

AGENDA

Henika District Library
Board of Trustees Meeting
February 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. January Regular Meeting Minutes (M) (PAGES 3 - 4)

- V. Financial Reports**
 - A. January 2025 (PAGES 5 - 12)
 - 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 13 - 20)
 - A. Monthly Statistics (i)
 - B. Youth Report (i)
 - C. Adult Report (i)
 - D. Circulation Report (i)

- VII. Kennari Report** (PAGES 21 - 26)
 - A. Updated Case for Support

- VIII. Committee Reports** (PAGES 27 - 31)
- A. Finance Committee 1/20
 - B. Planning Committee 1/26
 - C. Building and Grounds Committee 2/2
- IX. Unfinished Business** (PAGES 32 - 41)
- A. Director Eval Edits
- X. New Business**
- A. Furnace/AC (M) (PAGE 42)
 - B. Policy Updates (M) (PAGES 43 - 48)
 - 1. Naming Policy
 - 2. Donation and Gift Policy
 - 3. Campaign Spending Policy
 - C. Campaign Project Manager (M) (PAGES 49 - 52)
 - D. Website Hosting (M) (PAGES 53 - 89)
 - E. Blazing Star Solar Endorsement Letter Request (M) (PAGE 90)
- XI. Around the table (i)**
- XII. Adjournment (M)**

Meeting Minutes

Henika District Library

Board of Trustees Meeting

January 13, 2026 at 6:30 p.m.

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

Members Absent: Gary Marsh

Staff Present: Cierra Bakovka – Director

Guests: Kirstin VanderMolen from Kennari Consulting

- I. Call to Order: Meeting called to order at 6:34 p.m. by Augustin.
- II. Approval of Agenda motioned by Brinks and seconded by Kuhn. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of December 2025 regular meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for December 2025
 - A. Approval of paid bills motioned by Augustin and seconded by Brinks.
 - B. Monthly check register was reviewed. There was an overdraft with the checking account, as Bakovka forgot to transfer the money for the furnace/AC purchase from savings and we had not yet received reimbursement for our window purchase; while nothing bounced, we did receive an overdraft fine of \$200. Bakovka then transferred \$30,000 from savings to checking to provide a cushion. Discussion ensued about what to do with the current cushion. Kuhn motioned to return \$20,000 from checking back to savings this month. Brinks seconded. All yes, motion carried.
 - C. Credit card detail report was reviewed. Tori purchased a guitar to be circulated in the special collection, as well as potentially used in story time.
 - D. YTD vs Actual was reviewed.
 - E. United Bank accounts were reviewed.
 - F. All yes to motion to approve paid bills, motion carried.
- VI. Director's Report for December 2025

Bakovka purchased new hanging signs for better directing patrons. The next staff meeting will be on Jan. 29th and will focus on answering questions that patrons ask. She is coordinating MeL training for the circulation assistants. Bakovka met with Blazing Star Solar; there will be a

township meeting in March and if the project is approved, the library will likely receive around \$50,000 extra each year in taxes. They have asked if we are willing to write a letter of support for the project.

- A. Monthly Statistics, Youth Services, Adult Services, and Circulation reports were reviewed. Since Tori and Abby recently swapped the days the adult (now Wednesday) and youth (now Monday) activities happen, there has been a new crowd of children attending the youth programs.

VII. Committee Reports: No committees met.

VIII. Unfinished Business

- A. Director Evaluation Edits - Augustin motioned to table this agenda item until February, since we do not have the corrected version available and printed to discuss. Kuhn seconded. All yes, motion carried.

IX. New Business

A. Kennari Assessment/Updates

1. Fundraising Infrastructure Assessment - Kirstin VanderMolen from Kennari Consulting came and gave an overview of what her team has been working on and next steps that the board should take.
2. Case for Support Draft - The board reviewed the presented draft and discussed potential changes. Bakovka will take our comments to Kennari to incorporate our ideas into the document.

X. Around the table:

- A. Brinks - Nothing to add.
- B. Kuhn - Nothing to add.
- C. Simmons - Nothing to add.
- D. Meyer - Nothing to add.
- E. Engels - Nothing to add.
- F. Vander Slik - Nothing to add.
- G. Bakovka - Thanks for understanding her mistakes and being gracious.
- H. Augustin - We did a lot in 2025; this is what we've been working toward for years! Excited for everything to come in 2026.

XI. Adjournment of the meeting motioned by Brinks and seconded by Augustin. All yes, motion carried. Meeting adjourned at 8:13 p.m.

Monthly Check Register

As of January 31st, 2026

Date	Payee	Memo	Account	Amount
1.7.26	Amazon	Materials, Supplies	-SPLIT-	\$1,023.60
1.7.26	City of Wayland		Utilities	\$77.27
1.7.26	Consumers Energy		Utilities	\$299.86
1.7.26	Dunham Accounting		Accounting	\$636.00
1.7.26	Kennari Consulting		Contractual Services	\$2,400.00
1.7.26	Lakeland	Quarterly Billing Materials, Contractual Services	-SPLIT-	\$4,918.32
1.7.26	MJA Landscape		Building /Grounds	\$3,238.00
1.7.26	Spectrum		Utilities	\$61.00
1.7.26	T-Mobile		Communications	\$469.87
1.7.26	US Bank		Equipment	\$685.26
1.7.26	Wayland Area Chamber of Commerce	annual	Mem/Train	\$195.00
1.21.26	Absopure		Utilities	\$44.86
1.21.26	Amazon	Furnishings, supplies, materials, equipment, programming	-SPLIT-	\$2,358.63
1.21.26	Blue Care Network		Employee Benefits	\$4,317.68
1.21.26	Cardmember Service		-sPLIT-	\$1,392.67
1.21.26	CSLP	Summer Reading Pomo Materials	Ad/Promo	\$117.93
1.21.26	Heimler Consulting	Quarterly Tech Support	Tech Support	\$285.00
1.21.26	Johnson Control	Quarterly billing	Contractual Services	\$508.22
1.21.26	Kansas City Life		Employee Benefits	\$112.10
1.21.26	MERS	3 pay periods	Employee Benefits	\$2,600.74
1.21.26	MLA	Spring Institute Conference	Mem/Train	\$385.00
1.21.26	Unique		Contractual Services	\$19.70
			Total:	\$25,123.11



January 2026 Statement

Open Date: 12/13/2025 Closing Date: 01/14/2026

Account Ending in:

Visa® Business Cash Card

Elan Financial Services

1-866-552-8855

HENIKADISTRICTLIBRARY

BUS 30 ELN 1 9

New Balance	\$1,392.67
Minimum Payment Due	\$14.00
Payment Due Date	02/10/2026
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%.	

Activity Summary		
Previous Balance	+	\$3,032.17
Payments	-	\$3,032.17 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,392.67
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,392.67
Past Due		\$0.00
Minimum Payment Due		\$14.00
Credit Line		\$40,500.00
Available Credit		\$39,107.33
Days in Billing Period		33

Reward Points	
Earned This Statement	1,626
Reward Center Balance as of 01/13/2026	37,427
For details, see your rewards summary.	

00028948 57895 0001-0002 DUSB20001 1526162364 00 L 00028904 UBZSSOM/E

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

Account Ending in	
Payment Due Date	2/10/2026
New Balance	\$1,392.67
Minimum Payment Due	\$14.00

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.

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January 2026 Statement 12/13/2025 - 01/14/2026
HENIKADISTRICTLIBRARY

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Elan Financial Services 1-866-552-8855

Business Cash

Rewards Center Activity as of 01/13/2026	
Rewards Center Activity*	0
Rewards Center Balance	37,427

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,393	1,393
2 Extra Points - Telecom & Office Supply	233	233
Total Earned	1,626	1,626

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					
12/18	12/17	3491	TARGET.COM * WWW.TARGET.CO MN	\$22.97	Supplies
12/22	12/21	7207	WIX.COM 1-415-6399034 CA	\$120.00	Ad/Prone
12/22	12/21	8372	WHENIWORK.COM WHENIWORK.COM MN	\$25.00	CS
12/29	12/28	6072	Mailchimp 678-9990141 GA	\$19.50	CS
01/02	01/01	7080	Adobe Inc 800-8336687 CA	\$21.19	CS
01/06	01/05	3847	DOLLAR TREE JENISON MI	\$1.33	5098
01/08	01/07	8470	INTERMEDIA.NET INC 800-379-7729 WA	\$116.48	LAIT
01/08	01/07	2020	ZAZZLE INC 888-892-9953 CA	\$70.81	Ad/Prone
01/13	01/12	9116	GR CHILDRENS MUSEUM 616-2354726 MI	\$250.00	CS
Total for Account				\$647.28	

Transactions SCHREUR, VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/26	12/23	9655	BARNES & NOBLE 2356 KENTWOOD MI	\$210.92	YM
12/29	12/28	0167	TARGET 00020156 CALEDONIA MI	\$76.60	YP
12/30	12/29	9434	MEIJER STORE #199 CALEDONIA MI	\$6.14	YP

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00028846 57696 0002-0002 DUS8200D111526162364 00 L 00028894 UB2330N1E

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HENIKADISTRICTLIBRARY

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Transactions		SCHREUR,VICTORIA		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/05	01/04	3145	TARGET 00028183 GRANDVILLE MI	\$61.64	AP
01/08	01/07	0420	FAMILY FARE 119 BYRON CENTER MI	\$47.34	AP
01/12	01/11	8708	SQ *KPOP STATION Kentwood MI	\$37.10	AP
01/13	01/11	5560	BARNES & NOBLE 2356 KENTWOOD MI	\$120.70	AP
01/13	01/11	7104	FIVE BELOW 561 GRAND RAPIDS MI	\$76.27	AP
Total for Account				\$636.71	

Transactions		CUMMINGS,ABIGAIL		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/19	12/17	2874	HARDING'S MARKET #3 WAYLAND MI	\$11.99	AP
12/29	12/27	9789	HARDING'S MARKET #3 WAYLAND MI	\$26.68	AP
01/02	12/31	1189	DOLLAR-GENERAL #9954 WAYLAND MI	\$29.51	AP
01/02	12/31	3312	HARDING'S MARKET #3 WAYLAND MI	\$12.48	AP
01/08	01/07	0203	USPS PO 2597840348 WAYLAND MI	\$10.01	Post
01/09	01/07	4905	HARDING'S MARKET #3 WAYLAND MI	\$18.01	AP
Total for Account				\$108.68	

Transactions		BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
12/31	12/30	0183	PAYMENT THANK YOU	\$3,032.17CR	
Total for Account				\$3,032.17CR	

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

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	23.49%	
**PURCHASES	\$1,392.67	\$0.00	YES	\$0.00	23.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	27.49%	

Henika District Library
Balance Sheet
As of January 31, 2026

	<u>Jan 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	181,057.17
Cash - HY Savings - 013	590,802.03
Certificate of Deposit - 548	34,589.62
Certificate of Deposit - 556	58,310.12
Savings - Building Fund - 212	244,359.35
Total Checking/Savings	<u>1,109,118.29</u>
Accounts Receivable	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
Total Accounts Receivable	<u>333,175.84</u>
Total Current Assets	<u>1,442,294.13</u>
TOTAL ASSETS	<u>1,442,294.13</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Payroll Liabilities	826.66
Total Other Current Liabilities	<u>331,929.72</u>
Total Current Liabilities	<u>331,929.72</u>
Total Liabilities	331,929.72
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	902,603.89
Net Income	156,052.55
Total Equity	<u>1,110,364.41</u>
TOTAL LIABILITIES & EQUITY	<u>1,442,294.13</u>

2:34 PM

02/06/26

Accrual Basis

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

	Jan 26	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
400502 - Federal E-Rate	228.00	1,000.00	-772.00
400540 - State Aid	0.00	10,000.00	-10,000.00
400581.C - City Contribution	82,432.39	210,000.00	-127,567.61
400581.T - Township Contributio	93,788.11	240,000.00	-146,211.89
400601 - Copies and Faxes	301.09		
400656 - Penal Fines	2,217.42	30,000.00	-27,782.58
400657 - Fines	30.90		
400665 - Interest Income	1,628.21	16,000.00	-14,371.79
400693 - Book Sale	43.50		
400700 - Grants	20,000.00		
Total Income	200,669.62	507,000.00	-306,330.38
Expense			
700710 - Employee Benefits	6,651.50	72,000.00	-65,348.50
700727 - Postage	46.01	600.00	-553.99
700728 - Supplies	196.96	8,500.00	-8,303.04
700740 - Equipment	764.25	12,000.00	-11,235.75
700740 - Furnishings	45.28	2,000.00	-1,954.72
700740 - Materials	3,849.82	35,000.00	-31,150.18
700801 - Advertising & Promo	308.74	1,300.00	-991.26
700805.1 - Accounting	600.00	15,000.00	-14,400.00
700805.2 - Bank Charges & Fees	0.00	100.00	-100.00
700806 - Technology Support	285.00	2,500.00	-2,215.00
700808 - Building & Grounds	3,238.00	15,000.00	-11,762.00
700850 - Communications	469.87	5,000.00	-4,530.13
700910 - Building/Liability Ins	0.00	8,000.00	-8,000.00
700920 - Public Utilities	599.47	11,000.00	-10,400.53
700933 - Equipment Repairs	0.00	4,000.00	-4,000.00
700954 - Contractural Services	7,551.21	32,000.00	-24,448.79
700955 - Memberships / Training	580.00	7,000.00	-6,420.00
700956 - Programming	581.58	16,000.00	-15,418.42
Payroll Expenses	17,345.54	250,000.00	-232,654.46
Payroll Tax Expense	1,503.84	10,000.00	-8,496.16
Total Expense	44,617.07	507,000.00	-462,382.93
Net Ordinary Income	156,052.55	0.00	156,052.55
Net Income	156,052.55	0.00	156,052.55



Home

Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING Current balance
 XXXX715 **\$184,091.38**

PUBLIC FUNDS HIGH-YIELD SAVINGS Current balance
 XXX01 **\$590,802.03**

BUILDING FUND Current balance
 XXX 1 **\$244,359.35**

TIME DEPOSIT Current balance
 XXXX079 **\$34,589.62**

TIME DEPOSIT Current balance
 XXXX087 **\$58,310.12**

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

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January 2026

Youth Services Report

Tori Schreur, Youth Services Librarian

Lego Club: 4 attendees

We are still adjusting to the new schedule of having Lego Club on Mondays, so I'm curious to see how this will influence our numbers in the future. Prior to this session, I had purchased various packs of minifigures for the kids to play with. Because I didn't want pieces to get missing *just yet* I only opened up a couple of the mini figures for the kids to put together. Now that they are mixed in, I will open a few more for the next session.

After School Art: 65 attendees

For all the snow days, crummy weather, and library closures in the month of January, I'm pretty happy with the numbers for After School Art. I do believe we even had to cancel one session of After School Art. Some of the crafts we did were painting polar bears, snowy owls foam stickers, and one other craft, that for the life of me, I can't recall what it was!

Preschool Storytime: 8 attendees

This was the most fun storytime I have had since I have been a youth librarian. All the kids were very engaged, and brought great energy to storytime. We read books about snow and rain, and talked about the weather. We sang songs about snow and pretended we were outside playing in the snow. I would've brought in real snow, but it was actually quite wet and rainy outside on this day!

Preschool Playtime: 11 attendees

Due to a library closure, 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, just like for storytime. Funnily enough, all the kids prefer to play in the kitchen, even though it is out all the time!

Pokemon Club: 13 attendees

I don't know if it was the weather, school events, or the change to Mondays, but this was the lowest participation for Pokemon club we have had. The kids still had fun, and we watched a few episodes of Pokemon on the TV, but the numbers were too low for my liking. I'd like to test out a few more Mondays for Pokemon club to see how the numbers do.

Popcorn Taste Test Teens/Tweens: 6

Monday, January 19th was National Popcorn Day and unfortunately, we were closed due to weather. However, I pushed the program to Wednesday so we could still sample some popcorn flavors. I bought a sample kit of popcorn flavors from amazon. Personally, I wanted to try the Pumpkin Spice flavor, but I could only find it in packs of 6, so that one did not end up being an option. The kids really liked the Jalapeno Cheddar and Bacon flavors, which were actually my least favorite! I really liked the Salted Caramel and the Ranch.

Reptiles for Kids: 6

Emma Niekamp brought her bearded dragon, along with one she was fostering, her snake Coco, and her new gecko to share with the kids in the community. Her and her mom taught kids all about each animal's natural habitat, care needs, and unique traits. Best of all, the kids had the chance to hold the reptiles for an up-close learning experience.

Scavenger Hunt: 68 kids**Looking Forward:**

Hopefully the weather for February will be nicer than December and January. For the first week of February, I will be having Lego Club on Monday, February 2nd, Storytime on Tuesday, February 3rd, as well as again on February 17th, and After-School-Art on Thursday, February 5th, 12th, 19th, and 26th. On Friday the 6th, Allegan Head Start will be hosting their playgroup downstairs for kids in the community to join. The next Monday, February 9th will be Pokemon Club, and fingers crossed attendance is a little higher than January. Preschool Playtime will be held on Tuesday, February 10th as well as on Tuesday, February 24th. I will not be here on the 24th, so the other members of the staff will be hosting that program. Last but not least, on Wednesday, February 25th, I will be doing diamond dot book marks for tweens and teens.

January 2026
Adult Services Report
Abigail Cummings, Adult Services Librarian

Programs & Attendance

Which Came First Trivia: 9

Trivia is always a good time! It was easy and fun, and the winner got a candle.

Allegan County Historical Society Meeting: 21

This was something new and interesting. The Allegan County Historical Society had their meeting here, and I understand it's the first time they've left Allegan proper. I did a short presentation about the history of the library, and gave a tour. They were very kind and appreciative, and I'm glad we have that connection now!

Adult Craft-Winter candle holder: 5

This craft was actually canceled due to weather, but some of the people who had signed up came to pick up the materials to do it at home.

Spice Club-Caraway: 3

Not a huge turnout to spice club this month, but the rubeens were good, and the few people who came enjoyed a nice dinner!

Jackbox Party: 3

I had hoped that having this here instead of at 4one2 would increase attendance, but it does seem like the community just isn't interested in game nights.

Tech Help: 2

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.

Paint Along With Us: 24

This was a good class! I did an instructor-led class, which always does better than the free paint. Attendance was pretty good for this one!

Sawmill: 0

Sawmill was canceled due to holiday (New Years Day)

Green Acres: 0

Green acres was canceled due to weather.

Bingo! Brunch: 2

No one was feeling up to the bingo part, but some people had brunch!

Winter Reading: 2

Two more finishers this month, one more month to go!

Total Program Participants: 71

January Reflection

Weather was so bad that between the days we were closed and the days we were open but it was still gross out, I'm not surprised we had a hard time drawing people in for programs. But on the bright side, painting has really been doing well, and it was very cool to get to meet with the Allegan County Historical Society!

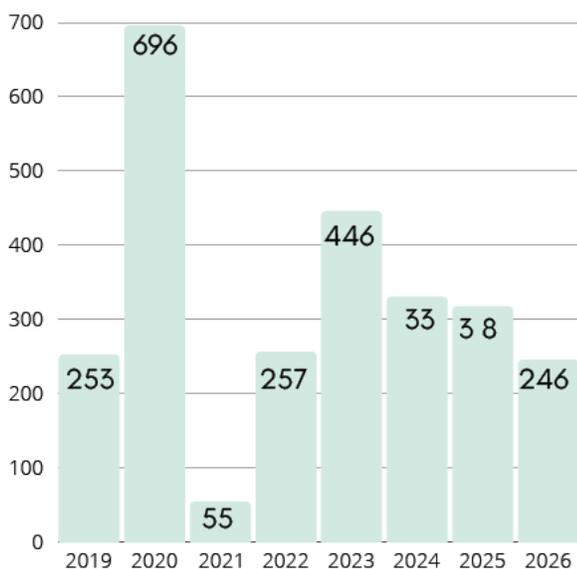
Looking Forward

I'm introducing a couple of new things in February in an attempt to get programming numbers up! First, I'm getting rid of free paint and just doing paint along with us every month, because the numbers are so much better. I'm also doing a Saturday bingo! Brunch in the hopes I bring in a bigger family crowd. We're also having Wayland Community for Gun Safety, Mayor Antel, and Silent Book club come to do events at the library next month, as well as all the regular programming.

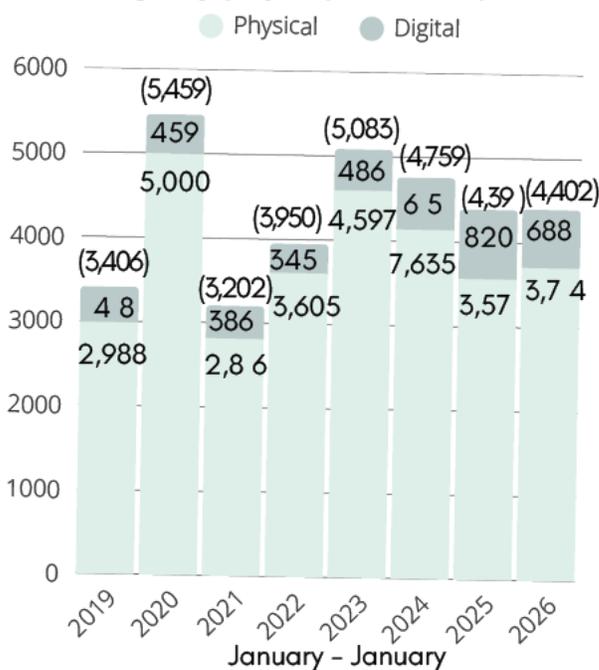
January 2026

Our January 2026 circulation numbers are a lot higher than our January 2025 numbers. The categories showing the most growth from last year during the month of January are Teen Print which circulated 8 times more than they did last January and General Non-Fiction DVD which circulated 6 times the amount that they did last January. Other categories showing noticeable growth from last January include Adult Print, Juvenile Print, MeL item, Youth DVD, General Fiction DVD, and Juvenile eBook. Our Videogame circulated the exact same time this January as they did last January. The categories that are not circulating as well as they did in January of 2025 include Tween Print, Board Game, Videogame, Special Collection item, Adult eBook, Teen eBook, Juvenile eBook, Adult eBook, and Teen eBook. On another note, our panicky items have been checked out a total of 6 times this month! Juvenile panicky Print material have been checked out twice and renewed once. Adult panicky Fiction has 3 total checkouts for this month and Adult panicky NF has been checked out a total of 1 time this month with renewal. We have had several closures due to inclement weather this month. I am hopeful that overall circulation numbers will increase in February as we get back to normal hours and all gear up for the opening of our new Library!
 Courtney Schenkhuizen, Circulation Supervisor

Computer Sessions



Circulation YTD:

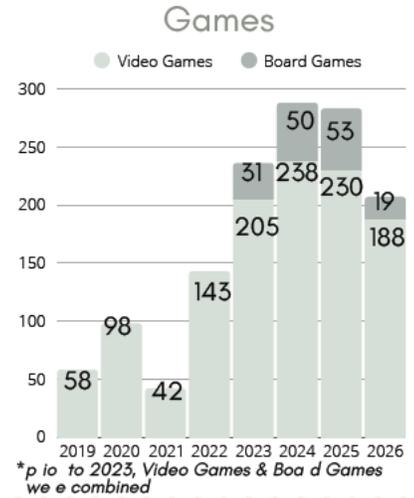
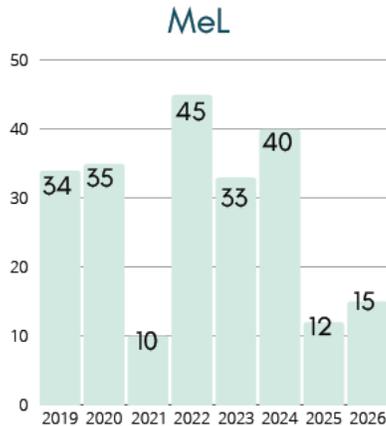
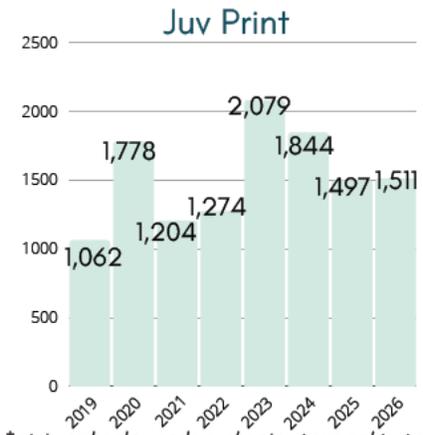
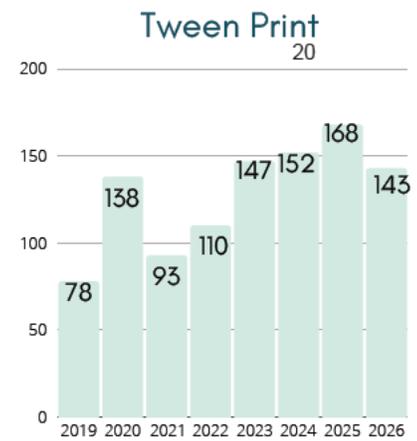
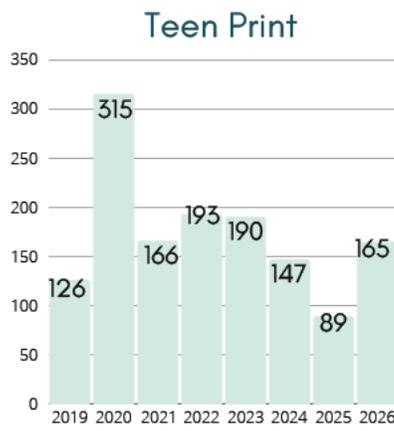
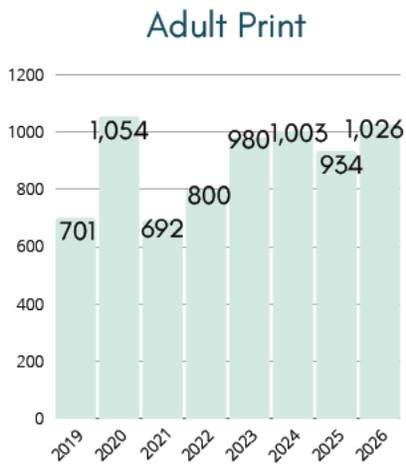


Henika has 2,492 total patron accounts. 509 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

34 Patron accounts added YTD
 34 Patron accounts added in January:

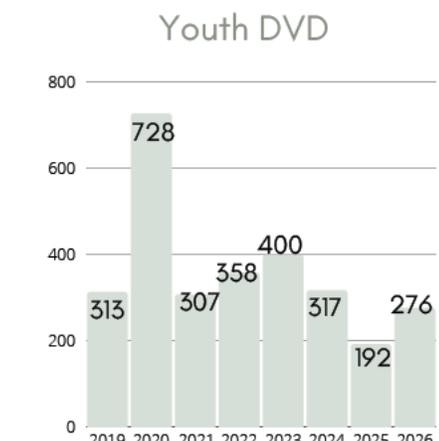
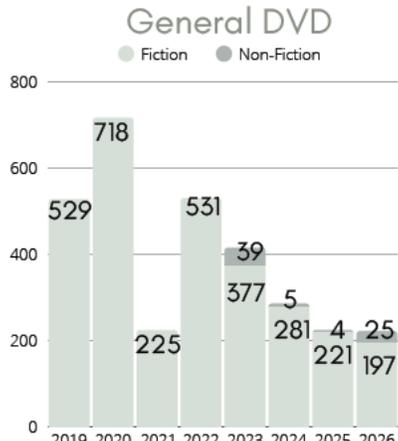
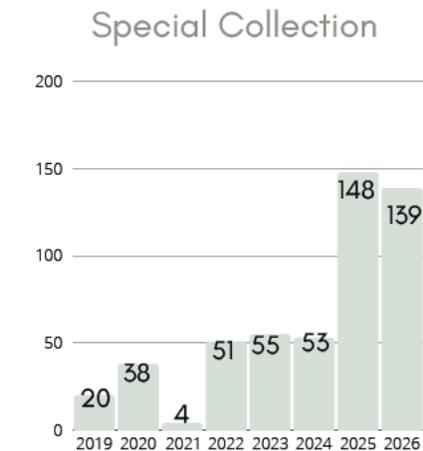
- 17 - Wayland City
- 16 - Wayland Township
- 1 - Non-Resident

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



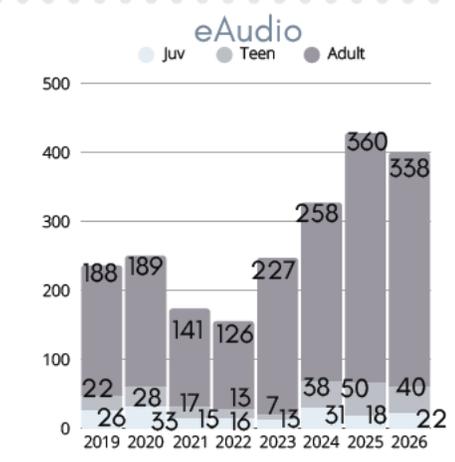
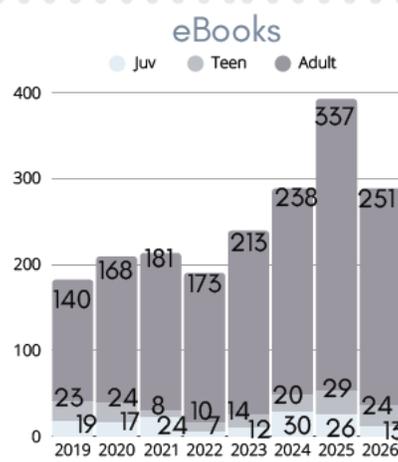
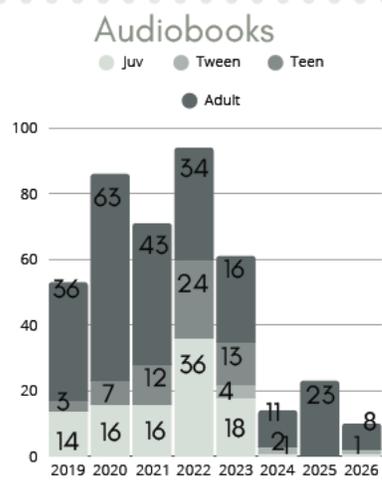
*p i o to August 2021, this only included launchpads

*p i o to 2023, Video Games & Boa d Games we e combined



*p i o to August 2021, this only included launchpads

*p i o to 2022, gene al and NF DVDs we e combined





KENNARI
CONSULTING

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

Goal: \$4.5m* **Raised to Date: \$586,000**

**Pending updated project budget*

Campaign Development Accomplishments to Date

- Started bi-monthly coaching meetings January 15
- Using campaign progress report to track donors and prospects (includes individual, corporate, and foundation)
- Finalizing Case for support
- Pitch deck in process, to be completed by mid February
- Connected with Lakeland Library ILS to determine how patron data can be used
- Identified potential Campaign Committee members and next steps

Upcoming Activities

- Identify two-three donors to have first conversations with about the project (Bonnie Miller, Allegan County Community Foundation, etc.).
- Recruit and train Campaign Committee members and hold one-on-one conversations with each committee member to identify their donor list and solicitation plans.
- Create a donor tour for the library that showcases what the project will entail and how it will impact the library long-term.
- Replace PayPal with an online giving structure that grows with the library's fundraising needs over time. Update website landing page and donation form with a tool like Give Butter.
- Identify ways to utilize patron data to secure additional funding prospects

Board Tasks Today (and ongoing)

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

Kennari Team: Kirstin VanderMolen & Kim Kvorka

Henika Team: Cierra Bakovka

HENIKA DISTRICT LIBRARY CASE FOR SUPPORT DRAFT

Who We Are

Located in downtown Wayland, Henika District Library is a Class III public library serving residents of Wayland City and Wayland Township. For more than a century, Henika 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.

Long before Wayland had a public library, the Ladies Library Club—a group of local women—gathered to share books and foster a love of learning. Inspired by their work, Julia Henika left \$2,000 in her will to establish a Ladies Library in 1899, with much of the stonework sourced from a local farm. Over time, the library has grown from a single room to roughly 3,400 square feet, including a 1968 addition and a 1995 interior restoration. With an official librarian on staff since 1916, Henika has become a cultural and informational anchor for the Wayland region. Today, the library houses more than 14,600 items and is staffed by a dedicated team of eight—including professional librarians—who welcome the community 50 hours each week.

“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.” – Henika library patron

In the past year alone, Henika welcomed **nearly 86,000 visits and more than 12,000 program attendees**—underscoring Henika’s importance as a place of learning and belonging. Visitors take part in a wide range of activities, including story times, book discussions, creative projects, technology support, and programs with local partners, with offerings that adjust as community needs evolve. Across offerings, Henika remains a welcoming space to explore interests, connect with others, or simply spend time. Day after day, Henika is a place that people return to.

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. Library cards, programs, and core services are offered at little to no cost, ensuring that financial barriers do not prevent community members from accessing 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. Henika offers safe and welcoming spaces that reduce isolation and support wellbeing, especially for seniors and vulnerable residents. For children and teens, the library is a safe and engaging space that supports both educational development and recreation, offering programs that encourage learning, creativity, and connection.

For families living paycheck to paycheck, Henika is often a critical resource. In Allegan County, nearly 10% of households and 12% of children live in poverty, with many additional working families struggling to cover basic expenses. These families often struggle to afford necessities, but at Henika they find a community resource to access books, technology, job search tools, and youth programs that support their children's growth.

Commented [KY1]: This refers to ALICE without saying it directly. With grant applications, ALICE is probably a good term to use but here it can be flexible language to be understood broadly.

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 of usable space —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.

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

Approximately half of respondents in the 2023–24 expansion survey supported expanding or renovating the library, signaling strong community interest in its growth. 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 and ensuring that any expansion continues to feel welcoming and true to Henika's identity.

Commented [KY2]: Re: previous 96% question - This statistic reflects responses from individuals who indicated support for some type of millage for the library's expansion. My interpretation was that if they support a millage for the expansion, they generally support the idea of expanding the library. I understand this could be seen as potentially misleading. To stick strictly to the specific question about expansion support I revised the sentence here to be more direct.

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—about one-third visit weekly, and roughly another third 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. The library's expansion offers the chance to extend its reach, enrich the visitor experience, and fully harness the potential of a community resource that has long been welcoming and vital.

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 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 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 strengthen a resource that has supported Wayland residents for more than a century. Improved accessibility and additional space will remove barriers so people of all ages and abilities can use the library comfortably. Larger public areas will create more room to gather, learn, and spend time. And the library's downtown location —within walking distance of schools, senior living communities, and key partners —will make these improvements easy to reach.

New program space and dedicated areas for children and teens will support a wider range of classes, after-school activities, and community events. Additional study rooms and private spaces will make it possible to expand adult programming and provide quiet areas for tutoring, small-group learning, and other community uses.

Henika District Library has long been a reliable investment in Wayland's future. Each year, it generates an estimated \$1.49 million in community value —more than three times the return on the tax investment that supports it. The planned expansion will extend that impact, allowing the library to serve more residents and offer resources that reflect the community's evolving needs.

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.

Commented [3]: Our finance committee is working on this and we will paste it in when they're finished

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. Patrons of all ages will be met with more room, improved accessibility, and expanded programs; empowering them to read, explore new interests, develop skills, and foster connection within their community. 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's future.

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
January 20, 2026 at 4:30 pm

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

Members Absent: None

Staff Present: Cierra Bakovka Director

Guests: None

- I. Call to Order: Meeting called to order at 4:34 pm by Simmons.
- II. Approval of Agenda with correction of date motioned by Kuhn and seconded by Simmons. All yes, motion passed.
- III. Approval of November 2025 Finance Committee Meeting Minutes with motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- IV. Unfinished Business
 - a. Expansion Bond/Millage
 - i. Bakovka obtained estimated millage impacts for \$3.5 million and \$4 million bond amounts from R.J. Naughton, which also compared bond terms of 14 years, 16 years, and 18 years. The committee also discussed millage timing of a March, May, August, or November election. Based on current budget estimates and millage impacts, the committee's initial preference would be to target May of 2027 with an 18 year bond term at \$4 million.
- V. New Business
 - a. Expansion Plan Budget
 - i. The committee began updating the expansion plan budget to include Triangle's fees, technology infrastructure, additional utilities costs, and contingency. With the additions discussed, the expansion budget total is at \$5,698,000. Additional refinement of the project budget to be completed once more information is available on updated construction costs.
 - b. Plan Research for additional upcoming topics
 - i. Future topics needing additional research will be updating the expansion budget once updated numbers are available from Triangle, policy creation regarding campaign spending, naming rights, and gift acceptance, salary and raise policy revision, and

millage.

- ii. The committee reviewed information on available banking and CD options. No change recommended at this time.

VI. Around the Table

- a. No one had anything to add.

VII. Adjournment of the meeting motioned by Simmons and seconded by Kuhn.
Meeting adjourned at 5:58 pm.

MINUTES

Henika District Library
 Planning Committee Meeting
 January 26th, 2026 at 4:15pm

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

Members Present: Rachel Brinks, Danielle Simmons, Deb VanderSlik
 Staff Present: Cierra Bakovka
 Guests: Meghan Augustin (ex-officio)

II. Approval of Agenda - motioned by VanderSlik, seconded by Brinks

III. Approval of Meeting Minutes

- 10/14/2025 Minutes - motioned by Brinks, seconded by VanderSlik

IV. Unfinished Business

V. New Business

- A. Campaign Committee/Cabinet
 - a. Discussion ensued. Committee compiled a short list of candidates for the Campaign Committee to present to Kennari
- B. Campaign Project Manager
 - a. Discussion ensued regarding the prospect of hiring a campaign project manager. Simmons motioned that the committee recommend hiring a campaign project manager as a temporary position with a pay range of \$20-25 and presenting that recommendation to the board. Seconded by Brinks. All in favor. Motion carried.
- C. Strategic Plan 2027 - 2030
 - a. Current strategic plan and it's creation process reviewed. Discussion ensued. Committee started drafting a list of survey questions for distribution (tentatively) 3/20/26 to 5/10/26 with an incentive of a \$50 visa gift card to be randomly drawn. Bakovka to draft survey. Committee to review at next meeting and approve before distribution.

VI. Around the Table

Simmons & VanderSlik: Hungry for dinner
 Brinks: Had Taco Bell
 Bakovka: Nothing to add
 Augustin: Nothing to add

VII. Adjournment – 5:50pm Motioned by VanderSlik, seconded by Augustin

Minutes

Henika District Library

Building & Grounds Committee Meeting

February 2nd, 2026 at 6:00 pm

- I. **Meeting called to order at 6:02 pm by Marsh**
 - A. Members Present: Rachel Brinks, Gary Marsh, Pamela Meyer
 - B. Members Absent: None
 - C. Staff Present: Cierra Bakovka
 - D. Guests: Meghan Augustin (ex-officio)

- II. **Approval of Agenda:** Brinks motioned to approve the agenda as presented, Meyer seconded. All in favor, motion carried.

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

- IV. **Approval of Meeting Minutes:** Augustin motioned to approve the November 2025 Building & Grounds Committee meeting minutes, Brinks seconded. All in favor, motion carried.

- V. **Unfinished Business: None**

- VI. **New Business**
 - A. Expansion Project Contingency Plan
 1. Kennari (our fundraising consultants) would like us to develop a contingency plan for use in case the millage fails so that potential donors have a clear picture of how their donations will be used. Bakovka is waiting on quotes from Triangle to determine what kind of changes we could do with a budget of 1.5 million, our fundraising goal. We discussed the items from our needs/wants list that are most important in the case of having to pare down the project; the discussion was tabled until we can get the quotes from Triangle.
 - B. HVAC Part 2
 1. Last year, we replaced one furnace/AC set that had been from 1995. Discussed replacing the other set (from 1996) this year or pushing it until next year, and if we would like the same make/model, etc. The set is already past its life expectancy, and we needed to do a minor repair on it last year. Meyer motioned that we bring a recommendation to the board to replace the set this year, with the same make/model we purchased last year. Brinks seconded. All yes, motion carried. Bakovka will get updated quotes to bring to the board.

VII. Around the Table

- A. Brinks: Nothing to add.
- B. Augustin: Nothing to add.
- C. Marsh: Thanked everyone for their patience with him having a different point of view.
- D. Meyer: Nothing to add.
- E. Bakovka: She appreciates that even when we disagree, we value each other's different opinions and perspectives.

VIII. Adjournment: Meeting adjourned by Marsh at 6:39 p.m.

Henika District Library

Director Evaluation

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

1. Preparing and Managing the Budget

___ Necessary information is researched, compiled, and coordinated 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.

___ Complied and provided any and all necessary information for the yearly audit.

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. 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: _____

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.
- ___ 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 80**

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 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**

III. Board Relations, Community and External Relations

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. 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 80**

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

Section I + Section II + Section III = overall performance

_____ + _____ + _____ = _____ out of a possible 235 [all 47 spaces filled with 5s]

Outstanding: 235 - 189

Highly effective: 188 - 142

Effective: 141 - 95

Needs Improvement: 94 - 48

Unacceptable/Needs Substantial Improvement: 47 - 1

Fiscal Year in review: _____

Averages compiled from the collected evaluations of the Board members

Section I

Part 1 -

Part 2 -

Part 3 -

Part 4 -

Section overall average - out of 80

Collection and Summary of comments:

Section II:

Part 1 -

Part 2 -

Part 3 -

Part 4 -

Section overall average - out of 75

Collection and Summary of comments:

Section III:

41

Part 1 -

Part 2 -

Part 3 -

Part 4 -

Part 5 -

Section overall average - out of 80

Collection and Summary of comments:

Overall score average - out of 235 Overall rating level:

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?

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



Proposal

Phone	Date
269-792-2891	2/3/2026
JOB NAME/LOCATION	
JOB NUMBER	JOB PHONE
3168	

TO: **Henika Library**
149 S Main St
 Wayland, MI 49348

We hereby submit specifications and estimates for:

Furnace and air conditioner for East end of building
 Lennox Elite 297V gas furnace (EL297UHV, 97% efficient)
 Lennox Merit 13 AC with new evaporator coil (ML13KC, 3 ton, 15 SEER2)
 5" filter media air cleaner, new condensate pump and drain pan under furnace with water alarm
 Use existing thermostat and refrigeration line set.
 Replace zoning control and dampers

We Propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of: dollars **\$12,750.00**

Payment to be made as follows:

A non-refundable deposit of 50% with the remainder due on completion of work

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized
Signature

Note: this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

NAMING POLICY

PURPOSE

The Henika District Library (the “Library”) considers the naming of a space in honor or memory of an individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow. This policy outlines the expectations and criteria for the assignment of names to buildings, meeting rooms, reading areas, study rooms, special use areas, other interior or exterior spaces, or equipment (a “Space”) of the Library.

RESPONSIBILITY AND AUTHORITY

The authority to name any Library building, building addition, or feature or amenity within a building or property owned or operated by the Henika District Library rests solely with the Library Board of Trustees (the “Board”). The granting of naming rights conveys no authority, special privileges, or influence over Library operations, policies, or decisions.

All contractual documents, including a Naming Agreement, must be finalized prior to the Board’s final approval of any naming opportunity and before a name is officially recognized.

Naming rights shall remain in effect for the useful life of the Space, furnishings, artwork, or special collections (features and amenities), not to exceed twenty-five (25) years. Any renewal of naming rights beyond this period shall be at the sole discretion of the Board. If a facility’s useful life expires and/or it must be replaced or substantially renovated, or the use of an area re-designated, it may be named for a new donor, subject to the discretion of the library board

The Board reserves the right to discontinue, revoke, or alter a donor-designated name or recognition if circumstances arise in which the name or donor comes into disrepute or is determined to conflict with the Library’s mission, values, or purpose.

The Library Director shall assist the Board in identifying naming opportunities and shall be responsible for determining the manner of recognition, including signage and other acknowledgments.

GUIDELINES

Henika District Library shall use the following guidelines to make decisions on the merits of each naming opportunity:

1. *Reasons to Grant Naming Rights*
 - a. Financial Donation — The Board may approve naming rights for individuals, families, foundations, organizations, and/or corporations making a significant financial contribution to a project as determined by the Board on a case by case basis.
 - b. Distinguished Effort — The Board may choose to honor or memorialize an individual for significant, outstanding contributions in keeping with the nature and mission of the Library (in which case the name should be generally recognized within the community and be able to stand the test of time).
2. *Qualifications and Exclusions*

- a. There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection of the Library. The Library Board reserves the right to accept or reject any naming proposal based on this review.
- b. No names should be approved that will imply the library's endorsement of a partisan political or ideological position. This does not preclude a naming with the name of an individual who has at one time held public office or with the name of an individual or a company that manufactures or distributes commercial products.
- c. Naming rights for any facility or space shall be finalized and fulfilled only after the financial commitment by the individual or organization has been honored in full, and not on the basis of a pledge for future funds.

Proposed

DONATION AND GIFT ACCEPTANCE POLICY

The Henika District Library welcomes and encourages gifts and donations consistent with the Library's mission, policies, and strategic plan goals. Donations are not intended to replace regularly budgeted Library expenditures, however, private resources can extend and enrich Library services. The Board of Trustees acknowledges the great importance of gifts to the Library's future development. The Library retains unconditional ownership of all gifts and reserves the right to decline any gift.

COLLECTION MATERIALS

Gifts of materials for the Library's collection are evaluated using the same criteria applied to purchased items. All donated materials are accepted with the understanding that items not added to the collection may be sold at the Library's book sale to support the library. Donated materials that are not used cannot be returned to the donor. The Library may refuse any materials for reasons including, but not limited to, condition, relevance, or space limitations.

MONETARY DONATIONS

The Library gratefully accepts gifts of money. These donations can take a number of forms:

1. *Memorials and Tributes* - The Library will purchase materials for its collection to recognize, thank, honor, celebrate or remember a special person, pet, or milestone event. Funds are used to purchase materials that enhance the Library's collection. When possible, a book plate may be added to materials purchased with these funds as recognition.
2. *Specialized or General Donations* - Donations may be designated for specific purposes such as programs, equipment, facilities, or materials, or may be unrestricted. Unrestricted funds will be used at the discretion of the Library and Board of Trustees.
3. *Planned Giving* - Individuals may support the Library through planned gifts such as bequests, trusts, or annuities. Planned gifts may be designated for specific purposes or left unrestricted.

Monetary donations may be made in cash, by check, or by credit card in person or by mail. Checks should be made payable to "Henika District Library" and include the donor's mailing address. Any conditions associated with a donation must be stated at the time the gift is made.

REAL ESTATE

Offers of donations of real estate will be considered by the Library Board and must be approved by a vote of the Board.

GIFTS TO LIBRARY STAFF

Library employees and trustees may not accept gifts, entertainment, or personal favors valued at more than \$50 that could influence, or appear to influence, business decisions. Modest edible gifts or plants may be accepted and shared among staff. All other gifts must be refused or returned unless approved by the Library Director.

Proposed

OTHER GIFTS

Donations of non-collection items such as artwork, furniture, or technology must be discussed with the Library Director in advance. Any conditions attached to such gifts must be clearly stated at the time of donation. Gifts are evaluated based on:

- Alignment with the Library's mission, policies, and strategic plan
- Space and storage requirements
- Aesthetic compatibility with Library facilities
- Costs associated with maintenance or preservation

The Library Board of Trustees must approve acceptance of any non-monetary gift valued at more than five-thousand dollars (\$5,000). All accepted gifts become the property of the Henika District Library and may be sold, relocated, or disposed of at the Library's discretion.

DONOR RECOGNITION

Receipts for monetary donations and donated collection materials will be provided upon request. Donors are responsible for obtaining appraisals for tax purposes.

Written acknowledgements are automatically provided for financial contributions of \$500 or more and will state the exact amount of the donation. Acknowledgements may also be sent to individuals designated by the donor upon request.

Unless anonymity is requested, donor names may be recognized in Library reports, publications, the Library website, or through bookplates when appropriate. Significant contributions toward capital improvement projects may qualify for naming opportunities in accordance with the Library's Naming Policy.

TAX BENEFITS

Donations to the Henika District Library, a governmental unit, may qualify as federal tax deductions and Michigan tax credits. Donors should consult a tax advisor to determine the applicability to their individual circumstances.

Proposed

CAPITAL CAMPAIGN SPENDING

This policy establishes guidelines for the appropriate use, management, and oversight of funds raised through a Capital Campaign by Henika District Library. The goal is to ensure transparency, accountability, and alignment with donor intent and campaign objectives. This policy applies to all capital campaign funds raised by Henika District Library, including cash gifts, asset-based gifts, pledges, in-kind contributions, and any income generated from campaign-designated investments.

USE OF FUNDS

Capital campaign funds may only be used for purposes specifically identified in the particular campaign case for support, including but not limited to:

- Acquisition, construction, or renovation of facilities
- Purchase of capital equipment
- Debt reduction related to capital improvements
- Campaign-related expenses (planning, marketing, fundraising consultant fees)

Use of funds for any other purpose requires approval by the Library Board and must align with donor intent.

Unrestricted gifts to the campaign will be spent in the following order of priority:

- Operations re-coup for expenses incurred before funds were available
- Campaign expenses
- Building purchase
- Programming infrastructure/usage (for programming that is part of the campaign budget)
- Endowment

Restricted gifts will be spent only according to their restriction. They will not be borrowed and repaid at the time their intended allocation is needed to be paid.

BUDGET AND SPENDING AUTHORIZATION

A detailed capital campaign budget shall be approved by the Board before campaign funds are expended. Spending must be in accordance with the approved budget. Any proposed expenditure over \$5,000 not previously budgeted must receive prior approval from the Library board.

DONOR RESTRICTIONS

Donor-restricted gifts will be tracked separately and used exclusively for the purposes designated by the donor. If a donor's intended purpose can no longer be fulfilled, Henika District Library will contact the donor (or estate) to seek alternate instructions or, if necessary, reclassify the funds in compliance with applicable laws.

FUND MANAGEMENT

Campaign funds will be deposited into a dedicated bank account or tracked separately in the organization's accounting system. The Finance Committee, Treasurer, accountant, and/or library director shall monitor all expenditures and provide monthly reports to the Library Board.

Proposed

REPORTING AND TRANSPARENCY

Regular financial reports on campaign income and expenditures shall be provided to the Board and campaign leadership team. A final report will be produced at the conclusion of the campaign and made available to all stakeholders, including donors.

SURPLUS FUNDS

Any surplus funds remaining at the conclusion of the campaign may be allocated to a capital reserve fund, endowment, or other strategic initiative, as approved by the Board and consistent with donor intent.

CAMPAIGN PROJECT MANAGER

HENIKA DISTRICT LIBRARY

The Campaign Project Manager is responsible for executing the day-to-day operations of all capital campaign activities. This position works in close collaboration with the Board, Director, fundraising consultants, and Volunteers. Office-based part-time professional office position, averaging 20 hours per week with occasional night/weekend hours.

JOB TYPE: TEMPORARY Part-Time (approx 12-18 months)

SCHEDULE: Flexible. Amounts to 8-15 hrs per week

PAY RANGE: \$20 - \$25/HR

BENEFITS: Flexible schedule, mostly-remote

DUTIES/RESPONSIBILITIES:

- Coordinate campaign fundraising activities for volunteers and staff
- Create materials related to internal planning sessions including agendas, reports, budget updates, campaign updates, letters (solicitation and recruitment of campaign leadership)
- Oversee the creation of campaign materials (brochures, stationery, pledge forms, etc.)
- Provide support/ follow-up / reminders to fundraising leadership committee
- Manage volunteer leadership communications, solicitations, and cabinet meetings
- Coordinate prospect lists and manage donation documentation and ongoing updates
- Manage gift acknowledgement, data, and donor and volunteer correspondence with other staff
- Coordinate campaign events including logistics, committee recruitment, and management
- Coordinate and assist in the development of communication pieces, particularly e-blasts and social media
- Maintain organizational data in the donor database with consistency and attention to detail for all donor and gift entries. Manage database operations including: data entry, gift recording and acknowledgments, gift reporting, and regular data hygiene.

CAMPAIGN PROJECT MANAGER

HENIKA DISTRICT LIBRARY

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Nonprofit fundraising experience preferred
- Capital campaign experience preferred
- Experience working with volunteers (preferably in a fund development setting)
- Demonstrated ability to handle donor interest and personal information with tact and sensitivity, in a confidential manner
- Ability to work collaboratively in a team environment, with a strong customer service orientation
- Excellent organizational skills, with accuracy and attention to detail
- Working knowledge of Microsoft Office, Google Drive, Canva, virtual meeting platforms, and a general comfort with technology
- Professional presentation, with excellent verbal, written, and interpersonal communication skills, and an energetic and engaging personality
- Ability to set and meet realistic goals, establish work priorities, organize people and materials to reach goals, handle pressure well, and evaluate and report results
- Ability to multi-task while handling work expectations including telephone, basic office machines, reading, writing, typing, computer/data entry, and some travel



Campaign Project Manager Responsibilities

The campaign project manager is responsible for supporting all fundraising aspects of the campaign, ensuring all tasks are being completed and that steady progress is being made. The following outlines the main responsibilities of the campaign project manager. While this is not all-inclusive, it represents the key priorities that the campaign project manager will be responsible for moving forward and identifying when additional support or resources are needed. This list should be amended to reflect the specific needs of the team.

CAMPAIGN PROJECT MANAGER OVERVIEW OF TASKS AND RESPONSIBILITIES

- Create and distribute agendas and materials for all campaign meetings (internal, co-chairs, cabinet)
- Monitor progress toward completion of all campaign materials, including:
 - Campaign case for support
 - Campaign budget
 - Campaign brochure and/or video
 - Naming Opportunities and/or giving levels
 - Campaign letterhead
 - Pledge forms, gift acknowledgements, and other branded communication materials
- Manage fundraising reports; distribute as necessary
- Maintain campaign lists, including:
 - Cabinet prospects and cabinet list
 - Donor prospects
 - Cultivation or other campaign event guest lists
- Create, coordinate, and/or distribute campaign letters, including:
 - Initial participation/thank you letters for cabinet
 - Cultivation-related letters
 - Gift acknowledgement letters
- Maintain Naming Opportunities, with selected and available opportunities up to date
- Work directly with fundraising consultants

CORE FUNCTIONS AND TASK BREAKDOWN

Campaign Leadership Liaison

- Track and follow up on cabinet and executive assignments and activities
- Conduct donor prospect research
- Assist in scheduling donor prospect meetings and/or tours
- Prepare and produce meeting materials

- Coordinate cultivation events
- Report to organizational leadership on all fundraising activities
- Coordinate annual fund activities with development director

Campaign Materials Development

- Work with organizational leadership and outside creative vendor, as appropriate, to develop campaign toolkit, which includes:
 - Campaign video
 - Campaign brochure
 - Pledge card
 - Campaign tour
- Manage printing/production of toolkit materials
- Distribute toolkit to cabinet for use with prospects
- Develop and distribute monthly/quarterly campaign communication to keep cabinet up to date on campaign and project progress

Solicitation Support

- Coordinate with organizational leadership and campaign co-chairs to ensure full participation from board members and campaign leadership in making a campaign contribution
- Work with development staff to develop donor prospect list
- Work with campaign cabinet to assign and track cultivation steps for donor prospects
- Manage master donor prospect and campaign donor workbook
- Support solicitation process, including:
 - Following up with cabinet on prospect cultivation and solicitation
 - Scheduling meetings
 - Preparing follow up materials and/or pledge cards

Database Record Maintenance

- Maintain donor, donor prospect, and cabinet records
- Enter and maintain campaign pledges and gifts, allocating as indicated by donor
- Pull campaign donor reports
- Ensure proper tracking and invoicing for campaign pledges
- Collaborate with development/finance staff or generate gift acknowledgement letters, gift receipts, and/or reminder statements

**NOTE: This role is not responsible for construction related project management – this is specific only to the fundraising portion of the campaign.*



**ADA.gov**U.S. Department of Justice
Civil Rights Division

Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments

April 08, 2024

On April 24, 2024, the Federal Register published the Department of Justice's (Department) final rule updating its regulations for Title II of the Americans with Disabilities Act (ADA). The final rule has specific requirements about how to ensure that web content and mobile applications (apps) are accessible to people with disabilities.

■ Guidance & Resources

Read this to get specific guidance about this topic.

For a beginner-level introduction to a topic, view [Topics](#)

For information about the legal requirements, visit [Law, Regulations & Standards](#)

Purpose of this fact sheet: This fact sheet gives a summary of the rule. The summary is designed to provide introductory information about the rule's requirements, particularly for people who may not have a legal background. [For more information, please read the full rule.](#) The [official version of the rule](#) is published in the Federal Register.



What is Title II of the Americans with Disabilities Act (ADA)?

[Title II of the ADA](#) require state and local government to make sure that their service , programs, and activities are accessible to people with disabilities. Title II applies to all

services, programs, or activities of state and local governments, from adoption services to zoning regulation. This includes the services, programs, and activities that state and local governments offer online and through mobile apps.



Terms in this fact sheet

Title II uses the term “public entities” to describe who it applies to, but in this fact sheet, we call these “state and local governments.”



What is a rule?

A regulation, also called a “rule,” is a set of requirements issued by a federal agency for laws passed by Congress. When Congress passed the ADA, it gave the Department the authority to make regulations that explain the rights and requirements for Titles II and III of the ADA. A regulation usually has two parts. The first part is regulatory text. The second part provides information about the regulatory text and what it means, which is sometimes in an appendix in the rule.



How did the Department make this rule?

The Department made this rule using a process sometimes called “notice and comment rulemaking.” As part of this process, the Department published a Notice of Proposed Rulemaking (NPRM). The NPRM was basically a first draft of the regulation. It let the public know about the requirements the Department was considering and gave an opportunity for feedback.

The Department got feedback from the public on the NPRM. Based on that feedback, the Department made changes to certain parts of the rule. A description of the feedback the Department got and how it updated the rule is available in the appendix in the [rule](#).



Who has to follow the web and mobile app accessibility requirements in the rule?

Like the rest of Title II, the rule applies to all state and local governments (which includes any agencies or departments of state or local governments) as well as special purpose districts, Amtrak, and other commuter authorities.

State and local government that contract with other entities to provide public service for them (like non-profit organizations that run drug treatment programs on behalf of a state agency) also have to make sure that their contractors follow Title II.

Examples of state and local governments include:

- State and local government offices that provide benefits and/or social services, like food assistance, health insurance, or employment services

- Public schools, community colleges, and public universities
- State and local police departments
- State and local courts
- State and local elections offices
- Public hospitals and public healthcare clinics
- Public parks and recreation programs
- Public libraries
- Public transit agencies

For more information about the responsibilities of state and local governments under Title II, [visit our State and Local Governments page.](#)

The Reasons the Department Set Specific Requirements for Web and Mobile App Accessibility

State and local governments provide many of their services, programs, and activities through websites and mobile apps. When these websites and mobile apps are not accessible, they can create barriers for people with disabilities.

- For example, individuals who are blind may use a screen reader to deliver visual information on a website or mobile app as speech. A state or local government might post an image on its website that provides information to the public. If the website does not include text describing the image (sometimes called “alternative text” or “alt text”), individuals who are blind and who use screen readers may have no way of knowing what is in the image because a screen reader cannot “read” an image.

Websites and mobile apps that are not accessible can make it difficult or impossible for people with disabilities to access government services, like ordering mail-in ballots or getting tax information, that are quickly and easily available to other members of the public online. Sometimes, inaccessible websites and mobile apps can keep people with disabilities from joining or fully participating in civic or other community events like town meetings or programs at their child’s school.

This rule will help make sure people with disabilities have access to state and local governments’ services, programs, and activities available on websites and mobile apps. This rule will also provide state and local governments with more clarity about what they have to do to comply with the ADA.

You can find more information about why the Department made this rule in the section of the [rule](#) called “Need for Department Action.”

Highlights of the Requirements in the Rule

The rule's requirements for making web content and mobile apps accessible are highlighted below. The full [rule](#) explains these requirements in more detail.

Requirement: The Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA is the technical standard for state and local governments' web content and mobile apps.

- This rule sets a specific technical standard that state and local governments must follow to meet their existing obligations under Title II of the ADA for web and mobile app accessibility.
- WCAG, [the Web Content Accessibility Guidelines](#), is a set of guidelines that say what is needed for web accessibility, such as requirements for captions for videos. WCAG is developed by the [World Wide Web Consortium](#).
- You can find more information about why the Department picked WCAG 2.1, Level AA as the technical standard for state and local governments' web content and mobile apps in the [rule](#) in the section of the appendix called "Technical Standard—WCAG 2.1 Level AA."



What is a technical standard?

A technical standard says specifically what is needed for something to be accessible. For example, the existing [ADA Standards for Accessible Design](#) are technical standards that say what is needed for a building to be physically accessible under the ADA, such as how wide a door must be or how steep a ramp can be.

Requirement: State and local governments' web content usually needs to meet WCAG 2.1, Level AA.

- The rule applies to web content that a state or local government provides or makes available. This includes when a state or local government has an arrangement with someone else who provides or makes available web content for them.
 - **Example:** If a county web page lists the addresses and hours of operation for all county parks, that web page must meet WCAG 2.1, Level AA even if a local web design company made the web page and updates it for the county.



What is web content?

"Web content" is defined as the information and experiences available on the web, like text, images, sound, videos, and documents. You can find more information about how the Department defines "web content" in the [rule](#) in the section of the appendix called "Section 35.104 Definitions."

Requirement: State and local governments' mobile apps usually need to meet WCAG 2.1, Level AA

- The rule applies to mobile apps that a state or local government provides or makes available. This includes when a state or local government has an arrangement with someone else who provide or make available a mobile app for them
 - **Example:** If a city lets people pay for public parking using a mobile app, that mobile app must meet WCAG 2.1, Level AA even if the app is run by a private company.



What is a mobile app?

Mobile apps are software applications that are downloaded and designed to run on mobile devices like smartphones and tablets. You can find more information about how the Department defines mobile apps in the [rule](#) in the section of the appendix called “Definitions.”



Can state and local governments provide web content or mobile apps that follow a higher standard than WCAG 2.1, Level AA?

Yes, this rule does not stop a state or local government from using designs, methods, or techniques as alternatives to WCAG 2.1, Level AA if the state or local government can prove the alternatives provide the same or more accessibility and usability. The rule refers to this as “equivalent facilitation.” The rule allows this so that state and local governments can have some flexibility, while also making sure that people with disabilities still have equal access to state and local government web content and mobile apps.

- **Example** There may be new web accessibility standard that are developed in the future, such as WCAG Version 3.0. Under this rule, a state parks department would probably be allowed to create a new mobile app for campground reservations that meets a future standard if the standard provides the same or more accessibility and usability than WCAG 2.1, Level AA.

Exceptions: In limited situations, some kinds of web content and content in mobile apps do not have to meet WCAG 2.1, Level AA.

- It is important that state and local governments can prioritize so they can choose the most important content — like current or commonly used information — to make accessible to people with disabilities quickly
- There are limited exceptions for some kinds of content that are not as frequently used or that may be particularly hard for state and local governments to address right away.
- If an exception applies to certain content, it means that content would not have to meet WCAG 2.1, Level AA.

- In the next section, we describe the exceptions and provide examples of how they might apply. We also give examples of when the exceptions would not apply.

What the exceptions do not change

The ADA requires that state and local governments must provide individuals with disabilities with effective communication, reasonable modifications, and an equal opportunity to participate in or benefit from their services, programs, and activities. So even when web content or content in mobile apps does not have to meet WCAG 2.1, Level AA, a state or local government would likely still need to provide the content to a person with a disability who needs it in a format that is accessible to them.

- Learn more about existing ADA obligations to ensure [effective communication](#).
- Learn more about existing ADA obligations to make [reasonable modifications](#).

Summary of the Exceptions

1. Archived web content

State and local governments' websites often include a lot of content that is not currently used. This information may be outdated, not needed, or repeated somewhere else. Sometimes, this information is archived on the website.

- Web content that meets **all four** of the following points would not need to meet WCAG 2.1, Level AA
 1. The content was created before the date the state or local government must comply with this rule, or reproduces paper documents or the contents of other physical media (audiotapes, film negatives, and CD-ROMs for example) that were created before the government must comply with this rule, **AND**
 2. The content is kept only for reference, research, or recordkeeping, **AND**
 3. The content is kept in a special area for archived content, **AND**
 4. The content has not been changed since it was archived.
- **Example** A water quality report from 1998 that a state has stored in an "archive" section of its website and has not updated would probably fall under the exception. The exception would also probably apply to handwritten research notes or photos that go with the 1998 water quality report that the state scans and posts to its website in the archive section.

The exception does not apply unless all four points are present. If any point is missing, the content generally must meet WCAG 2.1, Level AA unless another exception applies.

- **Example:** City council meeting minutes created after the date the city must comply with this rule would **not** fall under the exception even if they are posted in the “archive” section of the city’s website. The meeting minutes would probably have to comply with WCAG 2.1, Level AA, because the content was created after the time the city had to comply with this rule.
- **Example:** A spreadsheet of 2021 COVID-19 statistics posted in the “archive” section of a county health department’s website would probably not fall under the exception if the spreadsheet is later edited and reposted in the archive. The exception would probably **not** apply, and the spreadsheet would probably have to comply with WCAG 2.1, Level AA, because the content was changed after it was first posted in the archive.
- **Example:** A PDF document that includes a current map of a county park that is based on data collected after the county was required to comply with this rule would probably not fall under the exception even if the document is posted in the “archive” section of the county’s website. The PDF provides current information about the park. The exception would probably **not** apply, and the PDF would probably have to comply with WCAG 2.1, Level AA, because the content is not kept only for reference, research, or recordkeeping.

What the exception does not change

The ADA requires that state and local governments have to provide individuals with disabilities with effective communication, reasonable modifications, and an equal opportunity to participate in or benefit from their services, programs, and activities.

- **Example:** If a person with a hearing disability requests access to a city’s video that is archived, one way that the city could provide effective communication to the person is by adding captions to the video and sharing a copy of the captioned video file with the person.

2. Preexisting conventional electronic documents

Some state and local governments have a lot of old documents, like PDFs, on their website. It can sometimes be hard to make these documents meet WCAG 2.1, Level AA.

- Documents that meet **both** of the following points usually do not need to meet WCAG 2.1, Level AA, except in some situations:

1. The documents are word processing, presentation, PDF, or spreadsheet files; **AND**
2. They were available on the state or local government's website or mobile app **before** the date the state or local government must comply with this rule.

- **Example:** This exception would probably apply to a PDF flyer for a Thanksgiving Day parade posted on a town's website in 2018, or a Microsoft Word version of a sample ballot for a school board election posted on a school district's website in 2014.

The exception does not apply unless both points are present. Where either point is missing, the document generally needs to meet WCAG 2.1, Level AA.

- **Example:** After the date a town has to comply with the rule, it posts a PowerPoint presentation that will be used in an upcoming town council meeting. The presentation would **not** fall under the exception, and it would probably have to meet WCAG 2.1, Level AA, because it was posted after the rule's compliance date.
- **Example:** After the date a city has to comply with the rule, it updates a Microsoft Word document that was first posted on its website in 2020 to include the city's new contact information. The updated document would **not** qualify for the exception anymore, and it would probably have to meet WCAG 2.1, Level AA.

When the exception does not apply: Documents that are currently being used to apply for, access, or participate in a state or local government's services, programs, or activities do not fall under the exception even if the documents were posted before the date the government has to comply with the rule.

- **Example:** A state posted a PDF version of a business license application on its website in 2020. Members of the public still use that PDF to apply for a business license after the date the state has to comply with the rule. The exception would **not** apply to the application and it would usually need to meet WCAG 2.1, Level AA.

3. Content posted by a third party where the third party is not posting due to contractual, licensing, or other arrangements with a public entity

Third parties sometimes post content on state and local governments' websites or mobile apps. Third parties are members of the public or others who are not controlled by or acting for state or local governments. The state or local government may not be able to change the content third parties post.

- Content that is posted by third parties on a state or local government's website or mobile app would not need to meet WCAG 2.1, Level AA.
 - **Example:** A message that a member of the public posts on a town's online message board would probably fall under the exception.

This exception only applies to content posted by a third party. Content that is not posted by a third party usually needs to meet WCAG 2.1, Level AA. This includes:

1. Third-party content posted by the state or local government.
 - **Example** Many state or local government post content on their websites that is developed by an outside technology company, like calendars, scheduling tools, maps, reservations systems, and payment systems. This content would **not** fall under the exception, and it would usually need to meet WCAG 2.1, Level AA, because it is posted by the state or local government.
2. Content posted by a state or local government contractor or vendor
 - **Example:** If a state or local government uses a company to design, manage, or update its website, the content the company posts for the government would **not** fall under the exception, and it would usually need to meet WCAG 2.1, Level AA.
3. Tools and platforms that allow third parties to post content.
 - **Example:** If the state or local government has a message board platform on its website, that platform would **not** fall under the exception, and it would usually need to meet WCAG 2.1, Level AA, because the message board was added to the website by the state or local government. However, the exception would probably apply to posts by third parties on that platform.

What the exception does not change

The ADA requires that state and local governments must provide individuals with disabilities with effective communication, reasonable modifications, and an equal opportunity to participate in or benefit from their service, programs, and activities.

- **Example:** If a person with a disability is a party to a state court case, and a third-party private law firm in the case submits documents to the state court's website, the court could provide effective communication to the person with a disability by providing the documents to the person in a format that is accessible to them quickly upon request.
-

4. Individualized documents that are password-protected

State and local governments sometimes use password-protected websites to share documents that are for specific individuals, like a water or tax bill. It might be hard to make all of these documents accessible right away for everyone, and there might not be a person with a disability who needs access to these documents.

- Documents that meet **all three** of the following points do not need to meet WCAG 2.1, Level AA:
 1. The documents are word processing, presentation, PDF, or spreadsheet files, **AND**
 2. The documents are about a specific person, property, or account, **AND**
 3. The documents are password-protected or otherwise secured.
- **Example:** A PDF version of a water bill for a person's home that is available in that person's secure account on a city's website would probably fall under the exception. However, the exception does not apply to the city's website itself.

The exception does not apply unless all three points are present. If any point is missing, the content usually must meet WCAG 2.1, Level AA. Here are some examples related to a town water bill:

- **Example:** If a person's water bill is made available for them to view on a password-protected website as HTML content, the exception would **not** apply because the content is not in one of the listed document formats, and the content would usually need to meet WCAG 2.1, Level AA.
- **Example:** If the water company posts a PDF document on a password-protected website about an upcoming rate increase for all customers, the exception would **not** apply, and the document would usually need to meet WCAG 2.1, Level AA, because the document is not about one customer's account.

What the exception does not change

The ADA requires that state and local governments must provide individuals with disabilities with effective communication, reasonable modification, and an equal opportunity to participate in or benefit from their services, programs, and activities.

- **Example:** If a person with vision loss asks to access their personal and password-protected PDF town water bill, the town might provide effective communication to the person by giving them a large print version of the

water bill, or a version of the water bill that meets some WCAG criteria, even though the PDF document would meet the exception.

5. Preexisting social media posts

For many state and local governments, making all of their past social media posts accessible may be impossible. There also may be very little use to making these old posts accessible because they were usually intended to provide updates about things happening at the time they were posted in the past.

For these reasons, social media posts made by a state or local government before the date the state or local government must comply with this rule do not need to meet WCAG 2.1, Level AA.

- **Example:** This exception would apply to a 2017 social media post by a city's sanitation department announcing that trash collection would be delayed due to a snowstorm.

What the exception does not change

The ADA requires that state and local governments must provide individuals with disabilities with effective communication, reasonable modifications, and an equal opportunity to participate in or benefit from their services, programs, and activities.

- **Example:** If an individual who is blind requests access to a picture a city posted on social media in 2023, the city could provide effective communication by providing an alternative text description of the image to the individual.

If none of the exceptions apply, do state and local governments always have to make web content and content in mobile apps meet WCAG 2.1, Level AA?

Usually, yes. But there are some situations where meeting WCAG 2.1, Level AA is not required:

- Under the ADA rules, state and local governments do not need to take actions that would result in a fundamental alteration or an undue burden. This is also true for this rule. Determining what is a fundamental alteration or undue burden is different from entity to entity and sometimes from one year to the next.

- For more information about fundamental alteration and undue burden, see the [final rule](#) in the section of the appendix called “Section 35.204 Duties” and the [Department’s State and Local Governments page](#).

Other Information About Complying with the Rule

Use of Conforming Alternate Versions

- Sometimes a state or local government tries to have two versions of the same web content or content in a mobile app: one version that is not accessible and another version that is accessible and provides all the same information and features. The second version is called a “conforming alternate version.”
- Usually state and local governments should not have a main web page that is inaccessible and a separate accessible version of the same content, because people with disabilities should get equal access to that content on the same page.
- Under the rule, state and local governments may use conforming alternate versions as an alternative to inaccessible content only in very limited circumstances. State and local governments are allowed to do this only when there is a technical or legal limitation that prevents inaccessible web content or mobile apps from being made accessible.
- For more information about conforming alternate versions and when they are allowed, see the [final rule](#) in the section of the appendix called “Section 35.202 Conforming Alternate Versions.”



What if an individual with a disability still cannot access web content and mobile apps that meet WCAG 2.1, Level AA?

Sometimes an individual with a disability may not be able to access a state or local government’s web content or mobile apps even if they meet WCAG 2.1, Level AA. If this happens, the state or local government is not required to make more changes to its web content or mobile apps that meet the technical requirement, but the government must still satisfy its other obligations under the ADA to provide individuals with disabilities with [effective communication](#), [reasonable modifications](#), and an equal opportunity to participate in or benefit from their services, programs, and activities. The state or local government must figure out on a case-by-case basis how best to meet the needs of the individual with a disability.

- **Example:** If a person’s disability stops them from accessing a county’s mobile app that meets WCAG 2.1, Level AA to buy tickets to the county’s annual fair, the county needs to provide an alternative way for the person to purchase tickets.

What Happens If a State or Local Government Has Failed to Meet WCAG 2.1, Level AA in a Minor Way?

In some limited situations, state and local governments may be able to show that their web content or mobile apps do not meet WCAG Version 2.1, Level AA in a way that is so minor that it would not change a person's ability to access the content or mobile app. If the state or local government can show that, then they are not violating the rule.

State and local governments cannot use this part of the rule to avoid trying to meet WCAG 2.1, Level AA. If a state or local government's web content does not fully meet WCAG 2.1, Level AA, there are many things the government would have to prove to show that they did not violate the rule.

- **Example that violates the rule:** A state's online renewal form does not meet WCAG 2.1, Level AA. Because of that, a person with a manual dexterity disability may need to spend a lot more time to renew their professional license online than someone without a disability. This person might also need to get help from someone who does not have a disability, give personal information to someone else, or go through a much harder and frustrating process than someone without a disability. Even if this person with a disability could ultimately renew their license online, the state would violate the rule.
- **Example that meets the rule:** A state's web page with information about a park has text with a color contrast ratio that is 4.45:1. WCAG 2.1, Level AA requires a color contrast ratio of 4.5:1 for this text. It can be hard for some people with vision disabilities to see text on a web page if there isn't enough contrast between the color of the text and the background color. But that very small difference in color contrast ratio probably would not change whether most people with vision disabilities could read the text on the website and access the information about the park. If the state can prove the difference in color contrast is so small that it would not make it harder for people with disabilities to access the information about the park, the state would not violate the rule.

For more information, see the [final rule](#) in the section of the appendix called "Section 35.205 Effect of Noncompliance That Has a Minimal Impact on Access."

How Long State and Local Governments Have to Comply with the Rule

State and local governments must make sure that their web content and mobile apps meet WCAG 2.1, Level AA within two or three years of when the rule was published on April 24, 2024, depending on their population.

You can find more information about why the Department is requiring compliance with this timeline in the [rule](#) in the section of the appendix called "Requirements by Entity Size."

This table shows how much time a state or local government has to comply with this rule.

State and local government size	Compliance date
0 to 49,999 persons	April 26, 2027
Special district governments	April 26, 2027
50,000 or more persons	April 24, 2026

After this time, state and local governments must continue to make sure their web content and mobile apps meet WCAG 2.1, Level AA.

What is the compliance date for school districts?

A school district is not a special district government. If it is a city school district, it would use the population of the city to know when to comply. If it is a county school district, it would use the population of the county. If it is an independent school district, it would use the population estimate in the most recent [Small Area Income and Poverty Estimates](#).

How do you know the compliance date for other parts of government, like your city, state, or town police department or library?

To figure out the date, you have to know the population of your state or local government. For most government, this is a number you can find in the [2020 data from the U.S. Census Bureau](#). For smaller parts of a larger government that do not have a population listed there, like a city police department or a city library, you can look at the population of the larger government they are part of, like the city that runs the police department and library in this example.

You can find more information about how to find the population of your state or local government in the [rule](#) in the section of the appendix called “Section 35.104 Definitions” under the heading “Total Population.”

ADA Information Resources

If you have questions about this rule or the ADA, you can call the Department [ADA Information Line](#).

Another source of information is the [ADA National Network](#). The National Network includes ten regional centers that provide ADA technical assistance to businesses, state and local governments, and individuals with disabilities. One toll-free number connects you to the center in your region: 800-949-4232 (Voice and TTY).

April 08, 2024



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~~350~~
175/mo

Community Professional

~~500~~
250/mo

Operations Professional

~~1050~~
525/mo

	Compliance Essentials	Community Professional	Operations Professional
Government Website Content Management System	✓	✓	✓
Content Management System: Manage pages, menus, navigation, and organize information publicly	Included	Included	Included
Domain Concierge and .gov Registration Support: Assistance getting your own domain and renewing each year. We can help provide guidance getting a free and permanent .gov domain for added security and credibility. Receive assistance acquiring and renewing your own domain annually.	Included	Included	Included
DNS Management: Assistance with the "Domain Name Service" that routes essential services like web traffic and email on your domain to the correct service	Included	Included	Included
Image Library w/Gallery: Organize, tag, store, caption, and add alt tag automatically using AI.	Included	Included	Included
Video w/Closed Captions: Upload your own or use your favorite provider like YouTube, Vimeo, and live video streaming services. Automatically enable closed captions on embedded video service for user with disabilities.	Included	Included	Included
Unlimited File Storage: Store as many board meeting and governance documents as you'd like on the Streamline platform.	Included	Included	Included
Time-Saving Tools for District Libraries	✓	✓	✓
Sitewide Emergency Notification Tool: Display an alert that can redirect to any page, be dismissed, and works on mobile.	Included	Included	Included



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525/mo

	Compliance Essentials	Community Professional	Operations Professional
<p>Sitewide Search, Including PDF files: Benefit from error-tolerant, predictive search including inside file attachments.</p>	Included	Included	Included
<p>Meetings Assistant: Add meetings, attach necessary materials, and post to your Streamline site in seconds.</p>	Included	Included	Included
<p>Forms: Go paperless to make your lives, and your community's lives, a little bit easier. Convenient and secure.</p>	Included	Included	Included
<p> Unlimited Support and Continuing Education</p>	✓	✓	✓
<p>Training & Support: Utilize unlimited training as needed for your staff.</p>	Included	Included	Included
<p>Webinars and CEUs: Quarterly trainings led by Streamline on a wide range of topics from Cybersecurity to ADA compliance, communication, social media strategies, and more.</p>	Included	Included	Included
<p> Michigan Regulatory Compliance</p> <p>Get and stay compliant with reporting requirements in Michigan.</p>	✓	✓	✓
<p>MI Compliance Checklist: Monitor your district's compliance with a comprehensive checklist of all laws affecting districts like you in your state, in a sleek dashboard. Even has templates that you can start with for some items. Made in partnership with the Special District Leadership Foundation, the National Special District Association, and experts in each state. Watch Video</p>	Included	Included	Included
<p> ADA Compliance</p>	✓	✓	✓



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Compliance Essentials	Community Professional	Operations Professional
350	500	1050
175/mo	250/mo	525/mo

<p>ADA Accessibility Assistant: Find and fix accessibility issues right on your page with ease. Built-in tutorials to address common issues. Instant re-scanning of pages.</p>	Included	Included	Included
<p>ADA Monthly Scanning: Maintain compliance, worry free, with automatic testing of your entire site for ADA issues each month.</p>	Included	Included	Included
<p>PDF Accessibility Scanning: Make all your PDF accessible with built-in scanning using the VeraPDF scanner, which tests to the new WCAG 2.1 AA standard required by the DOJ and ADA.</p>	Included	Included	Included
<p>PDF Remediation: Save money with Streamline's master agreement with top PDF remediation providers. Available for \$7/page, 5 day turnaround. You can send directly from your Streamline site and it will automatically be delivered back into your site for approval, along with a certification of compliance.</p>	\$7/page	\$7/page	\$7/page
<p>ADA Manual Testing: Benefit from manual testing by real users with disabilities, performed by LevelAccess, the leader in website accessibility testing. Provides a third party report of platform compliance which can be extremely helpful evidence if there is a complaint against your district.</p>	Included	Included	Included
<p>ADA Indemnification: Streamline will defend you in court and handle all costs, communications, and remediation for any ADA legal action against your district. Up to \$10,000 on lower plan and up to \$1,000,000 on Enterprise plans.</p>	\$10,000	\$25,000	\$50,000
<p>Live Assist Powered by Aira: Link people who are blind or low vision to professional visual interpreters for secure access to content and documents on your website, anytime, anywhere.</p>	10 min/mo	20 min/mo	30 mins/mo



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~~350~~
175/mo

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District Library Community Engagement Suite

[See how Libraries are using Streamline](#)



Calendar New : Organize and color-code calendar event , see start and end time , filter by type, click through for more detail, and include on website, mobile-responsive, accept registration , sell ticket or class registration
Advanced color coding, tagging, recurring events, and times in the new Amplify Calendar releasing in 2025.

Not included

Included

Included

E-Signatures: Collect signatures online. Apply it to any form or payment that would otherwise require a pdf or doc

Not included

Included

Included

Amplify Design New : A design suite that allows you to build beautiful, compliant pages. The ability to restructure your homepage, integrate video, add new quick links regions. [Watch Video](#)

Not included

Included

Included

Payments + Billing: Collect online payments and bill directly from your website. Backed by Stripe, so payments are always secure. Conveniently built into your website, so you don't have to deal with yet another log in

Not included

Included

Included

One-Click Share to Social: Draft your content once, then share it to social media channel in seconds.

Not included

Included

Included

One-click Share via Email Newsletters: Use Streamline Engage™ to build content right on your website, bundle in other content, and send directly from the platform, saving both time and money! Engage email are pre formatted so they are always professional and mobile friendly.

Not included

Included

Included

Premium Design Service and Plugins





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175/mo

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250/mo

Operations Professional

~~1050~~
525/mo

Premium Designer Sections and Interior Landing Pages **New** : Turbocharge your website design with our suite of advanced design modules at your fingertips. Modern, customizable, and easy to use.

Not included

Not included

Included

Annual Board Reports + Web/Compliance Analytics **New** : Generate a report anytime your board wants to know how the district is doing online - your regulatory compliance, transparency, ADA accessibility, page visits and engagements, email sends and engagements, and more.

Not included

Not included

Included

Annual Design Reviews: Update the design of your site annually with our expert service—from the homepage layout to creating a new logo or updating the menu flow. Whatever is top of mind, our experts will make it happen!

Not included

Not included

Included

Plug In Library **New** : Plug in are custom components that can improve the experience of the website. One example is a member-only access code system that we built for the National Special District Association. If your district is looking to have a special content display, a plugin architecture may help

Not included

Not included

Included

Advanced Cybersecurity



Single Sign-On **New** : Log into your Streamline site using your existing district login—be it Office365, Google Workspace, or many more.

Not included

Not included

Included

Dual Coast Redundancy and Failover: Use Streamline's advanced failover system to automatically back up your data to a standby server in another availability zone and switch over in the case of a major disaster.

Not included

Not included

Included



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175/mo

Community Professional

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250/mo

Operations Professional

~~1050~~
525/mo

Advanced Permissions and Monitoring:
Manage your users and control what they can access, see when they've last logged in, and audit their changes to content. Streamline saves all changes in perpetuity, so you have a full content history.

Not included

Not included

Included

Dedicated Content and Support Services



Embedded Integration Support: Support with any embedded HTML component, from ESRI district Maps, to video streaming, to RFP listings to job postings that might be feeding content from another system.

Not included

Not included

Included

Secure Intranet Portal



Secure Intranet Portal New: A locked intranet system for your teams (staff, volunteers, board) to communicate, store documents, and manage back office operation like lift scheduling, share board documents ahead of the next meeting, and so much more. Flexible enough to do almost anything you need, templated enough to save you time and headache.

Not included

Not included

Included



Streamline Platform - Subscription Agreement

CUSTOMER: **Henika District Library**

ORDER DATE: **01 / 29 / 2026**

This Software as a Service Agreement ("Agreement") is entered into on the start date listed below, between Streamline (DBA of Digital Deployment, Inc.) with a place of business at 3301 C Street #1000, Sacramento, CA 95816 ("Company"), and the Customer listed above ("Customer"). This Agreement incorporates the [Streamline Terms of Service](#). W9 is available online. **Most customers prefer annual billing for convenience, but all subscriptions are cancellable anytime with a written 30-day notice.**

DESCRIPTION OF SERVICES: See Page 2 for an overview of what Streamline Web includes, and for more information please review our [subscription-based website toolkit for local government](#).

SUBSCRIPTION ORDER:

Name	Price (Per Mon h)
Streamline Web - Community Pro	\$250.00

One Time Build Costs: **\$Waived**

Order #: **269511774922**

Invoice Frequency: **Monthly**

Original Order? **Original**

Additional Billing Details: **MLA Discount**

Pending Board Feb 10th 2026

Billing Start Date: **04-01-2026**

Paying with check?

Mail the check to: PO Box 207561, Dallas, TX 753207561

Billing Person: **Cierra Bakovka**

Phone: **269-792-2891**

Billing Address: **149 S Main Street**

Email: **cierra@henikalibrary.org**

City, State, Zip: **Wayland, MI 49348**

Streamline:

Name: **Julian Ortega**

Title: **Account Executive**

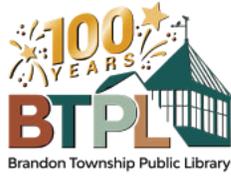
Date: **01 / 29 / 2026**

Customer:

Name: **Cierra Bakovka**

Title: **Director**

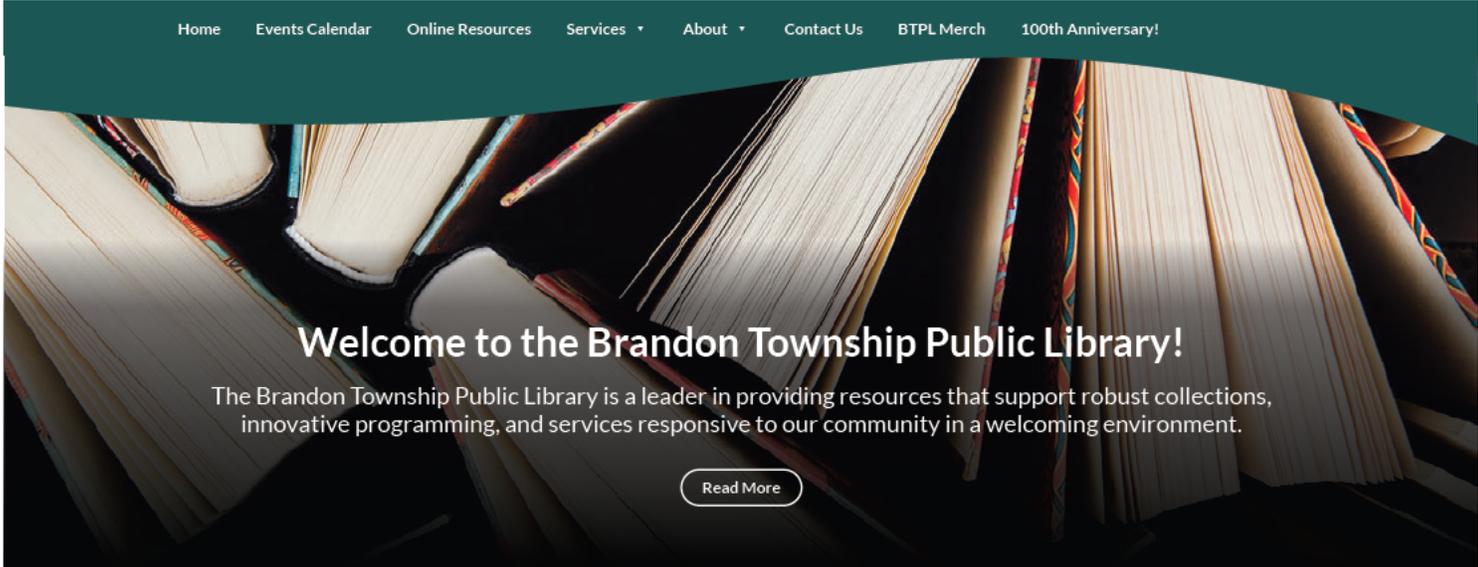
Date: **01 / 29 / 2026**





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Search Brandon Library's catalog.

Search terms

e.g., mysteries, author name, title

Press Enter or select "Search".

[Search](#)

Search MeLCat

Search Michigan's statewide lending catalog.

Search type

Keyword Author Title

Search terms

Enter your search

[Search](#)

Tip: Use Keyword for broad results.

100 YEARS

BTPL

Brandon Township Public Library

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2026 marks 100 years of your library serving the community. We here at the Brandon Township Public Library are honored to be able to provide robust ...

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 Monday: 9 AM-8 PM
 Tuesday: 9 AM-8 PM
 Wednesday: 9 AM-8 PM
 Thursday: 9 AM-8 PM
 Friday: 9 AM-5 PM
 Saturday: 9 AM-2 PM

LIBRARY CLOSINGS
 • December 24 - 25
 • December 31 - January 1

LIBRARY DIRECTOR
 Laura Fromwiller

FRIENDS OF THE LIBRARY MEETINGS
 • December 8, 2025
 • January 12, 2026
 • February 9, 2026

UPCOMING LIBRARY BOARD MEETINGS
 The library board holds meetings on the fourth Tuesday of the month at 8 PM. See brandonlibrary.org for details.
 • December 23, 2025
 • January 27, 2026
 • February 24, 2026

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Hand in One, no one is left behind.

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Feb
9
2026

Friends of the Library Board Meeting

Feb
24
2026

Board Meeting

Mar
9
2026

Friends of the Library Board Meeting

[View Board Meetings](#)

St Charles District Library also uses Streamline, and Nannette is the one who originally recommended them to me, which I'm very grateful for. I believe my coop (White Pine) is also moving to Streamline. They're very versatile!

She uses Adobe to fix the PDFs and add the accessibility stuff that's required. We did get an Adobe membership through Techsoup, but it wasn't too bad since it was just for 1 person to use it.

You are free to reach out to her at c.stephens@bridgeportlibrary.org if you need more info as to what she does. I'm not entirely sure, just that she uses Adobe.

Thanks!

Amber Hughey
Bridgeport Library

Hi Lisa,

We are currently working with Revize on our website redesign. We are in the site-mapping phase and have been very happy with the process so far, though I can't yet speak to the final product.

I know that Kari, the director of the Iosco–Arenac District Library, used Revize for their website, and the City of Frankenmuth also worked with them. We had Revize design a new logo for us in addition to the website, and once everything is complete, our newsletter will be fully integrated into the site rather than using Mailchimp.

The project was a significant investment—\$15,000 for the logo, website design, and newsletter functionality—with an annual maintenance fee of approximately \$2,000. The website and logo costs can also be spread out over five years for budgeting purposes.

If you'd like feedback on the finished product, Kari would be a great person to talk with; I've spoken with her often about her experience. We also looked at Library Market as another option—The Public Libraries of Saginaw use their platform.

<https://www.iadlib.org/>

<https://www.frankenmuthcity.com/>

Good Luck! It is so hard!

Michelle Duclos, Director
Frankenmuth Wickson District Library

Hi Lisa,

We are working with Streamline now and have opted for the DocAccess for pdf documents, too. I have found them to be very thorough and easy to work with. It has also helped us clean up our website, which was super text-heavy with lots of links. Editing the site is easy, especially for someone like me who has not done much with website design or updating. That said, some of my members feel it is a bit expensive, but others have Streamline now and love it. I have one member who said he was going to pare down his website to bare bones and just put everything on FB, so he didn't need any company to do it for him.

WebMaestro is another one I have heard about, but I am not sure they have a solution for pdf documents, and not sure if they just deal with design or if they also handle accessibility.

Sorry, we didn't get to talk at Randy's memorial. What a beautiful tribute....

Hope all is well in the UP!

Take care-Kate

I cannot recommend Streamline enough. They were (are still!) wonderful to work with. Customer support is great, and they implement features when requested (or are working on them). I've got the 2nd highest tier, which has most of the bells and whistles, and it's really easy to work with.

Since switching from ploud and moving to Streamline, we've been able to implement newsletters, online program registration forms, and just so much more and so much easier to use.

They are now offering PDF/doc support as well, but we do that in-house thanks to a great staff member.

You can check out our streamline website at www.bridgeportlibrary.org

Hope this helps!

Amber Hughey

MyMaestro, he makes sure it is accessible. It is an improved over all look and easy for staff to use and change basic things out like programming etc.

Amber Alexander
Sent from my iPhone

Lisa,

We use Streamline, and have been very happy with it. The only thing we were not happy with was their "Events calendar". So we contracted with Local Hop for an events calendar, and embedded it on our Streamline site.

Feel free to look around our website: www.gardencitylib.org

James



James B Lenze (he, him, his)
Library Director
Garden City Public Library
31735 Maplewood St
Garden City, MI 48135

I agree with Amber Hughey--great training, moved our ploud account to the new one. And made sure we had things how we wanted them, trained our whole staff. We are so happy with it and can make changes easily. Mary Barker, Pentwater Township Library.

I completely agree with Amber's rating of Streamline. Make sure to check with MLA or your cooperative to see if they offer library discounts with Streamline.

Nannette F. Pretzer, Director
St. Charles District Library
132 S. Saginaw Street
St. Charles, MI 48655
989-865-9371
n.pretzer@stcharlesdistrictlibrary.org

Lisa,

We are just now embarking on building a new website. We received multiple proposals but have chosen to work with Library Market. We already use their events calendar and reservation software and have found them to be professional and responsive while also providing an easy to use platform that looks great. I also preferred their pricing model to Streamline. Library Market charges a lot up front for the build but their annual cost is lower than Streamline and when I did

the math Streamline's higher cost would outpace the higher initial up front cost at about year five and then be distinctly more expensive after that.

Ryan Deery
Director, Charlevoix Public Library

We love Streamline! They were really inexpensive compared to the other quotes we got, the transition was a breeze, their team is great to work with, and we love the ease and functionality of [our site](#). We were using PLOUD for many years before that, and it was no longer meeting our needs. Streamline is better, and they handle the accessibility piece really well. My only (slight) hesitation in recommending them is that they just got bought out by some other company, so who knows what the future holds? (But we never know what the future holds anyway, right?)

Virginia DeMumbrum, Director
White Lake Community Library
3900 White Lake Drive
Whitehall Michigan 49461
231-894-9531, ext. 102
she/her

We are currently about to go live with Streamline. Nick Loomis our IT/AD of Pere Marquette and Harrison is a MASTER at working with these guys .
Don't tell him I said so, but again, feel free to say a little bird told me (wink wink) that you were the bee's knees on this for questions. We also are jumping on this cause of the discounts as prices will skyrocket.
Call me we can talk
John

John Clexton
Library Director
Gladwin County District Library
jclexton@gcdl.org
989-347-1007

Lisa,

Good morning. Potterville is a class II library. We needed to update our website three years ago and I contracted with Streamline. They helped design our website and have guided us ever since. It is a really easy site to maintain, add, delete content, add board minutes, calenders,

enewsletters, etc. I really like that we can create our newsletters and send them out right through Streamline. Their customer service is very helpful and we have a quick response time. I would recommend them to you. If you have questions, please reach out.

If you get time, please check out our website. www.pottervillelibrary.org Good luck to you.

Lu Ann Stachnik
Library Director
Potterville Benton Township District Library
150 Library Lane
Potterville, MI 48876
517.645.2989

Good morning Lisa,

I'm following up on a recent Michlib-L post regarding recommendations for library website services, particularly as they relate to the updated ADA Title II accessibility requirements.

My name is Justin Walker. I work with The Library Network in my day-to-day role, but I'm reaching out independently as the owner of WalkOne Tech Solutions, a Metro-Detroit-based web design and IT consulting firm that specializes in public library websites.

With the U.S. Department of Justice's updated ADA Title II rule now in effect, public libraries are required to proactively meet WCAG 2.1 Level AA standards by April 2026 (or 2027 for smaller entities). This applies not only to website design, but also to ongoing content such as videos, documents, and vendor-provided platforms. In our work with libraries, we place a strong emphasis on usability and sustainability. This ensures that accessibility is built into the structure of the site and remains manageable for staff long after launch.

Our team designs lightweight, modern WordPress websites that are fast, accessible across all screen sizes, and easy for staff to maintain. We prioritize captioned and transcribed media, accessible document workflows (often favoring HTML over PDFs where appropriate), logical content structure, and clear, plain-language navigation. Accessibility is treated as an ongoing practice rather than a one-time audit, helping libraries stay compliant as content and needs evolve.

We've completed several recent library-specific website projects that may be helpful for reference:

- Highland Township Public Library – <https://highlandlibrary.info>
- Salem-South Lyon District Library – <https://ssldl.info>
- White Lake Township Library – <https://whitelakelibrary.org>

I wanted to introduce myself as a more personalized option for libraries looking to highlight their

unique identity online while meeting today's accessibility and compliance standards. If helpful, I'd be happy to schedule a brief, no-obligation project overview call to discuss your goals, timelines, and any accessibility concerns to see if I might be a good fit.

Thank you for your time, and I appreciate the work you're doing to ensure equitable access for all library users.

Kind regards,

Justin Walker
Senior Systems Administrator
The Library Network
41365 Vincenti Ct.
Novi, MI 48375
Office: 248-536-3100 x124
Helpdesk: 248-536-3100 x134

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Select	Select	Select	Select
100 collaborators	10 collaborators	5 collaborators	2 collaborators
Unlimited storage space	100 GB storage space	50 GB storage space	2 GB storage space
Advanced marketing suite	Standard marketing suite	Basic marketing suite	Light marketing suite
Free domain for 1 year	Free domain for 1 year	Free domain for 1 year	Free domain for 1 year
10,000,000 CMS items	20,000 CMS items	4,000 CMS items	1,500 CMS items
Accept payments	Accept payments	Accept payments	
Advanced eCommerce	Standard eCommerce	Basic eCommerce	
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	Select	Select	Select	Select
Site features				
Custom domain ⓘ	✓	✓	✓	✓
Free domain for 1 year ⓘ	✓	✓	✓	✓
Remove Wix branding from your site ⓘ	✓	✓	✓	✓
Collaborators NEW ⓘ	100	10	5	2

Storage space	①	Unlimited	100 GB	50 GB	2 GB ⁸⁵
Events Calendar app Free for 1 year	①	✓	✓	✓	—
Customer care	①	Priority customer care	24/7 customer care	24/7 customer care	24/7 customer care
Full marketing suite					
Lead-capture forms NEW	①	75	25	10	4
Fields per form NEW	①	100	75	50	10
Google Ads with Wix	①	✓	✓	✓	✓
Get Found Today app by Uberall Free for 1 year	①	✓	✓	✓	—
Customer accounts	①	✓	✓	✓	—
Payment tools					
Accept payments	①	✓	✓	✓	—
Sell on marketplaces	①	✓	✓	✓	—
Sell on social channels	①	✓	✓	✓	—
Charge deposits for services	①	✓	✓	✓	—
Pricing Plans	①	✓	✓	✓	—
Pricing Plans transaction fee	①	0%	2%	4%	—
Point of Sale (POS)	①	✓	✓	✓	—
Automated sales tax	①	500 transactions per month	100 transactions per month	—	—
Complete eCommerce Platform					
Product catalog	①	50,000 products	50,000 products	50,000 products	—
Product Subscriptions	①	✓	✓	✓	—

				86
Abandoned cart recovery ⓘ	✓	✓	✓	—
Automatic discounts ⓘ	✓	✓	✓	—
Accept pre-orders ⓘ	✓	✓	✓	—
Accept manual orders ⓘ	✓	✓	✓	—
Advanced shipping ⓘ	✓	✓	—	—
Loyalty program ⓘ	✓	✓	✓	—
Loyalty tiers ⓘ	✓	✓	—	—
Loyalty points expiration ⓘ	✓	✓	—	—
Referral program ⓘ	✓	✓	—	—
Multiple product pages ⓘ	10 additional pages	5 additional pages	3 additional pages	—
Multiple category pages ⓘ	10 additional pages	5 additional pages	3 additional pages	—
Dropshipping by Modalyst ⓘ	50,000 products	250 products	25 products	—
Product reviews ⓘ	✓	✓	✓	—
Branded eGift cards NEW ⓘ	✓	✓	✓	—
Back in stock notifications ⓘ	Unlimited	Unlimited	10 per month	—
Multiple currencies ⓘ	Primary plus 10	Primary plus 5	—	—

Show More Features ▾

Frequently asked questions

Haven't found what you're looking for? Try the [Wix Help Center](#) or [contact us](#)

Accessibility Wizard

Detected issues (77)

Manual tasks (7)

77

Detected issues

Fix known accessibility issues on this site so more people can use it.

Site level

Main Pages

Home	3 issues
Get A Library Card	3 issues
Notary Services	3 issues
Library Board	2 issues
Youth Services	4 issues
About Henika	3 issues
Adult Services	3 issues
Yankee Springs	2 issues
Adult Library Card Application	3 issues
eResources	4 issues
Libby	5 issues
Niche Academy	2 issues
Contact Us	3 issues
Memory Care Kits	3 issues
Services	3 issues
Juvenile Library Card Application	3 issues
Youth Resources	3 issues
Summer Reading Program 2026	5 issues

Scan Again

Scan completed

Accessibility rules vary from place to place. Learn more about local accessibility laws

HENIK

Free at-home COVID-19 Test Kits are available

Home

About Henika

Get A

Quick Edit

Manage Media



New In January 2026 Part 2

← ⋮ ↻ ×

About the Accessibility Wizard

- ▶ What is web accessibility, and why is it important?
- ▶ How does the Accessibility Wizard work?
- ▶ What are site level issues?
- ▶ Why do I see site pages that have no issues?
- ▶ Can I exit the wizard before I'm done?
- ▶ Is there anything else I should know?

Important:

- Depending on your region and the regions that your online business serve, you may be legally required to make the site accessible.
- The Accessibility Wizard is a guide to improve the online experience for site visitors. Once you've completed the updates, we recommend consulting a local legal advisor, as requirements may differ between regions.
- Wix.com cannot guarantee or ensure that the use of our services is compliant with all accessibility laws and worldwide regulations. You/the site owner are responsible for reviewing and complying with local legislation.



Free at-home C

Home

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eRes

SWEATER WEATHER





Quick Actions

Build trust with customers with a professional Google email address.

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- Home
- AI Agents NEW
- Sales
- Catalog
- Apps 1
- Site & Mobile App
- Marketing
- Getting Paid
- Inbox
- Customers & Leads
- Analytics
 - Highlights
 - Real-time
 - Traffic
 - Behavior
 - Marketing
 - Session Recordings
 - Insights
 - Benchmarks

Edit Site

Analytics Highlights

Alerts an

Get a complete overview of your site's activity across all areas. [Learn more](#)

0 live visitors

Once you have real time visitors, you'll see their activity here.

[View Real time Analytics](#)

Find stats with the help of AI

What traffic categories result in the longest

Last 30 days



compared to previous period (Dec 8 - Jan 6, 2026)

Key stats

Site sessions

1,179 ↑ 39%

7 today • 33 yesterday



User queries on AI New

77 ↑ 79%

0 today • 1 yesterday



Unique visitors

847 ↑ 36%

7 today • 32 yesterday



Get to know your visitors

Sessions over time

Top traffic sources

Ses:



149 South Main Street
Wayland, MI 49348

269-792-2891 ext. 309
cierra@henikalibrary.org

FEBRUARY 10TH, 2026

Dear Members of the Planning Commission,

The Henika District Library and Board offer our support for Apex Clean Energy's proposed Blazing Star Solar project in Wayland Township.

The Henika District Library plays a vital role in our community, offering a wide range of services, educational opportunities, and resources. Our work is funded in part by a local millage that helps cover the cost of day-to-day operations such as staff expenses, building maintenance, materials, and other library priorities.

We have reviewed the projected financial impact of the solar project, which is estimated to generate over \$1 million in new revenue for the library over the project's lifetime, averaging over \$40,000 per year.

As we work towards a future expansion of the library building to accommodate the needs of our growing population while continuing to foster an inclusive, dynamic space for all, investments like Blazing Star Solar will help our organization provide reliable access to education, culture, and civic engagement by expanding the local tax base and increasing library revenues without creating additional burdens for local taxpayers.

For the reasons outlined above, we encourage the planning commission to work with Blazing Star Solar to meet local development expectations and approve the project to ensure these important community benefits are realized.

If you have any questions regarding our support or want to learn more about the library's strategic plan and future expansion efforts, please feel free to contact Library Director Cierra Bakovka.

Sincerely,

Meghan Augustin
Board President

Rachel Brinks
Board Secretary

WWW.HENIKALIBRARY.ORG

