

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
November 20, 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: Mike Myers (Triangle)

- I. Call to Order: Meeting called to order at 4:17 pm by Simmons.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of September 23, 2024 Finance Committee Meeting Minutes motioned by Simmons 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, which would go toward some of the pre-planning expenses. The grant is for up to \$50,000 and requires a 20% match. The letter of intent was accepted, and we were invited to complete an application, which is due December 9. Bakovka to work on application.
 2. Bakovka received feedback from the Laboe of Economic Opportunity application. Feedback included concern about the ability to complete the project within the required timeframe for the grant, lack of history of large-scale grants, and specificity of site/expansion plans. The earliest possible timeframe for another round of LEO grants would be October 2025.
 3. Kuhn received some information on a Revitalization and Placemaking grant, but does not have many details at this time.
 - ii. USDA Loan
 1. The pre-application was approved, so we can move into the application process. Bakovka has a Zoom meeting on Friday to discuss the full application and requirements.

- iii. Millage
 - 1. Musgrave spoke to the Allegan County Clerk about filing deadlines for getting on a ballot. Mike from Triangle to connect with Mitch to get more information to Musgrave on millages.
- iv. Fundraising Campaign (Large Donors)
 - 1. Musgrave inquired about the Wayland Community Education Foundation and how they receive funds. Simmons to reach out for fundraising tips.
- v. Snowfest Announcement
 - 1. Review Conceptual Draft
 - a. The committee reviewed the conceptual draft created by Triangle. Feedback was positive on the cohesive look of the concept rendering of the building. The committee discussed what kind of information to include on the informational board, such as the number of people the library serves, size compared to other libraries, goal size, program statistics, highlights of what the expansion would add, and key parts from survey (charts).
 - 2. Discuss/Plan Fundraising Event/Info Session
 - a. Bakovka proposed planning a fundraising kickoff event for early 2025 to keep the ball rolling following the reveal of the conceptual drawings at Snowfest. The committee discussed potential venues (VFW, Knights of Columbus hall, St. Therese gymnasium, Open Road Brewery, 4 One 2) and types of events (bingo, trivia, silent auction, carnival, gala, dance class). Kuhn to reach out to contacts regarding bingo and venues.
 - b. A listening night/community chat session was proposed with a possible date of January 15 to give an opportunity to provide community feedback/engagement.

V. New Business

a. Accounting Firm

- i. There have been ongoing issues with errors, disorganization, and lack of communication at the current accounting firm. Bakovka presented quotes from two accounting firms, one of which we have used previously. Bakovka also spoke to Dunham but had not received a written quote from them at the time of the meeting. The committee reviewed the two quotes and would like to see the quote from Dunham when it becomes available.

VI. Around the Table

- a. Bakovka is excited for Snowfest and the drawings from Triangle. Thankful for Mike from Triangle being present for our meeting.
 - b. The rest of the group had nothing to add.

- VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 5:48 pm.