02	\$10.00	\$10.00		
Berrien Springs Community Library	\$33,000.00	\$50,000.00							\$8.46	\$11.54		
Blair Memorial Library	\$56,221.00	\$72,479.00							\$15.26	\$22.31		
Boyer District Library	\$51,000.00	\$64,000.00	\$28,000.00	\$32,000.00	\$28,000.00	\$32,000.00			\$12.00	\$1.54		
Buchanan District Library	\$35,000.00	\$55,000.00	\$25,000.00	\$36,000.00	\$25,000.00	\$36,000.00			\$9.25	\$10.38		
Calumet Public School Library	\$46,425.00	\$51,068.00							\$9.65	\$9.65		
Carson City Public Library	\$51,919.00	\$51,919.00							\$11.22	\$11.22		
Cedar Springs Public Library	\$37,423.00	\$37,423.00							\$11.00	\$15.40		
Center Line Public Library	\$46,675.00	\$46,675.00							\$12.82	\$23.24		
Charlevoix Public Library	\$60,000.00	\$70,000.00	\$35,000.00	\$44,000.00	\$35,000.00	\$44,000.00			\$12.98	\$17.31		
Coopersville Area District Library	\$44,720.00	\$48,000.00							\$7.69	\$13.94		
Delton District Library	\$29,000.00	\$35,000.00							\$0.99	\$13.26		
Eau Claire District Library	\$48,600.00	\$49,600.00							\$16.46	\$16.79		
Ecorse Public Library	\$30,000.00	\$35,000.00							\$12.00	\$12.00		
Event Public Library	\$52,000.00	\$62,000.00							\$12.56	\$13.94		
Frankenmuth James E. Wickson District Library	\$52,000.00	\$62,000.00	\$36,000.00	\$39,000.00	\$36,000.00	\$39,000.00	\$15.62	\$15.62	\$9.62	\$10.90		
Galesburg-Charleston Memorial District Library	\$52,500.00	\$91,000.00	\$7,488.00	\$22,484.00	\$7,488.00	\$22,484.00			\$9.10	\$10.26		
Gladstone School & Public Library	\$45,000.00	\$62,200.00	\$17,680.00	\$23,205.00	\$17,680.00	\$23,205.00	\$11.09	\$14.79	\$14.47	\$26.67		
Hart Area Public Library	\$40,000.00	\$45,000.00	\$35,000.00	\$40,000.00	\$35,000.00	\$40,000.00			\$10.00	\$21.92		
Hemka District Library	\$40,000.00	\$45,000.00							\$14.00	\$18.00		
Hillside Community Library	\$53,000.00	\$65,000.00							\$11.00	\$12.00		
Huntington Woods Public Library	\$60,175.00	\$78,225.00							\$10.64	\$12.00		
Lalingsburg Public Library	\$35,838.00	\$35,838.00							\$13.09	\$13.09		
L'Anse Area School-Public Library									\$6.12	\$10.99		
Lenox Township Library	\$38,500.00	\$51,000.00							\$13.45	\$13.46		
Lois Wagner Memorial Library	\$37,530.00	\$60,000.00							\$16.97	\$18.62		
Manchester District Library	\$40,000.00	\$55,000.00							\$8.10	\$18.93		
Manistique School & Public Library	\$25,643.00	\$55,000.00								\$16.70		
Melvindale Public Library												
Millington Ardsia District Library	\$36,000.00	\$36,000.00							\$0.09	\$11.62		
Montmorency County Public Libraries	\$37,618.00	\$52,285.00							\$9.75	\$13.71		
Munising School Public Library	\$42,778.00	\$42,778.00					\$15.37	\$15.37		\$13.71		
Negaunee Public Library	\$28,641.00	\$31,824.00							\$4.93	\$9.45		
Northfield Township Area Library	\$65,000.00	\$89,975.00	\$45,000.00	\$62,290.00	\$45,000.00	\$62,290.00			\$15.00	\$21.00		
Oscoda County Library	\$42,436.00	\$42,436.00							\$9.25	\$9.55		
Parchment Community Library	\$62,966.00	\$62,966.00	\$47,371.00	\$47,371.00	\$47,371.00	\$47,371.00	\$7.50	\$30.38	\$2.00	\$52.87		
Palmos Library	\$42,000.00	\$45,000.00					\$12.81	\$15.94	\$7.50	\$13.50		
Pere Marquette District Library	\$24,500.00	\$55,000.00							\$15.00	\$30.00		
Pinckney Community Public Library	\$92,785.00	\$92,785.00					\$14.10	\$17.94	\$6.41	\$30.00		
Rawson Memorial Library	\$35,000.00	\$55,000.00							\$6.41	\$30.00		
Reed City Area District Library	\$30,000.00	\$38,500.00							\$7.69	\$15.38		

SALARY AND RAISE POLICY

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

Director: \$45,000 - \$54,000 annually

Department Supervisor: \$35,000 - \$40,000 annually

Circulation Clerk: \$14 - \$18 per hour

Circulation Assistant: \$13 - \$17 per hour

Page: \$10-14 per hour

Raises will be given at the beginning of each fiscal year based upon the performance evaluations done the previous December, provided that the projected revenue for the year ahead can cover the increase in budgeted salary. Based on performance, employees will receive a raise of up to 5% until their maximum salary or hourly rate has been reached.

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

For Full Time Employees: \$250 - \$1000 based on performance

For Part Time Employees: \$125 - \$500 based on performance

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