

AGENDA

Henika District Library
Board of Trustees Meeting
January 17th, 2022 at 6:30 pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. December 2022 Regular Meeting Minutes

V. Financial Reports

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

VI. Director's Report

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

VII. Committee Reports

VIII. Unfinished Business

IX. New Business

- A. 12/15 Incident

a. Social Media Policy (Resolution 2023-1)

B. Committees

a. Planning Committee

- i. Chair -
- ii. Member -
- iii. Member -

b. Building & Grounds Committee

- i. Chair -
- ii. Member -
- iii. Member -

c. Finance Committee

- i. Chair -
- ii. Member -
- iii. Member -

C. Meeting Dates 2023

XI. Around the table

XII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
December 13, 2022 at 6:30 pm

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

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:37 pm by Augustin.
- II. Approval of Agenda motioned by Fryling and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of November 2022 Regular Meeting Minutes motioned by Byville and seconded by Lefevre. All yes, motion passed.
- V. Financial Reports for November 2022
 - a. Credit Card Detail Report was reviewed. The Yodeck charge is on the credit card; it is in use now and Bakovka is very happy with it so far. The Renaissance Baltimore hotel and a few small transportation charges are from Becky's YALSA conference. The purchases made in Wisconsin Dells were for holiday and Halloween decorations.
 - b. YTD Budget vs. Actuals was reviewed. The overage in bank charges is due to a canceled check fee from a payment that got lost in the mail.
 - c. United Bank accounts were reviewed. Marsh met with Robin at the bank to learn about the new savings program for public funds and converted some of our savings accounts to the new program to take advantage of the better interest rates.
 - d. Approval of paid bills motioned by Lefevre and seconded by Augustin. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka shared that the hold lockers are starting to get some use. Henika was closed a few days in November due to snowstorms and power outage. The current weather policy is that if school is closed, opening is delayed until 1pm; road conditions are assessed around 11am to

determine if staying closed the rest of the day. Bakovka hired Sarah to fill Madi's position; Sarah has shown great customer service and is great with the kids.

- b. Monthly Statistics were reviewed. There were 5920 people through the doors in November. There have been a lot of after school kids, especially on Tuesdays and Thursdays. When kids are loud at the computers, they are given three warnings and then all computers get turned off for 15 minutes; if noise continues to be a problem, they are done for the day. Trash being left around has also been a problem. Program attendance is up from last year.
- c. The Youth Services report was reviewed. Preschool storytime attendance was lower this month, most likely due to the weather. After school art had 98 attendees across two weeks. The make your own boba tea had 9 attendees. Some highlights from the YALSA conference were learning more about Japanese terms to help understand the content and age range of a manga, collaborative storytelling, and networking.
- d. The Adult Services report was reviewed. A few programs canceled due to power outage and snowstorm. Cupcake decorating was popular but had several no shows. The leather keychain craft had 14 attendees and positive feedback. Snowstorm ornaments had 15 attendees over two sessions.
- e. The Circulation report was reviewed. Nintendo Switch and PS4 games are wildly popular right now. Active accounts only include people who physically check out from the library, that figure does not include accounts that are accessing only electronic materials. Tween print circulation went up, probably in part because of after school art. Board games are circulating four times more than they did pre-pandemic. Physical audiobooks have gone down a little bit, but e-audiobooks are way up. Bakovka bought a portable CD player with Bluetooth capability to add to the special collection.

VII. Committee Reports

- a. Planning Committee 11/15
 - i. The board previously discussed the content of the committee meeting at the November meeting. Minutes from the 11/15 meeting were provided.

VIII. Unfinished Business: no unfinished business.

IX. New Business:

- a. Strategic Plan 2023-2026
 - i. The board reviewed the strategic plan presented by the planning committee.

- ii. Adoption of Resolution #6 motioned by Kuhn and seconded by Fryling. A roll call vote was conducted. All yes, resolution adopted.
 - 1. Byville YES
 - 2. Simmons YES
 - 3. Lefevre YES
 - 4. Frying YES
 - 5. Marsh YES
 - 6. Augustin YES
 - 7. Kuhn YES
 - 8. Musgrave ABSENT
- b. Director Performance Review
 - i. Augustin would like to make some changes to the format/wording of the director evaluation sheet and officially bring to a meeting in the new year to make it an official part of the director handbook.
 - ii. Augustin and Kuhn compiled the comments, goals, and ratings from all evaluations. Augustin sat down with Bakovka last week to review. Augustin provided an overview of some of the accomplishments from 2022 and goals for 2023.
 - iii. Annual salary of \$50,290 for Cierra Bakovka effective January 1, 2023 motioned by Augustin and seconded by Marsh. A show of hands vote was conducted. All yes, motion approved.
 - 1. 7 YES
 - 2. 0 NO
 - 3. 1 ABSENT
- c. Budget Amendment #4 FY 2022
 - i. Bakovka presented a proposed budget amendment to account for a few small changes to the budget as the end of the fiscal year nears. E-Rate, Township contribution, and income from copies, faxes, fines, interest, donations, and book sale were above budget. The bank charge for the canceled check was not previously budgeted for.
 - ii. Adoption of Budget Amendment #4 FY 2022 as presented motioned by Augustin and seconded by Kuhn. All yes, motion approved.
- d. 2023 Employee Benefits
 - i. Michigan state law provides public employers with two options for contributions to employee healthcare: "80/20" or "hard cap." The board reviewed both options and the associated expenses.
 - ii. Continuation of the "hard cap" option for employee medical in 2023 motioned by Augustin and seconded by Kuhn. All yes, motion approved.

X. Around the Table

- a. Simmons is looking forward to book club on January 7. Showed turtle plushie sewing craft from summer.

- b. Lefevre shared that the planning committee should meet in January to continue work on the newly adopted strategic plan.
- c. Fryling is becoming more burdened with the Patmos situation and would like to plan to discuss further within a formal meeting to learn from them and be preemptive. Bakovka suggested materials challenge training or intellectual freedom training.
- d. Bakovka is excited about this past year and the upcoming year. The staff holiday party is Friday night. Adult winter reading started yesterday.
- e. Marsh brought up the parking lots in town; discussion of private lots vs. city lots. Bakovka would like to approach the city about potentially getting ownership of the parking lot.
- f. Augustin passed out board self-evaluations and asked board members to return them at the January meeting. Committees will reform in January. The January board meeting will be January 17 at 6:30pm, plan to discuss committees and dates for the year.
- g. Kuhn can't think of a time the library has been more inviting and welcoming. With so much accomplished this year, Kuhn is thankful and proud of Bakovka, the staff, and the board.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:42 pm.



December 2022 Statement

Open Date: 11/16/2022 Closing Date: 12/14/2022



Visa® Business Cash Card
HENIKADISTRICTLIBRARY

Account: [REDACTED]

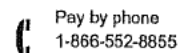
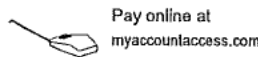
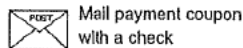
Cardmember Service 1-866-552-8855
BUS 30 ELN 8 9

New Balance	\$881.47
Minimum Payment Due	\$10.00
Payment Due Date	01/10/2023

Reward Points	
Earned This Statement	914
Reward Center Balance as of 12/13/2022	13,368
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,850.69
Payments	-	\$1,850.69CR
Other Credits		\$0.00
Purchases	+	\$881.47
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$881.47
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$15,500.00
Available Credit		\$14,618.53
Days in Billing Period		29

Payment Options:



Please detach and send coupon with check payable to: Cardmember Service [REDACTED]



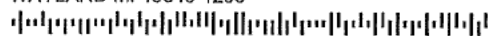
24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

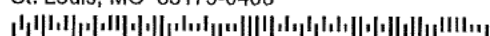
Account Number	[REDACTED]
Payment Due Date	1/10/2023
New Balance	\$881.47
Minimum Payment Due	\$10.00

Amount Enclosed \$ _____

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



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



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

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

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

☐ Account information: Your name and account number.

☐ Dollar amount: The dollar amount of the suspected error.

☐ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:

☐ We cannot try to collect the amount in question, or report you as delinquent on that amount.

☐ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.

☐ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.

☐ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)

2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.

3. You must not yet have fully paid for the purchase.

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

Important Information Regarding Your Account

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

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

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



Business Cash

Rewards Center Activity as of 12/13/2022	
Rewards Center Activity*	0
Rewards Center Balance	13,368

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	882	20,643
2 Extra Points - Telecom & Office Supply	32	912
1 Extra Point - Restaurants & Gas	0	467
Total Earned	914	22,022

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

GIERRA

Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/16	11/15	8935	WAL-MART #2567 GRANDVILLE MI	\$7.04	Supply
11/22	11/21	0041	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
11/23	11/22	0362	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.89	CS
11/28	11/25	4255	WAL-MART #1202 WISCONSIN RAP WI	\$20.96	Ad/Promo
11/30	11/29	1457	DOLLAR TREE JENISON MI	\$18.40	5-AP 13.4 supply
11/30	11/30	3271	ZAZZLE INC 888-892-9953 CA	\$29.60	Supply
12/01	11/29	2799	MEIJER # 026 877-363-4537 MI	\$26.32	Ad/Promo
12/01	11/29	2807	MEIJER # 026 877-363-4537 MI	\$12.87	Supply
12/01	11/30	2341	MEIJER # 026 877-363-4537 MI	\$8.95	Supply
12/05	12/02	1173	WAYLAND DO IT BEST HAR WAYLAND MI	\$54.04	BG
12/06	12/05	1545	DOLLAR TREE JENISON MI	\$5.30	1.25 AP 4.05 supply
12/07	12/05	2814	THE HOME DEPOT #2761 GRAND RAPIDS MI	\$31.23	BG
12/08	12/07	9221	WAL-MART #2567 GRANDVILLE MI	\$16.11	Supplies
12/12	12/10	9908	DOLLAR TREE JENISON MI	\$3.98	Supply
12/13	12/12	6407	DOLLAR TREE JENISON MI	\$7.88	Supply
12/13	12/12	1642	ZAZZLE INC 888-892-9953 CA	\$22.50	Supply
Total for Account				\$301.07	



December 2022 Statement 11/16/2022 - 12/14/2022
 HENIKADISTRICTLIBRARY [REDACTED]

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Cardmember Service (1-866-552-8855

Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/16	11/14	4250	HARDING'S MARKET #3 WAYLAND MI	\$57.97	AP
11/16	11/14	0615	DOLLAR-GENERAL #9954 WAYLAND MI	\$5.30	AP
11/17	11/16	3338	WM SUPERCENTER #2061 PLAINWELL MI	\$41.92	Ad/Promo
11/17	11/16	9593	MICHAELS #9490 800-642-4235 TX	\$51.27	AP
12/05	12/02	6757	HARDING'S MARKET #3 WAYLAND MI	\$32.89	11.9 AP 11.9 AP 9.09 sup
12/05	12/02	2368	DOLLAR-GENERAL #9954 WAYLAND MI	\$23.96	9.09 AP 3.50 AP 10.6 sup
12/09	12/07	6869	DOLLAR-GENERAL #9954 WAYLAND MI	\$9.01	AP
12/12	12/08	6158	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.18	YP
12/14	12/12	8436	DOLLAR-GENERAL #9954 WAYLAND MI	\$6.36	AP
12/14	12/13	4489	VISTAPRINT 866-207-4955 MA	\$122.97	AP
Total for Account [REDACTED]				\$354.83	

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/16	11/14	0797	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.00	Yp
11/18	11/16	9443	DOLLAR-GENERAL #9954 WAYLAND MI	\$11.58	Yp
12/01	11/30	4273	MICHAELS STORES 9849 PORTAGE MI	\$17.80	Yp
12/02	11/30	3867	HARDING'S MARKET #3 WAYLAND MI	\$78.60	Yp
12/12	12/08	0074	HARDING'S MARKET #3 WAYLAND MI	\$7.98	Yp
12/12	12/09	1740	MEIJER # 021 877-363-4537 MI	\$106.61	Yp
Total for Account [REDACTED]				\$225.57	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/21	11/18	0288	PAYMENT THANK YOU	\$1,850.69CR	
Total for Account [REDACTED]				\$1,850.69CR	

2022 Totals Year-to-Date	
Total Fees Charged in 2022	\$7.48
Total Interest Charged in 2022	\$0.00



December 2022 Statement 11/16/2022 - 12/14/2022

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HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service

1-866-552-8855



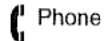
Interest Charge Calculation

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	23.74%	
**PURCHASES	\$881.47	\$0.00	YES	\$0.00	23.74%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	27.74%	

Contact Us



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



Questions
Cardmember Service
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon with a check
Cardmember Service
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, a nonprofit organization, which comprise the Statement of Financial Position as of December 31, 2022, and the related Statements of Activities for the one month and twelve months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

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

We are not independent with respect to Henika District Library.

Walker, Fluke & Sheldon, PLC
Hastings, Michigan
January 10, 2023

**Henika District Library
Statement of Financial Position
As of December 31, 2022**

ASSETS

Current Assets:

Cash-Checking	\$ 76,750.39
Cash-Savings	497,033.66
Prepaid Payroll	7,283.48
Certificate of Deposit - 740	52,127.35
Certificate of Deposit - 090	5,364.04
Certificate of Deposit - 104	5,364.04
Certificate of Deposit - 112	5,364.04
Certificate of Deposit - 120	5,364.04
Certificate of Deposit - 139	5,364.04
Certificate of Deposit - 344	1,021.39
Building Fund 171	3,076.46
Savings - Building Fund	101,944.35
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets **\$ 1,099,233.12**

Total Assets **\$ 1,099,233.12**

**Henika District Library
Statement of Financial Position
As of December 31, 2022**

LIABILITIES AND NET ASSETS

Current Liabilities:

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

Total Current Liabilities \$ 335,007.11

Net Assets:

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

Change in Net Assets 3,301.47

Total Net Assets 764,226.01

Total Liabilities and Net Assets \$ 1,099,233.12

Henika District Library
Statements of Activities
For the 1 Month and 12 Months Ended December 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Dec. 31, 2022</u>	<u>12 Months Ended Dec. 31, 2022</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 195,970.00	\$ 0.00	\$ 195,971.15	\$ 1.15
City Revenue	170,000.00	0.00	156,275.83	(13,724.17)
State Aid	13,478.00	0.00	13,478.00	0.00
Penal Fines	30,000.00	2,338.68	28,962.47	(1,037.53)
Copier & Fax Income	3,167.00	181.07	3,145.37	(21.63)
Fines	910.00	73.29	921.21	11.21
Interest Income	1,400.00	763.27	2,065.03	665.03
Memorial Donations	8,010.00	50,952.34	58,958.84	50,948.84
Book Sales	675.00	29.56	694.86	19.86
Federal E-Rate	4,920.00	0.00	4,919.66	(0.34)
Miscellaneous Income	<u>1,325.00</u>	<u>20.00</u>	<u>1,345.12</u>	<u>20.12</u>
Total Revenues	<u>429,855.00</u>	<u>54,358.21</u>	<u>466,737.54</u>	<u>36,882.54</u>
Employee Expenses:				
Wages	180,000.00	12,703.91	171,923.47	8,076.53
Employee Benefits	26,300.00	3,801.42	26,436.88	(136.88)
FICA Expense	14,000.00	971.86	13,152.16	847.84
State Unemployment Tax	<u>0.00</u>	<u>0.39</u>	<u>34.30</u>	<u>(34.30)</u>
Total Employee Expenses	<u>220,300.00</u>	<u>17,477.58</u>	<u>211,546.81</u>	<u>8,753.19</u>
Operating Expenses:				
Memberships & Training	6,300.00	0.00	5,479.26	820.74
Bank Charges	100.00	0.00	68.00	32.00
Insurance & Bonds	3,000.00	0.00	2,861.00	139.00
Programming	12,700.00	979.07	12,588.84	111.16
Office Supplies	10,325.00	1,422.76	9,412.40	912.60
Furnishings	6,000.00	35.59	4,145.74	1,854.26
Equipment	18,000.00	583.68	15,378.13	2,621.87
Materials	31,700.00	487.33	31,271.98	428.02
Accounting	11,000.00	453.05	10,222.67	777.33
Contractual Services	28,000.00	90.59	23,494.43	4,505.57
Communications	3,000.00	54.94	2,693.76	306.24
Technology Support	3,530.00	0.00	2,702.50	827.50
Advertising	3,100.00	254.20	2,591.22	508.78
Postage	1,000.00	0.00	557.60	442.40
Utilities	<u>9,300.00</u>	<u>1,002.26</u>	<u>7,819.02</u>	<u>1,480.98</u>

See Accountants' Compilation Report

Henika District Library
Statements of Activities
For the 1 Month and 12 Months Ended December 31, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Dec. 31, 2022</u>	<u>12 Months Ended Dec. 31, 2022</u>	<u>Year-To-Date Variance</u>
Maintenance-Building/Grounds	19,000.00	1,483.01	17,503.33	1,496.67
Maintenance-Equipment	3,500.00	130.00	2,238.80	1,261.20
Miscellaneous	0.00	0.00	120.39	(120.39)
Capital Outlay	<u>150,000.00</u>	<u>0.00</u>	<u>100,740.19</u>	<u>49,259.81</u>
Total Operating Expenses	<u>319,555.00</u>	<u>6,976.48</u>	<u>251,889.26</u>	<u>67,665.74</u>
Total Expenses	<u>539,855.00</u>	<u>24,454.06</u>	<u>463,436.07</u>	<u>76,418.93</u>
Change in Net Assets	<u>\$ 0.00</u>	<u>\$ 29,904.15</u>	<u>\$ 3,301.47</u>	<u>\$ 3,301.47</u>

See Accountants' Compilation Report



Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$78,660.60
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$497,033.66
BUILDING FUND XXX212	Current balance \$101,944.35
CONTINGENCY FUND XXX740	Current balance \$52,127.35
BUILDING FUND XXX090	Current balance \$5,362.90
BUILDING FUND XXX104	Current balance \$5,362.90
BUILDING FUND XXX112	Current balance \$5,362.90
BUILDING FUND XXX120	Current balance \$5,362.90
BUILDING FUND XXX139	Current balance \$5,362.90

BUILDING FUND

Current balance

XXX171

\$3,076.46

BUILDING FUND


Current balance

XXX344

\$1,021.39

United Bank

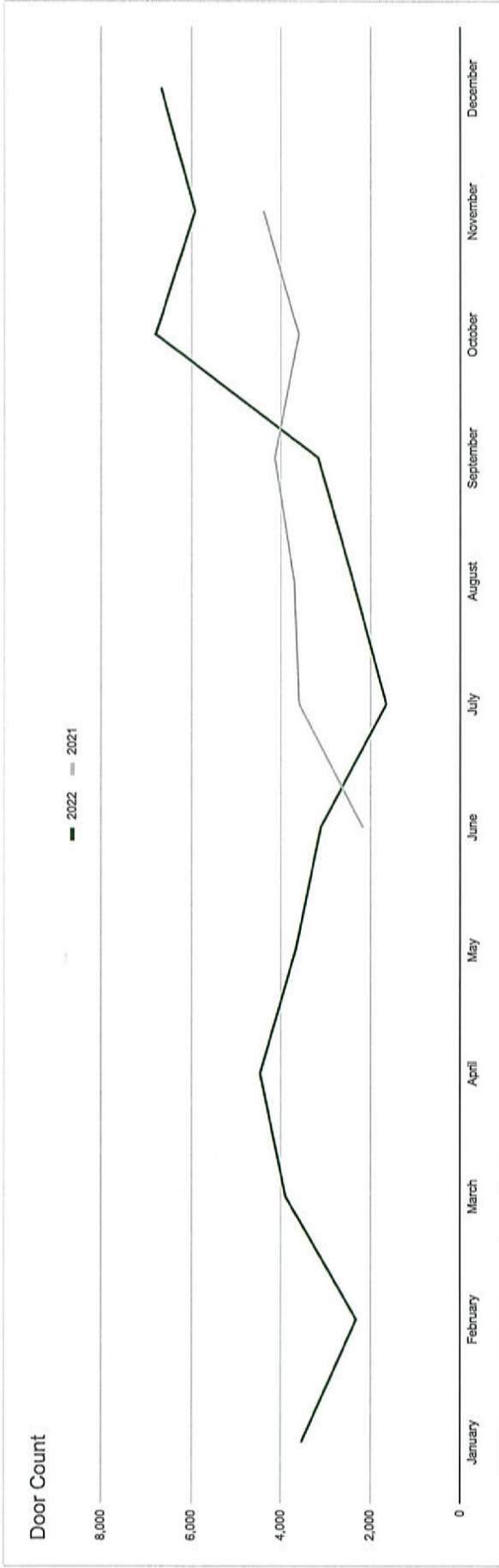
900 East Paris Ave SE | Grand Rapids, MI 49546 | 616.559.7000 | 800.968.1990

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

United Bank is not responsible for the content, accuracy, or reliability of any content or comments.

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WEEKDAY TRAFFIC STATS 22



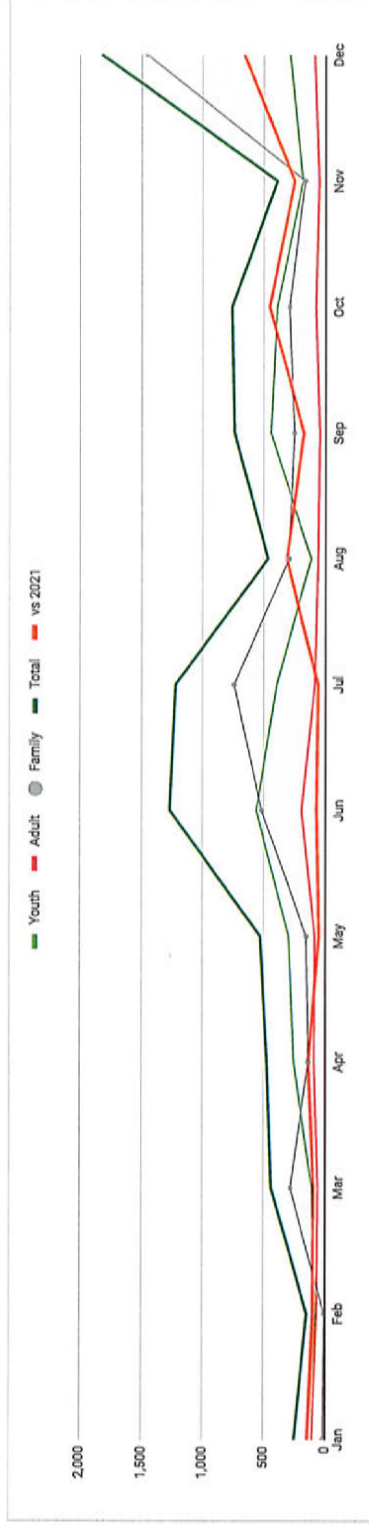
Summary

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
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
vs 2021	2,173	3,706	4,142	3,601	3,706	4,142	3,706	4,142	3,706	4,142	3,706	4,142	21,620	3,603

Days of the Week Avg.

Day	2022	2021	Total	Average
Monday	185	158	343	171.5
Tuesday	172	183	355	177.5
Wednesday	135	236	371	185.5
Thursday	149	192	341	170.5
Friday	172	139	311	155.5
Saturday	63	61	124	62

2022 Annual Attendance Tracker



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth	129	76	104	254	298	562	395	113	443	392	179	285	3,230	269
Adult	99	61	53	85	80	186	81	56	44	74	49	84	952	79
Family	19	8	282	135	153	522	746	298	254	295	164	1,457	4,333	361
Total [1]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8,515	710
vs 2021	135	94	87	131	48	67	55	310	169	452	247	658	2,453	204
Yearly Increase	183%	154%	505%	362%	1106%	1896%	2222%	151%	438%	168%	159%	278%	347%	

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth - In Person	87	76	103	254	297	90	359	107	366	351	168	260	2,518	210
Youth Take-Home / Online	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Reading Programs	42	0	1	0	1	472	36	6	77	41	11	25	712	59
Adult In-Person	29	17	13	42	65	54	49	40	29	49	49	39	475	40
Adult Take-Home / Online	42	44	35	43	15	25	23	16	15	25	0	0	283	24
Adult Reading Programs	28	0	5	0	0	107	9	0	0	0	0	45	194	16
Family Take-Home/ Online	19	0	65	79	99	22	92	127	192	73	130	123	1,021	85
Family In-Person	0	8	217	56	54	500	654	171	62	222	34	1,334	3,312	276

December 2022

Youth Services Report

Becky Butler, Youth Services Librarian

A busy month between holidays! Art Hop was a blast. Our display themes were Art and Cozy Winter Reads.

Preschool Storytime: 16 attendees across 2 storytimes. Storytime was not held on the 8th to accommodate a special event I ran at the high school media center.

Afterschool Art: 135 attendees across 3 weeks. We made ornaments, winter wonderlands (think dry snowglobes), and painted by sticker.

Lego Club: 20 attendees. The bonus challenge was to create a 2D item.

Toddler Lil Wiggles: 8 attendees.

Preschool Sensory Playtime: 16 attendees – our biggest turnouts since the summer!

Henika Pokemon Trainers: 9 attendees. This program was unexpectedly self-run as I had to leave early for a family emergency. Sarah stepped up amazingly to the plate to help keep a little structure going for the kids, though (in a Pokemon sweater, no less!).

Family Fun: Ornaments: 39 attendees. This was my first Family Fun event where I didn't require pre-registration. It didn't seem to hurt my numbers at all! While some events do need registration so I can purchase supplies, I like the increased accessibility for families who may otherwise miss out.

STEM Club: 12 attendees learned about snow and ice. We watched a short video, made instant snow and ice, and designed snowflakes.

Storytime for Every Kid: 2 attendees. My schedule will be slightly different for 2023, so I'm going to move this event later and broaden the age range to pull in more kids.

Teen Paint Night: 5 attendees. As was the case for boba making, I had some tweens desperate to attend. I told them they could if they brought a teen along.

Reading Dragons: 25 new sign-ups.

School Visits: I held an International Taste Test event at the Wayland Union High School media center. I had 8 snacks from around the world and had teens guess where items originated from. Exchange students then told us how to say candy in their language and tell us about their favorite treats. 37 attendees! I'm in talks with Amy Huyck about how to bring more programming to middle schoolers and high schoolers.

St. Therese continued their biweekly visits to the library on Tuesday mornings.

Other items: My first mobile bookshelf arrived! This will allow me to use my space so much more creatively, so I am so excited. Look for subtle changes downstairs as the rest of the shelves arrive and the old bookshelves are moved out.

Looking forward:

Preschool Storytime will be held January 5, 12, 19, and 26 at 1. After-School Art will be on the same days from 2:30 to 5:30. Lego Club is on January 4 at 5:30. Pokemon Club will be on the 11th at 5:30. STEM Club: Lego Coding will be on the 18th at 4. Preschool Sensory Playtime will be the 13th at 11. Lil Wiggles will be the 10th at 11. Storytime for Every Kid will be the 13th at 4. The Teen (and tween) event is a repeat of Make Your Own Boba on the 7th at 11:30. Family Fun: Banners is on January 21st at 11:30. The Family Take and Make is Stress Balls. I go to the high school to join their book club on the 13th. I'll be visiting the Baker preschool playgroup to read a story on the 17th. There's a summer reading workshop at the Howard Miller Library that I will attend on the 27th. Finally, a Community in Action playgroup is scheduled to use the youth area on the 19th.

DECEMBER 2022

Adult Services Report

Faith Fetty, Adult Services Librarian

Programs & Attendance

Tiny Art Gallery (Family In-Person): 40

We had 40 of our 96 Tiny Art Kits returned for our "Gallery Opening" during Art Hop! That is a 42% return rate which is a decent return rate that I am happy with. Rhonda from Leighton stopped to talk to me about their library doing the same thing next fall because they liked our event! We may be lending them our tiny easels at some point in 2023 when they have their own tiny art event.

Art Hop (In-Person): 1,103

Wow! What a turnout! This year was a lot easier to handle in great part because of Cierra's forethought to purchase a heated hot cocoa dispenser! Not a lot of people diverted to the downstairs area this year to view the Tiny Art Gallery though, so it could be something we take into account next year so we keep staff on one level to make it even less of a stressful night!

Gift Wrapping Party (In-Person): 11

Despite lots of community interest in this event, we didn't have a lot of people turnout for it. Upon speaking with some of our patrons it has become clear to me that a gift wrapping station available in one of the weeks leading up to the holidays would be a much better way to run this program passively in the future.

Strokes of Genius (In-Person): 14

I learned this month that I can fit up to 16 people quite comfortably for this program! Hoping to try out possibly 18 for the next event. We still had a few people no show, so I will continue to try and do phone call reminders the day of this event. This was also the first painting class where patrons freehanded an animal! I was very proud of how everyone's turned out!

Holiday Cookie Swap (In-Person): 2

Less of a turnout for Holiday Cookie Swap this year, I do believe it was because road conditions on the Saturday it was held were not ideal. We did get some delicious cookies for staff out of it though!

DIY Wreaths (In-Person): 17

Between my two sessions for this craft we had 17 attendees! Great for one of my crafting programs. This program was run "buffet style" and attendees got to run with their creative freedom after I showed them how to create the base wreath from their pieces of garland. Offering two sessions is helping a few of the patrons who want to attend but aren't able due to scheduling conflicts or class size restrictions, so I will keep doing these!

Winter Reading (Reading Program): 45

I had 45 registrants for Winter Reading in the first couple of weeks! This number alone is almost double the 25 registrants we had for Winter Reading last year! Patrons are liking the reading trackers being a bit more interactive beyond marking off a box and we've had interest in the notebooks I have for finisher's prizes.

Total Program Attendees/Registrants: 1,232**Reflection**

Unfortunately no senior living facility visits this month due to rising COVID cases in Green Acre and a miscommunication with Sawmill Estates. I will be looking into a new contact for Sawmill Estates as my previous contact now splits time between two locations and is a bit overwhelmed. Hoping that Green Acres visits may resume in February!

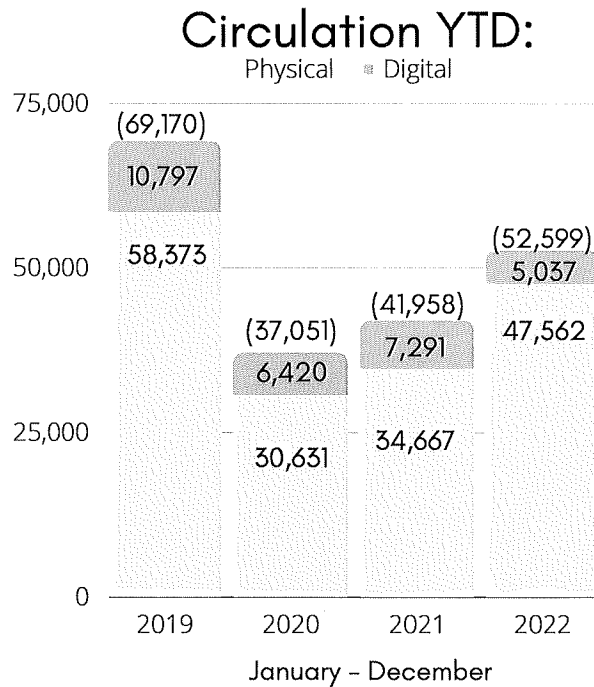
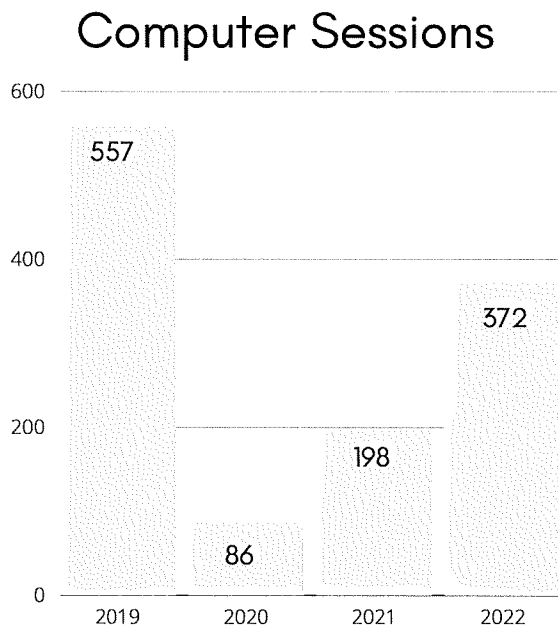
Looking Forward

Becky and I have come to the agreement to handle the family take-&-makes every other month (ex: Becky has this month and I have February). I am excited about this arrangement because it is a bit easier on both of our budgets and our individual schedules while also letting us offer take-&-makes people are interested in.

December 2022

Overall, circulation numbers continue to steadily climb upwards, but some categories remain lower than pre-COVID numbers. This is not surprising as December is the end of our fiscal year and fewer new physical materials have made it onto our shelves. The categories that showed the most growth this month; surpassing pre-COVID numbers include: Juvenile Print, eBooks, Special Collection items, Videogames, and Board Games. Our Hotspots, Nintendo Switch, and Switch games are consistently checked out or on hold. Our board games are also becoming more and more popular with patrons. Check-outs for these items have more than doubled since 2019. Other categories, that remain close to pre-pandemic numbers include: Tween Print, MeL Print, General DVD, and eAudio. I have no doubt that circulation numbers will continue to rise as we replenish our new physical materials and promote our special collection items further.

Courtney Schenkhuizen - Circulation Supervisor



Henika has 2,887 total patron accounts. 411 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

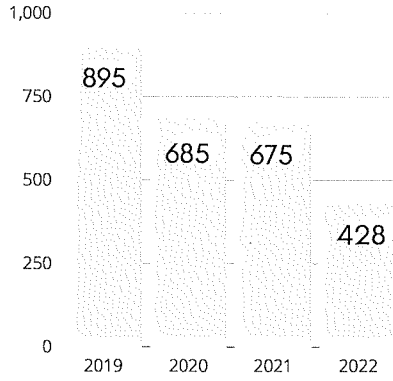
295 Patron accounts added YTD
 15 Patron accounts added in December

- 11 Wayland City
- 4 Wayland Township
- 1 Non-Resident

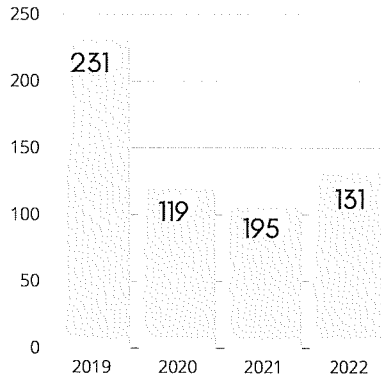
*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

December Circulation, 2019-2022

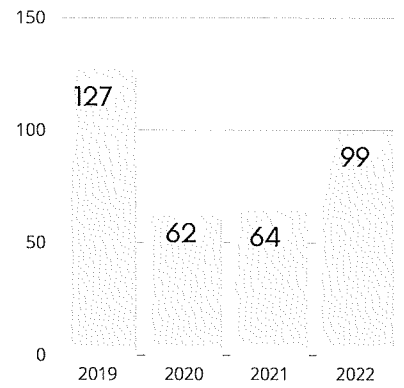
Adult Print



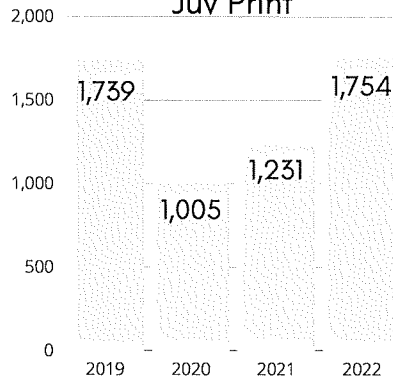
Teen Print



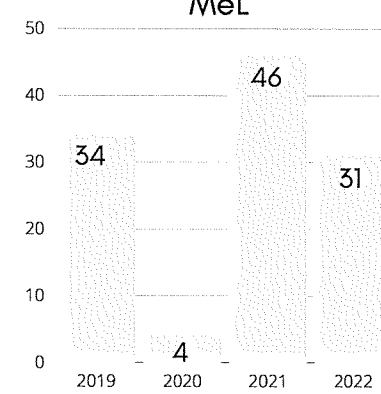
Tween Print



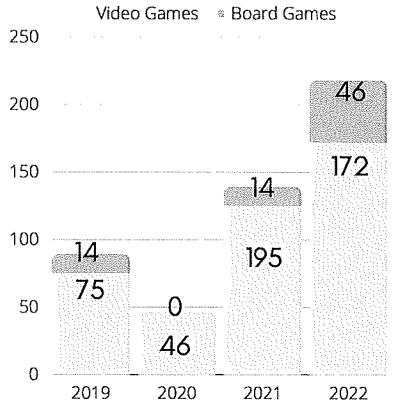
Juv Print



MeL

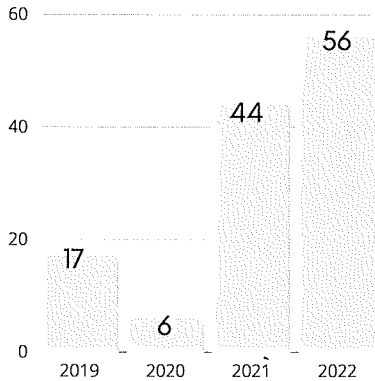


Games

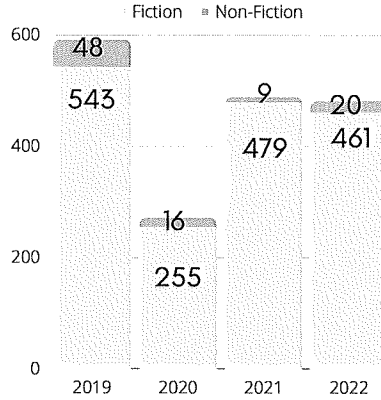


*pictures books, readers, chapter, juv graphic, juv NF

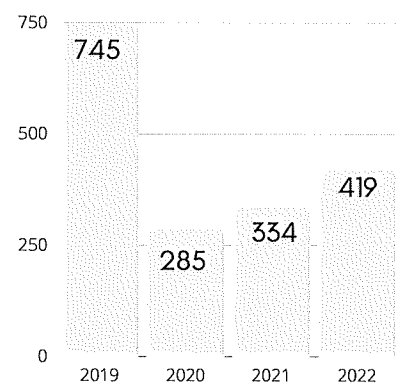
Special Collection



General DVD

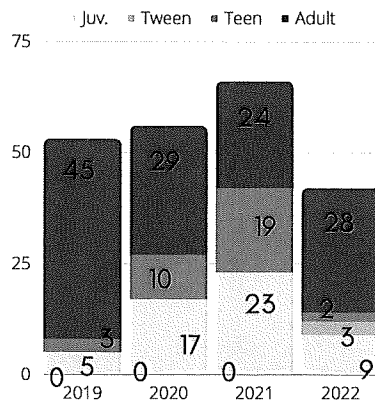


Youth DVD

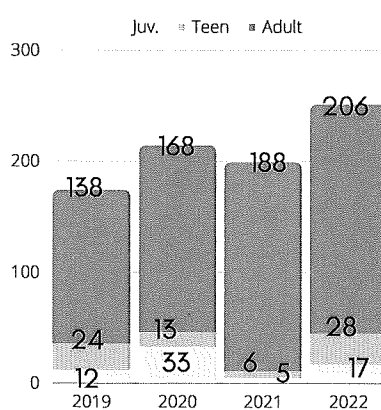


*prior to August 2021 this only included launchpads

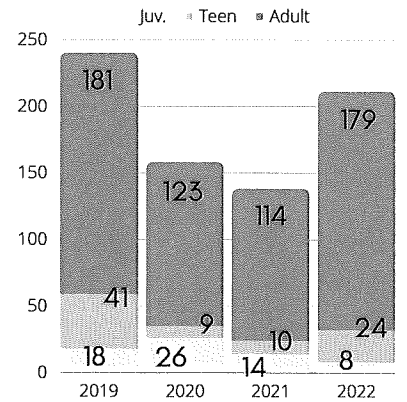
Audiobooks



eBooks



eAudio



SOCIAL MEDIA POLICY

PURPOSE

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Henika District Library (“Library”) services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media. The purpose of the social media accounts is to discuss library programs, events and materials.

DEFINITION OF SOCIAL MEDIA

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Library has an account and interacts with other users.

AUTHORITY OVER SOCIAL MEDIA ACCOUNTS

The Library Director has the authority to determine whether a particular social media account is used by the Library. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.

USAGE RULES

The Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. The Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. The Rules are as follows:

1. **Privacy:** Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one’s friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. **Library’s Rights:** The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this

nature may be edited for space or content, but the original intent of the comment or post will be maintained.

3. **No Endorsement:** The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.
4. **Unauthorized Content:** To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:
 - Obscene, illegal, sexually harassing, threatening or abusive speech or nudity in profile pictures.
 - Any post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment.
 - Private or personal information, including phone numbers and addresses, or requests for personal information.
 - Any statement by a user under a false name or any falsification of identity.
 - Comments, links, or information unrelated to the purpose of the limited public forum.
 - Spam or other commercial messages.
 - Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws.
 - Solicitation of funds.
 - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
 - Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
 - Any post that violates any Library policy.
 - Any images, links, or other content that falls into the above categories.
 - Any post that requires immediate action because the Library does not monitor its social media 24 hours a day.
 - Any document, information, or image that would be considered a Library record that is posted without permission of the patron or person identified

in that record. For example, no picture of a Library program shall be posted without permission of every person in that picture.

5. **Third Party Usage Rules:** In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

VIOLATIONS AND APPEALS

The Library reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent the Library has sufficient contact information and the Library will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board. The appeal should be sent to the Library Director within 10 business days of the (1) decision to block or ban or (2) deletion of the post or comment, whichever is applicable. The Library Board shall decide the appeal.

GENERAL COMPLAINTS

The Library asks that individual user complaints be sent directly to a manager or the Director so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

RESOLUTION NO. 2023 - 1

**A RESOLUTION OF THE BOARD OF HENIKA DISTRICT LIBRARY, ADOPTING
THE HENIKA DISTRICT LIBRARY SOCIAL MEDIA POLICY**

WHEREAS, the Henika District Library ("Library") recognizes the need for use of social media to promote public awareness, boost participation of the Library's programs, policies and services, and to ensure a reputation for outstanding community engagement and customer service; and

WHEREAS, the Library recognizes the inexpensive and effective method and popularity of the use of various social media platforms, including (but not limited to) Facebook, YouTube, Instagram, or TikTok (collectively "Social Media") by and amongst Library elected officials and officers, Library employees, and the public; and

WHEREAS, the Library has determined that a Social Media Policy provides greater efficiency by outlining the procedure and expectations of the Library's use, presence, and interaction with or by patrons on Social Media; and

WHEREAS, the Library Board has determined that adopting a Social Media Policy serves a organizational and public purpose; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE HENIKA DISTRICT LIBRARY THAT:

The Library Board hereby adopts the Library's Social Media Policy, attached hereto and by this reference incorporated herein, effective immediately following final adoption by the Library Board

This Resolution was heard on the 17th day of January, 2023, after which hearing it was moved for adoption by Trustee _____, seconded by Trustee _____, and adopted by the following vote of the Library Board:

Augustin
LaFevre
Marsh
Kuhn
Musgrave
Simmons
Fryling
Byville

ATTEST: HENIKA DISTRICT LIBRARY BOARD

Meghan Augustin
President
Date:

Jacqui Kuhn
Secretary
Date: