

AGENDA

Henika District Library
Board of Trustees Meeting
July 14th, 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. June Regular Meeting Minutes (M) *(PAGES 3 - 5)*

V. Financial Reports

- A. June 2026 *(PAGES 6 - 10)*
 - 1. Approval of Paid Bills (M)
 - 2. Credit Card Detail Report (i)
 - 3. YTD Budget vs Actual (i)
 - 4. Expansion Budget (i)
 - 5. United Bank Accounts Overview (i)

VI. Director's Report

(PAGES 11 - 21)

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

VII. Committee Reports

A. 7/13 Finance Committee

VIII. Unfinished Business

IX. New Business

A. Committee Openings

B. Salary & Wages Policy

(PAGES 22 - 24)

C. Set 2026 Budget Hearing

(PAGES 25 - 26)

X. Around the table (i)

XI. Adjournment (M)

Meeting Minutes

Henika District Library

Board of Trustees Meeting

June 9, 2026 at 6:30 p.m.

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

Members Absent: Elizabeth Engels

Staff Present: Cierra Bakovka (Director)

Guests: Joe (Grabridge), Ryan Brown (Decker Agency)

- I. Call to Order: Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of May 2026 regular meeting minutes motioned by Kuhn and seconded by Marsh. All yes, motion carried.
- V. Financial Reports for May 2026
 - A. 2025 Audit Presentation
 1. Joe from Grabridge presented the audit and answered questions from the Board.
 2. We did receive a Corrective Action Plan from the State of Michigan due to a grant reimbursement (from the City of Wayland) for a 2025 expense not being received until January 2026. Bakovka presented an email response, which the Board reviewed and approved with a minor correction.
 3. We have \$82,887 in unspent funds from 2025. Marsh proposed to put 50% in the building funds account and 50% in the checking account. Brinks seconded. Roll call vote:
 - a) Kuhn - yes
 - b) Vander Slik - yes
 - c) Meyer - yes
 - d) Simmons -yes
 - e) Marsh - yes
 - f) Augustin - yes
 - g) Brinks - yes
 - B. Monthly check register, credit card detail report, YTD vs Actual and United Bank accounts were reviewed.

1. \$699.02 to 4Imprint was accidentally paid twice (one via check, one via credit card) and they are sending a refund.
2. The accountant sent the credit card bill to us instead of sending the funds to United Bank, so Bakovka mailed the payment, but it arrived late and we were charged late fees. Bakovka previously asked the accountant to refund this, but has not received a response yet. Meyer suggested contacting United Bank to have the charge reversed since our account is in good standing.
3. Bakovka purchased Little Caesar's pizza during Library Worker Appreciation Week for a staff training/meeting. Was advised by Carol of Lakeland that, while normally funds may not be spent on food for staff, it is acceptable if it is only once a year and for training.
4. The accountant forgot to send the financial reports on time again. The accountant also charged us for postage to send the aforementioned bill back to us. The board will reassess in September whether to keep the accountant for the remainder of the fiscal year.
5. Approval of paid bills motioned by Simmons and seconded by Vander Slik. All yes, motion carried.

VI. Director's Report for May 2026

- A. SummerFest is this week and library card sign-ups will be available there for the first time!
- B. Monthly Statistics, Youth Services, Adult Services, Circulation, and Kennari reports were reviewed.

VII. Committee Reports

- A. Building and Grounds (6/3, 6/8, 6/9) - Bakovka summarized the meetings, which all centered on the conceptual architect proposals.
- B. Planning Committee (5/20) - Bakovka summarized the meeting.

VIII. Unfinished Business: None

IX. New Business

- A. Insurance Renewal
 1. Ryan Brown from Decker Agency gave an overview of the insurance renewal changes.
 2. Our insurance premium renewal was increased slightly (though the percentage decreased compared to last year's renewal increase) due to the claim a few years ago for the roof, which was considered a "catastrophic loss."
 3. Brown and Bakovka are already considering grants that may help decrease future costs. Brown also mentioned adding water sensors, which are free.
- B. F/Y 2026 Budget Amendment #2
 1. Bakovka presented a budget amendment. Kuhn motioned to approve F/Y 2026 Budget Amendment #2 with the changes discussed. Augustin seconded. All yes, motion carried.
- C. Conceptual Architect Proposals
 1. Bakovka summarized the proposals received from Ambient Architecture, Intersect Studio, and Spark43 Architects, as well as the interviews conducted by

the Building and Grounds Committee with Ambient Architecture and Intersect Studio. The B&G Committee recommended using Intersect Studio.

2. Board discussed the proposals and the library's needs. Augustin motioned to hire Intersect Studio to provide conceptual design architectural services for our expansion. Marsh seconded. Roll call vote:
 - a) Kuhn - no
 - b) Vander Slik - yes
 - c) Simmons - abstain
 - d) Meyer - yes
 - e) Marsh - yes
 - f) Augustin - yes
 - g) Brinks - no

Motion carried.

D. Officer Election

1. Board voted for officers.
 - a) Secretary - Rachel Brinks (unopposed)
 - (1) All yes
 - b) Treasurer - Danielle Simmons (inc; unopposed)
 - (1) All yes
 - c) President
 - (1) Meghan Augustin (inc)
 - (a) 4 yes, 3 no. Failed, since Augustin needed a unanimous vote to win due to term limits.
 - (2) Jacqui Kuhn
 - (a) 4 yes, 3 no.
 - (3) Pamela Meyer
 - (a) 3 yes, 4 no
 - d) Vice-President
 - (1) Jacqui Kuhn (inc) - Eliminated since she won President office.
 - (2) Meghan Augustin
 - (a) All yes

X. Around the table:

- A. Kuhn - Nothing to add.
- B. Vander Slik - Nothing to add.
- C. Simmons - Nothing to add.
- D. Meyer - Was renewed by Wayland Township to serve her first complete 4-year term.
- E. Marsh - Is enthusiastic about the community support we have for our summer programs.
- F. Bakovka - Staff has done a great job preparing for Summer Reading Program.
- G. Augustin - Excited about Summer Reading Program, happy for the hard work committees are doing and the leaps we're making as a Board to progress in our goals.
- H. Brinks - Nothing to add.

XI. Meeting adjourned at 8:56 p.m.



June 2026 Statement

Open Date: 05/15/2026 Closing Date: 06/11/2026

Account Ending in:

Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN 1

9

HENIKADISTRICTLIBRARY

New Balance	\$1,561.89
Minimum Payment Due	\$52.00
Payment Due Date	07/10/2026
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	1,809
Reward Center Balance	49,691
as of 02/25/2026	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$5,359.93
Payments	-	\$5,359.93CR
Other Credits	-	\$28.00CR
Purchases	+	\$1,555.45
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged	+	\$34.44
New Balance	=	\$1,561.89
Past Due		\$0.00
Minimum Payment Due		\$52.00
Credit Line		\$40,500.00
Available Credit		\$38,938.11
Days in Billing Period		28

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



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

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

Account Ending in	
Payment Due Date	7/10/2026
New Balance	\$1,561.89
Minimum Payment Due	\$52.00

Amount Enclosed \$ _____

HENIKADISTRICTLIBRARY

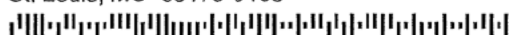
 ACCOUNTS PAYABLE

 149 S MAIN ST

 WAYLAND MI 49348-1208

Elan Financial Services

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





June 2026 Statement 05/15/2026 - 06/11/2026
HENIKADISTRICTLIBRARY

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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	49,691

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,528	12,467
2 Extra Points - Telecom & Office Supply	269	1,496
1 Extra Point - Restaurants & Gas	12	110
Total Earned	1,809	14,073

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions BAKOVKA, CIERRA J Credit Limit \$40500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/18	05/15	1473	SMARTSIGN clover.com NY	\$34.66	Supplies
05/18	05/15	5092	SHERWIN-WILLIAMS701288 Jenison MI	\$64.17	BGT
05/21	05/20	3645	KAY DEE'S GARDEN JENISON MI	\$51.90	BGT
05/22	05/21	7241	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	CS
05/26	05/25	3230	ZOOM.COM 888-799-9666 ZOOM.US CA	\$18.01	CS
05/28	05/27	6980	VISTAPRINT 866-207-4955 MA	\$83.56	Supplies
05/28	05/27	3214	Etsy.com*ISunshine95 718-8557955 NY	\$93.61	CS Ad: Proms
05/29	05/28	8842	WALGREENS #7160 GRANDVILLE MI	\$56.16	Ad: Proms
05/29	05/28	0279	VISTAPRINT 866-207-4955 MA	\$45.67	Ad: Proms
05/29	05/28	1074	Mailchimp 678-9990141 GA	\$26.00	CS
06/01	05/29	4210	Etsy.com*ISunshine95 718-8557955 NY	\$26.71	Ad: Proms
06/02	06/01	2229	Adobe Inc San Jose CA	\$21.19	CS
06/03	06/02	8842	VISTAPRINT 866-207-4955 MA	\$46.62	Supplies
06/09	06/08	5399	INTERMEDIA.NET INC 800-379-7729 WA	\$116.46	Utilities
				\$709.72	



June 2026 Statement 05/15/2026 - 06/11/2026
 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
Other Credits					
06/10	06/09	5113	AMTRAK .COM 1590648581 WASHINGTON DC MERCHANDISE/SERVICE RETURN	\$16.00CR	MT
06/10	06/09	5642	AMTRAK .COM 1590648581 WASHINGTON DC MERCHANDISE/SERVICE RETURN	\$12.00CR	MT
Purchases and Other Debits					
05/19	05/18	9864	MEIJER STORE #199 CALEDONIA MI	-\$46.29	
05/21	05/20	7250	RUSTIC MARKET GRAND RAPIDS MI	\$3.45	
05/22	05/21	9085	OCULUS *4ENYRNH592 650-5434800 CA	\$8.47	
05/26	05/21	4022	HARDING'S MARKET #3 WAYLAND MI	\$17.97	
05/26	05/25	9169	BOOKDEPOT 905-680-7230 NY	\$174.70	
05/26	05/25	7633	SQ *THE ARTIFICERY Hart MI	\$47.50	
05/29	05/28	9708	TARGET T-2015 CALEDONIA MI	\$49.99	
06/10	06/08	9709	AMTRAK .COM 1590648581 WASHINGTON DC	\$28.00	
06/10	06/08	0764	AMTRAK .COM 1590605562 WASHINGTON DC	-\$32.00	
06/11	06/10	4953	MICHAELS STORES 8849 GRAND RAPIDS MI	\$46.24	
06/11	06/10	9399	SQ *WAYLAND DISCOUNT Wayland MI	\$5.46	
				\$432.07	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/22	05/20	9955	HARDING'S MARKET #3 WAYLAND MI	\$18.01	AP
05/26	05/23	9286	BOOKDEPOT 905-680-7230 NY	\$299.36	
05/28	05/27	4113	DOLLAR-GENERAL #9954 WAYLAND MI	\$45.01	
05/28	05/27	4833	MEIJER STORE #020 GRAND RAPIDS MI	\$11.28	
06/01	05/30	8227	MEIJER EXPRESS #615 GRAND RAPIDS MI	\$12.00	
				\$385.66	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
05/15	05/14	0280	PAYMENT THANK YOU	\$2,087.57CR	
06/03	06/01	0129	PAYMENT THANK YOU	\$3,272.36CR	
Interest Charged					
05/18	05/15		INTEREST REVERSAL	\$1.34CR	BF
06/11			INTEREST CHARGE ON PURCHASES	\$35.78	BF



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

Account Summary

Checking Accounts

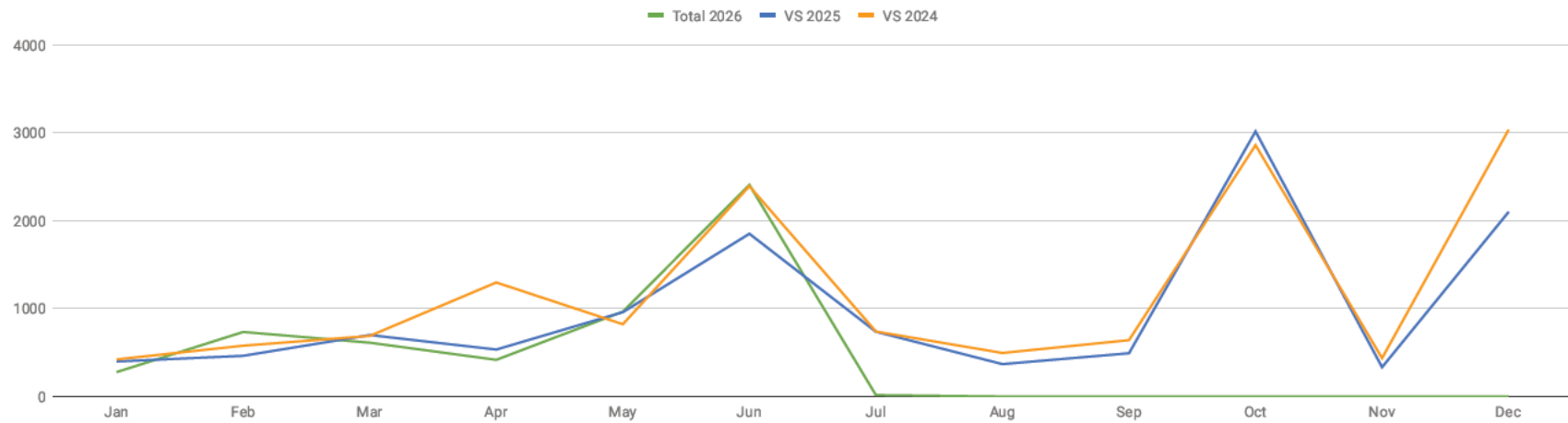
Account Nickname	Account Number	Available Balance	Current Balance
PUBLIC FUND CHECKING	x7152	\$229,272.17	\$230,973.87

Savings Accounts

Account Nickname	Account Number	Available Balance	Current Balance
BUILDING FUND	x9212	\$420,173.60	\$420,173.60
PUBLIC FUNDS SAVINGS	x0013	\$360,065.19	\$360,065.19

Certificates of Deposit

Account Nickname	Account Number	Current Balance
TIME DEPOSIT	x7079	\$35,135.63
TIME DEPOSIT	x2359	\$80,999.82
TIME DEPOSIT	x7087	\$59,230.57



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	203	620	543	309	850	844	16	0	0	0	0	0	3385
Adult	69	90	51	80	85	322	0	0	0	0	0	0	697
Family	6	24	18	28	30	1241	0	0	0	0	0	0	1347
Total 2026 [1]	278	734	612	417	965	2,407	16	0	0	0	0	0	5429
VS 2025	398	463	699	534	959	1,851	737	368	492	3,015	333	2,099	11948
VS 2024	422	578	689	1,297	822	2,392	739	495	641	2,859	436	3,034	14404
VS 2023	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Yearly Increase	70%	159%	88%	78%	101%	130%	2%	0%	0%	0%	0%	0%	45%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth Live Events	113	447	291	197	757	95	16	0	0	0	0	0	1916	160
Youth Reading Programs	4	0	1	5	5	625	0	0	0	0	0	0	640	53
Passive Programs	86	173	251	107	88	124	0	0	0	0	0	0	829	69
Adult Live Events	67	73	51	80	85	33	0	0	0	0	0	0	389	32
Adult Reading Programs	2	17	0	0	0	289	0	0	0	0	0	0	308	26
Family Live Events	6	24	18	28	30	1241	0	0	0	0	0	0	1347	112

	2026			2025			2024		
	Participated	Finished	%	Participated	Finished	%	Participated	Finished	%
Children	554	38	6.9%	439	193	44%	498	232	47%
Teens	67	5	7.5%	42	15	36%	31	10	32%
Adults	289	26	9.0%	262	124	47%	318	136	43%
Total	910	69	7.58%	743	332	45%	847	378	45%

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

Sign Up Inc 122%

Finisher Inc 21%

June 2026

Youth Services Report

Tori Schreur, Youth Services Librarian

Design Your Own Keychain: 7 attendees

For this program, I bought blank acrylic key chains as well as other colorful keychain accessories. With the blank key chains we printed off various images that we could print off and put inside the keychain. Most teens used pictures of them and their friends. Once they finished with their photo, they could choose from various colored pompoms, wristlets, and chapstick holders to add to their collection.

Critchlow Alligator Presentation: 43 attendees

The Critchlow Alligator Sanctuary out of Athens brought along some of their reptiles to show off to the kids. We had a great turnout, and a waiting list to get in as well. The presenter (who did a wonderful job I might add) brought his tortoise, snake, bearded dragon, and alligator for the kids to look at touch if they wanted to. He also brought a tarantula, which a lot of the kids were not a fan of!

Dinosaur Playtime: 30 attendees

Great turnout for Dinosaur playtime! I wish we could have held it outside, but it was just way too hot that day. I had some mini dinosaurs and playdough set out for the kids to play with. I had printed and laminated some educational (alphabet and counting) dinosaur packets, and the parents really seemed to like those! We put on some dinosaur tails, made dinosaur feet, and danced to dinosaur themed music. The kids had a fun time!

DIY Dinosaur Lamp: 18 attendees

Back in December I purchased these mini white dinosaur lamps with an LED light inside of them. They came with paints for each dinosaur so they can be painted however they liked. I was afraid some of the bigger kids would think it was too cheesy and simple, but everyone had fun painting their dinosaurs. We didn't even end up with any leftover!

Dinosaur Trivia for Kids: 22 attendees

I was nervous for the turnout for dinosaur trivia, but I ended up having a great crowd. I made some of the trivia questions pretty obvious, but tried to throw in some trickier questions as well. I had a handful of prizes to give to the top winners. The kids had fun throwing in their own dinosaur knowledge as well.

Rock Tumbling: 3 attendees

This was my first experience with rock tumbling, so I was a little nervous. I also wasn't there on the day that the rocks were handed out. Because I was unsure of how many rocks kids were

going to bring in, and how they would turn out, I also purchased some prepolished gems to hand out. From what I've heard, the kids who received their bags full of rocks were pretty excited to see what they got!

Dinosaur Trinket Dish: 15 attendees

This program was cool, and I'd love to do something similar. For a few weeks prior, I went to various thrift stores and flea markets to try and find small dishes to use as the trinket dish. I tried to find different shapes and sizes to give them variety. I then purchased little plastic dinosaurs that we could attach to the middle. Once attached, the tweens and teens could decorate them how they saw fit. I made one as an example, and I thought mine looked pretty cool! I hope the tweens and teens are using theirs at home!

3D Printed Dinosaur Take and Make: 30 kits

Scavenger Hunt: 92 patrons

Looking Forward:

July is looking like it's going to be a fun month! On Wednesday, July 1st I will be hosting a "Happy 250th Birthday Party" where I will show videos about the forming of the United States and have crafts and red, white, and blue snacks. On Monday, July 6th, kids can drop off their rocks for another round of rock tumbling, and I will be showing National Treasure downstairs for families to enjoy. Thursday, July 9th the teens and tweens can make dinosaur eye jewelry. The next week will be kind of quiet because I will be out of town, but Monday, July 13th, Bright Star Theatre will be bringing their traveling show to the library. July 20th will be another day where kids can drop off their rocks for tumbling. On Tuesday, July 21st I will have a Dinosaur storytime, and I'm hoping for a good turnout for that! On Thursday July 23rd, we will be making DIY agate suckers. I'm a little nervous for how they will turn out, but I'm looking forward to the process. On July 28th, I will have a storytime on rocks. And then to close out the month, I will have two VR days for tweens and teens on July 29th and 30th.

June 2026
Adult Services Report
Abigail Cummings, Adult Services Librarian

Programs & Attendance

Baked Goods and Board Games: 6

This was my third time trying to run a board game night, and though I had more success than before, still not an extraordinary turnout. It could be something to try on a Saturday.

Unearthing the Clapp Family Mastodon: 14

This event was super cool! It feels like the most 'on brand' to our summer reading theme for adults, and it was awesome to hear the head of the dig talk about the science behind paleontology!

Jurassic World Rebirth Movie Night: 16

This went pretty well for a movie night! We had a good turnout despite it being a pg-13 movie.

Tech Help: 2

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

Paint Along With Us: 30

Paint along with us has been getting really popular! It's starting to get hard to fit everyone in the building, but that's a good problem to have.

Sawmill: 0

Sawmill was participating in the wayland garage sales, so they told me not to come.

Green Acres: 14

We had a good turn out and the residents have really enjoyed having the ability to check out books! I'm very glad that's a resource we're able to offer now.

Bingo! Brunch: 50

Summer bingo has gotten busy already! We had at least twenty people both days, which was awesome.

Seed Library: 13 patrons, 122 packets

Seed library participation has been decreasing the past couple of months, but it's still getting used and we're still in triple digits for packets, so I think that's a good thing.

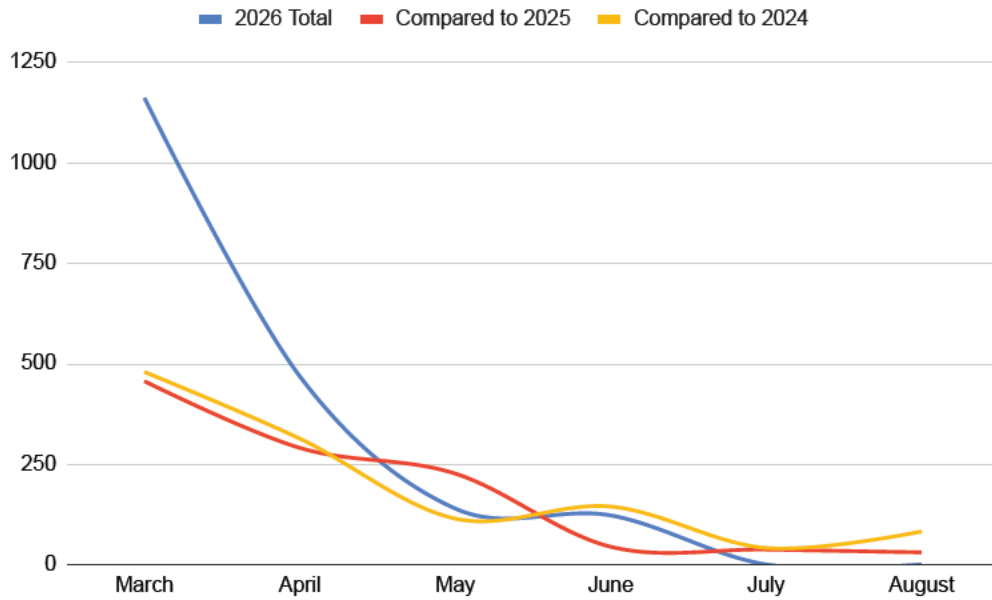
Total Program Participants: 145

June Reflection

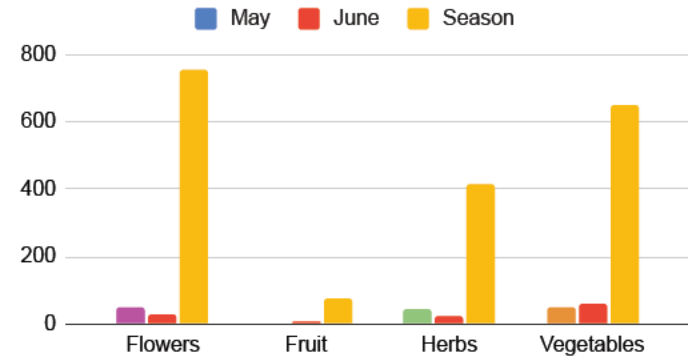
This was a good month! One of my Saturdays was Summer Fest or I would have gotten in an additional bingo, but it was a pretty consistent month. Jurassic park was one of a the most successful movie nights I've ever had, and Painting has gotten incredibly popular, to the point where it's almost hard to manage, but I'm glad the word has gotten out.

Looking Forward

Unfortunately, I will be leaving my position towards the end of July to focus on my health. Before I leave, we have several Bingo! Brunches, a craft, an escape room, pottery, and painting, so I'm definitely going out with a bang. Later in the month the tribe is coming to talk about mnomen and there's a trivia night scheduled, so hopefully that should be an easy transition for my replacement.



Seed Popularity



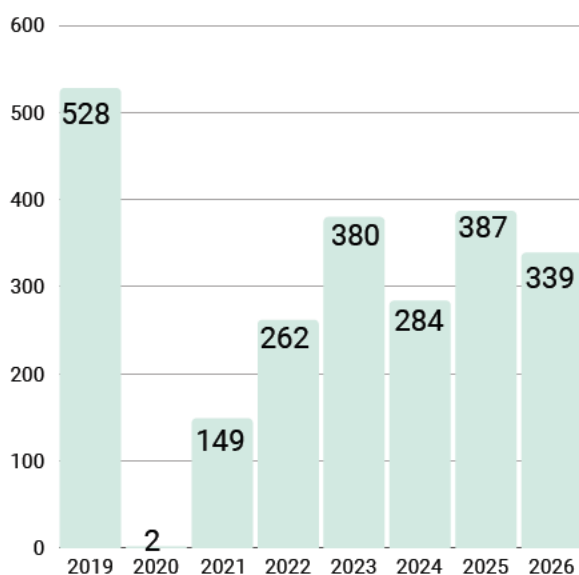
	March	April	May	June	July	August	Season
Flowers	523	151	48	31			753
Fruit	48	14	2	9			73
Herbs	246	106	42	22			416
Vegetables	344	197	47	60			648
2026 Total	1161	468	139	122	0	0	1,890
Compared to 2025	456	290	226	44	37	30	1,137
Compared to 2024	479	313	114	144	41	82	1,137
Patrons:	60 (116)	30 (47)	15 (139)				

June 2026

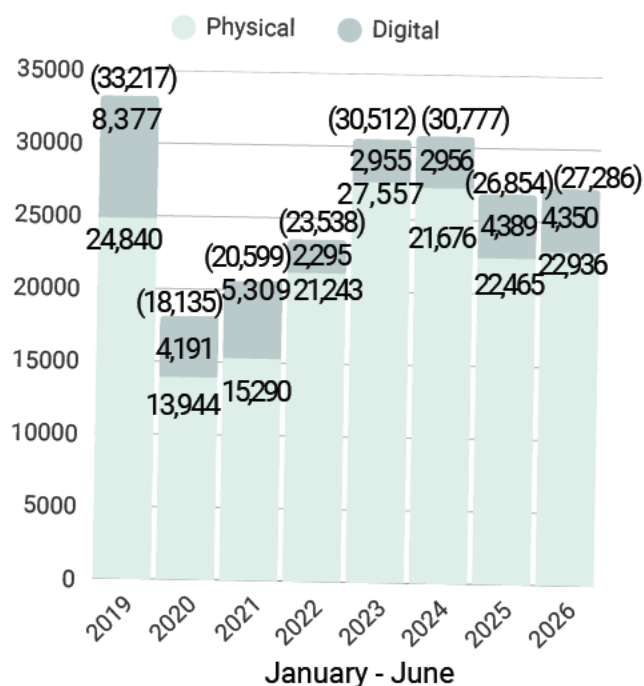
Our June 2026 circulation numbers are 432 higher than our June 2025 numbers. The category showing the most growth from last year during the month of June is MeL items; which had double the circs from last June. Other categories showing noticeable growth from last June include: Adult Print, Teen Print, Video Games, Special Collection items, Adult Audiobooks, Tween Audiobooks, and Juvenile e-Books. The categories that had the same amount of circs between this year and last year during the month of June are: Board Games, General Fiction DVDs, Juvenile Audiobooks, and Teen e-Books. The categories that are not circulating as well as they did in June of 2025 include: Tween Print, Juvenile Print, General Non-Fiction DVDs, YA Audiobooks, Adult e-Books, Juvenile e-Audiobooks, Teen e-Audiobooks, and Adult e-Audiobooks. On a separate note, our Spanish items have been checked out a total of 4 times this month; with 2 checkouts being Juvenile Spanish Fiction and 2 being Adult Spanish Fiction. Furthermore, we created 16 more library cards this month than we did last month! I anticipate our numbers will continue on this upward trend as we are the busiest during the summer!

Courtney Schenkuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



Henika has **2,632** total patron accounts. **595** of these accounts are active* (not expired). *Most expiration dates are set for 3 years upon renewal.*

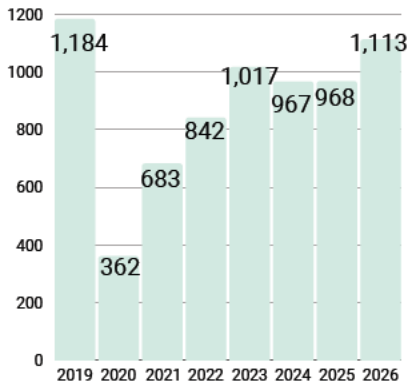
190 Patron accounts added YTD

44 Patron accounts added in June:

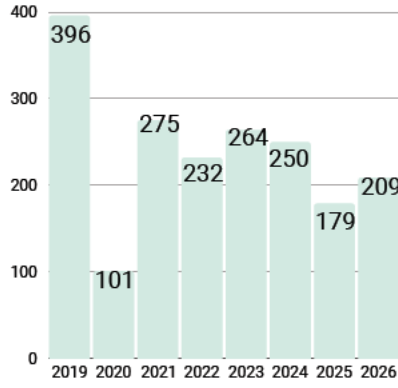
- 25 - Wayland City
- 13 - Wayland Township
- 1 - Non- Resident
- 5 - Patron Point
 - City - 4
 - Twp - 1

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

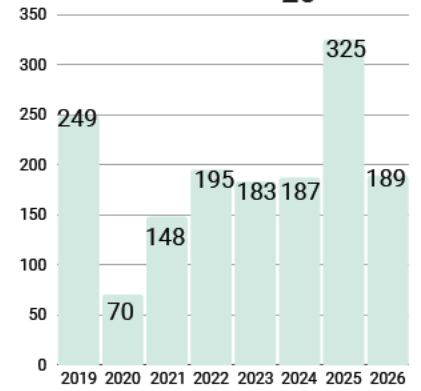
Adult Print



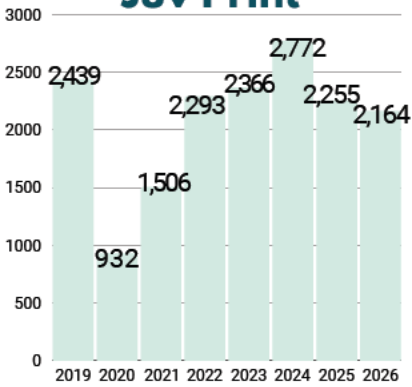
Teen Print



Tween Print

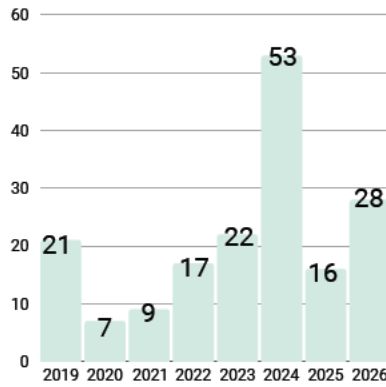


Juv Print

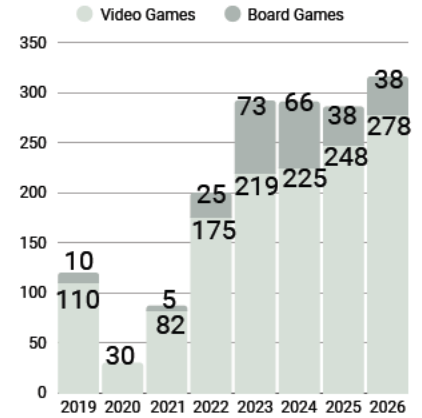


*pictures books, readers, chapter, juv graphic, juv NF

MeL

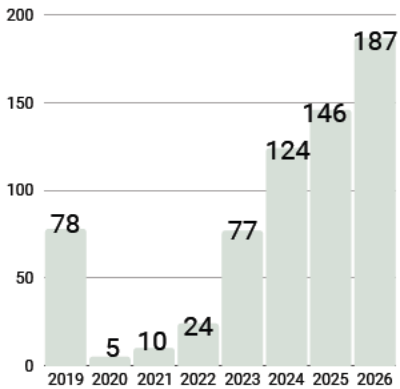


Games



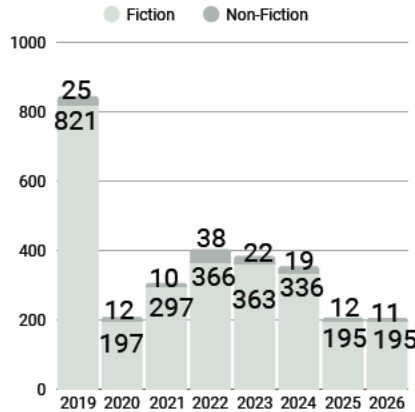
*prior to 2020, Video Games & Board Games were combined

Special Collection

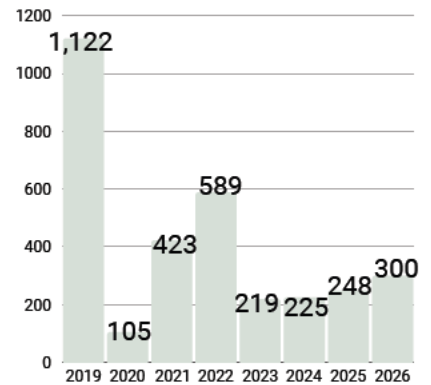


*prior to August 2021, this only included launchpads

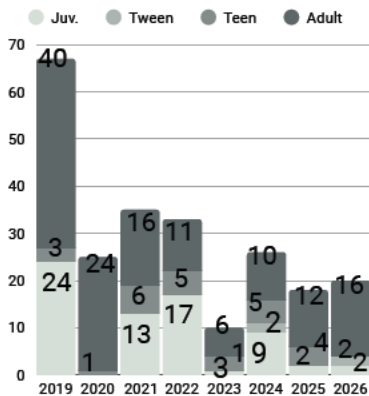
General DVD



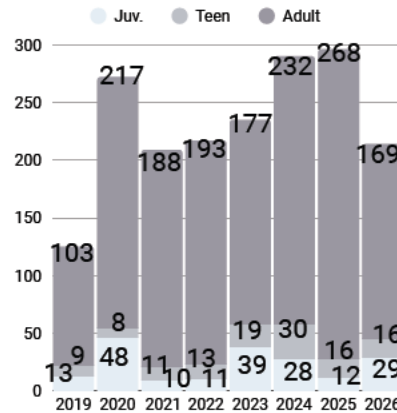
Youth DVD



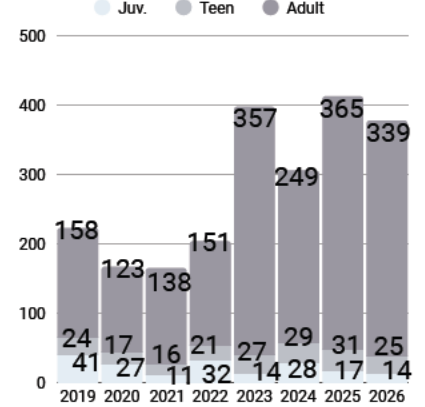
Audiobooks



eBooks



eAudio





KENNARI
CONSULTING

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

Goal: \$6,000,000

Raised to Date: \$599,592

Campaign Development Recent Accomplishments

- Identified and pursuing paths to a number of donor prospects
- Completed one-on-one conversations with each committee member to identify their donor list and solicitation plans
- Created a campaign-specific donor tour
- Created library after hours "event in a box" including flyer and action card
- Secured dates for committee members to host groups on a tour
- Invited to apply for Barry County Community Foundation grant in August

Upcoming Activities

- Continue to secure Endorsement Council
- Continue to add donor prospects and determine next donor prospects to pursue
- Continue pursuit of grant funding dollars
- Utilize patron data to identify additional funding prospects
- Present to Allegan County Community Foundation 7/28
- Committee members continue to work through their donor cultivation and solicitation plans
- Campaign committee meeting July 21

Board Tasks Today (and ongoing)

- Invite your connections to attend upcoming events or to a campaign library tour with you
- Provide intel on campaign prospects including individuals, foundations, and businesses
- Make a meaningful gift or pledge to the campaign

Kennari Team: Kirstin VanderMolen & Kim Kverka

Henika Team: Cierra Bakovka and Jordan Malkov



LEO Labor and Economic Opportunity

Minimum Wage and Overtime FAQ

Minimum Wage and Overtime FAQs

When will Michigan's minimum hourly wage rate increase? ^

Effective Date	Minimum Hourly Wage Rate	Tipped Minimum Hourly Rate	Tipped Reported Average Hourly Tips	85%** Rate
February 21, 2025	\$12.48	\$4.74	\$7.74	\$10.61
January 1, 2026	\$13.73	\$5.49	\$8.24	\$11.67
January 1, 2027	\$15.00	\$6.30	\$8.70	\$12.75

The minimum hourly wage rate of an employee eligible to be considered tipped employee shall be 38% of the minimum hourly wage rate effective February 21, 2025; beginning January 1, 2026, it shall be 40% of the minimum hourly wage rate; beginning January 1, 2027, it shall be 42% of the minimum hourly wage rate; beginning January 1, 2028, it shall be 44% of the minimum hourly wage rate; beginning January 1, 2029, it shall be 46% of the minimum hourly wage rate; beginning January 1, 2030, it shall be 48% of the minimum hourly wage rate; and

beginning January 1, 2031 and thereafter, it shall be 50% of the minimum hourly wage rate.

Did Michigan's overtime requirements change?

No. Overtime requirements remain the same under the Improved Workforce Opportunity Wage Act. Nonexempt employees should be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a 7-day workweek. The minimum salary compensation is \$684 per week, or \$35,568 per year (the current federal standard salary amount under FLSA) for those employees exempt from the overtime requirements under the Executive, Administrative and Professional employee exemption.

Who is covered by the Michigan minimum wage and overtime law?

The Improved Workforce Opportunity Wage Act applies to employees who work in Michigan for employers that have 2 or more employees, 16 years of age and older. Employers subject to both the state and federal minimum hourly wage rate should follow the stricter standard.

Is there a different minimum hourly wage rate for minors

Yes. Workers under the age of 18 may be paid 85% of the minimum hourly wage rate (see table for amount).

SALARY AND RAISE POLICY

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

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

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

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

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

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

Custodian: \$17 - \$21 per hour

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

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

*Adopted: 10/1/02
Revised: 8/11/05
Revised: 1/10/19
Revised: 8/13/20
Revised: 1/11/22
Revised 11/15/22
Revised: 4/9/24
Revised: 7/15/2025*

INSTRUCTIONS TO NEWSPAPERS

UNIT: HENIKA DISTRICT LIBRARY

The following notice is required by MCL Section 211.24e which provides:

- 1) The body of the notice must be set in 12 point type or larger.
- 2) The headline "Notice of Public Hearing on Increasing Property Taxes" must be set in 18 point type or larger.
- 3) The notice cannot be smaller than 8 column inches by 4 horizontal inches.
- 4) The notice cannot be placed in the portion of the newspaper reserved for legal notices or classified advertising.

Notice of Public Hearing on Increasing Property Taxes

The _____ of the _____ HENIKA DISTRICT LIBRARY
name of governing body name of taxing unit
 will hold a public hearing on a proposed increase of 0.0351 mills in the operating tax
 millage rate to be levied on property in: 2026

The hearing will be held on _____, _____ at _____
day date time a.m./p.m.
 at _____, _____
place address

The date and location of the meeting to take action on the proposed additional millage will be announced at this public meeting.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 2.70% over such revenues generated by levies permitted

without holding a hearing. If the proposed additional millage rate is not approved, the operating revenue will increase by 0.15% over the preceding year's operating revenue.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

This notice is published by:

_____ HENIKA DISTRICT LIBRARY _____
name of taxing unit

street address

city, state, zip

phone

TRUTH IN TAXATION NOTICE

INSTRUCTIONS TO LOCAL GOVERNMENTS

STARTING IN 1996, this notice is not required if the local taxing unit complies with section 16 of the Uniform Budgeting and Accounting Act, PA 2 of 1978 as amended, being section 141.436 of the Michigan Compiled Laws. If a local taxing unit does not comply with section 16 of the Uniform Budgeting and Accounting Act, the following instructions still apply.

MCL, Section 211.24e as amended by P.A. 75 of 1991 requires that notice of a public hearing be published by a local taxing unit which proposes to increase operating tax levies over the maximum amount allowed to be levied without a hearing. Notice may be published alone or included with the notice of public hearing on a unit's budget held pursuant to MCL, Section 141.412. The preceding model notice fulfills the requirements under MCL, Section 211.24e. It can be completed with all the information provided and forwarded to the appropriate newspaper for publication.

Other pertinent information can be included in the notice. This sample notice form meets minimum legal requirements.

In addition to publishing requirements, the notice must be posted at the principal office of the taxing unit.

The notice must be published in a newspaper of general circulation in the taxing unit. Publication must occur six or more days before the public hearing.

The proposed additional millage rate must be established by a resolution adopted by the governing body of the taxing unit before it conducts the public hearing.

Not more than ten days after public hearing, a taxing unit may approve the levy of an additional millage rate equal to or less than the proposed additional millage rate that was published and on which a public hearing has been held.