

AGENDA

Henika District Library
Board of Trustees Meeting
January 14th, 2024 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. December 2024 Regular Meeting Minutes (M) *(PAGES 3 - 6)*

- V. Financial Reports**
 - A. December 2024 *(PAGES 7 - 16)*
 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 17 - 25)*
 - A. Monthly Statistics (i)
 - B. Youth Report (i)
 - C. Adult Report (i)
 - D. Circulation Report (i)

- VII. Committee Reports**
 - A. No committees met

VIII. Unfinished Business

- A. Fundraising Initiative(s)
- B. Committees
 - 1. Building and Grounds
 - a) Chair: Gary Marsh
 - b) Member: Pamela Meyer
 - c) Member: Rachel Brinks
 - d) Next Meeting:
 - 2. Finance Committee
 - a) Chair: Danielle Simmons
 - b) Member: Jacqui Kuhn
 - c) Member: Maria Musgrave
 - d) Next Meeting:
 - 3. Planning Committee:
 - a) Chair: Rachel Brinks
 - b) Member: Deb Vander Slik
 - c) Member: Danielle Simmons
 - d) Next Meeting:

IX. New Business

- A. Trustee Eval Reflection/Comments
 - 1. Development/learning opportunities?

X. Around the table**XI. Adjournment**

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
December 10, 2024 at 6:30 pm

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

Members Absent: Danielle Simmons

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 pm by Augustin.
- II. Approval of Agenda with addition of Secretary to Unfinished Business motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of November 2024 Regular Meeting Minutes motioned by Musgrave and seconded by Vander Slik. All yes, motion passed.
- V. Financial Reports for November 2024
 - a. Monthly check register was reviewed. Standout items were reviewed: Foster Swift was for policy revision review by our lawyer, Cherry Valley was for finishing a few plumbing things that the City requested be updated and addressing the sump pump alarm, and Farmers Disposal was our quarterly trash disposal payment.
 - b. Credit Card Detail Report was reviewed. The Grand Traverse Resort charges were for rooms for the Michigan Library Association Conference for Bakovka and Abby.
 - c. YTD Budget vs. Actual was reviewed. The mistakes from last time were fixed, but the accountant made other mistakes this month: the quarterly alarm fees were put under building and grounds instead of contractual services and the staff almost didn't get paid.
 - d. United Bank Accounts were reviewed.
 - e. Approval of paid bills motioned by Augustin and seconded by Brinks. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka shared that the downstairs partially flooded due to issues with the sump pump; it was determined that cause was a faulty alarm on the

sump pump. A new alarm has been ordered and the fault alarm has been removed while awaiting the replacement. There continue to be issues with the accounting firm. They no longer do in-house payroll, so payroll was set up on platform called Gusto. Bakovka received an email from Gusto saying pay wouldn't be processed because things were not finalized in account; Bakovka had not received any notice from the accountant that there were issues with using Gusto for government entities and that payroll would be done in-house for the time being. Last week the heat to the original part of the building wasn't working; DeWeerd got it working but the furnace is approximately 30 years old and will need to be replaced at some point. Door counters have not been working properly and stopped working completely the evening of SnowFest. End of year reviews are being conducted for staff. Bakovka applied for the rural development grant yesterday.

- b. Monthly Statistics were reviewed. There were 445 program attendees in November. Niche Academy usage went down to 26 in November after a strong start in October. Robin at the bank is working on financial content to add to the Niche Academy portal.
- c. The Youth Services report was reviewed. Lego club had a big turnout with 17 attendees. There were 10 teen attendees for snack crafters.
- d. The Adult Services report was reviewed. The spice club numbers are becoming more consistent. Coffee and cookies with Kubiak-Cook had 3 attendees and interest from several people who were unable to attend; suggestion made to do this event regularly, such as quarterly.
- e. The Circulation report was reviewed. There were 20 new accounts added in November. Audiobook usage went up.

VII. Committee Reports

- a. Building and Grounds 11/11
 - i. The content of the meeting was discussed at last month's meeting. The incorrect minutes were included in the packet; Bakovka to send out correct minutes.
- b. Finance Committee 11/20
 - i. Kuhn gave overview of the meeting minutes. Bakovka put future plans information on website in the "expansion" section.

VIII. Unfinished Business

- a. Secretary
 - i. Brinks was nominated for the remaining term of the Secretary position by Augustin and seconded by Kuhn. All in favor, motion passed.

IX. New Business

- a. Director Evaluation
 - i. Augustin collected reviews from the board, compiled the information, and met with Bakovka to go over the results. Overall scores and comments were shared with the board. The board discussed Bakovka's raise for 2025. With a current salary of \$52,500, a 5% raise would be \$2,625 for a new salary of \$55,125.
 - ii. Approval of a 5% raise for Bakovka effective of January 1, 2025 motioned by Augustin and seconded by Marsh. A roll call vote was conducted. Seven yes, zero no, and one absent; motion passed.
 - 1. Vander Slik YES
 - 2. Brinks YES
 - 3. Musgrave YES
 - 4. Meyer YES
 - 5. Marsh YES
 - 6. Augustin YES
 - 7. Kuhn YES
 - 8. Simmons ABSENT
- b. Medical Benefits Employer Contribution 2025
 - i. The board reviewed the cost scenarios for 80/20 and hard cap for medical benefits for 2025
 - ii. Continuation of the hard cap for employee benefits for 2025 motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- c. 2025 Meeting Dates
 - i. Board meeting dates for the first quarter of 2025 will be as follows:
 - 1. January 14 at 6:30 pm
 - 2. February 11 at 6:30 pm
 - 3. March 11 at 6:30 pm
 - 4. April 15 at 6:30 pm
 - ii. Additional meeting dates to be determined later.
- d. Accounting Services
 - i. Available services and monthly cost quotes were reviewed for Dunham Accounting, TK Hutchens, and JW Accounting. Discussion ensued.
 - ii. Switching to Dunham Accounting Services for 2025 finances motioned by Musgrave and seconded by Brinks. A roll call vote was conducted. Seven yes, zero no, one absent; motion passed.
 - 1. Vander Slik YES
 - 2. Brinks YES
 - 3. Musgrave YES
 - 4. Meyer YES
 - 5. Marsh YES
 - 6. Augustin YES
 - 7. Kuhn YES
 - 8. Simmons ABSENT

- X. Around the Table
- a. Vander Slik had nothing to add.
 - b. Brinks thanked everyone for their patience.
 - c. Musgrave was excited to see library card applications at the middle school. Thankful for all of the extra time people have spent on things outside of the board meetings.
 - d. Meyer appreciates everyone for their patience as she is learning.
 - e. Marsh contacted the city garage to make arrangements for them to pick up and store the picnic tables for the winter.
 - f. Bakovka felt the last year flew by, loves feeling like we're making real moves toward an expansion, and is excited for next year.
 - g. Augustin appreciates everyone's commitment and is excited for 2025. Self-evaluations for board members were handed out; please return by January 14 meeting. Augustin is open to meetings if any board members would like to meet. Depending on contents of the board self evaluations, Augustin may have Carol Dawe come to a February or March board meeting to provide training.
 - h. Kuhn thanked Brinks for taking over the role of secretary, thanked everyone for their hard work, and encouraged everyone to keep working together and sharing their perspectives.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:43 pm.

Monthly Check Register

As of December 31st, 2024

Date	Payee	Memo	Account	Amount
12.11.24	Absopure		Utilities	\$49.86
12.11.24	Amazon	Programming, Supplies, Materials, Equipment, and Building and Grounds	-SPLIT-	\$1,088.48
12.11.24	Baker & Taylor		Materials	\$280.98
12.11.24	City of Wayland		Utilities	\$62.14
12.11.24	Deweerd Heating & Cooling		Equipment Maint	\$198.00
12.11.24	Fire Pros		Equipment Maint	\$142.25
12.11.24	Heimler Consulting	Email hosting / 1 yr	Tech Support	\$400.00
12.11.24	Joyce Mandel	Adult Prog	Programming	\$100.00
12.11.24	MERS		Employee Benefits	\$1,394.54
12.11.24	Rehmann	previously Walker, Fluke, and Sheldon	Accounting	\$390.00
12.11.24	Spectrum		Utilities	\$66.49
12.11.24	TKS Security	Quarterly cameras	Contractual Serv	\$44.85
12.11.24	T-Mobile		Communications	\$561.41
12.11.24	Unique		Contractual Serv	\$19.70
12.11.24	US Bank		Equipment	\$523.25
12.11.24	Wayland Chamber	Yearly Membership	Mem/Train	\$195.00
12.23.24	Amazon	Supplies,programming, Materials	-SPLIT-	\$2,676.76
12.23.24	Baker & Taylor		Materials	\$729.93
12.23.24	Bergsma Plumbing	Emergency/After hours call. Replacement sewage pump	Building and Grounds	\$1,882.00
12.23.24	BlueCross/BlueShield		Employee Benefits	\$4,282.84
12.23.24	Cardmember Service		-SPLIT-	\$1,645.20
12.23.24	Demco	Processing Supplies	Supplies	\$158.32
12.23.24	KCL Group Benefits		Employee Benefits	\$112.10
12.23.24	Michigan Gas		Utilities	\$289.89
12.23.24	Playaway Products		Materials	\$277.95
			Total:	\$17,571.94



December 2024 Statement

Open Date: 11/15/2024 Closing Date: 12/13/2024

Account: [REDACTED]



Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

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HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$1,645.20
Minimum Payment Due	\$17.00
Payment Due Date	01/10/2025

Activity Summary		
Previous Balance	+	\$1,447.75
Payments	-	\$1,447.75 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,645.20
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,645.20
Past Due		\$0.00
Minimum Payment Due		\$17.00
Credit Line		\$30,500.00
Available Credit		\$28,854.80
Days in Billing Period		29

Reward Points	
Earned This Statement	1,900
Reward Center Balance as of 12/12/2024	3,226
For details, see your rewards summary.	

Payment Options:



Mail payment coupon with a check

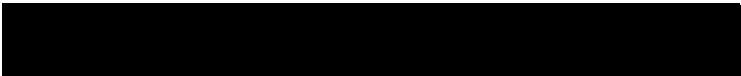


Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services [REDACTED]



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

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

Account Number	[REDACTED]
Payment Due Date	1/10/2025
New Balance	\$1,645.20
Minimum Payment Due	\$17.00

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





December 2024 Statement 11/15/2024 - 12/13/2024
 HENIKADISTRICTLIBRARY [REDACTED]

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Elan Financial Services (1-866-552-8855



Business Cash

Rewards Center Activity as of 12/12/2024	
Rewards Center Activity*	0
Rewards Center Balance	3,226

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,644	23,353
2 Extra Points - Telecom & Office Supply	256	4,693
1 Extra Point - Restaurants & Gas	0	6
Total Earned	1,900	28,052

Important Messages

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

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

Transactions BAKOVKA, CIERRA J Credit Limit \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/15	11/14	8563	WALMART.COM 8009256278 800-966-6546 AR	\$74.11	Supplies
11/18	11/16	8362	MARSHALLS #780 WYOMING MI	\$7.49	Supplies
11/21	11/20	1720	DOLLAR TREE JENISON MI	\$3.98	Supplies
11/22	11/21	3686	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
11/25	11/22	2865	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
12/02	12/01	2943	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
12/04	12/03	1081	DOLLAR TREE JENISON MI	\$11.52	Supplies
12/04	12/03	2112	MEIJER STORE #026 JENISON MI	\$45.48	Supplies
12/04	12/03	9908	VISTAPRINT 866-207-4955 MA	\$111.59	Supplies
12/06	12/04	7064	MEIJER.COM #026 877-363-4537 MI	\$61.87	Supplies
12/09	12/06	0060	MEIJER # 026 JENISON MI	\$27.74	Supplies
12/09	12/06	5280	INTERMEDIA.NET INC 800-379-7729 WA	\$111.20	Utilities
12/10	12/09	2593	DOLLAR TREE JENISON MI	\$11.93	Supplies
12/11	12/10	7840	MEIJER.COM #026 877-363-4537 MI	\$59.32	PG
12/12	12/11	2141	USPS PO 2597840348 WAYLAND MI	\$146.00	Post
Total for Account [REDACTED]				\$730.37	



December 2024 Statement 11/15/2024 - 12/13/2024

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HENIKADISTRICTLIBRARY

Elan Financial Services 1-866-552-8855

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/15	11/14	3293	TARGET 00020156 CALEDONIA MI	\$37.21	YP
11/21	11/20	4889	DOLLAR TREE WYOMING MI	\$22.23	YP
11/25	11/22	7775	TJMAXX #0247 GRAND RAPIDS MI	\$7.49	YP
11/25	11/22	6358	TARGET 00020156 CALEDONIA MI	\$24.00	YP
12/05	12/04	5781	TARGET 00020156 CALEDONIA MI	\$28.60	YM
12/09	12/06	0069	TARGET 00028183 GRANDVILLE MI	\$19.07	YM
12/09	12/06	0077	TARGET 00028183 GRANDVILLE MI	\$93.34	YP
12/09	12/08	9920	GO! CALENDARS,GAMES,BO MUSKEGON MI	\$54.57	YM
12/09	12/07	4222	HARDING'S MARKET #3 WAYLAND MI	\$38.72	YP
12/10	12/09	1397	WAL-MART #3453 WYOMING MI	\$31.76	YM
12/10	12/09	5709	WAL-MART #3453 WYOMING MI	\$30.05	YP
12/10	12/09	5309	TARGET 00010520 WYOMING MI	\$8.36	YP
12/10	12/09	3252	TARGET 00010520 WYOMING MI	\$90.07	YM
Total for Account				\$485.47	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/27	11/25	1738	HORROCKS MARKET KENTWOOD MI	\$11.27	AP
11/29	11/27	7216	HARDING'S MARKET #3 WAYLAND MI	\$26.89	AP
12/09	12/07	3927	HARDING'S MARKET #3 WAYLAND MI	\$69.89	Supplies
12/10	12/09	0056	MEIJER STORE #020 GRAND RAPIDS MI	\$29.24	AP
12/11	12/09	2933	HARDING'S MARKET #3 WAYLAND MI	\$27.65	AP
12/11	12/09	3055	HARDING'S MARKET #3 WAYLAND MI	\$9.49	AP
12/11	12/10	7528	SP BREAKOUT EDU STORE.BREAKOU NY	\$225.94	AP
12/11	12/09	7770	WAYLAND DO IT BEST HAR WAYLAND MI	\$27.00	BGT
12/12	12/10	7473	HARDING'S MARKET #3 WAYLAND MI	\$1.99	AP
Total for Account				\$429.36	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
12/04	12/02	0146	PAYMENT THANK YOU	\$1,447.75	CR
Total for Account				\$1,447.75	CR

Henika District Library

For the One Month
and Twelve Months
Ended December
31, 2024

Financial
Statements

Rehmann

Henika District Library
Balance Sheet
Substantially all disclosures required by GAAP are omitted
As of December 31, 2024

ASSETS

Current Assets:

Cash-Checking	\$ 51,436.24
Cash-Savings	508,527.12
Certificate of Deposit - 740	55,730.38
Certificate of Deposit - 344	77,219.47
Savings - Building Fund	182,123.57
Certificate of Deposit - 943	33,059.31
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets

\$ 1,241,271.93

Total Assets

\$ 1,241,271.93

DRAFT

Henika District Library
Balance Sheet
Substantially all disclosures required by GAAP are omitted
As of December 31, 2024

LIABILITIES AND FUND BALANCE

Current Liabilities:

Due to the Federal Government	\$ 229.48
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 335,442.54

Fund Balance:

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

Change in Fund Balance 44,038.51

Total Fund Balance 905,829.39

Total Liabilities and Fund Balance \$ 1,241,271.93

Henika District Library
Statement of Revenues and Expenditures
Substantially all disclosures required by GAAP are omitted
For the One Month and Twelve Months Ended December 31, 2024

	Total Year	One Month	Twelve Months	Year-To-Date
	Budget	Ended	Ended	Variance
		Dec. 31, 2024	Dec. 31, 2024	
Revenues:				
Township Revenue	\$ 223,000.00	\$ 0.00	\$ 223,697.83	\$ 697.83
Non-Resident Fees	100.00	10.00	208.35	108.35
City Revenue	190,000.00	23,183.17	199,633.03	9,633.03
State Aid	11,000.00	0.00	11,060.14	60.14
Penal Fines	30,000.00	2,340.73	34,316.29	4,316.29
Copier & Fax Income	3,300.00	361.40	3,812.93	512.93
Fines	600.00	25.08	633.25	33.25
Interest Income	17,900.00	1,900.95	23,916.20	6,016.20
Memorial Donations	2,050.00	71.25	2,137.27	87.27
Book Sales	1,050.00	39.35	1,146.79	96.79
Federal E-Rate	1,000.00	0.00	851.64	(148.36)
Grants	5,398.00	2,498.45	5,398.45	0.45
Miscellaneous Income	0.00	0.00	10.00	10.00
Total Revenues	<u>485,398.00</u>	<u>30,430.38</u>	<u>506,822.17</u>	<u>21,424.17</u>
Employee Expenditures:				
Wages	205,000.00	25,898.80	212,539.38	(7,539.38)
Employee Benefits	75,500.00	5,346.62	65,689.92	9,810.08
FICA Expense	16,300.00	2,199.22	16,477.22	(177.22)
State Unemployment Tax	0.00	0.27	203.31	(203.31)
Total Employee Expenditures	<u>296,800.00</u>	<u>33,444.91</u>	<u>294,909.83</u>	<u>1,890.17</u>
Operating Expenditures:				
Memberships & Training	9,300.00	195.00	9,220.67	79.33
Bank Charges	50.00	0.00	14.21	35.79
Insurance & Bonds	7,000.00	0.00	6,996.00	4.00
Programming	16,250.00	2,274.57	15,777.28	472.72
Office Supplies	9,600.00	744.81	8,302.00	1,298.00
Furnishings	1,565.00	0.00	1,546.85	18.15
Equipment	13,950.00	659.31	9,698.28	4,251.72
Materials	36,400.00	4,054.09	34,562.86	1,837.14
Accounting	16,333.00	511.40	14,574.20	1,758.80
Contractual Services	36,600.00	122.69	31,198.49	5,401.51
Communications	3,500.00	561.41	3,300.65	199.35
Technology Support	3,000.00	400.00	2,185.00	815.00

No CPA has audited, reviewed, compiled, or expressed any assurance on these financial statements.

Henika District Library
Statement of Revenues and Expenditures
 Substantially all disclosures required by GAAP are omitted
 For the One Month and Twelve Months Ended December 31, 2024

	Total Year Budget	One Month Ended Dec. 31, 2024	Twelve Months Ended Dec. 31, 2024	Year-To-Date Variance
Advertising	3,050.00	0.00	2,949.33	100.67
Postage	500.00	146.00	494.13	5.87
Utilities	11,000.00	579.58	9,160.97	1,839.03
Maintenance-Building/Grounds	14,450.00	2,084.75	14,263.81	186.19
Maintenance-Equipment	3,000.00	340.25	2,623.10	376.90
Capital Outlay	3,050.00	0.00	1,006.00	2,044.00
Total Operating Expenditures	<u>188,598.00</u>	<u>12,673.86</u>	<u>167,873.83</u>	<u>20,724.17</u>
Total Expenditures	<u>485,398.00</u>	<u>46,118.77</u>	<u>462,783.66</u>	<u>22,614.34</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ (15,688.39)</u>	<u>\$ 44,038.51</u>	<u>\$ 44,038.51</u>

No CPA has audited, reviewed, compiled, or expressed any assurance on these financial statements.



Home


Alerts

You have no alerts.

Accounts

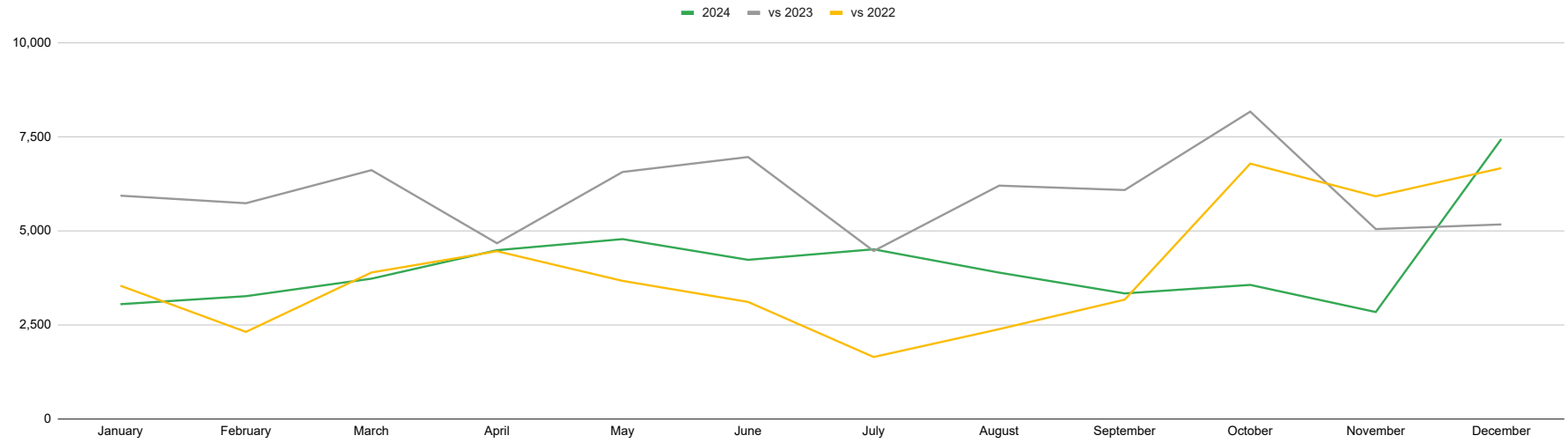
PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$57,170.61
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$508,527.12
BUILDING FUND XXX212	Current balance \$182,123.57
TIME DEPOSIT XXXX052	Current balance \$77,219.47
TIME DEPOSIT XXXX548	Current balance \$33,059.31
TIME DEPOSIT XXXX556	Current balance \$55,730.38

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

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

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2024 vs 2022/23

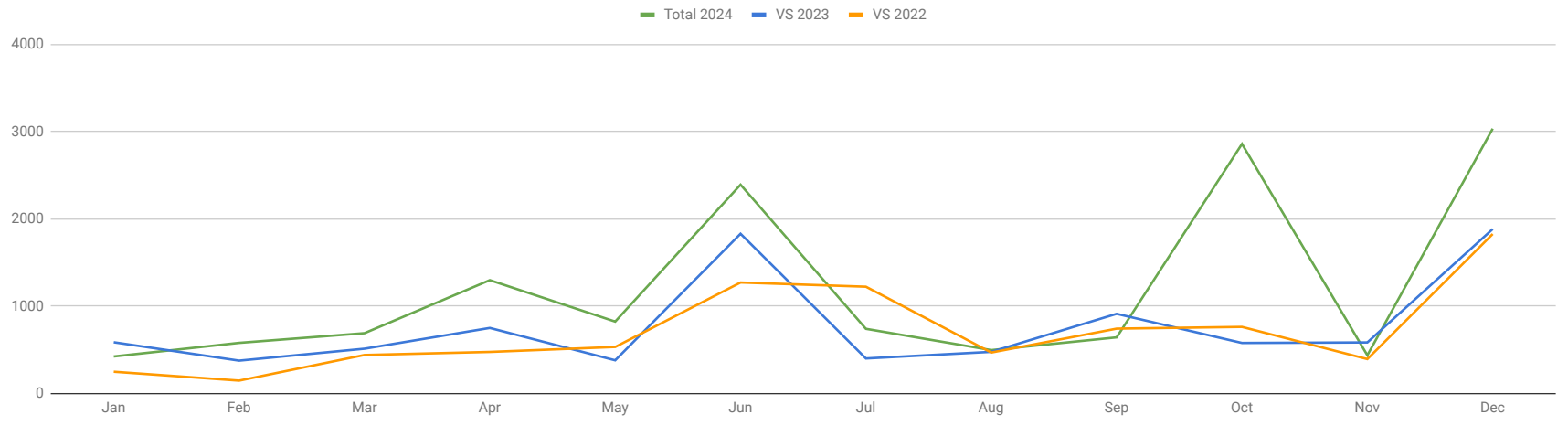


Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2024	3,050	3,263	3,729	4,486	4,781	4,230	4,510	3,890	3,337	3,563	2,841	7,444	49,124	4,094
vs 2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	6,204	6,087	8,173	5,048	5,172	71,641	5,970
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE
Monday	183	207	174	282	217	224	185	191	152	182	147	262	200
Tuesday	105	142	148	142	154	190	187	161	150	139	126	194	153
Wednesday	158	155	185	178	179	173	250	197	190	160	125	245	183
Thursday	165	146	167	174	153	192	154	151	182	166	167	218	170
Friday	120	104	139	156	317	117	131	122	108	111	118	203	145
Saturday	56	77	68	84	67	130	105	67	53	52	56	789	133

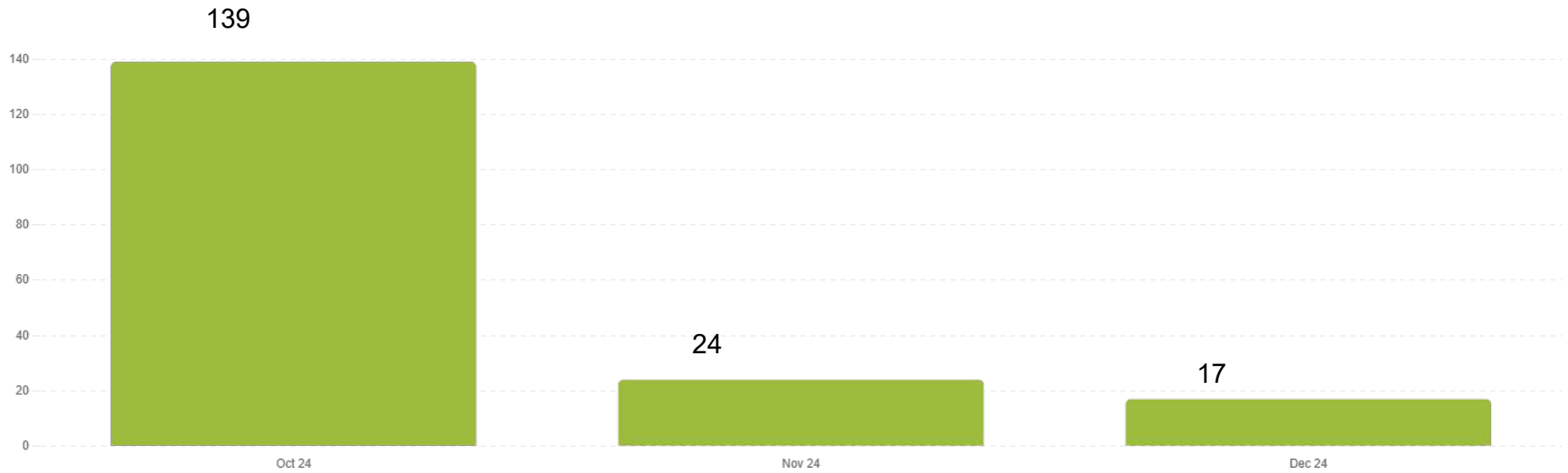


Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	185	245	152	240	597	579	168	84	271	278	220	236	3255
Adult	104	214	193	832	165	758	239	181	114	167	129	70	3166
Family	133	119	344	225	60	1055	332	230	256	2414	87	2728	7983
Total 2024 [1]	422	578	689	1297	822	2,392	739	495	641	2,859	436	3034	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	72%	155%	135%	173%	217%	131%	185%	104%	70%	495%	75%	161%	156%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	170	224	142	227	594	108	166	84	237	223	208	216	2599	217
Youth Reading	15	21	10	13	3	471	2	0	34	55	12	20	656	55
Youth Take-Home	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult In-Person	34	60	64	97	48	50	111	68	39	80	37	68	756	63
Passive Programs	70	140	129	735	117	112	88	113	75	87	92	0	1758	147
Adult Reading	0	7	0	0	0	298	20	0	0	0	0	1	326	27
Adult Take-Home	0	7	0	0	0	298	20	0	0	0	0	1	326	27
Family In-Person	8	51	250	168	14	1052	264	96	132	2313	14	2689	7051	588
Family Take-Home	125	68	94	57	46	3	68	134	124	101	73	39	932	78


Tutorial Name ↑↓

Views ↓⌵

Preventing Slips, Trips, and Falls

6

1. Medicare

5

Workplace Conduct & Safety

3

Building your credit

1

Facilitating Masterful Meetings

1

December 2024**Youth Services Report****Tori Schreur, Youth Services Librarian****Santa Storytime: 26 attendees**

The very first program of December, we had Santa come sit by the fireplace and read a couple stories to the kids. It was so cute! We also had Allegan Community Action here with crafts and fidgets, which really helped the littles to be entertained while Santa was reading. After he read his stories the kids asked him questions like what's his favorite cookie and what he does for fun.

Lego Club: 9 attendees

For the month of December, quite a few Wednesday nights were met with poor weather; even leading to snow days the next day. Because of this, I feel like it affected the attendance at Lego Club. Regardless, we had fun building Gingerbread Houses out of legos in honor of Christmas.

Snowfest: 2672 attendees

We had several different events and programs that make up our attendees for Snowfest. First, we had our annual Hot Cocoa Bar, which always brings in a good crowd. This year, we were grateful enough to have representatives from the Honor Society at the High School. They were a big help! A few of them helped with the cocoa, a few more were down in the Youth Area helping kids write their letters to Santa, and some others were helping count patrons who came in the doors. I went down to the center of town and read a Christmas book, which had a much larger turnout than last year! Then for our grand finale, we had Steampunk Xena, a fire performer. She did a great job, was very personable, and everyone was entertained!

Preschool Playtime: 18 attendees

I have been loving Preschool Playtime lately! We have been having a great turnout, which has been encouraging for me to come up with some new and exciting things for the littles to do. The biggest hit has been the ball pit and, even though it's always there, they love the kitchen.

Santa Visit: 42 attendees**(Help Me Grow: 42 attendees)**

For the second year in a row, Santa has been scheduled on the same night as the middle school band concert. Despite this, it felt like we had a pretty decent turnout. Santa read stories just like he did at Santa Storytime, and he took pictures with families. Help Me Grown Allegan was downstairs in the Youth area giving away books and crafts to kids.

Taylor Swift Bracelets @ WUMS: 29 attendees

On Friday, December 13th, Taylor Swift's birthday, I went over to the middle school and we made friendship bracelets. The middle school had already purchased the beads for a program that fell through, and it ended up working out perfectly to have it on Taylor's birthday.

After School Art: 33 attendees

We only had one official After School Art because Wayland kept having snow days on Thursdays. For our one and only ASA we made Christmas Wreaths. I also did a pop-up craft with the kids where we designed snowflakes out of coasters.

Pokemon Club: 17 attendees

Like usual, the kids gathered around tables, showing each other their Pokémon cards. Some had binders with organized collections, while others had small stacks. The kids were trading more than usual so I was being extra vigilant to make sure trades were fair. Despite this, my son still managed to trade a rare card.

Letters to Santa: 74 letters written**Scavenger Hunt: 134 kids did the Reindeer themed scavenger hunt****Reading Dragons: 7 sign ups/9 families redeemed (However, I feel this is incorrect)****1000 Books Before Kindergarten: 4 moved on to the next sheet****Looking Forward:**

We are back to a normal(ish) schedule come January. We have Storytime on Tuesday, January 7th and 21st. Lego Club will be that Wednesday the 8th. We will be back to four sessions of After School Art each Thursday, the 9th, 16th, 23rd, and 30th respectively. Preschool Playtime will be Tuesday, January 14th and 28th. January edition of Pokemon club will be Wednesday, the 15th. A special program that I'm looking forward to is a Nintendo Perler Party that will be Saturday, January 18th. Teen Snackcrafters will be on Wednesday, January 22nd and we will be making Milkshakes. Last but not least, Wednesday, January 29th, we will have Bluey trivia.

DECEMBER 2024
Adult Services Report
Abigail Cummings, Adult Services Librarian

Programs & Attendance

Pinecone Ornament: 9

This event had a lot of no-shows, but also some walk-ins. It was very self-led, and everyone seemed to have fun designing and creating their own ornaments.

Hot Chocolate Mix and Cookie Exchange: 21

This one completely blew up! There were a lot of walk-ins, and though only a couple of people participated in the cookie exchange, a lot of people wanted to make hot chocolate mix. I did this last year, and I'll probably do it again next year.

Paint Along With Us: 20

This was the most people I've ever had at a painting event! It's also the first one that I taught myself, instead of doing the video. I think the teaching went well, and I'll probably continue to do that, since I can control the timing better when I do it myself.

North "Poll" Movie Night: 14

This was fun, and definitely had a better turn out than a lot of other movie nights! I think involving the patrons in the movie decision helped. I had some patrons ask if I was going to do it every year, so I might do it again next year.

Drop-in Bullet Journaling: 0

This didn't surprise me. It was the Monday between Christmas and New Years, and I actually had a medical procedure, so I wasn't here. I didn't anticipate a lot of attendees, but I wanted there to be something going on.

Spice Club: Nutmeg: 5

This was a relatively low-attendance spice club, it was the day before Christmas Eve, so again I figured there wouldn't be a ton of people.

Bingo! Brunch: 3

Kids weren't out on break yet, so we didn't have a great turn out. I'd like to reach out to Wayland Leisure Life to try and get the word out.

Seniors at Sawmill Estates (In-Person): 0

There was a snow day highly anticipated, so the day before I dropped off a flyer saying that if WUS was closed, bingo would be cancelled. There was a snow day, so we didn't have bingo.

Seniors at Green Acres (In-Person): 11

The usual day I was scheduled for was a snow day, so I ended up going the next week. We played bingo.

Total Program Participants: 83

December Reflection

December was a pretty good month, especially in the earlier weeks. There was good attendance in the first few weeks, which did taper the closer we got to the holidays, which I assumed would be the case. A couple patrons asked for similar events next year, so I think a lot of them were a hit!

Looking Forward

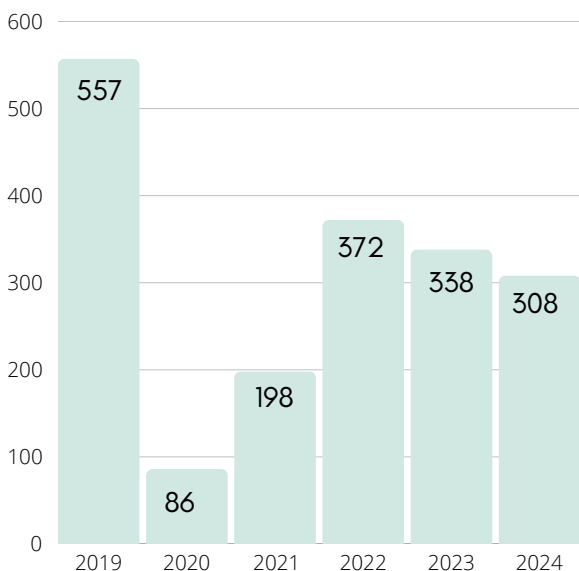
January tends to be a pretty slow month, I think because it's cold and people are recovering from the craziness of the holidays. I'm thinking of starting some tech classes and maybe some more events on Saturday in the near future, but probably not until February or March. I'm also doing an escape room for the first time, so I'm hopeful that people will be interested in that!

December 2024

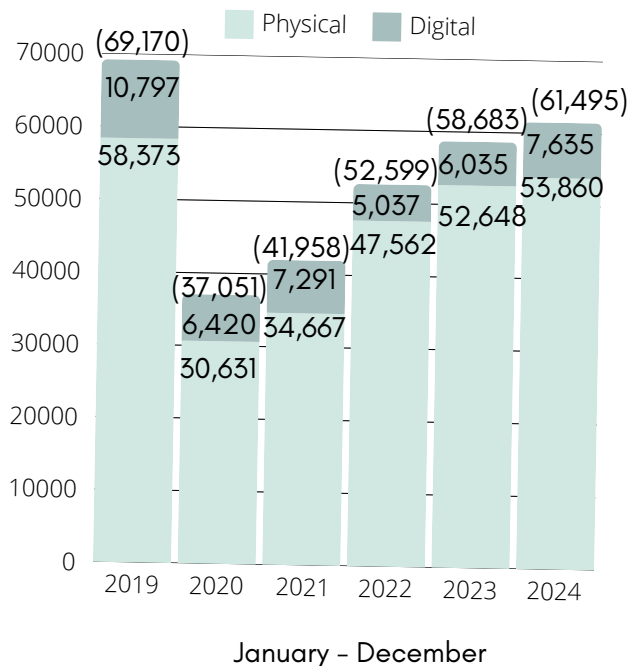
Our December 2024 circulation numbers are 2,812 higher than what they were in December of 2023. The categories showing the most growth from last year during the month of December are: Special Collection items; which circulated over 2 times more than they did at this time last year, Adult Audiobooks; which circulated 3 times more than they did last December, Teen Audiobooks; which circulated 4 times more than this time last year, and Adult e-Audiobooks; which circulated 1.5 times more than they did in December 2023, and Juvenile e-Audiobooks; which circulated 2.5 times more than they did last December. Other categories showing noticeable growth from last December include: Adult Print, Tween Print, Videogames, General Fiction DVDs, Youth DVDs, Adult e-books, Teen e-books, and Juvenile e-books, and Teen e-Audiobooks. The categories that are not circulating as well as they did in December of last year include: Teen Print, Juvenile Print, MeL items, Board Games, General NF DVDs, and Tween Audiobooks. I anticipate our circulation numbers increasing as we have added new items to our Special Collection!

Courtney Schenkuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:

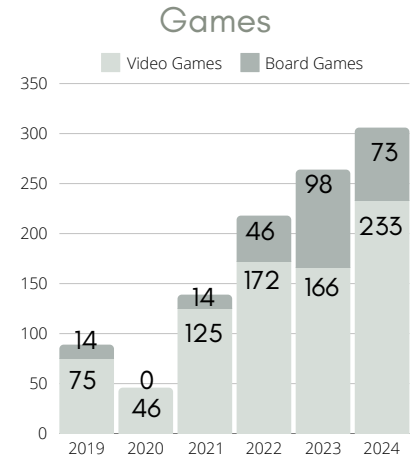
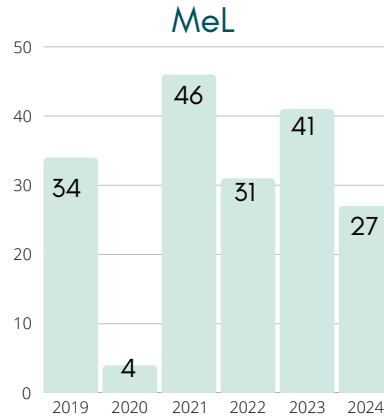
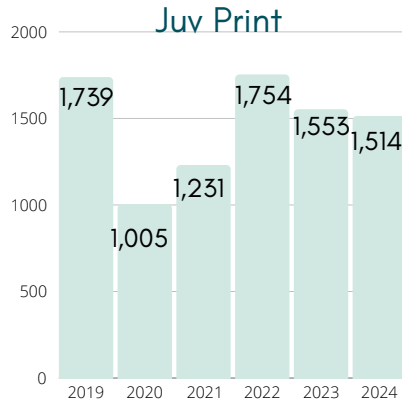
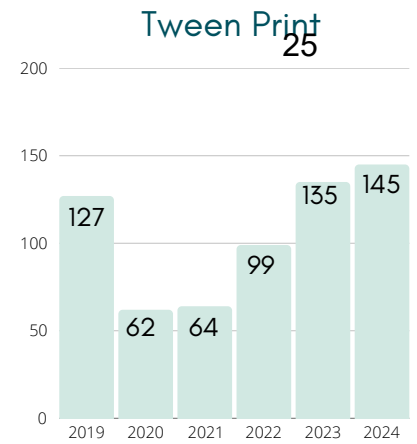
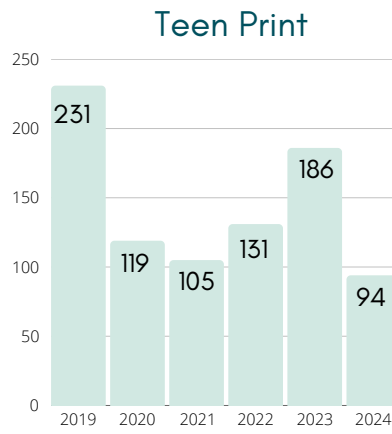
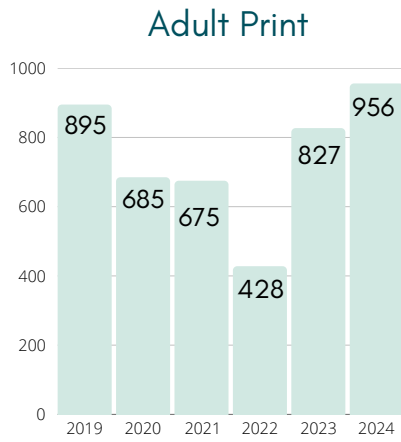


Henika has 2,452 total patron accounts. 497 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

315 Patron accounts added YTD
 9 Patron accounts added in December:

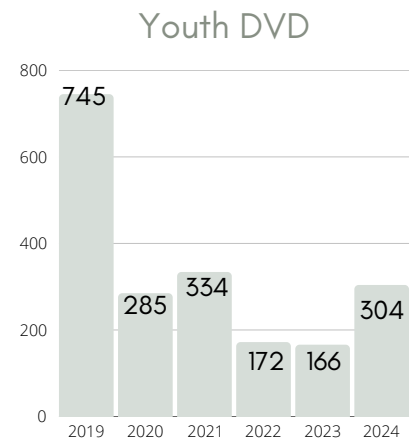
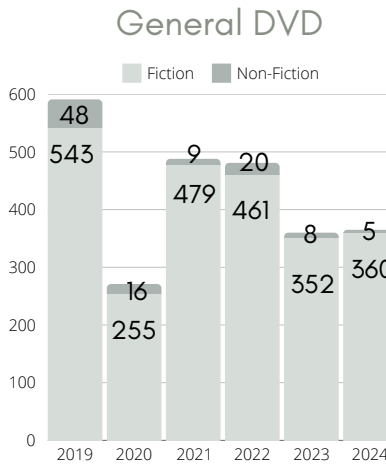
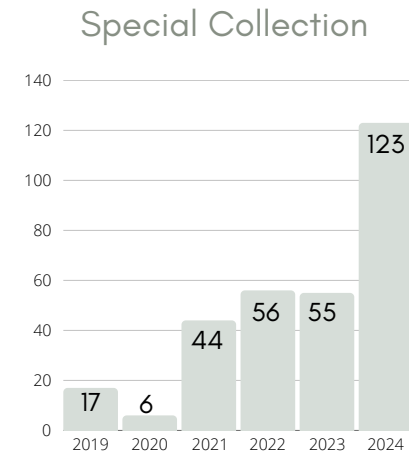
- 3 - Wayland City
- 4 - Wayland Township
- 1 - Patron Point
- 1 - Non-Resident

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



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

*prior to 2020, Video & Board Games were combined



*prior to August 2021, this only included launchpads

