

AGENDA

Henika District Library
Board of Trustees Meeting
August 13th, 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. Board Development

- A. Social Contract

V. Approval of Meeting Minutes

- A. July 2024 Regular Meeting Minutes (M)

VI. Financial Reports

- A. July 2024
 - 1. Approval of Paid Bills (M)
 - 2. Credit Card Detail Report (i)
 - 3. YTD Budget vs Actual (i)
 - 4. United Bank Accounts Overview (i)

VII. Director's Report

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

VIII. Committee Reports

- A. Finance Committee (7/17, 31)
- B. Building and Grounds Committee (8/7)

IX. Unfinished Business

X. New Business

- A. Whistleblower Policy (M)
- B. Par Plan Risk Reduction Grant
 - 1. Resolution 2024-2 (M)
- C. 2025 Budget
 - 1. Resolution 2024-3 (M)
- D. 2024 Budget Amendment #3 (M)
- E. Expansion Project
 - 1. Historical Status
 - 2. Architect - Conceptual Drawings

XI. Around the table

XII. Adjournment

Henika District Library
Board of Trustees Meeting

July 16, 2024; 6:00 pm

- I. Call to Order 6:05 pm by: Augustin
 - a. Members Present: Gary Marsh, Meghan Augustin, Tami Fryling, Danielle Simmons, Maria Musgrave, Jacqui Kuhn
 - b. Members Absent: Debora Vanderslik. Has been sworn in, expected at next meeting.
 - c. Staff Present: Cierra Bakovka
 - d. Guests: none present

- II. Approval of Agenda: 1st = Kuhn 2nd = Fryling All in favor.
Change to keep *Committee Meetings* on agenda each month.
Motion by Fryling, 1st Musgrave, 2nd Augustin. All in favor.

- III. Community Opportunity to Address the Board: *Friends of the Library* update by Augustin. 3 community Persons are verbalizing interested and communicating with Augustin about what steps need to happen to proceed with forming a group.

- IV. Approval of Meeting Minutes: 1st = Augustin 2nd = Fryling . All in favor.

- V. Financial Reports:
 - a. Check register: Workman's comp and Building/Grounds liability came due. Renewed elevator certificate as annually required. Price for 'plastic bags' was for annual usage.
 - b. Credit Card Detail Report: Costo furniture was for 2 summer lounge chairs. ETSY cost is for summer t-shirts.

- c. Year-to-date: a couple of mistakes were corrected by Director and have been noted in updated reports. A couple of budget amendments anticipated for next month.
- d. Bank accounts: no issues
- e. Approval of paid bills: Motion 1st = Kuhn = 2nd = Augustin. All in favor to pay bills as reported.
- f. 2 CDs are maturing in July. Motion by Marsh to continue 2 CDs at higher interest rate. 2nd by Musgrave. Discussion held for advantages/disadvantages in choosing length of renewed CDs. Amended Motion by Marsh to renew CDs at 9-month rate of ; 2nd by Fryling.
 - i. Fryling: yea
 - ii. Musgrave: no
 - iii. Kuhn: yea
 - iv. Simmons: yea
 - v. Marsh: yea
 - vi. Augustin: yea

Motion passed.

- VI. Director's Report: Very busy month. Remember to give thanks to staff for all their help. Director went to ADA conference. Lever on downstairs toilet had to be replaced and phone fixed in elevator. Director finished Public Library Finance Course, certificate pending. See attached individual reports. 2 more (small) grants have been applied for. Summer Reading Program has made staff very busy. Some rearrangements of library products have made improvements, including increased usage of Adult books and Audio books. Met with Robin Beckwith at United Bank, more info to follow. Summer employee leaving by end of month and new employee (Emma) has already been hired.

VII.

- a. Monthly Statistics: More patrons in June than 2 years ago but less than last year. More activities were done outside. Afterschool art seems to be less as well. NOTE: formatting issue within report has caused some confusion. Program attendance has been great, increasing annually. 130% increase over last year. Summer reading had large increase this year (contributing to staff business) and some readers have already completed their pledges/program. On track for goal of 50% completion rate. Photo booth was popular during Summerfest.
- b. Youth Report: See attached individual program reports. Best Youth program was “All About Owls”.
- c. Adult Report: See attached reports on programs for specific numbers. “Bingo Brunch” was a huge success. As is our “Seed Library”. Space in Library is causing some struggles, but this is not surprising given our space restrictions.
- d. Circulation Report: 52 new accounts opened in June, highest ever for one month.

VIII. Committee Reports:

- a. Building and Grounds: Next meeting to be determined/anticipated in August.
- b. Finance: Next meeting scheduled for July 17, 2024
- c. Planning: Next meeting scheduled for late in 2024; as per changes to only meet twice annually.

IX. Unfinished Business: none

X. New Business

- a. ADA Policy. As recommended by our attorney, new policy proposed (see attached) with verbiage clarified under IV. B. and formatting errors.

Motion by Kuhn to adopt new policy with revisions as discussed. 2nd by Augustin. Discussion: As a new policy, clarifying all members present can vote.
All in favor: motion passed.
- b. Fraud Risk Management Policy – To mitigate fraud and risk, the library should have more ‘Fraud and Risk Management’ policies in place. Director’s plan is to bring one to each monthly meeting until complete. Discussion held. Motion to adopt policy as written by Musgrave 1st, Kuhn 2nd. All in favor: motion passed.
- c. Historical Status –
 - i. survey results. 103 respondents, 25% would like to keep historical designation, 75% would like to remove historical designation. 5% were undecided. Building committee to make final recommendations.
- d. Set Budget Hearing. Performed annually in August. Historically have met one half hour prior to scheduled Board meeting. Next Board meeting scheduled for Aug 13, 2024. All attendees in agreement,

XI. Around the table

- a. Marsh – commends Cierra for completing Financial certification. Grateful for her initiative and great job as Director.
- b. Augustin – Also very pleased with summer readying participation and the amount of work library staff is performing. Excited for potential Friends of the Library group

formation. Building committee needs to set next meeting, please stay for a few minutes after this meeting. Appreciated information Director sent about information board members should know.

- c. Bakovka – Pleased with Summer Reading program success and proud of how well the staff is handling the extra workload. Emailed Board Members a presentation about what Board members sometimes do not know, hopes it was helpful to all board members. Still need one more volunteer for next Monday's Murder Mystery Dinner at McDuff's, would require about 90 minutes from 6:00pm to 7:30pm.
- d. Fryling – Response to naysayers to building a new library, especially
- e. Simmons – nothing to add
- f. Musgrave – looking for information on old Metro site, other than what the school has said. No new information is available. (other than the Wayland Union Schools has purchased the building). Disappointment expressed that we were not able to have an option to purchase the building for the library. Asking that non-board related issues be discussed outside board meetings.
- g. Kuhn – Expressed gratitude for new Secretary taking over the role one month early. Reminds all that sometimes lengthy discussions are necessary to come to resolution and disagreements are sometimes unavoidable.

XII. Next meeting scheduled for: August 13, 2024 at 6:00 pm.

XIII. Adjournment at 8:06 pm; 1st Augustin 2nd = Kuhn. Meeting adjourned.

Monthly Check Register

As of July 31st, 2024

Date	Payee	Memo	Account	Amount
7.10.24	Absopure		Utilities	\$60.26
7.10.24	Amazon	Supplies, Materials, Building & Grounds, Programming	-SPLIT-	\$888.86
7.10.24	Baker & Taylor		Materials	\$200.19
7.10.24	Book Farm		Materials	\$119.95
7.10.24	City of Wayland		Utilities	\$67.66
7.10.24	Consumers Energy		Utilities	\$466.27
7.10.24	Elevator Service		Equip Maint	\$77.00
7.10.24	Elite Fund	Annual Fee	Contractual Serv	\$50.00
7.10.24	Lakeland Library Coop	Contractual Serv & Supplies	-SPLIT-	\$4,504.16
7.10.24	MERS		Employee Benefits	\$1,394.54
7.10.24	MJA Landscape		Building & Grounds	\$288.50
7.10.24	Spectrum		Utilities	\$35.68
7.10.24	T-Mobile		Communications	\$220.46
7.10.24	US Bank		Equipment	\$725.88
7.24.24	Amazon	Programming, Supplies, Materials, Building and Grounds	-SPLIT-	\$411.55
7.24.24	Baker & Taylor		Materials	\$1,576.99
7.24.24	Blue Cross		Employee Benefits	\$3,795.05
7.24.24	Cardmember Service		-SPLIT-	\$2,173.67
7.24.24	Classic Office Systems	Elevator Phone	Tech Support	\$180.00
7.24.24	Demco	Processing Supplies	Supplies	\$209.79
7.24.24	DeWeerd	Regular Maint	Equipment Maint	\$165.00
7.24.24	FosterSwift	USDA and Policy Revisions	Contractual Serv	\$2,351.50
7.24.24	Heimler Consulting	Quarterly	Tech Support	\$285.00
7.24.24	Kansas City Life		Employee Benefits	\$210.14
7.24.24	Michigan Gas		Utilities	\$40.66

Total: \$20,498.76



July 2024 Statement

Open Date: 06/14/2024 Closing Date: 07/15/2024

Account: [REDACTED]



Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

8

9

HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$2,173.67
Minimum Payment Due	\$22.00
Payment Due Date	08/10/2024

Reward Points	
Earned This Statement	2,209
Reward Center Balance as of 07/14/2024	39,201
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$928.13
Payments	-	\$928.13CR
Other Credits	-	\$7.19CR
Purchases	+	\$2,180.86
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,173.67
Past Due		\$0.00
Minimum Payment Due		\$22.00
Credit Line		\$20,500.00
Available Credit		\$18,326.33
Days in Billing Period		32

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]



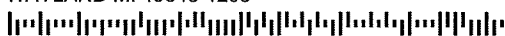
24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

Account Number	[REDACTED]
Payment Due Date	8/10/2024
New Balance	\$2,173.67
Minimum Payment Due	\$22.00

Amount Enclosed \$ _____

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



Elan Financial Services

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



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

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

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

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

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

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

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

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

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

Important Information Regarding Your Account

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

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.



Business Cash

Rewards Center Activity as of 07/14/2024	
Rewards Center Activity*	0
Rewards Center Balance	39,201

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,175	14,431
2 Extra Points - Telecom & Office Supply	34	2,405
Total Earned	2,209	16,836

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 \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
07/01	06/29	9076	LYFT RIDE FRI 6PM 8558659553 CA MERCHANDISE/SERVICE RETURN	\$7.19CR	MT
Purchases and Other Debits					
06/17	06/14	5000	THE HOME DEPOT #2748 GRANDVILLE MI	\$57.51	BG
06/21	06/20	7211	LOWES #01121* GRANDVILLE MI	\$11.55	BG
06/21	06/20	0074	Mailchimp 678-9990141 GA	\$26.50	CS
06/24	06/21	7525	USPS PO 2597840348 WAYLAND MI	\$68.00	Postage
06/24	06/21	3516	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
06/24	06/22	5000	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
07/01	06/29	9102	LYFT RIDE FRI 3PM 855-865-9553 CA	\$26.66	mem/ham
07/01	06/29	8583	LYFT RIDE FRI 6PM 855-865-9553 CA	\$7.19	MT
07/01	06/29	0535	LYFT RIDE FRI 6PM 855-865-9553 CA	\$10.99	MT
07/01	07/01	0811	LYFT INCREASE TIP 855-865-9553 CA	\$5.33	MT
07/02	07/01	5665	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
07/03	07/02	8025	SWA*_HVY_5264245883203 800-435-9792 TX	\$100.00	MT
07/03	07/02	5783	LYFT *RIDE TUE 5AM LYFT.COM CA	\$21.32	MT
07/05	07/02	0077	EMBASSY SUITES SAN DIEGO CA	\$1,167.60	MT
07/08	07/05	6739	CHECKR, INC CHECKR.COM HTTPS/CHECKR.C CA	\$54.99	CS
07/10	07/09	5022	4TE*NEC CLOUD COMMUNIC 800-240-0632 TX	\$111.19	Utilities

Continued on Next Page



July 2024 Statement 06/14/2024 - 07/15/2024
 HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services (C) 1-866-552-8855

Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/12	07/10	2075	THE HOME DEPOT #2748 GRANDVILLE MI	\$20.61	BC
Total for Account [REDACTED]				\$1,740.39	

Transactions SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/21	06/19	1410	HARDING'S MARKET #3 WAYLAND MI	\$7.82	YP
06/21	06/19	7996	WAYLAND DO IT BEST HAR WAYLAND MI	\$16.94	YP
07/05	07/03	8404	BOOKDEPOT 905-680-7230 NY	\$126.10	YP
07/05	07/02	7152	WAYLAND DO IT BEST HAR WAYLAND MI	\$6.97	YP
07/05	07/03	7405	HOBBY-LOBBY #0220 NORTON SHORES MI	\$25.39	YP
07/05	07/03	8616	BARNES & NOBLE #2808 NORTON SHORES MI	\$47.67	YM
07/15	07/12	4074	OLLIES BARGAIN OUTLET WYOMING MI	\$27.48	YP
07/15	07/13	4024	HOBBY-LOBBY #252 WALKER MI	\$25.41	YP
Total for Account [REDACTED]				\$283.78	

Transactions CUMMINGS, ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/20	06/18	5796	HALEY PRODUCTIONS 415-260-6051 MA	\$24.99	AP
06/20	06/19	0470	FAMILY DOLLAR WAYLAND MI	\$39.83	AP
06/20	06/19	4186	MEIJER # 020 GRAND RAPIDS MI	\$11.98	AP
06/27	06/26	6139	MEIJER # 020 GRAND RAPIDS MI	\$40.21	AP
07/05	07/03	9300	MEIJER # 020 GRAND RAPIDS MI	\$16.86	AP
07/11	07/10	4416	MEIJER # 020 GRAND RAPIDS MI	\$15.63	AP
Total for Account [REDACTED]				\$149.50	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
07/08	07/02	0246	PAYMENT THANK YOU	\$928.13CR	
Total for Account [REDACTED]				\$928.13CR	

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$0.00



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	25.24%	
**PURCHASES	\$2,173.67	\$0.00	YES	\$0.00	25.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

Contact Us



Phone
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

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

ASSETS

Current Assets:

Cash-Checking	\$ 188,904.89
Cash-Savings	503,190.26
Certificate of Deposit - 740	54,634.92
Certificate of Deposit - 344	75,626.07
Savings - Building Fund	180,581.82
Certificate of Deposit - 943	32,409.48
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,368,523.28

Total Assets \$ 1,368,523.28

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

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

LIABILITIES AND FUND BALANCE

Current Liabilities:

Due to the Federal Government	\$ (212.35)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

Total Current Liabilities \$ 335,000.71

Fund Balance:

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

Total Fund Balance -Beginning 861,790.88

Change in Fund Balance 171,731.69

Total Fund Balance 1,033,522.57

Total Liabilities and Fund Balance \$ 1,368,523.28

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 1 Month and 7 Months Ended July 31, 2024

	<u>Total Year Budget</u>	<u>1 Month Ended Jul. 31, 2024</u>	<u>7 Months Ended Jul. 31, 2024</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 220,000.00	\$ 0.00	\$ 223,590.80	\$ 3,590.80
City Revenue	190,000.00	0.00	175,299.42	(14,700.58)
State Aid	10,000.00	4,125.30	11,060.14	1,060.14
Penal Fines	30,000.00	2,943.02	20,999.22	(9,000.78)
Copier & Fax Income	1,000.00	362.71	2,235.13	1,235.13
Fines	250.00	26.85	480.61	230.61
Interest Income	5,000.00	2,212.14	13,576.00	8,576.00
Memorial Donations	1,250.00	9.24	1,446.22	196.22
Book Sales	100.00	48.59	936.23	836.23
Federal E-Rate	4,000.00	199.50	652.14	(3,347.86)
Grants	0.00	0.00	1,600.00	1,600.00
Miscellaneous Income	0.00	30.00	100.00	100.00
Total Revenues	<u>461,600.00</u>	<u>9,957.35</u>	<u>451,975.91</u>	<u>(9,624.09)</u>
Employee Expenditures:				
Wages	197,000.00	23,936.06	122,758.00	74,242.00
Employee Benefits	70,000.00	4,045.35	39,619.30	30,380.70
FICA Expense	16,000.00	1,831.11	9,390.98	6,609.02
State Unemployment Tax	0.00	16.51	171.08	(171.08)
Total Employee Expenditures	<u>283,000.00</u>	<u>29,829.03</u>	<u>171,939.36</u>	<u>111,060.64</u>
Operating Expenditures:				
Memberships & Training	7,000.00	1,331.90	6,370.11	629.89
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,500.00	0.00	6,996.00	(3,496.00)
Programming	16,100.00	790.08	8,292.19	7,807.81
Office Supplies	9,300.00	402.73	4,421.45	4,878.55
Furnishings	900.00	0.00	768.02	131.98
Equipment	13,950.00	725.88	5,974.95	7,975.05
Materials	36,200.00	2,632.79	18,723.98	17,476.02
Accounting	19,000.00	590.10	11,988.20	7,011.80
Contractual Services	35,000.00	7,024.96	21,431.99	13,568.01
Communications	3,500.00	220.46	1,704.56	1,795.44
Technology Support	3,000.00	465.00	1,230.00	1,770.00
Advertising	2,550.00	0.00	1,846.46	703.54
Postage	500.00	68.00	202.13	297.87

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 1 Month and 7 Months Ended July 31, 2024

	<u>Total Year Budget</u>	<u>1 Month Ended Jul. 31, 2024</u>	<u>7 Months Ended Jul. 31, 2024</u>	<u>Year-To-Date Variance</u>
Utilities	11,000.00	781.72	5,200.64	5,799.36
Maintenance-Building/Grounds	13,000.00	413.51	9,942.33	3,057.67
Maintenance-Equipment	3,000.00	242.00	2,205.85	794.15
Capital Outlay	<u>1,050.00</u>	<u>0.00</u>	<u>1,006.00</u>	<u>44.00</u>
Total Operating Expenditures	<u>178,600.00</u>	<u>15,689.13</u>	<u>108,304.86</u>	<u>70,295.14</u>
Total Expenditures	<u>461,600.00</u>	<u>45,518.16</u>	<u>280,244.22</u>	<u>181,355.78</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ (35,560.81)</u>	<u>\$ 171,731.69</u>	<u>\$ 171,731.69</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 \$192,194.56
---	--

PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$503,190.26
--	--

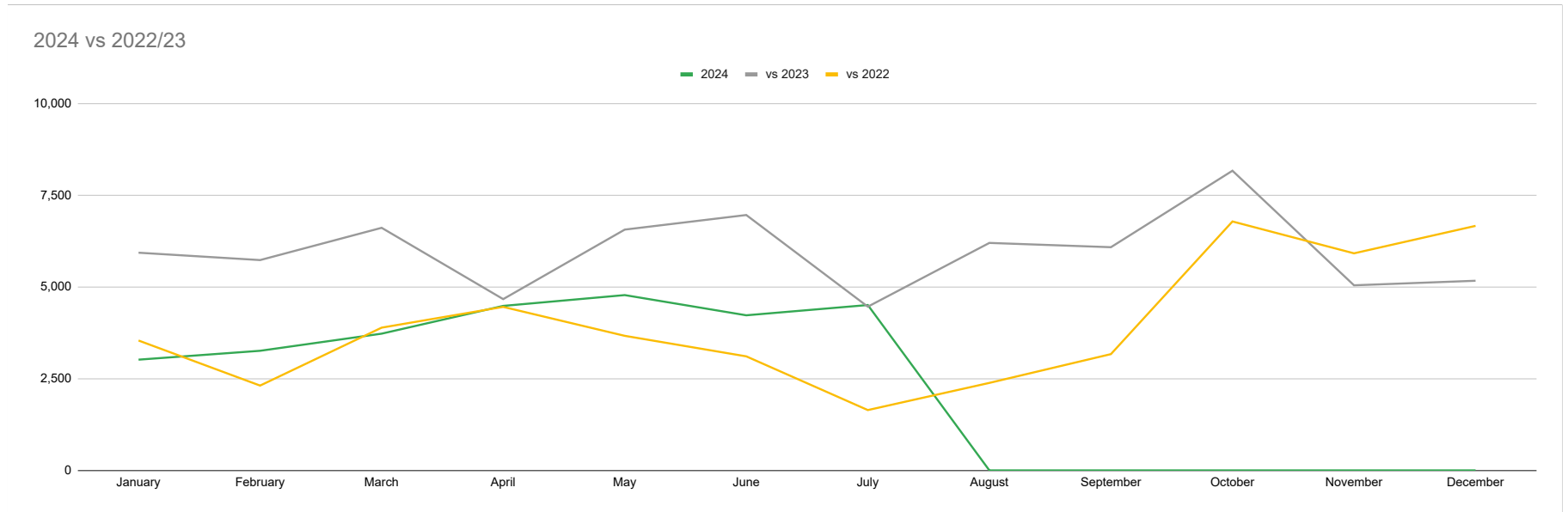
BUILDING FUND XXX212	Current balance \$180,581.82
--------------------------------	--

TIME DEPOSIT XXXX052	Current balance \$75,626.07
--------------------------------	---------------------------------------

TIME DEPOSIT XXXX548	Current balance \$32,409.48
--------------------------------	---------------------------------------

TIME DEPOSIT XXXX556	Current balance \$54,634.92
--------------------------------	---------------------------------------

WEEKDAY TRAFFIC STATS 24



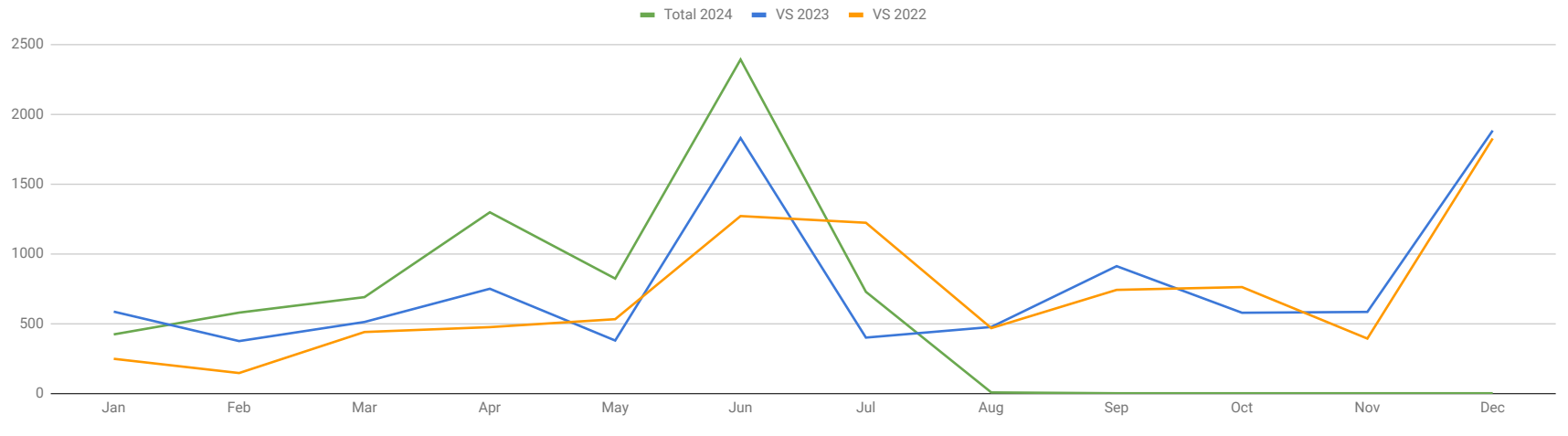
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2024	3,020	3,262	3,729	4,486	4,781	4,230	4,510	0	0	0	0	0	28,018	4,003
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	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	105	142	148	142	154	190	187	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	152	155	185	178	179	173	250	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	165	146	167	174	153	192	154	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Friday	120	104	139	156	317	117	131	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	56	77	68	84	67	130	105	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Program Attendance 2024

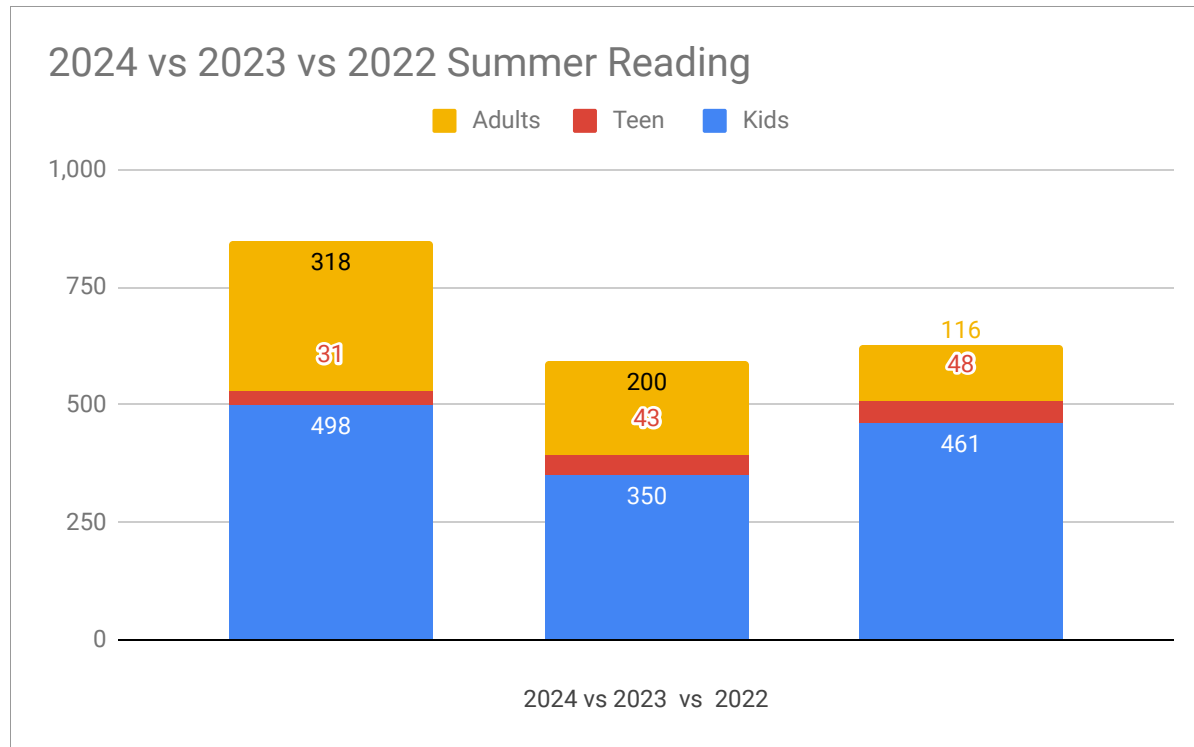


Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	185	245	152	240	597	579	168	6	0	0	0	0	2172
Adult	104	214	193	832	165	758	227	0	0	0	0	0	2493
Family	133	119	344	225	60	1055	332	0	0	0	0	0	2268
Total 2024 [1]	422	578	689	1297	822	2,392	727	6	0	0	0	0	6933
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%	182%	1%	0%	0%	0%	0%	75%

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	6	0	0	0	0	1637	136
Youth Reading	15	21	10	13	3	471	2	0	0	0	0	0	535	45
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	99	0	0	0	0	0	452	38
Passive Programs	70	140	129	735	117	112	88	0	0	0	0	0	1391	116
Adult Reading	0	7	0	0	0	298	20	0	0	0	0	0	325	27
Adult Take-Home	0	7	0	0	0	298	20	0	0	0	0	0	325	27
Family In-Person	8	51	250	168	14	1052	264	0	0	0	0	0	1807	151
Family Take-Home	125	68	94	57	46	3	68	0	0	0	0	0	461	38



Summary

	June	July	August	Total 2024	VS 2023	VS 2022
Kids	444	54		498	350	461
Teen	27	4		31	43	48
Adult	298	20		318	200	116
Total [1]	769	78	0	847	593	625

July 2024
Youth Services Report
Tori Schreur, Youth Services Librarian

SRP Signups: 58 signups

After an overwhelming turn out in June, we managed to have 58 more kids sign up for summer reading.

Sensory Playtime: 18 attendees

It was very hot and humid, so we had sensory playtime downstairs in the Youth Area instead of outside. We played with playdoh, had two pretend campsites and a boat area setup. The playdoh seemed to be the popular item this month.

Outdoor Storytime: 11 attendees:

We had two outdoor storytimes in July: One about “creatures of the woods” and the other about Bathtime. For the first session we read books about Yetis and Bigfoots. For the second we read books about bathtime fun and colored pages of animals taking baths.

Bug Hotels: 28 attendees

The kids and guardians had a blast making the bug hotels! We used shoe-sized shipping boxes, and filled them with pinecones, sticks, moss, cardboard, and fake bugs. Kids took the “hotel” idea and ran with it: creating spas, hotel rooms, and gyms for their fake little bugs. We made a mess, but the end results were great!

Blandford Nature Center: Animal Storytime: 35 attendees

Blandford Nature Center joined us again for their Animal Storytime. The presenter not only read stories about animals, she also brought an owl, a turtle, a frog, a falcon, and the fan favorite: an opossum. She also brought different types of animal feet, and taught the kids how you can tell what type of animals they belonged to. She showed the kids animal pelts and an animal skull.

Splash-a-Palooza: 58 attendees

Thanks to Miss Tori’s mom, we got to add a blow up water slide to our Splash-a-Palooza collection. I was a little nervous that all the kids would be fighting over it, but everyone did a great job at waiting in line and taking their turns. It was a hot day, so it felt good for everyone to cool off in the water. I set up buckets for a game, but the kids even used those to splash water on each other! They were having so much fun, we had to tear them away to get them to eat the ice cream and popsicles before they melted!

DIY Worm Farms: 16 attendees

This was definitely a lot more work to set up than it was to make, but the kids had fun. Everyone got a jar where they layered rocks, garden soil, and sand. They then placed some leaves on top, and placed some worms on top. We got to watch the worms start to work their way down toward the bottom of the jar! I think their favorite part was being able to take them home with them.

S'mores Cookout: 59 attendees

This turned out a lot bigger than I thought it would be, which at first I was a little nervous for, but turned into a nice evening. I had purchased two electric s'mores kits that allowed four people at a time to roast their marshmallows. I purchased different types of chocolate crackers, and even marshmallows that change colors once they are exposed to fire. After kids roasted their s'mores almost every kid played gaga ball. Wasn't even a part of the schedule, but we had a lot of fun!

Indiana Joel's Magic Show: 57 attendees.

This was my first time seeing Joel, and he did a great job. I love that he caters to the library, and encourages kids to stay active with their library. I would have loved to have him do his show outside, but it was such a hot and humid day. For the space that we have, and the amount of people who showed up, I think it worked out pretty well.

Scavenger Hunt: 82 kids completed the scavenger hunt this month.

1000s Books Before Kindergarten: 1 child finished and 1 moved onto the next step.

Looking Forward:

August is a little bit slower than July with us wrapping up our Summer Reading Program and anticipating school to start. To kick off the start of August, we will have a Teen Minute-to-in it program the first of the month. On Monday, August 5th, we will be making I-Spy sensory bottles. On Wednesday, August 7th in the evening we will be having a bedtime storytime. The next week, which is the last week before school begins, we will be having Sensory playtime on the 13th, and our SRP Finale party, where we will be drawing all the raffles for our winners, on the 14th. We will also have mini golf and light snacks. WUS has their open houses for the upcoming school year on August 19th and 20th that I will be attending. I will also be having outdoor storytime on Thursday, August 22nd. The last week of I'll have one more Sensory Playtime on August 27th. Last year we had a fun Tween/Teen program where we decorated notebooks for the school year which was a lot of fun, so I planned that again this year for the 28th of August.

JULY 2024

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Tips and Tricks for New Foragers: 8

This was really cool! It's a pretty good turnout for presenters, which don't always have as much of a draw as the activities. I know there was a foraging presenter last year too, but this was a different person, and I'm sure she brought something new and different!

Beaded Earrings: 15

This one was very popular! More people came than signed up, but I had enough materials so they were able to join. The pattern was harder than I realized, but a lot of people had fun making their own patterns.

10 Hiking Essentials with Pierce Cedar Creek: 4

I wish this one had had more participants, because the speaker was really interesting. I really enjoyed talking to her, and the people who did come really enjoyed her talk as well.

Murder Mystery Dinner @ McDuffs: 52

This was crazy and fun! A lot of people showed up, and I've been getting compliments from patrons since then, saying they enjoyed it. It's a big ordeal and requires volunteers, so it can't be super frequent, but it could definitely be a good choice for a yearly event.

Take and Make: Mandala Cling: 35

These were totally gone in two days! There wasn't a take-and-make in June due to Summer Reading kick off, so I think people were excited to have one.

Bingo! Brunch: 148

Bingo has been insane, but it's been so fun! Attendance at individual Bingo! Brunches has been between 20-50 every week in July. I'm glad I decided to do them every week in the summer, because it's been a great boost to our numbers and the families really seem to be enjoying having something to do on Wednesday mornings.

Macrame Plant Hangers: 12

This was a good time! It was the perfect difficulty level for an adult craft—it took about an hour and no one was too frustrated. That can be a hard line to find. There was also some interest in future macrame crafts, so I'll have to look into that.

Adult Spelling Bee @ 4 One 2: 0

This was disappointing, but not terribly surprising. I'm considering changing the day that I do events at 4One2, because they told me that Tuesdays are not particularly busy days. Ideally, I can choose a busier day and there will be more people willing to participate.

Seniors at Sawmill Estates (In-Person): 7

The flyers seem to have worked! There were definitely more people here than normal. I'm going to continue leaving flyers, because it's working better than speaking to the scheduler ever did.

Seniors at Green Acres (In-Person): 10

This is always a good time! I just brought bingo, because that's what they want to play most. Everyone here is always super sweet.

Seed Library (Passive): 6 people, 41 packets

Usage went WAY down in July! It makes sense, because planting season is earlier in the spring. But I posted about late-season planting and hopefully we'll still see some people using it.

Total Program Participants: 297

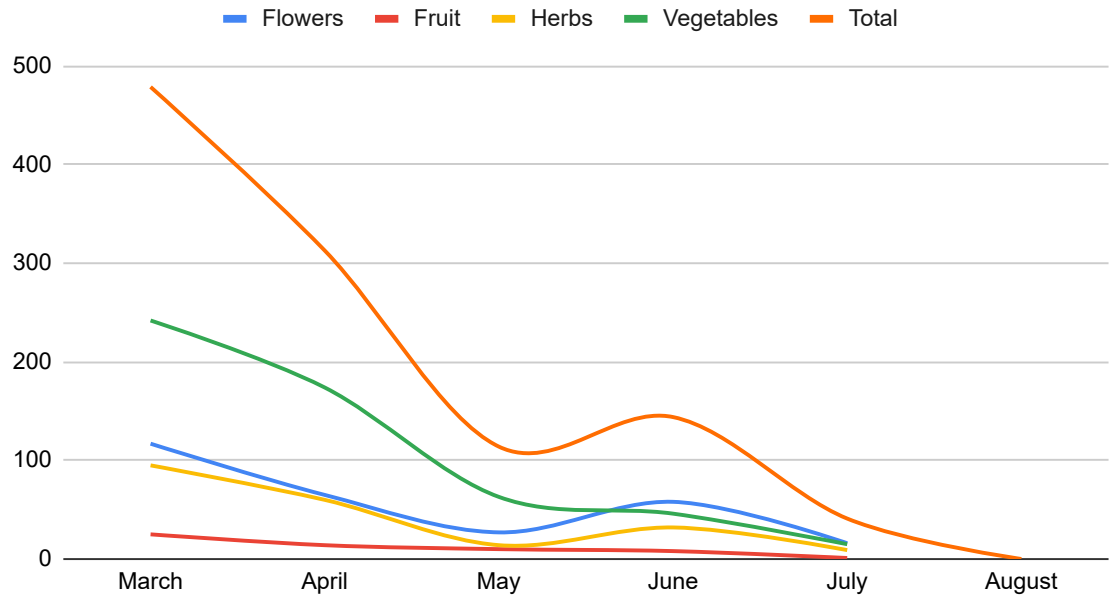
July Reflection

Almost 300 program participants! July was great. Not every event was packed, but some of them, like the Murder Mystery Dinner and the weekly Bingo! Brunch more than made up for it. I think I'll definitely keep Bingo! Brunch weekly in the summer and do more Murder Mystery events in the future.

Looking Forward

August should be fun! We have our first collaborative event with the Gun Lake Tribe, painting, a craft, a Princess Bride Movie Night that's been gaining traction on facebook and the return of spice club. We also have the end of summer reading and the finale party, which will probably be very busy and very fun!

Seed Library Distribution



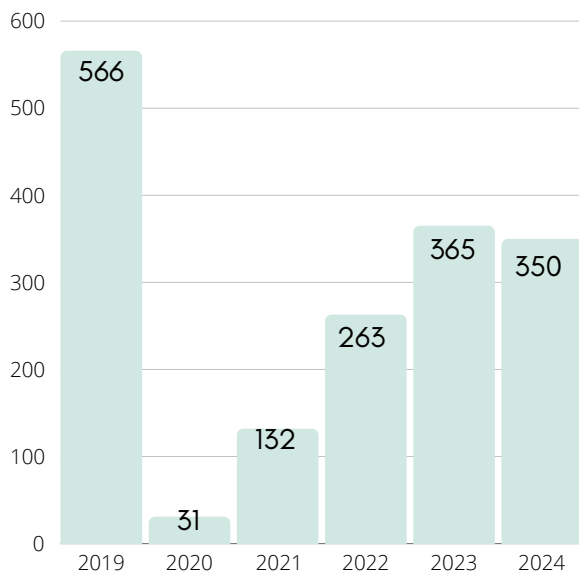
	March	April	May	June	July	August	Season
Flowers	117	65	27	58	16		283
Fruit	25	14	10	8	1		58
Herbs	95	60	14	32	9		210
Vegetables	242	174	63	46	15		540
Total	479	313	114	144	41	0	1091

July 2024

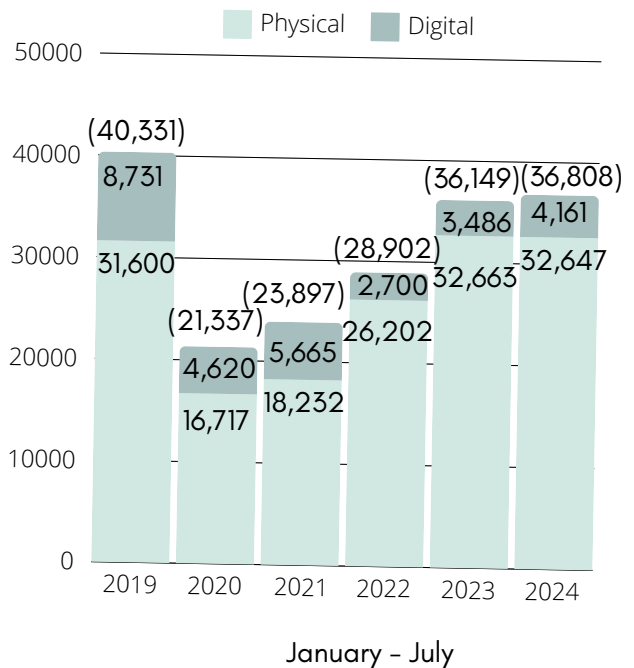
Our overall July 2024 Circulation YTD numbers are continuing on an upward trend and are 659 higher than last July's numbers! The categories showing the most growth from last year during the month of July are: Mel Items; which circulated 2.7 times more than they did at this time last year, General DVDs; which circulated 19 times more than they did last July, General NF DVDs; which circulated 6.5 times more than last July, Videogames; which circulated 1.5 times more than last July, and both Juvenile and Adult Audiobooks; which both circulated over 2 times more than they did last July. Other categories showing noticeable growth from last July include: Youth DVDs, Adult Print, Tween Print, Special Collection Items, Juvenile e-Books, Adult e-Audiobooks, Teen e-Audiobooks, and Juvenile e-Audiobooks. The categories that are not circulating as well as they did in July of last year include: Teen Print, Juvenile Print, Board Games, Adult e-Books, Teen e-Books, as well as both Teen and Tween Audiobooks. Furthermore, we are continuing to see a surge in the creation of library cards! We issued a total of 47 cards in July. I hope to see us follow this upward trend into the school year.

Courtney Schenkuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



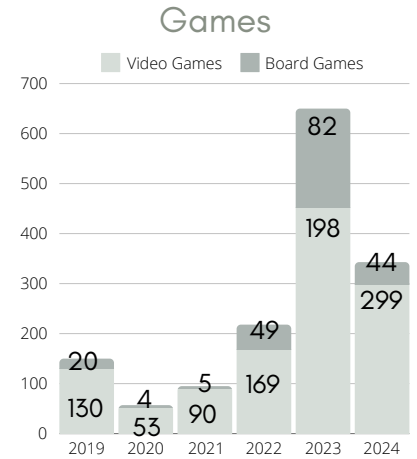
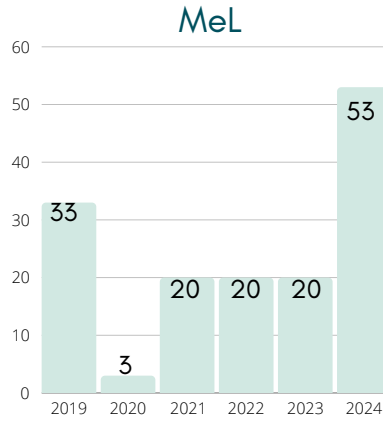
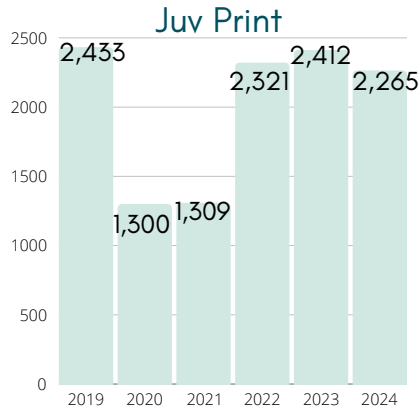
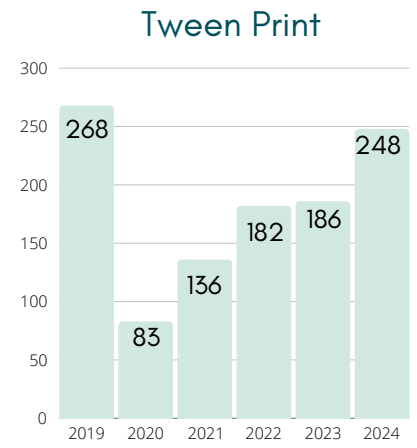
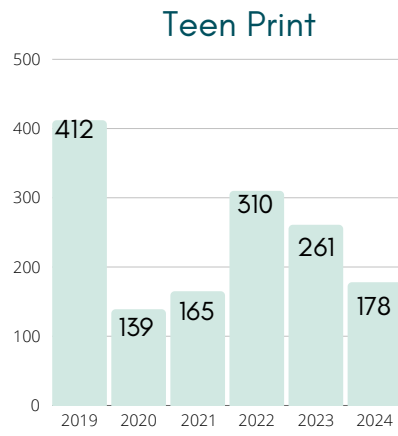
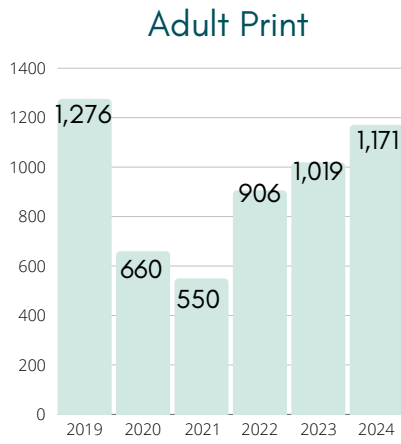
Henika has 2,887 total patron accounts. 582 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

199 Patron accounts added YTD
 47 Patron accounts added in July:

- 31 - Wayland City
- 11 - Wayland Township
- 5 - NR

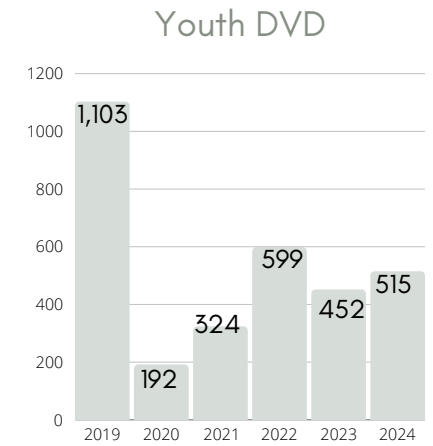
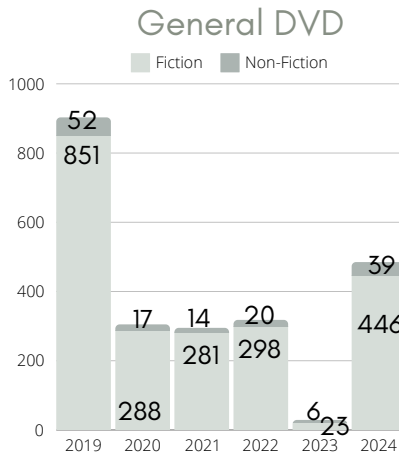
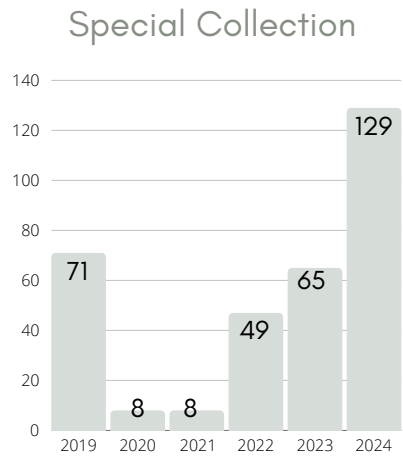
*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

July Circulation, 2019-2024

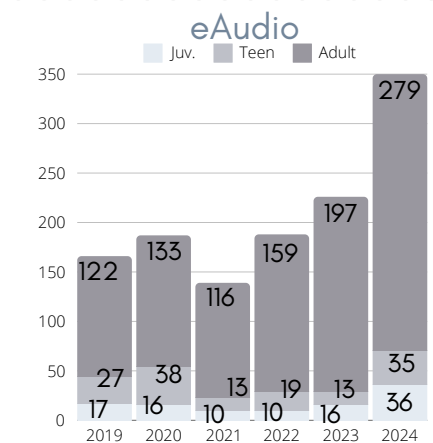
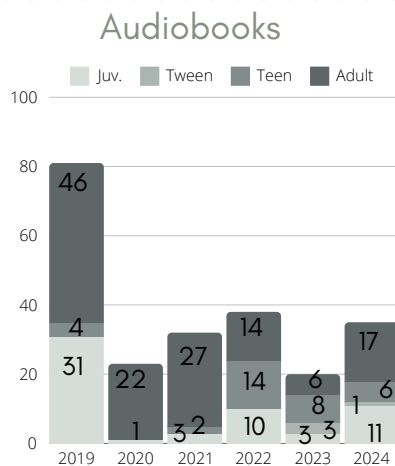


*pictures books, readers, chapter, juv graphic, juv NF

*prior to 2020, Video & Board Games were combined



*prior to August 2021, this only included launchpads



Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
July 17, 2024 at 1:00 pm

Members Present: Jacqui Kuhn, Maria Musgrave, Danielle Simmons, Meghan Augustin (ex officio)

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 1:00 pm by Simmons.
- II. Approval of Agenda motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- III. Approval of May 1, 2024 Finance Committee Meeting Minutes with edit of “altRV” to “or suggests RW” under the Millage section motioned by Augustin and seconded by Simmons. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants – no update.
 - ii. USDA Loan
 1. The pre-application is still in process.
 - iii. Millage
 1. Musgrave gave an update on millage as a potential funding source.
 - a. Matt Wolford is the new Equalization Director for Allegan County.
 - b. PFM is the fiduciary municipal advisor Joe Gross had suggested.
 - c. The Zoom meeting on understanding and communicating about millages seemed to go off topic and did not have much relevant information.
 - iv. Fundraising Campaign (Large Donors)
 1. Bakovka is compiling her notes on fundraising from ALA and will forward them to the group.
- V. New Business
 - a. 2025 Budget Draft

- i. Bakovka presented the draft budget for fiscal year 2025 and provided a walkthrough of each budget line item. Discussion ensued.
- ii. The millage rate for 2025 will be 1.3506; using this and the equalization reports Bakovka was able to determine how much the City and Township contribution should be for 2025, and these numbers were rounded down to account for contribution historically being lower than calculated. Payroll was estimated by adding 5% to current payroll numbers, representing the highest possible merit increase to ensure adequate budgeting. Benefits went up significantly in 2024, and the budget for 2025 includes an increase of about 12% to ensure adequate budgeting.
- iii. Approval of the Henika District Library Budget FY 2025 Draft as the committee's recommendation to the board motioned by Musgrave and seconded by Kuhn. All yes, motion passed.

VI. Around the Table

- a. Simmons reminded the group that the next Finance Committee meeting will be July 31 at 1:00 pm.

VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 1:39 pm.

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
July 31, 2024 at 1:00 pm

Members Present: Jacqui Kuhn, Maria Musgrave, Danielle Simmons, Meghan Augustin (ex officio)

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 1:05 pm by Simmons.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of July 17, 2024 Finance Committee Meeting Minutes motioned by Augustin and seconded by Simmons. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants
 1. Kuhn was not able to find any additional opportunities for grants as a potential funding source since the last meeting.
 2. Bakovka heard there may be another round of Labor and Economic Development grants and asked Kuhn to investigate this.
 - ii. USDA Loan
 1. The pre-application is still in process.
 - iii. Millage
 1. Musgrave gave an update on millage as a potential funding source.
 - a. A packet was provided to each committee member with information on millages, information on municipal financial advisory services, and estimated millage impact. Discussion ensued.
 - b. Bakovka to email Mike at Triangle about communication issues Musgrave is having when reaching out to Bethany. Augustin requested a touch base with Mike.
 - iv. Fundraising Campaign (Large Donors)

1. Bakovka sent emails to the committee with links to books on fundraising and available trainings.
 2. The group discussed the possibility of reaching out to donors who have made significant contributions in the past.
 3. Musgrave suggested checking with area funeral homes to inquire about getting Henika on the memorial donation list.
 4. Musgrave to check with Hardings about their round-up donation program.
- b. Review 2025 Budget Draft
 - i. Bakovka provided the draft budget for fiscal year 2025.
 - ii. The committee reviewed the draft budget. No changes needed prior to presentation to the board.
- V. New Business
- a. Review 2024 Budget Amendment #3 Draft
 - i. Bakovka presented a draft budget amendment for the current fiscal year.
 - ii. The committee reviewed the draft budget amendment. No changes needed prior to presentation to the board.
- VI. Around the Table
- a. Kuhn had nothing to add.
 - b. Augustin reminded the group that we may need to amp it up to stay on track.
 - c. Musgrave doesn't want to lose momentum.
 - d. Bakovka is appreciative of the work Musgrave did on millages and is looking forward to figuring funding out.
 - e. Simmons would like to have a touch base after the August 13 board meeting to look at setting the next Finance Committee meeting.
- VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 2:41 pm.

WHISTLEBLOWER

INTRODUCTION

The library is committed to the highest standards of openness, honesty, and accountability. In consideration of that commitment, the library expects employees and others with serious concerns about any aspect of the library's ongoing operations to come forward and voice those concerns. This Whistleblowing Policy is intended to encourage and enable employees to raise serious concerns within the library without fear of retaliation. Employees are often the first to realize that there may be something seriously wrong within the Library. However, they may refrain from expressing their concerns because they feel speaking up would be disloyal to their colleagues. They may also fear harassment or victimization.

SCOPE

This policy aims to:

- Provide avenues for employees to raise concerns and receive feedback on any action taken
- Reassure employees that when providing information in good faith they will be protected from retaliation or victimization
- Inform employees how to take the matter further, if they are dissatisfied with the response

This Whistleblowing Policy is intended to cover concerns of any employee or of any individual closely involved in the operations of the library. These concerns may be about something that:

- Is unlawful
- Violates the library's stated policies
- Falls below established standards of practice
- Represents improper conduct

SAFEGUARDS

The library recognizes that the decision to report a concern can be a difficult one to make, possibly because of the fear of retaliation from those responsible for the misconduct. The library will not tolerate harassment or victimization and will take action to protect those who raise a concern in good faith.

Every effort will be made to protect an individual's identity if they report a concern and do not want their name disclosed. The investigation process, however, may reveal the source of the information, and/or a statement by the individual may be required as part of the evidence.

Individuals are encouraged to put their names to allegations. Concerns expressed anonymously are much less powerful, but they may be considered at the discretion of the library. In exercising this discretion, the factors to be considered include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegations from attributable sources

If an allegation is made in good faith, but is not corroborated by the investigation, no action will be taken against the originator of the allegation. If individuals make malicious allegations, disciplinary action may be considered against that individual.

RAISING A CONCERN

For less serious issues, employees should normally raise concerns with the library's director. In general, however, the Whistleblowing Policy should be applied for issues that are potentially more serious and/or sensitive. The first step is to approach the library director. If the subject of the allegation happens to be the director, then the President of the Board of Trustees should be contacted. In all cases, an initial investigation will determine whether or not a full investigation is required.

Concerns should be reported in writing and with as much detail as possible including the reason why the individual suspects fraud, theft, or corruption. The background and history of the issue, together with pertinent dates, should also be included. The earlier the concern is reported, the easier it is to investigate and take action. Although employees are not expected to prove the truth of an allegation, they will need to demonstrate that there are sufficient grounds for concern.

HANDLING OF A COMPLAINT

The action taken by the library will depend on the nature of the concern. The matters raised may be investigated internally and/or reported to the police.

The amount of contact between the investigator and the originator of the complaint will depend on the nature of the issues raised, the potential difficulties involved, and the clarity of the information provided. The library will take steps to minimize any difficulties that the originator of the complaint may experience as a result of their concern.

Allegations will be addressed as follows depending on the nature of the allegation:

- An internal investigation by the Library Director, a selection of members of the library Board of Trustees, or an external auditor
- Referral of criminal matters to the police

The complainant will receive, within ten (10) working days of a concern being received, written communication:

- Acknowledging that the concern has been received
- Indicating how the matter will be handled
- Giving an estimate of how long it will take to provide a final response
- Telling them the status of the initial investigation
- Telling them if any further investigation will take place, and if not, why

The investigation will be planned with consideration to the following:

- Resources required to investigate the allegation
- Legal status of the allegation (e.g., theft or breach of procedure)
- Internal disciplinary procedures
- Level of evidence required
- Protection of data and documents required; in compliance with the Library Privacy Act

- Minimization of the effect on employees and others
- Recovery of lost funds and minimizing the potential for further loss
- Review of any improvements required to prevent re-occurrence

The library appreciates that individuals who report the alleged fraud, theft, or corruption need to be assured that the matter has been properly addressed. Thus, where appropriate and subject to legal constraints, they will receive information about the outcome of any investigation. If the allegation of fraud, theft, or corruption directly impacts another organization, the highest ranking officer at that organization will be informed.

Adopted: ?

**Resolution of Support
Michigan Township Participating Plan Grant Application**

WHEREAS the Henika District Library Board wishes to apply for a Risk Reduction Grant through the Michigan Township Participating Plan (Par Plan) to assist in purchasing/funding additional security cameras for the library; and

WHEREAS the Henika District Library is seeking a grant contribution of \$2,500

NOW, THEREFORE, BE IT RESOLVED, that the Henika District Library Board supports submittal of an application to the Michigan Township Participating Plan for a \$2,500 grant to assist in funding additional security cameras for the library.

Motion by _____ seconded by _____, the President declared the motion adopted.
The following voted:

Yeas:

Nays:

Absent:

CERTIFICATION

I, _____, Henika District Library Secretary, hereby certify that the foregoing is a true and original copy of the resolution adopted by the Henika District Library Board at a regular meeting on August 13th, 2024 at 6:30pm, which was held in accordance with the Open Meetings Act of the State of Michigan.

Budget 2025

Revenues					
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	Proposed Budget
101-790-400502	Federal E-Rate	\$3,672.41	\$4,000.00	\$4,000.00	\$3,500.00
101-790-400540	State Aid	\$10,577.02	\$10,000.00	\$10,000.00	\$10,500.00
101-790-400581.C	City Contribution	\$161,510.57	\$178,000.00	\$190,000.00	\$195,000.00
101-790-400581.T	Township Contribution	\$206,965.03	\$205,000.00	\$220,000.00	\$230,000.00
101-790-400582	Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$0.00
101-790-400601	Copies and Faxes	\$4,096.34	\$0.00	\$1,000.00	\$0.00
101-790-400656	Penal Fines	\$35,464.03	\$30,000.00	\$30,000.00	\$32,000.00
101-790-400657	Fines	\$1,182.20	\$0.00	\$250.00	\$0.00
101-790-400665	Interest Income	\$16,355.39	\$800.00	\$5,000.00	\$16,000.00
101-790-400691	Donations	\$36,558.27	\$0.00	\$1,250.00	\$0.00
101-790-400692	Miscellaneous Revenue	\$50,495.70	\$0.00	\$0.00	\$0.00
101-790-400693	Book Sale	\$1,032.23	\$0.00	\$100.00	\$0.00
101-790-400700	Grants	\$5,600.00	\$0.00	\$0.00	\$0.00
	<i>Total</i>	\$533,509.19	\$427,800.00	\$461,600.00	
Total					\$487,000.00

Expenditures					
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	Proposed Budget
101-790-700702	Payroll	\$176,871.38	\$200,000.00	\$197,000.00	\$225,000.00
101-790-700710	Employee Benefits	\$28,213.10	\$35,000.00	\$70,000.00	\$70,000.00
101-790-700715	Payroll Liabilities	\$13,729.97	\$15,000.00	\$16,000.00	\$17,000.00
101-790-700727	Postage	\$202.20	\$400.00	\$500.00	\$400.00
101-790-700728	Supplies	\$7,857.58	\$10,000.00	\$9,300.00	\$9,000.00
101-790-700740	Furnishings	\$5,859.45	\$10,000.00	\$900.00	\$1,000.00
101-790-700740	Equipment	\$11,130.76	\$7,350.00	\$13,950.00	\$11,500.00
101-790-700740	Materials	\$36,370.27	\$35,000.00	\$36,200.00	\$35,000.00
101-790-700801	Advertising & Promotion	\$3,115.33	\$2,000.00	\$2,550.00	\$2,500.00
101-790-700805.1	Accounting	\$10,481.70	\$12,000.00	\$19,000.00	\$20,000.00
101-790-700805.2	Bank Charges & Fees	\$0.00	\$50.00	\$50.00	\$50.00
101-790-700806	Technology Support	\$1,887.50	\$4,000.00	\$3,000.00	\$3,000.00
101-790-700808	Building and Grounds Maintenance	\$13,817.41	\$20,000.00	\$13,000.00	\$8,000.00
101-790-700850	Communications	\$3,199.00	\$3,000.00	\$3,500.00	\$3,500.00
101-790-700910	Building & Liability Insurance	\$3,298.00	\$3,000.00	\$3,500.00	\$7,500.00
101-790-700920	Public Utilities	\$7,452.44	\$9,000.00	\$11,000.00	\$11,000.00
101-790-700933	Equipment Repairs and Maintenance	\$3,401.11	\$4,000.00	\$3,000.00	\$3,500.00
101-790-700954	Contractual Sevices	\$27,968.51	\$35,000.00	\$35,000.00	\$35,000.00
101-790-700955	Memberships & Training	\$9,075.68	\$7,000.00	\$7,000.00	\$7,000.00
101-790-700956	Programming	\$17,309.70	\$16,000.00	\$16,100.00	\$16,000.00
101-790-700970	Capital Outlay	\$52,897.56	\$0.00	\$1,050.00	\$1,050.00
	<i>Total</i>	\$434,138.65	\$427,800.00	\$461,600.00	
Total					\$487,000.00

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING THE AMENDED EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE HENIKA DISTRICT LIBRARY, MICHIGAN, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025, AND ENDING ON THE LAST DAY OF DECEMBER 2025.

WHEREAS, the Board of Trustees of the Henika District Library has appointed the Henika District Library Director, to prepare and submit any proposed budget amendments; and

WHEREAS, the Henika District Library Director has submitted a proposed budget amendment to this governing body for its consideration; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Henika District Library, Michigan:

Section 1: That the estimated expenditures for each fund are as follows:

General Fund	<u>\$487,000.00</u>
--------------	---------------------

Section 2: That the estimated revenues for each fund are as follows:

General Fund	
From sources other than general property tax	\$62,000.00
From the general property tax levy	\$425,000.00

Total General Fund	\$487,000.00
--------------------	--------------

Resolution to Adopt Budget

Page 2

Henika District Library

Section 3: That the budget, as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the Henika District Library for the year stated above.

Section 4: That the budget hereby approved and adopted shall be signed by the President of the Henika District Library Board and made a part of the public records of the District.

ADOPTED, this 13th day of August, 2024

Motion by:

Seconded by:

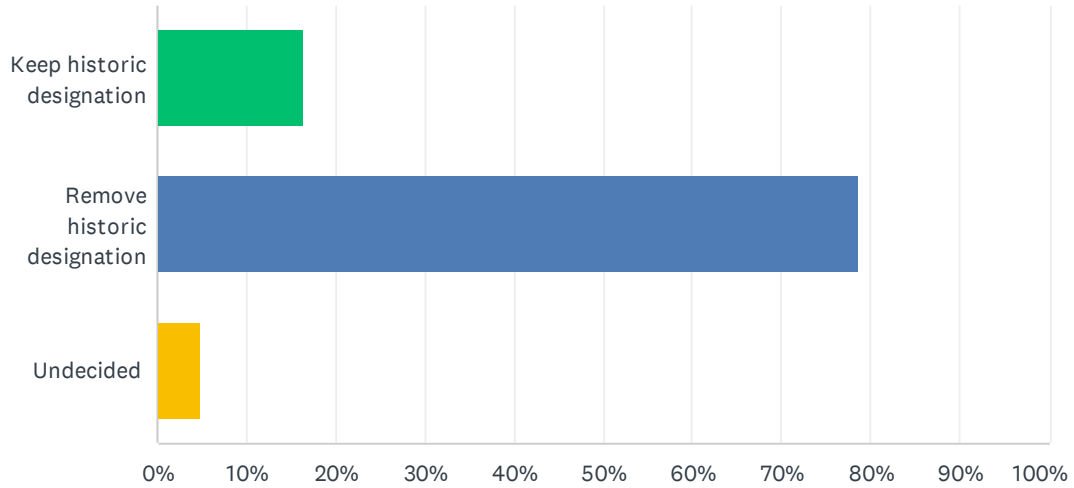
Ayes:

Nays

Attest:

Q1 What do you think the library should do in regards to its state historic status?

Answered: 103 Skipped: 0



ANSWER CHOICES	RESPONSES
Keep historic designation	16.50%
Remove historic designation	78.64%
Undecided	4.85%
TOTAL	

Q2 Comments

Answered: 43 Skipped: 60

#	RESPONSES	DATE
1	As long as the original part of the building will stay intact I say remove the historical marker and add on to the 60's addition!	6/12/2024 10:33 AM
2	Is the library able to reapply for the historic marker to exclude the addition that was done in the 1960s? I would prefer one space as my family uses the library often and I think it will be more efficient. However I do want the historic front and field stone protected and enjoy the historic marker. Thank you for consideration community thoughts on our beloved library.	6/12/2024 9:57 AM
3	It's a shame the state considers the 1960s addition part of the historic status. That is unfair of them. Do what is best for the library and community. If the historic status is doing nothing more than providing a plaque, it makes sense to let that go so you can continue to build what is best for the community.	6/12/2024 8:32 AM
4	History preservation is more important than expanding the building imo.	6/11/2024 9:10 PM
5	I would like to see you expand to match the foot print of the original building and add a floor and basement space.	6/11/2024 7:01 PM
6	Addition for programming needed.	6/7/2024 2:23 AM
7	My grandkids would rather go to Henika than their brand new library in Allendale. It's cute, homey, like a place to curl up with a good book	6/5/2024 6:20 PM
8	We love the library! However, we also want to see the expansion. Much more important than the historic status.	6/5/2024 4:01 PM
9	The community trusts that the library will still respect the historic building, but having the flexibility to make the necessary changes for our community is important.	6/5/2024 4:00 PM
10	i think it is a good idea to be able to expand the learning environment of our young readers !	6/5/2024 12:50 PM
11	Definitely remove the sign and modernize!	6/5/2024 11:53 AM
12	Is there a way to have the designation redone? Reassessing so the 1899 portion is only historical?	6/5/2024 11:38 AM
13	Is it possible to remove the stand holding the sign, and keep the sign as a plaque to mount indoors? The history is quite interesting!	6/5/2024 8:57 AM
14	Petition the state to have the 1960s part of the library removed from the historic designation of the building. Keep the historic designation on the 1899 portion.	6/4/2024 10:15 PM
15	In order to continue to grow and provide for the community, more space is needed. Historical status is just status.	6/4/2024 10:15 PM
16	The expansion of the library may require the loss of the historic designation. The library really needs to expand to properly serve the community. It is presently under utilized now.	6/4/2024 8:27 PM
17	I would vote remove the designation but we need more parking as that parking that is their now is not feasible for older people and trying to get out of there and if you would tell the dentist office etc. to park in their own parking spots back there we would even have more room to park.. You are losing many patrons because of the parking!!!!	6/4/2024 7:25 PM
18	We look forward to the expansion!	6/4/2024 6:55 PM
19	I think that having access to a larger number of books and resources outweighs having a "historical building" status. I believe it would be more beneficial to the community. The original	6/4/2024 5:07 PM

Henika District Library Historic Status

structure as you state, must remain unaltered! It is an integral part of Wayland history! That being said, expansion seems to be necessary. I remember growing up in Rochester, MI, the library was my favorite place to go. It was huge and had so much to offer and I hope Wayland's library can do the same for the youth around here!

20	I would like you to be able to expand but keep the stone building intact.	6/4/2024 3:07 PM
21	While this is such a tough choice, being able to add on to the current building and still maintain the original parts seems more important (to me) than spending the money to build an entire new library. Just give the old building a little facelift ;)	6/4/2024 3:06 PM
22	More information is needed. What do the current expansion plans look like? Where is the addition going to be built? In what style of architecture, with what kind of materials? What amenities will actually be added? I lean toward keeping the historic designation, because these types of questions have not been answered satisfactorily; additionally, purchase requests have gone unacknowledged. It seems, despite these surveys, that no one actually cares about what the community thinks and wants, but is only sending this survey to appear to take our thoughts into consideration.	6/4/2024 3:03 PM
23	Our Community is growing so much. The building is outdated and cannot keep up with today's standards. Even adding on will not give enough space and will still be outdated. Dorr, Byron Center and Caledonia are much nicer facilities and offer so much more.	6/4/2024 2:53 PM
24	Although the historic designation is really cool, the fact that it's considered the "new" side and not the old side really is pointless. The front of the building is the really gorgeous part that I love showing off. I would love a bigger library to help the community, our library is just so small and while I also love the quaintness, I mostly get holds from other libraries brought in and rarely find myself exploring the shelves we have after checking the coop site and seeing we don't have it. While everything should be expanded I personally would love to see the basement turned into the kids area (or just teens) and have kids and teens separated. I am an adult and read mainly YA and always feel a bit strange going downstairs because I feel out of place.	6/3/2024 11:52 AM
25	Allow the Library to grow and better the community!	6/2/2024 11:33 PM
26	Just please do always keep the front fields tone portion!	6/2/2024 9:04 PM
27	Remove it if there is no benefit to keeping the designation.	6/2/2024 5:44 PM
28	If there is no major benefit of having the historic status (no financial benefit, other protections, etc), then I would say remove it. A cool plaque is nice, but what's even better is a library that is able to serve the community in every way possible.	6/2/2024 5:02 PM
29	Grow!!!	6/2/2024 5:01 PM
30	I hate to see this done but I truly believe library's and reading is the better way for the future.	6/2/2024 10:38 AM
31	It's just a legality. Don't let it hinder growth and improvement!	6/1/2024 9:40 PM
32	While the history is cool it really doesn't benefit the patrons to be considered "historic" I would love to see a more modernized library constructed.	6/1/2024 9:20 PM
33	Having most of the original architecture is amazing, but libraries must grow with their communities!	6/1/2024 7:59 PM
34	The historic status of the building gives this institution a barrier of protection from future generations and or boards of directors who might choose to do further alterations/damage to the original structure. That designation is the single most important defense against anything that would compromise the structure from indiscriminate changes.	6/1/2024 7:23 PM
35	Libraries are not monuments, they are there to support the community in their literacy. Expansion is important!	6/1/2024 6:48 PM
36	2 buildings would not be cost effective.	6/1/2024 6:05 PM
37	This little town is going to grow in leaps and bounds in the next decade. You need a space that can handle that. If you cannot remove the Historical designation then you should relocate.	6/1/2024 5:28 PM

Henika District Library Historic Status

There are empty buildings available within the city limits. You have to do what is best for the community and NOT worry about children accessing after school. There is always the possibility of arranging bussing through the school district. Has that been explored?

38	Keep the historic look to the front, but add on	6/1/2024 3:58 PM
39	We enjoy visiting the library and look forward to what new opportunities this will provide for the community!	6/1/2024 3:39 PM
40	I think a building expansion offers a lot more to the future of our community than a historic designation. Everyone in city will know it's historic importance, no need for a title that is just holding it back.	6/1/2024 3:36 PM
41	The community has waited long enough for an addition to the current building. Please move forward and get it done already.	6/1/2024 3:24 PM
42	I think the historic designation is cool, but at the end of the day, if you plan to keep the historic original part and just add to the building, I think it still will have it's historic and nostalgic feel, while allow you all to work within a better budget, and saving money means more opportunities to bring more to the community! Apologies for this run-on sentence.	6/1/2024 3:12 PM
43	You can always put plaques up that post the history of it and still make an honorable area, make like a memorial and going into the newer part of the building tell a story about how "Wayland grew and grew" kinda of thing for kids	6/1/2024 3:07 PM