

# AGENDA

Henika District Library  
Board of Trustees Meeting  
May 12th, 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 (PAGES 3 - 4)**
  - A. April Regular Meeting Minutes (M)
  
- V. **Financial Reports**
  - A. April 2026 (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)
  
- VI. **Director's Report (PAGES 13 - 22)**
  - A. Monthly Statistics (i)
  - B. Youth Report (i)
  - C. Adult Report (i)
  - D. Circulation Report (i)
  - E. Kennari Report (i)
  
- VII. **Committee Reports (PAGES 23 - 24)**
  - A. 4/27 Building and Grounds

**VIII. Unfinished Business**

- A. Director Eval Edits (M) (*PAGES 25 - 33*)

**IX. New Business**

- A. Architect RFP (M) (*PAGES 34 - 37*)
- B. Summerfest (*PAGES 38 - 43*)
  - 1. Booksale Change (M)
  - 2. SRP Preview (i)
- C. Officer Nominations (*PAGES 44 - 5*)

**X. Around the table (i)****XI. Adjournment (M)**

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

April 14, 2026 at 6:30 p.m.

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

Members Absent: None

Staff Present: Cierra Bakovka – Director, Jordan Malkov - Project Manager

Guests: None

- I. Call to Order: Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda motioned by Brinks and seconded by Augustin. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of March 2026 regular meeting minutes motioned by Simmons and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for March 2026
  - A. Monthly check register and Credit card detail reports were reviewed.
  - B. YTD vs Actual was reviewed. There have been more problems with Dunham Accounting. The report arrived last-minute. The “copies and faxes” line is higher than it should be by around \$20. Will be fixed by next month. Email from Kathy Dunham did let us know that we have not been charged for the hours they spend fixing their mistakes.
  - C. United Bank accounts were reviewed. CD ending in -079 is up for renewal April 22, 2026. The previous rate was 3.93% APY. There is a 6-month special option at 3.65% and a 12-month special at 3.60%. Augustin motioned to renew the CD ending in -079 on its maturity date at the highest available rate. Kuhn seconded. All yes, motion carried.
  - D. Approval of paid bills motioned by Augustin and seconded by Brinks. All yes, motion carried.
- VI. Director’s Report for March 2026
 

Lakeland is outsourcing their delivery to Same Day Delivery. Lakeland is also looking into a new ILS; they won’t make an official decision until May or June 2026, and it wouldn’t roll out until fall 2027 if they do change. Tori went to Spring Institute. The new website will be live

in May. The new outdoor return dropbox has been ordered. There is a pothole in the parking lot that needs to be filled; we're just waiting on the company. Next week is National Library Week! The next staff meeting will be April 30; discussion will be about ICE (Immigration) in libraries.

Monthly Statistics, Youth Services, Adult Services, and Circulation reports were reviewed. We replaced a traffic counter. Our seed library is being utilized a lot and 40 new library card accounts were added in March!

Jordan Malkov, our new project manager, was introduced. Bakovka said she's already been a huge help in reducing the workload she had been facing. Bakovka and Malkov gave an update on the progress being made on the fundraising campaign.

- VII. Committee Reports: No committees met.
- VIII. Unfinished Business
  - A. Director Evaluation Edits - Reviewed the revised evaluation form presented by Augustin and discussed potential changes.
  - B. Website Preview - Bakovka provided a demo of the new website which will be live in May. Board provided feedback.
- IX. New Business
  - A. Social Media - Discussed a recent Facebook post from the ALA which was shared by Henika re: HR7661 and the library's stance on political issues versus advocacy issues. Augustin will contact Carol Dawes from Lakeland and Bakovka will contact our attorney with our current social media policy to see if they have any recommendations.
- X. Around the table:
  - A. Brinks - Nothing to add.
  - B. Kuhn - PSA: More libraries have shared their digital collections with us via the Libby app. There is a pamphlet available at the front desk!
  - C. Vander Slik - Nothing to add.
  - D. Meyer - Nothing to add.
  - E. Engels - Nothing to add.
  - F. Marsh - [Needed to leave early at 7:44 p.m.]
  - G. Simmons - Her Universal trip was great!
  - H. Bakovka - Thanked Brinks for sharing perspective on social media post. Excited about the new website and summer reading!
  - I. Augustin - Appreciate the social media post discussion. Also super excited about summer reading. In May, we'll be talking about the seated positions, as her seat as president is ending in June, and a couple of terms are ending.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:42 p.m.

## Monthly Check Register

*As of April 30th, 2026*

| Date    | Payee                      | Memo                                | Account              | Amount             |
|---------|----------------------------|-------------------------------------|----------------------|--------------------|
| 4.1.26  | Amazon                     | Materials, programming, supplies    | -SPLIT-              | \$812.65           |
| 4.1.26  | Beth Buurstra              | Adult event                         | Programming          | \$100.00           |
| 4.1.26  | Consumers Energy           |                                     | Utilities            | \$271.83           |
| 4.1.26  | Michigan Gas               |                                     | Utilities            | \$369.33           |
| 4.1.26  | Streamline                 |                                     | Ad & Promo           | \$250.00           |
| 4.1.26  | T-Mobile                   |                                     | Communications       | \$391.85           |
| 4.10.26 | A-1 Asphalt                | Parking Lot Repair                  | Building & Grounds   | \$1,000.00         |
| 4.10.26 | Jake Gless                 | Reimbursement for Concrete Supplies | Building & Grounds   | \$16.98            |
| 4.15.26 | Absopure                   |                                     | Supplies             | \$39.20            |
| 4.15.26 | Amazon                     | Supplies, materials, programming    | -SPLIT-              | \$2,171.29         |
| 4.15.26 | Automatic Door Repair      | Exterior button repair              | Equipment Maint      | \$173.90           |
| 4.15.26 | Blue Cross                 |                                     | Employee Benefits    | \$4,317.68         |
| 4.15.26 | Cardmember Service         |                                     | -SPLIT-              | \$2,087.57         |
| 4.15.26 | Elevator Service           |                                     | Equipment Maint      | \$83.69            |
| 4.15.26 | Grand Rapids Public Museum | Adult event                         | Programming          | \$125.00           |
| 4.15.26 | Lakeland                   | 2nd Quarter Overdrive               | Materials            | \$610.72           |
| 4.15.26 | Lakeland                   | 2nd Quarter Coop                    | Contractual Services | \$4,307.60         |
| 4.15.26 | MJA Landscape              |                                     | Building & Grounds   | \$350.00           |
| 4.15.26 | MLA                        | Annual Membership                   | Mem/Train            | \$620.00           |
| 4.15.26 | School Life                | SRP Brag Tags                       | Supplies             | \$752.65           |
| 4.15.26 | Unique                     |                                     | Contractual Services | \$19.70            |
| 4.15.26 | US Bank                    |                                     | Equipment            | \$629.51           |
| 4.29.26 | Amazon                     | Supplies, materials, programming    | -SPLIT-              | \$702.31           |
| 4.29.26 | Arrowwaste                 | 2nd Quarter Trash                   | Building & Grounds   | \$114.00           |
| 4.29.26 | Canton Public Library      | Damaged book                        | Contractual Services | \$19.99            |
| 4.29.26 | Cierra Bakovka             | Advocacy Day Mileage                | Mem/Train            | \$106.58           |
| 4.29.26 | City of Wayland            |                                     | Utilities            | \$64.96            |
| 4.29.26 | Elevator Service           | 3yr Load Test                       | Equipment Maint      | \$1,350.00         |
| 4.29.26 | Gabridge                   | Audit                               | Accounting           | \$7,550.00         |
| 4.29.26 | Heimler Consulting         | 2nd Quarter Tech Support            | Tech Support         | \$285.00           |
| 4.29.26 | Johnson Control            | 2nd Quarter Alarm System            | Contractual Services | \$508.22           |
| 4.29.26 | Kansas City Life           |                                     | Employee Benefits    | \$112.10           |
| 4.29.26 | Lakeland                   | Book Page annual                    | Supplies             | \$157.14           |
| 4.29.26 | MERS                       |                                     | Employee Benefits    | \$1,753.28         |
| 4.29.26 | Michigan Gas               |                                     | Utilities            | \$244.49           |
| 4.29.26 | Spectrum                   |                                     | Utilities            | \$70.06            |
|         |                            |                                     | <b>Total</b>         | <b>\$30,735.47</b> |



April 2026 Statement

Open Date: 03/13/2026 Closing Date: 04/13/2026

Account Ending in: [REDACTED]

Visa® Business Cash Card

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

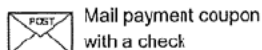
HENIKADISTRICTLIBRARY [REDACTED]

|                                                                                                                                                                                                               |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>New Balance</b>                                                                                                                                                                                            | <b>\$2,087.57</b> |
| <b>Minimum Payment Due</b>                                                                                                                                                                                    | <b>\$21.00</b>    |
| <b>Payment Due Date</b>                                                                                                                                                                                       | <b>05/10/2026</b> |
| <b>Late Payment Warning:</b> 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%. |                   |

|                                        |        |
|----------------------------------------|--------|
| <b>Reward Points</b>                   |        |
| Earned This Statement                  | 2,352  |
| Reward Center Balance as of 02/25/2026 | 43,834 |
| For details, see your rewards summary. |        |

|                            |          |                   |
|----------------------------|----------|-------------------|
| <b>Activity Summary</b>    |          |                   |
| Previous Balance           | +        | \$1,369.94        |
| Payments                   | -        | \$1,369.94CR      |
| Other Credits              |          | \$0.00            |
| Purchases                  | +        | \$2,087.57        |
| Balance Transfers          |          | \$0.00            |
| Advances                   |          | \$0.00            |
| Other Debits               |          | \$0.00            |
| Fees Charged               |          | \$0.00            |
| Interest Charged           |          | \$0.00            |
| <b>New Balance</b>         | <b>=</b> | <b>\$2,087.57</b> |
| <b>Past Due</b>            |          | <b>\$0.00</b>     |
| <b>Minimum Payment Due</b> |          | <b>\$21.00</b>    |
| Credit Line                |          | \$40,500.00       |
| Available Credit           |          | \$38,412.43       |
| Days in Billing Period     |          | 32                |

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 [REDACTED]



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

☎ to pay by phone  
☎ to change your address

|                     |            |
|---------------------|------------|
| Account Ending in   | [REDACTED] |
| Payment Due Date    | 5/10/2026  |
| New Balance         | \$2,087.57 |
| Minimum Payment Due | \$21.00    |

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





April 2026 Statement 03/13/2026 - 04/13/2026  
 HENIKADISTRICTLIBRARY [REDACTED]

Page 2 of 4  
 Elan Financial Services ( 1-866-552-8855

**Business Cash**

|                                                 |        |
|-------------------------------------------------|--------|
| <b>Rewards Center Activity as of 02/25/2026</b> |        |
| Rewards Center Activity*                        | 0      |
| Rewards Center Balance                          | 43,834 |

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

| Rewards Earned                           | This Statement | Year to Date |
|------------------------------------------|----------------|--------------|
| Points Earned on All Purchases           | 2,088          | 7,784        |
| 2 Extra Points - Telecom & Office Supply | 264            | 963          |
| 1 Extra Point - Restaurants & Gas        | 0              | 12           |
| <b>Total Earned</b>                      | <b>2,352</b>   | <b>8,759</b> |

**Important Messages**

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

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

**Transactions** BAKOVKA, CIERRA J Credit Limit \$40500

| Post Date                         | Trans Date | Ref # | Transaction Description              | Amount          | Notation |
|-----------------------------------|------------|-------|--------------------------------------|-----------------|----------|
| <b>Purchases and Other Debits</b> |            |       |                                      |                 |          |
| 03/20                             | 03/19      | 3539  | LOWES #00907* 866-483-7521 NC        | \$4.98          | BG       |
| 03/20                             | 03/19      | 3547  | LOWES #00907* 866-483-7521 NC        | \$9.49          | BG       |
| 03/20                             | 03/19      | 3554  | LOWES #00907* 866-483-7521 NC        | \$82.43         | BG       |
| 03/23                             | 03/21      | 6093  | WHENIWORK.COM WHENIWORK.COM MN       | \$25.00         | CS       |
| 03/26                             | 03/25      | 9213  | ZOOM.COM 888-799-9666 ZOOM.US CA     | \$15.31         | CS       |
| 03/30                             | 03/28      | 2077  | Mailchimp 678-9990141 GA             | \$26.00         | CS       |
| 03/31                             | 03/30      | 6302  | VISTAPRINT 866-207-4955 MA           | \$112.57        | Supplies |
| 04/02                             | 04/01      | 8227  | Adobe Inc 800-8336687 CA             | \$21.19         | CS       |
| 04/06                             | 04/05      | 9909  | CHECKR, INC CHECKR.COM CHECKR.COM CA | \$154.99        | CS       |
| 04/08                             | 04/07      | 1953  | INTERMEDIA.NET INC 800-379-7729 WA   | \$116.57        | UHL      |
|                                   |            |       | [REDACTED]                           | <b>\$568.53</b> |          |

**Transactions** SCHREUR, VICTORIA Credit Limit \$5000

| Post Date                         | Trans Date | Ref # | Transaction Description      | Amount  | Notation |
|-----------------------------------|------------|-------|------------------------------|---------|----------|
| <b>Purchases and Other Debits</b> |            |       |                              |         |          |
| 03/16                             | 03/14      | 7599  | HOBBY LOBBY #244 KENTWOOD MI | \$11.06 | VP       |



April 2026 Statement 03/13/2026 - 04/13/2026

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HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services

1-866-552-8855

**Transactions** SCHREUR,VICTORIA Credit Limit \$5000

| Post Date | Trans Date | Ref # | Transaction Description           | Amount            | Notation |
|-----------|------------|-------|-----------------------------------|-------------------|----------|
| 03/23     | 03/22      | 6216  | OCULUS *K9D37FD592 650-5434800 CA | \$8.47            |          |
| 03/23     | 03/22      | 3781  | OLLIES BARGAIN OUTLET MUSKEGON MI | \$56.53           |          |
| 03/23     | 03/22      | 5145  | WAL-MART #3453 WYOMING MI         | \$31.21           |          |
| 03/24     | 03/23      | 2535  | MEIJER STORE #199 CALEDONIA MI    | \$15.99           |          |
| 03/27     | 03/25      | 8588  | HOBBY LOBBY #244 KENTWOOD MI      | \$9.48            |          |
| 03/27     | 03/26      | 1027  | DOLLAR-GENERAL #9954 WAYLAND MI   | \$6.20            |          |
| 03/30     | 03/27      | 8377  | TARGET 00010520 WYOMING MI        | \$42.38           |          |
| 03/30     | 03/28      | 1113  | MEIJER STORE #199 CALEDONIA MI    | \$24.37           |          |
| 04/01     | 03/31      | 9815  | DOLLAR-GENERAL #9954 WAYLAND MI   | \$14.99           |          |
| 04/01     | 04/01      | 6212  | Build-A-Bear - 1038 Grandville MI | \$75.00           |          |
| 04/08     | 04/07      | 3126  | FAMILY FARE 265 KENTWOOD MI       | \$10.59           |          |
| 04/13     | 04/09      | 6921  | CAPSTONE 800-747-4992 MN          | \$1,020.04        |          |
| 04/13     | 04/11      | 3826  | TARGET 00020156 CALEDONIA MI      | \$31.78           |          |
|           |            |       |                                   | <b>\$1,358.09</b> |          |

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

| Post Date                         | Trans Date | Ref # | Transaction Description               | Amount          | Notation |
|-----------------------------------|------------|-------|---------------------------------------|-----------------|----------|
| <b>Purchases and Other Debits</b> |            |       |                                       |                 |          |
| 03/25                             | 03/24      | 9021  | WM SUPERCENTER #1923 COMSTOCK PARK MI | \$121.26        |          |
| 03/25                             | 03/24      | 6240  | DOLLAR-GENERAL #9954 WAYLAND MI       | \$39.69         |          |
|                                   |            |       |                                       | <b>\$160.95</b> |          |

**Transactions** BILLING ACCOUNT ACTIVITY

| Post Date                         | Trans Date | Ref # | Transaction Description | Amount              | Notation |
|-----------------------------------|------------|-------|-------------------------|---------------------|----------|
| <b>Payments and Other Credits</b> |            |       |                         |                     |          |
| 03/26                             | 03/24      | 0009  | PAYMENT THANKYOU        | \$1,369.94CR        |          |
|                                   |            |       |                         | <b>\$1,369.94CR</b> |          |

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

1:05 PM  
05/07/26  
Accrual Basis

**Henika District Library**  
**Balance Sheet**  
As of April 30, 2026

|                                        | Apr 30, 26          |
|----------------------------------------|---------------------|
| <b>ASSETS</b>                          |                     |
| <b>Current Assets</b>                  |                     |
| <b>Checking/Savings</b>                |                     |
| Cash - Checking - 7152                 | 333,366.93          |
| Cash - HY Savings - 013                | 359,318.44          |
| Certificate of Deposit - 359           | 80,490.04           |
| Certificate of Deposit - 548           | 34,925.76           |
| Certificate of Deposit - 556           | 58,876.77           |
| Savings - Building Fund - 212          | 385,691.47          |
|                                        | 1,252,669.41        |
| <b>Accounts Receivable</b>             |                     |
| Due from Other Government Units        | 2,072.78            |
| Property Tax Receivable                | 331,103.06          |
|                                        | 333,175.84          |
| <b>Total Current Assets</b>            | 1,585,845.25        |
| <b>Other Assets</b>                    |                     |
| Other Assets                           | 2,425.00            |
| <b>Total Other Assets</b>              | 2,425.00            |
| <b>TOTAL ASSETS</b>                    | <b>1,588,270.25</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                     |
| <b>Liabilities</b>                     |                     |
| <b>Current Liabilities</b>             |                     |
| <b>Accounts Payable</b>                |                     |
| Accounts Payable                       | 2,425.00            |
| <b>Total Accounts Payable</b>          | 2,425.00            |
| <b>Other Current Liabilities</b>       |                     |
| Deferred Property Taxes                | 331,103.06          |
| Payroll Liabilities                    | 733.99              |
| <b>Total Other Current Liabilities</b> | 331,837.05          |
| <b>Total Current Liabilities</b>       | 334,262.05          |
| <b>Total Liabilities</b>               | 334,262.05          |
| <b>Equity</b>                          |                     |
| Opening Balance Equity                 | 51,707.97           |
| Unrestricted Net Assets                | 902,603.89          |
| Net Income                             | 299,696.34          |
| <b>Total Equity</b>                    | 1,254,008.20        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>1,588,270.25</b> |

1:07 PM

## Henika District Library

05/07/26

## Profit &amp; Loss

Accrual Basis

January through April 2026

|                                 | Apr 26            | YTD               | Budget            | \$ Over Budget     |
|---------------------------------|-------------------|-------------------|-------------------|--------------------|
| <b>Ordinary Income/Expense</b>  |                   |                   |                   |                    |
| <b>Income</b>                   |                   |                   |                   |                    |
| 400502 - Federal E-Rate         | 221.62            | 449.62            | 1,000.00          | -550.38            |
| 400540 - State Aid              | 0.00              | 6,698.30          | 10,000.00         | -3,301.70          |
| 400581.C - City Contribution    | 2,463.81          | 180,431.75        | 210,000.00        | -29,568.25         |
| 400581.T - Township Contributio | 14,191.36         | 251,920.86        | 240,000.00        | 11,920.86          |
| 400582 - Non-Resident Fees      | 48.81             | 98.81             |                   |                    |
| 400601 - Copies and Faxes       | 318.30            | 1,600.21          | 600.00            | 1,000.21           |
| 400656 - Penal Fines            | 3,050.59          | 10,737.75         | 30,000.00         | -19,262.25         |
| 400657 - Fines                  | 61.77             | 230.68            | 50.00             | 180.68             |
| 400665 - Interest Income        | 1,403.76          | 5,808.87          | 16,000.00         | -10,191.13         |
| 400691 - Donations              | 20.00             | 6,883.62          |                   |                    |
| 400693 - Book Sale              | 65.25             | 204.29            | 50.00             | 154.29             |
| 400700 - Grants                 | 0.00              | 21,000.00         | 1,000.00          | 20,000.00          |
| <b>Total Income</b>             | <b>21,845.27</b>  | <b>486,064.76</b> | <b>508,700.00</b> | <b>-22,635.24</b>  |
| <b>Expense</b>                  |                   |                   |                   |                    |
| 700710 - Employee Benefits      | 5,804.04          | 24,063.62         | 72,000.00         | -47,936.38         |
| 700727 - Postage                | 55.00             | 478.01            | 600.00            | -121.99            |
| 700728 - Supplies               | 1,522.02          | 2,379.73          | 8,500.00          | -6,120.27          |
| 700740 - Equipment              | 718.51            | 2,528.71          | 12,000.00         | -9,471.29          |
| 700740 - Furnishings            | 0.00              | 247.05            | 8,000.00          | -7,752.95          |
| 700740 - Materials              | 3,395.00          | 11,863.27         | 37,500.00         | -25,636.73         |
| 700801 - Advertising & Promo    | 250.00            | 928.09            | 4,300.00          | -3,371.91          |
| 700805.1 - Accounting           | 8,075.00          | 10,262.50         | 15,000.00         | -4,737.50          |
| 700806 - Technology Support     | 285.00            | 0.00              | 100.00            | -100.00            |
| 700808 - Building & Grounds     | 1,577.88          | 570.00            | 2,500.00          | -1,930.00          |
| 700850 - Communications         | 391.85            | 11,062.88         | 16,000.00         | -4,937.12          |
| 700920 - Public Utilities       | 1,176.44          | 1,668.35          | 5,000.00          | -3,331.65          |
| 700933 - Equipment Repairs      | 1,607.59          | 0.00              | 8,000.00          | -8,000.00          |
| 700954 - Contractural Services  | 5,255.14          | 4,120.59          | 11,000.00         | -6,879.41          |
| 700955 - Memberships / Training | 726.58            | 1,710.04          | 3,200.00          | -1,489.96          |
| 700956 - Programming            | 1,939.69          | 15,967.52         | 29,500.00         | -13,532.48         |
| 700970 - Capital Outlay         | 0.00              | 1,486.58          | 5,500.00          | -4,013.42          |
| Payroll Expenses                |                   | 5,781.57          | 17,000.00         | -11,218.43         |
| Payroll Expenses-Campaign Proje | 704.00            | 12,750.00         | 12,750.00         | 0.00               |
| roll Expenses - Other           | 17,291.84         | 704.00            |                   |                    |
| <b>Total Payroll Expenses</b>   | <b>17,995.84</b>  | <b>70,205.82</b>  | <b>235,000.00</b> | <b>-164,794.18</b> |
| <b>Payroll Tax Expense</b>      | <b>1,439.24</b>   | <b>5,869.09</b>   | <b>18,000.00</b>  | <b>-12,130.91</b>  |
| <b>Total Expense</b>            | <b>52,214.82</b>  | <b>183,943.42</b> | <b>521,450.00</b> | <b>-337,506.58</b> |
| <b>Net Ordinary Income</b>      | <b>-30,369.55</b> | <b>302,121.34</b> | <b>-12,750.00</b> | <b>314,871.34</b>  |
| <b>Other Income/Expense</b>     |                   |                   |                   |                    |
| <b>Other Expense</b>            |                   |                   |                   |                    |
| Expansion Project Expenses      | 2,425.00          | 2,425.00          |                   |                    |
| <b>Total Other Expense</b>      | <b>2,425.00</b>   | <b>2,425.00</b>   |                   |                    |
| <b>Net Other Income</b>         | <b>-2,425.00</b>  | <b>-2,425.00</b>  |                   |                    |
| <b>Net Income</b>               | <b>-32,794.55</b> | <b>299,696.34</b> | <b>-12,750.00</b> | <b>312,446.34</b>  |

**Henika Expansion Project Budget**

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

| Expense Line Item                  | Proposed Budget        | Actual Costs           | Apr-26   | Balance of Budget      |
|------------------------------------|------------------------|------------------------|----------|------------------------|
| <b>Construction and Renovation</b> | \$ 5,010,000.00        |                        |          |                        |
| Architectural Design               |                        | \$ 10,000.00           |          | 10,000.00              |
| Other Pre-Development              |                        | \$ 950,000.00          |          | 950,000.00             |
| Construction and Renovation        |                        | \$ 4,000,000.00        |          | 4,000,000.00           |
| LEED Certificate                   |                        | \$ 40,000.00           |          | 40,000.00              |
| Paving and External                |                        | \$ 10,000.00           |          | 10,000.00              |
| <b>Equipment</b>                   | \$ 550,000.00          |                        |          | -                      |
| Furniture, Fixtures & Equipment    |                        | \$ 500,000.00          |          | 500,000.00             |
| Technology Infrastructure          |                        | \$ 50,000.00           |          | 50,000.00              |
| <b>Other Expenses</b>              | \$ 440,000.00          |                        |          | -                      |
| Program/Operational Ramp-up        |                        | \$ 40,000.00           |          | 40,000.00              |
| Campaign Costs                     |                        | \$ 200,000.00          | 3,129.00 | 196,871.00             |
| Contingency                        |                        | \$ 200,000.00          |          | 200,000.00             |
| <b>Total</b>                       | <b>\$ 6,000,000.00</b> | <b>\$ 6,000,000.00</b> |          | <b>\$ 5,996,871.00</b> |



## Home


### Alerts

You have no alerts.

### Accounts

|                                                         |                                        |
|---------------------------------------------------------|----------------------------------------|
| <b>PUBLIC FUND CASH MANAGEMENT CHECKING</b><br>XXXX7152 | Current balance<br><b>\$348,405.88</b> |
| <b>PUBLIC FUNDS HIGH-YIELD SAVINGS</b><br>XXX013        | Current balance<br><b>\$359,318.44</b> |
| <b>BUILDING FUND</b><br>XXX212                          | Current balance<br><b>\$385,691.47</b> |
| <b>TIME DEPOSIT</b><br>XXXX079                          | Current balance<br><b>\$34,925.76</b>  |
| <b>TIME DEPOSIT</b><br>XXXX087                          | Current balance<br><b>\$58,876.77</b>  |
| <b>TIME DEPOSIT</b><br>XXXX359                          | Current balance<br><b>\$80,490.04</b>  |

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

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**April 2026**

**Youth Services Report**

**Tori Schreur, Youth Services Librarian**

**Lego Club: 6 attendees**

I debated on shifting the Lego Club schedule due to Spring Break, but ultimately decided to keep the schedule the same. 6 is about the normal number of kids I've been having. I've been in the schools a little bit recently, and May's is the last session for the school year, so I'm hoping we can draw in a larger crowd.

**Preschool Storytime: 8 attendees**

Due to my surgery, we only had one session of Storytime this month, and I'm happy with the turnout that we had! We read books about feelings. One book discussed what to do when you are upset with siblings or a family member. We talked about all the different emotions we can and played matching games. It was a successful Storytime!

**After School Art: 48 attendees**

I feel bad for the After School Art crowd this month. We only had one in person session due to Spring Break, and me being off for two Thursdays. For our in person session we made bracelets out of pony beads and pipe cleaners. We had some fun take home crafts though as well. One was a frog magnet, and the other was a windmill craft.

**Teen VR Day: 4**

The VR is still pretty new to me, so I haven't quite explored all there is to do with it, so I thought having the teens mess around with it would be both fun, and helpful to me. I was worried that a lot of their time would be spent figuring out the basics, but they figured it out pretty quickly. I do, however, think I will build an extra 15 minutes into the time slots so kids can both use some time to figure out the controls, and take a break if needed. I also think I'm going to do a little more research into games for the VR.

**Bluetooth Owl Speakers:11**

I have to do this one again! Back in December I bought a bunch of kits to make Owl Speakers. They had a few different designs and even had remote control radio walkie-talkies. The kids did a GREAT job following the instructions and making these themselves. I was a little worried I'd have kids asking for help every step of the way without reading the instructions themselves, but the only times I needed to step in were when pieces just weren't fitting right. Kids then had fun connecting their phones and tablets to the speakers to play music (and owl sounds). So fun!

**Pokemon Club: 5 attendees**

**Preschool Playtime: 11 attendees**

We did have two sessions of Preschool Playtime, but I believe these stats are only for one. I was in attendance for one, and the other session was held during my absence. Personally I think playtime is my favorite program. I love seeing the kids play with each other and the moms and grandmas have a chance to talk with each other while the kids play.

**GSRP Class Visits: 83****Scavenger Hunt: 63 patrons****Looking Forward:**

May is a busy and exciting month (I think I say that about a lot of months!) Monday May 4th I have a Youth Meeting where we talk about all the fun stuff we get for SRP! I also have Lego Club. Storytime will be at 11 on May 5th and May 19th. This is the last month for After School Art, and since I've been gone so much, I plan to do something extra special. May 7th will be take-and-make style because I will be in Lansing for a conference, but the 14th and 21st will be in person. The last Pokemon Club will be May 11th and I've been collecting packs all year to hand out. Preschool Playtime will be May 12th and May 26th. I'm going to be doing school visits throughout May 11th-May 21st to talk about SRP. On May 18th, which I'm really excited about, I'm going a Ramen Bar for tweens and teens. May 20th is World Bee Day, so Gee Dee Bees will be coming and bringing some of their hives. And last but not least, there will be a Flower Paper signs for the May take-and-make

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

### **Programs & Attendance**

#### **Wrong Answers Only Trivia: 0**

Unfortunately, I was sick on this day, but the program has been rescheduled for May.

#### **Crochet 101: 17**

This is something people have been asking for for a while, but I can't teach it myself and I'd struggled to find a person to run it. I'm really glad that we got someone in, because attendance was great and everyone seemed to have a great time!

#### **Diamond Art: 16**

This was another one that was in high demand, and while the technique for keeping all the little diamonds separate isn't perfect, I'll definitely do it again.

#### **Tech Help: 2**

People come to tech help infrequently, but it tends to mean a lot to those who do attend.

#### **Paint Along With Us: 23**

We had a pretty good attendance for painting this month! I feel like the word is getting out, and I'm seeing consistently large groups, especially on Saturdays.

#### **Silent Book Club: 5**

This is the first month where Silent Book Club has been on a Wednesday, so I think there might have been a little confusion for some members, but the people who showed up had a really good time! Hopefully we'll see a bigger group in June when they've gotten used to the new day.

#### **Take and Make: 40**

We did decoratable paper pots for our take and make, perfect for Spring and the seed library. They all went out! The take and makes have been very popular lately, so I've been buying more.

#### **Sawmill: 0**

Apparently, they'd scheduled their Easter brunch at my normal bingo time, so they told me not to come this month

#### **Green Acres: 12**

I had to reschedule with Green Acres because of my vacation, but we had a good turn out and the residents have really enjoyed having the ability to check out books! I'm very glad that's a resource we're able to offer now.

#### **Bingo! Brunch: 10**

This was probably my lowest of the past few months with bingo! Brunch, but the attendance is still better when I do it on Saturdays, so I'll keep doing it! Soon I'll be running summer bingo! Brunches and those are usually packed.

**Seed Library: 47 patrons, 468 packets**

This is definitely fewer patrons than last month, but that's to be expected. We still had vastly more patrons and packets taken than the past two years, so it's a great improvement! It's still being utilized fairly consistently.

**Spice Club: Nutritional yeast: 8**

This was an odd spice, and I wasn't sure how well it would go over, but it was my best Spice Club in a while! Popcorn is always a hit.

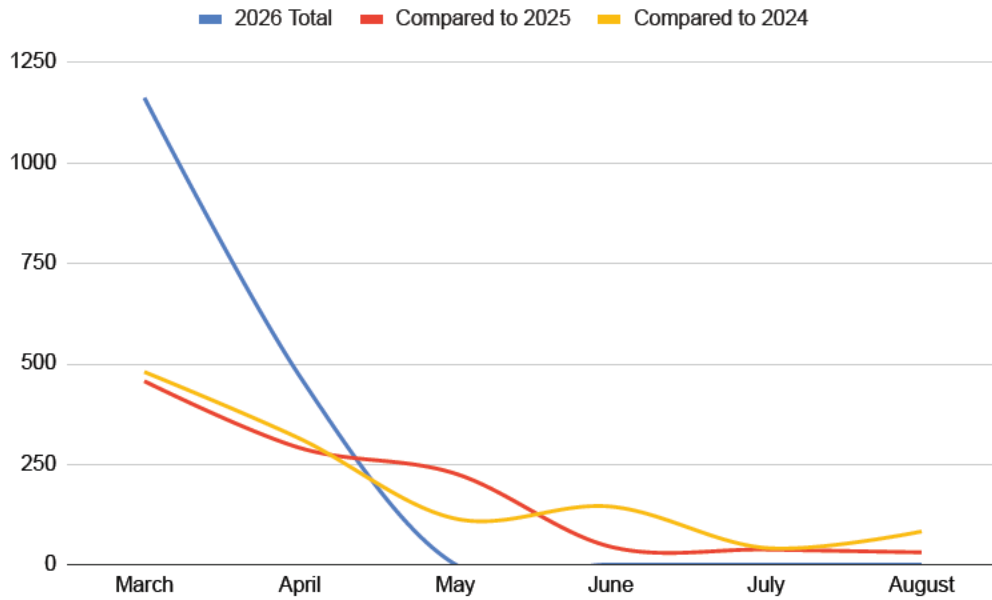
**Total Program Participants: 180**

**April Reflection**

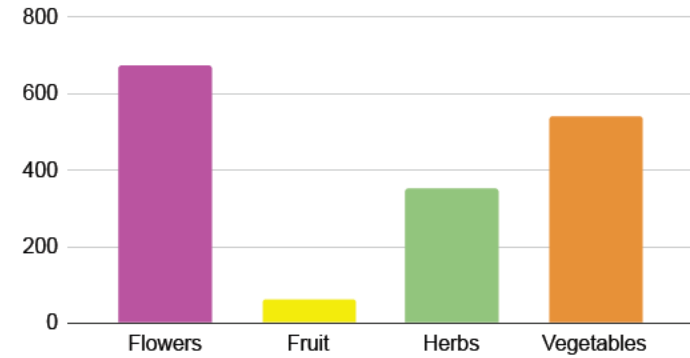
I was here a lot more for this month than last month, even though I was sick/traveling some in the month of April. I'm really happy with the attendance, though! We did some things people have been asking for, like crochet and diamond art, and I'm glad I got those figured out, because patrons really seemed to enjoy them. Seed library usage has gone down, but is still consistently higher than previous years. Painting in particular really seems to be increasing in popularity as well.

**Looking Forward**

May is our last month before summer reading starts, but we're still doing a lot of fun stuff! We're doing all the regulars, like painting, tech help, and bingo! Brunch. It'll be the last Spice Club before the fall. And then we have some crafts and trivia and a visit from an apiary to keep people entertained.



Seed Popularity



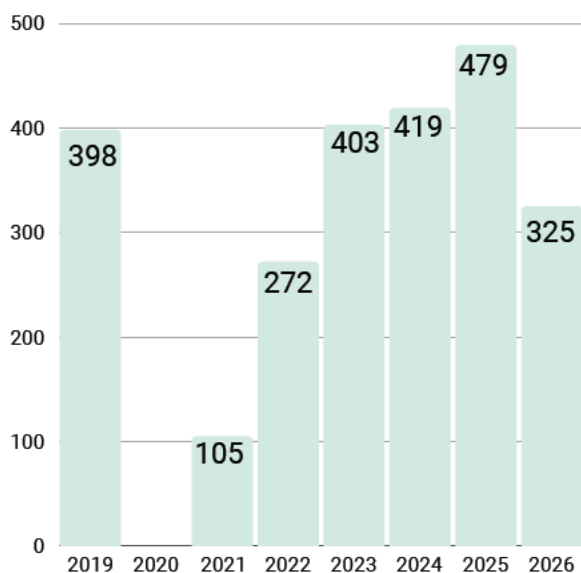
|                         | March    | April   | May | June | July | August | Season |
|-------------------------|----------|---------|-----|------|------|--------|--------|
| Flowers                 |          | 523     | 151 |      |      |        | 674    |
| Fruit                   |          | 48      | 14  |      |      |        | 62     |
| Herbs                   |          | 246     | 106 |      |      |        | 352    |
| Vegetables              |          | 344     | 197 |      |      |        | 541    |
| <b>2026 Total</b>       |          | 1161    | 468 | 0    | 0    | 0      | 1629   |
| <b>Compared to 2025</b> |          | 456     | 290 | 226  | 44   | 37     | 955    |
| <b>Compared to 2024</b> |          | 479     | 313 | 114  | 144  | 41     | 955    |
| Patrons:                | 60 (116) | 30 (47) |     |      |      |        |        |

# April 2026

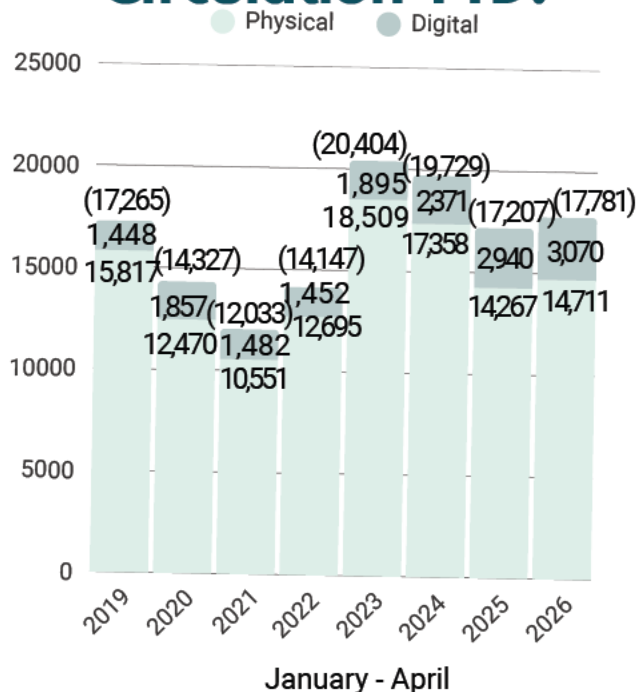
Our April 2026 circulation numbers are **574 higher** than our April 2025 numbers. The categories showing the most growth from last year during the month of April are MeL items; which circulated double the amount that they did in April 2025. Other categories showing noticeable growth from last April include: Adult Print, Teen Print, Tween Print, Video Games, General Fiction DVDs, Juvenile Audiobooks, Teen Audiobooks, Juvenile eBooks, Adult eAudiobooks and Juvenile eAudiobooks. The categories that are not circulating as well as they did in April of 2025 include: Juvenile Print, Board Games, Special Collection items, General Non-Fiction DVDs, Youth DVDs, Adult Audiobooks, Tween Audiobooks, Adult e-Books, Teen eBooks, and Teen eAudiobooks. In other news, our Spanish items have been checked out a total of 5 times this month – Juvenile Spanish Non-Fiction had 4 checkouts and Adult Spanish Fiction had 1 checkout. I am hopeful that we will see an upward trend in circulation numbers as we replenish our new physical materials and transition into Summer Reading!

Courtney Schenkuizen - Circulation Supervisor

## Computer Sessions



## Circulation YTD:



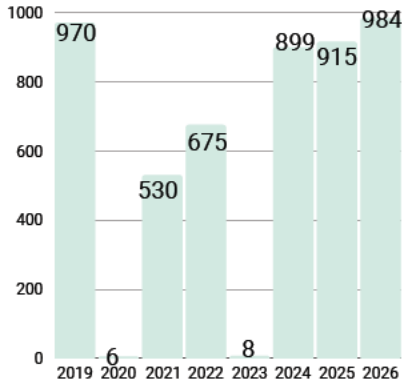
Henika has **2,569** total patron accounts. **524** of these accounts are active\* (not expired). *Most expiration dates are set for 3 years upon renewal.*

**118** Patron accounts added YTD  
**25** Patron accounts added in April:

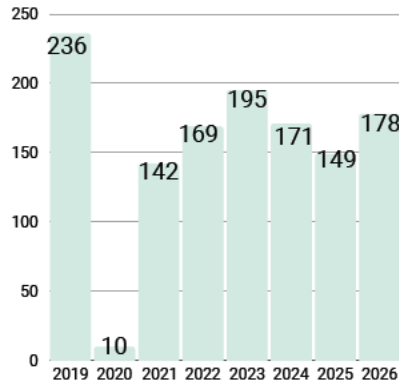
- 9 - Wayland City
- 11 - Wayland Township
- 1 - Non-Resident
- 4 - Patron Point
  - City - 4

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

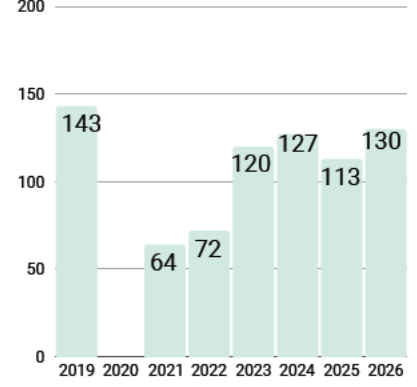
### Adult Print



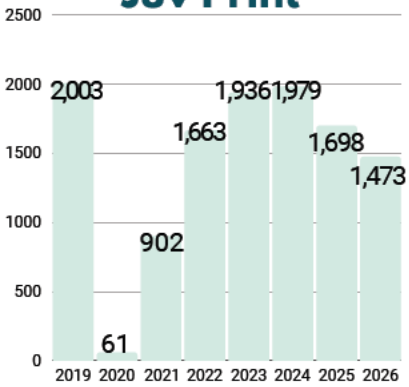
### Teen Print



### Tween Print

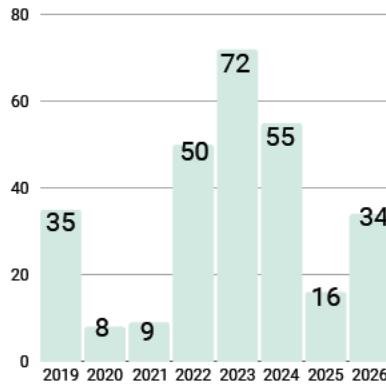


### Juv Print

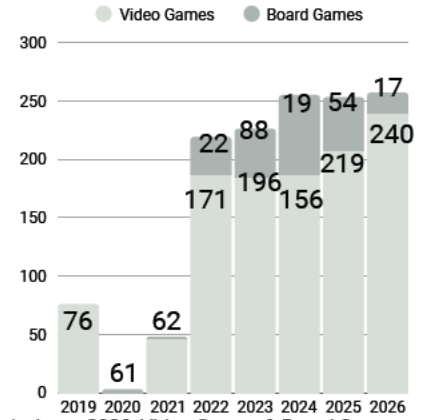


\*pictures books, readers, chapter, juv graphic, juv NF

### MeL

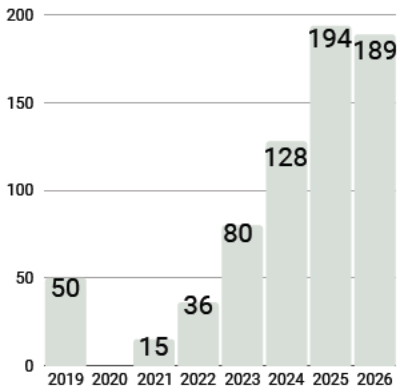


### Games



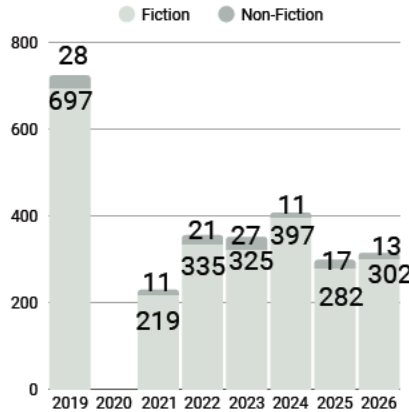
\*prior to 2020, Video Games & Board Games were combined

### Special Collection

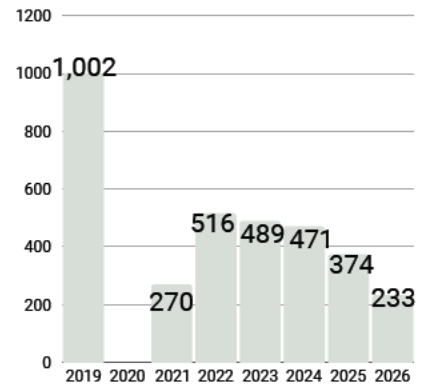


\*prior to August 2021, this only included launchpads

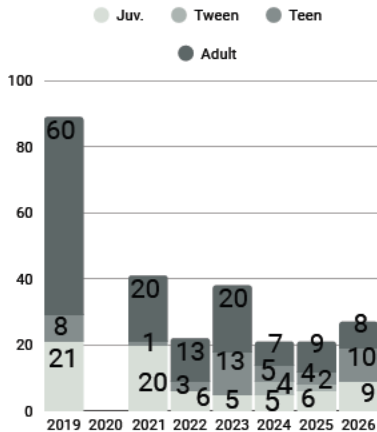
### General DVD



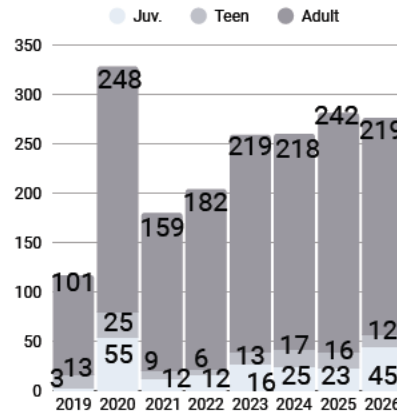
### Youth DVD



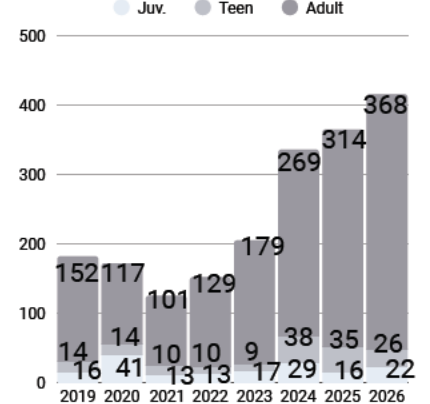
### Audiobooks



### eBooks



### eAudio





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

**Goal:** \$6,000,000

**Raised to Date:** \$593,112

**Campaign Development Accomplishments to Date**

- Campaign budget approved by the Board
- Secured a campaign chair and committee members
- Applied to Allegan County Community Foundation; requested \$100,000
- Pitch deck and talking points ready for use with donor prospects
- Naming opportunities identified and approved
- Campaign Project Manager hired and onboarded
- Identified and pursuing paths to a number of donor prospects
- Campaign materials created including naming opportunities and pledge form
- Implemented an online giving platform called Give Butter.
- Campaign website landing page created

**Upcoming Activities**

- Hold first co-chair meeting with new chair
- Hold kickoff meeting mid-May to train Campaign Committee members and hold one-on-one conversations with each committee member to identify their donor list and solicitation plans.
- Secure Endorsement Council
- Continue to add donor prospects and determine next donor prospects to pursue
- Create a library donor tour
- Utilize patron data to identify additional funding prospects.

**Board Tasks Today (and ongoing)**

- Determine if serving on the campaign committee is a fit for you
- Invite people to upcoming events or tour the library with you
- Provide intel on campaign prospects including individuals, foundations, and businesses

**Kennari Team:** Kirstin VanderMolen & Kim Kvorka

**Henika Team:** Cierra Bakovka and Jordan Malkov

## Minutes

Henika District Library

Building & Grounds Committee Meeting

April 27, 2026 at 5:00 pm

### I. Meeting called to order at 5:00 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:** Augustin 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 February 2026 Building & Grounds Committee meeting minutes, Brinks seconded. All in favor, motion carried.

V. **Unfinished Business: None**

### VI. New Business

#### A. Architect RFP

1. Triangle drafted an RFP for an architect that they need us to approve and provide a timeline for. Committee discussed. Marsh motioned that we recommend to the board at the May 12 regular meeting the following timeline:

- RFP Issued: May 15, 2026
- Proposals Due: May 29, 2026
- Interviews, if required: June 3 & 4, 2026, 6-8 pm
- Selection: June 9, 2026
- Project Kickoff: July 6, 2026
- Completion of Conceptual Work: Fall 2026

Brinks seconded. All in favor, motion carried.

#### B. Storage Shed

1. The city did not pick up our picnic tables last fall to store them over the winter and two rotted. Bakovka will be purchasing two new picnic tables and is considering purchasing a storage shed for us to store the tables ourselves. While the cost of this is within her budget and purview, she

wanted the committee's input. Committee reviewed storage shed options and discussed purchasing picnic tables that are weather-proof, instead. Marsh recommended a local craftsman who makes custom furniture. Bakovka will investigate the options further before making a final decision.

**VII. Around the Table**

- A. Brinks: Nothing to add.
- B. Augustin: Nothing to add.
- C. Marsh: Appreciates the brevity of the meeting.
- D. Meyer: Nothing to add.
- E. Bakovka: Is tired and looking forward to her wedding and time off.

**VIII. Adjournment:** Meeting adjourned by Marsh at 5:39 pm.

Director: \_\_\_\_\_

Fiscal Year in review: \_\_\_\_\_

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

## Purposes of the Performance Evaluation

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

## Definition of Rating Terms:

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

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

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

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

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

### I. Administrative Duties

#### 1. Preparing and Managing the Budget

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

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

\_\_\_ Budget amendments are limited and used appropriately.

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

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

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

Tally \_\_\_\_\_ Comments: \_\_\_\_\_

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2. Professional Awareness

\_\_\_ Maintains an adequate knowledge of current library science practices.

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

Tally \_\_\_ Comments: \_\_\_\_\_

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3. Use of the Library

\_\_\_ Effectively communicates library services, current and new, to the public through multi-media options available.

\_\_\_ A proper and realistic balance is maintained between the offering of services/programs and budget constraints.

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

Tally \_\_\_ Comments: \_\_\_\_\_

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4. Establishing Priorities

\_\_\_ Director's recommended priorities are aligned with the library's plan as defined by the Strategic Plan.

\_\_\_ Priorities appropriately reflect community needs, and reflect advanced planning.

\_\_\_ Director's accomplishments reflect and relate to the short and long range plans.

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

Tally \_\_\_ Comments: \_\_\_\_\_

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**Total for Section I**

\_\_\_\_\_ **points**

## II. Staffing and Building

### 1. Managing the Staff

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

Tally \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Development of Staff

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

Tally \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Maintenance of Physical Building and Grounds

- Buildings and grounds are adequately maintained within the imposed budgetary constraints.
- Works with the Building Committee to assess the building and grounds on a regular basis to report to the Board.

Tally \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Total for Section II

\_\_\_\_\_ points

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

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

Tally \_\_\_\_\_ Comments: \_\_\_\_\_

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2. Policy Recommendations to Board

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

Tally \_\_\_\_\_ Comments: \_\_\_\_\_

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3. Implementation of Board Decisions

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

Tally \_\_\_\_\_ Comments: \_\_\_\_\_

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4. Activity in Professional Organizations

\_\_\_ Participates in professional organizations as appropriate.

\_\_\_ Maintains positive relations with community organizations.

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

Tally \_\_\_ Comments: \_\_\_\_\_

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5. Community Development

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

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

\_\_\_ Engages with the community and maintains active community partnerships.

Tally \_\_\_ Comments: \_\_\_\_\_

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**Total for Section III**

\_\_\_\_\_ **points**

Section I + Section II + Section III = overall performance

\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Highly effective: 127-168

Effective: 85-126

Needs Improvement: 43-84

Unacceptable/Needs Substantial Improvement: 42

When providing this feedback, keep in mind that things need to be in the realm of the director's function, responsibilities, or performance. Answer specifically, use examples, provide context or background, and explain your suggestions.

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

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

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

Fiscal Year in review: \_\_\_\_\_

Averages compiled from the collected evaluations of the Board members

Section I: Administrative Duties

1 Preparing the Budget: \_\_\_\_\_

2 Professional Awareness: \_\_\_\_\_

3 Use of Library: \_\_\_\_\_

4 Establishing Priorities: \_\_\_\_\_

Section overall average -

Summary of comments:

Section II: Staffing and Building

1 Managing the Staff: \_\_\_\_\_

2 Development of Staff: \_\_\_\_\_

3 Maintenance of Physical Building: \_\_\_\_\_

Section overall average -

Summary of comments:

1 Reporting at monthly Board meetings and communications with the Board: \_\_\_\_\_

2 Policy Recommendations to Board: \_\_\_\_\_

3 Implementation of Board Decisions: \_\_\_\_\_

4 Activity in Professional Organizations: \_\_\_\_\_

5 Community Development: \_\_\_\_\_

Section overall average -

Summary of comments:

**Overall score average** \_\_\_\_\_

**Overall rating level:**

Highly effective: 127-168

Effective: 85-126

Needs Improvement: 43-84

Unacceptable/Needs Substantial Improvement: 42

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?

**RE: Architect****cierra** <cierra@henikalibrary.org >**Brianne Pitchford** <briannep@triangle-inc.com >

Thu, 23 Apr 2026 11:23:35 AM -0400

To "Cierra Bakovka"&lt;cierra@henikalibrary.org&gt;

Cc "Mike Myers"&lt;mikem@triangle-inc.com&gt;,"Mitch Watt"&lt;mitchw@triangle-inc.com&gt;,"Matt Miller"&lt;mattm@triangle-inc.com&gt;

Good morning Cierra,

I still think it's best practice to move forward with an RFP process, especially since the firm we select for this phase could ultimately become a long-term partner for both design and construction. I've attached a draft RFP. Please take a look and let me know if you have any feedback. If everything looks good, we can finalize the schedule and key dates. I'll also need your logo to include in the final document.

I do have a personal commitment on the 27th and won't be able to attend, but below is a sequence you can share with the committee to outline the process:

1. Release the RFP to selected firms.
2. Allow approximately three weeks for responses.
3. I will collect the proposals and forward them to you for review. It would be helpful to identify who, in addition to yourself, should be involved in the selection process (e.g., full Board, building committee, etc.).
4. The selection committee and I will review the proposals independently.
5. We will then meet to discuss and either make a selection or determine if follow-up interviews are needed. Given that we are inviting a limited group of known firms, interviews may not be necessary unless the committee prefers them.
6. Final selection is made and the firm is notified.
7. I will provide a contract for your review that allows Triangle to engage the selected AE firm.
8. We'll schedule a project kickoff meeting.
9. From there, the team can move forward with design deliverables.

Let me know if you have any questions or would like to discuss any part of the process further. Thanks!

**BRIANNE PITCHFORD, LEED AP**

VICE PRESIDENT OF PROJECT DEVELOPMENT

**TRIANGLE ASSOCIATES****O:** 616.453.4801 | **M:** 616.215.9160

3769 3 Mile Road NW | Grand Rapids, MI 49534

[www.triangle-inc.com](http://www.triangle-inc.com)[FACEBOOK](#) | [LINKEDIN](#) | [BID OPPORTUNITIES](#)

## Request for Proposals (RFP)

### Architectural Services - Conceptual Design & Programming

**Issued Date: May 15, 2026**

Owner: Henika District Library  
Project Name: Henika District Library Expansion  
Project Location: 149 S. Main St, Wayland, MI 49348

Contact Person: Brianne Pitchford, Triangle Associates  
Contact Phone: (616) 453-3950  
Contact Email: brianne@triangle-inc.com

The Henika District Library (“Library”) is inviting qualified architectural firms to submit a proposal for conceptual design and programming services in support of a future capital improvement initiative.

This effort is intended to establish a clear vision for the Library’s future and to support community engagement, fundraising, and a potential bond campaign targeted for May 2027.

This is an early planning phase only, focused on defining the opportunity, not advancing full design or construction administration services.

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### Project Background

The Library has long served as a central resource for the community. The facility consists of the original library building, constructed in 1899, along with an addition completed in the 1960s to accommodate growing community needs at the time. While these spaces have served the Library well, they present limitations in supporting modern library services, flexibility, and accessibility expectations. This project provides an opportunity to thoughtfully evaluate the existing facility and reimagine how the Library can best serve its community into the future.

The Library is exploring a range of possibilities, including renovation and expansion of the existing library, which may include demolition of some portions of the 1960s addition. The outcome of this effort will help define that direction.

---

### Scope of Services

The Library has engaged Triangle Associates as their Construction Manager to support this initiative. The selected architect will work collaboratively with the Library and Triangle in developing:

- A clear program of needs
- Conceptual design options (multiple scenarios if appropriate)

- Materials suitable for public communication and fundraising
- The Architect will support cost alignment through design, but will not be responsible for developing independent cost estimates

The ultimate goal is to position the Library for a successful bond initiative in May 2027. The selected firm will assist the Library with:

### **Programming & Engagement**

- Stakeholder conversations
- Space needs and operational goals
- Evaluation of existing conditions

### **Concept Development**

- 2–3 conceptual approaches (as appropriate)
- High-level plans, diagrams, and site considerations
- Consideration of phasing (renovation vs. addition)

### **Vision & Communication**

- Renderings and/or diagrams suitable for public communication
- Graphics and narratives to support fundraising efforts
- Materials usable in presentations and campaign messaging

### **Deliverables**

At a minimum, the selected firm shall provide:

- Written program summary
- Conceptual plans and diagrams
- Renderings (interior/exterior as appropriate)
- Presentation materials for community and campaign use
- Digital files suitable for marketing and fundraising

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### **Schedule**

The Library anticipates the following general timeline:

- RFP Issued: May 15, 2026
- Proposals Due: May 29, 2026
- Interviews (if required): June 3 & 4, 2026, 6-8 pm
- Selection: June 9, 2026
- Project Kickoff: July 6, 2026
- Completion of Conceptual Work: Fall 2026

This schedule is intended to allow adequate time for fundraising and campaign development leading up to May 2027 bond consideration.

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### Proposal Submission

Please provide a concise response including:

- A. Firm overview
- B. Relevant experience – A minimum of (3) examples of similar projects and/or experience supporting fundraising or public campaigns
- C. Proposed project team – Key Personnel and roles
- D. Project Approach Narrative
- E. Fee proposal – Lump sum or not-to-exceed

Proposals shall be submitted electronically to Brianne Pitchford, VP of Project Development at **briannep@triangle-inc.com** no later than **May 29, 2026 at 5pm**. Submissions should be compiled into a single PDF document.

We are seeking a partner who:

- Understands community-centered design
- Can translate ideas into clear, compelling visuals and narratives
- Is comfortable working in a highly collaborative, early-stage environment
- Brings experience with similar civic, library, or public-facing projects

This is an opportunity to help shape the future of the Henika District Library in a meaningful way. While this phase is limited to conceptual and programming services only, it is intended to establish a strong foundation and partnership moving forward.

Questions regarding this request should be directed in writing to the same contact at the email listed above.

We appreciate your interest and look forward to your submission.

# GET DIGGING TO LOG YOUR READING!

38



FOR EVERY 30 MINUTES YOU READ, SCRATCH OFF A SQUARE ON THE GRID BELOW. BE GENTLE WHEN SCRATCHING SO YOU DON'T DAMAGE THE BONES! ONCE YOU UNCOVER A COMPLETE DINOSAUR SKELETON, STOP IN TO COLLECT A LIMITED EDITION BRAG TAG AND A GRAND PRIZE ENTRY AT THE FRONT DESK. READ ALL 14 HOURS FOR A FINISHER PRIZE AND 2 ADDITIONAL GRAND PRIZE ENTRIES!



**BRACHIOSAURUS**

**TYRANNOSAURUS**



**VELOCIRAPTOR**

**ANKYLOSAURUS**



**TRICERATOPS**

**PACHYCEPHALOSAURUS**



**SPINOSAURUS**

**PTERANODON**



## LOGS ARE DUE BY NOON ON AUG 5TH

# UNEARTH A STORY

JUNE 13<sup>TH</sup> - AUGUST 5<sup>TH</sup>

\*WHILE SUPPLIES LAST

## ADULT FINISHERS



\* A FREE BOOK OF THEIR CHOICE, ICE CREAM OR GAME TOKENS FOR 4ONE2, A HAT, AND TWO GRAND PRIZE ENTRIES

## YOUTH FINISHERS



\* A FREE BOOK OF THEIR CHOICE, GRAND RAPIDS GRIFFINS TICKET, WEST MICHIGAN WHITECAPS TICKET, GRAND RAPIDS RISE TICKETS, ICE CREAM OR GAME TOKENS FOR 4ONE2, AND TWO GRAND PRIZE ENTRIES

## GRAND PRIZES

**QUESTIONS?  
LET US HELP!**  
Phone: (269) 792-2891  
Address: 149 S. Main Street  
Wayland, Mi 49348



...AND MORE!

# YOUTH FINISHER PRIZES

After completing 14 hours of reading, youth Summer Reading Program Finishers receive\* a...

- FREE BOOK OF THEIR CHOICE
- GRAND RAPIDS GRIFFINS TICKET
- WEST MICHIGAN WHITECAPS TICKET
- GRAND RAPIDS RISE TICKETS
- ICE CREAM OR GAME TOKENS FOR 4ONE2
- TWO GRAND PRIZE ENTRIES



# ADULT FINISHER PRIZES

After completing 14 hours of reading, adult Summer Reading Program Finishers receive\* a...

- FREE BOOK OF THEIR CHOICE
- HAT
- ICE CREAM OR GAME TOKENS FOR 4ONE2
- TWO GRAND PRIZE ENTRIES



**\*WHILE SUPPLIES LAST\***

# QUESTIONS? LET US HELP!

**Email:** [inbox@henikalibrary.org](mailto:inbox@henikalibrary.org)

**Phone:** (269) 792-2891

*Or stop in anytime during our open hours!*

## HOURS

**MONDAY:** 10AM - 8PM

**TUESDAY:** 9AM - 6PM

**WEDNESDAY:** 10AM - 8PM

**THURSDAY:** 9AM - 6PM

**FRIDAY:** 9AM - 5PM

**SATURDAY:** 10AM - 2PM

*To learn more about events or the Summer Reading Program, please visit [henikalibrary.org/srp](http://henikalibrary.org/srp)*



149 S Main Street  
Wayland, MI 49348

**HENIKA**  
DISTRICT LIBRARY



# UNEARTH A STORY™

**JUNE 13<sup>TH</sup> - AUGUST 5<sup>TH</sup>**



# WHAT

Stomp into a summer of fun at the library! Our 2026 Summer Reading Program "Unearth a Story" invites you to explore a prehistoric world of dinosaurs, fossils, and amazing discoveries. We have a ton of exciting events and awesome prizes planned for kids, teens, and adults. This is a FREE program open to all. No library card required!

# WHEN

Summer Reading starts Saturday, June 13th and this is the first day reading logs will be available. All reading logs and prize entries are due by 12pm on August 5th. The program will end with our Finale Party on Wednesday, August 5th where we will draw for grand prize winners.

# HOW

Signing up is super easy! Starting June 13th at noon, you can stop into the library to pick up a paper reading log or email [inbox@henikalibrary.org](mailto:inbox@henikalibrary.org) to get a PDF sent to you!

\*Please make sure to include how many people from each age group (youth, teen, and adult) will be participating.\*

## EARN LIMITED EDITION BRAG TAGS AS YOU GO!



## COLLECT ALL 8!

# GRAND PRIZES



### JUMBO DRAGONITE SQUISH

### HOME THEATER PROJECTOR



### ROBO DINO BUNDLE

### KARAOKE MACHINE



### TONIEBOX2 BUNDLE



### BUILD-A-BEAR GIFT CARD



### CONSTRUCTION BUNDLE

## ...AND SO MUCH MORE!

**GIVE US A CALL!**  
**269-792-2891**

# SUMMER READING PROGRAM 2026 EVENTS

**COME VISIT US!**  
149 S. Main Street  
Wayland, MI 49348

Youth events are **GREEN**. Family events are **BLUE**. Adult events are **ORANGE**. Teen/Tween events are **PURPLE**.  
Events with an \* require registration. Learn more about events and register at [henikalibrary.org/events](http://henikalibrary.org/events)



## \*CRITCHLOW ALLIGATOR SANCTUARY\*

MONDAY, JUNE 15<sup>TH</sup> @ 5:30PM

SEE AMAZING REPTILES UP CLOSE FOR A FUN AND FASCINATING EXPERIENCE! REGISTRATION REQUIRED. REGISTRATION OPENS 6/1.



## JURASSIC WORLD : REBIRTH

WEDNESDAY, JUNE 24<sup>TH</sup> @ 5:30PM

HEAR THAT RUMBLING? IT'S MOVIE NIGHT AT THE LIBRARY!

## DINOSAUR PLAYTIME

TUESDAY, JUNE 16<sup>TH</sup> @ 11AM

LITTLES CAN STOMP, ROAR, AND PLAY THEIR WAY THROUGH A FUN-FILLED ADVENTURE WITH PUPPETS, DINO TAILS, AND HANDS-ON ACTIVITIES!



## \*PAINT ALONG WITH US\*

SATURDAY, JUNE 27<sup>TH</sup> @ 11AM

COME TO AN INSTRUCTOR-LED PAINTING CLASS, RIGHT HERE AT THE LIBRARY! REGISTRATION REQUIRED. REGISTRATION OPENS 6/13.



## BINGO! BRUNCH

WEDNESDAY, JUNE 17<sup>TH</sup> @ 11:30AM

COME PLAY BINGO WITH YOUR FRIENDS HERE AT THE LIBRARY!



## BINGO! BRUNCH

WEDNESDAY, JULY 1<sup>ST</sup> @ 11:30AM

COME PLAY BINGO WITH YOUR FRIENDS HERE AT THE LIBRARY!

## CLAPP FAMILY MASTODON

WEDNESDAY, JUNE 17<sup>TH</sup> @ 6PM

COME HEAR THE GRAND RAPIDS PUBLIC MUSEUM SHARE WHAT IT WAS LIKE TO DISCOVER A MASTODON IN WEST MICHIGAN!



## HAPPY BIRTHDAY AMERICA

WEDNESDAY, JULY 1<sup>ST</sup> @ 1PM

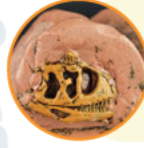
CELEBRATE AMERICA'S 250TH BIRTHDAY WITH A FUN LIBRARY PARTY -CRAFTS, GAMES, MUSIC, SNACKS, AND FUN FACTS!



## \*DINOSAUR LAMP PAINTING\*

THURSDAY, JUNE 18<sup>TH</sup> @ 2PM

PAINT AND DECORATE YOUR OWN GLOWING MASTERPIECE TO TAKE HOME! REGISTRATION REQUIRED. REGISTRATION OPENS 6/4.



## \*FOSSIL SOAP\*

WEDNESDAY, JULY 1<sup>ST</sup> @ 6PM

JOIN US IN MAKING THIS CUTE, SQUEAKY-CLEAN CRAFT! REGISTRATION REQUIRED. REGISTRATION OPENS 6/17.

## TECH HELP

FRIDAY, JUNE 19<sup>TH</sup> @ 10:30AM

GET SOME PERSONALIZED, HANDS-ON TECHNOLOGY ASSISTANCE AT THE LIBRARY!



## TECH HELP

FRIDAY, JULY 3<sup>RD</sup> @ 10:30AM

GET SOME PERSONALIZED, HANDS-ON TECHNOLOGY ASSISTANCE AT THE LIBRARY!



## DINO TRIVIA

SATURDAY, JUNE 20<sup>TH</sup> @ 11AM

TEST YOUR PREHISTORIC SMARTS AND COMPETE FOR PRIZES IN THIS FUN TRIVIA CHALLENGE FOR YOUNG DINO FANS! SNACKS PROVIDED.



## \*ROCK TUMBLING DROP-OFF\*

MONDAY, JULY 6<sup>TH</sup>

TURN YOUR EVERYDAY ROCKS INTO SMOOTH, SHINY TREASURES! PICKUP ON FRIDAY. REGISTRATION REQUIRED. REGISTRATION OPENS 6/24.

## TAKE & MAKE: 3D-DINOSAUR

MONDAY, JUNE 22<sup>ND</sup> - SATURDAY, JUNE 27<sup>TH</sup>

3D-PRINTED DINOSAUR THAT YOU CAN BUILD YOURSELF! WHILE SUPPLIES LAST.



## NATIONAL TREASURE

MONDAY, JULY 6<sup>TH</sup> @ 5PM

CELEBRATE THE U.S. 250TH WITH AN ALL-AGES NATIONAL TREASURE MOVIE NIGHT-ADVENTURE, HISTORY, AND SNACKS INCLUDED!



## \*ROCK TUMBLING DROP-OFF\*

MONDAY, JUNE 22<sup>ND</sup>

TURN YOUR EVERYDAY ROCKS INTO SMOOTH, SHINY TREASURES! PICKUP ON FRIDAY. REGISTRATION REQUIRED. REGISTRATION OPENS 6/8.



## BINGO! BRUNCH

WEDNESDAY, JULY 8<sup>TH</sup> @ 11:30AM

COME PLAY BINGO WITH YOUR FRIENDS HERE AT THE LIBRARY!

## \*PAINT ALONG WITH US\*

MONDAY, JUNE 22<sup>ND</sup> @ 2PM

COME TO AN INSTRUCTOR-LED PAINTING CLASS, RIGHT HERE AT THE LIBRARY! REGISTRATION REQUIRED. REGISTRATION OPENS 6/8.



## JURASSIC ADVENTURE ESCAPE ROOM

WEDNESDAY, JULY 8<sup>TH</sup> @ 6PM

COULD YOU ESCAPE A PACK OF DINOSAURS? TEST YOUR ABILITIES HERE!



## \*DINO TRINKET DISH\*

TUESDAY, JUNE 23<sup>RD</sup> @ 2PM

DESIGN AND DECORATE YOUR OWN DINO-THEMED DISH! REGISTRATION REQUIRED. REGISTRATION OPENS 6/9.



## \*DINOSAUR EYE NECKLACES\*

THURSDAY, JULY 9<sup>TH</sup> @ 2PM

DESIGN A STRIKING PENDANT OR NECKLACE FEATURING A COOL, REALISTIC DINO EYE. REGISTRATION REQUIRED. REGISTRATION OPENS 6/25.

## BINGO! BRUNCH

WEDNESDAY, JUNE 24<sup>TH</sup> @ 11:30AM

COME PLAY BINGO WITH YOUR FRIENDS HERE AT THE LIBRARY!



**ALL EVENTS ARE OFFERED FREE OF CHARGE.  
LIBRARY CARD NOT REQUIRED.**

**GIVE US A CALL!**  
**269-792-2891**

# SUMMER READING PROGRAM 2026 EVENTS

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## \*PAINT ALONG WITH US\*

**SATURDAY, JULY 11<sup>TH</sup> @ 11AM**

COME TO AN INSTRUCTOR-LED PAINTING CLASS, RIGHT HERE AT THE LIBRARY! REGISTRATION REQUIRED. REGISTRATION OPENS 6/27.



## \*DIY AGATE SUCKERS\*

**THURSDAY, JULY 23<sup>RD</sup> @ 2PM**

CREATE YOUR OWN EDIBLE WORK OF ART! REGISTRATION REQUIRED. REGISTRATION OPENS 7/9.



## DINO TALES

**MONDAY, JULY 13<sup>TH</sup> @ 11AM**

BRIGHT STAR THEATRE PRESENTS AN INTERACTIVE, FUN-FILLED SHOW OF STORIES, LAUGHS, AND DINOSAUR FACTS FOR FAMILIES!

## \*PAINT ALONG WITH US\*

**MONDAY, JULY 13<sup>TH</sup> @ 2PM**

COME TO AN INSTRUCTOR-LED PAINTING CLASS, RIGHT HERE AT THE LIBRARY! REGISTRATION REQUIRED. REGISTRATION OPENS 6/29.



## BINGO! BRUNCH

**SATURDAY, JULY 25<sup>TH</sup> @ 11:30AM**

COME PLAY BINGO WITH YOUR FRIENDS HERE AT THE LIBRARY!



## STORYTIME ROCKS

**TUESDAY, JULY 28<sup>TH</sup> @ 11AM**

JOIN US FOR A ROCK-THEMED STORYTIME WITH SIMPLE STORIES, SONGS, AND HANDS-ON FUN FOR AGES 0-5.



## BINGO! BRUNCH

**WEDNESDAY, JULY 15<sup>TH</sup> @ 11:30AM**

COME PLAY BINGO WITH YOUR FRIENDS HERE AT THE LIBRARY!

## BINGO! BRUNCH

**WEDNESDAY, JULY 29<sup>TH</sup> @ 11:30AM**

COME PLAY BINGO WITH YOUR FRIENDS HERE AT THE LIBRARY!



## \*COIL POTTERY\*

**WEDNESDAY, JULY 15<sup>TH</sup> @ 6PM**

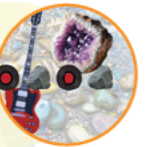
UNWIND WITH US AS WE PRACTICE COIL POTTERY. REGISTRATION REQUIRED. REGISTRATION OPENS 7/1.



## ROCK OUT! TRIVIA NIGHT

**WEDNESDAY, JULY 29<sup>TH</sup> @ 6PM**

THERE ARE LOTS OF WAYS TO ROCK, AND WE'RE GOING TO QUIZ YOU ON ALL OF THEM!



## TECH HELP

**FRIDAY, JULY 17<sup>TH</sup> @ 10:30AM**

GET SOME PERSONALIZED, HANDS-ON TECHNOLOGY ASSISTANCE AT THE LIBRARY!



## \*DINOSAUR VR EXPERIENCE\*

**WEDNESDAY, JULY 29<sup>TH</sup>**

COME FACE-TO-FACE WITH PREHISTORIC CREATURES IN VIRTUAL REALITY! REGISTRATION REQUIRED. REGISTRATION OPENS 1/15.

## TAKE & MAKE: SUMMER VISOR

**MONDAY, JULY 20<sup>TH</sup> - SATURDAY, JULY 25<sup>TH</sup>**

PICK UP THIS CUTE TAKE-HOME CRAFT AND DO IT WITH THE FAMILY. GRAB 'N GO STYLE! WHILE SUPPLIES LAST.



## \*DINOSAUR VR EXPERIENCE\*

**THURSDAY, JULY 30<sup>TH</sup>**

COME FACE-TO-FACE WITH PREHISTORIC CREATURES IN VIRTUAL REALITY! REGISTRATION REQUIRED. REGISTRATION OPENS 1/16.



## \*ROCK TUMBLING DROP-OFF\*

**MONDAY, JULY 20<sup>TH</sup>**

TURN YOUR EVERYDAY ROCKS INTO SMOOTH, SHINY TREASURES! PICKUP ON FRIDAY. REGISTRATION REQUIRED. REGISTRATION OPENS 1/6.



## TECH HELP

**FRIDAY, JULY 31<sup>ST</sup> @ 10:30AM**

GET SOME PERSONALIZED, HANDS-ON TECHNOLOGY ASSISTANCE AT THE LIBRARY!

## DINOSAUR STORYTIME

**TUESDAY, JULY 21<sup>ST</sup> @ 11AM**

JOIN US FOR A DINOSAUR-THEMED STORYTIME WITH BOOKS, SONGS, AND SIMPLE ACTIVITIES FOR YOUNG CHILDREN



## \*ADOPT A DINOSAUR\*

**SATURDAY, AUGUST 1<sup>ST</sup> @ 11AM**

KIDS CAN "ADOPT" THEIR VERY OWN SMALL STUFFED DINOSAUR AND GIVE IT A NAME. REGISTRATION REQUIRED. REGISTRATION OPENS 7/18.



## BINGO! BRUNCH

**WEDNESDAY, JULY 22<sup>ND</sup> @ 11:30AM**

COME PLAY BINGO WITH YOUR FRIENDS HERE AT THE LIBRARY!



## JURASSIC JOEL'S MAGIC SHOW

**TUESDAY, AUGUST 4<sup>TH</sup> @ 10:30AM**

SEE MAGIC AND PREHISTORIC THEMES COME TOGETHER FOR A FUN, INTERACTIVE PERFORMANCE.

## STORY OF MNOMEN

**WEDNESDAY, JULY 22<sup>ND</sup> @ 6PM**

COME LISTEN TO A MEMBER OF THE GUN LAKE TRIBE TALK ABOUT THE HISTORY WILD RICE AND STORYTELLING.



## FINALE PARTY

**WEDNESDAY, AUGUST 5<sup>TH</sup> @ 4PM**

SUMMER READING IS OVER! READING LOGS AND RAFFLE ENTRIES MUST BE TURNED IN BY NOON. TIME TO DRAW FOR PRIZES!



## \*DIY AGATE SUCKERS\*

**THURSDAY, JULY 23<sup>RD</sup> @ 11AM**

CREATE YOUR OWN EDIBLE WORK OF ART! REGISTRATION REQUIRED. REGISTRATION OPENS 7/9.

**ALL EVENTS ARE OFFERED FREE OF CHARGE.  
LIBRARY CARD NOT REQUIRED.**



## ARTICLE IV: OFFICERS

**Section 1. Officers.** Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

**Section 2. Term.** The officers shall be elected for a term of two years at the annual meeting of the Board each January unless otherwise agreed by the board.

**Section 3. Vacancies.** Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy for the unexpired term, except for the office of President, in which case the Vice-President shall assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

**Section 4. Term Limits.** No officer shall serve more than 2 consecutive 2-year terms in the same office unless the Board agrees by unanimous vote to an additional term.

## ARTICLE V: DUTIES OF THE OFFICERS

**Section 1. President.** The President shall assist with the preparation of the agenda, preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

**Section 2. Vice-President.** In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

**Section 3. Secretary.** The Secretary of the Board shall ensure that minutes of the Library Board meetings and other library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President or written request of two Trustees, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of the responsibilities to the Library Director.



**Section 4. Treasurer.** The Treasurer shall control expenditures from the Library fund by approving documentation presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director. The Treasurer shall also be the Chairperson of the Finance Committee.

## **ARTICLE VI: MEETINGS**

**Section 1. Regular Meetings.** The regular meeting of the Library Board shall be held on each month, the date and time to be set by the Board at its annual meeting (first meeting of the fiscal year). Within ten (10) days following the annual meeting, the Library shall post in a public place a notice setting forth dates, times, and places of all regular meetings scheduled for the ensuing fiscal year. If there are any changes in this schedule, as required, the Library shall post a public notice stating the new times, dates and places of its regular meetings. This notice shall be posted within three (3) days after the meeting at which the change is made and shall be posted in the monthly announcement of the regular meeting.

**Section 2. Annual Meeting.** The Annual Meeting of the Library Board shall be the regular meeting in the month of January and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

**Section 3. Special Meetings.** Special meetings may be called by the President or upon written request of two Trustees. Notice must be provided (as required by the Open Meetings Act), at least eighteen (18) hours before the special meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

**Section 4. Agenda.** The agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) days before a regular meeting.