

# AGENDA

Henika District Library  
Board of Trustees Meeting  
August 12th, 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. July 2025 Regular Meeting Minutes (M) *(PAGES 3 - 5)*

**V. Financial Reports**

- A. July 2025 *(PAGES 6 - 13)*
  - 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 14 - 25)*

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

**VII. Committee Reports**

*(PAGES 25 - 29)*

- A. 7/25 Finance Committee

- B. 8/4 Finance Committee
- C. 8/11 Building & Grounds Committee

**VIII. Unfinished Business**

- A. Facade Grant *(PAGE 30)*
- B. Professional Fundraiser RFP *(PAGES 31 - 34)*
- C. Bond Vs USDA *(PAGES 35 - 86)*

**IX. New Business**

- A. 2026 Budget *(PAGES 87- 89)*
- B. 2025 Budget Amendment #3 *(PAGE 90)*

**X. Around the table**

**XI. Adjournment**

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

July 15, 2025 at 6:30 p.m.

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

Members Absent: Jacqui Kuhn

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:31 p.m. by Augustin.
- II. Approval of Agenda motioned by Meyer and seconded by Simmons. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of Meeting Minutes
  - A. June 2025 regular meeting minutes. Augustin motioned to approve minutes, Vander Slik seconded. All yes, motion carried.
  - B. June 17, 2025 special meeting minutes. Brinks motioned to approve minutes, Meyer seconded. All yes, motion carried.
- V. Financial Reports for June 2025
  - A. Monthly check register was reviewed. One check was written to Evan Haller for a youth program that was not included in the print-out.
  - B. Credit card detail report was reviewed.
  - C. YTD Budget vs Actual was reviewed. The report came on time and with no errors!
  - D. United Bank accounts were reviewed.
    1. We have one CD coming up for renewal. Augustin motioned to renew the CD ending in 228 at the special rate on its maturity date (July 23, 2025).
      - a) Meyer - yes
      - b) Simmons - yes
      - c) Marsh - yes

- d) Vander Slik - yes
- e) Augustin - yes
- f) Brinks - yes
- E. Approval of paid bills motioned by Brinks and seconded by Augustin. All yes, motion passed.

## VI. Director's Report for June 2025

It was a busy month. SummerFest went well, but with lower numbers than last year (potentially due to other events in the area on the same day). The dunk tank was a huge hit. There was a lot of engagement with people about the expansion. The book sale made \$369 (vs \$750 last year). We sold 5 t-shirts. The dunk tank grossed \$692 (\$310 was initial investment). Since SummerFest, we have received one \$500 and one \$1000 donation from individuals. Next year, SummerFest will only be one day. Cierra and Abby attended the ALA conference and had trouble with Southwest Airlines. Bakovka has forwarded hotel and mileage bills to Southwest and is asking for reimbursement. The parking lot was restriped and the handicap signs were placed out. Arnie from neighboring business will be trimming our trees that are overhanging onto his property, at his expense. Bakovka is still discussing the copier lease agreement with Applied Innovation and is trying to lower the amount we have been paying on overage charges.

- A. Monthly Statistics were reviewed. Last year, SummerFest attendees were counted under Events, this year they were not. We are currently at around 85% of participation in Summer Reading compared to last year's numbers.
- B. The Youth Services report was reviewed. Messy Play Mondays were very popular. Other events were also well-attended.
- C. The Adult Services report was reviewed. The Dungeons and Dragons program had 9 attendees and there have been multiple calls about doing it again. Bingo Brunch has started and is one of the most popular programs in the summer.
- D. The Circulation report was reviewed. Circulation numbers are quite a lot lower than they were this time last year. The seed library has been more popular this year than last year, even though June's numbers were on the low side. Niche Academy did very well with 60 views.

## VII. Committee Reports

- A. June 17, 2025 Finance Committee. Meeting minutes were reviewed. It was a thorough, productive meeting.
- B. July 14, 2025 Building & Grounds Committee. Meeting minutes were reviewed. The meeting was unofficial due to quorum not being met. We will be setting a new meeting date soon.

## VIII. Unfinished Business

- A. Facade Grant
  - 1. Discussed lighting proposals. Marsh motioned to use Ambrose Electrical and their proposal for outdoor lighting, minus the chandelier, retaining

director discretion for choosing an appropriate lighting option in the portico. Brinks seconded. Roll call vote:

- a) Meyer - yes
- b) Simmons - no
- c) Marsh - yes
- d) Vander Slik - yes
- e) Augustin - yes
- f) Brinks - yes

Motion carried.

## IX. New Business

### A. New Trustee Applications

1. We reviewed the applications and discussed the pros and cons of each. Augustin motioned to recommend Elizabeth Engles to the City for the open board position. Simmons seconded. All yes, motion carried.

### B. Salary & Raise Policy Revision Draft

1. Reviewed the draft that the finance committee proposed. Augustin motioned to approve the revision as drafted. Meyer seconded. 5 yes. 1 abstained. Motion carried.

### C. Professional Fundraiser

1. The planning committee has requested to put together an RFP for a professional fundraiser. Request granted. RFP will be brought to the board at the next meeting.

### D. Set Budget Hearing

1. Augustin motioned to set the budget hearing for August 12, 2025 at 6pm. Meyer seconded. All yes. Motion carried.

## X. Around the table

- A. Meyer - nothing to add
- B. Simmons - nothing to add
- C. Marsh - nothing to add
- D. Bakovka - Grateful for a great pool of applicants for the board position. Thinks we're improving in our decision-making.
- E. Vander Slik - nothing to add
- F. Augustin - It was great to see plenty of applicants for the position. Everyone is doing great work with Summer Reading; is excited to see finisher stats.
- G. Brinks - nothing to add

## XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:49 pm.





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**July 2025 Statement**

Open Date: 06/13/2025 Closing Date: 07/15/2025

**Visa® Business Cash Card**

HENIKADISTRICTLIBRARY

<b>New Balance</b>	<b>\$4,703.78</b>
<b>Minimum Payment Due</b>	<b>\$48.00</b>
<b>Payment Due Date</b>	<b>08/10/2025</b>

**Reward Points**

Earned This Statement	4,963
Reward Center Balance	19,560
as of 07/14/2025	
For details, see your rewards summary.	

Account:

**Elan Financial  
Services**

BUS 30 ELN

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**Activity Summary**

Previous Balance	+	\$1,995.08
Payments	-	\$1,995.08 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$4,703.78
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>\$4,703.78</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$48.00</b>
Credit Line		\$30,500.00
Available Credit		\$25,796.22
Days in Billing Period		33

**Payment Options:**Mail payment coupon  
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1-866-552-8855

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



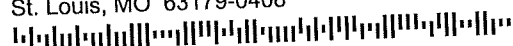
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 to change your address

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

<b>Account Number</b>	
<b>Payment Due Date</b>	8/10/2025
<b>New Balance</b>	\$4,703.78
<b>Minimum Payment Due</b>	\$48.00

Amount Enclosed \$ \_\_\_\_\_

**Elan Financial Services**P.O. Box 790408  
St. Louis, MO 63179-0408



July 2025 Statement 06/13/2025 - 07/15/2025  
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## Business Cash

Rewards Center Activity as of 07/14/2025	
Rewards Center Activity*	0
Rewards Center Balance	19,560

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

	This Statement	Year to Date
<b>Rewards Earned</b>		
Points Earned on All Purchases	4,703	17,361
2 Extra Points - Telecom & Office Supply	260	1,974
1 Extra Point - Restaurants & Gas	0	62
<b>Total Earned</b>	<b>4,963</b>	<b>19,397</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.

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
06/13	06/12	0482	USPS PO 2597840348 WAYLAND MI	\$146.00	Post
06/16	06/13	9635	TAYLOR RENTAL PARTY PL 616-3928539 MI	\$260.00	Ad/Promo
06/17	06/16	3084	DOLLAR TREE JENISON MI	\$9.28	Sup.
06/17	06/16	1802	SP GYPSYJOY CREATION GYPSYJOYCREAT MI	\$47.70	Ad/Promo
06/20	06/18	8926	AMERICAN RED CROSS 800-733-2767 DC	\$123.00	MT
06/20	06/18	8959	AMERICAN RED CROSS 800-733-2767 DC	\$123.00	MT
06/20	06/18	9130	AMERICAN RED CROSS 800-733-2767 DC	\$123.00	MT
06/20	06/18	0294	AMERICAN RED CROSS 800-733-2767 DC	\$123.00	MT
06/20	06/18	0302	AMERICAN RED CROSS 800-733-2767 DC	\$123.00	MT
06/20	06/18	0351	AMERICAN RED CROSS 800-733-2767 DC	\$123.00	MT
06/23	06/21	0237	WHENIWORK.COM WHENIWORK.COM MN	\$21.00	CS
06/25	06/24	9049	LOWES #00907* 866-483-7521 NC	\$199.53	BC
06/25	06/24	9359	LOWES #00907* 866-483-7521 NC	\$26.22	BC
06/30	06/28	6078	LYFT *RIDE FRI 1PM LYFT.COM CA	\$40.43	mem/Tr.
06/30	06/28	4072	Mailchimp 678-9990141 GA	\$19.50	CS
07/01	07/01	1222	LYFT *RIDE MON 5PM LYFT.COM CA	\$52.77	MT
07/02	06/30	1625	MARRIOTT PHILAD DTOWN PHILADELPHIA PA FOR 03 NIGHTS	\$974.01	mem/Tr.

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July 2025 Statement 06/13/2025 - 07/15/2025  
HENIKADISTRICTLIBRARY

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Transactions		BAKOVKA, CIERRA J		Credit Limit \$30500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			FOLIO: 368070		
07/02	07/01	4051	Adobe Inc 800-8336687 CA	\$21.19	CS
07/03	07/01	6385	HOLIDAY INN EXPR CHI45 BEDFORD IL FOR 01 NIGHTS FOLIO: 11187321	\$183.07	MT
07/03	07/02	9146	LYFT *INCREASE TIP LYFT.COM CA	\$10.55	MT
07/07	07/03	6205	DOLLAR TREE JENISON MI	\$5.57	Sup
07/08	07/07	5533	INTERMEDIA.NET INC 800-379-7729 WA	\$113.17	U+il
			<b>Total for Account</b>	<b>\$2,867.99</b>	

Transactions		SCHREUR, VICTORIA		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			<b>Purchases and Other Debits</b>		
06/13	06/12	0582	WM SUPERCENTER #3453 WYOMING MI	\$142.36	YP
06/16	06/12	3682	THE HOME DEPOT #2761 GRAND RAPIDS MI	\$18.95	YP
06/20	06/18	2473	FIELDS FABRICS KENTWOOD MI	\$8.98	YP
06/23	06/19	3677	FIELDS FABRICS KENTWOOD MI	\$13.85	YP
06/27	06/26	5312	MEIJER STORE #199 CALEDONIA MI	\$29.63	Sup
07/01	06/30	5057	TARGET 00010520 WYOMING MI	\$20.02	YP
07/07	07/02	8133	HORROCKS MARKET KENTWOOD MI	\$5.99	AP
07/07	07/06	5821	OLLIES BARGAIN OUTLET WYOMING MI	\$37.49	YP
07/14	07/11	6540	HORROCKS MARKET KENTWOOD MI	\$5.99	AP
07/14	07/12	0914	BARNES & NOBLE 2356 KENTWOOD MI	\$141.92	YM
07/14	07/12	1869	TARGET 00020156 CALEDONIA MI	\$233.16	YM
			<b>Total for Account</b>	<b>\$658.34</b>	

Transactions		CUMMINGS, ABIGAIL		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			<b>Purchases and Other Debits</b>		
06/18	06/16	9229	HORROCKS MARKET KENTWOOD MI	\$5.99	AP
06/20	06/18	0186	MEIJER STORE #158 GRAND RAPIDS MI	\$12.57	AP
06/26	06/25	0820	DOLLAR-GENERAL #9954 WAYLAND MI	\$54.82	AP
06/26	06/25	0903	DOLLAR-GENERAL #9954 WAYLAND MI	\$17.55	AP
06/26	06/25	3126	MEIJER STORE #158 GRAND RAPIDS MI	\$15.97	AP
07/01	06/30	5657	HAMPTON INNS PHILADELPHIA PA FOLIO: 93681604	\$974.01	MT
07/03	07/02	1518	MEIJER STORE #158 GRAND RAPIDS MI	\$13.77	AP
07/07	07/03	2786	ZOOM.COM 888-799-9666 ZOOM.US CA	\$16.99	CS

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July 2025 Statement 06/13/2025 - 07/15/2025  
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**Transactions** CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/08	07/07	4141	DOLLAR-GENERAL #9954 WAYLAND MI	\$21.99	AP
07/10	07/09	8768	DOLLAR-GENERAL #9954 WAYLAND MI	\$27.82	AP
07/10	07/09	2578	MEIJER STORE #158 GRAND RAPIDS MI	\$15.97	AP
<b>Total for Account</b>				<b>\$1,177.45</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
07/02	06/29	0019	PAYMENT THANK YOU	\$1,995.08CR	
<b>Total for Account</b>				<b>\$1,995.08CR</b>	

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	\$4,703.78	\$0.00	YES	\$0.00	24.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.24%	

**Contact Us**



Voice: 1-866-552-8855  
TDD: 1-888-352-6455  
Fax: 1-866-807-9053



Questions

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Online

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## Henika District Library

## Balance Sheet

As of July 31, 2025

	Jul 31, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash - Checking - 7152	165,391.85
Cash - HY Savings - 013	515,141.74
Certificate of Deposit - 228	79,069.37
Certificate of Deposit - 548	33,912.45
Certificate of Deposit - 556	57,168.57
Savings - Building Fund - 212	242,332.98
<b>Total Checking/Savings</b>	1,093,016.96
<b>Accounts Receivable</b>	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
<b>Total Accounts Receivable</b>	333,175.84
<b>Total Current Assets</b>	1,426,192.80
<b>TOTAL ASSETS</b>	<b>1,426,192.80</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	970.35
<b>Total Other Current Liabilities</b>	332,073.41
<b>Total Current Liabilities</b>	332,073.41
<b>Total Liabilities</b>	332,073.41
<b>Equity</b>	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	854,506.51
Net Income	187,904.91
<b>Total Equity</b>	1,094,119.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,426,192.80</b>

# Henika District Library

## Profit & Loss Budget vs. Actual

### January through July 2025

	Jul 25	YTD	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
400502 - Federal E-Rate	183.54	1,952.57	3,500.00	-1,547.43
400540 - State Aid	4,389.02	8,941.15	10,500.00	-1,558.85
400581.C - City Contribution	0.00	168,557.45	195,000.00	-26,442.55
400581.T - Township Contributio	0.00	242,855.98	230,000.00	12,855.98
400582 - Non-Resident Fees	0.00	215.56	140.00	75.56
400601 - Copies and Faxes	412.36	2,718.80	1,700.00	1,018.80
400656 - Penal Fines	3,292.31	20,472.16	32,000.00	-11,527.84
400657 - Fines	26.49	631.38	350.00	281.38
400665 - Interest Income	1,918.90	13,195.19	16,000.00	-2,804.81
400691 - Donations	1,025.67	20,405.91	12,610.00	7,795.91
400692 - Miscellaneous Revenue	0.00	1,882.00	1,882.00	0.00
400693 - Book Sale	63.96	1,241.42	340.00	901.42
400700 - Grants	264.30	3,873.07	4,100.00	-226.93
<b>Total Income</b>	<b>11,576.55</b>	<b>486,942.64</b>	<b>508,122.00</b>	<b>-21,179.36</b>
<b>Expense</b>				
700710 - Employee Benefits	5,343.46	40,526.85	70,000.00	-29,473.15
700727 - Postage	146.00	334.30	600.00	-265.70
700728 - Supplies	173.71	4,650.77	9,000.00	-4,349.23
700740 - Equipment	1,058.69	11,316.07	14,000.00	-2,683.93
700740 - Furnishings	0.00	120.57	2,000.00	-1,879.43
700740 - Materials	3,060.82	18,020.75	37,750.00	-19,729.25
700801 - Advertising & Promo	307.70	3,584.67	4,650.00	-1,065.33
700805.1 - Accounting	513.00	11,994.20	16,000.00	-4,005.80
700805.2 - Bank Charges & Fees	0.00	50.88	100.00	-49.12
700806 - Technology Support	285.00	1,705.00	3,000.00	-1,295.00
700808 - Building & Grounds	2,454.24	12,286.66	12,882.00	-595.34
700850 - Communications	537.53	3,743.25	5,100.00	-1,356.75
700910 - Building/Liability Ins	0.00	8,576.00	7,300.00	1,276.00
700920 - Public Utilities	774.01	6,203.64	11,000.00	-4,796.36
700933 - Equipment Repairs	80.47	1,772.71	3,500.00	-1,727.29
700954 - Contractural Services	4,208.25	14,421.05	32,500.00	-18,078.95
700955 - Memberships / Training	3,215.04	7,063.51	8,000.00	-936.49
700956 - Programming	1,153.11	8,318.66	16,380.00	-8,061.34
700970 - Capital Outlay	1,117.25	13,017.25	12,360.00	657.25
Payroll Expenses	25,366.78	121,802.61	225,000.00	-103,197.39
Payroll Tax Expense	1,972.32	9,528.33	17,000.00	-7,471.67
<b>Total Expense</b>	<b>51,767.38</b>	<b>299,037.73</b>	<b>508,122.00</b>	<b>-209,084.27</b>
<b>Net Ordinary Income</b>	<b>-40,190.83</b>	<b>187,904.91</b>	<b>0.00</b>	<b>187,904.91</b>
<b>Net Income</b>	<b>-40,190.83</b>	<b>187,904.91</b>	<b>0.00</b>	<b>187,904.91</b>



Home

Alerts

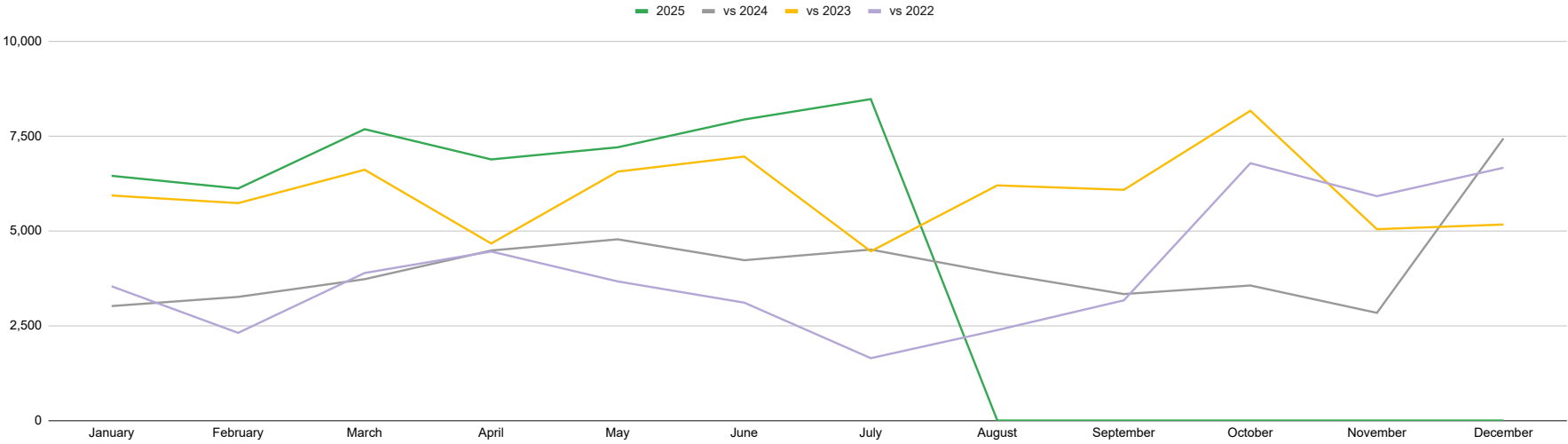
You have no alerts.

Accounts

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$179,104.14</b>
<b>PUBLIC FUNDS HIGH-YIELD SAVINGS</b> XXX013	Current balance <b>\$515,141.74</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$242,332.98</b>
<b>TIME DEPOSIT</b> XXXX228	Current balance <b>\$79,069.37</b>
<b>TIME DEPOSIT</b> XXXX079	Current balance <b>\$33,912.45</b>
<b>TIME DEPOSIT</b> XXXX087	Current balance <b>\$57,168.57</b>

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

2025 vs 2022/23/24

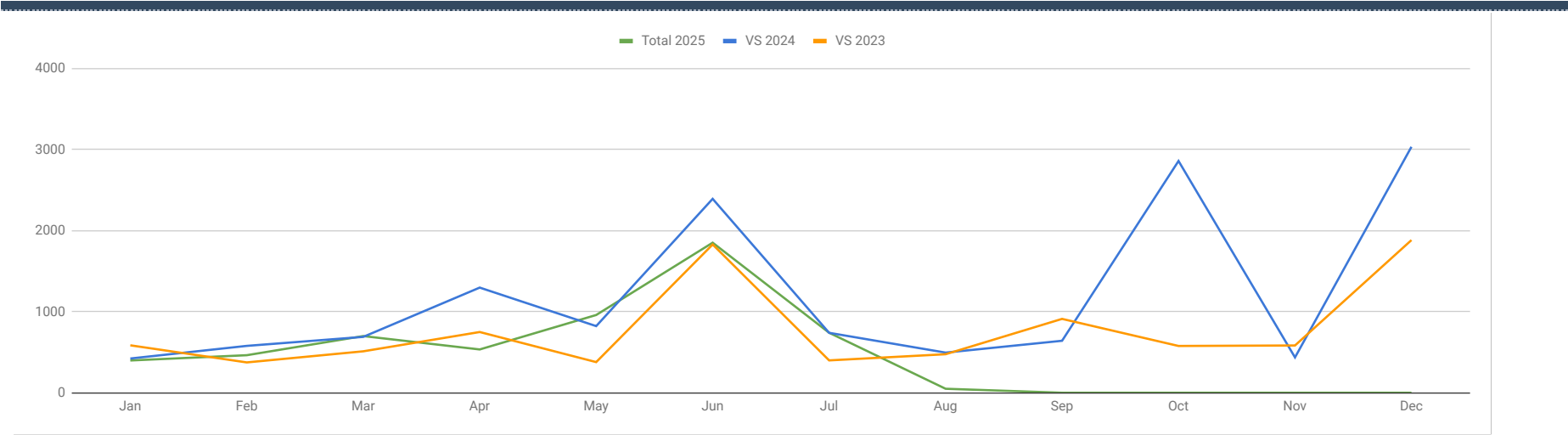


Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2025	6,456	6,122	7,687	6,889	7,209	7,943	8,480	0	0	0	0	0	50,786	7,255
vs 2024	3,020	3,262	3,729	4,486	4,781	4,230	4,510	3,890	3,337	3,563	2,841	7,444	49,093	4,091
vs 2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	6,204	6,087	8,173	5,048	5,172	71,641	5,970
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE
Monday	311	334	380	294	273	364	385	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	314	337	333	279	353	329	378	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	301	332	342	347	287	458	343	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	356	213	308	266	339	303	372	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Friday	215	224	277	196	324	225	276	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	128	175	225	184	103	217	162	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	362	306	527	437	888	675	326	0	0	0	0	0	3521
Adult	23	78	87	71	56	255	135	11	0	0	0	0	716
Family	13	79	85	26	15	921	279	38	0	0	0	0	1456
Total 2025 [1]	398	463	699	534	959	1,851	740	49	0	0	0	0	5693
VS 2024	422	578	689	1,297	822	2,392	739	495	641	2,859	436	3,034	14404
VS 2023	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Yearly Increase	94%	80%	101%	41%	117%	77%	100%	10%	0%	0%	0%	0%	40%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth Live Events	151	76	223	262	761	144	74	0	0	0	0	0	1691	141
Youth Reading Programs	37	43	123	9	2	412	76	0	0	0	0	0	702	59
Passive Programs	174	187	181	166	125	119	176	0	0	0	0	0	1128	94
Adult Live Events	23	65	87	71	56	31	97	11	0	0	0	0	441	37
Adult Reading Programs	0	13	0	0	0	224	38	0	0	0	0	0	275	23
Family Live Events	13	79	85	26	15	921	279	38	0	0	0	0	1456	121

	2025			2024			2023		
	Participated	Finished	%	Participated	Finished	%	Participated	Finished	%
Children	439	193	44%	498	232	47%	350	186	53%
Teens	42	15	36%	31	10	32%	43	10	23%
Adults	262	124	47%	318	136	43%	200	93	47%
Total	743	332	45%	847	378	45%	593	289	49%

Sign Up Inc 88%

Finisher Inc 88%

	2022			2021		
	Participated	Finished	%	Participated	Finished	%
Children	461	106	23%	90	29	32%
Teens	48	9	19%	14	1	7%
Adults	116	41	35%	39	11	28%
Total	625	156	25%	143	41	29%

2022			2021		
Participated	Finished	%	Participated	Finished	%
461	106	23%	90	29	32%
48	9	19%	14	1	7%
116	41	35%	39	11	28%
625	156	25%	143	41	29%

**July 2025**  
**Youth Services Report**  
**Tori Schreur, Youth Services Librarian**

**Make Your Own Cotton Candy: 110 attendees**

Boy did I underestimate how popular this event was going to be! 110 people came through to make their own cotton candy. Surprisingly, I wasn't that stressed, but I was worried about kids becoming impatient, but everyone was so understanding and patient. While they waited, the Gun Lake Women's Club had a table set up for kids to color "quilt squares" for a Kindness quilt they were making. It took a bit to get the hang of the cotton candy maker, but it ended up being a great time. The program itself ended up taking 3 hours from start to finish!

**Oddities Show and Tell: 8 attendees**

I wish more kids had brought stuff in, but we still had a pretty good setup downstairs in the Youth area for kids to see all the different odds and ends. I brought in an owl pellet and a magnifying glass so kids could take a closer look at that. Some other items that were brought in were a sheep's horn, and elk's horn, various types of sponges and rocks, and different kinds of animal teeth. We had the table set up for a little bit so kids could see them as they came down to grab books.

**Make Your Own Balloon Animals: 26 attendees**

This was a pretty fun program! I made up instructions and tutorials on how to make a few different balloon "animals" and checked out a few books from other libraries. The majority of the kids liked the swords, but we had a few kids make dogs and flowers as well. I had an injured thumb and struggled with the folding and twisting, but I ended up getting incredibly lucky, because a teen showed up who was very talented and loved making balloon animals. She said she makes them for all the kids and her younger brother's baseball games. We ended up having a lot of fun!

**Circus Themed Storytime: 17 attendees**

The only Circus themed stories I could find were a little lengthy for my average aged littles at Storytime, but they did great! I dressed up like a clown, nose included, and read the stories to them. I even gave all the kids noses as well. When we were done, since we had leftover materials from the Balloon Animals, I let the kids pick out their favorite colored balloons, and made them all swords.

**Circus Playtime: 42 attendees**

Of all the hot days we've had this summer, it was gorgeous and perfect weather for Circus Playtime to be held outside. Allegan Community Action showed up as well with information on

their programs, as well as free toys for the kids. I had lots of circus and carnival games outside, such as Giant bowling, ring toss, bubbles, obstacle courses, and more.

### **DIY Crystal Balls: 7 attendees**

This was my favorite program we did this summer. Probably the most simple also! All you needed was empty snow globes (thank goodness Hobby Lobby already has their Christmas stuff out), fine glitter, metallic acrylic paint, and water. I had large globes and small globes so we could play around with different color and glitter combinations. It was so easy, I think I'd like to make Christmas snowglobes come winter.

### **Scavenger Hunt: 110 kids**

### **Looking Forward:**

August will be the end of our Summer Reading Program, and the end of our Circus themed programs. To kickoff the month, I will be doing storytime at the Wayland Farmer's Market on Saturday, August 2nd. On Monday, August 4th Joel Tacey will be bringing his Joel's Picasso Magic Show to the library. On Wednesday, August 6th we will be hosting our Summer Reading Finale Party and drawing the prize winners for all the Grand Prizes. On Tuesday, August 12th, I will be doing another Preschool Playtime. These have had a pretty good turnout over the last few months. On Thursday, August 14th, I will be hosting a "How to draw" for kids class, where we will be practicing drawing cartoon characters like Yoshi and Pikachu. The next week has quite a few programs, but it is the first week of school, so we will see how that goes. On Monday, the 18th, we will be doing a DIY Lip Gloss for teens. That Tuesday, the 19th, Emma will be bringing her snake Coco in to do a Q&A, as well as let kids hold her snake. On Wednesday, there will be another drawing class, but this time with a presenter. The Youth program will be at 5:00 and we will be doing Pixel Art. Lastly, on Tuesday the 26th we will have a sticker party so we can decorate our notebooks and water bottles for school with stickers!

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

**Programs & Attendance**

**Puzzle-Palooza: 16**

This event was a lot of fun! It ended up being more people dropping in and timing themselves than a structured competition, but people really seemed to like being able to come do a puzzle at the library. It might be something I do more often.

**Al Capone and the 1933 World's Fair: 8**

This event had some technical errors, made worse by me being absent after surgery, but once it started working people enjoyed it! It was virtual, but patrons still had the ability to talk to the presenter and ask questions.

**Jackbox Tournament: 5**

This was a good time! I liked holding it at 4one2, but I think in the future it would be a little easier to manage the games at the library.

**Michigan Women in the Circus: 10**

This event was super cool and relevant to both our population and our summer reading theme! The presenter was a professor from CMU and did a great job.

**The Greatest Showman Movie Night: 9**

This might have been our best attended movie night ever! We made popcorn and lots of families came.

**Take and Make: 55**

This take and make was a very simple little scratch art bookmark, but it flew off the shelves! I had to supplement it with some scratch art from a youth event.

**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.

**Stitching Circle: 4**

This was a small stitching circle for sure. I'd like to get the word out. But it's free to put on, and a nice way to spend a Saturday, so I'm going to keep at it for at least a few months.

**Paint Along With Us: 28**

Jake helped me out with this one because of my surgery, and it was very well attended! Even the Wednesday one, which usually only brings in a few people, had 12 participants.

**Sawmill: 8**

This was a great turn out for sawmill! We've definitely been getting more people coming since I moved it to 9:30.

**Green Acres: 8**

Green Acres was a lot of fun! I like to bring a small craft when I go, so I brought the bookmark take and make, and then when we finished we played bingo. Everyone seemed to be having a good time!

**Bingo! Brunch: 131**

Summer reading bingo was crazy this year! Attendance was between 20-45, and we had a lot of repeat attenders. Doing it every Wednesday in the summer is a lot of work, but it's definitely worth it.

**Seed Library Patrons: 5, Seeds: 43**

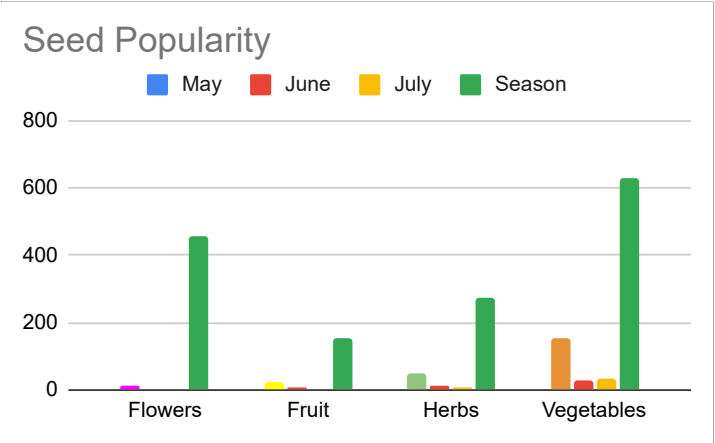
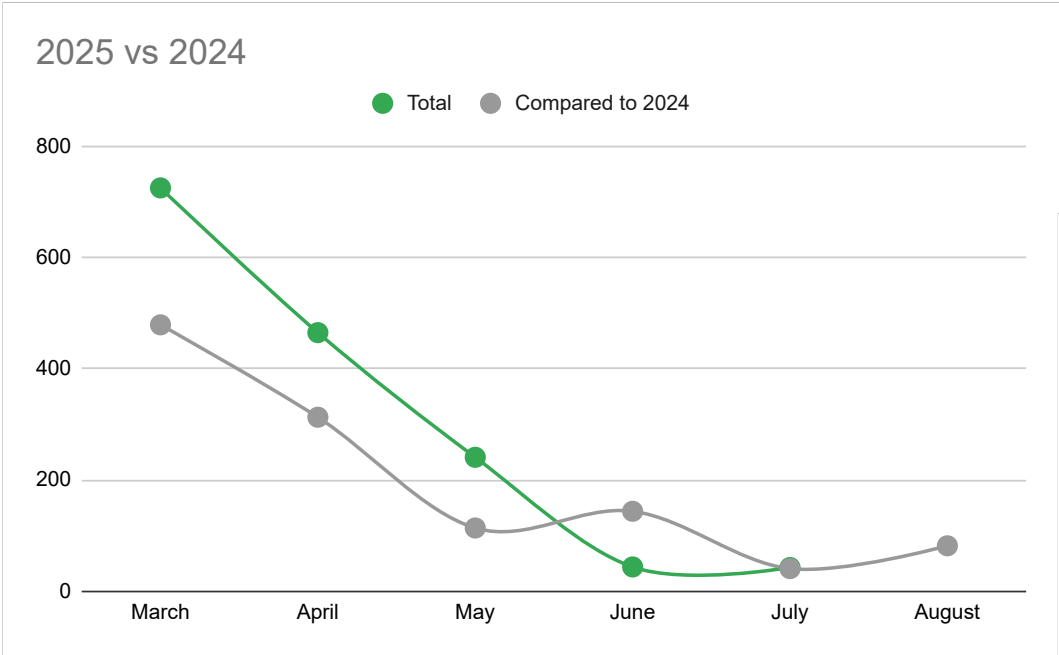
About the same amount of seeds went out this month as last month. We've only got til the end of august, so I did some marketing to try and get some last minute usage.

**Total Program Participants: 287****July Reflection**

There was a lot going on in July! Bingo! Brunch was definitely the biggest draw I had, but most of the other events were pretty well-attended also. I was glad that the puzzle event was well-attended, because a lot of people have been asking about something like that, so it was nice that people showed up and appreciated it.

**Looking Forward**

August is not quite so hectic as July, but I think there will still be some good stuff. People have been asking about D&D again, so I'm going to run another one-shot. I'm also doing a craft, because we haven't had much of that this summer, and spice club is coming back for the school year. We're having an artist, ACCF, and Kubiak-Cook come to do presentations as well.



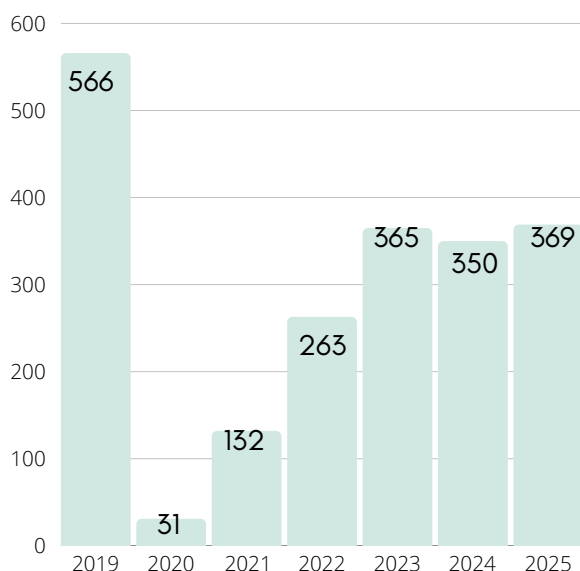
	March	April	May	June	July	August	Season
Flowers	269	175	13	0	0		457
Fruit	92	37	22	5	0		156
Herbs	120	85	51	12	8		276
Vegetables	244	168	155	27	35		629
Total	725	465	241	44	43		1518
Compared to 2024	479	313	114	144	41	82	1061
Patrons:	41	38	22	9	8		

# July 2025

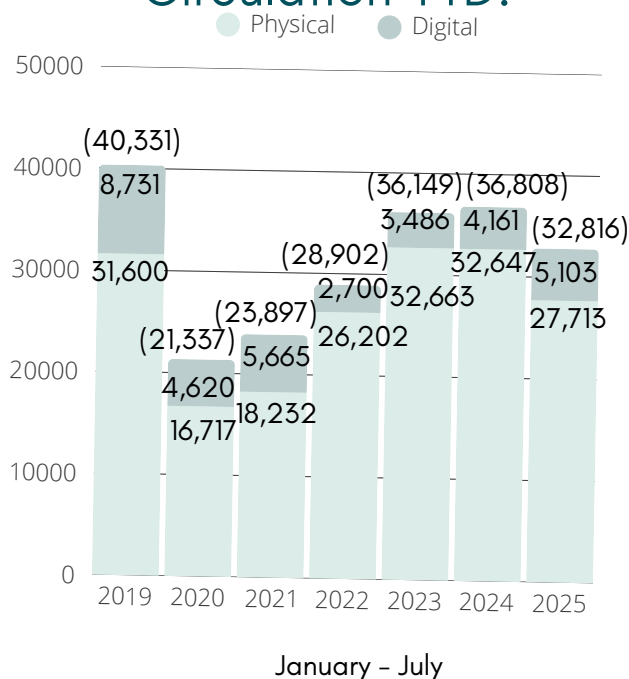
Our July circulation numbers are 3,992 less than what they were in July 2024. The categories showing the most growth from last year during the month of July are Teen Print; which circulated 1.4 times more than this time last year, Special Collections Items; which circulated 1.6 times more than this time last month, and Juvenile Audiobooks; which circulated 6.7 times more this July. Other categories showing noticeable growth from last July include: Juvenile Print, Teen Audiobooks, Adult Audiobooks, Adult e-Books, and Adult e-Audiobooks. The categories that are not circulating as well as they did in July of 2024 include: Adult Print, Tween Print Juvenile Print, MeL Items, Board Games, Videogames, all DVDs (General and Youth), Tween Audiobooks, Teen e-Books, Juvenile e-Books, Teen e-Audiobooks, and Juvenile e-Audiobooks. On a different note, our computer sessions are on the rise as more patrons have been coming in to utilize our printing, scanning, and faxing, services. I anticipate our overall circulation rates will continue to rise with the start of the new school year!

*Courtney Schenkhuizen - Circulation Supervisor*

## Computer Sessions



## Circulation YTD:

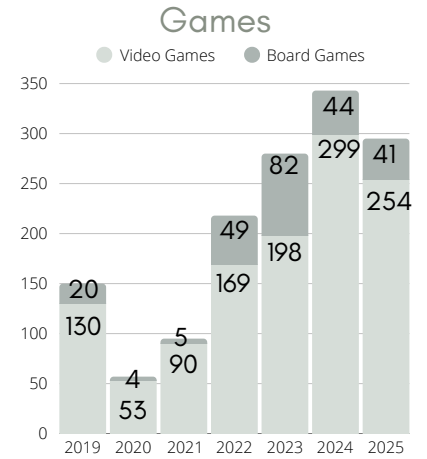
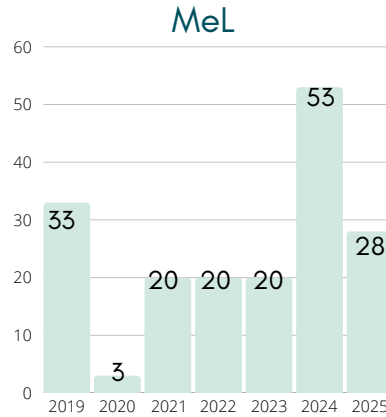
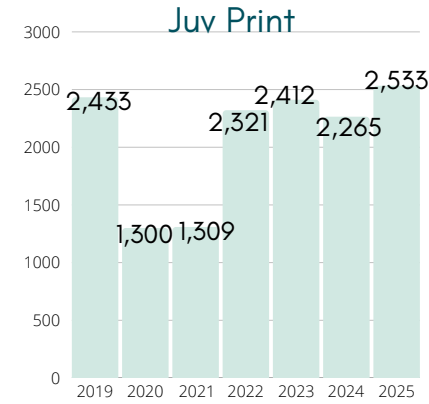
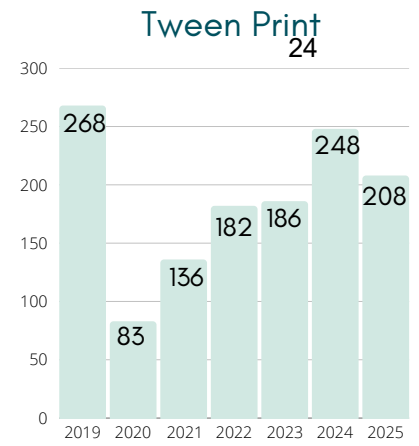
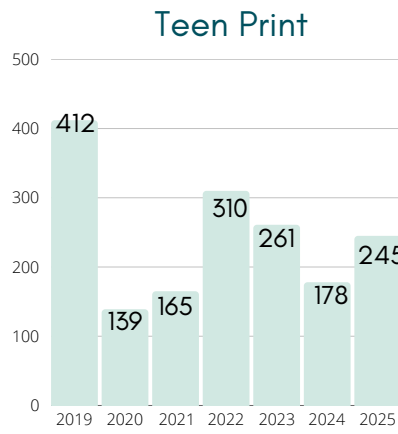
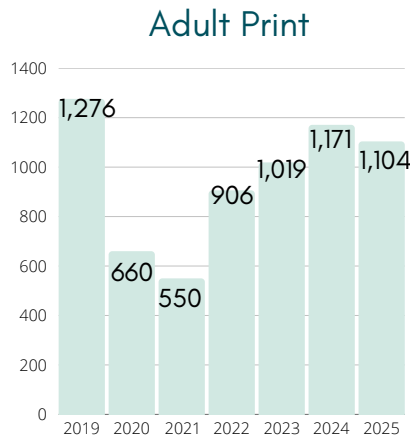


Henika has 2,610 total patron accounts. 593 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

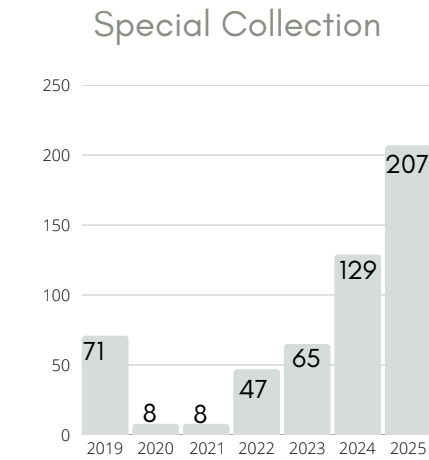
177 Patron accounts added YTD  
 16 Patron accounts added in July:

- 11 - Wayland City
- 5 - Wayland Township

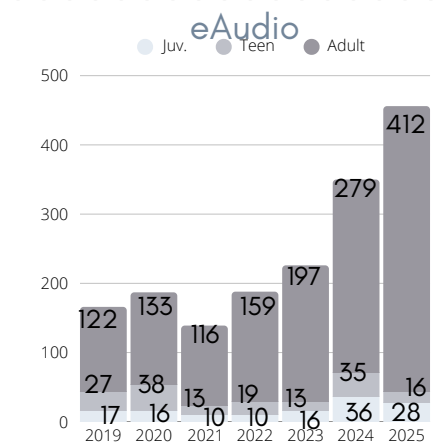
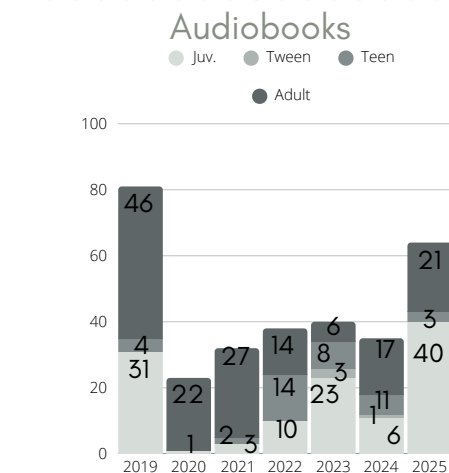
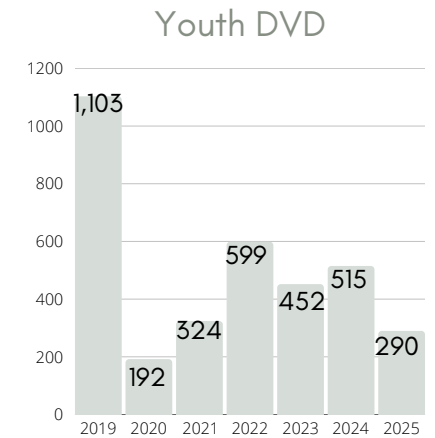
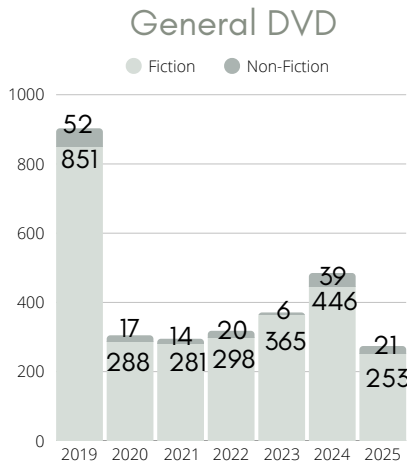
\*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.



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



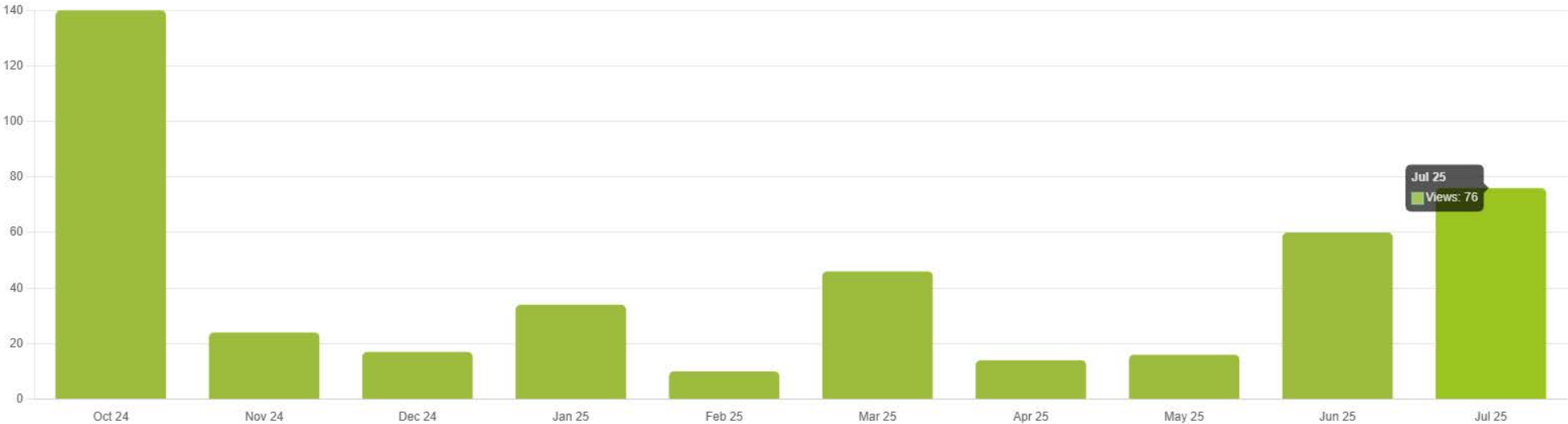
\*prior to August 2021, this only included launchpads



[Back to Dashboard](#)

Total Views **437**

10/01/2024 - 07/31/2025 



Tutorial Name 

Views 

Michigan Activity Pass	54
FamilySearch – Free Genealogical Records and Family Trees	12
PCI Parents: Why We Should Let Our Kids Choose Their Own Books (Part 1)	8
AtoZ Food America – Recipes for and Food Culture in the USA	2

## Henika District Library Meeting Minutes

Henika District Library  
Finance Committee Meeting  
July 25, 2025 at 10:00 am

**Members Present:** Meghan Augustin (ex officio), Jacqui Kuhn, Danielle Simmons

**Members Absent:** None

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 10:08 am by Simmons.
- II. Approval of Agenda with correction of previous meeting date motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of June 17, 2025 Finance Committee Meeting Minutes motioned by Simmons and seconded by Augustin. All yes, motion passed.
- IV. Unfinished Business
  - a. Explore Funding Options for Building Project
    - i. Grants
      1. No update provided.
    - ii. USDA Loan
      1. Bakovka reached out to Lakeland directors to inquire about their experiences with various funding options and received several responses via email and voicemail; the general experience of other directors was that the USDA loan process was not their recommendation. There are more up-front costs and likely more maintenance costs associated with the USDA loan compared to a bond campaign. Bakovka offered to invite Joe Gross to a meeting to discuss his experience with a bond process as the board further considers funding options. Discussion ensued.
      2. Recommendation to the board to pursue a bond campaign as the primary funding source for the expansion project motioned by Kuhn and seconded by Simmons. All yes, motion approved.
    - iii. Millage
      1. The committee discussed the necessity of a millage as a funding source whether pursuing the USDA loan option or a bond option.

iv. Large Donors/Memorials

1. Bakovka attended a creative capital funding session at ALA, but the panel did not have helpful suggestions. There was another session with more helpful advice on sharing success so donors will listen.

V. New Business

i. 2025 Budget Amendment Draft #3

1. Bakovka presented a draft budget amendment for 2025 and reviewed each line item of the budget with proposed changes along with supporting information.
2. Recommendation of F/Y 2025 Budget Amendment #3 as presented pending additional income motioned by Kuhn and seconded by Simmons. All yes, motion passed.

VI. Around the Table

- a. Kuhn will be out of town with little access to phone and email from August 2-8, so responses will be delayed during that time.
- b. Bakovka has been having car issues and is in full swing of wedding preparations. Planning to do another library experience survey in the fall.
- c. Augustin is excited for summer reading wrap-up.
- d. Simmons had nothing to add.

VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 11:28 am.

# Minutes

Henika District Library  
Planning Committee Meeting  
August 4th, 2025 at 1:15pm

## **I. Call to Order - 1:19pm by Brinks**

Members Present: Danielle Simmons, Deb VanderSlik, and Rachel Brinks

Members Absent:

Staff Present: Cierra Bakovka

Guests: Meghan Augustin

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

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

- June 2025 Minutes

## **IV. Unfinished Business**

### **A. Fundraising Initiatives**

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

- i. Tshirts continue to be sold, no new orders needed at this time.

#### **b. Summerfest**

- i. Dunk tank was successful. \$762.13 gross, \$342.13 net. Saw an increase in large donations after event, \$500 for one and \$1000 for another

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

- i. Many mailings were returned with complaints of wrong addresses. Cause of discrepancy unknown. Will use "to current resident" on future mailings.

### **B. Professional Fundraiser**

#### **a. Draft RFP**

- i. Will recycle some portions of previous RFPs. Goal will be to raise 1.5 million for expansion by December 1st, 2026. Expectations discussed and questions suggested. Current timeline proposed:
  1. Advertising date: 9/2/25
  2. Proposals due: 9/19/25
  3. Interview dates: 9/29/25 - 10/3/25
  4. Contract award date: 10/15/25
  5. Completion date 12/1/25

## **V. New Business**

### **1. New idea Brainstorm**

#### **a. Yard Signs**

#### **b. Monster Mash**

# Minutes

- i. Apple bobbing
- ii. Haunted House
- iii. Hayride
- iv. Professional Murder Mystery Dinner

## **VI. Around the Table**

No one had anything to add

## **VII. Adjournment - 2:39pm, motioned by Augustin, seconded by Brinks**

# Estimate

ML Windows L.L.C.  
1740 44th St Ste#146  
Wyoming, MI 49519  
mlwindowsllc@gmail.com

**Estimate Number:** E250808231  
**Estimate Date:** 08/08/2025  
**Payment Terms:** Due On Receipt  
**Estimate Amount:** 18,000.00  
**Created By:** Benjamin OBrien

**Billing Address**  
Henika District Library  
149 S Main St  
Wayland

**Shipping Address**  
Henika District Library  
149 S Main St  
Wayland

Item #	Item Name	Quantity	Unit Price	Taxable	Total
1256	Marvin Fiberglass & Wood Windows 8 Fiberglass exterior, wood interior premium Marvin windows. Khaki exterior, stained interior. All fasteners, insulation, and disposal included. installed by certified installers.	1.00	18,000.00		18,000.00

Subtotal: \$ 18,000.00  
Estimate Amount \$ 18,000.00

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**Henika District Library**

149 S. Main St  
Wayland, MI 49348  
(269) 792-2891

# Request for Proposals to Provide Capital Fundraising Consulting: Library Expansion

**September 2nd, 2025**

**Owner:** Henika District Library

**Contact Person:** Cierra Bakovka, Director - Henika District Library

**Contact Address:** 149 S. Main Street, Wayland, MI 49348

**Contact Phone:** (269) 792-2891

**Contact Email:** cierra@henikalibrary.org

**Project Name:** Henika District Library Expansion

**Project Location:** 149 S. Main St, Wayland, MI 49348

## 1. REQUEST

Henika District Library is seeking proposals from qualified fundraising consultants (individuals or organizations) to develop and assist in implementing a comprehensive fundraising plan for an expanded library facility.

The proposed expansion aims to increase the library's size to between 8,000 and 9,000 square feet, enhancing functionality, accessibility, and overall community service capacity. The total projected cost of the project is approximately \$4.5 million. The Library Board has set a fundraising goal of \$1.5 million by December 1, 2026, and determined that engaging a fundraising professional is the next strategic step.

Firms/Individuals should have experience that includes, but not limited to:

- Fundraising for capital projects exceeding \$1 million
- Securing major gifts from a diverse donor base
- Planning and executing fundraising events and campaigns
- Fundraising for community resources such as libraries, schools, or civic spaces
- Working on publicly funded projects
- Collaborating with public officials and government entities
- Assessing organizational fundraising capacity

## 2. SCOPE OF WORK

Henika District Library is seeking a Fundraising Consultant with a proven track record in developing and executing fundraising plans for large-scale capital projects. The minimum of the consultant's responsibilities will include:

- **Project Kickoff:** Attend an initial meeting with the project team to confirm goals, timelines, deliverables, and roles.
- **Fundraising Capacity Audit:** Identify strengths and weaknesses of existing fundraising efforts and infrastructure to determine areas of improvement and development. Assess the opportunities and threats external to the organization as well as organization readiness that will inform the fundraising plan and assure its success.
- **Prospect Research:** Creating a detailed prospect list that includes potential donors (corporations, governments, foundations, individuals, and others) that work to support Henika District Library's vision. List will also contain relevant application procedures and deadlines.
- **Fundraising Plan & Pitch Deck:** Create a clear, actionable fundraising plan and a companion pitch deck aligned with the Library's vision and capital campaign goals.
- **Ongoing Consulting:** Provide coaching and strategic support throughout the implementation phase.

- **Event Support:** Assist in planning and executing fundraising events and campaigns.
- **Progress Reporting:** Submit monthly updates summarizing progress, challenges, and next steps for review by the Library Board.

## 2.1. Deliverables

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

- Fundraising Capacity Audit Report
- Comprehensive Prospect List
- Fundraising Pitch Deck

## 3. CONTENT OF PROPOSAL

Proposed staffing for the project including brief qualifications of each staff member assigned to the project and their roles (if more than just an individual).

Related project experience of the firm or individual and the proposed staff (if applicable) describing the project owner, services provided, date of completion and total funds raised.

A lump sum amount for providing the scope of services and deliverables for the project. Please outline the estimated number of hours that you expect that you or your firm will spend on the project and labor rates, including meetings with the board, and possible related costs.

Clarify expectations for both the consultant and Library throughout the project.

Explain any relevant familiarity with the area, local stakeholders, and/or library funding.

Share your perspective on what makes a library attractive to funders or donors.

One digital copy of the proposal should be provided to facilitate distribution to the Planning Committee.

## 4. ESTIMATED TIMELINE

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

- **Advertise for proposal date:** September 2nd, 2025
- **Cost Proposals Due date:** September 19th, 2025
- **Proposed Interview date(s):** September 29th - October 3rd

- **Contract award date:** October 15th, 2025
- **Completion date:** December 1st, 2025

**Please comment on the appropriateness of the timeline for you or your firm to meet the proposed schedule. These dates are tentative and subject to change but will be finalized within the professional services agreement.**

## **5. JUDGING OF PROPOSALS**

The Library Board has ordered their Planning Committee to determine the viability of the project. The Planning Committee will perform the initial review of the proposals, based on professional qualifications, previous experience on similar projects, ability to meet project work schedule, and total proposal cost.

The Planning Committee will make a recommendation to the full Library Board, who will have final approval over the contract with the fundraising consultant or firm. The Library reserves the right to reject all cost proposals, waive informalities or irregularities, and accept the proposal that it determines to be in the best interest of its patrons.

## **6. SUBMISSION OF PROPOSALS**

One (1) digital copy of the proposal shall be submitted to: [cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)

All cost proposals and deliverables must be received before 5pm on Friday, September 19th and be addressed to the Henika District Library Board. Please include a cover sheet with the following information: Name of the firm or individual placing the proposal, contact email, address, phone number, and lump sum cost.

**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)

---- 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

---

**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)



---- 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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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

# Varieties of Municipal Bonds and Debt

- Bonds
- Notes
- Installment Purchase Agreements
- Certificates of Participation

# Who Buys Municipal Bonds and Debt

- Institutional Investors
- Individuals
- Banks – in direct purchases
- USDA Rural Development (“RD”)
- Michigan Finance Authority (a conduit issuer)

# Reasons to Borrow Money

- To finance capital expenditures for public projects (“New Money”)
- To refinance outstanding bonds (“Refunding”)
- To fund accrued pension or OPEB liabilities
- To pay Costs of issuance

# Rarer Reasons to Borrow Money

Only in special cases:

- To fund unfunded accrued liabilities for Pensions & Retiree Medical Benefits (aka OPEB, Other Post-Employment Benefits)  
--December 31, 2016 sunset
- To fund cash flow deficits  
(school districts & charter schools)
- Emergency Loans from State of Michigan

# Professional Advisors from the start

- Bond Counsel
- Financial Advisor (now aka Municipal Advisor)
- Underwriter or Placement Agent
- Engineering Firm

# How are muni bonds & notes sold?

- **Competitive Sale** – published Notice of Sale; opening sealed or electronic bids; award order
- **Negotiated sale** – with Underwriter(s), public offering, signed Bond Purchase Agreement
- **Private Placement** – with Placement Agent, signed Bond Placement Agreement
- **Direct Purchase** – by Bank or RD



Q Mail | contains bond

**Re: [Michlib-I] USDA Loan vs Bond Campaign for Expansion project**

OC Elyshia Hoekstra &lt;director@coopersvillelibrary.org&gt;



Mon, 30 Jun 2025 11:34:22 AM -0400 · INBOX

To "Cierra Bakovka" &lt;cierra@henikallibrary.org&gt;

Tags

Security TLS [Learn more](#)

Hi Cierra,

I'm afraid I'm not going to be a huge amount of help, but I can let you know what I do know. Coopersville went for a bond for their expansion about 7-8 years ago. It was successful. About the only thing I know besides that, was that they worked with the local DDA for support and to get the word out. If you have a specific question, I might be able to find out for you, but I wasn't here myself so my experience is second hand.

As for the USDA loan, I also think it would be second hand, but if I remember correctly, that is how Allegan funded their expansion. I remember Ryan Deery mentioning it years ago, but I don't know any of the specifics. You could potentially reach out to him or his successor to find out what their experience was (which I feel like I remember wasn't that great.)

Wish I was more help!

Elyshia Hoekstra, Director  
Coopersville Area District Library  
333 Ottawa St  
Coopersville, MI 49404  
616-837-6809  
[director@coopersvillelibrary.org](mailto:director@coopersvillelibrary.org)

On Mon, Jun 30, 2025 at 10:23 AM Cierra Bakovka via Michlib-I <[michlib-l@mcls.org](mailto:michlib-l@mcls.org)> wrote:[Reply](#) · [Reply All](#) · [Forward](#) · [Edit as new](#) · [Reply With Template](#)

@mention a user or group to share this email



**Re: [Michlib-I] USDA Loan vs Bond Campaign for Expansion project**

< librarianzim@gmail.com >

Mon, 30 Jun 2025 10:46:39 AM -0400

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

We did a usda loan for a building and it was a lot and still is. Until it is paid off you have to give them information yearly and carry a bond until it is paid off. The project itself was a lot and a lot of paperwork and inspections. I am not sure I would ever do it again.  
Jeanette

Jeanette L Leathorn MSLS  
Ogemaw District Library  
107 W Main St  
Rose City MI 48654  
989-685-3300  
989-685-3647 fax  
989-387-8982 cell

---

**From:** Michlib-I <[michlib-l-bounces@mcls.org](mailto:michlib-l-bounces@mcls.org)> on behalf of Cierra Bakovka via Michlib-I <[michlib-l@mcls.org](mailto:michlib-l@mcls.org)>

**Sent:** Monday, June 30, 2025 10:20 AM

**To:** Michlib-I <[michlib-l@mcls.org](mailto:michlib-l@mcls.org)>

**Subject:** [Michlib-I] USDA Loan vs Bond Campaign for Expansion project

Hi all,

Does anyone have experience with a USDA Loan and/or a bond campaign to fund an expansion project for their library? We were initially thinking USDA loan but we've been having nothing but problems and the board is wondering if we should pivot and do a bond campaign instead. I would love to hear from people who have done either or both about their experiences and pros/cons. Thank you!

**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)

**Subject: RE: [Michlib-l] USDA Loan vs Bond Campaign for Expansion project**

<hsiasoco@pinckneylibrary.org>

Mon, 30 Jun 2025 12:28:45 PM -0400

To "Cierra"<cierra@henikalibrary.org>

Hi, Cierra!

This is Hope Siasoco, library director at the Pinckney Community Public Library.

We went through both at our library in 2010-2011 to be able to build our current library on 125 Putnam St. in the heart of the Village of Pinckney. We applied for the USDA Loan in 2010. Our architect, Ron Ceislak from Merrit Cieslak, helped the most in putting the application together.

But, part of the loan was proof of support from the community that we'd be able to pay off the long term, low interest loan. So, the library leveraged that as an opportunity to go in front of the voters on February 22, 2011 to pass a 30-year millage to help secure the loan. When it passed, the banks started approaching us about selling long term, low interest bonds.

Because the USDA loan program should be the bank of last resort, once we passed the millage in February, the USDA withdrew their acceptance of our application.

Either way, it worked out to the library's advantage. Now we were able to sell our bonds in 2011, through Huntington Bank. We refinanced our bonds in 2021 so we're paying an even lower interest rate now. The bonds should be fully paid by May 1, 2036.

I know this is a very basic summary. If you have questions or need more details, feel free to reach out to me via email ([hsiasoco@pinckneylibrary.org](mailto:hsiasoco@pinckneylibrary.org)) or phone (734-878-2952--office; 734-834-3635--cell) and I'd be glad to share information on how we were able to finance our current library building.

Sincerely,  
Hope Siasoco  
Library Director

-----  
She/Her  
Pinckney Community Public Library  
125 Putnam St.  
Pinckney, MI 48169  
Tel: 734-878-2952  
Fax: 734-878-2907  
Email: [hsiasoco@pinckneylibrary.org](mailto:hsiasoco@pinckneylibrary.org)  
-----

## USDA v. Bond

---

**Ingrid Boyer** <iboyer@sdlibrary.org >

Mon, 30 Jun 2025 1:16:13 PM -0400

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

---

We also considered a USDA loan, but ultimately went with a bond. I don't remember all the details, but the USDA process is extremely complicated. I also think we were advised by some of the experts we were working with that it was just not worth it. No real advice, just the reassurance that you would not be the first person to bail on the USDA option, if that is what you decide to do.

Good luck.

Ingrid

Ingrid Steen Boyer  
Director, Saugatuck-Douglas District Library  
269-857-8241

# CONSTRUCTION MANAGEMENT SERVICES

// HENIKA DISTRICT LIBRARY

**JUNE 6, 2023**



3769 3 MILE RD NW | GRAND RAPIDS, MI 49534

- OUR MISSION -  
**Children**





June 6, 2023

ATTN: Cierra Bakovka  
Henika District Library  
149 South Main Street  
Wayland, MI 49348

Dear Ms. Bakovka:

On behalf of the Triangle team, thank you for sharing your vision for Henika District Library's future. Your impressive research, strategic planning and determination to create a space for Wayland community members to collaborate, explore, learn and immerse themselves in good books is inspiring. It's also the reason why we hope to partner with you to make your vision a reality. After all, construction is our profession; growing and supporting communities is our passion.

The following pages highlight our team's approach to a successful project. Our firm brings over 105 years of construction experience serving communities across Michigan. We have built hundreds of projects over the past century, but the most important thing we have built is strong and lasting relationships. We are proud of our history and proud of the team that makes our success possible. We would be equally proud to be a part of the Henika District Library team and your future.

Our team looks forward to discussing the project specifics in greater detail. In the meantime, please do not hesitate to contact me at 616.453.3950 if you have questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads "Brianne Pitchford". The signature is fluid and cursive, with the first name "Brianne" and last name "Pitchford" clearly legible.

Brianne Pitchford, LEED AP  
Vice President of Project Development  
**Triangle Associates, Inc**



**TO US, IT'S BIGGER  
THAN A BUILDING**

# TABLE OF CONTENTS

- 1 | Company Background
- 2 | Experience
- 3 | Preconstruction Approach
- 4 | Construction Management Services Proposal
- 5 | The Triangle Difference

**We see construction as more than our job. It's our promise to build **only the best for those who live, work and learn** every day.**



// SECTION 1

# COMPANY BACKGROUND



## // 1. Company Background



**We've been  
building  
since 1918.**

As individuals and as a company, we're dedicated to continuous improvement and providing services that set a whole new standard.

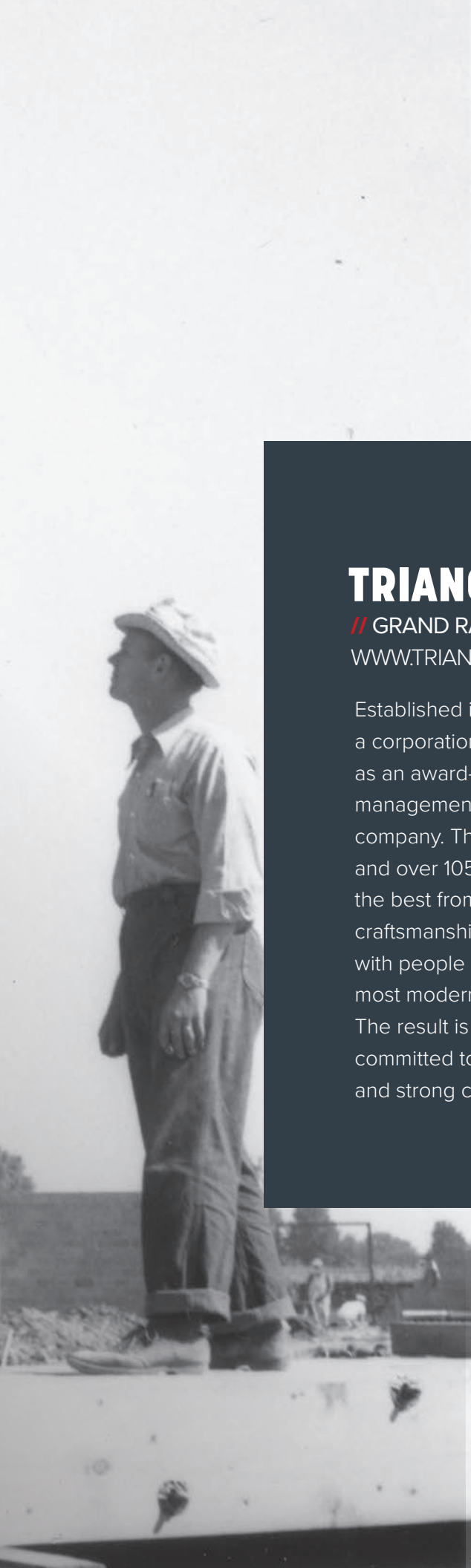


## TRIANGLE ASSOCIATES

// GRAND RAPIDS, MI

[WWW.TRIANGLE-INC.COM](http://WWW.TRIANGLE-INC.COM)

Established in 1918, Triangle Associates, Inc. operates as a corporation in the state of Michigan. We've flourished as an award-winning and industry leading construction management, general contracting and design/build company. Through four generations of family leadership and over 105 years of experience, Triangle has taken the best from the past — a solid work ethic, pride in craftsmanship, and an honest approach to working with people — and blended those qualities with the most modern and up-to-date technology systems. The result is a company rooted in tradition and committed to building exceptional facilities, great people and strong communities.





## // SECTION 2

# EXPERIENCE



## // 2. EXPERIENCE





## // BUILDING WHAT WE KNOW

### K-12 MEDIA CENTERS

- ▶ Coopersville Public Schools
- ▶ Forest Hills Public Schools
- ▶ Fremont Public Schools
- ▶ Grand Rapids Public Schools
- ▶ Hudsonville Public Schools
- ▶ Jenison Public Schools
- ▶ Kentwood Public Schools
- ▶ Northwest Community Schools
- ▶ Oakridge Public Schools
- ▶ Portage Public Schools
- ▶ Schoolcraft Community Schools
- ▶ Wayland Union Schools
- ▶ West Catholic High School
- ▶ Whitehall Public Schools



## // 2. EXPERIENCE

### // COOPERSVILLE DISTRICT LIBRARY



Residents in the library district approved a bond proposal for the expansion and renovation of the Coopersville District Library. The project included an addition to the north side of the building for new meeting and library space. More entrances were also added, along with barrier-free parking. The porch on the east side of the building was enclosed to create office and work rooms.

It was the first time in more than 20 years that the library was expanded. It serves the nearly 12,000 residents of Coopersville, Chester, Polkton and Wright townships.

## // AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER



The idea for the Amy Van Andel Library originated from Ada Township's "Envision Ada" project. Envision Ada was a master plan to fully redevelop the Village's downtown area. During that process, it was noted the town needed a central "hub" for community life. The new library was designed to fulfill that need.

The two-story, 27,000-sq-ft building was designed to meet the needs of the future through updated layout, aesthetics and technology. Along with many components of a traditional library, the new facility includes space for tutoring, outdoor gatherings, conferences, podcast production and more. Detailed finishes adorn the space throughout.

Triangle Constructors performed all rough and finished carpentry. Unique wood finishes throughout the building required attention to craftsmanship, time and detail. Finishes included walnut woodbase, large 8-foot doors and wood accents on the buildings' main architectural feature, an open staircase. Triangle Constructors was also responsible for installation of built-in benches, rough framing, interior blocking, millwork and case work throughout the building.

The project was recognized locally and nationally by the Associated Builders and Contractors Excellence in Construction Awards.

## // 2. EXPERIENCE

### // EAST GRAND RAPIDS LIBRARY AND COMMUNITY CENTER



This project involved a nearly complete reconstruction of the existing city hall and library facilities. Two existing buildings and an old water reservoir were combined into one large facility.

The East Grand Rapids Public Safety Building, adjacent to the project site, remained open throughout construction and our project team successfully coordinated with the authorities to ensure their operations weren't interrupted by construction activities.

The Triangle team saved East Grand Rapids approximately \$500,000 through post-bid value enhancement options.





## // LOUIT DISTRICT LIBRARY

The Loutit District Library expansion was developed with considerable input from members of the surrounding communities. The 21,500-sq-ft addition and 26,000-sq-ft renovation project improved all areas of the existing library, as well as its accessibility. A new 16,000-sq-ft covered parking garage was constructed and connected to the building, shielding drop-off boxes for books and media.

Major renovations to the existing 40-year-old building provide energy efficiency while offering an inviting library atmosphere utilizing modern space configurations. Computer areas for youth promote creative learning experiences and encourage parents and children to read together. An expanded teen area offers a flexible arrangement of seating to foster group projects, as well as separate study rooms for up to eight people.

Fireside reading accommodations and a variety of seating options create an inviting environment for all visitors. A climate-controlled Local History and Genealogy area holds Grand Haven's most fragile, historical books, photographs and films. A dedicated program room accommodates community presentations, and a scenic reading deck overlooks Grand Haven's Central Park.





// SECTION 3

# PRECONSTRUCTION APPROACH

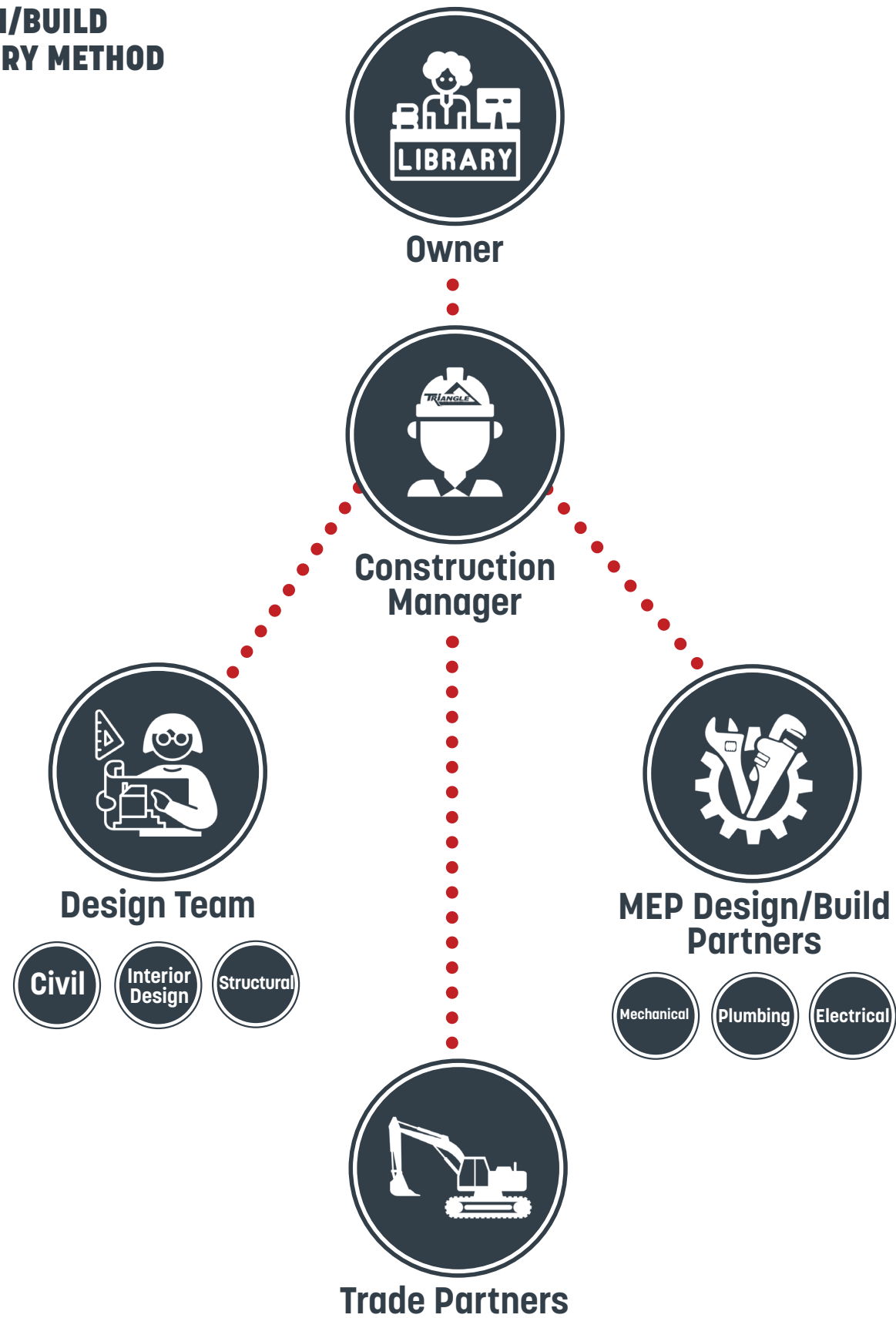


**ONE TEAM.**  
**ONE VISION.**

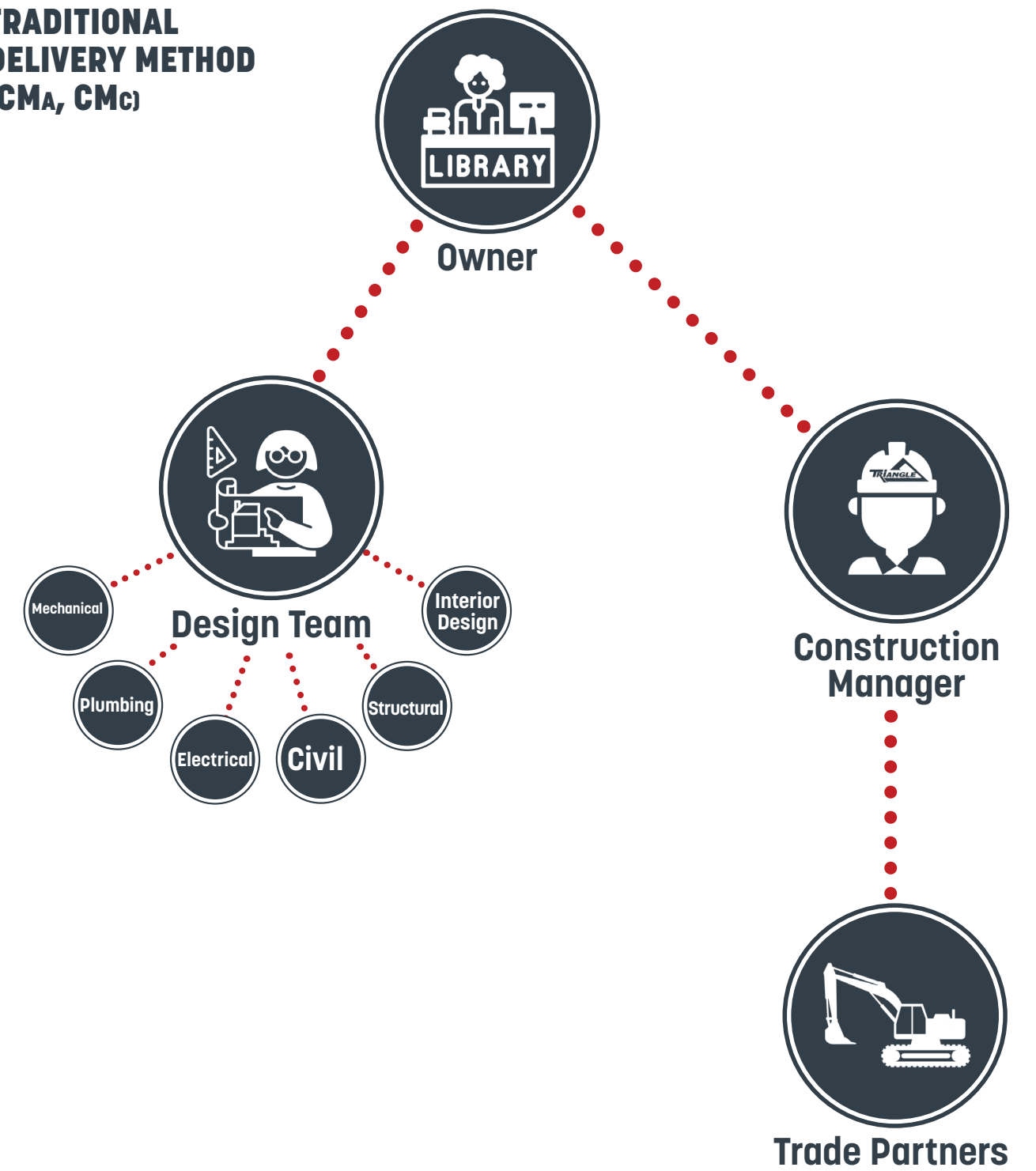


### // 3. PRECONSTRUCTION APPROACH

#### DESIGN/BUILD DELIVERY METHOD



#### TRADITIONAL DELIVERY METHOD (CMA, CMc)



# EVERY BUILDING TELLS A STORY.





## //DESIGN-BUILD ADVANTAGE

As a single-point of contact, we take on the entire responsibility for your project's design and construction success. From estimation to bidding, architecture to engineering, we manage every aspect and consolidate everything into one single contract. Using this method, we streamline the process, manage the total design and construction risk, and ensure costs and schedules are followed as planned.

Successful design-build projects offer an owner many benefits that add value to a project. These advantages include:

### IMPROVED PROJECT QUALITY

Using the design-build delivery, the architect and builder are part of the team, leaving you free to focus on the project's scope and general decision making. This leads to a higher quality project that better suits an owner's needs.

The design-build team works together to produce a complete set of construction documents. Constructability can be reviewed throughout the design process by all members of the design-build team. This leads to effective value engineering ideas created by the architect, contractor and engineer working together to maximize design and functionality while maintaining budgetary and schedule concerns.

### EXPEDITED DELIVERY

With a design-build project, design and construction for a project can easily overlap, allowing for fast track construction. The owner benefits from this shortened timeframe, because construction costs can be reduced and the building will be available for use sooner.

### REALIZED COST SAVINGS

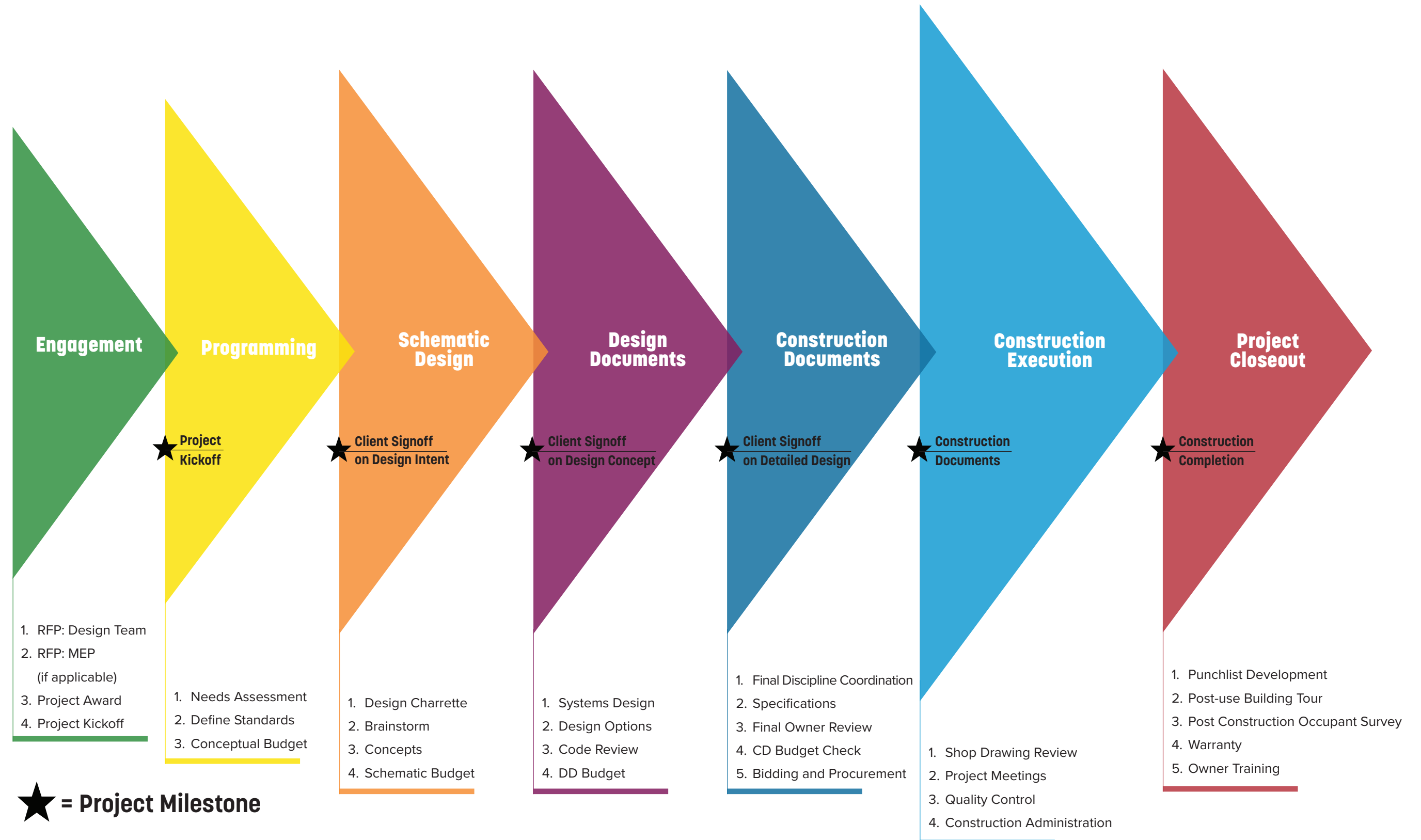
Value engineering and constructability review are enhanced and utilized continuously throughout the project duration. The early involvement of the design-build team is essential in maximizing the full potential of the design-build delivery system. Decisions that can be made during the programming, concept, and design phases will impact the schedule and costs of the project more than any other phase of construction.

### IMPROVED RISK MANAGEMENT

Because the design-build team has the responsibility for developing drawings and specifications, as well as constructing a fully-functioning facility, change orders for errors and omissions are virtually eliminated. Each stakeholder on the design-build team is responsible for the risks they are best positioned to manage. The overall project performance is enhanced through the partnering that is unique to the design-build delivery method. This alleviates the potential for the adversarial conflicts realized when each entity is looking after its own best interests.

# // THE ROAD TO SUCCESS

# PRE-CONSTRUCTION ROADMAP





// SECTION 4

# CM SERVICES PROPOSAL



## // 4. CM SERVICES PROPOSAL

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

Dear Cierra,

Triangle Associates has a long-standing relationship with Wayland Union Schools, and we are extremely excited to see that relationship expand with the construction of a public new library to support a community we already care so deeply for. We understand growth and expansion are challenging and exciting times for any organization. We greatly appreciate the trust you have placed in our team and the opportunity to present our proposed Preconstruction and Construction Management services.

Our proposal for Preconstruction and Construction Management services for your new library is as detailed below.

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

- At your direction, our team will develop a Request for Proposal (RFP) for all required design services. We can approach the RFP process in one of two ways.
  - Option 1 – Triangle solicits a design partner on your behalf. The library would then hold and execute a contract directly with the selected AE firm, as well as Triangle. The selected AE would carry all subsequent contracts for required design disciplines. (i.e. – geotechnical, civil, structural, etc.)
  - Option 2 – The library would enter into a Design-Build Agreement with Triangle Associates. Under this contract agreement, Triangle would be your single point of contact. We would hold the contracts with all design professionals and assume the entire responsibility for your project's design and construction success.

### **PHASE 1 – Programming | Conceptual Design Services**

- Preconstruction Phase Services are services provided during the design process, prior to bidding out any specific project. These services include coordinating with your team and the design team regarding all planning efforts, including cost estimating, scheduling, early procurement (long lead) strategies, cost reduction and value enhancement strategies.
- The objective of the Conceptual phase is to fully vet and understand the library's program needs and goals. During this phase, we solidify the cost implications of those needs. Triangle will participate in design meetings, conduct site investigations, perform constructability reviews and prepare a conceptual estimate of the cost at the completion of this Phase.
- We propose Preconstruction Services for Phase 1 to be billed on a time and material basis, with a not to exceed cost of \$10,000.00. (Cost is not inclusive of design services.)
- Upon your acceptance of the Conceptual Budget, we will then move into Phase 2.

### **PHASE 2 – Schematic Design | Design Development | Construction Documents**

- Triangle will continue to provide preconstruction services as defined above through the Schematic (2A), Design Development (2B) and Construction Documents (2C) phases.

- ### PHASE 3 – Construction Phase Services

- ## CM FEES

2% Cost of work

Phase 0 – Design Services Solicitation	Included in Phase 1
Phase 1 – Conceptual:	\$10,000 Not-to-Exceed
Phase 2 – SD, DD & CD:	\$20,000 Not-to-Exceed
Phase 3 – Construction Services:	\$TBD

During Phase 1 and Phase 2, compensation will be billed at the completion of the Phase. Phase 3 will be billed in monthly progress payments for portions of services completed and reimbursable expenses incurred. Payments are due 30 days from the invoice date.

Sincerely,

Brian K. Piteloford

Vice President of Project Development



// SECTION 5

# THE TRIANGLE DIFFERENCE



## // 5. THE TRIANGLE DIFFERENCE



### // TO US, IT'S NOT JUST A JOB

A building is more than steel, concrete and windows. To us, it's a symbol of pride and connection to the communities that have shaped us over the last century. We want our excitement to be emulated throughout the communities surrounding our work and are constantly looking for ways to connect our projects to those they aim to serve. To support this cause, we will look to safely engage with community members of all ages interested in the construction process through scheduled site tours, hands-on activities and marketing updates.



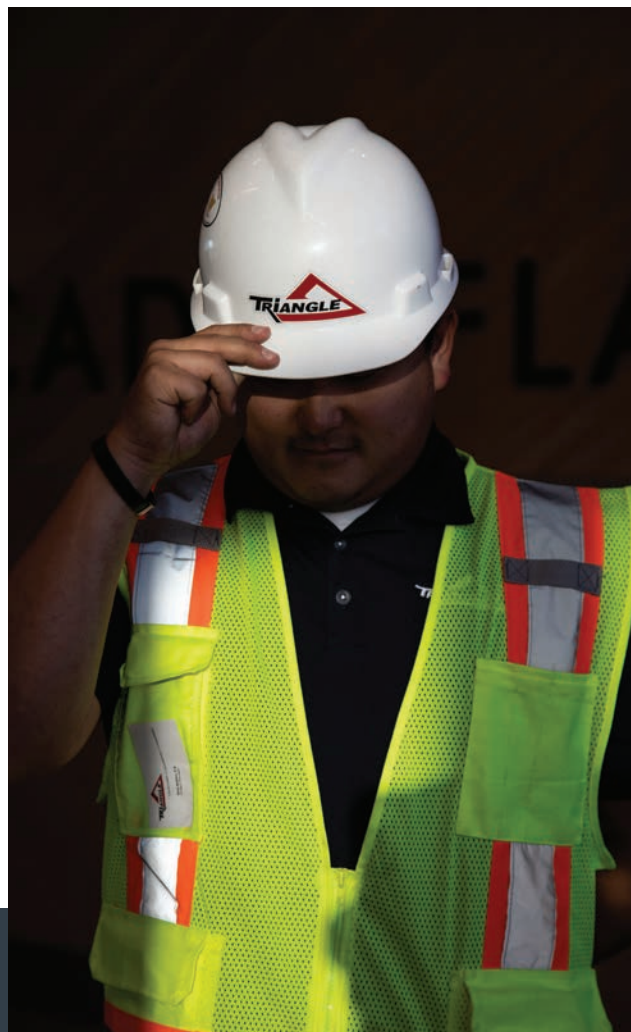
### // SELF-PERFORMING CAPABILITIES

We are proud to say that in addition to providing superior service on Triangle projects, our team of trade professionals also partner with other construction managers and clients throughout Michigan. Our team is comprised of craftspeople skilled in selective demolition, finish carpentry, rough carpentry and general trades. Self-performance allows us to control trade specific costs, improve labor productivity and provide our clients with a certainty of outcome.



## // FUNDRAISING SUPPORT

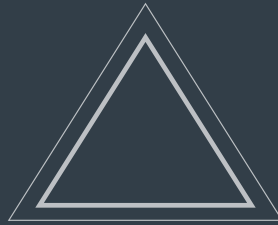
Triangle has a full-time, dedicated PR and marketing team on staff to assist our non-profit and public school clients in fundraising efforts and bond campaigns. The team has in-depth campaign experience to assist you with strategy and implementation of your fundraising efforts. Triangle also aims to support funding through soliciting “gifts-in-kind” from the project team, including bidding subcontractors, to maximize the value of the final project or to be used to commemorate the building as you see fit.



## // LEADING WITH PURPOSE

Triangle has taken the best from the past – a solid work ethic, pride in craftsmanship and an honest approach to working with people – and blended those qualities with the most modern technology systems. The result is a company rooted in tradition and committed to building exceptional facilities, great people and strong communities.

# The values that lead us.



**Safety**



**Trust**



**Accountability**



**Professionalism**



**Teamwork**

## RESOLUTION TO ADOPT BUDGET

**A RESOLUTION SUMMARIZING THE AMENDED EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE HENIKA DISTRICT LIBRARY, MICHIGAN, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2026, AND ENDING ON THE LAST DAY OF DECEMBER 2026.**

**WHEREAS**, the Board of Trustees of the Henika District Library has appointed the Henika District Library Director, to prepare and submit any proposed budget amendments; and

**WHEREAS**, the Henika District Library Director has submitted a proposed budget amendment to this governing body for its consideration; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Henika District Library, Michigan:

Section 1: That the estimated expenditures for each fund are as follows:

General Fund	<u>\$507,000.00</u>
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Section 2: That the estimated revenues for each fund are as follows:

General Fund	
From sources other than general property tax	\$57,000.00
From the general property tax levy	\$450,000.00
 Total General Fund	 \$507,000.00

**Resolution to Adopt Budget**  
**Page 2**  
**Henika District Library**

Section 3: That the budget, as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the Henika District Library for the year stated above.

Section 4: That the budget hereby approved and adopted shall be signed by the President of the Henika District Library Board and made a part of the public records of the District.

ADOPTED, this 12th day of August, 2025

Motion by:

Seconded by:

Ayes:

Nays

Attest:

## Draft Budget 2026

Revenues					
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget (2024)	Current Year Budget	Proposed Budget
101-790-400502	Federal E-Rate	\$851.64	\$1,000.00	\$3,500.00	\$1,000.00
101-790-400540	State Aid	\$11,060.14	\$11,000.00	\$10,500.00	\$10,000.00
101-790-400581.C	City Contribution	\$199,633.03	\$190,000.00	\$195,000.00	\$210,000.00
101-790-400581.T	Township Contribution	\$223,697.83	\$223,000.00	\$230,000.00	\$240,000.00
101-790-400582	Non-Resident Fees	\$208.35	\$100.00	\$140.00	\$0.00
101-790-400601	Copies and Faxes	\$3,812.93	\$3,300.00	\$1,700.00	\$0.00
101-790-400656	Penal Fines	\$34,316.29	\$30,000.00	\$32,000.00	\$30,000.00
101-790-400657	Fines	\$633.25	\$600.00	\$350.00	\$0.00
101-790-400665	Interest Income	\$23,916.20	\$17,900.00	\$16,000.00	\$16,000.00
101-790-400691	Donations	\$2,137.27	\$2,050.00	\$12,610.00	\$0.00
101-790-400692	Miscellaneous Revenue	\$10.00		\$1,882.00	\$0.00
101-790-400693	Book Sale	\$1,146.79	\$1,050.00	\$340.00	\$0.00
101-790-400700	Grants	\$5,398.45	\$5,398.00	\$4,100.00	\$0.00
	<i>Total</i>	\$506,822.17	\$485,398.00	\$508,122.00	
<b>Total</b>					<b>\$507,000.00</b>

Expenditures					
Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	Proposed Budget
101-790-700702	Payroll	\$212,539.38	\$205,000.00	\$225,000.00	\$250,000.00
101-790-700710	Employee Benefits	\$67,545.16	\$75,500.00	\$70,000.00	\$72,000.00
101-790-700715	Payroll Liabilities	\$16,471.25	\$16,300.00	\$17,000.00	\$10,000.00
101-790-700727	Postage	\$494.13	\$500.00	\$600.00	\$600.00
101-790-700728	Supplies	\$8,302.00	\$9,600.00	\$9,000.00	\$8,500.00
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	\$12,000.00
101-790-700740	Materials	\$34,873.03	\$36,400.00	\$37,750.00	\$35,000.00
101-790-700801	Advertising & Promotion	\$2,949.33	\$3,050.00	\$4,650.00	\$1,300.00
101-790-700805.1	Accounting	\$14,574.20	\$16,333.00	\$16,000.00	\$15,000.00
101-790-700805.2	Bank Charges & Fees	\$14.21	\$50.00	\$100.00	\$100.00
101-790-700806	Technology Support	\$2,185.00	\$3,000.00	\$3,000.00	\$2,500.00
101-790-700808	Building and Grounds Maintenance	\$14,263.81	\$14,450.00	\$12,882.00	\$15,000.00
101-790-700850	Communications	\$3,300.65	\$3,500.00	\$5,100.00	\$5,000.00
101-790-700910	Building & Liability Insurance	\$6,996.00	\$7,000.00	\$7,300.00	\$8,000.00
101-790-700920	Public Utilities	\$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	\$4,000.00
101-790-700954	Contractual Sevices	\$31,198.49	\$36,600.00	\$32,500.00	\$32,000.00
101-790-700955	Memberships & Training	\$9,220.67	\$9,300.00	\$8,000.00	\$7,000.00
101-790-700956	Programming	\$15,777.28	\$16,250.00	\$16,380.00	\$16,000.00
101-790-700970	Capital Outlay	\$1,006.00	\$3,050.00	\$12,360.00	\$0.00
	<i>Total</i>	\$464,739.79	\$485,398.00	\$508,122.00	
<b>Total</b>					<b>\$507,000.00</b>

## Henika District Library F/Y 2025 Budget: Ammendment #3

*Revenue increase of \$12,600 & Redistribution of funds*

### Revenues

Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	+/-	Proposed Amended Budget	Notes
101-790-400502	Federal 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	\$140.00	+\$100	\$240.00	
101-790-400601	Copies and Faxes	\$3,812.93	\$3,300.00	\$1,700.00	+\$1,000	\$2,700.00	
101-790-400656	Penal Fines	\$34,316.29	\$30,000.00	\$32,000.00	=	\$32,000.00	
101-790-400657	Fines	\$633.25	\$600.00	\$350.00	+\$300	\$650.00	
101-790-400665	Interest Income	\$23,916.20	\$17,900.00	\$16,000.00	=	\$16,000.00	
101-790-400691	Donations	\$2,137.27	\$2,050.00	\$12,610.00	+\$7,800	\$20,410.00	Multiple donations for Expansion Project
101-790-400692	Miscellaneous Revenue	\$10.00		\$1,882.00	=	\$1,882.00	
101-790-400693	Book Sale	\$1,146.79	\$1,050.00	\$340.00	+\$900	\$1,240.00	
101-790-400700	Grants	\$5,398.45	\$5,398.00	\$4,100.00	+\$2,500	\$6,600.00	Reimbursement for LSTA Grant, & Stipend
	<b>Total</b>	<b>\$506,822.17</b>	<b>\$485,398.00</b>	<b>\$508,122.00</b>			
<b>Total</b>						<b>\$520,722.00</b>	

### Expenditures

Account Number	Account Description	Prior Completed Year Actual	Prior Completed Year Budget	Current Year Budget	+/-	Proposed Budget Amendment	Notes
101-790-700702	Payroll	\$212,539.38	\$205,000.00	\$225,000.00	=	\$225,000.00	
101-790-700710	Employee Benefits	\$67,545.16	\$75,500.00	\$70,000.00	=	\$70,000.00	
101-790-700715	Payroll Liabilities	\$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	Supplies	\$8,302.00	\$9,600.00	\$9,000.00	=	\$9,000.00	
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	+\$1,000	\$15,000.00	
101-790-700740	Materials	\$34,873.03	\$36,400.00	\$37,750.00	+\$300	\$38,050.00	Materials Lost & Paid
101-790-700801	Advertising & Promotion	\$2,949.33	\$3,050.00	\$4,650.00	+\$200	\$4,850.00	Tshirt Sales
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	\$100.00	=	\$100.00	
101-790-700806	Technology Support	\$2,185.00	\$3,000.00	\$3,000.00	=	\$3,000.00	
101-790-700808	Building and Grounds Maintenance	\$14,263.81	\$14,450.00	\$12,882.00	+\$3,000	\$15,882.00	Parking lot fixes and cushion
101-790-700850	Communications	\$3,300.65	\$3,500.00	\$5,100.00	+\$750	\$5,850.00	Grant Reimbursement
101-790-700910	Building & Liability Insurance	\$6,996.00	\$7,000.00	\$7,300.00	+\$1,300	\$8,600.00	Insurance Increase
101-790-700920	Public Utilities	\$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	Contractual 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	+\$1,800	\$9,800.00	
101-790-700956	Programming	\$15,777.28	\$16,250.00	\$16,380.00	+\$50	\$16,430.00	Seed Library donations
101-790-700970	Capital Outlay	\$1,006.00	\$3,050.00	\$12,360.00	+\$4,250	\$16,610.00	
	<b>Total</b>	<b>\$464,739.79</b>	<b>\$485,398.00</b>	<b>\$508,122.00</b>			
<b>Total</b>						<b>\$520,772.00</b>	