

AGENDA

Henika District Library
Board of Trustees Meeting
July 16th, 2024 at 6pm

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. June 2024 Regular Meeting Minutes (M)

V. Financial Reports

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

VI. Director's Report

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

VII. Unfinished Business

VIII. New Business

- A. ADA Policy
- B. Fraud Risk Management Policy
- C. Historical Status
 - 1. Survey Results
- D. Set Budget Hearing

IX. Around the table

X. Adjournment

MINUTES

Henika District Library

Board of Trustees Meeting

June 11th, 2024 at 6:30pm

- I. Call to Order 6:36 pm by: Augustin
 - a. Members Present: Gary Marsh, Meghan Augustin, Tami Fryling, Danielle Simmons, Suzie Byville, Sarah Powell
 - b. Members Absent: Jacqui Kuhn, Maria Musgrave,
 - c. Staff Present: Cierra Bakovka
 - d. Guests: Ryan Brown from Decker Agency, Aviv Karni
- II. Approval of Agenda: 1st = Fryling 2nd = Augustin. All in favor.
- III. Community Opportunity to Address the Board: Aviv: Was stationed at "Friends of the Library" booth during Wayland Summerfest on 6/8/24. Had lots of interest, pamphlets handed out.
- IV. Approval of Meeting Minutes: 1st = Fryling 2nd = Augustin. All in favor.
- V. Financial Reports:
 - a. Approval of Paid Bills: A couple of utility bills are dual noted as June bills arrived early. Bakovka was already reimbursed for mileage to Mackinaw City. One pothole has been filled/paid.
 - b. Credit Card Detail Report: Bakovka provided clarification on the following: Etsy charges for Summer reading t-shirts, Discoutmugs = Henika bags, Calendly = annual renewal,

Sticker mule = promotional products, Squishable = summer reading prizes.

c. Year-to-date: no issues. Budget amendment from April noted.

d. Bank accounts: no issues. New CD noted.

1st = Augustin 2nd = Simmons. All in favor to pay bills as reported.

VI. Director's Report. Summerfest was very successful. Book sales \$545.00 Multiple Summer readers signed up, especially adults. New Employee started (only here for summer) and plans in place to fill position once he leaves. Director has one more class to finish Financial Certificate program and has a mentor from the Michigan Library Association project. Director applied for 2 Grants this month. She is going to ALA conference by end of July.

a. Monthly Statistics: May patrons' number higher than 2022 but less than 2023. Friday was busiest day of the week followed by Monday. See attached individual reports.

b. Youth Report: Youth programs going well. See attached individual program reports.

c. Adult Report: somewhat flat other than BINGO. Seed library is currently active, new packs at Library. See attached reports on programs for specific numbers.

VII. Circulation Report: 17 new patron accounts for May. Audio books will be scaled down in the library as the numbers participating continues to decline.

VIII. Committee Reports: Some positions need to be moved around due to board member changes.

- a. Building and Grounds 5/29/24: Parking lot improvements have started and pending Grants are in place for further upgrades. Decision was made to not allow neighboring businesses continue to use parking lot due to liability concerns and non-sharing of maintenance costs. Board members in agreement.
- b. Finance – no new updates
- c. Planning: continued evaluation of current strategic plan and progress being made. Will be moving this committee schedule to twice annually. Anticipate having member changes in place by September.

IX. Unfinished Business: none

X. New Business

- a. Building and Library insurance. (Decker Agency) Big premium increase due largely to roof replacement from April 2023 hailstorm. Increased from \$2,527.00 to \$6,463.00 annual premium due to industry “Five-year loss ratio” calculations totaling 1033%. Per Decker representative, other insurance companies were quoted will not take on our building due to rating. Representative/John suggests increasing deductible to \$10,000 option to mitigate this increase.
 - i. Motion to discuss 1st=Byville, 2nd=Danielle.
 - ii. Roll call Vote on motion to keep current policy without increasing to \$10,000 deductible as savings on premium costs were minimal.
 - a. Danielle Yes
 - b. Suzy Yes
 - c. Gary yes

d. Meghan yes

e. Tami yes

Motion passed.

b. Façade Grant. By City of Wayland, opens July 1, 2024, closes Aug 1, 2024. Explained by Bakovka. The building committee recommends replacing windows in original building and add lighting to building exterior. Quotes are pending. Bakovka asking if Board agrees with her pursuing Grant.

i. Discussion held. All in agreement to have Bakovka apply for Façade Grant (pending response from Historical society)

c. Patron Behavior Policy: Dog behavior in library has become an issue. Current policy was reviewed with attorney and suggestions given for how to update our current policy. Current policy reviewed, last updated in 2018. New policy suggestion from attorney reviewed.

Motion to adopt new “Patron Behavior Policy” as written by attorney with one addition added into clothing section (III.T.) to allow visible swimsuits when specifically permitted by library events. 1st = Augustin, 2nd Byville. All in favor. Passed.

d. Violations Policy: Legally if anyone is asked to leave the library for violating the above policy, or any policy, patron is allowed process of an appeal. New Violations Policy, as suggested by attorney, reviewed. Discussion held. Motion to Adopt new Library Violations and Appeal Policy as provided by attorney. 1st=Augustin, 2nd=Fryling. All in favor, passed.

e. Resignation: Sarah Powell, effective immediately due to moving out of Wayland Township. Fond farewells expressed along with gratitude for her involvement.

XI. Around the table

- a. Marsh – Struggling with hearing loss, asks that everyone be more aware of communication methods and help him to be able to hear what is being discussed in this business arena being mindful to have only one conversation going at a time and speaking directly at him in a clear manner.
- b. Byville- her term ends effective June 30th. She has decided to end her involvement with the Board. Fond farewells and gratitude expressed for her involvement.
- c. Powell – resigned, not present
- d. Augustin – We're doing good work. Sad about losing 2 board members but reminds all to attend summer meetings as much as possible so we can continue to get all our work done. New officer positions officially begin July 1, 2024. Will need to address committee member changes at next meeting. Also enjoyed Summerfest activities and is excited for involvement of local community members to start a "Friends of the Library". Big fan of summer reading.
- e. Bakovka – Will notify Wayland township about the need for 2 new Board members. Going to San Diego in 2 weeks for ALA, excited to go. Very grateful for help during Summerfest. Staff very busy and looking forward to Summer Reading program, but this will make them even more busy.
- f. Fryling – nothing to add
- g. Simmons -nothing to add
- h. Musgrave – not present
- i. Kuhn – not present

XII. Next meeting July 16, 2024, 6:00pm

XIII. Adjournment at 8:33pm 1st = Fryling 2nd = Augustin

Monthly Check Register

As of June 30th, 2024

Date	Payee	Memo	Account	Amount
6.12.24	Amazon	Equipment, Materials, Supplies, Programming	-SPLIT-	\$792.63
6.12.24	Baker & Taylor		Materials	\$240.88
6.12.24	Cengage		Materials	\$24.80
6.12.24	City of Wayland		Utilities	\$90.33
6.12.24	FosterSwift	Policy Revise	Contractual Service	\$171.50
6.12.24	MERS		Employee Benefits	\$1,394.54
6.12.24	MJA Landscape		Building & Grounds	\$306.00
6.12.24	Spectrum		Utilities	\$106.47
6.12.24	US Bank		Equipment	\$559.87
6.26.24	Absopure		Utilities	\$47.30
6.26.24	Accident Fund	Yearly Workman's Comp	Insurance	\$423.00
6.26.24	Amazon	Materials, Programming, Supplies, Equipment	-SPLIT-	\$450.81
6.26.24	Baker & Taylor		Materials	\$1,070.49
6.26.24	Blue Cross		Employee Benefits	\$3,795.05
6.26.24	Cardmember Service		-SPLIT-	\$928.13
6.26.24	Cengage		Materials	\$24.80
6.26.24	Decker	Building & Liability	Insurance	\$6,463.00
6.26.24	Farmers Disposal	New Trash Service. Quarterly Billing	Building & Grounds	\$108.00
6.26.24	Michigan Gas		Utilities	\$43.33
6.26.24	Lakeland Library Coop	Plastic Bags	Contractual Service	\$69.66
6.26.24	Pierce Cedar Creek Institute	Adult Program	Programming	\$60.00
6.26.24	Rachel Misfud	Adult Program	Programming	\$380.00
6.26.24	State of Michigan	Elevator Certificate Renewal	Equip Maint	\$310.00

Total: \$17,860.59



June 2024 Statement

Open Date: 05/15/2024 Closing Date: 06/13/2024

Page 1 of 4



Visa® Business Cash Card

HENIKADISTRICTLIBRARY

Account:

Elan Financial
Services

BUS 30 ELN

1-866-552-8855

New Balance	\$928.13
Minimum Payment Due	\$10.00
Payment Due Date	07/10/2024

Reward Points

Earned This Statement	962
Reward Center Balance	38,239
as of 06/12/2024	

For details, see your rewards summary.

Activity Summary

Previous Balance	+	\$1,849.02
Payments	-	\$1,849.02CR
Other Credits		\$0.00
Purchases	+	\$928.13
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$928.13
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$20,500.00
Available Credit		\$19,571.87
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

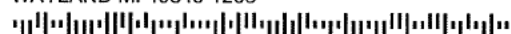
Please detach and send coupon with check payable to: Elan Financial Services CPN 001910551



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

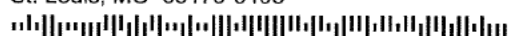


Account Number	
Payment Due Date	7/10/2024
New Balance	\$928.13
Minimum Payment Due	\$10.00

Amount Enclosed \$

Elan Financial Services

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



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

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

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

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

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

2. Payment Information: We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

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

June 2024 Statement 05/15/2024 - 06/13/2024

HENIKADISTRICTLIBRARY

Elan Financial Services

Page 2 of 4

1-866-552-8855

Business Cash
Rewards Center Activity as of 06/12/2024

Rewards Center Activity*	0
Rewards Center Balance	38,239

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	928	12,256
2 Extra Points - Telecom & Office Supply	34	2,371
Total Earned	962	14,627

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 \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/21	05/20	8596	KAY DEE'S GARDEN JENISON MI	\$58.28	BG
05/21	05/20	3573	MEIJER STORE #026 JENISON MI	\$20.12	BG
05/21	05/20	0071	Mailchimp Atlanta GA	\$26.50	CS
05/22	05/21	8070	ETSY, INC. 718-8557955 NY	\$53.53	Ad/Promo
05/22	05/21	3300	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
05/23	05/22	1101	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
05/24	05/24	4070	ETSY, INC. 718-8557955 NY	\$28.01	Ad/Promo
05/28	05/25	5045	ETSY, INC. 718-8557955 NY	\$24.51	Ad/Promo
05/28	05/25	8412	COSTCO WHSE #0744 WYOMING MI	\$105.98	Furn
05/29	05/28	4021	ETSY, INC. 718-8557955 NY	\$28.01	Ad/Promo
05/29	05/28	4068	ETSY, INC. 718-8557955 NY	\$28.01	Ad/Promo
05/30	05/29	3521	VISTAPRINT 866-207-4955 MA	\$49.19	Ad/Promo
05/30	05/29	1081	ETSY, INC. 718-8557955 NY	\$28.01	Ad/Promo
06/03	06/01	2763	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
06/05	06/04	5452	DOLLAR TREE GRANDVILLE MI	\$12.46	Supplies
06/06	06/05	4375	CHECKR, INC CHECKR.COM HTTPS:CHECKR.C CA	\$54.99	CS
06/07	06/06	3590	DOLLAR TREE JENISON MI	\$9.28	Supplies
06/10	06/07	1038	DOLLAR TREE JENISON MI	\$10.60	Supplies

Continued on Next Page

June 2024 Statement 05/15/2024 - 06/13/2024

HENIKADISTRICTLIBRARY

Elan Financial Services

Page 3 of 4

1-866-552-8855

Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/10	06/07	7183	4TE*NEC CLOUD COMMUNIC 800-240-0632 TX	\$111.21	Utilities
06/10	06/06	8381	WAYLAND DO IT BEST HAR WAYLAND MI	\$9.00	Supplies
Total for Account				\$715.83	

Transactions SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/15	05/14	9497	DOLLAR TREE KENTWOOD MI	\$18.90	VP
05/20	05/18	5773	FAMILY CENTRAL HOLLAND MI	\$48.72	VP
05/24	05/22	3973	HARDING'S MARKET #3 WAYLAND MI	\$30.22	VP
05/29	05/28	3189	Etsy.com - Multiple Sh 844-6593879 NY	\$6.22	VP
05/31	05/30	4834	TARGET 00020156 CALEDONIA MI	\$34.73	VP
06/13	06/12	6068	TARGET.COM * 800-591-3869 MN	\$24.42	VP
Total for Account				\$163.21	

Transactions CUMMINGS, ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/17	05/15	7893	MEIJER STORE #020 GRAND RAPIDS MI	\$11.58	AP
05/22	05/20	7171	HARDING'S MARKET #3 WAYLAND MI	\$4.78	AP
05/31	05/29	1199	HARDING'S MARKET #3 WAYLAND MI	\$6.99	AP
06/10	06/06	9672	WAYLAND DO IT BEST HAR WAYLAND MI	\$9.00	Supplies
06/10	06/08	3624	HARDING'S MARKET #3 WAYLAND MI	\$4.76	Supplies
06/13	06/12	1871	MEIJER 158 GRAND RAPIDS MI	\$11.98	AP
Total for Account				\$49.09	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
05/22	05/21	0073	PAYMENT THANK YOU	\$1,849.02CR	
Total for Account				\$1,849.02CR	

2024 Totals Year-to-Date


Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$0.00

Continued on Next Page

June 2024 Statement 05/15/2024 - 06/13/2024

Page 4 of 4

HENIKADISTRICTLIBRARY 

Elan Financial Services  1-866-552-8855



Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	25.24%	
**PURCHASES	\$928.13	\$0.00	YES	\$0.00	25.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

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



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, which comprise the Governmental Fund Balance Sheet as of June 30, 2024, and the related Statement of Revenue and Expenditures for the one month and six 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 Hen ka District Library.

Walker, Fluke & Sheldon, PLC
Hastings, Michigan
July 5, 2024

**Henika District Library
Governmental Fund Balance Sheet
As of June 30, 2024**

ASSETS

Current Assets:

Cash-Checking	\$ 218,169.34
Cash-Savings	502,032.24
Prepaid Payroll	8,460.35
Certificate of Deposit - 740	54,411.17
Certificate of Deposit - 344	75,317.51
Savings - Building Fund	180,240.89
Certificate of Deposit - 943	32,276.75
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,404,084.09

Total Assets \$ 1,404,084.09

**Henika District Library
Governmental Fund Balance Sheet
As of June 30, 2024**

LIABILITIES AND FUND BALANCE

Current Liabilities:

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

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

Fund Balance:

Fund Balance-Unrestricted	<u>861,790.88</u>
---------------------------	-------------------

Total Fund Balance -Beginning	861,790.88
--------------------------------------	-------------------

Change in Fund Balance	<u>207,292.50</u>
------------------------	-------------------

Total Fund Balance	<u>1,069,083.38</u>
---------------------------	----------------------------

Total Liabilities and Fund Balance	<u><u>\$ 1,404,084.09</u></u>
---	--------------------------------------

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 6 Months Ended June 30, 2024

	Total Year Budget	1 Month Ended Jun. 30, 2024	6 Months Ended Jun. 30, 2024	Year-To-Date Variance
Revenues:				
Township Revenue	\$ 220,000.00	\$ 0.00	\$ 223,590.80	\$ 3,590.80
City Revenue	190,000.00	6.20	175,299.42	(14,700.58)
State Aid	10,000.00	0.00	6,934.84	(3,065.16)
Penal Fines	30,000.00	3,406.08	18,056.20	(11,943.80)
Copier & Fax Income	0.00	318.77	1,872.42	1,872.42
Fines	0.00	111.55	453.76	453.76
Interest Income	5,000.00	2,167.22	11,363.86	6,363.86
Memorial Donations	0.00	64.28	1,436.98	1,436.98
Book Sales	0.00	729.13	887.64	887.64
Federal E-Rate	4,000.00	0.00	452.64	(3,547.36)
Grants	0.00	0.00	1,600.00	1,600.00
Miscellaneous Income	0.00	50.00	70.00	70.00
Total Revenues	459,000.00	6,853.23	442,018.56	(16,981.44)
Employee Expenditures:				
Wages	188,000.00	16,256.25	98,821.94	89,178.06
Employee Benefits	70,000.00	5,805.87	35,573.95	34,426.05
FICA Expense	16,000.00	1,243.60	7,559.87	8,440.13
State Unemployment Tax	0.00	11.71	154.57	(154.57)
Total Employee Expenditures	274,000.00	23,317.43	142,110.33	131,889.67
Operating Expenditures:				
Memberships & Training	7,000.00	0.00	5,038.21	1,961.79
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,500.00	6,886.00	6,996.00	(3,496.00)
Programming	16,000.00	986.49	7,502.11	8,497.89
Office Supplies	9,000.00	214.04	3,918.72	5,081.28
Furnishings	900.00	105.98	768.02	131.98
Equipment	15,000.00	589.14	5,249.07	9,750.93
Materials	36,000.00	2,068.25	16,091.19	19,908.81
Accounting	19,000.00	521.30	11,398.10	7,601.90
Contractual Services	35,000.00	359.60	14,407.03	20,592.97
Communications	3,500.00	0.00	1,484.10	2,015.90
Technology Support	3,000.00	0.00	765.00	2,235.00
Advertising	2,550.00	260.46	1,846.46	703.54
Postage	500.00	0.00	134.13	365.87

See Accountants' Compilation Report

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 6 Months Ended June 30, 2024

	Total Year Budget	1 Month Ended Jun. 30, 2024	6 Months Ended Jun. 30, 2024	Year-To-Date Variance
Utilities	11,000.00	398.64	4,418.92	6,581.08
Maintenance-Building/Grounds	20,000.00	492.40	9,528.82	10,471.18
Maintenance-Equipment	3,000.00	310.00	1,963.85	1,036.15
Miscellaneous	0.00	100.00	100.00	(100.00)
Capital Outlay	0.00	0.00	1,006.00	(1,006.00)
Total Operating Expenditures	<u>185,000.00</u>	<u>13,292.30</u>	<u>92,615.73</u>	<u>92,384.27</u>
Total Expenditures	<u>459,000.00</u>	<u>36,609.73</u>	<u>234,726.06</u>	<u>224,273.94</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ (29,756.50)</u>	<u>\$ 207,292.50</u>	<u>\$ 207,292.50</u>

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

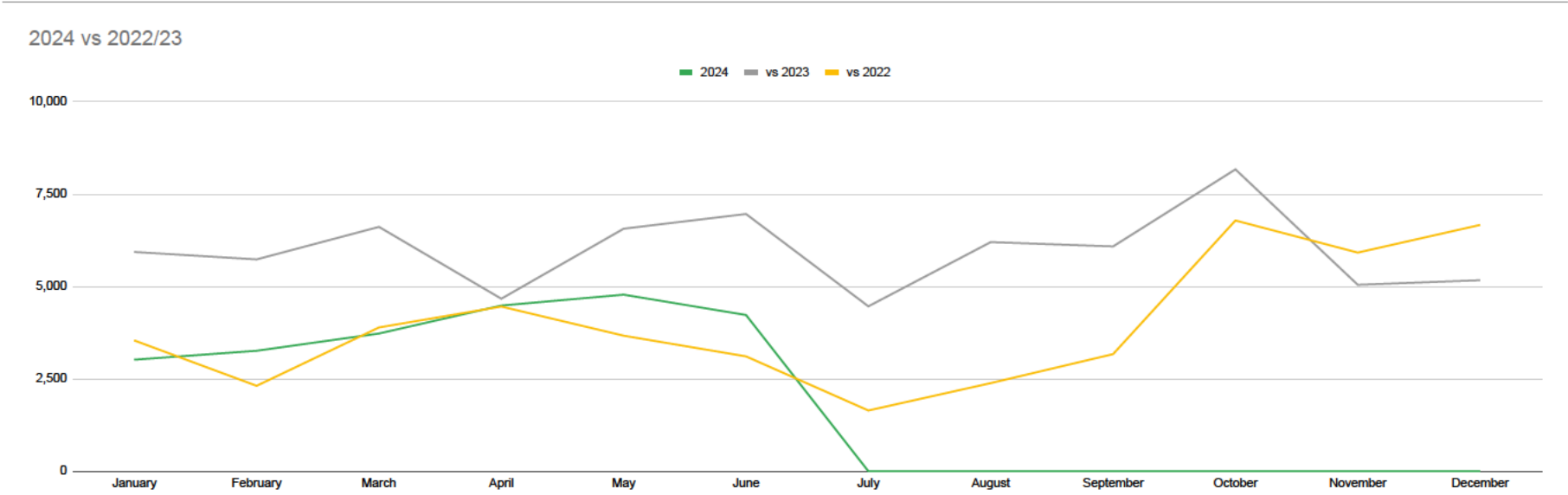
Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$232,276.25
PUBLIC FUNDS HIGH YIELD SAVINGS XXX013	Current balance \$502,032.24
BUILDING FUND XXX212	Current balance \$180,240.89
TIME DEPOSIT XXXX874	Current balance \$54,411.17
TIME DEPOSIT XXXX882	Current balance \$32,276.75
TIME DEPOSIT XXXX052	Current balance \$75,317.51

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

NOTICE: United Bank is not responsible for and has no control over the subject matter, content, information, or Member FDIC Equal Housing Lender © 2015-2024 Fiserv, Inc. or its affiliate

WEEKDAY TRAFFIC STATS 24



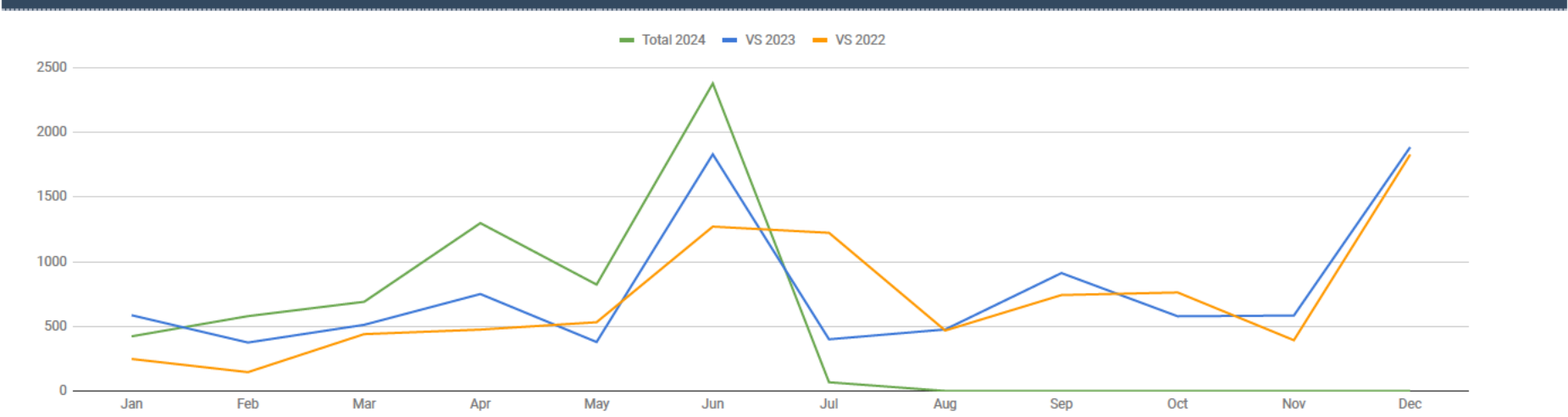
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2024	3,020	3,262	3,729	4,486	4,781	4,230	0	0	0	0	0	0	23,508	3,918
vs 2023	,93	,3	,	4,	,	,9	4,4	,204	,0	,3	,04	,2	,64	5,90
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	183	207	174	282	217	224		#DIV/0		#DIV/0	#DIV/0	#DIV/0	#DIV/0
Tuesday	105	142	148	142	154	190		#DIV/0		#DIV/0	#DIV/0	#DIV/0	#DIV/0
Wednesday	152	155	185	178	179	173		#DIV/0		#DIV/0	#DIV/0	#DIV/0	#DIV/0
Thursday	165	146	167	174	153	192		#DIV/0		#DIV/0	#DIV/0	#DIV/0	#DIV/0
Friday	120	104	139	156	317	117		#DIV/0		#DIV/0	#DIV/0	#DIV/0	#DIV/0
Saturday	56	77	68	84	67	130		#DIV/0		#DIV/0	#DIV/0	#DIV/0	#DIV/0

Program Attendance 2024

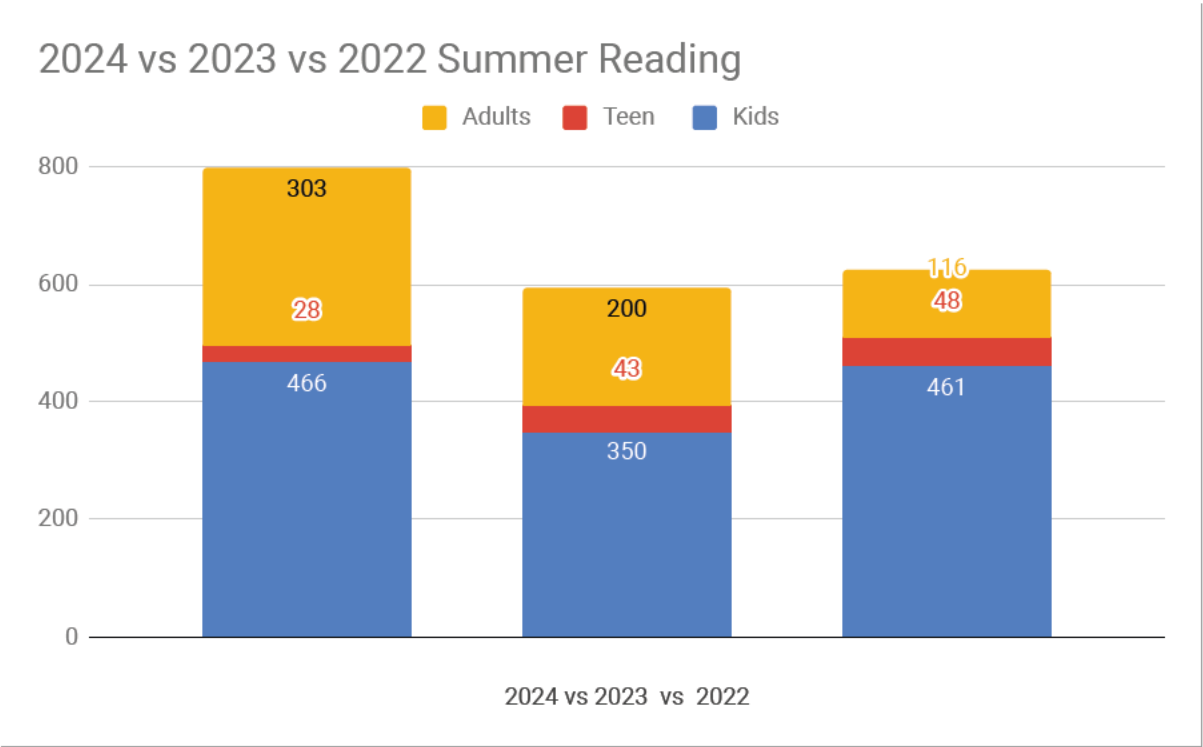


Summary

	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep	Oct	Nov	Dec	Total
Youth	185	245	152	240	597	579	18	0	0	0	0	0	2016
Adu t	104	214	193	832	165	742	23	0	0	0	0	0	2273
Fami y	133	119	344	225	60	1055	26	0	0	0	0	0	1962
Tota 2024 [1]	422	578	689	1297	822	2,376	67	0	0	0	0	0	6251
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
Year y Increase	72%	155%	135%	173%	217%	130%	17%	0%	0%	0%	0%	0%	68%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	170	224	142	227	594	108	18	0	0	0	0	0	1483	124
Youth Reading	15	21	10	13	3	471	0	0	0	0	0	0	533	44
Youth Take-Home	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adu t In-Person	34	60	64	97	48	50	23	0	0	0	0	0	376	31
Passive Programs	70	140	129	735	117	96	0	0	0	0	0	0	1287	107
Adu t Reading	0	7	0	0	0	298	0	0	0	0	0	0	305	25
Adu t Take-Home	0	7	0	0	0	298	0	0	0	0	0	0	305	25
Fami y In-Person	8	51	250	168	14	1052	26	0	0	0	0	0	1569	131
Fami y Take-Home	125	68	94	57	46	3	0	0	0	0	0	0	393	33



Summary

	June	July	August	Total 2024	VS 2023	VS 2022
Kids	444	22		466	350	461
Teen	27	1		28	43	48
Adult	298	5		0	200	116
Total [1]	769	28	0	797	59	625

SUMMER READING STATS / Finished 2024

	2024			2023			2022			2021		
	Participated	Finished	%	Participated	Finished	%	Participated	Finished	%	Participated	Finished	%
Children	466	35	8%	350	186	53%	461	106	23%	90	29	32%
Teens	28	2	7%	43	10	23%	48	9	19%	14	1	7%
Adults	303	18	6%	200	93	47%	116	41	35%	39	11	28%
Total	797	55	7%	593	289	49%	625	156	25%	143	41	29%

Sign Up Inc 134%

Finisher Inc 19%

June 2024

Youth Services Report

Tori Schreur, Youth Services Librarian

SRP Kickoff/Signups: 471 signups teens/kids Since the Summer Reading Kickoff on June 8th until the end of the month, we had 471 kids sign up for our summer reading program! That's 78 more signups for youth than last year's summer reading. We have already had quite a few kids meet their reading milestones and come in for their raffle tickets. The goal now is to encourage kids to finish out the program!

Summerfest Photobooth: 209 Attendees Along with the booksale and SRP signups, we had a camping themed photobooth setup. I'm glad it was a success because I love photobooths!

Sensory Playtime: 16 attendees For June, our sensory playtime was outside! We had a few tents and tunnels set up for kids to crawl in and out of. We had a few "carnival" games setup like ring toss and bucket toss. I think the favorite of all the kids, regardless of if we are inside or outside, are the bubbles.

Outdoor Storytime: 19 attendees: Outdoor storytime was beach themed! Miss Tori was dressed like a lifeguard sitting in the pool, where we read stories about swimming. We talked about the different things that you bring to the beach like towels and sunscreen. Another patron brought a large thing of bubbles and large wands, and that was a lot of fun for the kids! When we were done, we made a craft with paper plates.

Birdwatching Craft: 9 attendees We had 9 attendees show up for the Bird Watching Craft. Each child and parent received a bird watching guide and journal. I think the parents and grandparents thought this was pretty neat as well.

DIY Rain Sticks: 34 attendees: This was a hit! Both kids and adults had fun making their rain sticks. We used poster tubes and nails for the initial rain maker. Then kids could decide the sound they wanted them to make. They could choose beads, rice, popcorn kernels, or beans to pour in. Once they picked their sound, they then used paper, yarn, beads, and markers to make their rain maker.

All About Owls: 30 attendees: This was another hit and Miss Sarah from Blandford Nature Center did a WONDERFUL job. She brought five different owls and explained why the BNC has them in their captivity. Each one has an injury that makes it so they wouldn't survive in the wild. She also explained the laws behind owl feathers, and how we're not supposed to keep the owl feathers when we find them because people used to hunt owls specifically for their feathers. Both adults and kids love this program, and I would love to have them again!

Scavenger Hunt: 95 I received a lot of compliments over the Bird scavenger hunt and the QR codes! I'd like to do something like that again.

Looking Forward:

July is a busy, busy month! July 1st begins the writing contest, which a lot of kids have been excited for. That will go all the way until the 19th. On July 9th we will have Sensory Playtime. July 10th will be Camping and Outdoor Trivia. On July 11th as well as on July 25th I will have outdoor storytime. The week of July 16th we will have DIY Bug Hotels (registration required) and Animal Storytime with Blandford Nature Center (also needing registration). On Saturday I will be hosting Splash-a-Palooza where we will have a lot of outdoor water activities as well as ice cream! On Wednesday, July 24th we will be roasting S'mores outside and reading campfire stories at our Family S'mores party. I will be wrapping up July with a DIY worm farm on July 30th, and we will be hosting Joel Tacey again with his magic show on July 31st!

JUNE 2024

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Vintage fishing presentation: 4

Even though there weren't a lot of people at this one, the patrons that did attend really enjoyed it, and I'm planning on bringing the presenter back to do a swordsmanship seminar as well. He brought in a lot of cool relics and really knew what he was talking about!

Paint Along With Us: 14

Painting programs continue to be popular. I did one on a Saturday and one on a Tuesday. This month we painted lemons!

Adult Craft: Recycled Self-Watering Plant Pots: 12

This craft was cool, and I liked that it had a recycling theme. I'd like to implement more "green" activities. Some patrons have already told me that their plants are sprouting!

Outdoor Trivia: 8

This was a very chill and fun event! It wasn't outdoors because of the weather, but we had a good time regardless.

Double Feature Cryptids Presentation: 10

This one was a joint event between Tori and I. It was super cool and everyone was very engaged!

Bingo! Brunch: 101

Bingo this month has been (delightfully) insane. Attendance has been a minimum of 23 and a maximum of 44. I started moving tables to the side and having kiddos sit on the floor, which seems to be working out pretty well! The day we had 44 we ran out of chairs, so floor space has been very helpful.

Seniors at Sawmill Estates (In-Person): 2

I still haven't been able to get ahold of the new event coordinator, and I know the residents haven't been getting their event calendars. I left several flyers all over the building this time, so hopefully I'll have higher attendance in July.

Seniors at Green Acres (In-Person): 8

I gave everyone the option to play bingo or do a craft, and unsurprisingly they chose bingo! I'll continue to mix it up occasionally and give them options, but their preferences are pretty obvious at this point.

Seed Library (Passive): 16 people, 144 packets

Seed library usage actually went up a little bit from May. It's still much lower than it was in March and April, but I'm continuing to refill it and promote it often.

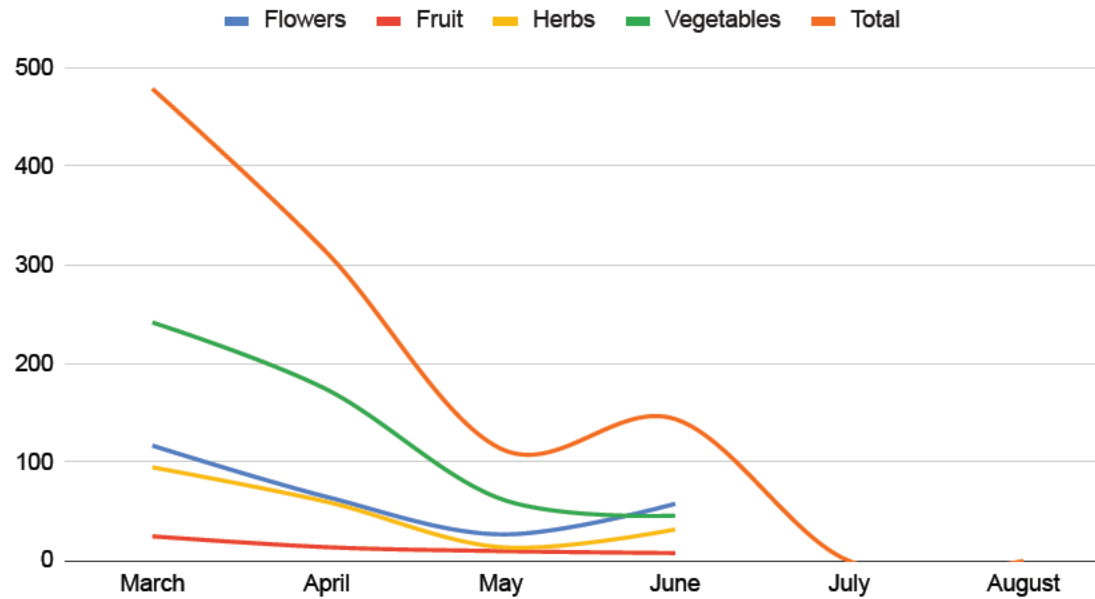
Total Program Participants: 175**June Reflection**

June has been crazy, but fun! There weren't as many Monday events, because we didn't have anything the week before kickoff, but it was the first month of weekly Bingo! Brunch and that has been a hit! We've been getting tons of summer reading signups and even finishers, and patrons seem really excited about the buttons, lanyards, and prizes. We even think there's been an influx of library cards so people have something to put in their id holder on the lanyard.

Looking Forward

July has even more events! I have 6 regular adult events, including Murder Mystery Dinner at McDuffs (which has had a lot of interest generating) and the Adult Spelling Bee at 4One2. There's also a take-and-make and 5 Bingo! Brunches, so I'm anticipating a lot of attendants for those.

Seed Library Distribution



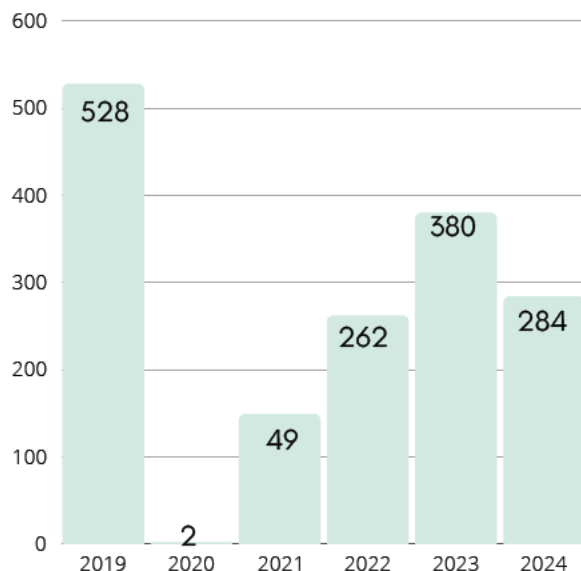
	March	April	May	June	July	August	Season
Flowers	117	65	27	58			267
Fruit	25	14	10	8			57
Herbs	95	60	14	32			201
Vegetables	242	174	63	46			525
Total	479	313	114	144	0	0	1050

June 2024

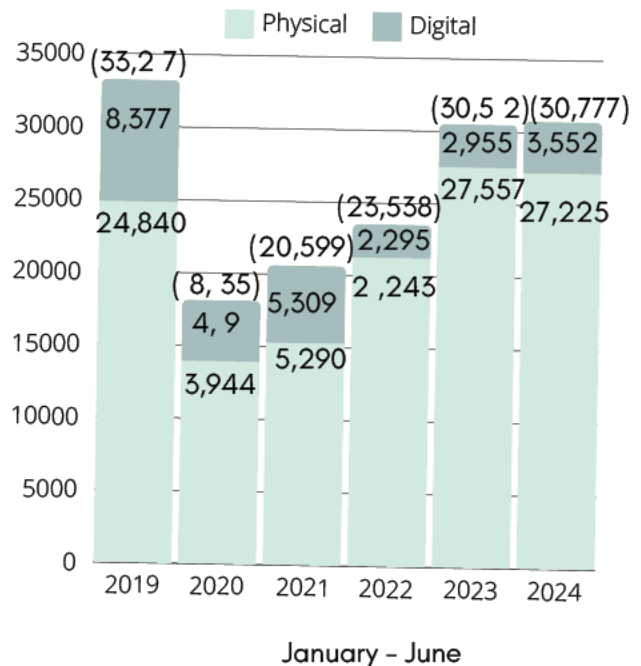
Our overall June 2024 Circulation YTD numbers are trending upward and are 265 higher than last June's numbers! The categories showing the most growth from last year during the month of June are: Mel Items; which circulated 2.4 times more this June, and Special Collection Items; which circulated .6 more than they did last June. Other categories showing noticeable growth from last June include: Youth DVDs, Juvenile Print, Videogames, Adult Audiobooks, Juvenile Audiobooks, Teen Audiobooks, Adult e-Books, Teen e-Books, Adult e-Audiobooks, and Teen e-Audiobooks. The categories that are not circulating as well as they did in June of last year include: Adult Print, Teen Print, Tween Print, Board Games, General DVDs (Fiction and Non-Fiction), Juvenile e-Books, and Juvenile e-Audiobooks. In other news: we issued a whopping 52 library cards during the month of June! I foresee our circ numbers continuing on this upward trend as several families are participating in our Summer Reading program and lots of new patrons are coming in to get a library card.

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



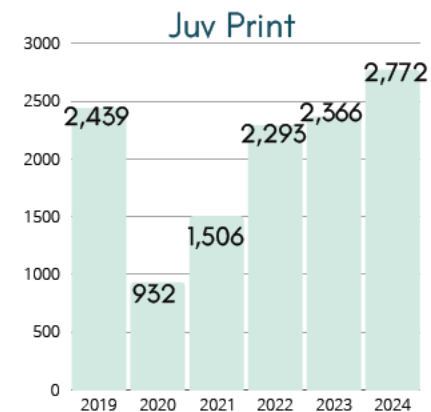
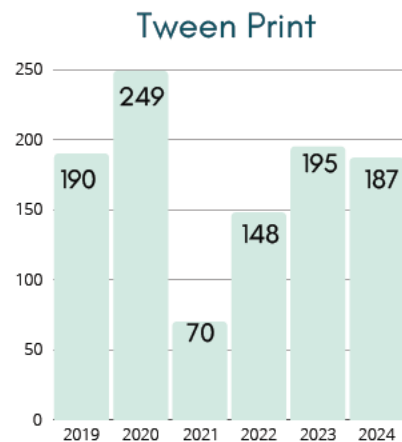
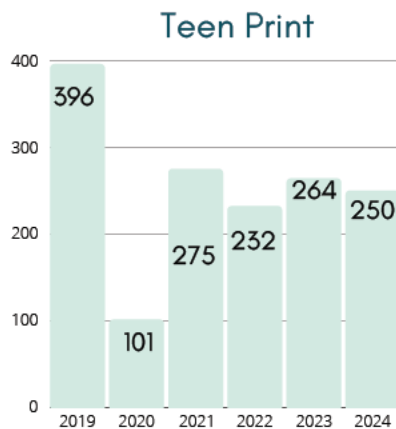
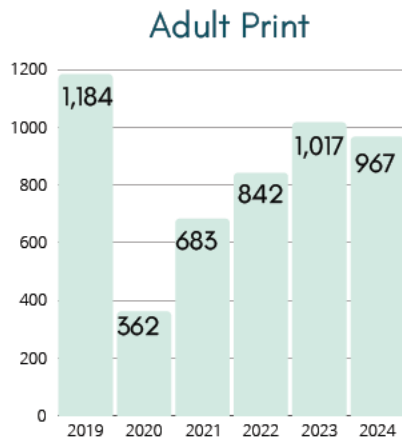
Henika has 2,839 total patron accounts. 541 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

152 Patron accounts added YTD
52 Patron accounts added in June:

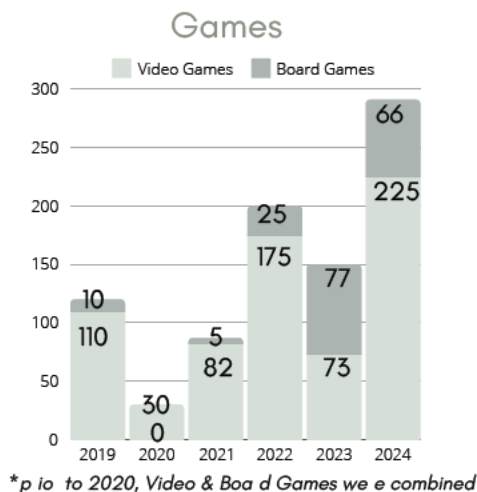
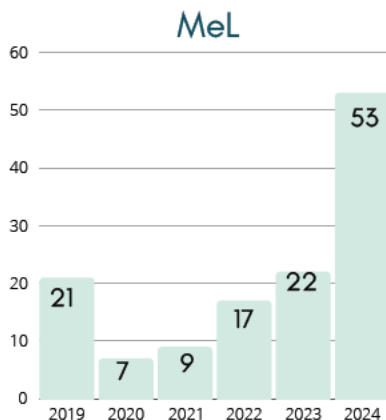
- 34 - Wayland City
- 15 - Wayland Township
- 3 - NR

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

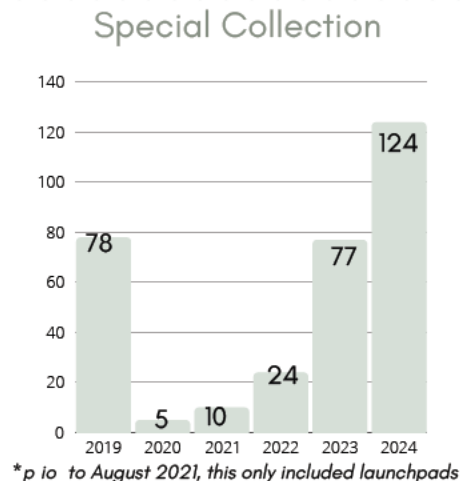
June Circulation, 2019-2024



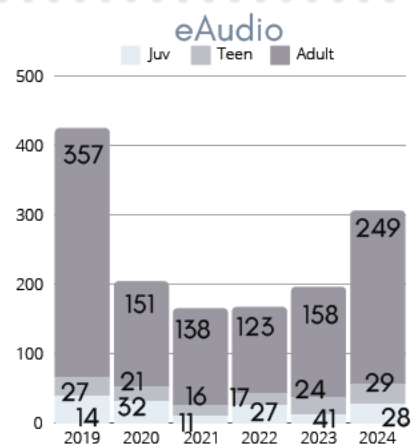
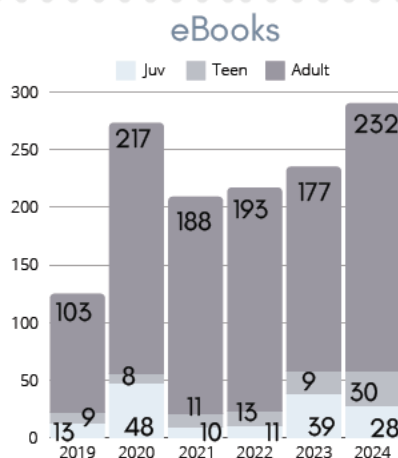
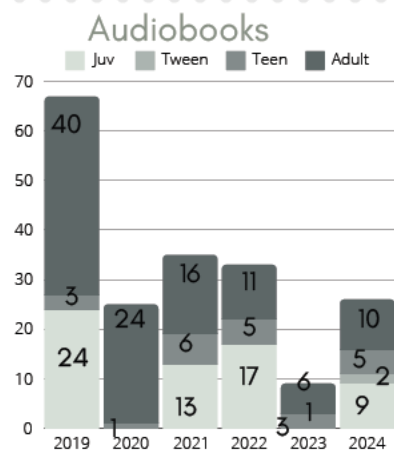
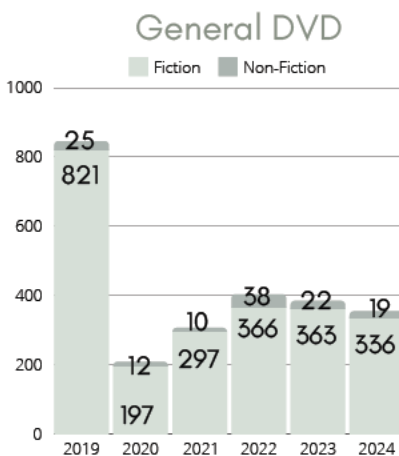
*picture books, eads, chapte, juv g aphic, juv NF



*p io to 2020, Video & Boa d Games we e combined



*p io to August 2021, this only included launchpads



AMERICANS WITH DISABILITIES ACT (ADA) POLICY

The Henika District Library ("Library") is subject to the provision of the Americans with Disabilities Act ("ADA"). As a local government, the Library's services, programs, and activities, including but limited to its website, are required to comply with ADA.

I. Purpose of the Policy.

The Library is committed to ensuring that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of the Library's services, programs, or activities.

II. Policy: Reasonable Accommodations

A. *Applicability.* Reasonable accommodations may be made in accordance with the law for individuals with a disability. A "disability" is defined as a physical or mental impairment that substantially limits one or more major life activities.

B. *Accommodations Requested.* Individuals needing special auxiliary aids or services or other reasonable accommodations for access to Library programs, services, activities, or meetings should make a request by contacting the Library Director within a reasonable time in advance of the needed service, program, activity, or meeting in order that arrangements may be made.

The person requesting the accommodation shall work with the Director to determine whether there is a reasonable accommodation that would enable the person to participate in the program, service, or activity at issue. This may include providing information regarding the requested accommodation to the extent such inquiries are permitted by law.

C. *Reasonable Accommodations.* The Library shall make reasonable modifications to policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity or impose an undue financial or administrative burden. The reasonable accommodation is not always the accommodation that is requested.

III. Policy: Service Animals

A. *Service Animals Permitted.* Animals are not permitted in the Library other than Service Animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Service Animals are permitted to accompany individuals with disabilities in all areas of the Library where the public is allowed to go.

B. *Permitted Inquiries.* The Library is permitted to ask the person requiring a Service Animal the following questions: (i) is the animal a service animal required because of a disability? (ii) what work or task has the animal been individually trained to perform? The Library may not ask about the individual's disability, require medical documentation, require a special identification card, or ask that the service animal demonstrate its ability.

C. *Removal of Service Animals.* A service animal may be removed for either of the following reasons: (i) the animal is out of control and the handler does not take effective action to control it; or (ii) the animal is not housebroken.

IV. Policy: Reasonable Accommodations Dealing with Wheelchairs, Mobility Aids, and Other Power Driven Mobility Devices

- A. *When Permitted.* Wheelchairs, Mobility Aids, and Other Power Driven Mobility Devices (“OPDMDs”) are only permitted by those who require them because of a disability. All other uses of OPDMDs inside the Library are prohibited. The Library is permitted to ask the person using the device to provide a “credible assurance” that the device is necessary because of a disability. The Library Director or his or her designee shall obtain such credible assurances if required.
- B. *Where Permitted.* OPDMDs shall be permitted in all areas where patron pedestrian traffic is permitted. When not in use, OPDMD’s must be left **[insert location]**
- C. *Speed.* OPDMDs shall be operated at the speed of walking pedestrian traffic, which is approximately 3 miles per hour.
- D. *Prohibited OPDMDs.* OPDMDs that use a gas or combustion engine are prohibited from operating inside of the Library.

V. Grievance Procedure

This Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability by the Library in the provision of its services, activities and programs. Please note that the policy applies to patrons and users of the Library.

A complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means for filing a complaint, such as personal interviews or a tape recording, will be made available for persons with disabilities upon request. A complaint should be submitted by the grievant or his/her designee as soon as possible but no later than 15 business days after the date of the alleged violation to:

Library Director
Henika District Library
149 South Main St.
Wayland, MI 49348

Within 15 business days after receipt of a complaint, the Library Director or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 business days of the meeting, the Library Director will respond in writing and, when appropriate, in a format accessible to the complainant, such as large print or audio tape. The response will explain the position of the Library and offer options for substantive resolution of the complaint.

If the response by the Library does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision within 15 business days after receipt of the response to the Library Board. After receipt of the appeal, the Library Board shall hear the appeal and notify the complainant in writing and, when appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Library Director or the Library Board of Trustees will be retained by the Library for at least three years.

APPLICATION FOR ACCOMMODATION

Name of Applicant: _____

Phone Number _____ (home) _____ (cell) _____ (other)

Address _____

Email: _____

Service, activity, meeting, or program for which accommodations are requested: _____

Date Preference: _____

Please describe reason for the accommodation: _____

Please describe the accommodation requested: _____

By signing this Application, the Corporation, Organization or Individual (“Applicant”) identified above agrees as follows:

1. The Applicant has a disability that is covered by the Americans with Disabilities Act (“ADA”) and the Library’s policy.

2. The Applicant acknowledges the Library’s ADA policy.

Signature _____ Date _____

FRAUD RISK MANAGEMENT (DRAFT)

INTRODUCTION

The Henika District Library (the “Library”), its employees, Board of Trustees, and volunteers must, at all times, comply with all applicable laws and regulations . The library will not condone activities which achieve results based on unethical business practices, or through violation of the law . The library does not permit any activity that fails to stand the closest possible public scrutiny. Accordingly, employees, trustees and volunteers must ensure that their actions cannot be interpreted as being in any way, in breach of the laws and regulations governing the library’s operation.

Employees and volunteers uncertain about the application or interpretation of any legal requirements should refer the matter to the Library Director, who, if necessary, should seek the advice of the Board of Trustees or the library’s attorney.

GENERAL CONDUCT

The library expects its employees, trustees and volunteers to conduct themselves in a professional and businesslike manner.

CONFLICTS OF INTEREST

Employees and trustees will perform their duties conscientiously, honestly, and in accordance with the best interests of the library. Neither employees nor trustees may use their position or the knowledge gained as a result of their position for private or personal advantage or to obtain financial gain. Specifically, in the event that a trustee recognizes an actual or potential conflict of interest, the trustee is expected to disclose to the board any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion or voting on any issue that raises such conflict of interest. If any member of the board perceives a possible conflict of interest position for any other trustee, the possible conflict should be brought to the attention of the board and the board as a whole should determine whether the issue represents a conflict of interest for which the trustee with the conflict should abstain their vote on an issue.

OUTSIDE ACTIVITIES, EMPLOYMENT, AND DIRECTORSHIPS

All employees and trustees share a serious responsibility for the library’s good public relations, especially at the community level . Their readiness to help with charitable, educational, and civic activities brings credit to the library and is encouraged. However, employees and trustees must avoid acquiring any business interest or participating in any activity outside the library that would, or would appear to:

- Create an excessive demand upon their time and attention that interferes with their ability to sufficiently perform the duties of their position
- Create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in the Library’s best interest

RELATIONSHIPS WITH VENDORS AND CONTRACTORS

Employees and trustees should avoid investing in or acquiring a financial interest for their private accounts in any business organization that has a contractual relationship with the library or that provides

goods, services, or both to the library, if such investments or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the library.

With regard to the library's business activities, employees and trustees may not receive payment or compensation of any kind. In particular, the library strictly prohibits the acceptance of kickbacks and/ or any commissions from vendors or others . Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

GIFTS, ENTERTAINMENT, AND FAVORS

Employees and trustees must not accept entertainment, gifts, or personal favors with an estimated worth of over \$50 that could meaningfully influence, or appear to influence, business decisions in favor of any person, business, or organization with whom or with which the library has, or is likely to have, business dealings.

LIBRARY FUNDS AND ASSETS

Employees and trustees who have access to the library funds in any form or amount must follow the prescribed procedures for recording, handling, and protecting the money. The library imposes strict standards to prevent fraud, theft, or dishonesty. If an individual becomes aware of any evidence of fraud or theft, it should immediately be reported to the library director and board so that they may promptly investigate the matter.

When an employee or trustee position requires expending library funds or incurring reimbursable personal expenses, that individual must use good judgment on the library's behalf to ensure that good value is received for the expenditure.

The library funds and assets are for library purposes only. For more information about what are considered library funds and assets please review Section 4, Chapter 23 "Limits of Municipal Expenditures" in the Michigan Municipal League's Handbook for Municipal Officials available online at <https://mml.org/pdf/resources/publications/ebooks/HMO%20-%20complete%20book.pdf>

RECORDS AND COMMUNICATIONS

Accurate and reliable records of many kinds are necessary to meet the library's legal and financial obligations and to manage the affairs of the library. The library's financial records must reflect all business transactions in an accurate and timely manner. Employees, trustees, and contractors responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities, and must exercise diligence in enforcing these requirements.

Employees and trustees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

DEALING WITH OUTSIDE PEOPLE AND ORGANIZATIONS

Employees and trustees must take care to separate their personal roles from their library positions when communicating on matters not involving library business. Employees and trustees must not use library identification, stationery, supplies, technology, and/or equipment for personal or political matters.

No employee other than the library director and President of the board of trustees should speak for the library or the library board, unless specifically authorized to do so; and should refer all communication matters to the designated person.

When dealing with anyone outside the library, including public officials, employees and trustees must take care not to compromise the integrity or damage the reputation of the library, or any outside individual, business, or governmental body.

Trustees must remember that all authority is vested in the full board and not with individual board members. All board members are expected to support the majority decision of the board, regardless of how they personally voted on the matter.

PROMPT COMMUNICATIONS

In all matters relevant to patrons, vendors, government officials, the public and others within the library, employees and trustees must make every effort to achieve complete, accurate and timely communications, responding promptly and courteously to all proper requests for information and to all complaints. All complaints should be directed to the library director or current librarian in charge for appropriate review and response. Communication requirements for FOIA requests, violation appeals, and/or requests for reconsideration of materials are outlined in their own corresponding policies.

PRIVACY AND CONFIDENTIALITY

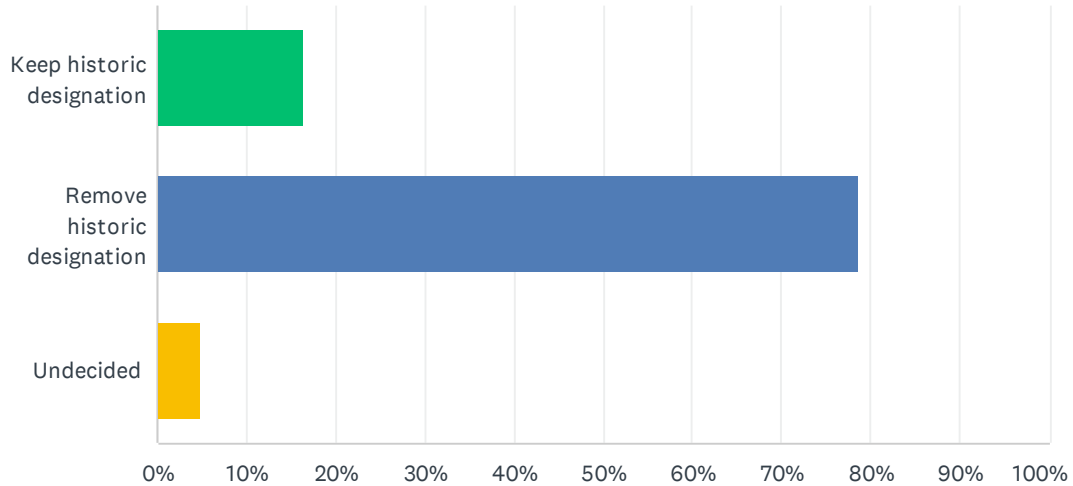
When handling financial and personal information about patrons or others with whom the library has dealings, employees and trustees should observe the following principles:

- Collect, use, and retain only the personal information necessary for library business
- Protect the physical security of this information at all times, and retain information only for as long as necessary or as required by law, including the Library Privacy Act for the State of Michigan (<https://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-455-of-1982.pdf>)

Limit internal access to personal information to those with a legitimate business or legal reason for seeking that information, and only use personal information for the purposes for which it was originally intended.

Q1 What do you think the library should do in regards to its state historic status?

Answered: 103 Skipped: 0



ANSWER CHOICES	RESPONSES
Keep historic designation	16.50%
Remove historic designation	78.64%
Undecided	4.85%
TOTAL	

Q2 Comments

Answered: 43 Skipped: 60

#	RESPONSES	DATE
1	As long as the original part of the building will stay intact I say remove the historical marker and add on to the 60's addition!	6/12/2024 10:33 AM
2	Is the library able to reapply for the historic marker to exclude the addition that was done in the 1960s? I would prefer one space as my family uses the library often and I think it will be more efficient. However I do want the historic front and field stone protected and enjoy the historic marker. Thank you for consideration community thoughts on our beloved library.	6/12/2024 9:57 AM
3	It's a shame the state considers the 1960s addition part of the historic status. That is unfair of them. Do what is best for the library and community. If the historic status is doing nothing more than providing a plaque, it makes sense to let that go so you can continue to build what is best for the community.	6/12/2024 8:32 AM
4	History preservation is more important than expanding the building imo.	6/11/2024 9:10 PM
5	I would like to see you expand to match the foot print of the original building and add a floor and basement space.	6/11/2024 7:01 PM
6	Addition for programming needed.	6/7/2024 2:23 AM
7	My grandkids would rather go to Henika than their brand new library in Allendale. It's cute, homey, like a place to curl up with a good book	6/5/2024 6:20 PM
8	We love the library! However, we also want to see the expansion. Much more important than the historic status.	6/5/2024 4:01 PM
9	The community trusts that the library will still respect the historic building, but having the flexibility to make the necessary changes for our community is important.	6/5/2024 4:00 PM
10	i think it is a good idea to be able to expand the learning environment of our young readers !	6/5/2024 12:50 PM
11	Definitely remove the sign and modernize!	6/5/2024 11:53 AM
12	Is there a way to have the designation redone? Reassessing so the 1899 portion is only historical?	6/5/2024 11:38 AM
13	Is it possible to remove the stand holding the sign, and keep the sign as a plaque to mount indoors? The history is quite interesting!	6/5/2024 8:57 AM
14	Petition the state to have the 1960s part of the library removed from the historic designation of the building. Keep the historic designation on the 1899 portion.	6/4/2024 10:15 PM
15	In order to continue to grow and provide for the community, more space is needed. Historical status is just status.	6/4/2024 10:15 PM
16	The expansion of the library may require the loss of the historic designation. The library really needs to expand to properly serve the community. It is presently under utilized now.	6/4/2024 8:27 PM
17	I would vote remove the designation but we need more parking as that parking that is their now is not feasible for older people and trying to get out of there and if you would tell the dentist office etc. to park in their own parking spots back there we would even have more room to park.. You are losing many patrons because of the parking!!!!	6/4/2024 7:25 PM
18	We look forward to the expansion!	6/4/2024 6:55 PM
19	I think that having access to a larger number of books and resources outweighs having a "historical building" status. I believe it would be more beneficial to the community. The original	6/4/2024 5:07 PM

Henika District Library Historic Status

structure as you state, must remain unaltered! It is an integral part of Wayland history! That being said, expansion seems to be necessary. I remember growing up in Rochester, MI, the library was my favorite place to go. It was huge and had so much to offer and I hope Wayland's library can do the same for the youth around here!

20	I would like you to be able to expand but keep the stone building intact.	6/4/2024 3:07 PM
21	While this is such a tough choice, being able to add on to the current building and still maintain the original parts seems more important (to me) than spending the money to build an entire new library. Just give the old building a little facelift ;)	6/4/2024 3:06 PM
22	More information is needed. What do the current expansion plans look like? Where is the addition going to be built? In what style of architecture, with what kind of materials? What amenities will actually be added? I lean toward keeping the historic designation, because these types of questions have not been answered satisfactorily; additionally, purchase requests have gone unacknowledged. It seems, despite these surveys, that no one actually cares about what the community thinks and wants, but is only sending this survey to appear to take our thoughts into consideration.	6/4/2024 3:03 PM
23	Our Community is growing so much. The building is outdated and cannot keep up with today's standards. Even adding on will not give enough space and will still be outdated. Dorr, Byron Center and Caledonia are much nicer facilities and offer so much more.	6/4/2024 2:53 PM
24	Although the historic designation is really cool, the fact that it's considered the "new" side and not the old side really is pointless. The front of the building is the really gorgeous part that I love showing off. I would love a bigger library to help the community, our library is just so small and while I also love the quaintness, I mostly get holds from other libraries brought in and rarely find myself exploring the shelves we have after checking the coop site and seeing we don't have it. While everything should be expanded I personally would love to see the basement turned into the kids area (or just teens) and have kids and teens separated. I am an adult and read mainly YA and always feel a bit strange going downstairs because I feel out of place.	6/3/2024 11:52 AM
25	Allow the Library to grow and better the community!	6/2/2024 11:33 PM
26	Just please do always keep the front fields tone portion!	6/2/2024 9:04 PM
27	Remove it if there is no benefit to keeping the designation.	6/2/2024 5:44 PM
28	If there is no major benefit of having the historic status (no financial benefit, other protections, etc), then I would say remove it. A cool plaque is nice, but what's even better is a library that is able to serve the community in every way possible.	6/2/2024 5:02 PM
29	Grow!!!	6/2/2024 5:01 PM
30	I hate to see this done but I truly believe library's and reading is the better way for the future.	6/2/2024 10:38 AM
31	It's just a legality. Don't let it hinder growth and improvement!	6/1/2024 9:40 PM
32	While the history is cool it really doesn't benefit the patrons to be considered "historic" I would love to see a more modernized library constructed.	6/1/2024 9:20 PM
33	Having most of the original architecture is amazing, but libraries must grow with their communities!	6/1/2024 7:59 PM
34	The historic status of the building gives this institution a barrier of protection from future generations and or boards of directors who might choose to do further alterations/damage to the original structure. That designation is the single most important defense against anything that would compromise the structure from indiscriminate changes.	6/1/2024 7:23 PM
35	Libraries are not monuments, they are there to support the community in their literacy. Expansion is important!	6/1/2024 6:48 PM
36	2 buildings would not be cost effective.	6/1/2024 6:05 PM
37	This little town is going to grow in leaps and bounds in the next decade. You need a space that can handle that. If you cannot remove the Historical designation then you should relocate.	6/1/2024 5:28 PM

Henika District Library Historic Status

There are empty buildings available within the city limits. You have to do what is best for the community and NOT worry about children accessing after school. There is always the possibility of arranging bussing through the school district. Has that been explored?

38	Keep the historic look to the front, but add on	6/1/2024 3:58 PM
39	We enjoy visiting the library and look forward to what new opportunities this will provide for the community!	6/1/2024 3:39 PM
40	I think a building expansion offers a lot more to the future of our community than a historic designation. Everyone in city will know it's historic importance, no need for a title that is just holding it back.	6/1/2024 3:36 PM
41	The community has waited long enough for an addition to the current building. Please move forward and get it done already.	6/1/2024 3:24 PM
42	I think the historic designation is cool, but at the end of the day, if you plan to keep the historic original part and just add to the building, I think it still will have it's historic and nostalgic feel, while allow you all to work within a better budget, and saving money means more opportunities to bring more to the community! Apologies for this run-on sentence.	6/1/2024 3:12 PM
43	You can always put plaques up that post the history of it and still make an honorable area, make like a memorial and going into the newer part of the building tell a story about how "Wayland grew and grew" kinda of thing for kids	6/1/2024 3:07 PM