

AGENDA

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

I. Call to Order

Members Present:
Members Absent:
Staff Present:
Guests:

II. Approval of Agenda

III. Approval of Previous Meeting Minutes

A. January 2025

IV. Unfinished Business

- A. Explore Funding Options for Building Project
 - a. Grants
 - b. USDA Loan
 - c. Millage
 - d. Large Donors/Memorials

V. New Business

A. 2025 Budget Amendment Draft

VI. Around the table

VII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
January 23, 2025 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 4:16 pm by Simmons.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of November 20, 2024 Finance Committee Meeting Minutes motioned by Augustin and seconded by Simmons. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants
 1. We expect to hear back on the Rural Readiness Grant Program grant the week of February 10. The grant is for up to \$50,000.
 2. Bakovka is working on the Revitalization and Placemaking grant application that is due next week. One requirement still pending is a letter of support from the executive member of the local government; Bakovka to reach out to Mayor Antel again.
 3. Kuhn did not find any new grant opportunities since the last meeting.
 - ii. USDA Loan
 1. The next steps in the application process are to update the applicant contribution letter and conduct an environmental study. The Building and Grounds Committee will be working toward an RFP for an architect to begin work on blueprints, which are necessary prior for an environmental study.
 - iii. Millage
 1. The committee discussed potential millage amounts and millage length. The goal is to leverage all other funding

sources to minimize potential millage needs. Timing was discussed, with May 2026 as a potential goal for going to ballot.

iv. Large Donors/Memorials

1. Simmons and Kuhn to check rental prices for local halls/gyms.
2. Simmons to reach out to local funeral homes about being on the memorial donations list.
3. Love Your Library Nights are scheduled at local restaurants 4 One 2, McDuffs, and Open Road in the upcoming months. Each of the three restaurants has agreed to donate 10% of sales for their scheduled night.
4. Fundraising events planning will be shifting to the Planning committee.

V. New Business

i. Snowfest/Community Chat Recap

1. Approximately 2600 people went through the library during Snowfest. Bakovka reported hearing a lot of excitement and no negative comments about the expansion plans featured at the event.
2. A few people attended the community chat. Holly and Aviv with the Friends of the Library group were in attendance.

ii. Intern

1. There is a local person going to library school who wants library experience and approached Bakovka about an internship experience. The group recommends starting off with job shadowing and gaining experience as a volunteer.

VI. Around the Table

- a. The next committee meeting was set for March 4 at 4:15pm.
- b. The group had nothing else to add.

VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 5:39 pm.

Henika District Library F/Y 2025 Budget: Ammendment #1

Revenues							
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	+/-	Proposed Amended Budget	Notes
101-790-400502	Federal E-Rate		\$1,000.00	\$3,500.00	=	\$3,500.00	
101-790-400540	State Aid		\$11,000.00	\$10,500.00	=	\$10,500.00	
101-790-400581.C	City Contribution		\$190,000.00	\$195,000.00	=	\$195,000.00	
101-790-400581.T	Township Contribution		\$223,000.00	\$230,000.00	=	\$230,000.00	
101-790-400582	Non-Resident Fees		\$100.00	\$0.00	+\$40	\$40.00	
101-790-400601	Copies and Faxes		\$3,300.00	\$0.00	+\$500	\$500.00	
101-790-400656	Penal Fines		\$30,000.00	\$32,000.00	=	\$32,000.00	
101-790-400657	Fines		\$600.00	\$0.00	=	\$0.00	
101-790-400665	Interest Income		\$17,900.00	\$16,000.00	=	\$16,000.00	
101-790-400691	Donations		\$2,050.00	\$0.00	+\$12,110	\$12,110.00	Majority from Large donor postmarked Dec 30, 2024
101-790-400692	Miscellaneous Revenue			\$0.00	+\$1,882	\$1,882.00	Reimbursement from plumbing overpayment
101-790-400693	Book Sale		\$1,050.00	\$0.00	+\$40	\$40.00	
101-790-400700	Grants		\$5,398.00	\$0.00	+\$2,500	\$2,500.00	Grant for additional cameras
	Total	\$0.00	\$485,398.00	\$487,000.00			
Total						\$504,072.00	

Expenditures							
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	+/-	Proposed Budget Amendment	Notes
101-790-700702	Payroll	\$212,539.38	\$205,000.00	\$225,000.00	=	\$225,000.00	
101-790-700710	Employee Benefits	\$67,545.16	\$75,500.00	\$70,000.00	=	\$70,000.00	
101-790-700715	Payroll Liabilities	\$16,471.25	\$16,300.00	\$17,000.00	=	\$17,000.00	
101-790-700727	Postage	\$494.13	\$500.00	\$400.00	+\$100	\$500.00	Stamp price increase
101-790-700728	Supplies	\$8,302.00	\$9,600.00	\$9,000.00	+\$600	\$9,600.00	
101-790-700740	Furnishings	\$1,546.85	\$1,565.00	\$1,000.00	+\$1,000	\$2,000.00	
101-790-700740	Equipment	\$9,698.28	\$13,950.00	\$11,500.00	+\$2,500	\$14,000.00	
101-790-700740	Materials	\$34,873.03	\$36,400.00	\$35,000.00	+\$2,500	\$37,500.00	Moving Overdrive subscription from contractual services line to materials
101-790-700801	Advertising & Promotion	\$2,949.33	\$3,050.00	\$2,500.00	+\$2,000	\$4,500.00	Increase for fundraising initiatives
101-790-700805.1	Accounting	\$14,574.20	\$16,333.00	\$20,000.00	-\$4,000	\$16,000.00	Switched accounting services
101-790-700805.2	Bank Charges & Fees	\$14.21	\$50.00	\$50.00	=	\$50.00	
101-790-700806	Technology Support	\$2,185.00	\$3,000.00	\$3,000.00	=	\$3,000.00	
101-790-700808	Building and Grounds Maintenance	\$14,263.81	\$14,450.00	\$8,000.00	+\$3,882	\$11,882.00	
101-790-700850	Communications	\$3,300.65	\$3,500.00	\$3,500.00	=	\$3,500.00	
101-790-700910	Building & Liability Insurance	\$6,996.00	\$7,000.00	\$7,000.00	=	\$7,000.00	
101-790-700920	Public Utilities	\$9,160.97	\$11,000.00	\$11,000.00	=	\$11,000.00	
101-790-700933	Equipment Repairs and Maintenance	\$2,623.10	\$3,000.00	\$3,500.00	=	\$3,500.00	
101-790-700954	Contractual Sevices	\$31,198.49	\$36,600.00	\$35,000.00	-\$2,500	\$32,500.00	Moving Overdrive subscription from contractual services line to materials
101-790-700955	Memberships & Training	\$9,220.67	\$9,300.00	\$7,000.00	+\$1,000	\$8,000.00	
101-790-700956	Programming	\$15,777.28	\$16,250.00	\$16,000.00	+\$380	\$16,380.00	
101-790-700970	Capital Outlay	\$1,006.00	\$3,050.00	\$1,050.00	+\$10,110	\$11,160.00	Expansion project and/or potential heating/cooling replacement
	Total	\$464,739.79	\$485,398.00	\$486,500.00			
Total						\$504,072.00	