

AGENDA

Henika District Library
Board of Trustees Meeting
October 14th, 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. September 2025 Regular Meeting Minutes (M) *(PAGES 3 - 5)*

- V. Financial Reports**
 - A. September 2025 *(PAGES 6 - 9)*
 - 1. Approval of Paid Bills (M)
 - 2. Credit Card Detail Report (i)
 - 3. YTD Budget vs Actual (i)
 - 4. United Bank Accounts Overview (i)
 - 5. CD *079 Maturing

- VI. Director's Report** *(PAGES 10 - 18)*
 - A. Monthly Statistics (i)
 - B. Youth Report (i)
 - C. Adult Report (i)
 - D. Circulation Report (i)

- VII. Committee Reports**
 - A. 9/16 Finance Committee (i) *(PAGES 19 - 20)*

- B. 9/23 Planning Committee (i) *(PAGE 21)*
- C. 9/30 Planning Committee (i) *(PAGES 22 - 23)*
- D. 10/14 Planning Committee (i)

VIII. Unfinished Business

- A. Triangle Agreement Clarification (M) *(PAGES 24 - 31)*

IX. New Business

- A. Copier Policy Revision (M) *(PAGES 32 - 35)*
- B. Fundraiser Proposals (M) *(SEPARATE PACKET)*
- C. Director Evaluation Update (M) *(PAGES 36 - 47)*

X. Around the table (i)

XI. Adjournment (M)

Meeting Minutes

Henika District Library

Board of Trustees Meeting

September 9, 2025 at 6:30 p.m.

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

Members Absent:

Staff Present: Cierra Bakovka – Director

Guests: Aviv Karni?

- I. Call to Order: Meeting called to order at 6:30 p.m. by Augustin.

- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion carried.

- III. Community Opportunity to Address the Board: No community present.

- IV. Approval of Meeting Minutes
 - A. August 2025 Budget Meeting minutes: Augustin motioned to approve the meeting minutes with the addition of the year 2025 to the meeting date and corrected spelling of Elizabeth's last name. Seconded by Brinks. All yes, motion carried.
 - B. August 2025 Regular Meeting minutes: Brinks motioned to approve the meeting minutes with the addition of the year 2025 to the meeting date and corrected spelling of Elizabeth's last name. Seconded by Augustin. All yes, motion carried.

- V. Financial Reports for August 2025
 - A. Approval of paid bills motioned by Brinks and seconded by Kuhn.
 - B. Monthly check register was reviewed. There was a tax chargeback with the City of Wayland. Ambrose was paid for the new exterior lighting. The down payment for the new windows was made to ML Windows.
 - C. Credit card detail report was reviewed. Southwest Airlines refunded us for flight mistakes. Lowe's charge was for our new handicap parking sign holders.
 - D. YTD vs Actual was reviewed.
 - E. United Bank accounts were reviewed.
 - F. All yes for approval of paid bills, motion carried.

VI. Director's Report for August 2025

Library Month Bingo is happening currently. Brittany has started working as the new circulation assistant. The parking lot potholes have been filled. The new exterior lighting is up. The grant that covers Niche Academy and our mobile hotspots will be ending at the end of the year. Allegan County Library Association does training every once in a while, so the staff will be doing an all-day training in place of their regular staff meeting this month. Fall and Halloween decorating will begin soon!

- A. Monthly Statistics were reviewed. August traffic slowed down a bit. Also, we did fewer programs in August, so attendance was down naturally from that.
- B. The Youth Services report was reviewed. Joel's Magic Show, Preschool Playtime, and Snakes for Kids were all popular.
- C. The Adult Services report was reviewed.
- D. The Circulation report was reviewed. Circulation numbers are down in general. New library card sign-ups are still consistently high compared to previous years. Niche Academy numbers are up.

VII. Committee Reports

- A. Planning Committee met 9/4/2025.
 - 1. Simmons summarized the meeting minutes for the board. There will be a Halloween haunted house in the library to raise funds for the building expansion, and Cierra still needs 10 volunteers to help.

VIII. Unfinished Business (None)

IX. New Business

- A. Policy Revisions
 - 1. Issuing of Library Cards
 - 2. Overdue Fines and Bills
 - 3. Reimbursement for Lost and Paid Materials
 - 4. Patron Request for Account Information
 - 5. Patron Library Cards
 - 6. Loan Periods

The board reviewed the proposed changes and updates to the above policies. Augustin motioned to accept the revisions with the discussed changes. Marsh seconded. All yes, motion carried.

- B. Fundraiser RFP Interview Questions
 - 1. The board reviewed the potential interview questions and adjusted them.
- C. Q4 Meeting Dates
 - 1. Reviewed the meeting dates through the end of the year.

X. Around the table

- A. Vander Slik - Nothing to add.
 - B. Kuhn - Used the new credit card machine and is thankful for that option.
 - C. Meyers - Nothing to add.
 - D. Engels - Injured her hand and needed pins. Mentioned that the director of the Dorr Township Library resigned.
 - E. Simmons - Nothing to add.
 - F. Marsh - The company that resingled the library also did his barn, and some of his barn shingles have fallen off. Learned that the owner of the company is no longer at the same address and can't be reached to fix the problem.
 - G. Bakovka - Is excited about library card sign-up month! Reminded board to welcome Brittany and that she still needs volunteers for the haunted house.
 - H. Augustin - The finance committee needs to check in right after the meeting.
 - I. Brinks - Nothing to add.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:00 p.m.

Date	Payee	Memo	Account	Amount
9/3/25	Amazon	Materials, supplies, and programming	-SPLIT-	\$439.15
9/3/25	Baker & Taylor		Materials	\$202.80
9/3/25	Consumers Energy		Utilities	\$569.50
9/3/25	Gail Hollinger	adult programing	Programming	\$100.00
9/3/25	Michigan Gas		Utilities	\$38.58
9/3/25	T-Mobile		Communications	\$1,013.59
9/3/25	TKS		Contractual Services	\$59.85
9/3/25	Unique		Contractual Services	\$29.55
9/3/25	Wayland City		Utilities	\$78.22
9/3/25	Woodlands Library Coop	Employement Law Posters	Supplies	\$30.00
9/17/25	Absopure		Utilities	\$137.96
9/17/25	AF Group	Workman's comp audit adjustment	Insurance	\$72.00
9/17/25	Amazon	Materials, Supplies, programming	-SPLIT-	\$1,355.06
9/17/25	Baker & Taylor		Materials	\$702.67
9/17/25	Blue Cross		Employee Benefits	\$4,282.84
9/17/25	Dunham Accounting		Accounting	\$594.00
9/17/25	Kansas City Life		Employee Benefits	\$112.10
9/17/25	MERS		Employee Benefits	\$1,733.83
9/17/25	MJA Landscape		Building&Grounds	\$361.00
9/17/25	Spectrum		Utilities	\$78.02
			Total:	\$11,990.72

Henika District Library

Balance Sheet

As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	101,527.24
Cash - HY Savings - 013	517,060.89
Certificate of Deposit - 228	79,368.77
Certificate of Deposit - 548	34,139.13
Certificate of Deposit - 556	57,550.69
Savings - Building Fund - 212	243,036.60
Total Checking/Savings	1,032,683.32
Accounts Receivable	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
Total Accounts Receivable	333,175.84
Total Current Assets	1,365,859.16
TOTAL ASSETS	1,365,859.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	2,212.62
Total Other Current Liabilities	333,315.68
Total Current Liabilities	333,315.68
Total Liabilities	333,315.68
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	854,506.51
Net Income	126,329.00
Total Equity	1,032,543.48
TOTAL LIABILITIES & EQUITY	1,365,859.16

Henika District Library

Profit & Loss Budget vs. Actual

January through September 2025

	Sep 25	Jan - Sep 25	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
400502 - Federal E-Rate	0.00	2,180.57	3,500.00	-1,319.43
400540 - State Aid	356.17	9,297.32	10,500.00	-1,202.68
400581.C - City Contribution	0.00	169,792.91	195,000.00	-25,207.09
400581.T - Township Contributio	0.00	242,855.98	230,000.00	12,855.98
400582 - Non-Resident Fees	19.64	274.48	240.00	34.48
400601 - Copies and Faxes	477.42	3,571.47	2,700.00	871.47
400656 - Penal Fines	2,565.24	26,180.74	32,000.00	-5,819.26
400657 - Fines	58.40	714.77	650.00	64.77
400665 - Interest Income	1,771.47	16,783.71	16,000.00	783.71
400691 - Donations	148.51	21,060.80	20,410.00	650.80
400692 - Miscellaneous Revenue	0.00	1,882.00	1,882.00	0.00
400693 - Book Sale	179.10	1,732.11	1,240.00	492.11
400700 - Grants	302.22	6,239.59	6,600.00	-360.41
Total Income	5,878.17	502,566.45	520,722.00	-18,155.55
Expense				
700710 - Employee Benefits	5,605.23	52,604.22	70,000.00	-17,395.78
700727 - Postage	44.00	378.30	600.00	-221.70
700728 - Supplies	592.51	6,376.53	9,000.00	-2,623.47
700740 - Equipment	0.00	13,240.64	15,000.00	-1,759.36
700740 - Furnishings	0.00	120.57	2,000.00	-1,879.43
700740 - Materials	1,910.44	22,024.02	38,050.00	-16,025.98
700801 - Advertising & Promo	0.00	3,756.39	4,850.00	-1,093.61
700805.1 - Accounting	550.00	13,164.20	16,000.00	-2,835.80
700805.2 - Bank Charges & Fees	0.00	50.88	100.00	-49.12
700806 - Technology Support	0.00	1,705.00	3,000.00	-1,295.00
700808 - Building & Grounds	361.00	13,214.16	15,882.00	-2,667.84
700850 - Communications	1,013.59	4,756.84	5,850.00	-1,093.16
700910 - Building/Liability Ins	72.00	8,648.00	8,600.00	48.00
700920 - Public Utilities	902.28	8,043.07	11,000.00	-2,956.93
700933 - Equipment Repairs	0.00	1,889.96	3,500.00	-1,610.04
700954 - Contractural Services	89.40	15,230.60	32,500.00	-17,269.40
700955 - Memberships / Training	0.00	6,857.79	9,800.00	-2,942.21
700956 - Programming	326.73	9,730.58	16,430.00	-6,699.42
700970 - Capital Outlay	0.00	27,401.28	16,560.00	10,841.28
Payroll Expenses	16,368.26	154,963.74	225,000.00	-70,036.26
Payroll Tax Expense	1,258.92	12,080.68	17,000.00	-4,919.32
Total Expense	29,094.36	376,237.45	520,722.00	-144,484.55
Net Ordinary Income	-23,216.19	126,329.00	0.00	126,329.00
Net Income	-23,216.19	126,329.00	0.00	126,329.00



Home


Alerts

You have no alerts.

Accounts

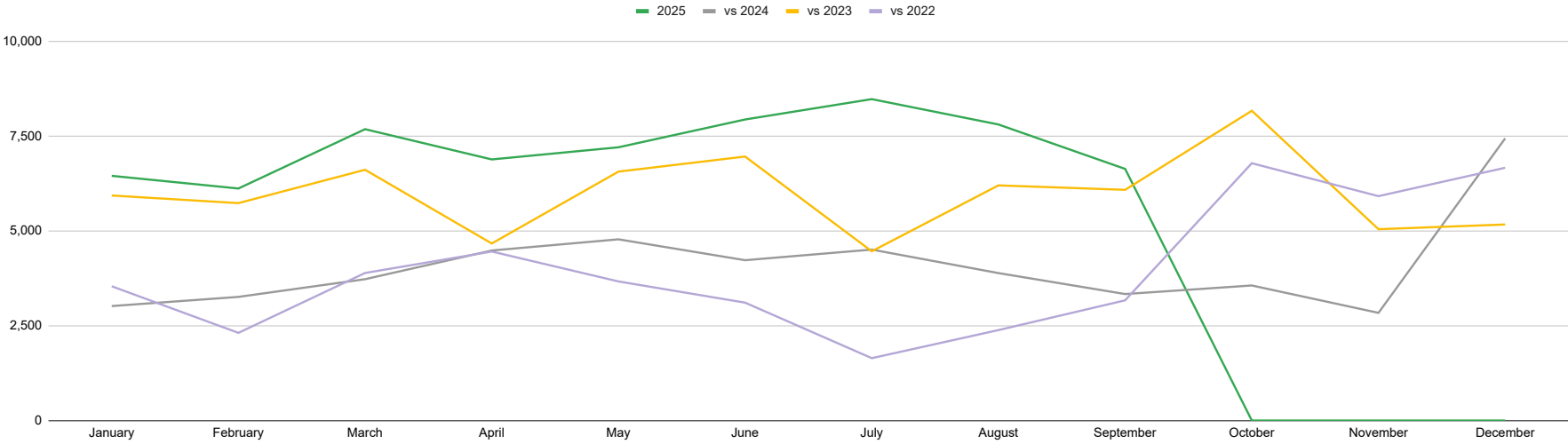
PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$101,539.02
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$517,060.89
BUILDING FUND XXX212	Current balance \$243,036.60
TIME DEPOSIT XXXX228	Current balance \$79,368.77
TIME DEPOSIT XXXX079	Current balance \$34,139.13
TIME DEPOSIT XXXX087	Current balance \$57,550.69

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

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2025 vs 2022/23/24

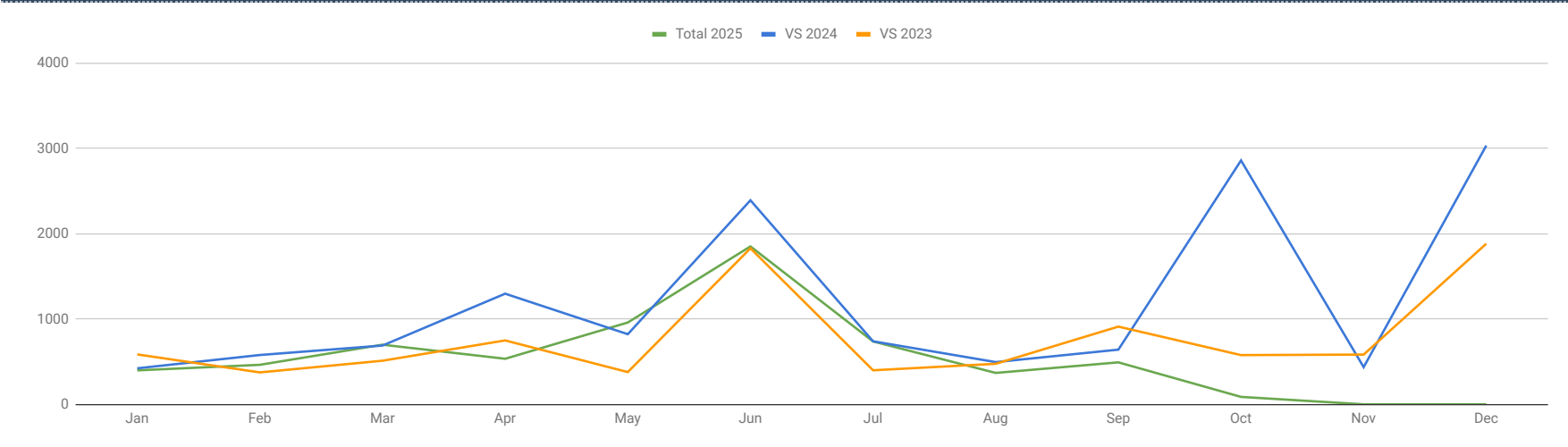


Summary

	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	7,811	6,639	0	0	0	65,236	7,248
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	421	280	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	314	337	333	279	353	329	378	292	339	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	301	332	342	347	287	458	343	396	368	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	356	213	308	266	339	303	372	270	280	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Friday	215	224	277	196	324	225	276	308	243	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	128	175	225	184	103	217	162	151	157	#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	332	45	225	87	0	0	3884
Adult	23	78	87	71	56	255	126	68	74	0	0	0	838
Family	13	79	85	26	15	921	279	255	193	0	0	0	1866
Total 2025 [1]	398	463	699	534	959	1,851	737	368	492	87	0	0	6588
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%	74%	77%	3%	0%	0%	46%

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	44	223	87	0	0	2045	170
Youth Reading Programs	37	43	123	9	2	412	82	1	2	0	0	0	711	59
Passive Programs	174	187	181	166	125	119	176	79	120	0	0	0	1327	111
Adult Live Events	23	65	87	71	56	31	88	68	74	0	0	0	563	47
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	176	73	0	0	0	1667	139

September 2025

Youth Services Report

Tori Schreur, Youth Services Librarian

Storytime: 11 attendees

While the first storytime planned here at Henika did not have anyone show up, we had a whopping 11 attendees at our second planned one. We sang songs about how trees grow, and got to use egg shakers for music. We practiced our colors by having various mushrooms in different colors. We read books about trees and how they grow. When storytime was over, we had some friends who didn't want the fun to end, so they picked out their own books for me to read to them!

Preschool Playtime: 27 attendees

Just like last year, Preschool Playtime is one of my favorite programs. I love seeing the kids actively play with others their age. This month, the kids loved the instruments and the ball pit. I actually got out more balls than I normally do and had a few different areas for them to play with. A new addition to playtime are the pretend play clothes I just purchased for them. The kids dressed up like policemen, firemen, and construction workers! I would love to have an entire rack of pretend play clothes for the kids!

Lego Club: 2 attendees

I was not here on this particular evening for Lego club, but I heard the attendance was quite low. (October's attendance is already significantly higher). Being the first Youth program since school was in session, I had a feeling that the numbers would be a little low. Hopefully they will grow from here!

After School Art: 40 attendees

Our first session of After-School-Art was a little low in numbers, but for the month in total, we hit 40 kids. A lot of the crafts were hits! We made colorful snails out of beads. We made cats out of cardboard and cardboard tubes. I really liked that one because the kids were very creative with their cat designs. Lastly, we used old blank CDs and gems to make rainbow fish. Again, the kids took a lot of creative liberties and made different animals with the supplies they were given.

Pokemon Club: 34 attendees

Our first Pokemon club was held this month, and it was just as successful as others. I had a lot of old Halloween packs from previous years as well as some special edition large cards. I gave the kids the option to choose one or the other, and gave them some old cards that I had as well. I'm hoping that with such high numbers for our first month, that we will continue to have high numbers in the future months.

Vinyl Record Painting: 10 attendees

I got very lucky and found several old vinyl records at an Estate Sale for \$3 and under. I'm glad I did my own as an example because I learned the tricks. You need a thick amount of acrylic paint to get it to cover the record, but then you also need to let it dry a bit before wanting to do another layer. I gave the kids fans to help with that. They had a lot of fun. Some teens even accidentally stumbled into it.

Scavenger Hunt: 75 kids**Looking Forward:**

Like every year, I always look forward to the programs and events that will be going on in October. On October 1st, we will be having Lego Club. After School Art will be held on every Thursday: October 2nd, 9th, 16th, and 23rd. On Friday, September 3rd, I will be hosting a "Life of a Showgirl Friendship Donuts" program to celebrate the release of her new album. I will be buying donuts and candies/toppings to go on top to make the "bracelets". Storytime will be held on Tuesday, October 7th as well as Tuesday, October 21st. Preschool playtime will be on the opposite Tuesdays: October 14th and 28th. Also on the 28th I will be holding a Caramel Apple Nacho Bar for teens. Then on the 29th and 30th I will be at the MLA conference in Lansing.

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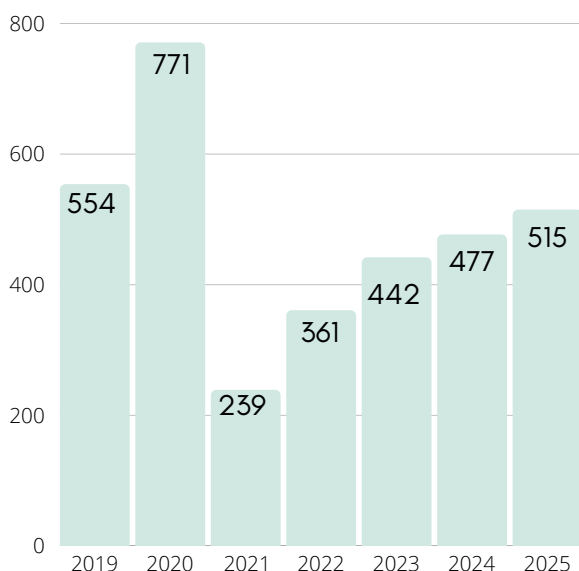
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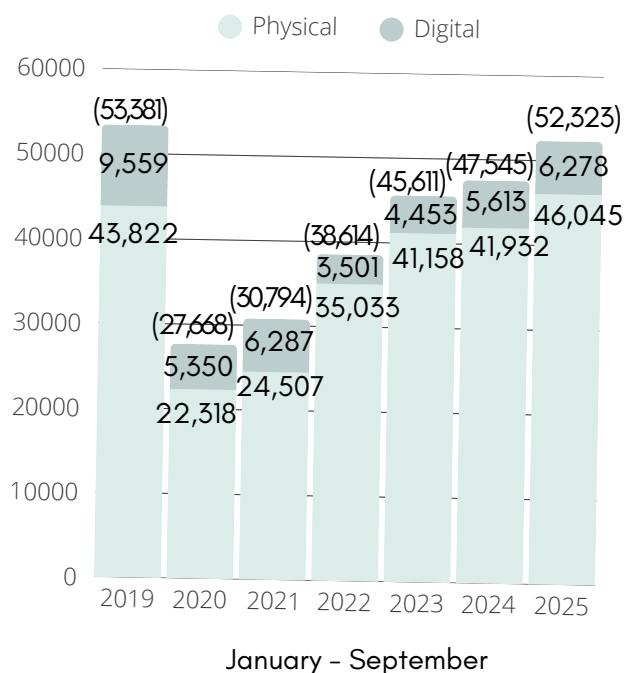
Our September 2025 circulation numbers are 4,778 lower than our September 2024 numbers. The categories showing the most growth from last year during the month of September are General NF DVDs; which circulated 2 times more than they did last September, Board Games; which circulated almost 2 times more than last September, Tween Print; which circulated 1.5 times more than they did this time last year, and Special Collection items; which circulated over 1.5 times more than last September. Hotspots continue to be a hot-ticket item and rarely stay on our shelves longer than a day. On that note, it has been 1 year since we began circulating our 5G Hotspots, and they have gone out a total of 318 times! I am optimistic that Video Game circs will improve as we have just increased our checkout limit from 3 to 5 games. Other categories showing noticeable growth from last September include: Teen Print, Adult e-Books, Adult e-Audiobooks, and Juvenile e-Audiobooks. The categories that are not circulating as well as they did in September of 2024 include: Adult Print, Juvenile Print, MeL items, Video Games, Youth DVDs, General Fiction DVDs, all categories of our Audiobooks, Teen e-Books, Juvenile e-Books, and Teen e-Audiobooks. Once again, computer sessions are higher than they were this time last year as more patrons are taking advantage of our printing services. I am hopeful that our overall will numbers rise again as we have been seeing more activity in the evenings for our after-school programming!

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



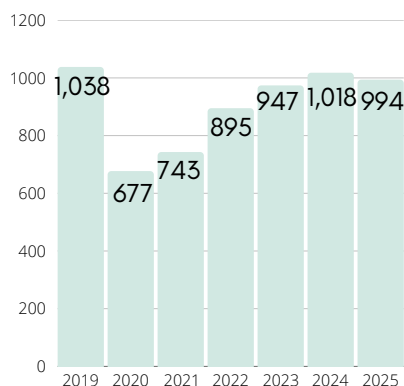
Henika has 2,396 total patron accounts. 539 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

204 Patron accounts added YTD
 25 Patron accounts added in September:

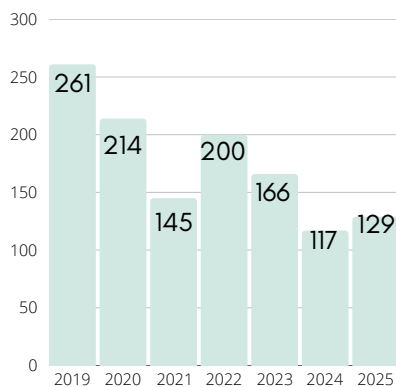
- 14 - Wayland City
- 10 - Wayland Township
- 1 - Patron Point

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

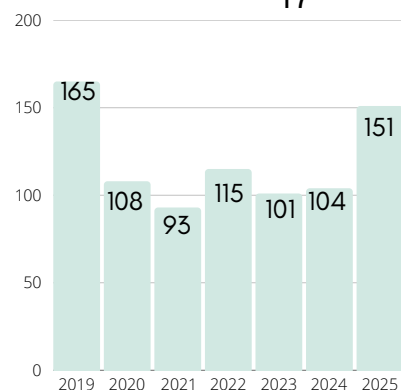
Adult Print



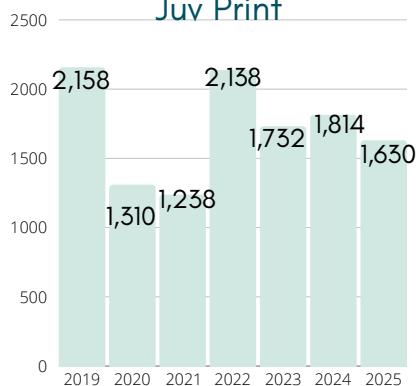
Teen Print



Tween Print

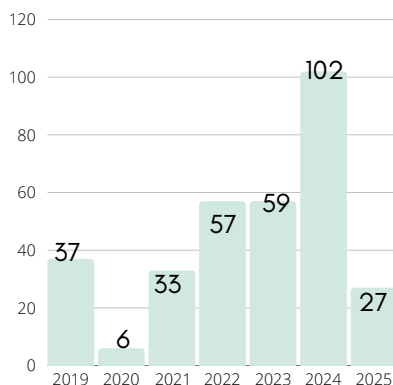


Juv Print

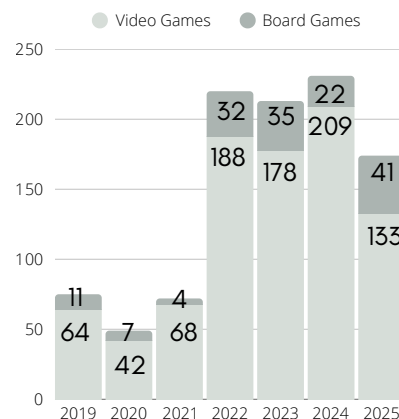


*pictures books, readers, chapter, juv graphic, juv NF

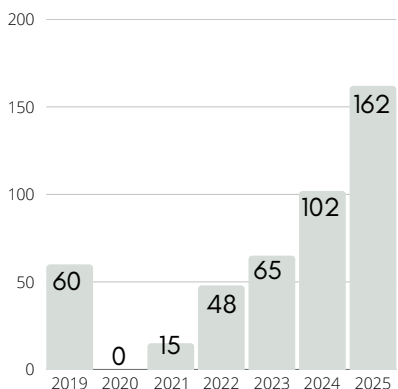
MeL



Games

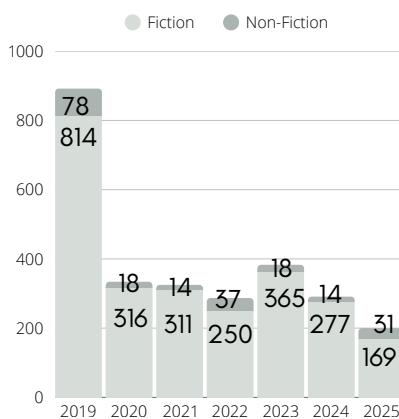


Special Collection

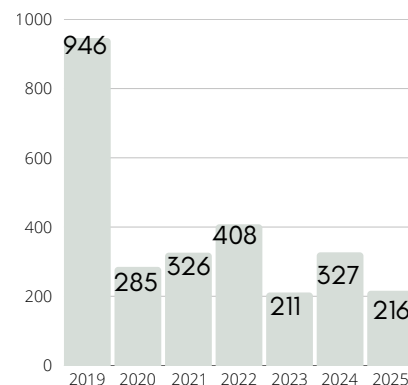


*prior to August 2021, this only included launchpads

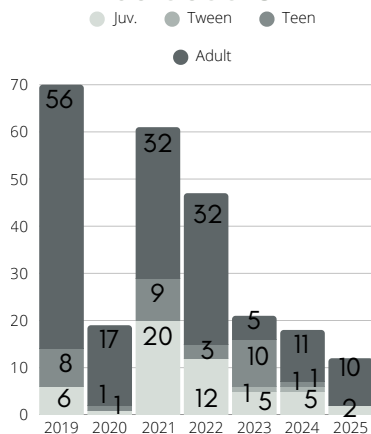
General DVD



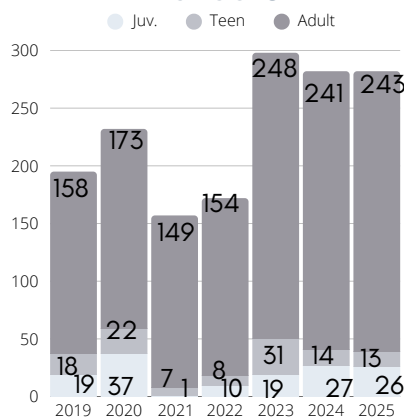
Youth DVD



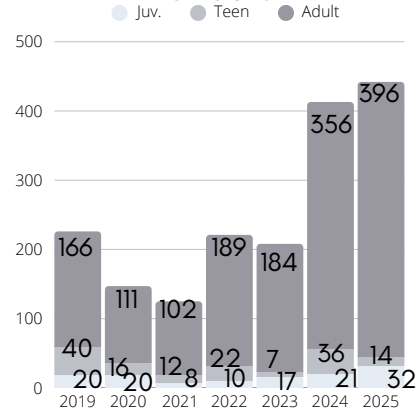
Audiobooks

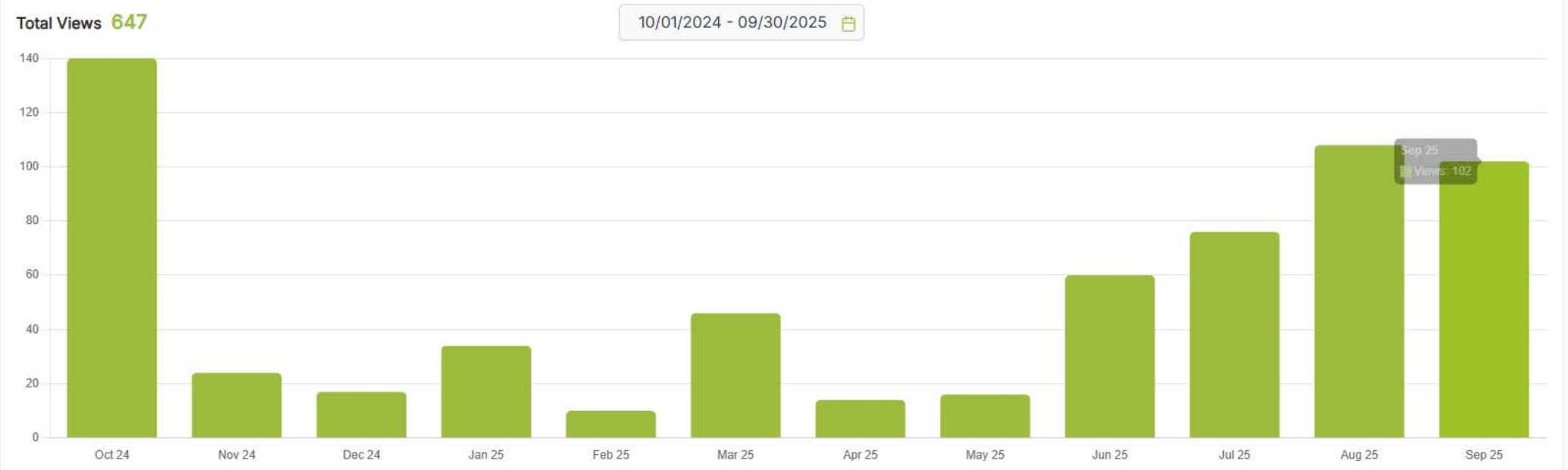


eBooks



eAudio





Tutorial Name ↑↓	Views ↓↑
BiblioCommons - Connect with your Library Online - The Basics	32
AtoZ World Food – International Recipes and Cuisines	12
AtoZ Food America – Recipes for and Food Culture in the USA	10
Michigan Activity Pass	8
Libby Partner Collections	6
Resume Writing 101	6

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
September 25, 2025 at 4:15 pm

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

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 4:26 pm by Augustin.
- II. Approval of Agenda with correction of previous meeting date motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of July 25, 2025 Finance Committee Meeting Minutes motioned by Augustin and seconded by Simmons. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants
 1. No update provided.
 - ii. Bond
 1. Bakovka provided information from PFM on financing library construction through bonds. As a district library, a vote is not needed to sell bonds but a millage will be necessary to pay back the bonds (non-voted general obligation bond with voted millage for repayment). The bonding capacity of a district library is 5% of the State Equalized Value. The timing of going to ballot was discussed. The estimated lead time recommended by PFM is 5 months to 1 year before election, depending on the project. The initial target was set to May 2026, which would require filing by February 2026. The committee feels the target date should be pushed back and noted a desire to go to ballot later in 2026 or in 2027. The process for selection of a financial advisor was discussed.
 2. The importance of a “Yes Campaign” was discussed, as well as election guidelines for public bodies to comply with the

Michigan Campaign Finance Act. Individuals acting on behalf of the public body may express their own personal views on a ballot question only during their own personal time and while expending their own personal funds. Public bodies can share factual information and allow equal use of a publicly owned facility or public information. A Friends of the Library group would be helpful in running a “Yes Campaign.”

3. Next steps were discussed. Bakovka will work on obtaining information on costs of a financial advisor to facilitate bond financing. All committee members will research campaign/ballot dates and come with a recommendation to the next Finance Committee meeting. Next meeting dates were discussed, but the committee agreed to set the meeting date after the Planning Committee meets next week (Bakovka to reach out via email by September 26 to finalize date).

iii. Large Donors/Memorials

1. The Planning Committee will be meeting to review fundraising candidates and schedule interviews to meet with top contenders.

V. New Business

- a. No new business.

VI. Around the Table

- a. Bakovka informed the group that library yard signs are available for purchase for \$12.
- b. Simmons had nothing to add.
- c. Meghan had nothing to add.
- d. Engles had nothing to add.
- e. Kuhn had nothing to add.

VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 5:50 pm.

Agenda

Henika District Library
Planning Committee Meeting
September 23rd, 2025 at 4:15pm

I. Call to Order - Called to order at 4:15pm by Brinks

Members Present: Rachel Brinks, Danielle Simmons, Deb VanderSlik
Members Absent: None
Staff Present: Cierra Bakovka
Guests: Meghan Augustin

II. Approval of Agenda - Mentioned by Augustin, seconded by VanderSlik

III. Approval of Meeting Minutes - Mentioned by VanderSlik, seconded by Augustin

- 9/4/2025 Minutes

IV. Unfinished Business

A. Professional Fundraiser

a. Review Proposals

- i. The committee received 9 proposals for review. Proposals we assessed based on how well they followed the RFP guidelines, whether or not the proposal met the needs of the library, pricing, and company reputation. Some proposals included a feasibility study as an additional option. Discussion ensued.

b. Select Interview Candidates

- i. Brinks motioned that the committee interviews Kristin Gootjes Consulting and Kennari Consulting, seconded by Simmons. All in favor, motion passed. Bakovka to schedule interviews.

c. Finalize Questions

- i. Questions reviewed. Some added and will be tailored to individual interviewees.

V. New Business -None

VI. Around the Table

- All expressed general disillusionment regarding the function of a fundraising consultant based on RFP responses.

VII. Adjournment - 5:23pm. Motioned by Brinks, seconded by Augustin

MINUTES

Henika District Library
Planning Committee Meeting
September 30th, 2025 at 5pm

I. Call to Order - Called to order at 5:07pm by Brinks

Members Present: Rachel Brinks, Danielle Simmons, Deb VanderSlik

Members Absent: none

Staff Present: Cierra Bakovka

Guests: Meghan Augustin, Laura Kruisenga, Kristin Gootjes, Deb Kalinka-Manning

II. Approval of Agenda - Mentioned by Augustin, seconded by Simmons

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

- 9/23/2025 Minutes

IV. Unfinished Business

A. Professional Fundraiser

a. Interviews

i. Kennari Consulting - 5:15pm

1. Laura Kruisenga, the owner, attended the meeting to represent Kennari Consulting. Kirstin VanderMolen, the person who submitted the proposal and would be the running point on the project, was unable to attend due to a death in the family. Kennari is comfortable having crucial conversations. Clients have at least 2 dedicated staff members from Kennari working on their project. 60% of Kennari's clients are in West Michigan.

ii. KG Consulting - 6:45pm

1. Kristin Gootjes and Deb Kalinka-Manning attended the meeting and they would be handling the project. The pair expressed a deep love and support of libraries. Currently they are finishing up a project with Krause Memorial Library.

b. Committee Reflection/Discussion

- i. The committee wishes they could have met Kirstin VanderMolen from Kennari, but understand why she was unavailable. The committee was a bit overwhelmed by all the info. Will take some time to process and reconvene prior to the board meeting on October 14th to render a recommendation for the board.

V. New Business - None

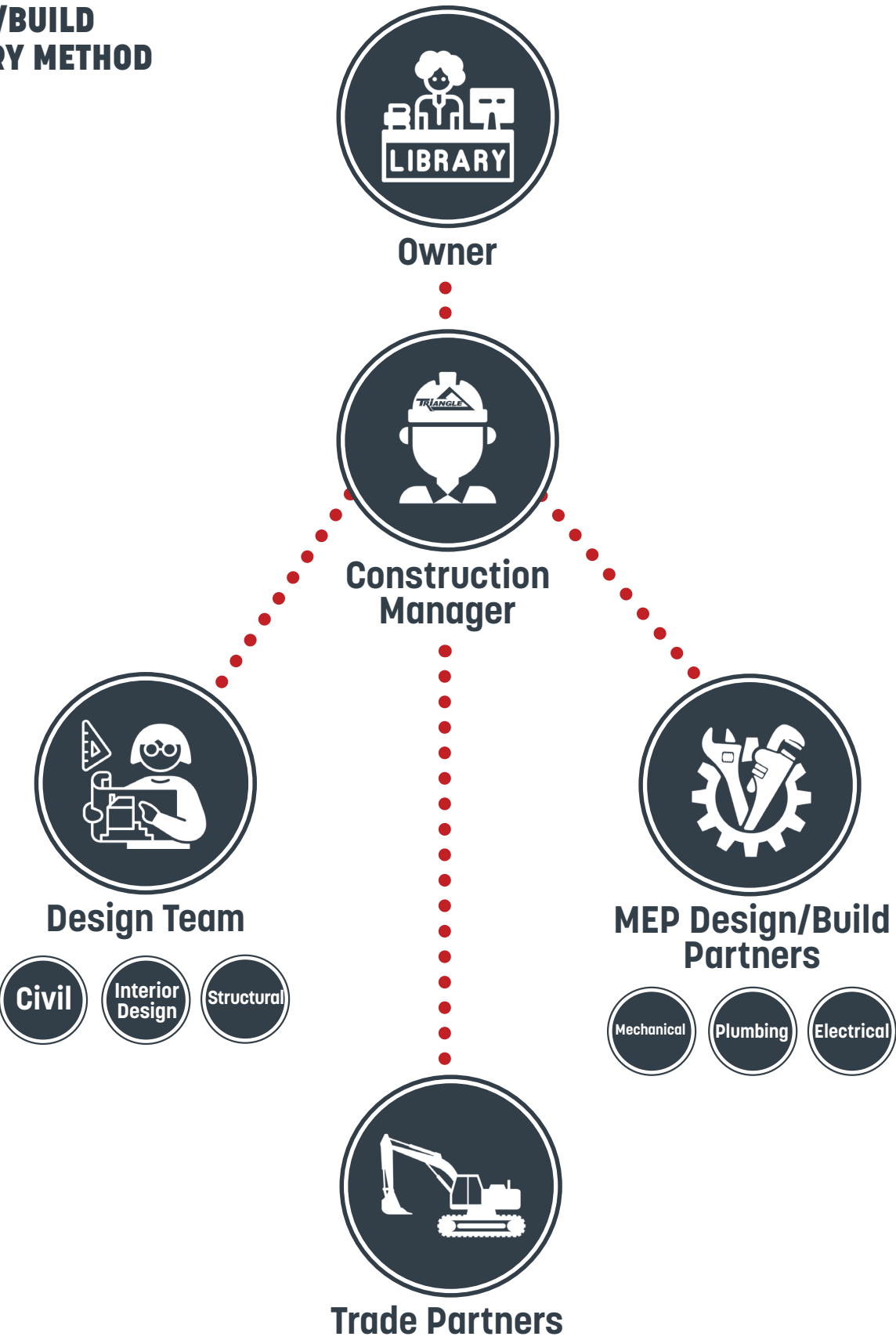
MINUTES

VI. Around the Table - Nothing to add

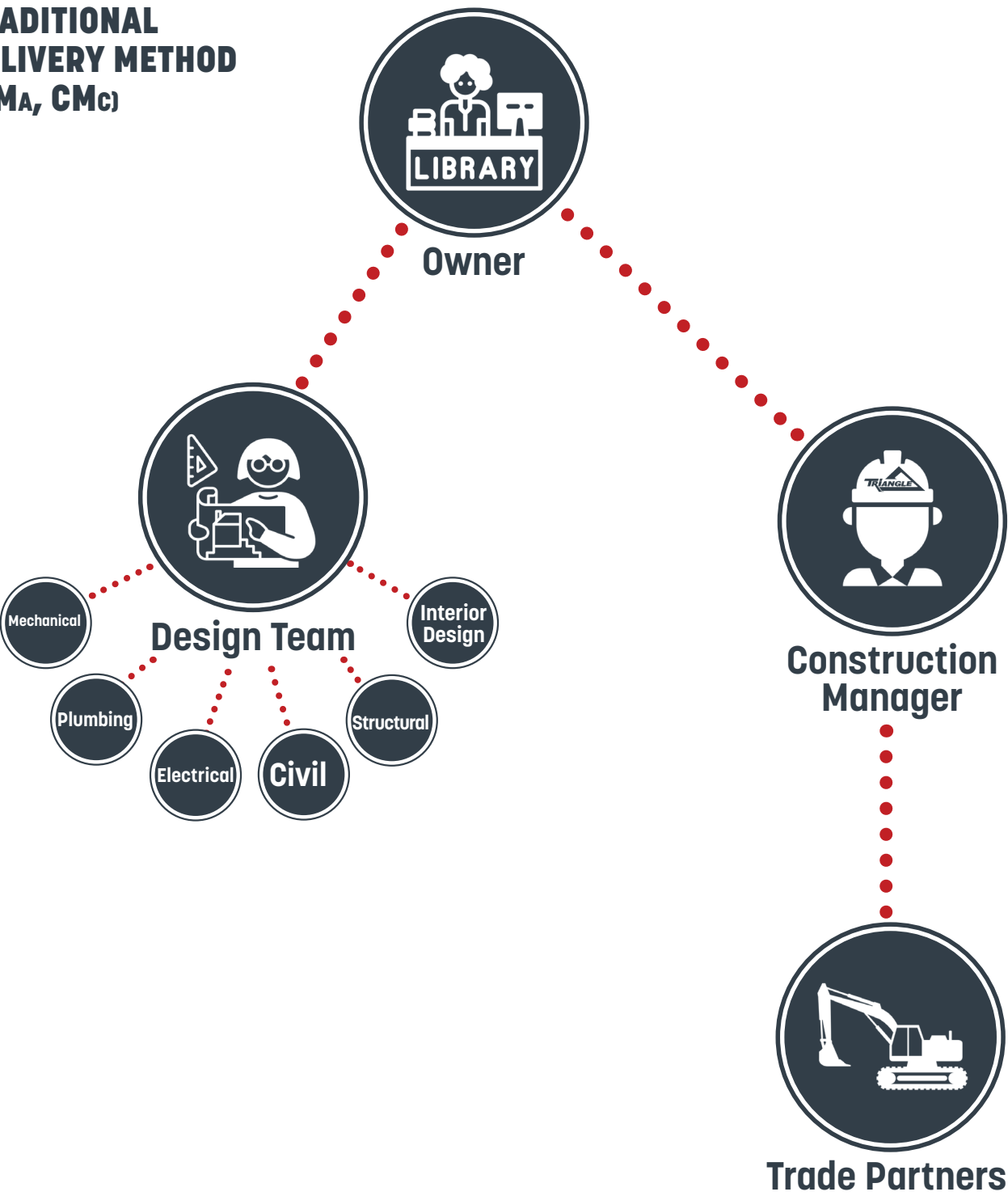
VII. Adjournment - 8:21pm. Motioned by Augustin, seconded by Brinks

// 3. PRECONSTRUCTION APPROACH

**DESIGN/BUILD
DELIVERY METHOD**



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





//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.

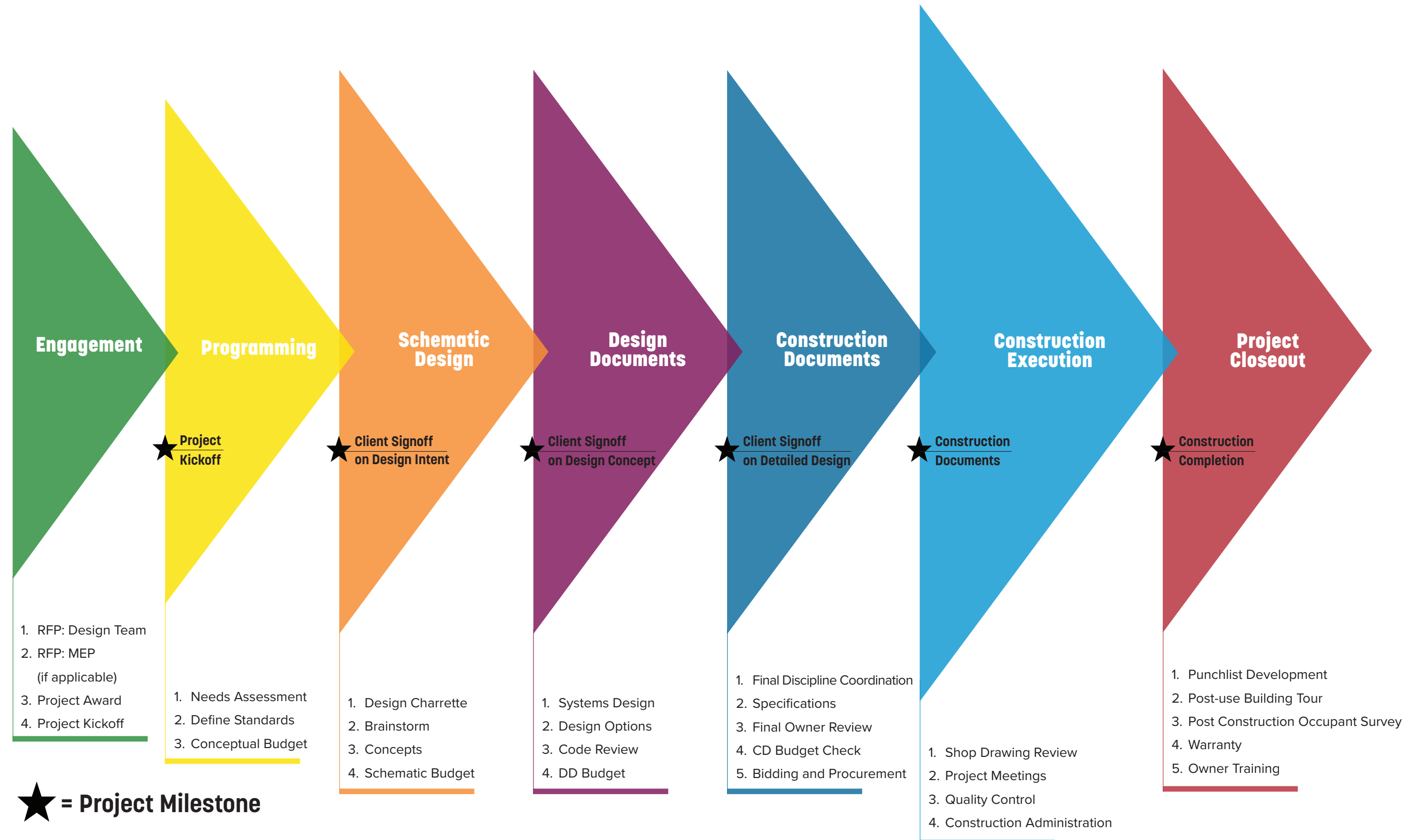
REALIZED COST SAVINGS

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.

PRE-CONSTRUCTION ROADMAP



// 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



Construction • Commitment • Unparalleled

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

May 20, 2025

Dear Cierra,

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

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

PHASE 0 – Design Partner Solicitation

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

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

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

PHASE 1 – Programming and Conceptual Design Support

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

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

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

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

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

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

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

PHASE 3 – Bidding and Construction Administration Phase Services

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

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

During construction, Triangle will:

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

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

Mileage will be billed separately at the IRS standard rate.

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

PAYMENT TERMS

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

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

Sincerely,

TRIANGLE ASSOCIATES, INC.

Brianne K. Pitchford
Vice President of Project Development

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

Ms. Cierra Bakovka
Director of Henika District Library

Date

PHOTOCOPIER USE

The library photocopier is intended for use by library staff and the general public. It is expected that staff and patrons will comply with federal copyright law when using the photocopier. Prints, copies, and faxes for the public totalling under 50 pages per day per patron are paid for on a donation basis. Prints, copies, and faxes for the public totalling over 50 pages per day per patron will be charged according to the pricing listed below.

Black & White

- 8 ½ x 11: 15¢ per page **Double-sided: 20¢ per page**
- 11 X 17: 50¢ per page **Double-sided: 75¢ per page**

Color

- 8 ½ x 11: 25¢ per page **Double-sided: 30¢ per page**
- 11 X 17: 75¢ per page **Double-sided: \$1 per page**

Faxes

- 50¢ per page **Double-sided: \$1 per page**

*Adopted: 12/16/91
 Revised: 3/15/94
 Revised: 8/12/98
 Revised: 2/14/02
 Revised: 3/12/09
 Revised: 8/14/14
 Revised: 1/14/16
 Revised: 1/10/19
 Revised: 2/13/20
 Revised: 10/20/22
 Revised: 10/14/25*

INCOME			Avg Month
Copy/Fax	\$3,352.38		\$335.24
EXPENSES			
Paper	-\$523.66		-\$52.37
Printer Overages / Ink	-\$2,500.55		-\$250.06
Total -	\$328.17		\$32.82
as of october 30.23			

INCOME			avg Month
Copy/Fax	\$2,306.44		\$384.41
EXPENSES			
Paper	-\$342.81		-\$57.14
Printer Overages / Ink	-\$1,207.78		-\$201.30
Total -	\$755.85		\$125.98
Jan-Jun 2025			

INCOME			Avg Month			
Copy/Fax	\$1,265.03		\$421.68			
EXPENSES						
Paper	-\$227.76		-\$75.92			
Printer Overages / Ink	-\$2,054.00		-\$684.67			
Total -	-\$1,016.73		-\$338.91			
July-Sept 2025						

Henika District Library

Director Evaluation

36

Director: _____

Fiscal Year in review: _____

The Library Board of Trustees will conduct a formal, written evaluation of the Library Director at the end of each fiscal year. The Board President will meet with the Director and review the feedback provided by the evaluations.

Purposes of the Performance Evaluation

- To provide the director with a clear understanding of the board's expectations.
- To ensure the director and the board are aware of how well the expectations are being met.
- To serve as a formal vehicle of primary communication between the board and director.
- To identify the board's actual concerns so that appropriate action can be taken.
- To demonstrate sound management practices and accountability to the board and the community.

Expectations and Evaluation

Directors are held accountable to many varied and sometimes conflicting constituencies. The board and the director must recognize these groups and acknowledge the relationship with each one:

- The general public
- The library staff members who have diverse personal expectations for their director
- Public pressure groups who exert pressure on the director to respond to their concerns
- Friends of the Library groups
- Individual members of the board of trustees who have personal priorities for the library and the director.

Good communication, public relations, a written plan and clear policies will all help the board and director to deal with any conflicting expectations. The evaluation method and process can be designed to include input from all these groups, but the final responsibility rests with the board.

Definition of Rating Terms:

5: Outstanding: The Director's performance is exceptional in comparison to expectations.

4: Highly Effective: The Director always meets and frequently exceeds performance expectations.

3: Effective: The Director consistently meets performance expectations and performs in a professional and competent manner.

2: Needs Improvement: The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the Library Trustees.

1: Unacceptable/Needs Substantial Improvement: The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from the Library Trustees. Need for immediate and significant improvement.

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1 (lowest). Add optional comments to expand on the understanding of that section rating.

I. Administrative Duties

37

1. Preparing and Managing the Budget

____ Necessary work is completed, including meeting with the Finance Committee, in a timely manner prior to presenting to the Board.

____ The budget covers all necessary expenses.

____ Funds are effectively allocated.

____ Mid-course corrections (budget amendments) are minimized.

____ Monthly meetings are used to keep the Board up to date on the budget.

____ Other funding sources are explored and applied for as appropriate.

Comments: _____

2. Professional Awareness

____ Maintains an adequate knowledge of current library science practices.

____ Demonstrates to the Board a commitment to personal professional development by attending relevant conferences, meetings, workshops, and seminars, and by sharing knowledge gained with appropriate individuals.

Comments: _____

3. Policy updates and development

____ Collection development policy is up-to-date.

____ Staff policies are up to date.

____ Patron and Library policies are regularly assessed.

____ Board policies are regularly assessed.

Comments: _____

- ☐ Effectively communicates library services, current and new, to the public through multi-media options available.
- ☐ A proper and realistic balance is maintained between promotion of services and budget constraints.
- ☐ Circulation trends and in-house use are adequately analyzed, usually summarized at monthly meetings.

Comments: _____

5. Establishing Priorities

- ☐ Director's recommended priorities are aligned with the library's plan as defined by the Strategic Plan.
- ☐ Priorities appropriately reflect community needs, and reflect advanced planning.
- ☐ Director's accomplishments reflect and relate to the short and long range plans.
- ☐ Plans are updated on a regular basis to reflect changing circumstances with the Planning Committee and presented to the Board.

Comments: _____

Total for Section I

_____ points out of possible 95

1. Managing the Staff

- ____ Positive management/staff relations are maintained.
- ____ Director sets an example for the staff through professional conduct.
- ____ Staff annual evaluations prepared and administered in a timely manner.
- ____ Operation of the Library runs smoothly with respect to hours open, adequate staffing, and providing services.
- ____ Statistical records compiled accurately from reports from staff, as well as monthly staff updates collected for review at monthly meetings.
- ____ Functions are analyzed periodically with the objective of combining, eliminating and/or creating new positions.

Comments: _____

2. Development of Staff

- ____ Motivates and enables the staff to develop their skills through continuing education, workshops and seminars
- ____ Director adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately accounts for the use of such funds.
- ____ Holds staff meetings regularly.

Comments: _____

3. Staff Selection

- ____ Staff selection/hiring is accomplished through appropriate hiring resources.
- ____ Necessary attention is placed on all current hiring rules, policies, and local, state, and federal laws.
- ____ Decisions made are with positive intent to ensure the selection of the best person for the job.

Comments: _____

4. Maintenance and Construction of Physical Building and Grounds

_____ Buildings and grounds are adequately maintained within the imposed budgetary constraints.

_____ Works with the Building Committee to assess the building and grounds on a regular basis to report to the Board.

_____ New and/or remodeled facilities are functionally appropriate and aesthetically pleasing, and are constructed within budget allocations (when such things occur).

Comments: _____

Total for Section II

_____ points out of possible 75

1. Reporting at monthly Board meetings and communications with the Board

- ___ Reports to the Board accurately on library budget, operations, activities, opportunities, and problems.
- ___ Supplies necessary information and references at committee and regular monthly meetings for board members to understand, reference, and make decisions.
- ___ Works with Committees to streamline information at monthly meetings to enable efficient decision making.
- ___ Provides Board members with opportunities to learn about library operations and Board responsibilities, and keeps Board up to date on news in the Library world - local, state, and national.

Comments: _____

2. Policy Recommendations to Board

- ___ Recommends to the Board new and/or updated/revised plans, policies, and technological improvements relating to library operations.
- ___ Policy recommendations are reviewed, researched, and deemed necessary and appropriate to the efficient operation of the library.
- ___ Trustees are informed of new developments and important news reported in library correspondence and literature to provide them with the necessary background to make informed policy decisions.

Comments: _____

3. Implementation of Board Decisions

- ___ Board decisions are implemented on a timely basis.
- ___ Director displays initiative.
- ___ Director is objective and consistent in decisions that affect the staff and/or public.
- ___ Director supports board decisions.

Comments: _____

4. Activity in Professional Organizations

- ____ Director participates in professional organizations as appropriate.
- ____ Maintains positive relations with community organizations.
- ____ Participates in local, regional, state, and national opportunities related to libraries.

Comments: _____

5. Friends of The Library

- ____ Director actively promotes the Friends group.

Please address in comments the following when applicable:

- Director and staff provide adequate support to the Friends organization.
- Director delineates and/or helps define the role of the Friends group.

Comments: _____

6. Community Development

- ____ Needs of the community effectively provided for by library services within the current abilities.
- ____ Develops and/or recommends changes and improvements in services to the community.

Comments: _____

Total for Section III

_____ points out of possible 85

In what areas, in your opinion, does the director excel?

43

What changes would you like to see in the director's administration of the Library?

What performance objectives (goals) would you recommend for the director for the next year?

Section I + Section II + Section III = overall performance

_____ + _____ + _____ = _____ out of a possible 255 [all 51 spaces filled with 5s]

Outstanding: 255-205

Highly effective: 204-154

Effective: 153-102

Needs Improvement: 101-52

Unacceptable/Needs Substantial Improvement: 51-1

Henika District Library Director Evaluation 2024 Fiscal Year

Section 1: Overarching Goals			
<i>Description of Goal</i>	<i>Exceeded Expectations</i>	<i>Met Expectations</i>	<i>Needs Improvement</i>
Governance: The director works with the staff, board, and rest of Lakeland Library Cooperative to improve structure, remove barriers, and focus on cooperation, commonalities, and constructive input and feedback. Revising policies, bylaws, and other documents and strengthening the relationship between board and staff is essential in the process.			
Technology: The director works with the staff, board, and rest of Lakeland Library Cooperative to provide best practices and meet needs and expectations in terms of in-person and remote staff training, e-resources, and patron access services, devices, and assistance.			
Advocacy: The director works with the staff, board, the rest of Lakeland Library Cooperative, and other stakeholders to raise our profile in the community and to raise awareness among our members and their representatives on important issues.			
<i>Comments:</i>			

Section 2: Leadership					
<i>Please rate the Director's mastery of the following:</i>	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Clearly articulates and models the organization's values and mission to staff, board, library cooperative, and the community. Works to raise awareness of library related issues.					

Henika District Library Director Evaluation 2024 Fiscal Year

	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Leads staff in maintaining a climate of excellence, accountability, and respect.					
Shares her vision for Henika District Library and inspires thinking and action in others consistent with the mission.					
Seeks, evaluates, and acts upon opportunities for innovation to change, grow, and improve.					
Empowers the board and staff through sharing information and authority. Communicates well in various mediums.					
Inspires others by recognizing and appreciating individual excellence across the organization.					
<i>Leadership Comments:</i>					

Section 3: Management					
<i>Please rate the Director's mastery of the following:</i>	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Recruits, develops, and retains a capable staff and manages its performance effectively through clear job descriptions, periodic feedback, training, and performance reviews.					

Henika District Library Director Evaluation

2024 Fiscal Year

<i>Please rate the Director's mastery of the following:</i>	<i>Exceptional</i>	<i>Good</i>	<i>Improvement Needed</i>	<i>Unacceptable</i>	<i>Don't Know</i>
Works with the staff, accounting firm, and board to prepare budgets, monitor progress, and initiate changes (to operations and/or budgets) as appropriate.					
Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws.					
Works with the board to develop strategies for achieving the mission, goals, and financial viability of the organization.					
Provides suitable and timely information to the board about key issues for discussion, analysis, and decision making that allows the board to set the agenda and focus of meetings.					
Understands and works to streamline committee and board processes for more timely actions.					
Researches, presents, and implements technologies that are appropriate to the library. Assists staff in understanding and moving forward with the technology					
<i>Management Comments:</i>					

Henika District Library Director Evaluation
2024 Fiscal Year

Section 4: Goals for next review period 2025	
Goal #1	
Goal #2	
Goal #3	

Other or Overall Comments: