

AGENDA

Henika District Library
Board of Trustees Meeting
June 14th, 2022 at 6:30 pm

I. Call to Order

Members Present:
Members Absent:
Staff Present:
Guests:

II. Approval of Agenda

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

A. May 2022 Regular Meeting Minutes

V. Financial Reports

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

VI. Director's Report

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

VII. Committee Reports

- A. Planning Committee

VIII. Unfinished Business

IX. New Business

- A. Officers
B. Printer
C. Budget Amendment #2

X. Around the table

XI. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
May 10, 2022 at 6:30 pm

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

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: Ryan Brown (Decker Agency)

- I. Call to Order: Meeting called to order at 6:33 pm by Augustin.
- II. Approval of Agenda motioned by Augustin and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: No updates provided.
- IV. Approval of April 2022 Regular Meeting Minutes motioned by Fryling and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for April 2022
 - a. Credit Card Detail Report was reviewed. Payments have been made for Faith and Bakovka to attend the ALA Conference in DC at the end of June. Bakovka purchased materials at Home Depot to build additional shelving for storage in the basement.
 - b. YTD Budget vs. Actuals was reviewed.
 - c. United Bank accounts were reviewed.
 - d. Approval of paid bills motioned by LeFevre and seconded by Fryling. All yes, motion passed.
- VI. Director's Report
 - a. Monthly Statistics were reviewed. Door traffic continues to rise, with the busiest days being Monday and Wednesday (the nights we are open later and offer more programs).
 - b. The Youth Services report was reviewed. Becky had attendees at a teen program – four teens came for the Dungeons and Dragons program and stayed for about 2.5 hours. Becky is planning another Dungeons and Dragons program with additional help for the role of Dungeon Master. St. Therese students are visiting every two weeks, Baker preschool classes

are visiting next week, and Becky is visiting Pine Street media classes in May.

- c. The Adult Services report was reviewed. Kitty café was a hit with 48 attendees. Mixology has not taken off and will no longer be offered as a monthly event. The seed library is going well. Stoned was the most attended virtual event so far, with 18 virtual guests.
- d. The Circulation report was reviewed. Computer sessions are still popular and everything else is holding steady. 20 new accounts were added in April and there was an increase in renewals. MeL loans are growing exponentially, with 50 items loaned out in April (more than even pre-pandemic statistics). Video games and board games are a lot more popular than pre-pandemic.

VII. Committee Reports

- a. Building and Grounds Committee: The committee did a walkthrough of the building and groups to assess the current state of the items noted on last year's list and compile any additional concerns. A lot of things noted on last year's walkthrough list have been fixed or planned to be fixed. The biggest concerns currently are accessibility (especially related to the elevator – it is old and not a standard size, and parts are difficult to obtain) and the portico roof on the south side of the building (appears to no longer be structurally sound, with a piece missing and some pieces not attached well).
 - i. Amendment required to change the word "Demolition" to "Deferred" under priority codes on the Building and Grounds Committee meeting minutes. Kuhn to amend and provide updated minutes to Bakovka.

VIII. Unfinished Business: No unfinished business

IX. New Business

- a. Building Insurance
 - i. Decker Agency Proposal from Ryan Brown
 - ii. Ryan Brown provided an overview of the insurance proposal from Decker Agency. Decker Agency is a municipal and public entity specialty agency, and the home office located in Portage. Decker Agency is one of nine agents allowed to represent the Michigan Township Participating Plan ("Par Plan"). The Par Plan offers a risk reduction grant program that offers grant opportunities of up to \$5000 twice a year (eligible to apply after being enrolled in the Par Plan for one year)
 - iii. Enrolling in the Par Plan through Decker Agency would lower Henika's insurance cost while also increasing coverage and lowering deductibles, removing caps on occurrences, and adding

public officials' liability coverage and host liquor law liability coverage. It would also give access to the grant program, the dividend sharing program, and free Human Resources assistance.

- iv. The annual premium would be \$2400 for Par Plan, plus an additional \$429 for workers compensation, which represents a savings of about \$1000 compared to our current insurance plan.
- v. Fryling moved to switch to Decker Agency for the proposed coverages of Michigan Township Participating Plan ("Par Plan") and worker's compensation. Augustin seconded. A roll call vote was conducted. Motion passed.
 - 1. Simmons YES
 - 2. LeFevre YES
 - 3. Byville YES
 - 4. Fryling YES
 - 5. Marsh YES
 - 6. Augustin YES
 - 7. Kuhn YES
 - 8. Musgrave ABSENT
- b. Copy, Fax, and Book Sale Donations
 - i. Since pandemic, copy, fax, and book sale have been running on a donation basis to decrease the handling of money. Pricing out a new copier to include in the budget for next year; would like to revisit charging for copies and faxes when we get a new copier.
 - ii. Augustin moved to continue offering copy and fax on a by donation basis and revisit once we figure out new printer options. Kuhn seconded. All yes, motion passed.
- c. Security Cameras
 - i. Ten to twenty books have gone missing over the past 3 months (normally it would be 1-2). Bakovka is working on getting more quotes for security cameras since only one company has provided a quote so far. There are funds available in the equipment budget for this year. The Board would like to see at least one or two comparison quotes. We will plan to revisit the discussion in July.

X. Around the Table

- a. Bakovka noted that the planning committee meets tomorrow. Finance committee should be getting ready to meet by July to start going over next year's budget – Marsh to determine a time with Kuhn and Musgrave. Bakovka to prepare budget amendment to present to the Board.
- b. Fryling expressed appreciation for how proactive Bakovka is in doing due diligence - so helpful!
- c. Byville asked about adding "indestructibles" books - Bakovka to talk to Becky about this. Suggested kinetic sand as a youth program. Becky can send whatever she needs to Rachel Cimek, who has offered assistance in getting her connected with the librarian at Steeby.

- d. LeFevre commended Bakovka for doing an excellent job – never seem negative or overwhelmed. Excited about summer reading. LeFevre has no idea what to do with the gaga ball pit or how to play it; suggested having an event to teach kids how to play.
- e. Simmons' kids love after school art and ask to attend each week.
- f. Kuhn excited about the school integration and looking forward to the summer reading program. Proud of the staff for continuing to grow and step outside of their comfort zone.
- g. Marsh commended our staff for being inventive, creative, and industrious. With inflation and the high cost of everything, we need to protect our greatest assets and make sure the staff is paid accordingly. Bakovka noted we can keep this in mind as we go into budget discussions and offered to bring different percentage mockups. Augustin added that we can also look into amending our guidelines/handbook policy about raises/bonuses.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 9:14 pm.



May 2022 Statement

Open Date: 04/14/2022 Closing Date: 05/13/2022



Visa® Business Cash Card
HENIKADISTRICTLIBRARY

Cardmember Service 1-866-552-8855
BUS 30 ELN 5 8 9

New Balance	\$733.23
Minimum Payment Due	\$10.00
Payment Due Date	06/10/2022

Reward Points	
Earned This Statement	733
Reward Center Balance as of 05/12/2022	67,298
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,772.12
Payments	-	\$2,772.12 ^{CR}
Other Credits		\$0.00
Purchases	+	\$733.23
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$733.23
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$10,500.00
Available Credit		\$9,766.77
Days in Billing Period		30

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	
Payment Due Date	6/10/2022
New Balance	\$733.23
Minimum Payment Due	\$10.00

Amount Enclosed \$ _____

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

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

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

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

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

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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

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



May 2022 Statement 04/14/2022 - 05/13/2022

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HENIKADISTRICTLIBRARY

Cardmember Service

1-866-552-8855



Business Cash

Rewards Center Activity as of 05/12/2022	
Rewards Center Activity*	0
Rewards Center Balance	67,298

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	733	7,600
2 Extra Points - Telecom & Office Supply	0	412
1 Extra Point - Restaurants & Gas	0	259
Total Earned	733	8,271

Important Messages

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

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

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Transactions CIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/14	04/12	1076	WAYLAND DO IT BEST HAR WAYLAND MI	\$20.11	BIG
04/14	04/13	5854	Etsy.com - YANovelDesi 718-8557955 NY	\$44.51	Ad Promo
04/18	04/15	8710	SCHULER BOOKS GRAND RAPIDS MI	\$23.30	Ad Promo
04/22	04/20	6715	FIVE BELOW 566 GRANDVILLE MI	\$13.78	Prog
04/22	04/21	8537	DOLLAR TREE JENISON MI	\$5.30	Supply
04/22	04/21	2440	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	Supply
04/29	04/27	9599	MEIJER # 026 877-363-4537 MI	\$5.29	BIG
05/04	05/03	7818	USPS PO 2597840348 WAYLAND MI	\$348.00	Postage
05/05	05/04	0129	DOLLAR TREE JENISON MI	\$14.58	Supply
05/12	05/11	3179	DOLLAR TREE JENISON MI	\$1.33	Supply
Total for Account				\$496.20	

Transactions FETTY, FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					

Continued on Next Page



May 2022 Statement 04/14/2022 - 05/13/2022
 HENIKADISTRICTLIBRARY [REDACTED]

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Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/15	04/13	5900	DOLLAR-GENERAL #9954 WAYLAND MI	\$12.72	Prog
04/21	04/19	2424	WAYLAND DO IT BEST HAR WAYLAND MI	\$13.76	b/g
04/25	04/23	3385	DOLLAR-GENERAL #9954 WAYLAND MI	\$1.59	Prog
04/25	04/21	0823	WAYLAND DO IT BEST HAR WAYLAND MI	\$33.90	b/g
04/27	04/25	0322	HARDING'S MARKET #3 WAYLAND MI	\$22.05	Prog
04/27	04/25	7247	DOLLAR-GENERAL #9954 WAYLAND MI	\$2.10	Prog
04/29	04/27	5707	WAYLAND DO IT BEST HAR WAYLAND MI	\$27.53	supply
05/02	04/28	9514	DOLLAR-GENERAL #9954 WAYLAND MI	\$20.94	Prog
05/09	05/07	1729	DOLLAR-GENERAL #9954 WAYLAND MI	\$4.24	Prog
Total for Account [REDACTED]				\$138.83	

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/20	04/18	1107	HARDING'S MARKET #3 WAYLAND MI	\$25.00	Ad 30 rom
04/21	04/19	5997	DOLLAR-GENERAL #9954 WAYLAND MI	\$11.80	Prog
04/25	04/22	2205	USA*PBS Pub Brd Svc 800-5314727 OH	\$26.48	mat
04/25	04/22	0035	FIVEBELOW.COM 18444523 866-935-8852 PA	\$24.33	Prog
05/11	05/10	9559	USA*PBS Pub Brd Svc 800-5314727 OH	\$10.59	mat
Total for Account [REDACTED]				\$98.20	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
04/25	04/22	0005	PAYMENT THANK YOU	\$2,772.12CR	
Total for Account [REDACTED]				\$2,772.12CR	

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



May 2022 Statement 04/14/2022 - 05/13/2022

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HENIKADISTRICTLIBRARY [REDACTED]

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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	20.74%	
**PURCHASES	\$733.23	\$0.00	YES	\$0.00	20.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	24.74%	

Contact Us



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



Questions
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Fargo, ND 58125-6353



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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 May 31, 2022, and the related Statements of Activities for the one month and five 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
June 2, 2022

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

ASSETS

Current Assets:

Cash-Checking	\$ 264,702.88
Cash-Savings	467,488.88
Certificate of Deposit - 740	51,919.67
Certificate of Deposit - 090	5,349.51
Certificate of Deposit - 104	5,349.51
Certificate of Deposit - 112	5,349.51
Certificate of Deposit - 120	5,349.51
Certificate of Deposit - 139	5,349.51
Certificate of Deposit - 344	1,012.78
Building Fund 171	3,070.34
Savings - Building Fund	101,699.11
Certificate of Deposit - 943	11,260.65
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets

\$ 1,261,077.70

Total Assets

\$ 1,261,077.70

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

LIABILITIES AND NET ASSETS

Current Liabilities:

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

Total Current Liabilities \$ 335,007.11

Net Assets:

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

Change in Net Assets 165,146.05

Total Net Assets 926,070.59

Total Liabilities and Net Assets \$ 1,261,077.70

Henika District Library
Statements of Activities
For the 1 Month and 5 Months Ended May 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended May. 31, 2022</u>	<u>5 Months Ended May. 31, 2022</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 190,000.00	\$ 0.00	\$ 195,338.90	\$ 5,338.90
City Revenue	170,000.00	0.00	155,232.84	(14,767.16)
State Aid	10,000.00	0.00	5,661.83	(4,338.17)
Penal Fines	30,000.00	2,610.21	11,597.95	(18,402.05)
Copier & Fax Income	1,900.00	221.27	1,375.90	(524.10)
Fines	0.00	36.87	201.10	201.10
Interest Income	600.00	97.48	437.63	(162.37)
Memorial Donations	0.00	104.39	7,644.88	7,644.88
Book Sales	0.00	41.50	114.63	114.63
Federal E-Rate	1,500.00	651.60	2,442.86	942.86
Miscellaneous Income	<u>0.00</u>	<u>685.00</u>	<u>1,289.12</u>	<u>1,289.12</u>
Total Revenues	<u>404,000.00</u>	<u>4,448.32</u>	<u>381,337.64</u>	<u>(22,662.36)</u>
Employee Expenses:				
Wages	178,000.00	13,073.18	72,535.06	105,464.94
Employee Benefits	26,000.00	1,917.78	10,198.73	15,801.27
FICA Expense	15,000.00	1,000.09	5,548.94	9,451.06
State Unemployment Tax	<u>0.00</u>	<u>1.56</u>	<u>28.07</u>	<u>(28.07)</u>
Total Employee Expenses	<u>219,000.00</u>	<u>15,992.61</u>	<u>88,310.80</u>	<u>130,689.20</u>
Operating Expenses:				
Employee Training	5,300.00	0.00	1,999.63	3,300.37
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,900.00	0.00	0.00	3,900.00
Programming	12,000.00	1,243.46	4,850.41	7,149.59
Office Supplies	7,000.00	194.36	4,355.07	2,644.93
Furnishings	4,000.00	0.00	2,056.83	1,943.17
Equipment	13,000.00	0.00	7,467.27	5,532.73
Materials	30,000.00	3,064.80	17,037.46	12,962.54
Accounting	11,000.00	442.90	7,021.57	3,978.43
Contractual Services	26,000.00	762.20	12,781.99	13,218.01
Communications	2,000.00	203.60	1,183.26	816.74
Technology Support	3,000.00	0.00	1,090.00	1,910.00
Advertising	2,850.00	92.81	493.80	2,356.20
Postage	200.00	348.00	406.00	(206.00)
Utilities	6,000.00	664.45	3,242.29	2,757.71

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 5 Months Ended May 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended May. 31, 2022</u>	<u>5 Months Ended May. 31, 2022</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	16,700.00	956.64	8,467.94	8,232.06
Maintenance-Equipment	2,000.00	618.85	1,096.35	903.65
Miscellaneous	0.00	0.00	120.39	(120.39)
Dues & Memberships	0.00	481.34	481.34	(481.34)
Capital Outlay	<u>150,000.00</u>	<u>0.00</u>	<u>53,729.19</u>	<u>96,270.81</u>
Total Operating Expenses	<u>295,000.00</u>	<u>9,073.41</u>	<u>127,880.79</u>	<u>167,119.21</u>
Total Expenses	<u>514,000.00</u>	<u>25,066.02</u>	<u>216,191.59</u>	<u>297,808.41</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ (20,617.70)</u>	<u>\$ 165,146.05</u>	<u>\$ 165,146.05</u>

See Accountants' Compilation Report



United Bank
real solutions

Home

Alerts

 **Online banking login locked out**

Your online banking username was locked on May 24, 2022.

Sent May 24, 2022

 **Online banking login locked out**

Your online banking username was locked on May 24, 2022.

Sent May 24, 2022



Loading more unread alerts

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING	Current balance
XXXX7152	\$264,971.38

BUSINESS HIGH YIELD SAVINGS	Current balance
XXX013	\$467,488.88

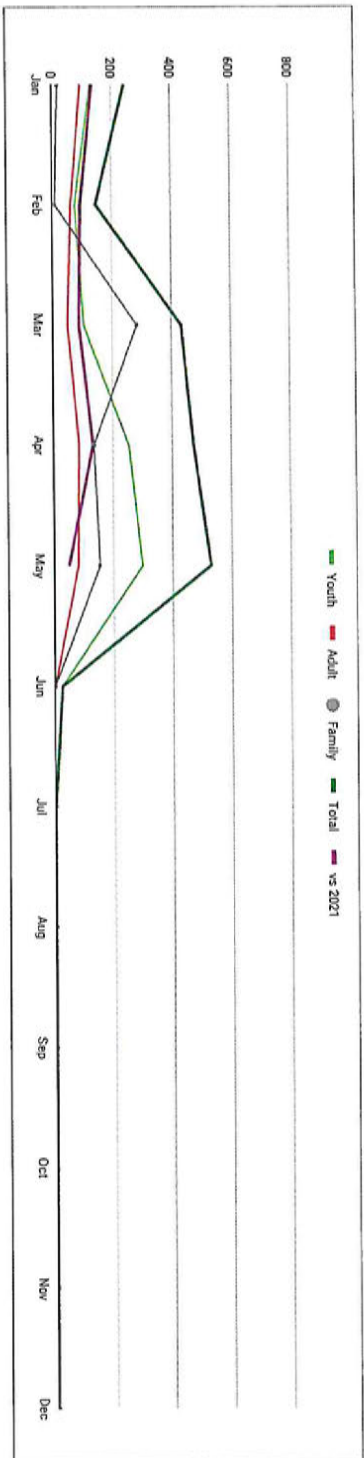
BUILDING FUND	Current balance
XXX212	\$101,757.00

CONTINGENCY FUND	Current balance
XXX740	\$52,005.48

BUILDING FUND	Current balance
XXX090	\$5,355.04

BUILDING FUND	Current balance
XXX104	\$5,355.04

BUILDING FUND	Current balance
XXX112	\$5,355.04
BUILDING FUND	Current balance
XXX120	\$5,355.04
BUILDING FUND	Current balance
XXX139	\$5,355.04
BUILDING FUND	Current balance
XXX171	\$3,072.87
BUILDING FUND	Current balance
XXX344	\$1,016.34
LAVERNE JOHNSON BOOK FUND	Current balance
XXX943	\$11,272.29



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	129	76	104	254	298	24	0	0	0	0	0	0	885	148
Adult	96	61	48	85	90	0	0	0	0	0	0	0	370	74
Family	19	8	282	135	153	0	0	0	0	0	0	0	597	119
Total [1]	244	145	434	474	531	24	0	0	0	0	0	0	1,852	309
vs 2021	135	94	87	131	48									

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	87	76	103	254	297	24	0	0	0	0	0	0	841	70
Youth Take-Home / Online	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Reading Programs	42	0	1	0	1	0	0	0	0	0	0	0	44	4
Adult In-Person	29	17	13	42	65	0	0	0	0	0	0	0	166	14
Adult Take-Home / Online	42	44	35	43	15	0	0	0	0	0	0	0	179	15
Adult Reading Programs	25	0	0	0	0	0	0	0	0	0	0	0	25	2
Family Take-Home/Online	19	0	65	79	99	0	0	0	0	0	0	0	262	21
Family In-Person	0	8	217	56	54	0	0	0	0	0	0	0	335	28

May 2022

Youth Services Report

Becky Butler, Youth Services Librarian

I'm glad I had a vacation to balance out the school visits – phew!

Storytime (ages 0-5): 34 people over 3 storytimes.

Family Fun (all ages): 19 people officially attended the Gardening event on the 28th; however we had many, MANY drop-ins. We painted flower pots and planted flowers in them. Around noon, Chris Bromley came by with his 2 Belgian draft horses and 2 mini horses to do a dry-run of the June 25 event. People were stopping in the street! I left all the Family Fun supplies out, and people sat themselves down and painted and planted away. I'm estimating maybe 40 people stopped by?

After-School Art (ages 8-18ish): 83 attendees over 3 weeks. May 4th was a special Star Wars day, so we made pool noodle lightsabers and paper R2-D2s. It was a hit! The other crafts included making scratch art using old CDs I painted and drawing self-portraits.

Take-and-Makes: Bubble Painting (45 taken) and Paint by Sticker (25 taken). Much bigger response this month!

Henika Pokemon Trainers: 18 attendees for our final gathering of the school year. We colored door hangers and made cootie catchers. I gave away a whole bunch of cards Cierra found for me at a garage sale, too.

LEGO Club: 14 attendees for our final gathering of the school year. We made sea creatures. My tweens didn't finish their micro-model of the Taj Mahal, so I've told them they can come in and work on it over the summer.

STEM Club: 9 attendees. We learned about simple machines and designed playgrounds to talk about physics. Not sure any physics lessons stuck, but we had fun with the hot glue gun!

Other activities: St. Therese continued making regular visits to the library. All classes will come every two weeks (their last visit was May 31st). I visited Pine Street 4 times to speak with classes about Summer Reading. Ms. Chris from Leighton Township joined me and we played ocean trivia with the kids. I was supposed to host two preschool classes from Baker for a library visit on the 18th, but we got rained out. I visited the school instead. I also spent the morning at Baker reading to all the classes on the 25th.

Looking forward:

Storytimes and After-School Art will go on hiatus for the summer, as will STEM Club, LEGO Club, and Henika Pokemon Trainers. I'll focus my attention on SRP programming instead. I'm introducing a couple new programs to test out for the summer, including Lil Wiggles (a toddler music and movement time) and a Preschool Sensory Playtime. On June 8th, I'll represent Henika at Steeby Elementary for the Bounce Party – hopefully I'll get connected with more Steeby students!

Tuesdays throughout the summer will be our special events days. We'll have live Animal Magic on the 14th at 5 pm, Seashell Painting on the 21st at 10:30 am, and Pirate Scavenger Hunt on the 28th at 10:30 am. I'm working on having a free lunch to offer around those Tuesday midday events through Gather 2 Grow. Our SRP Kick-Off Party is on June 11. Ms. Faith and I have some fun plans! Teen Book Club starts on June 13, and the Tween Graphic Novel Club will start June 22. We'll have another Dungeons and Dragons event for teens on June 17 at 11 am. Finally, we'll have Belgian draft horses and mini horses visit the library on the 25th.

MAY 2022

Adult Services Report

Faith Fetty, Adult Services Librarian

Programs & Attendance

Seed Bombs (In-Person): 11

People were very interested in the process and had fun customizing their seed bombs. If I did this program in the future I would like to do it outside and with different selections of flowers maybe during a farmer's market to get foot traffic. Would be easy to do with a larger group of people!

Strokes of Genius (In-Person): 11

Painting programs continue to perform well! I will most likely start doing these every other month. People enjoy them, but I am very restricted on the number of people who can participate in our space. Would be very fun to do more themed painting events!

Green Acres: Balloon Activity (In-Person): 9

The residents at Green Acres had a lot of fun playing our fly swatter balloon game! They said it felt like good exercise that didn't take too much out of them. Lots of laughs and smiles throughout the program.

Sawmill Estates: Balloon Activity (In-Person): 4

Sawmill Estates still has a little issue with attendance, but I have a core group of at least three that usually show up. I've received feedback that they prefer activities like this or ones where they can still chat with other participants. We are doing coloring for stress relief next month and I think they'll enjoy that!

Nature's Medicine (In-Person): 6

Nancy was a great presenter and was very good at engaging with her audience. I think we will have better attendance at her Fall Foraging class in August!

Parent's Only Club (In-Person): 2

Better attendance than last month! We demonstrated a print making activity and I offered suggestions on how it can be modified for different learning situations. The mom and daughter who attended had a lot of fun and got pretty messy in the process!

Mixology 101 (In-Person): 5

Despite being followed up by a tornado warning, this was a good closing for Mixology 101! We had patrons come in specifically for the event and introduced them to some more of our upcoming programming that they seemed excited about. I'll miss Mixology 101, so it may come back for special themed programs!

Hammer Dye Totes (In-Person): POSTPONED

Postponed due to weather.

Seed Library (Passive): 9 people/51 Packets

The seed library is still doing amazing!

Plank Signs (In-Person/Take-&-Make): 27

Plank signs were very popular! If I did this again I would provide vinyl stickers for decorating though as some patrons seemed frustrated that they needed to paint the plank. A good in-person craft, but maybe a little too awkward for another take-&-make.

Total Program Attendees/Registrants: 84**Looking Forward**

Summer Reading is coming together and patrons are eager for more crafting programs. I am attempting some non-crafting programs based on cooking skills this month and am looking forward to trying something new!

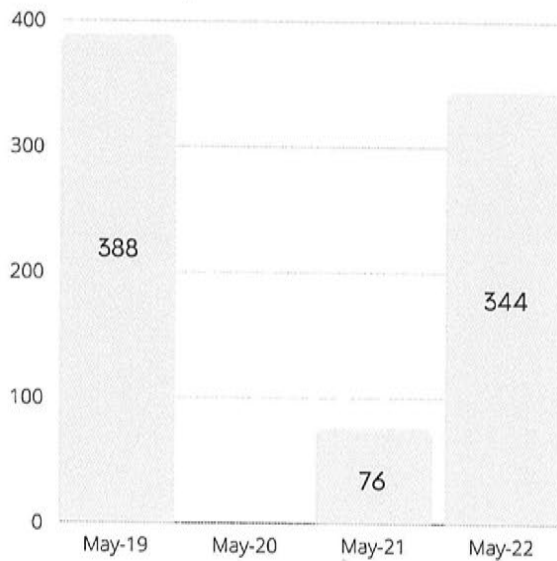
Cierra and I will also be traveling for the ALA Conference in D.C.! I am very excited and am happy with the selection of workshops/speakers they have covering adult services!

May 2022

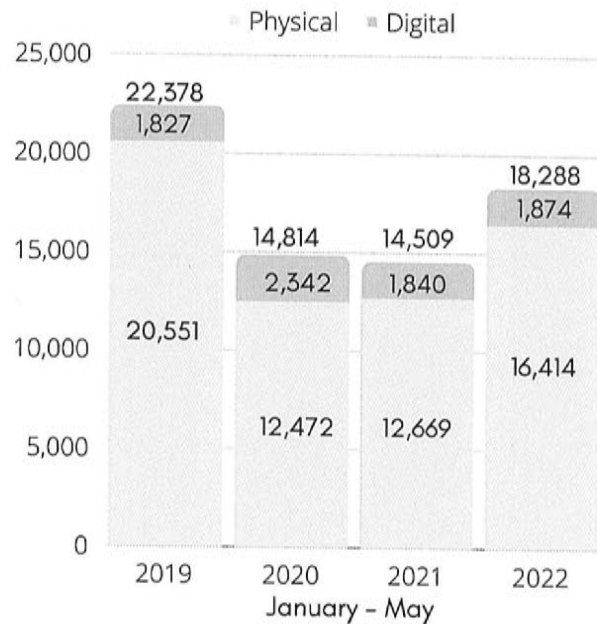
Our circulation stats continue to improve! Last month there was a 2,144 lead on YTD circulation, and this month that lead has grown to 3,779. Almost every area of circulation showed growth, with notable areas being board games, video games, the special collection, and juvenile print. Additionally, the number of computer sessions in house has jumped considerable compared with last year and is almost caught up to pre-COVID numbers - it is good to see that our new computers are resonating well with patrons and being used regularly.

Bethany Sanford - Circulation Clerk

Computer Sessions



Circulation YTD:



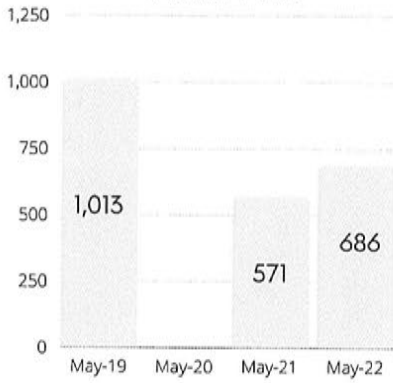
Henika has 3,042 total patron accounts. 369 of these accounts are active (not expired). Most expiration dates are set for 3 years upon renewal.

89 Patron accounts added YTD
 33 Patron accounts added in May

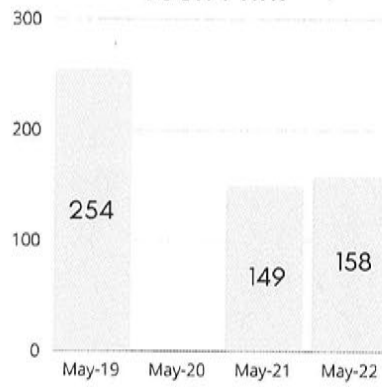
- 23 Wayland City
- 10 Wayland Township
- 0 Non-Resident

May Circulation, 2019-2022

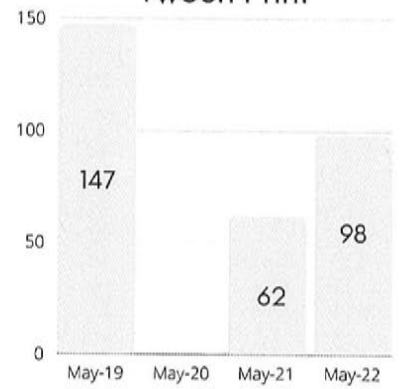
Adult Print



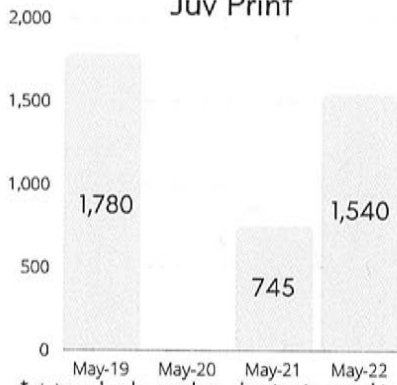
Teen Print



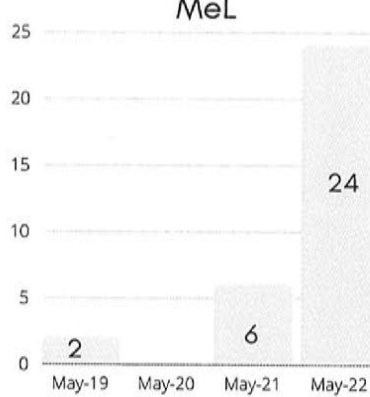
Tween Print



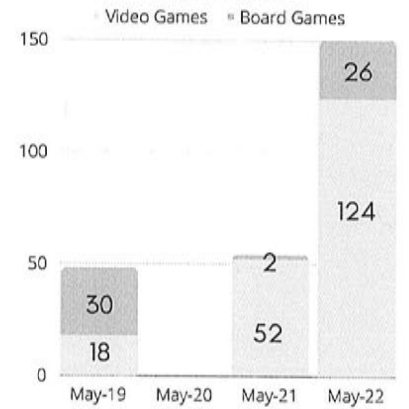
Juv Print



MeL

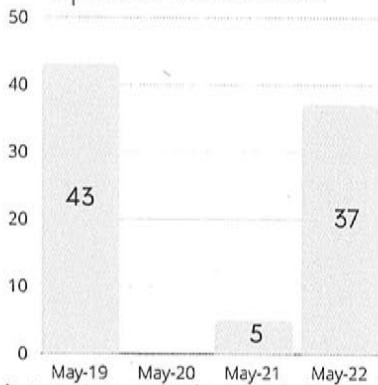


Games

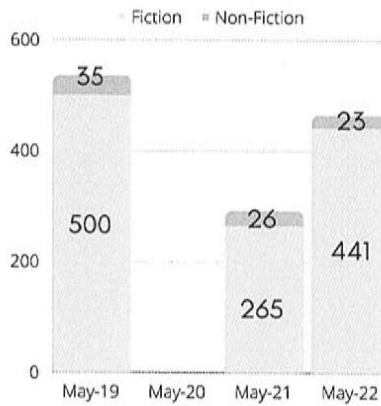


*pictures books, readers, chapter, juv graphic, juv NF

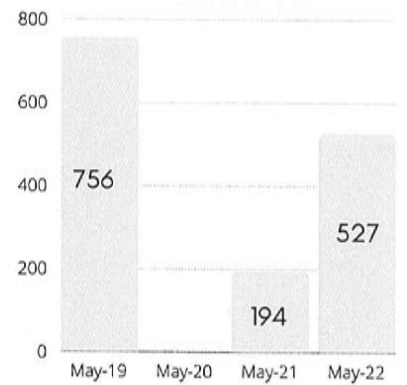
Special Collection



General DVD

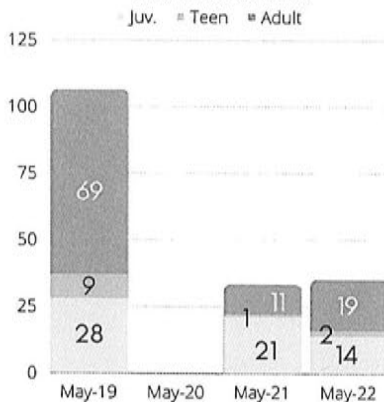


Youth DVD

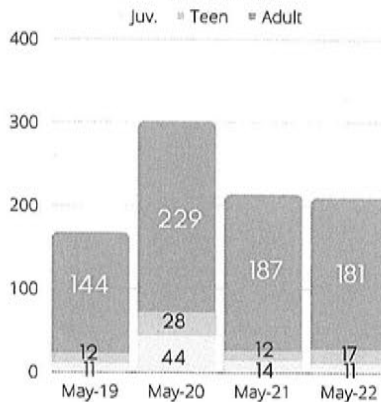


*prior to August 2021 this only included launchpads

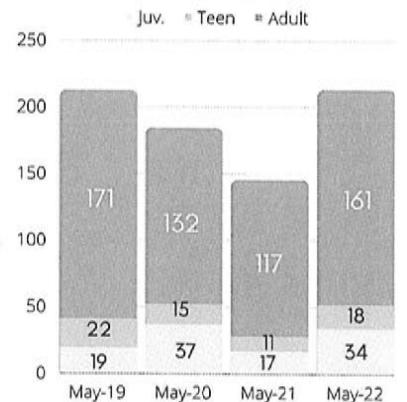
Audiobooks



eBooks



eAudio



AGENDA

Henika District Library
Planning Committee Meeting
May 11th, 2022 at 10am

I. Call to Order

Members Present: Sara Davidson-LeFevre, Danielle Simmons, Meghan Augustin, Tami Fryling

Members Absent:

Staff Present: Cierra Bavovka

Guests: None

II. Approval of Agenda

Fryling moved to approve the agenda, Augustin seconded.

III. Approval of Meeting Minutes

February 2022 Regular Meeting Minutes

Augustin moved to approve the meeting minutes, LeFevre seconded.

IV. Unfinished Business

Fryling discussed the importance of discussing and prioritizing goals.

V. New Business

Review Survey Results:

Henika's spring 2022 community needs assessment survey had a total of 225 respondents! Only 10% of respondents did not have a Henika library card. The majority of respondents visit the library about once a week or a few times per week. Majority positive comments, and the top choice of what respondents value most about the library is the material selection and experiences and programs. The top selection respondents answered to, "how could the library or its services be improved?" was *more space/bigger building* (37%). The committee identified Henika's top needs as building expansion or addition and more space.

Committee conducted a SWOT analysis of the library based off our community assessment results. We used this to begin creating our strategic plan.

Cierra hasn't had many opportunities yet to connect with the Wayland DDA yet, but would like to.

Draft Goals

The committee began the process of drafting a strategic plan for Henika, and plans to meet again on May 20th at 9:15am to continue our May meeting and complete the strategic plan goals, objectives, actions and timeline. The committee would like to bring these plans to the Board for the next meeting in June 2022.

VI. Around the Table

Scheduled follow-up meeting for May 20th.

VII. Adjournment

Minutes

Henika District Library
Planning Committee Meeting
May 20th, 2022 at 9:15am

I. Call to Order

Members Present: Sara Davidson-LeFevre, Danielle Simmons, Meghan Augustin, Tami Fryling

Members Absent:

Staff Present: Cierra Bavovka

Guests: None

II. Approval of Agenda

Augustin moved to approve the agenda, Fryling seconded.

III. Approval of Meeting Minutes

May 11th, 2022 Regular Meeting Minutes

LeFevre moved to approve the meeting minutes, Simmons seconded.

IV. Unfinished Business

Draft Goals

The committee continued discussion and work on creating a strategic plan.

Discussed possible future funding opportunities to explore, including USDA loans and grants.

V. New Business

Monday, May 23rd at 6:00pm is the millage informational meeting for the Yankee Springs millage vote on August 2nd.

Discussed possible opportunity for September 2022: "Show us your (library) card" event where Henika partners with local businesses.

VI. Around the Table

The planning committee plans to discuss printer needs and the porch project/summer plans at the June 2022 regular board meeting. Committee discussed reviewing and adding completed tasks to Henika's strategic plan in review of work already completed towards meeting goals. The planning committee will present the strategic plan goals to the entire Board at the July 2022 regular meeting.

VII. Adjournment

Meeting adjourned at 10:10am.

DRAFT

Henika District Library Strategic Plan 2023-2026

Mission:

Henika District Library encourages community and personal growth through diverse materials, services, and experiences.

Goal 1:

Improve Henika District Library building accessibility and safety for all patrons and staff.

Objective 1.1:

Bring elevator into ADA compliance.

Action 1:

Contact LARA to explore replacement elevator ADA needs, pricing, and implementation.

Action 2:

Contact at least two contractors for bids and finalize the decision to present a proposal to the board.

Goal 2:

Expand the current library building to meet community wants and needs.

Objective 2.1:

Establish a building expansion plan and blueprint.

Action 1:

Write a building needs v.s. Wants list

Action 2:

Contact at least 2 architects for plans meeting our needs.

Action 3:

Present building plan to the board.

Objective 2.2:

Get estimates for the project plan for budgeting purposes.

Action 1:

Open a bid room for contractors to bid on the building plan.

Action 2:

Decide on 2-3 contractor choices based on bids and proposals.

Objective 2.3:

Decide on how to fund the building project

Action 1:

Explore funding options through grants, loans, donations, millage, etc.

Goal 3:

Expand community connections and involvement with the Henika District Library.

Objective 2.1:

Establish connections with local groups.

Action 1:

Reach out to the Wayland Downtown District Association, schools, Wayland Chamber of Commerce, local Gun Lake tribe, and nearby businesses.

DRAFT



ARTICLE IV: OFFICERS

Section 1. Officers. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Term. The officers shall be elected for a term of two years at the annual meeting of the Board each January unless otherwise agreed by the board.

Section 3. Vacancies. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy for the unexpired term, except for the office of President, in which case the Vice-President shall assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

Section 4. Term Limits. No officer shall serve more than 2 consecutive 2-year terms in the same office unless the Board agrees by unanimous vote to an additional term.

ARTICLE V: DUTIES OF THE OFFICERS

Section 1. President. The President shall assist with the preparation of the agenda, preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. Vice-President. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 3. Secretary. The Secretary of the Board shall ensure that minutes of the Library Board meetings and other library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President or written request of two Trustees, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of the responsibilities to the Library Director.



Section 4. Treasurer. The Treasurer shall control expenditures from the Library fund by approving documentation presented by authorized personnel. A record of all monies received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director. The Treasurer shall also be the Chairperson of the Finance Committee.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held each month, the date and time to be set by the Board at its annual meeting (first meeting of the fiscal year). Within ten (10) days following the annual meeting, the Library shall post in a public place a notice setting forth dates, times, and places of all regular meetings scheduled for the ensuing fiscal year. If there are any changes in this schedule, as required, the Library shall post a public notice stating the new times, dates and places of its regular meetings. This notice shall be posted within three (3) days after the meeting at which the change is made and shall be posted in the monthly announcement of the regular meeting.

Section 2. Annual Meeting. The Annual Meeting of the Library Board shall be the regular meeting in the month of January and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the President or upon written request of two Trustees. Notice must be provided (as required by the Open Meetings Act), at least eighteen (18) hours before the special meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Agenda. The agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) days before a regular meeting.

Equipment

- **Ricoh IM C3000:** 30ppm Imaging System
- B&W & Color Machine
- 10.1" Smart Operation Panel
- Paper source
 - 2-550 sheet drawers
- Network Printing/Scanning included
- Scan Speeds up to 240ipm
- Faxing Capable
- Staple Finisher Included



Lease & Purchase Price (Delivered and Installed)

Lease Price: \$250 / Month

- Includes Maintenance
- 60 Month Agreement

Purchase Price: \$7,452

- Maintenance Cost: \$125.53 / Month

Overage Pricing

BW billed at \$0.012/pg.
Color billed at \$0.08/pg.

Pages Included per Month

BW – 1,583
Color – 1,583

Program Includes:

Delivery, setup and installation, coordination with your Network Administrator, assistance with workstation tools, installation, and key operator training on all equipment features and operation. Program includes continuous monitoring of software and firmware upgrades and assistance with all required upgrade actions.

30 pages per min.

Noordyk's Replacement Option



Konica Minolta bizhub c300i

Recommended Monthly Volume

Up to 10,000 Pages

Maximum Paper Size

12x18

Print Speed

Up to 30 ppm

Envelope Options

Bypass Tray & Drawer

System Memory

8 GB

Toner Lifetime

28,000 Pages

Document Feeder Capacity

100 Pages

Scan Speed

200 Images/Min Duplex

Paper Capacity

2,100 Pages

Max Paper Weight

300 GSM

Finishing Options

Duplex, Sort, Offset, Staple

Henika District Library
 149 South Main Street
 Wayland, MI 49348

May 2, 2022

Dear Cierra Bakovka,

I appreciate the opportunity to offer the following Sourcewell Contract #030321-KON proposal for your consideration:

- 1 Konica Minolta bizhub C300i Color MFP**
- 1 ESP DIAGNOSTIC POWER FILTER 120V/15A
- 1 FK-514 Fax Kit
- 1 PC-216 2-Way Paper Feed Cabinet

Purchase Option
OR

Total Lease Option*

· 60 Month, CPI FMV Buyout - Promo KM Lease (payment per month)

_____ **\$6,786.57**
 (initial selection) **OR**
 _____ **\$126.23/month**

ADD:

- 1 FS-539 Stapling Finisher (50 Sheet) with Manual Stapler
- 1 RU-513 Relay Unit

_____ **+ \$1,044.74**
 (initial selection) **OR**
 _____ **\$19.43/month**

NBE Maintenance Agreement

- Includes: 2,000 black images and 2,000 color images.
- Pages to be billed at \$0.0096/black and \$0.0640/color.

*145.66/m
 lease*

\$ 7,831.31

Professional Services

- De-installation, removal, and disposal of existing equipment.
- Preprogramming, networking, delivery of new equipment and 2 hours of connectivity and training.
- Customization of new equipment including: security configuration, secure print setup, driver install, network scanning configuration, home screen customization and shortcut configuration.

Aimee Paulson
 Account Representative
 Noordyk Business Equipment
 616.459.4101

Signature: _____

Date: _____

Print Name: _____

*The contents of this proposal are confidential trade information and intended for the use of Henika District Library only. The contents herein may not be reproduced without the specific written permission of Noordyk Business Equipment. This is a proposal only and informative in nature. Lease payment dependent upon approval. Actual contract terms and conditions, as well as final pricing, may change, and will be submitted upon your request.

Henika District Library Budget Ammendment #2 FY 2022
Revenue Increase +\$15,690

		<u>Current</u>	<u>Difference</u>	<u>Ammended</u>
Income				
101-790-400502	Federal E-Rate	\$1,500.00	+\$950	\$2,450.00
101-790-400540	State Aid	\$10,000.00		\$10,000.00
101-790-400581.C	City Contribution	\$170,000.00		\$170,000.00
101-790-400581.T	Township Contribution	\$190,000.00	+\$5500	\$195,500.00
101-790-400601	Copies	\$1,100.00		\$1,100.00
101-790-400602	Faxes	\$800.00		\$800.00
101-790-400656	Penal Fines	\$30,000.00		\$30,000.00
101-790-400657	Fines		+\$200	\$200.00
101-790-400665	Interest Income	\$600.00		\$600.00
101-790-400691	Donaitions		+\$7600	\$7,600.00
101-790-400692	Miscellaneous Revenue		+\$1300	\$1,300.00
101-790-400693	Book Sale		+\$140	\$140.00
	Transfer From Fund Balance	\$100,000.00		\$100,000.00
	Transfer from Laverne Johnson Book Fund	\$10,000.00		\$10,000.00
	Total	\$514,000.00	+\$15,690	\$529,690.00
Expenses				
101-790-700702	Payroll	\$178,000.00	+\$2000	\$180,000.00
101-790-700710	Employee Benefits	\$26,000.00	=	\$26,000.00
101-790-700715	Payroll Liabilities	\$15,000.00	-\$3000	\$12,000.00
101-790-700727	Postage	\$200.00	+\$800	\$1,000.00
101-790-700728	Supplies	\$7,000.00	+\$3000	\$10,000.00
101-790-700740	Furnishings	\$4,000.00	=	\$4,000.00
101-790-700740	Equipment	\$13,000.00	+\$3000	\$16,000.00
101-790-700740	Materials	\$30,000.00	+\$400	\$30,400.00
101-790-700801	Advertising & Promotion	\$2,850.00	+\$2000	\$4,850.00
101-790-700805.1	Accounting	\$11,000.00	=	\$11,000.00
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	\$16,700.00	+\$2000	\$18,700.00
101-790-700850	Communications	\$2,000.00	+\$690	\$2,690.00
101-790-700910	Building & Liability Insurance	\$3,900.00	-\$900	\$3,000.00
101-790-700920	Public Utilities	\$6,000.00	+\$1500	\$7,500.00
101-790-700933	Equipment Repairs and Maintance	\$2,000.00	+\$1,500	\$3,500.00
101-790-700954	Contractural Sevices	\$26,000.00	+\$2000	\$28,000.00
101-790-700955	Memberships & Training	\$5,300.00	+\$500	\$5,800.00
101-790-700956	Programming	\$12,000.00	+\$200	\$12,200.00
101-790-700970	Capital Outlay	\$150,000.00	=	\$150,000.00
	Total	\$514,000.00	+\$15,690	\$529,690.00