

# AGENDA

Henika District Library  
Board of Trustees Meeting  
January 13th, 2026 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. December Regular Meeting Minutes (M) *(PAGES 3 - 4)*

**V. Financial Reports**

- A. December 2025 *(PAGES 5 - 11)*
  - 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 12 - 19)*

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

**VII. Committee Reports**

- A. None

**VIII. Unfinished Business** *(PAGES 20 - 27)*

A. Director Eval Edits

**IX. New Business**

A. Kennari Assessment/Updates *(PAGES 28 - 41)*

1. Fundraising Infrastructure Assessment

2. Case for Support Draft

**X. Around the table (i)**

**XI. Adjournment (M)**

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

December 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: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:37 p.m. by Augustin.
- II. Approval of Agenda motioned by Kuhn and seconded by Marsh. All yes, motion carried.
- III. Community Opportunity to Address the Board: None present.
- IV. Approval of December 2, 2025 Special Meeting minutes motioned by Kuhn and seconded by Augustin. All yes, motion carried.
- V. Financial Reports for November 2025
  - A. Approval of paid bills motioned by Brinks and seconded by Simmons.
  - B. Monthly check register and credit card detail reports were reviewed. Bakovka returned some unused Halloween candy to Costco for \$68.67. Statements reflect two months (Oct and Nov) paid to Absopure. Heimler updated all computers, etc. to Windows 11.
  - C. YTD vs Actual and United Bank accounts were reviewed.
  - D. All yes to motion to approve paid bills, motion carried.
- VI. Director's Report for November 2025
  - A. Bakovka is around 70% through the annual staff performance review meetings. There were a lot of Kennari meetings. Bakovka attended a round-table meeting with the Michigan Attorney General, Dana Nessel, discussing the funding cuts to IMLS and actions to be taken against the Trump administration. Summer Reading 2026 plans have begun (program will be dinosaur themed). Around 1550 people came to Snowfest. Wayland Mayor Jennifer Antel wants to have a coffee meeting at the library for the public. Library staff are finishing up inventory, the first since Bakovka has been the director.
  - B. Monthly Statistics, Youth Services, Adult Services, and Circulation reports were reviewed. Tori has been doing a teen event each month and they are well-attended. The paint-alongs are always popular for adults.

VII. Committee Reports

- A. 11/18 Finance Committee - Kuhn summarized the meeting minutes.
- B. 11/18 Building & Grounds Committee - Brinks summarized the meeting minutes.

VIII. Unfinished Business: None

IX. New Business

A. Director Evaluation

- 1. 7 out of 8 evaluations were turned in by board members; Augustin compiled them and met with Bakovka to give an overview. The board discussed Bakovka's performance and salary. (The form we use still needs some work and we will tweak it in the coming months.)
- 2. Kuhn motioned to give Bakovka a 5% raise effective January 1, 2026. Brinks seconded. Roll call vote: Kuhn - yes, Vander Slik - yes, Simmons - yes, Meyer - yes, Engels - yes, Marsh - yes, Augustin - yes, Brinks - yes. Motion carried.

B. Medical Benefits Employer Contribution 2026

- 1. Board discussed whether to use a cap on the employee insurance plan or do an 80/20 plan. Polled members, everyone desired to keep the cap option. Augustin motioned to move on to the next agenda item, Kuhn seconded. All yes, motion carried.

C. Emergency Closure Policy

- 1. Bakovka presented a replacement for our current Emergency Closure Policy and other policies to streamline them. Board discussed the policies. Augustin motioned to adopt the suggested policy as written, with the library name updated, to replace our current Severe Weather, Closing Due to Power Outage and Emergency Situations policies.

D. 2026 Meeting Dates

- 1. Board reviewed meeting dates and made a few minor changes. Meeting dates will be publicly posted by the end of the year.

E. Trustee Evaluations

- 1. Annual trustee evaluation forms distributed. The completed forms should be returned in January.


X. Around the table

- A. Brinks - Nothing to add.
- B. Kuhn - Has a new puppy named Barnabas.
- C. Vander Slik - Nothing to add.
- D. Simmons - Will be returning to college for a program in education!
- E. Meyer - Nothing to add.
- F. Engels - Nothing to add.
- G. Marsh - Nothing to add.
- H. Bakovka - Nothing to add.
- I. Augustin - Good work, everyone!

XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:26 p.m.

## Monthly Check Register

As of December 31st, 2025

Date	Payee	Memo	Account	 Amount
12.6.25	Steampunk Xena	Fire Performance	Programming	\$500.00
12.10.25	Absopure		Utilities	\$6.36
12.10.25	Amazon	Supplies, programming, materials	-SPLIT-	\$1,534.54
12.10.25	City of Wayland		Utilities	\$65.91
12.10.25	Consumers Energy		Utilities	\$305.88
12.10.25	Dunham Accounting		Dunham	\$622.00
12.10.25	Kennari		Contractual Serv	\$3,675.00
12.10.25	MERS		Employee Benefits	\$1,733.83
12.10.25	Sprectrum		Utilities	\$61.00
12.10.25	T-Mobile		Communications	\$465.92
12.10.25	TKS	Quarterly Billing	Contractual Serv	\$59.85
12.10.25	US Bank		Equipment	\$613.55
12.16.25	ML Windows	Final Window Payment	Capital Outlay	\$8,940.00
12.23.25	Amazon	Supplies, programming, materials	-SPLIT-	\$3,822.56
12.23.25	Blue Cross		Employee Benefits	\$4,317.68
12.23.25	Cardmember Services		-SPLIT-	\$3,032.17
12.23.25	Demco	Processing	Supplies	\$723.32
12.23.25	DeWeerd	HVAC repair	Equipment Maint	\$110.00
12.23.25	Heimler Consulting	Yearly Email Management	Tech Support	\$400.00
12.23.25	Kansas City Life		Employee Benefits	\$112.10
12.30.25	Michigan Gas		Utilities	\$452.08
12.30.25	Amazon	Supplies, programming, materials	-SPLIT-	\$427.66
			<b>Total:</b>	<b>\$31,481.41</b>

10:53 AM  
01/09/26  
Cash Basis

# Henika District Library

## Balance Sheet

As of December 31, 2025

	Dec 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	48,039.59
Cash - HY Savings - 013	489,954.22
Certificate of Deposit - 228	79,810.28
Certificate of Deposit - 548	34,474.59
Certificate of Deposit - 556	58,116.21
Savings - Building Fund - 212	244,101.67
Total Checking/Savings	954,496.56
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	1,287,672.40
Fixed Assets	
Furniture and Equipment	383.13
Total Fixed Assets	383.13
<b>TOTAL ASSETS</b>	<b>1,288,055.53</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	2,257.48
Total Other Current Liabilities	333,360.54
Total Current Liabilities	333,360.54
Total Liabilities	333,360.54
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	854,707.42
Net Income	48,279.60
Total Equity	954,694.99
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,288,055.53</b>

10:55 AM

01/09/26

Accrual Basis

# Henika District Library

## Profit & Loss Budget vs. Actual

### January through December 2025

	Dec 25	YTD	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
400502 - Federal E-Rate	0.00	2,408.57	3,500.00	-1,091.43
400540 - State Aid	0.00	9,297.32	10,500.00	-1,202.68
400581.C - City Contribution	25,873.17	195,666.08	195,000.00	666.08
400581.T - Township Contributio	0.00	242,855.98	230,000.00	12,855.98
400582 - Non-Resident Fees	10.00	333.34	310.00	23.34
400601 - Copies and Faxes	308.82	4,678.69	4,100.00	578.69
400656 - Penal Fines	2,157.68	33,805.20	32,000.00	1,805.20
400657 - Fines	86.90	900.36	750.00	150.36
400665 - Interest Income	1,775.41	22,118.67	16,000.00	6,118.67
400691 - Donations	18,085.06	42,085.54	23,910.00	18,175.54
400692 - Miscellaneous Revenue	0.00	1,882.00	1,882.00	0.00
400693 - Book Sale	12.56	1,842.20	1,840.00	2.20
400700 - Grants	0.00	6,239.59	6,787.82	-548.23
<b>Total Income</b>	<b>48,309.60</b>	<b>564,113.54</b>	<b>526,579.82</b>	<b>37,533.72</b>
<b>Expense</b>				
700710 - Employee Benefits	5,378.30	69,192.98	71,000.00	-1,807.02
700727 - Postage	47.00	517.30	600.00	-82.70
700728 - Supplies	1,098.27	9,232.58	9,500.00	-267.42
700740 - Equipment	613.55	14,868.83	17,000.00	-2,131.17
700740 - Furnishings	0.00	250.55	2,000.00	-1,749.45
700740 - Materials	4,422.29	36,408.08	38,150.00	-1,741.92
700801 - Advertising & Promo	270.50	4,505.46	5,100.00	-594.54
700805.1 - Accounting	575.00	14,839.20	15,000.00	-160.80
700805.2 - Bank Charges & Fees	204.00	254.88	100.00	154.88
700806 - Technology Support	400.00	2,845.00	3,000.00	-155.00
700808 - Building & Grounds	63.35	14,813.69	15,882.00	-1,068.31
700850 - Communications	465.92	6,130.77	6,220.82	-90.05
700910 - Building/Liability Ins	0.00	8,648.00	8,650.00	-2.00
700920 - Public Utilities	1,007.73	10,607.22	12,000.00	-1,392.78
700933 - Equipment Repairs	110.00	2,080.43	2,500.00	-419.57
700954 - Contractural Services	3,800.54	29,357.97	34,000.00	-4,642.03
700955 - Memberships / Training	49.46	7,440.19	8,800.00	-1,359.81
700956 - Programming	3,384.85	15,509.11	16,430.00	-920.89
700970 - Capital Outlay	8,940.00	36,341.28	19,647.00	16,694.28
Payroll Expenses	26,551.03	215,085.87	224,000.00	-8,914.13
Payroll Tax Expense	2,040.58	16,703.64	17,000.00	-296.36
<b>Total Expense Net</b>	<b>59,422.37</b>	<b>515,633.03</b>	<b>526,579.82</b>	<b>-10,946.79</b>
<b>Ordinary Income Net Income</b>	<b>-11,112.77</b>	<b>48,480.51</b>	<b>0.00</b>	<b>48,480.51</b>
	<b>-11,112.77</b>	<b>48,480.51</b>	<b>0.00</b>	<b>48,480.51</b>


**December 2025 Statement**

Open Date: 11/15/2025 Closing Date: 12/12/2025

**Visa® Business Cash Card**

HENIKADISTRICTLIBRARY (

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Account Ending in:

**Elan Financial  
Services**

BUS 30 ELN 1 4

1-866-552-8855

9

<b>New Balance</b>	<b>\$3,032.17</b>
<b>Minimum Payment Due</b>	<b>\$31.00</b>
<b>Payment Due Date</b>	<b>01/10/2026</b>

**Late Payment Warning:** If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$41.00 Late Fee and your APRs may be increased up to the Penalty APR of 30.74%.

**Reward Points**

Earned This Statement	3,763
Reward Center Balance	33,664
as of 12/11/2025	
For details, see your rewards summary.	

**Activity Summary**

Previous Balance	+	\$3,976.24
Payments	-	\$3,976.24CR
Other Credits		\$0.00
Purchases	+	\$3,032.17
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

<b>New Balance</b>	=	<b>\$3,032.17</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$31.00</b>
Credit Line		\$40,500.00
Available Credit		\$37,467.83
Days in Billing Period		28

**Payment Options:**

 Mail payment coupon  
with a check

 Pay online at  
myaccountaccess.com

 Pay by phone  
1-866-552-8855

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



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

 . to pay by phone  
 . to change your address

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

<b>Account Ending in</b>	
<b>Payment Due Date</b>	1/10/2026
<b>New Balance</b>	\$3,032.17
<b>Minimum Payment Due</b>	\$31.00

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

**Elan Financial Services**

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






December 2025 Statement 11/15/2025 - 12/12/2025  
HENIKADISTRICTLIBRARY

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### Business Cash

#### Rewards Center Activity as of 12/11/2025

Rewards Center Activity*	0
Rewards Center Balance	33,664

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

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	3,033	28,383
2 Extra Points - Telecom & Office Supply	728	3,833
1 Extra Point - Restaurants & Gas	2	85
<b>Total Earned</b>	<b>3,763</b>	<b>32,301</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.

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line . Your new credit line appears on this statement.

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/18	11/17	9238	MARSHALLS #780 WYOMING MI	\$29.96	Ad/Promo
11/18	11/17	4409	WALMART.COM 8009256278 800-966-6546 AR	\$135.68	<del>Ad/Promo</del> Furn
11/20	11/18	4126	WALMART.COM 8009256278 800-966-6546 AR	\$42.18	Ad/Promo
11/20	11/18	4209	WALMART.COM 8009256278 800-966-6546 AR	\$103.40	Ad/Promo
11/20	11/18	1365	WAYLAND DO IT BEST HAR WAYLAND MI	\$61.99	BG
11/24	11/20	1239	WALMART.COM 8009256278 800-966-6546 AR	\$15.94	Ad/Promo
11/24	11/21	9705	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	CS
12/01	11/28	7077	Mailchimp 678-9990141 GA	\$19.50	CS
12/02	12/01	4049	Adobe Inc 800-8336687 CA	\$21.19	CS
12/03	12/02	5380	WALMART.COM 800-925-6278 AR	\$23.91	Ad/Promo
12/03	12/02	5046	TST*MCDUFFS BAR AND GR Wayland MI	\$49.46	MT
12/04	12/03	8080	DOLLAR TREE JENISON MI	\$11.13	Supplies
12/09	12/08	7749	INTERMEDIA.NET INC 800-379-7729 WA	\$116.50	Utilities
12/09	12/08	9557	DRI*SIGNS 888-2224929 CA	\$247.45	Furn
12/10	12/09	6527	LOWES #01121* GRANDVILLE MI	\$1.36	BG
				<b>\$904.65</b>	



December 2025 Statement 11/15/2025 - 12/12/2025  
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**Transactions** SCHREUR,VICTORIA **Credit Limit \$5000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/17	11/14	7239	MEIJER STORE #199 CALEDONIA MI	\$21.68	<del>10/10</del>
11/24	11/22	4721	MEIJER STORE #199 CALEDONIA MI	\$56.24	<del>10/10</del>
11/24	11/23	0834	COSTCO WHSE #0744 WYOMING MI	\$13.99	<del>10/10</del>
11/24	11/23	0842	COSTCO WHSE #0744 WYOMING MI	\$55.10	<del>10/10</del>
11/24	11/23	2349	BEST BUY 00004648 GRANDVILLE MI	\$220.93	<del>10/10</del>
11/26	11/25	0557	FAMILY FARE 265 KENTWOOD MI	\$13.38	<del>10/10</del>
11/26	11/25	4964	LERNER LPG MBB 800-3284929 MN	\$246.87	<del>10/10</del>
11/26	11/25	0011	TARGET.COM * WWW.TARGET.CO MN	\$92.52	<del>10/10</del>
12/01	11/28	2829	WM SUPERCENTER #3453 WYOMING MI	\$64.66	<del>10/10</del>
12/01	11/28	6853	GAMESTOP #3011 CALEDONIA MI	\$31.78	<del>10/10</del>
12/01	11/28	6937	GAMESTOP #3011 CALEDONIA MI	\$121.89	<del>10/10</del>
12/01	11/28	5297	WAL-MART #3453 WYOMING MI	\$52.96	<del>10/10</del>
12/03	12/02	8399	RED BRICK RESOURCES 180-02635407 MN	\$209.62	<del>10/10</del>
12/08	12/05	2179	MEIJER STORE #199 CALEDONIA MI	\$12.88	<del>10/10</del>
12/08	12/05	5321	FIVE BELOW 561 GRAND RAPIDS MI	\$9.06	<del>10/10</del>
12/08	12/06	3481	TARGET 00010520 WYOMING MI	\$61.55	<del>10/10</del>
12/08	12/07	2631	GUITAR CENTER #338 KENTWOOD MI	\$451.11	<del>10/10</del>
12/08	12/07	4504	SQ *SQUISHABLE AT WOOD Grand Rapids MI	\$58.30	<del>10/10</del>
12/09	12/07	3109	BARNES & NOBLE 2356 KENTWOOD MI	\$90.04	<del>10/10</del>
12/11	12/09	6676	MEIJER STORE #199 CALEDONIA MI	\$61.17	<del>10/10</del>
				<b>\$1,945.73</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
11/20	11/19	5644	DOLLAR-GENERAL #9954 WAYLAND MI	\$1.50	<del>10/10</del>
11/26	11/24	1968	HARDING'S MARKET #3 WAYLAND MI	\$7.99	<del>10/10</del>
12/08	12/06	2867	HARDING'S MARKET #3 WAYLAND MI	\$114.80	<del>10/10</del>
12/08	12/06	5708	MEIJER EXPRESS #615 GRAND RAPIDS MI	\$2.39	<del>10/10</del>
12/12	12/10	4960	HARDING'S MARKET #3 WAYLAND MI	\$55.11	<del>10/10</del>
				<b>\$181.79</b>	<del>10/10</del>

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					

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## Home

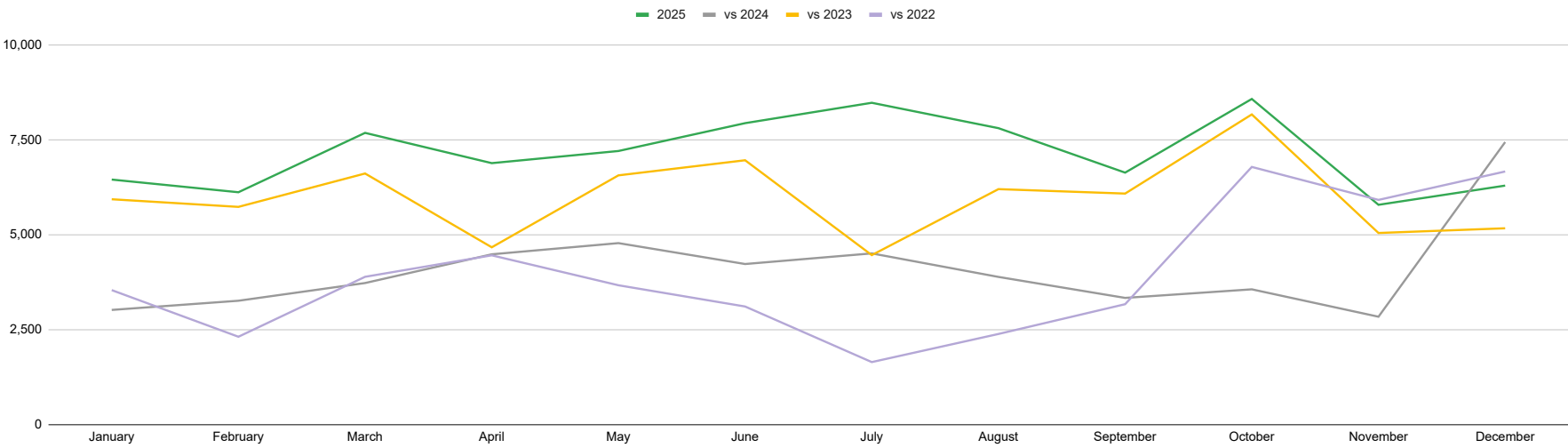
### Alerts

You have no alerts.

### Accounts

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$53,758.79</b>
<b>PUBLIC FUNDS HIGH-YIELD SAVINGS</b> XXX013	Current balance <b>\$489,954.22</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$244,101.67</b>
<b>TIME DEPOSIT</b> XXXX228	Current balance <b>\$79,810.28</b>
<b>TIME DEPOSIT</b> XXXX079	Current balance <b>\$34,474.59</b>
<b>TIME DEPOSIT</b> XXXX087	Current balance <b>\$58,116.21</b>

2025 vs 2022/23/24

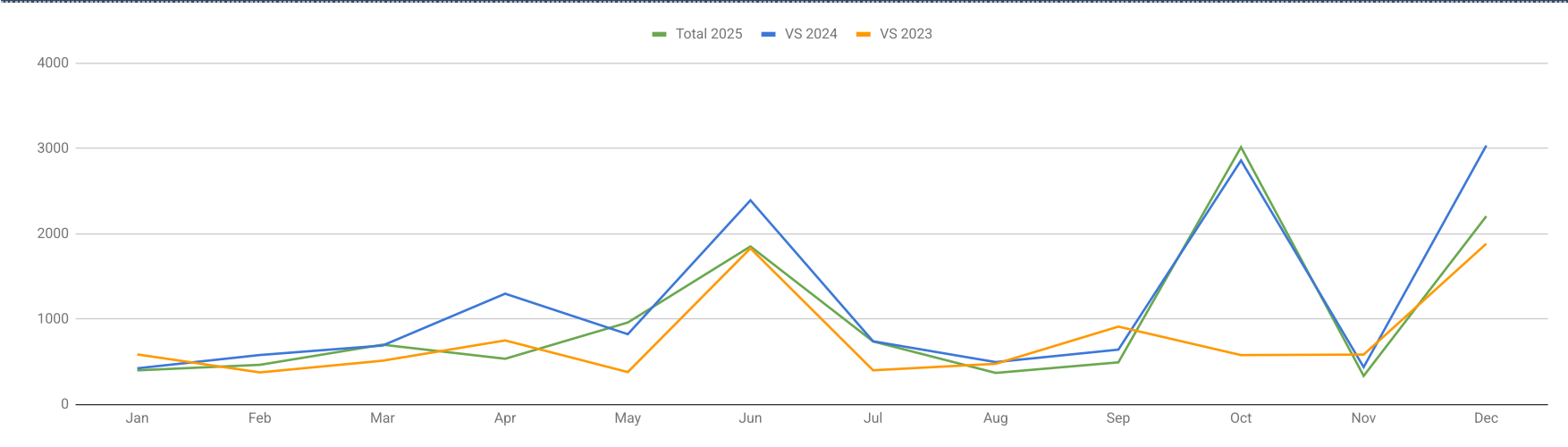


Summary

	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	8,581	5,791	6,297	85,905	7,159
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	414	296	216	331
Tuesday	314	337	333	279	353	329	378	292	339	349	287	282	323
Wednesday	301	332	342	347	287	458	343	396	368	364	390	198	344
Thursday	356	213	308	266	339	303	372	270	280	339	345	197	299
Friday	215	224	277	196	324	225	276	308	243	252	208	144	241
Saturday	128	175	225	184	103	217	162	151	157	190	126	517	194



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	362	306	527	437	888	675	332	45	225	160	173	107	4237
Adult	23	78	87	71	56	255	126	68	74	78	52	68	1036
Family	13	79	85	26	15	921	279	255	193	2777	108	2030	6781
Total 2025 [1]	398	463	699	534	959	1,851	737	368	492	3,015	333	2205	12054
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%	105%	76%	73%	84%

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	157	165	106	2386	199
Youth Reading Programs	37	43	123	9	2	412	82	1	2	3	8	1	723	60
Passive Programs	174	187	181	166	125	119	176	79	120	432	106	153	2018	168
Adult Live Events	23	65	87	71	56	31	88	68	74	78	52	67	760	63
Adult Reading Programs	0	13	0	0	0	224	38	0	0	0	0	1	276	23
Family Live Events	13	79	85	26	15	921	279	176	73	2345	2	1877	5891	491

**December 2025****Youth Services Report****Tori Schreur, Youth Services Librarian****Lego Club: 3 attendees**

This was our first Lego Club that was held on a Monday, and it was the first Monday after Thanksgiving Break, so I'm not sure if that had any impact on the amount of kids who showed up to play. Most of our lego clubs have been freestyle, but I challenged the kids to find a challenge card that looked fun for them and to make something that the card says.

**After School Art: 33 attendees**

Snow days and Christmas Break interrupted After School Art a bit, but we did have fun making hand puppets. I bought some blank canvas fabric that's purpose was to be turned into hand puppets. I gave the kids markers, felt, googly eyes, and other supplies to make their puppets. They had a lot of fun with it. Some made Christmas themed characters, while others made puppets of all the main Harry Potter characters.

**Santa Storytime: 34 attendees**

We love having Santa come to the library. Santa sat by the fireplace and read a couple stories to the kids. It was so cute! We also had Allegan Community Action here with crafts and fidgets, which really helped the littles to be entertained while Santa was reading. After he read his stories the kids asked him questions like what's his favorite cookie and what he does for fun.

**Preschool Playtime: 5 attendees**

We only had one session of Preschool Playtime this month. We played with building blocks, built puzzles, danced to action songs, and played with the water doodle mat. The doodle mat was the favorite and mess free! I was hoping there would be more snow on the ground that I could bring inside, but a lot of the snow we had at the time was melting and dirty.

**Pokemon Club: 24 attendees**

This was our first month having Pokemon Club on Mondays, and our attendance was a little bit lower compared to previous months. However, we did have a new crowd of kids who haven't been able to make it in the past, so it was nice to see new faces. I raffled off some leftover packs that I had been saving as a special treat. Since it was a new crowd of faces, it was nice that some new kids got a chance to win some cards.

**Stocking Stuffers for Teens: 7 attendees**

I had a handful of teens take advantage of the free candy and made a stocking. I bought mini stockings and some glitter glue and glue pens for the kids to decorate the stockings with.

Because I didn't want them to mess up their designs, I gave them a plastic ziplock bag to take their candy home with them so they didn't smear the paintings on their stockings.

### **Scavenger Hunt: 85 kids**

### **1000 Books Before Kindergarten: 1 moved on to the next sheet**

### **Looking Forward:**

January is looking like a pretty normal month for youth programs at the library. On Monday December 5th, I will have Lego Club, and I purchased quite a few new legos to add to the collection; including play mats. Storytime will be held on Tuesday, January 6th as well the 20th for the Preschool aged kids. After School Art will be on each Thursday of the month: January 8th, 15th, 22nd, and 29th. On Monday, December 12th, I will host Pokemon Club. I'm hoping to see both new and old faces for that session. On Tuesday, January 13th and 27th I will resume holding Preschool Playtime. On Monday, January 19th, it is National Popcorn Day, so the tweens and teens will be having a Popcorn taste test. And lastly, on Wednesday, January 28th, Emma Niekamp will be coming in to show off her reptiles.

**December 2026**  
**Adult Services Report**  
**Abigail Cummings, Adult Services Librarian**

**Programs & Attendance**

**Holiday Craft Night: 4**

The weather was absolutely atrocious this evening, and I felt lucky to get anyone at all! Some very cute Christmas presents were made.

**Hot Cocoa Bar: 14**

This one is always a favorite! People mix their own hot cocoa powder and then decorate the jar. I do this every year and it's always been popular.

**Combat of the vikings: 8**

It was great to have Jerry Berg back! This one drew in some people who don't come to a lot of events, so that was cool to see.

**Take-and-make: 48**

People have been really into the take and makes recently! I'm going to keep buying larger amounts, because they go so fast.

**North "Poll" Movie Night: 17**

This is my second year doing this event, and people seem to enjoy it. They get to vote on the movie we watch, and then we have a cozy night in with the winner and hot chocolate and pajamas. This year it was the grinch.

**Silent Book Club: 7**

I wasn't able to be here for this, but I'm still very glad we get to be a venue for this group every other month! We'll see them again in February.

**Coffee & Coloring: 9**

I didn't even expect this many people the Saturday after Christmas, but we had a pretty good turnout!

**Winter Reading: 1**

We've had one finisher so far, but the trackers are going fast and they've got two more months to finish, so I think we'll see an uptick.

**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.



**Free Paint: 10**

Free paint never has quite the attendance of the instructor led classes, but people still show up and have fun!

**Sawmill: 0**

Sawmill was cancelled due to weather.

**Green Acres: 14**

I had a great group at Green Acres! Since doing the library stuff as well, my numbers are even higher, and a lot of the residents appreciate having access to books again.

**Bingo! Brunch: 16**

This was a great bingo! Brunch! There was a good group due to school being out, and the energy was fantastic.

**Total Program Participants: 149****December Reflection**

I had almost 3 times the participants in December of this year than last year! It was a good, productive month and I'm glad people came to things, because it can be hit-or-miss when it's so cold and snowy. This month also taught me to maybe prioritize take-and-makes a little more.

**Looking Forward**

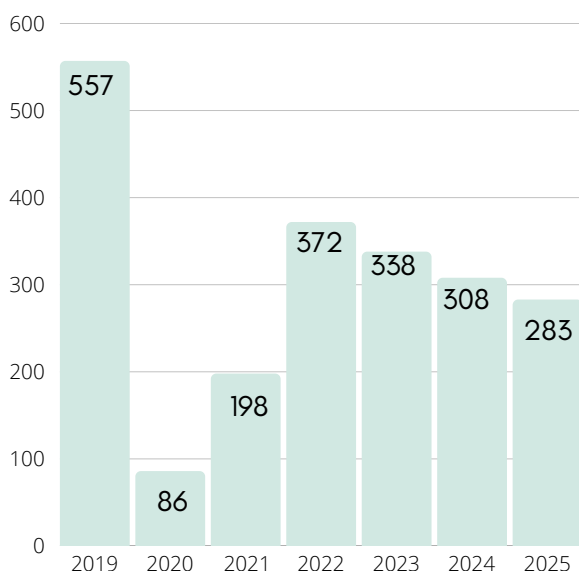
January should be fun! We're doing events on Wednesdays now, so I'm curious to see how that's going to impact attendance. I have a craft and instructor-led painting, which usually does pretty well, and I'm doing trivia again, because it's been a while. I'm also hosting the Allegan County Historical Society for their meeting on the evening of the 15<sup>th</sup>, which will be a cool experience.

# December 2025

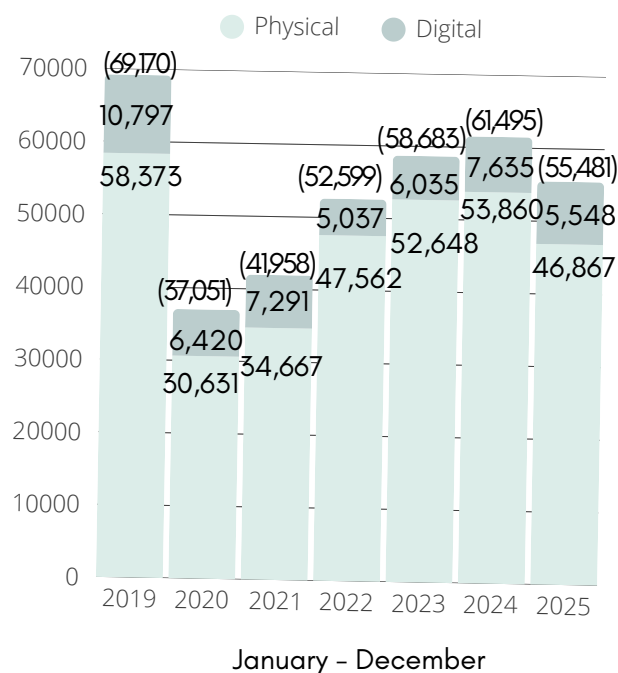
Our December 2025 circulation numbers are 6,014 lower than our December 2024 numbers. The categories showing the most growth from last year during the month of December are Teen Print; which circulated 1.8 times more than they did last December and General Non-Fiction DVDs; which circulated twice the amount that they did last December. Other categories showing noticeable growth from last December include: Juvenile Print, Special Collection items, YA Audiobooks, Tween Audiobooks, Adult e-Audiobooks, and Teen e-Audiobooks. Our Videogames circulated the exact same time this December as they did last December. The categories that are not circulating as well as they did in December of 2024 include: Adult Print, Tween Print, MeL items, Board Games, Youth DVDs, Adult Audiobooks, Juvenile Audiobooks, Adult e-Books, Teen e-Books, Juvenile e-Books, Juvenile e-Audiobooks, and General Fiction DVDs. On another note, our Spanish items have been checked out a total of 1 time this month. I anticipate a boost in overall circulation numbers come January as we have a ton of new items entering into circulation and our post-holiday hours are more regular.

*Courtney Schenkhuizen - Circulation Supervisor*

## Computer Sessions



## Circulation YTD:

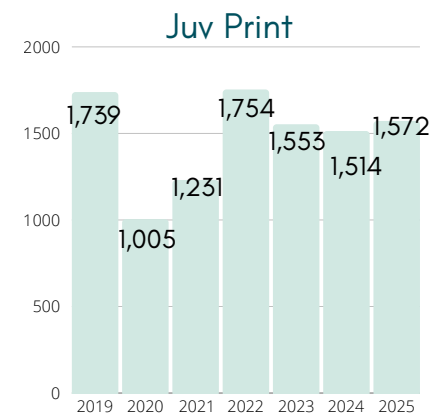
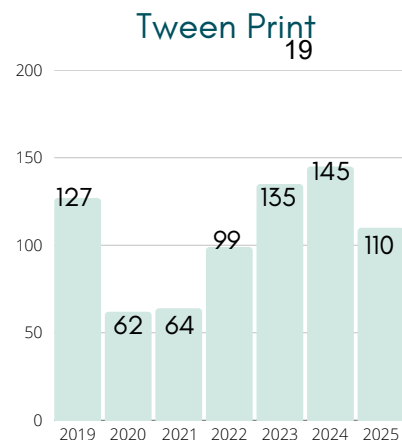
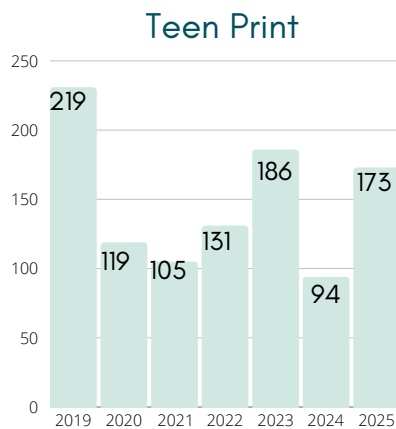
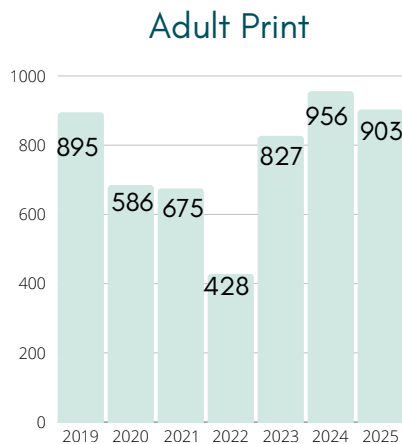


Henika has 2,458 total patron accounts. 514 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

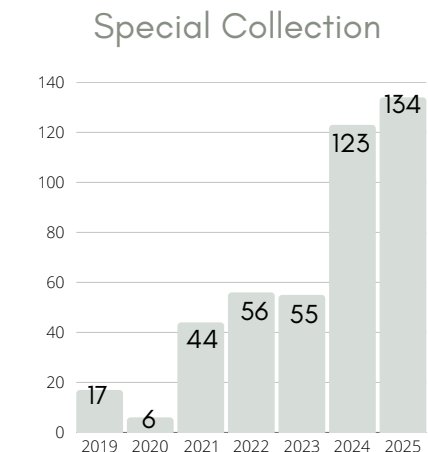
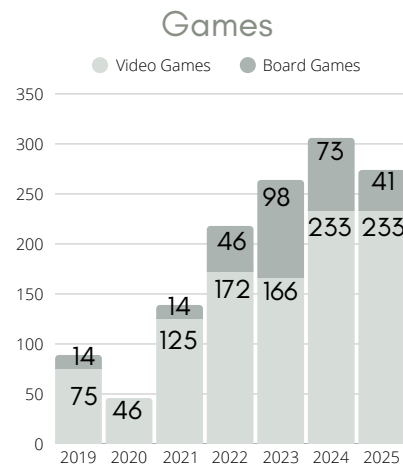
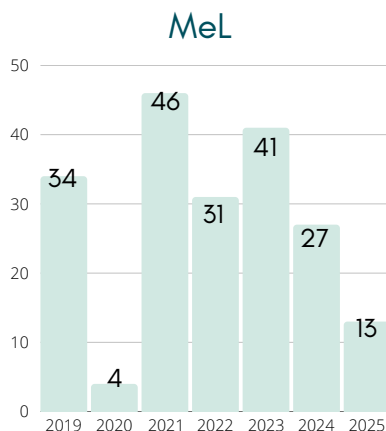
287 Patron accounts added YTD  
 16 Patron accounts added in December:

- 6 - Wayland City
- 6 - Wayland Township
- 4 - Non-Resident

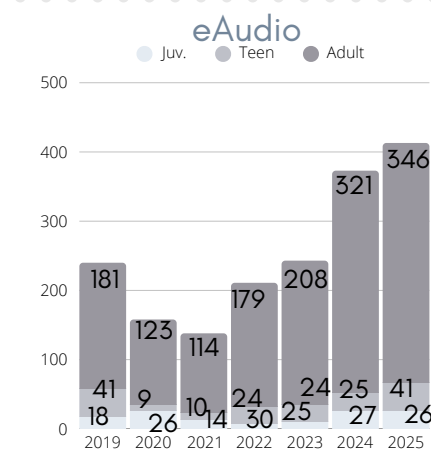
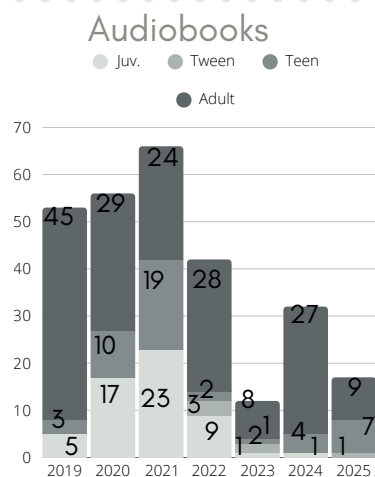
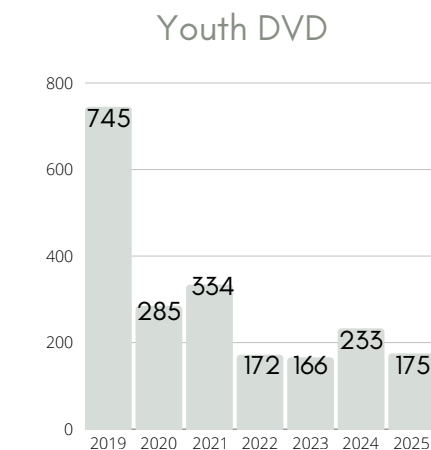
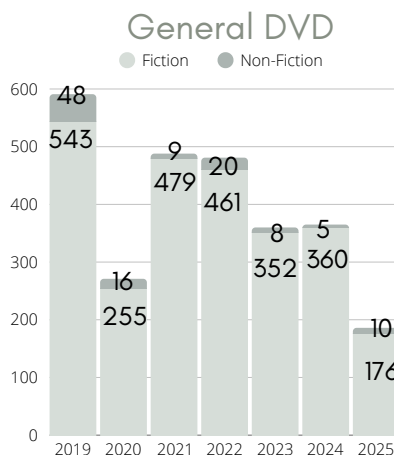
\*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.



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



\*prior to August 2021, this only included launchpads



# Henika District Library

## Director Evaluation

20

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

21

### 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Use of the Library

- \_\_\_ 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

## II. Staffing and Building

23

### 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?

27

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

## Fundraising Infrastructure Assessment

### December 2025

Kennari conducted a fundraising infrastructure assessment to determine Henika District Library's readiness to launch and complete a successful campaign. Assessment meetings, which included staff and board members, were held to determine strengths and areas of opportunities for HDL as they embark on a capital campaign. Additional recommendations for strategies that could also strengthen the organization's ability to grow annual giving and operational support are also included. The following recommendations are designed to help Henika District Library take next steps to strengthen capital campaign efforts.

Capital Campaigns can be a catalyst for exponential growth and mission advancement for nonprofits. However, when organizations don't go through the appropriate planning steps in preparation for the campaign, it can take much longer to meet goals. An extended campaign can then lead to volunteer, staff, and donor fatigue, and it can take a lot more resources from the organization in the process. In contrast, taking time and resources to follow appropriate planning activities from the beginning usually means realistic goals and timelines are set, and donor resources are leveraged with the highest possible return on investment.

The following checklist represents the breadth of planning that is essential for successful campaigns. Depending on their desired campaign's size and scope, organizations might not meet all these criteria, but these questions can help identify the tasks necessary to ensure a successful campaign.

#### 1. *Clearly Defined Project*

- a. Henika District Library (HDL) has a master plan for the project, however, the project goal is contingent on a passing millage. It will be important for HDL to determine which project elements could be completed with private support and which elements would need to wait until a millage passes.
- b. Henika District Library also needs to consider their long-term plan should the millage not pass at the desired time. The decision of whether to try again, or change the scope of the project, or both, lies with the board and/or planning committee decision. It is good practice to determine alternate pathways before the vote even takes place.

#### 2. *Budgets*

- a. Henika Library has an estimated budget for the project, however, it does not include all components of developing and implementing a campaign. Campaign budgets should not only include cost of brick and mortar but other needs such as campaign expenses (marketing, consultants, printing, fundraising, etc.), technology
-

upgrades, and furniture, fixtures, and equipment. Kennari recommends revisiting the budget to add these components as well as gathering new estimates if estimates are over 12 months old. **A sample campaign budget was provided to library staff and is included in the attachment section of this report.**

- b. To understand the long-term impact of the project on the organization, HDL should develop a pro forma identifying how the project will impact the organization both in revenue and expenses after the project is complete. This includes costs of electricity, maintenance, supplies, etc. which will increase due to the expanded size of the library as well as the use the library will see due to increased programming opportunities.

### 3. Leadership

- a. It is positive that both the Library Director and the Board agree about the total scope of improvements needed to enhance the library.
- b. The library is respected in the community and there are other community members that desire to be a part of the library.

### 4. Prospective Donors

- a. Henika District Library has a very small pool of regular donors. While there are likely many in the community that will support the campaign, starting with a small base of donors means that it will likely take longer to reach the goal of \$1.5M in private funds. Recruiting high level volunteers who can help extend the donor base will play an important role in meeting the goal.
- b. Once volunteers have been recruited to help with this work, the next steps are to determine major donor prospects from the current donor base as well as identify other community donors who have major gift potential.
- c. Create a gift chart to begin mapping out where the more significant major gifts will come from.
- d. While HDL receives millage support each year that helps fulfill their operating needs, there is still opportunity to grow the donor base by gathering contact information from every person who engages with the library in some way. This will be easier once the library is able to grow programming efforts and host more community activities. Having a stronger donor base will help the library with any long-term upgrades or maintenance needs that extend beyond what millage support provides.
- e. HDL has a list of patrons but it is held by the Lakeland ILS. There is likely donor potential among the patron list. Part of the campaign strategy will be a targeted approach to the patron list to identify those who have gift capacity. More details about this are in the records and research section.
- f. Utilize grant prospecting tools to identify potential grant resources for capital needs. Kennari Consulting will help build this list.

### 5. Volunteers

- a. HDL already has a planning committee comprised of only board members. The role of this committee has largely been developing the project and they should continue this work.



- b. While there may be some members of the planning committee who would enjoy the philanthropic aspect of the campaign, it is still essential to create another committee that is focused solely on funding the project. To that end, Kennari recommends adding another committee – a campaign cabinet or campaign committee. This committee would have 1–2 board members and 6–8+ non-board community members who are well-connected, well-respected, and willing to do the work of philanthropy. Because the library’s donor base is so small, this committee will be essential in helping reach the fundraising goal. **A document detailing the campaign committee’s role is included in the attachment section of this report.**
- c. The library recently had several people apply for a board position. These individuals are a good starting point for volunteers for the campaign committee.
- d. As the library considers ongoing annual giving needs after the campaign, it will be important to review the addition of new board members through that lens. Seating board members with a more diverse background and those who have a desire to help expand philanthropy will be essential in aiding the library with long-term funding goals.

## 6. History of Support

- a. As noted above, the library has a limited history of support outside of the millage. Yet, it does have the opportunity to ask its supporters, patrons, and community members for ongoing support. Kennari recommends installing routine donor communications that advise the community and library patrons how to support their local library and the role the library plays for its community members. These communications should describe how both millages and philanthropy play a distinct role to support ongoing library upgrades, maintenance, and programming efforts. The case for support that Kennari Consulting creates for the project will be helpful with broader messaging to the community on the importance of having a local library. It will be important to start this work now even as the library is beginning to launch a campaign.

## 7. Staffing

- a. Moving a campaign forward often takes additional staff resources and time. The Library Director has time to manage the current day-to-day operations of the library, however, to move campaigns forward, nonprofits often rely on a project manager. A campaign project manager helps recruit the campaign volunteers, manages and creates print material, and ensures the campaign volunteers have what they need to help with solicitation activities. This work can be done by current library staff but it’s important to understand that it may take longer to complete the campaign because they need to prioritize daily operations and may have limited time to devote to campaign work.
- b. A campaign project manager is a part-time position (10–15 hours a week) through the duration of the campaign. Kennari can provide a job description upon request.
- c. When the campaign is complete, and if the library decides to implement annual giving activities to help bolster operational and maintenance upgrades, the board/staff should consider the addition of a part-time development and



communications specialist. Often, the project manager shifts into this role once the campaign is complete.

## 8. Records & Research

- a. Donor data is currently kept in Google sheets. While data is at an extremely low volume right now, a CRM or donor software tool will be needed as fundraising increases. In the meantime, the spreadsheet should be organized in a more transactional display format. **A sample data tracking tool will be shared with the organization.**
- b. Patron data is kept in the Lakeland Library Cooperative Integrated Library System (ILS). Because ILS is protected by the Michigan Privacy Library Act (MPLA), the ability to use that specific data is limited to what the MPLA allows. Determine if any type of communication can be sent to patrons or send them a patron survey to get them into the Mailchimp email list. It will also be helpful to eventually mail to the patron list to uncover any potential donors for the campaign.
- c. Online giving is currently set up through PayPal and there are one or two recurring gifts established through PayPal. Yet, the platform has limited donation form options and requires the organization to include a campaign goal. Based on these facts, HDL should consider an online giving platform that is donor specific and user friendly. Givebutter is a great tool that allows for easy online giving and will eventually integrate with a donor database as the organization grows
- d. To be successful in relationship-based fundraising long term, it is important that the library invest in a donor-specific CRM or database to capture all data. While the library grows their donor base and fundraising efforts, a tool such as Givebutter would allow for management of donors, online giving, campaign-specific giving, event management and registration, and basic email communication. Givebutter has a free starter platform where fees are collected through processing fees from donations/registrations. This tool will work great for now but as the organization grows its fundraising efforts, it should eventually consider donor management software such as Little Green Light or Bloomerang.

## 9. Motivation

- a. Fortunately, the board and staff are motivated to update and expand the library, and they see its potential for the community. By working together and adding a campaign committee to help with donor solicitation, they are ready to do what it takes to see these plans come to fruition.



## Suggested Timeline & Next Steps

While Henika District Library has a strong history and reputation in the community, it lacks a strong history of private support outside of millage dollars. It will be important to recruit high-level campaign volunteers who have the willingness and connectivity to donors in the community to help make this campaign successful. Kennari recommends the following timeline:

1. Update the budget and determine what elements could be done with just private support and what elements will need to be done with a passing millage. Also determine a secondary plan in the event the millage does not pass.
2. Create a case for support and supporting materials for the project including but not limited to a slide deck to be used for funder conversations, a one-pager showcasing the high-level elements of the project including the projected impact, a high-level budget, and appealing renderings.
3. Communicate the case for support and plan with a few donors first, gathering feedback about the project and if the donor is ready, also making specific asks.
4. Recruit and train Campaign Committee members and hold one-on-one conversations with each committee member to identify their donor list and solicitation plans.
5. Create a donor tour for the library that showcases what the project will entail and how it will impact the library long-term.
6. Establish an online giving structure that grows with the library's fundraising needs over time. For now, look into Givebutter as a tool for processing gifts and managing donors.
7. Consider the fundraising staffing recommendations noted above and how this will impact the library budget as well as the success of the campaign. Kennari can provide more details on salary and roles if needed.
8. Begin first steps in determining what data can be collected and used from the Lakeland Library ILS. If data cannot be collected and used, it is possible that HDL could work with Lakeland ILS to give patrons an option to join the HDL mailing list to learn more about the project.
9. Even with the campaign underway, begin communicating with patrons, volunteers, donors, and general community members the importance of the library. Not from a standpoint of supporting the expansion but rather supporting the ongoing work of the library. This can be done through digital and hard copy communications, and the campaign project manager could potentially help with this initiative.

## Conclusion

Henika District Library has a passionate board ready to see this project come to life. Wayland is no longer the "sleepy town" it once was in 2007 when the first feasibility study was conducted but rather a thriving area that continues to grow. The library itself is busy and fulfilling many needs outside of just lending books. The next steps are to begin communicating to the public the role and significance of the library and doing the due diligence of uncovering high-level volunteers who will be just as passionate as the current board in seeing the library expansion meet the population of the town it serves.





# ATTACHMENTS



**KENNARI**  
CONSULTING



**Henika District Library**  
Project Budget

**Construction and Renovation**

Architectural Design		4,000,000	<i>new HVAC system included in this quote</i>
Other Pre-Development			
Property Purchase			
Construction & Renovation Total			
LEED Certification			
Paving and External		8,000	<i>have that already budgeted</i>
<b>Construction &amp; Renovation Total</b>		<b>\$4,008,000</b>	

**Equipment**

Furniture, Fixtures, & Equipment		500,000	
Technology Infrastructure			<i>have tech in storage that they will be able to use</i>
<b>Equipment Total</b>		<b>\$500,000</b>	

**Other**

Program/Operational Ramp up			<i>utilities \$12k/year now (add in est. increased cost)</i>
Seed funds for Endowment			
Campaign Costs*		100,000	<i>Cnsultants, marketing, fundraising, printing, etc.</i>
Contingency			
<b>Other Total</b>		<b>\$100,000</b>	
<b>Project Total</b>		<b>\$4,608,000</b>	

\*Overall, campaign expenses should not exceed about 5% of the total campaign goal



## **Campaign Cabinet Roles & Responsibilities**

*The primary responsibilities of the campaign cabinet are to help build prospect lists, cultivate prospects, make asks, and thank donors.*

### Examples:

1. Support the development and implementation of the campaign plan to secure significant philanthropic support.
2. Participate (where appropriate) in one-on-one identification/evaluation (I/E) sessions.
3. Participate (where appropriate) in the cultivation and/or solicitation of key prospects.
4. Focus constituent and community attention on the needs of the organization and its campaign.
5. Personal endorsement and financial support commensurate with financial abilities.
6. Attend campaign meetings as scheduled. (Cabinet meetings should not be monthly.)



### **Guidelines for Reviewing a Case for Support**

A Case for Support serves as a “base document” for your campaign communications. It acts as a versatile resource, allowing you to pick and choose how you use the components depending on the context, such as a grant application or a brochure. At other times, you may share the Case in its entirety with prospective donors. The Case for Support is a tool to introduce the story and details of your project, highlighting reasons for support.

#### **Your Role**

Please identify a select group of individuals who understand the purpose for the Case for Support to review the draft and provide feedback. If possible, please consolidate edits and comments to one document to ensure they are accurate and do not conflict with one another.

The questions below are helpful to consider as you review the Case for Support:

- Does it convey community need and how the project / organization meets that need? The case should reflect what the organization believes about its mission, and what it accomplishes with its capital project. It is not intended to list every program or every service. A case should provide the inspiration that encourages potential donors to give, not provide a laundry list of activities.
- Does it provide a clear overview of what the money being raised is for? While we do not need to provide detailed specifics on programs/services, the campaign components should be clearly explained.
- Is it accurate? It's possible that something was misunderstood during the case workshop or in other details. Please review for accuracy: we do not want to state things that are incorrect about the project or the organization.
- Is it written in "layman's terms"? We should not use insider terminology that the average person would not understand, but rather clear and easily understandable terms and phrases.

#### **As a reminder...**

The Case for Support functions as a strategic tool, offering introductory information to the community rather than directly making the funding request. It is not designed for a mere copy-and-paste approach for grant applications. Instead, the Case serves as a foundational resource, providing language and themes that can be adapted to construct a compelling narrative tailored to the unique interests and priorities of prospective donors we engage with.

## HENIKA DISTRICT LIBRARY – CASE FOR SUPPORT DRAFT

### Who We Are

For more than a century, Henika District Library (HDL) has been a cornerstone of learning and connection in Wayland. Built in 1899, the library has grown alongside the community it serves and adapts to changing needs while remaining grounded in a simple, enduring mission: to encourage community and personal growth through diverse materials, services, and experiences.

Located in downtown Wayland, HDL is a Class III public library serving the residents of Wayland City and Wayland Township. Its shelves hold more than 14,600 items, and its team of seven devoted staff—including two professional librarians with Master of Library and Information Science (MLIS) degrees—welcomes the community for 50 hours each week.

At HDL, every visit is an invitation. From children laughing during story time to the thoughtful conversations in a book club, from hands-on arts workshops to interactive educational events with local partners like nature centers and museums, the library is alive with discovery and connection. Nearly every day brings new opportunities for learning, creativity, and shared experiences, making HDL a trusted gathering place where people truly belong. One family shared: *“When we moved into Wayland, one of the first things we did was locate the local library. Greeted by a welcoming and knowledgeable staff, we instantly felt at home.”*

In 2023, the library saw **71,776 visits and welcomed over 9,200 program attendees**—a testament not just to numbers, but to the vital role HDL plays in the life of the community. More than a library, Henika District Library is a critical third space – a place to imagine, to explore, to connect, and to feel at home.

### The Need We Fill

Strategically located between Grand Rapids and Kalamazoo, Wayland is a community poised for growth, attracting new families and commuters who value its convenience and smalltown character. As the city evolves, Henika District Library plays a central role—providing essential access to knowledge, technology, and connection for residents of all ages. In the past year alone, **more than 12,000 people** participated in library programs, underscoring Henika's importance as a place of learning and belonging. Every program, every service, and every library card is free, ensuring that no one is excluded from opportunity.

For many residents, Henika is more than a library—it is a trusted third space where community life takes shape. As one lifelong patron said: ***“Whether I’m 8, 18, 28, or (approaching!) 38, Henika has always been a cornerstone of my life. We’ve never gone to the library. We go***

**Commented [1]:** We technically have 8 with our custodian

**Commented [2]:** While Abby and Tori are trained librarians, they do not have an MLIS. They do have LoM Certification (<https://www.michigan.gov/libraryofmichigan/libraries/cert/addtlinfo/library-staff-certification-levels>). The director is currently the only one with an MLIS. Though everyone is trained and attends regular professional development.

**Commented [3]:** We do not currently have a regular book club, though we have had several iterations in the past

**Commented [4]:** 2025 stats: 85,905 visits and 12,054 program attendees

**Commented [5]:** Cards are free to residents within our service area. Non-resident cards are a yearly fee (\$40). Programs are free for any to attend. Most services are free, but copy/print/fax is by donation if under 50 pages. Amounts over 50 are charged based on policy (<https://www.henikalibrary.org/s/f/photocopier-use>)

**to Henika.”** Henika offers safe and welcoming spaces that reduce isolation and support wellbeing, especially for seniors and vulnerable residents. And for children and teens, the library is a safe and inspiring space to learn, imagine, and grow; from early literacy programs to **teen study groups**, Henika nurtures the next generation with opportunities that are both recreational and educational.

**Commented [6]:** We do not have an official study group for teens. We have many social type of activities and independent studiers

For families living paycheck to paycheck, Henika is often a critical resource. In Allegan County, **nearly 10% of households and 12% of children live below the poverty line, while 39% of households are classified as ALICE (Asset Limited, Income Constrained, Employed)**. These families often struggle to afford basic necessities, but at Henika they find **free** access to books, technology, job search tools, and youth programs that support their children’s growth.

**Commented [7]:** Out of curiosity, what year is this data from ALICE? The website looks more like 30% of households are below the ALICE threshold <https://www.unitedforalice.org/mapping-tool/#10.620150882426033/42.7665/-85.5069>

**Commented [8]:** Libraries are free at the point of service but are funded by residential tax dollars

For residents without reliable internet—nearly a third of Allegan County households rely on cellular service, and 9% can only connect through a smartphone—the library bridges the digital divide with computers, WiFi, and technology support so that no one is left behind. As one resident recalled: **“I didn’t have cable or internet. I went to the library to use computers to job hunt and rented DVDs to entertain myself. Without the library I would have gone crazy. I will always appreciate Henika.”**

Despite this broad impact, Henika’s home is small. Serving nearly 8,000 residents, the library operates within just **3,500 square feet—far less space than libraries in comparable communities, which typically average about 8,500 square feet. Put simply, Henika has about half as much space per resident as similar libraries across the state.**

**Commented [9]:** 3,500 usable square feet. 4,100 total including the 1899 basement

Even so, Henika has proven itself “small but mighty,” making every square foot count. Creativity and resourcefulness have carried the library far, but current constraints limit its ability to meet growing demand. The opportunity ahead is clear: to expand, to improve, and to align the size of the library with the scale of its impact on the Wayland community.

## Strong Community Support

In the 2023–24 expansion survey, an overwhelming **96% of respondents voiced support for a library expansion**. They named the very issues they experience daily—crowded programs without a dedicated space, limited seating, children and teens sharing one space, the absence of quiet areas, restricted shelf space, and barriers to accessibility. At the same time, residents emphasized what matters most: preserving the library’s historic character, **maintaining green spaces**, and ensuring that any expansion continues to feel welcoming and true to Henika’s identity.

**Commented [10]:** What formula did you use for this statistic? Did you include people who answered “other”?

**Commented [11]:** We are having trouble coming up with a plan that does maintain green spaces

The survey reflected the voices of a broad cross-section of the community: 65% of respondents came from Wayland City, 23% from Wayland Township, and many others from surrounding towns including Dorr, Hopkins, Hastings, Plainwell, Shelbyville, Middleville, and more. Their frequency of use underscores the library's importance—one third visit weekly, and another 35% visit multiple times per month.

This feedback paints a vivid picture: Henika is beloved, heavily used, and deeply valued—but its walls are too small to contain the community's vision.

Henika has already demonstrated how much can be achieved within limited space. Now, the opportunity is to build on that foundation—expanding the library's reach, improving the experience for every visitor, and unlocking the full potential of a resource that has always been free, welcoming, and essential.

### **Project Components / Library Expansion**

To keep pace with the needs of a growing community, Henika District Library is planning a \$4.5 million expansion that improves accessibility, adds essential space, and strengthens its ability to serve Wayland residents of all ages—while honoring the building's historic character. This project is being advanced alongside the pursuit of millage funding, reflecting the community's shared investment in the library's future and its recognition of Henika as a critical public resource.

The key objectives of this expansion include:

- Making the building welcoming and accessible for everyone, with a new elevator and design that ensures all patrons can use the library comfortably.
- Creating separate areas for children and teens, giving each age group space to learn, explore, and grow in environments designed just for them.
- Adding private study rooms and meeting spaces, meeting the steady demand for quiet, focused areas.
- Improving restroom capacity and overall comfort for visitors.
- Providing more seating, staff offices, and a breakroom, supporting both patrons and staff.
- Introducing a versatile community space for meetings, functions, afterschool activities, and programs that bring people together.

This expansion is not about changing what Henika District Library is— it is about strengthening what it already does well. A dedicated programming space will reduce crowding and allow more residents to participate. Improved accessibility will ensure the library truly serves everyone. Expanded capacity will support deeper partnerships, broader outreach, and more responsive programming.

### Project Impact

The Henika District Library expansion will ensure this trusted community resource continues to meet the needs of Wayland residents today and for generations to come. By improving accessibility and adding space, the library will remove barriers so people of all ages and abilities can use its facilities comfortably. Expanded public areas will give families, seniors, teens, and ALICE households more room to gather, learn, and engage. Its downtown location—within walking distance of schools, senior living communities, and key partners—makes these resources even more accessible.

With a new program room and dedicated areas for children and teens, the library will host more classes, after-school programs, and community events, encouraging participation, creativity, and lifelong learning. Adults will benefit from expanded programs in literacy, arts, and practical skills, supporting personal growth and stronger community connections. As one patron noted: *“I always thought the library was just books. I didn’t know they had programs and classes. I’ve really enjoyed going and meeting so many people.”* Students will gain better access to educational resources and programming, reinforcing the library’s role as a partner in academic success.

**Commented [12]:** I would include the study room/private space benefit as it is something we get asked about weekly

Generation after generation, Henika District Library has proven to be a strong investment in Wayland’s future. Each year, it provides nearly \$1.2 million in community value. The planned expansion will allow the library to reach more residents, offer more resources, and create even greater benefits for the entire community.

**Commented [13]:** this value is only increasing

### Project Budget

Construction & Renovation - \$4,000,000

FFE - \$500,000

Other - \$?????

**TOTAL: \$4,500,000**



The \$4.5 million Henika District Library expansion will be supported through a balanced approach that combines philanthropy, public support, and community participation. Already, more than \$560,000 has been secured, demonstrating strong early momentum and community belief in the project. Gifts from individuals, foundations, and local businesses will continue to lead the way, while additional avenues such as millage funding are being explored. This strategy ensures the project is rooted in shared responsibility and community ownership, building the resources needed to expand Henika while preserving its tradition of efficiency and trust.

## Conclusion

The Henika District Library expansion will give this long-standing community resource the space and tools it needs to serve Wayland for generations to come. With more room, improved accessibility, and expanded programs, the library will welcome children learning to read, teens exploring new interests, adults pursuing skills and knowledge, and seniors seeking connection. The project preserves the library's historic character while strengthening its role as a place where learning, curiosity, and community life come together—ensuring Henika remains a vital part of Wayland for years to come.

**Commented [14]:** maybe just "for the future"? Seems a little repetitive to the first line of the same paragraph