

# AGENDA

Henika District Library  
Finance Committee Meeting  
February 27th, 2024 at 1:45pm

## **I. Call to Order**

Members Present:  
Members Absent:  
Staff Present:  
Guests:

## **II. Approval of Agenda**

## **III. Approval of Previous Meeting Minutes**

## **IV. Unfinished Business**

- A. Explore Funding Options for Building Project
  - a. Grants
    - i. Historical Preservation Consulting Grant
  - b. USDA Loan
    - i. Projected Budgets
  - c. Millage
  - d. Fundraising Campaign (Large Donors)
    - i. Keith Hopkins
    - ii. Deb Kalinka Manning

## **V. New Business**

## **VI. Around the table**

## **VII. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Finance Committee Meeting  
January 21, 2024 at 1:45 pm

**Members Present:** Jacqui Kuhn, Gary Marsh, Meghan Augustin (ex officio)

**Members Absent:** Maria Musgrave

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 1:48 pm by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of November 29, 2023 Finance Committee Meeting Minutes motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
  - a. Explore Funding Options for Building Project
    - i. Triangle cost update
      1. Triangle has provided two options with associated rough costs of approximately 4.4 million and 4.1 million, with the first option removing the existing expansion. Both options would result in a total square footage of approximately 10,000 square feet and would take approximately ten months to complete. The building committee has asked Triangle to generate a third option that preserves some of the green space.
    - ii. Grants
      1. We were not awarded the Community Center Grant. The state hopes to do another round if funds become available.
      2. As discussed at the previous board meeting, Bakovka is applying for a risk reduction grant through our insurance carrier.
      3. Kuhn was not able to find any additional opportunities for grants as a potential funding source since the last meeting.
    - iii. USDA Loan
      1. Bakovka shared the project description she wrote for the pre-application package for the USDA loan. The interest rate for this program is 3.875% for 30 or 40 years. We will

need additional funding sources to ensure the loan payments are within budget.

- iv. Millage
  - 1. Musgrave is assigned to research millage as a potential funding source. No update provided due to absence.
- v. Bank Loan
  - 1. Bank loans are not a viable option due to interest rates in the 7.25-8.5% range or higher.
- vi. Fundraising Campaign (Large Donors)
  - 1. Bakovka to reach out to Brienne at Triangle for fundraising resources.
  - 2. The group brainstormed potential donors or potential partners for fundraising events: Bonnie Miller, Gun Lake Tribe, Wayland Chamber of Commerce, Meijer, DeVos, Hardings, Ed Koehn Ford, Perrigo, and Stryker.

## V. New Business

- a. Review Employee Benefits
  - i. MERS
    - 1. The rate is set by the plan administrators based on a variety of factors including the performance of the market. The rate for 2024 is 14.01%.
  - ii. Medical, Dental, STD/LTD
    - 1. The current costs of medical, dental, and STD/LTD were reviewed, as well as the current benefits policy. The policy states that Henika provides employer-funded medical and dental to employees and their families. Our current benefits package matches our current benefits policy, so no changes are needed currently.

## VI. Around the Table

- a. Marsh feels we are at a critical point where previous attempts at expansion have failed and is hoping we can avoid that this time. Marsh appreciates the earnestness of the staff to achieve goals.
- b. Bakovka appreciated the good meeting and is trying to stay positive.
- c. Augustin thinks we have made good progress so far and reminded the group that we can keep tapping into Triangle's expertise to assist us with things like fundraising.
- d. Kuhn is a little intimidated by the task but hopeful that we can fund the expansion.

## VII. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 3:05 pm.

# ASSISTANCE SERVICE REQUEST FORM



## Description

The Wayland Main Street program has a service program designed to assist Wayland businesses interested in revitalizing and preserving their businesses or buildings. The program exists to help develop our businesses to help spur economic growth.

The Wayland Main Street program provides services and training in a variety of downtown businesses.

## Wayland Main Street Suite of Services

- **Façade Grant** - The Wayland Downtown Façade Improvement Program has been created to encourage business and property owners to improve and maintain building facades as a means to facilitate economic activity and promote a positive image of downtown.
- **Sign Grants** - The Sign Grant Program is intended to provide a financial grant to encourage businesses to design and install high-quality, creative, and interesting signs rather than standard and/or lower quality signs. The overall goal is to increase the aesthetic qualities, interest and overall beauty of the downtown business district.
- **Billboard Program** - Wayland Main Street has partnered with Larmer to create a cooperative advertising campaign for downtown Wayland business. This campaign will use a billboard to build awareness for our businesses, support a downtown-wide campaign, and attract new visitors.
- **Marketing Consulting** - During 3 months of weekly consulting, we will cover the totality of marketing with a strong emphasis on your online marketing. How we define marketing is very important because it is at the heart of how and why we do what we do. It will guide us in developing an efficient and effective process to help YOUR business grow. It will also help us decide which marketing methods will give you the most return on your investment of time and money. You will be taught a modality that I have coined, "Empathetic Marketing," which is highly effective in connecting with and influencing your target market.
- **Technology Grant** - Wayland Main Street is committed to helping businesses as technology has become essential in all aspects. This program is a reimbursement program up to \$5,000 for businesses to support technology based upgrades.
- **Historical Preservation Consulting** - Wayland Main Street will cover \$1,500 of the consulting cost for Preservation Forward (Jessica Flores who helped to create our National Historic District), Jessica's experience and government expertise will help you through the process of any historic renovation including getting grants, tax credits, consulting and more!

## Technical Assistance Eligibility

To be considered for services, eligible local businesses must apply using the attached application. Request Forms will be reviewed by WMS volunteers and board members.

The successful applicant for the Wayland Main Street technical assistance services will demonstrate the following:

- A. Is an active business in good standing with the Wayland Downtown Development Authority (DDA)
- B. The local business must commit to covering any extra costs related to the service or reimbursement when applicable.

### **Preliminary Schedule for Wayland Main Street Assistance Services**

**Deadline for applications: Wednesday, July 31, 2024 by 4:00pm**

- Email application to [director@downtownwayland.com](mailto:director@downtownwayland.com)
- Application evaluation and selection of businesses will become August 1st. The specific committees assigned to your specific grant will review applications and select businesses to receive technical assistance services for FY 24-25.
- Applications are different for each program. Please visit our website for the applications and rules. Or email [director@downtownwayland.com](mailto:director@downtownwayland.com) for specific applications and rules.

Once the business has been selected to receive the service, Wayland Downtown will work with the local business to outline a more detailed timeline for the assistance service process. For preliminary planning purposes, the below is the anticipated timeline:

#### *Submission of associated materials*

- Businesses will submit the application for the program that would like to apply for with all requested materials.
- The correct committee will review all submissions and applications and reach out with questions or additional information if needed.
- The committee will then recommend their applications to the DDA board for final approval.
- When a business is selected, the director will reach out with an email and how to move forward.

**RE: [External Email]Re: USDA-Rural Development Preapplication Process**

**GM** Good, Mariah - RD, MI <mariah.good@usda.gov>  
Tue, 12 Mar 2024 11:47:54 AM -0400 •  
To "Cierra Bakovka" <cierra@henikalibrary.org>

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Good morning, Cierra,

I am finishing up the preapplication review for the Area Office before I can complete the step. Would you have any audited financial statements for 2023? I have the 2018-2022 audits but no financials for 12.31.2023. Also, if you could send a proposed financial projection for year 2025 and 2026. Normally, entities use existing budget and add rate of inflation. These do not have to be approved. I will give you a call soon to follow up on the request in case you have some questions.

- Balance Sheet as of 12.31.2023
- Income and Expense Statement as of 12.31.2023
- Projected Operating Budget 2025
- Project Operating Budget 2026
- Members of the Board

Thanks,

\*Please note our address has changed.\*

Mariah Good  
Area Specialist  
Community Programs  
Rural Development  
United States Department of Agriculture  
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Grand Rapids, MI 49525  
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**From:** Cierra Bakovka <[cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)>  
**Sent:** Thursday, March 7, 2024 5:20 PM  
**To:** Good, Mariah - RD, MI <[mariah.good@usda.gov](mailto:mariah.good@usda.gov)>  
**Subject:** RE: [External Email]Re: USDA-Rural Development Preapplication Process

You don't often get email from [cierra@henikalibrary.org](mailto:cierra@henikalibrary.org). [Learn why this is important](#)

Hi Mariah,

I blanked on sending the pics. Sorry!

**Cierra Bakovka, MLIS**

She/Her  
Director  
Henika District Library

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



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--- On Tue, 27 Feb 2024 12:55:03 -0500 Cierra Bakovka <[cierra@henikalibrary.org](mailto:cierra@henikalibrary.org)> wrote ---

Hi Mariah,