

Hopkins District Library

Hopkins District Library Board of Trustees Regular Meeting Agenda

Tuesday, July 9, 2024

7:00pm

Hopkins District Library

118 E Main St,

Hopkins, MI, 49328

Call to Order

Roll Call

Approval of July 2024 Agenda

Approval of June 2024 Minutes

Treasurer's Report/Financial Reports

Director's Report

New/Old Business

- Millage Rate
- Hiring New Substitutes

Public Comment

Adjournment

Hopkins District Library Meeting Minutes

June 2024

Call to order and Roll Call

A regular meeting of Hopkins District Library Board was held on 6/11/24 at 7:00pm.

Board members included:

President	Eric Alberda
Vice President	Tim McKinnon (Watson)
Secretary	Megan Frank (Monterey)
Treasurer	
Village Rep	Sam Adams
Watson Rep	Daelynn Post
Monterey Rep	Jodie Brenner
Hopkins Rep	Angie Teunissen

Citizens present: 1

Approval of June 2024 Agenda

McKinnon motion to approve June 2024 Agenda. Brenner supports.

7 Yays / 0 Nays. Motion approved.

Audit Presentation – Kathy Sheldon: Walker, Fluke and Sheldon.

- Presentation was discussed with board.

Adams motion to approve the audit presented by Kathy from Walker, Fluke and Sheldon.

Brenner supports.

7 Yays / 0 Nays. Motion approved.

Approval of April 2024 Minutes

Frank motions to approve the April 2024 minutes. Post supports.

7 Yays / 0 Nays. Motion approved.

Treasurer's Report/Financial Report

- All tax payments from 2023 have now been received (including delinquent taxes).

Frank motion to approve the financial report as presented. Adams supports.

7 Yays / 0 Nays. Motion approved.

Director Report

- Summer Reading Program started 6/10. 187 people currently signed up. Activities scheduled once a week throughout the summer. No planned closure for June. May be closing early on 6/17 due to staffing. Closed 7/5-7/6 for 4th of July.

Adams motion to approve directors report. Brenner supports.

7 Yays / 0 Nays. Motion approved.

New/Old Business:

- Building Agreement: Final draft from lawyer provided. Reviewed and discussed. Hopkins Township approved. Village awaiting Library verdict.
Frank motion to approved the presented Building Agreement with identified highlighted corrections and allow VP Tim McKinnon to sign any necessary paperwork to proceed with finalizing Building Agreement. McKinnon supports.
Roll Call vote: Post: Yay/ Teunissen: Yay/ Alberda: Yay/ McKinnon: Yay/ Adams: Yay/ Brenner: Yay/ Frank: Yay – Motion approved. 7 Yays/ 0 Nays.
- Building Insurance Quote: Discussed about increase.
Adams motion to approve new premium by Decker Agency. Post supports.
7 Yays/ 0 Nays. Motion approved.
- Building Update (Lighting expense/doors/desk): Waiting on approval to spend grant money before ordering desk/door items. Lighting expenses increase due to inaccurate information. Was told \$300 to all lights, but was actually \$300 per light totaling to \$920.
Frank motion to approve to pay the corrected light expenses of \$920. Teunissen.
6 Yays / 1 Nay. Motion approved.

Public Comment:

Mark Evans – Discussion of Building Agreement.

Megan Frank – Proposing a new Program Director position be available at the library. To be discussed at next Library Board meeting.

Adjournment – Adams motion to adjourn. Post supports.

7 Yays / 0 Nays. Motion approved. Adjourn 7:53pm.

Megan Frank
Secretary

Date of approval

June 2024 Director's Report

General

Summer Reading Program is well underway! We've had a total of 253 (of all ages) people sign up for the program.

Finance Notes

Major expenses in May were our building insurance and lighting expense (both approved at the May meeting) and a new director laptop (old one has now been given to Emily for programming).

I'm working on ordering the new circulation desk, and we will have the automatic door opener expenses coming up soon, as well as any costs related to taking over and converting the township office (carpet replacement, new desks, etc).

Programs

SRP programs have been very well received so far. For June, we had two kids activities: mushroom brownie making, and a crepe paper campfire craft (both were full), as well as a basketweaving class for all ages.

Coming up in July, we have s'mores and reading in the park (July 10), a kids cartography class (July 13), an International Movie and food night (July 24), as well as two out in the community events (a GPS Scavenger Hunt 7/15-20 and Bird Watching Week 7/22-27). The Wrap Up party (foam party and pizza) will be on 8/3 at 11am.

Library Hours and Operations

We closed early two days in June because we didn't have staff to cover. We will be closed July 5th and 6th for Independence Day (4th falls on a Thursday, so we're already closed). We have no planned closures for August.

Association News and Updates (Lakeland/Library of Michigan/Allegan County)

The state budget was announced. Many of the library funding items pushed by MLA were not included in the final budget, but there was a \$1,000,000 increase in state aid (which works out to about 7%). So hopefully our state aid for next year will be slightly higher. (approximately \$5000 this year).

June Lakeland meeting was canceled for lack of agenda items, July meeting is scheduled for 7/11.

Location	Total Population Served	Subtotal Income From Voted Millage	Total Operating Income	Per Capita Operating Income
Hopkins District Library	4,851	\$115,071	\$144,982	\$29.89
Saugatuck-Douglas District Library	5,686	\$330,978	\$394,277	\$69.34
J. C. Wheeler (Martin)Public Library	6,661	\$0	\$99,179	\$14.89
Leighton Township Library	7,001	\$319,845	\$380,597	\$54.36
Dorr Township Library	7,922	\$172,341	\$280,259	\$35.38
Henika District Library	7,978	\$333,503	\$384,328	\$48.17
Salem Township Library	8,289	\$64,537	\$253,260	\$30.55
Fennville District Library	14,496	\$326,245	\$471,096	\$32.50
Otsego District Public Library	14,787	\$433,031	\$620,710	\$41.98
Charles A. Ransom District Library	15,489	\$778,909	\$847,972	\$54.75
Allegan District Library	18,279	\$1,052,461	\$1,221,098	\$66.80

Circulation Statistics

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Books	703	641	--	840	867	1581							4632
Magazines	9	5	--	7	2	0							23
AV	47	46	--	73	46	153							365
DVDs	79	77	--	119	98	249							622
Digital Materials	410	334	388	333	368	403							2236
Creative Bug	2	1	1	0	3	3							10
Transparent Lan	5	0	0	0	0	1							6
LLC Loaned	130	106	12	85	133	180							646
LLC Borrowed	166	127	0	121	149	246							809
MeL Borrowed	27	4	--	25	10	15							81
MeL Loaned	20	5	--	21	27	17							90
Computers	26		--	36	46	41							149
New Card Issued	8	15	5	14	15	24							81
Tot. Patron Visits	499	382	--	832	697	969							3379
Covid Tests Dist.	24	0	--		12	4							40

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Books	896	761	744	767	823	1121	1293	1323	1037	1017	737	696	11215
Magazines	9	0	0	0	3	2	6	2	10	2	0	6	40
AV	42	40	31	26	35	112	118	73	70	93	112	93	845
DVDs	66	54	67	89	53	154	184	143	122	153	192	136	1413
Digital Materials	369	250	256	254	301	324	296	307	294	285	344	341	3621
Ancestry	0	0	0	0									0
Transparent Lang.	33	21	19	4	8	20	6	3	3	2	8	5	132
LLC Loaned	159	150	147	130	133	120	157	98	90	177	147		1508
LLC Borrowed	224	132	170	190	199	176	236	73	59	199	148		1806
MeL Borrowed	56	61	26	11	13	14	9	13	46	25	27		301
MeL Loaned	22	14	20	12	30	9	19	22	30	24	17		219
Computers	37	27	39	27	27	45	45	36	32	33	35	32	415
New Cards Issued	9	11	10	6	9	22	10	12	7	15	6	4	121
Tot. Patron Visits	623	565	702	562	729	813	952	810	549	754	551	629	8239
Covid Tests Dist.											12	28	40

Hopkins District Library

Balance Sheet

As of June 30, 2024

	<u>Total</u>
ASSETS	
001 Operations Account	74,506.06
002.1 High Yield Savings	56,659.76
003.1 MASON PARMALEE ENDOWMENT CD - 12 Month XXXX403	1,000.00
	106,233.89
Total Bank Accounts	\$ 238,398.01
Accounts Receivable	
011 Millage Taxes Receivable	0.00
Total Accounts Receivable	\$ 0.00
017 Grant Receivables	0.00
018 Tax Receivable	111,193.32
020 Uncategorized Asset-1	0.00
Total Other Current Assets	\$ 111,193.32
Total Current Assets	\$ 349,591.33
TOTAL ASSETS	\$ 349,591.33
LIABILITIES AND EQUITY	
Liabilities	
200 Accounts Payable	0.00
Total Accounts Payable	\$ 0.00
203 Payroll Liabilities	
203.1 Federal Taxes (941/944)	1,394.85
203.2 MI Income Tax	256.40
Federal Unemployment (940)	105.48
Total 203 Payroll Liabilities	\$ 1,756.73
220 Deferred Inflow	61,295.33
221 Deferred Outflow - Grants	0.00
230 Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 63,052.06
Total Current Liabilities	\$ 63,052.06
Total Liabilities	\$ 63,052.06
Equity	
300 Opening Balance Equity	0.00
390 Unrestricted Net Assets	366,785.28
Net Income	-80,246.01
Total Equity	\$ 286,539.27
TOTAL LIABILITIES AND EQUITY	\$ 349,591.33

Hopkins District Library
Budget vs. Actuals: 2024 Budget - FY24 P&L
January - June, 2024

	Jun 2024			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
402 Millage	4,554.30	0.00	4,554.30	110,685.33	105,000.00	5,685.33
574 State Aid		2,400.00	-2,400.00	2,442.36	4,800.00	-2,357.64
655 Penal Fines	2,071.06	1,750.00	321.06	10,979.02	10,500.00	479.02
658 Book Fines	14.00	16.67	-2.67	63.84	100.02	-36.18
664 Interest	542.02	416.67	125.35	4,472.51	2,500.02	1,972.49
671 Refund		12.50	-12.50	164.61	75.00	89.61
672 Copies	126.40	66.67	59.73	448.15	400.02	48.13
673 Book and DVD Sales	23.25		23.25	92.25	0.00	92.25
673.1 Sales of Materials		16.67	-16.67	240.85	100.02	140.83
Total 673 Book and DVD Sales	\$ 23.25	\$ 16.67	\$ 6.58	\$ 333.10	\$ 100.02	\$ 233.08
674 Faxes	1.00	8.33	-7.33	36.00	49.98	-13.98
675 Donations			0.00	10.00	0.00	10.00
675.1 Children Donations		41.67	-41.67	0.00	250.02	-250.02
675.2 Summer Reading Program Donations		100.00	-100.00	100.00	500.00	-400.00
Total 675 Donations	\$ 0.00	\$ 141.67	\$ -141.67	\$ 110.00	\$ 750.02	\$ -640.02
676 Grants		83.33	-83.33	10,000.00	499.98	9,500.02
695 Misc Revenue			0.00	22.92	0.00	22.92
695.1 Utilities Reimbursement	888.30	0.00	888.30	1,894.71	2,000.00	-105.29
Total Income	\$ 8,220.33	\$ 4,912.51	\$ 3,307.82	\$ 141,652.55	\$ 126,775.06	\$ 14,877.49
Gross Profit	\$ 8,220.33	\$ 4,912.51	\$ 3,307.82	\$ 141,652.55	\$ 126,775.06	\$ 14,877.49
Expenses						
701 Payroll Expenses			0.00	0.00	0.00	0.00
702.1 Wages	5,016.90	5,833.33	-816.43	29,883.51	34,999.98	-5,116.47
715 Payroll Taxes		0.00	0.00	0.00	0.00	0.00
Taxes	510.19	500.00	10.19	2,538.33	3,000.00	-461.67
Total 701 Payroll Expenses	\$ 5,527.09	\$ 6,333.33	\$ -806.24	\$ 32,421.84	\$ 37,999.98	\$ -5,578.14
730 Supplies	54.05	191.67	-137.62	466.90	1,150.02	-683.12
731.1 Books	238.07	416.67	-178.60	1,277.06	2,500.02	-1,222.96
731.3 740b - AV Material	57.89	91.67	-33.78	147.25	550.02	-402.77
731.5 Periodicals	29.95	33.33	-3.38	144.75	199.98	-55.23
731.6 Ebooks	156.93	283.33	-126.40	1,900.58	1,699.98	200.60
750 Training		66.67	-66.67	0.00	400.02	-400.02
790 Lakeland Library			0.00	0.00	0.00	0.00
790.1 Lakeland Dues		0.00	0.00	6,486.50	6,500.00	-13.50
Total 790 Lakeland Library	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,486.50	\$ 6,500.00	\$ -13.50
801.1 Legal and Professional Fees		58.33	-58.33	234.00	349.98	-115.98
801.2 Custodian	972.00	195.83	776.17	972.00	1,174.98	-202.98
801.3 Bookkeeping	81.00	100.00	-19.00	486.00	600.00	-114.00
851 Insurance			0.00	0.00	0.00	0.00
851.1 Building Insurance	5,904.00	0.00	5,904.00	5,918.00	0.00	5,918.00
851.2 Health Insurance	475.00	475.00	0.00	950.00	950.00	0.00
Total 851 Insurance	\$ 6,379.00	\$ 475.00	\$ 5,904.00	\$ 6,868.00	\$ 950.00	\$ 5,918.00
880 Programs	252.06	250.00	2.06	619.73	1,500.00	-880.27
880.1 Summer Reading Program	19.99	500.00	-480.01	571.59	800.00	-228.41
Total 880 Programs	\$ 272.05	\$ 750.00	\$ -477.95	\$ 1,191.32	\$ 2,300.00	\$ -1,108.68
900 Technology	282.39	375.00	-92.61	2,259.95	2,250.00	9.95
905 Databases		250.00	-250.00	662.50	1,500.00	-837.50
915 Unique Management		12.50	-12.50	9.85	75.00	-65.15
920 Utilities	152.98	550.00	-397.02	1,517.07	3,300.00	-1,782.93
930.1 Building Maintenance		291.67	-291.67	0.00	1,750.02	-1,750.02
930.2 Equipment Maintenance		58.33	-58.33	0.00	349.98	-349.98
930.3 Equipment		341.67	-341.67	956.15	2,050.02	-1,093.87
955 Misc Expenses		41.67	-41.67	0.00	250.02	-250.02
955.2 Advertising		25.00	-25.00	0.00	150.00	-150.00
970 Capital Outlay	684.70	20,000.00	-19,315.30	163,896.84	143,244.00	20,652.84
Total Expenses	\$ 14,888.10	\$ 30,941.67	\$ -16,053.57	\$ 221,898.56	\$ 211,294.02	\$ 10,604.54
Net Operating Income	-\$ 6,667.77	-\$ 26,029.16	\$ 19,361.39	-\$ 80,246.01	-\$ 84,518.96	\$ 4,272.95
Net Income	-\$ 6,667.77	-\$ 26,029.16	\$ 19,361.39	-\$ 80,246.01	-\$ 84,518.96	\$ 4,272.95

**Hopkins District Library
General Ledger
June 2024**

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance	
001 Operations Account								
	Beginning Balance							83,298.98
06/03/2024	Payroll Check	DD	Kevin L. Meyer	Pay Period: 05/19/2024-06/01/2024	230 Direct Deposit Payable	-850.16	82,448.82	
06/03/2024	Deposit				-Split-	3,050.17	85,498.99	
06/03/2024	Payroll Check	DD	Stephanie A. Clement	Pay Period: 05/19/2024-06/01/2024	230 Direct Deposit Payable	-71.37	85,427.62	
06/03/2024	Payroll Check	DD	Victoria R. Blakeslee	Pay Period: 05/19/2024-06/01/2024	230 Direct Deposit Payable	-154.61	85,273.01	
06/03/2024	Payroll Check	DD	Linda Heppe	Pay Period: 05/19/2024-06/01/2024	230 Direct Deposit Payable	-200.00	85,073.01	
06/03/2024	Payroll Check	DD	Linda Heppe	Pay Period: 05/19/2024-06/01/2024	230 Direct Deposit Payable	-309.17	84,763.84	
06/03/2024	Payroll Check	DD	Emily A. Glowacki	Pay Period: 05/19/2024-06/01/2024	230 Direct Deposit Payable	-356.80	84,407.04	
06/03/2024	Payroll Check	DD	Stacey L. Timmer	Pay Period: 05/19/2024-06/01/2024	230 Direct Deposit Payable	-603.82	83,803.22	
06/05/2024	Deposit		Hopkins Township		402 Millage	2,557.08	86,360.30	
06/07/2024	Expense		Amazon		731.3 740b - AV Material	-17.98	86,342.32	
06/07/2024	Expense		Amazon		731.3 740b - AV Material	-39.91	86,302.41	
06/07/2024	Expense		Dell		970 Capital Outlay	-684.70	85,617.71	
06/10/2024	Expense		Amazon		-Split-	-51.41	85,566.30	
06/10/2024	Expense		Book Outlet		731.1 Books	-49.75	85,516.55	
06/11/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 05/01/2024-05/31/2024	203.2 Payroll Liabilities:MI Income Tax	-190.64	85,325.91	
06/11/2024	Expense		Amazon		880.1 Programs:Summer Reading Program	-19.99	85,305.92	
06/11/2024	Bill Payment (Check)	6088	Laurie Zientek		200 Accounts Payable	-199.00	85,106.92	
06/12/2024	Expense		Grand Rapids Press		731.5 Periodicals	-29.95	85,076.97	
06/14/2024	Expense		Michigan Gas Utilities		920 Utilities	-50.33	85,026.64	
06/14/2024	Expense		Overdrive Inc		731.6 Ebooks	-156.93	84,869.71	
06/17/2024	Payroll Check	DD	Kevin L. Meyer	Pay Period: 06/02/2024-06/15/2024	230 Direct Deposit Payable	-1,177.38	83,692.33	
06/17/2024	Tax Payment		IRS	Tax Payment for Period: 05/01/2024-05/31/2024 (941/944)	203.1 Payroll Liabilities:Federal Taxes	-1,004.49	82,687.84	
06/17/2024	Payroll Check	DD	Emily A. Glowacki	Pay Period: 06/02/2024-06/15/2024	230 Direct Deposit Payable	-374.66	82,313.18	
06/17/2024	Payroll Check	DD	Stacey L. Timmer	Pay Period: 06/02/2024-06/15/2024	230 Direct Deposit Payable	-576.24	81,736.94	
06/17/2024	Payroll Check	DD	Linda Heppe	Pay Period: 06/02/2024-06/15/2024	230 Direct Deposit Payable	-200.00	81,536.94	
06/17/2024	Expense		Amazon		730 Supplies	-9.65	81,527.29	
06/17/2024	Payroll Check	DD	Linda Heppe	Pay Period: 06/02/2024-06/15/2024	230 Direct Deposit Payable	-218.83	81,308.46	
06/17/2024	Payroll Check	DD	Victoria R. Blakeslee	Pay Period: 06/02/2024-06/15/2024	230 Direct Deposit Payable	-142.72	81,165.74	
06/17/2024	Payroll Check	DD	Stephanie A. Clement	Pay Period: 06/02/2024-06/15/2024	230 Direct Deposit Payable	-71.37	81,094.37	
06/17/2024	Expense		Amazon		-Split-	-63.60	81,030.77	
06/18/2024	Bill Payment (Check)	6089	Decker Agency		200 Accounts Payable	-5,904.00	75,126.77	
06/18/2024	Expense		Spectrum Enterprise		900 Technology	-146.16	74,980.61	
06/20/2024	Expense		QuickBooks Payments		801.3 Bookkeeping	-81.00	74,899.61	
06/20/2024	Expense				880 Programs	-32.63	74,866.98	
06/20/2024	Expense		Meijer		880 Programs	-2.49	74,864.49	
06/20/2024	Expense		Consumers Energy		920 Utilities	-102.65	74,761.84	
06/23/2024	Expense		SRFax		900 Technology	-9.95	74,751.89	
06/23/2024	Expense		T-Mobile		900 Technology	-126.28	74,625.61	
06/24/2024	Expense		Book Outlet		731.1 Books	-41.04	74,584.57	
06/26/2024	Expense		Amazon		-Split-	-61.80	74,522.77	
06/26/2024	Expense		Amazon		731.1 Books	-19.08	74,503.69	
06/26/2024	Expense		Amazon		731.1 Books	-13.73	74,489.96	
06/28/2024	Deposit				664 Interest	16.10	74,506.06	
Total for 001 Operations Account						-\$ 8,792.92		
002.1 High Yield Savings								
	Beginning Balance							54,497.78
06/12/2024	Deposit				655 Penal Fines	2,071.06	56,568.84	
06/30/2024	Deposit				664 Interest	90.92	56,659.76	
Total for 002.1 High Yield Savings						\$ 2,161.98		
003.1 MASON PARMALEE ENDOWMENT XXX1								
	Beginning Balance							1,000.00
06/22/2024	Deposit				664 Interest	17.41	1,017.41	
06/22/2024	Expense				664 Interest	-17.41	1,000.00	
Total for 003.1 MASON PARMALEE ENDOWMENT XXX1						\$ 0.00		
CD - 12 Month XXXX403								
	Beginning Balance							105,798.89
06/15/2024	Deposit				664 Interest	435.00	106,233.89	
Total for CD - 12 Month XXXX403						\$ 435.00		
018 Tax Receivable								
	Beginning Balance							111,193.32
Total for 018 Tax Receivable								
200 Accounts Payable								
06/11/2024	Bill Payment (Check)	6088	Laurie Zientek		001 Operations Account	-199.00	-199.00	
06/11/2024	Bill		Laurie Zientek		880 Programs	199.00	0.00	
06/17/2024	Bill		Decker Agency		Insurance:851.1 Building Insurance	5,904.00	5,904.00	
06/18/2024	Bill Payment (Check)	6089	Decker Agency		001 Operations Account	-5,904.00	0.00	
Total for 200 Accounts Payable						\$ 0.00		
970 Capital Outlay								
	Beginning Balance							163,212.14
06/07/2024	Expense		Dell	New Director Laptop	001 Operations Account	684.70	163,896.84	
Total for 970 Capital Outlay						\$ 684.70		

Kelsey Burns French

248-613-0366 | Pastorkelseyfrench@gmail.com | 216 Elm St. Hopkins, MI 49328

Education

Albion College 2013-2017

Psychology & Spanish majors

Graduated with honors

Garrett-Evangelical Theological Seminary 2017- 2020

Masters in Divinity

Employment

Lead Pastor of Hopkins & South Monterey United Methodist Churches

(Now merged to Hopkins UMC)

July 2020 - Current

Circulation Desk & Student Assistant Librarian

Styberg Library at Garrett-Evangelical Theological Seminary

Sept 2017-Spring 2020

- Circulation desk duties
- Configure and organize Course Reserves and catalog for upcoming semesters
- Assist patrons with finding books, online research, and tech support
- Process book donations for collection or sale
- Proofread for Archive digitization projects
- Prepare monthly cash flow spreadsheets
- Assist with inventorying collection

Circulation Desk Worker & InterLibrary Loan Assistant

Stockwell-Mudd Libraries at Albion College

Aug 2013 - May 2017

- Circulation desk duties
- Assist patrons with finding books, online research, and tech support
- Process interlibrary loan requests of physical and digital resources
- Nighttime library "security"/assist with closing down the library
- Assist with some library programs

Other Library Experience

Independence Township Library, Clarkston, Michigan

Volunteered for a few hours a week for 2 school years during high school

- Various projects including processing books for withdrawal, tidying shelves, cleaning discs, reshelving books, etc.

Brennen French

ARTIST & GRAPHIC DESIGNER

FREELANCE ARTIST AND GRAPHIC DESIGNER

Mar 2018 - Present

Designed logos, websites, banners, posters, pamphlets, social media posts, t-shirts, illustrations, portraits, tattoos, and a variety of other artistic needs for a wide variety of clientele including the Greenhouse Theater Center and Compass Theatre in Chicago, IL, the Kravis Center for the Performing Arts in West Palm Beach, FL, the Tibbits Opera House in Coldwater, MI, Montclair State University, the city governments of Edgewater, IL and Elk Rapids, MI, as well as countless individuals.

PAINTING & DRAWING TEACHER, ICE HOUSE GALLERY

Jul 2019

Planned and executed a one-week course on the basics of drawing and painting to elementary and middle school students. Covered the basics of mark making, line work, shading, color theory, character design, and proper tool use.

ADVANCEMENT ASSISTANT, NORTHLIGHT THEATRE

Sept 2017 – Dec 2017

Designed event materials for the 2017 Annual Gala, their largest fundraiser of the year. Managed digital and physical donor records, keeping them streamlined and up to date. Strategized and executed appeal mailing to approximately 6,000 patrons. Designed Holiday Cards for important donors and contacts.

LIBRARY ASSISTANT, ALBION PUBLIC LIBRARY

May 2011 – August 2011

Performed circulation functions including checking in and out library materials, issuing library cards, and shelving books in the Ellen Pantaleo Children's Room. Managed and digitized library records. Organized and managed Summer Reading Program events and activities. Organized materials for the annual Library Sale.

CONTACT

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216 Elm St, Hopkins, MI, 49328

ABOUT ME

Graphic Artist with over 6 years of experience in a diverse variety of settings. Detail oriented with a strong commitment to quality.

EDUCATION

Allegheny College, 2017
BA of Studio Art, with honors

SKILLS

Adobe Creative Suite
Database management
Project management
Research
Event planning
Traditional & Digital art making, including painting, drawing, photography, sculpting, and print making

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COUNTY : ALLEGAN
UNIT : HOPKINS DISTRICT LIBRARY
YEAR : 2024

2023 Unit Total TV
2024 Unit Total TV

208,761,580
227,519,495

HEADLEE & MCL 211.34ROLLBACK COMPUTATIONS

SOURCE AND PURPOSE OF OPERATING ONLY MILLAGE	PRIOR YEAR'S PERM REDUCED & REDUCED NEWLY VOTED MILLAGE (SEE MCL 211.34d(9))	CURRENT MILLAGE REDUCTION FRACTION	CURRENT PERM. REDUCED MILLAGE *	TRUTH IN ASSESSING or TRUTH IN EQUALIZATION FRACTION	CURRENT MAXIMUM ALLOWABLE MILLAGE RATE
	Last year's L-4029 col. (7)	L-4029 col. (6)	L-4029 col. (7)	L-4029 col. (8)	L-4029 col. (9)
VOTED OPERATING	0.5510	x 0.9927	= 0.5469	x 1.0000	= 0.5469
Was the above millage approved since 4-30-16 ? Y = YES		x 0.9927	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30-16 ? Y = YES		x 0.9927	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30-16 ? Y = YES		x 0.9927	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30-16 ? Y = YES		x 0.9927	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30-16 ? Y = YES		x 0.9927	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30-16 ? Y = YES		x 0.9927	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30-16 ? Y = YES		x 0.9927	= 0.0000	x 1.0000	= 0.0000
	0.5510		0.5469		
			2024 MAXIMUM ALLOWABLE OPERATING MILLAGE UNDER HEADLEE & MCL 211.34		= 0.5469

NOTE: The only way to levy more than your maximum millage due to the Headlee rollback is to have voters approve additional millage.

TRUTH IN TAXATION DOES NOT APPLY TO YOU THIS YEAR.

TRUTH IN TAXATION COMPUTATIONS

2024 BASE TAX RATE FRACTION:	(from L-4034)	0.9445	(1)
2023 OPERATING MILLAGE RATE:	(actually levied)	0.5510	(2) Type in millage if GU doesn't levy MAX
2024 BASE TAX RATE:	(w/out hearing)	0.5204	(1) x (2) = (3)
2024 MAX. ALLOWABLE OPERATING MILLAGE RATE:		0.5469	(from above) = (4)
2024 MINUS BASE TAX RATE:	(B.T.R.)	0.5204	(3) = (5)
MILLAGE INCREASE:	(with a hearing)	0.0265	(4) - (5) = (6) or (7) - (5) = (6)

If you plan to levy more than the B.T.R. but less than the Max. Allowable, enter the amount here.

MILLAGE INCREASE	0.0265	=	-
2024 BASE TAX RATE	0.5204	=	5.09%
			MILLAGE INCREASE FROM HEARING*
2024 TV x .001 x MILLAGE INCREASE		=	\$ 6,029
			REVENUE INCREASE FROM HEARING
2024 TV x 2024 BASE	-1	=	118,401
2023 TV x 2023 ACTUAL OPER RATE		=	115,028
2024 OVER 2023 REVENUE INCREASE WITHOUT HEARING			2,93%

*Must be published in notice of public hearing on increasing property taxes. Your unless authorized by the governing body at the hearing. Your

2024 millage cannot exceed your maximum under Truth in Taxation
2024 millage cannot exceed your Headlee maximum without a millage election.

5/14/2024

TRUTH IN TAXATION REVENUE GAIN CALCULATION

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MILLAGE GAIN WITH TRUTH IN TAXATION	UNIT'S TAXABLE VALUE		TRUTH IN TAXATION REVENUE GAINED
<u>VOTED</u>	<u>OPERATING</u>	<u>0.5469</u>	<u>0.0265</u>	x 227,519,495	=	<u>\$ 6,029</u>
-	-	<u>0.0000</u>	-	x -	=	
-	-	<u>0.0000</u>	-	x -	=	
-	-	<u>0.0000</u>	-	x -	=	
-	-	<u>0.0000</u>	-	x -	=	
-	-	<u>0.0000</u>	-	x -	=	
		<u>0.5469</u>	<u>0.0265</u>	x -	=	<u>\$ 6,029</u>
			BALANCES			BALANCES
			0.0265			\$ 6,029

MAXIMUM ALLOWABLE MILLAGES WITHOUT TRUTH IN TAXATION HEARING

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MULTIPLIER WITHOUT TR. IN TAX.		MAXIMUM MILLAGE WITHOUT TR. IN TAX.	MAXIMUM REVENUE WITHOUT TR. IN TAX.M120
<u>VOTED</u>	<u>OPERATING</u>	<u>0.5469</u>	x 0.9515451	=	<u>0.5204</u>	<u>\$ 118,401</u>
-	-	<u>0.0000</u>	x	=	-	
-	-	<u>0.0000</u>	x	=	-	
-	-	<u>0.0000</u>	x	=	-	
-	-	<u>0.0000</u>	x	=	-	
-	-	<u>0.0000</u>	x	=	-	
<u>TOTALS</u>		<u>0.5469</u>			<u>0.5204</u>	<u>\$ 118,401</u>
					BALANCES	BALANCES
					0.5204	118,401