

AGENDA

Henika District Library
Board of Trustees Meeting
November 15th, 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. October 2022 Regular Meeting Minutes

V. Financial Reports

A. October 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. Finance Committee 11/2
- B. Planning Committee 11/15

VIII. Unfinished Business

IX. New Business

- A. Laverne Johnson Book Fund
- B. Salary and Wages Policy
- C. Holiday Bonus

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

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

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

Members Absent: Tami Fryling

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 Kuhn and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of September 2022 Regular Meeting Minutes motioned by Lefevre and seconded by Byville. All yes, motion passed.
- V. Financial Reports for September 2022
 - a. Credit Card Detail Report was reviewed. The Bonfire.com charges are for employee shirts. Other purchases included a PlayStation 4 for the special collection, additional organizational slots for the Ellison machine die cuts, and renewal of the Canva subscription.
 - b. YTD Budget vs. Actuals was reviewed.
 - c. United Bank accounts were reviewed.
 - d. Approval of paid bills motioned by Musgrave and seconded by Augustin. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka noted that the printer has stopped printing in color and the new printer will be installed next Thursday. Hold pickup lockers for after-hours pickup are being waterproofed and will go outside front door under the overhang. Bonnie K. Miller will be making a donation to the library for the purchase of materials. Discussed performance of employee within probation period. The open house went well. The library will offer trick or treat during open hours the Saturday before Halloween and the Monday of Halloween.
 - b. Monthly Statistics were reviewed.

- c. The Youth Services report was reviewed. Storytime and after school art remain incredibly popular. LEGO club had first meeting of year with 13 kids in attendance. Little Wiggles, sensory playtime, Pokemon trainers, and STEM club all did well last month. Becky has been visiting the local schools, as well as having classes visit the library. Becky attended the Critics' Café at the high school and had 27 kids sign up to participate.
- d. The Adult Services report was reviewed. Sew Much Fun had 2 attendees and 3 no shows. No attendees for Dungeons and Dragons again despite interest from patrons. Find Your Color had no attendees, although Faith is finding that her Saturday programs historically have low attendance. Strokes of Genius had 13 attendees. Watercolor Leaves programs were popular at Green Acres and Sawmill Estates. Planning and preparing for Art Hop tiny art gallery take and makes.
- e. The Circulation report was reviewed. 35 patron accounts were added in September. Adult print, teen print, tween print, juvenile print, MeL, games, and special collection circulation are up. DVD and audiobook circulation is a bit low, while eBooks and eAudio have increased.

VII. Committee Reports

- a. Planning Committee 10/5
 - i. Lefevre shared that the Planning Committee is working on the timeline for the goals. The committee plans to have a draft done in November in order to present at December board meeting and start implementation as of January 1, 2023.

VIII. Unfinished Business: no unfinished business.

IX. New Business:

- a. 2022 Director Performance Review
 - i. The Board discussed the use of the performance review format from last year and decided to use the same format this year. Augustin plans to hand them out at the November meeting and board members will return to the library by December 2, 2022. Board members are asked to provide feedback related to the evaluation form at the bottom half of the last page.
- b. Timesheets Policy Revision
 - i. Bakovka proposed an update to the policy to reflect that pay periods now close on Wednesdays instead of Thursdays. Musgrave motioned to approve the revised Pay Periods and Time Sheets policy as written. Simmons seconded. All yes, motion approved.
- c. Photocopier Policy Revision
 - i. The photocopier will continue to operate on a donation basis for foreseeable future. Bakovka proposed an update to the policy to

reflect this. Augustin motioned to approve the revised Photocopier Use policy as written. Kuhn seconded. All yes, motion approved.

- X. Around the Table
 - a. Musgrave received feedback from a patron who is very excited about the new additions to the special collection
 - b. Marsh contacted the city garage about picking up the picnic tables for winter storage. Did not get a chance to repaint this summer and will need to do this next year. Suggested an inflation bonus for staff this upcoming holiday season. Augustin suggested bringing this to the next Finance Committee meeting, which ideally should happen before the November meeting.
 - c. Bakovka is excited for Halloween and plans on decorating her office door.
 - d. Simmons attended the event with the local crime author and found it fascinating. He has 7-8 different presentations he can give, and Simmons suggested planning another event with him.
 - e. Augustin would like the finance committee to decide on a time to meet. The building committee should plan to meet in January.
 - f. Kuhn nothing to add.

- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:03 pm.



October 2022 Statement

Open Date: 09/15/2022 Closing Date: 10/14/2022



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

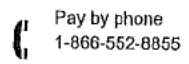
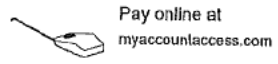
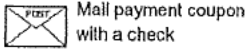
Visa® Business Cash Card
HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$2,766.25
Minimum Payment Due	\$28.00
Payment Due Date	11/10/2022

Reward Points	
Earned This Statement	3,038
Reward Center Balance	8,308
as of 10/13/2022	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,604.52
Payments	-	\$1,604.52CR
Other Credits		\$0.00
Purchases	+	\$2,766.25
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,766.25
Past Due		\$0.00
Minimum Payment Due		\$28.00
Credit Line		\$15,500.00
Available Credit		\$12,733.75
Days in Billing Period		30

Payment Options:



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



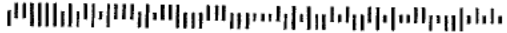
24-Hour Cardmember Service: 1-866-552-8855

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

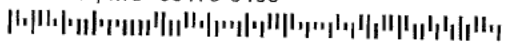
Account Number	[REDACTED]
Payment Due Date	11/10/2022
New Balance	\$2,766.25
Minimum Payment Due	\$28.00

Amount Enclosed \$ _____

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



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



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

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

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

- ▶ Account information: Your name and account number.
 - ▶ Dollar amount: The dollar amount of the suspected error.
 - ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.
- You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:

- ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
- ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- ▶ We can apply any unpaid amount against your credit limit.

Your Rights if You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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

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



October 2022 Statement 09/15/2022 - 10/14/2022

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HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service (1-866-552-8855



Business Cash

Rewards Center Activity as of 10/13/2022	
Rewards Center Activity*	0
Rewards Center Balance	8,308

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,766	17,910
2 Extra Points - Telecom & Office Supply	272	778
1 Extra Point - Restaurants & Gas	0	398
Total Earned	3,038	19,086

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					
09/15	09/14	9683	SCHOOL OUTFITTERS 513-619-5336 OH	\$1,004.43	Furn
09/16	09/14	3139	WAYLAND DO IT BEST HAR WAYLAND MI	\$46.63	Big
09/16	09/15	5991	DOLLAR TREE JENISON MI	\$17.58	Ad/Promo
09/16	09/15	5819	DOLLAR-GENERAL #9954 WAYLAND MI	\$15.37	Supply
09/19	09/17	4236	HARDING'S MARKET #3 WAYLAND MI	\$21.56	Ad/Promo
09/19	09/17	3734	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.10	Ad/Promo
09/19	09/17	3817	DOLLAR-GENERAL #9954 WAYLAND MI	\$4.20	Ad/Promo
09/19	09/16	5988	MEIJER # 026 877-363-4537 MI	\$76.84	Ad/Promo
09/22	09/21	9724	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	Con-Serv.
09/23	09/22	9917	WALGREENS #5117 JENISON MI	\$9.68	Supply
09/23	09/22	9834	DOLLAR TREE JENISON MI	\$9.28	Supply
09/23	09/22	3684	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.89	CS
09/27	09/26	8207	ZAZZLE INC 888-892-9953 CA	\$42.46	Ad/Promo
09/28	09/27	0243	SCHOOL OUTFITTERS 513-619-5336 OH	\$821.17	Equip.
09/30	09/29	5949	GR CHILDRENS MUSEUM 616-2354726 MI	\$250.00	Ad/Promo
10/03	09/29	3533	INK TECHNOLOGIES LLC 866-3132879 OH	\$60.10	Supply
10/03	09/30	4282	SPIRIT HALLOWEEN 61236 609-798-0949 MI	\$18.01	Supply
10/04	10/03	6546	DOLLAR TREE JENISON MI	\$18.55	Supply

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October 2022 Statement 09/15/2022 - 10/14/2022

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HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service ☎ 1-866-552-8855

Transactions [REDACTED] CIERRA J Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
10/06	10/05	7715	INK TECHNOLOGIES LLC 866-3132879 OH	\$60.10	Supply
Total for Account [REDACTED]				\$2,513.95	

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/23	09/22	9578	USPS PO 2597840348 WAYLAND MI	\$25.70	Postage
09/30	09/28	5725	MEIJER # 191 877-363-4537 MI	\$35.72	VP
10/11	10/07	0346	HARDING'S MARKET #3 WAYLAND MI	\$50.00	Ad/Promo
10/11	10/07	3239	DOLLAR-GENERAL #9954 WAYLAND MI	\$22.98	VP
Total for Account [REDACTED]				\$134.40	

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/16	09/14	1633	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.95	VP
09/16	09/15	8474	DOLLAR-GENERAL #9954 WAYLAND MI	\$20.90	VP
09/23	09/21	9199	DOLLAR-GENERAL #9954 WAYLAND MI	\$35.10	VP
09/23	09/21	9272	DOLLAR-GENERAL #9954 WAYLAND MI	\$16.19	VP
10/11	10/06	0407	DOLLAR-GENERAL #9954 WAYLAND MI	\$37.76	VP
10/12	10/11	7863	TEACHERSPAYTEACHERS.CO 646-588-0910 NY	\$4.00	VP
Total for Account [REDACTED]				\$117.90	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
09/26	09/24	0222	PAYMENT THANK YOU	\$1,604.52CR	
Total for Account [REDACTED]				\$1,604.52CR	

2022 Totals Year-to-Date	
Total Fees Charged in 2022	\$7.48
Total Interest Charged in 2022	\$0.00


Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	22.99%	
**PURCHASES	\$2,766.25	\$0.00	YES	\$0.00	22.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	26.99%	

Contact Us


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



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



Mail payment coupon
 with a check
 Cardmember Service
 P.O. Box 790408
 St. Louis, MO 63179-0408



Online
myaccountaccess.com



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of October 31, 2022, and the related Statements of Activities for the one month and ten 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
November 3, 2022

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

ASSETS

Current Assets:

Cash-Checking	\$ 80,041.19
Cash-Savings	480,817.46
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
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,089,744.59

Total Assets \$ 1,089,744.59

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

LIABILITIES AND NET ASSETS

Current Liabilities:

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

Total Current Liabilities \$ 335,007.11

Net Assets:

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

Change in Net Assets (6,187.06)

Total Net Assets 754,737.48

Total Liabilities and Net Assets \$ 1,089,744.59

Henika District Library
Statements of Activities
For the 1 Month and 10 Months Ended October 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Oct. 31, 2022</u>	<u>10 Months Ended Oct. 31, 2022</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 195,500.00	\$ 628.42	\$ 195,971.15	\$ 471.15
City Revenue	170,000.00	0.00	156,275.83	(13,724.17)
State Aid	13,478.00	0.00	13,478.00	0.00
Penal Fines	30,000.00	2,500.25	24,444.50	(5,555.50)
Copier & Fax Income	2,317.00	222.22	2,704.73	387.73
Fines	590.00	85.45	777.93	187.93
Interest Income	800.00	142.60	1,060.72	260.72
Memorial Donations	7,950.00	10.00	7,960.48	10.48
Book Sales	575.00	13.50	636.30	61.30
Federal E-Rate	4,450.00	597.91	4,919.66	469.66
Miscellaneous Income	<u>1,300.00</u>	<u>0.00</u>	<u>1,325.12</u>	<u>25.12</u>
Total Revenues	<u>426,960.00</u>	<u>4,200.35</u>	<u>409,554.42</u>	<u>(17,405.58)</u>
Employee Expenses:				
Wages	180,000.00	13,404.22	145,795.43	34,204.57
Employee Benefits	26,000.00	1,917.78	20,717.68	5,282.32
FICA Expense	14,000.00	1,025.42	11,153.35	2,846.65
State Unemployment Tax	<u>0.00</u>	<u>0.82</u>	<u>33.26</u>	<u>(33.26)</u>
Total Employee Expenses	<u>220,000.00</u>	<u>16,348.24</u>	<u>177,699.72</u>	<u>42,300.28</u>
Operating Expenses:				
Memberships & Training	6,000.00	100.66	4,852.70	1,147.30
Bank Charges	50.00	0.00	34.00	16.00
Insurance & Bonds	3,000.00	0.00	2,861.00	139.00
Programming	12,700.00	490.48	10,516.38	2,183.62
Office Supplies	10,000.00	338.79	7,326.57	2,673.43
Furnishings	6,000.00	1,004.43	4,110.15	1,889.85
Equipment	18,000.00	889.05	14,686.86	3,313.14
Materials	31,100.00	3,027.60	29,805.30	1,294.70
Accounting	11,000.00	457.80	9,322.82	1,677.18
Contractual Services	28,000.00	5,121.99	22,917.95	5,082.05
Communications	2,690.00	419.98	2,401.24	288.76
Technology Support	3,370.00	285.00	2,410.00	960.00
Advertising	2,850.00	534.69	2,031.56	818.44
Postage	1,000.00	25.70	557.60	442.40
Utilities	9,000.00	501.86	6,237.58	2,762.42

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 10 Months Ended October 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Oct. 31, 2022</u>	<u>10 Months Ended Oct. 31, 2022</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	18,700.00	1,303.18	15,000.67	3,699.33
Maintenance-Equipment	3,500.00	70.00	2,108.80	1,391.20
Miscellaneous	0.00	0.00	120.39	(120.39)
Capital Outlay	<u>150,000.00</u>	<u>0.00</u>	<u>100,740.19</u>	<u>49,259.81</u>
Total Operating Expenses	<u>316,960.00</u>	<u>14,571.21</u>	<u>238,041.76</u>	<u>78,918.24</u>
Total Expenses	<u>536,960.00</u>	<u>30,919.45</u>	<u>415,741.48</u>	<u>121,218.52</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ (26,719.10)</u>	<u>\$ (6,187.06)</u>	<u>\$ (6,187.06)</u>

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$80,314.74
BUSINESS HIGH YIELD SAVINGS XXX013	Current balance \$480,817.46
BUILDING FUND XXX212	Current balance \$101,859.40
CONTINGENCY FUND XXX740	Current balance \$52,092.58
BUILDING FUND XXX090	Current balance \$5,360.66
BUILDING FUND XXX104	Current balance \$5,360.66
BUILDING FUND XXX112	Current balance \$5,360.66
BUILDING FUND XXX120	Current balance \$5,360.66
BUILDING FUND XXX139	Current balance \$5,360.66

BUILDING FUND

XXX171

Current balance

\$3,075.43

BUILDING FUND

XXX344

Current balance

\$1,019.95

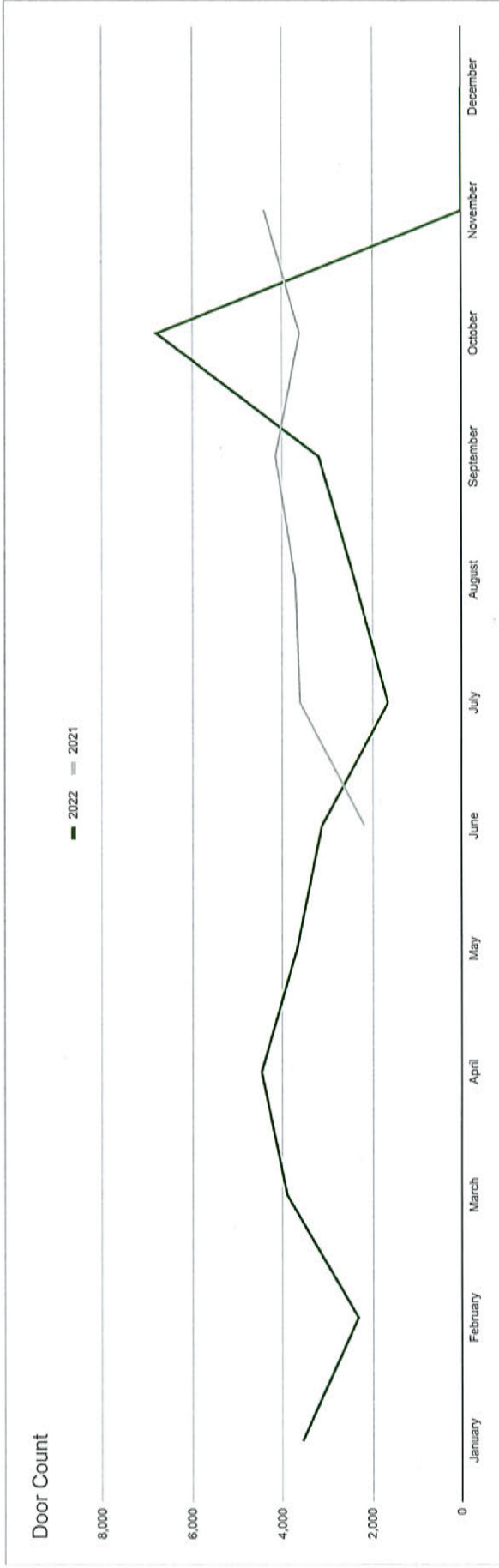
LAVERNE JOHNSON BOOK FUND

XXX943

Current balance

\$11,284.09

WEEKDAY TRAFFIC STATS 22



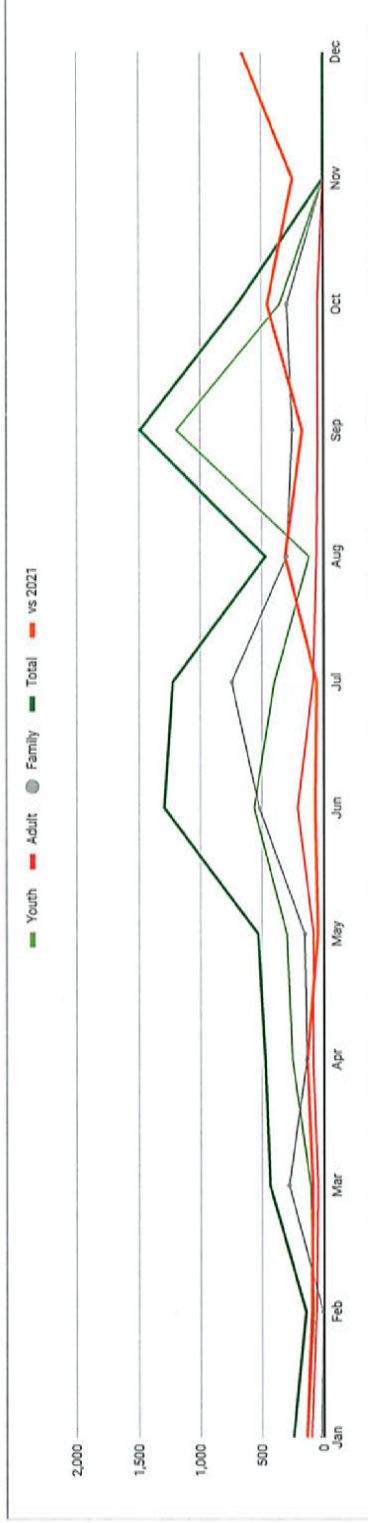
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	0	4,393	34,978	3,498
vs 2021							2,173	3,601	3,706	4,142	3,605	4,393	21,620	3,603

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
Monday	185	158	163	424	178	118	90	76	116	183				
Tuesday	172	183	161	174	197	161	91	107	164	401				
Wednesday	135	236	206	201	162	149	61	88	136	306				
Thursday	149	192	169	141	131	107	67	79	164	434				
Friday	172	139	112	105	107	85	41	97	131	227				
Saturday	63	61	69	84	94	94	59	82	37	134				

2022 Annual Attendance Tracker



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	129	76	104	254	298	562	395	113	1,193	351	0	0	3,475	348
Adult	96	61	48	85	80	208	81	56	44	49	0	0	808	81
Family	19	8	282	135	153	522	746	298	254	295	0	0	2,712	271
Total [1]	244	145	434	474	531	1,292	1,222	467	1,491	695	0	0	6,995	700
vs 2021	135	94	87	131	48	67	55	310	169	452	247	658	2,453	204
Yearly Increase	181%	154%	499%	362%	1106%	1928%	2222%	151%	862%	154%	0%	0%	285%	

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	87	76	103	254	297	90	359	107	1,116	351	0	0	2,840	237
Youth Take-Home / Online	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Reading Programs	42	0	1	0	1	472	36	6	77	0	0	0	635	53
Adult In-Person	29	17	13	42	65	54	49	40	29	49	0	0	387	32
Adult Take-Home / Online	42	44	35	43	15	25	23	16	15	0	0	0	258	22
Adult Reading Programs	25	0	0	0	0	129	9	0	0	0	0	0	163	14
Family Take-Home/ Online	19	0	65	79	99	22	92	127	192	73	0	0	768	64
Family In-Person	0	8	217	56	54	500	654	171	62	222	0	0	1,944	162

October 2022

Youth Services Report

Becky Butler, Youth Services Librarian

We're reaching our school year stride this month despite continued illnesses! Our displays celebrated Latino/Hispanic Heritage Month, Halloween, and the Great Start Collaborative theme Community.

Preschool Storytime: 56 attendees across 4 storytimes.

Afterschool Art: 209 attendees across 4 weeks. We painted hidden image watercolors, made popsicle stick monsters and Halloween door hangers, and decorated masks.

Lego Club: 30 attendees for our second monthly meeting of the school year. The bonus challenge was to create a vehicle. School visits definitely boosted participation in this event!

Toddler Lil Wiggles: 0 attendees! Weather seems to impact whether or not people want to venture out on a Monday morning.

Preschool Sensory Playtime: 13 attendees.

Henika Pokemon Trainers: Canceled due to me having to visit the doctor for a sinus infection.

Family Fun: Candy Jars: 34 attendees created candy parfaits in Mason jars. I only had 25 registered but was able to accommodate the extras. This craft was pretty simple but fun for everyone to jump in on. I also had supplies to make Halloween cards if anyone was gifting their jars.

STEM Club: 20 attendees came to learn about boats and buoyancy. We watched a short video, discussed mass and displacement, and made boats out of foil, clay, and even paper! We made a big watery mess (the clay dissolved, it turned out) and fun was had.

Storytime for Every Kid: 0 attendees.

Family Take and Makes: 28 Critter Hatchling kits were taken.

Hocus Pocus 2 and Handcrafts: 4 attendees. The idea of this program was to open up my craft supplies to use by teens. I had one very enthusiastic participant who is now learning to knit and embroider. For her sake, I'm excited!

Reading Dragons: 37 new sign-ups with kids regularly coming in to collect cards. If anyone flies through their base monthly reading goal, they can earn special edition cards designed by other readers. Just ask at the desk for the bonus sheet!

School Visits: This month, my focus was on visiting Baker and Steeby Elementary. I visited 14 classes at Baker and 12 classes at Steeby. Bonus: I got to visit Meghan! I read a story and passed out schedules for library events. Steeby students also received the QR code to access the online library card application form.

I visited Critics' Cafe again over at the high school. 19 kids attended to discuss thrillers and chillers! I introduced myself and handed out schedules. I then joined a discussion group and shared some books I had brought from the library. I have an event planned on December 8th in the high school media center. In partnership with the Culture Club, we'll be having an international candy taste test! I can't wait to see how this new partnership pans out.

St. Therese continued their biweekly visits to the library on Tuesday mornings. Wee Wings Montessori Preschool now visits most Friday mornings.

Looking forward:

I will be attending the YALSA (Young Adult Library Services Association) symposium November 3-6. I'm so excited to learn more ways to draw in and serve our young people (in a non Sarah Sanderson kind of way). Preschool Storytime and After-School Art will be held 11/10 and 11/17 (breaking for my conference and Thanksgiving). Lego Club is on November 2 at 5:30. Pokemon Club will be on the 9th at 5:30. STEM Club: Glow will be on the 16th at 4. Preschool Sensory Playtime will be the 8th at 11. Lil Wiggles will be the 21st at 11. Storytime for Every Kid will be the 18th at 3. The Teen event is Make Your Own Boba Tea on November 30 at 6. Lastly, Family Fun: Monkey Bread is on November 12th at 11:30.

OCTOBER 2022

Adult Services Report

Faith Fetty, Adult Services Librarian

Programs & Attendance

Cold Case Michigan (In-Person): 22

I was so sad I missed out on Tobin T. Buhk's "Cold Case Michigan" presentation! I got second hand accounts from people who had attended that they really enjoyed his presentation and that he was very friendly and knowledgeable. I already have Mr. Buhk booked for his "Lonely Hearts Killers" presentation next year on Monday, February 13th as an alternative Valentine's event!

Mandala Pumpkins (In-Person): 12

This one was easy and fun! I had all spots filled for this event, but only 2 registrants showed! Luckily, we had quite a few drop-in and draw with us. This seems to happen quite often with my Saturday classes, so I am going to move to non-registration events on Saturdays.

Leather Bookmarks (In-Person): Cancelled

Unfortunately, I was sick during this event ☹️. I'll be pushing this to February as it seems like a good Valentine's themed craft.

Faux Insect Taxidermy (In-Person): 4

Not as popular as I thought it would be, but those who did register and attend seemed impressed by the ease of the craft and the final product. I think these turned out great and looked like a decoration you could buy at Home Goods!

Green Acres: Halloween Luminaries (Out of Library Visit/In-Person): 11

We have a solid core group now that attend all of my programs at Green Acres! These luminaries went fairly well. The decoupage portion was a little difficult for some, but we got there! Still working on a good balance between activities that don't feel childish and activities they can complete with limited mobility and sight.

Sawmill Estates: Board Games (Out of Library Visit/In-Person): Cancelled

I was sick again ☹️. A resident stopped in to tell me they were sad I couldn't make it for board games, but they are excited for Thanksgiving Trivia in November!

Fall Embroidery (Take-&-Make): 25

I haven't heard any feedback on this one yet, but all 24 of my kits were spoken for and picked up! I did end up making one extra that also went home with someone.

Black Cat Movie Night (Family In-Person): 75

As always the cats from Country Cat Lady were a hit! Sir Marshmallow Fluff and Hot Rod visited us for lots of snuggles and actively watched a Scooby Doo movie with us! Lots of engagement from patrons interested in the rescue. Jen and I got to chat with lots of people interested in learning about and helping out the cats at Country Cat Lady.

Total Program Attendees/Registrants: 149

Reflection

For a month where I was sick for at least half of it, I think we did pretty good on program attendance! None of my programs this month were a "flop" and we didn't have many struggles with any of them either.

Looking Forward

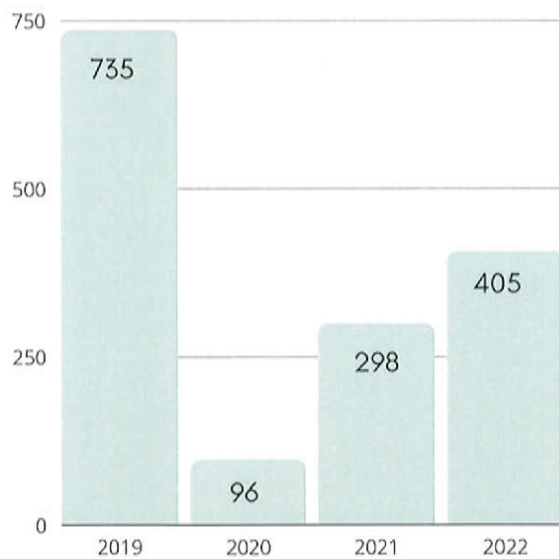
I'll be changing Saturday programs to ones I won't require registration for, they will be drop-in/first come first served style (such as book clubs or low cost events). I will be moving my Green Acre visits to Friday mornings when possible as requested by residents and finding more activities that are low-mobility friendly that are not simple crafts. Also, as Cierra was happy to hear, my tonsils are currently under control.

October 2022

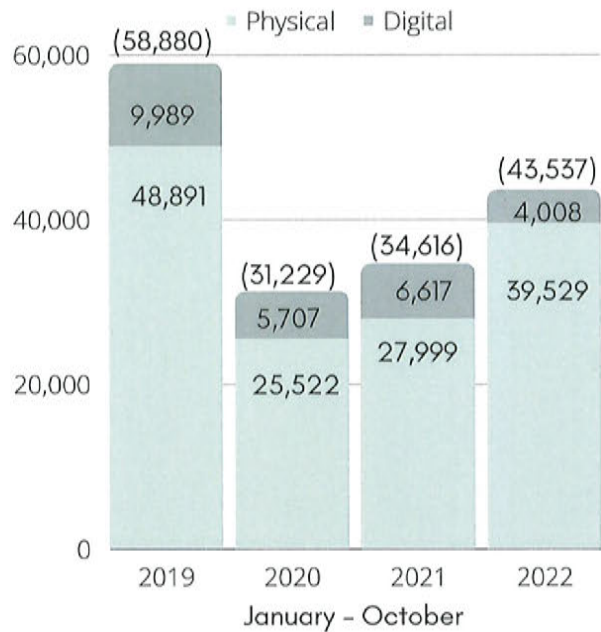
Our circulation numbers are continuing on an upward trend! Videogame circulation rates have more than doubled since 2019 and patrons seem satisfied with the games that we have. In addition, our board games are circulating more with each passing month. I believe this has to do with our expanded board game selection. Juvenile Print, MeL materials, Teen Audiobooks, and Adult E-Books are circulating higher than they were before the height of the pandemic, which is also notable. All other Print and AV categories are close to circulating at pre-Covid levels. I have no doubt that we will reach pre-Covid circulation rates in all categories soon.

Courtney Schenkhuisen - Circulation Clerk

Computer Sessions



Circulation YTD:



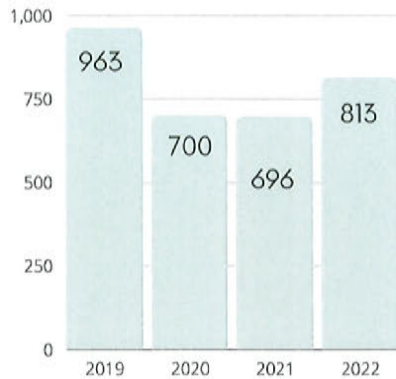
Henika has 2,854 total patron accounts. 471 of these accounts are active (not expired). Most expiration dates are set for 3 years upon renewal.

264 Patron accounts added YTD
50 Patron accounts added in October

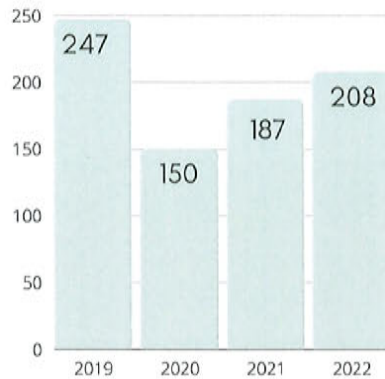
- 34 *Wayland City*
- 14 *Wayland Township*
- 2 *Non-Resident*

October Circulation, 2019-2022

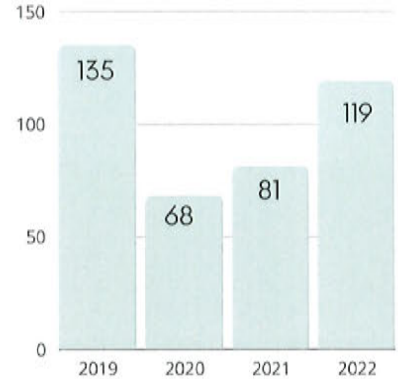
Adult Print



Teen Print



Tween Print

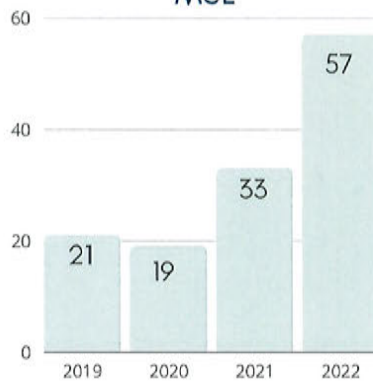


Juv Print

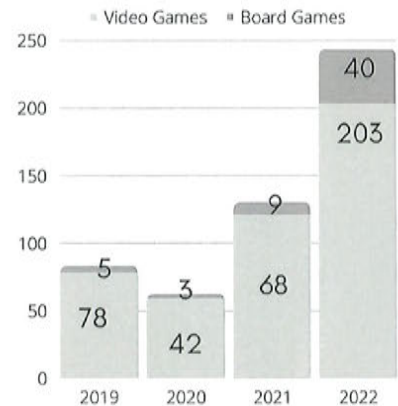


*pictures books, readers, chapter, juv graphic, juv NF

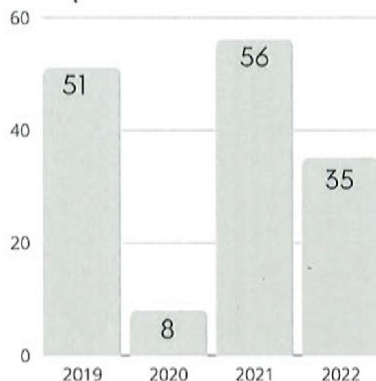
MeL



Games

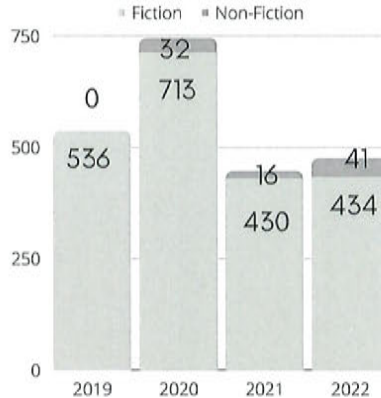


Special Collection

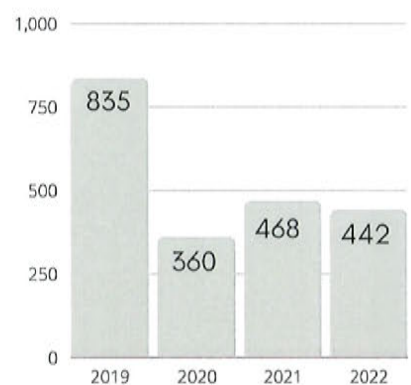


*prior to August 2021 this only included launchpads

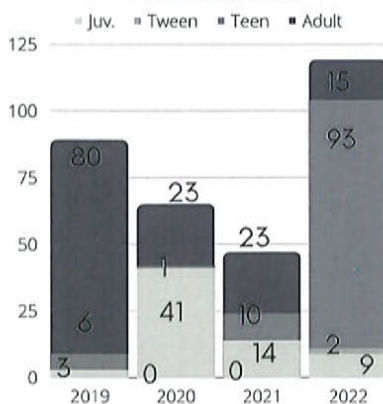
General DVD



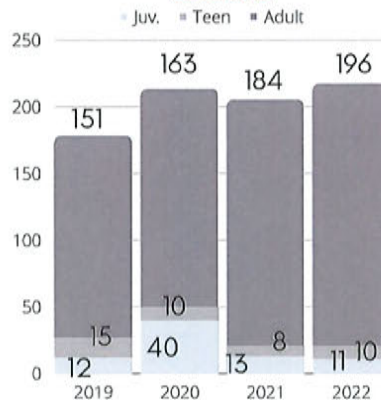
Youth DVD



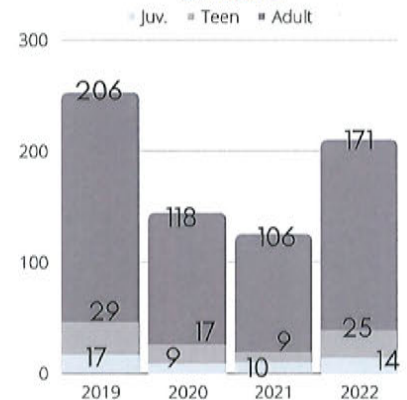
Audiobooks



eBooks



eAudio



Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
November 2, 2022 at 10:30 am

Members Present: Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh,
Maria Musgrave

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 10:30 am by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of Previous Meeting Minutes motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
 - a. Assess Salary and Wage Policy
 - i. Bakovka provided wage comparisons for Class 3 and Class 4 libraries in our area that also offer benefits. The Finance Committee reviewed the data, as well as the Henika District Library Salary and Raise Policy, current Henika District Library staff wages, and projections of Henika District Library staff wages for 2023. The approved budget for FY 2023 can support employee raises, with payroll budgeted at \$200,000. Discussion ensued.
 - ii. The Finance Committee agreed to make the following recommendations to the Board at the next regular meeting:
 1. Rename the Circulation Clerk position to Circulation Supervisor to better reflect the additional duties required of this position.
 2. Update the Salary and Raise Policy as follows:
 - a. Change the wage ranges to the following:
 - i. Director: \$47,000 to \$60,000 annually
 - ii. Department Supervisor: \$38,000 to \$45,000 annually
 - iii. Circulation Supervisor: \$15 to \$18 per hour
 - iv. Circulation Assistant: \$13 to \$16 per hour
 - v. Page: \$12 to \$15 per hour

- b. At the end of the paragraph regarding raises, add “At the director’s discretion, raises of greater than 5% can be given with Board approval. Director raises are given by Board approval.”
 - c. In the section regarding bonuses in lieu of a raise, remove “as follows: For Full Time Employees: \$250 - \$1000 based on performance. For Part Time Employees: \$125 - \$500 based on performance.”
 3. Propose a \$150 Visa gift card be given to each staff member as a holiday gift.

V. New Business

- a. Assess PTO Policy
 - i. Tabled for discussion at a later date.

VI. Around the Table

- VII. Adjournment of the meeting motioned by Marsh and seconded by Augustin.
Meeting adjourned at 12:05 pm.

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: \$47,000 - \$60,000 annually

Department Supervisor: \$38,000 - \$45,000 annually

Circulation Supervisor: \$15 - \$18 per hour

Circulation Assistant: \$13 - \$16 per hour

Page: \$12-15 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% at the director's discretion until their maximum salary or hourly rate has been reached. Raises more than 5% can be given with board approval. Director raises are decided by the board.

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.

*Adopted: 10/1/02
Revised: 8/11/05
Revised: 1/10/19
Revised: 8/13/20
Revised: 1/11/22
Revised 11/15/22*

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 - \$54,0000 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*

STAFF HOURS

The director will set the schedule of all employees of the Henika District Library.

Full-time employees are salaried workers. It is expected that they will work the equivalent of forty hours per week.

*Adopted: 12/16/91
Revised: 9/20/94
Revised: 10/16/96
Reviewed: 8/12/98
Revised: 3/12/09
Revised: 11/8/12
Revised: 11/8/18*