

AGENDA

Henika District Library
Board of Trustees Meeting
October 13th, 2026 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. September Regular Meeting Minutes (M) *(Pages 3 - 5)*

V. Financial Reports

- A. September 2026 *(Pages 6 - 15)*
 - 1. Approval of Paid Bills (M)
 - 2. Credit Card Detail Report (i)
 - 3. YTD Budget vs Actual (i)
 - 4. Expansion Budget (i)
 - 5. United Bank Accounts Overview (i)

VI. Director's Report

(Pages 16 - 31)

- A. Monthly Statistics (i)
- B. Youth Report (i)
- C. Adult Report (i)
- D. Circulation Report (i)
- E. Kennari Report (i)

VII. Committee Reports

(Pages 32 - 34)

- A. 9/23 Finance Committee
- B. 10/7 Finance Committee

VIII. Unfinished Business

- A. ACCF Agency Fund *(Pages 35 - 43)*

IX. New Business

- A. Bookkeeping Position *(Pages 44 - 55)*
- B. Committee Assignments

X. Around the table (i)

XI. Adjournment (M)

Meeting Minutes

Henika District Library

Board of Trustees Meeting

September 8, 2026 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Gary Marsh, Pam Meyer

Members Absent: Deb Vander Slik

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 p.m. by Kuhn.
- II. Approval of Agenda motioned by Augustin and seconded by Meyer. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of Meeting Minutes
 - A. August 2026 Special Meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion carried.
 - B. August 2026 Regular Meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for August 2026
 - A. There were more errors on the part of the accounting service.
 - B. Monthly check register was reviewed.
 - C. Credit card detail report was reviewed.
 - D. YTD vs Actual was reviewed.
 - E. United Bank accounts were reviewed.
 - F. Approval of paid bills motioned by Brinks and seconded by Augustin. All yes, motion carried.
- VI. Director's Report for August 2026
 - A. Bakovka is working out the details of new compliance laws re: PDF files of our documents (meeting minutes, agendas, etc.) on our website. Our youth and adult programs will be switching back to their previous days (Youth will be Wednesday, Adult will be Monday), due to attendance levels.
 - B. Monthly Statistics were reviewed.
 - C. The Youth Services report was reviewed.
 - D. The Adult Services report was reviewed.

- E. The Circulation report was reviewed.
- F. Kennari report was reviewed.

VII. Committee Reports

- A. 8/12 Finance Committee: Bakovka summarized the meeting minutes.

VIII. Unfinished Business: None

IX. New Business

A. Budget Amendment #3, F/Y 2026

- 1. Bakovka presented a draft amendment to the budget. Augustin motioned to adopt Budget Amendment #3, FY 2026, as presented. Kuhn seconded. All yes, motion carried.

B. Treasurer Position

- 1. Brinks nominated Meyer for Treasurer. Augustin seconded. Meyer accepted nomination. All yes. Meyer will serve a partial term of 1 year, 10 months.

C. Library Board Applications

- 1. Bakovka gave overview of the 4 applications. Board discussed. Augustin motioned to recommend Michael Miller for the open City seat, with Amy Dzierzyc as a back-up. Brinks seconded. 5 yes, 1 no. Motion carried.

D. ACCF Designated & Agency Funds

- 1. Board discussed the possibility of opening fund(s) (Designated and Agency options) with Allegan County Community Foundation. The Designated Fund would allow donors to donate to a 501(c)3 (sometimes required for grants) which we don't have ourselves currently. We would not have access to any donor information, however, since they would be donating to a separate organization. The Board has questions re: fees, policies, etc. that Bakovka will bring back to ACCF.
- 2. Augustin motioned to open a Library Designated Fund through ACCF, and to table the option of a Library Agency Fund pending further information from ACCF and an attorney. Marsh seconded.
 - a) Augustin - yes
 - b) Meyer - yes
 - c) Engels - yes
 - d) Marsh - yes
 - e) Kuhn - yes
 - f) Brinks - yes

Motion carried.

E. Door Count Systems

- 1. Bakovka gave overview of new door counter options, since ours need to be replaced. Board discussed pros and cons of each. Kuhn motioned that we test, for the remainder of the year, the Camlytics door counter system. Engels seconded. All yes, motion carried.

- F. Special Collection & Lending Limits Policies
 - 1. Bakovka gave overview of our current Special Collection & Lending Limits Policies, shared other libraries' policies, and presented a draft of updated policies. Board discussed. Augustin motioned to adopt the new policy, as presented and with discussed changes. Kuhn seconded. All yes, motion carried.

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

- XI. Adjournment of the meeting motioned by Kuhn and seconded by Augustin. Meeting adjourned at 8:50 p.m.

Monthly Check Register

As of September 30th, 2026

Date	Payee	Memo	Account	 Amount
9.2.26	Abby Cummings	Guest Presenter - Adult Program	Programming	\$100.00
9.2.26	Amazon	Materials, programming, supplies	-SPLIT-	\$779.65
9.2.26	City of Wayland		Utilities	\$70.28
9.2.26	Consumers Energy		Utilities	\$487.75
9.2.26	Dunham Accounting	Accounting & Postage	-SPLIT-	\$710.00
9.2.26	Kennari		EXPANSION	\$2,425.00
9.2.26	LocalHop	annual	Contractual Serv	\$648.00
9.2.26	Michigan Gas		Utilities	\$43.68
9.2.26	MJA Landscape		Building & Grounds	\$256.00
9.2.26	T-Mobile		Communications	\$402.29
9.2.26	Timothy C Hauenstein Reynolds Twp Lib	Replacement	Contractual Serv	\$7.99
9.2.26	TKS	3rd quarter billing	Contractual Serv	\$59.85
9.2.26	United Bank		Equipment	\$570.79
9.16.26	Absopure		Utilities	\$46.20
9.16.26	Amazon	Materials, programming, supplies	-SPLIT-	\$1,670.47
9.16.26	Blue Care Network		Employee Benefits	\$1,831.22
9.16.26	Cardmember Service		-SPLIT-	\$2,009.09
9.16.26	FosterSwift		Contractual Serv	\$213.60
9.16.26	Lakeland Library Coop	Swank License	contractual Serv	\$325.00
9.16.26	MERS		Employee Benefits	\$1,238.09
9.16.26	Spectrum		Utilities	\$70.33
9.16.26	Unique		contractual Serv	\$9.85
9.30.26	Amazon	Materials, programming, supplies		\$1,087.18
9.30.26	City of Wayland		Utilities	\$71.24
9.30.26	Consumers Energy		Utilities	\$357.75
9.30.26	Kansas City Life		Employee Benefits	\$83.42
9.30.26	Michigan Gas		Utilities	\$49.03
9.30.26	Rose Pest Solution	Bug Check	Building & Grounds	\$385.00
9.30.26	Sugar Palace Bakery	Adult Event Dec	Programming	\$225.00
Total				\$11,661.07

Sent Bills to accountant. Not showing as paid on FS & bill stub not received


September 2026 Statement

Open Date: 08/15/2026 Closing Date: 09/14/2026

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Visa® Business Cash Card

HENIKADISTRICTLIBRARY

Account

**Elan Financial
Services**

BUS 30 ELN 1

1-866-552-8855

9

New Balance	\$2,009.09
Minimum Payment Due	\$21.00
Payment Due Date	10/10/2026

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 30.74%.

Reward Points

Earned This Statement	4,975
Reward Center Balance	7,507

as of 09/13/2026

For details, see your rewards summary.

Activity Summary

Previous Balance	+	\$2,850.03
Payments	-	\$2,850.03 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,009.09
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance = \$2,009.09
Past Due \$0.00
Minimum Payment Due \$21.00

Credit Line \$40,500.00

Available Credit \$38,490.91

Days in Billing Period 31

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

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

Payment Due Date	10/10/2026
New Balance	\$2,009.09
Minimum Payment Due	\$21.00

Amount Enclosed \$_____

Elan Financial Services

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




September 2026 Statement 08/15/2026 - 09/14/2026
HENIKADISTRICTLIBRARY

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Elan Financial Services (1-866-552-8855

Business Cash

Rewards Center Activity as of 09/13/2026

Rewards Center Activity*	0
Rewards Center Balance	7,507

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,009	20,158
First Purchase Bonus	2,500	2,500
2 Extra Points - Telecom & Office Supply	466	2,287
1 Extra Point - Restaurants & Gas	0	110
Total Earned	4,975	25,055

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.

Effective November 2, 2026, the Arbitration Provision section of your Cardmember Agreement is changed as follows: the first sentence of the second paragraph in the Arbitration Procedure section is changed to read, "At the time of initiating arbitration, the party seeking to initiate arbitration must serve the other party with the demand for arbitration and identify the account holder(s) and account(s) at issue, including the account number(s), and provide a short and plain statement of the claims asserted and the relief sought."

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post* Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/17	08/15	7922	TARGET T-2015 CALEDONIA MI	\$7.41	VP 1503 1503 1503 1503 1503 1503 1503 1503 1503 1503 1503 1503
08/18	08/16	2957	BARNES & NOBLE 2356 KENTWOOD MI	\$149.68	
08/24	08/22	3089	OCULUS *HDV3CZV492 650-5434800 CA	\$8.47	
08/24	08/22	0215	TARGET T-2015 CALEDONIA MI	\$46.93	
08/24	08/22	9600	TEMU.COM 888-495-8368 MA	\$37.84	
08/26	08/20	7870	OTC BRANDS *OTC BRAND 800-2280475 NE	\$93.01	
08/27	08/26	3644	TARGET T-2015 CALEDONIA MI	\$41.93	
09/04	09/03	2132	UNIVERSAL YUMS 855-864-9862 NJ	\$174.00	
09/04	09/03	7192	TARGET T-1052 WYOMING MI	\$63.11	
09/08	09/04	1880	TARGET T-2015 CALEDONIA MI	\$84.76	
09/14	09/11	8415	BARNES & NOBLE #2008 GRANDVILLE MI	\$51.93	

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September 2026 Statement 08/15/2026 - 09/14/2026

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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
Total for Account				\$759.07	

Transactions JONES,SAMANTHA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/24	08/20	4052	OTC BRANDS *OTC BRAND 800-2280475 NE	\$72.30	AP
08/24	08/21	6954	SP A24 SHOP SHOP.A24FILMS NY	\$42.10	AM
08/24	08/22	6825	MICHAELS STORES 2060 GRANDVILLE MI	\$50.84	AP
08/24	08/22	0533	THE HOME DEPOT #2748 GRANDVILLE MI	\$38.65	AP
08/31	08/28	4345	MICHAELS #9490 800-642-4235 TX	\$81.81	AP
08/31	08/28	3475	MICHAELS #9490 800-642-4235 TX	\$102.62	AP
09/04	09/02	1057	HARDING'S MARKET #3 WAYLAND MI	\$22.37	AP
09/14	09/11	3080	DOLLAR TREE GRAND RAPIDS MI	\$25.18	AP
09/14	09/11	3163	DOLLAR TREE KENTWOOD MI	\$23.85	AP
Total for Account				\$459.72	

Transactions BAKOVKA,CIERRA J Credit Limit \$40500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
08/20	08/19	5730	INTERMEDIA.NET INC 800-379-7729 WA	\$116.52	Uhl
08/20	08/19	4412	DOLLAR TREE JENISON MI	\$1.33	Sup
08/24	08/21	0925	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	CS
08/26	08/25	0025	LOWES #00907* 866-483-7521 NC	\$52.96	BG
08/28	08/27	4742	WWW COSTCO COM 800-955-2292 WA	\$148.39	Furn
08/28	08/27	8082	MEIJER STORE #026 JENISON MI	\$21.99	MIT
08/31	08/28	8819	VISTAPRINT 866-207-4955 MA	\$46.62	Sup
09/02	09/01	6154	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
09/08	09/03	7327	WAYLAND DO IT BEST HAR WAYLAND MI	\$39.98	DG
09/08	09/05	2984	CHECKR, INC CHECKR.COM CHECKR.COM CA	\$64.99	CS
09/09	09/08	4641	INTERMEDIA.NET INC 800-379-7729 WA	\$116.52	Uhl
09/11	09/09	0739	ALDI INC JENISON MI	\$14.82	Sup
09/14	09/12	7807	CANVA* I05002-25115285 CANVA.COM TX	\$119.99	CS
Total for Account				\$790.30	

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Henika District Library
Balance Sheet

As of September 30, 2026

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	118,198.86
Cash - HY Savings - 013	442,843.27
Certificate of Deposit - 548	35,454.55
Certificate of Deposit - 556	59,768.20
Savings - Building Fund - 212	413,395.94
Total Checking/Savings	1,069,660.82
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	1,402,836.66
Other Assets	
Other Assets	2,425.00
Total Other Assets	2,425.00
TOTAL ASSETS	1,405,261.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	331,103.06
Deferred Property Taxes	1,985.27
Payroll Liabilities	
Total Other Current Liabilities	333,088.33
Total Current Liabilities	333,088.33
Total Liabilities	333,088.33
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	902,603.89
Net Income	117,861.47
Total Equity	1,072,173.33
TOTAL LIABILITIES & EQUITY	1,405,261.66

Henika District Library

Profit & Loss Budget vs. Actual

January through September 2026

	Sep 26	YTD	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
400502 - Federal E-Rate	680.32	6,346.52	1,000.00	5,346.52
400540 - State Aid	0.00	11,093.14	10,000.00	1,093.14
400581.C - City Contribution	0.00	182,198.07	210,000.00	-27,801.93
400581.T - Township Contributio	0.00	251,967.17	240,000.00	11,967.17
400582 - Non-Resident Fees	19.59	245.61	150.00	95.61
400601 - Copies and Faxes	474.64	3,787.47	2,100.00	1,687.47
400656 - Penal Fines	2,734.71	25,869.35	30,000.00	-4,130.65
400657 - Fines	97.01	784.30	400.00	384.30
400665 - Interest Income	1,192.10	12,624.60	16,000.00	-3,375.40
400691 - Donations	146.28	8,354.92	200.00	8,154.92
400693 - Book Sale	159.54	1,270.27	300.00	970.27
400700 - Grants	0.00	21,000.00	1,000.00	20,000.00
Total Income	5,504.19	525,541.42	511,150.00	14,391.42
Expense				
700710 - Employee Benefits	2,773.71	49,399.23	72,000.00	-22,600.77
700727 - Postage	85.00	793.01	1,200.00	-406.99
700728 - Supplies	523.84	6,033.12	8,500.00	-2,466.88
700740 - Equipment	570.79	9,455.65	12,650.00	-3,194.35
700740 - Furnishings	148.39	7,944.50	8,000.00	-55.50
700740 - Materials	2,860.75	26,453.59	37,500.00	-11,046.41
700801 - Advertising & Promo	0.00	3,349.54	4,450.00	-1,100.46
700805.1 - Accounting	625.00	13,412.50	15,000.00	-1,587.50
700805.2 - Bank Charges & Fees	0.00	151.81	200.00	-48.19
700806 - Technology Support	0.00	4,595.00	2,500.00	2,095.00
700808 - Building & Grounds	733.94	14,879.07	16,000.00	-1,120.93
700850 - Communications	402.29	3,711.67	5,000.00	-1,288.33
700910 - Building/Liability Ins	0.00	9,256.00	8,800.00	456.00
700920 - Public Utilities	1,429.30	8,475.12	11,000.00	-2,524.88
700933 - Equipment Repairs	0.00	2,223.73	3,200.00	-976.27
700954 - Contractural Services	787.61	23,254.20	29,500.00	-6,245.80
700955 - Memberships / Training	205.37	3,620.18	5,500.00	-1,879.82
700956 - Programming	1,758.67	13,150.07	17,150.00	-3,999.93
700970 - Capital Outlay	0.00	12,750.00	17,750.00	0.00
Payroll Expenses	440.00	4,477.00		
Payroll Expenses-Campaign Proje	17,068.36	163,449.46	235,000.00	-71,550.54
Payroll Expenses - Other				
Total Payroll Expenses	17,508.36	167,926.46	235,000.00	-67,073.54
Payroll Tax Expense	1,351.29	13,524.40	18,000.00	-4,475.60
Total Expense	31,764.31	394,358.85	523,900.00	-129,541.15
Net Ordinary Income	-26,260.12	131,182.57	-12,750.00	143,932.57

Henika District Library
Profit & Loss Budget vs. Actual
January through September 2026

	September	YTD	Budget	\$ Over Budget
Other Income/Expense				
Other Income	<u>508.00</u>	<u>1,286.00</u>		
Expansion Project Income	508.00	1,286.00		
Total Other Income				
Other Expense	<u>2,425.00</u>	<u>14,607.10</u>		
Expansion Project Expenses	<u>2,425.00</u>	<u>14,607.10</u>		
Total Other Expense	<u>-1,917.00</u>	<u>-13,321.10</u>		
Net Other	<u><u>-28,177.12</u></u>	<u><u>117,861.47</u></u>	<u><u>-12,750.00</u></u>	<u><u>130,611.47</u></u>
Income Net				
Income				



FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Account Summary

Checking Accounts

Account Nickname	Account Number	Available Balance	Current Balance
PUBLIC FUND CHECKING	x7152	\$122,115.97	\$122,070.73

Savings Accounts

Account Nickname	Account Number	Available Balance	Current Balance
BUILDING FUND	x9212	\$413,395.94	\$413,395.94
PUBLIC FUNDS SAVINGS	x0013	\$442,843.27	\$442,843.27

Certificates of Deposit

Account Nickname	Account Number	Current Balance
TIME DEPOSIT	x7079	\$35,454.55

TIME DEPOSIT	x2359	Closed
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TIME DEPOSIT	x7087	\$59,768.20
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How to submit public comments on E-Rate to the FCC

E-Rate Is Under Threat

On June 25, 2026, the Federal Communications Commission (FCC) released a proposal that raises questions about the future of the federal E-Rate program, which helps public libraries and schools afford broadband and Wi-Fi services. If E-Rate funding is eliminated or reduced, libraries across the country could face difficult choices between maintaining internet access and funding other essential services.

Your Voice Matters

Every comment submitted to the FCC is reviewed by agency staff. The FCC considers the comments received in developing final rules. The more library supporters and library workers share how E-Rate supports their communities, the better FCC decision-makers can understand the real-world impact of this program and the consequences of ending or weakening it.

File comments on E-Rate

Deadline: Tuesday, October 13, 2026, 11:59 pm (ET)

All comments officially become part of the public record. Note that any comments that you submit will be made public, including any personally identifiable information in the body of your submission. This includes information on letterhead.

Step 1: Draft

Use the template below to develop your letter, customizing it with authentic stories and data from your library to illustrate the impact of E-Rate. You may wish to submit your letter on your organization's letterhead.

Step 2: Submit

Enter your information, attaching your letter, on the FCC's Electronic Comment Filing System: <https://www.fcc.gov/ecfs/filings/standard>. You **must** include the docket numbers for all four proceedings related to E-Rate (26-133; 13-184; 21-93; 21-455). Type in the numbers one by one, pressing the tab key after each docket number.

Step 3: Share

Comments are usually published within 48 hours. Share your comments with your professional network and encourage them to submit comments as well! Also, send your letter to mjanicki@alawash.org to let ALA know you've taken action.

FCC filing interface preview:

The screenshot shows the FCC filing interface at fcc.gov/ecfs/filings/standard. The header includes the FCC logo, navigation links for 'Filings & Proceedings', 'Submit a FILING', 'Check Filing STATUS', and 'User HELP'. Below the header, there are three tabs: 'Standard Filing' (selected), 'Express Comment', and 'Non-Docketed Filing'.

Submit a Standard Filing

1 ————— 2 ————— 3
 FILING REVIEW CONFIRMATION

***Proceeding(s): Select the FCC Proceeding(s) to which your filing refers**

26-133 ×
13-184 ×
21-93 ×
21-455 ×

***Name(s) of Filer(s): Enter the name(s) of the persons or entities whose views the filing represents**

Template

IMPORTANT: The following is a template. Personalize your letter to the FCC.

[Date]

[Use Official Letterhead If Applicable]

Filer Name

Organization's or Individual's Address]

SUBMITTED ELECTRONICALLY VIA ECFS

Ms. Marlene H. Dortch
Secretary
Federal Communications Commission
45 L Street NE
Washington, DC 20554

Re: Ensuring Children's Safe Use of Screens and E-Rate-Funded Services, WC Docket No. 26-133

Modernizing the E-Rate Program for Schools and Libraries, WC Docket No. 13-184
Establishing the Emergency Connectivity Fund to Close the Homework Gap, WC Docket No. 21-93

Promoting Fair and Open Competitive Bidding in the E-Rate Program, WC Docket No. 21-455

Dear Ms. Dortch:

Introduce your library, where you are, and who you serve.

The [Insert Name of Organization Here] is in [Insert Location Here], a [Insert Location Type e.g. Rural, Suburban, Urban AND Optional Description – you may want to include a description of your community] that serves [Insert Population Served, Number of Card Holders and/or Other Population Metric] in/across [Insert Number of Locations].

Introduce the issue– saving E-Rate-and why you are writing the letter.

I am/We are writing to you regarding the Federal Communications Commission's (FCC) Notice of Proposed Rulemaking and Further Notice of Proposed Rulemaking on the E-Rate

program¹. When E-Rate began in the late 1990s, most libraries and schools had little or no internet access. Today, libraries and schools across the nation, including *[Insert Name of Organization Here]*, have reliable internet access year after year because of E-Rate. Without E-Rate funding, we will have to cut core services, programs, and operations to maintain the internet service our community requires.

Personalize your letter with authentic examples of library services, stories, and/or local statistics demonstrating how your library and community benefit from E-Rate funds. If you have specific numbers for the metrics, include them.

There are still members of our community who cannot afford home internet access and will continue to rely on the library to stay connected *[Include Community Metrics/Statistics, If Known, That Support Need for Internet Access e.g. percentage of community who are unconnected or underconnected, do not have computer device, etc. AND/OR Provide a Story that Illustrates Community Need.]* [Note: The FCC has state-by-state USF fact sheets and other data available available on their website: <https://www.fcc.gov/document/fact-sheet-impact-universal-service-fund>]

[Insert Name of Organization Here] received *[Insert the Amount of E-Rate Funding You Receive]*. Last year, approximately *[If Known # of People Who Visited Your Organization]* walked through our doors. Our network supported *[If Known # of Public Computer Sessions]* public computer sessions, *[If Known # of Wi-Fi Sessions]* Wi-Fi sessions, and *[If Known # of One-on-one Computer Help]* one-on-one technology coaching help. Our users checked out *[# of materials]* books, videos, magazines, audiobooks, and other resources and attended *[If Known # of People who Attended Programs]* programs. All of these services and programs rely on internet access.

Option 1: Our community uses the internet to participate in a wide range of services and programs *the library offers*, such as searching the collection, applying for a job, co-working, studying, attending computer classes, receiving one-on-one technology support, and more. Without these funds, our community will face unnecessary barriers to attending school, finding jobs, accessing healthcare, starting or growing businesses, and more.

¹ *Ensuring Children's Safe Use of Screens and E-Rate-Funded Services*, WC Docket No. 26-133, *Modernizing the E-Rate Program for Schools and Libraries*, WC Docket No. 13-184, *Establishing the Emergency Connectivity Fund to Close the Homework Gap*, WC Docket No. 21-93, *Promoting Fair and Open Competitive Bidding in the E-Rate Program*, WC Docket No. 21-455, Notice of Proposed Rulemaking and Further Notice of Proposed Rulemaking, FCC 26-41 (rel. June 26, 2026).

Option 2: *Highlight the Most Popular/Impactful Services Your Library Provides and Share Stories: How Have People In Your Community Used the Internet to Support Their Daily Lives or Improve Their Situation.*]

We have seen how internet access has helped our community meet their educational and professional goals.

Examples:

- *A recently laid-off woman worked with the Digital Navigator to learn how to write a resume, search for and apply for jobs, and received coaching to prepare for interviews. She found and accepted a position.*
- *A veteran participated in the entrepreneur bootcamp and successfully launched a business. He still attends workshops at the library to learn about tools and strategies that can help him grow his business.*
- *Three college students are attending classes remotely – they meet at the library weekly to attend class because they have problems connecting to the class using their home internet.*
- *The nearest hospital is a 75-mile drive. The library's telehealth room allows members of our community to attend doctor's appointments closer to home. More than X people have used this room in the last year.*
- *Are there programs you offer that would not be possible without E-Rate internet services? What is it and what impact have you seen?*

Describe the potential harms to/impact on your library were it to lose E-Rate support. Below are examples that can help you illustrate the potential impact of these cuts. If possible, share a story that illustrates the potential harms/impacts the cuts would have on your community:

- *Provide concrete examples of programs and/or services that would be cut or canceled due to a lack of funding, e.g., reduce the collections budget, cancel a program, not replace out-of-date or broken computer equipment, etc.*
- *How would you need to re-allocate your budget to pay for internet access? How difficult would that be?*
- *How would reduced support affect your organization's future connectivity needs and programs? If the library has increased, or is planning to increase, its bandwidth or upgrade its internet connections due to increased community need, how will these cuts impact your plans? How will reduced internet bandwidth impact community access?*

E-Rate is essential for reliable broadband speeds and for regular network maintenance, safety, and security. The library can't operate without the internet. If the FCC terminates or

limits E-Rate funding, our library will be forced to reduce programs and services in order to continue providing internet access.

Wrap up: Remind the FCC why E-Rate is important to you and your community. Ask them to continue supporting E-Rate now and into the future.

E-Rate supported broadband connections enable libraries, like ours, to provide digital literacy training, internet access, and technology support, putting personal goals within reach of everyone in our community: attending school, finding a job, accessing healthcare, connecting with family, starting or growing businesses, and more.

E-Rate is an essential program, and **I/we** ask for the FCC’s continued commitment to ensuring that libraries and schools across the nation have access to these federal funds needed to provide secure, scalable, future-ready connectivity that supports the current and evolving needs of our community.

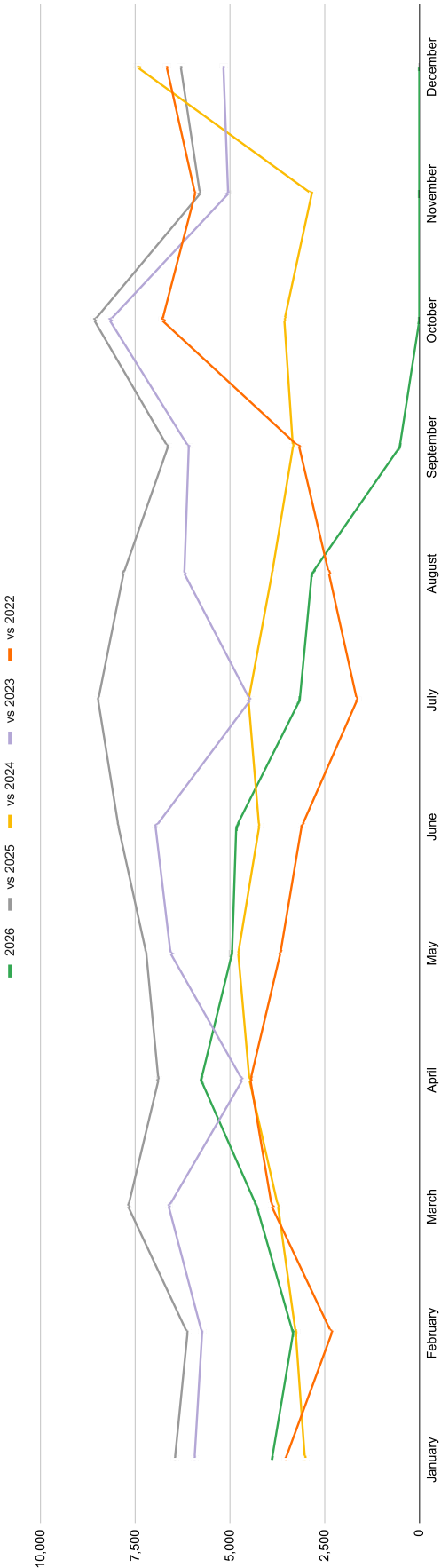
Respectfully,

[Signature]

[Your Name]

[Your Title]

2026 vs 2022/23/24/25

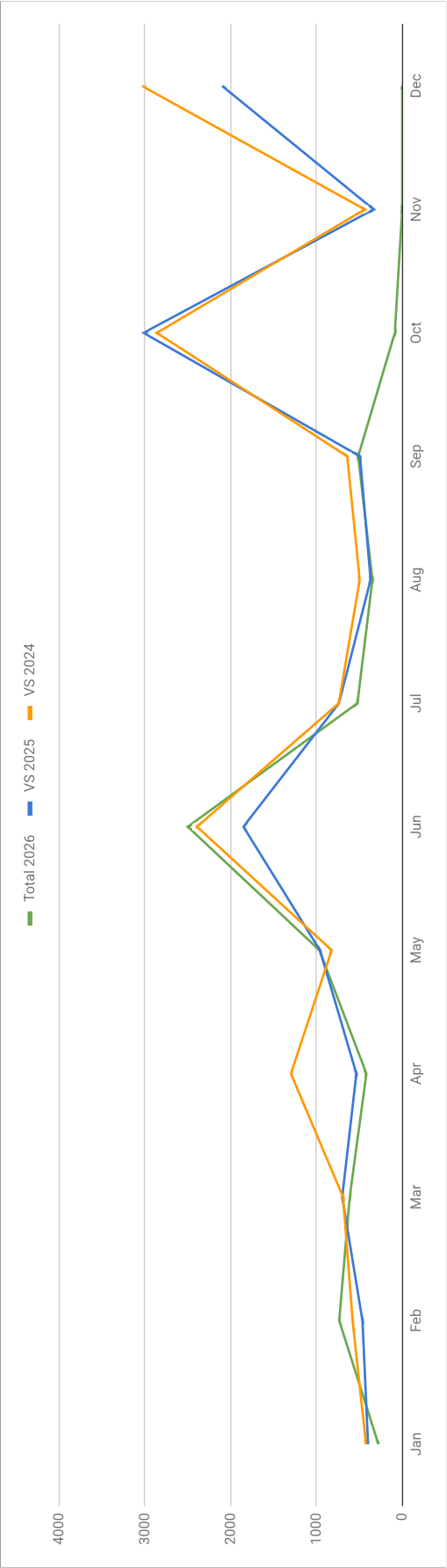


Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2026	3,895	3,333	4,290	5,763	4,945	4,834	3,158	2,839	519	0	0	0	33,576	3,731
vs 2025	6,456	6,122	7,687	6,889	7,209	7,943	8,480	7,811	6,639	8,581	5,791	6,297	85,905	7,159
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	196	165	238	248	267	202	156	157	22	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	183	135	130	204	192	195	102	159	18	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	179	140	124	227	241	210	198	163	31	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	277	167	207	263	191	189	97	107	35	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Friday	161	180	162	220	232	161	101	33	18	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	81	89	121	158	98	152	50	67	9	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	203	620	543	309	850	857	297	75	371	71	0	0	4196
Adult	69	90	51	80	85	378	92	18	44	15	0	0	922
Family	6	24	18	28	30	1264	133	254	98	0	0	0	1855
Total 2026 [1]	278	734	612	417	965	2,499	522	347	513	86	0	0	6973
VS 2025	398	463	699	534	959	1,851	737	368	492	3,015	333	2,099	11,948
VS 2024	422	578	689	1,297	822	2,392	739	495	641	2,859	436	3,034	14,404
VS 2023	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9,254
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8,515
Yearly Increase	70%	159%	88%	78%	101%	135%	71%	94%	104%	3%	0%	0%	58%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth Live Events	113	447	291	197	757	95	92	69	363	71	0	0	2,495	208
Youth Reading Programs	4	0	1	5	5	625	62	6	8	0	0	0	716	60
Passive Programs	86	173	251	107	88	137	143	137	91	0	0	0	1,213	101
Adult Live Events	67	73	51	80	85	89	55	18	44	15	0	0	577	48
Adult Reading Programs	2	17	0	0	0	289	37	0	0	0	0	0	345	29
Family Live Events	6	24	18	28	30	1,264	133	117	7	0	0	0	1,627	136

September 2026

Youth Services Report

Tori Schreur, Youth Services Librarian

Preschool Storytime: 7 Patrons

Children enjoyed stories about counting and made fun pom-pom crafts to go along with the theme. My favorite book that we read was *I can Count to One*, where we practiced counting: to one!

After School Art: 21 Patrons

Kids made candy apple pom-pom crafts using different colors and simple craft supplies. We also went outside to make sand art, so that way we left our mess outside. I have a lot of leftover sand art supplies, so if we have any nice fall days in October, I may have us going outside again! I also had snacks and drinks for the kids.

Preschool Playtime: 26 Patrons

Preschoolers had time to play, explore, and spend time with other children. The program included a variety of toys and activities that encouraged kids to use their imagination and enjoy some unstructured playtime. For this year, I bought a few different musical instruments for the kids to play with. The favorite has been the Boomwhackers.

Lego Club: 16 Patrons

Kids came together to build with LEGOs and create their own projects. They were able to choose what they wanted to build and share with their friends.

Pokemon Club: 28 Patrons

Pokémon Club continues to be a popular program with lots of kids who come to Henika. The group continues to grow as more kids become interested in joining. Leading up to the program, I had some kids from Pine Street help me divide up Pokemon cards to pass out to everyone in attendance.

Shrinky-Dink Keychains for Tweens/Teens: 2 Patrons

Tweens and teens created their own Shrinky-Dink designs and turned them into custom keychains. They were able to choose their own designs and colors before shrinking their artwork and taking their finished keychains home. I'm not going to lie, that was my first time doing Shrinky-Dinks and I had a lot of fun.

Boba Tea for Tweens/Teens: 11 Patrons

Tweens and teens learned how to make their own boba tea drinks. They were able to choose their tea, flavors, and toppings to create their own drinks. Initially, they were disappointed that I bought regular boba and not “popping” boba, but they realized they like real boba too.

St. Therese: 95 Patrons

Steeby Visit: 230 Patrons

Scavenger Hunt: 36 Patrons

Looking Forward:

October is my birthday month, and favorite month in general, so I’m looking forward to all the fun events we have going on. On October 1st, 8th, 15th and 22nd, we will have After School Art. On both October 6th and 20th, I will have Storytime for the littles who like to come in and play. Lego club will be held on Wednesday, October 7th. Preschool Playtime will be on Tuesday, October 13th and 27th. In honor of Winnie the Pooh’s 100th Birthday, we will be having a Stuffy Party On Wednesday, October 14th. Also on October 14th is Pokemon Club. Then on Saturday the 17th, I will host a Halloween trivia for kids of all ages, and pass out Halloween themed prizes to the winner(s). On Wednesday the 28th, we will have Make Your Own Pumpkin Spice Butter for Tweens/Teens and I’m really looking forward to that one! Lastly, on Halloween Day, we will have showings of “It’s the Great Pumpkin Charlie Brown” all day long.

September 2026
Adult Services Report
Sam Jones, Adult Services Librarian

Programs and Attendance:

Coffee and Complaints!: 6

During this program we offered participating patrons coffee and donuts while they voiced their frustrations with everyday life. It was a fun and light hearted way to let people vent without judgement. I had fun doing this and there is a possibility that I'll do something similar in the future.

Pom-Pom Garland: 9

This was an easy going craft that was a hit with those who came! We even had a patron return the next day to finish hers. Another type of decorative garland could be in the future, perhaps during the holidays.

Tech Help: 4

This event tends to have infrequent attendance, but this month we had a few more people than usual stop in for help.

Sawmill & Green Acres: 4

I did not get the chance to go to Green Acres this month due to being ill. We did not get the chance to reschedule, however, I went to Sawmill on 9/22. We played bingo! And had 4 ladies attend, all of them were winners 😊

Spice Club Take and Make: 2

I tried something new this month with spice club and it didn't have much of a turn out, which isn't all that unusual as the in person program didn't get much attendance either. I have decided that I will not be continuing with this program and I am figuring out a similar program to take its place.

Paint Along: 14

We had a special guest come in to guide this paint along. Patrons were happy to see Abby's familiar face! This program is one of our more popular ones and I fully intend to continue this program.

Magnetic Picture Frame: 8

This program was one that I didn't feel the most confident about. It felt like the concept was better than how it materialized in person but to my surprise, those who attended

this program really enjoyed it and one person even mentioned that this inspired her to do something similar for her son that is in the Navy.

September Reflection:

I feel like September was an okay month overall. This month's programs felt a little lackluster but I think that more so comes down to personal feelings rather than the feelings of the patrons attending the programs. I'm glad that they enjoyed the programs, it's good to know that they appreciate the more simple crafts too.

Looking forward:

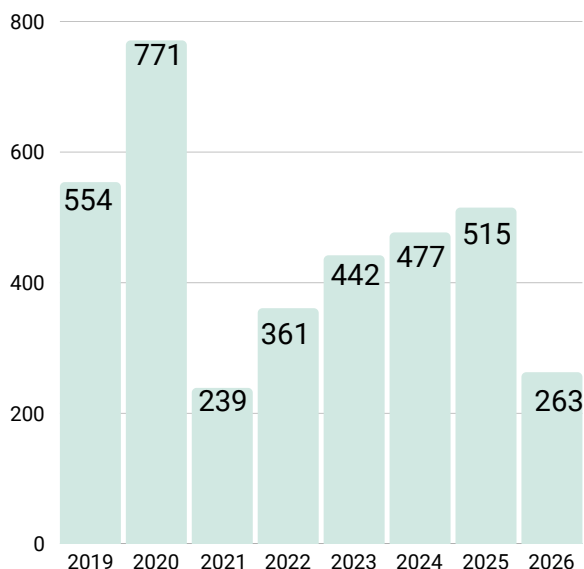
October is about to be a good month for programs. I have a mixture of simple and somewhat more difficult crafts planned and we are having a local author come in for a book signing and presentation. I think we are going to see a very good turn out for the local author event. I am most excited for that and the faux stained glass craft we will be doing at the beginning of the month!

September 2026

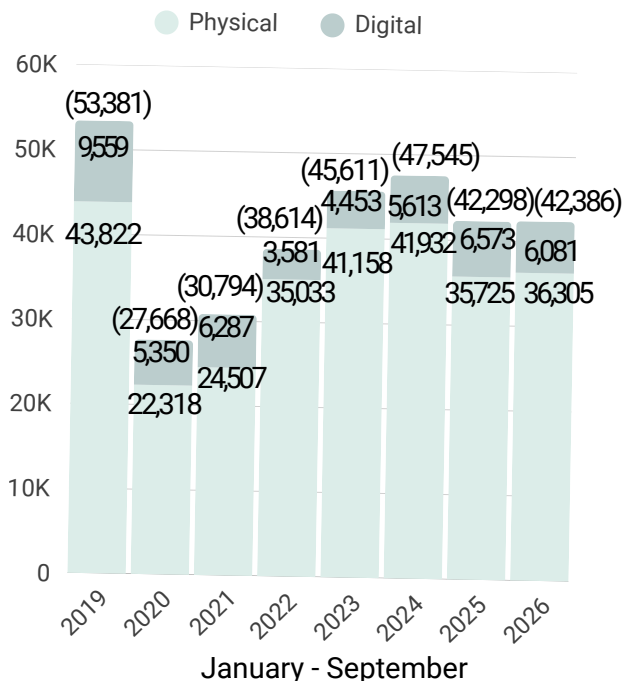
Our September 2026 circulation numbers are 88 higher than our September 2025 numbers. The category showing the most growth from last year during the month of September is Video Games; which circulated 1.5 more times this September. Other categories showing noticeable growth from last September include: Adult Print, Teen Print, Juvenile Print, Youth DVDs, Juvenile Audiobooks, Tween Audiobooks, Teen Audiobooks, and Teen eBooks. The categories that are not circulating as well as they did in September of 2025 include: Tween Print, MeL items, Board Games, Special Collection items, General DVDs (FIC and NF), Adult Audiobooks, Adult eBooks, Juvenile eBooks, and all eAudiobooks. We had on item from the Adult Spanish Fiction checked out a total of 1 time this month. I predict an overall increase in circulation numbers as we begin to see more foot traffic in the evenings during the school year. I am hopeful that our overall will numbers rise again as we have been seeing more activity in the evenings for our fall programming!

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



Henika has **2,535** total patron accounts. 558 of these accounts are active* (not expired). *Most expiration dates are set for 3 years upon renewal.*

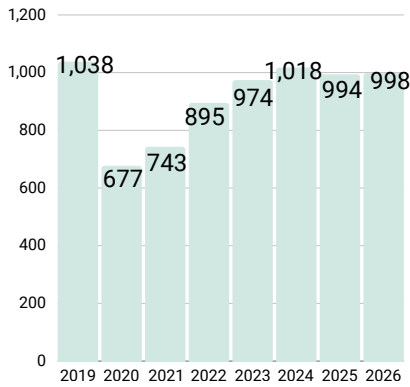
291 Patron accounts added YTD

23 Patron accounts added in September:

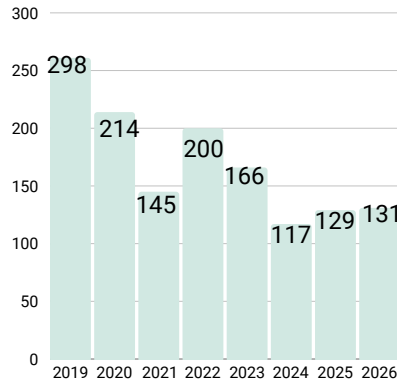
- 11 - Wayland City
- 8 - Wayland Township
- 3 - Patron Point:
 - City - 2
 - Twp - 1

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

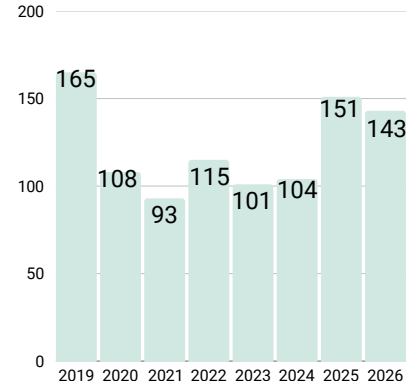
Adult Print



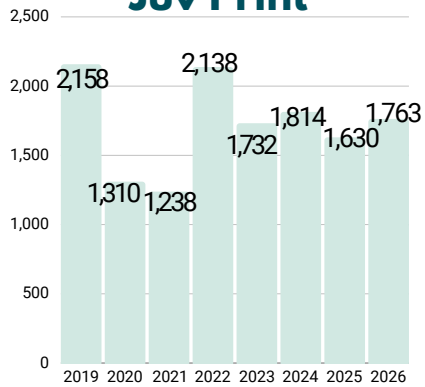
Teen Print



Tween Print

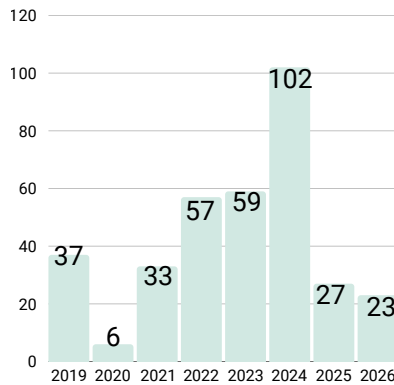


Juv Print

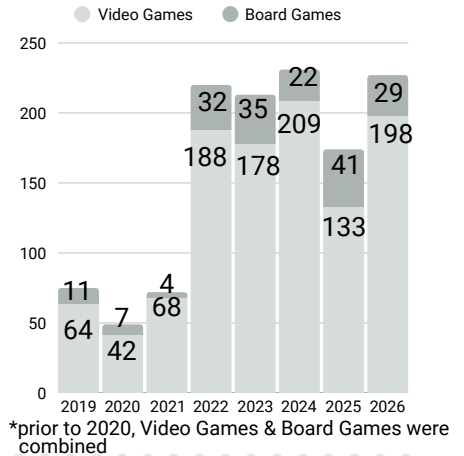


*pictures books, readers, chapter, juv graphic, juv NF

MeL

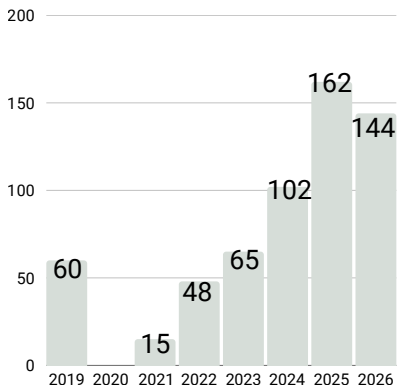


Games



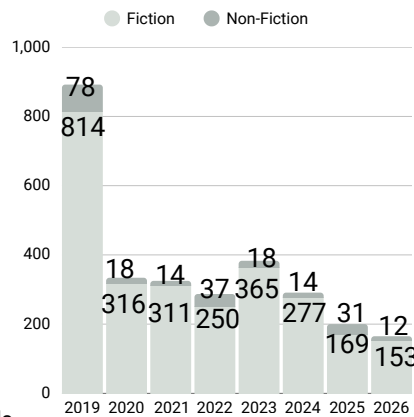
*prior to 2020, Video Games & Board Games were combined

Special Collection

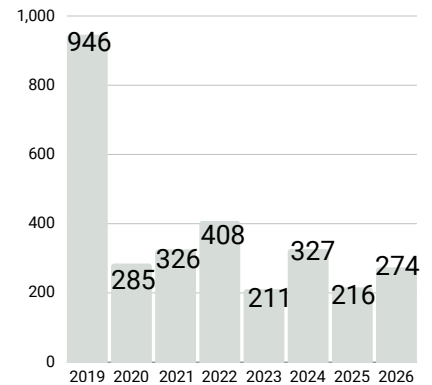


*prior to September 2021, this only included launchpads

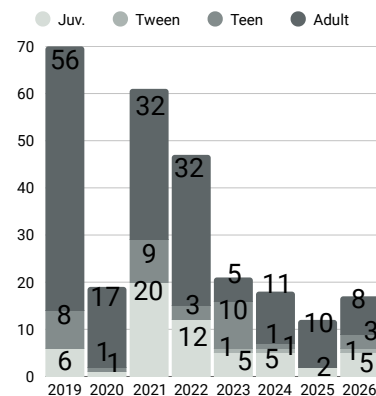
General DVD



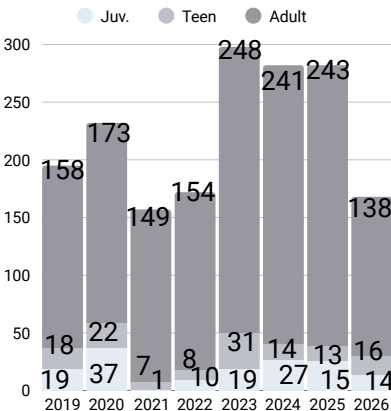
Youth DVD



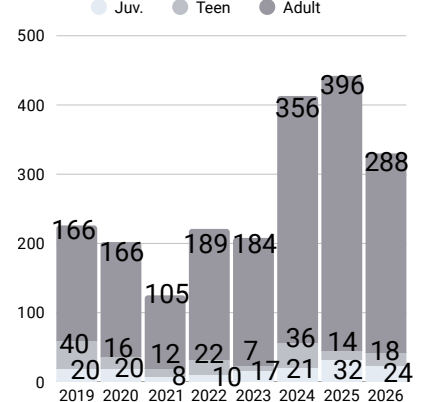
Audiobooks



eBooks



eAudio





KENNARI
CONSULTING

**Henika District Library
Expansion Project Campaign
Board Progress Report October 2026**

Goal: \$6,000,000 (\$4m Millage; \$2m private) **Raised to Date:** \$700,878.50

Recent Campaign Accomplishments

- Identified and pursuing paths to a number of donor prospects (see Gift Chart)
- Activated ACCF fund, opening additional grant opportunities
- Submitted a \$25,000 request to Barry Community Foundation
- Met with Gun Lake Tribe librarian, informing potential pathways for Tribal engagement

Upcoming Activities

- Endorsement Council gathering to review project, their role, share materials, tour options, etc.
- 1:1 with identified Endorsement Council members to discuss their donor prospects
- Continue adding donor prospects and determine next donor prospects to pursue
- Pursuing several grant requests now that there is a fund at ACCF (see list on next page)
- Utilize patron data to identify additional funding prospects
- Committee members continue to work through their donor cultivation and solicitation plans
- Continue to solicit campaign gifts or pledges from campaign committee members
- Meeting with bond counsel to coordinate campaign efforts
- Host Wayland Union Education Foundation members for tour
- Implementing a campaign e-newsletter to send project updates, achievements, and milestones with committed campaign donors, committee members, endorsement council members, and board members.

Board Tasks Today (and ongoing)

- Consider hosting a "Growing Our Story" after hours campaign library tour (HDL staff create material for you and lead the tour)
 - Provide intel on campaign prospects including individuals, foundations, and businesses
 - Make a meaningful gift or pledge to the campaign (Board giving at 50%)
-

MINUTES

Henika District Library
Finance Committee Meeting
September 23, 2026 at 6pm

I. Call to Order at 6:13pm

Members Present: Meghan Augustin, Elizabeth Engels, Jacqui Kuhn
(ex-officio), Pam Meyer

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All
yes, motion carries.

III. Approval of Previous Meeting Minutes

A. August 12, 2026. Motioned by Meyer, seconded by Kuhn. Edit typo of
commutation to communication. All yes, motion carries.

IV. Unfinished Business

A. Bond/millage - Make sure to use the correct term of bond when
discussing. Millage amount levied each year can change depending
on interest, etc. Possible training available to schedule about running
an information only campaign, and all that entails, with Clare. Debt
Service scenario comparisons from Bendzinski was reviewed.

a. Timeline review- Jan 12 board meeting should be approving
bond proposal. Feb 2 is our personal deadline with an official
deadline of Feb 9 for ballot proposal certified by the County Clerk no
later than 4pm, to be put on the May 2027 election. Adopting the
resolution after the binding passing would be done estimated in
June, more exact date to come later.

b. Next Steps - set another meeting in which Triangle can attend,
since they were unable to make it to this meeting.

MINUTES

V. New Business - None

VI. Around the Table - . Bakovka has had a busy two weeks. Engles, Meyer, Kuhn, and Augustin had nothing to add.

VII. Adjournment at 6:48

Minutes

Henika District Library
Finance Committee Meeting
October 7, 2026 at 6pm

I. Call to Order at 6:00pm

Members Present: Meghan Augustin, Elizabeth Engels, Pam Meyer, Danielle Simmons

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: Triangle associates Nicole DiDonato and Matt Miller

II. Approval of Agenda motioned by Meyer, and seconded by Simmons. All yes, motion carries.

III. Approval of Previous Meeting Minutes

A. September 23, 2026. Motioned by Augustin, seconded by Meyer. All yes, motion carries.

IV. Unfinished Business

A. Bond/millage - other local libraries around the area have been contacted in an ask to compare their debt millage holdings. Responses received so far were reviewed. More examples of information only campaigns were reviewed. Miller pointed out the importance of messaging once the information only advertising comes out from the library matching with any outside committees that form for promotion. Added Snow Fest, Dec 5, to the timeline calendar to have some physical form of information ready to be able to be handed out during that time. The information to highlight in that first handout could include showing what each household would be estimated to pay, what the community is getting out of this expansion, the what and why of this ask for expansion. Ideally we will have building renderings available to display at Snow Fest also. Discussed having mailings of information to go out sometime in February to March to be in line with when absentee ballots release in later March. If the info is small, like a large postcard size, have a QR code to link for more details.

B. Audit quote updates - one quote received so far and another company rejected to offer a quote. Hoping more to come. Health insurance quotes coming in to compile to assess for 2027. Bookkeeper position to be discussed at October board meeting next week.

V. New Business - None

VI. Around the Table - Bakovka said staff has been good, fall has been slower in ways. Augustin, Simmons, Engels, and Meyer had nothing to add.

VII. Adjournment at 6:38

**FORM OF
ADVISED CHARITABLE AGENCY FUND AGREEMENT
BETWEEN**

Allegan County Community Foundation

AND

Henika District Library

ENDOWED

THIS AGREEMENT (the “*Agreement*”) is made and entered into as of _____, 20__, by and between Allegan County Community Foundation, a Michigan nonprofit corporation with tax exempt status as a public charity (the “*Community Foundation*”), and Henika District Library (together, “*Donor*”) for the purpose of supporting Donor’s charitable activities as defined in Section 170(c) of the Internal Revenue Code of 1986, as amended (the “*Code*”).

1. **Irrevocable Gift; Fund Assets; Name.** Donor hereby transfers irrevocably to the Community Foundation the property described in the attached Exhibit A to establish an Advised Charitable Agency Fund to be known as the Henika District Library Agency Fund (the “*Fund*”). Subject to the right of the Community Foundation to reject any particular gift, from time to time the Community Foundation may accept additional gifts of property to be added to the Fund.

All gifts, bequests, and devises to the Fund shall be irrevocable once accepted by the Community Foundation and shall become assets of the Community Foundation, which has exclusive legal ownership of, and control over, them and the interest thereon. Donor hereby represents and warrants that the assets set forth on Exhibit A are unrestricted assets of Donor who has the authority to transfer them to the Community Foundation subject to the terms and conditions of this Agreement.

2. **Fund Distributions.** The Fund is endowed, meaning that Donor intends that it exist into perpetuity. The amount of the Fund that will be appropriated for expenditure or accumulated is subject to the Community Foundation’s Spending Policy, which is subject to change by the Community Foundation from time to time, and to the Community Foundation’s variance power (as discussed in Section 4 below).

Distributions from the Fund will be made annually to the Donor, according to the Community Foundation’s Spending Policy then in effect, to support operations and programming. As required by law, all such recommendations shall be solely advisory, and the Community Foundation may accept or reject them. The Community Foundation may rely upon the recommendation of Henika District Library Executive Director as the recommendation of Donor unless a substitute representative is requested in writing by the Donor to the Community Foundation and acknowledged by the Community Foundation.

3. **Donor Dissolution or Change in Status.** In the event that Donor dissolves or ceases to qualify as a public charity, distributions from the Fund will be directed in a manner that in the opinion of the Board of Directors of the Community Foundation most nearly meets the purposes of the Fund. In such a situation the Community Foundation may attempt to consult with the Board of Directors of the Donor to seek its recommendation as to the direction of future distributions.

4. **Applicable Policies; Component Fund; Variance Power.** The Fund shall be subject to the Community Foundation's Articles of Incorporation, Bylaws, and other Community Foundation policies that are subject to change from time to time. It is intended that the Fund will be a component fund of the Community Foundation which shall have all powers of modification and removal specified in United States Treasury Regulation section 1.170A-9(f)(11)(v)(B) (or corresponding provisions of any subsequent federal tax laws), including the authority to vary the terms of any gift if continued adherence to any condition or restriction is in the judgment of the Community Foundation's Board of Directors unnecessary, incapable of fulfillment, or inconsistent with the charitable or other exempt purposes of the Community Foundation or the needs of the community it serves. Although the Fund assets will be accounted for separately for purposes of reporting to Donor(s), such assets shall not be deemed trust property of a separate trust. This Agreement will be interpreted in a manner consistent with the foregoing intention and so as to conform to any applicable tax laws and regulations.

5. **Investment of Fund Assets.** The Community Foundation shall have all powers necessary, or in its judgment desirable, to carry out the purposes of the Fund including, but not limited to, the power to retain, invest, and reinvest the assets of the Fund and the power to commingle the assets of the Fund for investment purposes with those of other funds or the Community Foundation's other assets.

6. **Costs of the Fund.** It is understood and agreed that the Fund shall share a fair portion of the total investment and administrative costs and expenses of the Community Foundation. Those costs and expenses charged against the Fund shall be determined in accordance with the then-current administrative fee policy identified by the Community Foundation, as such policy may be amended by the Community Foundation from time to time. Any costs and expenses incurred by the Community Foundation in accepting, transferring, or managing property donated to the Community Foundation for the Fund, including without limitation the Community Foundation's costs and expenses (including reasonable attorneys fees) of any claim or proceeding with respect to the Fund, also shall be paid from the Fund.

7. **Miscellaneous.**

a. **Governing Law; Venue.** This Agreement shall be governed by the laws of the State of Michigan (exclusive of its choice of law rules), and the federal laws of the U.S. The parties agree that any litigation arising between the parties in relation to this Agreement shall be initiated and maintained in the Circuit Court of the County of Allegan, Michigan, or the U.S. District Court for the Western District of Michigan, and the parties hereby irrevocably submit to the exclusive jurisdiction and venue of such courts.

b. Entire Agreement; Beneficiaries; Counsel. This Agreement contains the entire understanding of the parties, and there are no other agreements or understandings, written or oral, in effect between the parties relating to the Fund. Nothing in this Agreement will be construed as giving any person, other than the parties hereto, and their respective successors and permitted assigns, any right, remedy or claim under or in respect of this Agreement or any provision hereof. The parties may have discussed tax and legal consequences of this Agreement, but each may rely only upon the advice of its own advisors.

c. Due Authorization; Electronic Signatures/Counterparts. The undersigned are duly authorized and competent to enter into this Agreement, which may be executed and delivered in two or more counterparts, including by electronic transmission, each of which shall be deemed an original and all of which together shall be deemed to constitute one and the same Agreement. This Agreement may be executed by a handwritten signature or by an electronic signature. Where the Donor has delivered this Agreement by electronic transmission, it shall forthwith deliver an originally executed copy of this Agreement to the Community Foundation, but the failure to do so shall not affect the validity or enforceability of this Agreement.

d. Publicity. [If the Community Foundation does not use an intake form, then discuss here anonymity versus publicity; you can also make this a check-the-box, per the below.]

The Community Foundation honors and recognizes our donors' names in publicity about the Community Foundation unless they wish to remain anonymous. Please check the box below that best describes your wish regarding publicity.

- ☐ You may include my name and gift in Community Foundation publicity.
- ☐ Please do not list my name in Community Foundation publicity.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

DONOR:

Cierra Bakovka

Executive Director
Henika District Library

COMMUNITY FOUNDATION

Stephanie Calhoun
President/CEO
Allegan County Community Foundation

EXHIBIT A
INITIAL FUND ASSETS

Cash: _____

Publicly Traded Securities:

Other:

cierra < cierra@henikalibrary.org >

Re: Agency Fund Questions

Stephanie Calhoun < scalhoun@alleganfoundation.org >

Fri, 09 Oct 2026 11:45:50 AM -0400

To "Cierra Bakovka"<cierra@henikalibrary.org>

Hi Cierra,

- Attached is our spending policy.
- We don't have an admin fee policy specific as it is referenced in the spending policy, but I have attached a fund detail summary that shows everything in a nice, easy to read chart.
- The next match will be on Giving Day - March 19, 2027. We will start working on promotional materials in early January with guidelines about amount and funds eligible to participate. Your designated fund will be included already.

Always happy to answer questions.

Stephanie

Stephanie Calhoun (she/her)
President/CEO
Allegan County Community Foundation
scalhoun@alleganfoundation.org
269-673-8344 x201
www.alleganfoundation.org



Life-work balance notice: Please do not feel obligated to respond outside your normal working hours.

Type	Minimum	Admin Fee	Endowed Spending Policy	Non-endowed spending policy
Scholarship Fund	\$5,000	2%	3% - cannot spend into the corpus of the fund	must maintain minimum and have two years of scholarship award available
Donor or Corporate Advised Fund	\$10,000	2%	3% - cannot spend into the corpus of the fund	must maintain minimum
Agency Fund	10,000	1.50%	3.5% - cannot spend into the corpus of the fund	must maintain minimum
Designated Fund	10,000	1.50%	3.5% - cannot spend into the corpus of the fund	must maintain minimum

Allegan County Community Foundation Spending Policy

Board Approved: September 1, 2011

Board Revised: May 20, 2025

Frequency of Review – 5 years

Purpose: The primary objective is long-term growth while maintaining the purchasing power of the endowment.

Policy: Income available for spending from endowed funds and other funds identified as “existing into perpetuity” is based on a total return system (interest, dividends and capital appreciation). This amount is calculated at the end of the 2nd quarter each year by the President/CEO using CSuite’s DISTRIBUTIONS function that calculates average per quarter over the last 12 quarters. These amounts will be used for the upcoming year’s budget process.

- a. Calculates 3% spendable for Scholarships and Donor-Advised Funds
- b. Calculates 3.5% for all other funds

This calculated amount is stored as SPENDABLES in CSuite.

The following types of funds are excluded from the spending policy limit:

- Pass through or special project funds
- Non-endowed donor advised funds
- Non-endowed funds, unless identified to exist into perpetuity.

An administrative fee, based on the Fee Schedule in place, shall be charged to each fund. Accrued administrative fees are credited to the Admin Fee Fund to be used in the yearly budget process.

Report and Monitoring: The Foundation’s annual comprehensive budget including operating, grants, scholarships, and special programs will be approved by the Finance Committee and moved onto the Full Board for approval. The Foundation’s President/CEO is responsible for the timely withdrawal of funds from investments to be placed into the Foundation’s checking account to cover operating expenses and grant payments.

Changes to Policies:

Policies are subject to change by the Allegan County Community Foundation Board of Directors.

Notes From Convo w/ Joe Gross (Ransom-Plainwell) About ACCF Agency Fund

- Matching is real during ACCF's special time. Great way to increase impact
- Only put donated funds in (may be restrictions on funds received from Tax Revenue)
- No longer your money after it's put in the fund
- Makes decent money, estimated 5% return annually which is often better than return on a CD
- Considers it a future stream of revenue and potentially a safety replacement for penal fines

BOOKKEEPER

HENIKA DISTRICT LIBRARY

The Henika District Library is seeking a detail-oriented, dependable Part-Time Bookkeeper to manage the library's financial records in collaboration with the Library Director, Board of Trustees, and library staff.

JOB TYPE: Part-Time. Primarily remote. Ideal candidate should be available for occasional in-person meetings and to pick up supplies (such as checks, stamps, and envelopes) as needed. Staff laptop available as well as ability to complete work at the library if desired.

SCHEDULE: Flexible; approximately 16 hours per month.

PAY RANGE: \$20 - \$25/HR

BENEFITS: Flexible schedule, mostly-remote

DUTIES/RESPONSIBILITIES:

- Maintain the library's accounting system using QuickBooks.
- Manage accounts payable by preparing and mailing checks, recording payments and liabilities, and updating vendor accounts on a biweekly basis.
- Record and maintain documentation for all deposits.
- Process biweekly payroll and maintain accurate payroll records.
- Reconcile bank accounts by the fourth business day of each month at noon.
- Prepare monthly financial statements and reports for the Library Board by the fourth business day of each month at noon, as well as additional financial reports as needed.
- Submit federal and state tax payments on time and file all required tax reports.
- Calculate and maintain employee paid time off (PTO), including vacation, holiday, and personal leave balances.
- Prepare for and participate in the library's annual financial audit.
- Ensure compliance with applicable laws, regulations, library policies, and accepted accounting practices.
- Maintain up-to-date understanding of the Uniform Chart of Accounts

BOOKKEEPER

HENIKA DISTRICT LIBRARY

- Perform other related bookkeeping and financial duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Associate's degree or higher in accounting, bookkeeping, finance, or a related field.
- Experience using Microsoft Office, particularly Excel.
- Exceptional attention to detail, organization, and accuracy.
- Ability to work independently and manage time effectively.
- Strong commitment to confidentiality, professionalism, and integrity.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Two or more years of bookkeeping or accounting experience, preferably in a government or nonprofit organization.
- Proficiency with QuickBooks.

Column 1	Current Accountant	Bookkeeper
Accounting Fees	\$7,800.00	\$5,200.00
Postage	\$600.00	\$600.00
Quickbooks Plus	included	\$80.00
Payroll Costs/Workforce Premium	included	\$2,256.00
Scheduling Software	\$300.00	included
Background checks	\$150.00	included
Total Annual Cost	\$8,850.00	\$8,136.00

Column 1	 Workforce Payroll	 Workforce Premium	 Workforce Elite
Monthly	\$115.00	\$188.00	\$254.00
Annual	\$1,380.00	\$2,256.00	\$3,048.00



Donor or Company ▾



QuickBooks Online Plus, 1-Year Subscription, 5 Users

Donor Partner: [Intuit](#)

Category: [Accounting](#), [Cloud Computing](#)

Platform: Multiple platforms

Format: Online

Product ID: G-49616

Availability: Available

Admin Fee:

\$80.00

Quantity:

ADD TO CART

This request has been added to your cart.

for [Henika District Library](#)

Add to cart with:

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~~\$499.00~~ **\$399.00**

Help

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Subscription Details

Please consult TechSoup's [Intuit QuickBooks Online FAQ](#) for information not listed in the table below.

System Requirements	See QuickBooks Online system requirements .
Subscription Limits	Up to five users can access QuickBooks Online Plus. Up to two outside accountants can work with your data.
Start Date	Your one-year subscription begins on the date the product request is approved, not the date the account is set up.
Continuing Service After One Year	To renew your subscription, you must pay TechSoup's administrative fee each year. TechSoup will send you reminders and instructions before your payment is due. Learn how to manage recurring payments through TechSoup.
Data Import	You can import data from a desktop version of QuickBooks, Microsoft Excel, or a text file. Read the Intuit QuickBooks Online FAQ for more information.
Mobile Access	The QuickBooks Online mobile app works with iPhone, iPad, and Android phones and tablets. Devices are sold separately, and a data plan is required. Not all features are available on the mobile app and mobile website. QuickBooks Online mobile access is included with your QuickBooks Online subscription at no additional cost. Data access is subject to network availability and occasional downtime due to events beyond Intuit's control. Product registration is required to use the mobile app.

Data Retention	If your organization is no longer eligible for QuickBooks Online or you choose not to renew your subscription, Intuit will retain your data for one year beyond the date of cancellation. See Intuit's data retention policy for more information.
Existing Subscribers	If your organization obtained a QuickBooks Online subscription outside of TechSoup, you can copy your company from your existing subscription to your new one as long as your existing subscription level is QuickBooks Online Advanced. Otherwise, you can upgrade your existing subscription and then cancel that subscription after you've copied your company. Instructions for this process are available in the Intuit QuickBooks Online FAQ and will also be sent to you after you request this offer.
Additional Services	Features like QuickBooks Online Payroll and the ability to accept online and mobile payments are available directly from Intuit for additional fees. If you activate these additional features, you will see a price listed for QuickBooks Online, but you will not be charged.
Compatibility of QuickBooks Data with QuickBooks Versions	You can import data into QuickBooks Online from QuickBooks Pro 2008 or later, Premier 2008 or later, or Mac 2013 or later. Earlier versions require a downloadable tool. You must import from QuickBooks desktop within the first 60 days of setting up your new QuickBooks Online account.

Description

QuickBooks Online Plus is online accounting software that helps organizations manage essential financial tasks like creating invoices, producing reports, and tracking expenses, contributions, and payments.

This donation provides a one-year subscription for up to five users for QuickBooks Online Plus. You must renew your QuickBooks Online account with TechSoup every 12 months and pay \$80 to reconfirm your eligibility for this program and continue your use of the subscription. The \$80 admin fee allows TechSoup to continue to make this program available. See the **Subscription Details** tab for more information.

Benefits for Organizations

You can use QuickBooks Online Plus to

- Create a chart of accounts that categorizes and views expenses the way IRS Form 990 requires
- Draft reports that show how much money has been contributed and spent to date by donor or by grant
- Plan budgets based on fundraising and expense data and comparing actual income and expenses to budgeted amounts
- Use business planning and analysis tools, such as the Statement of Financial Income & Expense
- Organize tax, donor, vendor, employee, and general company information in separate centers while allowing an accountant to simultaneously work on the system

Major Capabilities

- **Email integration:** You can directly email invoices and estimates from within QuickBooks Online.
- **Data import:** QuickBooks Online can import data from Excel, the QuickBooks desktop edition, or CSV files.
- **File attachments:** Attach and store receipts, estimates, and other documents to invoices and customer files.
- **Cloud backup:** You can automatically store your accounting data in the cloud. Data access is subject to network availability and occasional downtime due to events beyond Intuit's control.
- **Mobile access:** The QuickBooks Online mobile app works with iOS and Android devices.
- **Built-in business reports:** QuickBooks Online Plus includes more than 65 built-in business [reports](#) and budget planning tools to help you estimate future donations and expenditures.
- **Donor management app integration:** QuickBooks Online syncs with DonorPath and Method:Donor. Each application is subject to additional terms, conditions, and fees.

See a [full list of features](#) included in QuickBooks Online Plus.

Get all the tools you need to manage your business



Track project profitability

Get a clearer view of project profitability for all your projects with user friendly dashboards and detailed reports.



Track inventory

Monitor product levels, cost of goods, and receive notifications when inventory is low so



More detailed reporting

Get all the functionality of basic reports plus the ability to run specific budgeting, inventory

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Capture and organize receipts

Use your smartphone to snap photos of receipts and we'll match them to expenses.**



Manage bills

Go beyond bill pay and track bill status, create recurring payments, and pay multiple vendors at once.



Enter time

Enter hours yourself or give employees access. Integrates with QuickBooks Time.**

Feedback



Maximize tax deductions

Automatically sort business expenses into the right tax categories to keep more of what you earn at tax time.



Accept invoice payments

With a button to pay instantly online, customers can pay invoices quickly and safely.**



Track miles

Use your smartphone's GPS to track the miles you drive, making it easy to sort business t

Feedback



Track income and expenses

Automatically sort transactions from connected accounts into tax categories for easy org

Hi there!

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Send estimates

Create custom and professional estimates that build confidence and easily convert to invoices.



Track sales and sales tax

Accept credit cards and payments anywhere and we'll automatically calculate sales tax** for you.



Manage 1099 contractors

Stay compliant on all your 1099s, and at tax time, prepare and file 1099s right from QuickBooks.**

WORKFORCE PAYROLL

Pay your team and get payroll taxes done for you.

\$50 + \$6.50/employee

\$25/mo + \$6.50/employee/mo

50% off for 3 months*

Add to plan

Key apps included:



* Intuit Intelligence

- + Tracks down hours, scans for anomalies and gets payroll ready

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WORKFORCE PREMIUM

FAVORITE

All-in-one payroll, time tracking, and HR tools.

\$88 + \$10/employee

\$44/mo + \$10/employee/mo

50% off for 3 months*

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Key apps included:



* Intuit Intelligence

- + Tracks down hours, scans for anomalies and gets payroll ready with Payroll AI

- Reviews your payroll setup

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[Time off management](#)

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WORKFORCE ELITE

The complete workforce platform, with experts in your corner.

\$134 + \$12/employee

\$67/mo + \$12/employee/mo

50% off for 3 months*

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Key apps included:



* Intuit Intelligence

- + Tracks down hours, scans for anomalies and gets payroll ready with Payroll AI

- Sets up your payroll for you, so you know it's done right

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NEW

[Time off management](#)

NEW

	<u>Automated HR workflows (5)</u> NEW	<u>Automated HR workflows (unlimited)</u> 54 NEW
	<u>Recruiting</u> NEW	<u>Recruiting</u> NEW
	<u>Manager role</u> NEW	<u>Manager role</u> NEW
	<u>HR resource center & handbook creator</u> NEW	<u>HR resource center & handbook creator</u> NEW
	<u>Automated I-9</u>	<u>Automated I-9</u>
		<u>Performance management</u> NEW
		<u>Personal HR advisor</u>
Take care of your team	Take care of your team	Take care of your team
<u>Health benefits for your team</u>	<u>Health benefits for your team</u>	<u>Health benefits for your team</u>
<u>401(k) plans</u>	<u>401(k) plans</u>	<u>401(k) plans</u>
<u>Workers' comp administration</u>	<u>Workers' comp administration</u>	<u>Workers' comp administration</u>
	<u>Benefits administration</u> NEW	<u>Benefits administration</u> NEW
Take care of tracking time	Take care of tracking time	Take care of tracking time
	<u>Workforce app</u>	<u>Workforce app</u>
	<u>Create schedules</u>	<u>Create schedules</u>
	<u>Customize reports</u>	<u>Customize reports</u>
	<u>See who's working</u>	<u>See who's working</u>
		<u>Geofencing</u>
		<u>Track mileage</u>
		<u>Project activity feed</u>
		<u>Project estimates vs actuals</u>

- 1

Select plan

[Plus](#) 
- 2

Add payroll
(optional)

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- 3

Checkout

Your plan

You're saving \$304.50 

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~~\$115~~ \$57.50/mo
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Workforce Premium

▼

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50% off 3 months

Your total

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Feedback