

AGENDA

Henika District Library
Board of Trustees Meeting
November 11th, 2025 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. October 2025 Regular Meeting Minutes (M) *(PAGES 3 - 4)*

- V. Financial Reports**
 - A. October 2025 *(PAGES 5 - 14)*
 - 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 15 - 24)*
 - A. Monthly Statistics (i)
 - B. Youth Report (i)
 - C. Adult Report (i)
 - D. Circulation Report (i)

- VII. Committee Reports**
 - A. 10/14 Planning Committee *(PAGE 25)*

VIII. Unfinished Business

A. Expansion Project Update

1. Triangle Associates

2. Kennari

B. Director Evaluation Update (M)

*(PAGES 26 - 35)***IX. New Business**

A. F/Y 2024 Budget Amendment #4 (M)

(PAGE 36)

B. Staff Holiday Bonus (M)

X. Around the table (i)**XI. Adjournment (M)**

Meeting Minutes

Henika District Library

Board of Trustees Meeting

October 14, 2025 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Gary Marsh, Pam Meyer, Danielle Simmons, Deb Vander Slik

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda motioned by Brinks and seconded by Kuhn. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of September 2025 meeting minutes, with discussed changes, motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for September 2025
 - A. Monthly check register was reviewed. Baker & Taylor went out of business, so more of our materials are being purchased through Amazon.
 - B. Credit card detail report wasn't available in time; will be reviewed next month.
 - C. YTD vs Actual was reviewed.
 - D. United Bank accounts were reviewed.

Approval of paid bills motioned by Marsh and seconded by Simmons. All yes, motion carried.

 - E. CD *079 Maturing on October 22nd. We have the option to renew at a special rate of 4% for 5 months, or at 3.75% for 11 months. Augustin motioned to renew at 4% rate for 5 months on Oct. 22nd. Kuhn seconded. Roll call vote taken, all yes.
- VI. Director's Report for September 2025

Abby was interviewed by Wood TV about the Halloween D&D program she's putting on. MeL budget has been approved for the next year. More teens are spending time at the library after school.

 - A. Monthly Statistics, Youth Services, and Adult Services were reviewed.
 - B. The Circulation report was reviewed. There was an error in the report, and circulation numbers were actually 4775 higher than this time last year. There was more participation in this "library card sign up month" than in previous years.

VII. Committee Reports:

A. 9/16 Finance Committee

Simmons summarized the meeting, emphasizing that the committee thinks it best to push back the ballot date. They also discussed selecting a financial advisor (which we will need to run a bond campaign) and the importance of a “Yes” campaign.

B. 9/23, 9/30, 10/14 Planning Committee

Brinks summarized the meetings, noting that the committee will bring a recommendation re: fundraising professional to the board later in the meeting.

VIII. Unfinished Business

A. Triangle Agreement Clarification

Discussed the Design/Build versus Traditional delivery methods. Design/Build was the original preference, as Triangle would give more hands-on support. Traditional was considered due to USDA requirements, but we are no longer using USDA. Augustin motioned to utilize the Design/Build method, Kuhn seconded. All yes, motion carried.

IX. New Business

A. Copier Policy Revision

Due to recent increases in the use of the copier, without sufficient donations to cover the cost, Bakovka presented a copier policy revision that would allow most patrons to use on a donation basis, per usual, while those with large print jobs to be charged. Augustin motioned to revise the copier policy as presented by Bakovka, with discussed changes, Kuhn seconded. All yes, motion carried.

B. Fundraiser Proposals

The planning committee summarized their thoughts on the interviews conducted with Kennari Consulting and Kristin Gootjes Consulting. Discussion ensued. Meyer motioned to hire Kennari Consulting. Engels seconded. Roll call vote: Brinks- yes, Kuhn- yes, Simmons- yes, Meter- yes, Engels- yes, Marsh- no, Vander Slik- yes, Augustin- yes. Motion carried.

C. Director Evaluation Update

Augustin presented a new form for the annual evaluation of the director. Discussion ensued, including the possibility to create an FAQ sheet to add to the new-member binder for how to use the evaluation. Augustin motioned to revise the form with changes discussed, and re-evaluating it in 2026 once we have used the form. Brinks seconded. All yes, motion carried.

X. Around the table: No one had anything to add.

XI. Adjournment of the meeting motioned by Brinks and seconded by Augustin. Meeting adjourned at 8:52 p.m.

Monthly Check Register

As of October 31st, 2025

Date	Payee	Memo	Account	 Amount
10.1.25	Amazon	Materials, supplies, equipment, and programming	-SPLIT-	\$481.39
10.1.25	Baker & Taylor		Materials	\$232.99
10.1.25	Cardmember Service		-SPLIT-	\$1,112.60
10.1.25	City of Wayland		Utilities	\$64.96
10.1.25	Consumers Energy		Utilities	\$341.54
10.1.25	Elevator Service		Equipment Maint	\$80.47
10.1.25	Lakeland	Movie License Renewal	Contractual Services	\$308.00
10.1.25	Michigan Gas		Utilities	\$47.78
10.1.25	MJA Landscape		Building&Grounds	\$320.00
10.1.25	Ransom District Library	ACLA Training Day	Mem/Train	\$76.00
10.1.25	T-Mobile		Communications	\$435.17
10.1.25	Tamarack District Lib	Replacement Item	Contractual Services	\$15.95
10.1.25	Wilcox Newspapers	RFP Ad	Ad/Promo	\$60.00
10.15.25	Amazon	Materials, supplies, programming	-SPLIT-	\$2,049.00
10.15.25	Blue Cross		Employee Benefits	\$4,282.84
10.15.25	Camilla Voelker	Adult Program	Programming	\$150.00
10.15.25	Dunham Accounting		Accounting	\$583.00
10.15.25	FosterSwift	Bond Advice	Contractual Services	\$127.50
10.15.25	Heimler Consulting	Quarterly Billing	Tech Support	\$285.00
10.15.25	Lakeland	Quarterly Billing	Contractual Services	\$4,307.60
10.15.25	Lakeland	Quarterly Billing	Materials	\$610.72
10.15.25	Local Hop	Yearly Billing	Contractual Services	\$648.00
10.15.25	Sanilac	Yearly Billing	Contractual Services	\$270.00
10.15.25	Unique		Contractual Services	\$19.70
10.15.25	US Bank		Equipment	\$293.46
			Total:	\$17,203.67

Henika District Library

Balance Sheet

As of October 31, 2025

	Oct 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	64,414.04
Cash - HY Savings - 013	518,038.92
Certificate of Deposit - 228	79,514.05
Certificate of Deposit - 548	34,249.36
Certificate of Deposit - 556	57,736.52
Savings - Building Fund - 212	243,394.96
Total Checking/Savings	997,347.85
Accounts Receivable	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
Total Accounts Receivable	333,175.84
Total Current Assets	1,330,523.69
TOTAL ASSETS	1,330,523.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	631.27
Total Other Current Liabilities	331,734.33
Total Current Liabilities	331,734.33
Total Liabilities	331,734.33
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	854,506.51
Net Income	92,574.88
Total Equity	998,789.36
TOTAL LIABILITIES & EQUITY	1,330,523.69

Henika District Library

Profit & Loss Budget vs. Actual

January through October 2025

	Oct 25	Year to Date	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
400502 - Federal E-Rate	228.00	2,408.57	3,500.00	-1,091.43
400540 - State Aid	0.00	9,297.32	10,500.00	-1,202.68
400581.C - City Contribution	0.00	169,792.91	195,000.00	-25,207.09
400581.T - Township Contributio	0.00	242,855.98	230,000.00	12,855.98
400582 - Non-Resident Fees	38.86	313.34	240.00	73.34
400601 - Copies and Faxes	1,255.56	4,827.03	2,700.00	2,127.03
400656 - Penal Fines	2,848.20	29,028.94	32,000.00	-2,971.06
400657 - Fines	0.00	714.77	650.00	64.77
400665 - Interest Income	1,796.46	18,580.17	16,000.00	2,580.17
400691 - Donations	1,979.93	23,040.73	20,410.00	2,630.73
400692 - Miscellaneous Revenue	0.00	1,882.00	1,882.00	0.00
400693 - Book Sale	70.93	1,803.04	1,240.00	563.04
400700 - Grants	0.00	6,239.59	6,600.00	-360.41
Total Income	8,217.94	510,784.39	520,722.00	-9,937.61
Expense				
700710 - Employee Benefits	5,605.23	58,209.45	70,000.00	-11,790.55
700727 - Postage	45.50	423.80	600.00	-176.20
700728 - Supplies	1,056.50	7,433.03	9,000.00	-1,566.97
700740 - Equipment	311.94	13,552.58	15,000.00	-1,447.42
700740 - Furnishings	119.98	240.55	2,000.00	-1,759.45
700740 - Materials	5,059.16	27,083.18	38,050.00	-10,966.82
700801 - Advertising & Promo	185.90	3,942.29	4,850.00	-907.71
700805.1 - Accounting	537.50	13,701.70	16,000.00	-2,298.30
700805.2 - Bank Charges & Fees	0.00	50.88	100.00	-49.12
700806 - Technology Support	285.00	1,990.00	3,000.00	-1,010.00
700808 - Building & Grounds	625.04	13,839.20	15,882.00	-2,042.80
700850 - Communications	908.01	5,664.85	5,850.00	-185.15
700910 - Building/Liability Ins	0.00	8,648.00	8,600.00	48.00
700920 - Public Utilities	1,070.82	9,113.89	11,000.00	-1,886.11
700933 - Equipment Repairs	80.47	1,970.43	3,500.00	-1,529.57
700954 - Contractural Services	6,566.44	21,797.04	32,500.00	-10,702.96
700955 - Memberships / Training	76.00	6,933.79	9,800.00	-2,866.21
700956 - Programming	1,303.27	11,033.85	16,430.00	-5,396.15
700970 - Capital Outlay	0.00	27,401.28	16,560.00	10,841.28
Payroll Expenses	16,839.37	171,803.11	225,000.00	-53,196.89
Payroll Tax Expense	1,295.93	13,376.61	17,000.00	-3,623.39
Total Expense	41,972.06	418,209.51	520,722.00	-102,512.49
Net Ordinary Income	-33,754.12	92,574.88	0.00	92,574.88
Net Income	-33,754.12	92,574.88	0.00	92,574.88


September 2025 Statement

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Open Date: 08/15/2025 Closing Date: 09/15/2025

Visa® Business Cash Card
**Elan Financial
Services**

1-866-552-8855

BUS 30 ELN

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HENIKADISTRICTLIBRARY

New Balance	\$1,112.62
Minimum Payment Due	\$12.00
Payment Due Date	10/10/2025

Reward Points	
Earned This Statement	1,558
Reward Center Balance	25,445
as of 09/14/2025	
For details, see your rewards summary.	

Activity Summary

Previous Balance	+	\$695.62
Payments	-	\$695.62 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,112.62
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance = **\$1,112.62**
Past Due **\$0.00**
Minimum Payment Due **\$12.00**
Credit Line **\$30,500.00**
Available Credit **\$29,387.38**
Days in Billing Period **32**
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 CPN 001910551



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

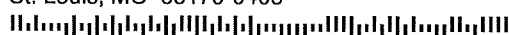
 . to pay by phone
 . to change your address

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

Account Number	
Payment Due Date	10/10/2025
New Balance	\$1,112.62
Minimum Payment Due	\$12.00

Amount Enclosed \$ _____

Elan Financial Services

 P.O. Box 790408
 St. Louis, MO 63179-0408




September 2025 Statement 08/15/2025 - 09/15/2025

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HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services (1-866-552-8855

Business Cash**Rewards Center Activity as of 09/14/2025**

Rewards Center Activity*	0
Rewards Center Balance	25,445

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,112	19,169
2 Extra Points* - Telecom & Office Supply	446	2,646
1 Extra Point - Restaurants & Gas	0	62
Total Earned	1,558	21,877

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
Purchases and Other Debits					
08/22	08/21	3416	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	CS
08/25	08/23	1843	SPIRIT HALLOWEEN 61338 609-703-8292 MI	\$6.35	Supplies
08/27	08/26	2858	DOLLAR TREE GRANDVILLE MI	\$7.95	Supplies
08/29	08/28	4078	Mailchimp 678-9990141 GA	\$19.50	CS
09/02	09/01	2037	Adobe Inc 800-8336687 CA	\$21.19	CS
09/03	09/02	3274	DOLLAR TREE JENISON MI	\$48.14	Ad/Promo
09/03	09/02	2105	MICHAELS STORES 2060 GRANDVILLE MI	\$9.53	Supplies
09/03	09/02	3721	SQ *PAGES & GRAPES Wyoming MI	\$3.17	Ad/Promo
09/04	09/02	0547	THE HOME DEPOT #2748 GRANDVILLE MI	\$60.65	DGT
09/05	09/04	5762	DOLLAR TREE JENISON MI	\$3.98	Supplies
09/08	09/05	3123	CHECKR, INC CHECKR.COM CHECKR.COM CA	\$54.99	CS
09/08	09/05	7536	STICKER MULE STICKERMULE.C NY	\$110.00	Ad/Promo
09/09	09/08	4463	INTERMEDIA.NET INC 800-379-7729 WA	\$113.16	Utilities
09/10	09/09	6908	MEIJER STORE #026 JENISON MI	\$21.70	Supplies
09/15	09/12	1078	CANVA* I04637-37814957 CANVA.COM DE	\$119.99	CS
Total for Account				\$625.30	

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September 2025 Statement 08/15/2025 - 09/15/2025

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HENIKADISTRICTLIBRARY

Elan Financial Services

1-866-552-8855

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/15	08/14	8774	MEIJER STORE #199 CALEDONIA MI	\$70.49	YP
08/18	08/16	6907	STORYBOOK VILLAGE PENTWATER MI	\$123.95	Ym
08/18	08/16	6915	STORYBOOK VILLAGE PENTWATER MI	\$66.78	YP
08/18	08/17	7426	SQ *DRAW 7, LLC Muskegon MI	\$24.96	YP
08/19	08/17	6786	MEIJER STORE #199 CALEDONIA MI	\$12.72	YP
08/20	08/18	6172	HARDING'S MARKET #3 WAYLAND MI	\$13.03	YP
09/02	08/29	4752	MICHAELS STORES 8849 GRAND RAPIDS MI	\$55.30	YP
09/15	09/11	2469	HARDING'S MARKET #3 WAYLAND MI	\$28.95	YP
09/15	09/13	2775	DOLLAR TREE BYRON CENTER MI	\$10.07	YP
Total for Account				\$406.25	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/28	08/27	5232	DOLLAR-GENERAL #9954 WAYLAND MI	\$77.09	AP
09/09	09/08	7246	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.98	AP
Total for Account				\$81.07	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/27	08/24	0203	PAYMENT THANK YOU	\$695.62CR	
Total for Account				\$695.62CR	

2025 Totals Year-to-Date

Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

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October 2025 Statement

Open Date: 09/16/2025 Closing Date: 10/15/2025

Visa® Business Cash Card

HENIKADISTRICTLIBRARY

New Balance \$2,205.61
Minimum Payment Due \$22.00
Payment Due Date 11/10/2025

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$41.00 Late Fee and your APRs may be increased up to the Penalty APR of 31.24%.

Reward Points

Earned This Statement 2,431
 Reward Center Balance 27,003
 as of 10/14/2025
 For details, see your rewards summary.

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Account

**Elan Financial
Services**

BUS 30 ELN

1-866-552-8855

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Activity Summary

Previous Balance	+	\$1,112.62
Payments	-	\$1,112.62 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,205.61
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$2,205.61
Past Due		\$0.00
Minimum Payment Due		\$22.00
Credit Line		\$30,500.00
Available Credit		\$28,294.39
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 CPN 001910551



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

☎ . to pay by phone
☎ . to change your address

000006444 MUSB20DD101625123953 01 10000000 028905 003



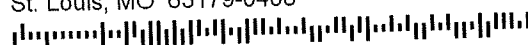
HENIKADISTRICTLIBRARY
ACCOUNTS PAYABLE
149 S MAIN ST
WAYLAND MI 49348-1208

Account Number	
Payment Due Date	11/10/2025
New Balance	\$2,205.61
Minimum Payment Due	\$22.00

Amount Enclosed \$ _____

Elan Financial Services

P.O. Box 790408
St. Louis, MO 63179-0408





October 2025 Statement 09/16/2025 - 10/15/2025

HENIKADISTRICTLIBRARY

Elan Financial Services 1-866-552-8855

Business Cash

Rewards Center Activity as of 10/14/2025

Rewards Center Activity*	0
Rewards Center Balance	27,003

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,205	21,374
2 Extra Points - Telecom & Office Supply	226	2,872
1 Extra Point - Restaurants & Gas	0	62
Total Earned	2,431	24,308

Important Messages

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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 \$30,500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/17	09/15	5627	WAYLAND DO IT BEST HAR WAYLAND MI	\$18.00	Supplies
09/17	09/16	4164	DOLLAR TREE GRANDVILLE MI	\$19.35	Supplies
09/17	09/16	8244	TARGET PLUS 800-591-3869 MN	\$105.98	Supplies
09/18	09/15	0721	MEIJER.COM #026 877-363-4537 MI	\$117.66	Supply
09/18	09/17	2518	DOLLAR TREE JENISON MI	\$2.65	Supplies
09/19	09/19	7387	TEMU.COM 130-248-0611 MA	\$36.70	Supply
09/22	09/21	7614	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	CS
09/24	09/23	2887	SP GYPSYJOY CREATION GYPSYJOYCREAT MI	\$15.90	Ad/ Prom
09/29	09/27	1386	WAL-MART #2567 GRANDVILLE MI	\$4.18	Supplies
09/29	09/28	1075	Mailchimp 678-9990141 GA	\$19.50	CS
09/30	09/29	7165	FAMILY FARMHOME 4 WAYLAND MI	\$8.15	Supply
10/02	10/01	4429	CHICAGO BOOKS & JOURNA CHICAGO IL	\$18.13	Supplies
10/02	10/01	1042	Adobe Inc 800-8336687 CA	\$21.19	CS
10/08	10/07	2082	INTERMEDIA.NET INC 800-379-7729 WA	\$113.17	Util
10/09	10/07	2272	THE HOME DEPOT #2748 GRANDVILLE MI	\$120.85	BGT
10/09	10/07	4405	WAYLAND DO IT BEST HAR WAYLAND MI	\$8.49	BGT
10/14	10/12	3030	WAYLAND DO IT BEST HAR WAYLAND MI	\$1.05	BGT
Total for Account				\$655.95	

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October 2025 Statement 09/16/2025 - 10/15/2025
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
Purchases and Other Debits					
09/17	09/16	2814	RED BRICK RESOURCES 180-02635407 MN	\$439.19	ym
09/18	09/17	2908	TARGET 00020156 CALEDONIA MI	\$3.18	ym
09/22	09/20	8269	SQ *ESTATE SALES WAREH Grand Rapids MI	\$22.91	ym
09/22	09/20	8049	SQ *EXOTIC SNACK GUYS Grand Rapids MI	\$33.88	ym
09/29	09/25	4445	HARDING'S MARKET #3 WAYLAND MI	\$40.55	ym
09/30	09/29	0686	WM SUPERCENTER #3453 WYOMING MI	\$74.45	ym
10/06	10/03	4041	ROSENPUBLIS 877-777-3017 NY	\$601.80	ym
10/06	10/03	7812	MEIJER STORE #199 CALEDONIA MI	\$11.77	ym
10/06	10/05	1259	DOLLAR TREE JENISON MI	\$53.00	ym
10/06	10/05	1176	DOLLAR TREE JENISON MI	\$4.77	ym
10/09	10/08	8207	MEIJER STORE #199 CALEDONIA MI	\$21.19	ym
10/10	10/09	1231	WM SUPERCENTER #3453 WYOMING MI	\$11.53	ym
10/10	10/09	2707	WAL-MART #3453 WYOMING MI	\$18.53	ym
10/10	10/09	6985	SP TONIES US US.TONIES.COM CA	\$84.76	ym
10/14	10/10	4148	SCHULER BOOKS GRAND RAPIDS MI	\$14.83	ym
Total for Account [REDACTED]				\$1,436.34	

Transactions		CUMMINGS,ABIGAIL		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/26	09/24	9278	HARDING'S MARKET #3 WAYLAND MI	\$15.15	AP
10/01	09/29	4772	HARDING'S MARKET #3 WAYLAND MI	\$18.84	AP
10/07	10/06	2231	MEIJER STORE #020 GRAND RAPIDS MI	\$79.33	AP
Total for Account [REDACTED]				\$113.32	

Transactions		BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
10/14	10/09	0287	PAYMENT THANK YOU	\$1,112.62CR	
Fees					
10/10	10/10		LATE FEE - PAYMENT DUE ON 10/10	\$41.00	
10/14			REVERSAL OF LATE PAYMENT FEE	\$41.00CR	
TOTAL FEES FOR THIS PERIOD				\$0.00	
Total for Account [REDACTED]				\$1,112.62CR	

Continued on Next Page

00006444 15373 0002-0003 DUSB20DD101625123968 001 00028905 UB29SCONE



Home


Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$63,136.40
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$518,038.92
BUILDING FUND XXX212	Current balance \$243,394.96
TIME DEPOSIT XXXX228	Current balance \$79,514.05
TIME DEPOSIT XXXX079	Current balance \$34,249.36
TIME DEPOSIT XXXX087	Current balance \$57,736.52

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

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Meeting Minutes

Henika District Library

Board of Trustees Meeting

October 14, 2025 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Gary Marsh, Pam Meyer, Danielle Simmons, Deb Vander Slik

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda motioned by Brinks and seconded by Kuhn. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of September 2025 meeting minutes, with discussed changes, motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for September 2025
 - A. Monthly check register was reviewed. Baker & Taylor went out of business, so more of our materials are being purchased through Amazon.
 - B. Credit card detail report wasn't available in time; will be reviewed next month.
 - C. YTD vs Actual was reviewed.
 - D. United Bank accounts were reviewed.

Approval of paid bills motioned by Marsh and seconded by Simmons. All yes, motion carried.

 - E. CD *079 Maturing on October 22nd. We have the option to renew at a special rate of 4% for 5 months, or at 3.75% for 11 months. Augustin motioned to renew at 4% rate for 5 months on Oct. 22nd. Kuhn seconded. Roll call vote taken, all yes.
- VI. Director's Report for September 2025

Abby was interviewed by Wood TV about the Halloween D&D program she's putting on. MeL budget has been approved for the next year. More teens are spending time at the library after school.

 - A. Monthly Statistics, Youth Services, and Adult Services were reviewed.
 - B. The Circulation report was reviewed. There was an error in the report, and circulation numbers were actually 4775 higher than this time last year. There was more participation in this "library card sign up month" than in previous years.

VII. Committee Reports:

A. 9/16 Finance Committee

Simmons summarized the meeting, emphasizing that the committee thinks it best to push back the ballot date. They also discussed selecting a financial advisor (which we will need to run a bond campaign) and the importance of a “Yes” campaign.

B. 9/23, 9/30, 10/14 Planning Committee

Brinks summarized the meetings, noting that the committee will bring a recommendation re: fundraising professional to the board later in the meeting.

VIII. Unfinished Business

A. Triangle Agreement Clarification

Discussed the Design/Build versus Traditional delivery methods. Design/Build was the original preference, as Triangle would give more hands-on support. Traditional was considered due to USDA requirements, but we are no longer using USDA. Augustin motioned to utilize the Design/Build method, Kuhn seconded. All yes, motion carried.

IX. New Business

A. Copier Policy Revision

Due to recent increases in the use of the copier, without sufficient donations to cover the cost, Bakovka presented a copier policy revision that would allow most patrons to use on a donation basis, per usual, while those with large print jobs to be charged. Augustin motioned to revise the copier policy as presented by Bakovka, with discussed changes, Kuhn seconded. All yes, motion carried.

B. Fundraiser Proposals

The planning committee summarized their thoughts on the interviews conducted with Kennari Consulting and Kristin Gootjes Consulting. Discussion ensued. Meyer motioned to hire Kennari Consulting. Engels seconded. Roll call vote: Brinks- yes, Kuhn- yes, Simmons- yes, Meter- yes, Engels- yes, Marsh- no, Vander Slik- yes, Augustin- yes. Motion carried.

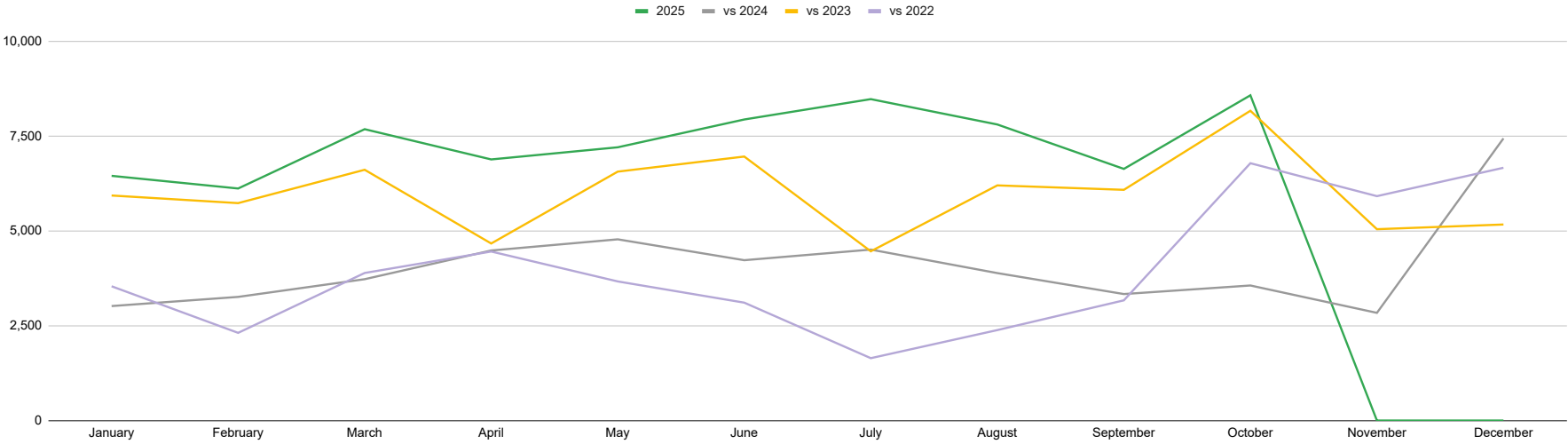
C. Director Evaluation Update

Augustin presented a new form for the annual evaluation of the director. Discussion ensued, including the possibility to create an FAQ sheet to add to the new-member binder for how to use the evaluation. Augustin motioned to revise the form with changes discussed, and re-evaluating it in 2026 once we have used the form. Brinks seconded. All yes, motion carried.

X. Around the table: No one had anything to add.

XI. Adjournment of the meeting motioned by Brinks and seconded by Augustin. Meeting adjourned at 8:52 p.m.

2025 vs 2022/23/24

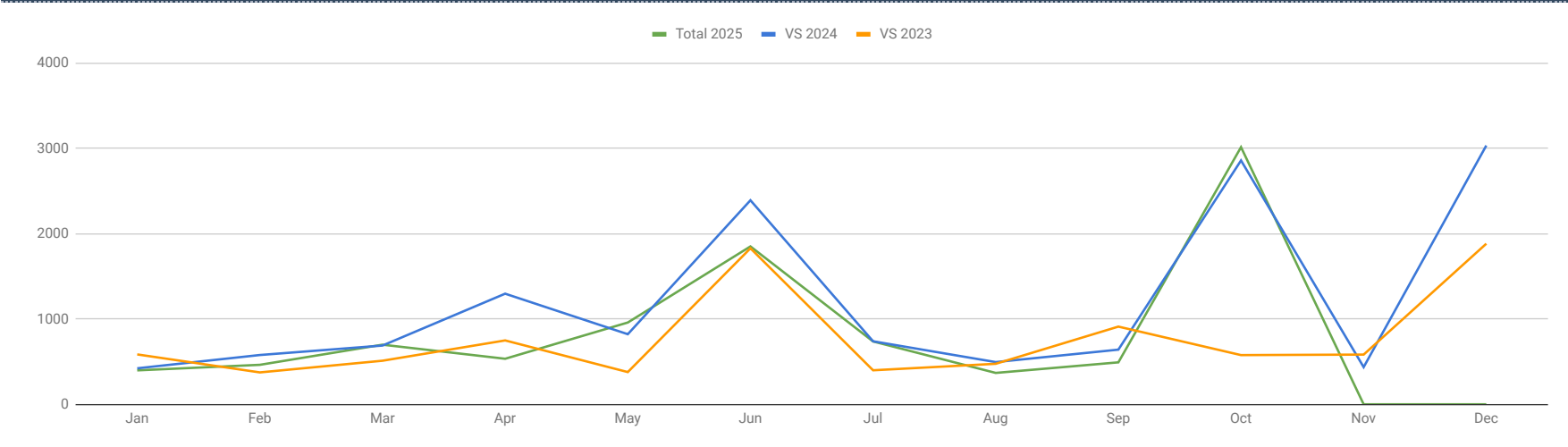


Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2025	6,456	6,122	7,687	6,889	7,209	7,943	8,480	7,811	6,639	8,581	0	0	73,817	7,382
vs 2024	3,020	3,262	3,729	4,486	4,781	4,230	4,510	3,890	3,337	3,563	2,841	7,444	49,093	4,091
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	311	334	380	294	273	364	385	421	280	414	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	314	337	333	279	353	329	378	292	339	349	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	301	332	342	347	287	458	343	396	368	364	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	356	213	308	266	339	303	372	270	280	339	#DIV/0!	#DIV/0!	#DIV/0!
Friday	215	224	277	196	324	225	276	308	243	252	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	128	175	225	184	103	217	162	151	157	190	#DIV/0!	#DIV/0!	#DIV/0!



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	362	306	527	437	888	675	332	45	225	160	0	0	3957
Adult	23	78	87	71	56	255	126	68	74	78	0	0	916
Family	13	79	85	26	15	921	279	255	193	2777	0	0	4643
Total 2025 [1]	398	463	699	534	959	1,851	737	368	492	3,015	0	0	9516
VS 2024	422	578	689	1,297	822	2,392	739	495	641	2,859	436	3,034	14404
VS 2023	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Yearly Increase	94%	80%	101%	41%	117%	77%	100%	74%	77%	105%	0%	0%	66%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth Live Events	151	76	223	262	761	144	74	44	223	157	0	0	2115	176
Youth Reading Programs	37	43	123	9	2	412	82	1	2	3	0	0	714	60
Passive Programs	174	187	181	166	125	119	176	79	120	432	0	0	1759	147
Adult Live Events	23	65	87	71	56	31	88	68	74	78	0	0	641	53
Adult Reading Programs	0	13	0	0	0	224	38	0	0	0	0	0	275	23
Family Live Events	13	79	85	26	15	921	279	176	73	2345	0	0	4012	334

October 2025

Youth Services Report

Tori Schreur, Youth Services Librarian

Preschool Playtime: 2

Very low numbers for preschool playtime; especially compared to last month's numbers. But lots of sickness was, and still is, going around, so I'm guessing that contributed to low numbers. However, the littles that were here had the whole place to themselves and got to enjoy playing with playdoh and playing in the ball pit.

Life of a Showgirl Friendship Donuts: 15 attendees

I'm so glad I did this program because it was a lot of fun! On October 3rd, Taylor Swift released her new album, Life of a Showgirl, and to celebrate,

Lego Club: 19 attendees

September had pretty low numbers for Lego Club so I was a little nervous for October's program. Turns out I didn't have to be worried because we had 19 people show up. Even adults were excited to take part in the lego building action. Like most sessions, it was a free for all, which the kids really seem to enjoy so they have the freedom to design and make whatever they want.

After School Art: 40 attendees

Lots of fun After School Art crafts this month. The first week we celebrated Miss Tori's birthday and we designed party hats! We had lots of stickers, gems, and other crafts to decorate them with. The next session we made monsters out of sliced up pool noodles and air dry clay. That was fun because there were a lot of different materials to work with. Our last session was kind of a free for all After School Art. I had rolls of white paper and markers scattered around the floor for doodling. I was also organizing some of my craft materials, and the kids started helping themselves (as they should!) and came up with their own crafts and designs.

Pokemon Club: 37 attendees

Great turnout for Pokemon Club as always. I had finally found new packs of Pokemon Cards at Dollar Tree so I had the kids fill out a raffle for the packs. I only pulled for three winners, even though I purchased 8 packs so I could get the kids excited for a potential raffle next month's Pokemon Club. We've had a lot of new faces, and some familiar ones as well.

Caramel Apple Nacho Bar: 15 attendees

This one was fun and we actually had a lot more teens than tween in attendance. They even purposely came in to attend the program and didn't accidentally stumble upon it! I had a bunch

of cut up apple slices ready to go on plates for the kids, along with mini marshmallows, mini m&ms, crushed pretzels, mini chocolate chips, caramel, peanut butters, and marshmallow fluff. The kids loved all the different options they could choose from.

Monster Mash: 1978 attendees

It was a great night to hand out candy at Monster Mash. We went through multiple bags of candy, and surprisingly enough, the kids preferred the trinkets as opposed to the candy. I thought since I was the second table in line that kids would be more susceptible to grabbing the candy since they didn't have any, but they seemed to much prefer the tiny little spiders and key chains. The halloween stickers were a hit with the adults as well.

Scavenger Hunt: 97 kids

Looking Forward:

November doesn't seem as bustling with activity, but there are still lots of programs for the kids! Storytime will be on Tuesday, November 4th and 18th. Lego Club is Wednesday, November 5th at 5:30, and I'm hoping to have a turnout similar to October's program. There will be three sessions of After-School-Art on Thursday, November 6th, 13th, and 20th. On Monday at 3:30, I will be hosting a DIY Italian Soda Bar for Teens, and I am really excited for that one! I have a lot of teens who are excited as well. On November 11th and 25th I have Preschool Playtime. Community Action of Allegan should be joining for playtime on November 11th. On November 12th I will be hosting Pokemon Club which always has a great turnout. I plan to raffle off new packs then as well. On Monday, November 17th through the 21st, or while supplies last, we will have Air Dry Clay Turkey Take and Makes. And lastly, on Wednesday, November 19th I will have a program for teens where we will be making Pumpkin Spice Bath Salts.

October 2025
Adult Services Report
Abigail Cummings, Adult Services Librarian

Programs & Attendance

No-Bake Cookie Dough Bar: 12

People really liked the idea of this one, and there was good attendance. It was a little hard to buy things in advance, not knowing which recipes people would gravitate towards. I think there's potential in events like this, but probably a way to make it a little less expensive/messy.

Pumpkin Candle Holders: 10

This was a cute and fun craft! It was easy to teach and people had a fun time customizing them. I also have a lot of left over materials, so I might do something similar another month.

Halloween D&D: 7

I think I'm done with the D&D programs for now. I think they either need to be once in a while, or reliably every week, which I can't do. People have a good time, but I spend a lot of work time planning, and if not a lot of people are going to come, I don't know that it's worth it.

Silent Book Club: 18

This was a great experience! I think we're going to host them every other month, alternating with OpenRoad across the street. Everyone was kind and respectful, and it's a great way to get new readers into the building. We even had people come in early to get library cards!

Spice Club- Maple Sugar: 9

This was a great spice club! The food was really good, and a lot of people had never heard of/used maple sugar before. What I like in particular about spice club is that people stick around a while after we make the food and chat, which really makes it feel like a community event.

Take & Make: 24

These take & makes went within the first day! I should have bought more. People really like the take & makes and I think they've been excited to have them back.

Tech Help: 2

Very few people come to tech help, but it's completely free to put on, and the people who do use it really appreciate it.

Free Paint: 9

The free paint sessions never do quite as well as the instructor-led classes, but it still gives people an opportunity to get together and it's very easy and cheap to put together.

Sawmill: 3

Sawmill was good! Not a lot of people. Apparently there's a new person working in their office. I've tried getting in contact with them, but I haven't heard back yet.

Green Acres: 8

Green acres was a good time, like usual! I didn't do a craft with them this month, but they're never upset about bingo.

Bingo! Brunch: 6

Some of my summer participants are still coming to the school year bingo brunch, which has been great! It's been a fun and lively group.

Total Program Participants: 108

September Reflection

These October events were a good time! The biggest hits were the silent book club and the take & make. It was really cool to collaborate with the silent book club this month, and I'm excited to keep that relationship going. Event attendance has been steady. I've taken a break from stitching circle to see if I can get better attendance during the colder months.

Looking Forward

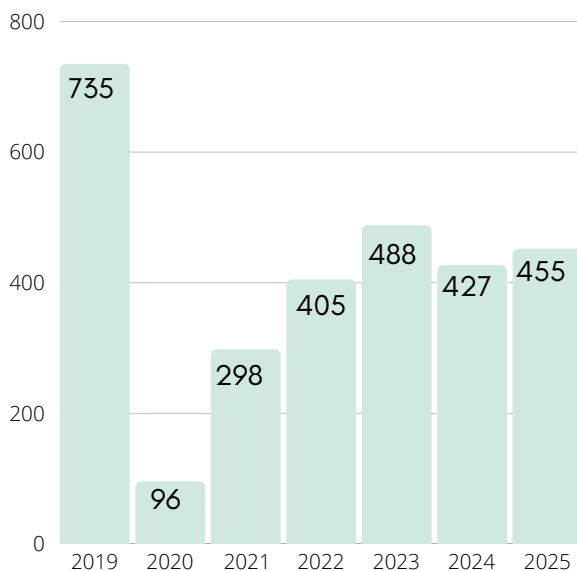
I think November is going to be really fun! We're having Camilla Voelker back to talk about herbalism. She was a big hit when she was here last year. Like usual, I'm doing a craft, painting, bingo brunch, tech help, and spice club. I'm not here one of the weeks, so we're doing a drop-in bullet journaling. Usually a couple of people show up for it, and it's easy for anyone to throw the materials on the table. Instead of stitching circle I'm doing a thanksgiving recipe swap, which could either go well or no one will show up, because it's the weekend after thanksgiving.

October 2025

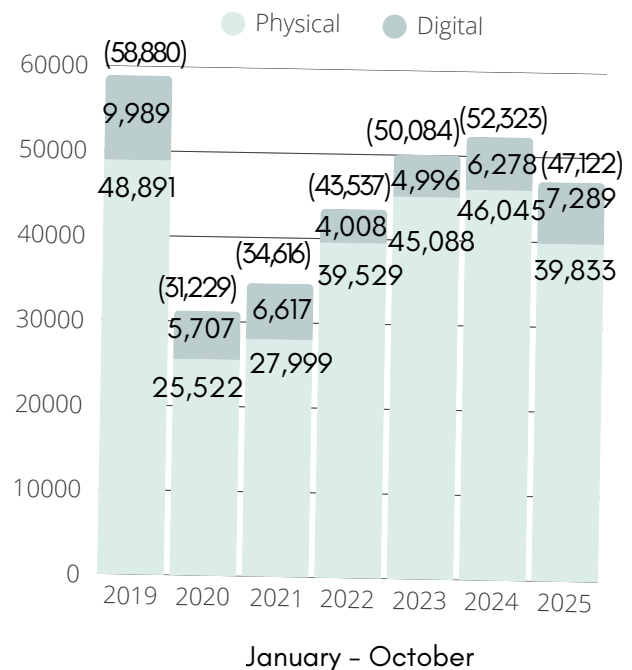
Our October 2025 circulation numbers are 5,201 lower than our October 2024 numbers. The category showing the most growth from last year during the month of October is MeL items; which circulated 3 times more than they did last October! Other categories showing noticeable growth from last October include: Adult Print, Juvenile Print, Special Collection Items, Adult e-Books, Teen e-Books, Adult e-Audiobooks, and General NF DVDs. The categories that are not circulating as well as they did in October of 2024 include: Teen Print, Tween Print, Board Games, Video Games, Youth DVDs, Juvenile e-Books, Teen e-Audiobooks, General Fiction DVDs, Tween Audiobooks, Adult Audiobooks, and Teen Audiobooks. On another note, our Spanish items have been checked out a total of 4 times this month! Furthermore, computer sessions are higher than they were this time last October as patrons are utilizing our printing and faxing services! Additionally, the updated printing/copying policy has gone over fairly well with patrons and most have been understanding about the updated pricing

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



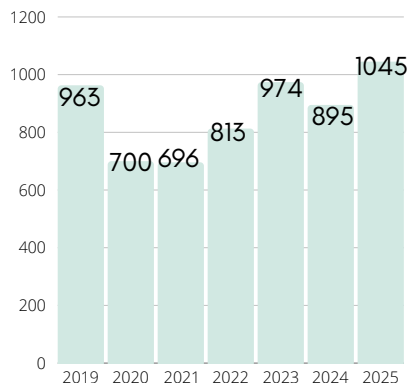
Henika has 2,423 total patron accounts. 546 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

255 Patron accounts added YTD
 26 Patron accounts added in October:

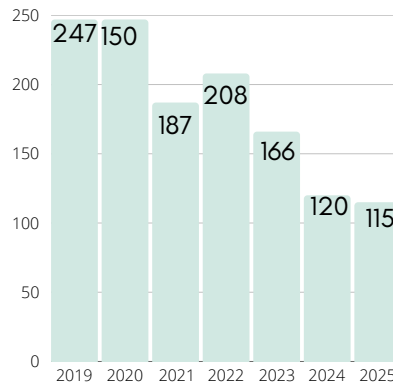
- 13 - Wayland City
- 11 - Wayland Township
- 2 - Patron Point

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

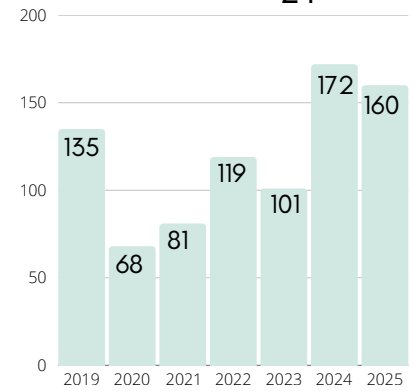
Adult Print



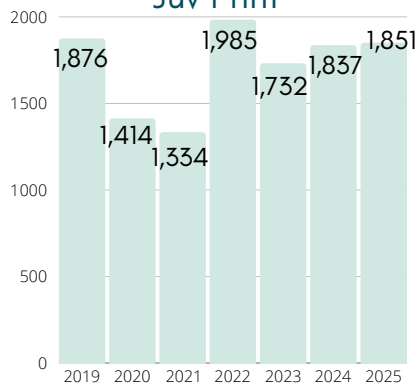
Teen Print



Tween Print

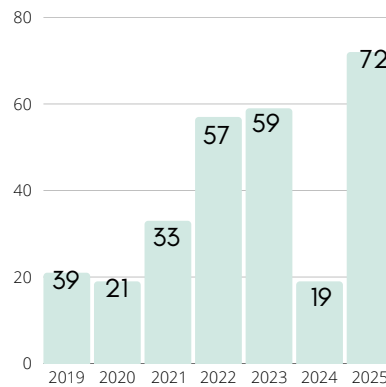


Juv Print

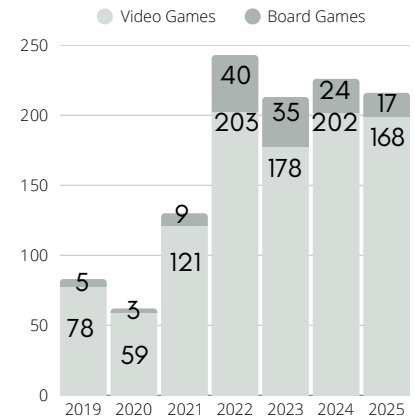


*pictures books, readers, chapter, juv graphic, juv NF

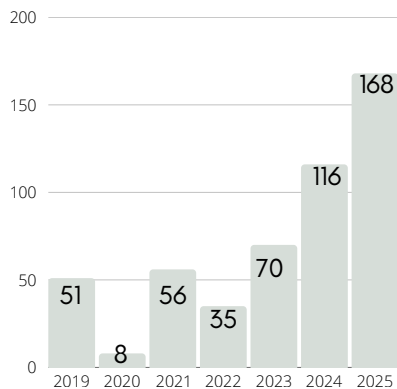
MeL



Games

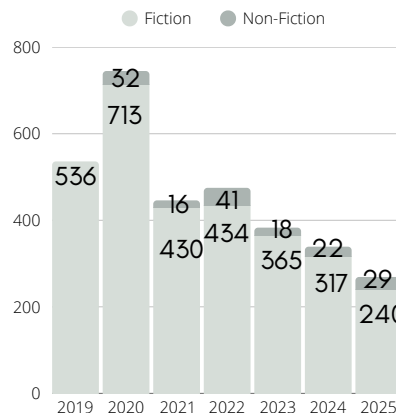


Special Collection

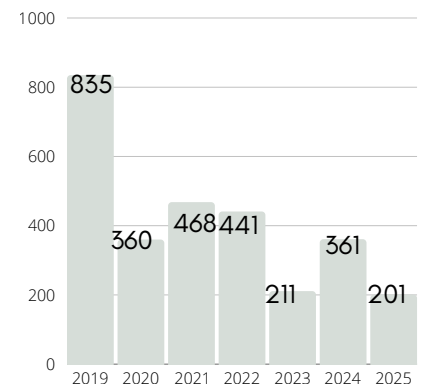


*prior to August 2021, this only included launchpads

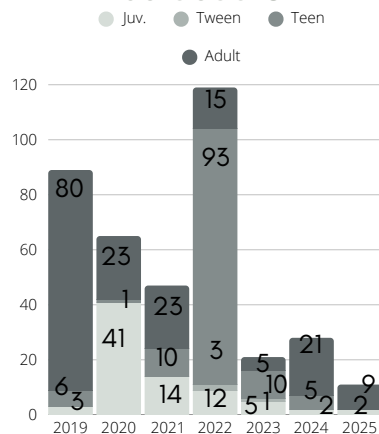
General DVD



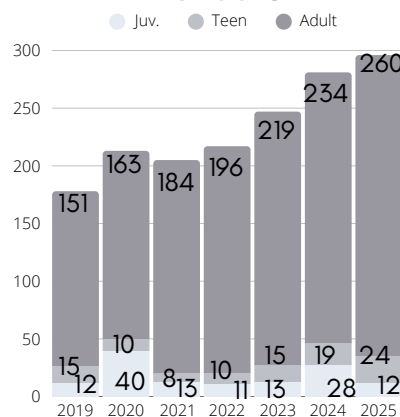
Youth DVD



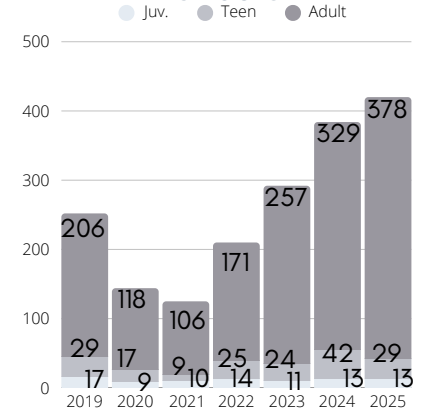
Audiobooks



eBooks



eAudio



MINUTES

Henika District Library
Planning Committee Meeting
October 14th, 2025 at 6pm

I. Call to Order - 6pm by Brinks

II. Approval of Agenda - Motioned by Augustin, seconded by VanderSlik

III. Approval of Meeting Minutes

- 9/30/2025 Minutes - Motioned by Augustin, seconded by Brinks

IV. Unfinished Business

A. Professional Fundraiser

- a. Discussion ensued. Brinks motioned that the planning committee recommend to the board to hire Kennari Consulting. Seconded by Simmons. All in favor. Motion carried.

V. New Business

None

VI. Around the Table

Brinks: Nothing to add

Simmons: Nothing to add

Bakovka: Nothing to add

VanderSlik: Nothing to add

Augustin: Wishes she had brought snacks.

VII. Adjournment -6: 14pm Motioned by Augustin, seconded by Brinks

Henika District Library

Director Evaluation

26

Director: _____

Fiscal Year in review: _____

The Library Board of Trustees will conduct a formal, written evaluation of the Library Director at the end of each fiscal year. The Board President will meet with the Director and review the feedback provided by the evaluations.

Purposes of the Performance Evaluation

- To provide the director with a clear understanding of the board's expectations.
- To ensure the director and the board are aware of how well the expectations are being met.
- To serve as a formal vehicle of primary communication between the board and director.
- To identify the board's actual concerns so that appropriate action can be taken.
- To demonstrate sound management practices and accountability to the board and the community.

Expectations and Evaluation

Directors are held accountable to many varied and sometimes conflicting constituencies. The board and the director must recognize these groups and acknowledge the relationship with each one:

- The general public
- The library staff members who have diverse personal expectations for their director
- Public pressure groups who exert pressure on the director to respond to their concerns
- Friends of the Library groups
- Individual members of the board of trustees who have personal priorities for the library and the director.

Good communication, public relations, a written plan and clear policies will all help the board and director to deal with any conflicting expectations. The evaluation method and process can be designed to include input from all these groups, but the final responsibility rests with the board.

Definition of Rating Terms:

5: Outstanding: The Director's performance is exceptional in comparison to expectations.

4: Highly Effective: The Director always meets and frequently exceeds performance expectations.

3: Effective: The Director consistently meets performance expectations and performs in a professional and competent manner.

2: Needs Improvement: The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the Library Trustees.

1: Unacceptable/Needs Substantial Improvement: The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from the Library Trustees. Need for immediate and significant improvement.

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1 (lowest). Add optional comments to expand on the understanding of that section rating.

I. Administrative Duties

27

1. Preparing and Managing the Budget

____ Necessary information is researched, compiled, and coordinated with the Finance Committee, in a timely manner prior to presenting to the Board.

____ The budget covers all necessary expenses.

____ Funds are effectively allocated.

____ Mid-course corrections (budget amendments) are minimized.

____ Monthly meetings are used to keep the Board up to date on the budget.

____ Other funding sources are explored and applied for as appropriate.

____ Complied and provided any and all necessary information for the yearly audit.

Comments: _____

2. Professional Awareness

____ Maintains an adequate knowledge of current library science practices.

____ Demonstrates to the Board a commitment to personal professional development by attending relevant conferences, meetings, workshops, and seminars, and by sharing knowledge gained with appropriate individuals.

Comments: _____

3. Use of the Library

____ Effectively communicates library services, current and new, to the public through multi-media options available.

____ A proper and realistic balance is maintained between promotion of services and budget constraints.

____ Circulation trends and in-house use are adequately analyzed, usually summarized at monthly meetings.

Comments: _____

4. Establishing Priorities

____ Director's recommended priorities are aligned with the library's plan as defined by the Strategic Plan.

____ Priorities appropriately reflect community needs, and reflect advanced planning.

____ Director's accomplishments reflect and relate to the short and long range plans.

____ Plans are updated on a regular basis to reflect changing circumstances with the Planning Committee and presented to the Board.

Comments: _____

Total for Section I

_____ points out of possible 80

II. Staffing and Building

29

1. Managing the Staff

- ☐ Positive management/staff relations are maintained.
- ☐ Director sets an example for the staff through professional conduct.
- ☐ Staff annual evaluations prepared and administered in a timely manner.
- ☐ Operation of the Library runs smoothly with respect to hours open, adequate staffing, and providing services.
- ☐ Statistical records compiled accurately from reports from staff, as well as monthly staff updates collected for review at monthly meetings.
- ☐ Functions are analyzed periodically with the objective of combining, eliminating and/or creating new positions.

Comments: _____

2. Development of Staff

- ☐ Motivates and enables the staff to develop their skills through continuing education, workshops and seminars
- ☐ Director adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately accounts for the use of such funds.
- ☐ Holds staff meetings regularly.

Comments: _____

3. Staff Selection

- ☐ Staff selection/hiring is accomplished through appropriate hiring resources.
- ☐ Necessary attention is placed on all current hiring rules, policies, and local, state, and federal laws.
- ☐ Decisions made are with positive intent to ensure the selection of the best person for the job.

Comments: _____

4. Maintenance and Construction of Physical Building and Grounds

_____ Buildings and grounds are adequately maintained within the imposed budgetary constraints.

_____ Works with the Building Committee to assess the building and grounds on a regular basis to report to the Board.

_____ New and/or remodeled facilities are functionally appropriate and aesthetically pleasing, and are constructed within budget allocations (when such things occur).

Comments: _____

Total for Section II

_____ **points out of possible 75**

1. Reporting at monthly Board meetings and communications with the Board

- ___ Reports to the Board accurately on library budget, operations, activities, opportunities, and problems.
- ___ Supplies necessary information and references at committee and regular monthly meetings for board members to understand, reference, and make decisions.
- ___ Works with Committees to streamline information at monthly meetings to enable efficient decision making.
- ___ Provides Board members with opportunities to learn about library operations and Board responsibilities, and keeps Board up to date on news in the Library world - local, state, and national.

Comments: _____

2. Policy Recommendations to Board

- ___ Recommends to the Board new and/or updated/revised plans, policies, and technological improvements relating to library operations.
- ___ Policy recommendations are reviewed, researched, and deemed necessary and appropriate to the efficient operation of the library.
- ___ Trustees are informed of new developments and important news reported in library correspondence and literature to provide them with the necessary background to make informed policy decisions.

Comments: _____

3. Implementation of Board Decisions

- ___ Board decisions are implemented on a timely basis.
- ___ Director displays initiative.
- ___ Director is objective and consistent in decisions that affect the staff and/or public.
- ___ Director supports board decisions.

Comments: _____

4. Activity in Professional Organizations

- ____ Director participates in professional organizations as appropriate.
- ____ Maintains positive relations with community organizations.
- ____ Participates in local, regional, state, and national opportunities related to libraries.

Comments: _____

5. Community Development

- ____ Needs of the community effectively provided for by library services within the current abilities.
- ____ Develops and/or recommends changes and improvements in services to the community.

Comments: _____

Total for Section III

_____ points out of possible 80

In what areas, in your opinion, does the director excel?

33

What changes would you like to see in the director's administration of the Library?

What performance objectives (goals) would you recommend for the director for the next year?

Section I + Section II + Section III = overall performance

_____ + _____ + _____ = _____ out of a possible 235 [all 47 spaces filled with 5s]

Outstanding: 235 - 189

Highly effective: 188 - 142

Effective: 141 - 95

Needs Improvement: 94 - 48

Unacceptable/Needs Substantial Improvement: 47 - 1

Fiscal Year in review: _____

Averages compiled from the collected evaluations of the Board members

Section I

Part 1 -

Part 2 -

Part 3 -

Part 4 -

Section overall average - out of 80

Collection and Summary of comments:

Section II:

Part 1 -

Part 2 -

Part 3 -

Part 4 -

Section overall average - out of 75

Collection and Summary of comments:

Section III:

35

Part 1 -

Part 2 -

Part 3 -

Part 4 -

Part 5 -

Section overall average - out of 80

Collection and Summary of comments:

Overall score average - out of 235 Overall rating level:

Summary of written feedback:

In what areas, in your opinion, does the director excel?

What changes would you like to see in the director's administration of the Library?

What performance objectives (goals) would you recommend for the director for the next year?

Henika District Library F/Y 2025 Budget: Ammendment #4

Revenue increase of \$5,807.82 & Redistribution of funds

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	\$851.64	\$1,000.00	\$3,500.00	=	\$3,500.00	
101-790-400540	State Aid	\$11,060.14	\$11,000.00	\$10,500.00	=	\$10,500.00	
101-790-400581.C	City Contribution	\$199,633.03	\$190,000.00	\$195,000.00	=	\$195,000.00	
101-790-400581.T	Township Contribution	\$223,697.83	\$223,000.00	\$230,000.00	=	\$230,000.00	
101-790-400582	Non-Resident Fees	\$208.35	\$100.00	\$240.00	+\$70	\$310.00	
101-790-400601	Copies and Faxes	\$3,812.93	\$3,300.00	\$2,700.00	+\$1,400	\$4,100.00	
101-790-400656	Penal Fines	\$34,316.29	\$30,000.00	\$32,000.00	=	\$32,000.00	
101-790-400657	Fines	\$633.25	\$600.00	\$650.00	+\$100	\$750.00	Replacement materials
101-790-400665	Interest Income	\$23,916.20	\$17,900.00	\$16,000.00	=	\$16,000.00	
101-790-400691	Donations	\$2,137.27	\$2,050.00	\$20,410.00	+\$3,500	\$23,910.00	
101-790-400692	Miscellaneous Revenue	\$10.00		\$1,882.00	=	\$1,882.00	
101-790-400693	Book Sale	\$1,146.79	\$1,050.00	\$1,240.00	+\$600	\$1,840.00	
101-790-400700	Grants	\$5,398.45	\$5,398.00	\$6,600.00	+\$187.82	\$6,787.82	LSTA grant - Final
	Total	\$506,822.17	\$485,398.00	\$520,722.00			
Total						\$526,579.82	

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	-\$1,000	\$224,000.00	
101-790-700710	Employee Benefits	\$67,545.16	\$75,500.00	\$70,000.00	+\$1,000	\$71,000.00	
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	\$600.00	=	\$600.00	
101-790-700728	Supplies	\$8,302.00	\$9,600.00	\$9,000.00	+\$500	\$9,500.00	inc paper consumption
101-790-700740	Furnishings	\$1,546.85	\$1,565.00	\$2,000.00	=	\$2,000.00	
101-790-700740	Equipment	\$9,698.28	\$13,950.00	\$15,000.00	+\$2,000	\$17,000.00	e-rate eligible equipment upgrade
101-790-700740	Materials	\$34,873.03	\$36,400.00	\$38,050.00	+\$100	\$38,150.00	Replacement Materials
101-790-700801	Advertising & Promotion	\$2,949.33	\$3,050.00	\$4,850.00	+\$250	\$5,100.00	shirt/sweatshirt sales
101-790-700805.1	Accounting	\$14,574.20	\$16,333.00	\$16,000.00	-\$1,000	\$15,000.00	
101-790-700805.2	Bank Charges & Fees	\$14.21	\$50.00	\$100.00	=	\$100.00	
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	\$15,882.00	=	\$15,882.00	
101-790-700850	Communications	\$3,300.65	\$3,500.00	\$5,850.00	+\$370.82	\$6,220.82	Finish Hotspots for EOY
101-790-700910	Building & Liability Insurance	\$6,996.00	\$7,000.00	\$8,600.00	+\$50	\$8,650.00	WC Audit Adjustment
101-790-700920	Public Utilities	\$9,160.97	\$11,000.00	\$11,000.00	+\$1,000	\$12,000.00	Utility inc
101-790-700933	Equipment Repairs and Maintenance	\$2,623.10	\$3,000.00	\$3,500.00	-\$1,000	\$2,500.00	
101-790-700954	Contractual Sevices	\$31,198.49	\$36,600.00	\$32,500.00	+\$1,500	\$34,000.00	Kennari offset
101-790-700955	Memberships & Training	\$9,220.67	\$9,300.00	\$9,800.00	-\$1,000	\$8,800.00	
101-790-700956	Programming	\$15,777.28	\$16,250.00	\$16,430.00	=	\$16,430.00	
101-790-700970	Capital Outlay	\$1,006.00	\$3,050.00	\$16,560.00	+\$3,087	\$19,647.00	Expansion donations
	Total	\$464,739.79	\$485,398.00	\$520,722.00			
Total						\$526,579.82	