

AGENDA

Henika District Library
Board of Trustees Meeting
March 10th, 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. February Regular Meeting Minutes (M) *(Pages 2 - 5)*

V. Financial Reports

- A. February 2026 *(Pages 6 - 13)*
 - 1. Approval of Paid Bills (M)
 - 2. Credit Card Detail Report (i)
 - 3. YTD Budget vs Actual (i)
 - 4. United Bank Accounts Overview (i)
 - 5. CD Renewal (M)

VI. Director's Report

(Pages 14 - 21)

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

VII. Kennari Report

(Page 22)

VIII. Committee Reports

- A. Finance Committee 3/2
 - B. Planning Committee 3/9
- IX. Unfinished Business**
- A. Director Eval Edits *(Pages 23 - 31)*
- X. New Business**
- A. Capital Campaign Budget (M) *(Page 32)*
 - B. Naming Opportunities(M) *(Page 33)*
 - C. F/Y 2026 Budget Amendment #1 (M) *(Pages 34 - 35)*
 - D. Book Return (M) *(Pages 36 - 40)*
- XI. Around the table (i)**
- XII. Adjournment (M)**

Meeting Minutes

Henika District Library

Board of Trustees Meeting

February 10, 2026 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 6:30 p.m. by Augustin.
- II. Approval of Agenda, with minor changes, motioned by Brinks and seconded by Engels. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of January 2026 regular meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for January 2026
 - A. Monthly check register, credit card detail report, YTD vs Actual, and United Bank accounts were reviewed.
 - B. CD Renewal: We have a CD (ending in 228) that is up for renewal. The renewal got lost in the mail, so Bakovka moved the earned amount into savings. The current interest rate is 2.2%, and we have a 6 month option at 3.65% or a 12 month option at 3.25%. Kuhn motioned to put \$80,000 total into the CD for 6 months at the special rate of 3.65%. Augustin seconded. All yes, motion carried.
 - C. Augustin motioned to approve the paid bills, Vander Slik seconded. All yes, motion carried.
- VI. Director's Report for January 2026

Bakovka hired a new circulation assistant (Sam Jones) who will be starting next week. The next staff meeting, about implicit bias, will be on Feb. 26th. Bakovka replaced the water cooler, which we had previously been renting. It will pay for itself in around 7 months and then we will be saving around \$7.00 per month. There were 2 bats in the basement; they are either hiding somewhere or found their own way out. Simmons knows a local Scout troop that has offered to put up bat boxes.

- A. Monthly Statistics were reviewed. Our January traffic stats were a lot lower than in 2025, but the weather has been much worse this year and we closed several times.
 - B. The Youth Services report was reviewed. Since Tori and Abby switched their activity days (Monday & Wednesday), Tori has had more attendees for Lego Club but much fewer for Pokemon Club.
 - C. The Adult Services report was reviewed. The instructor-led paint class had 24 attendees. The Allegan County Historical Society met at Henika and received a tour.
 - D. The Circulation report was reviewed. Our current way to track active library cards isn't entirely helpful, as it doesn't include people who check out e-books and audiobooks.
- VII. Kennari Report
- A. Updated Case for Support: Kennari's team reworded our case for support with the feedback we provided. Board discussed minor additional changes and Bakovka will communicate these preferences to Kennari.
- VIII. Committee Reports
- A. Finance Committee 1/20 - Simmons summarized the meeting.
 - B. Planning Committee 1/26 - Brinks summarized the meeting.
 - C. Building and Grounds 2/2 - Marsh summarized the meeting.
- IX. Unfinished Business
- A. Director Evaluation Edits - The wrong edited document was in the packet, so Augustin motioned to table the discussion until the next meeting. Kuhn seconded. All yes, motion carried.
- X. New Business
- A. Furnace/AC
 - 1. We received a quote from DeWeerd for the new furnace/AC unit (same model as the last one we purchased). The updated quote includes the cost of replacing the zoning control and dampers, which weren't done last time because the entire system only requires one. Marsh motioned to replace the furnace/AC unit according to the quote we received. Kuhn seconded. All yes, motion carried.
 - B. Policy Updates
 - 1. Bakovka presented policies to create/update. The board discussed the Naming Policy, the Donation and Gift Policy, and the Campaign Spending Policy. Augustin motioned to accept the proposed policies with the updates discussed. Marsh seconded. All yes, motion carried.

- C. Campaign Project Manager
 - 1. Board discussed the possibility of hiring a campaign project manager. Augustin motioned to go forward with creating this new job position. Simmons seconded. All yes, motion carried.
 - D. Website Hosting
 - 1. Bakovka presented quotes from 3 providers to update our website hosting to make it compliant with the ADA forthcoming requirements. Board discussed the options. Marsh motioned to go forward with the Streamline Community Professional plan. Augustin seconded. All yes, motion carried.
 - E. Blazing Star Solar Endorsement Letter Request
 - 1. Apex Clean Energy has asked the library board to write a letter of endorsement of their solar farm project. Board discussed the possibility and decided not to write a letter and to instead remain neutral on the project.
- XI. Around the table:
- A. Brinks - Nothing to add.
 - B. Kuhn - Thanks to everyone for sharing their perspectives on the solar farm.
 - C. Vander Slik - Nothing to add.
 - D. Simmons - Nothing to add.
 - E. Meyer - Nothing to add.
 - F. Engels - Nothing to add.
 - G. Marsh - Nothing to add.
 - H. Bakovka - Nothing to add.
 - I. Augustin - Thanks for being here and doing the work!
- XII. Meeting adjourned at 9:04 p.m. by Augustin.

Monthly Check Register

As of February 28th, 2026

Date	Payee	Memo	Account	Amount
2.4.26	Allegan County Library Association	Annual Membership	Mem/Train	\$100.00
2.4.26	Amazon	Materials, furnishings, supplies, programming	-SPLIT-	\$887.38
2.4.26	Arrowaste	Quarterly Trash	Building & Grounds	\$114.00
2.4.26	City of Wayland		Utilities	\$58.33
2.4.26	Consumers		Utilities	\$322.83
2.4.26	Dunham Accounting		Accounting	\$904.50
2.4.26	Elevator Service	Quarterly Maint	Equipment Maint	\$83.69
2.4.26	Kennari Consulting		Contractual Service	\$2,425.00
2.4.26	Lakeland Coop	Barcodes	Supplies	\$25.40
2.4.26	Michigan Gas		Utilities	\$572.03
2.4.26	MJA Landscape	Crazy weather for plow/shovel	Building & Grounds	\$3,724.00
2.4.26	T-Mobile		Communications	\$411.17
2.4.26	US Bank		Equipment	\$492.22
2.18.26	Absopure		Utilities	\$68.46
2.18.26	Amazon	suplies, programming, materials	-SPLIT-	\$1,503.67
2.18.26	Blue Cross		Employee Benefits	\$4,317.68
2.18.26	Cardmember Service		-SPLIT-	\$2,933.63
2.18.26	DeWeerd		Capital Outlay	\$6,375.00
2.18.26	FosterSwift	Policy Review	Contractual Service	\$53.40
2.18.26	Joanna Walters	Adult Program	Programming	\$100.00
2.18.26	Kansas City Life		Employee Benefits	\$112.10
2.18.26	MERS		Employee Benefits	\$1,753.28
2.18.26	MLA	Advicacy Day	Mem/Train	\$25.00
2.18.26	MJA Landscape	Fall Cleanup	Building & Grounds	\$1,149.00
2.18.26	Spectrum		Utilities	\$61.00
2.18.26	Unique		Contractual Service	\$19.70
			Total	\$27,109.93



February 2026 Statement

Open Date: 01/15/2026 Closing Date: 02/12/2026

Account Ending in:

Visa® Business Cash Card

Elan Financial Services 1-866-552-8855
 BUS 30 ELN 1 9

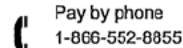
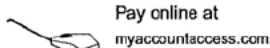
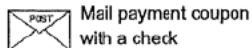
HENIKADISTRICTLIBRARY

New Balance	\$2,933.63
Minimum Payment Due	\$30.00
Payment Due Date	03/10/2026
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	3,166
Reward Center Balance as of 02/11/2026	39,053
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,392.67
Payments	-	\$1,392.67 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,933.63
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,933.63
Past Due		\$0.00
Minimum Payment Due		\$30.00
Credit Line		\$40,500.00
Available Credit		\$37,566.37
Days in Billing Period		29

Payment Options:



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



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

- . to pay by phone
- . to change your address

Account Ending in	
Payment Due Date	3/10/2026
New Balance	\$2,933.63
Minimum Payment Due	\$30.00

Amount Enclosed \$ _____

HENIKADISTRICTLIBRARY

 ACCOUNTS PAYABLE

 149 S MAIN ST

 WAYLAND MI 49348-1208

Elan Financial Services

 P.O. Box 790408

 St. Louis, MO 63179-0408



What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights if You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Elan Financial Services, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. INTEREST CHARGE: Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the **INTEREST CHARGE** by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the **ADB** separately for the Purchases, Advances and Balance Transfer categories. To get the **ADB** in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the **ADB** of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the **ADB** calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the **ADB** calculation. If you do not pay your New Balance in full by the Payment Due Date, you will not get an interest-free period on Purchases again until you pay the New Balance in full by the Payment Due Date for two billing cycles in a row.

2. Payment Information: We will accept payment via check, money order, the internet (including mobile and online) or phone or previously established automatic payment transaction. You must pay us in U.S. Dollars. If you make a payment from a foreign financial institution, you will be charged and agree to pay any collection fees added in connection with that transaction. The date you mail a payment is different than the date we receive the payment. The payment date is the day we receive your check or money order at Elan Financial Services, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your internet or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Payments sent without the payment coupon or to an incorrect address will be processed and credited to your Account within 5 banking days of receipt. Payments sent without a payment coupon or to an incorrect address may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and/or Account suspension. The deadline for on-time internet and phone payments varies, but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made. Please contact Elan Financial Services for internet, phone, and mobile crediting times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

3. Credit Reporting: We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



February 2026 Statement 01/15/2026 - 02/12/2026
HENIKADISTRICTLIBRARY |

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Elan Financial Services | 1-866-552-8855

Business Cash

Rewards Center Activity as of 02/11/2026	
Rewards Center Activity*	0
Rewards Center Balance	39,053

82.68 - Furn
21.10 - YP
42.40 AP
16 - Supplies

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,933	4,326
2 Extra Points - Telecom & Office Supply	233	466
Total Earned	3,166	4,792

Important Messages

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

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

Transactions BAKOVKA, CIERRA J Credit Limit \$40500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/15	01/14	8884	INTUIT *CHECKS / FORMS CL.INTUIT.COM CA	\$279.38	SUP
01/22	01/21	5373	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	CS
01/29	01/28	4073	Mailchimp 678-9990141 GA	\$19.50	CS
01/30	01/29	2936	USPS PO 2597840348 WAYLAND MI	\$234.00	Post
01/30	01/29	2068	SQ *NB OUTLET ALLENDALE MI	\$162.18	CS Split
02/02	01/30	0319	WIX.COM 1222069387 WWW.WIX.COM CA	\$21.35	Ad/promo
02/02	02/01	7082	Adobe Inc 800-8336687 CA	\$21.19	CS
02/06	02/05	8792	INTERMEDIA.NET INC 800-379-7729 WA	\$116.45	Utilities
02/11	02/10	1600	WIX.COM 1223976911 WWW.WIX.COM CA	\$348.00	CS
				\$1,227.05	

Transactions SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/15	01/14	0084	SQ *CRITCHLOW ALLIGATO gosq.com MI	\$575.00	YP
01/16	01/15	4850	DOLLAR-GENERAL #9954 WAYLAND MI	\$10.25	YP
01/20	01/16	6477	TARGET 00020156 CALEDONIA MI	\$72.34	YP



February 2026 Statement 01/15/2026 - 02/12/2026
 HENIKADISTRICTLIBRARY (CPN 001910551)

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Elan Financial Services (1-866-552-8855

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/22	01/20	3692	HOBBY LOBBY #244 KENTWOOD MI	\$83.95	YP
01/26	01/23	1538	TARGET 00010520 WYOMING MI	\$56.47	YP
01/26	01/23	3722	TARGET 00020156 CALEDONIA MI	\$12.70	YP
01/27	01/25	4656	BARNES & NOBLE #2008 GRANDVILLE MI	\$21.15	YP
01/29	01/28	1561	LERNER LPG MBB 800-3284929 MN	\$436.47	YPM
02/02	01/29	4803	HARDING'S MARKET #3 WAYLAND MI	\$16.57	YP
02/02	01/31	0598	BARNES & NOBLE #2008 GRANDVILLE MI	\$141.55	YP
02/06	02/05	3212	ETSY, INC. 718-8557955 NY	\$2.83	YP
Total for Account				\$1,429.28	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/30	01/28	2358	HARDING'S MARKET #3 WAYLAND MI	\$22.72	AP
02/05	02/04	3483	MEIJER STORE #158 GRAND RAPIDS MI	\$61.21	AP
02/06	02/04	6405	MENARDS WYOMING MI WYOMING MI	\$176.47	AP
02/09	02/05	7446	WAYLAND DO IT BEST HAR WAYLAND MI	\$12.99	Supplies
02/11	02/09	1491	HARDING'S MARKET #3 WAYLAND MI	\$3.91	AP
Total for Account				\$277.30	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/29	01/27	0040	PAYMENT THANK YOU	\$1,392.67CR	
Total for Account				\$1,392.67CR	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

Henika District Library
Balance Sheet
As of February 28, 2026

	<u>Feb 28, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	290,568.09
Cash - HY Savings - 013	498,872.45
Certificate of Deposit - 359	80,000.00
Certificate of Deposit - 548	34,705.03
Certificate of Deposit - 556	58,504.67
Savings - Building Fund - 212	244,592.34
	<hr/>
Total Checking/Savings	1,207,242.58
Accounts Receivable	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
	<hr/>
Total Accounts Receivable	333,175.84
	<hr/>
Total Current Assets	1,540,418.42
	<hr/>
TOTAL ASSETS	<u>1,540,418.42</u>
	<hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	1,622.90
	<hr/>
Total Other Current Liabilities	332,725.96
	<hr/>
Total Current Liabilities	332,725.96
	<hr/>
Total Liabilities	332,725.96
	<hr/>
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	902,603.89
Net Income	253,380.60
	<hr/>
Total Equity	1,207,692.46
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>1,540,418.42</u>
	<hr/>

10:19 AM

03/07/26

Accrual Basis

Henika District Library
Profit & Loss Budget vs. Actual
 January through February 2026

	Feb 26	YTD	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
400502 - Federal E-Rate	0.00	228.00	1,000.00	-772.00
400540 - State Aid	1,989.49	1,989.49	10,000.00	-8,010.51
400581.C - City Contribution	84,963.76	167,396.15	210,000.00	-42,603.85
400581.T - Township Contributio	46,030.22	139,818.33	240,000.00	-100,181.67
400601 - Copies and Faxes	406.22	707.31		
400656 - Penal Fines	2,399.35	4,616.77	30,000.00	-25,383.23
400657 - Fines	70.20	101.10		
400665 - Interest Income	1,405.38	3,033.59	16,000.00	-12,966.41
400691 - Donations	6,832.03	6,832.03		
400693 - Book Sale	28.14	71.64		
400700 - Grants	0.00	20,000.00		
Total Income	144,124.79	344,794.41	507,000.00	-162,205.59
Expense				
700710 - Employee Benefits	5,804.04	12,455.54	72,000.00	-59,544.46
700727 - Postage	301.00	347.01	600.00	-252.99
700728 - Supplies	493.39	690.35	8,500.00	-7,809.65
700740 - Equipment	492.22	1,256.47	12,000.00	-10,743.53
700740 - Furnishings	201.77	247.05	2,000.00	-1,752.95
700740 - Materials	2,310.85	6,160.67	35,000.00	-28,839.33
700801 - Advertising & Promo	369.35	678.09	1,300.00	-621.91
700805.1 - Accounting	837.50	1,437.50	15,000.00	-13,562.50
700805.2 - Bank Charges & Fees	0.00	0.00	100.00	-100.00
700806 - Technology Support	4,987.00	285.00	2,500.00	-2,215.00
700808 - Building & Grounds	411.17	881.04	15,000.00	-6,775.00
700850 - Communications	1,199.10	0.00	5,000.00	-4,118.96
700910 - Building/Liability Ins	83.69	0.00	8,000.00	-8,000.00
700920 - Public Utilities	2,563.79	1,798.57	11,000.00	-9,201.43
700933 - Equipment Repairs	125.00	83.69	4,000.00	-3,916.31
700954 - Contractural Services	1,658.58	10,115.00	32,000.00	-21,885.00
700955 - Memberships / Training	6,375.00	705.00	7,000.00	-6,295.00
700956 - Programming	17,111.71	2,240.16	16,000.00	-13,759.84
700970 - Capital Outlay	1,471.58	6,375.00		
Payroll Expenses	17,111.71	34,457.25	250,000.00	-215,542.75
Payroll Tax Expense	1,471.58	2,975.42	10,000.00	-7,024.58
Total Expense	46,796.74	91,413.81	507,000.00	-415,586.19
Net Ordinary Income	97,328.05	253,380.60	0.00	253,380.60
Net Income	97,328.05	253,380.60	0.00	253,380.60



Home

Alerts


You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX715	Current balance \$296,792.11
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX01	Current balance \$498,872.45
BUILDING FUND XXX 1	Current balance \$244,592.34
TIME DEPOSIT XXXX079	Current balance \$34,705.03
TIME DEPOSIT XXXX087	Current balance \$58,504.67
TIME DEPOSIT XXXX 59	Current balance \$80,000.00

United Bank

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

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February 2026
Youth Services Report
Tori Schreur, Youth Services Librarian

Lego Club: 6 attendees

This night's lego club was self-run since I wasn't able to attend, and Abby had a program upstairs. Kids picked their own challenges that they wanted to create with their legos. The kids even cleaned up all of their legos! They had a fun time.

After School Art: 95 attendees

I think this month's After School Art had great attendance compared to the previous months this year. We made a dragon craft to shed light on the Lunar New Year. We did a cute little Valentine's activity as well. We also played with air dry clay, which was the biggest hit of our sessions. Kids were able to eat their snacks while we crafted as well.

Preschool Storytime: 9 attendees

We needed to cancel one session of Preschool Storytime due to illness, but the fact that we had 9 attendees for one is great! We read books and sang songs about snow!

Allegan Head Start: 12 attendees

A representative from the Allegan Community Action playgroup came to Henika and hosted a program. It was a lot of fun, and had a great turnout! She brought a lot of sensory toys for the kids to play with.

Preschool Playtime: 30 attendees

I was absent for one of the Preschool Playtime sessions, but we had great numbers this month! The kids are really liking the play clothes and puppets. We listened to music, danced, and played lots of instruments. I think the preschool moms are enjoying this program just as much as the littles.

Pokemon Club: 23 attendees

Our numbers are slowly growing since the time change for Pokemon club. I brought up the spinner and had kids spin it to see how many Pokemon cards they could pick out for the month. Lots of families stayed past the program time. I've been attending a lot of classrooms and literacy nights, so I expect the numbers to be higher for March.

Diamond Dot Bookmarks: 11 attendees

This was a lot of fun, and quite a few teens signed up! I even had a full registration list. I bought feather bookmarks off of amazon, and we used diamond dot art to decorate them. I've never

done it before, and because it was a bit messy, we probably won't do it too often, but it was a lot of fun!

Scavenger Hunt: 98 attendees

Looking Forward:

Starting off the month of March, I have Lego Club at 5:30 on Monday, the 2nd. It will be run by Jake because I will not be here. I also have storytime on Tuesday, March 3rd and on Tuesday, March 17th as well. After School Art will have three sessions this month: the 5th, 12th, and 26th, all at 2:30. Also on March 5th, I will be attending Pine Street's Literacy Night where we will be talking and reading about Anne Frank. Monday, March 9th is Pokemon Club at 5:30 PM. There will also be two sessions of Preschool Playtime like usual, on Tuesday the 10th and 24th. The take and makes for this month will be painted rainbows that will be available for pickup on March 16th, while supplies last. National Chip Dip Day is March 23rd, so I will be hosting a program for teens where we will get to sample a bunch of different kinds of dips. On Wednesday, March 25th I will be a mystery reader in a classroom at Steeby. And last but not least, and my program that will probably be my most attended, is the K Pop Demon Hunters Perler Beads program I will be hosting on March 18th at 11:00.

February 2026
Adult Services Report
Abigail Cummings, Adult Services Librarian

Programs & Attendance

Cookie Decorating: 17

This was a hit! Everyone loves eating cookies, so maybe the decorating was just a bonus, but it was a super fun and busy night!

Gun Safety: 6

The Community for Gun Safety came and talked about gun safety here. There weren't a lot of people, but I think the people who did come got a lot out of it.

Coffee with the Mayor: 0

Unfortunately no one came to this. But it was the first one that Mayor Antel did, so I hope she gets better attendance in the future!

Adult Craft: Heart Garland: 5

This was a small attendance for a craft, but the people who came had a good time!

Silent Book Club: 10

This is the last Silent Book Club on a Monday. Starting in April, they're going to do it on Wednesdays, so I'll be able to be here to run it again.

Tech Help: 3

On one of the Fridays I had 3 people in a row! That felt great. I was really glad that the word is starting to get out.

Paint Along With Us: 17

I've switched to doing Paint Along With Us every month instead of alternating with free paint, and I'm definitely seeing an improvement in stats!

Sawmill: 4

It was nice to get back to Sawmill! I have a great group of people there.

Green Acres: 10

Green Acres was a good time! We played bingo and made a few more library cards. I think some of the people there are really appreciating the mobile library I've been bringing.

Bingo! Brunch: 21

I started doing Bingo! Brunch on Saturdays as well as Wednesdays this month, and I really saw a huge increase in stats! I got a lot of people who can't usually come on Wednesdays, so I'm glad.

Winter Reading: 22

I had way more people do this this year than last year! It's over now, and we had a winner. I'm glad more people are doing it!

Take and Make: 48

The take and makes have been super popular the past couple of months, so I bought extra in February and they all went out!

Blind Date With a Book: 5

This was our adult display this month. I always do it in February, and it's just a bit fun and whimsical for such a dreary month.

Spice Club: Mustard: 2

Not a great turn out for Spice Club. Maybe I chose too divisive of a spice!

Total Program Participants: 170**February Reflection**

I was really happy about my turnout this month! There were a couple of events that had a disappointingly low turnout, but between the take-and-make, winter reading, and bingo! Brunch all having higher stats than normal, I think it evened out! Last year we had a hundred people in February, so it's definitely an improvement.

Looking Forward

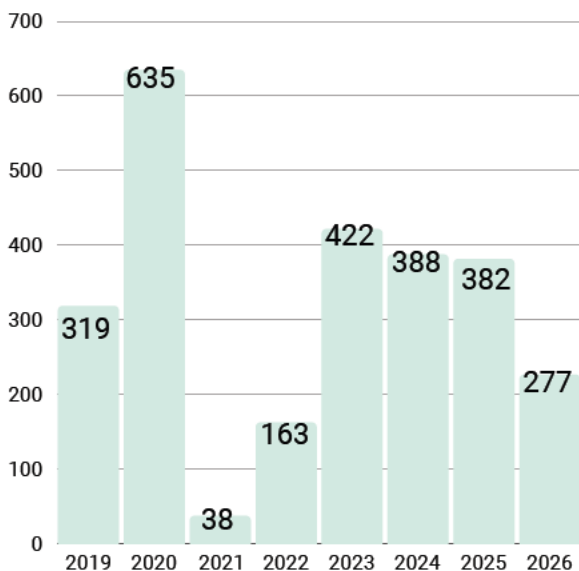
I am gone for a lot of March, but we're still doing programming! Jake is running painting and origami for me. We're launching the seed library and having New City Farms back for another gardening event. We also have bingo! Brunch, bullet journaling, and spice club, so hopefully it'll be a productive launch for spring!

February 2026

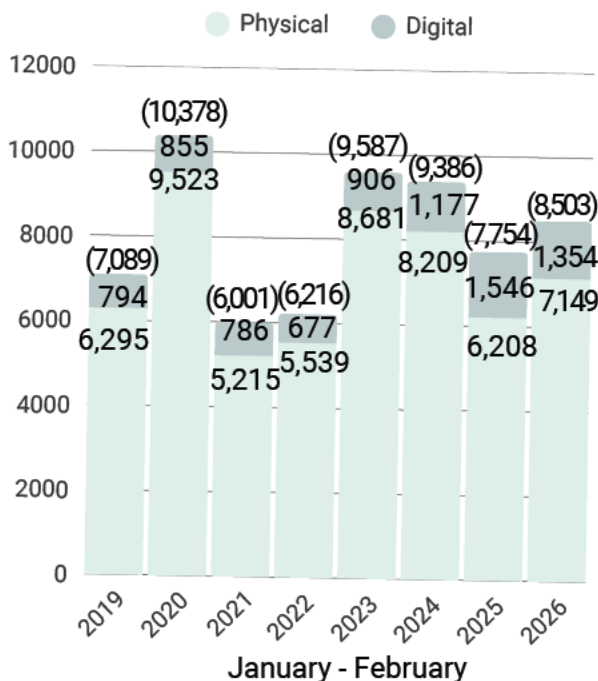
Our February 2026 circulation numbers are 749 higher than our February 2025 numbers. The categories showing the most growth from last year during the month of February are Teen Print; which circulated 1.7 times more than they did last February, General Non-Fiction DVDs; which circulated 2 times the amount that they did last February, Tween Audiobooks; which circulated 38 times more than they did last February, and Juvenile Audiobooks, which circulated 5 times more than February 2025. Other categories showing noticeable growth from last February include: Juvenile Print, Video Games, Special Collection Items, Teen e-Audiobooks, and Teen e-Books. Our MeL items circulated the same amount that they did last February. The categories that are not circulating as well as they did in February of 2025 include: Adult Print, Tween Print, Board Games, General Fiction DVDs, Youth DVDs, Adult Audiobooks, Juvenile e-Books, Adult e-Audiobooks, Juvenile e-Audiobooks. Sadly, our Spanish items haven't seen any circs this month. Perhaps better advertising of our Spanish section would result in higher circs. I am hoping to see our overall circ numbers improve as we get more people in the door with the warmer weather and the opening of our Seed Library.

Courtney Schenkuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



Henika has 2,509 total patron accounts. 495 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

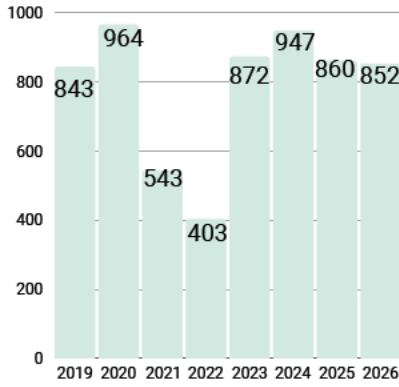
53 Patron accounts added YTD
 19 Patron accounts added in February:

- 11 - Wayland City
- 8 - Wayland Township

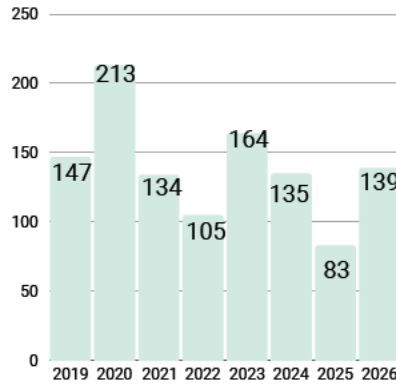
*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.

February Circulation, 2019-2026

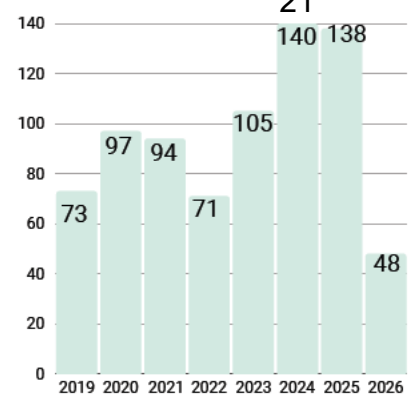
Adult Print



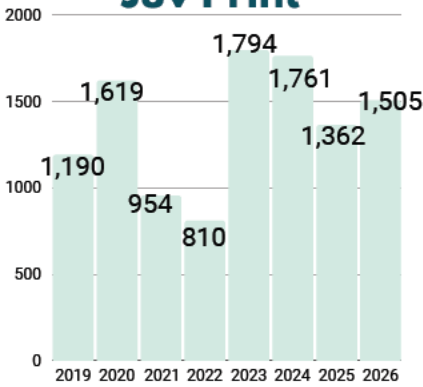
Teen Print



Tween Print

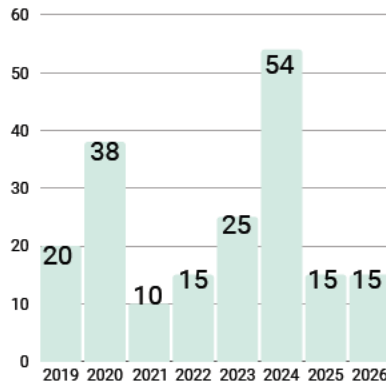


Juv Print

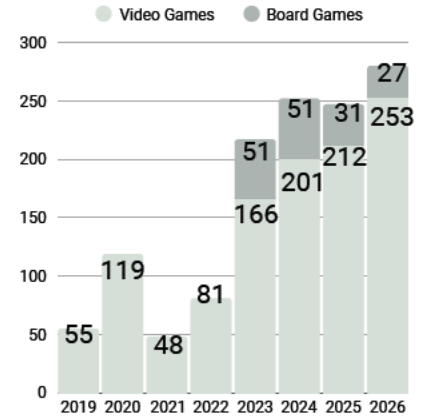


*pictures books, readers, chapter, juv graphic, juv NF

MeL

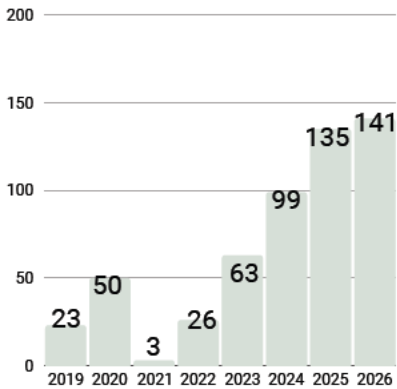


Games



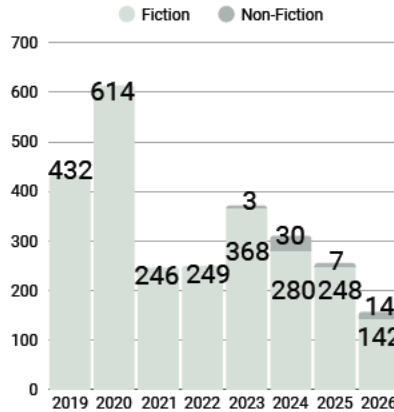
*prior to 2023, Video Games & Board Games were combined

Special Collection



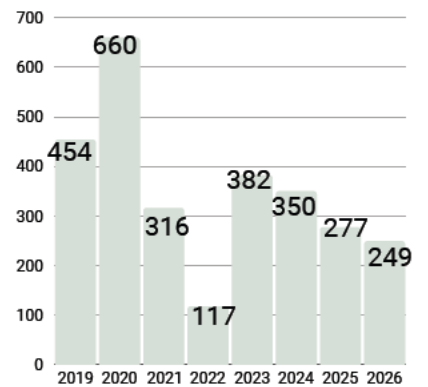
*prior to August 2021, this only included launchpads

General DVD

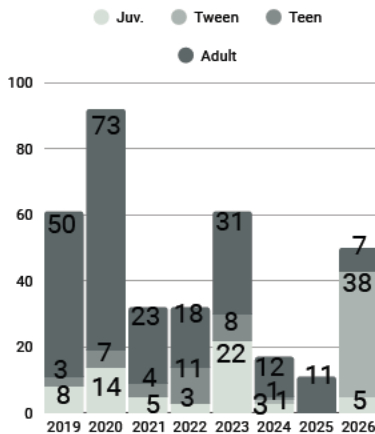


*prior to 2022, general and NF DVDs were combined

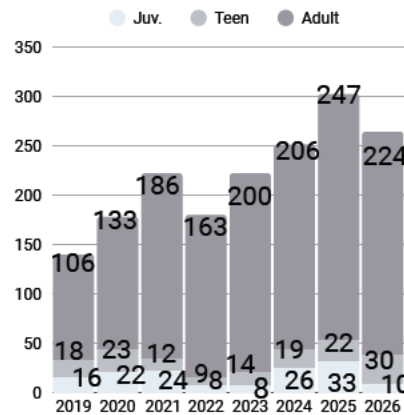
Youth DVD



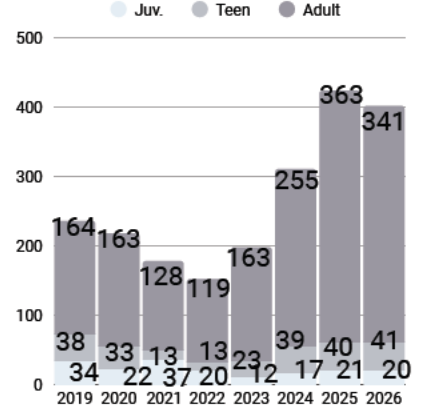
Audiobooks



eBooks



eAudio





KENNARI
CONSULTING

**Henika District Library
Expansion Project Campaign
Board Progress Report March 2026**

Goal: \$4.5m* **Raised to Date: \$593,000**

**Pending updated project budget*

Campaign Development Accomplishments to Date

- Secured one campaign co-chair; awaiting response from another
- Met with Allegan County Community Foundation; received invitation to apply
- Pitch deck ready for use with donor prospects
- Talking points available for use with donor prospects
- Initial naming opportunities identified
- Campaign Project Manager job posted; applications incoming; phone screen interviews taking place
- Grant funding prospects identified

Upcoming Activities

- Hold first co-chairs meeting
- Recruit and train Campaign Committee members and hold one-on-one conversations with each committee member to identify their donor list and solicitation plans.
- Complete initial donor conversations (Bonnie Miller, etc.)
- Determine next donor prospects to pursue
- Create a library donor tour showcasing what the project will entail and how it will impact the library long-term.
- Implement an online giving platform such as Give Butter.
- Utilize patron data to identify additional funding prospects.

Board Tasks Today (and ongoing)

- Approve updated project budget and approve/discuss secondary plan in the event the millage does not pass
- Approve naming opportunities
- Determine if serving on the campaign committee is a fit for you
- Invite people to upcoming events or tour the library with you
- In April, help provide intel on campaign prospects including individuals, foundations, and businesses

Kennari Team: Kirstin VanderMolen & Kim Kvorka

Henika Team: Cierra Bakovka

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.

Definition of Rating Terms:

4: Highly Effective: The Director always meets and frequently exceeds performance expectations. This is for the areas and times when the director went above and beyond expectations.

3: Effective: The Director consistently meets performance expectations and performs in a professional and competent manner. This would be the standard in which we are expecting the director to perform daily, weekly, monthly.

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 4 (highest) to 1 (lowest). Assigned scores should reflect what you have perceived within the last current year while serving on the board in relation to the director's performance. Add optional comments to expand on the understanding of that section rating or to note examples. You may opt out of providing a review if you have served less than one year on the board by informing the Board President.

I. Administrative Duties

1. Preparing and Managing the Budget

___ Necessary information is researched and compiled, with an offered preview to the Finance Committee, in a timely manner prior to presenting to the Board in the second half of the year.

___ The budget covers all necessary expenses and funds are effectively allocated.

___ Budget amendments are limited and used appropriately.

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

___ Other funding sources (grants, fundraising, donations) are explored and applied for as appropriate.

___ Any and all necessary information is compiled and provided for the yearly audit that happens in the first quarter of the year.

Tally _____ 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.

Tally ___ Comments: _____

3. 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 the offering of services/programs and budget constraints.

___ Circulation trends and in-house use (circulation stats, door count, etc.) are summarized at monthly meetings.

Tally ___ Comments: _____

4. 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.

___ The Strategic Plan is reviewed on a regular basis and updated to reflect changing circumstances with the Planning Committee and presented to the Board.

Tally ___ Comments: _____

Total for Section I

_____ **points**

II. Staffing and Building

1. Managing the Staff

- Positive management/staff relations are maintained.
- Director sets an example for the staff through professional conduct.
- Staff hiring is accomplished through appropriate hiring resources, and follows all required hiring laws.
- Staff annual evaluations prepared and administered in a timely manner for the end of the year.
- Operation of the Library runs smoothly with respect to hours open, adequate staffing, and providing services.
- Statistical records compiled from staff reports, as well as monthly staff updates collected for review at monthly meetings.

Tally _____ Comments: _____

2. Development of Staff

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

Tally _____ Comments: _____

3. Maintenance 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.

Tally _____ Comments: _____

Total for Section II

_____ points

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 research 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.

Tally _____ Comments: _____

2. Policy Recommendations to Board

- Recommends to the Board new and/or revised plans, policies, and technological improvements relating to library operations.
- Policy recommendations are reviewed and deemed necessary/appropriate to the efficient operation of the library, with any relevant research or information provided when brought before the Board.

Tally _____ 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.

Tally _____ Comments: _____

4. Activity in Professional Organizations

___ Participates in professional organizations as appropriate.

___ Maintains positive relations with community organizations.

___ Participates in local, regional, state, and national opportunities related to libraries when able.

Tally ___ Comments: _____

5. Community Development

___ Needs of the community thoughtfully considered when offering library services and programs.

___ Develops and/or recommends changes and improvements in services to the community.

Tally ___ Comments: _____

Total for Section III

_____ **points**

Section I + Section II + Section III = overall performance

_____ + _____ + _____ = _____

Highly effective: 164-124

Effective: 123-83

Needs Improvement: 82-42

Unacceptable/Needs Substantial Improvement: 41

When providing this feedback, keep in mind that things need to be in the realm of the director's function, responsibilities, or performance. 28

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

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

What performance objectives (1-3 goals) would you recommend for the director for the next year?

Fiscal Year in review: _____

Averages compiled from the collected evaluations of the Board members

Section I: Administrative Duties

1 Preparing the Budget: _____

2 Professional Awareness: _____

3 Use of Library: _____

4 Establishing Priorities: _____

Section overall average -

Summary of comments:

Section II: Staffing and Building

1 Managing the Staff: _____

2 Development of Staff: _____

3 Maintenance of Physical Building: _____

Section overall average -

Summary of comments:

1 Reporting at monthly Board meetings and communications with the Board: _____

2 Policy Recommendations to Board: _____

3 Implementation of Board Decisions: _____

4 Activity in Professional Organizations: _____

5 Community Development: _____

Section overall average -

Summary of comments:

Overall score average _____

Overall rating level:

Highly effective: 164-124

Effective: 123-83

Needs Improvement: 82-42

Unacceptable/Needs Substantial Improvement: 41

Summary of written feedback:

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

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

31

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

Draft Expansion Project Budget

Income Line Item	Proposed Budget
Library Contribution From Savings	\$500,000.00
Private Support	\$1,500,000.00
Bond	\$4,000,000.00
<i>Total</i>	
Total	\$6,000,000.00

Expense Line Item	Proposed Budget
Construction and Renovation	\$5,010,000.00
Architectural Design	\$10,000.00
Other Pre-Development	\$950,000.00
Construction and Renovation	\$4,000,000.00
LEED Certification	\$40,000.00
Paving and External	\$10,000.00
Equipment	\$550,000.00
Furniture, Fixtures, & Equipment	\$500,000.00
Technology Infrastructure	\$50,000.00
Other Expenses	\$440,000.00
Program/Operational Ramp-up	\$40,000.00
Campaign Costs	\$200,000.00
Contingency	\$200,000.00
<i>Total</i>	
Total	\$6,000,000.00

# Available	Gift Size	Opportunity
1	\$ 750,000	Community Room
1	\$ 500,000	Reading Room
1	\$ 300,000	Children's Area
1	\$ 250,000	Teen Area
1	\$ 100,000	Computer Lab
3	\$ 50,000	Private Study Rooms
1	\$ 50,000	Reference/Circulation Desk
1	\$ 25,000	Administrative Office
1	\$ 25,000	Staff Lounge
1	\$ 25,000	Youth Desk
1	\$ 25,000	Adult Services Desk
1	\$ 10,000	Hold Pickup Lockers
1	\$ 10,000	Seed Library
1	\$ 10,000	Book Sale Area

Henika District Library F/Y 2026 Budget: Ammendment #1 (Ver2)

Revenue increase by \$7,100 and line item redistribution

Revenues							
Account Number	Account Description	Prior Comp eted Year Actua	Prior Comp eted Year Budget	Current Year Budget	+/-	Proposed Amended Budget	Notes
101-790-400502	Federa E-Rate	\$2,408.57	\$3,500.00	\$1,000.00	=	\$1,000.00	
101-790-400540	State Aid	\$9,297.32	\$10,500.00	\$10,000.00	=	\$10,000.00	
101-790-400581.C	City Contribution	\$195,666.08	\$195,000.00	\$210,000.00	=	\$210,000.00	
101-790-400581.T	Township Contribution	\$242,855.98	\$230,000.00	\$240,000.00	=	\$240,000.00	
101-790-400582	Non-Resident Fees	\$333.34	\$310.00	\$0.00	=	\$0.00	
101-790-400601	Copies and Faxes	\$4,678.69	\$4,100.00	\$0.00	+\$600	\$600.00	
101-790-400656	Pena Fines	\$33,805.20	\$32,000.00	\$30,000.00	=	\$30,000.00	
101-790-400657	Fines	\$900.36	\$750.00	\$0.00	+\$50	\$50.00	
101-790-400665	nterest ncome	\$22,118.77	\$16,000.00	\$16,000.00	=	\$16,000.00	
101-790-400691	Donations	\$42,085.54	\$23,910.00	\$0.00	=	\$0.00	
101-790-400692	Misce aneous Revenue	\$1,882.00	\$1,882.00	\$0.00	=	\$0.00	
101-790-400693	Book Sa e	\$1,842.20	\$1,840.00	\$0.00	+\$50	\$50.00	
101-790-400700	Grants	\$6,787.82	\$6,787.82	\$0.00	+\$1,000	\$1,000.00	Awarded Blazing Star Solar Grant for VR STEM Project
	Total	\$564,661.87	\$526,579.82	\$507,000.00	+\$7,100		
	Transfer from Savings					\$12,750	
					Tota	\$521,450.00	

Expenditures							
Account Number	Account Description	Prior Comp eted Year Actua	Prior Comp eted Year Budget	Current Year Budget	+/-	Proposed Budget Amendment	Notes
101-790-700702	Payro	\$215,085.87	\$224,000.00	\$250,000.00	-\$15,000	\$235,000.00	Redisubute
101-790-700710	Emp oyee Benefits	\$69,192.98	\$71,000.00	\$72,000.00	=	\$72,000.00	
101-790-700715	Payro Liabi ities	\$16,746.62	\$17,000.00	\$10,000.00	+\$8,000	\$18,000.00	Liability padding
101-790-700727	Postage	\$517.30	\$600.00	\$600.00	=	\$600.00	
101-790-700728	Supp ies	\$9,232.58	\$9,500.00	\$8,500.00	=	\$8,500.00	
101-790-700740	Furnishings	\$633.68	\$2,000.00	\$2,000.00	+\$6,000	\$8,000.00	Purchase new book re urn
101-790-700740	Equipment	\$14,868.83	\$17,000.00	\$12,000.00	=	\$12,000.00	Redisubute
101-790-700740	Materia s	\$36,008.99	\$38,150.00	\$35,000.00	+\$2,500	\$37,500.00	We moved overdrive to the materials budget last year but forgot to keep it in 2026
101-790-700801	Advertising & Promotion	\$4,505.46	\$5,100.00	\$1,300.00	+\$3,000	\$4,300.00	Updating websi e o Streamline
101-790-700805.1	Accounting	\$14,839.20	\$15,000.00	\$15,000.00	=	\$15,000.00	
101-790-700805.2	Bank Charges & Fees	\$254.88	\$100.00	\$100.00	=	\$100.00	
101-790-700806	Techno ogy Support	\$2,845.00	\$3,000.00	\$2,500.00	=	\$2,500.00	
101-790-700808	Bui ding and Grounds Maintenance	\$14,813.69	\$15,882.00	\$15,000.00	+\$1,000	\$16,000.00	Padding for snow removal
101-790-700850	Communications	\$6,130.77	\$6,220.82	\$5,000.00	=	\$5,000.00	
101-790-700910	Bui ding & Liabi ity nsurance	\$8,648.00	\$8,650.00	\$8,000.00	=	\$8,000.00	
101-790-700920	Pub ic Uti ities	\$10,607.22	\$12,000.00	\$11,000.00	=	\$11,000.00	
101-790-700933	Equipment Repairs and Maintenance	\$2,080.43	\$2,500.00	\$4,000.00	-\$800	\$3,200.00	Redisubute
101-790-700954	Contractura Sevices	\$29,357.97	\$34,000.00	\$32,000.00	-\$2,500	\$29,500.00	Redisubute
101-790-700955	Memberships & Training	\$7,440.19	\$8,800.00	\$7,000.00	-\$1,500	\$5,500.00	Redisubute
101-790-700956	Programming	\$15,347.51	\$16,430.00	\$16,000.00	+\$1,000	\$17,000.00	Awarded Blazing Star Solar Grant for VR STEM Project
101-790-700970	Capita Out ay	\$36,341.28	\$19,647.00	\$0.00	+\$12,750	\$12,750.00	Furnace Replacement
	Total	\$515,498.45	\$526,579.82	\$507,000.00			
					Tota	\$521,450.00	

Outdoor Depositories

Product: 50 S-Series

Catalog#: 00-9250

Specifications are subject to change without notice. Please see www.kingsley.com for the most current specifications. **Made in the USA.**

Curbside Return Construction/Features

Materials:	All component parts: 12 gauge aircraft grade aluminum for high strength and excellent dent resistance.
Versatility:	Easy 360 degree hood rotation for your convenience.
Weather Resistance:	Fully sealed to prevent leaking in adverse weather conditions such as rain, ice, snow, and dust. Full ramped bottom is sloped to shed water from inside the depository. Sloped and radius hood helps shed water. Built-in door drip rail comes standard and helps deter water from entering at top of cart door. Chute is designed to prevent water from entering the collections area under normal circumstances.
Theft Deterrence:	Exclusive Kingsley theft deterrent chute design. Full-length stainless steel hinge on access door. No corner seams to pull apart.
Fire Suppression:	Airtight design smothers most fires in less than 1 minute.
Available Finishes:	See website for available color options.
Available Wording:	See website for available graphics options.
Locking Method:	<ul style="list-style-type: none">• Depository Opening: N/A• Cart Access Door: 3-point locking (top, bottom, and opening side). Keyed paddle lock with weather sealed lock cover to prevent freezing and keep dirt out.
ADA Compliance:	ADA compliant when properly installed.
Assembly Required:	Ships fully assembled.



Curbside Return Measurements

Overall Dimensions:	30" W x 40-1/16" D x 53-5/8" H [762 mm W x 1017.59 mm D x 1362.07 mm H] Footprint of cabinet is 30" square. Hood is 40" D.
Depository Opening:	18" W x 2-1/2" H [457.2 mm W x 63.5 mm H]
Product Weight:	85 lbs. [38.55 kg]
Shipping Method/Class:	Freight/class 150

Transport Carts Used with This System:

- #30-9050 – Duralight EasyRoller Cart
- #30-9650 – Duralight EasyRoller SafeGuard Cart
- #37-9050 – Duralight EasyRoller CushionDrop Cart
- #30-9150 – Duralight 50 Series EV Cart

Please note: Cart capacities vary. See cart specifications for more information.

Accessories/Options for This System:

- Braille Tags** – Reads: BOOK DROP (#99-8100) or VIDEO DROP (#99-8105)
- Insulation Kit** – #09-0150
- Custom Wording/Graphics** – Contact us for a quote.
- Custom Finish** – Contact us for a quote.



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P.O. Box 7488
Madison, WI 53707-7488
PH 800-356-1200 FAX 800-245-1329

QUOTATION

Reference: W6065105
Contract/Bid ID: CTL003
Quote Date: 3/06/26
Quote Expiration Date: 4/05/26

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NAME: Henika Public Library
CONTACT: CIERRA BAKOVKA
PHONE: 269-792-2891
EMAIL: cierra@henikalibrary.org

Table with columns: Line, Qty, Product, Product Description, Colors/Finishes/Options, List Price, Discount, Unit Price, Ext. Total. Includes item 1: Kingsley 50 C-Series Outdoor Return System w/ Aluminum Cart, Paint Color Sandstone. Includes summary rows: Order Subtotal, *Shipping/Processing, Sales Tax, Grand Total.

*Delivery Provisions: This quote has been specifically prepared to deliver with:
Tailgate Delivery : 405.58
Call Ahead - Delivery App: 0.00
Power Lift Gate : 75.00

Additional Note: This order included both products under contract and ones from a sale catalog. We cannot honor both the discount and the sale price. We gave you the better of the two prices.

Order Provisions: Please note the attached freight terms.

BILL TO:
Henika Public Library
149 S Main St
Wayland MI 49348-1208

SHIP TO:
Cierra Bakovka
Henika Public Library
149 S Main St
Wayland MI 49348-1208

CONTACT:
CIERRA BAKOVKA
HENIKA PUBLIC LIBRARY
149 S MAIN ST
WAYLAND MI 49348-1208

Freight Terms

Tailgate Delivery: The driver will move the shipment to the end of the truck trailer or slide it off onto a loading dock if one is available. The customer is responsible for moving the merchandise from the truck trailer or the dock area into the building.

Inside Delivery: The driver will assist the customer in movement of the merchandise from the truck into the first door of the building. The customer is responsible for moving the merchandise beyond that point. Inside delivery must be requested when placing the order. This service carries an additional charge.

Prior Notification: The trucking company will contact the customer directly to schedule a convenient time for delivery, allowing time to plan for the appropriate staff or storage. Prior notification must be requested when placing the order. This service carries an additional charge.

Lift Gate Truck Delivery: The driver will be using a truck that will lower the shipment to ground level. The customer is responsible for moving the merchandise into the building. Lift Gate Truck Delivery must be requested when placing the order. This service carries an additional charge.

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PO Box 1126, Tremont, IL 61568-1126

Phone 800-878-0253 Fax 800-466-1165 Email sales@vernlib.com

QUOTE: 4006177

Customer Number: 375031

Issue Date: 3/6/2026

Expiration Date: 4/28/2026

Ship To:

Cierra Bakovka
Henika District Library
149 S Main St
Wayland, MI 49348-1208
(269) 792-2891 x

Bill To:

Cierra Bakovka
Henika District Library
149 S Main St
Wayland, MI 49348-1208
cierra@henikalibrary.org

Qty	Item	Item Description	Your Price	Ext Price
1	18311793	KINGSLEY 50 S-Series Return w/1 Cart Color: Sandstone with Black Decal Logo: Round Logo Wording: Library Return	\$5,086.25	\$5,086.25

Sub-Total: \$5,086.25
Tax: \$0.00
Shipping: \$740.49

Quote Total (USD): \$5,826.74

Shipping Information:

Your quote will ship via semi-truck with a power lift gate to lower the items to ground level. The driver will then deliver the items up to 50 ft inside the outermost doors of the main level, though he/she will need assistance with large or oversize packages. If items need to be broken down to fit through the doorway additional charges may apply.

*Please contact us if other services are needed so we can provide a more accurate shipping quote.

Comments:

- Pricing valid for listed items and quantities only
 - Shipping charges are subject to change after 30 days
 - To ensure you receive your quoted prices, quote number 4006177 must be referenced at the time of purchase
- *Please note: While we will strive to hold pricing where possible, due to current economic conditions, product and shipping costs are changing rapidly and we may be forced to revise your quote prior to expiration.**

Prepared By: Mandy Hays

E-Mail: sales@vernnonlibrarysupplies.com

Phone: 800-878-0253