

# AGENDA

Henika District Library  
Board of Trustees Meeting  
January 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. December 2023 Regular Meeting Minutes (M)

**V. V. Financial Reports**

- A. December 2023
  - 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. None

**VIII. Unfinished Business**

- A. 2024 Meeting Dates (M)

**IX. New Business**

- A. Committee Assignments

- 1. Planning Committee

- a) Chair -
    - b) Member -
    - c) Member -

- 2. Building & Grounds Committee

- a) Chair -
    - b) Member -
    - c) Member -

- 3. Finance Committee

- a) Chair -
    - b) Member -
    - c) Member -

- B. Budget Amendment #4 F/Y 2023 (M)

- C. Budget Amendment #1 F/Y 2024 (M)

**X. Around the table**

**XI. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
December 12, 2023 at 6:30 pm

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

**Members Absent:** Tami Fryling, Sarah Powell

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 6:35 pm by Augustin.
- II. Approval of Agenda motioned by Byville and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of November 2023 Regular Meeting Minutes motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- V. Financial Reports for November 2023
  - a. Monthly check register was reviewed. Tori received a mileage reimbursement for driving to a training in Lansing and Ashley's mom received a reimbursement for purchasing wet wipes for the library. The check to JK Santa is for the fee for Santa and Mrs. Claus. The payment to Paleo Joe was for the Dino Day program, which was well attended and received positive feedback from both youth and adult patrons.
  - b. Credit Card Detail Report was reviewed. The charge at the Kalamazoo Radisson was for Bakovka's hotel room for the MLA conference. The Lowes charge was for the Santa mailbox. The VistaPrint charges were for new business cards for Bakovka, Tori, and Abby.
  - c. United Bank Accounts were reviewed. The assets page is slightly off due to the numbers being pulled on different days. Nothing is over budget for the year. The City revenue is coming in under budget, but there was enough income in other areas to make up for the difference from what was budgeted.
  - d. Approval of paid bills motioned by Byville and seconded by Musgrave. All yes, motion passed.
- VI. Director's Report

- a. Bakovka replaced the emergency exit signs due to issues with the lights being burnt out. The staff participated in a potluck-style "Staffsgiving" the Friday before Thanksgiving and had their holiday party last week. Snow Fest went well, with the door count showing that 1252 people went through. Jess and Tori are both back at their regular hours. Augustin and Bakovka went to the City Council meeting; the parking lot purchase is approved but paperwork still needs to be finalized. Bakovka was at Think Space for a directors-only conference last week. In 2024 Henika will be 125 years old, so Bakovka is thinking of planning an event to celebrate, possibly over the summer. The staff has started preliminary planning for summer reading – favoring the theme of camping in Michigan. Bakovka attended the Chamber of Commerce gala, at which Henika won the Community Service Award for 2023. The grant decision has been extended to January. The Building Committee survey has 125 responses to date; unfortunately, there were not many filled out at Snow Fest. Still waiting on gutters for the building.
- b. Monthly Statistics were reviewed. The door count went down in November, but programs were up with a total of 583 program attendees.
- c. The Youth Services report was reviewed. Pokemon club has been very popular. Tori is planning a Reading Dragons program for January. Two after-school art sessions were held in November with 99 total attendees. In January after-school art will go back to weekly. There will be a playdough party in December that requires pre-registration.
- d. The Adult Services report was reviewed. The hand salve and sock gnome crafts were popular. Abby visited the seniors at Green Acres and Sawmill Estates. Abby is working on refining ideas and trying to dig in more to the library's social media presence.
- e. The Circulation report was reviewed. Circulation overall is still up despite some categories still being down. There were 15 new patron accounts added in November. Computer sessions are up.

## VII. Committee Reports

- a. Building and Grounds Committee Meeting 11/15
  - i. Bakovka gave a brief overview of the meeting minutes. The committee finalized the survey to get out in time for Snow Fest.
- b. Finance Committee Meeting 11/29
  - i. Bakovka gave a brief overview of the meeting minutes. The committee is still in the information gathering stage. Bakovka is continuing to work through the pre-application process for the USDA loan; the interest rate for this loan option would be 3.875% over 30 or 40 years.

## VIII. Unfinished Business – no unfinished business

## IX. New Business

i. Notary Policy

1. Bakovka would like the library to expand into offering notary services to the public. It would be less than \$200 to get two employees certified, including insurance coverage. Bakovka suggested getting herself and Sarah certified, which would provide good hours of coverage. There was discussion of what types of documents can and cannot be notarized. The draft Notary Policy was reviewed. Will need to update "Flat River Community Library" to "Henika District Library" under Compliance with Michigan Law Part B.
2. Adoption of the Notary Policy with the revision of "Flat River Community Library" to "Henika District Library" under Part B of the "Compliance with Michigan Law" section motioned by Musgrave and seconded by Augustin. A roll call vote was conducted. Five yes, one no, two absent; motion passed.
  - a. Musgrave YES
  - b. Byville YES
  - c. Simmons YES
  - d. Marsh NO
  - e. Augustin YES
  - f. Kuhn YES
  - g. Powell ABSENT
  - h. Fryling ABSENT

ii. Employee Benefits Approval

1. Benefits costs are going up due to employees with spouses/dependents. We have been using the cap for the past two years due to the similar cost to the library; for 2024 there is about a \$5,000 difference between the 80%/20% option compared to the cap option, with the cap option being the higher of the two. There was discussion of the dental and vision coverage, with concerns about the library paying the full amount of the dental and vision coverage for employees and their spouse/dependents rather than fully covering the employee and the employee paying a portion of any spouse/dependents added to the plan. There was also discussion of the high percentage for the MERS contribution and whether this needs to be revised. Bakovka to get more information on MERS, benefits, etc. for future discussion. Bakovka to bring budget amendment to January meeting to reflect the change in benefits cost. Augustin suggested that the Finance Committee review numbers prior to bringing to the Board.

2. Adoption of Resolution 2023-5 (80%/20% Employer/Employee Health Care Cost Option) motioned by Kuhn and seconded by Marsh. A roll call vote was conducted. Two yes, three no, one abstention, two absent; motion fails.
  - a. Musgrave NO
  - b. Byville NO
  - c. Simmons NO
  - d. Marsh YES
  - e. Augustin ABSTAIN
  - f. Kuhn YES
  - g. Powell ABSENT
  - h. Fryling ABSENT
- iii. Director Review
  1. Augustin and Kuhn compiled the comments, goals, and ratings from all board members' director evaluations. Augustin sat down with Bakovka prior to the meeting to review. Augustin provided an overview of the comments and goals for 2024.
  2. There was discussion about the director raise. Motion to provide Bakovka with a 5% raise effective January 1, 2024 motioned by Augustin and seconded by Kuhn. A voice vote was conducted. Five yes, zero no, three absent (Simmons left the meeting prior to this vote); motion passed.
- iv. 2024 Meeting Dates
  1. Tabling of meeting date discussion motioned by Musgrave and seconded by Byville. A voice vote was conducted. Five yes, zero no, three absent (Simmons left the meeting prior to this vote); motion passed.
- v. Board Member Evals
  1. Each board member was given a self-evaluation form, which needs to be returned by the next board meeting on January 9, 2024. If any board members would like to meet with Augustin, they may reach out to her directly.

## X. Around the Table

- a. Kuhn reminded the group that there were fifteen meetings this year (twelve monthly meetings and three special meetings) and board members can check the meeting minutes to calculate their 2023 attendance when completing their self-evaluations. Happy birthday to Bakovka!
- b. Musgrave said thank you to Bakovka.
- c. Byville wished everyone happy holidays!
- d. Marsh thinks we still need to work on recognizing one person speaking at a time.

- e. Bakovka had nothing to add.
- f. Augustin has a meeting planned with Triangle (at their request); the Building Committee members decided to have all the committee chairs meet with Triangle in order to have more in-depth discussions with about what we need with the perspectives of each committee represented (Bakovka and Augustin to attend also). The meeting is currently planned for January 3, 2024 at 4pm – may need to adjust timing; Augustin to reach out to Simmons to determine her availability to meet. Happy birthday to Bakovka!

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.  
Meeting adjourned at 9:33 pm.

# Monthly Check Register

As of December 31st, 2023

Date	Payee	Memo	Account	Amount
12.13.23	Absopure		Utilities	\$46.22
12.13.23	Amazon	Programming, Materials, Supplies, Equipment	-SPLIT-	\$2,169.05
12.13.23	Baker & Taylor		Materials	\$660.99
12.13.24	City of Wayland		Utilities	\$104.59
12.13.23	Consumers Energy		Utilities	\$221.67
12.13.24	Coverall		Building & Grounds	\$555.00
12.13.23	DeWeerd Heating	Annual Furnace Checkup	Equipment Maint	\$165.00
12.13.23	KCL Group Benefits		Employee Benefits	\$68.89
12.13.23	MJA Lanscape	Fall cleanup and Snow Removal	Building & Grounds	\$670.00
12.13.23	Spectrum		Utilities	\$106.47
12.13.23	TKS	January-March Cameras	Contractual Serv	\$44.85
12.13.23	Tori Schreur	Milage Reimbursement	Mem/Train	\$111.35
12.13.23	US Bank	November & December	Equipment	\$982.30
12.13.23	Wayland Chamber	2024 Membership	Mem/Train	\$195.00
12.26.23	Green Built Roofing	Final Payment	Capital Outlay	\$27,897.56
12.27.23	Allegan County Library Association	Dues	Mem/Train	\$50.00
12.27.23	Amazon	Supplies, Materials, Equipment	-SPLIT-	\$652.30
12.27.23	Baker & Taylor		Materials	\$135.41
12.27.23	Blue Cross		Employee Benefits	\$557.31
12.27.23	Cardmember Service		-SPLIT-	\$2,992.93
12.27.23	Cherry Valley Plumbing	Heating Element	Equipment Maint	\$201.15
12.27.23	Classic Office Systems	Phone	Equipment	\$960.00
12.27.23	FirePros	Exit Signs - Multiple Visits	Equipment Maint	\$812.96
12.27.23	Heimler Consulting	New Emails	Contractual Serv	\$400.00
12.27.23	MERS		Employee Benefits	\$762.61
12.27.23	Michigan Gas		Utilities	\$263.74

**Total:** \$41,787.35





**Business Cash**

<b>Rewards Center Activity as of 12/12/2023</b>	
Rewards Center Activity*	0
Rewards Center Balance	21,547

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

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,993	24,165
First Purchase Bonus	0	5,000
2 Extra Points - Telecom & Office Supply	34	812
1 Extra Point - Restaurants & Gas	0	315
<b>Total Earned</b>	<b>3,027</b>	<b>30,292</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.

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/17	11/16	4028	ETSY, INC. 718-8557955 NY	\$17.06	VP
11/21	11/20	7727	WWW.KOHL'S.COM #0873 866-887-8884 OH	\$42.39	Equip
11/22	11/21	9107	Amazon.com*020JK7Z13 Amzn.com/bill WA	\$39.99	Supplies
11/22	11/21	4010	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
11/24	11/22	1462	MARSHALLS #780 WYOMING MI	\$14.98	Supplies
11/24	11/22	8881	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	Con Serve
11/24	11/22	9689	FIVE BELOW 566 GRANDVILLE MI	\$21.20	Supplies
11/28	11/27	8827	SURVEYMONKEYUS WWW.SURVEYMON CA	\$468.00	CS
11/29	11/29	4624	AMERLIBASSOC ECOMMERCE 866-746-7252 IL	\$208.00	Mem Train
11/29	11/28	4855	MEIJER STORE #026 JENISON MI	\$20.38	Supplies
12/01	12/01	8459	MEIJER 221 *PRODESC 877-363-4537 MI	\$68.89	Equip
12/01	11/30	8465	DOLLAR TREE JENISON MI	\$2.65	Supplies
12/04	12/01	3512	SQ *NB OUTLET ALLENDALE MI	\$79.50	Equip
12/04	12/01	8426	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	CS
12/06	12/05	9821	AMZN Mktp US*VQ36M9U63 Amzn.com/bill WA	\$18.99	Furn
12/07	12/06	0806	DOLLAR TREE JENISON MI	\$2.65	Supplies
12/08	12/07	5254	AMZN Mktp US*UK2BN06V3 Amzn.com/bill WA	\$20.96	Supplies

Continued on Next Page



December 2023 Statement 11/15/2023 - 12/13/2023  
 HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services ( 1-866-552-8855

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/11	12/08	1453	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.13	Supplies
12/12	12/11	4670	AMAZON.COM*CA6FF4V83 SEATTLE WA	\$25.96	Supplies
Total for Account [REDACTED]				\$1,112.87	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/20	11/17	9777	COSTCO WHSE #0744 WYOMING MI	\$86.32	✓
11/20	11/16	3561	FIVE BELOW 561 GRAND RAPIDS MI	\$15.90	✓
11/24	11/22	2638	TARGET.COM * 800-591-3869 MN	\$61.71	✓
11/24	11/22	2525	TEMU.COM 130-248-0611 MA	\$38.52	✓
11/24	11/22	8600	TARGET 00020156 CALEDONIA MI	\$12.71	✓
11/27	11/24	7907	MEIJER STORE #036 WYOMING MI	\$47.66	✓
11/28	11/27	9824	RED BRICK RESOURCES 180-02635407 MN	\$568.92	✓
11/29	11/28	0873	LERNER LPG MBB 800-3284929 MN	\$375.04	✓
12/01	11/30	6760	WAL-MART #3453 WYOMING MI	\$17.98	✓
12/04	12/02	3567	TARGET 00020156 CALEDONIA MI	\$33.51	✓
12/04	12/02	4064	HARDING'S MARKET #3 WAYLAND MI	\$74.66	✓
12/11	12/09	9252	VENMO 855-812-4430 NY	\$61.80	✓
12/11	12/10	1330	TARGET 00020156 CALEDONIA MI	\$395.01	✓
12/11	12/10	1348	TARGET 00020156 CALEDONIA MI	\$90.32	✓
Total for Account [REDACTED]				\$1,880.06	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
12/06	12/04	0010	PAYMENT THANK YOU	\$1,746.49CR	
Total for Account 4798 5100 6241 1513				\$1,746.49CR	

2023 Totals Year-to-Date	
Total Fees Charged in 2023	\$0.00
Total Interest Charged in 2023	\$0.00



## 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 December 31, 2023, and the related Statement of Revenue and Expenditures for the one month and twelve months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

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

We are not independent with respect to Henika District Library.

**Walker, Fluke & Sheldon, PLC**  
Hastings, Michigan  
January 4, 2024

Henika District Library  
Governmental Fund Balance Sheet  
As of December 31, 2023

ASSETS

**Current Assets:**

Cash-Checking	\$ 121,549.22
Cash-Savings	544,758.38
Prepaid Payroll	8,791.63
Certificate of Deposit - 740	53,109.02
Savings - Building Fund	103,903.16
Certificate of Deposit - 943	31,504.34
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

**Total Current Assets** \$ 1,196,791.59

**Total Assets** \$ 1,196,791.59

Henika District Library  
Governmental Fund Balance Sheet  
As of December 31, 2023

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>762,554.00</u>
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**Total Fund Balance -Beginning** 762,554.00

Change in Fund Balance 99,236.88

**Total Fund Balance** 861,790.88

**Total Liabilities and Fund Balance** \$ 1,196,791.59

**Henika District Library**  
**Statement of Revenues and Expenditures**  
**For the 1 Month and 12 Months Ended December 31, 2023**

	<u>Total Year Budget</u>	<u>1 Month Ended Dec. 31, 2023</u>	<u>12 Months Ended Dec. 31, 2023</u>	<u>Year-To-Date Variance</u>
<b>Revenues:</b>				
Township Revenue	\$ 206,909.00	\$ 0.00	\$ 206,965.03	\$ 56.03
City Revenue	178,000.00	0.00	161,510.57	(16,489.43)
State Aid	10,600.00	0.00	10,577.02	(22.98)
Penal Fines	30,000.00	2,878.21	35,464.03	5,464.03
Copier & Fax Income	2,774.00	303.18	4,096.34	1,322.34
Fines	765.00	111.51	1,182.20	417.20
Interest Income	4,800.00	2,830.49	16,355.39	11,555.39
Memorial Donations	320.00	36,010.00	36,558.27	36,238.27
Book Sales	900.00	57.01	1,032.23	132.23
Federal E-Rate	4,000.00	0.00	3,672.41	(327.59)
Grants	5,600.00	0.00	5,600.00	0.00
Miscellaneous Income	39,320.00	21,173.17	50,495.70	11,175.70
<b>Total Revenues</b>	<u>483,988.00</u>	<u>63,363.57</u>	<u>533,509.19</u>	<u>49,521.19</u>
<b>Employee Expenditures:</b>				
Wages	200,000.00	13,678.64	176,871.38	23,128.62
Employee Benefits	35,000.00	1,388.81	28,213.10	6,786.90
FICA Expense	16,000.00	1,046.39	13,729.97	2,270.03
State Unemployment Tax	0.00	6.06	130.49	(130.49)
<b>Total Employee Expenditures</b>	<u>251,000.00</u>	<u>16,119.90</u>	<u>218,944.94</u>	<u>32,055.06</u>
<b>Operating Expenditures:</b>				
Memberships & Training	9,228.00	564.35	9,075.68	152.32
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	4,000.00	0.00	3,298.00	702.00
Programming	17,200.00	899.25	17,309.70	(109.70)
Office Supplies	10,000.00	422.01	7,857.58	2,142.42
Furnishings	11,000.00	18.99	5,859.45	5,140.55
Equipment	20,025.00	2,518.57	11,130.76	8,894.24
Materials	36,665.00	3,960.02	36,370.27	294.73
Accounting	14,520.00	473.25	10,481.70	4,038.30
Contractual Services	35,000.00	970.99	27,968.51	7,031.49
Communications	3,500.00	0.00	3,199.00	301.00
Technology Support	4,000.00	0.00	1,887.50	2,112.50
Advertising	3,150.00	0.00	3,115.33	34.67
Postage	400.00	0.00	202.20	197.80

See Accountants' Compilation Report

**Henika District Library**  
**Statement of Revenues and Expenditures**  
**For the 1 Month and 12 Months Ended December 31, 2023**

	<u>Total Year Budget</u>	<u>1 Month Ended Dec. 31, 2023</u>	<u>12 Months Ended Dec. 31, 2023</u>	<u>Year-To-Date Variance</u>
Utilities	11,000.00	742.69	7,452.44	3,547.56
Maintenance-Building/Grounds	20,000.00	1,225.00	13,817.41	6,182.59
Maintenance-Equipment	4,000.00	1,179.11	3,401.11	598.89
Miscellaneous	0.00	0.00	3.17	(3.17)
Capital Outlay	<u>29,250.00</u>	<u>27,897.56</u>	<u>52,897.56</u>	<u>(23,647.56)</u>
<b>Total Operating Expenditures</b>	<u>232,988.00</u>	<u>40,871.79</u>	<u>215,327.37</u>	<u>17,660.63</u>
<b>Total Expenditures</b>	<u>483,988.00</u>	<u>56,991.69</u>	<u>434,272.31</u>	<u>49,715.69</u>
<b>Change in Fund Balance</b>	<u>\$ 0.00</u>	<u>\$ 6,371.88</u>	<u>\$ 99,236.88</u>	<u>\$ 99,236.88</u>

See Accountants' Compilation Report



# Home

## Alerts


You have no alerts.

## Accounts

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$125,410.75</b>
<b>PUBLIC FUNDS HIGH-YIELD SAVINGS</b> XXX013	Current balance <b>\$544,758.38</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$103,903.16</b>
<b>TIME DEPOSIT</b> XXXX874	Current balance <b>\$53,109.02</b>
<b>TIME DEPOSIT</b> XXXX882	Current balance <b>\$31,504.34</b>

### United Bank

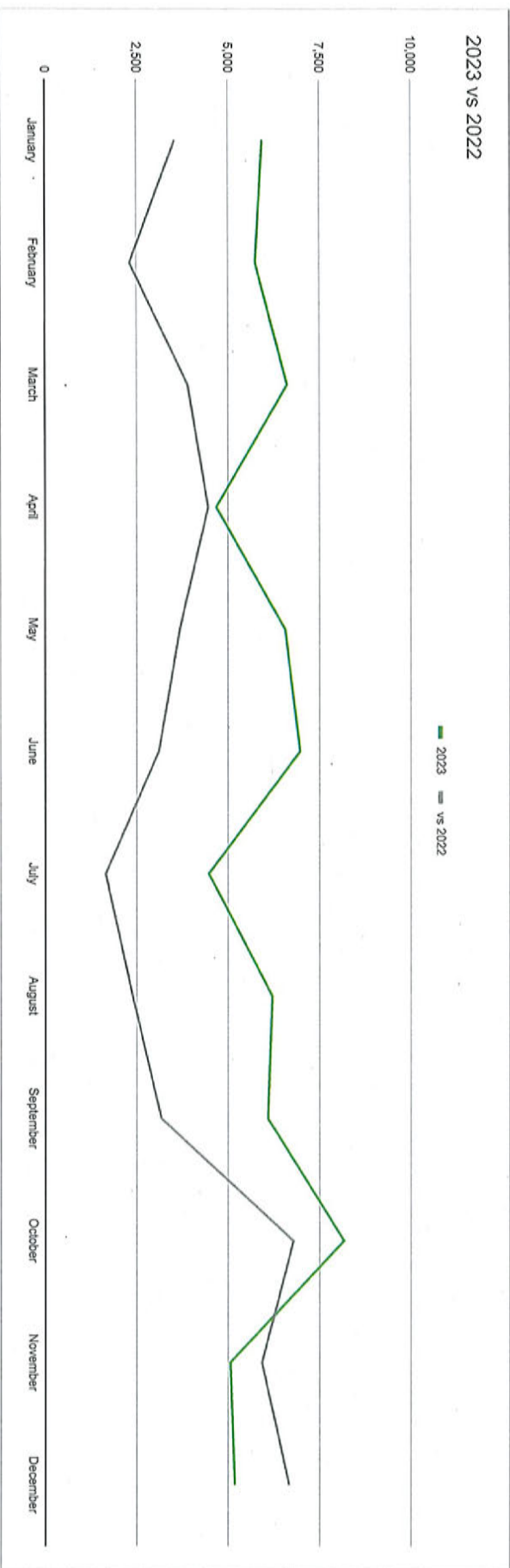
900 East Paris Ave SE | Grand Rapids, MI 49546 | 616.559.7000 | 800.968.1990

NOTICE: United Bank is not responsible for and has no control over the subject matter, content, information, or Member FDIC. Equal Housing Lender 

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WEEKDAY TRAFFIC STATS 23



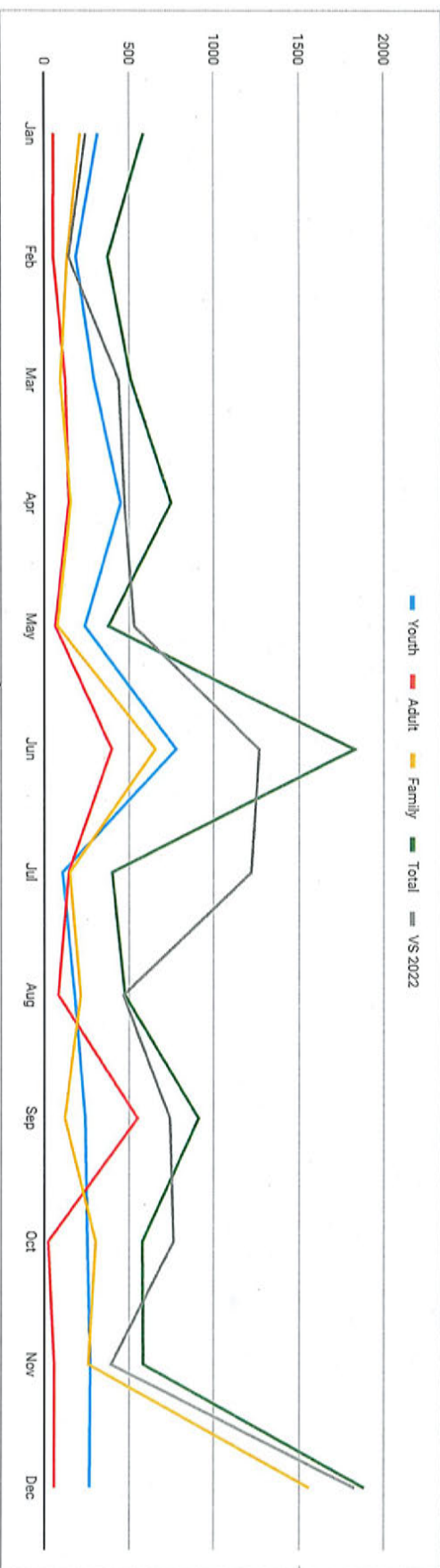
Summary

Month	2023	vs 2022	Total	Average
January	5,937	3,542	9,479	3,187
February	5,736	2,313	8,049	2,681
March	6,616	3,893	10,509	3,503
April	4,671	4,459	9,130	2,976
May	6,567	3,670	10,237	3,383
June	6,965	3,110	10,075	3,380
July	4,465	1,645	6,110	2,037
August	6,204	2,386	8,590	2,787
September	6,087	3,171	9,258	3,086
October	8,173	6,789	14,962	4,829
November	5,048	5,920	10,968	3,554
December	5,172	6,669	11,841	3,820
<b>Total</b>	<b>71,641</b>	<b>47,567</b>	<b>119,208</b>	<b>3,964</b>

Days of the Week Avg.

Day	2023	vs 2022	Average
Monday	264	340	300
Tuesday	273	381	253
Wednesday	213	244	268
Thursday	372	327	291
Friday	155	175	164
Saturday	139	113	136

# Program Attendance 2023



## Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	317	188	295	451	240	778	107	180	241	254	270	265	3586
Adult	54	52	122	143	62	396	142	81	551	21	55	56	1735
Family	214	134	94	155	76	655	150	214	119	302	258	1,562	3933
Total [1]	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
Yearly Increase	237%	258%	116%	158%	71%	144%	33%	102%	123%	76%	149%	103%	109%

## Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	307	183	292	419	232	414	70	164	176	244	258	255	3014	251
Youth Reading	10	5	3	7	8	364	37	16	65	10	12	10	547	46
Youth Take-Home	0	0	0	25	0	0	0	0	0	0	0	0	25	2
Adult In-Person	45	52	116	143	62	64	70	75	551	21	55	56	1310	109
Adult Reading	9	0	3	0	0	166	36	3	0	0	0	0	217	18
Adult Take-Home	0	0	3	0	0	166	36	3	0	0	0	0	208	17
Family In-Person	118	12	39	32	6	624	94	143	5	250	56	1,336	2715	226
Family Take-Home	96	122	55	123	70	31	56	71	114	52	202	226	1218	102

## **December 2023**

### **Youth Services Report**

**Tori Schreur, Youth Services Librarian**

**Preschool Storytime(s): 7 attendees** We had two storytime sessions this month, and both themes revolved around snow, even though there hasn't really been any snow on the ground! We read books like *Little Bea and the Snowy Day*, *We're Bringing the Outside In*, and *Clap Your Paws*. We sang songs about snowflakes, snowmen and talked about what happens to snow when the sun gets too hot!

**After School Art: 89 attendees.** For one session of After School Art, we took a large roll of paper and created decorations for the Youth Area. We used Christmas stencils, Christmas stickers, and other supplies to help make our decorations. For the second session we made Christmas ornaments! Kids got to make two of them out of various supplies.

**Lego Club: 2 attendees.** Whether it was the weather or events throughout the Christmas season, we did not have very high numbers for Lego Club this Wednesday evening. However, we will be having a Lego Party on Saturday, February 3rd for "Bring Your Child to the Library" day, so hopefully that will help encourage more kids to come to Lego Club.

**Sensory Playtime: 17 Attendees.** We had a lot of fun and a great turnout for Sensory Playtime this month. We had a ball pit for kids to play in, sensory tubes, duplos, and crafts! We had several families stay past the playtime and read books with each other. It was one of the more successful sensory playtimes I've had during my time here at Henika.

**Santa at HDL: 74 Attendees** Santa and Mrs. Claus came to Wayland! He read a magical book that only shows pictures on the pages when he uses his Christmas magic. He took pictures with kids and families and sang songs with them. There were several crafts downstairs for kids to do while they waited in line for Santa. The Santa that came was wonderful! I wish we had had a larger turnout for him, but the kids who were here loved him. There was a little bit of down time at one point, which was nice because the kids could have longer time talking with Santa.

**Henika Pokemon Trainers: 28 attendees.** Besides our usual trading, we made Christmas Pikachu bookmarks. They were a lot of fun, easy to make, and the kids loved them.

**Playdoh Party: 32 Attendees.** We had two sessions for our playdoh party: one for kids ages 0-5 and the other for kids 6-10. It was pretty successful. I left the tables up between sessions and some kids and their parents would come in and play. This was one of the first events I had with a registration, and I had a lot of people show up who didn't register. I was prepared for that,

and I did let them all join because I had extra supplies. We had a lot of fun at all the different playdoh stations, and a lot of creative kids!

**Reading Dragons:** 6 new signups and 4 monthly finishers. The Dragon and Friends of the month for January will be Silver King, Macaron, and Cardinal.

**1000 Books before Kindergarten:** 2 little ones moved on to the next level!

**Looking forward:**

We have a fun and busy January ahead of us. On Wednesday, January 3rd, we have Lego Club. We are back to having After School Art every Thursday beginning this month! I also have St. Therese joining us on Thursday the 4th and 18th. Story time will be held on the Thursdays St. Therese does not come to the library, and this month it is on Thursday, the 11th and 25th. On Tuesday, January 9th we have Sensory Playtime and I'm hoping we have a good turn out like the last session. Pokemon Trainers will be held on Wednesday, January 10th. I'm starting a new program hoping to get more teens in the library called "Snack Crafters" where every month we will be making a new snack. Lastly, the Allegan Community Action will be having their playgroup here on Friday, January 26th.

**DECEMBER 2023**

**Adult Services Report**

**Abigail Cummings, Adult Services Librarian**

### Programs & Attendance

#### **Adult Craft: Hot Chocolate Mix (In-Person): 15**

There was a pretty good turn out for this craft! Patrons were able to mix their own hot chocolate and decorate the jar. I did the math incorrectly and the jars were a bit small, but it was an easy fix and I think everyone had fun!

#### **Adult Craft: Cinnamon and Big Dipper Ornaments (In-Person): 14**

This craft was fun, but maybe a little labor-intensive for a Monday night. Luckily only one of the ornaments was difficult, so I told anyone who didn't feel like doing a lot of sewing to just decorate the cinnamon ones, and a couple did.

#### **Adult Craft: Let's Paint Badly! (In-Person): 6**

I learned a little too late that there were a few basketball games on this day, so the turn out wasn't exactly what I'd hoped, but I think everyone who came enjoyed it! In the future I might have a video going that people can follow along to, because I'm not sure everyone enjoyed the free-for-all aspect.

#### **Wrapping Station (In Person): 5**

I'd heard that people really wanted this last year, but no one really showed up to use it on the days it was up. I thought that maybe having it as a passive program for a few weeks would work better, but it still didn't get a ton of use. However, the people who did use it really appreciated it. I'll have to think about whether or not I'll do it again next year.

#### **Seniors at Sawmill Estates (In Person): 1**

Only one person came to this one, so we didn't play bingo. We just chatted for a while. He seemed pretty determined to get more people for next month, though. If I have such a low turn out again in January, I'm going to think about changing the day or finding some other way to improve attendance.

#### **Seniors at Green Acres (In Person): 9**

We did watercolors this month, and it was a lot of fun! This one seemed to work a little better than the hand weaving, but I think it might be better to go even simpler for the future.

#### **Bingo! Brunch (Family In-Person): 10**

This is the best turn out I've ever had for a bingo brunch! There were a lot of kiddos, so we kept the bingo pretty simple. I let them take turns spinning the wheel, and made sure everyone got a prize. It was a great time!

**Spice Club: Cocoa Powder (Family In-Person): 11**

This was my best turn out for spice club as well! I think the sweet things are definitely good for turn out. The dish was a chocolate hummus, but we ended up making hot chocolate too.

**Total Program Participants: 71****December Reflection**

I'm pretty happy with the numbers this month. They're higher than November, and I'm hoping to keep increasing the numbers! This month had the best turn out for the monthly programs, and it was a lot of fun getting to do festive holiday programs.

**Looking Forward**

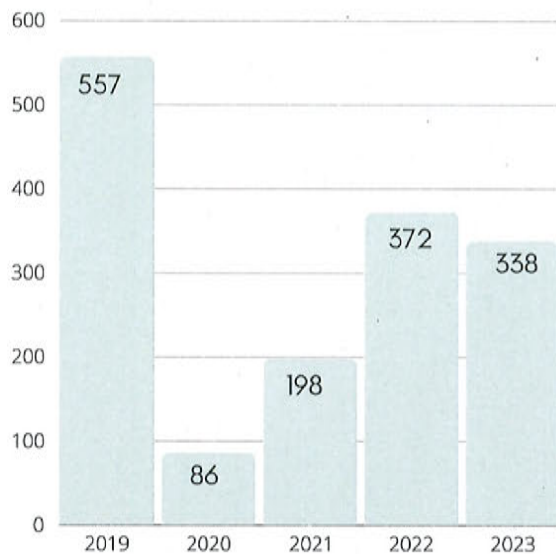
I have more crafts planned for January, as well as Spice Club and Bingo! Brunch. It's my goal to start integrating more non-craft programs like speakers and book clubs. I'll also be returning to Green Acres and Sawmill Estates. In December, I met with Karen Bos, the tribal librarian, and we've been talking about some collaborative programs for this upcoming year as well.

# December 2023

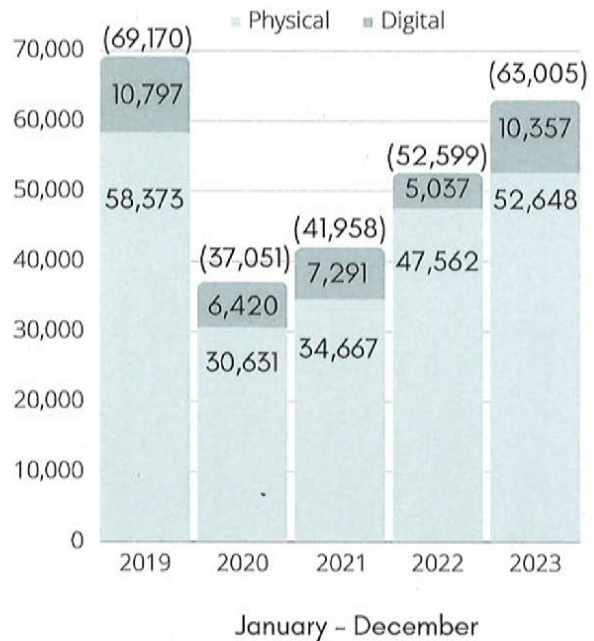
Our overall circulation numbers are on the rise, with Circulation YTD numbers up 10,406 from December 2022. The categories showing the most growth from last year during the month of December are Adult Print items; which circulated almost 2 times the amount that they did last December and Board Games; which also circulated about 2 times the amount that they did last December. Other categories showing noticeable growth from last December include: Teen Print items, Tween Print items, MeL items, Adult e-Books, Juvenile e-Audiobooks, and Adult e-Audiobooks. Categories that are not circulating as well as they were in December 2022 include: all of our DVD categories (General, General NF, and Youth), Juvenile Print items, Teen e-Books, Juvenile Audiobooks, and Adult Audiobooks. I attribute the lower circulation rates of some of our physical materials to holiday closures and less foot traffic in the library this month. I have no doubt that circulation numbers will continue to rise as we replenish our new physical materials and promote our special collection items further, such as the PS5 that we just acquired.

Courtney Schenkhuizen - Circulation Supervisor

## Computer Sessions



## Circulation YTD:



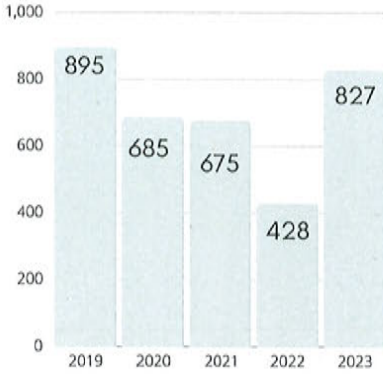
Henika has 2,692 total patron accounts. 435 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

259 Patron accounts added YTD  
 23 Patron accounts added in December

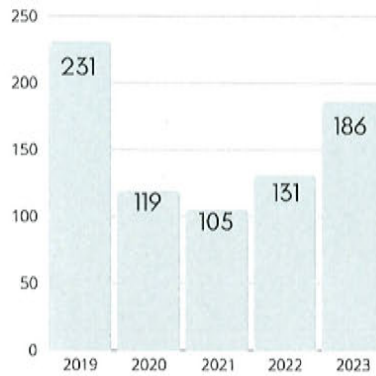
- 13 Wayland City
- 9 Wayland Township
- 1 Non-Resident

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

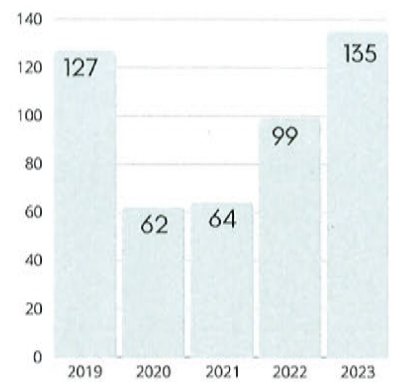
### Adult Print



### Teen Print



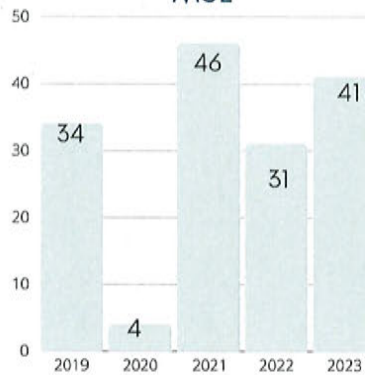
### Tween Print



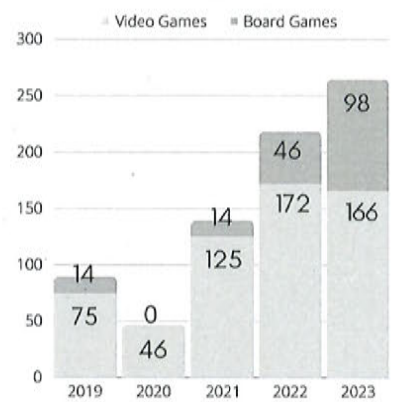
### Juv Print



### MeL

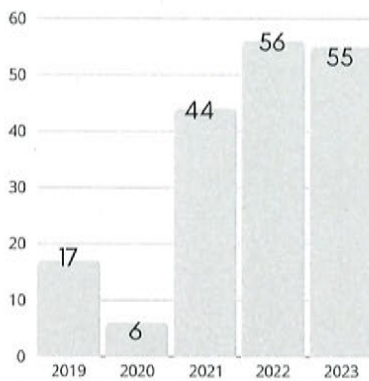


### Games

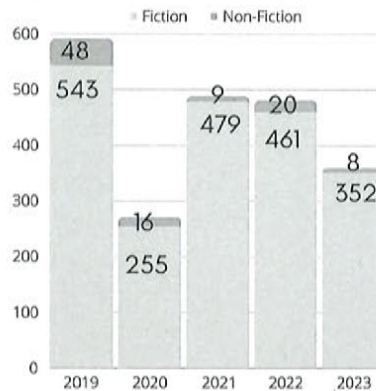


\*pictures books, readers, chapter, juv graphic, juv NF

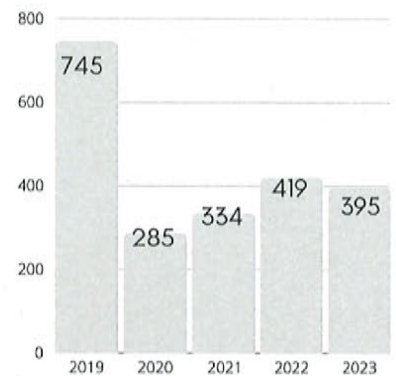
### Special Collection



### General DVD

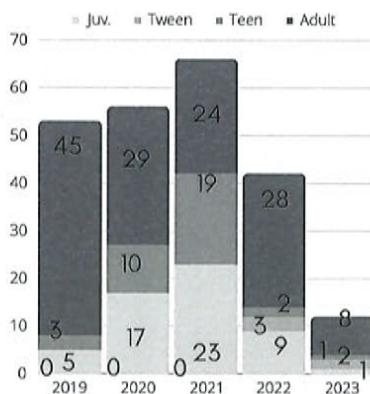


### Youth DVD

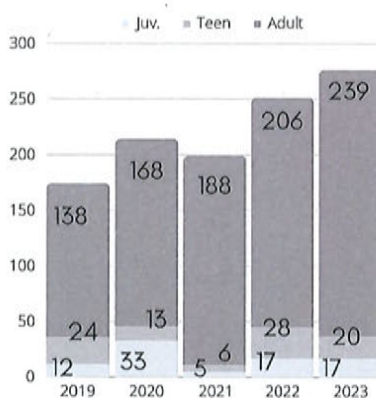


\*prior to August 2021, this only included launchpads

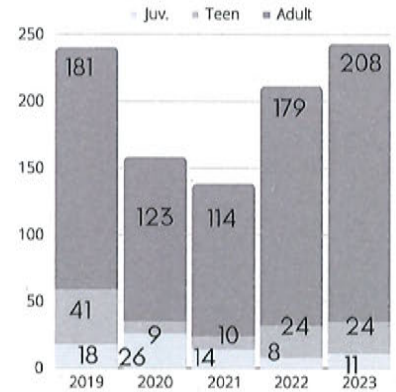
### Audiobooks



### eBooks



### eAudio







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## Henika District Library Budget Amendment #4 FY 2023

Revenue Increase of \$59,480.00

Year End Adjustment

Income		Current	Difference	Amended
101-790-400502	Federal E-Rate	\$4,000.00	-\$328.00	\$3,672.00
101-790-400540	State Aid	\$10,600.00	-\$23.00	\$10,577.00
101-790-400581.C	City Contribution	\$178,000.00	-\$16,500.00	\$161,500.00
101-790-400581.T	Township Contribution	\$206,909.00	+\$56.00	\$206,965.00
101-790-400601	Copies & Faxes	\$2,774.00	+\$1,320.00	\$4,094.00
101-790-400656	Penal Fines	\$30,000.00	+\$5,460.00	\$35,460.00
101-790-400657	Fines	\$765.00	+\$410.00	\$1,175.00
101-790-400665	Interest Income	\$4,800.00	+\$11,550.00	\$16,350.00
101-790-400691	Donations	\$320.00	+\$36,230.00	\$36,550.00
101-790-400692	Miscellaneous Revenue	\$29,320.00	+\$21,175.00	\$50,495.00
101-790-400693	Book Sale	\$900.00	+\$130.00	\$1,030.00
101-790-400700	Grants	\$5,600.00	=	\$5,600.00
	Transfer from Laverne Johnson Book Fund	\$10,000.00	=	\$10,000.00
	<b>Total</b>	<b>\$483,988.00</b>	<b>+\$59,480.00</b>	<b>\$543,468.00</b>
<b>Expenses</b>				
101-790-700702	Payroll	\$200,000.00	=	\$200,000.00
101-790-700710	Employee Benefits	\$35,000.00	=	\$35,000.00
101-790-700715	Payroll Liabilities	\$16,000.00	=	\$16,000.00
101-790-700727	Postage	\$400.00	=	\$400.00
101-790-700728	Supplies	\$10,000.00	=	\$10,000.00
101-790-700740	Furnishings	\$11,000.00	=	\$11,000.00
101-790-700740	Equipment	\$20,025.00	=	\$20,025.00
101-790-700740	Materials	\$36,665.00	+\$200.00	\$36,865.00
101-790-700801	Advertising & Promotion	\$3,150.00	+\$119.00	\$3,269.00
101-790-700805.1	Accounting	\$14,520.00	=	\$14,520.00
101-790-700805.2	Bank Charges & Fees	\$50.00	=	\$50.00
101-790-700806	Technology Support	\$4,000.00	=	\$4,000.00
101-790-700808	Building and Grounds Maintenance	\$20,000.00	+\$34,611.00	\$43,250.00
101-790-700850	Communications	\$3,500.00	=	\$3,500.00
101-790-700910	Building & Liability Insurance	\$4,000.00	=	\$4,000.00
101-790-700920	Public Utilities	\$11,000.00	=	\$11,000.00
101-790-700933	Equipment Repairs and Maintenance	\$4,000.00	=	\$4,000.00
101-790-700954	Contractual Sevices	\$35,000.00	=	\$35,000.00
101-790-700955	Memberships & Staff Development	\$9,228.00	+\$300.00	\$9,528.00
101-790-700956	Programming	\$17,200.00	+\$500.00	\$17,700.00
101-790-700970	Capital Outlay	\$29,250.00	+\$23,750.00	\$53,000.00
	<b>Total</b>	<b>\$483,988.00</b>	<b>+\$59,480.00</b>	<b>\$532,107.00</b>

DRAFT

Henika District Library Budget Amendment #1 FY 2024  
Redistribute Line Items

		<u>Current</u>	<u>Difference</u>	<u>Ammended</u>	
Income					
	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		=	
	101-790-400656	Penal Fines	\$30,000.00	=	\$30,000.00
	101-790-400657	Fines		=	
	101-790-400665	Interest Income	\$5,000.00	=	\$5,000.00
	101-790-400691	Donations		=	
	101-790-400692	Miscellaneous Revenue		=	
	101-790-400693	Book Sale		=	
	101-790-400700	Grants		=	
		<b>Total</b>	<b>\$459,000.00</b>		<b>\$459,000.00</b>
Expenses					
	101-790-700702	Payroll	\$208,000.00	-\$20,000.00	\$188,000.00
	101-790-700710	Employee Benefits	\$57,000.00	+\$13,000.00	\$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	\$8,000.00	+\$1,000.00	\$9,000.00
	101-790-700740	Furnishings	\$900.00	=	\$900.00
	101-790-700740	Equipment	\$15,000.00	=	\$15,000.00
	101-790-700740	Materials	\$36,000.00	=	\$36,000.00
	101-790-700801	Advertising & Promotion	\$1,550.00	+\$1,000.00	\$2,550.00
	101-790-700805.1	Accounting	\$16,000.00	+\$3000.00	\$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	=	\$20,000.00
	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	Contractural Sevices	\$35,000.00	=	\$35,000.00
	101-790-700955	Memberships & Training	\$5,000.00	+\$2,000.00	\$7,000.00
	101-790-700956	Programming	\$16,000.00	=	\$16,000.00
		<b>Total</b>	<b>\$459,000.00</b>	<b>=</b>	<b>\$459,000.00</b>