

AGENDA

Henika District Library
Board of Trustees Meeting
May 13th, 2025 at 6:30pm

- I. **Call to Order**
 - A. Members Present:
 - B. Members Absent:
 - C. Staff Present:
 - D. Guests:

- II. **Approval of Agenda (M)** *(PAGES 1 - 2)*
- III. **Community Opportunity to Address the Board**

- IV. **Approval of Meeting Minutes** *(PAGES 3 - 5)*
 - A. April 2025 Regular Meeting Minutes (M)

- V. **Financial Reports**
 - A. 2024 FY Audit Report (Lauren Chatterton, Gabridge) *(SEPARATE PACKET)*
 - B. April 2025 *(PAGES 6 - 12)*
 1. Approval of Paid Bills (M)
 2. Credit Card Detail Report (i)
 3. YTD Budget vs Actual (i)
 4. United Bank Accounts Overview (i)

- VI. **Director's Report** *(PAGES 13 - 22)*
 - A. Monthly Statistics (i)
 - B. Youth Report (i)
 - C. Adult Report (i)
 - D. Circulation Report (i)

- VII. **Committee Reports** *(PAGES 23 - 26)*

- A. Planning Committee
- B. Building & Grounds Committee

VIII. Unfinished Business

- A. Architect RFP Update

(PAGES 27-29)

IX. New Business

- A. 2025 Budget Amendment #2
- B. July Meeting

(PAGE 30)

X. Around the table

XI. Adjournment

Meeting Minutes

Henika District Library

Board of Trustees Meeting

April 15th, 2025 at 6:30pm

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

Members Absent: Gary Marsh, Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:39 p.m. by Augustin.
- II. Approval of Agenda motioned by Brinks and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of March 2025 meeting minutes motioned by Augustin and seconded by Vander Slik. All yes, motion passed.
- V. Financial Reports for March 2025
 - A. Monthly check register was reviewed. Several of the bills were accidentally listed twice, so the actual total is \$16, 656.02. A few notable payments were the quarterly payment for cameras, an activity for small-space gardening payment, and the Michigan Gas bill, which was for two months.
 - B. Credit card detail report was reviewed. \$348 to Wix for website management. \$140 for ALA membership. \$263 to Square for a card reader, which is already being used often. \$125 to Direct Mail was to get addresses for new movers in the area.
 - C. YTD vs Actual was reviewed. \$2500 is showing as under Miscellaneous, but should be under Grants. Bakovka will be keeping track of all errors made by the new accounting firm.
 - D. Approval of paid bills motioned by Augustin and seconded by Kuhn. All yes, motion passed.

- E. United Bank accounts were reviewed. We have two CDs (ending in -548 and -556) that are maturing on April 22, 2025. Bakovka's recommendation is to rollover the CDs for another 6 months. Kuhn motioned to rollover the CDs ending in -548 and -556 at the special rate for 6 months when they mature, Augustin seconded. Roll call vote: Vander Slik - yes, Simmons - yes, Meyer - yes, Kuhn - yes, Augustin - yes, Brinks - yes. Absent: Marsh & Musgrave. Motion passed.

VI. Director's Report for March 2025

- A. Bakovka reminded us of hiring Jake Gless for the circulation assistant position. Bakovka was contacted by a journalist who writes for The Gander and who is doing a piece on Michigan libraries. He grew up in the area, so he wants to talk about Henika in the article.
- B. Monthly Statistics were reviewed. Traffic was up a bit in March, though numbers might be a little high, as there was trouble with one counter. Program numbers were good.
- C. The Youth Services report was reviewed. The Adopt-a-Reading-Buddy program did well with 53 attendees. The Pokemon club, Lego club, and After-school art were still popular and steady.
- D. The Adult Services report was reviewed. There were several events that did well in March, including the Escape Room, Pirate Cutlass Class and Small Space Gardening.
- E. The Circulation report was reviewed. Circulation was a bit low, which is normal for March, since it is spring break month. There was a big increase in card sign-ups, with 44 total. The Niche class "Libby Partner Collections" was popular with 36 views. The seed library did really well. Flowers and vegetables were popular.

VII. Committee Reports: No committees met.

VIII. Unfinished Business

- A. Fundraising Updates: We have started selling our merchandise and have had a few sales already. We made \$140 with the McDuff's Love Your Library fundraiser. There is an upcoming fundraiser at Open Road Brewery all day, March 30th.
- B. Heating and Cooling: Bakovka reached out to Mike Meyers at Triangle for their input, who said all quotes are within the market or even lower. Vander Slik talked to her contacts who said the average person will not notice much of a difference between the various equipment options. Meyer checked out the companies we are considering, who all had A+ ratings with BBB. The Carrier and Lennox equipment appeared to Meyer to be better for our purposes. Discussion ensued.

Brinks motioned to use DeWeerd for the furnace and air conditioner set and upgrade to the 2-stage model for an additional \$500. Augustin seconded. Roll Call vote: Vander Slik - yes, Simmons - yes, Meyer - yes, Kuhn - yes, Augustin - yes, Brinks - yes. Marsh & Musgrave absent. Motion passed.

IX. New Business

- A. Architect RFP: We need proposals in order to complete our USDA loan. Architects will submit their bids to Triangle, who will communicate with the Building Committee, who will do interviews as necessary and make a recommendation to the Board. We reviewed the RFP that Bakovka put together; discussion ensued.

Augustin motioned to accept the presented RFP with discussed changes, to go out on May 1st. Simmons seconded. All yes, motion passed.

X. Around the table:

- A. Vander Slik - Nothing to add.
B. Simmons - Nothing to add.
C. Meyer - Nothing to add.
D. Kuhn - Excited about steps being taken toward expansion and appreciates everyone coming prepared.
E. Bakovka - Excited about summer reading, congratulated Simmons on a career certification, hopes Pam heals from injury soon.
F. Augustin - Excited about summer reading. Would like Tori to talk to the schools about summer reading. Proposed moving the July 8 meeting to July 15, will be mentioned at the next meeting, too.
G. Brinks - Thanks to Pam for doing all the research on the HVAC items.

XI. Meeting adjourned at 7:55 p.m.

Note: Scheduled committee meetings:

- Planning: April 28 at 4:15 p.m.
- Building: May 5 at 6:15 p.m.
- Finance: May 6 at 4:15 p.m.

Monthly Check Register

As of April 30th, 2025

Date	Payee	Memo	Account	Amount
4 2 25	Allegan County Library Association	Yearly Membership Reissued 4/17 due to accounting making out payment to wrong entity	Mem/Train	\$100 00
4 2 25	Amazon	Programming, supplies, materials, equipment	-SPLIT-	\$592 76
4 2 25	Baker & Taylor		Materials	\$678 26
4 2 25	City of Wayland		Utilities	\$63 98
4 2 25	Consumers Energy		Utilities	\$305 17
4 2 25	Dunham Accounting		Accounting	\$487 00
4 2 25	Elevator Service		Equipment Maint	\$80 47
4 2 25	Heather Joynson	Henika Gear	Ad/Promo	\$975 20
4 2 25	Lakeland	Overdrive	Materials	\$603 58
4 2 25	Lakeland	Quarterly fees	Contractual Serv	\$4,074 00
4 16 25	Absopure		Utilities	\$42 61
4 16 25	Amazon	Materials, programming, furnishings, supplies	-SPLIT-	\$1,056 48
4 16 25	Automatic Door Service	Door Repair	Equipment Maint	\$162 00
4 16 25	Baker & Taylor		Materials	\$753 03
4 16 25	Blue Cross		Employee Benefits	\$4,282 84
4 16 25	Cardmember Service		-SPLIT-	\$756 52
4 16 25	Heimler Consulting	Quarterly bill	Tech Support	\$285 00
4 16 25	Joel Tacey's Tip Top Entertainment	SRP event	Programming	\$525 00
4 16 25	MERS		Employee Benefits	\$1,733 83
4 16 25	MJA Landscape	Snow Removal	Building & Grounds	\$2,716 00
4 16 25	MLA	Annual membership	Mem/Train	\$620 00
4 16 25	Spectrum		Utilities	\$66 50
4 16 25	State of Michigan	Elevator Certificate Renewal	Equipment Maint	\$319 30
4 16 25	T-Mobile		Communications	\$539 30
4 30 25	Amazon	Supplies, Materials, Programming	-SPLIT-	\$383 85
4 30 25	Baker & Taylor		Materials	\$510 79
4 30 25	Gabridge	Audit	Accounting	\$7,400 00
4 30 25	Heimler Consulting	Firewall Renewal/Upgrade (Equip/TechSupport)	-SPLIT-	\$2,249 99
4 30 25	Johnson Controls	Quarterly Billing	Contractual Serv	\$472 76
4 30 25	Kansas City Life		Employee Benefits	\$112 10
4 30 25	Lakeland	Bookpage Subscription	Programming	\$71 28
4 30 25	Marian Matyn	Adult Program SRP	Programming	\$177 00
4 30 25	Matthew Vanderschuur	Replacement Refund	Contractual Serv	\$63 98
4 30 25	MERS		Employee Benefits	\$1,733 83
4 30 25	Michigan Gas		Utilities	\$250 27
4 30 25	T-Mobile		Communications	\$525 54
4 30 25	Tori Schreur	Mileage reimbursement	MEem/Train	\$237 11
			Total:	\$36,007.33



April 2025 Statement

Open Date: 03/14/2025 Closing Date: 04/11/2025

Account:

Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

HENIKADISTRICTLIBRARY

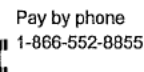
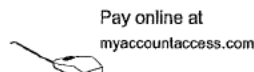
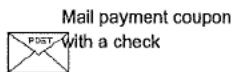
BUS 30 ELN 1 9

New Balance	\$756.52
Minimum Payment Due	\$10.00
Payment Due Date	05/10/2025

Reward Points	
Earned This Statement	1,251
Reward Center Balance as of 04/10/2025	13,025
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$2,441.07
Payments	-	\$2,441.07 ^{CR}
Other Credits		\$0.00
Purchases	+	\$756.52
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$756.52
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$30,500.00
Available Credit		\$29,743.48
Days in Billing Period		29

Payment Options:



Please detach and send coupon with check payable to: Elan Financial Services



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

to pay by phone
to change your address

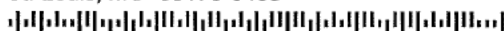
Account Number	
Payment Due Date	5/10/2025
New Balance	\$756.52
Minimum Payment Due	\$10.00

Amount Enclosed \$ _____

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

Elan Financial Services

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



April 2025 Statement 03/14/2025 - 04/11/2025
HENIKADISTRICTLIBRARY

Page 2 of 3
Elan Financial Services 1-866-552-8855

Business Cash

Rewards Center Activity as of 04/10/2025	
Rewards Center Activity*	0
Rewards Center Balance	13,025

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	757	7,888
2 Extra Points - Telecom & Office Supply	494	1,262
Total Earned	1,251	9,150

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions BAKOVKA,CIERRA J Credit Limit \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/17	03/14	6783	STICKER MULE STICKERMULE.C NY	\$133.56	Ad/Promo
03/20	03/19	2272	ZAZZLE INC 888-892-9953 CA	\$19.60	supplies
03/24	03/21	1237	WHENIWORK.COM WHENIWORK.COM MN	\$21.00	CS
03/31	03/28	4079	Mailchimp 678-9990141 GA	\$19.50	CS
04/02	04/01	1780	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
04/07	04/05	7712	CHECKR, INC CHECKR.COM CHECKR.COM CA	\$54.99	CS
04/08	04/07	3969	INTERMEDIA.NET INC 800-379-7729 WA	\$113.21	Utilities
04/08	04/07	1441	MARSHALLS #780 WYOMING MI	\$13.77	Supplies
Total for Account				\$396.82	

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/14	03/13	2666	GAMESTOP #3011 CALEDONIA MI	\$63.57	VP
03/14	03/13	0769	DOLLAR-GENERAL #9954 WAYLAND MI	\$12.10	VP
03/17	03/16	0038	TARGET 00020156 CALEDONIA MI	\$35.12	VP
03/20	03/19	4257	MEIJER STORE #199 CALEDONIA MI	\$34.36	VP

Continued on Next Page



April 2025 Statement 03/14/2025 - 04/11/2025
HENIKADISTRICTLIBRARY

Page 3 of 3

Elan Financial Services 1-866-552-8855

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/31	03/29	8790	TARGET 00020156 CALEDONIA MI	\$4.24	VP
03/31	03/29	8808	TARGET 00020156 CALEDONIA MI	\$27.33	VP
04/02	04/01	0584	TARGET 00020156 CALEDONIA MI	\$39.90	VP
04/07	04/03	9685	FAMILY FARMHOME 4 WAYLAND MI	\$43.40	VP
Total for Account				\$260.02	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/14	03/12	4601	HARDING'S MARKET #3 WAYLAND MI	\$3.70	AP
03/17	03/15	8214	TARGET 00003970 GRAND RAPIDS MI	\$50.00	AP
03/28	03/26	0798	HARDING'S MARKET #3 WAYLAND MI	\$10.68	AP
04/01	03/31	1047	MEIJER STORE #020 GRAND RAPIDS MI	\$19.34	AP
04/09	04/07	8168	HARDING'S MARKET #3 WAYLAND MI	\$15.96	AP
Total for Account				\$99.68	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/28	03/25	0223	PAYMENT THANK YOU	\$2,441.07CR	
Total for Account				\$2,441.07CR	

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

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	24.24%	
**PURCHASES	\$756.52	\$0.00	YES	\$0.00	24.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.24%	

Henika District Library
Balance Sheet
As of April 30, 2025

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	346,613.80
Cash - HY Savings - 013	512,260.77
Certificate of Deposit - 228	78,299.97
Certificate of Deposit - 548	33,582.46
Certificate of Deposit - 556	56,612.27
Savings - Building Fund - 212	183,165.30
Total Checking/Savings	1,210,534.57
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	1,543,710.41
TOTAL ASSETS	1,543,710.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	14,188.50
Total Accounts Payable	14,188.50
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	660.73
Total Other Current Liabilities	331,763.79
Total Current Liabilities	345,952.29
Total Liabilities	345,952.29
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	854,506.51
Net Income	291,543.64
Total Equity	1,197,758.12
TOTAL LIABILITIES & EQUITY	1,543,710.41

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

	Apr 25	Jan - Apr 25	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
400502 - Federal E-Rate	183.54	383.04	3,500.00	-3,116.96
400540 - State Aid	0.00	4,278.40	10,500.00	6,221.60
400581.C - City Contribution	2,960.66	168,450.14	195,000.00	26,549.86
400581.T - Township Contributio	15,734.96	242,736.16	230,000.00	12,736.16
400582 - Non-Resident Fees	58.50	128.14	40.00	88.14
400601 - Copies and Faxes	617.74	1,567.99	600.00	967.99
400656 - Penal Fines	3,444.87	11,239.78	32,000.00	20,760.22
400657 - Fines	88.29	355.34		
400665 - Interest Income	1,893.86	7,487.66	16,000.00	8,512.34
400691 - Donations	224.77	12,401.79	12,110.00	291.79
400692 - Miscellaneous Revenue	22.00	1,904.00	1,882.00	22.00
400693 - Book Sale	240.86	305.53	40.00	265.53
400700 - Grants	832.97	3,332.97	2,500.00	832.97
Total Income	26,303.02	454,570.94	504,172.00	-49,601.06
Expense				
700710 - Employee Benefits	7,339.06	25,706.76	70,000.00	-44,293.24
700727 - Postage	37.00	76.85	600.00	-523.15
700728 - Supplies	600.44	3,108.13	9,600.00	6,491.87
700740 - Equipment	1,477.99	8,394.30	14,000.00	-5,605.70
700740 - Furnishings	39.99	120.57	2,000.00	1,879.43
700740 - Materials	3,400.20	11,129.26	37,500.00	-26,370.74
700801 - Advertising & Promo	1,108.76	1,895.46	4,500.00	2,604.54
700805.1 - Accounting	7,850.00	10,306.20	16,000.00	5,693.80
700805.2 - Bank Charges & Fees	0.00	50.88	50.00	0.88
700806 - Technology Support	1,135.00	1,420.00	3,000.00	-1,580.00
700808 - Building & Grounds	2,716.00	8,146.00	11,882.00	3,736.00
700850 - Communications	1,064.84	2,677.35	3,500.00	822.65
700910 - Building/Liability Ins	0.00	50.00	7,000.00	-6,950.00
700920 - Public Utilities	841.74	3,951.47	11,000.00	7,048.53
700933 - Equipment Repairs	561.77	642.24	3,500.00	-2,857.76
700954 - Contractural Services	4,727.42	9,568.05	32,500.00	-22,931.95
700955 - Memberships / Training	1,057.11	2,933.55	8,000.00	-5,066.45
700956 - Programming	1,661.97	4,985.98	16,380.00	-11,394.02
700970 - Capital Outlay	0.00	0.00	11,160.00	-11,160.00
Payroll Expenses	16,673.43	62,890.88	225,000.00	162,109.12
Payroll Tax Expense	1,319.68	4,973.37	17,000.00	12,026.63
Total Expense	53,612.40	163,027.30	504,172.00	-341,144.70
Net Ordinary Income	-27,309.38	291,543.64	0.00	291,543.64
Net Income	-27,309.38	291,543.64	0.00	291,543.64



Home

Alerts


You have no alerts.

Accounts

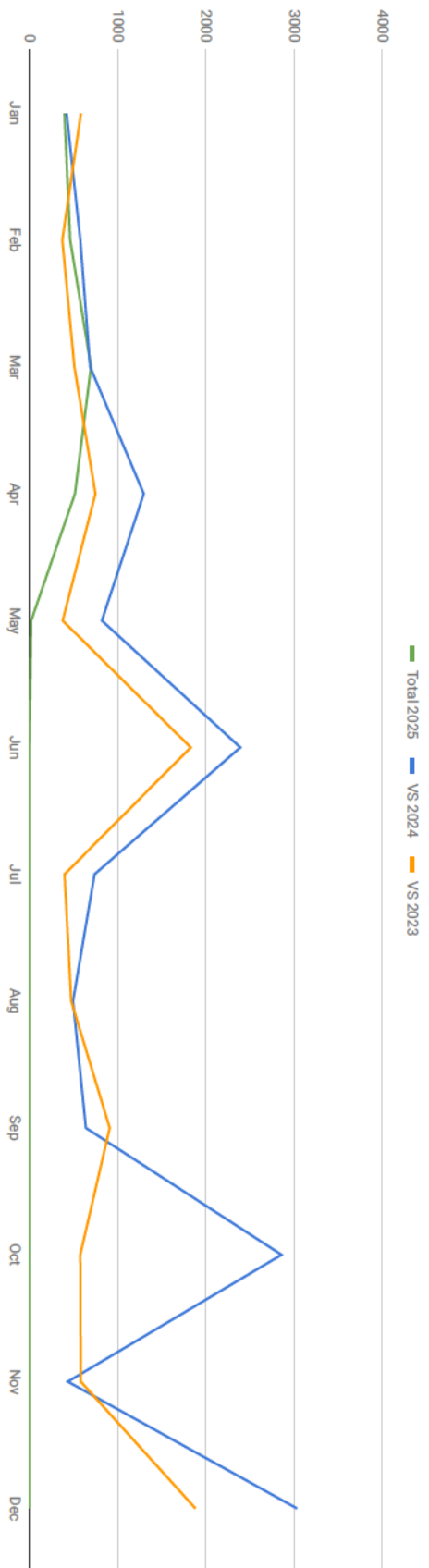
PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$347,363.03
PUBLIC FUNDS HIGH YIELD SAVINGS XXX013	Current balance \$512,260.77
BUILDING FUND XXX212	Current balance \$183,165.30
TIME DEPOSIT XXXX228	Current balance \$78,299.97
TIME DEPOSIT XXXX079	Current balance \$33,582.46
TIME DEPOSIT XXXX087	Current balance \$56,612.27

United Bank

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

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Summary

	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep	Oct	Nov	Dec	Total
Youth	362	306	527	420	21	0	0	0	0	0	0	0	1636
Adult	23	78	87	71	0	0	0	0	0	0	0	0	259
Family	13	79	85	26	0	0	0	0	0	0	0	0	203
Total 2025 [1]	398	463	699	517	21	0	0	0	0	0	0	0	2098
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
Year Y Increase	94%	80%	101%	40%	3%	0%	0%	0%	0%	0%	0%	0%	15%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Ju	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth Live Events	151	76	223	262	21	0	0	0	0	0	0	0	733	61
Youth Reading Programs	37	43	123	9	0	0	0	0	0	0	0	0	212	18
Passive Programs	174	187	181	149	0	0	0	0	0	0	0	0	691	57.58333333
Adult Live Events	23	65	87	71	0	0	0	0	0	0	0	0	246	21
Adult Reading Programs	0	13	0	0	0	0	0	0	0	0	0	0	13	1
Family Live Events	13	79	85	26	0	0	0	0	0	0	0	0	203	17

April 2025

Youth Services Report

Tori Schreur, Youth Services Librarian

Storytime: 6 attendees

For our first storytime, we had a few “little” littles who were working on staying still for stories. It was definitely a work in progress, but they are kids I have gotten to know well, so we will keep working on it! For the second story, I wasn’t sure if I would be here or not, but I knew these same kids were coming, so I purchased a creative Tonie and recorded storytime on it so we could listen to it on the Toniebox! I did end up being here, and we read a couple of stories, and got to play around with the Tonies and Toniebox. For some of the kids and parents, it was the first time they saw it.

Lego Club: 11 attendees

We had a great time at Lego Club! It is nice that we have a usual crowd because the kids have gotten to know each other really well. We did our usual free play, but next week we will be doing Lego Bingo, which I am excited about.

After School Art: 38 attendees

Due to Spring Break, and me being absent one Thursday, we only had two sessions of After School Art. For our most recent session, I bought wreaths and paper flowers and we made Spring Wreaths. What I liked about this craft is that the older tweens/teens really seemed to like this craft. For the first ASA of the month we colored bags; a craft they had done before, but they had been asking to do again.

Preschool Playtime: 28 attendees

I always look forward to Preschool Playtime. For our most recent session, the favorite of all the kids was the water mat. I brought out the mat and the kids used water to paint pictures. I put it in front of the fan when they were done, so then we started again. They also liked the bubble machine and playdoh!

GSRP Groups: 87 attendees

I had a lot more fun than I was expecting when GSRP came to visit. I was mainly stressed since it was going to be a busy day, but it went so well, and turned out to be a great day. Three classes came throughout the day. I read two books to them, and then we all sprawled out on the floor and colored bags. They were very excited to get to take their bags home. I was worried kids would be upset that they wouldn’t get the color or picture that they wanted, but it seemed like everyone walked away happy.

Pokemon Club: 49 attendees

We didn't do anything special at this month's Pokemon club, but wow did we have a great turnout. I think this is the highest turnout we've had all school year. I had a lot of newbies attend, so I made sure to pass out a lot of extra cards. We also received a generous donation of cards a few months ago, so I had plenty of cards to share.

Scavenger Hunt: 97 kids

1000 Books Before Kindergarten: 6 moved on to the next sheet

Reading Dragons Sign-ups: 3**Looking Forward:**

May is probably going to be my busiest month with me getting into the schools to promote Summer Reading. After School Art will be May 1st, 8th, and 15th, with the 15th be the last one for the school year. Storytime will be at 11 on May 6th and May 20th. Preschool playtime will be on May 13th and May 27th at 11. The last session of storytime and playtime will be the last ones for the school year. Lego Club, where we will not only be playing with Legos, but we will have Lego Bingo, will be Wednesday, May 7th at 5:30. Our last Pokemon club for the year will be Wednesday, May 14th at 5:30. On Friday, May 9th and on Tuesday, the 13th I will be reading to Preschoolers at Baker and also going over the SRP program with them. Also on the 13th, as well as the 20th, I will be spending the day at Steeby Elementary to talk about SRP. I will be headed to Baker Elementary on the 15th and the 22nd.

April 2025
Adult Services Report
Abigail Cummings, Adult Services Librarian

Programs & Attendance

Ozian Double Feature: 11

I had hoped that having Wicked, which had been such a popular movie, would make for higher stats than most movie nights. Which this was more than usual, it wasn't quite as high as I'd hoped. But people really seemed to enjoy the pink lemonade and green popcorn!

Adult Craft: Stamped Tea Towels: 8

I had some pretty significant health issues in April, so this was one of a couple events of mine I wasn't able to make it to. Luckily, it was able to be self-led, and people still seemed to have a good time.

90s Trivia: 11

This event was a lot of fun! It was one of the highest-energy events I've had in a while. Tapping into the nostalgia elements on the 90s really seemed to help with engagement, and we even had someone who couldn't come ask if we would do it again.

Paint Along With Us: 24

This one was definitely a hit! It was a little more time-consuming and tricky than some of the other ones I've done, so I promised an easier one for the next one.

Tech Help: 4

Definitely better than last month! It's still not a huge stat boost, but it doesn't cost anything to do and it really seems to mean a lot to the people who do come.

Spice Club: Butterfly Pea Powder: 8

This was one of the coolest spice clubs I've done! The butterfly pea powder changes color when exposed to citrus, so people got to see it go from blue to pink. Not everyone loved the flavor, but it was definitely cool to see!

Stitching Circle: 1

This was another event that I wasn't able to make it to. I'm hopeful that I can get some energy back into it during the summer.

Bingo! Brunch: 9

This was a really fun, upbeat bingo brunch! We had some new faces, and the energy was really good the whole time. It really seemed like everyone had fun, especially the new people.

Seniors at Sawmill Estates (In-Person): 6

This is a pretty good number for sawmill! The group is definitely growing. I need to remember to bring them brochures and calendars too.

Seniors at Green Acres (In-Person): 9

We played bingo at green acres, and everyone had a good time! They're very sweet.

Seed Library Patrons: 38, Seeds: 469

Seed library usage went down from last month, which isn't surprising. It happened last year as well. But numbers are still significantly higher than they were last year, and people still seem to be appreciating and using it regularly.

Total Program Participants: 129**April Reflection**

April was a rough month for me physically, and I do think that was reflected in the numbers. It was also Spring break, which meant that a lot of our overall stats were down. All of the events went smoothly and well, and most of the events had pretty middling stats—nothing terrible or fantastic, which I think is fine for the month with spring break.

Looking Forward

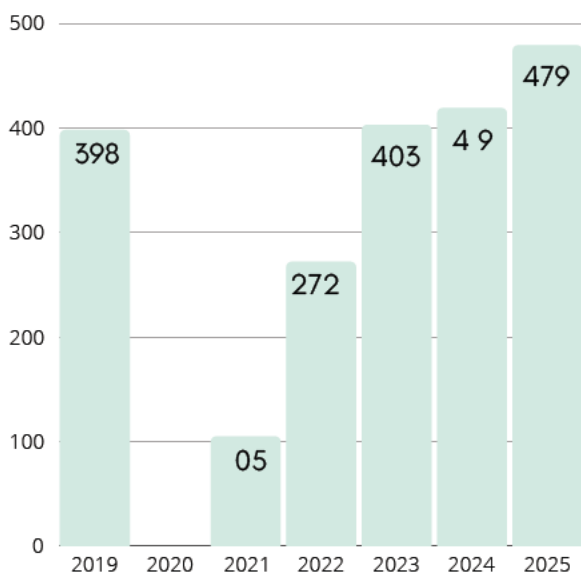
There's less coming up in May because of Memorial day, but there are still some fun events! There's free paint, tech help, stitching circle, and bingo! Brunch like there is every month, and then Jerry Berg is coming back to do Battlefield Tactics of the Revolutionary War. He's a great presenter and attendees always have a great time. We're also doing an adult craft and the last spice club until next school year. A lot of May will be getting ready for Summer Reading as well.

April 2025

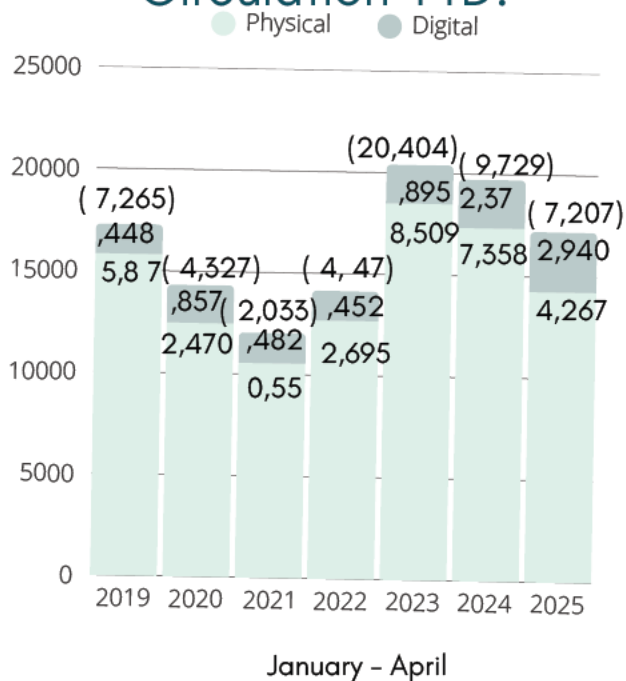
Our April circulation numbers are 2,522 lower than what they were in April 2024. The categories showing the most growth from last year during the month of April are: Special Collection items; which circulated 1.5 times more than they did at this time last year. Other categories showing noticeable growth from last April include: Adult Print, Videogames, General Non-Fiction DVDs, Adult Audiobooks, Juvenile Audiobooks, and Adult e-Audiobooks. The categories that are not circulating as well as they did in April of 2024 include: Teen Print, Tween Print, Juvenile Print, MeL items, Board Games, General Fiction DVDs, Youth DVDs, Teen Audiobooks, Tween Audiobooks, Teen e-Audiobooks, and Juvenile e-Audiobooks. On another note, there has been a recent uptick in computer sessions and patrons have been more apt to donate since we have gotten our Square card reader. This time of the year is typically a little slower for us, but have no doubt that circulation numbers will once again begin to trend upward as we replenish our new physical materials and transition into Summer Reading!

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:

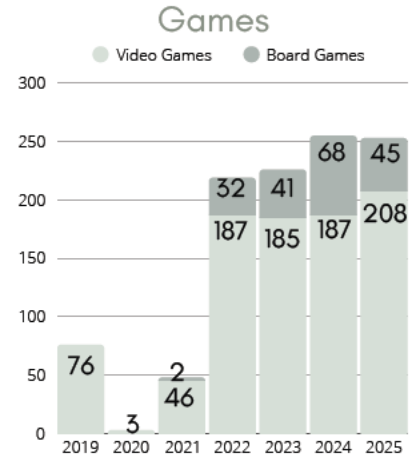
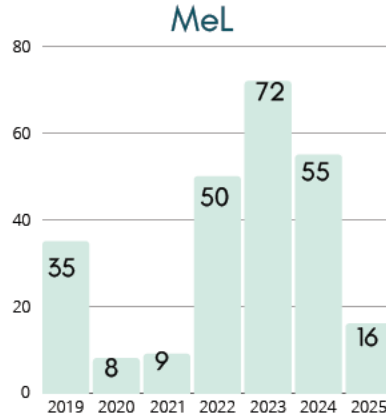
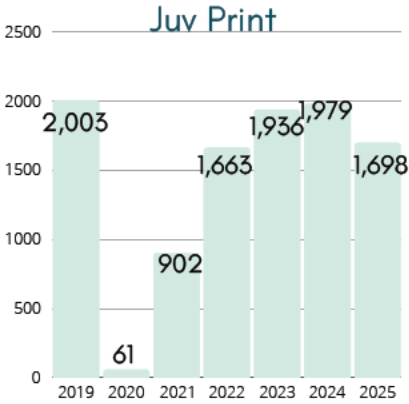
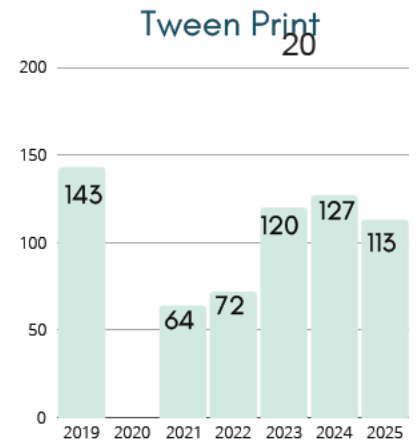
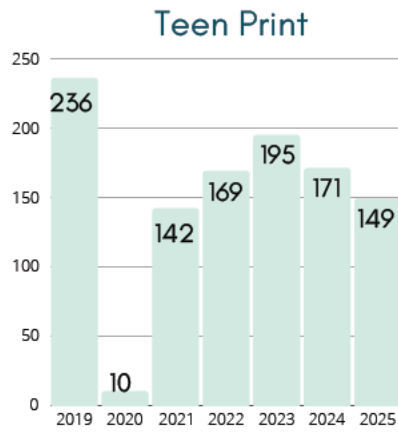
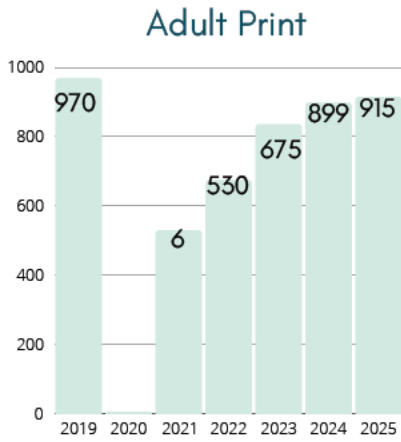


Henika has 2,459 total patron accounts. 542 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

104 Patron accounts added YTD
 22 Patron accounts added in April:

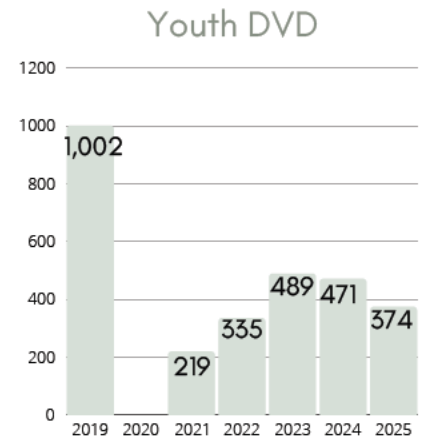
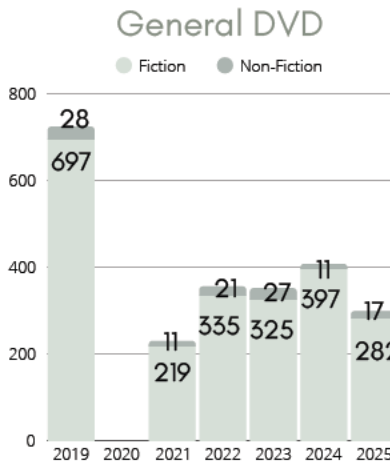
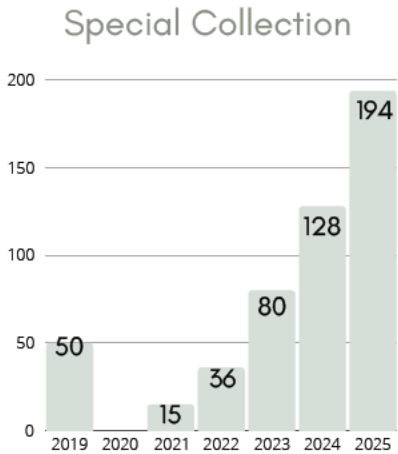
- 16 - Wayland City
- 5 - Wayland Township
- 1 - Non-Resident

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

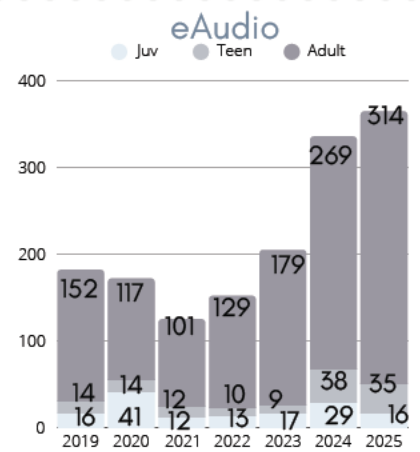
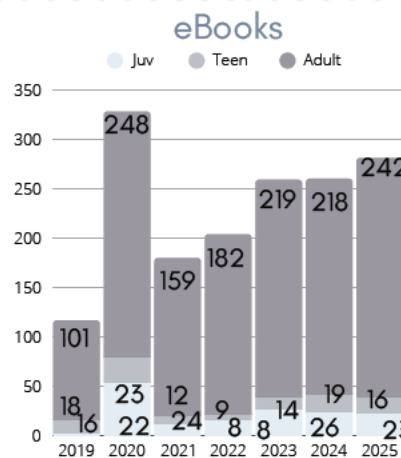
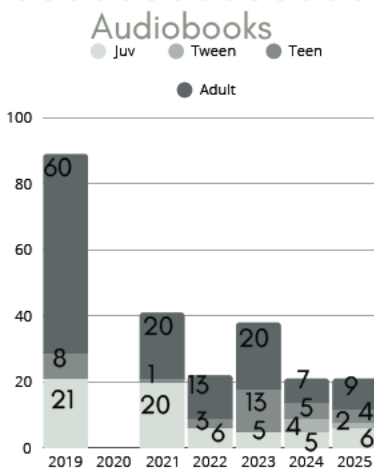


*pictu es books, eade s, chapte , juv g aphic, juv NF

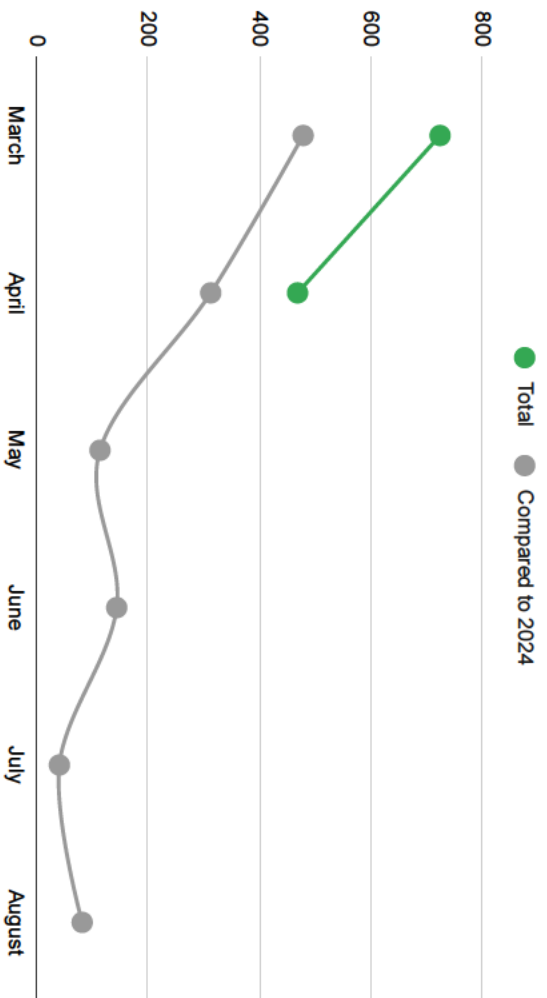
*p io to 2023, Video & Boa d Games we e combined



*p io to August 2021, this only included launchpads



2025 vs 2024



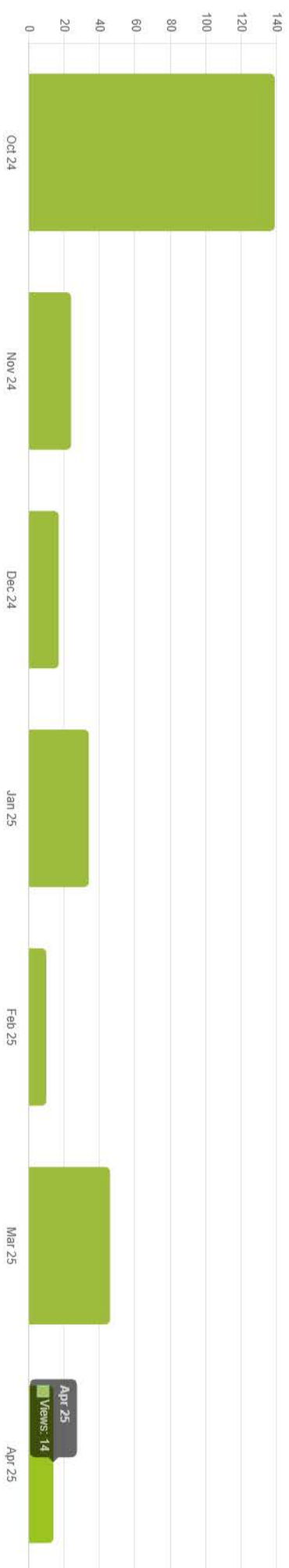
	March	April	May	June	July
Flowers	269	175			
Fruit	92	38			
Herbs	120	85			
Vegetables	244	171			
Total	725	469			
Compared to 2024	479	313	114	144	144
Patrons:	41	38			

	August	Season
Flowers	41	444
Fruit	82	130
Herbs		205
Vegetables		415
Total	1194	750

Total Views 284

10/01/2024 - 04/30/2025

[View Full Report](#)



Tutorial Name 11

Views 11

Best Manager Practices – Establishing Explicit Expectations

4

Bibliocommons - Your Online Library Catalog

4

Avoiding Common Online Scams and Threats

2

BiblioCommons - Connect with your Library Online - The Basics

2

Michigan Activity Pass

2

Minutes

Henika District Library
 Planning Committee Meeting
 April 28th, 2025 at 4:15pm

I. Call to Order - 4:18pm by Brinks

Members Present: Rachel Brinks, Deb VanderSlik, Danielle Simmons

Members Absent:

Staff Present: Cierra Bakovka

Guests: None

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

III. Approval of Meeting Minutes - Motioned by Brinks, seconded by VanderSlik

- March 2025 Minutes

IV. Unfinished Business

A. Fundraising Initiatives

a. T-Shirts

- i. 8 Tshirts had been sold so far. Patrons have been requesting darker color options and youth sizing. The first round of Tshirts designed were made using sublimation (the design is dyed into the fabric), which is not conducive to darker colored shirts. New designs discussed. Bakovka to discuss options for Vinyl or DTF transfers with new design to allow for darker colored shirts. New designs chosen for print were "BRB Maxing Out My Library Card", "Check Me Out", and a print of one of the Summer Reading Postcards. Committee suggests purchasing around \$1,000 worth of designs to have at the Book Sale during Summerfest, including youth sizes. Inquiring about library pickup/pre orders.

b. Summerfest

- i. Dunk Tank fundraiser planning continues. Seeking volunteers for dunking from Wayland City Hall, local schools, law enforcement, etc. Danielle Simmons already signed up
- ii. Tshirts/Sweatshirts available for purchase during Summerfest

c. Direct Mail

- i. Bakovka obtained the addresses of everyone who owns residential property in Wayland City and Wayland Township. Bakovka to narrow list and start with the first 200 names for direct mail initiative as time permits. Mail campaign will include library brochures and a short note to residents. Committee to assist with envelope stuffing.

d. Other ideas/Brainstorming

- i. None discussed. Committee to run through current initiatives first

Minutes

V. New Business

A. Professional Fundraiser?

- a. Discussed briefly cost/benefit of professional fundraising assistance and notes from previous finance committee research over a year prior. Decided to gather more info with hopes of presenting to board in June

VI. Around the Table

-Nothing to add

VII. Adjournment, 5:25pm motioned by Simmons, seconded by VanderSlik

Meeting Minutes

Henika District Library

Building & Grounds Committee Meeting

May 5, 2025 at 6:15 p.m.

I. Meeting called to order at 6:17 p.m. by Marsh.

- A. Members Present: Meghan Augustin, Rachel Brinks, Gary Marsh, Pam Meyer
- B. Members Absent: None
- C. Staff Present: Cierra Bakovka – Director
- D. Guests: None

II. Approval of Agenda

- A. Motioned by Augustin and seconded by Meyer. All yes, motion passed.

III. Community Opportunity to Address the Committee

- A. No community present.

IV. Approval of March 5, 2025 Building & Grounds Committee Meeting Minutes

- A. Motioned by Augustin and seconded by Meyer. All yes, motion passed.

V. Unfinished Business

- A. USDA Update:

We were not able to post the RFP for an architect when we wanted, because the USDA has communicated that they believe we did not have a fair/open enough process when hiring Triangle. In order to proceed, the USDA would like for us to fire Triangle and post an RFP for new bids, with Triangle being excluded from participation due to prior knowledge of the project.

When we hired Triangle originally, we were in the very early stages of the project and needed someone to walk us through the process; multiple companies were contacted via phone, and most outright refused to work with us. Because they were calls and not emails, and because the refusals were so quick, these communications were not entered into any meeting minutes, and we don't have a clear record of them. However, Triangle was on our pre-application, which the USDA approved.

Bakovka and Augustin have been in meetings with USDA reps and Triangle to work through the issue, and have another meeting this week on May 7, 2025.

VI. New Business

A. Parking Lot:

Our parking lot needs restriping and to have a few potholes and cracks filled. Currently, we have more handicap spaces than needed by law. We only need one, but will keep two to better serve our patrons. We will need to purchase standing signs for these spaces to be legal.

Bakovka gathered bids from multiple companies, and we will use A1 Asphalt for the restriping and pothole filling. They are a company we have worked with before and had competitive prices.

Bakovka will research where we can purchase the standing signs, and if the prices are reasonable, will go ahead and purchase them.

B. Facade Grant:

1. Lighting: In order to use the grant money, the lights must be attached to the building. Brief discussion ensued about our aesthetic goals for the building. We want enough lighting for the safety of patrons, staff, etc., but would like the exterior to remain classy and fit the historical nature of the building, if possible.

We have one quote for attached lights currently. Bakovka will gather more quotes, and potentially more ideas for lighting options, as well.

2. Windows: Until we know how much we will be spending on the lighting, we will not know how much we have left to put toward the windows.

VII. Around the Table

Augustin - Nothing to add.

Meyer - Sorry that we have to deal with USDA trouble, but believes Augustin and Bakovka are doing a great job handling the challenges.

Brinks - Nothing to add.

Marsh - Happy that we're making progress. Believes it is important that we not change anything about the building in a way that goes against our aesthetic goals even if it means not using grant money.

Bakovka - Nothing to add.

VIII. Adjournment

Augustin motioned to adjourn the meeting, Meyer seconded.

Meeting adjourned at 6:58 p.m.

RE: [External Email]Procurement Method Support**GM**

Good, Mariah - RD, MI <mariah.good@usda.gov>

Mon, 21 Apr 2025 10 10 45 AM 0400

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

Cc "Meghan Augustin" maugo625@gmail.com , "Brienne Pitchford" brianne@triangle inc.com>, "SM.RD.MIMason" <mimason.loan@usda.gov>, "Webb, Danielle - RD, MI" Danielle.Webb@usda.gov

Good morning Cierra,

We discussed Henika District Library and Triangle Associates dilemma with our Program Director, Danielle Webb (who is Cc'd on this email response). Henika District Library will need to determine the type of procurement method they wish to utilize. We suggest not bidding out architect services until RD can provide the necessary guidance related to open and free competition dependent on the procurement method.

[Alternate contracting methods](#). The services of the consulting engineer or architect and the general construction contractor shall normally be procured from unrelated sources in accordance with [paragraph \(j\) \(7\)](#) of this section. Alternate contracting methods which combine or rearrange design, inspection or construction services (such as [design/build or construction manager as constructor](#)) may be used with Rural Development written approval. Alternate contracting methods is referring to Design/Build, Construction Manager as Constructor (CMc) or Construction Manager as Advisor (CMA). RD must approve alternative methods by first reviewing owner's written request to use an unconventional contracting method with a description of the proposed method.

Design/Build requires the design/builder is selected through open and free competition process. Construction Manager as Constructor (CMc) requires the Construction Manager is selected through open and free competition process. Construction Manager as Advisor requires the Construction Manager be selected through open and free competition process.

Formal advertising with [competitive sealed bids](#) is the preferred method for construction contacts. Competitive negotiation may be an option only if [certain requirements are met](#). [Noncompetitive negotiation](#) may only be used if no acceptable bids have been received after formal advertising (competitive sealed bids) or after solicitation of several sources, competition is determined inadequate (competitive negotiation).

Procurement methods require [solicitation of offers](#) to incorporate a clear and accurate description of the technical requirements of the service to be procured. In addition, [unacceptable bidders](#) include a firm who has prepared plans and specification or who will be responsible for construction monitoring.

Based on the documentation provided, Triangle Associates has not met the requirements for [open and free competition](#) and the procurement method is not clear. Therefore, RD cannot approve Henika's request for alternative procurement with Triangle Associates as the Design/Builder or the Construction Manager. It does not appear the Construction Management services were bid out as formal advertising or competitive negotiation. Construction Management services cannot be concluded based on noncompetitive negotiation as the first option. Triangle Associates presented a Construction Management Services proposal on June 6, 2023 and they were selected on August 8, 2023. RD was not involved in this process to provide guidance. Triangle Associates may remain as a consultant but is precluded from bidding the project with Rural Development.

Please let me know if you have any questions.

Thank you,

Mariah Good

Community Facilities Specialist

Office of the Michigan State Director | Community Facilities Team



U.S. DEPARTMENT OF AGRICULTURE

Rural Development
3200 Eagle Park Drive NE, Suite 100-B
Grand Rapids, MI 49525
Direct: (616) 222-5814 | Office: (616) 942-4111 ext. 6

From: Cierra Bakovka <cierra@henikalibrary.org>

Sent: Friday, April 18, 2025 2:44 PM

To: Good, Mariah - RD, MI <mariah.good@usda.gov>

Cc: Hartig, Hailey - RD, MI <hailey.hartig@usda.gov>; Meghan Augustin <maugo625@gmail.com>; Brianne Pitchford <briannep@triangle-inc.com>

Subject: [External Email]Procurement Method Support

[External Email]

If this message comes from an **unexpected sender** or references a **vague/unexpected topic**;
Use caution before clicking links or opening attachments.
Please send any concerns or suspicious messages to: Spam.Abuse@usda.gov

Dear Mariah and other USDA Representatives,

On behalf of the Henika District Library, we are writing in continued support of our USDA Rural Development Loan application, following the pre-approval we received in November 2024. As requested following our zoom meeting on 4/17/25, we wish to provide additional context regarding the selection of our construction management partner, Triangle Associates, and to respectfully reaffirm our request for approval to proceed with an alternative contracting method for the planned renovation and expansion of the existing library facility located in Wayland, MI.

In the spring of 2023, the Library's Building Committee recognized the need for professional assistance during the preplanning phases of this project. At that time, the Committee reached out by phone to multiple construction management firms to gauge their interest in supporting the project from its earliest stages and request proposals. Unfortunately, all but one of these firms declined to participate, citing the project's preliminary status. Many of these conversations were brief and unproductive, and the firms contacted that declined to participate did not provide proposals or quotes. As a result—and due to the passage of time—only a few of these firms were documented by name in meeting minutes, and many are no longer recallable by committee members.

Tringle Associates distinguished itself by expressing a genuine willingness to engage in early project planning. The firm submitted a strong proposal and came highly recommended by the local school district, which had recently completed several successful projects with Triangle. After careful review, and in consideration of the limited response from other firms, the Library Board voted unanimously in August 2023 to engage Triangle Associates as the construction management partner for this project.

To date, Triangle Associates has dutifully assisted with preplanning, but the project has not yet progressed through Phase 0 as outlined in their original proposal.

As we outlined in our previous letter dated April 2, 2025, and given the unique circumstances of this procurement process, we respectfully request USDA approval to utilize an alternative contracting method. We believe this approach is in compliance with the procurement standards outlined in Section 1942.18(k)(4)(v), which permits noncompetitive negotiation in the procurement

of architectural, engineering, and other professional services when competitive procurement is not feasible.

We remain committed to transparency, fiscal responsibility, and full compliance with USDA guidelines throughout the remainder of the project. Please do not hesitate to reach out should you require additional documentation or clarification.

Thank you for your continued support of this important project for our rural community.

Cierra Bakovka, MLIS

She/Her

Director

Henika District Library

149 South Main St.
Wayland MI 49348
269-792-2891 ext. 309
cierra@henikalibrary.org



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Henika District Library F/Y 2025 Budget: Ammendment #2

Revenue increase of \$3,950 & Redistribution of funds

Revenues							
Account Number	Account Description	Prior Comp eted Year Actua	Prior Comp eted Year Budget	Current Year Budget	+/-	Proposed Amended Budget	Notes
101-790-400502	Federa E-Rate	\$851.64	\$1,000.00	\$3,500.00	=	\$3,500.00	
101-790-400540	State Aid	\$11,060.14	\$11,000.00	\$10,500.00	=	\$10,500.00	
101-790-400581.C	City Contribution	\$199,633.03	\$190,000.00	\$195,000.00	=	\$195,000.00	
101-790-400581.T	Township Contribution	\$223,697.83	\$223,000.00	\$230,000.00	=	\$230,000.00	
101-790-400582	Non-Resident Fees	\$208.35	\$100.00	\$40.00	+\$100	\$140.00	
101-790-400601	Copies and Faxes	\$3,812.93	\$3,300.00	\$600.00	+\$1,100	\$1,700.00	
101-790-400656	Pena Fines	\$34,316.29	\$30,000.00	\$32,000.00	=	\$32,000.00	
101-790-400657	Fines	\$633.25	\$600.00	\$0.00	+\$350	\$350.00	
101-790-400665	nterest ncome	\$23,916.20	\$17,900.00	\$16,000.00	=	\$16,000.00	
101-790-400691	Donations	\$2,137.27	\$2,050.00	\$12,110.00	+\$500	\$12,610.00	Fundraisers/misc
101-790-400692	Misce aneous Revenue	\$10.00		\$1,882.00	=	\$1,882.00	
101-790-400693	Book Sa e	\$1,146.79	\$1,050.00	\$40.00	+\$300	\$340.00	
101-790-400700	Grants	\$5,398.45	\$5,398.00	\$2,500.00	+\$1,600	\$4,100.00	LSTA Reimbursement
	Total	\$506,822.17	\$485,398.00	\$504,172.00			
Tota						\$508,122.00	

Expenditures							
Account Number	Account Description	Prior Comp eted Year Actua	Prior Comp eted Year Budget	Current Year Budget	+/-	Proposed Budget Amendment	Notes
101-790-700702	Payro	\$212,539.38	\$205,000.00	\$225,000.00	=	\$225,000.00	
101-790-700710	Emp oyee Benefits	\$67,545.16	\$75,500.00	\$70,000.00	=	\$70,000.00	
101-790-700715	Payro Liabi ities	\$16,471.25	\$16,300.00	\$17,000.00	=	\$17,000.00	
101-790-700727	Postage	\$494.13	\$500.00	\$600.00	=	\$600.00	
101-790-700728	Supp ies	\$8,302.00	\$9,600.00	\$9,600.00	-\$600	\$9,000.00	Redis ribute
101-790-700740	Furnishings	\$1,546.85	\$1,565.00	\$2,000.00	=	\$2,000.00	
101-790-700740	Equipment	\$9,698.28	\$13,950.00	\$14,000.00	=	\$14,000.00	
101-790-700740	Materia s	\$34,873.03	\$36,400.00	\$37,500.00	+\$250	\$37,750.00	Replacements paid for
101-790-700801	Advertising & Promotion	\$2,949.33	\$3,050.00	\$4,500.00	+\$150	\$4,650.00	
101-790-700805.1	Accounting	\$14,574.20	\$16,333.00	\$16,000.00	=	\$16,000.00	
101-790-700805.2	Bank Charges & Fees	\$14.21	\$50.00	\$50.00	+\$50	\$100.00	Price of cancelling a check increased
101-790-700806	Techno gy Support	\$2,185.00	\$3,000.00	\$3,000.00	=	\$3,000.00	
101-790-700808	Bui ding and Grounds Maintenance	\$14,263.81	\$14,450.00	\$11,882.00	+\$1000	\$12,882.00	Parking lot maint + snow removal
101-790-700850	Communications	\$3,300.65	\$3,500.00	\$3,500.00	+\$1,600	\$5,100.00	Grant reimbursement
101-790-700910	Bui ding & Liabi ity nsurance	\$6,996.00	\$7,000.00	\$7,000.00	+\$300	\$7,300.00	Cushion
101-790-700920	Pub ic Uti ities	\$9,160.97	\$11,000.00	\$11,000.00	=	\$11,000.00	
101-790-700933	Equipment Repairs and Maintenance	\$2,623.10	\$3,000.00	\$3,500.00	=	\$3,500.00	
101-790-700954	Contractura Sevices	\$31,198.49	\$36,600.00	\$32,500.00	=	\$32,500.00	
101-790-700955	Memberships & Training	\$9,220.67	\$9,300.00	\$8,000.00	=	\$8,000.00	
101-790-700956	Programming	\$15,777.28	\$16,250.00	\$16,380.00	=	\$16,380.00	
101-790-700970	Capita Out ay	\$1,006.00	\$3,050.00	\$11,160.00	+\$1200	\$12,360.00	Furnace + donations
	Total	\$464,739.79	\$485,398.00	\$504,172.00			
Tota						\$508,122.00	