

AGENDA

Henika District Library
Board of Trustees Meeting
June 9th, 2026 at 6:30pm

- I. Call to Order**
 - A. Members Present:
 - B. Members Absent:
 - C. Staff Present:
 - D. Guests:

- II. Approval of Agenda (M)**
- III. Community Opportunity to Address the Board**
- IV. Approval of Meeting Minutes**
 - A. May Regular Meeting Minutes (M) *(PAGES 3 - 5)*

- V. Financial Reports**
 - A. 2025 Audit Presentation - Grabridge *(PAGES 6 - 8 AND SEPARATE PACKET)*
 - B. May 2026 *(PAGES 9 - 17)*
 - 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 18 - 28)*
 - A. Monthly Statistics (i)
 - B. Youth Report (i)
 - C. Adult Report (i)
 - D. Circulation Report (i)
 - E. Kennari Report (i)

- VII. Committee Reports** *(PAGE 29)*

- A. 6/3 Building and Grounds
- B. 6/8 Building and Grounds
- C. 6/9 Building and Grounds

VIII. Unfinished Business

IX. New Business

- A. Insurance Renewal *(PAGES 30 - 40)*
- B. F/Y 2026 Budget Amendment #2 *(PAGES 41)*
- C. Conceptual Architect Proposals
- D. Officer Election
 - 1. Secretary - Rachel Brinks (unopposed)
 - 2. Treasurer - Danielle Simmons (inc; unopposed)
 - 3. Vice President - Jacqui Kuhn (inc); Meghan Augustin
 - 4. President - Meghan Augustin (inc); Jacqui Kuhn; Pam Meyer

X. Around the table (i)

XI. Adjournment (M)

Meeting Minutes

Henika District Library

Board of Trustees Meeting

May 12 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, 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 6:31 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: No community present.
- IV. Approval of April 2026 regular meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for April 2026
 - A. Monthly check register, Credit card detail report, YTD vs Actual, and United Bank accounts were reviewed. There were no major mistakes in our accounting reports this month!

Approval of paid bills motioned by Marsh and seconded by Brinks. All yes to motion to approve paid bills, motion carried.
- VI. Director's Report for April 2026
 - A. General Updates: The new website is live! Advocacy Day in Lansing went well, and Bakovka was able to meet with both Schmidt and Albert. The next staff meeting will be May 28th, with a topic TBD. The audit has been completed and will be reviewed at the June regular meeting. The CD ending in -079 was renewed at a rate of 3.5903%. Our parking lot pothole has been fixed. April was our busiest month so far this year.
 - B. Monthly Statistics and Youth Services, Adult Services, and Circulation reports were reviewed. A crochet class was held for adults and was very popular with 17

attendees. The teen VR program allowed Tori to get more experience with the VR system, which will be used as part of a summer reading program activity.

- C. Kennari Report - Katherine Mata has stepped down as the committee co-chair, but Lillian DeKoning has stepped into the role. There will be a meeting May 18th at 10 a.m. at City Hall; it would be great if a few board members could attend to show their support.

VII. Committee Reports

- A. 4/27 Building and Grounds - Marsh summarized the meeting minutes.

VIII. Unfinished Business

- A. Director Evaluation Edits - Augustin made a few changes to the evaluation according to our discussion last meeting. Augustin motioned to adopt this evaluation as presented to use going forward. Kuhn seconded. All yes, motion carried.

IX. New Business

- A. Architect RFP - Simmons motioned to approve the RFP as presented, Marsh seconded. All yes, motion carried.
- B. Summer fest
 - 1. Book Sale change - Bakovka will need change to use for the book sale, in addition to what is regularly in the till. Kuhn motioned to allow Bakovka to take out \$150 in change from the bank for this purpose. Augustin seconded. All yes, motion carried.
 - 2. SRP Preview - Bakovka reviewed the plans for Summer Reading!
- C. Officer Nominations
 - 1. Every officer term is up, but some people are only on their first term or have been serving an interim term. The new elected terms will be for July 2026 - June 2028.
 - 2. Marsh nominated Brinks to serve a first term as Secretary. Kuhn seconded. Brinks accepted the nomination.
 - 3. Augustin nominated Simmons to serve her second consecutive term as Treasurer. Kuhn seconded. Simmons accepted the nomination.
 - 4. Simmons nominated Kuhn to serve a second term as Vice President. Brinks seconded. Kuhn accepted the nomination. Augustin nominated herself for Vice President. Brinks seconded. Augustin accepted the nomination.
 - 5. Kuhn nominated Augustin to serve a third term as President. Augustin accepted the nomination. Augustin nominated Meyer to serve a first term as President. Brinks seconded. Meyer accepted the nomination. Meyer nominated Kuhn as President. Augustin seconded. Kuhn accepted the nomination.
 - 6. Kuhn motioned to approve the slate as read by Bakovka. Simmons seconded. All yes, motion carried.

- X. Around the table:
- A. Brinks - Excited for summer reading!
 - B. Kuhn - Also super excited for summer reading. Wants to know if a person helps at SummerFest, can they have a free shirt? Bakovka will check the budget.
 - C. Simmons - Happy that her child is reading again.
 - D. Meyer - Let Bakovka know that she is knocking it out of the park with SRP.
 - E. Engels - Is enjoying visiting other libraries.
 - F. Vander Slik - Nothing to add.
 - G. Marsh - People are still building new homes in our district, and he believes that the library is a great attraction for people.
 - H. Bakovka - Super excited for summer reading! June will be a very busy month. Happy to have a very talented staff.
 - I. Augustin - Also super excited for summer reading! Thanks to Bakovka for all her work with the fundraising campaign.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 7:43 p.m.

2025 Audit Deficiency Corrective Action Plan First Request - 038002

cierra <cierra@henikalibrary.org >

< lafd_audits@michigan.gov >

Mon, 11 May 2026 4:00:28 PM -0400

To "cierra"<cierra@henikalibrary.org>

The Michigan Department of Treasury, Local Audit and Finance Division, has received your recently filed audit report. It has been determined that you must file a Corrective Action Plan (CAP). If you would like to contact a member of our team, please email our office at lafd_audits@michigan.gov.

Please read the CAP request letter which is available on our [Document Search](#) website. In the dropdown labeled "Document Type", select "Audit-Request for Improvement to Deficiencies".

Frequently Asked Questions

1. Is filing a CAP required? Yes. According to Public Act 2 of 1968, our office is charged with ensuring compliance with generally accepted accounting principles.
2. What if we had the same deficiencies last year? Should we repeat our corrective actions? No. Repeated remedies to repeated deficiencies are not accepted. Please develop corrective actions that will eliminate the deficiency.
3. Can I mail or email our CAP? No. You can only submit your CAP online. Please follow the directions on the [Document Search](#) website on how to upload your CAP.
4. Is our CAP subject to the [Freedom of Information Act](#)? Yes. Additionally, it is posted to our website on the [Document Search](#) website.
5. We filed our CAP. What is next? Your audit and your CAP is placed in a queue to be reviewed. If we have questions or concerns about your submission, we will email or call you.
6. What is the deadline for submitting my CAP? Please refer to your letters on the [Document Search](#) website.
7. What if my response is late? Should I still submit it? Yes. It must be submitted even if it is late. It gives the local unit an opportunity to reply to reported deficiencies.
8. What if our CAP is not acceptable? We will reach out to you for further clarification. We may require Enhanced Reporting which are reports that show progress on the related deficiencies. For example, Enhanced Reporting may be a copy of current bank reconciliations.
9. The CAP request shows a deficiency labeled "Expenditures have exceeded revenues for the last three years. Please provide an explanation for this trend." To what fund is the question referring? It is referring to the General fund or the local unit's primary fund if it does not have a General fund.
10. The CAP request shows a deficiency labeled "Expenditures have exceeded revenues for the last three years. Please provide an explanation for this trend." Do the expenditures and revenues referenced in the letter include other financing sources and uses such as transfers in and out? No. They do not. The trend is based solely on operating revenues and expenditures excluding other financing sources

and uses since these amounts may be adjusted by the local unit more than other types of inflows and outflows. ⁷

If you have questions or concerns, please call 517-335-7469 or email lafd_audits@michigan.gov.

To receive Department of Treasury communication, sign up for email alerts and choose "[Treasury Local Government Update](#)".

149 South Main Street
Wayland, MI 49348

269-792-2891 ext. 309
cierra@henikalibrary.org



JUNE 9TH, 2026

CORRECTIVE ACTION PLAN

Request for Improvement of Deficiencies

Fiscal Year: 2025

Municipality Code: 038002

Report ID Number: 177876

To Whom It May Concern,

I am providing the following information to address the issues as requested in your letter dated May 11, 2026.

The discrepancy that occurred in the 2025 budget vs expenditures was mainly due to a delay in reimbursement from a grant we received from the Wayland DDA and the City of Wayland. The grant was for a capital project involving window replacements and exterior lighting upgrades during the 2025 fiscal year. The library board elected to pay for the up front project costs using our fund balance, then we submitted the reimbursement request to the city in fall of 2025 after the work was completed, as was outlined in the grant directions. Unfortunately, we did not receive the reimbursement from the City until early January 2026, but since we had a very healthy fund balance the board felt that it was acceptable to wait.

Going forward, we will communicate better with the City regarding reimbursement plans, expectations, and fiscal year deadlines. Please Let me know if you have any questions.

Sincerely,



Cierra Bakovka

Director



Monthly Check Register

As of May 31st, 2026

Date	Payee	Memo	Account	Amount
5.13.26	4Imprint	SRP	Programming	\$699.02
5.13.26	Absopure		Utilities	\$38.50
5.13.26	Amazon	Materials, Supplies	-SPLIT-	\$1,236.78
5.13.26	City of Wayland		Utilities	\$69.69
5.13.26	Consumers Energy		Utilities	\$299.97
5.13.26	Demco	Book Return	Furnishings	\$5,406.71
5.13.26	Dunham Accounting	Accounting, Postage	-SPLIT-	\$730.00
5.13.26	Elite Fund	Annual	Contractual Serv	\$50.00
5.13.26	Kennari		Expansion - Campaign Costs	\$2,425.00
5.13.26	MJA Landscape	Spring Clean up	Building & Grounds	\$783.00
5.13.26	Spectrum		Utilities	\$70.06
5.13.26	Streamline		Ad/Promo	\$250.00
5.13.26	T-Mobile		Communications	\$411.31
5.13.26	Tori Schreur	Mileage	Mem/Train	\$90.39
5.13.26	Unique		Contractual Serv	\$9.85
5.13.26	US Bank		Equip	\$641.98
5.13.26	Woodlands	Labor Law Poster	Supplies	\$30.00
5.21.26	Heather Joynson	Tshirt Order	Ad/Promo	\$286.20
5.27.26	Amazon	programming, materials, supplies	-SPLIT-	\$1,642.15
5.27.26	Barco Products	Picnic Tables	Furnishings	\$2,032.46
5.27.26	Blue Care Network		Employee Benefits	\$4,317.68
5.27.26	Cardmember Service		-SPLIT-	\$3,272.36
5.27.26	FosterSwift		Contractual Serv	\$80.10
5.27.26	Kansas City Life		Employee Benefits	\$112.10
5.27.26	MERS		Employee Benefits	\$1,753.26
5.27.26	Michigan Gas		Utilities	\$115.41
5.27.26	Streamline		Ad/Promo	\$250.00
			Total	\$24,760.02



May 2026 Statement

Open Date: 04/14/2026 Closing Date: 05/14/2026

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Account Ending in: ##### ##### ##### 1513

Visa® Business Cash Card

Elan Financial Services

☎ 1-866-552-8855

HENIKADISTRICTLIBRARY (CPN 001910551)

BUS 30 ELN 1 9

New Balance	\$5,359.93
Minimum Payment Due	\$191.00
Payment Due Date	06/10/2026
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$41.00 Late Fee and your APRs may be increased up to the Penalty APR of 30.74%.	

Reward Points	
Earned This Statement	3,505
Reward Center Balance as of 02/25/2026	46,186
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,087.57
Payments		\$0.00
Other Credits	-	\$39.12 ^{CR}
Purchases	+	\$3,194.11
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$41.00
Interest Charged	+	\$76.37
New Balance	=	\$5,359.93
Past Due		\$21.00
Minimum Payment Due		\$191.00
Credit Line		\$40,500.00
Available Credit		\$35,140.07
Days in Billing Period		31

Pay

\$3,272.36

Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

☎ Pay by phone 1-866-552-8855

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



0047985100624115130000191000005359932

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

☎ . to pay by phone
☎ . to change your address

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

Account Ending in	##### ##### ##### 1513
Payment Due Date	6/10/2026
New Balance	\$5,359.93
Minimum Payment Due	\$191.00

Amount Enclosed \$ 3,272.36

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.



May 2026 Statement 04/14/2026 - 05/14/2026
 HENIKADISTRICTLIBRARY (CPN 001910551)

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 Elan Financial Services (1-866-552-8855

Business Cash

Rewards Center Activity as of 02/25/2026	
Rewards Center Activity*	0
Rewards Center Balance	46,186

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	3,155	10,939
2 Extra Points- Telecom & Office Supply	264	1,227
1 Extra Point, Restaurants & Gas	86	98
Total Earned	3,505	12,264

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.

The minimum payment includes a past due amount which is payable immediately upon receipt of this statement. If this amount has already been mailed, please disregard this notice. If you cannot immediately forward this past due amount, please contact our collection department at 1-877-838-4347 to make other suitable arrangements for payment.

Transactions BAKOVKA, CIERRA J Credit Limit \$40500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/20	04/20	3214	Etsy.com*ISunshine95 718-8557955 NY	\$207.96	Ad/Promo
04/22	04/21	2408	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	CS
04/27	04/25	4967	ZOOM.COM 888-799-9666 ZOOM.US CA	\$15.31	CS
04/29	04/28	4074	Mailchimp 678-9990141 GA	\$26.00	CS
04/30	04/28	5490	NORTH GRAND RAMP TIBA LANSING MI	\$15.00	MT
04/30	04/28	2854	HYATT HOUSE LANSING LANSING MI FOR 01 NIGHTS FOLIO: 113812	\$134.47	Mem/T
05/04	04/30	6789	LITTLE CAESARS 3565-00 616-457-5110 MI	\$45.53	MT CS
05/04	05/01	2210	Adobe Inc 800-8336687 CA	\$21.19	CS
05/04	05/03	4763	CALENDLY CALENDLY.COM GA	\$120.00	CS
05/05	05/04	7735	DOLLAR TREE JENISON MI	\$11.13	Supp.
05/08	05/07	0100	INTERMEDIA.NET INC 800-379-7729 WA	\$116.51	Util
Total for Account ##### 8161				\$738.10	



May 2026 Statement 04/14/2026 - 05/14/2026
 HENIKADISTRICTLIBRARY (CPN 001910551)

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 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					
04/16	04/14	1853	OTC BRANDS *OTC BRAND 800-2280475 NE	\$26.71	YP
04/16	04/15	3680	TARGET 00020156 CALEDONIA MI	\$13.12	YP
04/20	04/17	7055	WAYLAND DO IT BEST HAR WAYLAND MI	\$33.92	YP BCG
04/20	04/18	8047	TARGET 00020156 CALEDONIA MI	\$10.58	YP
04/20	04/18	5189	TARGET 00020156 CALEDONIA MI	\$7.40	YP
04/21	04/19	1047	BARNES & NOBLE 2356 KENTWOOD MI	\$56.10	YM
04/22	04/22	5210	OCULUS *7F7C8KV492 650-5434800 CA	\$8.47	YM
04/30	04/29	0275	LERNER LPG MBB 800-3284929 MN	\$295.84	YM
05/04	05/01	1299	KPOP STATION GRAND RAPIDS MI	\$23.32	YM
05/04	05/01	5101	BARNES & NOBLE 2356 KENTWOOD MI	\$66.75	YM
05/04	05/01	5283	BARNES & NOBLE 2356 KENTWOOD MI	\$73.62	YM
05/12	05/10	3442	ALL STAR SPORTS GRAND RAPIDS MI	\$16.94	YP
05/12	05/11	4614	MEIJER STORE #199 CALEDONIA MI	\$55.95	SUP.
05/12	05/11	4796	MEIJER STORE #199 CALEDONIA MI	\$21.55	YP
05/13	05/12	8459	LERNER LPG MBB 800-3284929 MN	\$505.93	YM
05/13	05/12	0220	Etsy.com*HanEmiStudio 718-8557955 NY	\$2.25	YP
05/14	05/13	3829	MEIJER STORE #199 CALEDONIA MI	\$28.75	YP
05/14	05/13	1423	RED BRICK RESOURCES 180-02635407 MN	\$184.92	YM
Total for Account ##### 6194				\$1,432.12	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
05/07	05/06	6708	4IMPRINT, INC 4IMPRINT.COM WI MERCHANDISE/SERVICE RETURN	\$39.12CR	AP
Purchases and Other Debits					
04/15	04/14	7785	4IMPRINT, INC 4IMPRINT.COM WI	\$738.14	AP
04/20	04/18	6292	MEIJER EXPRESS #615 GRAND RAPIDS MI	\$6.00	AP
04/22	04/20	6231	WAYLAND DO IT BEST HAR WAYLAND MI	\$125.46	BCG
04/30	04/29	5097	MEIJER EXPRESS #615 GRAND RAPIDS MI	\$34.00	AP
05/01	04/29	1028	HARDING'S MARKET #3 WAYLAND MI	\$3.99	AP
05/06	05/05	2914	MICHAELS STORES 9189 WALKER MI	\$74.89	AP
05/08	05/06	5830	HARDING'S MARKET #3 WAYLAND MI	\$41.41	AP
Total for Account ##### 7264				\$984.77	



May 2026 Statement 04/14/2026 - 05/14/2026
 HENIKADISTRICTLIBRARY (CPN 001910551)

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Elan Financial Services (1-866-552-8855

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Fees					
05/11	05/10		LATE FEE - PAYMENT DUE ON 05/10	\$41.00	<u>Bank Fee</u>
			TOTAL FEES FOR THIS PERIOD	\$41.00	
Interest Charged					
05/14			INTEREST CHARGE ON PURCHASES	\$76.37	<u>Bank Fee</u>
			TOTAL INTEREST FOR THIS PERIOD	\$76.37	
			Total for Account ##### ##### ##### 1513	\$117.37	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$41.00
Total Interest Charged in 2026	\$76.37

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	23.49%	
**PURCHASES	\$5,359.93	\$3,828.42	YES	\$76.37	23.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	27.49%	

Contact Us



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



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



Mail payment coupon with a check
 Elan Financial Services
 P.O. Box 790408
 St. Louis, MO 63179-0408



Online
myaccountaccess.com

2:14 PM

Henika District Library

Balance Sheet

As of May 31, 2026

06/05/26

Accrual Basis

	<u>May 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	292,204.55
Cash - HY Savings - 013	359,697.74
Certificate of Deposit - 359	80,740.36
Certificate of Deposit - 548	35,028.82
Certificate of Deposit - 556	59,050.51
Savings - Building Fund - 212	386,098.61
	<hr/>
Total Checking/Savings	1,212,820.59
Accounts Receivable	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
	<hr/>
Total Accounts Receivable	333,175.84
	<hr/>
Total Current Assets	1,545,996.43
Other Assets	
Other Assets	2,425.00
	<hr/>
Total Other Assets	2,425.00
	<hr/>
TOTAL ASSETS	1,548,421.43
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	1,470.41
	<hr/>
Total Other Current Liabilities	332,573.47
	<hr/>
Total Current Liabilities	332,573.47
	<hr/>
Total Liabilities	332,573.47
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	902,603.89
Net Income	261,536.10
	<hr/>
Total Equity	1,215,847.96
	<hr/>
TOTAL LIABILITIES & EQUITY	1,548,421.43
	<hr/> <hr/>

**Henika District Library
Profit & Loss Budget vs. Actual
January through May 2026**

Ordinary Income/Expense	May 26	TOTAL	Budget	\$ Over Budget
Income				
400502 - Federal E-Rate	0.00	449.62	1,000.00	-550.38
400540 - State Aid	0.00	6,698.30	10,000.00	-3,301.70
400581.C - City Contribution	0.00	180,431.75	210,000.00	-29,568.25
400581.T - Township Contributio	0.00	251,920.86	240,000.00	11,920.86
400582 - Non-Resident Fees	38.81	137.62		
400601 - Copies and Faxes	342.19	1,942.40	600.00	1,342.40
400656 - Penal Fines	3,690.13	14,427.88	30,000.00	-15,572.12
400657 - Fines	184.47	415.15	50.00	365.15
400665 - Interest Income	1,377.95	7,186.82	16,000.00	-8,813.18
400691 - Donations	108.37	6,991.99		
400693 - Book Sale	83.29	287.58	50.00	237.58
400700 - Grants	0.00	21,000.00	1,000.00	20,000.00
Total Income	5,825.21	491,889.97	508,700.00	-16,810.03
Expense				
700710 - Employee Benefits	5,804.04	29,867.66	72,000.00	-42,132.34
700727 - Postage	55.00	533.01	600.00	-66.99
700728 - Supplies	559.71	2,939.44	8,500.00	-5,560.56
700740 - Equipment	641.98	3,170.69	12,000.00	-8,829.31
700740 - Furnishings	7,439.17	7,686.22	8,000.00	-313.78
700740 - Materials	3,512.82	15,376.09	37,500.00	-22,123.91
700801 - Advertising & Promo	994.16	1,922.25	4,300.00	-2,377.75
700805.1 - Accounting	675.00	10,937.50	15,000.00	-4,062.50
700805.2 - Bank Charges & Fees	117.37	117.37	100.00	17.37
700806 - Technology Support	0.00	570.00	2,500.00	-1,930.00
700808 - Building & Grounds	942.38	12,005.26	16,000.00	-3,994.74
700850 - Communications	411.31	2,079.66	5,000.00	-2,920.34
700910 - Building/Liability Ins	710.14	4,830.73	8,000.00	-8,000.00
700920 - Public Utilities	0.00	1,710.04	11,000.00	-6,169.27
700933 - Equipment Repairs	347.45	16,314.97	3,200.00	-1,489.96
700954 - Contractural Services	285.39	1,771.97	29,500.00	-13,185.03
700955 - Memberships / Training	1,804.06	7,585.63	5,500.00	-3,728.03
700956 - Programming	0.00	12,750.00	17,000.00	-9,414.37
700970 - Capital Outlay			12,750.00	0.00
Payroll Expenses	764.50	1,468.50		
Payroll Expenses-Campaign Proje	17,471.17	86,972.99	235,000.00	-148,027.01
Payroll Expenses - Other				
	18,235.67	88,441.49	235,000.00	-146,558.51
Total Payroll Expenses	1,449.80	7,318.89	18,000.00	-10,681.11
Payroll Tax Expense	43,985.45	227,928.87	521,450.00	-293,521.13
Total Expense	-38,160.24	263,961.10	-12,750.00	276,711.10
Net Ordinary Income				
Other Income/Expense				
Other Expense	0.00	2,425.00		
Expansion Project Expenses				
	0.00	2,425.00		
Total Other Expense	0.00	-2,425.00		
Net Other Income				
	-38,160.24	261,536.10		
Net Income				



FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Account Summary

Checking Accounts

Account Nickname	Account Number	Available Balance	Current Balance
PUBLIC FUND CHECKING	x7152	\$297,942.49	\$305,521.88

Savings Accounts

Account Nickname	Account Number	Available Balance	Current Balance
BUILDING FUND	x9212	\$386,098.61	\$386,098.61
PUBLIC FUNDS SAVINGS	x0013	\$359,697.74	\$359,697.74

Certificates of Deposit

Account Nickname	Account Number	Current Balance
TIME DEPOSIT	x7079	\$35,028.82
TIME DEPOSIT	x2359	\$80,740.36
TIME DEPOSIT	x7087	\$59,050.51

May 2026

Youth Services Report

Tori Schreur, Youth Services Librarian

Lego Club: 15 attendees

For the first time in a long while, we had a great turnout for Lego Club. My new totes for the legos make it super easy and portable to be able to have little stations for kids. That way they can spread out and don't feel like they are overlapping each other.

Preschool Storytime: 15 attendees

I hosted two storytimes this month, and I'm incredibly happy with the turnout. I really hope we can keep and raise these numbers in the fall. For the first session, we read books and sang songs about food. What was fun about this one is that I found bilingual books that were written in both English and Spanish since it was also Cinco de Mayo. For the second session, we read books and sang songs about bees! It was especially fun because we had Gee Dee Bees also coming that week.

After School Art: 59 attendees

The first After School Art of the month was a take-and-make style, and since after that we only had two left, I made sure to bring in special treats for the last two sessions. We also played around with some air dry clay, and I brought out a lot of random supplies that we could use up so I can get some new ones next fall.

Pokemon Club: 25 attendees

Since moving Pokemon Club to Mondays, our numbers have been a bit on the lower end, but this Monday's were significantly higher than the rest. I had spent that entire day at Steeby Elementary and mentioned to the majority of

Preschool Playtime: 15 attendees

May was an ok month for Preschool Playtime. Allegan Community Action came and brought some fun stuff with them. I'm looking forward to coming up with more fun and different ideas for when we start back up again in the fall. For this one we listened to music, played our own instruments, and danced! I also had paint sticks and cardboard for us to color with. I brought back out the doodle mat and the kids liked to purposefully pour water on it to watch the colors appear.

Ramen Bar for Tweens/Teen: 12 attendees

I did this before, and you think I would have learned from past mistakes, but I did not. However, I don't think the teens realized that a lot of things were going wrong with this one; they were just

happy they got to eat ramen! I had a lot of different ingredients from wasabi powder, kimchi, and seaweed, and the kids had fun trying out foods they had never had before!

School Visits: 598 attendees

Gee Dee Bees: 12 attendees

Unfortunately I could not attend this program, and I'm incredibly disappointed, because I love learning about, and working with bees. We held this program specifically on World Bee Day, to draw more attention to honey bees and their importance in our ecosystem.

Scavenger Hunt: 63 patrons

Looking Forward:

June will start off slow, but then once Summer Reading begins, we will be off with lots of fun Dinosaur related programs! To start, I have a DIY wristlet/photokey chain for tweens and teens on the 11th. Summer Reading Kickoff will be held at Summerfest on Saturday, June 13th. On Monday, June 15th, the Critchlow Alligator Sanctuary will be bringing in some of their reptiles and doing a presentation for kids. On Tuesday, June 16th I will have a dinosaur playtime for kids ages 0-5. Thursday, June 18th kids can come in and paint their own Dinosaur Lamps. On Saturday, June 20th I will have Dinosaur Trivia for kids. When I went into the classrooms I told them that I might turn it into a "Are you smarter than a librarian" and have them compete against me in the trivia! June 22nd will begin two week long programs: one, kids will be able to register to bring their rocks in to be tumbled and polished and two, families will be able to pick up a 3D printed dinosaur take and make. I'm really looking forward to June 23rd when I will have painted dinosaur trinket dishes for tweens/teens. After that I will be in ALA and there will be a hiatus of programs until I get back.

May 2026
Adult Services Report
Abigail Cummings, Adult Services Librarian

Programs & Attendance

Celebrate her! Tea party: 18

This was our mother's day event, and it went really well! We had lots of moms, grandmas, and adopted parents drinking tea and coloring.

DIY folded book vase: 8

This was a very cute little craft, and very easy because we had all the materials we needed in the discard bin.

Wrong Answers Only: 15

This was a reschedule, because I was sick last month when it was supposed to happen. But it was a lot of fun, even though it wasn't on April Fool's Day! It was also at the same time as the Gee Dee Bees event outside, so there was a lot of cross-over with that.

Tech Help: 1

People come to tech help infrequently, but it tends to mean a lot to those who do attend.

Paint Along With Us: 20

This was a great paint along! My Saturday sessions are getting pretty full, but the weekday ones aren't, so after summer reading I think I might switch up some of the scheduling.

Sawmill: 6

This was the first time I'd been to Sawmill in a while, and it was really nice to see everyone again!

Green Acres: 12

Green Acres has been going well! More and more people are coming to bingo, and a few of the residents are really excited to be able to check out books.

Bingo! Brunch: 15

Saturday bingo! Brunch is still a hit, though I'm seeing a decline in my Wednesday attendance. I'm expecting it to get really busy in the summer, though!

Seed Library: 15 patrons, 139

We had a very low number of patrons this month compared to previous months, but the seed library is still getting used. I think a lot of people front-loaded this year, getting all of their seeds in March and April, but I'm going to try and encourage usage in the back half of the season as well.

Spice Club: Tamarind: 5

This was the last spice club before summer reading, and we had fun! The attendance always seems to go down towards the end of the season, but I'm hoping for a renewal of interest in the fall!

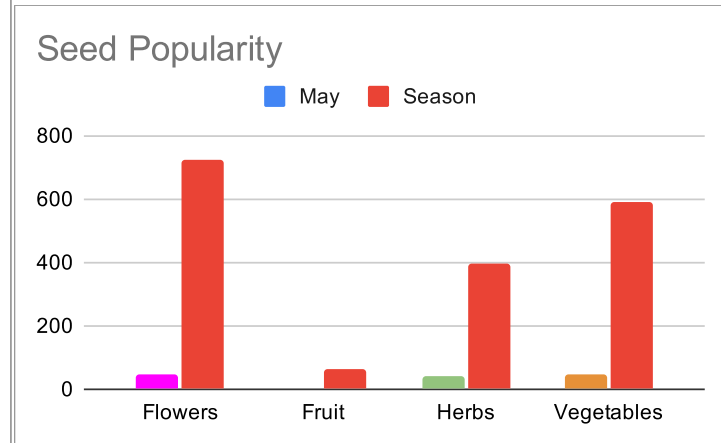
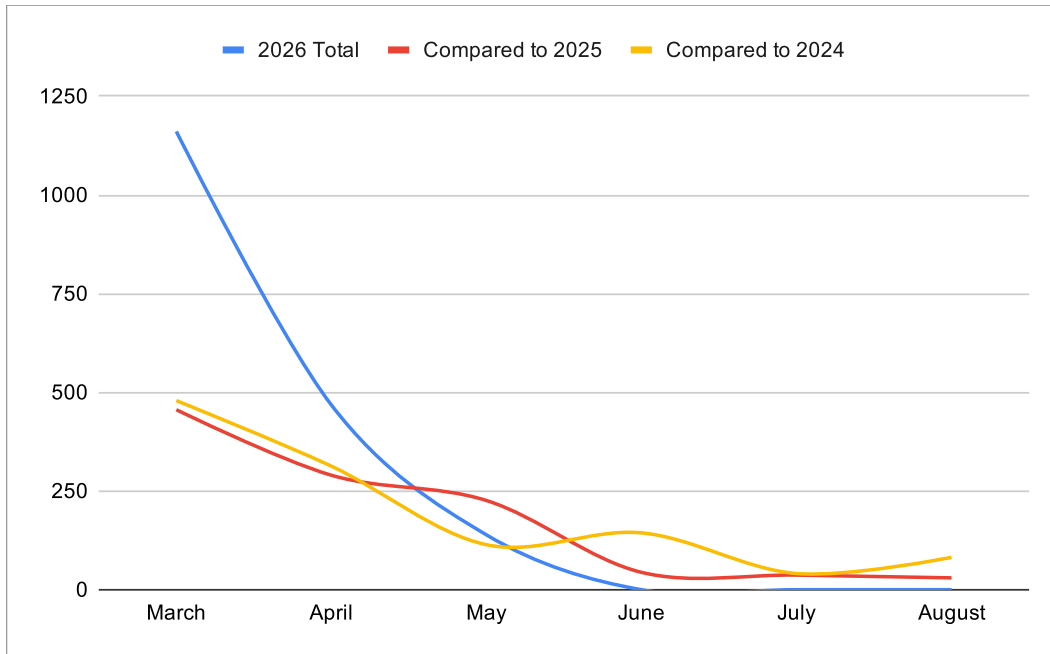
Total Program Participants: 115

May Reflection

Numbers felt pretty consistent this month. Saturday programs have really been going well, like painting and bingo, which I'm excited about. It's been nice to be consistently back in the retirement homes as well, because I've missed some dates in the past few months. I wish the seed library was getting a little more use, but I'm going to work on advertising it this upcoming month.

Looking Forward

June starts summer reading, so I'm expecting some busy days! Bingo! Brunch always gets a big turnout in the summer, and I'm hoping for the same for my painting classes. I have a movie night and a visit from a scientist from the public museum this month that I'm excited for as well.



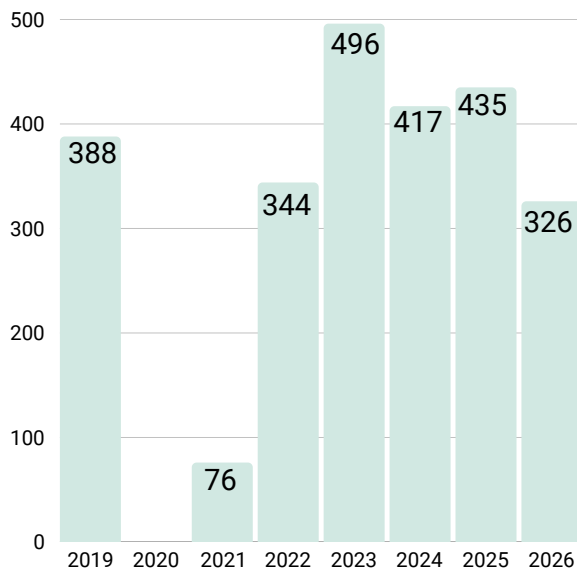
	March	April	May	June	July	August	Season
Flowers		523	151	48			722
Fruit		48	14	2			64
Herbs		246	106	42			394
Vegetables		344	197	47			588
2026 Total		1161	468	139	0	0	1768
Compared to 2025		456	290	226	44	37	1,046
Compared to 2024		479	313	114	144	41	1,046
Patrons:	60 (116)	30 (47)	15 (139)				

May 2026

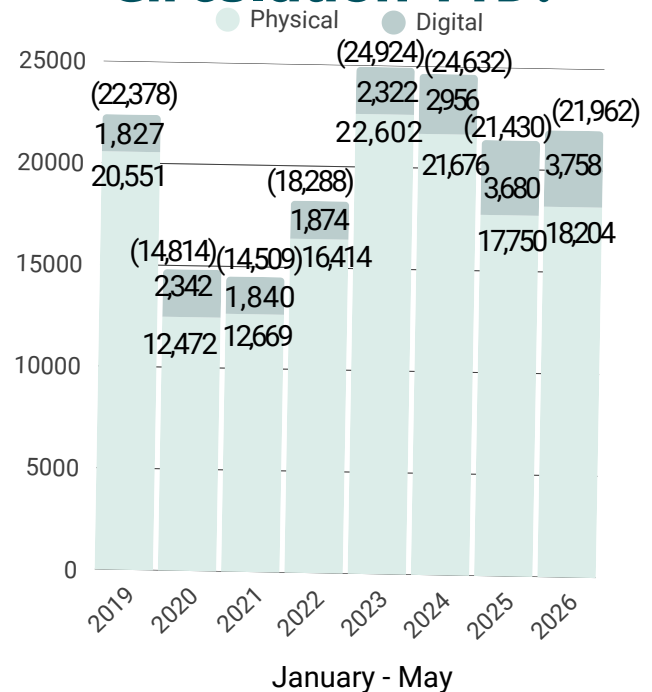
Our May 2026 circulation numbers are 532 higher than our May 2025 numbers. The category showing the most growth from last year during the month of May is Juvenile e-Books; which circulated a whopping 17 times more than they did in May 2025. Other categories showing noticeable growth from last May include: Adult Print, Video Games, Youth DVDs, Adult Audiobooks, YA Audiobooks, Adult e-Books, Teen e-Books, and Adult e-Audiobooks. The categories that had the same amount of circs between this year and last year during the month of May are: MeL items, Tween Audiobooks, Juvenile Audiobooks, and Juvenile e-Audiobooks. The categories that are not circulating as well as they did in May of 2025 include: Teen Print, Tween Print, Juvenile Print, Board Games, Special Collection items, General NF DVDs, and Teen e-Audiobooks. On another note, our Spanish items have been checked out a total of 1 time this month – Juvenile Spanish Fiction had 1 checkout. I am hoping our numbers will continue to trend upwards as we get more foot traffic into the library with the start of Summer Reading!

Courtney Schenkuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



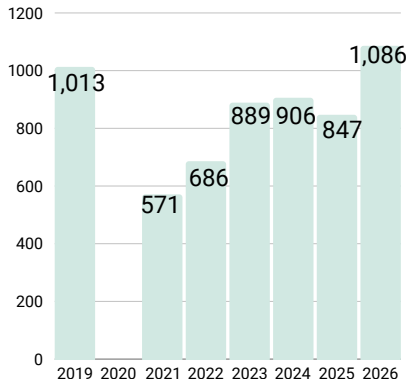
Henika has **2,591** total patron accounts. **541** of these accounts are active* (not expired). *Most expiration dates are set for 3 years upon renewal.*

146 Patron accounts added YTD
28 Patron accounts added in May:

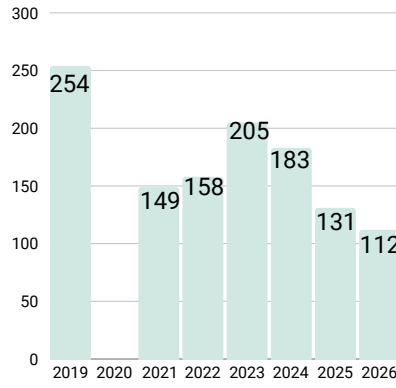
- 11 - Wayland City
- 12 - Wayland Township
- 5 - Patron Point
 - City - 1
 - Twp - 4

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

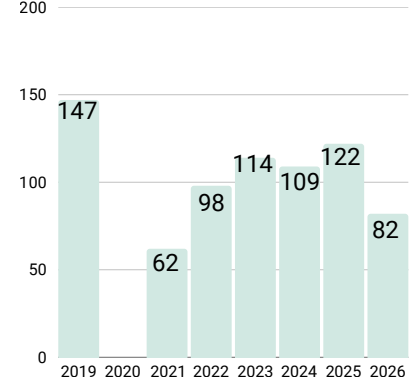
Adult Print



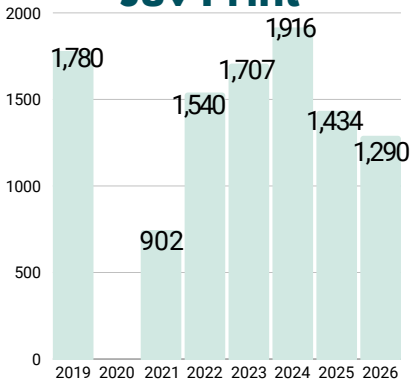
Teen Print



Tween Print

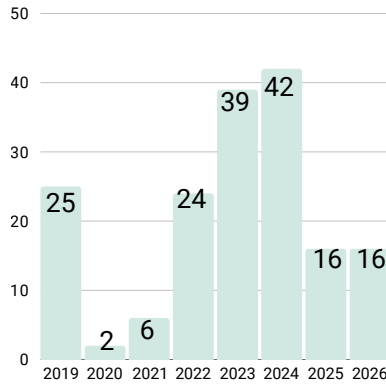


Juv Print

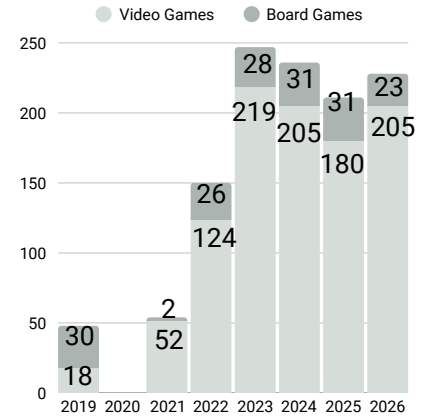


*pictures books, readers, chapter, juv graphic, juv NF

MeL

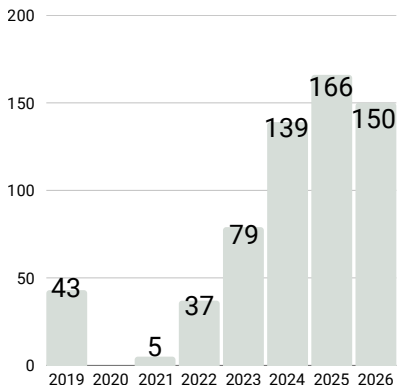


Games



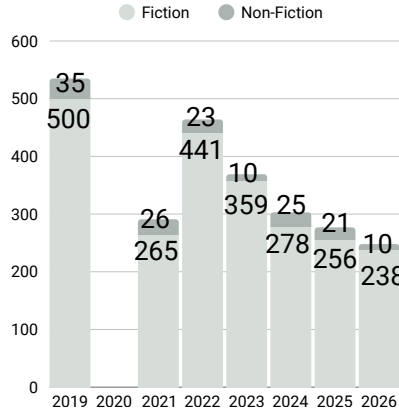
*prior to 2020, Video Games & Board Games were combined

Special Collection

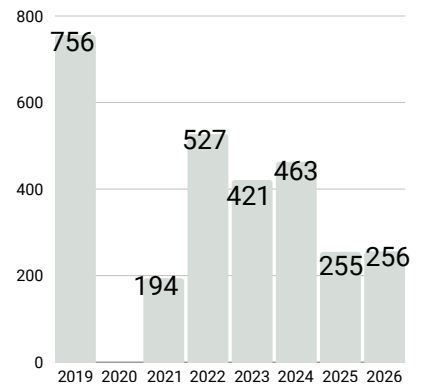


*prior to August 2021, this only included launchpads

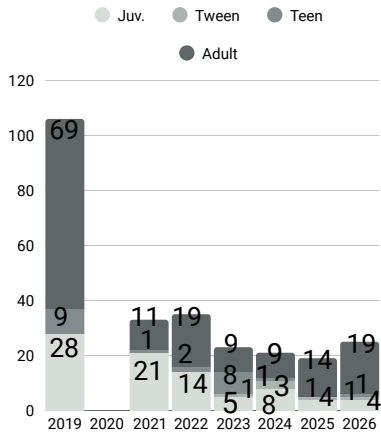
General DVD



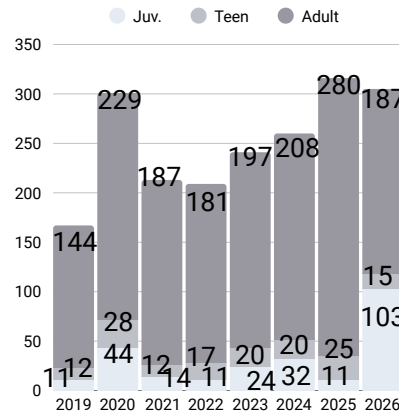
Youth DVD



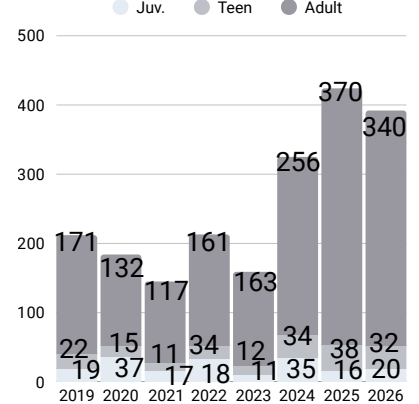
Audiobooks



eBooks



eAudio





KENNARI
CONSULTING

**Henika District Library
Expansion Project Campaign
Board Progress Report June 2026**

Goal: \$6,000,000

Raised to Date: \$593,112

Campaign Development Recent Accomplishments

- Identified and pursuing paths to a number of donor prospects
- Campaign Committee kickoff meeting held; started one-on-one conversations with each committee member to identify their donor list and solicitation plans.

Upcoming Activities

- Complete remaining one-on-one conversations with each committee member to identify their donor list and solicitation plans
- Secure Endorsement Council
- Continue to add donor prospects and determine next donor prospects to pursue
- Create a library donor tour
- Utilize patron data to identify additional funding prospects
- Present to Allegan County Community Foundation 7/28
- Committee members work through their donor cultivation and solicitation plans

Board Tasks Today (and ongoing)

- Invite people to upcoming events or to a campaign library tour with you
- Provide intel on campaign prospects including individuals, foundations, and businesses
- Make a meaningful gift to the campaign (pledge form included)

Kennari Team: Kirstin VanderMolen & Kim Kvorka

Henika Team: Cierra Bakovka and Jordan Malkov

Name of Individual(s) or Business

Contact Name (businesses only)

Address

City/State/Zip

Email

Phone



Gift Amount & Method



Option A: One-time gift

\$ _____

- Cash or check payable to Henika District Library (please write "Expansion" in the memo field)
 - enclosed to be billed
- Online at <https://givebutter.com/henika-expansion> (or via QR code)



Option B: Pledge

\$ _____

to be given over the next: 1 year 2 years 3 years 4 years 5 years

- Mail a bill beginning ___/___ : quarterly annually
- Deduct \$ _____ beginning ___/___ : monthly quarterly annually
 - contact me/us to arrange automatic deductions from my account at a bank or other financial institution.

Option C: Planned Gift

\$ _____

- Contact me/us for details.

Authorized Signature

Signature

Date

Gift recognition

Please use the following for recognition in all donor mentions. (Ex: Mr. & Mrs. John Smith)

- I/We wish to give anonymously.

My/Our giving may be matched by:

Organization Name

In Memory/Honor

My/Our gift is given:

- in memory of
- in honor of

(Name)

Please send acknowledgement letter to:

(Name)

(Address)

(City/State/Zip)

Minutes

Henika District Library

Building & Grounds Committee Meeting

June 3, 2026 at 6:00 pm

- I. Meeting called to order at 6:04 pm by Brinks**
 - A. Members Present: Rachel Brinks, Pamela Meyer
 - B. Members Absent: Gary Marsh
 - C. Staff Present: Cierra Bakovka, Jordan Malkov
 - D. Guests: Meghan Augustin (ex-officio)

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

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

- IV. Approval of Meeting Minutes:** Meyer motioned to approve the April 2026 Building & Grounds Committee meeting minutes, Augustin seconded. All in favor, motion carried.

- V. Unfinished Business: None**

- VI. New Business**
 - A. Review Conceptual Architect Proposals
 1. Reviewed and discussed proposals from Ambient Architecture, Intersect Studio, and Spark43 Architects.
 2. Meyer motioned that we interview Ambient Architecture and Intersect Studio. Brinks seconded. All yes, motion carried. Interviews will be scheduled for Monday, June 8, 2026.
 3. Committee suggested potential interview questions to use.

- VII. Around the Table**
 - A. Brinks: Nothing to add.
 - B. Meyer: Nothing to add.
 - C. Augustin: Nothing to add.
 - D. Malkov: Thought the suggested interview questions were good.
 - E. Bakovka: Thanked Malkov for her help.

- VIII. Adjournment:** Meeting adjourned at 7:11 pm.



2026 Premium History

Henika District Library

2025 Premium \$ 8,103
Policy Changes:

Premium w/ changes \$ 8,103

2026 Renewal Premium

\$ 8,738

8,103

Premium Change

\$ 635

7.8%

Awarded Grants and Dividends

MTPP Dividend	\$ -
MTPP Grants (Cameras)	2,500
Accident Fund Dividends (2024-2025)	188
	<u>\$ 2,688</u>



DECKER
AGENCY

DKRagency.com

Henika District Library

Proposal of Coverages

July 1, 2026

Ryan Brown
Risk Manager

****NOTE****

As with all proposals and summaries, this is not to be construed as a complete disclosure of the following coverages being offered or provided. As with all insurance, please refer to the actual contracts, documents, and policies for the complete wording of terms, conditions, definitions, and exclusions. This supersedes all other "explanations" of the coverages whether oral or written.

Coverage/Service Companies: Michigan Township Participating Plan. HCC Public Risk, Provident, Accident Fund, Amerisure, Liberty Mutual, Colonial Life, Mid-America Appraisal Company, Metropolitan Appraisal Company

INDEX OF COVERAGE SECTIONS

- I) MUNICIPAL GENERAL LIABILITY COVERAGE
- II) PUBLIC OFFICIALS LIABILITY COVERAGE (Wrongful Acts)
- III) AUTO LIABILITY & PHYSICAL DAMAGE COVERAGE
- IV) PROPERTY COVERAGE
- V) OUTDOOR & PORTABLE EQUIPMENT COVERAGE (Inland Marine)
- VI) ELECTRONIC & DATA PROCESSING EQUIPMENT COVERAGE
- VII) VALUABLE PAPERS & RECORDS COVERAGE
- VIII) BROAD FORM CRIME COVERAGE
- IX) PUBLIC OFFICIAL & EMPLOYEE BOND COVERAGE
- X) WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY

PROPERTY, VEHICLE & INLAND MARINE SCHEDULES

DECKER AGENCY

info@dkragency.com

Local 269.327.2700

Toll Free 800.678.4100

Fax 269.327.8578

SUPPORT COMPANIES

CLAIMS ADMINISTRATION

1441 W Long Lake Road
Suite 150
Troy, MI 48098
Toll Free 800.225.6561
Fax 248.371.3091

TECHNICAL ADMINISTRATION

1441 W Long Lake Road
Suite 150
Troy, MI 48098
Toll Free 800.225.6561
Fax 248.371.3091

RISK CONTROL ADMINISTRATION

1441 W Long Lake Road
Suite 150
Troy, MI 48098
Toll Free 800.225.6561
Fax 248.371.3091

I) MUNICIPAL GENERAL LIABILITY COVERAGE

Per-Occurrence Liability Limit (Occurrence Form Liability)	\$1,000,000
Policy Period Maximum Limit	UNLIMITED
Section I Deductible	\$ 5,000

- A) Bodily Injury Included.
- B) Personal Injury Included.
- C) Property Damage Included.

Additionally Named:

The "Persons Covered" provision of the Comprehensive Municipal Liability coverage also includes the following while acting "on behalf of" or "in the interest of" the Named Entity.

- 1) **Any** member of the governing body of the named Entity;
- 2) **Any** member of a board/commission of the named Entity;
- 3) **Any** elected or appointed official of the named Entity;
- 4) **Any** employee of the named Entity; and
- 5) **Any** volunteer for the named Entity.

Additionally Included:

- 1) Advertising Injury Liability - Includes Slogan Infringement.
- 2) Host Liquor Law Liability - Includes Incidental Giving and Serving.
- 3) Broad Form Property Damage Liability.
- 4) Incidental Medical Malpractice Liability (All employees).
- 5) Extended Bodily Injury & Property Damage Liability (Broad Form) - The definition of occurrence includes any intentional act by or at the direction of the additionally named which results in bodily injury or property damage if such injury arises from the use of reasonable force for the purpose of protecting persons or property.
- 6) Contractual Liability - Coverage for the Entity When It Becomes Legally Obligated for Liability Assumed Through Contractual Agreement.
- 7) Newly Acquired or Formed Organizations or Operations - 180 Days Automatic Coverage for Bodily Injury, Personal Injury, Property Damage and Advertising Injury Liability.
- 8) Products (Services) and Completed Operations Liability.
- 9) Premises and Operations Liability.
- 10) Elected or Appointed Officials Residence or Place of Employment Liability. (All Applicable Coverages).
- 11) Special Events Liability - Includes Sponsored Athletic, Fund Raising, Social or Recreational Events (Fireworks and/or Liquor Liability excluded, available separately).
- 12) No Specific Exclusions or limitations for: Vicarious Liability, Fellow Employee or Exemplary Damages.
- 13) Premises Medical Payments - \$10,000 each person/\$50,000 Policy Maximum Limit.
- 14) Definition of "Bodily Injury" and "Personal Injury" are AMENDED to include mental anguish, mental injury, shock, and disability.
- 15) Definition of "Occurrence" is AMENDED to include accident, event or happening.

II) PUBLIC OFFICIALS LIABILITY COVERAGE (Wrongful Acts)

Per-Occurrence Liability Limit (Occurrence Form Liability)	\$1,000,000
Policy Period Maximum Limit	UNLIMITED
Section II Deductible	\$ 5,000

- A) Employment Practices Liability Included.
- B) Non-Monetary Defense Coverage Included.
\$25,000 Per Suit / \$50,000 Policy Period Maximum.

Additionally Named:

The "Persons Covered" provision of the Wrongful Acts Liability coverage also includes the following while acting "on behalf of " or "in the interest of " the Named Entity.

- 1) **Any** member of the governing body of the named Entity;
- 2) **Any** member of a board/commission of the named Entity;
- 3) **Any** elected or appointed official of the named Entity;
- 4) **Any** employee of the named Entity; and
- 5) **Any** volunteer for the named Entity.

Additionally Included:

- 1) Coverage addresses Not Only Public Officials and Employees, but the Entity as well.
- 2) Pay on Behalf Wording.
- 3) "All Employee's Endorsement" (those who were, now are or shall be).

III) AUTO LIABILITY COVERAGE

Per-Occurrence Liability – Bodily Injury and Property Damage	\$1,000,000
Non-Owned & Hired Auto Liability	INCLUDED

Additionally Included:

- 1) Public Officials/ Employees Vehicles (Physical Damage Reimbursement)
\$1,000 per Loss Maximum while being used for Entity business.

IV) BUILDING & CONTENTS COVERAGE

Total Building & Contents Limit	\$2,143,525
Section IV Deductible	\$ 5,000
Wind or Hail Deductible \$50,000 Minimum Occurrence	

Equipment & Mechanical Breakdown Limit (Boiler)	INCLUDED
Equipment & Mechanical Breakdown Deductible (Boiler)	\$ 1,000

- A) "All Risk"/Agreed Value Replacement Cost.
- B) See Property Schedule Page for Individual Limits.

Additionally Included:

- 1) Accounts Receivable any one occurrence- \$250,000.
- 2) Business Income any one occurrence- \$500,000.
- 3) Extra Expense any one occurrence- \$500,000.
- 4) Debris Removal any one occurrence- 25% of direct physical loss or damage to covered property.
- 5) Newly Acquired or Constructed Prop-Building for 180 days at each building \$1,000,000.
- 6) Personal Effects- Property of any one employee or volunteer \$1,000. (\$50 Deductible)
- 7) Property Transit any one occurrence- \$50,000.
- 8) Property off Premises any one occurrence- \$100,000.

V) OUTDOOR & PORTABLE EQUIPMENT COVERAGE (Inland Marine)

Collective Total Limit	\$ 15,000
Section V Deductible	\$ 1,000

- A) Provides "All Risk" Coverage on a "Stated Amount" basis for property & equipment owned by the Entity while on or off the premises.
- B) See Inland Marine Schedule Page for Individual Limits.

VI) ELECTRONIC & DATA PROCESSING EQUIPMENT COVERAGE

Broad Form Hardware & Software Limit	\$ 100,000
Section VI Deductible	\$ 1,000

- A) Provides "All Risk" Coverage on a "Stated Amount" basis for electronic & data processing owned by the Entity including power surge and extra expenses.
- B) Included Minimum Policy Limit.

VII) VALUABLE PAPERS & RECORDS COVERAGE

Per Loss Maximum Limit	\$ 250,000
Section VII Deductible	\$ 5,000

- A) Broad Form Coverage for the Reconstruction of Valuable Papers & Records.
- B) Example: Meeting records, registrations, catalog records, etc.
- C) Locations Include: All owned Entity premises and all officials' homes and/or any other off premise storage location. (\$100,000 Limit)

VIII) BROAD FORM CRIME COVERAGE

Year Round Maximum Limit	\$ 100,000
Section VIII Deductible	\$ - 0 -

- A) Money & Securities Coverage – “Broad Form”.
- B) Forgery & Alteration Coverage – “Broad Form”.
- C) Computer Fraud.
- D) Inside Coverage:
 - 1) actual destruction, or wrongful abstraction
 - 2) other property if loss results from safe burglary or robbery within premises.
- E) Outside Coverage:
 - 1) while the property is being conveyed by a messenger
 - 2) while it is being conveyed by an armored car company
 - 3) while it is within the living quarters if the home of any messenger or collector
- F) Included: All Owned Entity premises and all officials' homes and/or any other off premise collection location.

IX) PUBLIC OFFICIAL AND EMPLOYEE BOND COVERAGE

<u>Position</u>	
Blanket Employee	\$ 100,000*
Director	10,000
Assistant Director	10,000
Administrative Assistant	10,000
Board President	10,000
Treasurer	10,000

*Limit is excess over individual Position Bonds.

X) WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE
(Billed Separately by Accident Fund)

Limits of Coverage:

1) Bodily injury by accident-each accident	\$ 500,000
2) Bodily injury by disease-policy limit	\$ 500,000
3) Bodily injury by disease-each employee	\$ 500,000

Property Schedule

<u>Loc #</u>	<u>Bldg #</u>	<u>Address</u>	<u>Description</u>	<u>Building Limit</u>	<u>Contents Limit</u>
1	1	149 South Main St	Library	\$ 1,785,000	\$ 358,525

Vehicle Schedule

<u>Year</u>	<u>Type</u>	<u>Description</u>	<u>VIN#</u>	<u>Vehicle Limit</u>
		No Owned Vehicles		

Inland Marine Schedule

<u>Description</u>	<u>Item Limit</u>
Miscellaneous Equipment	\$ 15,000
<u>Scheduled Equipment (items over \$25,000)</u>	\$ -

Additional Insureds

<u>Entity</u>	<u>Interest</u>

Property Schedule

<u>Loc #</u>	<u>Bldg #</u>	<u>Address</u>	<u>Description</u>	<u>Building Limit</u>	<u>Contents Limit</u>
1	1	149 South Main St	Library	\$ 1,785,000	\$ 358,525

Vehicle Schedule

<u>Year</u>	<u>Type</u>	<u>Description</u>	<u>VIN#</u>	<u>Vehicle Limit</u>
		No Owned Vehicles		

Inland Marine Schedule

<u>Description</u>	<u>Item Limit</u>
Miscellaneous Equipment	\$ 15,000
<u>Scheduled Equipment (items over \$25,000)</u>	\$ -

Additional Insureds

<u>Entity</u>	<u>Interest</u>
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**Features
of the
Decker Agency Public Entity Program**

- Dedicated Service Team, One Phone Number To Call.
- No Pooling - 100% Of Covered Risk Is Placed With Insurance Companies.
- Non-Assessable.
- Independent Liability Limits.
- "True" Occurrence Form Liability - **No Claims Made Liability Forms.**
- Higher Limits for Most Coverage Sections Are Available Upon Request.
- Group Experience Dividend Plan - No other non-pool program offers this feature.
- Risk Reduction Program - Visit: www.theparplan.com for additional information.
 - Online Resources – Sample policies, forms, and educational seminars.
 - Grant Program (RRGP) – Two cycles a year, max award of \$5,000 per member, per cycle.
 - Scholarships (TCAP) – Training, Certification, & Accreditation education reimbursement.
 - HR Muni - Human Resources risk management services provided free to members.
 - Water Sensor Program – Kits are available to protect against leaks and freezing.
 - Muni Fleet Program- Improve driving and reduce crashes at no-cost.

Over \$10,000,000 in Grants & Dividends



FEATURED PRODUCTS

Voluntary Employee Benefits

Protection for life's unexpected moments

- ❖ Accident, disability, hospital confinement, cancer, critical illness, dental, vision, and life insurance helps employees mitigate out-of-pocket costs that arise from unexpected medical events.
- ❖ Plans are portable and customizable with discounted rates, waiver of pre-existing conditions, and enhanced **guarantee issue** options, allowing workers to select the coverage they need most.
- ❖ Provides year-round employee education, enrollment assistance, and responsive support for benefits questions, helping ensure everyone understands how to use their coverage.
- ❖ Employers can expand their benefits package with minimal or no direct cost, improving recruitment and retention. There is coverage for both full-time and part-time employees and no minimum participation requirements.

Cyber Liability Insurance

Limits begin at \$100,000 with premiums starting at \$1,300

- ❖ Liability claims involving the unauthorized release of information for which the organization has a legal obligation to keep private or confidential.
- ❖ Security breach response including the cost of IT forensics and credit monitoring.
- ❖ Extortion expenses and ransom payments to third party to avert potential damage, system interruption, data corruption or dissemination of confidential information.

Retirement and Investment Planning

Prepare and educate your employees for the future

- ❖ We offer 457b plans for every budget and size with or without an employer match. We handle the ins and outs of getting your plan set up and running and keeping it going with a dedicated team of specialists.
- ❖ We work with each employee to understand their retirement goals and develop an in-depth financial needs analysis. A tailored program and guidance are developed for each employee.
- ❖ Online educational platform allows each employee to learn how the plan works, track their savings and research investment alternatives on our intuitive website.

ADDITIONAL SOLUTIONS

- | | | |
|------------------------|---------------------------|------------------------------------|
| • Workers Compensation | • Higher Liability Limits | • Fiduciary Liability |
| • Pollution Coverage | • Storage Tank Coverage | • Excess Limits |
| • Higher Zoning Limits | • Drone Coverage | • Misconduct Prevention Training |
| • Health Insurance | • Life Insurance | • Public Safety Accident Insurance |

Henika District Library F/Y 2026 Budget: Amendment #2

Revenue increase by \$2,400 and line item redistribution

Revenues							
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	+/-	Proposed Amended Budget	Notes
101-790-400502	Federal E-Rate	\$2,408.57	\$3,500.00	\$1,000.00	=	\$1,000.00	
101-790-400540	State Aid	\$9,297.32	\$10,500.00	\$10,000.00	=	\$10,000.00	
101-790-400581.C	City Contribution	\$195,666.08	\$195,000.00	\$210,000.00	=	\$210,000.00	
101-790-400581.T	Township Contribution	\$242,855.98	\$230,000.00	\$240,000.00	=	\$240,000.00	
101-790-400582	Non-Resident Fees	\$333.34	\$310.00	\$0.00	+\$150	\$150.00	
101-790-400601	Copies and Faxes	\$4,678.69	\$4,100.00	\$600.00	+\$1,500	\$2,100.00	
101-790-400656	Penal Fines	\$33,805.20	\$32,000.00	\$30,000.00	=	\$30,000.00	
101-790-400657	Fines	\$900.36	\$750.00	\$50.00	+\$350	\$400.00	
101-790-400665	Interest Income	\$22,118.77	\$16,000.00	\$16,000.00	=	\$16,000.00	
101-790-400691	Donations	\$42,085.54	\$23,910.00	\$0.00	+\$200	\$200.00	
101-790-400692	Miscellaneous Revenue	\$1,882.00	\$1,882.00	\$0.00	=	\$0.00	
101-790-400693	Book Sale	\$1,842.20	\$1,840.00	\$50.00	+\$250	\$250.00	
101-790-400700	Grants	\$6,787.82	\$6,787.82	\$1,000.00	=	\$1,000.00	
	Total	\$564,661.87	\$526,579.82	\$508,700.00			
	Transfer from Savings			\$12,750			
						Total	\$523,850.00

Expenditures							
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	+/-	Proposed Budget Amendment	Notes
101-790-700702	Payroll	\$215,085.87	\$224,000.00	\$235,000.00	=	\$235,000.00	
101-790-700710	Employee Benefits	\$69,192.98	\$71,000.00	\$72,000.00	=	\$72,000.00	
101-790-700715	Payroll Liabilities	\$16,746.62	\$17,000.00	\$18,000.00	=	\$18,000.00	
101-790-700727	Postage	\$517.30	\$600.00	\$600.00	+\$600	\$1,200.00	
101-790-700728	Supplies	\$9,232.58	\$9,500.00	\$8,500.00	=	\$8,500.00	
101-790-700740	Furnishings	\$633.68	\$2,000.00	\$8,000.00	=	\$8,000.00	
101-790-700740	Equipment	\$14,868.83	\$17,000.00	\$12,000.00	+\$750	\$12,900.00	
101-790-700740	Materials	\$36,008.99	\$38,150.00	\$37,500.00	=	\$37,500.00	
101-790-700801	Advertising & Promotion	\$4,505.46	\$5,100.00	\$4,300.00	+\$150	\$4,450.00	Tshirt Fundraiser Sales
101-790-700805.1	Accounting	\$14,839.20	\$15,000.00	\$15,000.00	=	\$15,000.00	
101-790-700805.2	Bank Charges & Fees	\$254.88	\$100.00	\$100.00	+\$100	\$200.00	
101-790-700806	Technology Support	\$2,845.00	\$3,000.00	\$2,500.00	=	\$2,500.00	
101-790-700808	Building and Grounds Maintenance	\$14,813.69	\$15,882.00	\$16,000.00	=	\$16,000.00	
101-790-700850	Communications	\$6,130.77	\$6,220.82	\$5,000.00	=	\$5,000.00	
101-790-700910	Building & Liability Insurance	\$8,648.00	\$8,650.00	\$8,000.00	+\$150	\$8,150.00	insurance inc
101-790-700920	Public Utilities	\$10,607.22	\$12,000.00	\$11,000.00	=	\$11,000.00	
101-790-700933	Equipment Repairs and Maintenance	\$2,080.43	\$2,500.00	\$3,200.00	=	\$3,200.00	
101-790-700954	Contractual Sevices	\$29,357.97	\$34,000.00	\$29,500.00	+\$500	\$30,000.00	
101-790-700955	Memberships & Training	\$7,440.19	\$8,800.00	\$5,500.00	=	\$5,500.00	
101-790-700956	Programming	\$15,347.51	\$16,430.00	\$17,000.00	+\$150	\$17,150.00	Donations
101-790-700970	Capital Outlay	\$36,341.28	\$19,647.00	\$12,750.00	=	\$12,750.00	
	Total	\$515,498.45	\$526,579.82	\$521,450.00			
						Total	\$524,000.00