

AGENDA

Henika District Library
Board of Trustees Meeting
September 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

(PAGES 3 - 7)

- A. August 2025 Budget Hearing Minutes (M)
- B. August 2025 Regular Meeting Minutes (M)

V. Financial Reports

A. August 2025

(PAGES 8 - 15)

- 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

(PAGES 16 - 25)

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

VII. Committee Reports

A. 9/4 Planning Committee

(PAGES 26 - 27)

VIII. Unfinished Business

IX. New Business

A. Policy Revisions (M)

(PAGES 28 - 35)

1. Issuing of Library Cards
2. Overdue Fines and Bills
3. Reimbursement for Lost and Paid Materials
4. Patron Request for Account Information
5. Patron Library Cards
6. Loan Periods

B. Fundraiser RFP interview Questions

(PAGE 36)

C. Q4 Meeting Dates

X. Around the table

XI. Adjournment

Meeting Minutes

Henika District Library

Special Meeting: Budget Hearing

August 12 at 6:00 p.m.

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

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests:

- I. Call to Order: Meeting called to order at 6:02 p.m. by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Kuhn. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Roll Call Vote To Approve Proposed Millage Levies:
 - A. Set mill levies at 1.3499 mills. The current mill rate is 1.3506 and the most we can levy for 2025 taxes is 1.3499. Augustin motioned that we approve the proposed rate of 1.3499, Kuhn seconded. Roll call vote: Kuhn - yes, Vander Slik - yes, Meyer - yes, Simmons - yes, Engles - yes, Marsh - yes, Augustin - yes, Brinks - yes.
- V. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 6:14 p.m.

Meeting Minutes

Henika District Library

Board of Trustees Meeting

August 12 at 6:30 p.m.

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

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda motioned by Simmons and seconded by Augustin. All yes, motion carried.
- III. Community Opportunity to Address the Board: None present.
- IV. Approval of July 2025 meeting minutes motioned by Engles and seconded by Augustin. All yes, motion carried.
- V. Financial Reports for July 2025:
 - a. Simmons motioned to approve the paid bills. Augustin seconded.
 - b. Monthly check register was reviewed. We have paid A-1 Asphalt to fill potholes, and service should be performed before the end of August. Ambrose Electric has installed our new lights, but one has come loose. They will be coming tomorrow to fix it. DeWeerd needed to adjust our new AC unit. Natalie Budnick will be doing two programs for us and was paid in advance.
 - c. Credit card detail report was reviewed. We finished paying for the dunk tank rental for Summer Fest. Southwest has reimbursed us for the flights (for ALA) that were mixed up and provided Cierra and Abby with free flights to use in the next year.
 - d. YTD Budget vs Actual was reviewed. There was originally one minor error in the statement, which has already been corrected.
 - e. United Bank accounts were reviewed.
 - f. All yes, motion to approve paid bills carried.

VI. Director's Report for July 2025:

Next year's Summer Reading Program is already in the planning stages. The theme will be dinosaurs. The staff has completed their CPR training. Bakovka is interviewing for the part-time circulation assistant position to replace Jess.

- a. Monthly Statistics were reviewed. Program attendance remained steady. Fewer people participated in the Summer Reading Program than last year, but more hours were read overall. The teen participation was up this year.
- b. The Youth Services report was reviewed. The cotton candy making event was the most popular with 110 attendees! The other events also did well.
- c. The Adult Services report was reviewed. Bingo Brunch had 131 attendees throughout the month. The painting event was also popular with 28 attendees. Jake helped with this event.
- d. The Circulation report was reviewed. Circulation stats are still down a little bit. Bakovka will ask around at the Lakeland Library Co-op meeting this week if this trend has also occurred in other libraries.

VII. Committee Reports:

- a. Finance Committee (July 25)
 1. Simmons summarized the meeting for the board. The committee believes the board should pursue a bond campaign and forgo the USDA loan application. Committee reviewed the budget amendment for 2025
- b. Planning Committee (August 4)
 1. Bakovka summarized the meeting for the board. The committee drafted an RFP for a professional fundraiser and brainstormed new fundraising ideas. We received returned direct mail even though we used the county assessor address information.
- c. Building & Grounds Committee (August 11)
 1. Bakovka summarised the meeting for the board. The committee completed the annual facilities audit and discussed the windows to be purchased with the facade grant; will be bringing the recommendation to the board later in this meeting.

VIII. Unfinished Business:

- a. Façade Grant
 1. Bakovka and Augustin updated the board on more details of the window options that the B&G Committee reviewed. Brief discussion ensued.

Augustin motioned to use ML Windows LLC for purchasing windows, according to the quote they provided, and purchasing 8 Provia Aeris Deluxe windows to replace six windows in the original building, as well as the two windows in the reading room facing the street. Kuhn seconded. Roll call vote conducted: Kuhn - yes, Vander Slik - yes, Meyer - yes,

Simmons - yes, Engles - yes, Marsh - yes, Augustin - yes, Brinks - yes.
Motion carried.

b. Professional Fundraiser RFP

1. The board reviewed the sample RFP for a professional fundraiser that the planning committee drafted. Brinks motioned to release the RFP as presented, on September 2nd. Kuhn seconded. All yes, motion carried.

c. Bond vs USDA

1. Bakovka summarized our previous dealings with USDA and her communication with other libraries who have had experience with the USDA loans and/or bond campaigns. The finance committee recommends that we forgo the USDA loan application and pivot to a bond campaign. This would allow us to use Triangle as our construction manager, and could potentially be faster than the USDA loan route, which has been a long and frustrating process. Triangle also has experience in running bond campaigns.

Augustin motioned to withdraw our USDA loan application and pursue a bond as the major funding source for our expansion project. Roll call vote conducted: Kuhn - yes, Vander Slik - yes, Meyer - yes, Simmons - yes, Engles - yes, Marsh - yes, Augustin - yes, Brinks - yes. Motion carried.
Bakovka will contact Triangle to update them on our plans.

IX. New Business:

a. 2026 Budget

1. The board reviewed the 2026 budget drafted by the finance committee. Simmons read the Resolution To Adopt Budget (Resolution 2025-3) aloud, motioning to adopt the budget as presented. Seconded by Augustin. All yes, motion carried.

b. 2025 Budget Amendment #3

1. The board reviewed the 2025 Budget Amendment #3. Kuhn motioned to adopt the F/Y 2025 Budget Amendment #3 with the following change: Capital outlay to be \$4200 instead of \$4250, so the total outlay will be \$520,722.00. Augustin seconded. All yes, motion carried.

X. Around the table:


- a. Kuhn - Welcome to Elizabeth!
- b. Vander Slik - nothing to add
- c. Meyer - Would like to commend all the committees' hard work and research so that the board meeting would go smoothly.
- d. Simmons - Won a prize at Summer Reading! Welcome to Elizabeth. Enjoyed all the Summer Reading activities. Thought the presenter who did the World's Fair presentation spoke very quickly.
- e. Engles - Thanks for the welcome.

- f. Marsh - Visited the Fennville Library recently and they had a sort of co-op between the library, city, and school for their bonds, wherein they shared the expenses. Had a puzzle fundraiser, with three different puzzles whose pieces were bought at a variety of price points. Mentioned the possibility of corporate sponsorship, as well.
- g. Bakovka - Welcome to Elizabeth! Complimented the board on getting through the meeting quickly. Please wish the best to Jess.
- h. Augustin - Welcome to Elizabeth! Great job, committees. Good job on Summer Reading to the staff.
- i. Brinks - Welcome to Elizabeth!

XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:12 p.m.

Monthly Check Register

As of August 30th, 2025

Date	Payee	Memo	Account	 Amount
8.6.25	Amazon	Programming & Supplies	-SPLIT-	\$500.89
8.6.25	Arrowaste	Trash	Building & Grounds	\$114.00
8.6.25	Baker & Taylor		Materials	\$681.67
8.6.25	City of Wayland		Utilities	\$107.12
8.6.25	City of Wayland	2024 Taxes Chargeback	Contractual Services	\$185.70
8.6.25	Consumers Energy		Utilities	\$548.72
8.6.25	Demco	Processing	Supplies	\$487.27
8.6.25	Johnson Control	Quarterly Billing	Contractual Services	\$472.76
8.6.25	Lakeland	Barcodes	Supplies	\$24.34
8.6.25	MJA Landscape		Building & Grounds	\$352.00
8.6.25	US Bank		Equipment	\$1,924.57
8.20.25	Absopure		Utilities	\$63.17
8.20.25	Amazon	Supplies, materials, programming	-SPLIT-	\$1,170.49
8.20.25	Ambrose	Exterior Lighting	Capital Outlay	\$5,501.28
8.20.25	Baker & Taylor		Materials	\$714.34
8.20.25	Blue Cross		Employee Benefits	\$4,282.84
8.20.25	Cardmember Services		-SPLIT-	\$695.62
8.20.25	Dunham Accounting		Accounting	\$620.00
8.20.25	Kansas City Life		Employee Benefits	\$112.10
8.20.25	MERS	3 Pay periods	Employee Benefits	\$2,600.74
8.20.25	ML Windows	Down Payment	Capital Outlay	\$9,000.00
8.20.25	MLA	Tori to Conference	Mem/Train	\$275.00
8.20.25	Spectrum		Utilities	\$104.98
Total:				\$30,539.60

**August 2025 Statement**

Page 1 of 4

Open Date: 07/16/2025 Closing Date: 08/14/2025

Visa® Business Cash Card
**Elan Financial
Services**
BUS 30 ELN

1-866-552-8855

HENIKADISTRICTLIBRARY

9

New Balance	\$695.62
Minimum Payment Due	\$10.00
Payment Due Date	09/10/2025

Reward Points

Earned This Statement	922
Reward Center Balance	24,523
as of 08/13/2025	
For details, see your rewards summary.	

Activity Summary

Previous Balance	+	\$4,703.78
Payments	-	\$4,703.78 ^{CR}
Other Credits	-	\$480.72 ^{CR}
Purchases	+	\$1,176.34
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$695.62
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$30,500.00
Available Credit		\$29,804.38
Days in Billing Period		30

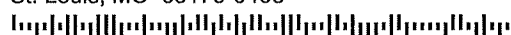
Payment Options:Mail payment coupon
with a checkPay online at
myaccountaccess.comPay by phone
1-866-552-8855*Please detach and send coupon with check payable to: Elan Financial Services*

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

 to pay by phone
 to change your address

Account Number	
Payment Due Date	9/10/2025
New Balance	\$695.62
Minimum Payment Due	\$10.00

Amount Enclosed \$_____

HENIKADISTRICTLIBRARY
ACCOUNTS PAYABLE
149 S MAIN ST
WAYLAND MI 49348-1208
Elan Financial Services
P.O. Box 790408
St. Louis, MO 63179-0408


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

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

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

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

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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.



August 2025 Statement 07/16/2025 - 08/14/2025
HENIKADISTRICTLIBRARY

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Elan Financial Services (1-866-552-8855

Business Cash

Rewards Center Activity as of 08/13/2025

Rewards Center Activity*	0
Rewards Center Balance	24,523

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	696	18,057
2 Extra Points - Telecom & Office Supply	226	2,200
1 Extra Point - Restaurants & Gas	0	62
Total Earned	922	20,319

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
Other Credits					
07/29	07/28	5939	SOUTHWES 5260286348851 800-435-9792 TX MERCHANDISE/SERVICE RETURN	\$14.20CR	MT
07/29	07/28	5947	SOUTHWES 5260286348850 800-435-9792 TX MERCHANDISE/SERVICE RETURN	\$14.20CR	MT
08/11	08/08	9667	SOUTHWES 5260286348850 800-435-9792 TX MERCHANDISE/SERVICE RETURN	\$226.16CR	MT
08/11	08/08	9675	SOUTHWES 5260286348851 800-435-9792 TX MERCHANDISE/SERVICE RETURN	\$226.16CR	MT
Purchases and Other Debits					
07/22	07/21	9035	WHENIWORK.COM WHENIWORK.COM MN	\$21.00	CS
07/29	07/28	3075	Mailchimp 678-9990141 GA	\$19.50	CS
08/04	08/01	9212	Adobe Inc 800-8336687 CA	\$21.19	CS
08/04	08/03	5814	DOLLAR TREE JENISON MI	\$3.18	Supplies
08/05	08/04	8305	DOLLAR TREE JENISON MI	\$5.30	Supplies
08/05	08/04	0646	LOWES #00907* 866-483-7521 NC	\$100.50	BG
08/08	08/07	7069	INTERMEDIA.NET INC 800-379-7729 WA	\$113.16	Utilities
08/11	08/08	1713	SP GYPSYJOY CREATION GYPSYJOYCREAT MI	\$171.72	Ad/Promo
08/12	08/11	5669	CHICAGO BOOKS & JOURNA CHICAGO IL	\$132.35	Supplies
Total for Account				\$107.18	

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August 2025 Statement 07/16/2025 - 08/14/2025

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HENIKADISTRICTLIBRARY

Elan Financial Services (1-866-552-8855

Transactions		SCHREUR,VICTORIA				Credit Limit	\$5000
Post Date	Trans Date	Ref #	Transaction Description			Amount	Notation
Purchases and Other Debits							
07/18	07/16	9416	HORROCKS MARKET	KENTWOOD	MI	\$5.99	<u>✓</u>
07/28	07/26	5571	OLLIES BARGAIN OUTLET	WYOMING	MI	\$81.48	<u>✓</u>
07/31	07/29	7966	HOBBY-LOBBY #0210	GRANDVILLE	MI	\$46.09	<u>✓</u>
08/01	07/31	8320	OLLIES BARGAIN OUTLET	WALKER	MI	\$53.64	<u>✓</u>
08/01	07/31	5404	OLLIES BARGAIN OUTLET	WYOMING	MI	\$84.28	<u>✓</u>
08/05	08/04	1033	TARGET	00020156 CALEDONIA	MI	\$21.19	<u>✓</u>
Total for Account						\$292.67	

Transactions		CUMMINGS,ABIGAIL			Credit Limit	\$5000
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation
Purchases and Other Debits						
07/17	07/16	9175	MEIJER STORE #020	GRAND RAPIDS MI	\$13.97	<u>✓</u>
07/21	07/18	3028	Nintendo CB1436214863	800-2553700 WA	\$21.19	<u>✓</u>
07/23	07/21	4952	HORROCKS MARKET	KENTWOOD MI	\$17.97	<u>✓</u>
07/24	07/23	0462	DOLLAR-GENERAL #9954	WAYLAND MI	\$55.45	<u>✓</u>
07/24	07/23	0174	MEIJER STORE #020	GRAND RAPIDS MI	\$13.97	<u>✓</u>
07/31	07/30	5175	MEIJER STORE #158	GRAND RAPIDS MI	\$15.97	<u>✓</u>
08/01	07/31	1184	SQ *THE GREAT ESCAPE R	gosq.com MI	\$75.40	<u>✓</u>
08/04	07/31	0019	GREAT LAKES CIRCUS CEN	GRAND RAPIDS MI	\$30.00	<u>✓</u>
08/04	07/31	1448	HORROCKS MARKET	KENTWOOD MI	\$11.98	<u>✓</u>
08/07	08/06	0937	MEIJER STORE #158	GRAND RAPIDS MI	\$33.88	<u>✓</u>
08/08	08/06	3313	HORROCKS MARKET	KENTWOOD MI	\$5.99	<u>✓</u>
Total for Account					\$295.77	

Transactions		BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/01	07/31	0146	PAYMENT THANK YOU	\$4,703.78CR	
Total for Account				\$4,703.78CR	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

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Henika District Library

Balance Sheet

As of August 31, 2025

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	125,877.33
Cash - HY Savings - 013	516,116.14
Certificate of Deposit - 228	79,218.93
Certificate of Deposit - 548	34,025.60
Certificate of Deposit - 556	57,359.31
Savings - Building Fund - 212	242,690.30
Total Checking/Savings	1,055,287.61
Accounts Receivable	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
Total Accounts Receivable	333,175.84
Total Current Assets	1,388,463.45
TOTAL ASSETS	1,388,463.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	1,600.72
Total Other Current Liabilities	332,703.78
Total Current Liabilities	332,703.78
Total Liabilities	332,703.78
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	854,506.51
Net Income	149,545.19
Total Equity	1,055,759.67
TOTAL LIABILITIES & EQUITY	1,388,463.45

Henika District Library

Profit & Loss Budget vs. Actual

January through December 2025

	Aug 25	Year to Date	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
400502 - Federal E-Rate	228.00	2,180.57	3,500.00	-1,319.43
400540 - State Aid	0.00	8,941.15	10,500.00	-1,558.85
400581.C - City Contribution	1,235.46	169,792.91	195,000.00	-25,207.09
400581.T - Township Contributio	0.00	242,855.98	230,000.00	12,855.98
400582 - Non-Resident Fees	39.28	254.84	240.00	14.84
400601 - Copies and Faxes	375.25	3,139.43	2,700.00	439.43
400656 - Penal Fines	3,143.34	23,615.50	32,000.00	-8,384.50
400657 - Fines	24.99	656.37	650.00	6.37
400665 - Interest Income	1,817.05	15,012.24	16,000.00	-987.76
400691 - Donations	506.38	21,012.74	20,410.00	602.74
400692 - Miscellaneous Revenue	0.00	1,882.00	1,882.00	0.00
400693 - Book Sale	311.59	1,554.01	1,240.00	314.01
400700 - Grants	2,064.30	5,937.37	6,600.00	-662.63
Total Income	9,745.64	496,835.11	520,722.00	-23,886.89
Expense				
700710 - Employee Benefits	6,472.14	46,737.22	70,000.00	-23,262.78
700727 - Postage	0.00	334.30	600.00	-265.70
700728 - Supplies	1,133.25	5,936.87	9,000.00	-3,063.13
700740 - Equipment	1,924.57	13,240.64	15,000.00	-1,759.36
700740 - Furnishings	0.00	120.57	2,000.00	-1,879.43
700740 - Materials	2,092.83	20,630.90	38,050.00	-17,419.10
700801 - Advertising & Promo	171.72	3,756.39	4,850.00	-1,093.61
700805.1 - Accounting	620.00	12,614.20	16,000.00	-3,385.80
700805.2 - Bank Charges & Fees	0.00	50.88	100.00	-49.12
700806 - Technology Support	0.00	1,705.00	3,000.00	-1,295.00
700808 - Building & Grounds	566.50	12,853.16	15,882.00	-3,028.84
700850 - Communications	0.00	4,756.84	5,850.00	-1,093.16
700910 - Building/Liability Ins	0.00	8,576.00	8,600.00	-24.00
700920 - Public Utilities	937.15	7,827.09	11,000.00	-3,172.91
700933 - Equipment Repairs	0.00	1,889.96	3,500.00	-1,610.04
700954 - Contractural Services	720.15	15,230.60	32,500.00	-17,269.40
700955 - Memberships / Training	-205.72	6,857.79	9,800.00	-2,942.21
700956 - Programming	1,085.19	9,508.33	16,430.00	-6,921.67
700970 - Capital Outlay	14,501.28	27,401.28	16,560.00	10,841.28
Payroll Expenses	16,792.87	146,695.62	225,000.00	-78,304.38
Payroll Tax Expense	1,293.43	11,446.64	17,000.00	-5,553.36
Total Expense	48,105.36	358,170.28	520,722.00	-162,551.72
Net Ordinary Income	-38,359.72	138,664.83	0.00	138,664.83
Net Income	-38,359.72	138,664.83	0.00	138,664.83



Home


Alerts

You have no alerts.

Accounts

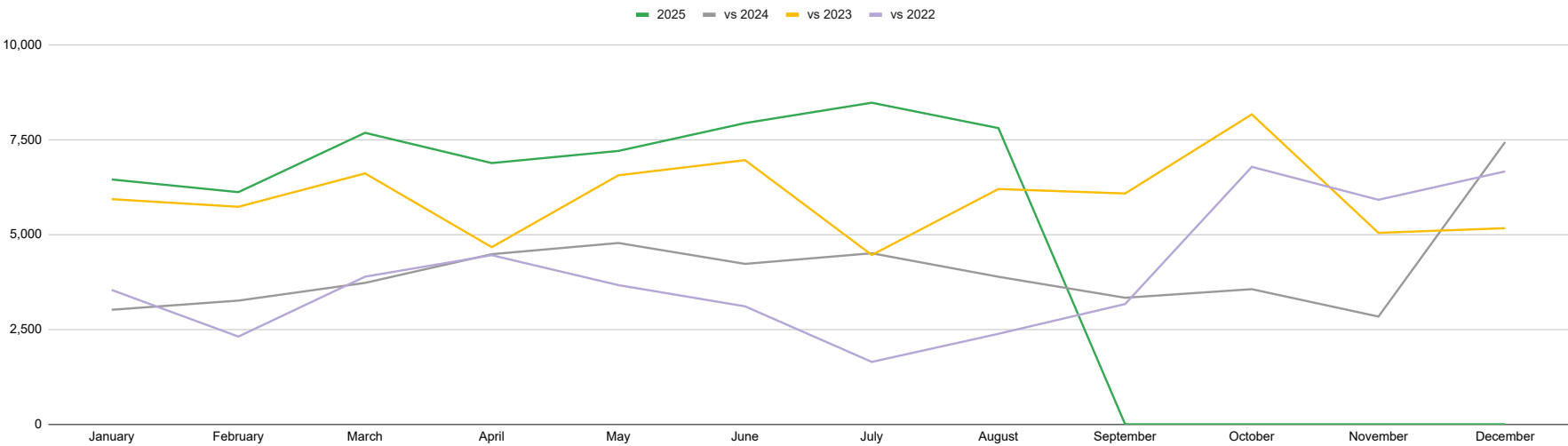
PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$137,636.68
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$516,116.14
BUILDING FUND XXX212	Current balance \$242,690.30
TIME DEPOSIT XXXX228	Current balance \$79,218.93
TIME DEPOSIT XXXX079	Current balance \$34,025.60
TIME DEPOSIT XXXX087	Current balance \$57,359.31

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

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

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2025 vs 2022/23/24

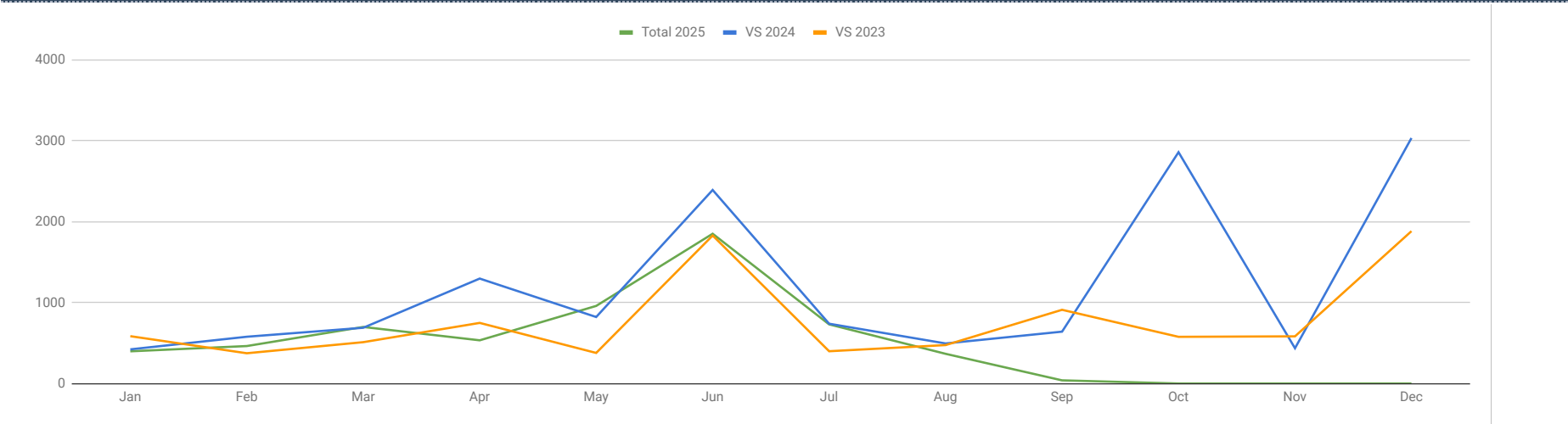


Summary

	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	0	0	0	0	58,597	7,325
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	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	314	337	333	279	353	329	378	292	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	301	332	342	347	287	458	343	396	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	356	213	308	266	339	303	372	270	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Friday	215	224	277	196	324	225	276	308	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	128	175	225	184	103	217	162	151	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	362	306	527	437	888	675	326	44	39	0	0	0	3604
Adult	23	78	87	71	56	255	126	68	0	0	0	0	764
Family	13	79	85	26	15	921	279	255	0	0	0	0	1673
Total 2025 [1]	398	463	699	534	959	1,851	731	367	39	0	0	0	6041
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%	99%	74%	6%	0%	0%	0%	42%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth Live Events	151	76	223	262	761	144	74	44	39	0	0	0	1774	148
Youth Reading Programs	37	43	123	9	2	412	76	0	0	0	0	0	702	59
Passive Programs	174	187	181	166	125	119	176	79	0	0	0	0	1207	101
Adult Live Events	23	65	87	71	56	31	88	68	0	0	0	0	489	41
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	0	0	0	0	1594	133

August 2025

Youth Services Report

Tori Schreur, Youth Services Librarian

Farmer's Market: 8 attendees

It was a beautiful day for the Farmer's Market. I managed to get a crowd of 8 kids over while we read stories about the passing of time. We read a book about what happens to the Earth as time passes. We also read a book about time passing throughout the day, and what we do to fill our time.

Joel Tacey's Magic Show: 38 attendees

Joel's Magic show is always a hit, and we love having him at the library! This time he had an art themed magic show to go along with the "Color our World" Summer Reading theme. The kids had a great time, and I'll be honest, even I was pretty confused on how he did some of his tricks.

SRP Finale:

I can never guess how many people are going to attend our finale parties, and for having this one indoors without any special gimmicks, I think we had a pretty good turnout. Abby stayed at the Youth desk downstairs with snacks while people were waiting, and Cierra and I ran the show upstairs. We had a lot of excited winners, and only one little one shed some tears. The finale party is always tricky to maneuver because it is at the end of the summer, coming up on the beginning of the school year, and there always seems to be other Wayland events going on. Regardless, we had a pretty good turnout, and a surprise winner at the end!

Preschool Playtime: 14 attendees

One of our smaller Preschool Playtimes, especially in comparison to our Circus themed Playtime back in July, but overall pretty good for just having one session. I brought playdoh and paints out for the bigger kids, and puzzles and activity sets for the little ones. I just purchased a toy scale with different size blocks that I'm really excited to get out for our next playtime!

How To Draw for Kids: 8 attendees

Taking inspiration from my son who loves to watch drawing videos on Youtube, I decided to have a drawing class for kids. We drew Pikachu, Yoshi, and Stitch. Since it was small attendance, I took some requests from the same artist, and we then added on Sonic as well. We did each one twice so the kids could get a feel for the style, and then they could choose which one of their drawings they liked the most, and they then colored them.

DIY Lip Gloss for Teens: 3 attendees

Even though this was messy, this was super fun and easy. It could've just been two ingredients, but I added in a third. You start off by microwaving both coconut oil and vaseline until it is a liquid. Then each person could choose a different flavor of Kool-aid to "flavor" and color their lip gloss. Once they were all mixed and placed in their containers, we put them in the freezer to flash freeze them, and it only took like a minute to do.

Snakes for Kids: 16 attendees

Our special friend and patron Emma was really excited to bring in both her snake Coco and her bearded dragon Meatloaf and talk about them to other kids. We had to reschedule the original date because Coco was shedding, but during that time, Emma had acquired Meatloaf, so it worked in our favor! She let everyone (who wanted to) hold them, and talked about what it's like to raise them. She brought their shedded skin, and talked about their different diets. It was pretty cool, and inspired other kids to want to talk about their hobbies.

Sticker Party!: 3 attendees

Super bummed about this turnout, but I think I might have more success going into the schools for this one. I bought some notebooks, a bunch of different vinyl stickers, and some washi tape so kids could decorate their notebooks and waterbottles. Only three kids showed up, but I bet if I connected with the Middle/High School Librarian, a lot more kids would be interested in taking part in the program.

Scavenger Hunt: 75 kids

Looking Forward:

I can't wait to get back to a normal(ish) schedule for the school year. On Wednesday, September 3rd I will have Lego Club. On Tuesday, September 9th and Tuesday, September 23rd I will host Storytime. I've had quite a few families express interest in storytime, so I hope the turnout is better this year! Wednesday, the 10th will be the first Pokemon Club. After School Art begins on September 11th, and will also be held on the 18th, and 25th. Preschool Playtime, which always has a great turnout will be on the 16th and 30th. And the one I'm looking forward to the most, is my Vinyl Record Painting for teens which will be at the end of the month on Wednesday, September 24th.

AUGUST 2025

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Escape Room: 11

This escape room had an even better turn out than the last one! People did a great job of working together, and they managed to solve it with 15 minutes to spare!

Pressed Flower Lanterns: 8

This was my first real craft since May, and it was very cute and easy! I think people like crafts that are more time consuming than technically challenging, because it's a little more relaxing after a long day.

Roll for Initiative: 5

After all the phone calls I received about doing DnD again, I'm a little disappointed in this turnout. It was still very fun, and but if I do it again I might try and do it on a Saturday.

Cookies & Caskets with Kubiak-Cook: 4

Jackie from Kubiak-Cook wasn't expecting anyone to come, so even though we only had 4, that was better than she thought! This event is the kind that's very valuable to the people who do come, but not many want to think about. I know we've received some inquiry about doing one later in the evening, so next time Jackie wants to do an event I'll ask her about that.

How to Draw Fantasy Characters: 1

This one was very disappointing. We had Natalie Budnick, who was great. But it was the first day of school, and we have a hard time getting butts in chairs in the back half of August.

Spice Club- Lavender: 7

This was our first spice club since May, and people seemed to have fun! It's nice to have the consistency of an event on the last Monday of the month.

Allegan County Community Housing: 0

Christ from ACCH told me that they had done another—very well attended—session at city hall in the morning, so he wasn't surprised that no one showed up. But I'm still glad that we had it as an opportunity for our patrons.

Tech Help: 1

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.

Stitching Circle: 0

I have a stitching circle scheduled for September, and unless there's a pretty extraordinary turn out, I think I might put it on the back burner for a little while.

Free Paint: 15

Free paint never does quite as well as instructor led classes, but there are always people who show up, so I'll keep doing it on the off months!

Sawmill: 8

This was a great turn out for sawmill! We've definitely been getting more people coming since I moved it to 9:30.

Green Acres: 8

Green Acres was a lot of fun! I didn't have a craft this month, so we just played bingo. Everyone seemed to be having a good time!

Bingo! Brunch: 7

I was surprised by how well attended this bingo! Brunch was! I wasn't expecting a lot for the first one of the school year, but we had a nice group.

Seed Library Patrons: 5, Seeds: 30

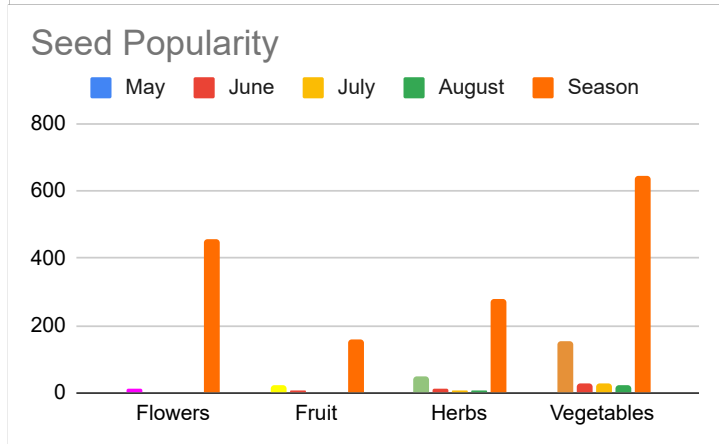
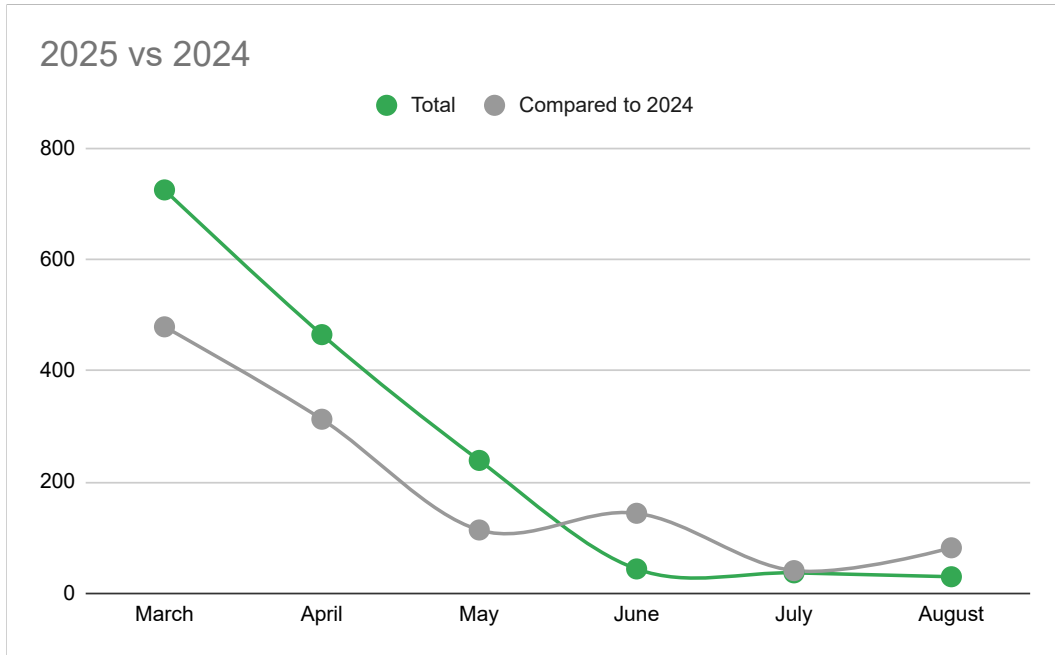
This was the last month of the seed library for this year.

Total Program Participants: 80**August Reflection**

August was definitely a slow month for programs, but we expected that. Patrons are taking last minute trips, getting ready for school, and readjusting to school year life. I reintroduced spice club and crafts, and both of those were pretty well attended. We also had two different outside vendors come in and put on free programs, which is always great. I love when we get to collaborate with the community.

Looking Forward

I have a lot of crafts and hands-on events planned for August, and those tend to be a good draw, so I'm hopeful for a slightly better turnout. I need to talk to Sawmill about maybe doing mobile tech help, and now that seed library is over, it's time to start getting ready for next year.



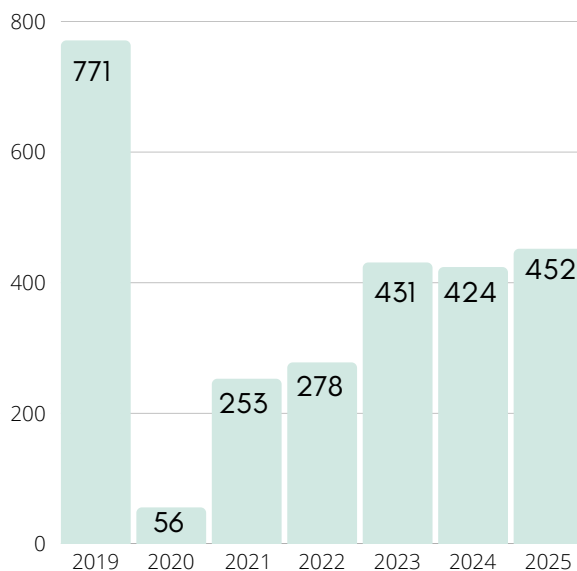
	March	April	May	June	July	August		Season
Flowers	269	175	13	0	0	0	0	457
Fruit	92	37	22	5	0	4		160
Herbs	120	85	51	12	6	5		279
Vegetables	244	168	153	27	31	21		644
Total	725	465	239	44	37	30		1540
Compared to 2024	479	313	114	144	41	82		1083
Patrons:	41	38	22	9	8	4		

August 2025

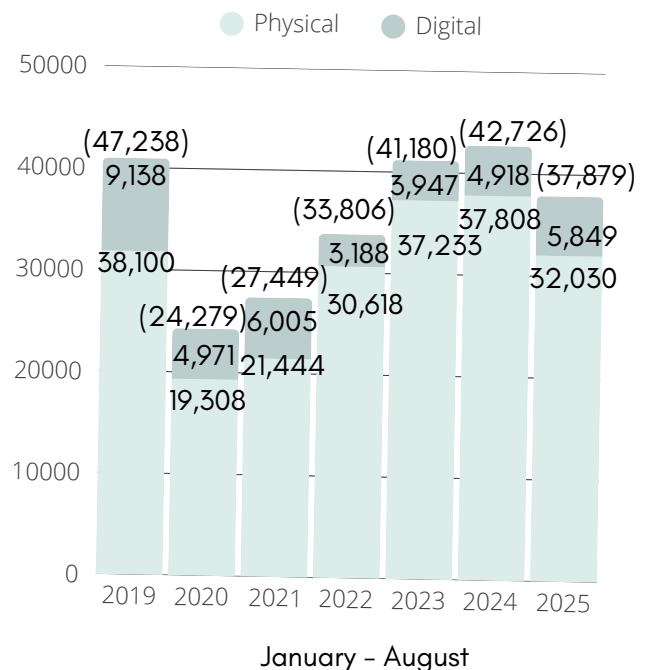
Our August circulation numbers are 4,847 less than what they were in August of 2024. The categories showing the most growth from last year during the month of August are Teen e-Audiobooks, which circulated 2.8 times more than this time last year and Special Collection items, which circulated 1.6 times more than last August. We can't seem to keep any Hotspots or Nintendo Switch consoles on our shelves! Other categories showing noticeable growth from last August include: General NF DVDs, Adult Audiobooks, and Adult e-Books. The categories that are not circulating as well as they did in August of 2024 include: Adult Print, Teen Print, Tween Print, Juvenile Print, MeL items, Board Games, Video Games, General Fiction DVDs, Youth DVDs, Teen Audiobooks, Juvenile Audiobooks, Teen e-Books, Juvenile e-Books, and Juvenile e-Audiobooks. On another note, computer sessions have shown growth between now and last August, due to the after-school crowd coming in to use the computers. I foresee overall circulation numbers rising again as we begin to see more foot traffic in the evenings during the school year.

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



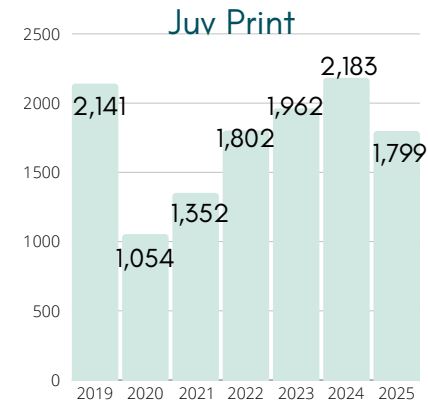
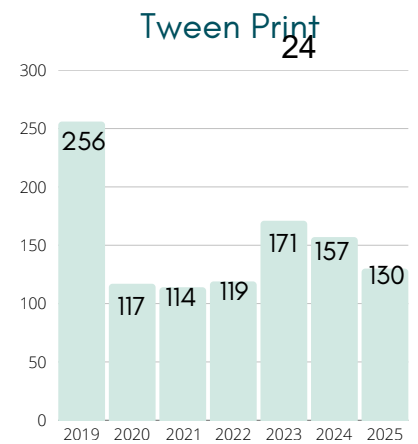
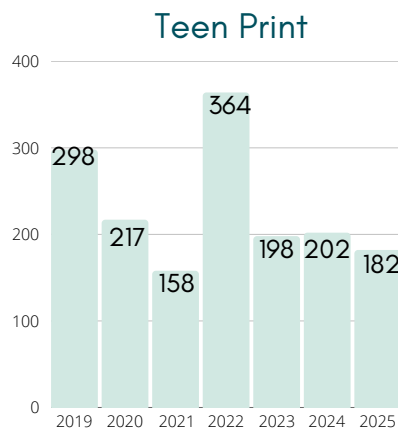
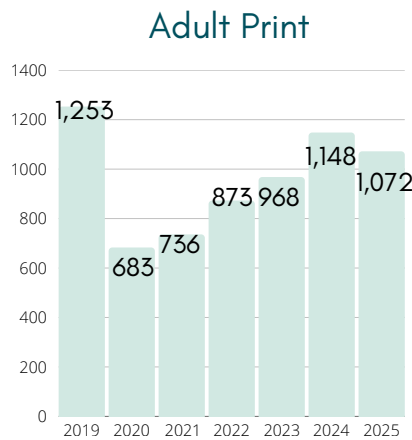
Henika has 2,420 total patron accounts. 584 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

204 Patron accounts added YTD
 33 Patron accounts added in August:

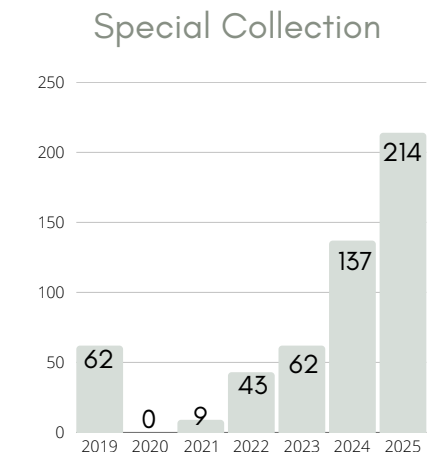
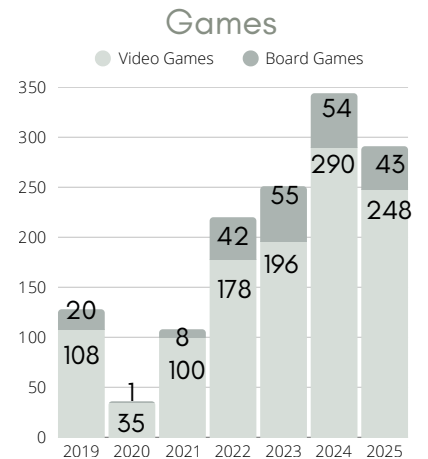
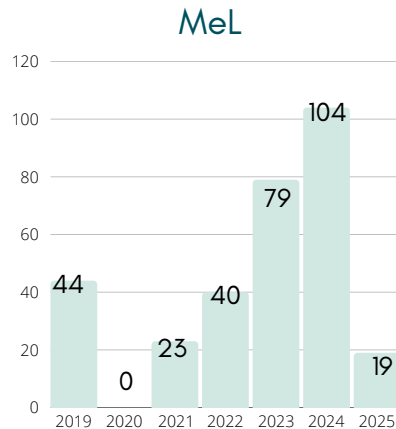
- 20 - Wayland City
- 11 - Wayland Township
- 1 - Non-Resident
- 1 - Patron Point

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

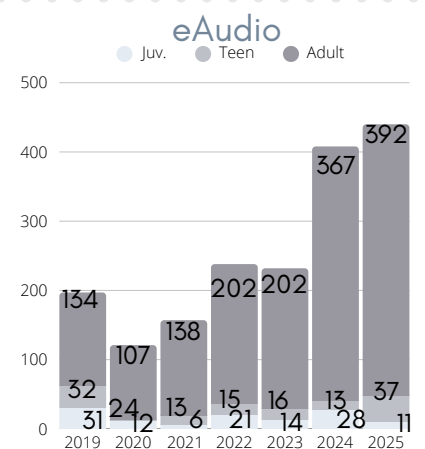
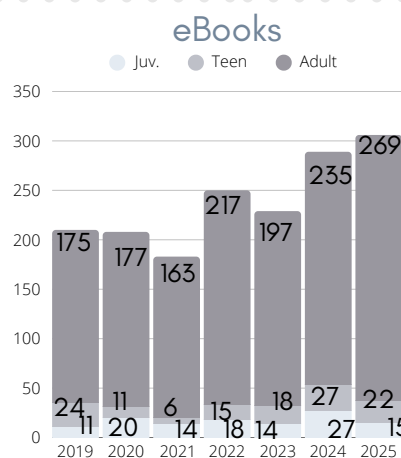
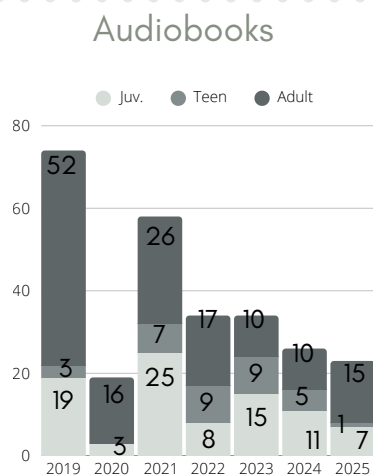
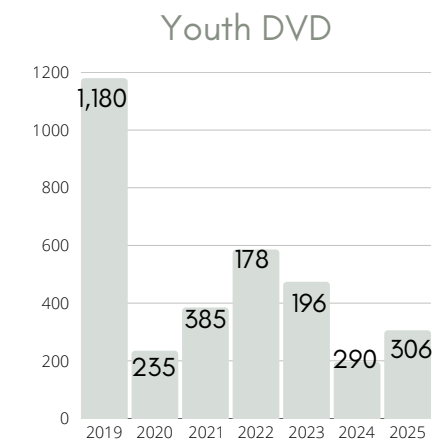
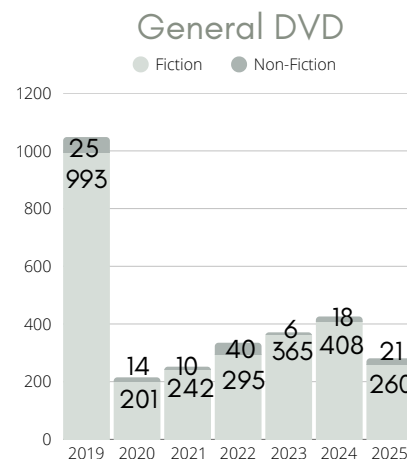
August Circulation, 2019-2025



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



*prior to August 2021, this only included launchpads

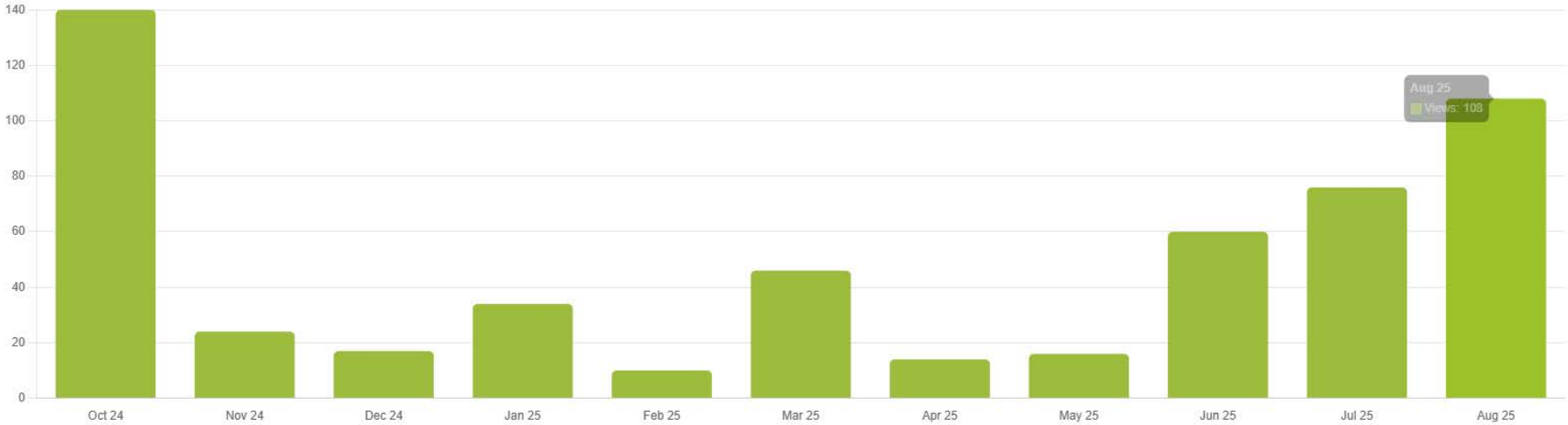


[Back to Dashboard](#)



Total Views **545**

10/01/2024 - 08/31/2025



Tutorial Name ↑↓	Views ↓
Libby Partner Collections	56
Webinar - Spotting AI-created content	18
Keeping Kids Safe Online	10
Libby – eBooks, Audiobooks, and More	6
Boundaries	4

Minutes

Henika District Library
Planning Committee Meeting
September 4th, 2025 at 4pm

I. Call to Order - Called to order at 4:05 by Brinks

Members Present: Brinks, Simmons, VanderSlik

Members Absent: None

Staff Present: Bakovka

Guests: Augustin

II. Approval of Agenda - Motioned by VanderSlik, seconded by Augustin

III. Approval of Meeting Minutes - Motioned by Augustin, seconded by Brinks

- August 2025 Minutes

IV. Unfinished Business

A. Fundraising Initiatives

a. T-Shirts

- i. Discussed Recent sales. Started to get sales for Sweatshirts

b. Yard Signs

- i. Lowest price offered by Sticker Mule at \$6 per sign and lower for bulk. Design review, notes made regarding font readability. Decided to order 20 signs to start and sell at \$12 each.

c. MonsterMash

- i. Committee decided to go with Haunted Stacks (haunted library) fundraiser idea. Library to close for regular service on October 25th to set up for special event. Volunteers needed for setup, scaring, and cleanup. Bakovka to borrow decorations. Route through library discussed. Admission set to \$5 per person. Must be 12 or older to enter without an adult.

B. Professional Fundraiser

a. Update

- i. 2 proposals received so far. Bakovka not opening until committee review

b. Draft Interview Questions

- i. How does your firm define the success of a campaign?
- ii. What are potential roadblocks to a successful campaign?
- iii. After completing a feasibility study, have you ever told a client not to do a campaign and what were the circumstances?
- iv. Based on your experience, what do you foresee as challenges for us?
- v. Can you describe a successful fundraising campaign you led?

Minutes

- vi. How do you identify and approach potential donors?
- vii. Describe a challenging situation you faced during a fundraising campaign and how you handled it
- viii. How do you stay informed about new trends and best practices in fundraising?
- ix. How do you balance investment vs return in fundraising campaigns?
- x. How many campaigns have you led/consulted on? What percentage of them met their goal?
- xi. What makes a successful client/consultant relationship and what makes one challenging?
- xii. What will we accomplish in the first six months?
- xiii. What strategies do you have if a campaign gets stuck?
- xiv. Have you worked with similar sized communities?
- xv. Have you worked with organizations with similar fundraising history and experience as ours?
- c. Set Interview Meeting availability
 - i. Tuesday, September 30th 4:15pm - 8pm
 - ii. Thursday, October 2nd 4:15pm - 8pm

V. New Business

None

VI. Around the Table

Bakovka - Haunted house!

Simmons - Yay!

Brinks - Nothing to add.

VanderSlik - Nothing to add.

Augustin - Nothing to add.

VII. Adjournment - 5:08pm Motioned by Brinks, seconded by Augustin

28

MENIKA DISTRICT LIBRARY PRESENTS

OCTOBER 25TH
5PM-9PM



HAUNTED
STACKS

FUNDRAISER

ADMISSION - \$5 PER PERSON

YOUR LOCAL LIBRARY IS TRANSFORMING INTO A HAUNTED HOUSE FOR ONE NIGHT ONLY! PROCEEDS BENEFIT THE LIBRARY EXPANSION PROJECT.

ISSUING OF LIBRARY CARDS ~~Policy~~

PERMANENT LIBRARY CARDS

Library cards will be issued free of charge to any person whose legal residence lies within the boundaries of the Henika District Library or libraries within the Lakeland Library Cooperative that have an agreement with Henika to issue their library cards, such as Leighton Township Library, Dorr Township Library, and Hopkins District Library, and who meets the following requirements:

Adults (ages 18+)

Address and Identification

Patron shall present a current, valid Michigan Driver's License, Michigan Identification Card, or Resident Alien Card documenting identity and current street address showcasing residency within the library's service area. For the purpose of registration, post office boxes will not be accepted as a current, local street address.

Exceptions

If the patron cannot meet the requirement for Address and Identification, a credible photographic identification must be used to establish the person's correct, current name. Credible photographic identification means identification issued by an institution that will have made a determined effort to be sure that the person pictured and named on the identification is the person they claim to be. Examples of acceptable photographic identification are Military IDs, employment IDs, school IDs, and out-of-state driver's licenses and passports.

IN ADDITION to a credible piece of photographic identification, the person registering must provide one of the following to corroborate the name and establish the current street address:

- 1) Voter registration card;
- 2) Recent utility bill;
- 3) Hospitalization, insurance card, or automobile registration;
- 4) Printed check;
- 5) Recent local property tax bill

- ~~Adults must show a valid Michigan driver's license or Michigan State ID with the applicant's current address.*~~

Juveniles (ages 17 and under)

Co-signer

Patrons under the age of 18 can be issued library cards provided a responsible adult cosigner is present at the library and willing to accept financial and supervisory responsibility for the card's use. The co-signer must meet the registration requirements for Adults regarding identity and current street address verification. If the co-signer does not reside at the

ISSUING OF LIBRARY CARDS ~~Policy~~

same street address as the patron being registered, the co-signer's street address shall be entered in the alternative address field of the patron record.

Exceptions

When processing school-to-library card applications and in similar outreach situations, there are times where the co-signer may not be present at time of registration. As long as the application card is properly filled out with the co-signer's name, driver's license number, and signature, a library card may still be issued. With this exception, the expiration of the card will be set to one year from date of issue and a note will be placed on the account stating "Co-signer's ID not confirmed." The co-signer will need to present their identification to the library before the card's expiration can be updated to the standard three years or be renewed.

- ~~Parents or legal guardians of minor children must present a valid Michigan driver's license or Michigan State ID with the applicant's current address. They will be required to be a cosigner on the minor child's card.*~~

~~*In the absence of a valid MI driver's license or State ID, the applicant must produce at least one form of picture ID and one legal document verifying his/her current address, i.e., printed bank checks, current utility bill, lease agreement, etc. No exceptions will be made.~~

Property Tax Patrons

Non-residents who own property within the Henika District Library legal area will be issued regular, permanent library cards upon presentation of a current (dated within the last 365 days) paid tax receipt. At time of renewal, patrons will need to present a new, current (dated within the last 365 days) paid tax receipt before the account will be updated. The patron's residential address must be listed as the "ALT address" in their account. Property Tax Patrons must also fulfill the identification requirements listed above.

NON-RESIDENT LIBRARY CARDS

Persons residing outside of the Lakeland Library Cooperative boundaries may obtain borrowing privileges by paying an annual \$40 non-resident fee. This fee may be paid quarterly.

Registration requirements are the same as for permanent cards unless the borrower is an out-of-state, seasonal resident. In that case, the person must provide a valid driver's license or state ID from his or her home state, as well as a phone number and local address. Non-Resident Library cards are limited to use at Henika District Library only. They are not valid at any other Lakeland Library Cooperative Location. They cannot be used to place holds or access digital content. ~~Non-residents who own property within the Henika District Library legal area will be issued free library cards upon presentation of a current paid tax receipt.~~

Adopted: 12/20/95
Revised: 8/12/98
Revised: 10/20/99
Revised: 3/28/01
Revised: 3/12/09
Revised: 5/13/10
Revised: 4/16/15
Revised: 1/10/19

OVERDUE FINES AND BILLS

Henika District Library does not charge overdue fines on its materials.

Henika District Library patrons who borrow materials from other libraries ~~will be subject to that library's overdue fines and bills policies.~~ within the Lakeland Library Cooperative can have their overdue fees from those libraries waived. Overdue fees from items borrowed through MeL and any collection agency charges cannot have their fees waived under any circumstances.

All patrons of the Henika District Library are subject to payment of bills for lost or damaged materials. An item becomes 'billed' to the patron after remaining overdue for 35 days. The item becomes 'lost' after 90 days of being overdue. Bills for lost, damaged or unreturned materials will be set at the cost of said material as entered in the bibliographic record. Patrons may pay the library's replacement fee or purchase a new copy of the lost or damaged material from a third party in order to get rid of the associated fees. Accounts may be paid with cash, check, money order, or online with credit or debit card. If an item is found and returned after being billed, no fines will remain on the patron's account.

The donation of unrelated materials to the library will carry no weight toward settling a patron's account.

Adopted: 12/16/91

Revised: 2/21/96

Revised: 6/18/97

Revised: 10/15/97

Revised: 8/12/98

Revised: 8/16/00

Revised: 11/10/05

Revised: 4/16/09

Revised: 5/13/10

Revised: 12/13/18 to be effective 01/07/2019

REIMBURSEMENT FOR LOST AND PAID MATERIALS

When a patron finds an item for which he or she has paid, reimbursement may be made according to the following guidelines:

- Documentation of the payment must be secured.
- Item must be from the Henika District Library collection. Found items belonging to another Lakeland member library must be reimbursed at that owning library.
- The documentation must be no older than six months. Items not recovered within six months of payment are non-reimbursable.
- The documentation and found item will be turned over to the library director for action. A check will be mailed to the patron or the patron can choose to apply the funds to any additional ~~finesees~~ on the patron's account.
- ~~The patron will be responsible for any overdue fines accrued on the missing item. This amount will be deducted from the reimbursement.~~

*Adopted: 2/21/01
Revised: 11/10/05
Revised: 4/16/09*

PATRON REQUEST FOR ACCOUNT INFORMATION

The Henika District Library recognizes the patron's right to access information about the status of his or her personal account. Further, the Henika District Library recognizes the patron's right to privacy from unauthorized access. The library's public computers have the capability to provide a patron with personal account information via their patron account on the ~~Encore~~ [Bibliocommons](#) website. Therefore, library staff will provide assistance to any patron wishing to view all information in his/her personal account.

As defined by law, a patron may only receive checkout information for his or her own library account.

*Adopted: 12/20/95
Revised: 8/12/98
Revised: 1/10/19*

PATRON ~~LIBRARY CARDS~~ CHECKOUT

In order for a patron to check out materials, they must present their own valid library card, be it from a Lakeland Library Cooperative member library, or an annual fee non-resident ~~Lakeland Library Cooperative~~ card. ~~Their account must be~~ without delinquency status; at the time of checkout. Patrons who are not in possession of their library cards may be able to check out materials with a valid photo ID. ~~Juveniles without their library card or photo ID must be with the guardian listed on their account and the guardian must present their ID in order to check out.~~

Adopted: 11/15/94

Revised: 8/12/98

Revised: 2/14/02

Revised: 1/10/19

LOAN PERIODS & LIMITS

Loan periods for materials owned by the Henika District Library have been established according to the following table:

Books	21 days, 100 per patron
Audio Books	21 days, 10 per patron
Compact Discs	21 days
Gaming Software	7 14 days, 5 per patron
DVDs	7 days, 15 per patron
Periodicals	7 days
Special Collection Items	*7 days , 1 per adult patron (exceptions may apply)

Some materials are deemed “non-circulating” at the discretion of the Library Director and Circulation Supervisor.

All items (with the exception of special collection items) may be renewed a maximum of two (2) times on a patron’s account, unless the item is on hold for another patron. Special collection items may be renewed a maximum of one (1) time on a patron’s account, unless the item is on hold for another patron.

*Unless otherwise specified

Adopted: 12/20/95
 Revised: 8/12/98
 Revised: 6/16/99
 Revised: 4/11/02
 Revised: 11/10/05
 Revised: 4/16/09
 Revised 12/10/09
 Revised: 5/13/10
 Revised: 1/10/19

Draft Interview Questions

- How does your firm define the success of a campaign?
- What are potential roadblocks to a successful campaign?
- After completing a feasibility study, have you ever told a client not to do a campaign and what were the circumstances?
- Based on your experience, what do you foresee as challenges for us?
- Can you describe a successful fundraising campaign you led?
- How do you identify and approach potential donors?
- Describe a challenging situation you faced during a fundraising campaign and how you handled it
- How do you stay informed about new trends and best practices in fundraising?
- How do you balance investment vs return in fundraising campaigns?
- How many campaigns have you led/consulted on? What percentage of them met their goal?
- What makes a successful client/consultant relationship and what makes one challenging?
- What will we accomplish in the first six months?
- What strategies do you have if a campaign gets stuck?
- Have you worked with similar sized communities?
- Have you worked with organizations with similar fundraising history and experience as ours?