

# AGENDA

Henika District Library  
Board of Trustees Meeting  
February 8th, 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. Board Development with Carol Dawe**

## **V. Approval of Meeting Minutes**

- A. January 2022 Regular Meeting Minutes

## **VI. Financial Reports**

- A. January 2022
  - Approval of Paid Bills
  - Credit Card Detail Report
  - YTD Budget vs Actual
  - United Bank Accounts Overview

## **VII. Director's Report**

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

## **VIII. Old Business**

- A. Renovation Update
- B. Yankee Springs Update

## **IX. New Business**

## **X. Around the table**

## **XI. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
January 11, 2022 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:** None

- I. Call to Order: Meeting called to order at 6:35 pm by Augustin.
- II. Approval of Agenda motioned by LeFevre and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: no updates provided.
- IV. Approval of December 2021 Regular Meeting Minutes motioned by Augustin and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for December 2021
  - a. There was approximately \$64,000 in surplus funds at end of FY 2021. The auditor will start in February to finalize numbers for FY 2021.
  - b. Credit Card Detail Report was reviewed.
  - c. YTD Budget vs. Actuals was reviewed.
  - d. United Bank accounts were reviewed.
  - e. Approval of paid bills motioned by Kuhn and seconded by Fryling. All yes, motion passed.
- VI. Director's Report
  - a. Monthly Statistics were reviewed. December averaged about 170 people per day, with Thursdays being the busiest days. December had the highest numbers for programming in 2021, with a total of 658 people attending the various programs offered.
  - b. The Youth Services report was reviewed. Storytime continues to be popular, with 32 people in attendance for 3 storytimes in December. Storytime moves from Fridays to Thursdays starting this month in order to better accommodate some local preschool schedules. After school art continues to be very popular and resumes this week. 95 people participated finding in Penny the Penguin throughout December; this was

an easy and fun activity that generated a good response. The first Pokemon night had 26 people in attendance; this will become a monthly event. Bakovka has swapped Becky and Faith's days off so that Becky will work on Mondays; this allows Becky to be available during days Wayland Union Schools has off, which primarily fall on Mondays.

- c. The Adult Services report was reviewed. Take and makes continue to be popular. Faith is starting a new Mocktails and Murder book club later this month.
- d. The Circulation report was reviewed. Circulation numbers were mixed for December, with overall numbers remaining similar to December 2020. The special collection remains very popular, especially the hot spots. Bakovka is looking into getting another gaming console with some of the materials budget. Overall 2021 circulation increased by 4000 over 2020.

## VII. Old Business

### a. Yankee Springs

- i. Bakovka and Augustin attended a Zoom meeting regarding the integration of Yankee Springs Township on Friday. After further clarification from our lawyer, Bakovka noted that it is the boards of the City of Wayland and Wayland Township that need to approve bringing Yankee Springs Township under the district library agreement, not the people of the City of Wayland and Wayland Township. The only population that needs to vote on their ballot is Yankee Springs Township. Musgrave inquired about whether there is a cap per residence, considering some of the households in the Yankee Springs area have significantly higher taxable values. At the last meeting it was noted that the average household contribution would be approximately \$100 per year. Bakovka plans to attend the Yankee Springs Township meeting on Thursday to assist in fully explaining the process to their Board. The lawyer is working on drafting the amendment this week. If all goes as planned, the goal is to present the agreement to the City of Wayland and Wayland Township board meetings in March and put the millage on the Yankee Springs Township ballot in August. LeFevre noted that there seemed to be a lot of interest from Yankee Springs Township residents and that she would like to see if we can get them engaged and involved in Friends of the Library.

## VIII. New Business

### a. Budget Amendment #3 FY 2021

- i. The accountant firm noted that there was a discrepancy between the trial balance from the auditor and the amount showing in Quickbooks. The discrepancy caused a \$97 variance in Contractual

- Services, so the proposed amendment moves \$100 from Office Supplies to Contractual Services to cover this variance.
- ii. LeFevre motioned to approve Budget Amendment #3 FY 2021 as presented. Augustin seconded. All yes, motion approved.
- b. Savings
- i. The general savings and building fund savings accounts have gone into dormancy due to no transactions in a 24-month period, resulting in a \$5 per month charge for both accounts. Bakovka recommends moving \$30,000 to the building fund savings account and \$30,000 to the general savings account.
  - ii. Musgrave motioned to transfer \$30,000 from the checking account into the building fund savings account and \$30,000 from the checking account into the general savings account due to the FY 2021 surplus of \$64,000. Byville seconded. All yes, motion approved.
- c. Budget Amendment #1 FY 2022
- i. It was proposed to move \$20,000 out of employee benefits and \$3,000 out of payroll liabilities, leaving enough for the year plus some cushion. This \$23,000 would be spread through the rest of the budget to cover expenses such as snow removal, the increase in monthly cleaning fees, staff raises, and increasing the budget for membership and training for staff.
  - ii. Kuhn motioned to approve Budget Amendment #1 FY 2022 as presented. Seconded by Musgrave. All yes, motion passed.
- d. Committees
- i. Finance Committee:
    - 1. Chair: Marsh
    - 2. Member: Musgrave
    - 3. Member: Kuhn
  - ii. Planning Committee:
    - 1. Chair: LeFevre
    - 2. Member: Simmons
    - 3. Member: Fryling
  - iii. Building and Grounds Committee:
    - 1. Chair: Byville
    - 2. Member: Kuhn
    - 3. Member: Fryling
- e. Raise and Wage Policy
- i. Bakovka compiled wage data from all Class 3 libraries in the state that provided data and had comparable hours for full time and part time employees. Only directors that are full time with benefits were included in the data. The range for Bethany's position is a little higher than average, but she does perform additional duties that justify a higher pay range. The range for the director position is lower than average in comparison. A proposal was presented to revise the wage ranges to match up with average. The proposed

revision also streamlines the raise portion of the policy, keeping the one-time bonus amounts the same but raising the maximum raise percentage from 3% to 5%.

- ii. Augustin motioned to approve the Salary and Raise Policy revision as presented. Kuhn seconded. All yes, motion approved.

## IX. Around the Table

- a. LeFevre thinks everyone is doing a great job, loved the engagement with winter break reading, and is excited for new painting and carpet. Talked to Nissa with Balloon Fest (planned for September 9-10 this year) about participating again; would like to have a different location with more of a presence and possibly incorporating storytime on the big stage, as well as a book sale. Asked for an update on the AED. Bakovka inadvertently wrote down wrong date for the grant and missed the deadline, so she is looking into other options.
- b. Bakovka thanked the Board and expressed excitement for the upcoming renovations. The library will be closed starting February 18 and will reopen by February 28 (will reopen earlier if possible). Bakovka got approval from the City to keep the storage pod in the parking lot. Staff have already started to slowly take things off the walls and box them up in preparation. Would appreciate volunteers February 18-19 to help pack. Also reaching out to high schooler in NHS to help move boxes.
- c. Byville stated she is confused about fines; understands that there are no fines for our materials, but unclear on fines for materials borrowed from another library. Bakovka stated it is up to each individual library, so fines policies may vary widely; for instance, Allendale is fine-free on print materials but not on DVDs. Byville is excited about the renovations.
- d. Fryling had nothing to add.
- e. Simmons is looking forward to after school art starting back up and is excited for the new murder mystery book club.
- f. Marsh shared that he spoke with Shirley Bursma, who has aided in successfully passing over 130 millages; she thinks we will be successful in getting the proposal passed and would be willing to help if needed.
- g. Kuhn is loving all the programs and seeing a wide range of ages being reached through the programs. Excited about the renovations and the committee work. Looking forward to hearing from Carol and getting additional board training.
- h. Augustin is excited about the renovations. Will look for common areas/themes from the board member evaluations to bring to Carol to see areas we need help in. Carol will be at our February meeting to go over at least some of it; it will likely be a longer meeting due to the inclusion of board training. Depending on the needs we can split into two meetings if necessary.

- X. Adjournment of the meeting motioned by Augustin and seconded by Byville.  
Meeting adjourned at 7:50 pm.

## January 2021 Expenses By Vendor Summary

Absolute Floor Coverings	\$10,300.00
Absopure	\$12.00
Amazon	\$2,736.98
Baker & Taylor	\$1,339.75
Cardmember Service	\$1,131.77
Cengage Learning	\$375.61
Cherry Valley Electrical	\$192.50
Chosen Resumes LLC	\$150.00
City of Wayland	\$94.12
Consumers Energy	\$11.94
County of Allegan	\$235.27
Coverall	\$1035.00
Demco	\$160.88
DeWeerd Heating	\$165.00
Faith Fetty	\$64.20
Heimler Consulting	\$7,204.84
Johnson Controls	\$380.55
Junior Library Guild	\$4,026.25
Kansas City Life	\$57.69
Lakeland Library Cooperative	\$5,611.24
MERS	\$1,580.26
Michigan Gas Utilities	\$427.41
MicroMarketing	\$159.98
Midtown Craftsmen	\$19,665.00
MJA Landscape	\$605.00
RNL Graphic Solutions	\$1,206.34
Stephan Quandt	\$200.00
T-Mobile	\$276.38
Unique Management	\$17.90
Walker, Fluke & Sheldon PLC	\$830.00

**January 2022 Statement**

Open Date: 12/15/2021 Closing Date: 01/13/2022

Account: [REDACTED]



**Visa® Business Cash Card**  
HENIKADISTRICTLIBRARY [REDACTED]

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

<b>New Balance</b>	<b>\$1,131.77</b>
<b>Minimum Payment Due</b>	<b>\$12.00</b>
<b>Payment Due Date</b>	<b>02/10/2022</b>

<b>Reward Points</b>	
Earned This Statement	1,543
Reward Center Balance as of 01/12/2022	59,760
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$3,893.50
Payments	-	\$3,893.50CR
Other Credits	-	\$176.64CR
Purchases	+	\$1,308.41
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$1,131.77</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$12.00</b>
Credit Line		\$10,500.00
Available Credit		\$9,368.23
Days in Billing Period		30

**Payment Options:**



Mail payment coupon  
with a check



Pay online at  
[myaccountaccess.com](http://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

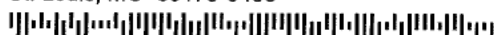


<b>Account Number</b>	[REDACTED]
<b>Payment Due Date</b>	2/10/2022
<b>New Balance</b>	\$1,131.77
<b>Minimum Payment Due</b>	\$12.00

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

**Cardmember Service**

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





**Business Cash**

**Rewards Center Activity as of 01/12/2022**

Rewards Center Activity*	0
Rewards Center Balance	59,760

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

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,131	1,131
2 Extra Points - Telecom & Office Supply	412	412
<b>Total Earned</b>	<b>1,543</b>	<b>1,543</b>

**Important Messages**

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

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

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**Transactions** [REDACTED] CIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
12/17	12/16	2392	SIGNUP.COM HTTPSSIGNUP.C TX	\$9.99	Adv.
12/22	12/20	3506	WAYLAND DO IT BEST HAR WAYLAND MI	\$19.05	Supply
12/31	12/30	0159	BATTERIES + BULBS-#095 GRANDVILLE MI	\$10.00	Supply
01/13	01/12	2002	INK TECHNOLOGIES LLC 866-3132879 OH	\$206.06	Supply
<b>Total for Account</b> [REDACTED]				<b>\$245.10</b>	

**Transactions** [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
12/20	12/20	5032	AMZN Mktp US*YR4T02103 Amzn.com/bill WA	\$152.53	Prog
12/20	12/18	2472	M-89 CINEMAS - ECOMM 269-463-8458 MI	\$10.50	Prog

Continued on Next Page

**Transactions** [REDACTED] FAITH **Credit Limit \$2000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/21	12/20	6792	AMZN Mktp US*PE8MX7OD3 Amzn.com/bill WA	\$22.49	prog
12/22	12/20	5584	WAYLAND DO IT BEST HAR WAYLAND MI	\$4.23	Supply
12/22	12/20	5667	WAYLAND DO IT BEST HAR WAYLAND MI	\$11.66	Supply
12/27	12/26	1035	JOANN STORES*JOANN.COM 888-739-4120 OH	\$2.66	prog
12/29	12/28	3689	JOANN STORES*JOANN.COM 888-739-4120 OH	\$9.27	prog
12/29	12/28	7126	LS B2 BARGAIN BINS 616-7721967 MI	\$6.36	prog
12/29	12/29	7934	AMZN Mktp US*G26212TH3 Amzn.com/bill WA	\$33.99	prog
12/31	12/30	5911	JOANN STORES*JOANN.COM 888-739-4120 OH	\$20.46	prog
01/10	01/08	3823	MICHAELS STORES 2060 GRANDVILLE MI	\$6.36	prog
01/10	01/07	7607	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.95	prog
01/11	01/10	9011	JOANN STORES #2163 GRAND RAPIDS MI	\$11.10	prog
01/13	01/12	7917	Dollar Tree, Inc. 877-530-8733 VA	\$46.63	prog
<b>Total for Account</b> [REDACTED]				<b>\$344.19</b>	

**Transactions** [REDACTED] REBEKAH **Credit Limit \$2000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
12/20	12/18	5824	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$9.39CR	mat.
12/21	12/20	9417	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$19.48CR	mat.
12/21	12/21	8623	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$24.97CR	mat.
12/30	12/29	1190	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$88.00CR	mat.
01/13	01/12	2323	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$34.80CR	mat.
<b>Purchases and Other Debits</b>					
12/17	12/16	5195	AMZN Mktp US*420U16LI3 Amzn.com/bill WA	\$152.13	mat.
12/20	12/17	2443	HARDING'S MARKET #3 WAYLAND MI	\$9.00	prog
12/20	12/18	5644	AMZN Mktp US*650L59E33 Amzn.com/bill WA	\$259.99	mat.
12/20	12/18	7016	Amazon.com*3U0U057M3 Amzn.com/bill WA	\$6.99	mat.
12/20	12/18	0351	AMAZON.COM*VO4PO21T3 A AMZN.COM/BILL WA	\$109.55	mat.
12/20	12/18	5984	AMZN Mktp US*598QP9E23 Amzn.com/bill WA	\$140.47	mat.
12/28	12/27	4536	AMAZON.COM*R46DH9QZ3 A AMZN.COM/BILL WA	\$15.99	mat.
01/07	01/06	3852	Amazon.com*ZV7PR66G3 Amzn.com/bill WA	\$25.00	prog
<b>Total for Account</b> [REDACTED]				<b>\$542.48</b>	



## ACCOUNTANTS' COMPILATION REPORT

To The Board  
Henika District Library  
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of January 31, 2022, 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 2, 2022

**Henika District Library  
Statement of Financial Position  
As of January 31, 2022**

**ASSETS**

**Current Assets:**

Cash-Checking	\$ 194,507.23
Cash-Savings	457,389.20
Prepaid Payroll	7,083.46
Certificate of Deposit - 740	51,919.67
Certificate of Deposit - 090	5,349.51
Certificate of Deposit - 104	5,349.51
Certificate of Deposit - 112	5,349.51
Certificate of Deposit - 120	5,349.51
Certificate of Deposit - 139	5,349.51
Certificate of Deposit - 344	1,012.78
Building Fund 171	3,070.34
Savings - Building Fund	101,699.11
Certificate of Deposit - 943	11,260.65
Property Taxes Receivable	331,103.06
Prepays	1,868.39
Due from Other Units of Government	<u>2,072.78</u>

**Total Current Assets** \$ 1,189,734.22

**Total Assets** \$ 1,189,734.22

Henika District Library  
Statement of Financial Position  
As of January 31, 2022

**LIABILITIES AND NET ASSETS**

**Current Liabilities:**

Due to the Federal Government	\$	578.04
Accrued Payroll		4,110.00
Deferred Property Taxes		<u>331,103.06</u>

**Total Current Liabilities** \$ 335,791.10

**Net Assets:**

Fund Balance-Unrestricted	<u>760,532.52</u>
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**Total Net Assets-Beginning** 760,532.52

Change in Net Assets 93,410.60

**Total Net Assets** 853,943.12

**Total Liabilities and Net Assets** \$ 1,189,734.22

**Henika District Library**  
**Statements of Activities**  
For the 1 Month and 1 Month Ended January 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Jan. 31, 2022</u>	<u>1 Month Ended Jan. 31, 2022</u>	<u>Year-To-Date Variance</u>
<b>Revenues:</b>				
Township Revenue	\$ 190,000.00	\$ 88,602.64	\$ 88,602.64	\$ (101,397.36)
City Revenue	170,000.00	73,439.25	73,439.25	(96,560.75)
State Aid	10,000.00	0.00	0.00	(10,000.00)
Penal Fines	30,000.00	1,726.47	1,726.47	(28,273.53)
Copier & Fax Income	1,900.00	364.66	364.66	(1,535.34)
Fines	0.00	78.58	78.58	78.58
Interest Income	600.00	78.51	78.51	(521.49)
Memorial Donations	0.00	2,152.69	2,152.69	2,152.69
Book Sales	0.00	15.56	15.56	15.56
Federal E-Rate	1,500.00	199.50	199.50	(1,300.50)
<b>Total Revenues</b>	<u>404,000.00</u>	<u>166,657.86</u>	<u>166,657.86</u>	<u>(237,342.14)</u>
<b>Employee Expenses:</b>				
Wages	178,000.00	13,352.37	13,352.37	164,647.63
Employee Benefits	26,000.00	57.69	57.69	25,942.31
FICA Expense	15,000.00	1,021.46	1,021.46	13,978.54
State Unemployment Tax	0.00	26.43	26.43	(26.43)
<b>Total Employee Expenses</b>	<u>219,000.00</u>	<u>14,457.95</u>	<u>14,457.95</u>	<u>204,542.05</u>
<b>Operating Expenses:</b>				
Employee Training	5,300.00	0.00	0.00	5,300.00
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,900.00	0.00	0.00	3,900.00
Programming	12,000.00	1,139.88	1,139.88	10,860.12
Office Supplies	7,000.00	2,387.95	2,387.95	4,612.05
Furnishings	4,000.00	311.02	311.02	3,688.98
Equipment	13,000.00	6,399.84	6,399.84	6,600.16
Materials-Youth	30,000.00	4,029.25	4,029.25	25,970.75
Materials-Adults	0.00	3,660.79	3,660.79	(3,660.79)
Accounting	11,000.00	1,000.60	1,000.60	9,999.40
Contractual Services	26,000.00	5,740.56	5,740.56	20,259.44
Communications	2,000.00	276.38	276.38	1,723.62
Technology Support	3,000.00	805.00	805.00	2,195.00
Advertising	2,850.00	9.99	9.99	2,840.01
Postage	200.00	0.00	0.00	200.00
Utilities	6,000.00	545.27	545.27	5,454.73

See Accountants' Compilation Report


**Henika District Library**  
**Statements of Activities**  
**For the 1 Month and 1 Month Ended January 31, 2022**

	<u>Total Year Budget</u>	<u>1 Month Ended Jan. 31, 2022</u>	<u>1 Month Ended Jan. 31, 2022</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	16,700.00	2,160.28	2,160.28	14,539.72
Maintenance-Equipment	2,000.00	357.50	357.50	1,642.50
Capital Outlay	<u>150,000.00</u>	<u>29,965.00</u>	<u>29,965.00</u>	<u>120,035.00</u>
<b>Total Operating Expenses</b>	<u>295,000.00</u>	<u>58,789.31</u>	<u>58,789.31</u>	<u>236,210.69</u>
<b>Total Expenses</b>	<u>514,000.00</u>	<u>73,247.26</u>	<u>73,247.26</u>	<u>440,752.74</u>
<b>Change in Net Assets</b>	<u>\$ 0.00</u>	<u>\$ 93,410.60</u>	<u>\$ 93,410.60</u>	<u>\$ 93,410.60</u>

See Accountants' Compilation Report



## Home

### Alerts

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You have no alerts.

### Accounts

 [Edit Accounts](#)  [Print](#)

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$200,020.93</b>
<b>BUSINESS HIGH YIELD SAVINGS</b> XXX013	Current balance <b>\$457,389.20</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$101,706.84</b>
<b>CONTINGENCY FUND</b> XXX740	Current balance <b>\$51,937.28</b>
<b>BUILDING FUND</b> XXX090	Current balance <b>\$5,350.64</b>
<b>BUILDING FUND</b> XXX104	Current balance <b>\$5,350.64</b>
<b>BUILDING FUND</b> XXX112	Current balance <b>\$5,350.64</b>
<b>BUILDING FUND</b> XXX120	Current balance <b>\$5,350.64</b>
<b>BUILDING FUND</b> XXX139	Current balance <b>\$5,350.64</b>
<b>BUILDING FUND</b> XXX171	Current balance <b>\$3,070.86</b>
<b>BUILDING FUND</b> XXX344	Current balance <b>\$1,013.51</b>
<b>LAVERNE JOHNSON BOOK FUND</b> XXX943	Current balance <b>\$11,263.04</b>





WEEKDAY TRAFFIC STATS 22

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1/3	311	204	60	CLOSED	128	99
1/10/2022	197	162	183	143	172	42
1/17	123	165	145	131	143	58
1/24	134	158	153	173	244	53
1/31	161					
<b>AVERAGE</b>	185	172	135	149	172	63
	<b>Monthly Total</b>	3542		<b>Daily Average</b>	146	



**February 2021**  
**Youth Services Report**  
**Becky Butler, Youth Services Librarian**

New Year, new programs!

**Storytime** (ages 0-5): 26 people over 3 storytimes. Storytime is now held on Thursdays instead of Fridays.

**Family Fun** (all ages): Not held in January.

**After-School Art** (ages 8-18ish): 26 attendees over 3 weeks. We did paper crafts, embroidery, and polymer clay.

**Take-and-Makes:** Rainbow Snowflakes (12 taken) and Embroidery (10 taken). I think fewer were taken since I didn't have sign-ups and reminder emails – I'll market these more on FB next month.

**Henika Pokemon Trainers:** 11 attendees for our first monthly event! Kids were eager to trade. They were intrigued with battling but only really locked into learning how in the last 15 minutes. I plan on having a craft or activity for every month to keep things interesting.

**LEGO Club:** 12 attendees for the first monthly event! I bought a microset of the Taj Mahal for older kids to work on (this was a big hit – it's killing them to wait until the next meeting to work on it! My younger kiddos had challenge cards and LEGO books to work from, but I primarily just provided LEGOs and let them do their thing.

**Board Game Night:** 1 attendee. I think this program is not successful and won't try it again next month.

**Winter Break Reading:** 41 sign-ups. 7 preschoolers, 31 elementary students, and 3 middle school and high school students. There were 24 finishers based on grand prize drawing entrants. Our grand prize winner has claimed his prize and was very excited!

**How to be a Detective:** 3 attendees. This was a special one-off event for the in-service day. My attendees played memory games, fingerprinted themselves, and learned how to find hidden messages. They then searched a "crime scene" for clues and sorted through suspects to match the clues to the culprit. They narrowed it down to 2 options (1 of which was correct), but the criminal got away! Good fun was had.

**STEM Club:** 9 attendees at our first event! This program had to be pushed back a week due to the snow in the first week of January. I provided lots of books of architecture and asked kids to think about what architects have to consider when designing a building and what shapes they see in architecture. I then let them create whatever they wanted using marshmallows and toothpicks. The big kids were all about using the hot glue gun, but everyone did some great critical thinking on design and problem solving.

**Other activities:** I wasn't able to attend the high school book club this month as they switched to virtual learning the day before the event. I'm hopeful I can attend that next month.

I finished weeding the collection and started rearranging things to make more space for juvenile graphic novels and Tween books. I went through the juvenile nonfiction and added Beginning Reader labels to the easier books. I'm testing out arranging the readers by reading level rather than solely by author.

**Looking forward:**

Storytimes and After-School Art will continue on a weekly basis until we close for renovations. Family Fun will be held February 5th at 11:30 (we're making Valentines). The Take-and-Make will be Homemade Playdough. The Teen Take-and-Make will be Lettering.

STEM Club (ages 6-13) will be February 3rd at 4:00 pm. We're going to be designing animals to live with specific adaptations! I'm reading a story at the Baker Elementary preschool playgroup February 8th (virtually as they've canceled in-person gathering). On February 15th at 4 pm, I'm hosting another Pokemon night (ages 8-18). Lego Club (6-18, but families with younger folks welcome) will not meet due to renovations. I can't wait to see the new flooring and paint!

JANUARY 2022

Adult Services Report

Faith Fetty, Adult Services Librarian

### Programs & Attendance

#### **DIY Hand Warmers (Take-&-Make): 33**

Take-&-Makes continue to be very popular! Any that aren't picked up by the end of the pick-up week get put onto my display shelves and are taken home within a couple days. Patrons are especially enjoying these take-&-makes that have a functional purpose.

#### **DIY Bath Bombs (In-Person): 11**

We had 7 sign-ups for this event and then had 4 people who came in for De-Stress Night hop in as well! This craft didn't turn out quite the way I had hope, but patrons were still excited to make them and it made the library smell amazing!

#### **De-Stress Night (In-Person): 18**

The times that we have had the Country Cat Lady out with her emotional support cats definitely have the most smiles! We will continue to have her out with her cats (hopefully not on another day when Facebook is down or it is snowing).

#### **Resumes Do's & Don'ts (Virtual): 9**

I was pleasantly surprised at the number of attendees as other libraries reached out to let me know that their resume programs (especially virtual) have garnered little to no patron attendance. I believe this program would do much better in-person, but due to the current COVID situation our presenter was unfortunately uncomfortable presenting in-person at the moment. Will most likely ask her back next year.

#### **Mocktails & Murder (In-Person): 3**

Mocktails & Murder had a bit of a disappointing kick-off, but I believe my choice of book ("Snow" by Jon Banville) and the new mask requirements for attending programs had a negative effect on attendance. I believe this program has a lot of potential, especially coming into warmer months, with a switch to more "cozy" style mysteries.

#### **Winter Reading Bingo (Reading Program): 25**

A great start to Winter Reading Bingo! We had 25 sign-ups for participation which is only 14 less than the Summer Reading Program last summer. It is ongoing until March 14<sup>th</sup> and participants have until then to complete up to 5 bingos for prize entries.

**Total Program Attendees/Registrants: 99**

**Looking Forward**

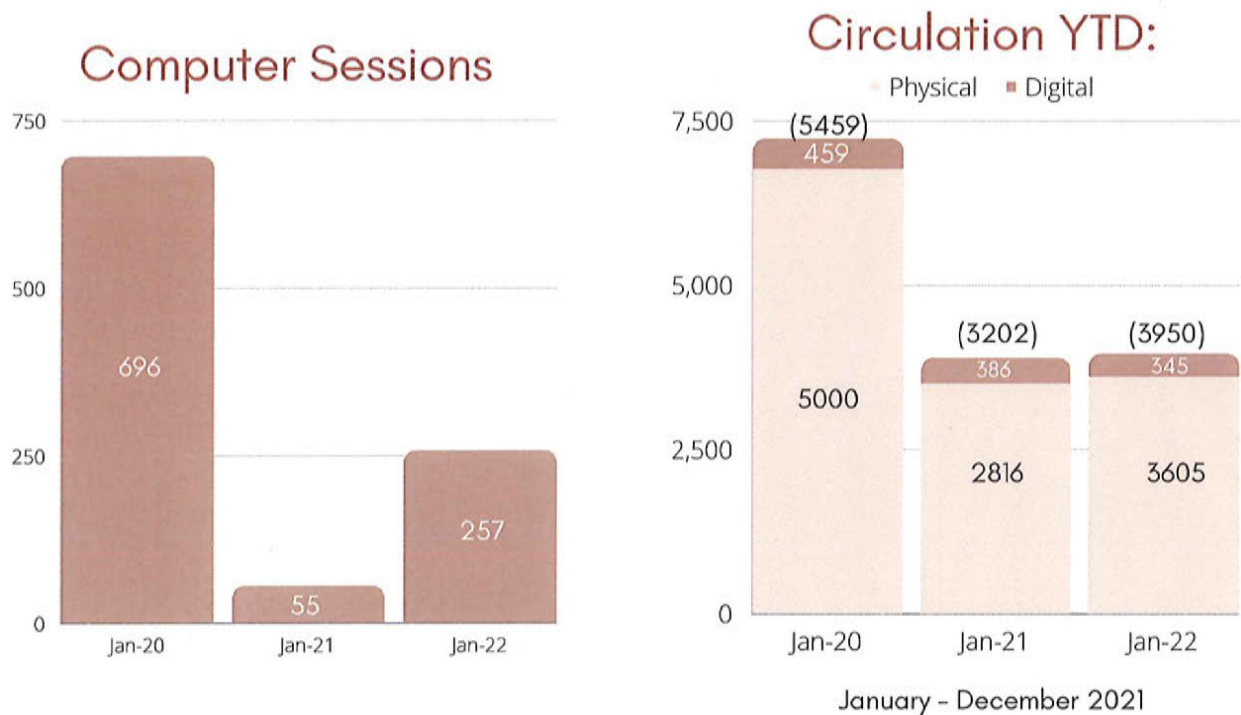
I am still developing my program skills and expanding my knowledge past crafts and into more educational or activity based programs. I am very excited about some projects I have coming up closer to spring that are not craft based (Tech Tuesday, Decoding the Mysteries of Cats, What's the Deal With Microgreens?, etc.)!

# January 2022

Overall January numbers have increased from 2021, although they continue to recover from 2020. The special collection continues to have notably high numbers, with lots of positive feedback from patrons.

Other notable changes include high circulation for video games - these numbers have exceeded both 2020 and 2021! We have purchased many new video games over the last few months, and patrons seem to be very excited about the new additions. Circulation a Nintendo Switch also helps boost the numbers, as patrons who check out the Switch typically also rent the accompanying games.

*Bethany Sanford - Circulation Clerk*

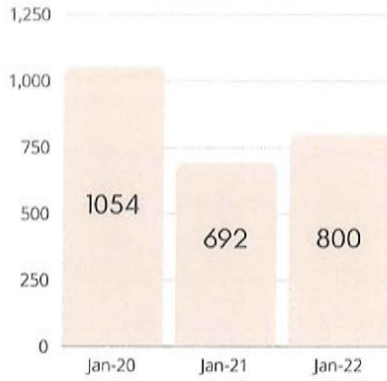


Henika has 2958 total patron accounts. 340 of these accounts are active (not expired). Most expiration dates are set for 3 years upon renewal.

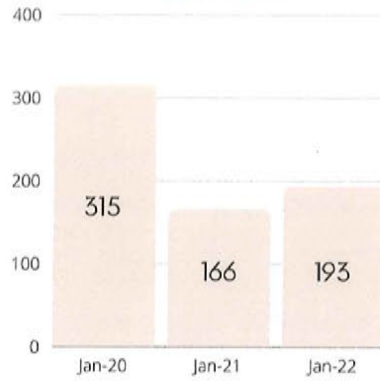
12 Patron accounts added in January

- 7 Wayland City
- 3 Wayland Township
- 2 Non-Resident

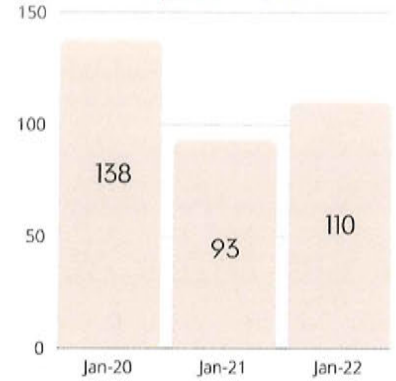
### Adult Print



### Teen Print



### Tween Print



### Juv Print



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

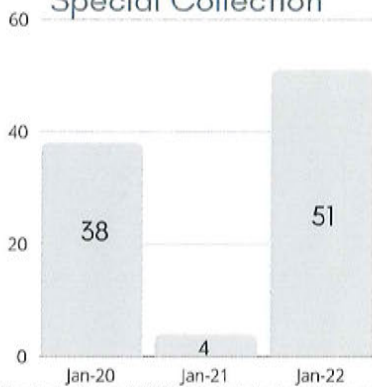
### MeL



### Games

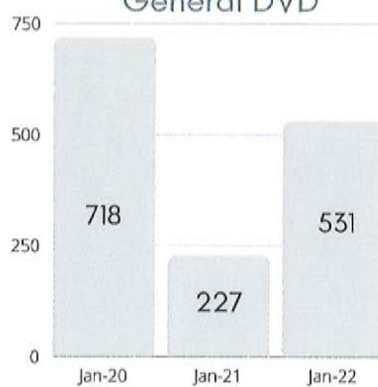


### Special Collection



\*prior to August 2021 this only included launchpads

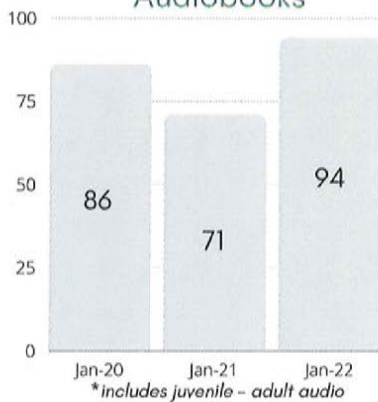
### General DVD



### Youth DVD

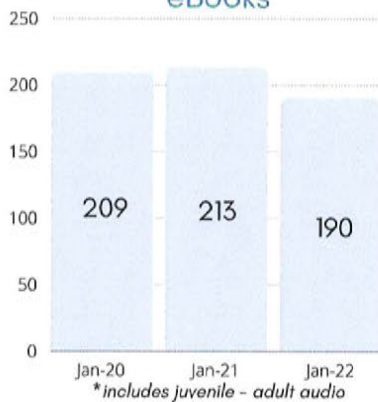


### Audiobooks



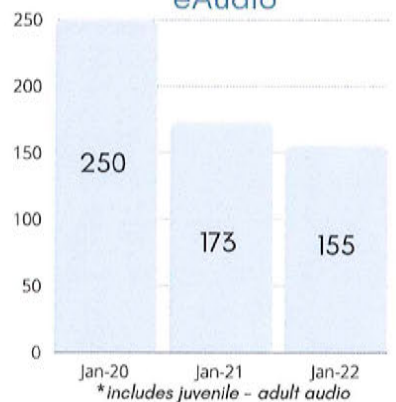
\*includes juvenile - adult audio

### eBooks



\*includes juvenile - adult audio

### eAudio



\*includes juvenile - adult audio