

# AGENDA

Henika District Library  
Board of Trustees Meeting  
December 9th, 2025 at 6:30pm

## **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. 12/2 2025 Special Meeting Minutes (M)

## **V. Financial Reports**

- A. November 2025
  - 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. 11/18 Finance Committee

B. 11/18 Building & Grounds Committee

**VIII. Unfinished Business**

A. None

**IX. New Business**

- A. Director Evaluation 2025 (M)
- B. Medical Benefits Employer Contribution 2026
  - 1. Resolution 2025-6 (M)
- C. Emergency Closure Policy (M)
- D. 2026 Meeting Dates (M)
- E. Trustee Evals (i)

**X. Around the table (i)**

**XI. Adjournment (M)**

Meeting Minutes

Henika District Library

Board of Trustees Special Meeting

December 2, 2025 at 6:00 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Pam Meyer, Danielle Simmons, Deb Vander Slik

Members Absent: Gary Marsh

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:03 p.m. by Augustin.
- II. Approval of Agenda, with the addition of a window update, motioned by Vander Slik and seconded by Kuhn. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of November 2025 regular meeting minutes motioned by Augustin and seconded by Meyer. All yes, motion carried.
- V. Unfinished Business
  - A. Window Update
    1. The windows have arrived back in stock. Since it will be cold while the windows are being installed, we will need to close for the day. Staff will continue to work with a space heater.
    2. Brinks motioned that we close Thursday, Dec. 11th, according to Bakovka's recommendation. Augustin seconded. All yes, motion carried.
- VI. New Business
  - A. Employee Health Insurance
    1. Bakovka gave an overview of the plans available and the staff preferences. Kuhn summarized the finance committee's discussion and recommendation. Discussion ensued.

2. Kuhn motioned to change the employee insurance plan to Blue Elect Plus POS Platinum Option 2 for the 2026 year. Augustin seconded. Roll call vote:

- a) Brinks - yes
- b) Kuhn - yes
- c) Simmons - no
- d) Meyer - yes
- e) Engels - yes
- f) Vander Slik - yes
- g) Augustin - yes
- h) Marsh - absent

Motion carried.

VII. Around the table

- A. Brinks - Nothing to add.
- B. Kuhn - Nothing to add.
- C. Simmons - Nothing to add.
- D. Meyer - Appreciates all the work of the finance committee.
- E. Engels - Nothing to add.
- F. Bakovka - Thanked the board and finance committee for their help in making the meeting effective. There was a gas leak scare today, but it turned out fine.
- G. Vander Slik - Nothing to add.
- H. Augustin - Reminder to turn in director evaluations. Per policy, the library closed on Wed., Nov. 26, due to weather.

VIII. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 6:59 p.m.

## Monthly Check Register

As of November 30th, 2025

Date	Payee	Memo	Account	Amount
11.12.25	Absopure	Oct & Nov	Utilities	\$77.06
11.12.25	Amazon	Programming, Materials, Supplies	-SPLIT-	\$2,672.95
11.12.25	Cierra Bakovka	Reimburse for cash paid for book return	Furnishing	\$10.00
11.12.25	FirePros	replacement fire extinguishers, emergency exit sign, etc	Building & Grounds	\$640.29
11.12.25	Heimler Consulting	Computer Updates	Tech Support	\$455.00
11.12.25	Kennari Consulting		Contractual Serv	\$3,675.00
11.12.25	MJA Landscape		Building & Grounds	\$192.00
11.12.25	Spectrum		Utilities	\$17.02
11.12.25	Unique		Contractual Serv	\$19.70
11.12.25	US Bank		Equipment	\$702.70
11.12.25	City of Wayland		Utilities	\$70.64
11.26.25	Amazon	Materials, Programming, Supplies	-SPLIT-	\$587.78
11.26.25	Blue Cross		Employee Benefits	\$4,282.84
11.26.25	Cardmember Service		-SPLIT-	\$3,976.24
11.26.25	Dunham Accounting		Accounting	\$609.00
11.26.25	JSanta	Youth Program	Programming	\$180.00
11.26.25	Kansas City Life		Employee Benefits	\$112.10
11.26.25	MERS		Employee Benefits	\$1,733.83
11.26.25	Michigan Gas		Utilities	\$204.36
11.26.25	Swordsmanship Museum	Adult Program	Programming	\$300.00
				<b>Total:</b> \$20,518.51

**November 2025 Statement**

Open Date: 10/16/2025 Closing Date: 11/14/2025

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**Visa® Business Cash Card**

HENIKADISTRICTLIBRARY

<b>New Balance</b>	<b>\$3,976.24</b>
<b>Minimum Payment Due</b>	<b>\$40.00</b>
<b>Payment Due Date</b>	<b>12/10/2025</b>

**Late Payment Warning:** If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$41.00 Late Fee and your APRs may be increased up to the Penalty APR of 30.99%.

**Reward Points**

Earned This Statement	4,230
Reward Center Balance	29,434
as of 11/13/2025	
For details, see your rewards summary.	

**Elan Financial  
Services**

BUS 30 ELN

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1-866-552-8855

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**Activity Summary**

Previous Balance	+	\$2,205.61
Payments	-	\$2,205.61CR
Other Credits	-	\$68.67CR
Purchases	+	\$4,044.91
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$3,976.24</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$40.00</b>
Credit Line		\$30,500.00
Available Credit		\$26,523.76
Days in Billing Period		30

**Payment Options:**

 Mail payment coupon  
with a check

 Pay online at  
[myaccountaccess.com](http://myaccountaccess.com)

 Pay by phone  
1-866-552-8855

*Please detach and send coupon with check payable to: Elan Financial Services*

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

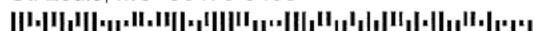
to pay by phone  
 to change your address

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

<b>Account Ending in</b>	
<b>Payment Due Date</b>	12/10/2025
<b>New Balance</b>	\$3,976.24
<b>Minimum Payment Due</b>	\$40.00

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

**Elan Financial Services**

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


November 2025 Statement 10/16/2025 - 11/14/2025  
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### Business Cash

#### Rewards Center Activity as of 11/13/2025

Rewards Center Activity*	0
Rewards Center Balance	29,434

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

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	3,976	25,350
2 Extra Points - Telecom & Office Supply	233	3,105
1 Extra Point - Restaurants & Gas	21	83
<b>Total Earned</b>	<b>4,230</b>	<b>28,538</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,CIERRA J **Credit Limit** \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
11/10	11/08	4294	COSTCO WHSE #0744 WYOMING MI MERCHANDISE/SERVICE RETURN	\$68.67 CR	<u>All Promo</u>
<b>Purchases and Other Debits</b>					
10/16	10/15	8937	WM SUPERCENTER #3453 WYOMING MI	\$31.76	<u>Supplies</u>
10/17	10/16	0061	TST*MCDUFFS BAR AND GR Wayland MI	\$45.00	<u>Mem/Tr.</u>
10/20	10/19	9295	AT HOME STORE #89 JENISON MI	\$11.91	<u>Supplies</u>
10/20	10/19	6647	COSTCO WHSE #0744 WYOMING MI	\$298.67	<u>All Promo</u>
10/20	10/19	8270	GOODWILL - IVANREST GRANDVILLE MI	\$8.99	<u>All Promo</u>
10/21	10/19	8556	MEIJER STORE #026 JENISON MI	\$67.72	<u>Supplies</u>
10/21	10/19	4274	FIVE BELOW 566 GRANDVILLE MI	\$20.14	<u>All Promo</u>
10/22	10/21	4440	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	<u>CS</u>
10/24	10/22	9282	WAYLAND DO IT BEST HAR WAYLAND MI	\$42.97	<u>PG</u>
10/27	10/24	6675	DOLLAR TREE JENISON MI	\$26.77	<u>Supplies</u>
10/27	10/25	6354	SPEEDWAY 03578 1155 SU WAYLAND MI	\$21.18	<u>Supplies</u>
10/27	10/25	6456	DOLLAR TREE JENISON MI	\$27.83	<u>Supplies</u>
10/27	10/25	0913	MEIJER STORE #221 GRANDVILLE MI	\$17.97	<u>Supplies</u>
10/27	10/25	7007	TARGET 00028183 GRANDVILLE MI	\$18.29	<u>All Promo</u>
10/29	10/28	3073	Mailchimp 678-9990141 GA	\$19.50	<u>CS</u>

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**Transactions** BAKOVKA,CIERRA J Credit Limit \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
11/03	11/01	3502	SPIRIT HALLOWEEN 60774 609-703-8292 UT	\$87.42	Supplies
11/03	11/01	7086	Adobe Inc San Jose CA	\$21.19	CS
11/07	11/06	3084	DOLLAR TREE JENISON MI	\$6.10	Supplies
11/10	11/07	6876	INTERMEDIA.NET INC 800-379-7729 WA	\$116.52	UT
11/12	11/10	4742	SQ *AB LOCK AND SAFE, Grand Rapids MI	\$24.00	PLT
				\$870.26	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/21	10/20	8676	ABDO PUBLISHING INC MANKATO MN	\$1,508.40	YM
10/24	10/23	8471	TARGET 00020156 CALEDONIA MI	\$43.03	YP
10/27	10/25	5646	DOLLAR TREE KENTWOOD MI	\$15.25	Supplies Ad/Promo
10/27	10/25	5905	DOLLAR-GENERAL #9954 WAYLAND MI	\$30.74	Supplies
10/28	10/27	6632	WM SUPERCENTER #3453 WYOMING MI	\$49.37	YP
10/29	10/28	2634	MEIJER STORE #023 LANSING MI	\$19.37	YP
10/29	10/28	1917	RED BRICK RESOURCES 180-02635407 MN	\$512.78	YM
11/03	10/30	4163	NORTH GRAND RAMP TIBA LANSING MI	\$30.00	MT
11/03	10/30	1033	DOUBLETREE HOTELS LANSING MI	\$381.94	MT
11/03	10/31	9049	FOLIO: 83821606 BARNES & NOBLE #2008 GRANDVILLE MI	\$235.65	YM
11/03	10/31	9122	BARNES & NOBLE #2008 GRANDVILLE MI	\$17.97	YP
11/06	11/04	7538	SQ *WAYLAND DISCOUNT Wayland MI	\$3.27	YP
11/10	11/08	7967	MEIJER STORE #199 CALEDONIA MI	\$54.85	YP
11/12	11/10	0084	HARDING'S MARKET #3 WAYLAND MI	\$11.74	YP
11/12	11/11	1661	TARGET 00020156 CALEDONIA MI	\$10.82	YP
				\$2,925.18	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/22	10/20	0311	HARDING'S MARKET #3 WAYLAND MI	\$11.99	AP
10/22	10/20	2810	WAYLAND DO IT BEST HAR WAYLAND MI	\$35.88	BG
10/27	10/24	7945	DOLLAR-GENERAL #9954 WAYLAND MI	\$50.62	Supplies
10/28	10/27	8695	MEIJER STORE #020 GRAND RAPIDS MI	\$26.22	AP
10/30	10/29	9777	DOLLAR-GENERAL #9954 WAYLAND MI	\$31.02	AP
10/31	10/29	9308	HARDING'S MARKET #3 WAYLAND MI	\$21.37	AP

**November 2025 Statement** 10/16/2025 - 11/14/2025  
 HENIKADISTRICTLIBRARY

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
11/14	11/12	5948	HARDING'S MARKET #3 WAYLAND MI	\$3.70	
<b>Total for Account</b>				<b>\$180.80</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
11/04	11/02	0294	PAYMENT THANK YOU	\$2,205.61	CR
<b>Total for Account</b>				<b>\$2,205.61</b>	CR

**2025 Totals Year-to-Date**

Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	23.74%	
**PURCHASES	\$3,976.24	\$0.00	YES	\$0.00	23.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	27.74%	

**Contact Us**

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

**Questions**

 Elan Financial Services  
 P.O. Box 6353  
 Fargo, ND 58125-6353

 Mail payment coupon  
 with a check

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

**Online**
[myaccountaccess.com](http://myaccountaccess.com)

**Henika District Library**  
**Balance Sheet**  
**As of November 30, 2025**

	Nov 30, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash - Checking - 7152	30,305.08
Cash - HY Savings - 013	518,987.19
Certificate of Deposit - 228	79,664.45
Certificate of Deposit - 548	34,363.63
Certificate of Deposit - 556	57,929.16
Savings - Building Fund - 212	243,742.27
<b>Total Checking/Savings</b>	<b>964,991.78</b>
<b>Accounts Receivable</b>	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
<b>Total Accounts Receivable</b>	<b>333,175.84</b>
<b>Total Current Assets</b>	<b>1,298,167.62</b>
<b>TOTAL ASSETS</b>	<b><u>1,298,167.62</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	1,256.80
<b>Total Other Current Liabilities</b>	<b>332,359.86</b>
<b>Total Current Liabilities</b>	<b>332,359.86</b>
<b>Total Liabilities</b>	<b>332,359.86</b>
<b>Equity</b>	
<b>Opening Balance Equity</b>	51,707.97
<b>Unrestricted Net Assets</b>	854,707.42
<b>Net Income</b>	59,392.37
<b>Total Equity</b>	<b>965,807.76</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,298,167.62</u></b>

2:16 PM

12/05/25

Cash Basis

**Henika District Library**  
**Profit & Loss**  
**January through November 2025**

	Jan - Nov 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
400502 - Federal E-Rate	2,408.57
400540 - State Aid	9,297.32
400581.C - City Contribution	169,792.91
400581.T - Township Contributio	242,855.98
400582 - Non-Resident Fees	323.34
400601 - Copies and Faxes	4,369.87
400656 - Penal Fines	31,647.52
400657 - Fines	813.46
400665 - Interest Income	20,343.26
400691 - Donations	24,000.48
400692 - Miscellaneous Revenue	1,882.00
400693 - Book Sale	1,829.64
400700 - Grants	6,239.59
<b>Total Income</b>	<b>515,803.94</b>
<b>Expense</b>	
700710 - Employee Benefits	63,814.68
700727 - Postage	470.30
700728 - Supplies	8,134.31
700740 - Equipment	14,255.28
700740 - Furnishings	250.55
700740 - Materials	32,186.70
700801 - Advertising & Promo	4,234.96
700805.1 - Accounting	14,264.20
700805.2 - Bank Charges & Fees	50.88
700806 - Technology Support	2,445.00
700808 - Building & Grounds	14,750.34
700850 - Communications	5,664.85
700910 - Building/Liability Ins	8,648.00
700920 - Public Utilities	9,599.49
700933 - Equipment Repairs	1,970.43
700954 - Contractural Services	25,557.43
700955 - Memberships / Training	7,390.73
700956 - Programming	12,124.26
700970 - Capital Outlay	27,401.28
Payroll Expenses	188,534.84
Payroll Tax Expense	14,663.06
<b>Total Expense</b>	<b>456,411.57</b>
<b>Net Ordinary Income</b>	<b>59,392.37</b>
<b>Net Income</b>	<b>59,392.37</b>

**Henika District Library**  
**Profit & Loss**  
January through November 2025

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	TOTAL
<b>Ordinary Income/Expense</b>												
<b>Income</b>												
400502 - Federal E-Rate	199.50	0.00	0.00	183.54	1,385.99	0.00	183.54	228.00	0.00	228.00	0.00	2,408.57
400540 - State Aid	0.00	0.00	4,278.40	0.00	0.00	273.73	4,389.02	0.00	356.17	0.00	0.00	9,267.32
400581.C - City Contribution	90,922.49	37,965.96	36,601.03	2,960.66	107.31	0.00	0.00	1,235.46	0.00	0.00	0.00	169,792.91
400581.T - Township Contribution	105,006.69	41,771.51	80,223.00	15,734.96	119.82	0.00	0.00	0.00	0.00	0.00	0.00	242,859.98
400582 - Non-Resident Fees	40.00	0.00	29.64	58.50	48.50	38.92	0.00	39.28	19.64	38.86	10.00	323.34
400601 - Copies and Faxes	200.95	337.55	411.75	617.74	425.92	312.53	412.36	375.25	477.42	417.69	380.71	4,367.87
400636 - Penal Fines	2,083.85	2,973.68	2,737.38	3,444.87	2,958.37	2,981.70	3,292.31	3,143.34	2,565.24	2,848.20	2,618.58	31,647.52
400657 - Fines	0.00	0.00	267.05	86.29	204.50	45.05	26.49	24.99	58.40	0.00	98.69	813.46
400665 - Interest Income	1,944.76	1,745.67	1,903.37	1,863.86	1,891.07	1,897.56	1,918.90	1,817.05	1,771.47	1,796.46	1,763.09	20,343.26
400691 - Donations	11,932.10	60.00	184.92	224.77	5,550.31	1,418.14	1,025.67	506.38	148.51	2,817.80	121.88	24,000.48
400692 - Miscellaneous Revenue	0.00	0.00	1,882.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,822.00
400693 - Book Sale	19.75	23.35	21.37	262.86	85.70	764.23	63.96	311.59	179.10	70.93	26.60	1,829.64
400700 - Grants	0.00	0.00	2,500.00	832.97	275.80	0.00	264.30	2,064.30	302.22	0.00	0.00	6,239.59
<b>Total Income</b>	212,350.09	84,877.92	131,039.91	26,303.02	13,063.29	7,731.86	11,576.55	9,745.64	5,878.17	8,217.94	5,019.55	515,803.94
<b>Expense</b>												
700710 - Employee Benefits	6,371.93	6,128.77	5,867.00	5,493.13	5,717.33	5,605.23	5,343.46	6,472.14	5,605.23	5,605.23	5,605.23	63,814.68
700727 - Postage	0.00	39.85	0.00	37.00	61.00	50.45	146.00	0.00	44.00	45.50	46.50	467.30
700728 - Supplies	757.24	1,329.05	421.40	515.08	1,172.35	281.94	1,133.25	592.51	1,056.50	701.25	701.25	8,134.31
700740 - Equipment	5,446.70	535.76	933.85	78.00	2,655.43	607.64	1,058.69	1,924.57	0.00	311.94	702.70	14,255.28
700740 - Furnishings	80.58	0.00	0.00	39.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.55
700740 - Materials	2,845.59	3,242.69	1,841.69	2,761.64	2,547.44	1,921.79	3,060.82	2,092.83	1,910.44	5,059.16	4,902.61	32,186.70
700801 - Advertising & Promo	161.85	32.35	592.50	1,108.76	0.00	1,381.51	307.70	171.72	0.00	185.90	292.67	4,234.96
700805.1 - Accounting	447.20	1,546.50	462.50	450.00	8,100.00	475.00	513.00	620.00	550.00	537.50	562.50	14,264.20
700805.2 - Bank Charges & Fees	43.99	6.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.88
700806 - Technology Support	285.00	0.00	0.00	285.00	850.00	0.00	285.00	0.00	0.00	285.00	0.00	2,445.00
700808 - Building & Grounds	3,273.00	114.00	2,043.00	2,716.00	1,288.01	398.41	2,454.24	566.50	361.00	625.04	911.14	14,750.34
700850 - Communications	505.17	552.17	539.30	525.54	528.37	537.53	0.00	0.00	1,013.59	908.01	0.00	5,664.85
700910 - Building/Liability Ins	50.00	0.00	0.00	0.00	0.00	8,526.00	0.00	0.00	72.00	0.00	0.00	8,648.00
700920 - Public Utilities	1,104.86	610.76	1,394.11	591.47	939.94	788.49	774.01	937.15	902.28	1,070.82	485.60	9,599.49
700933 - Equipment Repairs	80.47	0.00	0.00	56.77	1,050.00	0.00	197.72	0.00	0.00	80.47	0.00	1,970.43
700944 - Contractual Services	4,624.10	77.84	138.69	4,190.68	729.95	451.54	4,208.25	720.15	89.40	5,566.44	3,760.39	25,757.43
700955 - Memberships / Training	307.72	490.00	1,078.72	720.00	1,252.03	0.00	3,215.04	-205.72	0.00	76.00	456.94	7,390.73
700956 - Programming	1,314.71	940.70	1,068.60	1,242.97	1,372.02	1,226.55	1,153.11	1,085.19	326.73	1,303.27	1,090.41	12,124.26
700970 - Capital Outlay	0.00	0.00	0.00	0.00	11,900.00	0.00	1,000.00	14,501.28	0.00	0.00	0.00	27,401.28
Payroll Expenses	12,467.20	17,243.34	16,506.91	16,673.43	16,728.83	16,815.12	25,366.78	16,752.87	16,368.26	16,359.37	16,731.73	188,534.84
Payroll Tax Expense	1,403.89	1,406.12	843.68	1,319.68	1,315.34	1,267.30	1,972.32	1,293.43	1,295.93	1,286.45	1,286.45	14,663.06
<b>Total Expense</b>	41,571.20	34,299.79	33,744.82	39,323.90	58,206.21	40,325.34	51,767.38	48,105.36	29,094.36	41,972.06	38,001.15	456,411.57
<b>Net Ordinary Income</b>	170,778.89	50,578.13	97,295.09	-13,020.88	-45,142.92	-32,593.48	-40,190.83	-38,359.72	-23,216.19	-33,754.12	-32,981.60	59,392.37
<b>Net Income</b>	<b>170,778.89</b>	<b>50,578.13</b>	<b>97,295.09</b>	<b>-13,020.88</b>	<b>-45,142.92</b>	<b>-32,593.48</b>	<b>-40,190.83</b>	<b>-38,359.72</b>	<b>-23,216.19</b>	<b>-33,754.12</b>	<b>-32,981.60</b>	<b>59,392.37</b>

**Henika District Library**  
**Profit & Loss Budget vs. Actual**  
January 1 through December 5, 2025

	Jan 1 - Dec 5, 25	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400502 - Federal E-Rate	2,408.57	3,500.00	-1,091.43
400540 - State Aid	9,297.32	10,500.00	-1,202.68
400581.C - City Contribution	169,792.91	195,000.00	-25,207.09
400581.T - Township Contributio	242,855.98	230,000.00	12,855.98
400582 - Non-Resident Fees	323.34	310.00	13.34
400601 - Copies and Faxes	4,369.87	4,100.00	269.87
400656 - Penal Fines	31,647.52	32,000.00	-352.48
400657 - Fines	813.46	750.00	63.46
400665 - Interest Income	20,343.26	16,000.00	4,343.26
400691 - Donations	24,000.48	23,910.00	90.48
400692 - Miscellaneous Revenue	1,882.00	1,882.00	0.00
400693 - Book Sale	1,829.64	1,840.00	-10.36
400700 - Grants	6,239.59	6,787.82	-548.23
<b>Total Income</b>	<b>515,803.94</b>	<b>526,579.82</b>	<b>-10,775.88</b>
<b>Expense</b>			
700710 - Employee Benefits	63,552.91	71,000.00	-7,447.09
700727 - Postage	470.30	600.00	-129.70
700728 - Supplies	8,134.31	9,500.00	-1,365.69
700740 - Equipment	14,255.28	17,000.00	-2,744.72
700740 - Furnishings	250.55	2,000.00	-1,749.45
700740 - Materials	32,186.70	38,150.00	-5,963.30
700801 - Advertising & Promo	4,234.96	5,100.00	-865.04
700805.1 - Accounting	14,264.20	15,000.00	-735.80
700805.2 - Bank Charges & Fees	50.88	100.00	-49.12
700806 - Technology Support	2,445.00	3,000.00	-555.00
700808 - Building & Grounds	14,750.34	15,882.00	-1,131.66
700850 - Communications	5,664.85	6,220.82	-555.97
700910 - Building/Liability Ins	8,648.00	8,650.00	-2.00
700920 - Public Utilities	9,599.49	12,000.00	-2,400.51
700933 - Equipment Repairs	1,970.43	2,500.00	-529.57
700954 - Contractual Services	25,557.43	34,000.00	-8,442.57
700955 - Memberships / Training	7,390.73	8,800.00	-1,409.27
700956 - Programming	12,124.26	16,430.00	-4,305.74
700970 - Capital Outlay	27,401.28	19,647.00	7,754.28
Payroll Expenses	196,907.09	224,000.00	-27,092.91
Payroll Tax Expense	15,305.79	17,000.00	-1,694.21
<b>Total Expense</b>	<b>465,164.78</b>	<b>526,579.82</b>	<b>-61,415.04</b>
<b>Net Ordinary Income</b>	<b>50,639.16</b>	<b>0.00</b>	<b>50,639.16</b>
<b>Net Income</b>	<b>50,639.16</b>	<b>0.00</b>	<b>50,639.16</b>



## Home

### Alerts

You have no alerts.

### Accounts

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b>	Current balance
XXXX7152	<b>\$34,145.65</b>
<b>PUBLIC FUNDS HIGH YIELD SAVINGS</b>	Current balance
XXX013	<b>\$518,987.19</b>
<b>BUILDING FUND</b>	Current balance
XXX212	<b>\$243,742.27</b>
<b>TIME DEPOSIT</b>	Current balance
XXXX228	<b>\$79,664.45</b>
<b>TIME DEPOSIT</b>	Current balance
XXXX079	<b>\$34,363.63</b>
<b>TIME DEPOSIT</b>	Current balance
XXXX087	<b>\$57,929.16</b>

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#### United Bank

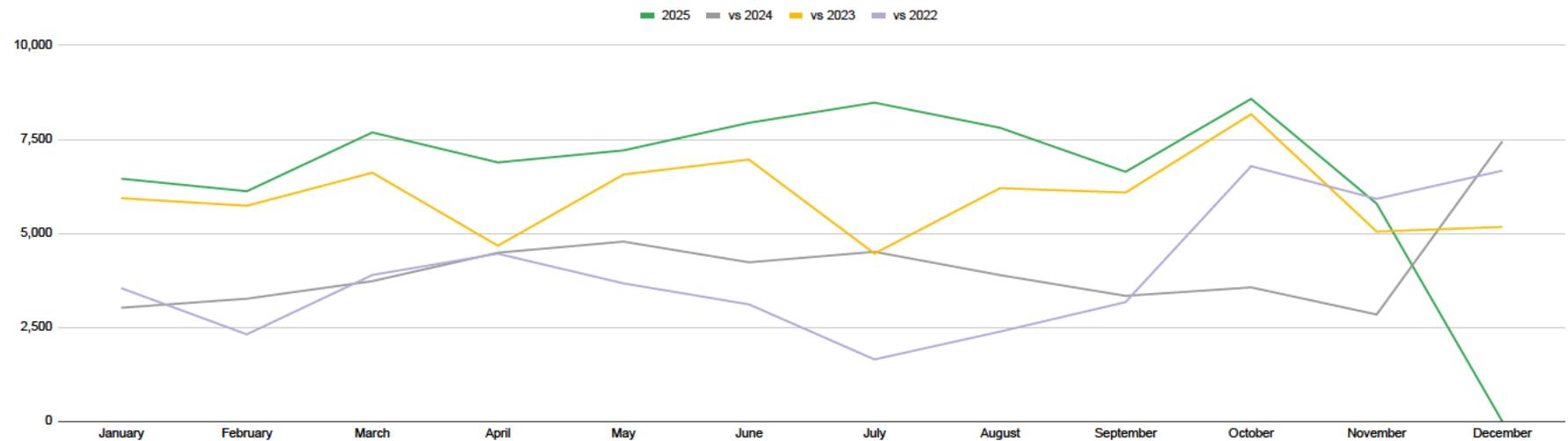
900 East Paris Ave SE | Grand Rapids, MI 49546 | 616.559.7000 | 800.968.1990

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# WEEKDAY TRAFFIC STATS 25

2025 vs 2022/23/24



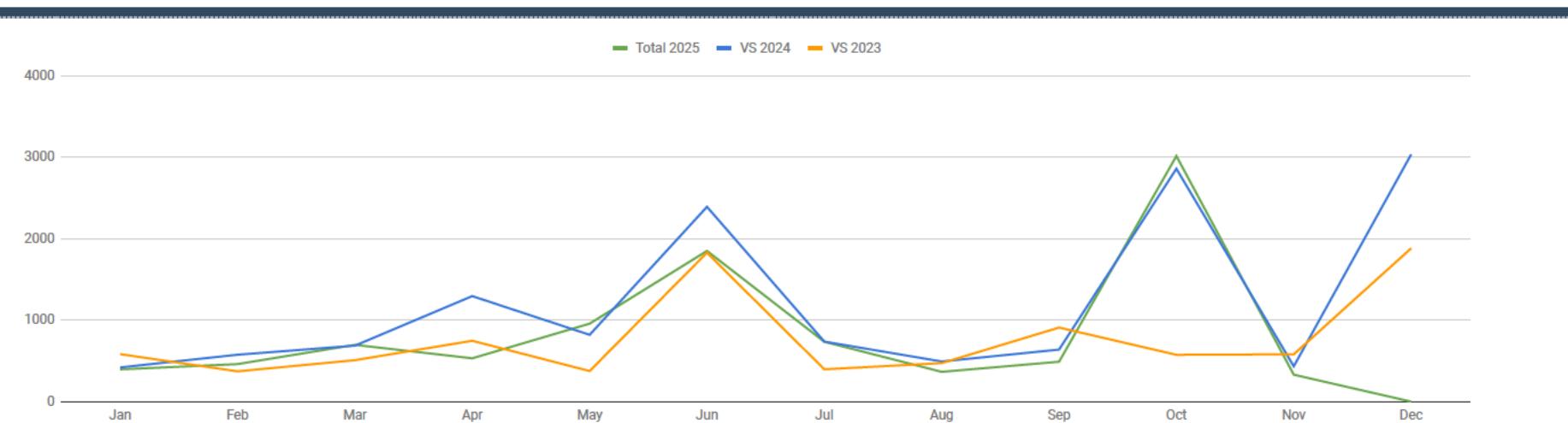
## Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2025	6,456	6,122	7,687	6,889	7,209	7,943	8,480	7,811	6,639	8,581	5,791	0	79,608	7,237
vs 2024	3,020	3,262	3,729	4,486	4,781	4,230	4,510	3,890	3,337	3,563	2,841	7,444	49,093	4,091
vs 2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	6,204	6,087	8,173	5,048	5,172	71,641	5,970
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

## Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December		AVERAGE
Monday	311	334	380	294	273	364	385	421	280	414	296	#D V/0		#DIV/0
Tuesday	314	337	333	279	353	329	378	292	339	349	287	#D V/0		#DIV/0
Wednesday	301	332	342	347	287	458	343	396	368	364	390	#D V/0		#DIV/0
Thursday	356	213	308	266	339	303	372	270	280	339	345	#D V/0		#DIV/0
Friday	215	224	277	196	324	225	276	308	243	252	208	#D V/0		#DIV/0
Saturday	128	175	225	184	103	217	162	151	157	190	126	#D V/0		#DIV/0

# Program Attendance 2025



## Summary

	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep	Oct	Nov	Dec	Total
Youth	362	306	527	437	888	675	332	45	225	160	173	3	4133
Adult	23	78	87	71	56	255	126	68	74	78	52	0	968
Family	13	79	85	26	15	921	279	255	193	2777	108	0	4751
Total 2025 [1]	398	463	699	534	959	1,851	737	368	492	3,015	333	3	9852
VS 2024	422	578	689	1,297	822	2,392	739	495	641	2,859	436	3,034	14404
VS 2023	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Yearly Increase	94%	80%	101%	41%	117%	77%	100%	74%	77%	105%	76%	0%	68%

## Program Types

	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth Live Events	151	76	223	262	761	144	74	44	223	157	165	3	2283	190
Youth Reading Programs	37	43	123	9	2	412	82	1	2	3	8	0	722	60
Passive Programs	174	187	181	166	125	119	176	79	120	432	106	0	1865	155
Adult Live Events	23	65	87	71	56	31	88	68	74	78	52	0	693	58
Adult Reading Programs	0	13	0	0	0	224	38	0	0	0	0	0	275	23
Family Live Events	13	79	85	26	15	921	279	176	73	2345	2	0	4014	335

**November 2025**

**Youth Services Report**

**Tori Schreur, Youth Services Librarian**

**Preschool Storytime: 5 attendees**

For the first time in a while, I had what felt like a successful storytime! We read books on different types of families. Both kids and parents really enjoyed the twist at the end of *The Bear in my Family!* The kids really enjoyed helping me with our flannel activity too. I'm hoping this is an upward trend to higher audiences and participation at storytime!

**Lego Club: 10 attendees**

We had a few new faces at Lego Club this month. I even left the legos out longer than I intended because the kids were content, and parents were enjoying their time as well. This month they really took advantage of the lego building cards and created various different fun things with the recommendations. I'm curious to see what type of crowd we will receive for the month of December when we move the program day to Mondays.

**After School Art: 53 attendees**

The numbers for After School Art seem to be pretty steady. Even with holidays, cancellations, and take-and-make style crafts. This month we made fall trees out of tracing our hands and painted puzzle pieces. For the life of me, I know we did another craft, but I can't remember what it was. I remember placing pom poms, glue, scissors, and googley eyes on the table, but what we made has slipped through my mind. There was also a day when I could not be here due to a training, and I had fall book marks and snacks in a take-and-make bag for kids to take.

**DIY Italian Soda Bar: 13 attendees**

I think everyone enjoyed this program. I purchased both sprite and club soda to use for the base and told the teens that if they used sprite they would be able to taste it through the flavors, but if they used club soda, the flavors they used would be more prominent. And surprisingly, most used the club soda. I purchased Blue Raspberry, Coconut, Strawberry, Peach, Raspberry, and Blood Orange flavors to use, as well as whipping cream and whipped cream for an extra twist. They had a lot of fun experimenting with the flavors. The most popular was the Blue Raspberry and the least favorite was the Raspberry.

**Preschool Playtime: 9 attendees**

This is honestly one of my favorite programs. I really enjoy sitting on the floor and playing with different things with the kids. The biggest hits right now are the pretend play clothes as well as the instruments. I recently purchased magnatiles and lightup lap trays to play on, and I'm looking forward to playing with those in December.

### **Pokemon Club: 37 attendees**

We didn't do anything special for this month's Pokemon club, but I do have a lot of fun things planned for December. Of all the 37 attendees who came, I recognized all, so no new faces this month! I let them know that Pokemon club will be moving to Mondays, and they did seem to be in favor of the switch, so I'm hoping that December's numbers will be just as good, if not better.

### **Pumpkin Spice Bath Salts: 15 attendees**

The tweens and teens had a lot of fun making these. It was the most interaction and participation I've gotten from any teen program I've done. Believe it or not, the teen boys downstairs were more excited to make them than the girls. All I had to say was, "free Christmas present to gift to someone" and they were on board! I purchased just plain epsom salts, and we added crushed oats, baking soda, and different fall scented essential oils. It was a lot of prep, but definitely worth it with how simple they were to make!

### **Take and Makes: 24**

### **Scavenger Hunt: 80 kids**

### **Looking Forward:**

Aside from a few Holiday themed programs, December is looking like a pretty steady month. Abby and I will be switching our late evenings, so my regular Wednesday programs will be switching to Mondays. Lego club will be held on Monday, December 1st at 5:30. Due to a special storytime, only one storytime program will be held on Tuesday, December 2nd. After School Art will be on Thursdays, December 4th, 11th, and 18th. Saturday, December 6th is Snowfest where we will be having our annual Hot Cocoa Bar and will be bringing back Steampunk Xena, the fire performer from last year. Monday December 8th will be the first Monday program of Pokemon Club, so fingers crossed for our usual turnout! December 9th at 11 AM will be our only Preschool Playtime due to me taking some time off during the holidays. For Wednesday, I bought mini stockings and candy and the tweens and teens can make their own stockings. On Monday, December 15th at 11:00 Santa will be joining us for Santa Storytime. And he really is the best Santa around. I love having him! Lastly, on Tuesday, December 30th, right when we open, we will have Breakfast and *Big Hero 6*, where kids (and adults!) can come and enjoy some cereal and watch a movie!

**November 2025**

**Adult Services Report**

**Abigail Cummings, Adult Services Librarian**

### **Programs & Attendance**

#### **Drop-in Bullet Journaling: 3**

I wasn't here for this Monday, but we already have all the materials for this program and it's easy to just put on the table, so it's good for when I'm out. Usually a few people show up and enjoy it, so it's better than doing nothing.

#### **Everyday Herbalism for Stress Management: 4**

I was disappointed that more people didn't come to this one! Camilla was a really big hit last year, and I think it mostly is because the weather was atrocious this day. She does a great presentation, and I would like to have her back when the weather is better.

#### **Adult Craft: Autumn Trees: 8**

This was a cute craft! Attendance was okay, but it was just a nice, back-to-basics craft night.

#### **Spice Club- Mulling Spice: 9**

This was a great spice club! The cider was really good and it was a nice, easy thing to throw together.

#### **Thanksgiving Recipe Swap: 0**

It makes sense that no one came to this. It was the Saturday after thanksgiving, and I wanted to give people something to do if they wanted, but the weather wasn't great and the library wasn't very busy.

#### **Tech Help: 2**

Very few people come to tech help, but it's completely free to put on, and the people who do use it really appreciate it.

#### **Paint Along With Us: 23**

This was a good class! I did an instructor-led class, which always does better than the free paint. Attendance was pretty good for this one!

#### **Sawmill: 0**

I did not go to sawmill this month due to scheduling, but I was able to get in contact with their office administrator, and we've made some plans for next month.

#### **Green Acres: 5**

Green acres was small because instead of bingo or a craft, we set up some library cards for residents who wanted them. I'm excited for this mobile library opportunity!

**Bingo! Brunch: 0**

Bingo brunch was cancelled due to weather.

**Total Program Participants: 52****November Reflection**

November was a slower month than I thought it would be. Bingo! Brunch would have been a boost, but we were closed due to weather. Attendance wasn't great for most of the programs but I still got some people for spice club, the craft, and painting.

**Looking Forward**

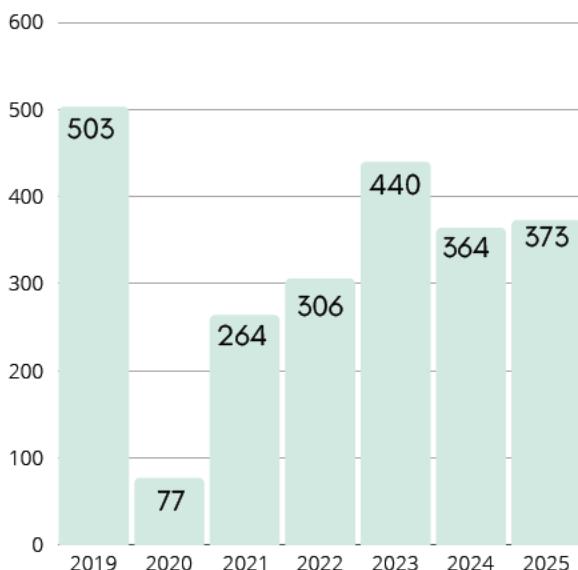
I have some fun stuff planned for December! People really liked the hot cocoa mix and north poll movie night, so I'm doing those again. There's also painting, craft nights, and Jerry Berg is coming back. Bingo! Brunch is during winter break, so I'm hoping we get a lot of bored kiddos for that next month! We're also doing winter reading, hosting silent book club, and I'm buying double the amount of take and makes that I have been because they've been so popular.

# November 2025

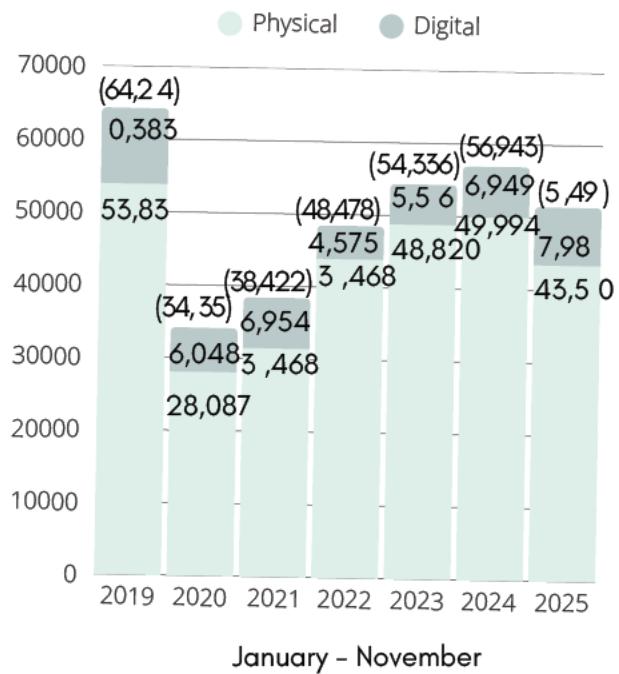
Our November 2025 circulation numbers are 5,452 lower than our November 2024 numbers. The categories showing the most growth from last year during the month of November are Juvenile Audiobooks; which circulated 6 times more than they did last November, Teen e-Books; which circulated 2.5 times higher than last November, General NF DVDs; which circulated 3 times more than they did last November, and Juvenile e-Audiobooks; which circulated 2.7 times more this November than last. Other categories showing noticeable growth from last November include: Teen Print, Juvenile Print, Special Collection Items, and Adult e-Audiobooks. The categories that are not circulating as well as they did in November of 2024 include: Adult Print, Tween Print, Board Games, Video Games, General Fiction DVDs, Youth DVDs, Adult Audiobooks, Teen Audiobooks, Adult e-Books, Juvenile e-Books, and Teen e-Audiobooks. On another note, our Spanish items have been checked out a total of 2 times this month; with renewal. Furthermore, computer sessions are once again higher than they were last November. With the holidays approaching along with the threat of inclement winter weather, I anticipate a slower December circ-wise.

Courtney Schenkuizen - Circulation Supervisor

## Computer Sessions



## Circulation YTD:



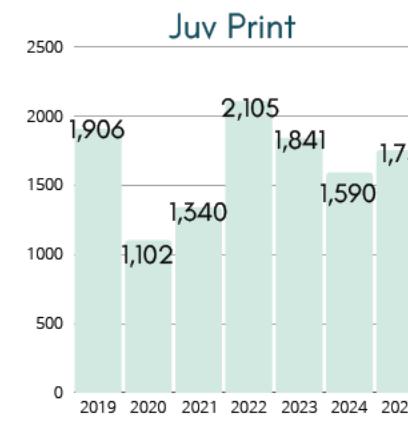
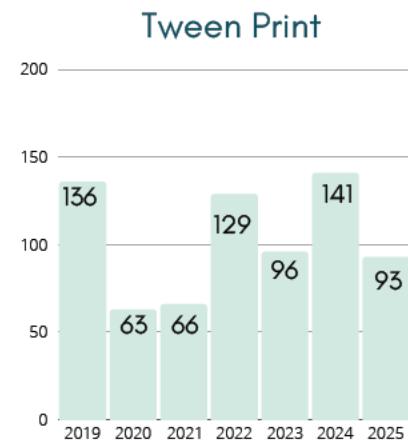
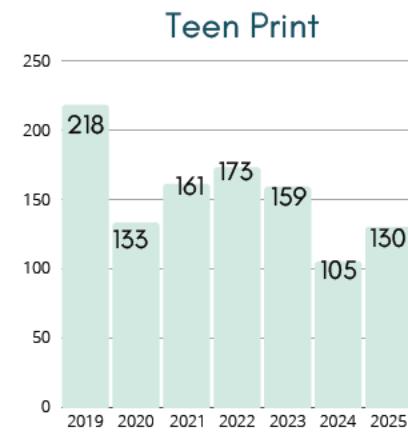
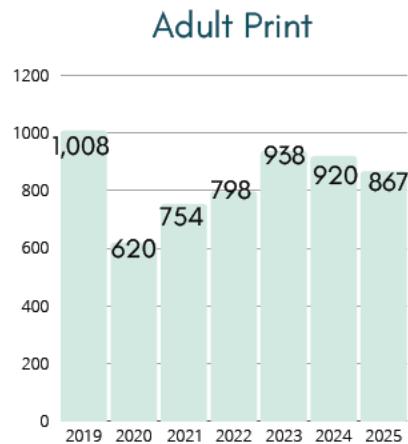
Henika has 2,441 total patron accounts. 506 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

271 Patron accounts added YTD  
16 Patron accounts added in November:  

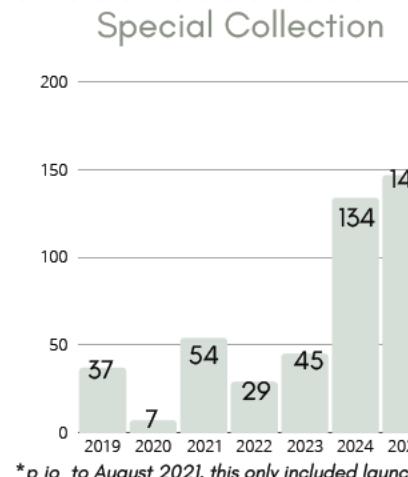
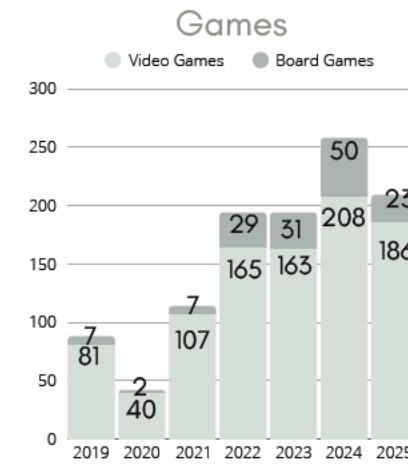
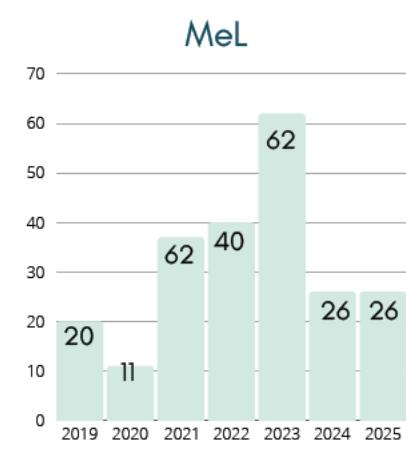
- 7 - Wayland City
- 5 - Wayland Township
- 4 - Patron Point

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

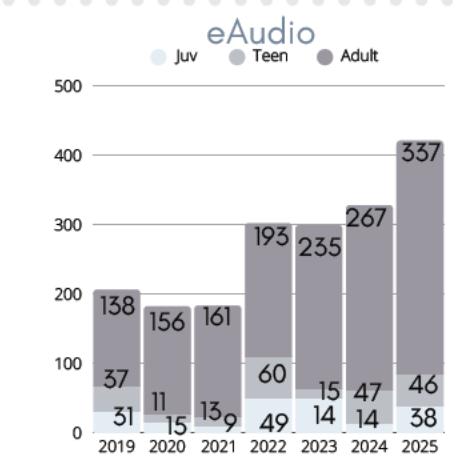
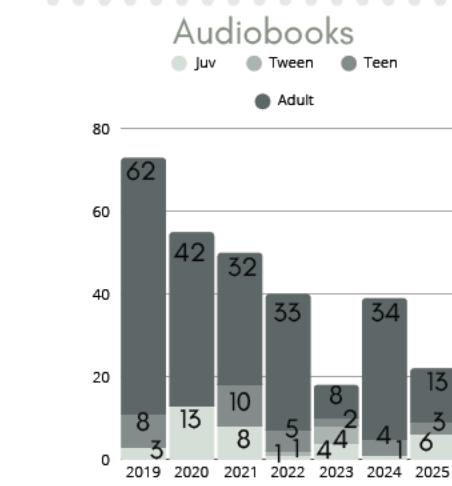
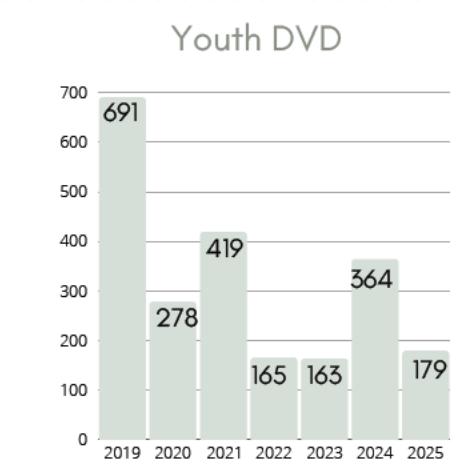
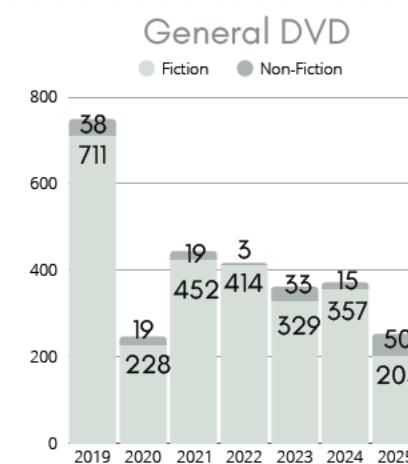
# November Circulation, 2019-2025



\*pictu es books, eade s, chapter , juv g aphic, juv NF



\*p io to August 2021, this only included launchpads



Henika District Library  
Meeting Minutes

Henika District Library  
Finance Committee Meeting  
November 18, 2025 at 4:15 pm

**Members Present:** Meghan Augustin (ex officio), Elizabeth Engles, Jacqui Kuhn

**Members Absent:** Danielle Simmons

**Staff Present:** Cierra Bakovka – Director

**Guests:** Rick Labian via Zoom

- I. Call to Order: Meeting called to order at 4:15 pm by Kuhn.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of July 25, 2025 Finance Committee Meeting Minutes with correction of previous meeting date motioned by Kuhn and seconded by Engles. All yes, motion passed.
- IV. Unfinished Business
  - a. No unfinished business.
- V. New Business
  - a. Employee Benefits Plans
    - i. Bakovka presented six alternative plans to compare to the current employee medical plan in order to make a recommendation to the board. For ease of comparison, Bakovka compiled key information from each of the quotes into a spreadsheet for the committee to review. The preference of the staff members eligible for medical coverage is the Blue Elect Plus Platinum Option 1. Discussion ensued on the coverage differences between plans. Rick Labian joined via Zoom to answer the committee's questions about the different options and indicated that he has had several customers switch from the Simply Blue plans to the Blue Elect Plus plans. The committee narrowed discussions to the differences between Blue Elect Plus POS Platinum Option 1 and Option 2, and how these compare to the current medical plan (Simply Blue PPO Platinum).
    - ii. Selection of the Blue Elect Plus POS Platinum Option 2 medical plan with the cap option as the recommendation to bring to the board motioned by Kuhn and seconded by Engles. All yes, motion passed.

VI. Around the Table

- a. Bakovka indicated that information from PFM on numbers for millage would be useful before the next Finance Committee meeting. With Simmons absent, the group decided to wait until the December 2 meeting to plan the next meeting date.
- b. Augustin had nothing to add.
- c. Engles had nothing to add.
- d. Kuhn had nothing to add.

VII. Adjournment of the meeting motioned by Kuhn and seconded by Augustin.  
Meeting adjourned at 5:35 pm.

## **Minutes**

Henika District Library

Building & Grounds Committee Meeting

November 18th, 2025 at 6:00 pm

**I. Meeting called to order at 6:04 pm by Augustin.**

- A. Members Present: Rachel Brinks, Gary Marsh, Pamela Meyer
- B. Members Absent: None
- C. Staff Present: Cierra Bakovka
- D. Guests: Meghan Augustin

**II. Approval of Agenda:** Meyer motioned to approve the agenda as presented, Augustin seconded. All in favor, motion carried.

**III. Community Opportunity to Address the Committee:** No community present.

**IV. Approval of Meeting Minutes:** Augustin motioned to approve the August 2025 Building & Grounds Committee meeting minutes, Meyer seconded. All in favor, motion carried.

**V. Unfinished Business**

- A. Architect RFP
  - 1. Brianne Pitchford (Triangle) recommended that we hold off on an architect RFP, as that is part of Triangle's services under the Design/Build contract.
  - 2. Brinks motioned to table the Architect RFP indefinitely, Meyer seconded. All in favor, motion carried.
- B. Facilities Walk-Through Priorities
  - 1. The committee assigned condition and priority codes to the items noted during the annual walk-through.

**VI. New Business: None**

**VII. Around the Table**

- A. Brinks: Nothing to add.
- B. Marsh: Nothing to add.
- C. Bakovka: Nothing to add.
- D. Meyer: Nothing to add.
- E. Augustin: Ate tacos!

**VIII. Adjournment**

- A. Augustin motioned to adjourn the meeting, Brinks seconded. Meeting adjourned at 6:36 pm.

## SALARY AND RAISE POLICY

Salaries and hourly rates will be set by the Director at the guidance of the Library Board. The salary range for each position will be as follows:

Director: \$47,000 - \$67,0000 annually

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

Circulation Supervisor: \$17 - \$20 per hour

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

Page: State Minimum Hourly Wage - \$15 per hour

Custodian: \$17 - \$21 per hour

Raises will be given at the beginning of each fiscal year based upon the performance evaluations done the previous December, provided that the projected revenue for the year ahead can cover the increase in budgeted salary. Based on performance, employees will receive a raise of up to 5% at the director's discretion until their maximum salary or hourly rate has been reached. Raises more than 5% can be given with board approval. Director raises are decided by the board.

In years when the budget cannot support the above raises or the employee has reached the maximum salary or hourly rate for their position, a one time bonus may be given to the employee in lieu of a raise.

*Adopted: 10/1/02*

*Revised: 8/11/05*

*Revised: 1/10/19*

*Revised: 8/13/20*

*Revised: 1/11/22*

*Revised 11/15/22*

*Revised: 4/9/24*

*Revised: 7/15/2025*

Estimated 2026 Employer Benefits Cost Breakdown 80/20

Employee	Monthly Rate	Yearly Cost	<u>Medical</u>		
			Total Employer Yearly	Total Employee Yearly	Employee Monthly Cost
Cierra	\$621.38	\$7,456.56	\$5,965.25	\$1,491.31	\$124.28
Abby Family Total	\$1,242.76	\$14,913.12	\$11,930.50	\$2,982.62	\$248.55
Tori Family Total	\$2,215.64	\$26,587.68	\$21,270.14	\$5,317.54	\$443.13
<b>Total</b>	<b>\$4,079.78</b>	<b>\$48,957.36</b>	<b>\$39,165.89</b>	<b>\$9,791.47</b>	

Estimated 2026 Employer Benefits Cost Breakdown w/ cap

<b>Employee</b>	<b>Monthly Rate</b>	<b>Yearly Cost</b>	<b>Medical</b>		<b>Total Employer Yearly</b>	<b>Total Employee Yearly</b>	<b>Employee Monthly</b>
			<b>Yearly Cap</b>	<b>Total Employee Yearly</b>			
Cierra	\$621.38	\$7,456.56	\$7,942.09	\$7,942.09	\$0.00	\$0.00	
Abby Family Total	\$1,242.76	\$14,913.12	\$16,609.38	\$16,609.38	\$0.00	\$0.00	
Tori Family Total	\$2,215.64	\$26,587.68	\$21,660.30	\$21,660.30	\$4,927.38	\$410.62	
<b>Total</b>	<b>\$4,079.78</b>	<b>\$48,957.36</b>		<b>\$46,211.77</b>			

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of the Henika District Library elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year January 1st, 2026 through December 31st, 2026.

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

Ayes:

Nays:

Absent:

Secretary or Treasurer Certification: \_\_\_\_\_

## **SUGGESTED REPLACEMENT**

### **EMERGENCY CLOSING POLICY**

In accordance with its commitment to public service, the Romulus Public Library maintains a regular schedule of hours open to the public while maintaining a safe work environment for staff.

#### **CRITERIA**

The decision to close, close early, or postpone the opening of the Library due to severe weather or any emergency situation will be made by the Library Director or their designee and will be based upon one or more of the following:

- A. Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme (subzero) temperatures, or blizzard conditions.
- B. Availability of sufficient staff to operate the Library
- C. Failure of vital building services, extended power failure, condition of the building or its equipment
- D. General health or safety emergency in the community or in the Library

#### **NOTIFICATION**

The Director, or designee, will provide timely notification to the Board President (or another officer of the Board of Trustees if the President is unavailable) for each full closure, late open, or early close. Staff members scheduled to work will be notified immediately of any closure or delay.

Emergency closings will be announced to the public in as many ways as possible or appropriate given the circumstances of the emergency. These include the Library website, social media outlets, news outlets, and/or signs on doors.

#### **COMPENSATION**

Employees may be requested to report to work or remain at work even if the library is closed to the general public. Unless contacted by a supervisor, all employees should assume the library is open and are expected to arrive on time for their regularly scheduled work shift. Staff members are expected to leave home early enough to compensate for poor weather conditions so they may reach work at their scheduled time. If they do not come to work, or if they choose to leave early, the missed time will be charged against their paid leave or, if all forms of paid leave are exhausted or unavailable, any missed time will be without pay. If the Library is closed due to emergency conditions, those employees who are scheduled to work will be paid for their scheduled hours.

*Adopted: 12/9/2025*

## CURRENT POLICIES

### SEVERE WEATHER

Henika District Library strives to maintain a safe environment for its patrons. To ensure public safety during times of severe weather, the following procedure has been adopted:

#### **SEVERE WEATHER**

When a severe weather watch or warning for a thunderstorm or tornado has been issued by the National Weather Service for our area of Allegan County,

- In the case of unattended children, parents will be contacted by phone to inform them that their children are in a safe location.
- Patrons will be asked to use the designated shelter area or leave the premises. The Henika District Library is not responsible for the safety of those patrons who decide to leave.
- Library equipment will be shut down when an approaching storm could cause electrical damage to computers.
- Programming will be canceled.
- The elevator will not be used during these severe weather conditions.

#### **SEVERE WINTER WEATHER**

If Wayland Union Schools has chosen to close due to winter weather, the library will delay opening until 1:00 pm. The road and weather conditions will be assessed at 11:00 am, and the Library Director will decide whether or not to remain closed for the rest of the day. Once the decision is made, staff will be notified, and the website and social media accounts will be updated accordingly.

On days the schools would not regularly be open, the Library Director and Board President will decide if the library should delay opening or close due to inclement weather. When a severe winter weather warning has been issued by the National Weather Services for our area of Allegan County, the library will delay opening until 1:00 pm. On Saturdays, the library will close for the day.

The Library Director and/or Board President may also choose to close the library early if necessary.

Staff will be paid for the normal hours they would have worked in the case of library closure due to severe weather.

Adopted: 10/16/96

Revised: 8/20/97

Revised: 8/12/98

Revised: 7/14/05

Revised: 11/8/12

Revised: 3/27/14

Revised: 11/13/14

Revised: 12/11/14

Revised: 1/10/19

## CLOSING DUE TO POWER OUTAGE

In the event of a power outage in the library, the director or supervisor on duty will close the library to assure the safety of library patrons and to preserve the efficiency of library operations.

Staff will remain in the building for thirty minutes, and if power does not return during that time or the power company does not give notice that power will be returning within an hour, the library will close for the remainder of the day. Staff will be paid for the normal hours they would have worked in the case of library closure due to power outage.

Adopted: 5/11/06  
Revised: 1/10/19

## EMERGENCY SITUATIONS POLICY

Henika District Library strives to provide an environment of comfort and safety for the citizens who frequent the library. In order to assure that safety and comfort, the following procedures will be followed in the event of fire, bomb threat, or threatening individuals:

### **FIRE**

In the event that a fire of any size breaks out, staff will usher all patrons out of the building through the nearest exit to a safe area on the lot south of the south parking lot, call 911 to report the fire, and wait outside for fire department response. No one is to re-enter the building for any reason until the all clear has been given.

### **BOMB THREAT**

In the event that a bomb threat is received, the following steps will be taken:

- Call 911 to report the threat.
- Evacuate the building of patrons and staff and send them to a designated safe place (to the lot south of the south parking lot, or as advised by emergency first responders) away from the periphery of the building.
- Complete a copy of the ATF Bomb Threat Checklist. (See Appendix)

### **THREATENING INDIVIDUAL**

In the event that an individual poses a threat to the safety of patrons or staff by way of language, weapon or physical force, the following steps will be taken:

- If appropriate, the director or supervisory staff member on duty will attempt to diffuse the situation and direct the individual to leave the building.
- If the individual refuses to cooperate, call 911 to report the incident.
- Calmly clear all patrons and staff away from the area of the individual and wait for police response.

### **HEALTH CRISIS TO STAFF OR PATRON**

In the event that a patron or staff member experiences a health crisis, call 911 immediately. Perform only such first aid techniques as you are qualified to perform. Keep non-essential persons away from the individual in crisis.

Above all, in any circumstances, do not panic. Remain calm and implement policy as quickly as possible.

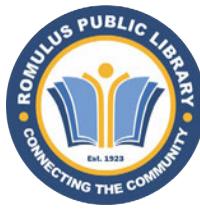
*Adopted: 10/11/01*

*Revised: 12/13/12*

*Revised: 1/10/19*

- “Hi Cierra, we just talked about this at our last board meeting. What is written in our actual policy book is quite open-ended, saying that it is up to the library director to close whenever they deem it unsafe to travel, and that we will post it online immediately. However, more specifically, we decided that if the local school district closes, all programs will be canceled automatically, and the library may also close as well if it is still snowing/bad weather out by 8 AM that morning (since we open at 10).” *-Abby @ JC Wheeler*
- “The director makes the decision at Ransom, and scheduled employees are always paid for unscheduled closings. By the way, if you ever want to connect about closing, feel free to text me at 269 823-4729. I generally hear from Andrea and Pam (Otsego and Allegan) on mornings (or whenever) when closing is a possibility. Helps to know what the neighbors are doing!” *- Joe @ Ransom*
- “Closings are at the discretion of the Director. Maximum 3 days (24 hours) a Season, will be paid to scheduled staff if we close, delay, close early.” *- Mary @ Newago*
- “Director and/or Board President or VP make the decision. We don't limit it to just one person since the director could be out of town or otherwise unavailable. We automatically close if the Township offices do, because we share a building and their snow removal may not be maintained adequately. We do not necessarily close just because the schools did, as those decisions are made the night before, or hours before we would open” *- Director @ Richfield Twnshp*
- “Jonesville District Library policy says the Library Director makes the decision to close or delay. We notify the public through our website, Facebook and local radio station. If the director closes the library, staff are paid their regular wages. If a staff member chooses not to come in (with notice to the director), they would need to use PTO to be paid - otherwise, it is an unpaid absence.” *-Laura @ Jonesville District Library*
- “If the school districts close we are closed. We tried to stay open a few times and patrons just assumed we were closed also. On days there is no school or for closing early the director decides but contacts the library board president so that she is aware. Our staff is also paid for the day if we are closed for weather. I think my staff gets as excited about a possible snow day as the school kids do.” *- Tanya @ Mackinaw Area Public Library*
- “Our policy states that if the school district is closed, we close, however, we generally do not follow that since we open later in the day. It is totally at the discretion of the Director, and she notifies the Board President and staff scheduled.” *-Mulliken District Library*

- “I typically close when the school is closed. There is a sign on our door stating we may open late/close/close early due to inclement weather and to call if it is questionable. We also remind patrons verbally when the weather forecast is snowy.” - *Alanson Area Public Library*
- “GDL Policy 4.8 Closings: Every effort will be made to keep Genesee District Library facilities open to serve the public as scheduled. In some instances, however, building closures may be required for the maintenance and upkeep of facilities. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of Genesee District Library. GDL Policy 4.8.1 Planned Closings: Planned closings are approved by the Library Board of Trustees on an annual basis and made publicly available. GDL Policy 4.8.2 Emergency Closings: Whenever a situation arises that, in the judgment of the Library Director or his/her designee, jeopardizes anyone’s personal safety or well-being, a location may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather. In certain instances, the Genesee District Library Director may close the entire system...Just this year I closed a branch which was in the vicinity of a barricaded gunman.” - *Dave @ Genesee District Library*



## **Policy Statement**

In accordance with its commitment to public service, the Romulus Public Library maintains a regular schedule of hours open to the public while maintaining a safe work environment for staff.

## **Emergency Closings**

The decision to close, close early, or postpone the opening of the Library due to severe weather or any emergency situation will be made by the Library Director or designee and will be based upon one or more of the following:

1. Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme (subzero) temperatures, or blizzard conditions
2. Availability of sufficient staff to operate the Library
3. Failure of vital building services, extended power failure, condition of the building or its equipment
4. General health or safety emergency in the community or in the Library

## **Notifications**

Emergency closings will be announced to the public in as many ways as possible given the circumstances of the emergency. These include the Library website, social media outlets, library answering machine, and signs on doors.

In the event of a closing, the Library Director or designee will contact the Library Board, supervisors, and the Mayor's Office. Supervisors will notify each employee in their department. Supervisors will be responsible for contacting groups scheduled to meet in the Library to reschedule their event or meeting.

## **Staff Schedules and Compensation**

- A. Unless contacted by a supervisor, all employees should assume the library is open and are expected to arrive on time for their regularly scheduled work shift.
- B. If the library is closed due to emergency conditions, full-time staff who are scheduled and do not come to work may use paid time off (either vacation time or personal business time only as approved by their supervisor). If paid time off is unavailable, the staff member will not be paid. Part-time staff will not be paid.
- C. Full-time employees who elect to leave earlier than the time the library closes or arrive late for their scheduled shift, may make up the time within the pay period or request paid time off. Supervisors may approve

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Adopted by the Romulus Public Library Board Dec. 20, 2021



make-up time or paid time off at their discretion on a case-by-case basis based on the circumstances.

- D. Employees who are sent home due to an emergency situation and recalled when the situation is resolved will be paid as follows:
  - 1. If the employee promptly (within the hour) returns to work, they will be paid for the number of hours they were scheduled to work.
  - 2. If the employee declines to return to work upon being recalled, they will be paid only for actual hours worked that day.
  - 3. Full-time employees who decline to return to work may use available paid time off for the difference between scheduled hours and actual hours worked, only as approved by their supervisor.

**INCLEMENT WEATHER POLICY**  
**Approved by the Highland Township Library Board, November 5, 2024**

In the event of weather conditions that cause Library staff to question the advisability of keeping the Library open the Library Director should be contacted as the final authority in making the decision to close. If the library director is not working the order of staff seniority is as follows based on responsibility, education, and years of service to the Highland Library: Director, Youth or Adult Department Head, Librarian, Paraprofessional, Head of Circulation Services, Aides.

The senior staff contacted is responsible for contacting Board members if desired to help in making the decision or to make them aware of the decision made. Board members should be contacted in the following priority order based on responsibility: President, Vice President, Secretary, Treasurer, Trustee. The staff member responsible for calling a member of the Board is the senior staff on duty for the day and hour(s) in question. This senior staff person is responsible for calling and for contacting or causing to be contacted all scheduled staff members affected by the decision to close. It is advisable for the senior staff member to ask other staff members to help with notifications, thus establishing a telephone tree.

In the event of a storm that occurs before the Library opens for the day causing question as to whether staff should travel to the Library, the senior staff member scheduled for that day who lives in the Highland area should make the decision to open or close rather than depending for the call upon a staff member who travels from another area to work at the Library. The reason for this is that local conditions must be the deciding factor in whether to close the Library. Conditions at a distant site might be considerably different from those in Highland. Thus, better to make the local call and get the local opinion and decision than to rely upon somebody at a distance. The responsibility to call other scheduled staff members then rests with the person who made the local call. If weather conditions appear threatening, staff members who live at distant points are advised to call the locally-based senior staff member before making the journey to the Library in hazardous conditions.

Factors which will be taken into account and will therefore influence the decision to close include safety to the public, ability to transact Library business, and danger to employees.

If the water goes off when the Library is open, a plumber is to be called and the Library is to be closed for the remainder of the day after posting a sign on the door indicating the reason for closing and intent to reopen the following day.

If the power goes out when the Library is open, staff are to keep the building open for one hour to see if power is restored. A call should be placed to Detroit Edison to determine the source/duration of the problem if possible. If power is not restored within one hour the Library may be closed after posting a sign on the door indicating the reason for closing and intent and time of expected return to service. If power is restored later in the day after the Library has been closed due to power outage, staff should plan to return to work the following day.

Those scheduled for work on the day the Library closes due to inclement weather conditions will receive pay for their full scheduled work shift even though the Library closes. Those not scheduled do not receive pay. Any staff member who arrives at work to find the Library closed because they left for work before they received the phone call announcing closing will receive compensatory time not to exceed one hour for the amount of time they actually spend at the Library while it is closed. This employee will be paid for his/her full scheduled work shift as outlined above, but no additional pay will be issued for the amount of time actually spent at the Library while it is closed

## INCLEMENT WEATHER AND EMERGENCY CLOSINGS

The Library provides a vital public service. Therefore, every effort is made to maintain regular hours for the public while maintaining a safe work environment for employees.

### Regulations

- 1) The Library will be closed only when conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails, or when there is a general emergency within the Library's service area. Therefore, if you are scheduled to work, you are expected to make a good faith effort to report to work on time unless the Library has been closed. The decision to close the Library will be based upon:
  - i) Availability of sufficient staff to open and operate the Library safely, i.e. a minimum of 2 staff members, one of whom must be a supervisor;
  - ii) Condition of the building's infrastructure or utilities;
  - iii) Requests for closure by local, county, or state law enforcement or health agencies;
  - iv) Requests by the Landlord.
- 2) The Library will not automatically close or delay opening based on any other institution's actions. The decision to close will be made by the Library Director with prompt notification to the Library Board ([board@gardencitylib.org](mailto:board@gardencitylib.org)). If the Library Director is unavailable by phone, the lead employee will contact a member of the Library Board to approve the decision. Once the decision to close or to delay opening is made, the Library Director or lead employee will notify the remaining staff and The Library Network (TLN). Public notices will be posted on the doors, and if possible, on our website and social media pages.
- 3) Compensation
  - a) If the Library remains open to the public, employees are expected to work their scheduled hours. If they do not come to work, or if they choose to leave early, the missed time will be charged against their paid leave or, if all forms of paid leave are exhausted or unavailable, any missed time will be without pay.
  - b) If the Library is closed due to emergency conditions, those employees who are scheduled to work will be paid for their scheduled hours.

## **Allegan District Library Emergency Closing Policy**

The purpose of the Emergency Closing Policy is to provide guidance when the Library is closed or closing earlier than scheduled for inclement weather or other emergency public safety reasons. The Emergency Closing Policy takes into account public safety of both staff and the community.

### **Authority**

The Board of Trustees designates the Library Director, or their designee, as the responsible party for assessing the severity of public safety and/or weather conditions. The Director or designee may take into account weather reports, Allegan public safety officials, the Michigan State Police, or other emergency management officials.

### **Criteria**

- The Director, or designee, will consider the safety and well-being of the staff currently at the library, and those scheduled to arrive for their shift with respect to road conditions or other natural phenomena.
- The Director, or designee, will consider the safety and well-being of the patron community already at the library, or attempting to arrive at the library.
- The request to close may be initiated by local law enforcement or emergency management authorities. The request to close by members of these agencies should be considered in the Director, or designee's, decision process.
- Consideration shall be given to the ongoing weather or public safety-related situation, such that the Director, or designee, will weigh a full closure against a delayed opening or an early closing.

### **Procedure**

- The Director, or designee, will provide timely notification and put forth their best effort to obtain at least one acknowledgement from a member of the Board of Trustees for each full closure, late open, or early close.
- The Director, or designee, will contact the media as appropriate, and the city and county public safety or emergency management officials if the situation at-hand merits.
- The Director, or designee, will have a sign placed in a conspicuous place at the entrances indicating that the Library is closed, if possible. The library website and social media accounts will also be updated to indicate the building is closed.

### **Designee**

- Prior to the Library Director initiating extended travel outside of Allegan during regular open hours, they will appoint a designee.

Approved by the Board of Trustees on: January 18, 2010

Revised and approved on: December 20, 2021

- The designee's appointment will be communicated to the Board of Trustees prior to the Director leaving on extended travel.
- The designee will execute this policy on behalf of the Director.

### **Extended Closures**

- Circumstances causing an extended closure (longer than three days) will be handled at the discretion of the Director in consultation with the Board President.

### **Review**

This Policy will be reviewed every three years by the Facilities Committee.

Approved by the Board of Trustees on: January 18, 2010  
Revised and approved on: December 20, 2021

# HENIKA DISTRICT LIBRARY BOARD

## MEETING DATES



2ND TUESDAY OF THE MONTH

TIME: 6:30PM - 8PM

BOARD MEMBERS:	Meghan Augustin, President	Jacqui Kuhn, Vice President
Danielle Simmons, Treasurer	Rachel Brinks, Secretary	Gary Marsh
Pamela Meyer	Elizabeth Engles	Deb Vander Slik

DATE	TOPIC	TIME
1/13/2026	• Regular January Meeting	6:30pm
2/10/2026	• Regular February Meeting	6:30pm
3/10/2026	• Regular March Meeting	6:30pm
4/14/2026	• Regular April Meeting	6:30pm
5/12/2026	• Regular May Meeting	6:30pm
6/9/2026	• Regular June Meeting	6:30pm
7/14/2026	• Regular July Meeting	6:30pm
8/11/2025	• Regular August Meeting	6:30pm
9/8/2025	• Regular September Meeting	6:30pm
10/13/2025	• Regular October Meeting	6:30pm
11/10/2025	• Regular November Meeting	6:30pm
12/8/2025	• Regular December Meeting	6:30pm

Meetings are open to the public. Time limits may be set during public comment periods to keep the meeting moving at an orderly pace

**Meeting agendas are available no less than 3 days before a regular meeting and can be obtained at [henikalibrary.org/board](http://henikalibrary.org/board) or by request at the library Circulation Desk**

Committee meetings are posted at [henikalibrary.org/board](http://henikalibrary.org/board)