

AGENDA

Henika District Library
Board of Trustees Meeting
October 8th, 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

PAGES 3 - 6

- A. September 2024 Regular Meeting Minutes (M)

V. Financial Reports

PAGES 7 - 18

- A. September 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)

VI. Director's Report

PAGES 19 - 26

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

VII. Committee Reports

- A. Finance Committee 9/23

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VIII. Unfinished Business

IX. New Business

A. PTO Policy (M)

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B. Purchasing Policy (M)

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X. Around the table

XI. Adjournment

MINUTES

Henika District Library

Board of Trustees Meeting

September 10th, 2024 at 6:30pm

I. Call to Order 6:31 by Augustin

A. Members Present: Maria Musgrave, Gary Marsh, Rachel Brinks, Danielle Simmons, Debra VanderSlik, Jacqui Kuhn, Meghan Augustin, Tami Fryling

B. Members Absent: none

C. Staff Present: Cierra Bakovka

D. Guests: None present

II. Approval of Agenda (M): Fryling/Marsh. Ayes: all

III. Community Opportunity to Address the Board: no community members present

IV. Approval of Meeting Minutes

A. August 2024 Special Meeting Minutes (M): Augustin/Fryling. Ayes: all

B. August 2024 Regular Meeting Minutes (M): VanderSlik/Kuhn. Ayes: all

1. Check Register: Director explained outliers. Paid for another year of *Local Hop* (calendar on website & special events), happy with service with exception of some Apple phones access. Director and one staff member going to MLA in October. Director also going to a local conference near same time.

Quarterly payment for garbage disposal came due.

2. Credit Card Detail Report (i): Director explained outliers. Grand Traverse Resort is for MLA. Additional books purchased.

3. YTD Budget vs Actual (i): Director explained outliers. Donation from Allegan County for approximately \$1000 was put into Donations instead of Grants; will be moved/corrected. Our accountant firm will have a new name. “*Rehman*”. No changes in staff or costs at this time.

4. United Bank Accounts Overview (i) No changes/issues to report.

MOTION: to pay bills: Simmons/Musgrave. Ayes: all

VI. Director’s Report. New catalog station is now downstairs, very pleased. Director went to ‘Conversation Camp’, pleased with information provided.

New hire for Circulation Assistant = Andrew, just started and getting used to routine and staff. Comes with good experience and presents very professionally. A local Director observed a recent staff member and was complimentary about our process and discussions. Working on September events. Planning on a busy Fall season; getting ready for 125th Anniversary in October as well as Halloween.

A. Monthly Statistics (i): August is historically a slower month. Monday and Wednesday were our busiest days. Big growth in summer reading program from year to year. Sign-ups and completions continue to grow. See attached report.

B. Youth Report (i) 495 total participants. Biggest programs = SRP Finale Party with 67 and Sensory Playtime with 24. Scavenger Hunt had 113 participants. See attached report.

C. Adult Report (i) 106 total participants. Biggest programs = Bingo with 29, Paint along with us with 14, and Spice Club with 16. See attached report.

D. Circulation Report (i) 30 new patrons signed up for a YTD total of 229. Biggest programs were Juvenile Print, MeL, Games, eBooks, and eAudio. See attached report.

VII. Committee Reports

1. Finance: Next meeting scheduled for September 23 at 4:15pm.
2. Building/Grounds: Next meeting scheduled for 9/11/24 at 1:00pm.
Cancelled.
3. Planning: No meeting currently scheduled.

VIII. Unfinished Business - None

IX. New Business

- A. Committee Assignments: 3 members per committee required for quorum.
 - a. Planning: Chair: Rachel Brinks; members Danielle Simmons, Debra VanderSlik
 - b. Finance: Chair: Danielle Simmons; members Maria Musgrave, Jacqui Kuhn
 - c. Building/Grounds: Chair: Gary Marsh; members Rachel Brinks and OPEN
- B. Capital Asset Policy (M): Explained by Director. To be a new policy. Minor changes recommended.
 - a. Motion: Brinks/Kuhn Ayes: all
- C. Fund Balance Policy (M): Explained by Director. To be a new policy.
 - a. Motion: Augustin/Simmons Ayes: all

X. Around the table

Gary: Pleased when meeting runs efficiently. Impressed we are formalizing all our requirements.

Meghan: Excited for Fall programs and happy new employee has started. Appreciates new members and getting committees arranged. Proposes moving October meeting one week back because she cannot be here on the 8th; however, this causes other conflicts. Will keep meeting on October 8th so Vice-President will Chair that meeting. Rachel willing to take minutes. Appreciation for Tami's participation.

Jacqui: Thanks to new members for joining committees and voiced appreciation for Tami's participation.

Cierra: Excited for Fall programs within Library as well as the city. Anticipating lot of fun and excitement. Planning our 125th Anniversary for October 14th (exact date our cornerstone foundation was placed). Happy new employee has started.

Tami: Good-byes stated to all with appreciation for everyone's kindness and encouragement.

Danielle: Sad to see Tami go. Excited to continue with expansion planning and upcoming Fall programs.

Maria: Thanks to Tami for her participation. Still has questions about parking spaces and will discuss further with Director.

Rachel: Nothing new to add.

Debra: Concerned about food trailer blocking the main road, believes it is a fire hazard. Will discuss further with Director.

XI. Adjournment at 7:54pm by Augustin.

Monthly Check Register

As of September 30th, 2024

Date	Payee	Memo	Account	Amount
9.4.24	Alleghan County	Chargebacks	Contractual Serv	\$214.78
9.4.24	Amazon	Supplies, Programming, Materials, Equipment, Furnishings	-SPLIT-	\$1,081.17
9.4.24	Baker & Taylor		Materials	\$530.41
9.4.24	Cherry Valley	Light Repair	Building & Grounds	\$343.41
9.4.24	Consumers Energy		Utilities	\$452.73
9.4.24	MERS		Employee Benefits	\$1,394.54
9.4.24	Michigan Gas		Utilities	\$38.12
9.4.24	TKS	June-Aug	Contractual Serv	\$44.85
9.4.24	T-Mobile		Communications	\$210.67
9.4.24	US Bank		Equipment	\$517.67
9.18.24	Absopure		Utilities	\$29.36
9.18.24	Amazon	Materials, Supplies, Programming	-SPLIT-	\$903.73
9.18.24	Backyard Birds and Beyond	Adult Program	Programming	\$550.00
9.18.24	Baker & Taylor		Materials	\$656.51
9.18.24	Blue Cross		Employee Benefits	\$656.51
9.18.24	Bugs on Wheels	Youth program	Programming	\$500.00
9.18.24	Cardmember Service		-SPLIT-	\$2,607.20
9.18.24	Corinne Roberts	adult and youth programs	Programming	\$400.00
9.18.24	FosterSwift	Questions	Contractual Serv	\$98.00
9.18.24	Kansas City Life		Employee Benefits	\$112.57
9.18.24	Lerner		Materials	\$14.99
9.18.24	MJA Landscape		Building & Grounds	\$352.00
9.18.24	Spectrum		Utilities	\$66.49
9.18.24	TKS	Sept - Dec	Contractual Serv	\$44.85
9.18.24	Unique		Contractual Serv	\$19.70
9.18.24	Wayland City		Utilities	\$75.00
9.18.24	Wilcox News	Budget Hearing Ad	Supplies	\$240.00

Total: \$12,155.26



September 2024 Statement

Open Date: 08/15/2024 Closing Date: 09/13/2024

Account: [REDACTED]



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Elan Financial Services

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BUS 30 ELN

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HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$2,607.20
Minimum Payment Due	\$27.00
Payment Due Date	10/10/2024

Reward Points	
Earned This Statement	4,301
Reward Center Balance as of 09/12/2024	43,781
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,330.54
Payments	-	\$2,330.54CR
Other Credits	-	\$85.00CR
Purchases	+	\$2,677.99
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$14.21
Interest Charged		\$0.00
New Balance	=	\$2,607.20
Past Due		\$0.00
Minimum Payment Due		\$27.00
Credit Line		\$30,500.00
Available Credit		\$27,892.80
Days in Billing Period		30

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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



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

to pay by phone
to change your address

000043065 01 SP 000638799517475 P Y

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

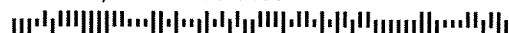


Account Number	[REDACTED]
Payment Due Date	10/10/2024
New Balance	\$2,607.20
Minimum Payment Due	\$27.00

Amount Enclosed \$ _____

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.



September 2024 Statement 08/15/2024 - 09/13/2024

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HENIKADISTRICTLIBRARY

Elan Financial Services

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Business Cash

Rewards Center Activity as of 09/12/2024

Rewards Center Activity*	0
Rewards Center Balance	43,781

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,593	19,355
2 Extra Points - Telecom & Office Supply	1,708	4,147
1 Extra Point - Restaurants & Gas	0	6
Total Earned	4,301	23,508

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.

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line. Your new credit line appears on this statement.

Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/19	08/16	6616	THE HOME DEPOT #2748 GRANDVILLE MI	\$60.34	BG
08/22	08/21	9866	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
08/23	08/22	7124	TST*MCDUFFS BAR AND GR Wayland MI	\$50.00	AP
08/23	08/22	0191	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
08/27	08/26	3243	SP ARMODILO-DISPLAY-SO ST JACOBS ON	\$691.00	Furn
08/29	08/28	9546	SP ARMODILO-DISPLAY-SO ST JACOBS ON	\$19.95	Furn
08/29	08/28	3617	DIRECTMAIL.COM 188-86902252 MD	\$125.00	CS
08/29	08/28	4899	STICKER MULE STICKERMULE.C NY	\$126.00	Supplies
08/30	08/29	6767	USPS PO 2597840348 WAYLAND MI	\$146.00	Post
09/03	08/31	4204	SPIRIT HALLOWEEN 61283 FARMINGTON HI MI	\$10.59	Supplies
09/03	09/01	2210	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
09/04	09/03	4760	DOLLAR TREE JENISON MI	\$2.65	Supplies
09/06	09/06	4607	ZAZZLE INC 888-892-9953 CA	\$36.69	Supplies
09/06	09/05	3145	CHECKR, INC CHECKR.COM HTTPS:CHECKR.C CA	\$54.99	CS
09/09	09/07	0484	4TE*NEC CLOUD COMMUNIC 800-240-0632 TX	\$111.19	Utilities
09/11	09/11	4170	ZAZZLE INC 888-892-9953 CA	\$11.62	Supplies

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September 2024 Statement 08/15/2024 - 09/13/2024
 HENIKADISTRICTLIBRARY [REDACTED]

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Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/13	09/12	5291	CANVA* I04272-53381323 HTTPSCANVA.CO DE	\$119.99	CS
Total for Account [REDACTED]				\$1,624.15	

Transactions SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/15	08/14	5632	MEIJER STORE #036 WYOMING MI	\$65.50	YP
08/16	08/14	2658	HARDING'S MARKET #3 WAYLAND MI	\$4.76	YP
08/16	08/14	8597	THE HOME DEPOT #2761 GRAND RAPIDS MI	\$22.77	YP
08/26	08/23	5288	GAMESTOP #4311 GRAND RAPIDS MI	\$42.40	YM
08/26	08/24	0086	LEGO Store, Woodland Kentwood MI	\$74.18	YP
08/26	08/24	0828	MEIJER # 199 CALEDONIA MI	\$5.99	YP
08/27	08/26	7879	BOOKDEPOT 905-680-7230 NY	\$144.47	YP
08/28	08/27	5646	RED BRICK RESOURCES 180-02635407 MN	\$310.96	YP
09/03	09/01	0337	LANGES SPORTS CONNECTI MUSKEGON MI	\$16.96	YP
09/03	09/02	4601	SQ *DRAW 7, LLC Muskegon MI	\$30.00	YP
09/05	09/04	2945	TARGET.COM * 800-591-3869 MN	\$40.36	YP
09/05	09/03	3892	HARDING'S MARKET #3 WAYLAND MI	\$1.79	YP
09/05	09/03	4239	HARDING'S MARKET #3 WAYLAND MI	\$41.68	YP
09/10	09/08	0121	BARNES & NOBLE 2356 KENTWOOD MI	\$36.21	YM
Total for Account [REDACTED]				\$838.03	

Transactions CUMMINGS, ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
08/15	08/15	3503	MICHIGAN LIBRARY ASSOC 5173942774 MI MERCHANDISE/SERVICE RETURN	\$85.00	CR MT
Purchases and Other Debits					
08/15	08/14	5830	DOLLAR-GENERAL #9954 WAYLAND MI	\$8.48	AP
08/15	08/14	6069	AT *FREDERIK MEIJER GA GRAND RAPIDS MI	\$60.00	AP
08/15	08/13	4398	HARDING'S MARKET #3 WAYLAND MI	\$16.27	AP
08/15	08/13	4234	MENARDS COMSTOCK PARK COMSTOCK PARK MI	\$31.79	AP
08/16	08/14	0082	HARDING'S MARKET #3 WAYLAND MI	\$8.46	AP
08/16	08/14	2583	HARDING'S MARKET #3 WAYLAND MI	\$36.09	AP
08/20	08/19	2794	DOLLAR GENERAL #21497 WAYLAND MI	\$4.13	AP
08/28	08/26	8853	HARDING'S MARKET #3 WAYLAND MI	\$20.15	AP
08/28	08/26	9786	HARDING'S MARKET #3 WAYLAND MI	\$24.45	Supplies

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September 2024 Statement 08/15/2024 - 09/13/2024

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HENIKADISTRICTLIBRARY

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Transactions CUMMINGS, ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/30	08/28	7740	HARDING'S MARKET #3 WAYLAND MI	\$5.99	AP
Total for Account				\$130.81	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/28	08/27	0045	PAYMENT THANK YOU	\$2,330.54	CR
Fees					
08/27	08/26	3243	FRGN TRANS FEE-SP ARMODILO-DISPLAY-SO ST	\$13.82	
08/29	08/28	9546	FRGN TRANS FEE-SP ARMODILO-DISPLAY-SO ST	\$0.39	
TOTAL FEES FOR THIS PERIOD				\$14.21	
Total for Account				\$2,316.33	CR

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$14.21
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	\$2,607.20	\$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

For the 1 Month
and 9 Months
Ended September
30, 2024

Financial Statements

Rehmann

Henika District Library
Balance Sheet
Substantially all disclosures required by GAAP are omitted
As of September 30, 2024

ASSETS

Current Assets:

Cash-Checking	\$ 133,198.55
Cash-Savings	505,476.79
Certificate of Deposit - 740	55,076.20
Certificate of Deposit - 344	76,267.74
Savings - Building Fund	181,254.57
Certificate of Deposit - 943	32,671.25
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,317,120.94

Total Assets \$ 1,317,120.94

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 September 30, 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>
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Total Fund Balance -Beginning 861,790.88

Change in Fund Balance 120,329.35

Total Fund Balance 982,120.23

Total Liabilities and Fund Balance \$ 1,317,120.94

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 9 Months Ended September 30, 2024

	<u>Total Year Budget</u>	<u>1 Month Ended Sep. 30, 2024</u>	<u>9 Months Ended Sep. 30, 2024</u>	<u>Year-To-Date Variance</u>
Revenues:				
Township Revenue	\$ 220,000.00	\$ 0.00	\$ 223,697.83	\$ 3,697.83
Non-Resident Fees	100.00	0.00	10.00	(90.00)
City Revenue	190,000.00	1,150.44	176,449.86	(13,550.14)
State Aid	10,000.00	0.00	11,060.14	1,060.14
Penal Fines	30,000.00	2,753.86	26,847.57	(3,152.43)
Copier & Fax Income	2,300.00	328.36	2,941.57	641.57
Fines	500.00	17.99	508.90	8.90
Interest Income	11,400.00	2,162.37	17,948.32	6,548.32
Memorial Donations	1,450.00	80.02	1,585.02	135.02
Book Sales	950.00	38.66	1,023.74	73.74
Federal E-Rate	4,000.00	300.00	952.14	(3,047.86)
Grants	1,600.00	0.00	2,600.00	1,000.00
Miscellaneous Income	0.00	0.00	100.00	100.00
Total Revenues	<u>472,300.00</u>	<u>6,831.70</u>	<u>465,725.09</u>	<u>(6,574.91)</u>
Employee Expenditures:				
Wages	194,000.00	15,889.55	154,679.51	39,320.49
Employee Benefits	75,500.00	5,006.92	50,330.40	25,169.60
FICA Expense	16,000.00	1,215.56	11,833.00	4,167.00
State Unemployment Tax	0.00	7.40	186.43	(186.43)
Total Employee Expenditures	<u>285,500.00</u>	<u>22,119.43</u>	<u>217,029.34</u>	<u>68,470.66</u>
Operating Expenditures:				
Memberships & Training	9,000.00	(85.00)	7,880.20	1,119.80
Bank Charges	50.00	14.21	14.21	35.79
Insurance & Bonds	7,000.00	0.00	6,996.00	4.00
Programming	16,250.00	2,370.48	12,179.06	4,070.94
Office Supplies	9,300.00	960.07	5,627.93	3,672.07
Furnishings	900.00	778.83	1,546.85	(646.85)
Equipment	13,950.00	852.85	7,628.76	6,321.24
Materials	36,300.00	2,384.59	23,339.96	12,960.04
Accounting	19,000.00	526.40	13,026.00	5,974.00
Contractual Services	36,000.00	780.30	22,681.41	13,318.59
Communications	3,500.00	210.67	2,125.90	1,374.10
Technology Support	3,000.00	0.00	1,230.00	1,770.00
Advertising	2,550.00	50.00	2,544.46	5.54

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 9 Months Ended September 30, 2024

	Total Year Budget	1 Month Ended Sep. 30, 2024	9 Months Ended Sep. 30, 2024	Year-To-Date Variance
Postage	500.00	146.00	348.13	151.87
Utilities	11,000.00	772.89	6,766.73	4,233.27
Maintenance-Building/Grounds	14,450.00	755.75	11,218.95	3,231.05
Maintenance-Equipment	3,000.00	0.00	2,205.85	794.15
Capital Outlay	1,050.00	0.00	1,006.00	44.00
Total Operating Expenditures	<u>186,800.00</u>	<u>10,518.04</u>	<u>128,366.40</u>	<u>58,433.60</u>
Total Expenditures	<u>472,300.00</u>	<u>32,637.47</u>	<u>345,395.74</u>	<u>126,904.26</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ (25,805.77)</u>	<u>\$ 120,329.35</u>	<u>\$ 120,329.35</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	Current balance
XXXX7152	\$133,758.76

PUBLIC FUNDS HIGH-YIELD SAVINGS	Current balance
XXX013	\$505,476.79

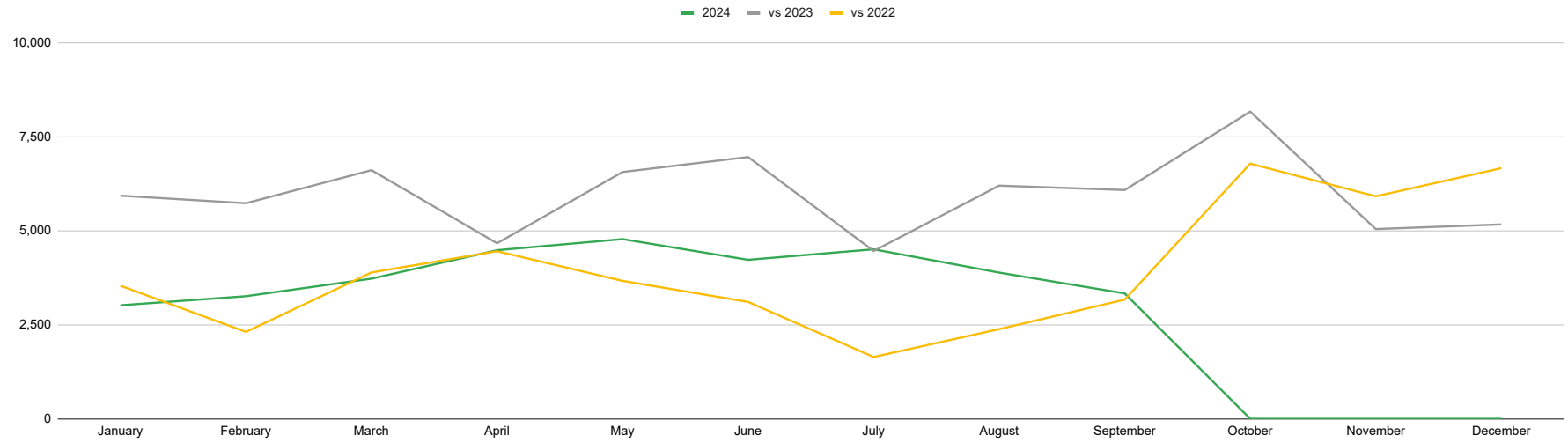
BUILDING FUND	Current balance
XXX212	\$181,254.57

TIME DEPOSIT	Current balance
XXXX052	\$76,267.74

TIME DEPOSIT	Current balance
XXXX548	\$32,671.25

TIME DEPOSIT	Current balance
XXXX556	\$55,076.20

2024 vs 2022/23

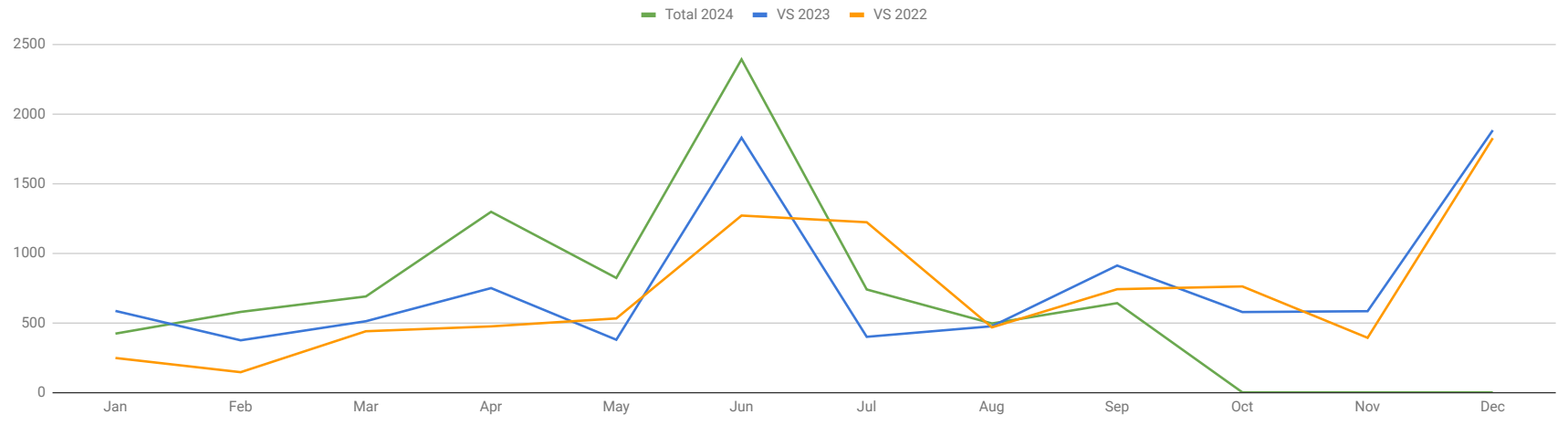


Summary

	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	3,890	3,337	0	0	0	35,245	3,916
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	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	105	142	148	142	154	190	187	161	150	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	152	155	185	178	179	173	250	197	190	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	165	146	167	174	153	192	154	151	182	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Friday	120	104	139	156	317	117	131	122	108	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	56	77	68	84	67	130	105	67	53	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	185	245	152	240	597	579	168	84	271	0	0	0	2521
Adult	104	214	193	832	165	758	239	181	114	0	0	0	2800
Family	133	119	344	225	60	1055	332	230	256	0	0	0	2754
Total 2024 [1]	422	578	689	1297	822	2,392	739	495	641	0	0	0	8075
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%	0%	0%	0%	87%

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	0	0	0	1952	163
Youth Reading	15	21	10	13	3	471	2	0	34	0	0	0	569	47
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	0	0	0	571	48
Passive Programs	70	140	129	735	117	112	88	113	75	0	0	0	1579	132
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	96	132	0	0	0	2035	170
Family Take-Home	125	68	94	57	46	3	68	134	124	0	0	0	719	60

September 2024
Youth Services Report
Tori Schreur, Youth Services Librarian

Pops and Cops: 23 attendees

We partnered with Wayland's Police Department and had Chief Matice come over to the library while we offered popsicles to the kids. I wish, and thought this would end up being more successful than it was, but it was scheduled the first day after labor day, and families were still getting into the swing of school, so I understand the lack of turnout.

Lego Club: 22 attendees

Our first Lego Club was a hit! Both Andrew and I were talking about how it felt like there were more than 22 kids playing, but even that is a good number for our first session. A lot of kids were looking forward to coming back to October's Lego Club.

After School Art: 100 attendees

Lots of fun for our first few sessions of After School Art. The first activity we did was color and design our own Reading Dragon/Griffin/Unicorn. We then voted on the ones we liked the most at the next After School Art where we colored our own Rubber Ducks! Then the winners were announced at our third After School Art where we colored our own Magnets!

Hot Air Balloon Festival: 105 attendees

This was my first time at the Hot Air Balloon Festival. I had Leighton join me for a few hours, which was really nice. I had books all about balloons, which were not just a hit with the kids, but a lot of the Hot Air Balloon pilots enjoyed them as well. We were stationed right next to the kids play area which helped with the amount of people who came our way. It was really windy, so during my time there, no balloons were able to take flight.

Sensory Playtime: 4 attendees

Sensory Playtime was not all that successful this month, and I'm not sure why because we usually get a pretty good turnout. I'm guessing with back to school, schedule changes, preschool starting, it was just a rough month for families to get here. However, for those kids who did come, we did puzzles, played with playdoh, and played instruments!

Storytime: 4 attendees

For storytime we read books about friendship! And despite the low numbers, I had a pretty engaged group. They were even singing our friendship songs as they were walking out the door. It left me feeling really good about how well it went.

Pokemon Club: 35 attendees

We had a huge turnout for Pokemon Club, and there were A LOT of new faces. Barely any of our regulars here which makes me excited to see what our numbers will be for next month. Because there were a lot of new faces, the energy was fun and high, which was great for a first session. I'm looking forward to next month's!

SnackCrafters: 5

We made Ramen for this month's Snack Crafters and those who came loved experimenting with the different items that we could put in it. They liked trying the seaweed and the different sauces that were available. Per Andrew's advice, we made them by pouring hot water into the jars, and it worked out better than I could've hoped!

Scavenger Hunt: 75 kids did the scavenger hunt.

Reading Dragons: 14 kids signed up for Reading Dragons 14 kids redeemed cards.

1000 Books Before Kindergarten: 6 kids advanced to the next stage.

Looking Forward:

October is a pretty packed month, with some days having multiple things going on! With Halloween, I wanted to try and have a lot of fun things to do. On October 1st and the 15th we will have storytime. October 2nd is my birthday, so I will be bringing treats to Lego Club that Wednesday. After School Art will be on October 3rd, 10th, 17th, and the 24th. The third we will be making party hats, also to celebrate my birthday. Sensory Playtime will be on October 8th as well as October 22nd. Also on the 8th, we have a presenter coming for "Bugs on Wheels" that I'm looking forward to. Pokemon club will be on the 9th, and after this month's turn out, I can't wait to see how many kids show up! On October 14th, Wayland does not have school, and I'm hoping to get some middle schoolers in here for an Escape Room. I haven't done it myself because I want to do it with them! On the 22nd, the teens will have a wind-up clay art program. On October 23rd, Corinne Roberts will be coming in and doing an art presentation for both the kids and the adults. The 26th is Monster Mash, and I will be downtown interviewing kids! On the 29th, I will be going over to the High School for their Horror themed Critic's Cafe. On the 29th, the Teen SnackCrafters will be making Harry Potter themed snacks, and I have a feeling other kids/adults are going to try to join in on that as well. And lastly, on the day of Halloween, we will be playing movies all day long, with a scheduled showing of *Casper* and a Cider Bar for all to enjoy.

SEPTEMBER 2024
Adult Services Report
Abigail Cummings, Adult Services Librarian

Programs & Attendance

Recycled Book Owls: 10

This was a fun craft that didn't have a lot of people signed up, but there were a lot of walk-ins! It was also one of the first ones where we had the sign out front to advertise.

Birding Vs. Birdwatching: 12

This was the second highest attendance I've ever had for an outside presenter. He was really interesting and it seemed like everyone who came had a good time! He had a lot of audio/visual files, handouts, and displays, so it was one of the more interactive presentations we've had.

Spice Club: Dill: 3

So many people came in August that I'd gotten my hopes up! The dill dip was really good, but numbers are back down. Next month's is also a little craft, so I'm hoping that helps draw.

Bingo! Brunch: 4

Ever since the kids have gone back to school, Bingo! Brunch attendance has been way way down. Even more so than it was last year around this time. I'm hoping that once September is over and people are back in the swing of things, I'll see an increase.

Seniors at Sawmill Estates (In-Person): 4

I'm still just getting my regulars. Ever since the last programmer left I've really just been doing my own advertising, so I'll have to keep bringing flyers.

Seniors at Green Acres (In-Person): 10

This month I brought the take-and-make craft (clothespin butterflies) and we did both that and bingo. I liked that I was able to do something a little hands-on with everyone while still doing the thing they enjoy most (bingo).

Take-and-Make (Passive): 44

The clothespin butterflies were a hit! We also had to cancel an afterschool art, so it was nice to be able to hand them out to the kids who were looking for a craft.

Total Program Participants: 87

September Reflection

September was definitely low in attendance, but I'd anticipated that. The first Monday was labor day and I had the day off on another Monday, so there were fewer events than normal. And I think a lot of families are getting used to the school year again, so there has been less attendance all across the board. Everyone who came to things seemed to have a good time, we just had fewer of them.

Looking Forward

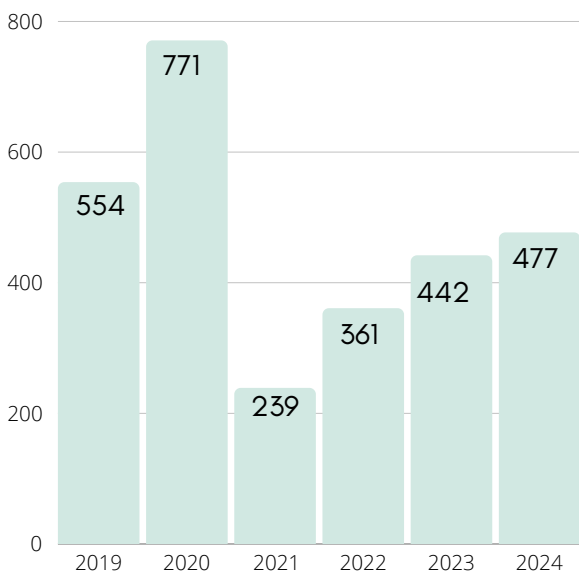
I'm anticipating more attendance in October. I have a lot more events, including painting and a drawing class with a local comic artist. Tori and I have a fun day planned for Halloween, and there are a lot of spooky and family friendly events throughout the whole month.

September 2024

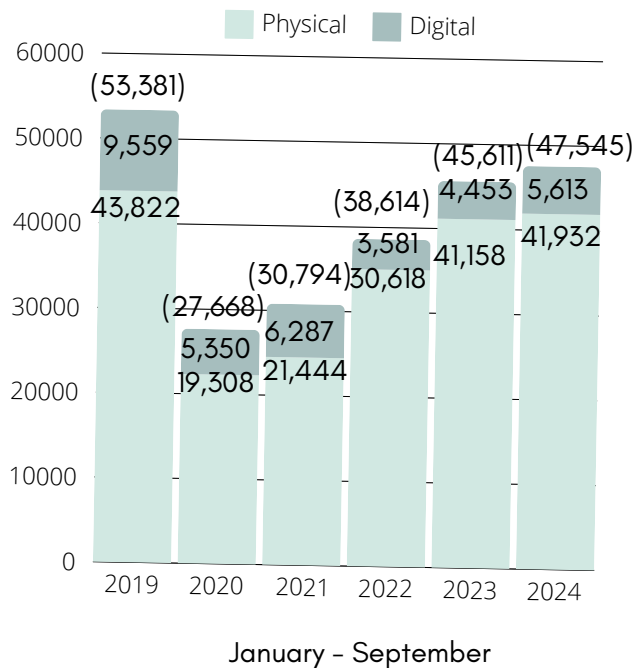
Our September Circulation numbers are trending upwards! The categories showing the most growth from last year during the month of September are: Special Collection items; which circulated 1.5 times more than they did at this time last year, Adult Audiobooks; which circulated 2 times more than they did last September, Youth DVDs; which circulated almost 2 times more than they did last September, Adult e-Audiobooks; which circulated almost 2 times more than this time last year, Teen e-Audiobooks; which circulated 5 times more than last September, and Mel items; which circulated almost 2 times more than they did last September. Other categories showing noticeable growth from last September include: Adult Print, Teen Print, Tween Print, Juvenile Print, Videogames, Juvenile e-Books, and Juvenile e-Audiobooks. The categories that are not circulating as well as they did in September of last year include: Board games, General DVDs (both Fiction and NF), Teen Audiobooks, Adult e-Audiobooks, and Teen Audiobooks. Computer sessions have shown growth between now and last September, due to the after-school crowd coming in and playing Roblox after school.

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



Henika has 2,398 total patron accounts. 520 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

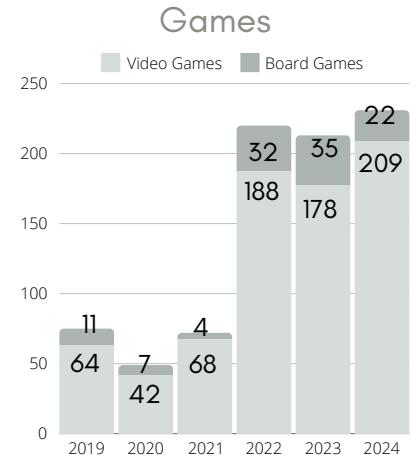
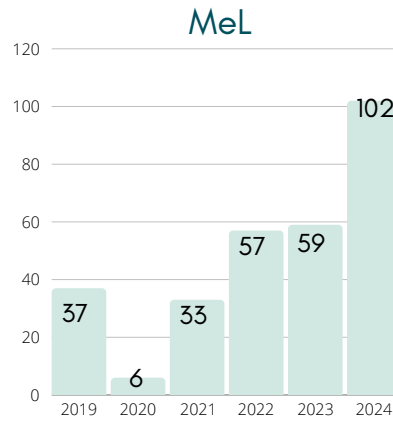
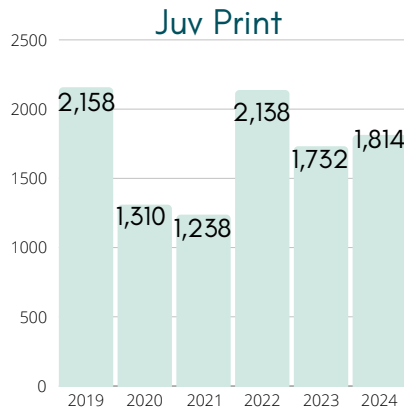
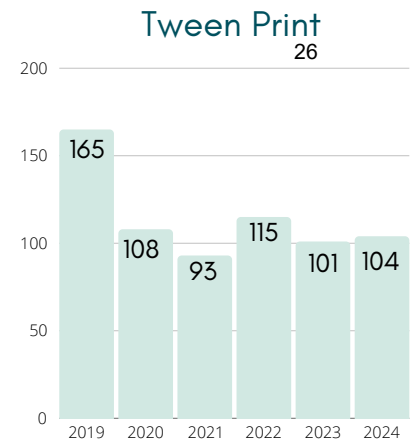
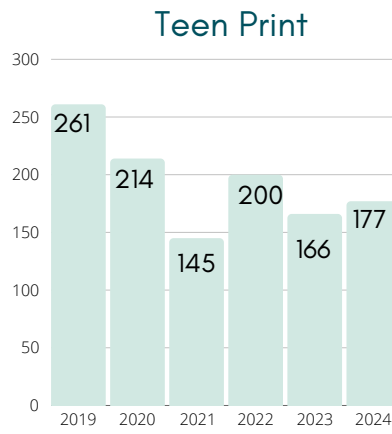
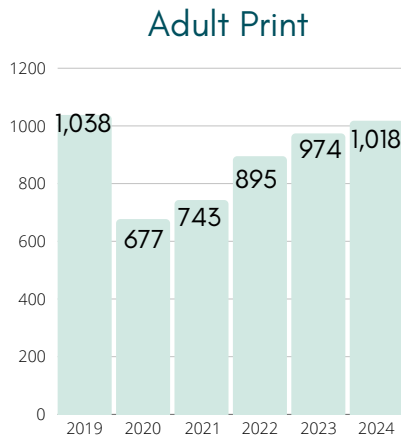
256 Patron accounts added YTD

27 Patron accounts added in September:

- 15 - Wayland City
- 11 - Wayland Township
- 1 - NR

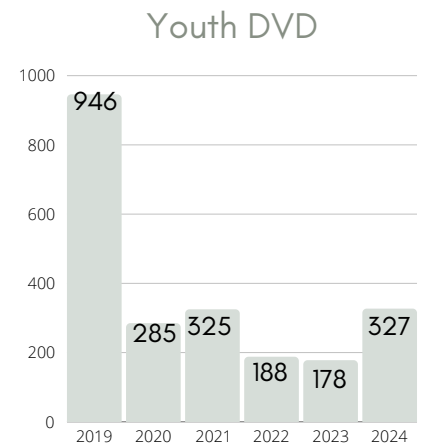
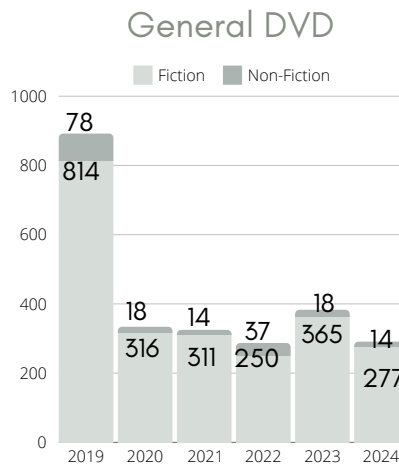
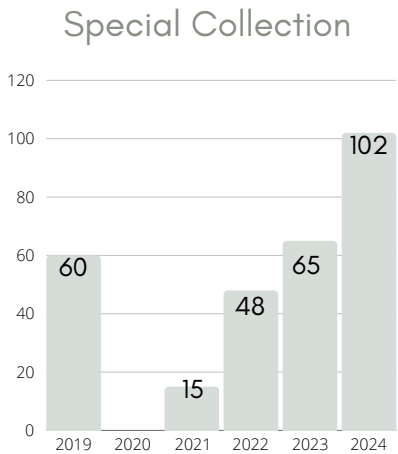
*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

September Circulation, 2019-2024

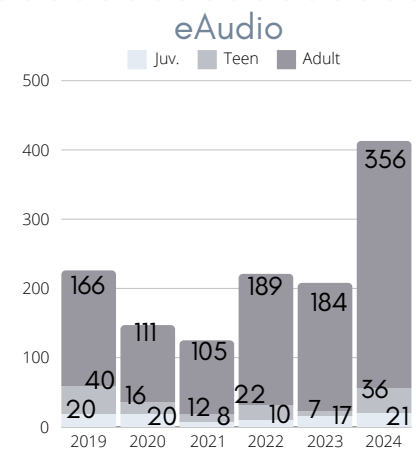
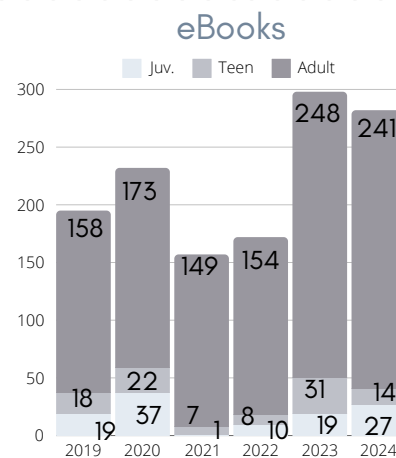
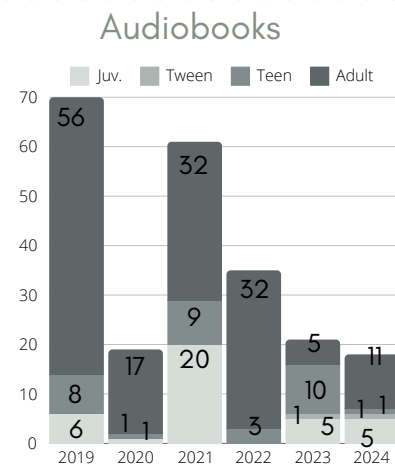


*pictures books, readers, chapter, juv graphic, juv NF

*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
September 23, 2024 at 4:15 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 4:19 pm by Simmons.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of July 31, 2024 Finance Committee Meeting Minutes motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants
 1. Kuhn shared information about the Rural Readiness Grant Program. The grant is for up to \$50,000 and requires a 20% match. The first step is to complete a letter of intent. After reviewing letters of intent, invitations to complete an application will be sent out in November, with applications due in December. Bakovka to continue working on letter of intent to submit before October 7 deadline.
 2. Kuhn has not found any information on another round of Labor and Economic Development grants.
 - ii. USDA Loan
 1. The pre-application is still in process.
 - iii. Millage
 1. Musgrave has not heard from anyone at Triangle. Bakovka shared that Triangle's in-house architect would be doing the initial drawing and is walking through on Wednesday.
 2. Musgrave to follow up with municipal financial advisor.
 - iv. Fundraising Campaign (Large Donors)
 1. Simmons talked to Mark at Hardings about the round up donation program; they only work with a select few organizations and are not planning to expand to other

organizations. Bakovka noted that Henika is an option for Hardings Community Rewards, which is something that can be promoted to patrons on how to set this up.

2. Simmons to check with area funeral homes to inquire about getting Henika on the memorial donation list.

V. New Business

a. New Minimum Wage/Sick Leave

i. PTO Policy

1. Bakovka presented information on the upcoming changes to Michigan's sick leave laws, as well as the current PTO Policy. Changes to Michigan law will become effective February 21, 2025. One key change is that all employees must receive a minimum of 40 hours of sick leave. Discussion ensued.
2. The committee reviewed the current PTO policy to make recommended edits to bring to the board.
 - a. Remove: "working an average of 20 hours or more per week" from the first sentence of the policy.
 - b. Add: "Part-Time employees working less than 20 hours per week will receive 40 hours of PTO annually."
 - c. Replace: "At least two weeks of PTO must be used each calendar year. Additional unused PTO will be rolled over to the following year. PTO may accumulate up to 12 weeks" with "Maximum PTO usage is 12 weeks per year. Unused PTO will be rolled over to the following year."

VI. Around the Table

- a. Kuhn thanked Bakovka for pulling the information on the changes to the sick leave policy and helping to find key information in writing.
- b. Bakovka apologized for being frustrated and thanked the group for their patience with the new policies.
- c. Augustin reminded the group that she will not be at the October board meeting.
- d. Musgrave inquired about doing a targeted mailing, but Bakovka shared that it is very expensive.
- e. Simmons had nothing to add.

VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 5:25 pm.



Michigan Department of Labor & Economic Opportunity

Wage and Hour Division

PO Box 30476

Lansing, MI 48909-7976

REQUIRED POSTER



29

MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY

GRETCHEN WHITMER
GOVERNOR

SUSAN CORBIN
DIRECTOR

GENERAL REQUIREMENTS – EARNED SICK TIME ACT*

Your employer's 'year' for the purposes of the Earned Sick Time Act is: _____

Earned Sick Time Accrual

Number of Employees	Minimum Accrual	Minimum Paid Sick Time	Unpaid Sick Time
Less than 10 employees	1 hour for every 30 hours	40 hours in a year	32 hours (if more than 40 accrued)
10 or more employees	1 hour for every 30 hours	72 hours in a year	

- Earned sick time shall carry over from year to year, a business with less than 10 employees is not required to permit an employee to use more than 40 hours of paid earned sick time and 32 hours of unpaid earned sick time in a single year, employers with 10 or more employees are not required to permit an employee to use more than 72 hours of paid earned sick time in a single year.
- Earned sick time shall begin to accrue on the effective date of this law, or upon commencement of the employee's employment, whichever is later.
- An employee may use accrued earned sick time as it is accrued.
- An employer is in compliance with the act if it provides any paid leave in at least the same amounts as that provided under this act that may be used for the same purposes and under the same conditions provided in this act and that is accrued at a rate equal to or greater than the rate described in subsections (1) and (2) of Section 3 of the act. Paid leave includes, but is not limited to, paid vacation days, personal days, and paid time off.

Earned Sick Time Uses

An employer shall permit an employee to use the earned sick time accrued for any of the following:

- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.
- An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

Exercise of Rights

- An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.
- An employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. "Retaliatory personnel action" means any of the following:
 - Denial of any right guaranteed under this act.
 - A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this act.
 - Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.
 - Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under this act.
- An employer's absence control policy shall not treat earned sick time taken under this act as an absence that may lead to or result in retaliatory personnel action.

Complaint Filing

An employee affected by an alleged violation, at any time within 3 years after the alleged violation or the date when the employee knew of the alleged violation, whichever is later, may do any of the following:

- Bring a civil action for appropriate relief, including, but not limited to, payment for used earned sick time; rehiring or reinstatement to the employee's previous job; payment of back wages; reestablishment of employee benefits to which the employee otherwise would have been eligible if the employee had not been subjected to retaliatory personnel action or discrimination; and an equal additional amount as liquidated damages together with costs and reasonable attorney fees as the court allows.
- File a claim with the department, which shall investigate the claim. Filing a claim with the department is neither a prerequisite nor a bar to bringing a civil action.

*For precise language of the statute, see Public Act 338 of 2018, as amended

PAID TIME OFF (PTO)

PTO will be given to ~~*all employees working an average of 20 hours or more per week~~ who have completed a 90 day probationary period beginning with the first official day of employment. This amount will be prorated based upon the first official day of employment for the first year. PTO for following years will be given at the start of each new fiscal year. The number of hours granted for each “week” of PTO will be the same as the average number of hours said employee works per week.

Supervisory Employees (working an average of 28 hours or more per week) will receive:

- Five weeks annually for the first four years of service.
- Six weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.
- Seven weeks annually from the tenth year on.

Part-Time Employees (working an average of 20 to 27 hours per week) will receive:

- Three weeks annually for the first four years of service.
- Four weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.
- Five weeks annually from the tenth year on.

(Effective 1/1/2025) Part-Time Employees (working an average of less than 20 hours per week) will receive:

- 40 hours of PTO annually.

~~At least two weeks of PTO must be used each calendar year.~~ **Up to 12 weeks of PTO may be used each calendar year.** Additional unused PTO will be rolled over to the following year. ~~PTO may accumulate up to 12 weeks.~~ When employment is terminated by the library or the employee, the employee will not be compensated for the balance of their accumulated PTO.

Employees using PTO must give notice to the Director and gain approval ahead of time. All PTO usage must be noted on the timesheet for that pay period. The President and Vice President of the Library Board will have check-ins with the Director regarding the Director’s PTO usage.

*Employees hired prior to the update of this policy (7/11/2023) will be grandfathered in under the prior PTO amounts (see below):

...The number of hours granted for each “week” of PTO will be the same as the average number of hours said employee works per week.

Five weeks annually for the first four years of service.

Six weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.

Seven weeks annually from the tenth year on.

PURCHASING

INTRODUCTION

The purpose of this policy is to designate authority for the purchase or lease of products and services, and to establish requirements to ensure as full and open competition as possible and practical on all purchases and leases.

Unless otherwise provided for in this policy, the library director, or designated representative, shall have the authority to purchase or lease products or services provided, however, that the amount budgeted for any expense line of the annual budget shall not be exceeded without the prior approval of the library board. Staff will act to procure quality products and services at the lowest possible cost, consistent with the needs of the departments with regard to durability, performance, delivery and service.

A code of conduct form required for all purchases of \$5,000 and over.

PROFESSIONAL SERVICES

The Board recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; thus the Board may use any method deemed appropriate to select firms to render these services.

SPECIALIZED CONTRACTS

The following types of contracts which by their nature are not adapted to award by competitive bidding shall not be subject to the competitive bidding requirements. However, such contracts in excess of \$5,000 shall be presented to the library board requesting permission to waive bids and approval to enter into a formal contract:

1. Contracts for supplies, materials, parts or equipment, which are available from a single source.
2. Contracts for utility services such as water, electricity, gas, internet, trash, or telephone.
3. Contracts for the purchase of magazines, books, databases, periodicals and similar articles of an educational or instructional nature.

EMERGENCY CONTRACTS

In case of an emergency affecting the public health and safety, the director shall authorize a vendor to perform any and all work necessary to resolve such emergency without public advertisement. Documentation of the emergency and the need for immediate action shall be presented to the library board for ratification where the costs exceed \$5,000.

COMPETITIVE BID REQUIREMENTS

Except as otherwise provided by specific direction of the library board, all purchases or contracts for products or services in excess of \$50,000 shall be competitively bid with awarding of the bid to the lowest responsible bidder, or any other bidder determined by the library board to be in the best interest of the library. These purchases require either:

- A. Request for proposal with a project scoring sheet, a schedule A form, and posted on VSS for a minimum of at least two weeks.
- B. Invitation to VSS Negotiate (for sole-services) with an ITN and posted on VSS for at least seven days.

EXCLUSIONS TO COMPETITIVE BID REQUIREMENTS

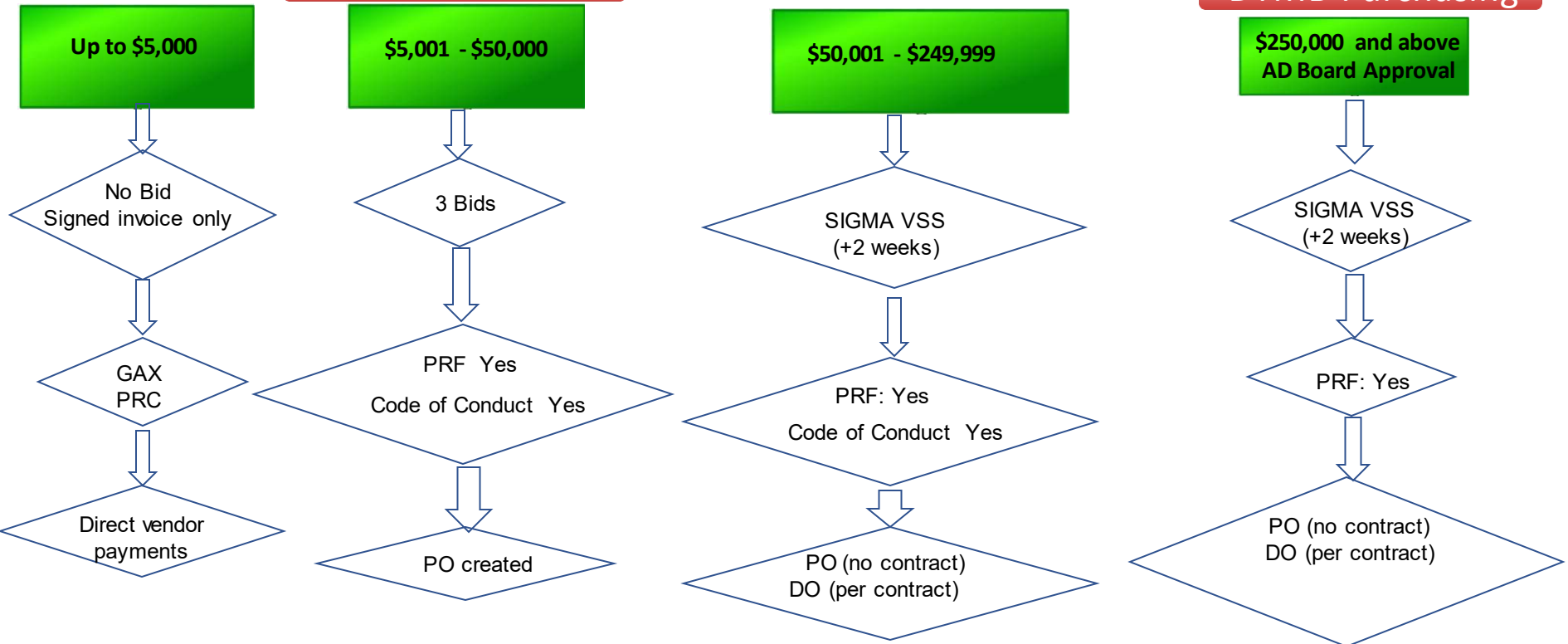
- A. Purchases costing less than \$5,000 may be made without competitive proposals but shall be made with attention to the lowest possible cost, consistent with the needs of the library in regards to durability, performance, delivery and service at the discretion of the library director.
- B. Purchases costing over \$5,001 and up to \$50,000 may be made in the open market, without newspaper advertisement and without following the procedure for formal contracts. Such purchases, shall, whenever possible, be based on at least written quotations from at least three prospective bidders, if available. The project/or purchase must be approved by the Board of Trustees.
 - a. Justification must be given if less than three quotations are obtained or if the vendor is the sole source of the product.
 - b. An explanation will be given as to why the chosen vendor was awarded the project/purchase (i.e. based on low bid, best value, or other criteria).

Adopted: ?

Services (excludes Memberships, Non-IT Subscriptions, & Sponsorships - see page 2)

MDE-Purchasing

DTMB-Purchasing



Purchases \$5,001 up to \$50K: (no contract) requires a PO:

Bid(s): 3 Bids or less

- Must try to obtain 3 bids, if unable to get 3 then 2 - minimum 1 bid.

Bid Justification:

- Explanation required for less than 3 bids or if vendor is sole source

Bid Award Description:

- Required why vendor was awarded bid i.e. based on low bid, best value, or other criteria

Code of Conduct form:

- Required for purchase \$5K & over

•A DO is required for contract pmts. – check w/supervisor re: contract purchases

Purchases > \$50,000 requires either:

- Request for Proposal
 - Project Scoring Sheet
 - Schedule A form
 - On VSS minimum 2 weeks
- Invitation to VSS Negotiate (for Sole Sources)
 - ITN Form
 - On VSS 7 days

Memberships, Non-IT Subscriptions, Sponsorships

