

# AGENDA

Henika District Library  
Board of Trustees Meeting  
June 10th, 2025 at 6:30pm

- I. Call to Order**
  - A. Members Present:
  - B. Members Absent:
  - C. Staff Present:
  - D. Guests:
  
- II. Approval of Agenda (M)**
- III. Community Opportunity to Address the Board**
  
- IV. Approval of Meeting Minutes**
  - A. May 2025 Regular Meeting Minutes (M) *(PAGES 2 - 6)*
  
- V. Board Development w/ Carol Dawe (LLC)**
  
- VI. Financial Reports**
  - A. Book Sale Change Withdrawal
  - B. April 2025 *(PAGES 7 - 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)
  
- VII. Director's Report** *(PAGES 13 - 22)*
  - A. Monthly Statistics (i)
  - B. Youth Report (i)
  - C. Adult Report (i)
  - D. Circulation Report (i)

**VIII. Committee Reports**

A. 6/4 Planning Committee *(PAGES 23 - 24)*

**IX. Unfinished Business**

A. Architect RFP Update *(PAGES 25 - 32)*

1. Triangle Alternate LOE

B. Copier *(PAGES 33 - 36)*

**X. New Business**

A. CPR/AED Certification Renewal *(PAGE 37)*

**XI. Around the table****XII. Adjournment**

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

May 13, 2025 at 6:30 p.m.

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

Members Absent:

Staff Present: Cierra Bakovka – Director

Guests: Joe Verlin from Gabridge & Co.

- I. Call to Order: Meeting called to order at 6:31 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 apart from Gabridge guest.
- IV. Approval of April 2025 meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- V. Financial Reports
  - A. 2024 FY Audit Report
    1. Joe Verlin from Gabridge presented the report on the annual audit and further explained a few points, including stating that it will be more important for the library to pay attention to the difference in fund changes vs net position changes, due to the fact that net position changes are often due to stock changes and other factors beyond the control of the library.  
  
Verlin recommends designating funds specifically for capital projects, and mentioned that for large projects, the unassigned fund balance of \$924,041 may not be enough, if there aren't designated funds in addition. He stated that most of the libraries Gabridge serves have around the same percentage of unassigned funds (as compared to the general fund total annual expenditure) as we do. We have 206.1%.

\$58,149 is our excess for 2024. Kuhn motioned to designate this \$58,149 from 2024 for our building fund (account ending in -212). Musgrave 2nded. Roll call vote: Kuhn yes, Vander Slik yes, Simmons yes, Musgrave yes, Meyer yes, Marsh yes, Augustin yes, Brinks yes.

Bakovka to get clarification from Applied Innovation re: the copier, which was supposed to be lease-to-own, but the audit states it is a lease without the option to own.

#### B. April 2025

1. Monthly check register was reviewed. April generally has extra bills because of various quarterly payments and gearing up for summer reading. Some highlights: The Allegan County Library Association payment was reissued due to accounting sending the original payment to the wrong entity. Original check was shredded. The automatic door opener was repaired. Joel Tacey was paid for his summer reading program magic show event. MJA Landscape snow removal bill was paid. Elevator certificate renewal paid. Gabridge performed the annual audit. Heimler performed technical updates. Marian Matyn is a CMU professor and will be providing a SRP event.
2. Credit card detail report was reviewed. Sticker Mule charge was for Henika key chains.
3. YTD vs Actual was reviewed. The accountant needed to be prompted again to get us the necessary information. \$22.00 was under Miscellaneous which should be under Book Sale. The reissued check to Allegan County Library Association was counted twice instead of just once, so the Memberships and Training budget line is \$100 over what it should be.
4. United Bank accounts were reviewed.
5. Approval of paid bills motioned by Marsh and seconded by Augustin. All yes, motion passed.

#### VI. Director's Report for April 2025

- A. Monthly Statistics were reviewed. The Open Road Brewery fundraiser did well. There were several notary appointments. Jake Gless will be painting the window designs for the SRP. Carol from LLCOOP will be here in June for board development. The parking lot will be restriped soon. Staff will be resetting door counters in the morning instead of evening going forward. Last year program numbers included the eclipse event, so our current numbers are fine.

The Patmos Library in Jamestown, which is part of our cooperative, is temporarily closed after 5 of 8 employees quit due to an allegedly hostile board of trustees; therefore, we are not receiving hold items from them. Changes in laws mean that we will not receive discounts on our hotspot service. MeL could potentially cease operations in October depending on changes to the federal funding of IMLS grant.

- B. The Youth Services report was reviewed. Pokemon Club had 49 attendees!

- C. The Adult Services report was reviewed. With better weather, program attendance was down.
- D. The Circulation report was reviewed. 22 new accounts were added! Niche Academy use is still low overall. Our current website is not user or mobile friendly, and that could be part of the problem. Discussion ensued about how to get more engagement.

## VII. Committee Reports

### A. Planning Committee

- 1. Reviewed meeting minutes from April 28, 2025. Highlights: Dark color t-shirts were requested, which will require vinyl, versus sublimation. We have 3 new designs and have ordered stock to sell during Summer Fest. Dunk tank planning continues. Committee is reviewing a direct mail campaign. Bakovka to send mail to an initial 200 addresses, based on the alphabet, to try to get more people in; the committee will help stuff envelopes. There was discussion about hiring a professional fundraiser and the committee hopes to gather more info to present to the board in June.

### B. Building & Grounds Committee

- 1. Reviewed the meeting minutes from May 5, 2025. Discussed USDA requests to fire Triangle before proceeding with architect RFP, etc. Parking lot will be restriped, with handicap parking spaces reduced to just 2. Waiting on additional lighting options/bids before purchasing.

## VIII. Unfinished Business:

- A. Architect RFP Updates: The RFP for an architect has been put on hold pending information from the USDA. The USDA believes we did not have a fair and open enough process when hiring Triangle (even though Triangle was on our pre-application and our pre-application was approved). The USDA now wants us to fire Triangle, put out a new RFP for construction management services and not allow Triangle to bid, since they have prior knowledge of the process. Bakovka and Augustin, together with Triangle, have been meeting with USDA to try to work through this without firing Triangle, since they have been very helpful and we have not paid them anything.

We originally hired Triangle to be consultant and construction manager, which is what the USDA has a problem with; they say it is okay for us to use Triangle as a consultant (“owner’s rep”) but the construction management job needs to be properly bid out. However, this would require the library to hold the 3-5 individual contracts for things like an architect, a general contractor, HVAC services, etc. and could potentially be far more demanding day-to-day during the project.

Discussion ensued about alternative options and how we could potentially go forward.

IX. New Business:

A. 2025 Budget Amendment #2

1. Amendment reviewed. Highlights: Fines paid from missing materials will go back into the Materials budget to purchase replacements. Advertising & Promotions budget will receive \$150 which was the original seed money for our t-shirt sales.

Augustin proposed to approve the budget amendment as presented, Kuhn seconded. All in favor, motion passed.

B. July Meeting

1. Augustin proposed moving the July 8 board meeting to July 15. Brinks seconded. All in favor, motion passed.

X. Around the table:

- A. Kuhn - Nothing to add.
- B. Vander Slik - Nothing to add.
- C. Simmons - Nothing to add.
- D. Musgrave - Will be stepping down from the board (City of Wayland representation) when her term ends in June. She has served for 16 years! Feels like the library is in good hands with Bakovka as director and is finally comfortable leaving.
- E. Meyer - Sad that she was just getting to know Musgrave and let her know her insight has been very helpful.
- F. Marsh - Thanked Simmons and Musgrave for their years of service and providing continuity to the board. From a business perspective, running a library is complicated and Marsh also appreciates all that Bakovka does and is impressed with her ability.
- G. Bakovka - Surprised and sad to hear Musgrave's resignation. Appreciate Musgrave's perspective and willingness to speak up. Also excited for Summer Reading.
- H. Augustin - Thanked Musgrave for her service and noted that we will say more thanks and goodbyes at next month's meeting.
- I. Brinks - Nothing to add.

XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:48 p.m.



**Balance Sheet**

As of May 31, 2025

	<u>May 31, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash - Checking - 7152	242,246.19
Cash - HY Savings - 013	513,229.72
Certificate of Deposit - 228	78,552.79
Certificate of Deposit - 548	33,690.89
Certificate of Deposit - 556	56,795.07
Savings - Building Fund - 212	241,631.40
	<hr/>
<b>Total Checking/Savings</b>	1,166,146.06
<b>Accounts Receivable</b>	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
	<hr/>
<b>Total Accounts Receivable</b>	333,175.84
	<hr/>
<b>Total Current Assets</b>	1,499,321.90
	<hr/>
<b>TOTAL ASSETS</b>	<b>1,499,321.90</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Deferred Property Taxes	331,103.06
Payroll Liabilities	1,315.14
	<hr/>
<b>Total Other Current Liabilities</b>	332,418.20
	<hr/>
<b>Total Current Liabilities</b>	332,418.20
	<hr/>
<b>Total Liabilities</b>	332,418.20
	<hr/>
<b>Equity</b>	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	854,506.51
Net Income	260,689.22
	<hr/>
<b>Total Equity</b>	1,166,903.70
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,499,321.90</b>
	<hr/> <hr/>

**Henika District Library**  
**Profit & Loss**  
 January through May 2025

	May 25	Jan - May 25	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
400502 - Federal E-Rate	1,385.99	1,769.03	3,500.00	-1,730.97
400540 - State Aid	0.00	4,278.40	10,500.00	-6,221.60
400581.C - City Contribution	107.31	168,557.45	195,000.00	-26,442.55
400581.T - Township Contributio	119.82	242,855.98	230,000.00	12,855.98
400582 - Non-Resident Fees	48.50	176.64	140.00	36.64
400601 - Copies and Faxes	425.92	1,993.91	1,700.00	293.91
400656 - Penal Fines	2,958.37	14,198.15	32,000.00	-17,801.85
400657 - Fines	204.50	559.84	350.00	209.84
400665 - Interest Income	1,891.07	9,378.73	16,000.00	-6,621.27
400691 - Donations	5,560.31	17,962.10	12,610.00	5,352.10
400692 - Miscellaneous Revenue	0.00	1,882.00	1,882.00	0.00
400693 - Book Sale	85.70	413.23	340.00	73.23
400700 - Grants	275.80	3,608.77	4,100.00	-491.23
<b>Total Income</b>	<b>13,063.29</b>	<b>467,634.23</b>	<b>508,122.00</b>	<b>-40,487.77</b>
<b>Expense</b>				
700710 - Employee Benefits	3,871.40	29,578.16	70,000.00	-40,421.84
700727 - Postage	61.00	137.85	600.00	-462.15
700728 - Supplies	1,086.99	4,195.12	9,000.00	-4,804.88
700740 - Equipment	1,255.44	9,649.74	14,000.00	-4,350.26
700740 - Furnishings	0.00	120.57	2,000.00	-1,879.43
700740 - Materials	1,908.88	13,038.14	37,750.00	-24,711.86
700801 - Advertising & Promo	0.00	1,895.46	4,650.00	-2,754.54
700805.1 - Accounting	700.00	11,006.20	16,000.00	-4,993.80
700805.2 - Bank Charges & Fees	0.00	50.88	100.00	-49.12
700806 - Technology Support	0.00	1,420.00	3,000.00	-1,580.00
700808 - Building & Grounds	1,288.01	9,434.01	12,882.00	-3,447.99
700850 - Communications	0.00	2,677.35	5,100.00	-2,422.65
700910 - Building/Liability Ins	0.00	50.00	7,300.00	-7,250.00
700920 - Public Utilities	689.67	4,641.14	11,000.00	-6,358.86
700933 - Equipment Repairs	1,050.00	1,692.24	3,500.00	-1,807.76
700954 - Contractural Services	193.21	9,761.26	32,500.00	-22,738.74
700955 - Memberships / Training	1,014.92	3,848.47	8,000.00	-4,151.53
700956 - Programming	953.02	5,939.00	16,380.00	-10,441.00
700970 - Capital Outlay	11,900.00	11,900.00	12,360.00	-460.00
Payroll Expenses	16,729.83	79,620.71	225,000.00	-145,379.29
Payroll Tax Expense	1,315.34	6,288.71	17,000.00	-10,711.29
<b>Total Expense</b>	<b>44,017.71</b>	<b>206,945.01</b>	<b>508,122.00</b>	<b>-301,176.99</b>
<b>Net Ordinary Income</b>	<b>-30,954.42</b>	<b>260,689.22</b>	<b>0.00</b>	<b>260,689.22</b>
<b>Net Income</b>	<b>-30,954.42</b>	<b>260,689.22</b>	<b>0.00</b>	<b>260,689.22</b>



**May 2025 Statement**

Open Date: 04/12/2025 Closing Date: 05/14/2025

**Visa® Business Cash Card**

HENIKADISTRICTLIBRARY

Account:

**Elan Financial Services**

BUS 30 ELN 134

1-866-552-8855

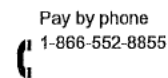
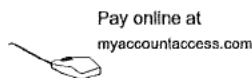
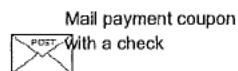
9

<b>New Balance</b>	<b>\$2,774.52</b>
<b>Minimum Payment Due</b>	<b>\$28.00</b>
<b>Payment Due Date</b>	<b>06/10/2025</b>

<b>Reward Points</b>	
Earned This Statement	3,063
Reward Center Balance as of 05/13/2025	14,276
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$756.52
Payments	-	\$756.52 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$2,774.52
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$2,774.52</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$28.00</b>
Credit Line		\$30,500.00
Available Credit		\$27,725.48
Days in Billing Period		33

**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

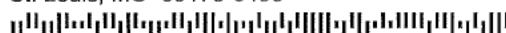
<b>Account Number</b>	
<b>Payment Due Date</b>	6/10/2025
<b>New Balance</b>	\$2,774.52
<b>Minimum Payment Due</b>	\$28.00

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





May 2025 Statement 04/12/2025 - 05/14/2025  
 HENIKADISTRICTLIBRARY

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Elan Financial Services 1-866-552-8855

**Business Cash**

<b>Rewards Center Activity as of 05/13/2025</b>	
Rewards Center Activity*	0
Rewards Center Balance	14,276

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,775	10,663
2 Extra Points - Telecom & Office Supply	226	1,488
1 Extra Point - Restaurants & Gas	62	62
<b>Total Earned</b>	<b>3,063</b>	<b>12,213</b>

**Important Messages**

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

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

\*IMPORTANT NOTICE: Please see the enclosed insert for changes being made to your cardmember agreement.

\*IMPORTANT NOTICE: Please see the enclosed insert for changes being made to your cardmember agreement.

**Transactions**      BAKOVKA, CIERRA J      Credit Limit \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/14	04/13	7685	WALGREENS #5117 800-289-2273 MI	\$1.65	Supplies
04/22	04/21	5443	WHENIWORK.COM WHENIWORK.COM MN	\$21.00	CS
04/28	04/27	7486	ALDI 67026 JENISON MI	\$27.86	Supplies
04/29	04/28	5075	Mailchimp 678-9990141 GA	\$19.50	CS
05/02	05/01	5089	LOWES #01121* GRANDVILLE MI	\$21.84	Supplies
05/02	05/01	4049	Adobe Inc 800-8336687 CA	\$21.19	CS
05/05	05/03	2279	CALENDLY CALENDLY.COM GA	\$120.00	CS
05/07	05/06	7571	AMERICAN LIBRARY ASSOC 312-9446780 IL	\$430.00	Mem/Train
05/07	05/06	7589	AMERICAN LIBRARY ASSOC 312-9446780 IL	\$430.00	Mem/Train
05/08	05/07	1567	INTERMEDIA.NET INC 800-379-7729 WA	\$113.21	Utilities
05/08	05/07	0052	VISTAPRINT 866-207-4955 MA	\$226.81	Supplies
05/08	05/07	5270	VISTAPRINT 866-207-4955 MA	\$170.63	Supplies
05/08	05/07	0624	VISTAPRINT 866-207-4955 MA	\$120.82	Supplies
<b>Total for Account</b>				<b>\$1,724.51</b>	

Continued on Next Page



May 2025 Statement 04/12/2025 - 05/14/2025  
HENIKADISTRICTLIBRARY

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Elan Financial Services 1-866-552-8855

**Transactions** SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/14	04/11	7902	BAV INN LODGE-HOTEL FRANKENMUTH MI	\$154.92	MT
04/14	04/11	6844	SCHULER BOOKS OKEMOS MI	\$28.61	IM
04/17	04/16	4698	TARGET 00020156 CALEDONIA MI	\$10.21	
04/21	04/17	5078	HARDING'S MARKET #3 WAYLAND MI	\$19.97	
04/24	04/23	0197	HUNGRY HOWIES 3605 269-744-4876 MI	\$48.71	
05/01	04/30	1379	MEIJER STORE #199 CALEDONIA MI	\$75.23	
05/06	05/05	2979	OLLIES BARGAIN OUTLET WALKER MI	\$44.92	
05/08	05/06	0199	HARDING'S MARKET #3 WAYLAND MI	\$7.09	
05/12	05/10	0881	OLLIES BARGAIN OUTLET WYOMING MI	\$101.92	
05/14	05/13	0228	MEIJER STORE #199 CALEDONIA MI	\$33.39	
<b>Total for Account</b>				<b>\$524.97</b>	

**Transactions** CUMMINGS,ABIGAIL Credit Limit \$5000

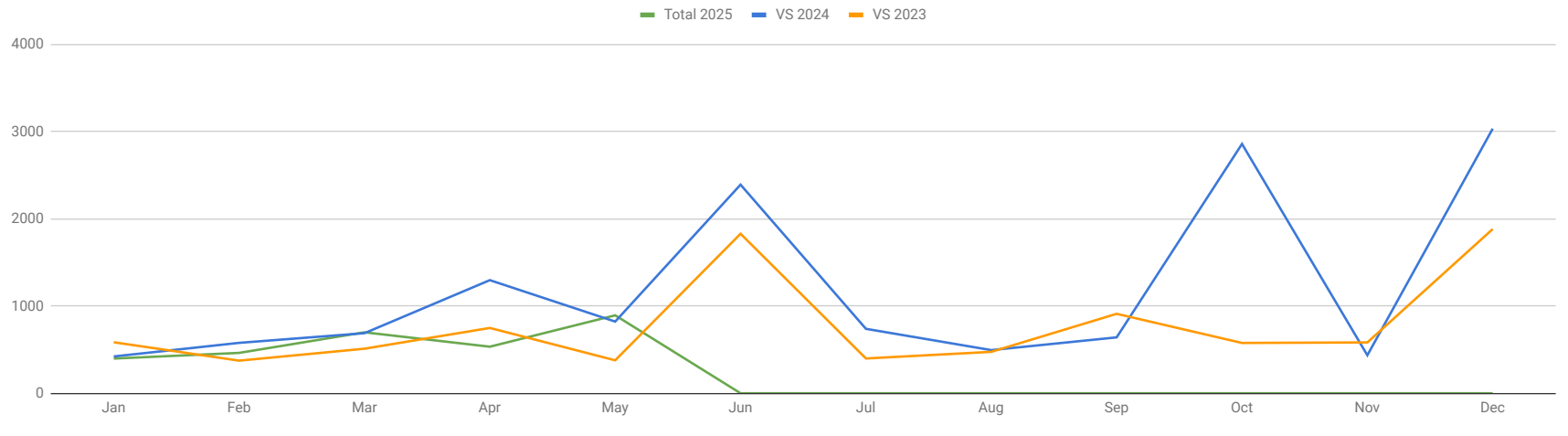
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/22	04/21	0257	MEIJER STORE #020 GRAND RAPIDS MI	\$24.38	
04/28	04/25	6001	BOOKDEPOT 9056807230 NY	\$339.04	
04/30	04/28	2189	HARDING'S MARKET #3 WAYLAND MI	\$6.99	
05/01	04/30	2937	DOLLAR-GENERAL #9954 WAYLAND MI	\$44.84	
05/02	04/30	0821	HARDING'S MARKET #3 WAYLAND MI	\$7.48	
05/02	05/01	1592	IBSPOT.COM* VVWGFZB IBSPOT.COM PA	\$39.17	
05/07	05/06	6069	SQ *OPENROAD BREWERY Wayland MI	\$13.14	
05/07	05/06	7998	SQ *SUPERIOR BEAUTY BA Coopersville MI	\$50.00	
<b>Total for Account</b>				<b>\$525.04</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
04/24	04/23	0215	PAYMENT THANK YOU	\$756.52CR	
<b>Total for Account</b>				<b>\$756.52CR</b>	

<b>2025 Totals Year-to-Date</b>	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00





### Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Youth</b>	362	306	527	437	839	0	0	0	0	0	0	0	2471
<b>Adult</b>	23	78	87	71	40	0	0	0	0	0	0	0	299
<b>Family</b>	13	79	85	26	15	0	0	0	0	0	0	0	218
<b>Total 2025 [1]</b>	398	463	699	534	894	0	0	0	0	0	0	0	2988
<b>VS 2024</b>	422	578	689	1,297	822	2,392	739	495	641	2,859	436	3,034	14404
<b>VS 2023</b>	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
<b>VS 2022 [2]</b>	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
<b>Yearly Increase</b>	94%	80%	101%	41%	109%	0%	0%	0%	0%	0%	0%	0%	21%

### Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
<b>Youth Live Events</b>	151	76	223	262	745	0	0	0	0	0	0	0	1457	121
<b>Youth Reading Programs</b>	37	43	123	9	2	0	0	0	0	0	0	0	214	18
<b>Passive Programs</b>	174	187	181	166	92	0	0	0	0	0	0	0	800	66.66666667
<b>Adult Live Events</b>	23	65	87	71	40	0	0	0	0	0	0	0	286	24
<b>Adult Reading Programs</b>	0	13	0	0	0	0	0	0	0	0	0	0	13	1
<b>Family Live Events</b>	13	79	85	26	15	0	0	0	0	0	0	0	218	18

**May 2025**

**Youth Services Report**

**Tori Schreur, Youth Services Librarian**

**Lego Club: 9 attendees**

Even though this was our last Lego Club, I didn't necessarily have anything special planned, aside for providing snacks for the kids! Lego Club usually has the same kids that attend, so it's always a good time.

**After School Art: 41 attendees**

We had some good after school art crafts because I wanted to use up some of our supplies! The first one we did was air dry clay crafts. I've been afraid to use it because I'm scared of running out and not having enough for the kids, but a little clay really goes a long way! We also made owls out of string and cardboard, and those ended up super cute!

**Preschool Playtime: 11 attendees**

I'm sad that we no longer have any preschool playtime for the year, because we always have so much fun. A lot of the same kids and their parents have been attending, so everyone is getting to know each other pretty well. We had play doh, colored stamps, coloring pages, the water coloring pad.

**SRP Visits: 615 attendees**

I visited classrooms at Baker, Steeby, and St Therese to talk about our upcoming Summer Reading Program. We talked about all the upcoming programs, Summerfest, and even things they would like to see happen at the library some time. I can honestly say that lots of kids are excited to sign up for Summer Reading this year.

**Pokemon Club: 33 attendees**

Since it was the last Pokemon club of the school year, I held a raffle that kids could enter. Every one could enter a raffle for a Lego Pokemon toy. Other than that added addition, Pokemon Club was just as chaotic and fun as it usually is! The kids, especially ones who were just attending for the first time, were disappointed that it was the last session for the season.

**Scavenger Hunt: 92 kids**

**1000 Books Before Kindergarten: 2 kids moved onto next sheet**

**Looking Forward:**

June will be the start of our Summer Reading Program and I am really excited to get that ball rolling. Since the kids are still in school for the first week in June, the first program we have is a Crunch and Color on Thursday, June 12th from 1-3. Summerfest and Summer Reading Kickoff will be Saturday, June 14th all day long. On Mondays, June 16th, 23rd, and 20th I will be hosting “Messy Play Monday” at 11. I’m hoping that the weather will cooperate and we can do it outside on the green space. On June 19th we will be making our own DIY Clown Popcorn buckets, and I have already made the example and it was really fun to make. On Saturday, June 21st I will be at the Wayland Farmers Market for a storytime. Cirque Amongus will be coming to the library on June 24th at 11:00. And Evan Blissful will be putting on a concert for the littles on Wednesday, June 25th at 1:00 PM

**May 2025**  
**Adult Services Report**  
**Abigail Cummings, Adult Services Librarian**

### **Programs & Attendance**

#### **Battlefield Tactics of the Revolutionary War: 8**

We had Jerry Berg back, and he did a great job! Patrons always enjoy the props and demonstrations that he does. I think I'm going to have him back in the winter.

#### **Free Paint: 12**

Free paint never does quite as well as the instructor-led painting classes, but they're really easy to throw together and there are definitely some patrons who appreciate them!

#### **Floral Felt Coasters: 10**

This craft was really cute, but also time consuming! I think I'd like to figure out a way to set up a portable power station so people don't have to crowd around the outlets to use hot glue.

#### **Take and Make: 27**

Even though this craft was a month late, they all went out! The magnet was cute even if it wasn't earth day.

#### **Tech Help: 1**

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

#### **Spice Club: Cilantro: 9**

This was the last spice club of the year, and it was pretty well attended! I'll bring it back again for the school year in fall.

#### **Stitching Circle: 2**

There's a lot higher interest in this event than there is attendance. I'd like to figure out how to get more people to come.

#### **Bingo! Brunch: 10**

This was a great bingo! Brunch! It's also the last one before school gets out, so I'm sure attendance will explode in June.

#### **Seniors at Sawmill Estates (In-Person): 5**

This is a pretty good number for sawmill! The group is definitely growing. I'll bring them a new calendar for June.

**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: 22, Seeds: 242**

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: 115****May Reflection**

There were fewer work Mondays in May, and I think everyone is in the home stretch for summer vacation. It was a bit of a slow month, but that gave us a little extra time to prepare for summer reading, which definitely needs the extra effort.

**Looking Forward**

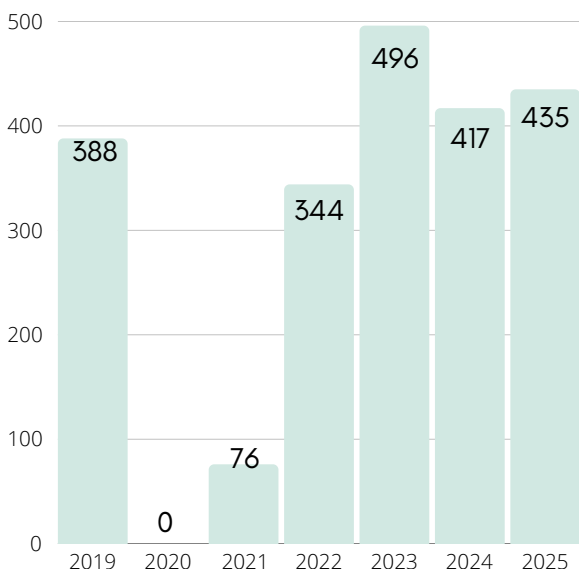
Summer reading starts in June! I only have Drop-in Bullet Journaling and Tech help before summer reading starts. After that, there's a murder mystery and a DnD one shot, and bingo! Brunch, which I hope will be as popular as it was last summer. I'll be in ALA in the last week of June, so we don't have anything planned for those days.

# May 2025

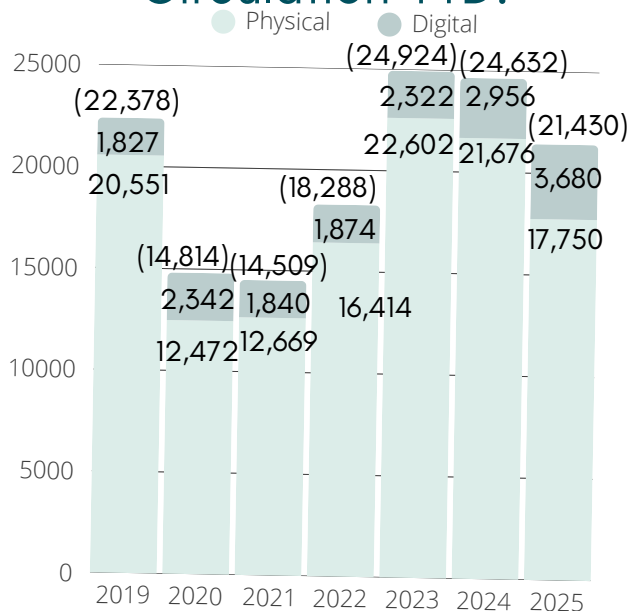
Our May circulation numbers are 3,202 lower than what they were in May 2024. The category showing the most growth from last year during the month of May is Adult Audiobooks; which circulated 1.5 times more than this time last year. Other categories showing noticeable growth from last May include: Tween Print, Special Collection Items, Adult e-Books, Teen e-Books, Adult e-Audiobooks, and Teen e-Audiobooks. The categories that are not circulating as well as they did in May of 2024 include: Adult Print, Teen Print, Juvenile Print, MeL Items, Videogames, General Fiction and NF DVDs, Youth DVDs, Juvenile Audiobooks, Juvenile e-Books, and Juvenile e-Audiobooks. I predict circulation numbers will begin to ramp up over the course of the summer as patrons participate in our Summer Reading Program and typically check out more of our materials during this time of year.

Courtney Schenkhuizen - Circulation Supervisor

## Computer Sessions



## Circulation YTD:



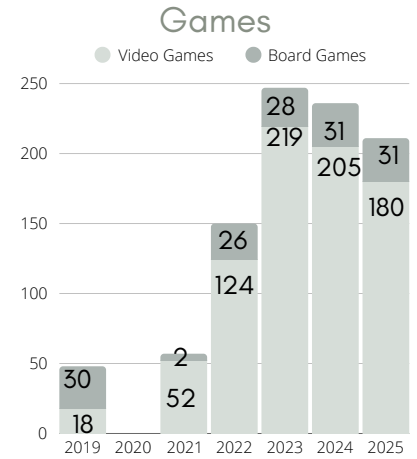
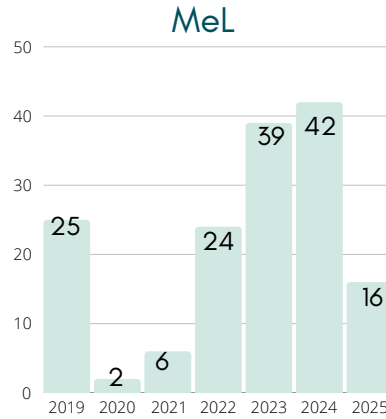
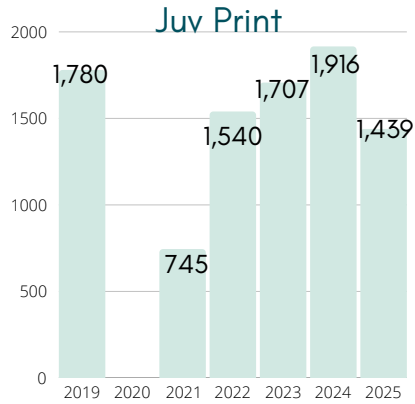
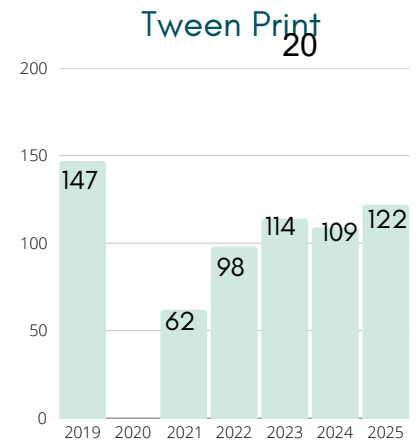
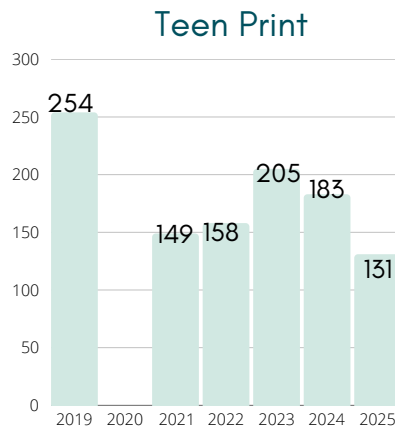
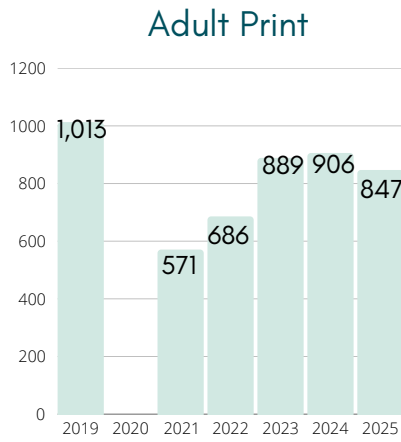
January - May

Henika has 2,566 total patron accounts. 551 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

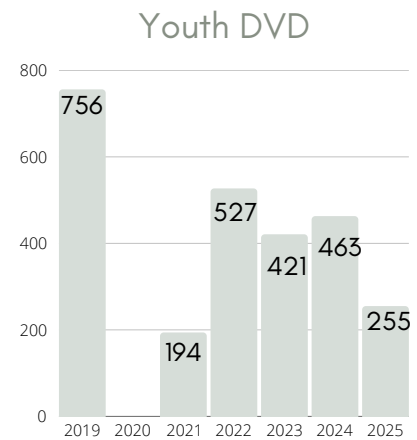
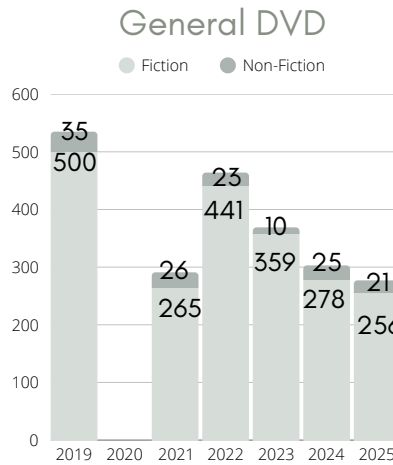
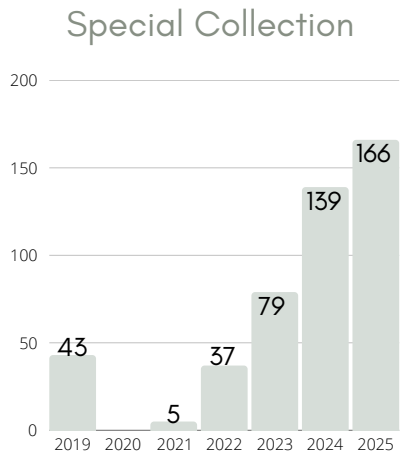
- 123 Patron accounts added YTD  
 19 Patron accounts added in May:
- 12 - Wayland City
  - 5 - Wayland Township
  - 1 - Non-Resident
  - 1 - Patron Point

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

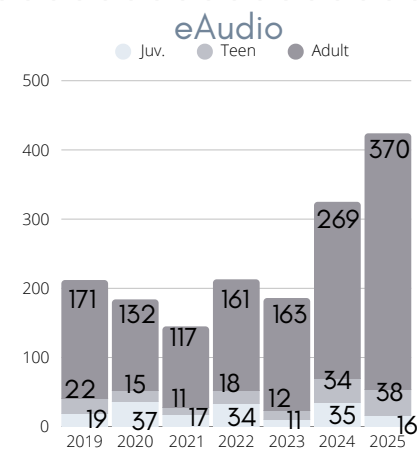
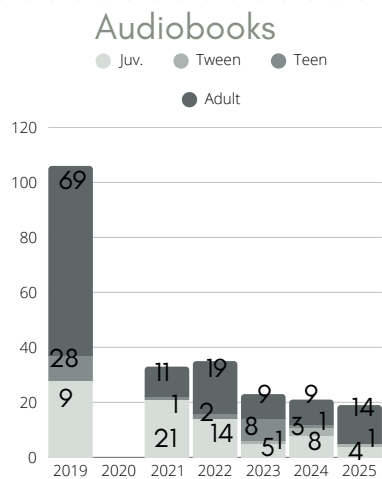
# May Circulation, 2019-2025



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



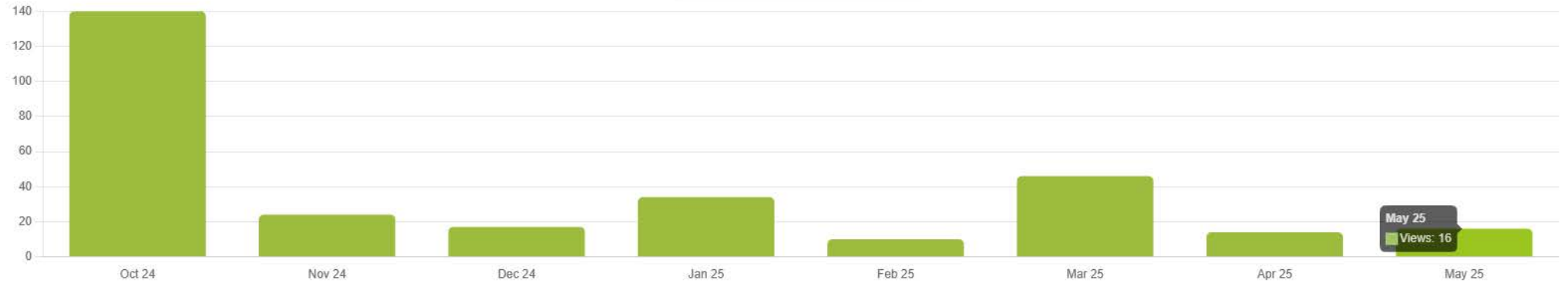
\*prior to August 2021, this only included launchpads



Total Views 301

10/01/2024 - 05/31/2025 

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May 25  
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Tutorial Name ↑↓

Views ↓

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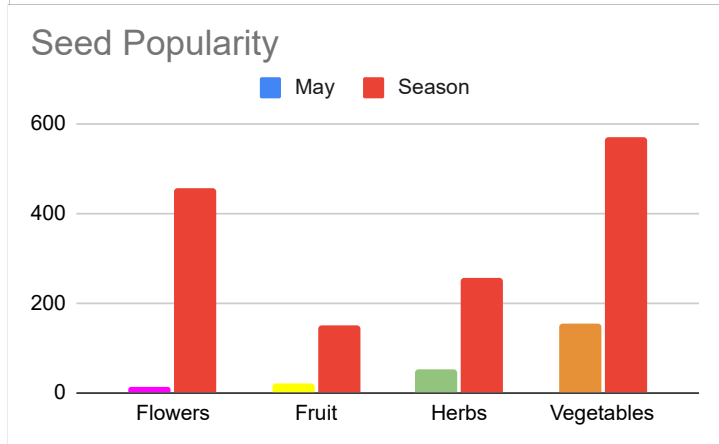
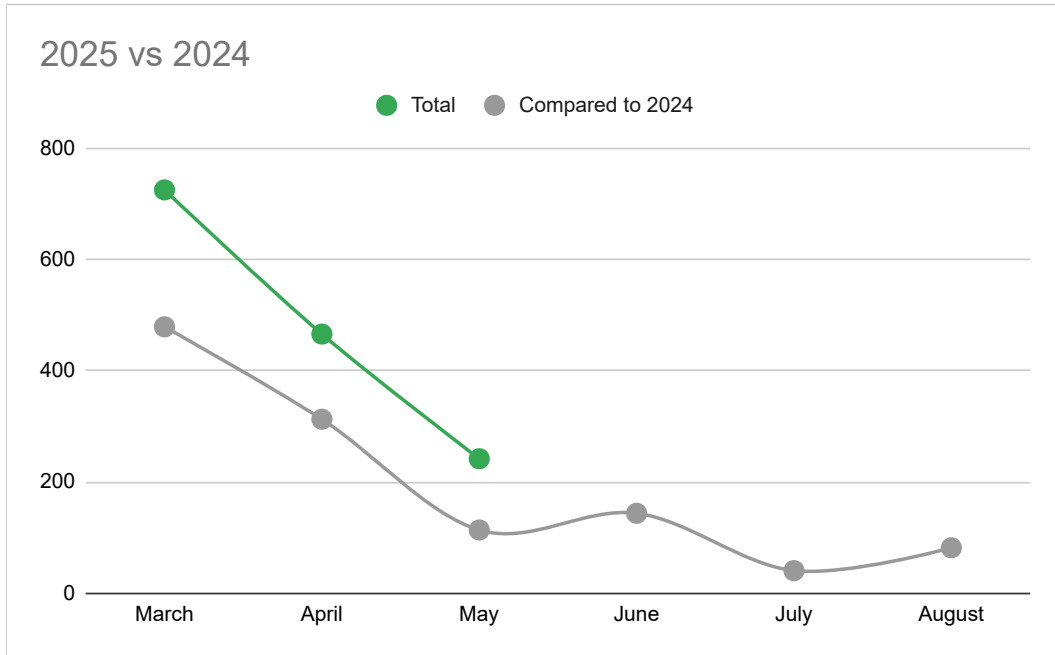
2

[Michigan Activity Pass](#)

2

[The U.S. National Archives – Important Legal and Historical Records](#)

2



	March	April	May	June	July	August	Season	
<b>Flowers</b>		269	175	13			457	
<b>Fruit</b>		92	38	21			151	
<b>Herbs</b>		120	85	52			257	
<b>Vegetables</b>		244	168	156			568	
<b>Total</b>		725	466	242			1433	
<b>Compared to 2024</b>		479	313	114	144	41	82	976
<b>Patrons:</b>		41	38	22				

# Minutes

Henika District Library  
Planning Committee Meeting  
June 4th, 2025 at 1pm

## **I. Call to Order - 1:05pm by Brinks**

Members Present: Rachel Brinks, Daniellle Simmons, and Deb Vander Slik

Members Absent: None

Staff Present: Cierra Bakovka

Guests: None

## **II. Approval of Agenda - Motioned by Simmons, seconded by VanderSlik**

## **III. Approval of Meeting Minutes - Motioned by Simmons, seconded by Brinks**

- April 2025 Minutes
  - Correction to adjournment. Adjournment was seconded by Brinks and not VanderSlik

## **IV. Unfinished Business**

### **A. Fundraising Initiatives**

#### **a. T-Shirts**

- i. New shirt order was placed. "Check Me Out" Design had to be changed to only two colors (blue and white) in order to be done with vinyl. Summer Reading Design had to be done with sublimation due to the amount of colors. Order is on track to be in next week in time for Summerfest.

#### **b. Summerfest**

- i. Reviewed Summerfest Details. Dunk tank still needs one volunteer. T-shirts will be sold outside 6/13 from 5pm to 9pm and 6/14 from 1pm to 6pm.

#### **c. Direct Mail**

- i. Reviewed draft letter. Brinks noted that using a serif font instead of a sans-serif font will improve readability for the visually impaired. Bakovka finished assessing the first 200 addresses. Committee to assist with envelope stuffing.

### **B. Professional Fundraiser**

- a. Some of the details and information regarding hiring a professional fundraiser were reviewed. Details on pricing would need to come in through an RFP process. Simmons motioned to bring the proposal to draft an RFP to hire a professional fundraiser to the board, seconded by Brinks. All in favor, motion carried.

## **V. New Business**

# Minutes

None Discussed

## **VI. Around the Table**

- A. Simmons reminded everyone that the city sales start tomorrow and she will be having a sale
- B. Brinks had nothing to add
- C. VanderSlik shared that she was helping plan her sister-in-law's wedding
- D. Bakovka shared that Abby will be looking for volunteers for another Murder Mystery event.

**VII. Adjournment** - Motioned by Brinks, seconded by Simmons 2:15pm

**RE: Community Facilities Application 30 Day Letter- Library Expansion**

**Cierra Bakovka** <cierra@henikalibrary.org >

Mon, 02 Jun 2025 10:30:39 AM -0400

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

Cc "Meghan Augustin" <maugo625@gmail.com>

Dear Mariah,

Thank you for your response and for clarifying the origin and purpose of the 30-day letter. We greatly value your continued support.

Per your guidance in April, we have paused our RFP process for architectural services until a compliant procurement path is fully determined. However, based on this pause and the standard turnaround times we're seeing in the current market, it is now unlikely that we will have completed architectural designs in time to finalize the Environmental Report before the close of USDA's fiscal year.

As you can appreciate, public projects such as ours require careful oversight and due diligence at the local level. The Library Board must review, investigate, and formally approve each step of the process. While we are moving as quickly and responsibly as we can, these administrative processes inherently take time. This is especially true now that we must re-evaluate our procurement strategy based on USDA's recent feedback.

We trust the USDA understands the realities of such timelines, especially given the several months it took to receive feedback on our pre-application. In that same spirit, we ask for continued understanding as we navigate these next phases with integrity and transparency.

At this time, a new procurement method has not yet been finalized. The board was made aware of the USDA's recent orders regarding Triangle's involvement in the process and the need to reclarify procurement strategies at the May meeting and is gathering the information necessary to make a decision. We will provide an update as soon as the Board has had an opportunity to fully consider and approve a revised approach.

Thank you again for your guidance and patience. Please don't hesitate to reach out with any further questions.

**Cierra Bakovka, MLIS**

She/Her

*Director*

Henika District Library

149 South Main St.  
Wayland, MI 49348  
269-792-2891 ext. 309

[cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)



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---- On Wed, 28 May 2025 17:07:26 -0400 **Good, Mariah - RD, MI**  
<[mariah.good@usda.gov](mailto:mariah.good@usda.gov)> wrote ---

Good afternoon Cierra,

Thank you for your quick response. We are glad to hear Henika District Library would like to proceed with a full application with Rural Development!

A 30-day notice was sent due to the lack of information provided since our last discussion in April and the application checklist emailed in November 2024. Once an eligibility determination is completed and application checklist provided, an initial 6-month timeframe is given for document submission, detailed on the AD-622 document. When the 6-month period has passed, 30-day letters are then issued requesting the remaining checklist items for the full application. This information also determines if the applicant is still interested in pursuing Rural Development funding.

In this project's situation, we understand some documents may need more time to complete and we can be flexible on these due dates. This will be determined by project progression, so please keep us informed on project development. When projects are outstanding for several months with no updates, RD National Office may begin to question the validity and probability of the project moving forward. In addition, please be advised RD's fiscal year ends September 30, 2025. Interest rates are evaluated on a quarterly basis and are subject to increase, decrease, or remain the same. We typically exhaust funding prior to Sept 30<sup>th</sup>, which means we can not obligate eligible projects until sufficient funds are available. The State Office and National Office staff must review the project prior to requesting project funds. We do not have a timeframe of when those reviews are completed, it depends on what is waiting in the pipeline for State Office and National Office approval.

Has a new procurement method been determined for the project?

If you have any questions, please do not hesitate to give me a call.

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

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**From:** Cierra Bakovka <[cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)>  
**Sent:** Wednesday, May 28, 2025 11:53 AM  
**To:** Good, Mariah - RD, MI <[mariah.good@usda.gov](mailto:mariah.good@usda.gov)>  
**Cc:** Meghan Augustin <[maugo625@gmail.com](mailto:maugo625@gmail.com)>  
**Subject:** Re: Community Facilities Application 30 Day Letter- Library Expansion  
**Importance:** High

Dear Mariah,

Thank you for your follow-up regarding the Henika District Library's application for funding through the USDA Rural Development Community Facilities Program.

We appreciate the procurement guidance provided last month and have been carefully reviewing our options. As you are aware, the Library Board meets only once a month, and the recent determination that we cannot proceed with our current construction management partner has required us to reassess our approach. We are currently exploring alternative, compliant options and determining how best to move forward within USDA's procurement guidelines.

Additionally, we understand that you advised us not to move forward with the design RFP process until a new course of action is set. Given that the design process directly affects the timing of several application components—including the Preliminary Architectural Feasibility Report and the Environmental Report—we are seeking clarification on the June 27, 2025 deadline mentioned in your email.

Specifically, is USDA requesting that the **full** application and all supporting materials be submitted by June 27? If so, we would appreciate clarification on that point, as this deadline feels rather sudden and was not anticipated given our current status and the recent procurement-related guidance.

We appreciate your understanding as we work out the logistics of moving this project forward. We would be grateful for any flexibility or direction you can offer regarding the timeline, especially in light of the procedural adjustments we now need to make.

Thank you again for your continued guidance and support.

Sincerely,

**Cierra Bakovka, MLIS**

She/Her

*Director*

Henika District Library

149 South Main St.  
Wayland, MI 49348  
269-792-2891 ext. 309  
[cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)



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---- On Tue, 27 May 2025 14:41:27 -0400 **Good, Mariah - RD, MI**  
<[mariah.good@usda.gov](mailto:mariah.good@usda.gov)> wrote ---

Good afternoon Cierra,

I am following up regarding next steps towards application completion received November 21, 2024. Guidance was provided on proper procurement methods for the Henika District Library on April 21, 2025. There has been no response for over 30 days. Please provide the following information to better assist you:

1. Application for Federal Assistance SF424: Complete highlighted sections.
2. Public Information: The applicant will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant's principal office, and to notify Rural Development. The applicant will provide Rural Development a copy of the published notice and minutes of the public meeting.
3. MI Guide 4E, "Legal Service Agreement"
4. Bond Counsel Engagement Letter (public body)
5. Environmental requirements: Categorical Exclusion with Environmental Report (1970.54). Christina Coger (recently separated RD State Environmental Coordinator) requested documentation on December 11, 2024, be shared when available. To our knowledge, this information has not been shared with Rural Development for review. Referenced email is attached. Please provide an update on the status of this request.
  - a. Please note, Environmental Report. Project requires an archaeological consultation/report. Archaeologist to prepare State Historic Preservation Office's Section 106 application with supporting documents. Archaeologist to submit the application and supporting documents via email **to RD State Environmental Coordinator, Andy Granskog at [andy.granskog@usda.gov](mailto:andy.granskog@usda.gov)** who will submit directly to SHPO. Archaeologist consultants list attached. **Please reach out to Andy Granskog once an archaeologist has been selected.**
6. Preliminary Architectural Feasibility Report (PAFR) - use Guide 6 (see attached) with current recommendations and cost estimate that is consistent with the remainder of the application and proposed architectural agreement.

7. Draft version of the AIA Architect's Agreement – *To be determined once procurement method is decided, additional documents may be required.* How does the library plan to proceed with procurement after receiving guidance on April 21, 2025?
8. Financial Feasibility Analysis:
  - a. **Financial Feasibility Analysis requirements**
    - The preparer is expected to fully disclose and analyze all significant factors that may have a favorable or adverse effect on the financial success of the proposed facility.
    - The report must be prepared by a qualified firm or individual. Name of preparer and experience must be identified.
    - The financial feasibility analysis will be prepared in accordance with RD Instruction 1942-A, Guide 5 (see attached)

This letter is to advise you that no action can be taken until **all the above items** have been received in this office. Failure to provide **all the above items** by **June 27, 2025**, will result in the withdrawal of your application. Please note, the library is welcome to re-apply to the program.

If you have any questions, please feel free to contact me.

Thanks,

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

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Construction · Commitment · Unparalleled

Ms. Cierra Bakovka  
Director of Henika District Library  
149 South Main Street  
Wayland, MI 49348

May 20, 2025

Dear Cierra,

We are grateful for the opportunity and the trust you have placed in our team. Triangle Associates is pleased to submit this proposal to serve as your Owner's Representative throughout the design and construction of the Henika District Library renovation and expansion project.

Due to USDA funding restrictions, Triangle will not serve as the Construction Manager for this project. Instead, we will provide Owner's Representative services, working closely with the Library to protect your interests, provide strategic leadership, and guide the project from concept through completion, including oversight of design procurement, preconstruction, and construction phases.

#### **PHASE 0 – Design Partner Solicitation**

As your Owner's Representative, Triangle will assist with the selection of a qualified design partner:

- Develop a Request for Proposal (RFP) for comprehensive design services (including but not limited to architectural, structural, civil, MEP, and geotechnical engineering).
- Solicit RFP responses from a minimum of three pre-qualified architectural firms.
- Facilitate interviews with shortlisted firms and provide evaluation and award recommendations.
- Review the draft AE contract prior to execution.

Fee Structure: Time & Materials, not-to-exceed \$3,000.00

#### **PHASE 1 – Programming and Conceptual Design Support**

In this phase, we will guide the Library and design team through program development and conceptual planning. Our support will include:

- Attending and facilitating client and design team meetings.
- Site evaluations and constructability reviews.
- Conceptual budget development and high-level schedule input.
- Preliminary value engineering strategies and risk mitigation planning.

Fee Structure: Time & Materials, not-to-exceed \$10,000.00

## **PHASE 2 – Schematic Design, Design Development, and Construction Documents**

Triangle will continue to act as your representative during the design phases to ensure quality, budget alignment, and project feasibility:

- Participate in design review meetings.
- Perform formal cost estimates at the end of Schematic Design (2A) and Design Development (2B).
- Monitor schedule development and validate project phasing plans.
- Review Construction Documents (2C) for completeness and alignment with project goals.

Fee Structure: Time & Materials, not-to-exceed \$20,000.00

## **PHASE 3 – Bidding and Construction Administration Phase Services**

At the conclusion of the design phase, Triangle will support the Library in competitively bidding the project to a single General Contractor, who will be responsible for holding and managing all subcontractor and trade contracts. As Owner's Representative, Triangle will:

- Develop one comprehensive bid package for the full scope of work.
- Coordinate advertising and procurement per USDA and State of Michigan public bidding requirements.
- Facilitate a pre-bid meeting and respond to bidder inquiries.
- Lead post-bid interviews and provide a recommendation for award.
- Review the GC contract and advise the Library prior to execution.

During construction, Triangle will:

- Provide regular site visits and oversight to monitor progress and compliance.
- Participate in OAC meetings and review pay applications and change orders.
- Support schedule and budget management, oversee project closeout and warranty resolution.

Fee Structure: Only hours actually worked will be billed to Henika District Library. The hourly rates listed below are fully inclusive of the professional expertise provided, use of project management tools and technology, insurance, administrative support, and associated overhead and profit. This structure provides transparency and ensures comprehensive project support without additional or unexpected costs.

Mileage will be billed separately at the IRS standard rate.

Project Executive: \$170.00/Hour  
 Project Manager: \$135.00/Hour  
 Project Administrator: \$90.00/Hour  
 Cost Accountant: \$90.00/Hour

#### **PAYMENT TERMS**

Phases 0–2 will be invoiced upon the completion of each respective phase. Phase 3 services will be invoiced monthly, based on hours and reimbursable expenses incurred. Payment terms are net 30 days from invoice date.

Please acknowledge your acceptance of the above by signing below and return a signed copy to Triangle for our files. Thank you for allowing Triangle to be your partner, we look forward to continuing the process.

Sincerely,

**TRIANGLE ASSOCIATES, INC.**

Brianne K. Pitchford  
 Vice President of Project Development

The undersigned hereby authorizes Triangle Associates, Inc. to perform the services as outlined in this proposal.

\_\_\_\_\_  
 Ms. Cierra Bakovka  
 Director of Henika District Library

\_\_\_\_\_  
 Date

**RE: Request for Clarification on Copier Lease Agreement Terms**

**Nicholas Vanderhorst** <nvanderhorst@AppliedInnovation.com >

Thu, 22 May 2025 1:58:32 PM -0400

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

Hi, Cierra

If you are wondering what the buyout would be at the end of the lease, I unfortunately do not have that exact number. If I were to ask what the buyout would be right now, it would include the remainder of the lease payments and bundled maintenance, so it would be a large number right now. There are quite a few variables that play into what the buyout would be that the leasing company gives us, but in my experience if I had to give you a ballpark amount I would say maybe around \$1,000? Might be a bit off on that, but that's what my educated guess would be.

Hope that helps!

**Nick Vander Horst**  
**Account Manager**

Direct: (616)-656-1324

Mobile: (616)-460-8254

Ext: 1891



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**From:** Cierra Bakovka <[cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)>

**Sent:** Thursday, May 22, 2025 1:52 PM

**To:** Nicholas Vanderhorst <[nvanderhorst@AppliedInnovation.com](mailto:nvanderhorst@AppliedInnovation.com)>

**Subject:** RE: Request for Clarification on Copier Lease Agreement Terms

Hi Nick,

Yes, I think the message from June 16th where you said, "If you were to buyout the lease before the end of 60 months, you would then own that machine and could continue just maintenance on the machine after that if you were to so choose" is what made it unclear. Could you please provide more information on the buyout which would transfer the ownership of the machine to library, so that I can relay it to the board please?

**Cierra Bakovka, MLIS**

She/Her  
*Director*  
Henika District Library

149 South Main St.  
Wayland, MI 49348  
269-792-2891 ext. 309  
[cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)



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---- On Thu, 22 May 2025 13:13:53 -0400 **Nicholas Vanderhorst**  
<[nvanderhorst@AppliedInnovation.com](mailto:nvanderhorst@AppliedInnovation.com)> wrote ---

Hi, Cierra

Good to hear from you and hope all is well with you too!

That is a great question.

To answer your question, no the library will not technically own the machine at the end of the lease term. We can certainly go the route of the library owning the machine with a buyout of its "fair market value" price. That amount would be given to us by the leasing company and if the library would like to purchase the machine outright and keep it, they most certainly can. Or the other option would be to renew the lease with a new/upgraded machine.

I did look through our old email threads from 2022 to see where the communication was at regarding this and on June 16 we discussed options for the end of the lease term and options to buyout the lease. Maybe that is where the interpretation of the library owning the machine at the end of the lease came from?

So, in the end, the library will not technically own the machine outright, but we can go through with a buyout at the end which will transfer the ownership of the machine to library and they would therefore own the machine then.

Hope that explains it!

**Nick Vander Horst**  
**Account Manager**

Direct: (616)-656-1324  
Mobile: (616)-460-8254

Ext: 1891



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**From:** Cierra Bakovka <[cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)>  
**Sent:** Thursday, May 22, 2025 12:57 PM  
**To:** Nicholas Vanderhorst <[nvanderhorst@AppliedInnovation.com](mailto:nvanderhorst@AppliedInnovation.com)>  
**Subject:** Request for Clarification on Copier Lease Agreement Terms

Hi Nick,

I hope this message finds you well.

I am writing on behalf of Henika District Library regarding the copier lease agreement signed in the summer of 2022. At the time the agreement was executed, the Library Board was under the impression that the library would own the copier at the conclusion of the lease term.

However, during a recent review of the agreement by our auditor, it was brought to our attention that the terms may not provide for ownership of the machine at the end of the lease period, contrary to the Board's original understanding.

Could you please clarify whether the library will own the copier at the end of the lease term, or if there are additional steps or terms required for transfer of ownership? If there is documentation or a specific clause that outlines this, we would appreciate your guidance in locating and interpreting it.

Thank you for your assistance. We value our relationship with your company and look forward to your clarification on this matter.

Best regards,

**Cierra Bakovka, MLIS**

She/Her  
*Director*  
Henika District Library

149 South Main St.  
Wayland, MI 49348  
269-792-2891 ext. 309  
[cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)

That is just for the cost of the machine. If you were to buyout the lease before the end of 60 months, you would then own that machine and could continue just maintenance on the machine after that if you were to so choose.

Thanks

**Nick Vander Horst**  
**Account Manager**

Direct: (616)-656-1324

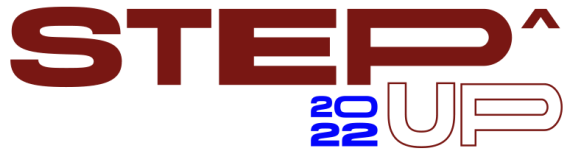
Mobile: (616)-460-8254

Ext: 1891



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**From:** AW Cierra Bakovka <[waycb@llcoop.org](mailto:waycb@llcoop.org)>  
**Sent:** Thursday, June 16, 2022 2:57 PM  
**To:** Nicholas Vanderhorst <[nvanderhorst@appliedimaging.com](mailto:nvanderhorst@appliedimaging.com)>  
**Subject:** Re: Copy Machine Quote

And would that be at the cost of the machine or at the cost of the machine + maintenance?

**Cierra Bakovka**  
*Director*

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CLASS

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	<b>Provider</b> American Red Cross	<b>Language</b> English

## Class Description    Class Setting    Certifications + CEUs

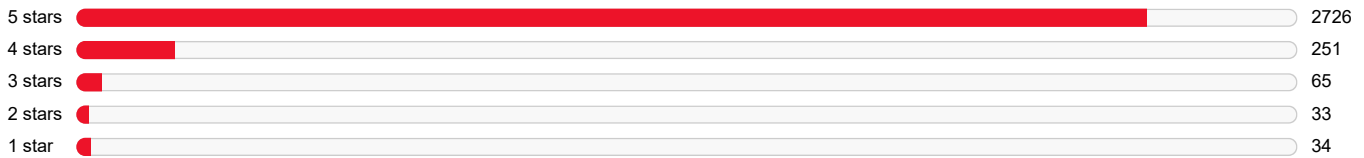
The 2021 Adult and Pediatric First Aid/CPR/AED blended learning course equips students to recognize and care for a variety of first aid breathing and cardiac emergencies involving adults children and infants. It is designed for students who need a certification that satisfies OSHA workplace or other regulatory requirements. This class is taught in a blended learning format and the online portion (accessed via mobile desktop or tablet) must be completed prior to attending the Instructor-led skills session. Upon successful completion a valid 2 year digital certificate for Adult and Pediatric First Aid/CPR/AED is issued.

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