

AGENDA

Henika District Library
Board of Trustees Meeting
February 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** *(PAGES 3 - 6)*
 - A. January 2025 Regular Meeting Minutes (M)

- V. Financial Reports** *(PAGES 4 - 14)*
 - A. January 2025
 - 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 - 23)*
 - A. Monthly Statistics (i)
 - B. Youth Report (i)
 - C. Adult Report (i)
 - D. Circulation Report (i)

- VII. Committee Reports** *(PAGES 24 - 28)*
 - A. Building & Grounds

B. Finance

C. Planning

VIII. Unfinished Business

A. Expansion Plans

IX. New Business

(PAGES 29 - 34)

A. Architect RFP

B. Gun Lake Area Living Opportunity

X. Around the table

XI. Adjournment

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. 6

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.

Monthly Check Register

As of January 31st, 2025

Date	Payee	Memo	Account	Amount
1/8/25	Amazon	Supplies, Materials, Equipment	-SPLIT-	\$347.06
1/8/25	Baker & Taylor		Materials	\$385.08
1/8/25	City of Wayland		Utilities	\$70.41
1/8/25	Consumers Energy		Utilities	\$421.99
1/8/25	Heimler Consulting		Tech Support	\$285.00
1/8/25	Lakeland	Quarterly Overdrive and Services	-SPLIT-	\$4,677.58
1/8/25	MERS		Employee Benefits	\$2,196.88
1/8/25	MJA Landscape		Building and Grounds	\$1,136.00
1/8/25	Punk Rustic Farms	Adult	Programming	\$360.00
1/8/25	Rehmann		Accounting	\$447.20
1/8/25	TKS Security	New Cameras	Equipment	\$4,668.20
1/8/25	T-Mobile		Communications	\$505.17
1/8/25	US Bank		Equipment	\$546.53
1/23/25	Accident Fund Group	Workman's comp adjust	Insurance	\$50.00
1/23/25	Absopure		Utilities	\$64.86
1/23/25	Amazon	Materials, Programming, Supplies, furnishings	-SPLIT-	\$1,111.51
1/23/25	Baker & Taylor		Materials	\$934.61
1/23/25	Blue Cross		Employee Benefits	\$4,282.84
1/23/25	Cardmember Services	Bergsma paid 2x, refund coming	-SPLIT-	\$2,609.40
1/23/25	Cengage		Materials	\$30.39
1/23/25	Cirque Among Us	SRP	Programming	\$650.00
1/23/25	Elevator Service Co		Equipment Maint	\$80.47
1/23/25	Johnson Controls	Q1	Contractual Services	\$472.76
1/23/25	Joyce Mandel	2024 check reissue	Programming	\$100.00
1/23/25	Kansas City Life		Employee Benefits	\$112.10
1/23/25	Lakeland	Poly bags	Supplies	\$169.10
1/23/25	Leighton Township Library	Replacement item	Contractual Services	\$19.20
1/23/25	Michigan Gas		Utilities	\$447.59
1/23/25	MJA Lanscape		Building and Grounds	\$255.00
1/23/25	Paul W. Jackson	Local Author	Materials	\$30.00
1/23/25	Playaway		Materials	\$325.46
1/23/25	Rosen Publishing		Materials	\$55.20
1/23/25	Spectrum		Utilities	\$66.49
Total:				\$27,914.08

Henika District Library
Balance Sheet
As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	217,415.85
Cash - HY Savings - 013	509,489.00
Certificate of Deposit - 228	77,546.37
Certificate of Deposit - 548	33,192.55
Certificate of Deposit - 556	55,954.99
Savings - Building Fund - 212	182,392.11
Total Checking/Savings	1,075,990.87
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	1,409,166.71
TOTAL ASSETS	1,409,166.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-346.01
Total Accounts Payable	-346.01
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	786.12
Total Other Current Liabilities	331,889.18
Total Current Liabilities	331,543.17
Total Liabilities	331,543.17
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	855,136.68
Net Income	170,778.89
Total Equity	1,077,623.54
TOTAL LIABILITIES & EQUITY	1,409,166.71

Henika District Library Profit & Loss Budget vs. Actual January 2025

Ordinary Income/Expense	Jan 25	Budget	\$ Over Budget
Income			
400502 - Federal E-Rate	199.50	3,500.00	-3,300.50
400540 - State Aid	0.00	10,500.00	-10,500.00
400581.C - City Contribution	90,922.49	195,000.00	-104,077.51
400581.T - Township Contributio	105,006.69	230,000.00	-124,993.31
400582 - Non-Resident Fees	40.00		
400601 - Copies and Faxes	200.95		
400656 - Penal Fines	2,083.85	32,000.00	-29,916.15
400665 - Interest Income	1,944.76	16,000.00	-14,055.24
400691 - Donations	11,932.10		
400693 - Book Sale	19.75		
Total Income	212,350.09	487,000.00	-274,649.91
Gross Profit	212,350.09	487,000.00	-274,649.91
Expense			
700710 - Employee Benefits	6,371.93	70,000.00	-63,628.07
700727 - Postage	0.00	400.00	-400.00
700728 - Supplies	671.54	9,000.00	-8,328.46
700740 - Equipment	5,446.70	11,500.00	-6,053.30
700740 - Furnishings	80.58	1,000.00	-919.42
700740 - Materials	2,853.77	35,000.00	-32,146.23
700801 - Advertising & Promo	161.85	2,500.00	-2,338.15
700805.1 - Accounting	447.20	20,000.00	-19,552.80
700805.2 - Bank Charges & Fees	43.99	50.00	-6.01
700806 - Technology Support	285.00	3,000.00	-2,715.00
700808 - Building & Grounds	3,273.00	8,000.00	-4,727.00
700850 - Communications	505.17	3,500.00	-2,994.83
700910 - Building/Liability Ins	50.00	7,500.00	-7,450.00
700920 - Public Utilities	1,104.86	11,000.00	-9,895.14
700933 - Equipment Repairs	80.47	3,500.00	-3,419.53
700954 - Contractural Services	4,624.10	35,000.00	-30,375.90
700955 - Memberships / Training	307.72	7,000.00	-6,692.28
700956 - Programming	1,392.23	16,000.00	-14,607.77
700970 - Capital Outlay	0.00	1,050.00	-1,050.00
Payroll Expenses	12,467.20	225,000.00	-212,532.80
Payroll Tax Expense	1,403.89	17,000.00	-15,596.11
Total Expense	41,571.20	487,000.00	-445,428.80
Net Ordinary Income	170,778.89	0.00	170,778.89
Net Income	170,778.89	0.00	170,778.89



January 2025 Statement

Open Date: 12/14/2024 Closing Date: 01/14/2025

Account:



Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

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HENIKADISTRICTLIBRARY

New Balance	\$2,609.40
Minimum Payment Due	\$27.00
Payment Due Date	02/10/2025

Reward Points

Earned This Statement	2,866
Reward Center Balance as of 01/13/2025	5,126
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,645.20
Payments	-	\$1,645.20 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,609.40
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,609.40
Past Due		\$0.00
Minimum Payment Due		\$27.00
Credit Line		\$30,500.00
Available Credit		\$27,890.60
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



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

to pay by phone
 to change your address

Account Number	
Payment Due Date	2/10/2025
New Balance	\$2,609.40
Minimum Payment Due	\$27.00

Amount Enclosed \$ _____

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



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.



January 2025 Statement 12/14/2024 - 01/14/2025
 HENIKADISTRICTLIBRARY

Page 2 of 3

Elan Financial Services 1-866-552-8855



Business Cash

Rewards Center Activity as of 01/13/2025	
Rewards Center Activity*	0
Rewards Center Balance	5,126

*This item includes points redeemed, expired and adjusted.

	This Statement	Year to Date
Rewards Earned		
Points Earned on All Purchases	2,610	2,610
2 Extra Points - Telecom & Office Supply	256	256
Total Earned	2,866	2,866

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.

IMPORTANT NOTICE: Please see the enclosed insert for changes being made to the late fees and returned payment fees on your account.

Transactions BAKOVKA, CIERRA J Credit Limit \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/23	12/21	6627	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
12/23	12/21	4573	WIX.COM 1152763259 WWW.WIX.COM CA	\$120.00	Ad/Promo
12/23	12/22	1191	ZOOM.COM 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
12/27	12/26	9438	VISTAPRINT 866-207-4955 MA	\$65.70	Supplies
01/02	01/01	1437	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
01/06	01/03	2476	VISTAPRINT 866-207-4955 MA	\$41.85	Ad/Promo
01/07	01/06	8884	INTERMEDIA.NET INC 800-379-7729 WA	\$111.20	Utilities
01/13	01/11	2289	MICHIGAN LIBRARY ASSOC 517-394-2774 MI	\$85.00	mem/train
01/13	01/10	4704	BAV INN LODGE-HOTEL FRANKENMUTH MI	\$222.72	mem/train
			Total for Account	\$704.61	

Transactions SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/02	12/30	5931	HOBBY LOBBY #244 KENTWOOD MI	\$6.36	HP

Continued on Next Page



January 2025 Statement 12/14/2024 - 01/14/2025
HENIKADISTRICTLIBRARY

Page 3 of 3

Elan Financial Services 1-866-552-8855

Transactions		SCHREUR,VICTORIA				Credit Limit	\$5000
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation	
01/07	01/06	3842	DOLLAR GENERAL #18180 DORR MI		\$16.43	YP	
Total for Account					\$22.79		

Transactions		CUMMINGS,ABIGAIL				Credit Limit	\$5000
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation	
Purchases and Other Debits							
12/18	12/17	4837	BERGSMA PLUMBING LLC COMSTOCK PARK MI		\$1,882.00	BG	
Total for Account					\$1,882.00		

dbl pd. they're mailing refund for 2nd pymt

Transactions		BILLING ACCOUNT ACTIVITY				Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation	
Payments and Other Credits							
12/31	12/28	0133	PAYMENT THANK YOU		\$1,645.20	CR	
Total for Account					\$1,645.20	CR	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	24.24%	
**PURCHASES	\$2,609.40	\$0.00	YES	\$0.00	24.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.24%	

Contact Us

Phone Voice: 1-866-552-8855 TDD: 1-888-352-6455 Fax: 1-866-807-9053	Questions Elan Financial Services P.O. Box 6353 Fargo, ND 58125-6353	Mail payment coupon with a check Elan Financial Services P.O. Box 790408 St. Louis, MO 63179-0408	Online myaccountaccess.com
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Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$222,861.79
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PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$509,489.00
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BUILDING FUND XXX212	Current balance \$182,392.11
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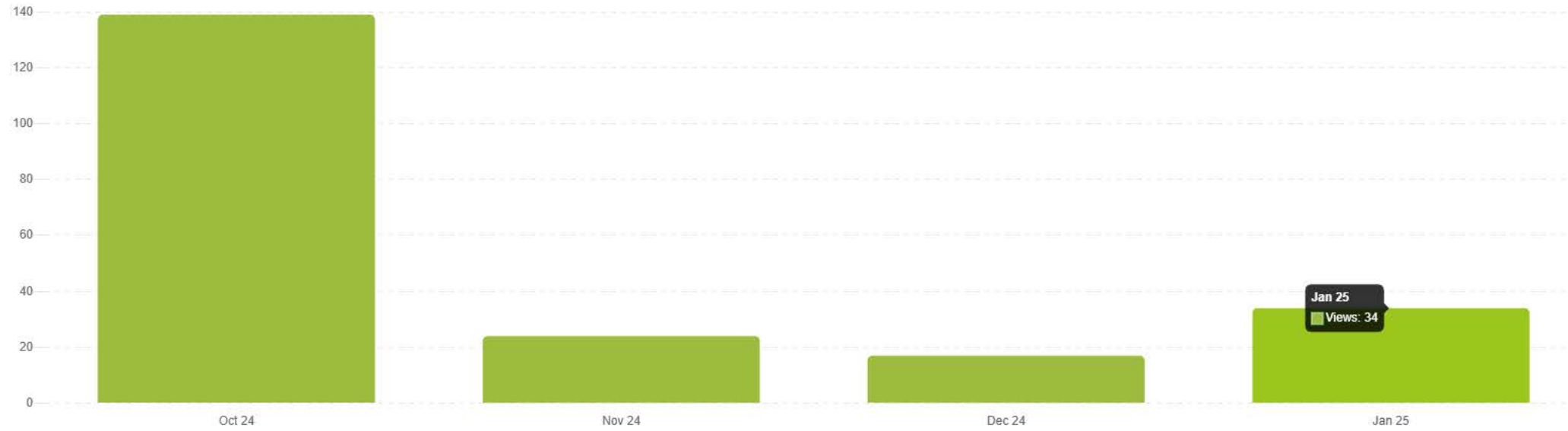
TIME DEPOSIT XXXX548	Current balance \$33,192.55
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TIME DEPOSIT XXXX556	Current balance \$55,954.99
--------------------------------	---------------------------------------

TIME DEPOSIT XXXX228	Current balance \$77,546.37
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Total Views **214**

10/01/2024 - 01/31/2025 



Tutorial Name 

Views 

3D Printing for Beginners

10

Addressing Microaggressions

5

From Our Kitchen to Yours- Keto Chocolate Cookies, Cookie Dough Balls, and Zucchini Noodles

5

Life Decisions

3

Facilitating Masterful Meetings

2

January 2025
Youth Services Report
Tori Schreur, Youth Services Librarian

Storytime: 6 attendees

I have been getting a pretty regular crowd for storytime, which has been nice! Despite one of the storytimes getting canceled due to weather, we did have one where we read books about snowy weather and what happens on snow days. We then did a craft where we made a scene look like snowy weather with cotton balls.

Lego Club: 11 attendees

Most of our lego clubs have been freestyle, but I challenged the kids to find a challenge card that looked fun for them and to make something that the card says. I joined in, and realized that I'm not as good at building with legos as I thought I would be! I tried making a pizza, and it was actually pretty difficult.

After School Art: 63 attendees

I believe we had one, maybe two after school arts canceled due to weather, so keeping that in mind, I'm pretty happy with the turnout that we had. For one of the crafts we made scenes using wikki stix. I'll be honest, I wasn't a fan of the texture of those! We also made snakes in honor of it being the Year of the Snake in the Lunar New Year. We also made some super cute abominable snowmen using forks and paint! I had a lot of fun with that one!

Pokemon Club: 28 attendees

I received a lot of compliments from both kids and parents for this month's Pokemon Club, and now I'm going to have to keep that momentum going for the future months. Instead of passing out cards like I usually do, I got out air dry clay, and we all made pokemon out of the clay. The kids loved it! Usually they spend the majority of their time showing off their cards, but this evening, I think they spent about 80% of the evening making their own Pokemon, and the other 20% showing off their cards.

Nintendo Perler Beads: 13 attendees

Thirteen was the perfect amount of people to make Nintendo Perler Beads. I had purchased perler bead sets of Super Mario World, Super Mario 3, and Zelda. I had tables set up with all of the beads, and then had a section for people who wanted to freestyle and make whatever. Pretty much every table was in use, and kids had all found something they wanted to make!

Bluey Trivia: 14 attendees

I think everyone, adults, kids, and me, had fun during Bluey Trivia. I had purchased Bluey stickers, Bluey masks, Bluey snacks, and Bluey prizes for everyone. Kids showed up wearing Bluey shirts and ears. It was the cutest thing! Immediately when it was over, the kids were asking if we could do another one soon. Meghan was the winner with every trivia question correct; however, the prizes were only for the kids.

Scavenger Hunt: 94 kids did the snowflake scavenger hunt**Reading Dragons: 2 sign ups/29 families redeemed****1000 Books Before Kindergarten: 2 new signups / 4 moved on to the next sheet****Looking Forward:**

February, weather dependent, is looking like it will be a pretty average month. February 1st is Take Your Child to the Library day, so I will be doing a family board game day for that. Storytime will be on February 4th as well as on the 18th. Lego Club, just like most months, will be on Wednesday, February 5th. After School Art will be on every Thursday: 6th, 13th, 20th, 27th. Preschool playtime will be on both the 11th and the 25th. Pokemon Club will be held on Wednesday, February 12th. In honor of Valentine's day, we will be decorating Valentine's cookies for Teen Snackcrafters on Wednesday, the 19th. Then, because February is Dental Health Awareness Month, I will have dental goodie bags for Take and Makes during the week of February 17th.

JANUARY 2025

Adult Services Report

Abigail Cummings, Adult Services Librarian

Programs & Attendance

Job Search Workshop: Effective Communication: 1

This was the first time I'd ever tried doing a tandem in-person and virtual event, and I was disappointed that there didn't seem to be much interest. Maybe doing it again with a more compelling subject like interviewing skills or resume building would be better, because we have a lot of people working on those things in the library. I did record it, however, so it can go on Niche Academy.

Mushroom Terrarium: 7

This one was a smaller class size, because the instructor didn't want more students. The people who came loved it, though, and there was a huge waitlist. I'll probably try to do something similar again to give more people the opportunity.

Escape Room: 0

This event was cancelled due to weather. I'm going to reschedule for March, because there was a lot of interest.

Take and Make: Mini Painting: 38

These were also impacted by the snow days, but a lot of them ended going out once we came back!

Spice Club: Everything But the Bagel: 3

This spice club recipe was delicious. I wish more people had come, but a lot of our regulars told me later that they had been sick.

Bingo! Brunch: 11

I was really happy with this bingo brunch! It's one of the highest turnouts I've had since summer. The only one that was higher was the Wednesday before Thanksgiving. There were some new faces, so I'm hoping they become regulars.

Seniors at Sawmill Estates (In-Person): 4

I had my normal group this month. In February, we're going to start at 9:30 and see if the attendance increases, because a lot of residents at Sawmill go to the Hotel for lunch on Thursdays.

Seniors at Green Acres (In-Person): 8

This was a pretty typical Green Acres day! Attendance was a little low, but we had fun playing bingo.

Total Program Participants: 72

January Reflection

This was kind of a low month, but that makes sense. There's usually a dip in January, with the cold weather and people getting sick. Having almost a whole week of snow days didn't help either. But I'm happy with the Bingo! Brunch stats, and I'm hopeful that February will be better.

Looking Forward

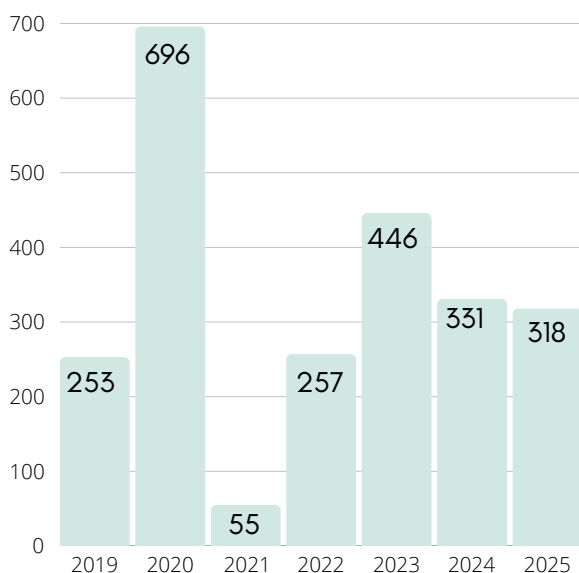
I'm starting a lot of new things in February. There will be Tech Help every other week, and Stitching Circle (a yarn/craft club) on the Saturday we're not doing painting. We're also doing a Valentine's Wreath craft, which has a lot of interest, and someone is coming in to talk about Fire Cider. I have more events in February than I've had in a while, so hopefully I get some good attendance!

January 2025

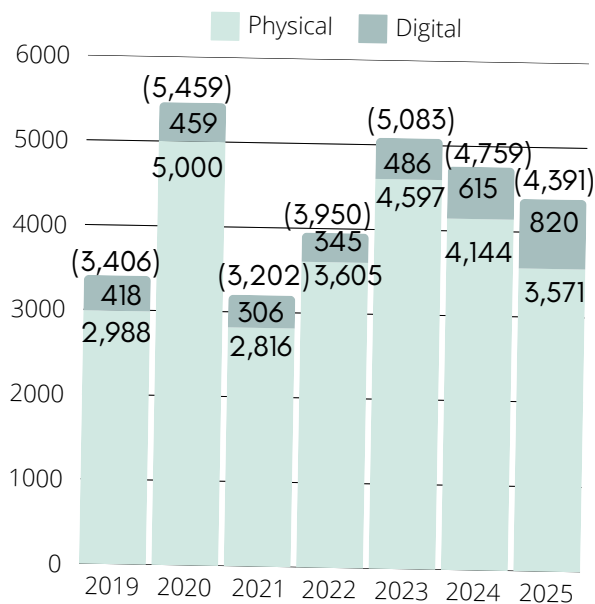
Our January circulation numbers are 368 lower than what they were in January 2024. The categories showing the most growth from last year during the month of January are: Special Collection items; which circulated 2.8 times more than they did at this time last year, Adult Audiobooks; which circulated 2 times more than they did last January, and Juvenile e-Books; which circulated 2 times more than they did at this time last year. Other categories showing noticeable growth from last January include: Tween Print, Board Games, Adult e-Books, Teen e-Books, Adult e-Audiobooks, and Teen e-Audiobooks. The categories that are not circulating as well as they did in January of last year include: Adult Print, Teen Print, Juvenile Print, MeL Items, Videogames, General NF DVDs, General Fiction DVDs, Youth DVDs, Juvenile Audiobooks, Tween Audiobooks, Teen Audiobooks, and Juvenile e-Audiobooks. I attribute lower circulation rates to snow days/closures and holidays.

Courtney Schenkuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



January - January

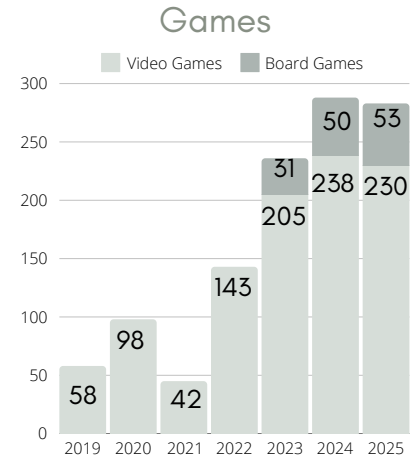
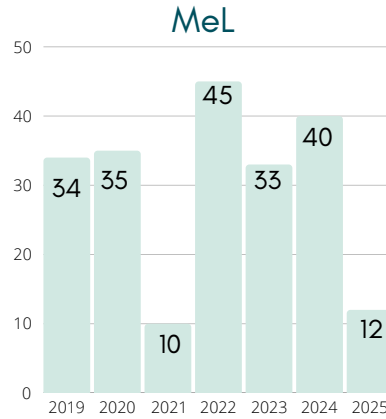
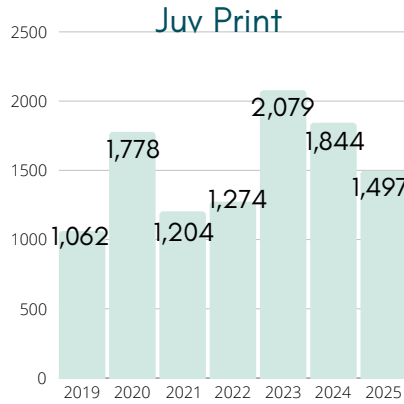
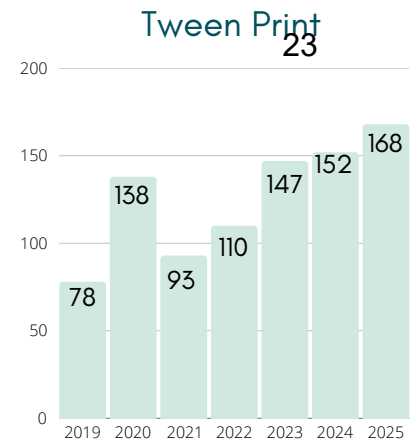
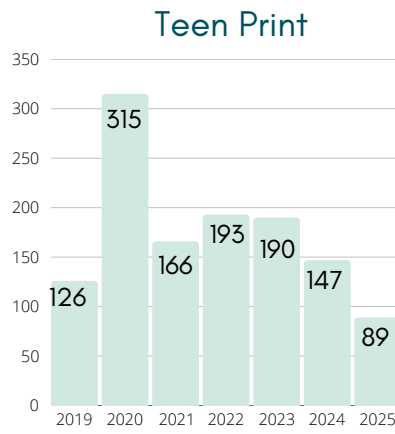
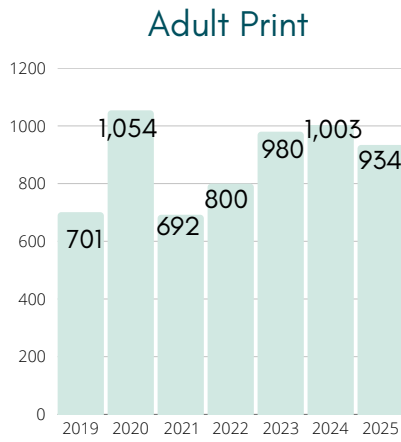
Henika has 2,476 total patron accounts. 527 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

25 Patron accounts added YTD

25 Patron accounts added in January:

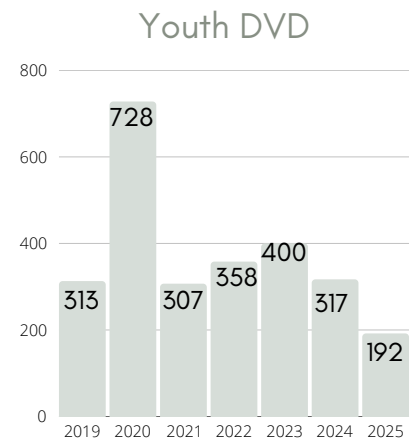
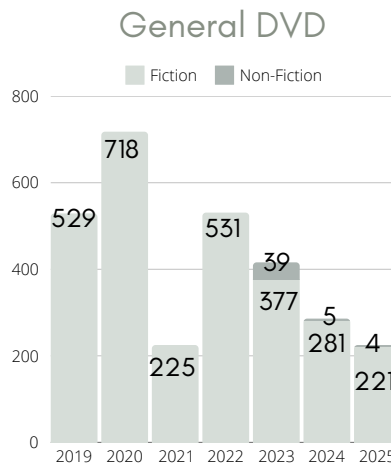
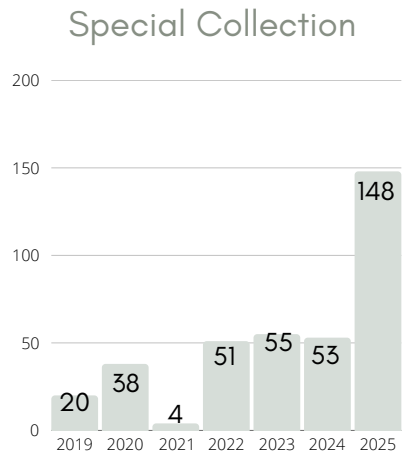
- 14 - Wayland City
- 8 - Wayland Township
- 2 - Patron Point
- 1 - Non-Resident

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



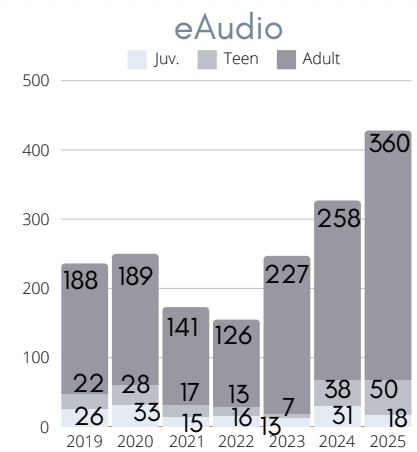
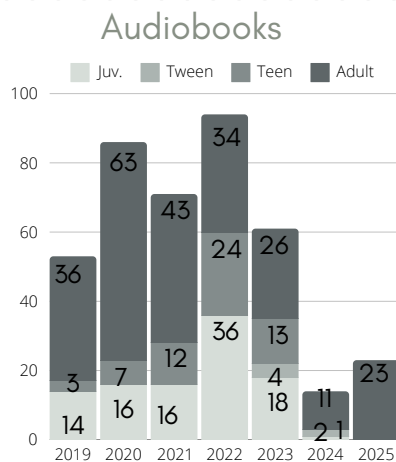
*pictures books, readers, chapter, juv graphic, juv NF

*prior to 2023, Video & Board Games were combined



*prior to August 2021, this only included launchpads

*prior to 2022, Fiction and NF DVDs were combined



Meeting Minutes:

Henika District Library
 Building & Grounds Committee Meeting
 January 20th, 2025 at 1pm

I. Call to Order - 1:06

A. Members Present: Gary Marsh, Pamela Meyer, Meghan Augustin

B. Members Absent: Rachel Brinks

C. Staff Present: Cierra Bakovka

D. Guests:

II. Approval of Agenda - motion by Augustin, second by Marsh

III. Community Opportunity to Address the Committee - none

IV. Approval of Meeting Minutes - motion by Augustin, second by Meyer

A. November 2024 Building & Grounds Committee Minutes

V. Unfinished Business - none

VI. New Business

A. Snowfest/Community Chat Recap- Snowfest was great, went very well, about 2k through the door. Several positive comments about the posters displayed with the potential future. Some questions of when, where and how.

Community Chat- very low turnout, only a couple community members. Cierra still provided a great presentation. Holly and Aviv who are apart of a Friends group revival attended and brought up some good marketing ideas. Angelina from the DDA took a few photos of the boards to share later. It is important to host these chats to provide the community with the opportunity for their input.

B. USDA Requirements

Cierra atndes a zoom with more information about the official loan application for the USDA. Many things needed for it. Need architectural plans to fill out large parts of the application. We will need a renewed contribution letter of our finances for the project. Will need an official architect to fill out parts of the application. Will need an environmental study involving - knowledge of area that would to be dug, an architectural historian and archeologist for analysis of area, input from SHIPO with historical insight.

1. RFP: Architect?

Mike Meyer from triangle was going to attend but was unable due to poor weather conditions. He was going to provide more knowledge on what a RFP process would be like. However, we need an architect and plans to drive ahead with the loan requirements. We will need decisions made to be able to provide architect with most accurate ideas to create the most accurate drawing for us the first time. Discussed were two main aspects to still be decided upon regarding the reading room area

possible becoming the open air porch it was originally. There are pros and cons and could be a negotiable point for our loan in regard to potential SHIPO approval. More to consider with this. Also for consideration would be to add right into the old 60s addition, or to tear down and build a whole new backside. Pros and cons to both options. Discussion ensued. No formal recommendation decided upon by the committee, but an agreement that the whole board will need to make some major decisions in order for architectural plans to be pursued. We need decisions made to keep the process moving.

VII. Around the Table: Bakovka- February 13 will be our first Love your Library fundraising event, with 10% of all sales at 4one2 going to benefit the library. This will be a series with dates in March and April with other restaurants as well. Marsh - grateful for competent leadership for this expansion dream. Meyer - appreciated the move forward attitude. Augustin- a call to action to start making decisions and work toward making things happen this year!

Adjournment: 2:27, motion by Augustin, second by Meyer

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.

Minutes

Henika District Library
Planning Committee Meeting
January 23rd, 2025 at 4:15pm

I. Call to Order by Brinks at 4:21pm

Members Present: Brinks, Simmons, Vander Slik

Members Absent: N/A

Staff Present: Cierra Bakovka

Guests: Augustin

II. Approval of Agenda, Motioned by Augustin, seconded by Simmons

III. Approval of Meeting Minutes

- May 2024 Minutes - Motioned by Simmons, seconded by Augustin

IV. Unfinished Business

A. Strategic Plan Check-in

- a. Plan reviewed and potential changes noted. Tabled until after the Architect is hired.

V. New Business

A. Fundraising Initiatives

- a. Discussion and brainstorming ensued. Noted ideas for fundraising: donation breakfast, teen event at night, airbrush tattoos, dunk tank, bounce house, SRP add ons, limited run swag for sale on Bonfire. Advertising for fundraising events discussed, looking into direct mail, Wayland electric sign, and Gun Lake Area Living.

VI. Around the Table

No one had anything to add

VII. Adjournment, motioned by Augustin, seconded by Brinks

Henika Library
Request for Proposals to Provide Design Services
New Library

Owner:

Contact Person:

Contact Address:

Contact Phone:

Contact Email :

Project Name:

Project Location:

1. REQUEST

This is where you state what you are building and a little detail.

The Henika Library is seeking qualified design firms to develop a conceptual design and layout for the construction of a new Library.

The proposed building would be between 9,000 and 10,000 square feet.

The Library Board has determined that bringing on a design professional to assist with conceptual layout and design is the next logical step in the process.

Firms should have experience that includes, but not limited to architectural design, cost estimating for construction in the current environment, environmental/sustainable design strategies, placemaking strategies for public places, Library and community center designs, and work on publicly funded projects.

The current list of “needs” for the library, as determined by the library board, includes:

List your needs.

I included second half of number 2 for your records, it depends on where percentage of funds come from.

2. FEDERAL, STATE AND LOCAL REQUIREMENTS

All project plans must meet all applicable engineering standards and federal, state, and local requirements, including compliance with state and federal barrier-free accessibility requirements of 1976 PA 453 (Elliot –Larsen Civil Rights Act) and 1976 PA 220 (Persons with Disabilities Civil Rights Act), as amended. In accordance with these laws, all contracts must contain a covenant by the consultant and any sub-consultants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. In addition, Federal guidelines mandate that the project must be in accordance with 43 CFR Subtitle A, Subpart C. All contractors and sub-contractors must take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible.

3. SCOPE OF WORK

Design Services

The overall goal of the project is to develop a conceptual design for the proposed Library, allowing the Library Board to make a final decision on proceeding with construction. designs, cost estimates, and other matters to keep the project moving forward.

Deliverables

The Library Board is seeking the following deliverables at the end of the project to aid the Township Board in making a decision on how to proceed with the project:

- A rendering of proposed building and site.
- A detailed floor plan showing the use of the space proposed within the building, including optional areas for 'wants' that the Library has identified, but are not committed to including yet.
- Cost estimates for the overall project, specific individual modules in the building, and the items on the Task Force's list of 'wants.'

4. CONSTRUCTION DOCUMENTATION AND OVERSIGHT NOT INCLUDED

This proposal does not include any work beyond the conceptual design phase.

The library has already secured a Construction Manager for the construction documentation and oversight of the project to comply with procurement regulations.

5. CONTENT OF PROPOSAL

Proposed staffing for the project including qualifications of each staff member assigned to the project and their roles.

Related project experience of the firm and the proposed staff describing the project owner, services provided, date of completion and project design and/or construction costs.

A lump sum amount for providing the scope of services and deliverables for the project. Please outline the estimated number of hours that you expect that your firm will spend on the project, including meetings with the owner, possible related costs, and the hourly rate for each staff member that may be working on the project.

Two copies of the proposal should be provided, along with one digital copy to facilitate distribution to the Task Force

6. ESTIMATED TIMELINE:

The proposed timeline is offered as a guideline for this project:

This is where we list the timeline for:

Advertise for bid date

Bids Due date

Interview date

Contract award date

Completion date

7. JUDGING OF PROPOSALS

You can put whatever you want in here, this is an example.

The Library Board has established a Task Force to determine the viability of the project. The Task Force will perform the initial review of the proposals, based on professional qualifications, previous experience on similar projects, ability to meet project work schedule, and total bid cost. The Task Force will make a recommendation to the full Library Board, who will approve the contract with the design firm. The Library reserves the right to reject all bids, waive informalities or irregularities, and accept the bid that it determines to be in the best interest of its residents

9. SUBMISSION OF PROPOSALS

Two (2) copies of the proposal shall be submitted to:

This is where we would have the location of the bids submitted, as well as the deadline for them.

10. Last section has space for the firm's name, contact information, address, phone numbers, lump sum cost.

Your Custom Solution_Henika Library

ot oterburg@bestversionmedia.com
 Fri, 07 Feb 2025 12:34:09 PM -0500
 To "Cierra" <Cierra@henikalibrary.org>

All prices are per month and do not include any applicable taxes.

Option 1	Option 2	Option 3
<p>Gun Lake Area Living</p> <ul style="list-style-type: none"> • 12 months • 1/8 Standard (\$0.11 per home) • Facebook Ad Premium 	<p>Gun Lake Area Living</p> <ul style="list-style-type: none"> • 24 months • 1/8 Standard (\$0.10 per home) • Facebook Ad Premium • Free Business Profile 	<p>Gun Lake Area Living</p> <ul style="list-style-type: none"> • 36 months • 1/8 Standard (\$0.08 per home) • Facebook Ad Premium • Free Business Profile
<p style="text-align: center;">\$571.50 \$463.40/mo</p>	<p style="text-align: center;">\$571.50 \$409.35/mo</p>	<p style="text-align: center;">\$571.50 \$355.30/mo</p>

This rate quote is not a contract. The actual terms of any agreement between BVM and Client will be described in the Ad Agreement(s). In the event of a discrepancy between this rate quote and the Ad Agreement(s), the terms of the Ad Agreement(s) shall control.

Your Custom Solution_HenikaX2

ot oterburg@bestversionmedia.com
 Fri, 07 Feb 2025 12:36:37 PM -0500
 To "Cierra" <Cierra@henikalibrary.org>

All prices are per month and do not include any applicable taxes.

Option 1	Option 2	Option 3
<p>Gun Lake Area Living</p> <ul style="list-style-type: none"> • 12 months • 1/4 Standard (\$0.17 per home) • Facebook Ad Premium 	<p>Gun Lake Area Living</p> <ul style="list-style-type: none"> • 24 months • 1/4 Standard (\$0.15 per home) • Facebook Ad Premium • Free Business Profile 	<p>Gun Lake Area Living</p> <ul style="list-style-type: none"> • 36 months • 1/4 Standard (\$0.13 per home) • Facebook Ad Premium • Free Business Profile
<p style="text-align: center;">\$784.50 \$633.80/mo</p>	<p style="text-align: center;">\$784.50 \$558.45/mo</p>	<p style="text-align: center;">\$784.50 \$483.10/mo</p>

This rate quote is not a contract. The actual terms of any agreement between BVM and Client will be described in the Ad Agreement(s). In the event of a discrepancy between this rate quote and the Ad Agreement(s), the terms of the Ad Agreement(s) shall control.
