

# AGENDA

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

- I. Call to Order**
  - A. Members Present:
  - B. Members Absent:
  - C. Staff Present:
  - D. Guests:
  
- II. Approval of Agenda (M)**
- III. Community Opportunity to Address the Board**
  
- IV. Approval of Meeting Minutes**
  - A. November 2024 Regular Meeting Minutes (M) *(PAGES 3 - 6)*
  
- V. Financial Reports** *(PAGES 7 - 17)*
  - A. November 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 18 - 26)*
  - A. Monthly Statistics (i)
  - B. Youth Report (i)
  - C. Adult Report (i)
  - D. Circulation Report (i)
  
- VII. Committee Reports** *(PAGES 27 - 30)*
  - A. 11/11 Building and Grounds

B. 11/20 Finance Committee Agenda

**VIII. Unfinished Business**

**IX. New Business**

A. Director Evaluation

B. Medical Benefits Employer Contribution 2025 *(PAGES 31 - 33)*

1. Resolution 2024-4 (M)

C. 2025 Meeting Dates

D. Accounting Services *(PAGES 34 - 36)*

**X. Around the table**

**XI. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
November 12, 2024 at 6:30 pm

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

**Members Absent:**

**Staff Present:** Cierra Bakovka – Director

**Guests:** Jayson Stokes, Madison Bottrall, Ian Miller

- I. Call to Order: Meeting called to order at 6:30 pm by Augustin.
- II. Approval of Agenda motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of October 2024 Regular Meeting Minutes motioned by Augustin and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for October 2024
  - a. Monthly check register was reviewed. The mileage reimbursement was for traveling to Traverse City for the MLA conference. The Swank charge was for the annual movie license that allows us to show movies at events. We may return to sponsoring the movies in the park series. The Sanilac charge is the annual fee to mConsole, which is the system that controls the patron computers.
  - b. Credit Card Detail Report was reviewed. The Costco charge was for Halloween candy.
  - c. YTD Budget vs. Actual was reviewed. Bakovka noted that there were more significant issues this month with the accountant and recommended that the Board consider looking for a new accounting firm. The monthly totals are correct, but the ten months ended column has discrepancies; there is no money missing, but things have been put in incorrect categories.
  - d. United Bank Accounts were reviewed.
  - e. Approval of paid bills motioned by Augustin and seconded by Brinks. All yes, motion passed.
- VI. Director's Report

- a. Bakovka explained some of the issues she has been experiencing with the current accounting firm, such as Bakovka having to follow up several times for the most recent statement that the accountant had forgotten to prepare and not receiving much information on upcoming changes to the payroll system. Bakovka to check whether we have a minimum notice if we end our contract with the current firm. The 125<sup>th</sup> anniversary event went well. Bakovka led tours on the half hour, with all tours packed with 15 to 20 people. Trunk or treat at Monster Mash had a huge turnout, bigger than Snow Fest (at least 2008 kids). The USDA pre-application was approved, so can move forward with the application now. We were awarded the grant from the insurance company to get more cameras for outside; Bakovka recommends waiting until January to move forward so expense and reimbursement are on same calendar year. Andrew's probationary period is ending soon. Staff are getting ready for Snow Fest, trying to get Griff from the Griffins to come. The Allegan County Library Association is working on county-wide training for next year.
- b. Monthly Statistics were reviewed. Door counts and program attendance were reviewed. Niche Academy statistics are available for the partial month of October, with 139 video views.
- c. The Youth Services report was reviewed. After school art had 119 participants over multiple Thursdays. Bugs on wheels had 13 participants. Pokémon had 15 participants. Snackcrafters had 12 teens in attendance.
- d. The Adult Services report was reviewed. Mason jar jack-o-lanterns and DIY bullet journal were popular events.
- e. The Circulation report was reviewed. There were 30 new card signups in October. Brinks was curious about youth card signups vs adult; Bakovka to see if she can obtain this breakdown. Patron Point represents online library card signups. Tween print, special collection checkouts, youth DVDs, and eAudiobooks had increased circulation.

## VII. Committee Reports

- a. Building and Grounds 11/11
  - i. Minutes are not completed yet due to the timing of the meeting. Augustin summarized the content of the committee meeting. Committee members discussed grant opportunities, specifically talked about the façade grant that we got through the City \$20,000, and looked quotes for windows and outdoor lighting. Triangle is working on conceptual drawing with Triangle, and Bakovka is now shooting for Snow Fest to reveal conceptual drawings to the public if we receive them on time (should get around Thanksgiving). Committee members went through the August walk-through list and assigned priorities.

## VIII. Unfinished Business

- a. The Purchasing Policy was approved at the meeting last month and the next day Bakovka heard back from the lawyer on things she wanted changed. The board reviewed the recommended updates from lawyer. Amendment of the Purchasing Policy as presented motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- b. We received the façade grant for up to \$20,000. We will have to match 20% (\$4,000 if using the full \$20,000 grant). The main priority is exterior lighting. The windows are a secondary priority due to being drafty and hard to shut and lock. The Building Committee recommended prioritizing lighting then using the rest up to the \$20,000 to replace some of the windows, and the Board is in agreement.

## IX. New Business

- a. F/Y 2024 Budget Amendment #4
  - i. Some income items were lower than originally budgeted, such as eRate federal reimbursement for certain technology things because we didn't do as much work on technology things as in previous years. Other income categories were underestimated, such as Township contribution. Bakovka presented a proposed budget amendment to redistribute funds to more accurately reflect revenue and expenditures for the year.
  - ii. Meyer inquired about the Furnishings amended amount, which was a typographical error. The Furnishings amended amount should be \$1565. Adjustments were made to account for the error.
  - iii. Adoption of F/Y 2024 Budget Amendment #4 with the discussed changes motioned by Kuhn and seconded by Brinks. All yes, motion passed.
- b. Staff Holiday Bonus
  - i. Staff were previously given prepaid Visa gift cards as a holiday bonus but moving forward holiday bonuses will be included in staff paychecks. Bonuses come out of the Benefits category of the budget. Last year bonuses were \$250 per employee; the year before it was \$150 each. Discussion ensued. Approval of \$250 per employee as a holiday bonus, to be paid on the first December paycheck motioned by Kuhn and seconded by Augustin. A roll call vote was conducted. All yes, motion carried.
    1. Vander Slik YES
    2. Simmons YES
    3. Maria YES
    4. Mayer YES
    5. Brinks YES
    6. Marsh YES
    7. Augustin YES
    8. Kuhn YES

- c. Director Evals
  - i. Augustin handed out evaluation forms to all board members.  
Director Evaluations are due by 8pm on December 2<sup>nd</sup>.
  
- X. Around the Table
  - a. Vander Slik had nothing to add
  - b. Simmons had nothing to add
  - c. Musgrave reminded the building committee to check on code for parking spots for new addition.
  - d. Meyer had nothing to add
  - e. Brinks had nothing to add
  - f. Marsh had nothing to add
  - g. Bakovka thanked everyone for their patience, will try to double check the numbers in the future. Grateful for staff hard work. Working on setting wedding venue and date.
  - h. Augustin reminded the group that the finance committee meeting is next Wednesday November 20 at 4:15 and the next board meeting is Tuesday December 10 at 6:30. Excited to see conceptual drawing from Triangle. Excited for Snow Fest.
  - i. Kuhn thanked the high school guests for attending for their Civics class. Asked if the Gun Lake Area Living magazine that gets mailed out has been considered for advertising library events.
  
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.  
Meeting adjourned at 8:15 pm.

## Monthly Check Register

*As of November 30th, 2024*

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
11.15.24	Absopure		\$13.25	Utilities
11.15.24	Amazon	Materials, Supplies, Equipment, Programming	\$920.21	-SPLIT-
11.15.24	City of Wayland		\$81.44	Utilities
11.15.24	Baker & Taylor		\$845.20	Materials
11.15.24	FosterSwift	Policy Revisions	\$710.50	Contractual Serv
11.15.24	MJA Landscape		\$192.00	Building & Grounds
11.15.24	Rehmann		\$390.00	Accounting
11.15.24	Spectrum		\$66.49	Utilities
11.15.24	T-Mobile		\$403.99	Communications
11.15.24	Unique		\$9.85	Contractual Serv
11.15.24	US Bank		\$597.77	Equipment
11.27.24	Amazon	Supplies, Programming, Materials, Ad/Promo	\$335.24	-SPLIT-
11.27.24	Baker & Taylor		\$707.53	Materials
11.27.24	Blue Cross/Blue Shield		\$3,795.05	Employee Benefits
11.27.24	Cardmember Service		\$1,447.75	-SPLIT-
11.27.24	Cherry Valley	Plumbing compliance update and sump pump alarm	\$245.13	Building & Grounds
11.27.24	Consumers Energy		\$305.28	Utilities
11.27.24	EastWest Books		\$544.89	Materials
11.27.24	Farmers Disposal	Quareterly Trash	\$114.00	Building & Grounds
11.27.24	Kansas City Life		\$112.10	Employee Benefits
11.27.24	Lerner		\$498.25	Materials
11.27.24	Lookout Books		\$429.26	MAaterials
11.27.24	Michigan Gas		\$116.12	Utilities

**Total:** \$12,881.30



November 2024 Statement

Open Date: 10/16/2024 Closing Date: 11/14/2024

Account: [REDACTED]



Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

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HENIKADISTRICTLIBRARY [REDACTED]

<b>New Balance</b>	<b>\$1,447.75</b>
<b>Minimum Payment Due</b>	<b>\$15.00</b>
<b>Payment Due Date</b>	<b>12/10/2024</b>

<b>Reward Points</b>	
Earned This Statement	1,704
Reward Center Balance as of 11/13/2024	1,522
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$906.26
Payments	-	\$906.26 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$1,447.75
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$1,447.75</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$15.00</b>
Credit Line		\$30,500.00
Available Credit		\$29,052.25
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 [REDACTED]



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

- to pay by phone
- to change your address



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



Account Number	[REDACTED]
Payment Due Date	12/10/2024
New Balance	\$1,447.75
Minimum Payment Due	\$15.00

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.



November 2024 Statement 10/16/2024 - 11/14/2024

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HENIKADISTRICTLIBRARY

Elan Financial Services 1-866-552-8855



**Business Cash**

<b>Rewards Center Activity as of 11/13/2024</b>	
Rewards Center Activity*	-47,500
Rewards Center Balance	1,522

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,448	21,709
2 Extra Points - Telecom & Office Supply	256	4,437
1 Extra Point - Restaurants & Gas	0	6
<b>Total Earned</b>	<b>1,704</b>	<b>26,152</b>

**Important Messages**

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

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

**Transactions**      BAKOVKA, CIERRA J      Credit Limit \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/16	10/14	3221	HARDING'S MARKET #3 WAYLAND MI	\$21.56	Supplies
10/21	10/19	0269	GRAND TRAV RESORT ACME MI	\$282.80	Mem/Train
10/21	10/19	1614	GRAND TRAV RESORT 2315346050 MI	\$533.70	Mem/Train
10/22	10/21	7360	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
10/23	10/22	7924	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
10/28	10/25	4927	MEIJER STORE #026 JENISON MI	\$7.93	Supplies
10/30	10/28	6795	MEIJER.COM #026 877-363-4537 MI	\$42.32	Supplies
11/04	11/01	7304	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
11/08	11/07	2398	INTERMEDIA.NET INC 800-379-7729 WA	\$111.20	Utilities
11/14	11/13	4353	MARSHALLS #780 WYOMING MI	\$44.94	Ad Promo
11/14	11/13	6275	DOLLAR TREE GRANDVILLE MI	\$6.63	Ad Promo
<b>Total for Account</b>				<b>\$1,109.22</b>	

**Transactions**      SCHREUR, VICTORIA      Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					



November 2024 Statement 10/16/2024 - 11/14/2024  
 HENIKADISTRICTLIBRARY [REDACTED]

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Elan Financial Services ( 1-866-552-8855

**Transactions** SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
10/18	10/17	4586	DOLLAR-GENERAL #9954 WAYLAND MI	\$10.00	YP
10/21	10/18	3362	TARGET 00020156 CALEDONIA MI	\$63.59	YM
10/21	10/19	3803	WM SUPERCENTER #3453 WYOMING MI	\$13.75	YP
10/28	10/26	3669	SHIPT* ORDER WWW.SHIPT.COM AL	\$39.92	YP
10/28	10/25	2758	SQ *THE CANDY STORE Byron Center MI	\$13.98	YP
10/28	10/25	7115	SPIRIT HALLOWEEN 60799 GRAND RAPIDS MI	\$13.77	YP
10/30	10/30	3874	SHIPT* ORDER WWW.SHIPT.COM AL	\$79.55	YP
11/01	10/31	5754	MEIJER # 199 CALEDONIA MI	\$15.16	YM
11/08	11/07	4353	COSTCO WHSE #0744 WYOMING MI	\$27.55	YP
11/12	11/07	1531	OTC BRANDS *OTC BRAND 800-2280475 NE	\$18.63	YP
<b>Total for Account</b> [REDACTED]				<b>\$295.90</b>	

**Transactions** CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
10/29	10/28	8843	MEIJER STORE #020 GRAND RAPIDS MI	\$10.67	AP
10/31	10/30	2480	DOLLAR-GENERAL #9954 WAYLAND MI	\$21.48	AP
11/01	10/30	6799	HARDING'S MARKET #3 WAYLAND MI	\$10.48	AP
<b>Total for Account</b> [REDACTED]				<b>\$42.63</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
11/08	11/05	0058	PAYMENT THANK YOU	\$906.26CR	
<b>Total for Account</b> 4798 5100 6241 1513				<b>\$906.26CR</b>	

2024 Totals Year-to-Date	
Total Fees Charged in 2024	\$14.21
Total Interest Charged in 2024	\$0.00

# Henika District Library

For the One Month  
and Eleven Months  
Ended November  
30, 2024

Financial  
Statements

**Rehmann**

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

**ASSETS**

**Current Assets:**

Cash-Checking	\$ 66,076.94
Cash-Savings	507,567.05
Prepaid Payroll	2,706.46
Certificate of Deposit - 740	55,513.86
Certificate of Deposit - 344	76,904.40
Savings - Building Fund	181,855.42
Certificate of Deposit - 943	32,930.87
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

**Total Current Assets** \$ 1,256,730.84

**Total Assets** \$ 1,256,730.84

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

**LIABILITIES AND FUND BALANCE**

**Current Liabilities:**

Accrued Payroll	\$ 4,110.00
Deferred Property Taxes	<u>331,103.06</u>

**Total Current Liabilities** \$ 335,213.06

**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 59,726.90

**Total Fund Balance** 921,517.78

**Total Liabilities and Fund Balance** \$ 1,256,730.84

**Henika District Library**  
**Statement of Revenues and Expenditures**  
**Substantially all disclosures required by GAAP are omitted**  
**For the One Month and Eleven Months Ended November 30, 2024**

	Total Year Budget	One Month Ended Nov. 30, 2024	Eleven Months Ended Nov. 30, 2024	Year-To-Date Variance
<b>Revenues:</b>				
Township Revenue	\$ 223,000.00	\$ 0.00	\$ 223,697.83	\$ 697.83
Non-Resident Fees	100.00	48.35	198.35	98.35
City Revenue	190,000.00	0.00	176,449.86	(13,550.14)
State Aid	11,000.00	0.00	11,060.14	60.14
Penal Fines	30,000.00	2,499.17	31,975.56	1,975.56
Copier & Fax Income	3,300.00	238.25	3,477.51	177.51
Fines	600.00	18.29	596.19	(3.81)
Interest Income	17,900.00	2,020.51	22,015.25	4,115.25
Memorial Donations	2,050.00	0.00	2,063.02	13.02
Book Sales	1,050.00	27.44	1,096.44	46.44
Federal E-Rate	1,000.00	0.00	851.64	(148.36)
Grants	5,398.00	0.00	2,900.00	(2,498.00)
Miscellaneous Income	0.00	0.00	10.00	10.00
<b>Total Revenues</b>	<u>485,398.00</u>	<u>4,852.01</u>	<u>476,391.79</u>	<u>(9,006.21)</u>
<b>Employee Expenditures:</b>				
Wages	205,000.00	16,049.59	186,640.58	18,359.42
Employee Benefits	75,500.00	8,913.60	60,343.30	15,156.70
FICA Expense	16,300.00	1,227.81	14,278.00	2,022.00
State Unemployment Tax	0.00	14.13	203.04	(203.04)
<b>Total Employee Expenditures</b>	<u>296,800.00</u>	<u>26,205.13</u>	<u>261,464.92</u>	<u>35,335.08</u>
<b>Operating Expenditures:</b>				
Memberships & Training	9,300.00	1,024.87	9,025.67	274.33
Bank Charges	50.00	0.00	14.21	35.79
Insurance & Bonds	7,000.00	0.00	6,996.00	4.00
Programming	16,250.00	916.22	13,502.71	2,747.29
Office Supplies	9,600.00	1,212.39	7,557.19	2,042.81
Furnishings	1,565.00	0.00	1,546.85	18.15
Equipment	13,950.00	865.49	9,038.97	4,911.03
Materials	36,400.00	5,088.73	30,508.77	5,891.23
Accounting	16,333.00	511.40	14,062.80	2,270.20
Contractual Services	36,600.00	836.63	30,636.02	5,963.98
Communications	3,500.00	403.99	2,739.24	760.76
Technology Support	3,000.00	0.00	1,785.00	1,215.00

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

**Henika District Library**  
**Statement of Revenues and Expenditures**  
**Substantially all disclosures required by GAAP are omitted**  
**For the One Month and Eleven Months Ended November 30, 2024**

	Total Year	One Month Ended	Eleven Months Ended	Year-To-Date
	Budget	Nov. 30, 2024	Nov. 30, 2024	Variance
Advertising	3,050.00	404.87	2,949.33	100.67
Postage	500.00	0.00	348.13	151.87
Utilities	11,000.00	1,138.39	8,581.39	2,418.61
Maintenance-Building/Grounds	14,450.00	994.89	12,618.84	1,831.16
Maintenance-Equipment	3,000.00	0.00	2,282.85	717.15
Capital Outlay	3,050.00	0.00	1,006.00	2,044.00
<b>Total Operating Expenditures</b>	<u>188,598.00</u>	<u>13,397.87</u>	<u>155,199.97</u>	<u>33,398.03</u>
<b>Total Expenditures</b>	<u>485,398.00</u>	<u>39,603.00</u>	<u>416,664.89</u>	<u>68,733.11</u>
<b>Change in Fund Balance</b>	<u>\$ 0.00</u>	<u>\$ (34,750.99)</u>	<u>\$ 59,726.90</u>	<u>\$ 59,726.90</u>

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





# Home


## Alerts

You have no alerts.

## Accounts

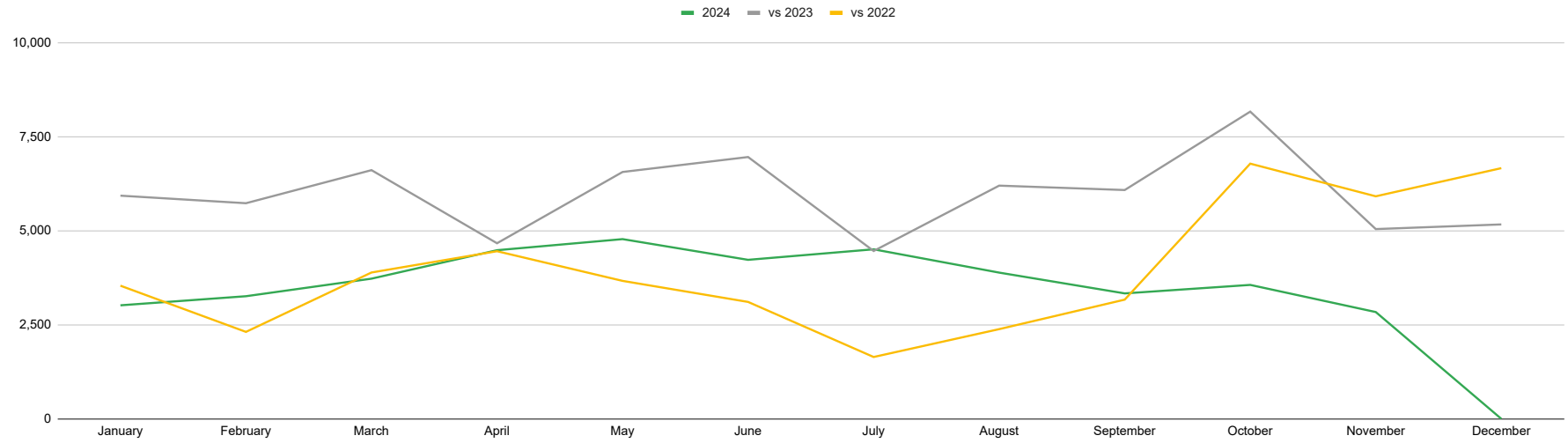
<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$64,481.89</b>
<b>PUBLIC FUNDS HIGH-YIELD SAVINGS</b> XXX013	Current balance <b>\$507,567.05</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$181,855.42</b>
<b>TIME DEPOSIT</b> XXXX052	Current balance <b>\$76,904.40</b>
<b>TIME DEPOSIT</b> XXXX548	Current balance <b>\$32,930.87</b>
<b>TIME DEPOSIT</b> XXXX556	Current balance <b>\$55,513.86</b>

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

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2024 vs 2022/23

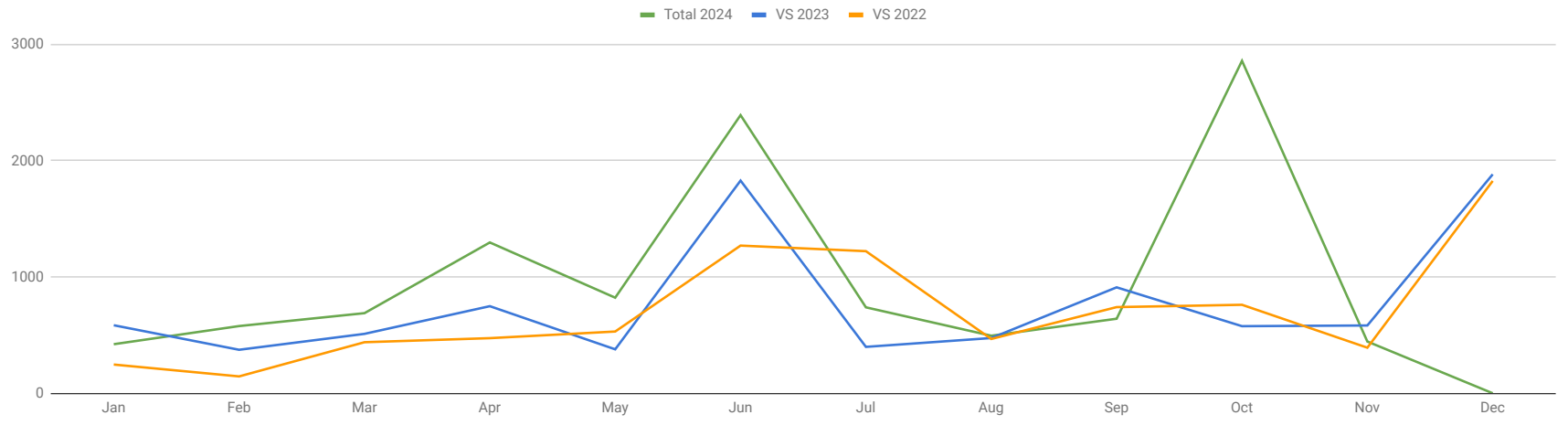


Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2024	3,020	3,262	3,729	4,486	4,781	4,230	4,510	3,890	3,337	3,563	2,841	0	41,649	3,786
vs 2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	6,204	6,087	8,173	5,048	5,172	71,641	5,970
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE
Monday	183	207	174	282	217	224	185	191	152	182	147	#DIV/0!	#DIV/0!
Tuesday	105	142	148	142	154	190	187	161	150	139	126	#DIV/0!	#DIV/0!
Wednesday	152	155	185	178	179	173	250	197	190	160	125	#DIV/0!	#DIV/0!
Thursday	165	146	167	174	153	192	154	151	182	166	167	#DIV/0!	#DIV/0!
Friday	120	104	139	156	317	117	131	122	108	111	118	#DIV/0!	#DIV/0!
Saturday	56	77	68	84	67	130	105	67	53	52	56	#DIV/0!	#DIV/0!

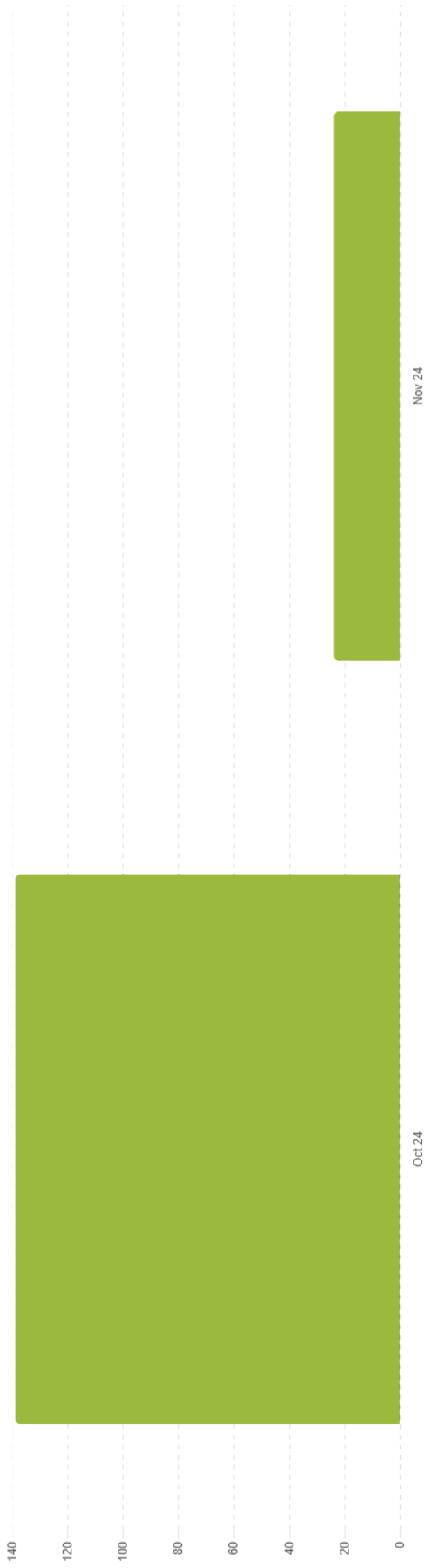


### Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Youth</b>	185	245	152	240	597	579	168	84	271	278	220	0	3019
<b>Adult</b>	104	214	193	832	165	758	239	181	114	167	138	0	3105
<b>Family</b>	133	119	344	225	60	1055	332	230	256	2414	87	0	5255
<b>Total 2024 [1]</b>	422	578	689	1297	822	2,392	739	495	641	2,859	445	0	11379
<b>VS 2023</b>	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
<b>VS 2022 [2]</b>	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
<b>Yearly Increase</b>	72%	155%	135%	173%	217%	131%	185%	104%	70%	495%	76%	0%	123%

### Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
<b>Youth In-Person</b>	170	224	142	227	594	108	166	84	237	223	208	0	2383	199
<b>Youth Reading</b>	15	21	10	13	3	471	2	0	34	55	12	0	636	53
<b>Youth Take-Home</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Adult In-Person</b>	34	60	64	97	48	50	111	68	39	80	46	0	697	58
<b>Passive Programs</b>	70	140	129	735	117	112	88	113	75	87	92	0	1758	147
<b>Adult Reading</b>	0	7	0	0	0	298	20	0	0	0	0	0	325	27
<b>Adult Take-Home</b>	0	7	0	0	0	298	20	0	0	0	0	0	325	27
<b>Family In-Person</b>	8	51	250	168	14	1052	264	96	132	2313	14	0	4362	364
<b>Family Take-Home</b>	125	68	94	57	46	3	68	134	124	101	73	0	893	74



Tutorial Name ↑↓	Views ↓↑
Libby – eBooks, Audiobooks, and More	8
Genealogy	5
Building your credit	3
Microsoft Office - Excel	3
AncestryLibrary – Access Genealogical Records of Billions	2

**November 2024**  
**Youth Services Report**  
**Tori Schreur, Youth Services Librarian**

**Storytime: 4 attendees**

We may have had a small crowd for storytime, but we had a lot of fun singing and reading about leaves! We played with scarves and pretended they were leaves. We would throw them up in the air like they were leaves falling from the trees.

**Lego Club: 17 attendees**

We had a great turnout for Lego Club this month. With Thanksgiving in mind, a lot of kids built Thanksgiving themed structures such as a dinner table with Thanksgiving turkey and Thanksgiving floats.

**After School Art: 94 attendees**

We did a few messy crafts this month! One was a splatter water color craft where we crumpled up balls of paper and painted between the cracks with watercolor paints and opened it once it dryer. The other was a tempera painted race cars, where everyone was given a working wooden race car that they could paint. The cars came in multiple different designs they could choose from. I also offered a Take-and-Make DIY Christmas sweater kit.

**Preschool Playtime: 17 attendees**

Such a great turnout for Preschool Playtime, and I'm looking forward to the next session! It has also encouraged me to look into different activities for us to do next time. For this one we listened to music, played our own instruments, and danced! I also had paint sticks and cardboard for us to color with. My favorite new purchase is also the water doodle mat. The kids like to purposefully pour water on it to watch the colors appear.

**Pokemon Club: 34 attendees**

We always have so much fun at Pokemon Club, and I love the chaos and the craziness. We didn't do anything special in terms of what we usually do, but I did put on a Pokemon TV show for us to watch while we traded and looked at each other's cards.

**SnackCrafters: 10 attendees**

Lots of different Oreos for us to sample at our Oreo themed SnackCrafters. We had Mint, Pumpkin Spice, Toffee Crunch, Birthday Cake, Java Chip, and Peanut Butter Pie. There was a tie between Birthday Cake and Peanut Butter Pie being the best. Frankly, I liked the Java Chip!

**Scavenger Hunt: 92 kids did the Bluey themed scavenger hunt**

**Reading Dragons: 5 sign ups/3 families redeemed (However, I feel this is incorrect)**

**1000 Books Before Kindergarten: 1 Finisher/2 New Starters/5 moved on to the next sheet**

**Looking Forward:**

I am taking some time off in December, so I tried to program as much stuff as I could into the days I will be there. Starting December 2nd until December 13th, we will be doing Letters to Santa. On Tuesday, December 2nd, Santa will be coming for Preschool Storytime with Allegan Community Action. We will have After School Art on December 5th, 12th, and 19th. On Saturday the 7th we have Snowfest along with our Hot Cocoa Bar and some form of entertainment. On the 10th, we will have Preschool Playtime. Santa and Help Me Grow Allegan will be back on Wednesday, December 11th from 5-7. On the 12th I will be at Pine Street helping with Christmas activities and Friday I will be at WUMS for their Taylor Swift bracelets. That Friday, Allegan Community Action will also be hosting a playgroup. On December 17th we will have a Christmas themed Storytime. And lastly, on the 18th, we will have our last Pokemon club of the year.

**NOVEMBER 2024**  
**Adult Services Report**  
**Abigail Cummings, Adult Services Librarian**

**Programs & Attendance**

**Coffee and Cookies with Kubiak-Cook: 3**

This is one of those events that are really meaningful to the people who need them, but not a lot of people want to come and listen to someone talk about funeral preparations. Some people did ask after the event if we were going to do it again, so I wonder if it would be a good walk-in event for a Saturday.

**Fox Coffee Sleeve: 5**

This craft was absolutely adorable, but it didn't seem to get a lot of traction. Attendance does tend to go down in late fall/winter, but the craft itself was easy and cute.

**Beginning Genealogy: 8**

This event was very kindly offered for free by someone who works for the county of Allegan. It was really interesting, and she teaches a lot of other genealogy classes, so I might try to have her back when she's back in Michigan.

**Take-and-Make Ping Pong Goldfish: 43**

This take and make was pretty cute and pretty easy! Take and makes always go pretty well.

**Spice Club: Sage: 7**

Spice club has been pretty consistent the past few months, and definitely better than it was last spring. Sage was a good one for November, and everyone liked the food!

**Bingo! Brunch: 14**

This was a pretty good bingo! Brunch. We had a lot of people who brought their kids, since it was thanksgiving break.

**Seniors at Sawmill Estates (In-Person): 0**

I was on vacation during Sawmill's date, so it will start again in December. I left flyers in the building, so hopefully the word will get out.

**Seniors at Green Acres (In-Person): 9**

This was a fun day at green acres! I brought the ping pong goldfish and we played bingo. I like to do both, because the craft makes it feel special, but they still get to do their favorite activity (bingo).

**Total Program Participants: 89**

### **November Reflection**

November was a slow month, but that was anticipated, and I've heard from other libraries that it was the same there. The highlights were probably bingo brunch and the take and make. The weather wasn't very good, and people were getting ready for the holidays. I'm hoping for more people at our christmasy events in December.

### **Looking Forward**

December has a couple of crafts, a cookie exchange, painting, a movie, and bingo! brunch and spice club. I tried to make the movie night more interactive, so hopefully we'll get better numbers than some of the other movie nights. There's a lot of events, but it's also hard to tell if weather will be a deterrent in December.

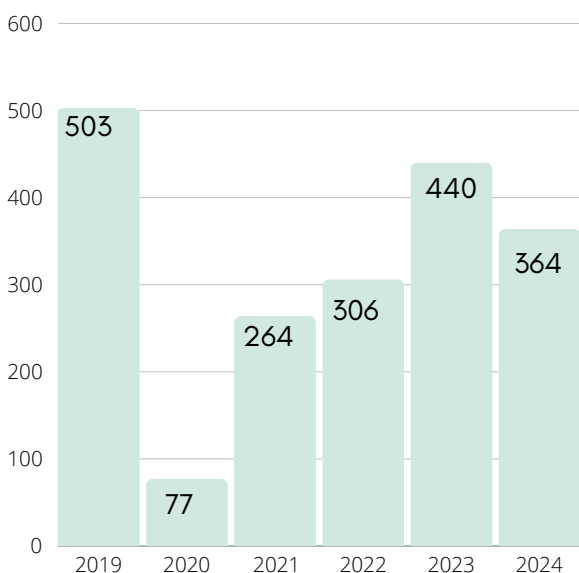


# November 2024

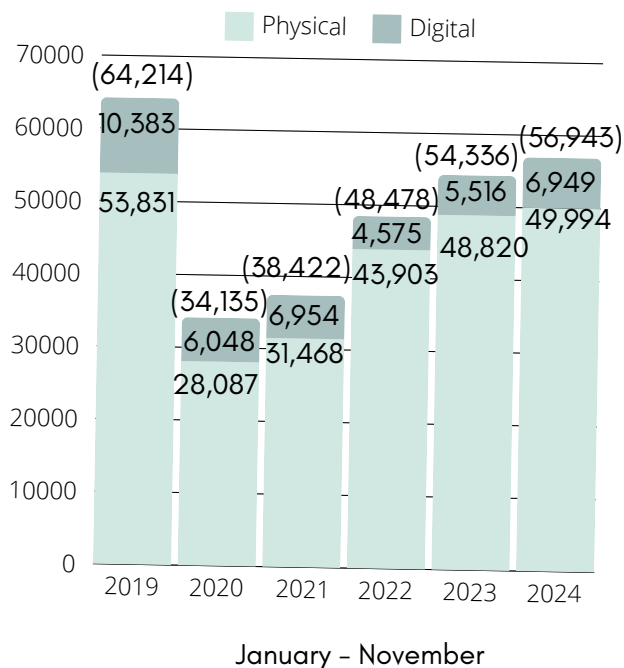
Our November 2024 circulation numbers are trending 2,607 more than what they were in November 2023. The categories showing the most growth from last year during the month of November are: Special Collection items; which circulated 2.9 times more than they did at this time last year, Board Games; which circulated 1.6 times more than they did last November, Teen e-Audiobooks; which circulated 3 times more than this time last year, and Adult Audiobooks; which circulated 4 times more than they did in November 2023. Other categories showing noticeable growth from last November include: Tween Print, Videogames, General Fiction DVDs, Youth DVDs, Adult e-Audiobooks, and Juvenile e-books. The categories that are not circulating as well as they did in November of last year include: Adult Print, Teen Print, Juvenile Print, Mel Items, General NF DVDs, Juvenile Audiobooks, and Teen e-books. With the holidays approaching along with the threat of inclement winter weather, I anticipate a slower December circ-wise.

Courtney Schenkhuizen - Circulation Supervisor

## Computer Sessions



## Circulation YTD:

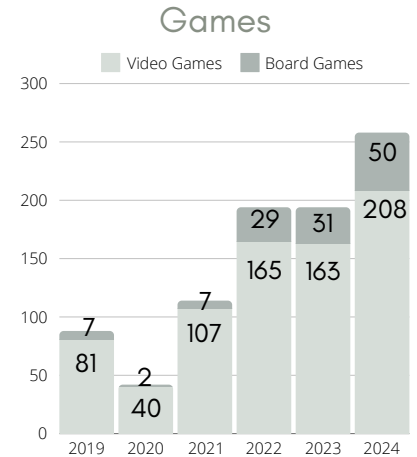
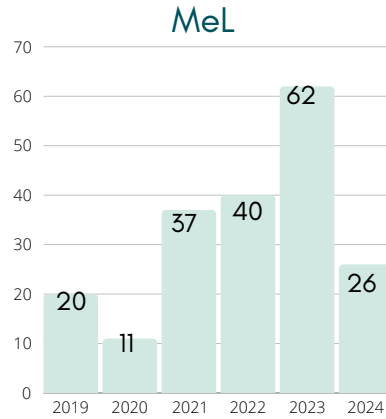
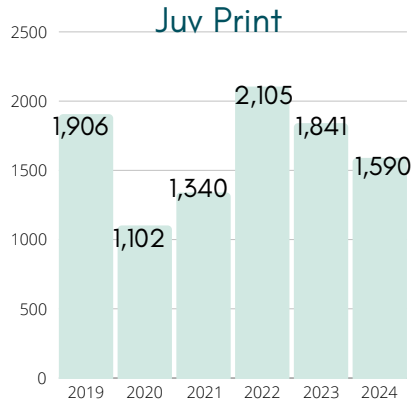
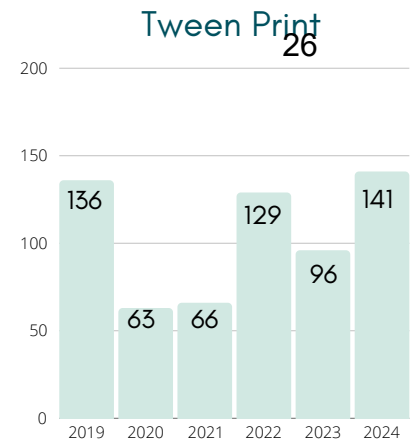
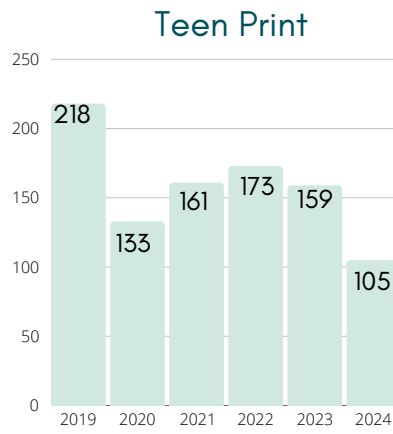
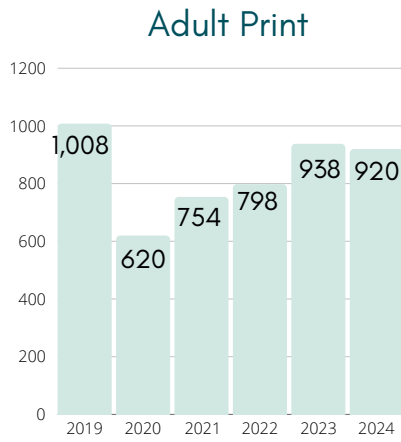


Henika has 2,443 total patron accounts. 504 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

306 Patron accounts added YTD  
 20 Patron accounts added in November:

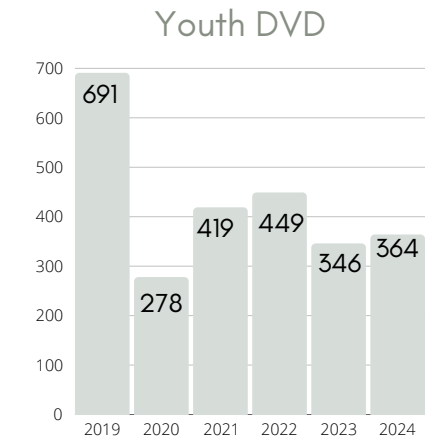
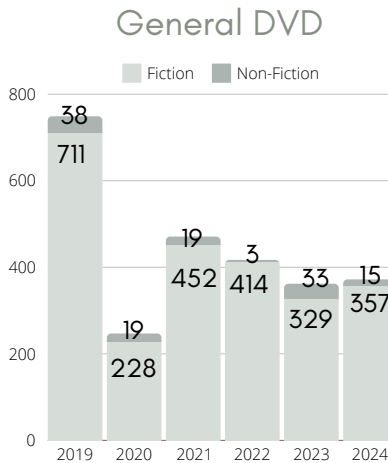
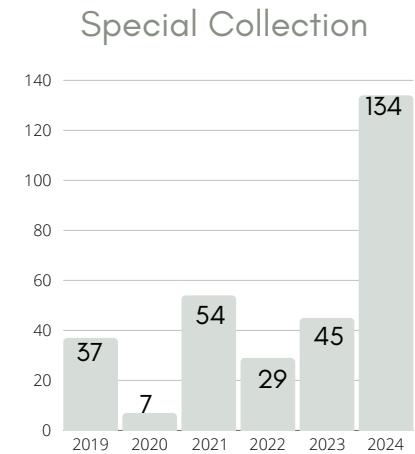
- 8 - Wayland City
- 9 - Wayland Township
- 3 - Patron Point

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

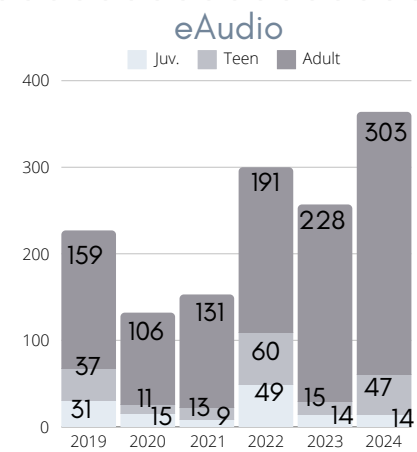
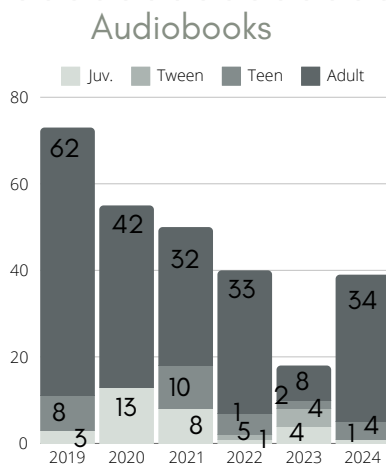


\*pictures books, readers, chapter, juv graphic, juv NF

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



\*prior to August 2021, this only included launchpads



# MINUTES

Henika District Library

Building/Grounds Meeting

November 15, 2023 3:32p

**Members Present:** Meghan Augustin (late), Suzy Byville, Tami Fryling, Gary Marsh

**Members Absent:** none

**Staff Present:** Cierra Bakovka – Director

**Guests:** none

- I. Call to Order: Meeting called to order at 3:32 pm by Fryling
- II. Approval of Agenda motioned by Fryling, seconded by Walsh. All yes, motion passed.
- III. Community opportunity to address the board – no comments
- IV. Approval of August Meeting Minutes motioned by Fryling , seconded by Byville. All yes, motion passed.
- V. Unfinished Business
  - a. Parking Lot Update – In 20 day waiting period with City. Next mtg is Dec 4, for final approval.
  - b. Quote for plowing from current landscape provider is ready and will be presented once final approval from city is received.
- VI. New Business
  - a. Community Survey Draft -Mock up of Survey for community presented by Bakovka, modifications were made. Option to have a raffle discussed and agreed upon. Will have 1 -\$50 card. Will have paper form or QR as well as online (ready in time for Snowfest Dec 2). Deadline to be set for December 30 at 2:00pm. Note: option to extend if not enough responses received.

- b. Next Steps: Bakovka to make changes, have survey ready by Dec 2.
- c. Triangle has asked for a meeting with 'representatives' of the board to discuss 'vision'.
  - i. Who should meet: Chairs & President is the prevalent option.
  - ii. Cierra with contact Triangle for their availability prior to January Board meeting.
  - iii. Discussion about parking should new library has a Community Room. As parking is limited, concern expressed that community room may not be a viable option. Discussion held about being creative with parking and that it is essential to keep the community room in the new library plans. Members agreed it is too early in planning process to make any new decisions at this time.
- d. Next meeting: Tentative Jan 3<sup>rd</sup> at 4:00. Confirm at December Board mtg.

VII. Around the table.

- a. Bakovka- excited to see building process take off and see results of survey
- b. Augustin- sees progress as well, happy to see plans going forward
- c. Byville- agrees it a big project and sees progress
- d. Marsh- impressed with our leader/director and believes it will help get this building process to succeed
- e. Fryling- Thoroughly believe this is going to happen. Excited to hear about the grant decision in December.

VIII. Adjournment- motioned by Fryling, seconded by Augustin , motion carried. Adjourned at 5:07 pm.

Henika District Library  
Meeting Minutes

Henika District Library  
Finance Committee Meeting  
November 29, 2023 at 2:00 pm

**Members Present:** Jacqui Kuhn, Gary Marsh, Meghan Augustin (ex officio)

**Members Absent:** Maria Musgrave

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 2:10 pm by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of October 4, 2023 Finance Committee Meeting Minutes motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
  - a. Explore Funding Options for Building Project
    - i. Grants
      1. Bakovka is still awaiting a response on the Community Center Grant she submitted in August. Awardees were supposed to be notified in October, but it has been pushed back to December.
      2. Kuhn was not able to find any additional opportunities for grants as a potential funding source since the last meeting. Bakovka noted the Allegan County Community Foundation as a potential grant opportunity in the future once we have a more defined plan.
    - ii. USDA Loan
      1. Bakovka is working on the pre-application package for the USDA loan. The interest rate for this program is 3.875% for 30 or 40 years.
    - iii. Millage
      1. Musgrave is assigned to research millage as a potential funding source. No update provided due to absence.
    - iv. Bank Loan
      1. Marsh met with additional banks to explore funding via bank loan, but it is not likely to be a viable option due to interest rates in the 7.25-8.5% range or higher. This

information was necessary to compile for the USDA loan pre-application process.

- v. Fundraising Campaign (Large Donors)
  - 1. Marsh was tasked with researching fundraising campaigns as a potential funding source. There was discussion about potential fundraising through sponsorship/donor recognition pieces (i.e. bricks or leaves), as well as the initial community response to the survey that was sent out by the Building Committee. Kuhn suggested offering informational tours of the space once we are further along in the process to help educate the community on the library's needs, like what Wayland Union Schools offered prior to their millage. Bakovka will be attending the Chamber of Commerce gala to meet with other area business owners.

V. New Business – no new business.

VI. Around the Table

- a. Bakovka shared details on the plans for Snow Fest.
- b. Marsh suggested looking into working with the metal artist who created the art piece on the side of the library if we do the brick/leaf sponsorship-type fundraiser.

VII. Adjournment of the meeting motioned by Marsh and seconded by Kuhn.  
Meeting adjourned at 3:04 pm.

<b>Employee</b>	<b>Monthly Rate</b>	<b>Yearly Cost</b>	<b><u>Medical</u> Yearly Cap</b>	<b>Total Employer Yearly</b>	<b>Total Employee Yearly</b>	<b>Employee Monthly</b>
Cierra	\$639.52	\$7,674.24	\$7,718.26	\$6,569.76	\$0.00	\$0.00
Abby Family Total	\$1,256.16	\$15,073.92	\$16,141.28	\$13,139.52	\$0.00	\$0.00
Tori Family Total	\$2,230.58	\$26,766.96	\$21,049.85	\$21,049.85	\$5,717.11	\$476.43
<b>Total</b>	<b>\$4,126.26</b>	<b>\$49,515.12</b>		<b>\$40,759.13</b>		

<b>Employee</b>	<b>Monthly Rate</b>	<b>Yearly Cost</b>	<b>Medical</b>		<b>Employee Monthly Cost</b>
			<b>Total Employer Yearly</b>	<b>Total Employee Yearly</b>	
Cierra	\$639.52	\$7,674.24	\$6,139.39	\$1,534.85	\$127.90
Abby Family Total	\$1,256.16	\$15,073.92	\$12,059.14	\$3,014.78	\$251.23
Tori Family Total	\$2,230.58	\$26,766.96	\$21,413.57	\$5,353.39	\$446.12
<b>Total</b>	<b>\$4,126.26</b>	<b>\$49,515.12</b>	<b>\$39,612.10</b>	<b>\$9,903.02</b>	



**RESOLUTION TO ADOPT 80% / 20% EMPLOYER/EMPLOYEE HEALTH CARE COST  
OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED  
HEALTH INSURANCE CONTRIBUTION ACT**

**WHEREAS**, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

**WHEREAS**, the Act contains three options for complying with the requirements of the Act;

**WHEREAS**, the three options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

**WHEREAS**, the Henika District Library Board has decided to adopt the 80% / 20% option as its choice of compliance under the Act;

**NOW, THEREFORE, BE IT RESOLVED** the Board of the Henika District Library elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year January 1st, 2025 through December 31st, 2025.

Upon a call of the roll, the vote was as follows:

Ayes:

Nays:

Absent:

Secretary or Treasurer Certification: \_\_\_\_\_



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**FW: Accounting Services**

Dunham Accounting Services, LLC  
548 - 76th Street SW  
Byron Center, MI 49315  
[Kathy@DunhamAccounting.com](mailto:Kathy@DunhamAccounting.com)  
O: (616) 734-6914  
F: (616) 734-6927

**From:** Kathy Dunham  
**Sent:** Thursday, November 21, 2024 12:16 PM  
**To:** [cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)  
**Subject:** Accounting Services

Good Morning Cierra,

Thank you for taking the time with our phone call yesterday to hear what we have to offer the Henika District Library with their accounting needs. We at Dunham Accounting Services are a small office with years of experience, therefore, we are able to offer all of the services that you need, while still providing a personal service.

As we discussed, we will provide monthly financial statements prior to the board meeting (no later than the Friday before the 2<sup>nd</sup> Tuesday of the month), monthly bank reconciliations, bi-weekly payroll and payroll taxes, Quarterly and Annual Payroll Tax Filings and bill pay. We will be available for any other accounting services as needed.

The billing rate that we use is \$50 per hour. We track our time and invoice the 1<sup>st</sup> of each month for the prior months' hours. This invoice is due upon receipt. In our conversation, we discussed that it the monthly amount should be around \$250. The initial setup will take some additional time as I mentioned.

I look forward to working with you and the Henika District Library. A large non-profit client of ours will send a reference to our services.

Best Regards,  
*Kathy Dunham*  
Dunham Accounting Services, LLC  
548 - 76th Street SW  
Byron Center, MI 49315  
[Kathy@DunhamAccounting.com](mailto:Kathy@DunhamAccounting.com)  
O: (616) 734-6914  
F: (616) 734-6927

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## JW Accounting - Services Quote

**MY** Melissa Yost <melissa.yost@jwaccountingllc.com>

Tue, 19 Nov 2024 4:14:22 PM -0500 •

To "Cierra Bakovka" <cierra@henikalibrary.org>

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Hi Cierra,

Thank you again for taking the time to connect with me today to go over your accounting needs. Our firm would be able to offer the following monthly services to you for \$900 per month to include:


- **Bill payment processing** (weekly) - as I mentioned, we use Bill.com for this service where we would process all invoices provided to us for an approval on your end, which we would then remit the payments. We enter the invoices and send them through for approval as we receive them. Any approved invoices are paid out weekly, on Tuesdays.
- **Payroll processing** (biweekly) - this includes all monthly/quarterly payroll filings as well as year-end W-2 preparation.
- **Subscription costs** - we would convert your accounting to QuickBooks Online. The monthly subscription fees for QuickBooks Online as well as Bill.com are included in this package.
- **Bank and credit card reconciliations** (monthly)
- **Balance sheet reconciliation** (monthly)
- **Financial statement package** (monthly)
  - Profit & Loss- cash basis
  - Balance sheet - cash basis
  - Budget to actual report - we will provide this reporting based on the budget that you provide to us.
  - Additional KPI's and reports as requested
- **Financial review meeting** (quarterly) - I apologize, I forgot to discuss this with you, but we would also provide a quarterly review meeting to go over your financials with you. Our team will be available during the course of normal business to discuss questions/needs as they arise, but we specifically set aside an hour each quarter to review with you.
- **Audit Assistance** - we will provide you with assistance during your audit to provide the auditors with information as needed.

This monthly fee is all inclusive of the above-listed items. Please let me know if you have any questions. If you would like to move forward with the services outlined above, please let me know and we will begin drafting a service agreement to begin onboarding. I look forward to hearing back from you!

Thank you,  
Melissa



Melissa Yost, CPA, MSA  
Director of Advisory Services

 (269) 870-7601



To the Board of Henika District Library

The following is an estimate for services:

Monthly Accounting = \$400.00 (this includes audit prep & a financial statement)

Payroll & Bill pay = \$125.00 per pay (additional charges for Direct Deposit & Web Employee of \$45.00)

Monthly Payroll Taxes = \$150.00

Quarterly Payroll Taxes = \$200.00

W2's = \$200.00

Thank you so much for giving us the opportunity and we look forward to hearing from you.