

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
March 4, 2025 at 4:15 pm

Members Present: Jacqui Kuhn, Maria Musgrave, Danielle Simmons

Members Absent: Meghan Augustin (ex officio)

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 4:23 pm by Simmons.
- II. Approval of Agenda motioned by Kuhn and seconded by Musgrave. All yes, motion passed.
- III. Approval of January 23, 2024 Finance Committee Meeting Minutes motioned by Musgrave and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants
 1. We did not receive the Rural Readiness Grant Program grant. Bakovka to reach out to Henry Wolf for feedback.
 2. Bakovka is waiting to hear back on the Revitalization and Placemaking grant.
 3. Kuhn did not find any new grant opportunities since the last meeting.
 - ii. USDA Loan
 1. The Building and Grounds Committee is meeting soon to work on an RFP for an architect to begin work on blueprints
 - iii. Millage
 1. Musgrave did not have any updates.
 - iv. Large Donors/Memorials
 1. Kuhn shared prices for Sts. Cyril and Methodius hall rental.
 2. Simmons dropped off donation envelopes to Kubiak-Cook Funeral Home.
 3. Bakovka shared that some regular patrons have been asking about making donations toward the expansion project.
 4. Love Your Library Night at 4 One 2 resulted in \$110 of raised funds. Future Love Your Library Nights are

scheduled at local restaurants McDuffs and Open Road. Each of the restaurants has agreed to donate 10% of sales for their scheduled night. Bakovka to reach out to Aqua in Vino.

5. Musgrave suggested reaching out to the Leisure Life group.
6. There will be a dunk tank fundraiser at Summer Fest.
7. Bakovka has secured a card reader so the library can take credit card payments.
8. Fundraising events planning has shifted to the Planning committee. Fundraising brainstorming ideas included a cylinder for change, umbrellas for change, and readathon. Musgrave also suggested looking into Blooms by Jacquelyn LLC for a potential event.

V. New Business

a. 2025 Budget Amendment Draft

- i. Bakovka presented the draft budget amendment for the first quarter of 2025. Amended line items were reviewed. Notable changes include an increase in budgeted donations due to the large donation in early January, an increase in budgeted grants due to the grant from our insurance company for additional cameras, an increase in budgeted miscellaneous revenue due to the refunded overpayment of the plumbing invoice, an increase in budgeted equipment expense for the cost of the additional cameras from the grant, moving the Overdrive subscription cost from contractual services to materials, an increase in budgeted advertising and promotion due to fundraising expenses, a decrease in budgeted accounting expense due to switching accounting firms, an increase in budgeted building and grounds maintenance expense due to plumbing issues experienced in the first quarter, and an increase in budgeted capital outlay expense to use toward the expansion project or potential heating/cooling replacement.

VI. Around the Table

- a. The next committee meeting date will be set at the board meeting.
- b. Musgrave would still like clarification from Triangle on the number of parking spaces required by code based on the proposed size of the expansion.
- c. Simmons shared a personal update about taking her test next week, followed by classroom observations for her preschool certification.

VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 5:10 pm.