

Henika District Library  
Board of Trustees Meeting Minutes  
January 14th, 2024 at 6:30pm

### **I. Call to Order - 6:32 pm**

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

B. Members Absent: None

C. Staff Present: Cierra Bakovka (Director)

D. Guests: Aviv Karni

### **II. Approval of Agenda**

Musgrave motioned to approve the agenda with the addition of an item (renewal of Certificate of Deposit), Vander Slik seconded. All yes, motion carried.

### **III. Community Opportunity to Address the Board - None.**

### **IV. Approval of Meeting Minutes**

Augustin motioned to approve the December 2024 Regular Meeting Minutes. Marsh seconded. All yes, motion carried.

### **V. Financial Reports - Dec. 2024**

Monthly Check Register - Bakovka pointed out outliers in the monthly check register. Joyce Mandel has not yet received her payment for her "Effective Communication for Job Seeking" program, but it has been sent. Bergsma Plumbing was to replace the sewage pump.

Credit Card Detail Report - VistaPrint charge was for the display boards about building expansion for Snow Fest. USPS postage has increased. Breakout Edu is a year's access to a service similar to Escape Rooms.

YTD Budget vs Actual - \$7500 over on wages. In past years, yearly bonuses were recorded under benefits. In 2024, they are under wages and are taxed. Overall, we are still within budget. The City of Wayland paid us more than we expected for taxes. We are about \$44,000 under budget for the year! We receive city revenue sporadically; the majority is received

January-March, but a smaller amount is received at other times throughout the year, depending on when people pay their taxes. There was a \$300 difference in Materials between Bakovka's accounting and the Rehman number, but the charges are all the same.

United Bank Accounts Overview - We have a Certificate of Deposit (CD) expiring soon. Previously, our interest rate was 4.9845. If we rollover the CD for another 6 months, we will receive 4% interest. Most banks are offering between 2 and 3 percent interest a year. Bakovka recommends rolling the CD for another 6 months. We have additional CDs coming up for renewal in April.

Augustin motioned to rollover the CD (ending in -052) another 6 months. Kuhn seconded. All yes, motion carried.

Augustin motioned to approve bills paid in December. Simmons seconded. All yes, motion carried.

## **VI. Director's Report**

### **A. Monthly Statistics**

It's been a busy month. Bakovka estimated that community members have saved over \$1.2 million by using the library over the past year, which she calculated is a 280% Return on Investment for taxes paid. Bonnie Miller (sp?) sent a generous donation of \$11,785, as well as paperwork to make us the charitable beneficiary of her retirement fund. Bakovka has filled out the paperwork. In the past, Miller's donations have been designated for the building fund. Brief discussion ensued about saving money for the building expansion. Bakovka will be sending Miller a Christmas ornament and a travel mug to express our thanks and appreciation. In previous years, we have sent her other Henika swag. Bakovka is in the process of applying for a RAP (Revitalization and Placemaking) grant that would be for up to one million dollars. New payroll is going well. Still wrapping up services with Rehmann. Bakovka has started prepping for the annual audit that will happen the week of Feb. 17, and we should have the report in March. Summer Reading planning is starting tomorrow (circus/carnival theme with slogan "color our world"). New cameras installed with our risk reduction grant from insurance. Allegan County has given us radon test kits to distribute to community members. Bakovka has been in contact with a library science student interested in doing an internship.

Most of the month of December, we had new door counters. 2600 of December traffic number (7444) was for Snow Fest. Niche Academy is not doing very well. We're still adding new content to it. Bakovka created posters to bring to Saw Mill Estates and local churches, since the demographic for Niche Academy is not necessarily online normally.

## B. Youth Report

Santa Storytime had a good turnout (26 attendees). Taylor Swift bracelet activity had 29, Santa visit had 42. 134 kids participated in the Reindeer scavenger hunt.

## C. Adult Report

The hot chocolate and cookie exchange had 21 attendees, Paint Along had 20, North "Poll" movie night had 14.

## D. Circulation Report

61,495 of our items were circulated in 2024, which was an increase from 2023. 9 new patron accounts were added in December.

## VII. Committee Reports

A. No committees met

## VIII. Unfinished Business

### A. Fundraising Initiative(s)

We will be announcing a fundraiser tomorrow at the Community Chat re: the building expansion. It will be "Love Your Library" night. 4ONE2 Distillery will donate 10% of their proceeds on February 13. Bakovka has reached out to other restaurants in the area about joining the fundraiser, as well.

### B. Committees

All committees are open to community members - no one needs to be a board member to join. Discussion ensued about whether we need to form a fundraising-specific committee. Our website has some information on our progress and goals for the financial aspect of the building expansion. We are looking at grants, loans, etc. and want to put as little pressure on the taxpayers as possible. Millage campaigns have to be done by third-parties, such as the Friends of the Library group, rather than by the library board or staff. Going forward, the planning committee will start off discussing some fundraising and we will put a fundraising committee on hold. All committees scheduled meetings to take place in the next month

Building and Grounds Committee (Marsh, Meyer, and Brinks) will be meeting Jan. 20 at 1pm.

Finance Committee (Simmons, Kuhn, and Musgrave) will meet Jan. 23 at 4:15pm.

Planning Committee (Brinks, Vander Slik, and Simmons) will meet Jan. 27 at 4:15pm.

### **IX. New Business**

Self evaluations need to be returned this week. Augustin will find common themes among them and arrange for Carol of Lakeland Library Cooperative to provide professional development to the board later in the year.

### **X. Around the table**

Deb Vander Slik - Nothing to add.

Gary Marsh - Thinks we're doing really well in our day-to-day operations and activities. Fundraising is frustrating. The dead-ends are overwhelming.

Danielle Simmons - Nothing to add.

Maria Musgrave - Thinks it's exciting that we're farther than we've been before. Is pleased with the budget and saving money. Appreciates everyone behind the scenes doing a good job.

Pam Meyer - Nothing to add.

Jacqui Kuhn - Excited that the library app is working well on her iPhone.

Cierra Bakovka - Thanked everyone for their effort. Said she's also burnt out with fundraising, but doesn't want to let anyone down.

Meghan Augustin - Encouraged everyone to keep trying and working hard. Thinks that Triangle is a great team, and that the board is a great team. Is excited for all the plans for 2025.

Rachel Brinks - Nothing to add.

### **XI. Adjournment**

Augustin motioned to adjourn, Kuhn seconded. Meeting adjourned at 8:19pm.