

# AGENDA

Henika District Library  
Board of Trustees Meeting  
April 9th, 2024 at 6:30 pm

## **I. Call to Order**

- A. Members Present:
- B. Members Absent:
- C. Staff Present:
- D. Guests:

## **II. Approval of Agenda (M)**

## **III. Community Opportunity to Address the Board**

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

- A. March 2024 Regular Meeting Minutes (M)

## **V. Financial Reports**

- A. March 2024
  - 1. Approval of Paid Bills (M)
  - 2. Credit Card Detail Report (i)
  - 3. YTD Budget vs Actual (i)
  - 4. United Bank Accounts Overview (i)

## **VI. Director's Report**

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

## **VII. Committee Reports**

- A. Building and Grounds 3/25 (i)
- B. Finance 3/25 (i)

**VIII. Unfinished Business**

- A. Cleaning Service (i)

**IX. New Business**

- A. Budget Amendment #2 (M)
- B. Acceptable Use/Remote Devices Policy (M)

**X. Around the table**

**XI. Adjournment**

# Monthly Check Register

As of March 31st, 2024

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
3.6.24	Amazon	Supplies and Materials	-SPLIT-	\$379.52
3.6.24	Baker & Taylor		Materials	\$582.28
3.6.24	Cengage		Materials	\$58.38
3.6.24	Cherry Valley	Bathroom light/fan replacement	Building & Grounds	\$317.19
3.6.24	City of Wayland		Utilities	\$55.63
3.6.24	MERS	2 months	Employee Benefits	\$3,407.56
3.6.24	Technology Solutions	PS4 Repair	Equipment Maint	\$100.00
3.6.24	TKS	Quarterly security cameras	Contractual Service	\$44.85
3.6.24	T-Mobile		Communications	\$260.08
3.6.24	US Bank		Equipment	\$409.50
3.6.24	Woodlands Library Cooperative	Staff posters	Supplies	\$30.00
3.18.24	Joanna Walters	Adult Program	Programming	\$200.00
3.20.24	Absopure		Utilities	\$13.26
3.20.24	Amazon	Supplies, Equipment, Materials, Furnishings, Programming	-SPLIT-	\$917.60
3.20.24	Baker & Taylor		Materials	\$1,017.28
3.20.24	Blue Cross Blue Shield		Employee Benefits	\$3,795.05
3.20.24	Cardmember Service		-SPLIT-	\$2,981.25
3.20.24	Cengage		Materials	\$121.56
3.20.24	Coverall		Building & Grounds	\$555.00
3.20.24	FosterSwift	Parking Lot Purchase	Contractual Service	\$784.00
3.20.24	Heimler Consulting	Equipment, Tech Support	-SPLIT-	\$569.99
3.20.24	Kansas City Life		Employee Benefits	\$97.57
3.20.24	Lakeland	Barcodes	Supplies	\$23.40
3.20.24	Spectrum		Utilities	\$82.47
3.20.24	TipTop Entertainment	SRP Magic Show	Programming	\$495.00
3.20.24	Tori Schreur	Milage	Mem/Train	\$126.42
3.20.24	Unique		Contractual Service	\$9.85
<b>Total:</b>				<b>\$17,434.69</b>



## ACCOUNTANTS' COMPILATION REPORT

To The Board  
Henika District Library  
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, which comprise the Governmental Fund Balance Sheet as of March 31, 2024, and the related Statement of Revenue and Expenditures for the one month and three 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  
April 3, 2024

**Henika District Library  
Governmental Fund Balance Sheet  
As of March 31, 2024**

**ASSETS**

**Current Assets:**

Cash-Checking	\$ 317,760.54
Cash-Savings	548,455.35
Certificate of Deposit - 740	53,546.64
Savings - Building Fund	104,283.89
Certificate of Deposit - 943	31,763.93
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

**Total Current Assets** \$ 1,388,986.19

**Total Assets** \$ 1,388,986.19

**Henika District Library  
Governmental Fund Balance Sheet  
As of March 31, 2024**

**LIABILITIES AND FUND BALANCE**

**Current Liabilities:**

Due to the Federal Government	\$ (212.35)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

**Total Current Liabilities** \$ 335,000.71

**Fund Balance:**

Fund Balance-Unrestricted	<u>861,790.88</u>
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**Total Fund Balance -Beginning** 861,790.88

Change in Fund Balance 192,194.60

**Total Fund Balance** 1,053,985.48

**Total Liabilities and Fund Balance** \$ 1,388,986.19

**Henika District Library**  
**Statement of Revenues and Expenditures**  
**For the 1 Month and 3 Months Ended March 31, 2024**

	<u>Total Year Budget</u>	<u>1 Month Ended Mar. 31, 2024</u>	<u>3 Months Ended Mar. 31, 2024</u>	<u>Year-To-Date Variance</u>
<b>Revenues:</b>				
Township Revenue	\$ 220,000.00	\$ 78,474.30	\$ 208,933.54	\$ (11,066.46)
City Revenue	190,000.00	0.00	78,766.77	(111,233.23)
State Aid	10,000.00	6,934.84	6,934.84	(3,065.16)
Penal Fines	30,000.00	3,209.74	8,410.51	(21,589.49)
Copier & Fax Income	0.00	285.28	926.93	926.93
Fines	0.00	23.00	198.35	198.35
Interest Income	5,000.00	1,326.73	4,927.57	(72.43)
Memorial Donations	0.00	105.27	1,105.27	1,105.27
Book Sales	0.00	18.88	91.15	91.15
Federal E-Rate	4,000.00	0.00	199.50	(3,800.50)
Miscellaneous Income	0.00	10.00	10.00	10.00
<b>Total Revenues</b>	<u>459,000.00</u>	<u>90,388.04</u>	<u>310,504.43</u>	<u>(148,495.57)</u>
<b>Employee Expenditures:</b>				
Wages	188,000.00	15,078.99	52,744.83	135,255.17
Employee Benefits	70,000.00	7,004.94	19,784.24	50,215.76
FICA Expense	16,000.00	1,153.56	4,034.98	11,965.02
State Unemployment Tax	0.00	14.94	74.19	(74.19)
<b>Total Employee Expenditures</b>	<u>274,000.00</u>	<u>23,252.43</u>	<u>76,638.24</u>	<u>197,361.76</u>
<b>Operating Expenditures:</b>				
Memberships & Training	7,000.00	2,056.03	2,660.87	4,339.13
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,500.00	0.00	110.00	3,390.00
Programming	16,000.00	1,052.16	2,631.98	13,368.02
Office Supplies	9,000.00	346.82	1,796.76	7,203.24
Furnishings	900.00	246.82	368.43	531.57
Equipment	15,000.00	827.83	3,335.08	11,664.92
Materials	36,000.00	2,523.27	7,531.71	28,468.29
Accounting	19,000.00	(47.30)	2,374.60	16,625.40
Contractual Services	35,000.00	896.84	8,433.49	26,566.51
Communications	3,500.00	260.08	748.86	2,751.14
Technology Support	3,000.00	195.00	480.00	2,520.00
Advertising	2,550.00	449.00	665.55	1,884.45
Postage	500.00	78.50	117.04	382.96
Utilities	11,000.00	229.97	1,862.18	9,137.82

See Accountants' Compilation Report

**Henika District Library**  
**Statement of Revenues and Expenditures**  
**For the 1 Month and 3 Months Ended March 31, 2024**

	<u>Total Year Budget</u>	<u>1 Month Ended Mar. 31, 2024</u>	<u>3 Months Ended Mar. 31, 2024</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	20,000.00	872.19	6,966.19	13,033.81
Maintenance-Equipment	3,000.00	100.00	582.85	2,417.15
Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>1,006.00</u>	<u>(1,006.00)</u>
<b>Total Operating Expenditures</b>	<u>185,000.00</u>	<u>10,087.21</u>	<u>41,671.59</u>	<u>143,328.41</u>
<b>Total Expenditures</b>	<u>459,000.00</u>	<u>33,339.64</u>	<u>118,309.83</u>	<u>340,690.17</u>
<b>Change in Fund Balance</b>	<u>\$ 0.00</u>	<u>\$ 57,048.40</u>	<u>\$ 192,194.60</u>	<u>\$ 192,194.60</u>

See Accountants' Compilation Report





March 2024 Statement

Open Date: 02/14/2024 Closing Date: 03/13/2024

Account: [REDACTED]



Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

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HENIKADISTRICTLIBRARY [REDACTED]

<b>New Balance</b>	<b>\$2,981.25</b>
<b>Minimum Payment Due</b>	<b>\$30.00</b>
<b>Payment Due Date</b>	<b>04/10/2024</b>

<b>Reward Points</b>	
Earned This Statement	3,015
Reward Center Balance as of 03/12/2024	30,181
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$783.51
Payments	-	\$783.51 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$2,981.25
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$2,981.25</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$30.00</b>
Credit Line		\$20,500.00
Available Credit		\$17,518.75
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: Elan Financial Services [REDACTED]



24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

Account Number	[REDACTED]
Payment Due Date	4/10/2024
New Balance	\$2,981.25
Minimum Payment Due	\$30.00

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

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



Elan Financial Services

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: Elan Financial Services, 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: Elan Financial Services, 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:** We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet 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. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, 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. Please contact Elan Financial Services for internet, phone, and mobile crediting 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.



March 2024 Statement 02/14/2024 - 03/13/2024

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HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services 1-866-552-8855



**Business Cash**

**Rewards Center Activity as of 03/12/2024**

Rewards Center Activity*	0
Rewards Center Balance	30,181

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

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,981	6,605
2 Extra Points - Telecom & Office Supply	34	2,017
<b>Total Earned</b>	<b>3,015</b>	<b>8,622</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.

PAY TAXES WITH YOUR CARD. It's a fast, easy and secure way to pay your federal and state taxes. FAST - Pay instantly online. EASY - Your payment is processed right away and confirmed with an electronic receipt. SECURE - No worries about your payment getting lost or stolen in the mail. REWARDING - You will earn points for every net dollar you pay on your taxes with your card. Learn more at officialpayments.com.

**Transactions** BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
02/14	02/13	8952	DOLLAR TREE JENISON MI	\$39.87	AP
02/20	02/20	2073	WIX*Wix.Com, Inc. 415-4499034 NY	\$324.00	Ad/Promo
02/22	02/20	4196	AMER LIB ASSOC-CAREER 3122804237 IL	\$410.00	Mem/train
02/22	02/20	9094	SOUTHWES 5262259167995 800-435-9792 TX BAKOVKA/CIERRA 06/28/24 GRAND RAPIDS TO CHGO MIDWAY CHGO MIDWAY TO SAN DIEGO SAN DIEGO TO DENVER DENVER TO GRAND RAPIDS	\$568.95	Mem/train
02/22	02/21	5039	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
02/23	02/22	1638	USPS PO 2597840348 WAYLAND MI	\$68.00	Postage
02/23	02/22	1200	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
02/29	02/28	8684	DOLLAR TREE JENISON MI	\$5.30	YP
03/04	03/01	3430	ADOBE INC. 408-536-6000 CA	\$21.19	CS
03/07	03/06	0141	SP DIRECTMAIL.COM 188-86902252 MD	\$125.00	Ad/Promo
03/11	03/08	9933	4TE*NEC CLOUD COMMUNIC 800-240-0632 TX	\$78.61	Utilities
03/11	03/07	8873	SOUTHWES 5262265838599 800-435-9792 TX	\$360.96	Mem/train

Continued on Next Page



March 2024 Statement 02/14/2024 - 03/13/2024

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HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services (C) 1-866-552-8855

**Transactions** BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			BAKOVKA/CIERRA 04/02/24 GRAND RAPIDS TO CHGO MIDWAY CHGO MIDWAY TO COLUMBUS COLUMBUS TO CHGO MIDWAY CHGO MIDWAY TO GRAND RAPIDS		
03/11	03/07	8881	SOUTHWES 5262265881129 800-435-9792 TX BAKOVKA/CIERRA 04/02/24 GRAND RAPIDS TO CHGO MIDWAY CHGO MIDWAY TO COLUMBUS COLUMBUS TO CHGO MIDWAY CHGO MIDWAY TO GRAND RAPIDS	\$247.00	mem/train
03/11	03/08	8002	DELTA HOTELS MUSKEGON MI	\$342.70	mem/train
			<b>Total for Account</b> [REDACTED]	<b>\$2,628.53</b>	

**Transactions** SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
02/20	02/18	6107	WM SUPERCENTER #3453 WYOMING MI	\$37.91	YM
02/20	02/18	4022	WAL-MART #3453 WYOMING MI	\$15.88	YP
02/22	02/21	2747	SP TONIES US HTTPSTONIESUS CA	\$89.62	YM
02/22	02/21	4676	SHIPT* ORDER WWW.SHIPT.COM AL	\$38.60	YP
02/26	02/24	7121	HOBBY LOBBY #333 HOLLAND MI	\$11.64	YP
03/07	03/06	7519	USPS PO 2539320400 GRAND RAPIDS MI	\$10.50	postage
03/12	03/11	8565	MEIJER # 199 CALEDONIA MI	\$37.88	YP
03/13	03/12	3607	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.30	YP
			<b>Total for Account</b> [REDACTED]	<b>\$247.33</b>	

**Transactions** CUMMINGS, ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
02/27	02/26	2223	MEIJER # 036 WYOMING MI	\$11.27	AP
02/29	02/28	5782	FAMILY DOLLAR #4630 WAYLAND MI	\$38.13	AP
03/01	02/28	1074	HARDING'S MARKET #3 WAYLAND MI	\$5.99	AP
03/12	03/11	8533	TARGET 00003970 GRAND RAPIDS MI	\$50.00	AP
			<b>Total for Account</b> [REDACTED]	<b>\$105.39</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					



**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/28	02/26	0009	PAYMENT THANK YOU	\$783.51CR	
<b>Total for Account</b> [REDACTED]				<b>\$783.51CR</b>	

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$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	25.24%	
**PURCHASES	\$2,981.25	\$0.00	YES	\$0.00	25.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

**Contact Us**

<p> <b>Phone</b></p> <p>Voice: 1-866-552-8855 TDD: 1-888-352-6455 Fax: 1-866-807-9053</p>	<p> <b>Questions</b></p> <p>Elan Financial Services P.O. Box 6353 Fargo, ND 58125-6353</p>	<p> <b>Mail payment coupon with a check</b></p> <p>Elan Financial Services P.O. Box 790408 St. Louis, MO 63179-0408</p>	<p> <b>Online</b></p> <p>myaccountaccess.com</p>
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## Home

## Alerts



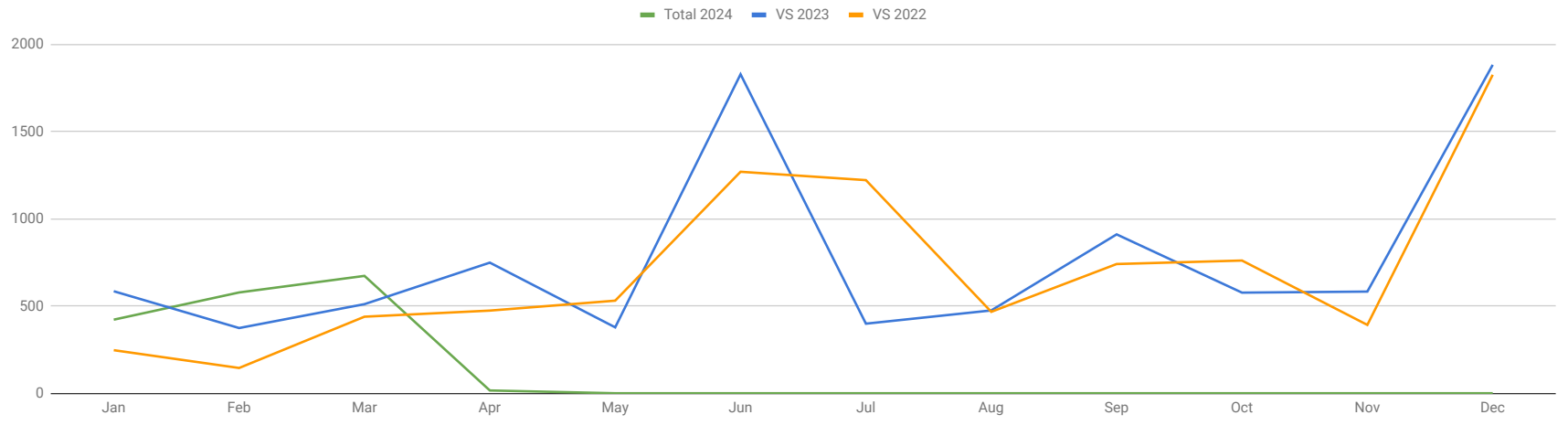
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## Accounts

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$318,351.27</b>
<b>PUBLIC FUNDS HIGH-YIELD SAVINGS</b> XXX013	Current balance <b>\$548,455.35</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$104,481.14</b>
<b>TIME DEPOSIT</b> XXXX874	Current balance <b>\$53,752.60</b>
<b>TIME DEPOSIT</b> XXXX882	Current balance <b>\$31,886.10</b>



# Program Attendance 2024



## Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Youth</b>	185	245	152	0	0	0	0	0	0	0	0	0	582
<b>Adult</b>	104	214	193	16	0	0	0	0	0	0	0	0	527
<b>Family</b>	133	119	328	0	0	0	0	0	0	0	0	0	580
<b>Total 2024 [1]</b>	422	578	673	16	0	0	0	0	0	0	0	0	1689
VS 2023	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
<b>Yearly Increase</b>	72%	155%	132%	2%	0%	0%	0%	0%	0%	0%	0%	0%	18%

## Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
<b>Youth In-Person</b>	170	224	142	0	0	0	0	0	0	0	0	0	536	45
<b>Youth Reading</b>	15	21	10	0	0	0	0	0	0	0	0	0	46	4
<b>Youth Take-Home</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Adult In-Person</b>	34	60	64	16	0	0	0	0	0	0	0	0	174	15
<b>Passive Programs</b>	70	140	129	0	0	0	0	0	0	0	0	0	339	28
<b>Adult Reading</b>	0	7	0	0	0	0	0	0	0	0	0	0	7	1
<b>Adult Take-Home</b>	0	7	0	0	0	0	0	0	0	0	0	0	7	1
<b>Family In-Person</b>	8	51	234	0	0	0	0	0	0	0	0	0	293	24
<b>Family Take-Home</b>	125	68	94	0	0	0	0	0	0	0	0	0	287	24



**March 2024**

**Youth Services Report**

**Tori Schreur, Youth Services Librarian**

**Sensory Playtime: 5 attendees.** The big hit with this month's Sensory Playtime was playdoh! There was a lot of playdoh and tools for the kids to play with. There were also coloring pages, a ball pit, and music and musical instruments to play with. We had lots of fun.

**After School Art: 55 attendees.** March was a weird month for After School Art due to Miss Tori being at a conference and having a family emergency. We had two ASA projects in a Take-and-Make Style. One was to decorate a shamrock and the other was a cute little bunny face. Our in person ASA project fell on the last day before Spring Break started, and we made butterflies using paper plates and watercolor paints.

**Storytime: 5 attendees.** Miss Cierra ran storytime this month. It was books, songs, and activities about Rain! Miss Tori bought a new board for flannels to make it easier to tell stories using the flannel board. Today's story was about everything Mr. Bear needed to play outside in the rain.

**Lego Club: 7 attendees.** Miss Tori was at the annual MLA conference learning lots of fun new ideas, so Miss Sarah ran lego club. It was a smaller crowd than usual.

**Henika Pokemon Trainers: 20 attendees.** Miss Tori was over at Pine Street for their Literacy night, so Miss Sarah was in charge of Pokemon Club. Despite being the same time as literacy night, we had a pretty good turnout. Miss Sarah put on a Pokemon movie while the kids traded cards.

**Henika Snackcrafters: 5 attendees.** This month for snack crafters, we made chocolate fondue. It was delicious! We had bananas, cookies, marshmallows, strawberries, and rice krispy treats to dip in the chocolate. It was messy, but we had a lot of fun!

**Reading Dragons Bingo: 10 Attendees.** The kids love Reading Dragons Bingo! At this session, we played for raffle tickets and or reading dragon cards based on what the kids preferred. The raffle winner won a binder that can hold playing cards.

**Easter Egg Decorating: 30 attendees.** This was a pop-up program that we decided to hold on the same day as the Easter Egg Hunt downtown. We had foam Easter eggs and bunnies with glitter glue, sequins, stickers and markers to decorate them with. They turned out great! And we had such a good turnout.

**Reading Dragons:** 2 new signups and 2 monthly finishers. There is an extra special Dragon for the Eclipse. Kids can ask for this dragon and do not need any requirements to receive him.

**1000 Books before Kindergarten:** 4 new signups and 2 little ones moved on to the next level.

**Literacy Night: 221 people.** This month we had Literacy Night at Pine Street and Baker Elementary. Cierra went to Baker for me, and I ran Pine Street. What fun! Pine street ran a contest to get the kids into each room, including the guest reader. I got to guest read, and track down anyone else who may have wanted to read. There were lots of funny books to go around.

**Scavenger Hunt: 85 participants**

**Looking forward:**

April has a lot of fun things planned! Tuesday, April 2nd, we will be watching the new Wonka movie down in the children's area. On the 3rd we will be having Lego club as usual. On Thursday, we are going to try out an Art Reinvented program for teens. As of now I am hopeful because I have a few teens registered! On Monday, April 8th, it is the Eclipse, and we have invited guests to come check it out on our lawn from 2-4. We will have two sessions of Sensory playtime this month: April 9th and April 23rd. Just like Sensory Playtime, we will have two sessions of Storytime: April 16th and 30th. On April 10th we will have our Pokemon Trainers as usual. We will also have four sessions of After School Art on Thursdays: April 11th, 18th, and 25th. This month for Teen Snack crafters we will be trying "Chips from around the world" and I am really excited to see how that goes. I am also going to be getting into a few classrooms. It will be a busy Month!

**MARCH 2024**

**Adult Services Report**

**Abigail Cummings, Adult Services Librarian**

### **Programs & Attendance**

#### **Book to Film Club: Crazy Rich Asians: 5**

I know that book clubs haven't been popular in the past, but I thought a book-to-film club might be more of a draw. I did have people come, but none of them have read the book. I think every couple of months, I might just do a movie night instead of trying to make it a book club.

#### **Adult Craft: Paper Bouquet: 9**

This wasn't a huge turn-out for a craft, but everyone who came really enjoyed it!

#### **Raised Bed Gardening with New City Farms: 17**

This event was super cool, and we had a great turnout! Some representatives from New City Farms came and gave a presentation, and most of the attendees stayed until we closed asking questions. They offered to come back in the fall and I'm planning on taking them up on that.

#### **DnD 101 At the 4 One 2: 20**

I was really happy with the turn out for this one! About half came from 4 One 2 and half from the library, so I'd consider the collaboration a success. I was asked multiple times if I'd be coming back, so it's definitely something to consider.

#### **Bingo! Brunch (Family In-Person): 13**

This was the best turnout I've ever had for bingo brunch! I was very excited. Hopefully some of the newer people will be regulars.

#### **Spice Club: Garlic Powder (Family In-Person): 5**

The garlic bread was delicious, but I think I'm going to take a little break from spice club after April. It just doesn't draw the crowd I'd like it to. I'll try again in the fall, and hopefully it will revitalize a bit!

#### **Seniors at Sawmill Estates (In-Person): 4**

Everyone who comes to bingo has a good time, it's just been hard getting the word out. I'm going to reach out to the woman who does their programming to see if she has ideas.

**Seniors at Green Acres (In-Person): 0**

I had the flu, so I wasn't able to go to Green Acres this month. I'll be back in April.

**Seed Library (Passive): 44 people, 497 packets**

Seed library has had a strong start! 44 people took 497 seeds in the first two weeks of it being open. Everything that was put in the seed library was documented, and then I went through and inventoried the remainder and refilled at the beginning of April. Hopefully staying on top of the numbers will make it easier to track this year.

**Take and Make: Seed Bombs: 42**

These went fast! I liked that it went together with the seed library opening and the event with New City Farms. We ran out before the end of the week.

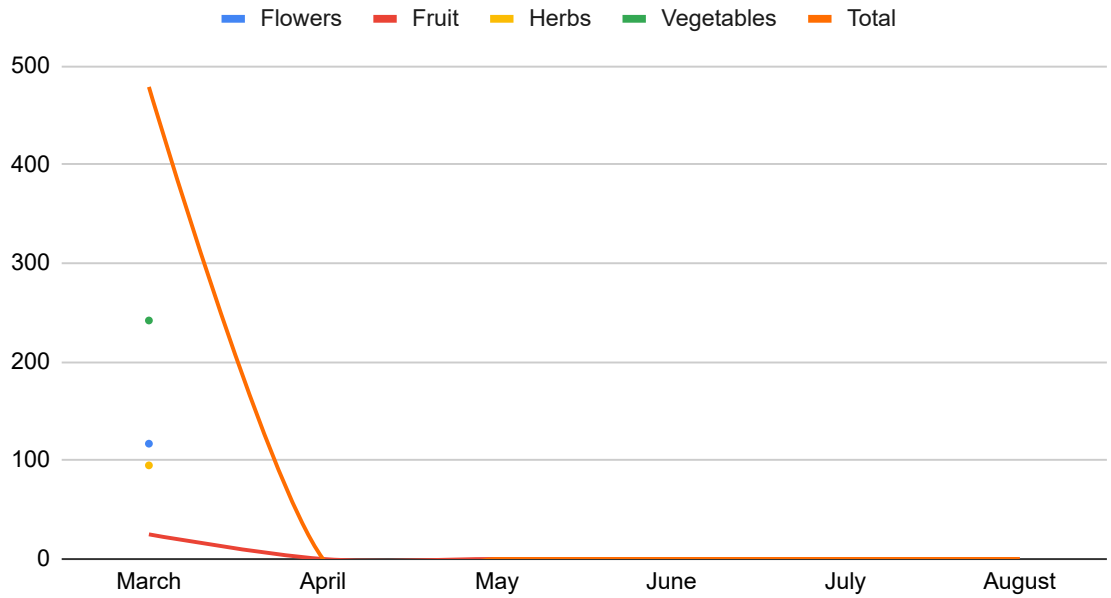
**Total Program Participants: 159****March Reflection**

These were some of the best numbers I've had! I think the promise of better weather is starting to get people out of the house.

**Looking Forward**

I have maybe a record number of events for me in April. There are 2 crafts, a visit from the Catz Den, an eclipse party, an embroidery class, a Saturday/Wednesday painting program, a seminar from a local realtor, and another event with 4 One 2, this one with board games. The last spice club for a while will be in April, and like always there's Bingo! Brunch. I've reached out to McDuffs, Open Road, and the Wayland Hotel to enquire about doing events with them as well, and I'll be doing Bingo! Brunch every Wednesday in the summer.

## Seed Library Distribution



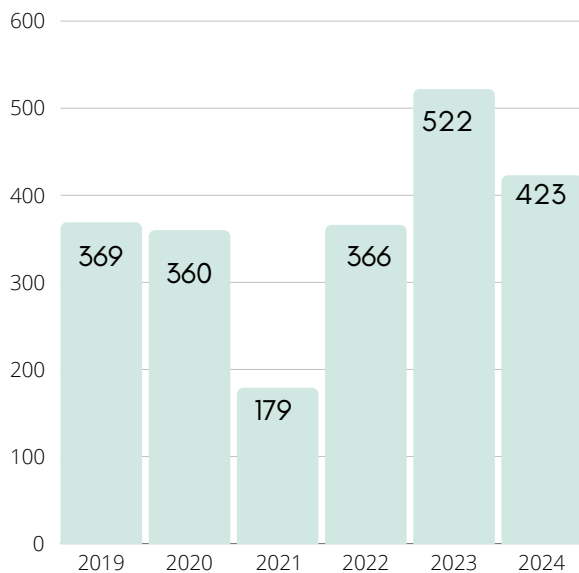
	March	April	May	June	July	August	Season
<b>Flowers</b>	117						117
<b>Fruit</b>	25	0	0	0	0	0	25
<b>Herbs</b>	95						95
<b>Vegetables</b>	242						242
<b>Total</b>	479	0	0	0	0	0	479

# March 2024

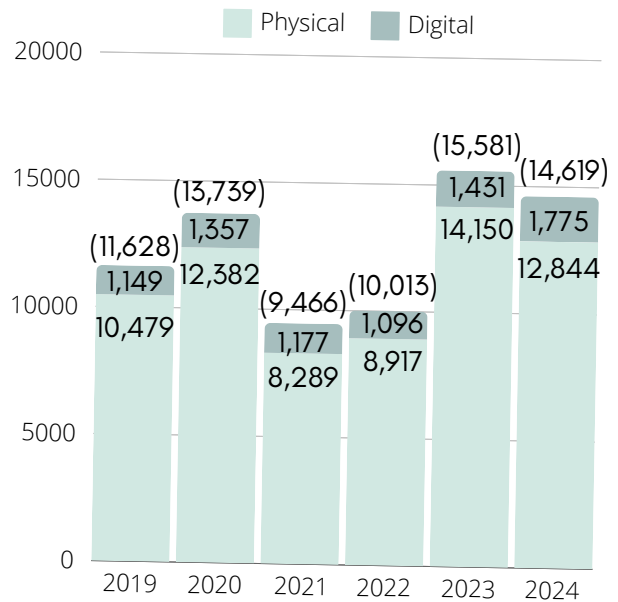
Our overall circulation numbers are trending down this month, with Circulation YTD numbers down 962 from last March. The categories showing the most growth from last year during the month of March are Special Collection items; which circulated 1.6 times more this March, Juvenile eBooks; which circulated about 2 times more than they did at this time last year, Teen e-Audiobooks; which circulated 2 times more than last March, Teen Audiobooks; which circulated 6 times more than they did in March of last year, and Juvenile e-Audiobooks; which circulated 3 times more than they did last March. Other categories showing noticeable growth from last March include: Tween Print and Adult e-Audiobooks. The categories that are not circulating as well as they did in March 2023 include: Adult, Teen, and Juvenile Print, MeL items, Video Games, Board Games, General DVDs, Youth DVDs, Juvenile and Adult Audiobooks, and Adult e-Books. I attribute lower circulation rates this time of year to Spring Break as well as it being a slower time of year for us in general.

Courtney Schenkhuizen - Circulation Supervisor

## Computer Sessions



## Circulation YTD:



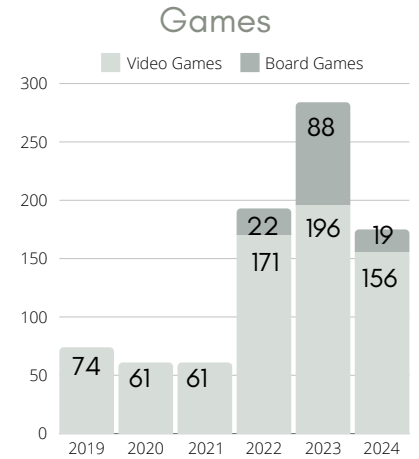
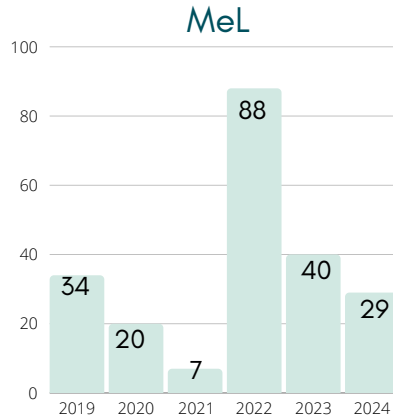
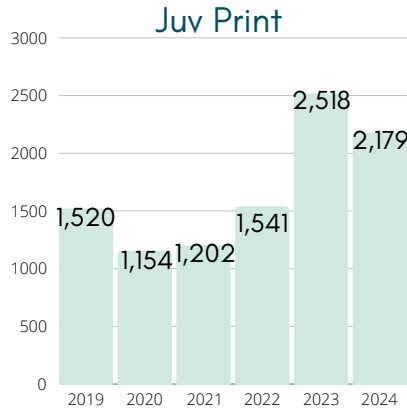
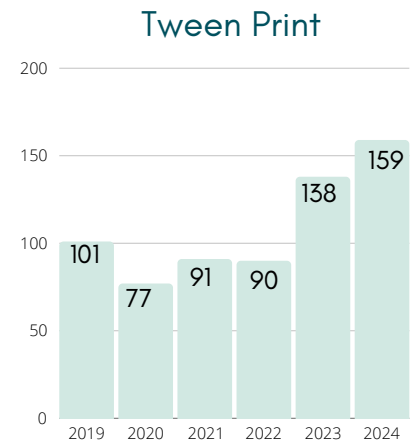
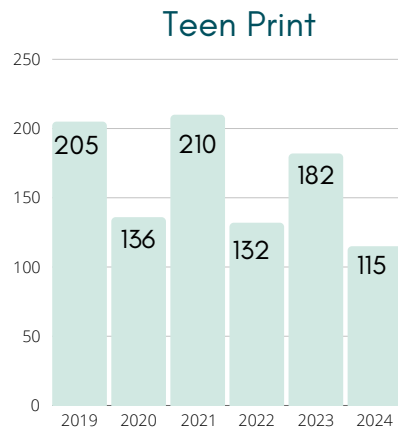
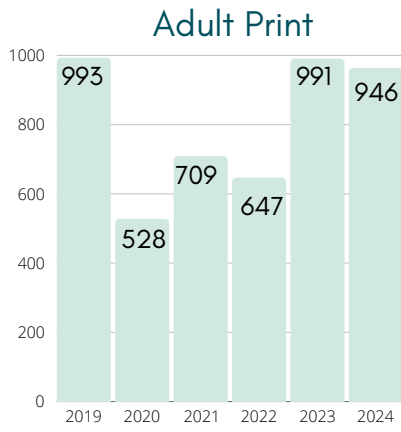
January - March

Henika has 2,753 total patron accounts. 460 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

- 33 Patron accounts added YTD  
 12 Patron accounts added in March:
- 3 Patron Point
  - 15 Wayland City
  - 14 Wayland Township
  - 1 Non-Resident

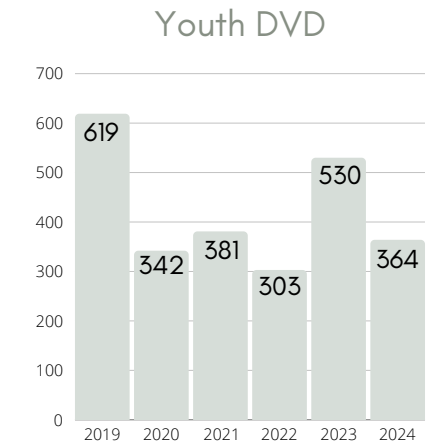
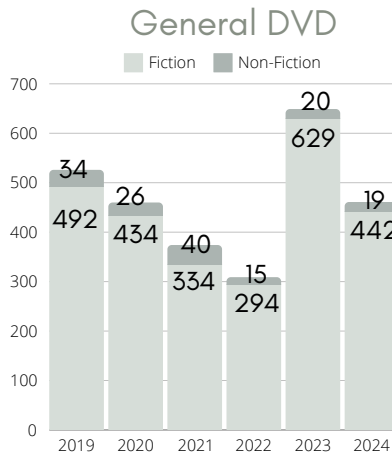
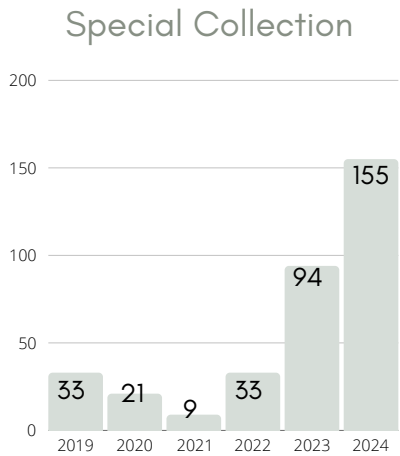
\*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

# March Circulation, 2019-2024

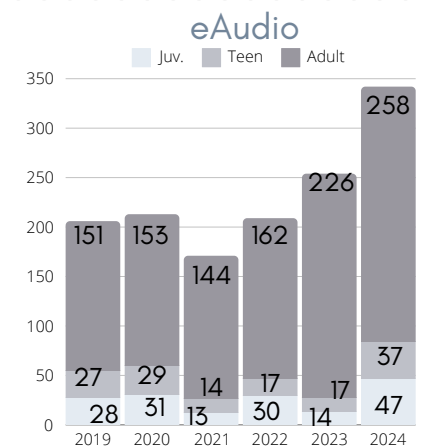
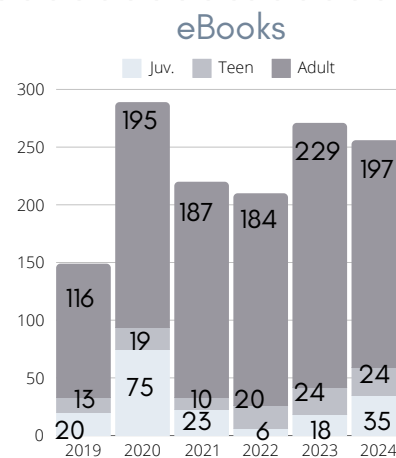
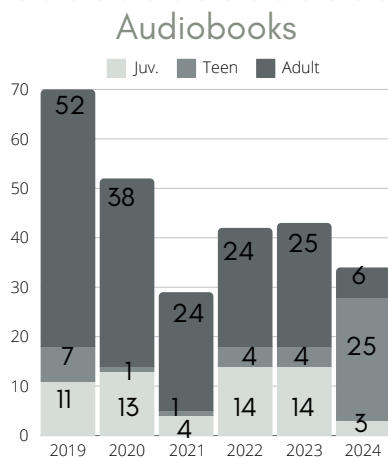


\*pictures books, readers, chapter, juv graphic, juv NF

\*prior to 2021, Video & Board Games were combined



\*prior to August 2021, this only included launchpads





## ACCEPTABLE COMPUTER USE POLICY

Patrons must read and agree to this policy prior to using library computers or laptops.

Certain restrictions exist with regard to computer use, including:

- Library computers shall not be used for fraudulent or unlawful purposes.
- Library computers shall not be used to access websites portraying graphic sexual acts or excessive violence and gore. While the library does use filters on its computer, there is no guarantee that objectionable material will not be viewed. It is therefore the responsibility of the patron to ensure that these websites are not accessed during their usage of the computers.
- Children below the age of six must have a parent/guardian seated with them at all times in order to use library computers
- Time limits are imposed by time limiting software. Time may be extended upon request of the patron if there are no others waiting.

Computer use and Internet access are privileges, not rights. If a user is found in violation of this policy, privileges will be suspended for the remainder of the day. Repeated violations may lead to a one week suspension.

### **WIRELESS INTERNET ACCESS**

The Henika District Library offers free, wireless Internet connectivity to the general public. The access point name for users is LIBRARY PUBLIC WIFI.

Wireless users should be aware that the wireless internet is also filtered and the same acceptable computer use policies listed above apply when using library internet, even on personal devices.

Use of the Library's wireless network is at the user's own risk. The Henika District Library assumes no responsibility for any damages, direct or indirect, arising from the use of the wireless network. The Library makes no warranties of any kind, whether expressed or implied, for the wireless Internet service provided.

### **REMOTE DEVICES**

Henika District Library provides access to remote devices that can be checked out for use outside of the library for any legal, educational, recreational or ethical purpose. Patrons must read and agree to this policy prior to using remote devices offered or circulated by the library including, but not limited to: hotspots, launchpads, e-readers and other devices predetermined by the library.

Certain restrictions exist with regard to device use, including:

- Library devices shall not be used for fraudulent or unlawful purposes.
- Library devices shall not be used to access websites portraying graphic sexual acts or excessive violence and gore. Even when the library does use filters on its device(s), there is no guarantee that objectionable material will not be viewed. It is therefore the responsibility of the patron to ensure that these websites are not accessed during their usage of the device(s).
- Library devices available for circulation must be checked out on an adult (18+) card and done so with a signed lending agreement for the specific device unless otherwise specified by the library.



- Loan periods are imposed by the library and last for one week (seven days). The loan period may be extended up to once upon request of the patron if there are no others waiting. ~~Devices overdue by three (3) or more days~~ Overdue devices will have service terminated until they are returned. Devices overdue by more than 30 days will be billed to the patron for the full amount.

Device checkouts are privileges, not rights. If a user is found in violation of this policy, privileges will be suspended for a period determined by the director.

In addition to these restrictions, patrons must acknowledge that the library does not use filters on its remote devices unless specified. It is therefore the responsibility of the patron to monitor the content accessed and remain in accordance with the library's acceptable use policy.

*Adopted: 11/18/04  
Revised: 12/9/04  
Revised: 1/12/06  
Revised: 4/13/06  
Revised: 11/9/06  
Revised: 3/8/07  
Revised: 5/13/10  
Revised: 11/8/12  
Revised: 1/9/14  
Revised: 12/13/18  
Revised: 7/8/2021  
Revised: 4/16/24*

## Henika District Library Budget Amendment #2 FY 2024

Revenue Increase of \$2,600. Add Capital Outlay Line Item

		<u>Current</u>	<u>Difference</u>	<u>Ammended</u>
<b>Income</b>				
101-790-400502	Federal E-Rate	\$4,000.00	=	\$4,000.00
101-790-400540	State Aid	\$10,000.00	=	\$10,000.00
101-790-400581.C	City Contribution	\$190,000.00	=	\$190,000.00
101-790-400581.T	Township Contribution	\$220,000.00	=	\$220,000.00
101-790-400582	Non-Resident Fees		=	
101-790-400601	Copies and Faxes		+\$1,000	\$1,000.00
101-790-400656	Penal Fines	\$30,000.00	=	\$30,000.00
101-790-400657	Fines		+\$250	\$250.00
101-790-400665	Interest Income	\$5,000.00	=	\$5,000.00
101-790-400691	Donations		+\$1,250	\$1,250.00
101-790-400692	Miscellaneous Revenue		=	
101-790-400693	Book Sale		+\$100	\$100.00
101-790-400700	Grants		=	
	<b>Total</b>	<b>\$459,000.00</b>	<b>+\$2,600</b>	<b>\$461,600.00</b>
<b>Expenses</b>				
101-790-700702	Payroll	\$188,000.00	+\$9,000	\$197,000.00
101-790-700710	Employee Benefits	\$70,000.00	=	\$70,000.00
101-790-700715	Payroll Liabilities	\$16,000.00	=	\$16,000.00
101-790-700727	Postage	\$500.00	=	\$500.00
101-790-700728	Supplies	\$9,000.00	+\$300	\$9,300.00
101-790-700740	Furnishings	\$900.00	=	\$900.00
101-790-700740	Equipment	\$15,000.00	-\$1,050	\$13,950.00
101-790-700740	Materials	\$36,000.00	+\$200	\$36,200.00
101-790-700801	Advertising & Promotion	\$2,550.00	=	\$2,550.00
101-790-700805.1	Accounting	\$19,000.00	=	\$19,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00	=	\$50.00
101-790-700806	Technology Support	\$3,000.00	=	\$3,000.00
101-790-700808	Building and Grounds Maintenance	\$20,000.00	-\$7,000	\$13,000.00
101-790-700850	Communications	\$3,500.00	=	\$3,500.00
101-790-700910	Building & Liability Insurance	\$3,500.00	=	\$3,500.00
101-790-700920	Public Utilities	\$11,000.00	=	\$11,000.00
101-790-700933	Equipment Repairs and Maintenance	\$3,000.00	=	\$3,000.00
101-790-700954	Contractual Sevices	\$35,000.00	=	\$35,000.00
101-790-700955	Memberships & Training	\$7,000.00	=	\$7,000.00
101-790-700956	Programming	\$16,000.00	+\$100	\$16,100.00
101-790-700970	Capital Outlay	\$0.00	+\$1,050	\$1,050.00
	<b>Total</b>	<b>\$459,000.00</b>	<b>+\$2,600</b>	<b>\$461,600.00</b>