

# AGENDA

Henika District Library  
Board of Trustees Meeting  
October 12th, 2021 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**

- A. Friends of the Library Update

## **IV. Approval of Meeting Minutes**

- A. September 2021 Regular Meeting Minutes

## **V. Financial Reports**

- A. September 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. Historical Grant Updates
- B. Grants, Emergency Connectivity Fund, State Aid, and other Opportunities
- C. Renovation Bids
- D. Yankee Springs

## **VIII. New Business**

- A. Laverne Johnson Book Fund Account
- B. Employee Benefits
  - RESOLUTION – 80% / 20%

## **IX. Around the table**

## **X. Adjournment**

Henika District Library  
Meeting Minutes

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

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

**Members Absent:**

**Staff Present:** Cierra Bakovka – Director

**Guests:** Kyle Miller

- I. Call to Order: Meeting called to order at 6:34 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board
  - a. Friends of the Library Update: Deb Vander Slik has stepped down from her role with FOTL and handed off the information and supplies to Augustin. The last members of the FOTL group did not do any of the dissolving motions to formally dissolve the group, so there is still money in the bank account and an October 1 deadline to form a board in order to pay necessary dues to keep the group going. Kyle Miller indicated that he is open to taking over the FOTL group; Augustin to hand off the information received from Deb.
- IV. Approval of August 2021 Meeting Minutes motioned by LeFevre and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for August 2021
  - a. Expenses for the month included new desks for downstairs, wrap-up for summer reading, and supplies for organizing the basement. The Laverne Johnson Book Fund money is in a CD that is maturing today, and \$10,000 is budgeted for use toward materials in 2022. Bakovka plans to order book plates to go into the books that will be purchased with these funds.
  - 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 LeFevre and seconded by Musgrave. All yes, motion passed.

VI. Director's Report

- a. August door counter statistics were reviewed. The daily average was 149.
- b. 104 kids and 39 adults participated in the summer reading program. Take and make kits continue to be popular.
- c. The Youth Services report was reviewed. Kuhn inquired about programming for 5 to 7 year olds due to the gap between the age range for preschool story time and the after school art program that is marketed toward 8-18 year olds. Bakovka explained that Becky is open to keeping the art supplies out longer in order to accommodate the younger elementary children with later school end times.
- d. The Adult Services report was reviewed. In person events, make and takes, and passive programming have been going well, with crafting programs bring the most popular.
- e. The circulation report statistics were reviewed. Circulation statistics continue to improve but are not yet at pre-COVID levels. The new circulation assistant Courtney started today. Courtney will be helping to cover Bethany's maternity leave starting in October.

VII. Old Business

- a. Resolution to Adopt Budget for FY 2022 motioned by Marsh and seconded by LeFevre. A roll call vote was conducted. Motion passed.
  - i. LeFevre YES
  - ii. Marsh YES
  - iii. Byville YES
  - iv. Simmons YES
  - v. Kuhn YES
  - vi. Musgrave YES
  - vii. Augustin YES
- b. Resolution to Set Mill Levies at 1.3554 mills for FY 2022 motioned by Augustin and seconded by Musgrave. A roll call vote was conducted. Motion passed.
  - i. LeFevre YES
  - ii. Marsh YES
  - iii. Byville YES
  - iv. Simmons YES
  - v. Kuhn YES
  - vi. Musgrave YES
  - vii. Augustin YES
- c. Historical Grants Update
  - i. Simmons met with Teryl Shields to discuss availability of historical grants. The DDA does not do any type of grants, but the Michigan Economic Development Corporation does and Main Street falls under the MEDC. Shields is meeting with Sue Devries from MEDC to get more information. There is \$100,000 remaining from the

second year of the \$200,000 grants, and the money is intended for “shovel-ready” projects. In order to qualify, Henika would need to consult with an architectural engineer who deals in historical buildings and the work would need to be done by someone who works with historic masonry. Simmons to reach out to Teryl to get additional information. Bakovka reached out to the Library of Michigan to inquire about grants, but nothing is available or projected to become available that would support this type of project; the money from Library of Michigan usually is geared toward materials and programming.

d. Meeting Dates

- i. Augustin proposed changing the meeting dates to the second Tuesday of each month and the board agreed to this change. The new meeting dates for remainder of 2021 are as follows: October 12, November 9, December 14. The meetings will take place at 6:30 pm. Meeting dates and time will be revisited at the December meeting to set the schedule for 2022 meetings.

VIII. New Business

a. Yankee Springs Township

- i. Bakovka shared information on the steps that must be taken for a new library to join an existing district library. The first two steps have been completed; however, Clare Membiela (the law librarian at Library of Michigan) recommended redoing the first two steps because the boards for both Yankee Springs Township and Henika District Library have largely changed. After the first two steps are redone, Yankee Springs, City of Wayland, and Wayland Township would need to vote on it. The agreement only allows for a one-time vote and all three need 2/3 vote to approve. Henika will need a lawyer to draw up an amended district library agreement that would be signed if the votes were to pass; this has been budgeted for 2022 under Contractual Services. Yankee Springs is talking to a lawyer about updated ballot language.

b. Renovation Bids

- i. Bakova has been working on getting bids for the masonry, paint, and carpeting, but has not received many responses despite multiple inquiries. The estimate from Hillis Brothers Painting was reviewed. Two people looked at the porch and determined that the porch is bowing due to improper drainage from the roof, causing rain to come off the roof onto the porch and into the cracks in the cement; when the water freezes it pushes it apart. The porch work will require fixing the masonry as well as the roof drainage. Bakovka is awaiting additional estimates and will bring them to the board meeting in October. Bakovka urged the board to plan to make a decision on contractors before the fiscal year ends because

contractors are already booking out into spring and summer of 2022.

- c. Bakovka presented a Programming No Show Policy for the board's consideration. There has been one person who signed up for three slots for multiple events but did not show up. Bakovka proposed a 90-day ban if a patron no-shows or cancels less than 24 hours prior to an event three or more times in four months. This ban would move the patron to the waitlist if the program fills; if there is no waitlist, the patron would be welcome to attend. Discussion ensued regarding the content of the policy and the necessity of a no-show policy when we are trying to build up programming. Adoption of the Program No-Show Cancellation Policy with exceptions at director's discretion motioned by Marsh and seconded by Augustin. A roll call vote was conducted. Motion passed.
  - i. LeFevre YES
  - ii. Marsh YES
  - iii. Byville not present for this portion of the meeting.
  - iv. Simmons YES
  - v. Kuhn NO
  - vi. Musgrave NO
  - vii. Augustin YES

IX. Around the Table

- a. LeFevre is glad that everything going well and the library is thriving. Inquired about advertising using PeachJar emails; Bakovka noted that Becky has been talking to Sally about it.
- b. Marsh thinks the Henika Holler was a great addition. In a town without a newspaper, it's very beneficial.
- c. Simmons had nothing to add.
- d. Bakovka expressed gratitude for the discussions tonight; thankful for the passion of the board and having a community member present. Excited to get Courtney up and running and getting assistance from the Building and Grounds Committee.
- e. Kuhn expressed thanks to the board, hoping we can assist with some of the follow-up with the bids. Thankful to Kyle for taking on FOTL. Praised Bakovka for the excellent staff hires and building a great team.
- f. Musgrave thankful for the time board members spend outside of the meetings and thankful to Bakovka. Apologized for not being present at times due to family circumstances.
- g. Augustin thinks we have made a lot of progress, hopefully we can find out more to help our building. Thanks to Danielle for getting in touch with Teryl. Glad everyone can give their different perspectives during discussions..

X. Adjournment: Meeting adjourned at 8:43 pm by Augustin.

## Expenses By Vendor Summary

Absopure	\$19.00
Amazon	\$200.88
Baker & Taylor	\$1505.86
Cardmember Service	\$3794.97
Cengage Learning	\$164.19
City of Wayland	\$38.25
Consumers Energy	\$380.33
County of Allegan	\$223.81
Coverall of West Michigan	\$480.00
Demco	\$20.54
Heimler Consulting	\$195.00
Kansas City Life	\$4.13
MERS	\$1615.22
Michigan Gas Utilities	\$39.02
MicroMarketing	\$70.78
MJA Landscape	\$726.00
TreeTop Products	\$976.55
Unique Management	\$8.95
Walker, Fluke & Sheldon PLC	\$350.00



September 2021 Statement

Open Date: 08/17/2021 Closing Date: 09/14/2021

Account: [REDACTED]



Visa® Business Cash Card  
HENIKADISTRICTLIBRARY [REDACTED]

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

New Balance	\$3,821.86
Minimum Payment Due	\$39.00
Payment Due Date	10/10/2021

<b>Reward Points</b>	
Earned This Statement	3,910
Reward Center Balance	47,481
as of 09/13/2021	
For details, see your rewards summary.	

<b>Activity Summary</b>	
Previous Balance	+ \$1,411.73
Payments	- \$1,411.73 <sup>CR</sup>
Other Credits	- \$9.40 <sup>CR</sup>
Purchases	+ \$3,831.26
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>= \$3,821.86</b>
<b>Past Due</b>	<b>\$0.00</b>
<b>Minimum Payment Due</b>	<b>\$39.00</b>
Credit Line	\$10,500.00
Available Credit	\$6,678.14
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

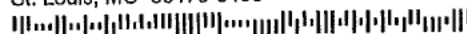
Account Number	[REDACTED]
Payment Due Date	10/10/2021
New Balance	\$3,821.86
Minimum Payment Due	\$39.00

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

Cardmember Service

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

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





**Business Cash**

<b>Rewards Center Activity as of 09/13/2021</b>	
Rewards Center Activity*	0
Rewards Center Balance	47,481

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

	This Statement	Year to Date
<b>Rewards Earned</b>		
Points Earned on All Purchases	3,822	7,906
First Purchase Bonus	0	7,500
2 Extra Points - Telecom & Office Supply	61	240
1 Extra Point - Restaurants & Gas	27	27
<b>Total Earned</b>	<b>3,910</b>	<b>16,353</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.

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

Please note, for the Auto Rental Collision Damage Waiver, Extended Warranty Protection and Purchase Security benefits, coverage is not provided for losses caused by or resulting from a cyber incident. You can find additional detail here <https://www.chubb.com/us-en/cyberlimitation.html>

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
08/17	08/16	9963	AMZN Mktp US*2D8KN4F12 Amzn.com/bill WA	\$19.99	Office
08/17	08/16	9736	AMZN Mktp US*2D4KV5FT2 Amzn.com/bill WA	\$22.79	Office
08/17	08/16	3367	SIGNUP.COM HTTPSSIGNUP.C TX	\$9.99	Advertising
08/17	08/16	6784	AMZN Mktp US*2D95Z9FJ2 Amzn.com/bill WA	\$57.97	Office
08/19	08/19	9201	AMZN Mktp US*2D34M5BO0 Amzn.com/bill WA	\$9.99	Office
08/19	08/19	6836	AMZN Mktp US*2D84T4BA0 Amzn.com/bill WA	\$7.89	Office
08/20	08/19	7957	WIX.COM 951939073 WWW.WIX.COM CA	\$59.88	Advertising
08/26	08/25	7072	AMAZON.COM*2584W1ZU1 A AMZN.COM/BILL WA	\$16.99	Office
08/26	08/25	9268	Amazon.com*250AR5N71 Amzn.com/bill WA	\$7.49	Building
08/26	08/25	1202	AMZN Mktp US*2D3OP0DL2 Amzn.com/bill WA	\$35.48	Office
08/26	08/25	8582	AMZN Mktp US*257278Z21 Amzn.com/bill WA	\$12.99	Office
08/26	08/25	0245	AMZN Mktp US*259250ZV1 Amzn.com/bill WA	\$33.82	Office

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September 2021 Statement 08/17/2021 - 09/14/2021  
 HENIKADISTRICTLIBRARY [REDACTED]

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 Cardmember Service ☎ 1-866-552-8855

Transactions [REDACTED] CIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/30	08/27	6092	DOLLAR TREE JENISON MI	\$11.42	Office
08/30	08/28	6212	Amazon.com*258AW8A50 Amzn.com/bill WA	\$17.53	Office
08/31	08/30	9278	VISTAPR*VistaPrint.com 866-8936743 MA	\$64.31	Office
09/02	09/01	6474	AMZN MKTP US*250KA0Q91 AMZN.COM/BILL WA	\$8.99	Office
09/02	09/01	5531	AMZN Mktp US*254AW58J0 Amzn.com/bill WA	\$84.49	Furnishings
09/02	09/01	6910	AMZN Mktp US*2587J58Q1 Amzn.com/bill WA	\$26.58	Office
09/03	09/02	1170	AMZN Mktp US*2579F7JU2 Amzn.com/bill WA	\$63.00	Advertising
09/07	09/06	5879	AMZN Mktp US*2542I3GT2 Amzn.com/bill WA	\$25.31	Office
09/07	09/06	5794	AMZN Mktp US*258HB8YX1 Amzn.com/bill WA	\$18.49	Office
09/07	09/06	3771	AMZN Mktp US*255B04WR0 Amzn.com/bill WA	\$179.98	Furnishings
09/07	09/06	3642	Amazon.com*252881W21 Amzn.com/bill WA	\$52.06	Office
09/08	09/07	9966	DOLLAR TREE JENISON MI	\$9.54	\$5 Adult prog 6.59 office
09/09	09/08	1086	DOLLAR TREE BYRON CENTER MI	\$8.48	2 Adult prog 6.48 office
09/09	09/08	9300	AMAZON.COM*255ZV0B52 A AMZN.COM/BILL WA	\$38.46	Office
09/10	09/08	8269	WAYLAND DO IT BEST HAR WAYLAND MI	\$6.76	Office
09/10	09/08	8343	WAYLAND DO IT BEST HAR WAYLAND MI	\$84.79	Office
09/10	09/08	1407	MEIJER # 036 WYOMING MI	\$82.73	Office
09/10	09/09	9374	CIRCLE K 06208 COMSTOCK PARK MI	\$26.89	Do Not Pay
09/10	09/10	0315	AMZN Mktp US*2G9VY1JN0 Amzn.com/bill WA	\$6.99	Office
09/13	09/12	1539	CANVA* I03176-13367167 HTTPSCANVA.CO DE	\$119.99	Advertising
09/13	09/11	5075	AMZN Mktp US*2G9M671F1 Amzn.com/bill WA	\$44.97	Office
09/13	09/11	2394	AMZN Mktp US*257DK9KU2 Amzn.com/bill WA	\$8.38	Office
09/13	09/09	6320	MEIJER # 026 JENISON MI	\$7.94	Office
09/13	09/10	9569	AMZN Mktp US*2G6KF3TG0 Amzn.com/bill WA	\$69.98	Office
09/14	09/13	5161	AMAZON.COM*2G4O78MU1 A AMZN.COM/BILL WA	\$11.22	Housekeeping
09/14	09/13	1544	AMZN Mktp US*2G32K9GU0 Amzn.com/bill WA	\$93.84	Office
Total for Account [REDACTED]				\$1,468.39	

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/18	08/17	1106	AMAZON.COM*2D8VR7ZQ2 A AMZN.COM/BILL WA	\$121.77	Adult materials
08/18	08/17	9638	AMZN Mktp US*2D0V79ZR2 Amzn.com/bill WA	\$79.30	Adult mater.
08/18	08/18	5136	AMZN Mktp US*2D1VI9MH0 Amzn.com/bill WA	\$9.71	Adult prog.
08/19	08/18	5595	AMZN Mktp US*2D4EJ2HN0 Amzn.com/bill WA	\$82.06	Adult prog.
08/19	08/18	3692	AMZN Mktp US*2D0SD9D71 Amzn.com/bill WA	\$8.14	Adult prog.
08/19	08/18	0866	AMZN Mktp US*2D4515DL1 Amzn.com/bill WA	\$22.45	Office
08/19	08/19	5132	AMZN Mktp US*2D1PP1SW1 Amzn.com/bill WA	\$27.97	Adult prog.

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**Transactions** FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/20	08/20	2783	AMZN Mktp US*2D7KA5660 Amzn.com/bill WA	\$24.98	Adult prog.
08/23	08/21	7852	DOLLAR-GENERAL #9954 WAYLAND MI	\$20.00	SRP
08/23	08/21	9242	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.00	SRP
08/23	08/19	7469	HARDING'S MARKET #3 WAYLAND MI	\$28.42	SRP
08/23	08/19	9232	DOLLAR-GENERAL #9954 WAYLAND MI	\$6.00	SRP
08/24	08/23	4052	FAMILY DOLLAR #4630 WAYLAND MI	\$10.00	Adult prog.
08/24	08/23	2737	Amazon.com*2527C4OH1 Amzn.com/bill WA	\$9.06	Adult prog.
08/30	08/29	5374	AMZN Mktp US*2D14U3R42 Amzn.com/bill WA	\$12.99	Office
08/30	08/29	1303	AMZN Mktp US*250CU6PO0 Amzn.com/bill WA	\$21.99	Office
08/30	08/30	0010	AMZN Mktp US*256Q68G50 Amzn.com/bill WA	\$5.08	Adult prog.
08/30	08/27	6597	JOANN STORES*JOANN.COM 888-739-4120 OH	\$120.80	Adult prog.
08/30	08/27	6495	AMZN MKTP US*2D9T137W2 AMZN.COM/BILL WA	\$94.28	Adult prog.
09/01	08/30	8789	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.00	Adult prog.
09/07	09/06	5466	Amazon.com*2G4UV3CF1 Amzn.com/bill WA	\$55.93	Housekeeping
09/07	09/07	7984	AMZN Mktp US*2G4W12O11 Amzn.com/bill WA	\$40.97	Adult prog.
09/07	09/07	6425	AMZN Mktp US*258056XJ2 Amzn.com/bill WA	\$83.20	Adult prog.
09/07	09/03	3746	DOLLAR-GENERAL #9954 WAYLAND MI	\$17.00	Adult prog.
09/08	09/07	1168	AMZN Mktp US*2G6BA0FJ0 Amzn.com/bill WA	\$19.96	Adult prog.
09/08	09/07	3335	AMZN Mktp US*2G9TB9FU1 Amzn.com/bill WA	\$28.98	Adult prog.
09/10	09/09	9330	AMZN Mktp US*2G9KY9JZ1 Amzn.com/bill WA	\$23.99	Adult prog.
09/10	09/09	9099	AMZN Mktp US*259KW0QZ2 Amzn.com/bill WA	\$7.75	Adult prog.
09/10	09/09	4453	AMZN Mktp US*259GT8QK2 Amzn.com/bill WA	\$5.99	Adult prog.
09/13	09/11	3723	AMZN Mktp US*2G6KL91F1 Amzn.com/bill WA	\$32.29	Adult prog.
09/13	09/11	9371	AMZN Mktp US*2G02A21Y1 Amzn.com/bill WA	\$4.24	Adult prog.
09/13	09/12	0662	AMZN Mktp US*2G4XY30Y0 Amzn.com/bill WA	\$12.94	Adult prog.
<b>Total for Account</b>				<b>\$1,045.24</b>	

**Transactions** REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
09/09	09/08	2933	AMAZON.COM AMZN.COM/BI AMZN.COM/BILL WA MERCHANDISE/SERVICE RETURN	\$6.11CR	YR
09/10	09/09	1775	AMZN Mktp US Amzn.com/bill WA MERCHANDISE/SERVICE RETURN	\$3.29CR	YR
<b>Purchases and Other Debits</b>					
08/18	08/18	4835	Amazon.com*2D89C75K0 Amzn.com/bill WA	\$39.65	YM
08/20	08/18	8730	DOLLAR-GENERAL #9954 WAYLAND MI	\$4.51	Office
08/20	08/19	0211	Amazon.com*2D8FL9KQ1 Amzn.com/bill WA	\$162.98	Youth mat.
08/23	08/20	6387	Amazon.com*2D7S38981 Amzn.com/bill WA	\$13.74	YM



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HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service

1-866-552-8855

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/24	08/23	9165	Amazon.com*2D5B89R20 Amzn.com/bill WA	\$36.98	YM
08/26	08/24	6952	DEMCO INC 800-9624463 WI	\$20.54	office
08/26	08/26	2536	AMZN Mktp US*2518E7LQ0 Amzn.com/bill WA	\$16.80	YP
08/30	08/27	2397	UPS*1Z26D5TF0320009410 800-811-1648 GA	\$14.68	YM
09/01	08/31	1627	AMZN Mktp US*259K30HE1 Amzn.com/bill WA	\$8.95	YP
09/01	08/31	3766	AMZN Mktp US*250E30FT2 Amzn.com/bill WA	\$29.91	YP
09/01	09/01	2000	AMZN Mktp US*257U59LO2 Amzn.com/bill WA	\$9.85	YP
09/02	08/31	4674	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.75	YP
09/02	09/01	8760	Amazon.com*255A89NQ2 Amzn.com/bill WA	\$17.96	YM
09/02	09/01	0446	AMZN Mktp US*2595Q66O1 Amzn.com/bill WA	\$7.69	YP
09/03	09/02	4301	AMZN Mktp US*253L37T42 Amzn.com/bill WA	\$129.15	YP
09/03	09/02	4561	Amazon.com*251LE3261 Amzn.com/bill WA	\$5.49	office
09/07	09/06	5330	AMZN Mktp US*2G8D65C61 Amzn.com/bill WA	\$129.80	YM
09/07	09/06	0472	AMZN Mktp US*250CD8YA0 Amzn.com/bill WA	\$419.17	YM
09/07	09/06	8550	AMZN Mktp US*2569M0XV2 Amzn.com/bill WA	\$35.91	YM
09/07	09/06	7916	AMZN Mktp US*2588Y9WB0 Amzn.com/bill WA	\$8.99	YM
09/07	09/05	4684	AMAZON.COM*250JE9W51 A AMZN.COM/BILL WA	\$73.87	YM
09/07	09/03	3829	DOLLAR-GENERAL #9954 WAYLAND MI	\$40.50	YP
09/07	09/05	0451	AMZN Mktp US*259U54182 Amzn.com/bill WA	\$38.99	YM
09/09	09/07	2755	DOLLAR-GENERAL #9954 WAYLAND MI	\$10.45	YP
09/10	09/09	6234	LIAGRIFFITH.COM HTTPSLIAGRIFF OR	\$9.99	YP
09/13	09/11	8816	AMZN Mktp US*2G5AS31A1 Amzn.com/bill WA	\$7.98	youth
09/13	09/11	5742	AMZN Mktp US*257I19KI2 Amzn.com/bill WA	\$19.35	YP
Total for Account [REDACTED]				\$1,308.23	

program

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/30	08/29	0002	PAYMENT THANK YOU	\$1,411.73CR	
Total for Account [REDACTED]				\$1,411.73CR	

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$0.30
Total Interest Charged in 2021	\$9.54



## ACCOUNTANTS' COMPILATION REPORT

To The Board  
Henika District Library  
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of September 30, 2021, and the related Statements of Activities for the one month and nine months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

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

We are not independent with respect to Henika District Library.

**Walker, Fluke & Sheldon, PLC**  
Hastings, Michigan  
October 7, 2021

**Henika District Library**  
**Statement of Financial Position**  
**As of September 30, 2021**

**ASSETS**

**Current Assets:**

Cash-Checking	\$ 250,508.36
Cash-Savings	429,417.55
Certificate of Deposit - 740	51,712.81
Certificate of Deposit - 090	5,297.05
Certificate of Deposit - 104	5,297.05
Certificate of Deposit - 112	5,297.05
Certificate of Deposit - 120	5,297.05
Certificate of Deposit - 139	5,297.05
Certificate of Deposit - 344	1,004.26
Building Fund 171	3,052.65
Savings - Building Fund	71,615.07
Property Taxes Receivable	331,103.00
Due from Other Units of Government	<u>4,974.00</u>

**Total Current Assets** **\$ 1,169,872.95**

**Total Assets** **\$ 1,169,872.95**

**Henika District Library  
Statement of Financial Position  
As of September 30, 2021**

**LIABILITIES AND NET ASSETS**

**Current Liabilities:**

Due to the State Government	\$ 517.47
Due to the Federal Government	3,170.66
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.00</u>

**Total Current Liabilities** \$ 338,901.13

**Net Assets:**

Fund Balance-Assigned-Building	60,000.00
Fund Balance-Assigned-Special Needs	25,000.00
Fund Balance-Unrestricted	<u>602,323.42</u>

**Total Net Assets-Beginning** 687,323.42

Change in Net Assets 143,648.40

**Total Net Assets** 830,971.82

**Total Liabilities and Net Assets** \$ 1,169,872.95

**Henika District Library**  
**Statements of Activities**  
For the 1 Month and 9 Months Ended September 30, 2021

	<u>Total Year Budget</u>	<u>1 Month Ended Sep. 30, 2021</u>	<u>9 Months Ended Sep. 30, 2021</u>	<u>Year-To-Date Variance</u>
<b>Revenues:</b>				
Township Revenue	\$ 185,000.00	\$ 0.00	\$ 183,225.82	\$ (1,774.18)
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	2,631.34	25,651.26	(4,348.74)
Copier & Fax Income	1,400.00	274.25	1,533.08	133.08
Fines	70.00	60.94	3,540.14	3,470.14
Interest Income	850.00	290.86	1,061.56	211.56
Memorial Donations	1,400.00	15.99	2,506.03	1,106.03
Book Sales	250.00	16.35	265.71	15.71
Miscellaneous Income	30.00	3,992.24	4,021.29	3,991.29
<b>Total Revenues</b>	<u>376,000.00</u>	<u>7,281.97</u>	<u>377,862.43</u>	<u>1,862.43</u>
<b>Employee Expenses:</b>				
Wages	164,000.00	12,007.27	106,919.96	57,080.04
Employee Benefits	55,000.00	2,696.16	46,776.87	8,223.13
FICA Expense	25,000.00	918.53	8,179.35	16,820.65
State Unemployment Tax	0.00	103.91	285.69	(285.69)
<b>Total Employee Expenses</b>	<u>244,000.00</u>	<u>15,725.87</u>	<u>162,161.87</u>	<u>81,838.13</u>
<b>Operating Expenses:</b>				
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	2,500.00	414.77	1,300.17	1,199.83
Programming-Adult Programming	2,500.00	807.08	2,087.02	412.98
Programming-Summer Reading	1,000.00	254.31	1,030.04	(30.04)
Office Supplies	5,500.00	1,221.06	2,742.76	2,757.24
Housekeeping Supplies	850.00	67.15	484.23	365.77
Furnishings	2,000.00	264.47	1,163.43	836.57
Equipment	5,000.00	1,549.95	1,726.93	3,273.07
Materials-Youth	13,000.00	2,238.74	8,009.72	4,990.28
Materials-Adults	11,000.00	1,174.30	7,718.71	3,281.29
Accounting	9,000.00	965.75	6,726.32	2,273.68
Contractual Services	25,000.00	5,023.43	19,276.93	5,723.07
Communications	1,200.00	0.00	0.00	1,200.00
Technology Support	2,000.00	805.00	1,812.90	187.10
Advertising	300.00	252.86	277.80	22.20

See Accountants' Compilation Report

**Henika District Library**  
**Statements of Activities**  
**For the 1 Month and 9 Months Ended September 30, 2021**

	<u>Total Year Budget</u>	<u>1 Month Ended Sep. 30, 2021</u>	<u>9 Months Ended Sep. 30, 2021</u>	<u>Year-To-Date Variance</u>
Postage	400.00	0.00	110.00	290.00
Utilities	5,800.00	881.34	4,186.83	1,613.17
Maintenance-Building/Grounds	35,000.00	2,731.10	9,511.03	25,488.97
Maintenance-Equipment	<u>5,000.00</u>	<u>0.00</u>	<u>140.00</u>	<u>4,860.00</u>
<b>Total Operating Expenses</b>	<u>131,000.00</u>	<u>18,651.31</u>	<u>72,052.16</u>	<u>58,947.84</u>
<b>Total Expenses</b>	<u>375,000.00</u>	<u>34,377.18</u>	<u>234,214.03</u>	<u>140,785.97</u>
<b>Change in Net Assets</b>	<u>\$ 1,000.00</u>	<u>\$ (27,095.21)</u>	<u>\$ 143,648.40</u>	<u>\$ 142,648.40</u>

See Accountants' Compilation Report



# Accounts

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

**PUBLIC FUND CASH  
MANAGEMENT CHECKING  
XXXX7152** Current balance  
**\$261,820.45**

**BUSINESS HIGH YIELD SAVINGS  
XXX013** Current balance  
**\$429,417.55**

**BUILDING FUND  
XXX212** Current balance  
**\$71,686.04**

**CONTINGENCY FUND  
XXX740** Current balance  
**\$51,868.02**

**BUILDING FUND  
XXX090** Current balance  
**\$5,346.18**

**BUILDING FUND  
XXX104** Current balance  
**\$5,346.18**

**BUILDING FUND  
XXX112** Current balance  
**\$5,346.18**

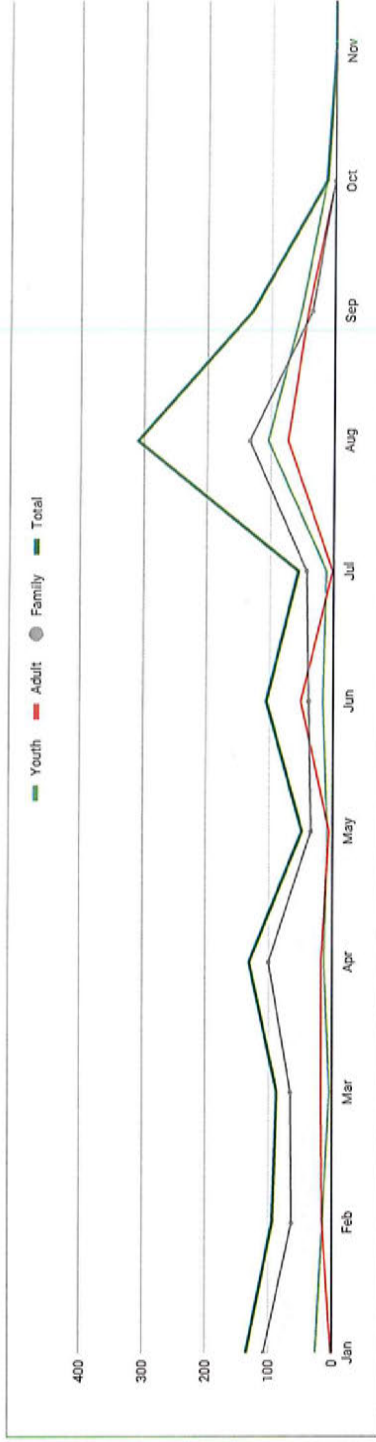
**BUILDING FUND  
XXX120** Current balance  
**\$5,346.18**

**BUILDING FUND  
XXX139** Current balance  
**\$5,346.18**

**BUILDING FUND  
XXX171** Current balance  
**\$3,068.82**

**BUILDING FUND  
XXX344** Current balance  
**\$1,010.65**

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	13	0	0	262	26
Adult	2	16	18	18	6	51	2	73	42	0	0	0	228	25
Family	107	63	65	100	34	38	42	133	35	0	0	0	617	69
<b>Total [1]</b>	<b>135</b>	<b>94</b>	<b>87</b>	<b>131</b>	<b>48</b>	<b>105</b>	<b>55</b>	<b>310</b>	<b>129</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>1,107</b>	<b>111</b>

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	13	0	0	81	7
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	0	0	0	32	3
Adult Take-Home / Online	2	16	18	18	6	13	2	16	26	0	0	0	117	10
Adult Reading Programs	0	0	0	0	0	38	0	39	2	0	0	0	79	7
Family Take-Home / Online	107	63	65	100	34	38	42	94	7	0	0	0	550	46
Family In-Person	0	0	0	0	0	0	0	39	28	0	0	0	67	6

WEEKDAY TRAFFIC STATS Sept 21

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9/1			165	132	125	60
9/5	CLOSED	240	210	143	80	59
9/12	183	197	144	152	174	85
9/19	156	152	153	130	193	151
9/26	124	212	162	129		
<b>AVERAGE</b>	154	200	167	137	143	89

**Monthly Total**

3711

**Daily Average**

148

## SEPTEMBER 2021

### Youth Services Report

Becky Butler, Youth Services Librarian

September was the month we really got programs rolling again in youth services, and it was so much fun! Storytime (ages 0-5) started up on Fridays at 11 AM. 2 people attended the first storytime, 9 the second, and 14 the third. We're building momentum!

The monthly Family Fun event (all ages) also started up this month on September 25. This month -- SLIME! 28 people attended. We played slime bingo and made four different types of slime. My goal was to make sure everyone knew slime is a non-Newtonian fluid. Some attendees even went home with free kittens (and unplanned but welcome addition to the event)!



After-School Art (ages 8-18ish) began as well. This month we explored clay, watercolors, stamping, acrylics, and pastels. A total 27 people participated over the month. I redid some of the publicity and extended the time a little due to the board's feedback that the event didn't seem inclusive to all the schools due to timing. It is a drop-in event from 2:30-5:30. I appreciate your feedback!

I continued creating Take-and-Makes. This month we made Sidewalk Chalk Mosaics (10 taken) and Paper Jellyfish (30 taken). I prepped hot air balloon crafts for the Wayland Balloonfest. I also sat at the event to show kids how to do it. It was fun despite the minimal foot traffic past our booth (maybe we can be closer to the food vendors next year?).

I refreshed the children's section on the website to cater to specific age groups and clean it up a bit. Cierra and I did a lot of work in the basement to organize the craft and programming materials storage. We made quite a difference! This gave me the opportunity to dig out some of

the more popular toys, which are proving to be a big hit. I created displays for Hispanic Heritage Month, Classical Music Month, and Banned Book Week. I made contact with Laurie Zywickzynski, Director of Community Relations for Wayland Union Schools. She was enormously helpful in explaining previous events the library participated in at the schools. She also told me about Peachjar, the system schools use to pass on flyers from community members to parents. I sent our October schedule out through that after I found the Henika log-in info. I also met with Vicki and learned more about her programs and her experience with Henika.

**Looking forward to October:**

Storytimes and After-School Art will continue on a weekly basis. I'll change out the Storywalk to a Halloween theme. Family Fun will be held on October 16 at 11:30 -- we're carving/painting pumpkins! The Take-and-Makes will be Birdfeeder Pinecones and a No-Sew Dragon Mask.

I'll continue to organize the back of the basement. I'm starting a NaNoWriMo Young Writers program (ages 12-18) for any teens hoping to participate in National Novel Writing Month in November. Our first meeting will be October 26th at 4:30. We'll meet weekly for six weeks. The youth area will host a Cinderella-themed scavenger hunt for the week before Halloween. We'll also have trick-or-treating throughout the library on the 29th and 30th.

Finally, I'm looking to start a Challenge event for early elementary kids every month. I'm hoping to include things like Lego and playdough challenges. Look for that in November!

**SEPTEMBER 2021**  
**Adult Services Report**  
**Faith Fetty, Adult Services Librarian**

**Programs & Attendance**

Acorn Necklaces (In-Person): 8  
Roaming Readers (In-Person): 6  
Sitting Fit (In-Person): 0  
Adult Book Club (In-Person): 2  
Spice Club (Family Take-&-Make): 7  
Button Wreaths (Take-&-Make): 6  
Spice Up Your Ramen (Passive Take-&-Make): 20

**Total Attendees: 49**

**Recap**

This month participation in Roaming Readers went up and we got to see some new faces on our Wednesday morning walks! We also had attendees at Book Club for the first time and I received valuable input on how participants would like to see it structured in the future. Unfortunately, we still have not had any attendants for Sitting Fit: Chair Exercise.

100% of patrons who signed up for in-person events and/or take-&-makes this month attended/picked up their programs! This is an improvement from 70% of registrants attending or picking up their take-&-makes last month.

**Looking Forward**

Unfortunately, Spice Club did not have a big enough increase in registrants for me to feel like I should continue the program, so I will be putting that program at least on pause for a little while. However, with the increased interest in Book Club and the switch to a new format, I am hoping to see more attendees for that program in October! We will be reading "The Mystery of Mrs. Christie" by Marie Benedict.

I'm also noticing higher participation in passive take-&-makes that are included on displays and do not require registration. I will be trying this format out again in November and if still successful I will consider switching to that take-&-make format for the foreseeable future.

Next month will also mark the start of returning to Sawmill Estates for seniors' programming. I'm excited to visit them and get to know more about the community!

**SEPTEMBER 2021**  
**CIRCULATION REPORT**  
**COURTNEY SCHENKHUIZEN, CIRCULATION ASSISTANT**

There is nothing too out of the ordinary to report on this month's circulation statistics. The computer statistics data suggests that there has been a downward trend in our in-house sessions. Overall circulation numbers are continuing to trend upward. Most notably, the Special Collection items have been doing increasingly well this month, and the data suggests that they will continue to circulate even more, as demand for these items is on the rise.

September Computer Statistics			
	2021	2020	
sessions	239	771	
YTD sessions	1226	2191	

Aug Computer Stats (reference)			
	2021	2020	
in house	253	56	
YTD sessions	987	1420	

September Circulation Statistics				
	2021		2020	
	Circs	% of Circs	Circs	% of Circs
<b>Print</b>	2205	73.48%	2263	73.48%
<i>adult print</i>	690	22.99%	646	22.99%
<i>teen print</i>	143	4.77%	210	4.77%
<i>tween print</i>	92	3.07%	105	3.07%
<i>juv print</i>	1218	40.59%	1279	40.59%
<i>Mel Books</i>	62	2.07%	23	2.07%
<b>AV</b>	796	26.52%	700	26.52%
<i>adult audio</i>	28	0.93%	17	0.93%
<i>ya audio</i>	10	0.33%	1	0.33%
<i>juv audio</i>	20	0.67%	1	0.67%
<i>general music</i>	11	0.37%	5	0.37%
<i>youth music</i>	2	0.07%	3	0.07%
<i>general dvd</i>	314	10.46%	345	10.46%
<i>youth dvd</i>	329	10.96%	280	10.96%
<i>games</i>	68	2.27%	41	2.27%
<i>special collection</i>	14	0.47%	7	0.47%
<b>Totals:</b>	3001	100.00%	2963	100.00%

YTD Circulation Statistics				
	2021		2020	
	Circs	% of Circs	Circs	% of Circs
<b>Print</b>	18419	73.84%	14575	73.84%
<i>adult print</i>	5473	21.94%	4284	21.94%
<i>teen print</i>	1518	6.09%	1081	6.09%
<i>tween print</i>	875	3.51%	543	3.51%
<i>juv print</i>	10230	41.01%	8537	41.01%
<i>Mel Books</i>	323	1.29%	130	1.29%
<b>AV</b>	6524	26.16%	5828	26.16%
<i>adult audio</i>	213	0.85%	218	0.85%
<i>ya audio</i>	47	0.19%	13	0.19%
<i>juv audio</i>	125	0.50%	42	0.50%
<i>general music</i>	46	0.18%	22	0.18%
<i>youth music</i>	26	0.10%	34	0.10%
<i>general dvd</i>	2494	10.00%	2589	10.00%
<i>youth dvd</i>	2888	11.58%	2360	11.58%
<i>games</i>	608	2.44%	434	2.44%
<i>launchpads</i>	77	0.31%	116	0.31%
<b>Totals:</b>	24943	100.00%	20403	100.00%



<b>September e-Book Circulation</b>			
	<b>2021</b>	<b>2020</b>	
<b>e-Books</b>	157	232	
<i>adult e-books</i>	149	172	
<i>teen e-books</i>	7	15	
<i>juv e-books</i>	1	45	
<b>e-Audiobooks</b>	125	141	
<i>adult e-audio</i>	105	111	
<i>teen e-audio</i>	12	15	
<i>juv e-audio</i>	8	15	
<b>Totals:</b>	282	373	

<b>YTD e-Book Circulation</b>			
	<b>2021</b>	<b>2020</b>	
<b>e-Books</b>	1814	2022	
<i>adult e-books</i>	1598	1540	
<i>teen e-books</i>	96	150	
<i>juv e-books</i>	120	332	
<b>e-Audiobooks</b>	1378	1488	
<i>adult e-audio</i>	1128	1096	
<i>teen e-audio</i>	124	182	
<i>juv e-audio</i>	126	210	
<b>Totals:</b>	3192	3510	

Aug YTD Circulation Stats (reference)			
	2021		2020
	Circa	% of Circa	Circa
<b>Print</b>	16214	73.89%	12312
<i>adult print</i>	4783	21.80%	3638
<i>teen print</i>	1375	6.27%	871
<i>tween print</i>	783	3.57%	438
<i>juv print</i>	9012	41.07%	7258
<i>Mel Books</i>	261	1.19%	107
<b>AV</b>	5728	26.11%	5128
<i>adult audio</i>	185	0.84%	201
<i>ya audio</i>	37	0.17%	12
<i>juv audio</i>	105	0.48%	41
<i>general music</i>	35	0.16%	17
<i>youth music</i>	24	0.11%	31
<i>general dvd</i>	2180	9.94%	2244
<i>youth dvd</i>	2559	11.66%	2080
<i>games</i>	540	2.46%	393
<i>launchpads</i>	63	0.29%	109
<b>Totals:</b>	21942	100.00%	17440

Aug YTD (reference)	
	2021
<b>e-Books</b>	1657
<i>adult e-books</i>	1449
<i>teen e-books</i>	89
<i>juv e-books</i>	119
<b>e-Audiobooks</b>	1253
<i>adult e-audio</i>	1023
<i>teen e-audio</i>	112
<i>juv e-audio</i>	118
<b>Totals:</b>	2910

Contract Number: 1-5517666579  
 Opportunity Number: 1-5517666579

Contract Number: 0365  
 External System: Empire  
 Company: Commercial  
 Business Unit: Grand Rapids  
 Service Region: Cierra Bakowka  
 Buyer 1: 149 South Main Street  
 Address: Wayland MI, 49348

Status: Open  
 Contract Date: 8/27/2021  
 Sales Rep: \$501097  
 Contract Total: \$15,896.00  
 Discounts: \$0.00  
 ESP: \$0.00  
 Service Total: \$0.00  
 Current Total: \$15,896.00  
 Absolute Low: \$9,379.72

PROJECTS

Project Number	Product Line	Status	Project Total	ESP	Discounts	Service Total	Current Total	Absolute Low	Surface Area	Material Quantity
Carpet	Open	\$476.00	\$0.00	\$0.00	\$0.00	\$476.00	\$305.52	109.77 ft²	132.26 ft²	
Carpet Tile	Open	\$7,856.00	\$0.00	\$0.00	\$0.00	\$7,856.00	\$5,690.44	2,453.50 ft²	2,592.00 ft²	
LVP	Open	\$7,564.00	\$0.00	\$0.00	\$0.00	\$7,564.00	\$3,383.76	563.00 ft²	592.00 ft²	

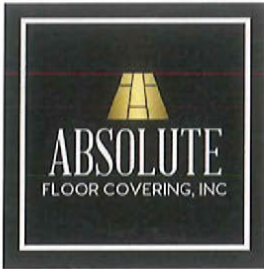
ORDERS SALES SERVICE

Name	Order Number	Status	Installation Date	Product Line	Area(s)	Order Total	Absolute Low	Surface Area	Material Quantity
Carpet	Open - Unk...	No Date	Carpet	Staircase, S...	\$476.00	\$305.52	109.77 ft²	132.26 ft²	
Carpet Tile	Open - Unk...	No Date	Carpet	Basement ...	\$7,856.00	\$5,690.44	2,453.50 ft²	2,592.00 ft²	
LVP	Open - Unk...	No Date	LVP	1. Basemen...	\$7,564.00	\$3,383.76	563.00 ft²	592.00 ft²	

DETAILS AREAS SUMMARY MATERIAL

Area	Area Total	Absolute Low	Description	Surface Area	Material Quantity	Installation Date
Staircase	\$130.87	\$77.60	Tenbrooke II - ...	5 stairs	No Date	

# ESTIMATE



**Henika District Library**  
149 S Main St, Wayland, MI 49348  
(269) 792-2891

## Absolute Floor Covering Inc

3010 Shaffer Ste 5  
Grand Rapids, MI 49512

Phone: (616) 278-3867

Email: sales@absolutefloorcovering.com

Web: Absolutefloorcovering.com

Estimate #

001887

Date

10/04/2021

Description	Total
<b>Carpet Tiles</b>	<b>\$16,200.00</b>
Alladin Commercial Monumental Effect	\$16,200.00
*Actual carpet selection TBD	
Includes;	
Allowance for Alladin Comcast carpet tiles amd adhesive.	
Remove and dispose of existing carpet.	
Installation of new carpet tiles throughout all main areas in library.	
Moving Large Furniture items. *Library staff responsible for removing small, personal, fragile and electronic items prior to installation.	
<b>Hard Surface</b>	<b>\$4,400.00</b>
Alladin Footpaths 20mil DG LVT	\$4,400.00
Includes;	
Flooring listed above	
Adhesive and installation materials.	
Remove and dispose of existing flooring	
Floor prep/skim areas for smoothness	
Installation of Glue Down LVT on front entry, restrooms, landing/hall at bottom of steps and kitchenette area in Lower level of library.	
Move large furniture items, including toilets	
* Library responsible for removing small, personal, fragile and electronic items prior to installation.	

<b>Subtotal</b>	\$20,600.00
<b>Total</b>	<b>\$20,600.00</b>



Hillis Brothers Painting  
616-554-5140

7300 Brooklyn Ave.  
Kentwood, Michigan  
49508  
United States

**Prepared For**  
Cierra Bakovka  
269.792.2891  
149 South Main Street  
Wayland, Michigan  
49348  
United States

**Estimate Date**  
08/16/2021

**Estimate Number**  
00022925

Description	Rate	Qty	Line Total
<b>*Information</b> Zero Down Policy. No deposit required. Balance due upon completion.  References can be found at <a href="https://www.hillisbrothers.com/reviews">https://www.hillisbrothers.com/reviews</a>  \$1,000,000 Liability Insurance Coverage. Proof will be provided upon request.  Licensed by the State Of Michigan 2104124711  Two year warranty on all labor.	\$0.00	1	\$0.00
Created by Jon If you have any questions on your proposal, please call Jon at 616-554-5140.	\$0.00	1	\$0.00
Color Consultation Includes visit from our designer.	\$0.00	1	\$0.00
Discount Offer good until August 31st, 2021	\$0.00	1	\$0.00
<b>Interior Prep.</b> 1. Drop off floors, furniture, countertops, etc  2. Patch small stress cracks, gouges, dents, and nail holes.  3. Prime all areas that have been patched or that require stain blocking.	\$0.00	1	\$0.00

Interior Paint

Location: main street entrance, receptionist area, stairwell, and main floor bathroom.

\$7,560.00

1

\$7,560.00

1. Includes painting all trim in entrance area with two coats semi gloss enamel.
2. Paint all walls with two coats matte finish. Paint fireplace with two coats matte finish.
3. Remove all wallpaper in areas listed. Remove all glue, prime and paint with two coats matte finish.

Sheen(s): semi gloss on entrance trim and matte finish on walls

Includes all labor and supplies.

Areas not to be painted: anything not specifically mentioned above.

Interior Paint

Location: downstairs kids library and staff room.

\$4,210.00

1

\$4,210.00

1. Paint cabinetry with one coat primer and two coats of semi gloss enamel finish. Paint poles with eggshell finish.
2. Paint entire kids section with two coats eggshell finish. Paint entire staff room with two coats of eggshell finish.

Sheen(s): eggshell finish on walls semi gloss on cabinets.

Includes all labor and supplies.

Areas not to be painted: anything not specifically mentioned above.

Subtotal 11,770.00

10% Discount -1,177.00

Tax 0.00

Estimate Total (USD) \$10,593.00

Terms

Balance upon completion.



# Proposal

DATE	Total
10/1/2021	3146

NAME / ADDRESS
Henika District Library

Tracking #	TERMS	PROJECT
	Net 15	Interior Painting

ITEM	DESCRIPTION	Total
PT	<p>River Town appreciates the opportunity to provide a proposal for this project.</p> <p>River Town proposes to do the following:</p> <p>Prep and paint side set of doors that are currently partially painted.</p> <p>Remove wallpaper border in main library area.</p> <p>Paint walls from crown moulding down.</p> <p>Remove wallpaper in upstairs restroom and paint walls.</p> <p>Paint kids area. Books and shelves to be moved by others prior to our arrival.</p> <p>Paint staff area.</p> <p>Walls to be patched as needed where wallpaper will be removed.</p>	10,995.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmans Compensation insurance.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. This proposal

<b>Total</b>	<b>\$10,995.00</b>
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SIGNATURE \_\_\_\_\_



# BRENNER HOME IMPROVEMENTS ESTIMATE



**Bill From**  
**KEVIN BRENNER**  
 11300 BASS RD  
 MIDDLEVILLE, MI 49333  
 616.889.6400  
 brennerhome84@gmail.com

**Bill To**  
 Cierra Bakovka  
 (Henika Library)  
 149 S. Main St  
 Wayland, MI 49348

**Estimate Date:** 10/04/2021

**waycb@11coop.org**  
**269.792.2891**

INTERIOR PAINT			
<p><b>INTERIOR PAINT OF UPSTAIRS</b></p> <ul style="list-style-type: none"> <li>✚ ALL WALLS INCLUDING BATHROOM OR OTHER WISE SPECIFIED WILL COLOR CHANGE TO CLASSIC LIGHT BUFF</li> <li>✚ THICK MAROON STRIP WILL CHANGE TO BLUE SKY (maroon color located on the ceiling in the flower designs and ceiling trim will stay maroon)</li> <li>✚ CEILINGS WILL ONLY BE TOUCHED UP WHERE NECESSARY</li> <li>✚ DRYWALL REPAIRS WILL BE ADDRESSED WHERE NECESSARY</li> <li>✚ FIRE PLACE BRICK: WHITE BORDER BRICK WILL BE FRESHLY PAINTED WHITE. INNER BRICK COLOR WILL CHANGE TO MORNING SUN</li> <li>✚ FRONT ENTRY: WALL ARE CHANGE TO CLASSIC LIGHT BUFF. NAVY BLUE WALL WILL CHANGE TO MORNING SUN. DOOR TRIM WILL BE FRESHLY PAINTED MAROON</li> <li>✚ REMOVAL OF ALL WALLPAPER, CAULKING &amp; COLOR CHANGES</li> </ul>		<p><b>INTERIOR PAINT OF BASEMENT KIDS ROOM</b></p> <ul style="list-style-type: none"> <li>✚ CEILING, 3 WALLS, DOORS &amp; TRIM AROUND WINDOWS WILL ALL CHANGE TO CLASSIC LIGHT BUFF</li> <li>✚ 1 ACCENT WALL ALONG ENTRANCE DOOR WILL CHANGE TO BLUE SKY</li> <li>✚ POLLS CHANGE TO MORNING SKY</li> <li>✚ CABINETS WILL BE WHITE WITH BLACK FIXTURES</li> <li>✚ BLUE TRIM AROUND BATHROOM DOORS WILL CHANGE TO A METAL SHADE</li> <li>✚ ALL REMAINING DOORS IN THE BASEMENT WILL CHANGE TO CLASSIC LIGHT BUFF</li> <li>✚ STAFF ROOM WILL CHANGE TO STAFF CHOICE</li> </ul>	





D&D Building Inc.  
 3264 Union SE  
 Wyoming, MI 49548  
 (616) 243-5633  
 www.dndbuilding.com

# Cost Proposal

To	From	Regarding
<b>Company:</b> Henika District Library	<b>Contact:</b> Dan Schuman	<b>Project:</b> Henika District Library
<b>Contact:</b> Cierra Bakovka	<b>Phone:</b> (616) 243-5633	149 South Main St.
<b>E-mail:</b> waycb@llcoop.org	<b>E-mail:</b> dschuman@dndbuilding.com	<b>Location:</b> Wayland MI 49348

<b>Proposal Dated:</b> 9/20/2021	<b>Revision:</b>	<b>Notes:</b>
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## Scope of Proposal, Clarifications & Qualifications

Layout, sawcut and demo existing 4" thick sidewalk and steps, approx. 375 SF  
 Recycle spoils offsite.  
 Excavate existing subbase to allow room for 1' of new sand subbase.  
 Soils to be removed from site.  
 Place and compact 1' of sand subbase, proposal assumes up to 16 yards.  
 Form and place new reinforced steps and 4" thick walk reinforced with WWM  
 Salvage rail, sandblast & paint, reinstall.  
 Demo existing caps  
 Remove displaced and bulging field stone  
 Relay all field stone in full bed setting of mortar  
 Saw cut out all defective mortar joints, tuckpoint back matching existing rope joints  
 Furnish and install new limestone caps  
 New caulking related to the work area (ie concrete to stone)  
 Replace landscaping to similiar condition.

### Exclusions:

- Union/prevailing wage rates, bonds, weather protection, temporary barricades and dumpsters.
- Shift work
- Any changes in scope, schedule or design may require additional pricing.
- All abatement or hazardous materials removal are excluded. Owner to furnish us with an ACM report prior to start of project.
- Underground utilities or sprinklers
- Architectural or Structural drawings

### Schedule:

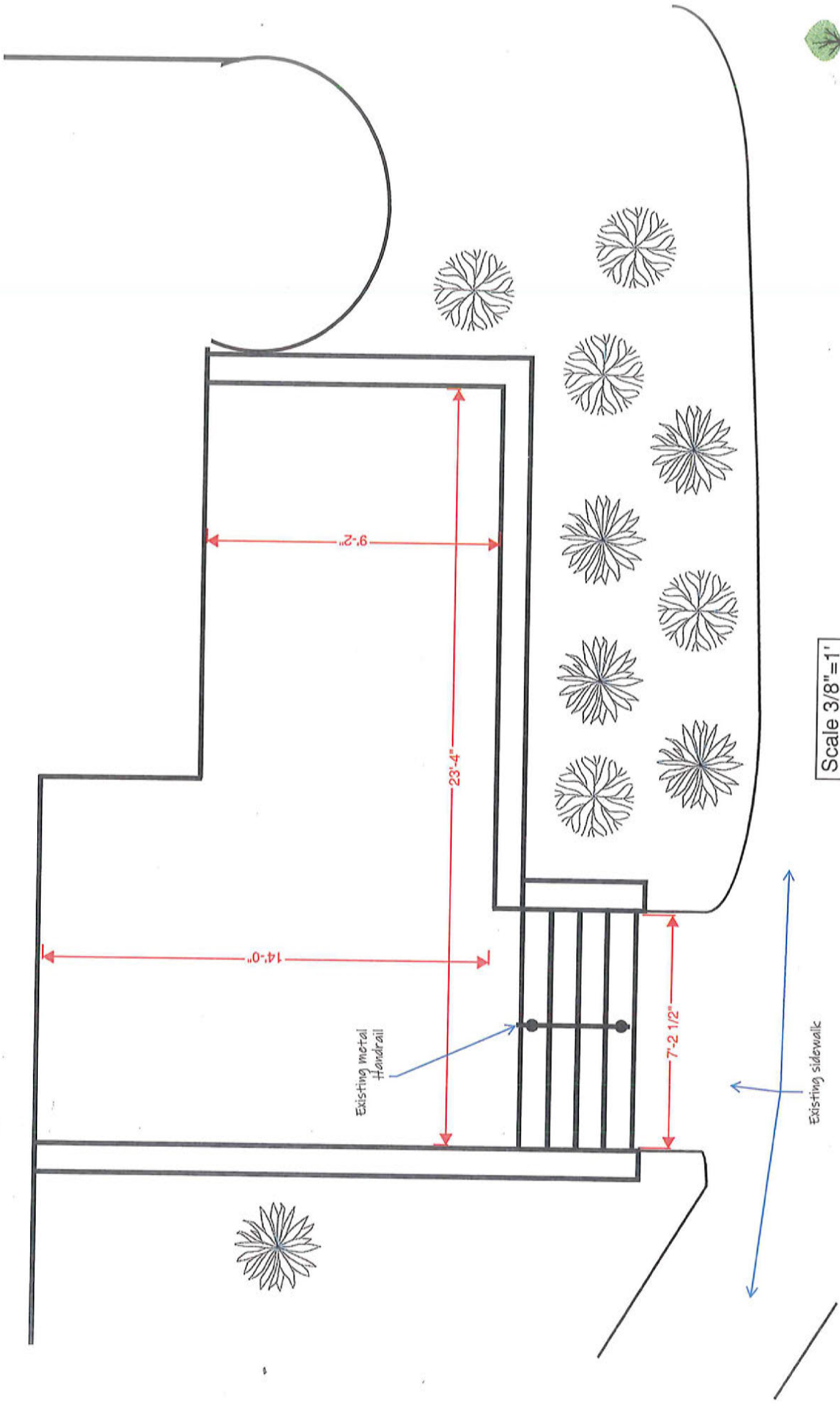
Work to occur in Spring 2022  
 We reserve the right to re-evaluate material pricing due to the rapidly changing costs of materials and their availability

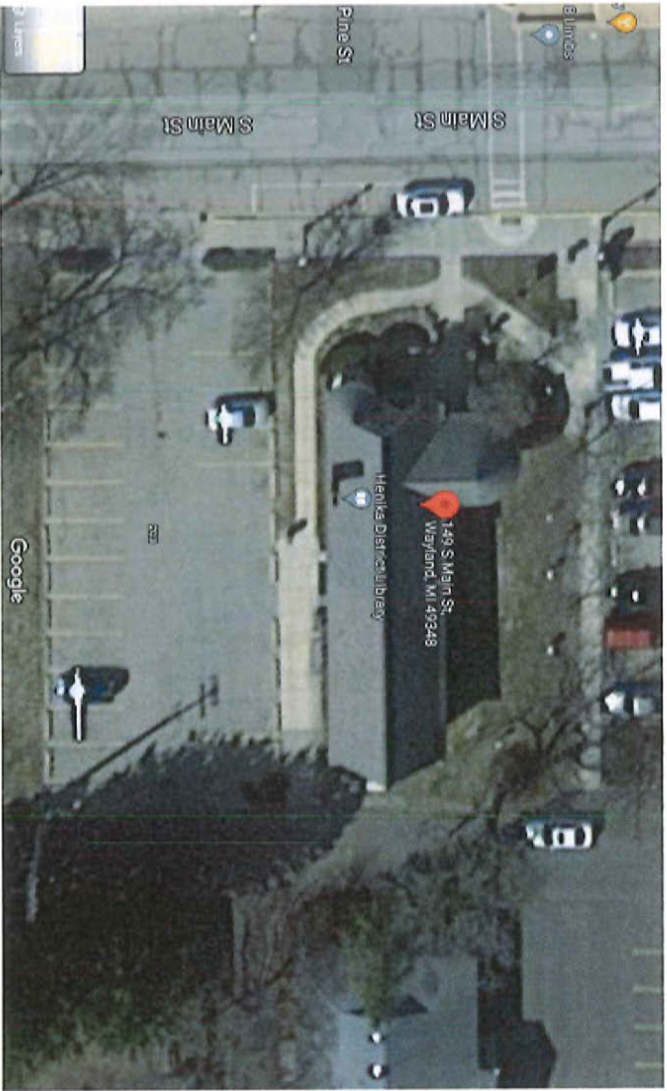
## Proposal Total:

We propose to furnish materials and labor in accordance with the above specifications for the sum of:	<b>\$92,000.00</b>
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**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Acceptance of proposal – The above process, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined below.





- Project Scope:**
- Repair the damage entry at the Henika District Library
  - Work involves removing the existing concrete slab on grade and concrete steps
  - Remove a portion of the damaged field stone retaining wall. Salvage the stone for reuse.
  - Salvage the existing metal handrail and reinstall
  - Remove unsuitable soil and place a minimum of 12" sand fill and compact.
  - Place new concrete slab on grade and concrete steps
  - Remove an replace landscaping



## Strategic Partner Analysis



### **Breaking News: New State Law Limits Employer Contributions to Public Employee Health Insurance**

Governor Snyder is expected to sign a new law that will limit public employer contributions to employee health insurance, effective January 1, 2012. This law will apply to all public libraries in the state. The "Publicly Funded Health Insurance Contribution Act" provides two mechanisms that limit employer contributions to healthcare: a "hard cap" and an optional "80/20" plan. The Act applies to "medical benefit plans" that provide payment of medical benefits, including, but not limited to, hospital and physician services, prescription drugs, and related benefits. Unlike an earlier version of the bill that eventually became this law, the Act does not apply to dental or vision care plans.

#### **Q: What employers are affected by the Act?**

The new law applies broadly to "public employers." Legislators appear to have set their sights on every public employer, because the Act will apply to local units of government, political subdivisions of the state, and "any intergovernmental, metropolitan, or local department, agency, or authority, or other local political subdivisions." Also included are school districts, community or junior colleges, and certain other institutions of higher education. Although not specifically mentioned in the Act, it is reasonable to include public libraries in the broad definition of "public employer."

#### **The Default Limit: The Hard Cap**

The Act is drafted to apply a maximum that a public employer may pay towards public employee health care costs. The limit on a public employer's total contribution for employee health insurance that will apply, if the library's governing body takes no action (see below), will be equivalent to:

- \$5,500 times the number of employees with single coverage, plus
- \$11,000 times the number of employees with two person coverage, plus
- \$15,000 times the number of employees with family coverage.

The amount necessary to purchase health insurance for employees that exceeds this "cap" must be paid by employees.

#### **Q. How is the remaining cost recovered from employees?**

The remaining 20% of the cost is to be recovered through payments by the employees. These payments may be spread evenly or different classifications of employees may be asked to pay a lesser or greater percentage of the cost as long as the total 20% is recovered.

#### **Q: What employer costs count toward the cap?**

The annual premium or illustrative rate and any payments for reimbursements of co-pays, deductibles, or payments into Health Savings Accounts, Flexible Spending Accounts, or similar accounts used for health care are included as employer costs. Benefits provided to retired employees are not included.

**Q: Will the caps ever change?**

Yes. The State Treasurer will adjust the caps each October 1 based on the change in the medical care component of the U.S. Consumer Price Index. The newly adjusted caps will be effective January 1. The past few years, the medical care component of the Consumer Price Index has risen 12-15% a year, so it is likely that caps will rise significantly.

**Q: How can employers and employees plan for and manage the annual change in contributions?**

The adjustment of the cap could be viewed as a way to encourage employer-employee cooperation in plan selection and cost maintenance or reduction: if the plan increase for the year is less than the change in the Consumer Price Index, employees may in fact see their contribution rate slow or drop.

## The 80/20 Plan

**Q: How does an employer elect the 80/20 plan?**

The employer's governing body may, by a majority vote, elect to limit its healthcare contributions differently. Instead of the hard cap described above, the employer could simply elect not to pay more than 80% of the total annual cost of the medical benefit plans it offers, without regard to how much that means per employee with single, double, or family coverage.

**Q: What employer costs are counted toward the 80/20 calculation?**

**Included.** The annual premium or illustrative rate *and* any payments for reimbursements of co-pays, deductibles, or payments into Health Savings Accounts, Flexible Spending Accounts, or similar accounts used for health care.

**Not Included.**

- Benefits provided to retired employees
- Beneficiary- or employee paid copayments, coinsurance, deductibles, other out-of-pocket expenses, other service-related fees that are assessed to the coverage beneficiary, or payments into Health Savings Accounts, Flexible Spending Accounts, or similar accounts used for health care
- Healthcare contributions for employees covered by a contract or agreement in effect **before September 15, 2011.**

## Opting Out

Although the new law imposes a maximum that public employers may contribute to employee health care costs, it also provides a mechanism for public employers to opt out of the Act's requirements—and therefore determine on their own how much to contribute to employee health insurance. Not all public employers will be able to take advantage of it, however.

**Q: How does an employer opt out?**

This mechanism permits a "local unit of government" to exempt itself from the requirements of the Act for a one year period by a **two-thirds** vote of its governing body. A new two-thirds vote would be required to extend the exemption in each subsequent year. By opting out, the local unit of government would be able to determine on its own how much it contributes to employee health insurance, without reference to hard caps or the 80/20 split set out in the Act.

**Q: Who can opt out?**

The Opt Out provision is available only to "local units of government," defined as cities, villages, townships, or counties, municipal energy utilities, public airport authorities, and the Huron-Clinton



Metropolitan Authority. Thus, libraries, other authorities, drain commissions, and school districts will be **unable** to opt out. This puts libraries in the difficult position of having to balance the cost of health care with their employees' ability to pay. In some cases, libraries may have to reduce benefits in order to make health insurance affordable for some employees.

## Special Issue: Contrary contract terms

**Q: A collective bargaining agreement requires employer contribution that results in total contribution that exceeds the limits—is this contract term still valid?**

The Act will not apply to health insurance provisions for employees covered by a collective bargaining agreement or other contract that is in effect on **September 15, 2011**. The Act's limits will, however, apply when those "grandfathered" agreements or contracts are extended, renewed, or amended. In the meantime, amounts expended for medical benefit plans under such contracts or agreements are excluded from the calculation of the public employer's maximum payment under the 80/20 provision, if that provision is applied for other employees.

**Q: How will the Act's requirements affect what can be negotiated at the bargaining table?**

Beginning **September 15, 2011**, a collective bargaining agreement or other employee contract may not contain terms contrary to the Act. This means that negotiation for contribution term that would result in the employer's overall contributions exceeding the Act's limits is prohibited. There will likely be some debate over the obligation of an employer to bargain over the **effect** of adopting the 80/20 provision, since the Act allows the employer to apportion the 20% contribution among employees. The Act's language would seem to prohibit even that possibility, however, since it provides that the employer shall apportion its 80% contribution to health care costs "as it sees fit."

## Loose Ends

**Q: Do public employers have any discretion under the Act?**

Although there are some special rules for elected officials, if a public employer does not opt out of the Act's requirements, which libraries may not, a public employer generally may allocate its contributions among its employees as it sees fit, requiring certain employees to contribute more than others. The force of the Act is an absolute limit on how much an employer may contribute overall, not a hard and fast mandate as to how much each employee must contribute. Therefore, employers may use this discretion to allocate costs to reflect an understanding that some employees may not be able to afford or contribute as much as others, based on salary and hourly wages.

The Act establishes an absolute limit on amounts an employer may contribute *overall*, not necessarily a mandate as to how much *each employee must contribute*.

Ultimately, 'who pays how much' is a policy decision, not governed by this new law: as long as overall costs do not exceed the caps or 80/20 limits, each employee or group of employees could be treated differently. An employer could therefore pay \$6,000 toward one employee's single coverage plan, and \$5,000 toward another employee's single coverage plan, because the overall contribution is not higher than \$5,500 per employee with single coverage. Similarly, an employer may pay 90% of one group of employee's medical benefit plan and 70% of another, so long as the employer's overall contribution does not exceed 80% of the *total costs*.

**Q: Are there penalties for failing to comply with the Act or opting out of the Act's requirements?**

Opting out and failing to comply with the Act are two different things. If an employer is a "local unit of government" and opts out, there are no penalties. However, certain employers who do not opt out and still fail to comply with the Act do face penalties. If an employer receives state school aid or payments under the economic vitality incentive program (which replaces the statutory revenue sharing system) fails to comply with the Act, those payments would be reduced by 10% as long as the employer is noncompliant. No other forms of state aid, including aid to libraries, appear to be affected or reduced.

There remains an open question as to the consequences for a public employer who is not affected by the penalty provision, who chooses not to comply with the Act's requirements, including whether the public employer could be challenged for failure to comply with the law. As yet, it is unclear how such an issue might be raised. The Act does not confer standing on individuals or the Attorney General to challenge a library's failure to comply and it is difficult to identify a possible special injury or right or substantial interest that would be detrimentally affected in a manner different than any other person, as is required to satisfy standing requirements in Michigan courts. That said, we do not encourage libraries to ignore this Act.

**Q: How will employees pay their share?**

The Act permits payroll deductions and authorizes employers to condition eligibility for the medical benefit plan on the employee's authorizing the deduction.

**Q: How should the employer make its contributions: monthly or in a lump sum payment?**

This will be a matter up to the employer. The Act does not provide guidance on this issue, which raises some practical concerns. If an employer reaches its maximum contribution amount before the end of the year, it is unclear what would happen if an employee somehow stopped paying for coverage: would the employee be entitled to maintain coverage and if so at what rate. Although it is still far too early and difficult to give blanket advice as to a best practice, it is likely that spreading contributions out evenly over the year and deducting the employees' share from payroll in a similar fashion will avoid having to determine what coverage is available to an employee whose coverage lapses for lack of payment and at what rate.

**Q: How can employers determine whether and how to use the hard cap or the 80/20 plan, or, if possible, opt out of the Act's requirements?**

Employers should reflect on a number of things:

- State of the overall budget
- Healthcare costs in preceding years—whether some of those costs will be included in calculating employer contribution under the Act and if so what the difference in payments would be
- Whether and to what extent employees are contributing on average now as a percentage of overall cost or average cost per single, double, and family coverage employee
- Whether employer costs are fairly predictable or are they tied to variable amounts of reimbursement
- Whether and to what extent penalty provisions will apply if the Act's requirements are not met

## **If you would like more information about this new law, don't hesitate to ask!**

You can read the most recent version of the bill (originally Senate Bill 0007), on the Michigan Legislature's [website](http://www.legislature.mi.gov) at <http://www.legislature.mi.gov>.

You can—and should—discuss the practical and legal issues surrounding this new law with your attorney, as well, because it will undoubtedly present many challenges in budget costs and at the bargaining table in the months and years to come.

### **The Authors**

This Strategic Partner Analysis was brought to you by Stephen Schultz and Helen “Lizzie” Mills of Fahey Schultz Burzych Rhodes PLC, a law firm formed specifically to provide legal services to municipalities and libraries the State of Michigan. Fahey Schultz is a frequent contributor and advisor to the Michigan Library Association and to libraries across Michigan. This publication is intended for informational purposes only. This communication highlights specific areas of law, and is not legal advice. The reader should consult an attorney to determine how the information applies to any specific situation.



Stephen O. Schultz is a founding partner of Fahey Schultz Burzych Rhodes PLC. Stephen has represented libraries and other municipalities for over 30 years. He is a frequent speaker and writer on matters of library law and labor and employment law.



Helen “Lizzie” Mills joined the library and municipal practice groups at Fahey Schultz Burzych Rhodes PLC in 2010, after graduating second in her class at the Thomas M. Cooley School of Law.



4151 Okemos Road  
Okemos, MI 48864  
General: (517) 381-0100

Employer Benefits Cost Breakdown

Employee	Monthly Rate	Monthly Employer 80%	<u>Medical</u>		Total Employer Yearly	Total Employee Yearly
			Employee 20%			
Cierra	\$400.78	\$320.62	\$80.16		\$3,847.49	\$961.87
Becky	\$433.91	\$347.13	\$86.78		\$4,165.54	\$1,041.38
<b>Total</b>		<b>\$667.75</b>			<b>\$8,013.02</b>	

Employee	Monthly Rate	<u>Dental &amp; Vision</u>		Total Employer Yearly
Cierra	\$25.58			\$306.96
Becky	\$26.31			\$315.72
<b>Total</b>	<b>\$51.89</b>			<b>\$622.68</b>

Employee	Monthly Rate	Monthly Salary	<u>STD</u>		Total Employer Yearly
			Monthly Covered Benefit	Employer Monthly	
Cierra	49%	\$3,500.00	\$35.00	\$17.15	\$205.80
Becky	49%	\$3,000.00	\$30.00	\$14.70	\$176.40
Faith	49%	\$2,916.66	29.16	\$14.29	\$171.46
<b>Total</b>				<b>\$46.14</b>	<b>\$553.66</b>

Employee	Monthly Rate	Monthly Salary	<u>LTD</u>		Total Employer Yearly
			Monthly Covered Benefit	Employer Monthly	
Cierra	22%	\$3,500.00	35	\$7.70	\$92.40
Becky	22%	\$3,000.00	30	\$6.60	\$79.20
Faith	22%	\$2,916.66	29.16	\$6.42	\$76.98
<b>Total</b>				<b>\$20.72</b>	<b>\$248.58</b>

Employee	Monthly Rate	Monthly Salary	<u>MERS</u>	
			Employer 100%	Total Employer Yearly
Cierra	18%	\$3,500.00	\$630.00	\$7,560.00
Becky	18%	\$3,000.00	\$540.00	\$6,480.00
Faith	18%	\$2,916.66	\$525.00	\$6,299.99
<b>Total</b>			<b>\$1,170.00</b>	<b>\$14,040.00</b>

	<u>Total Yearly Employer Contribution by Employee</u>				Total
	Medical	Dental & Vision	LTD & STD	MERS	
<b>Cierra</b>	\$3,847.49	\$306.96	\$298.20	\$7,560.00	\$12,012.65
<b>Becky</b>	\$4,165.54	\$315.72	\$255.60	\$6,480.00	\$11,216.86
<b>Faith</b>	\$0.00	\$0.00	\$248.44	\$6,299.99	\$6,548.43
				<b>Total</b>	<b>\$29,777.93</b>

**RESOLUTION – 80% / 20%**

**RESOLUTION TO ADOPT 80% / 20% EMPLOYER/EMPLOYEE HEALTH CARE COST  
OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED  
HEALTH INSURANCE CONTRIBUTION ACT**

**WHEREAS**, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

**WHEREAS**, the Act contains three options for complying with the requirements of the Act;

**WHEREAS**, the three options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

**WHEREAS**, the Henika District Library Board has decided to adopt the 80% / 20% option as its choice of compliance under the Act;

**NOW, THEREFORE, BE IT RESOLVED** the Board of the Henika District Library elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year October 12th, 2021 through December 31st, 2021.

Upon a call of the roll, the vote was as follows:

Ayes:

Nays:

Absent:

Secretary Certification: \_\_\_\_\_