

AGENDA

Henika District Library
Board of Trustees Meeting
July 15th, 2025 at 6:30pm

I. Call to Order

- A. Members Present:
- B. Members Absent:
- C. Staff Present:
- D. Guests:

II. Approval of Agenda (M)

III. Community Opportunity to Address the Board

IV. Approval of Meeting Minutes

- A. June 2025 Regular Meeting Minutes (M) *(PAGES 3 - 6)*
- B. June 17th 2025 Special Meeting Minutes (M) *(PAGE 7)*

V. Financial Reports

- A. June 2025 *(PAGES 8 - 15)*
 - 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 16 - 30)

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

VII. Committee Reports

- A. 6/17 Finance Committee *(PAGES 31 - 32)*
- B. 7/14 Building & Grounds Committee *(PAGE 33)*

VIII. Unfinished Business

- A. Facade Grant *(PAGES 34 - 52)*

IX. New Business

- A. New Trustee Applications *(SEPARATE PACKET)*
- B. Salary & Raise Policy Revision Draft *(PAGE 53)*
- C. Professional Fundraiser
- D. Set Budget Hearing *(PAGES 54 - 56)*

X. Around the table

XI. Adjournment

Meeting Minutes

Henika District Library

Board of Trustees Meeting

June 10, 2025 at 6:30 p.m.

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

Members Absent:

Staff Present: Cierra Bakovka – Director

Guests: Carol Dawe (of Lakeland Library Cooperative)

- I. Call to Order: Meeting called to order at 6:31 p.m. by Augustin.
- II. Approval of Agenda motioned by Kuhn and seconded by Brinks. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community apart from presenter, Carol Dawe.
- IV. Approval of May 2025 meeting minutes motioned by Augustin and seconded by Musgrave. All yes, motion carried.
- V. Board Development with Carol Dawe (Director of Lakeland Library Cooperative)
 - A. Dawe gave a presentation about Board Roles and Responsibilities.
- VI. Financial Reports for May 2025
 - A. Book Sale Change Withdrawal - Kuhn motioned to allow \$200 in change from the checking account to be withdrawn by Bakovka for the book sale and Summer Fest. Augustin seconded. All yes, motion passed.
 - B. Monthly check register was reviewed. We have paid for the restriping of the parking lot, but the service has not been performed yet. The City of Wayland contacted us about an error they made in our last payment received. After the adjustment, we needed to pay back \$87.44 to them. Annual elevator lift test was paid for, though the service has not yet been performed.
 - C. Credit card detail report was reviewed. Calendly charge is for our scheduling software for appointments, etc. Intermedia charge is for our phone. Vistaprint

charge is for Summer Reading supplies. Tori's charge for hotel was leftover from April.

- D. YTD vs Actual was reviewed.
- E. United Bank accounts were reviewed.
- F. Approval of paid bills motioned by Marsh and seconded by Brinks. All yes, motion carried.

VII. Director's Report for May 2025

We received a \$5000 donation for the expansion project from a couple. We sent a thank you letter and some Henika swag. Our air conditioning and furnace units have been installed. Bakovka has reached out to the City of Wayland, whose secretary is on extended medical leave; the City has asked that the Board handle the applications for a new board member and give a recommendation to the City. The applications are open until June 30th and the Board will review them at the July meeting. Director and staff are busy preparing for Summer Fest.

- A. Monthly Statistics were reviewed. Traffic stats were 7209 for May. There have been a lot of "in and outs" by children.
- B. The Youth Services report was reviewed. Event attendance was good. Tori visited schools and spoke with 615 kids.
- C. The Adult Services report was reviewed. Jerry Berg came back to present Battlefield Tactics of the Revolutionary War. A bit of a slow month overall.
- D. The Circulation report was reviewed. 19 new patron accounts added in May! 1 through Patron Point; Bakovka will check if this person was in the City or Township and potentially not use the category of Patron Point going forward. Seed library was slower, but still being utilized.

VIII. Committee Reports:

- A. Planning Committee (6/4/25): The committee meeting minutes from June were reviewed.

IX. Unfinished Business:

- A. Architect RFP Update:
 - 1. Triangle Alternate LOE

Bakovka has gone back and forth with the USDA regarding our loan application. We need to review our options and make a decision about contractors and the architect RFP in order to move forward with the USDA application.

The finance committee has explored other avenues for funding, and private loans are very expensive. Finding a grant for the full \$4 million we need would also be very difficult.

In the next 2-4 years, the solar farm in the area should be up and running, and at that point, we will be the recipient of taxes from the farm.

Our current options appear to be as follows:

- 1.) We can hire Triangle as an Owner's Representative and continue with the USDA loan application.
- 2.) We can fire Triangle completely, publish a new RFP for an architect and continue with the USDA loan application.
- 3.) We can terminate our application with the USDA and pursue alternate routes for funding.

Though the Board likes the idea of retaining Triangle, we need more information and details before making anything official. It is already too late for us to have everything we need to meet the September deadline for the USDA.

Bakovka will take questions to Triangle to get clarification on some issues.

Kuhn motioned to table the discussion and voting until we schedule a special meeting for June 17, 2025 at 1:30 p.m. for the Board to vote on this issue, once we have more information. Musgrave seconded. All yes, motion carried.

B. Copier:

We have received conflicting information from Applied Innovation about whether or not we will own our copier outright after the lease is up. This clause is not explicit in our lease agreement, though the emails exchanged between Nick Vander Horst of Applied Imaging (now Applied Innovation) and according to the meeting minutes from June 14, 2022, the Board was under the impression that we would own the copier after 60 months. Bakovka will pursue this further with Applied Innovation, since our evidence of communication from them is worded in such a way as to imply that we paid a particular amount specifically so that we could own the machine after 60 months.

X. New Business:

- A. CPR/AED Certification Renewal: Staff certificates are up for recertification. Bakovka would like the staff to do the class portion online and take the skills test in-person on Monday, July 28th, which will require that the library close during this time. This training will be in place of the regular staff meeting. Musgrave motioned to approve the recertifications and temporary library closure. Augustin seconded. All yes, motion carried.

XI. Around the table:

- A. Cierra Bakovka - Thanked everyone for making the meeting effective. Special thanks to Maria Musgrave for her 16 years of service on the library board. Presented Maria with a cake and plaque.

- B. Jacqui Kuhn - Had brought up concerns about the mobile version of the website - thanks to Bakovka for addressing it right away and making some improvements. Thanks to Maria for her service.
- C. Rachel Brinks - Thanks to Maria for her service to the library.
- D. Deb Vander Slik - Thanks to Maria for her work on the board.
- E. Danielle Simmons - Thanks to Maria for all her years on the board. It's been a pleasure serving together.
- F. Maria Musgrave - Will miss everyone! Thanks for the cake and plaque.
- G. Pam Meyer - Maria has been a great example of presenting things in a balanced way and being willing to bring up different perspectives.
- H. Gary Marsh - Appreciates Maria's service and especially her good memory.
- I. Megan Augustin - Thanks to Maria for all she's done.

XII. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:59 p.m.

Meeting Minutes

Henika District Library

Board of Trustees Meeting

June 17, 2025 at 1:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Danielle Simmons, Deb Vander Slik

Members Absent: Pam Meyer

Staff Present: Cierra Bakovka – Director

Guests: Brianne Pitchford & Mike Meyers from Triangle

- I. Call to Order: Meeting called to order at 1:30 p.m. by Augustin.
- II. Approval of Agenda: Kuhn motioned to table the approval of minutes from the June 2025 regular meeting until the July meeting and otherwise proceed as written. Seconded by Augustin. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present apart from Triangle representatives.
- IV. Unfinished Business
 - A. Architect RFP Update
 1. Triangle Alternate LOE: Brianne Pitchford and Mike Meyers from Triangle gave information on the timelines associated with using a bonds/millage combination for project funding vs. proceeding with USDA loan/millage approach. The board was unfamiliar with the bonds option. Discussion ensued. Augustin then motioned to table the discussion and final decision until the July meeting. Kuhn seconded. All yes, motioned carried.
- V. Around the table: Skipped due to meeting running late.
- VI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 2:12 p.m.

Date	Payee	Memo	Account	Amount
6.11.25	Absopure		Utilities	\$79.86
6.11.25	Amazon	Programming, Equipment, materials, supplies	-SPLIT-	\$534.29
6.11.25	Baker & Taylor		Materials	\$570.80
6.11.25	City of Wayland		Utilities	\$78.00
6.11.25	Consumers Energy		Utilities	\$370.72
6.11.25	Dunham		Accounting	\$516.00
6.11.25	MERS		Employee Benefits	\$1,733.83
6.11.25	MJA Landscape		Building & Grounds	\$320.00
6.11.25	Spectrum		Utilities	\$66.43
6.11.25	T-Mobile		Communications	\$528.37
6.11.25	TKS	Quarterly Bill	Contractual Serv.	\$59.85
6.11.25	US Bank		Equipment	\$579.96
6.25.25	AF Group	Annual Workman's Comp insurance	Insurance	\$423.00
6.25.25	Amazon	Programming, Equipment, materials, supplies	-SPLIT-	\$542.10
6.25.25	Baker & Taylor		Materials	\$759.97
6.25.25	Blue Cross		Employee Benefits	\$4,282.84
6.25.25	Cardmember Service		-SPLIT-	\$1,995.08
6.25.25	Decker Agency	Insurance Renewal	Insurance	\$8,103.00
6.25.25	Elite Fund	Erate Filing Cost Annual	Contractual Serv.	\$292.00
6.25.25	Hastings Public Library	Lost and Paid Materials	Contractual Serv.	\$38.00
6.25.25	Kansas City Life		Employee Benefits	\$112.10
6.25.25	Michigan Gas		Utilities	\$80.35
			Total:	\$22,066.55

**June 2025 Statement**

Open Date: 05/15/2025 Closing Date: 06/12/2025

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Visa® Business Cash Card

HENIKADISTRICTLIBRARY

Account:

**Elan Financial
Services**

BUS 30 ELN 123 7

1-866-552-8855

9

New Balance	\$1,995.08
Minimum Payment Due	\$20.00
Payment Due Date	07/10/2025

Reward Points

Earned This Statement	2,221
Reward Center Balance as of 06/12/2025	17,339
For details, see your rewards summary.	

Activity Summary

Previous Balance	+	\$2,774.52
Payments	-	\$2,774.52 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,995.08
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$1,995.08
Past Due		\$0.00
Minimum Payment Due		\$20.00
Credit Line		\$30,500.00
Available Credit		\$28,504.92
Days in Billing Period		29

Payment Options:Mail payment coupon
with a checkPay online at
myaccountaccess.comPay by phone
1-866-552-8855*Please detach and send coupon with check payable to: Elan Financial Services*

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

 . to pay by phone
 . to change your address

HENIKADISTRICTLIBRARY

ACCOUNTS PAYABLE

149 S MAIN ST

WAYLAND MI 49348-1208

Account Number	
Payment Due Date	7/10/2025
New Balance	\$1,995.08
Minimum Payment Due	\$20.00

Amount Enclosed \$ _____

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 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.

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.



June 2025 Statement 05/15/2025 - 06/12/2025
HENIKADISTRICTLIBRARY

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Elan Financial Services 1-866-552-8855

Business Cash

Rewards Center Activity as of 06/12/2025	
Rewards Center Activity*	0
Rewards Center Balance	17,339

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	1,995	12,658
2 Extra Points - Telecom & Office Supply	226	1,714
1 Extra Point - Restaurants & Gas	0	62
Total Earned	2,221	14,434

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.

***IMPORTANT NOTICE:** Please see the enclosed insert for changes being made to your cardmember agreement.

***IMPORTANT NOTICE:** Please see the enclosed insert for changes being made to your cardmember agreement.

We have made changes to the Arbitration Agreement in your account agreement and the Rewards Forfeiture language. Please visit mycardgtb.com/elanNotification to review the changes. If you have any questions, call the number on the back of your card.

Transactions BAKOVKA, CIERRA J Credit Limit \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/16	05/15	6049	ETSY, INC. 718-8557955 NY	\$147.14	Ad Promo
05/22	05/21	0990	DOLLAR TREE JENISON MI	\$5.30	Supplies
05/22	05/21	2881	SP GYPSYJOY CREATION GYPSYJOYCREAT MI	\$985.81	Ad Promo
05/22	05/21	5371	WHENIWORK.COM WHENIWORK.COM MN	\$21.00	CS
05/27	05/23	7736	KAY DEE'S GARDEN JENISON MI	\$78.41	Bo
05/29	05/28	3078	Mailchimp 678-9990141 GA	\$19.50	CS
05/30	05/29	1734	USPS PO 2597840348 WAYLAND MI	\$9.45	Post
06/02	05/29	4041	FIVE BELOW 566 GRANDVILLE MI	\$15.90	Supplies
06/02	06/01	5951	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
06/10	06/09	6453	INTERMEDIA.NET INC 800-379-7729 WA	\$113.13	CS
06/12	06/11	0450	DOLLAR TREE JENISON MI	\$60.69	Supplies

Continued on Next Page



June 2025 Statement 05/15/2025 - 06/12/2025
HENIKADISTRICTLIBRARY

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Elan Financial Services (1-866-552-8855

Transactions BAKOVKA,CIERRA J Credit Limit \$30500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/12	06/11	4438	ZAZZLE INC 888-892-9953 CA	\$48.56	Ad Promo
Total for Account				\$1,526.08	

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/16	05/15	6153	DOLLAR-GENERAL #9954 WAYLAND MI	\$19.08	4P
05/22	05/21	8490	DOLLAR TREE KENTWOOD MI	\$35.78	4P
Total for Account				\$54.86	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/15	05/14	3101	4IMPRINT, INC 4IMPRINT.COM WI	\$370.44	AP
05/21	05/19	9965	HORROCKS MARKET KENTWOOD MI	\$9.97	AP
05/22	05/21	4126	MEIJER STORE #158 GRAND RAPIDS MI	\$7.79	AP
05/29	05/28	3241	MEIJER STORE #158 GRAND RAPIDS MI	\$5.99	AP
06/05	06/03	7435	PAYPAL *GRAEPHILLIP 4029357733 CA	\$19.95	AP
Total for Account				\$414.14	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
06/04	06/03	0118	PAYMENT THANK YOU	\$2,774.52CR	
Total for Account				\$2,774.52CR	

2025 Totals Year-to-Date

Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

Henika District Library

Balance Sheet

As of June 30, 2025

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking - 7152	201,469.80
Cash - HY Savings - 013	514,169.18
Certificate of Deposit - 228	78,814.88
Certificate of Deposit - 548	33,803.30
Certificate of Deposit - 556	56,984.57
Savings - Building Fund - 212	241,976.19
Total Checking/Savings	1,127,217.92
Accounts Receivable	
Due from Other Government Units	2,072.78
Property Tax Receivable	331,103.06
Total Accounts Receivable	333,175.84
Total Current Assets	1,460,393.76
TOTAL ASSETS	1,460,393.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Property Taxes	331,103.06
Direct Deposit Liabilities	-6,939.51
Payroll Liabilities	1,962.97
Total Other Current Liabilities	326,126.52
Total Current Liabilities	326,126.52
Total Liabilities	326,126.52
Equity	
Opening Balance Equity	51,707.97
Unrestricted Net Assets	854,506.51
Net Income	228,052.76
Total Equity	1,134,267.24
TOTAL LIABILITIES & EQUITY	1,460,393.76

Henika District Library

Profit & Loss Budget vs. Actual

January through June 2025

	Jun 25	YTD 25	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
400502 - Federal E-Rate	0.00	1,769.03	3,500.00	-1,730.97
400540 - State Aid	273.73	4,552.13	10,500.00	-5,947.87
400581.C - City Contribution	0.00	168,557.45	195,000.00	-26,442.55
400581.T - Township Contributio	0.00	242,855.98	230,000.00	12,855.98
400582 - Non-Resident Fees	38.92	215.56	140.00	75.56
400601 - Copies and Faxes	312.53	2,306.44	1,700.00	606.44
400656 - Penal Fines	2,981.70	17,179.85	32,000.00	-14,820.15
400657 - Fines	45.05	604.89	350.00	254.89
400665 - Interest Income	1,897.56	11,276.29	16,000.00	-4,723.71
400691 - Donations	1,418.14	19,380.24	12,610.00	6,770.24
400692 - Miscellaneous Revenue	0.00	1,882.00	1,882.00	0.00
400693 - Book Sale	764.23	1,177.46	340.00	837.46
400700 - Grants	0.00	3,608.77	4,100.00	-491.23
Total Income	7,731.86	475,366.09	508,122.00	-32,755.91
Expense				
700710 - Employee Benefits	5,605.23	35,183.39	70,000.00	-34,816.61
700727 - Postage	50.45	188.30	600.00	-411.70
700728 - Supplies	281.94	4,477.06	9,000.00	-4,522.94
700740 - Equipment	607.64	10,257.38	14,000.00	-3,742.62
700740 - Furnishings	0.00	120.57	2,000.00	-1,879.43
700740 - Materials	1,921.79	14,959.93	37,750.00	-22,790.07
700801 - Advertising & Promo	1,381.51	3,276.97	4,650.00	-1,373.03
700805.1 - Accounting	475.00	11,481.20	16,000.00	-4,518.80
700805.2 - Bank Charges & Fees	0.00	50.88	100.00	-49.12
700806 - Technology Support	0.00	1,420.00	3,000.00	-1,580.00
700808 - Building & Grounds	398.41	9,832.42	12,882.00	-3,049.58
700850 - Communications	528.37	3,205.72	5,100.00	-1,894.28
700910 - Building/Liability Ins	8,526.00	8,576.00	7,300.00	1,276.00
700920 - Public Utilities	788.49	5,429.63	11,000.00	-5,570.37
700933 - Equipment Repairs	0.00	1,692.24	3,500.00	-1,807.76
700954 - Contractural Services	451.54	10,212.80	32,500.00	-22,287.20
700955 - Memberships / Training	0.00	3,848.47	8,000.00	-4,151.53
700956 - Programming	1,226.55	7,165.55	16,380.00	-9,214.45
700970 - Capital Outlay	0.00	11,900.00	12,360.00	-460.00
Payroll Expenses	16,815.12	96,435.83	225,000.00	-128,564.17
Payroll Tax Expense	1,310.28	7,598.99	17,000.00	-9,401.01
Total Expense	40,368.32	247,313.33	508,122.00	-260,808.67
Net Ordinary Income	-32,636.46	228,052.76	0.00	228,052.76
Net Income	-32,636.46	228,052.76	0.00	228,052.76



Home

Alerts

You have no alerts.

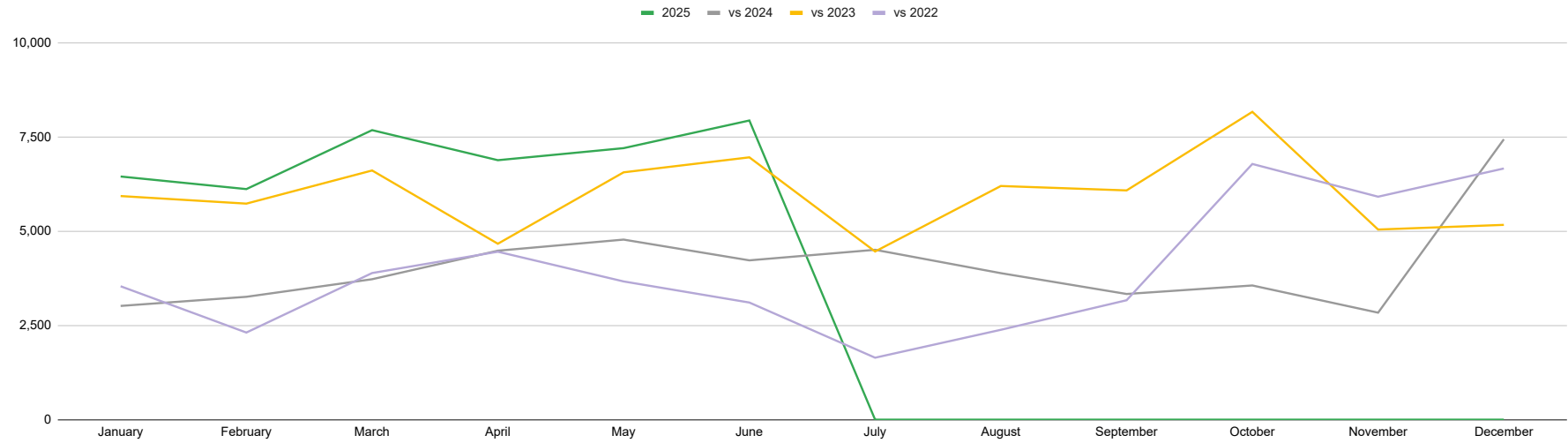
Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$210,401.97
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$514,169.18
BUILDING FUND XXX212	Current balance \$241,976.19
TIME DEPOSIT XXXX228	Current balance \$78,814.88
TIME DEPOSIT XXXX079	Current balance \$33,803.30
TIME DEPOSIT XXXX087	Current balance \$56,984.57

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

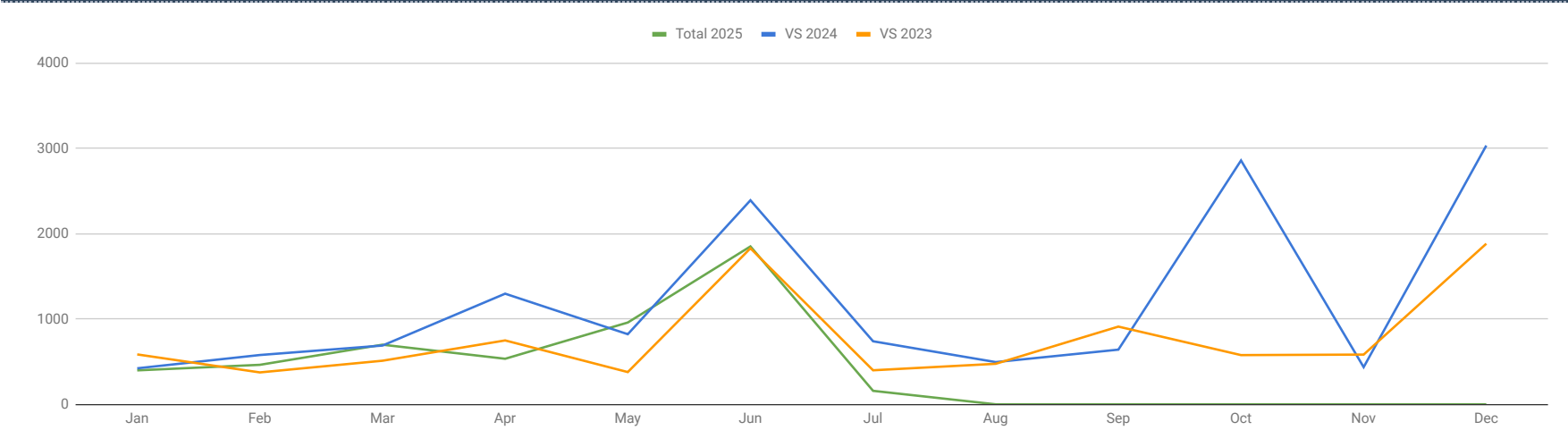
NOTICE: United Bank is not responsible for and has no control over the subject matter, content, information, or Member FDIC. Equal Housing Lender 

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	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2025	6,456	6,122	7,687	6,889	7,209	7,943	0	0	0	0	0	0	42,306	7,051
vs 2024	3,020	3,262	3,729	4,486	4,781	4,230	4,510	3,890	3,337	3,563	2,841	7,444	49,093	4,091
vs 2023	5,937	5,736	6,616	4,671	6,567	6,965	4,465	6,204	6,087	8,173	5,048	5,172	71,641	5,970
vs 2022	3,542	2,313	3,893	4,459	3,670	3,110	1,645	2,386	3,171	6,789	5,920	6,669	47,567	3,964

[illegible]



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	362	306	527	437	888	675	0	0	0	0	0	0	3195
Adult	23	78	87	71	56	255	24	0	0	0	0	0	594
Family	13	79	85	26	15	921	134	0	0	0	0	0	1273
Total 2025 [1]	398	463	699	534	959	1,851	158	0	0	0	0	0	5062
VS 2024	422	578	689	1,297	822	2,392	739	495	641	2,859	436	3,034	14404
VS 2023	585	374	511	749	378	1,829	399	475	911	577	583	1,883	9254
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
Yearly Increase	94%	80%	101%	41%	117%	77%	21%	0%	0%	0%	0%	0%	35%

Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth Live Events	151	76	223	262	761	144	0	0	0	0	0	0	1617	135
Youth Reading Programs	37	43	123	9	2	412	0	0	0	0	0	0	626	52
Passive Programs	174	187	181	166	125	119	0	0	0	0	0	0	952	79
Adult Live Events	23	65	87	71	56	31	24	0	0	0	0	0	357	30
Adult Reading Programs	0	13	0	0	0	224	0	0	0	0	0	0	237	20
Family Live Events	13	79	85	26	15	921	134	0	0	0	0	0	1273	106

	2025			2024			2023		
	Participated	Finished	%	Participated	Finished	%	Participated	Finished	%
Children	398	19	5%	498	232	47%	350	186	53%
Teens	37	4	11%	31	10	32%	43	10	23%
Adults	233	14	6%	318	136	43%	200	93	47%
Total	668	37	6%	847	378	45%	593	289	49%

Sign Up Inc79%

Finisher Inc10%

	2022			2021		
	Participated	Finished	%	Participated	Finished	%
	461	106	23%	90	29	32%
	48	9	19%	14	1	7%
	116	41	35%	39	11	28%
Total	625	156	25%	143	41	29%

June 2025

Youth Services Report

Tori Schreur, Youth Services Librarian

Color and Crunch: 16 attendees

Color and crunch was kind of programmed to replace After School Art. Since school was out, I wanted kids to still be able to come in and color and craft if they wanted to. I had coloring pages printed on cardstock so they were a little thicker quality, and had acrylic and nice fine point pens for the coloring. Crayons, markers, and colored pencils were also provided.

Messy Play Monday: 79 attendees

Talk about fun! I held three Messy Play Mondays at the end of June. One outside and the other two inside due to the heat. The first session was probably the most fun! We three “paintballs” until they splattered, made our own snowballs, and got to color and take home our own library bags. The next session we brought the fun inside and painted rocks, seashells, and played in the dirt! The last session was a little less messy, which was actually pretty nice because the kids that came this time around were pretty young. We played with playdoh, colored our own cars to take home and played with some sensory bins.

DIY Clown Popcorn: 24 attendees

These were a little tricky to make, because it took a bit of effort to wrap the popcorn buckets with the felt, but the kids had fun. I had various colors of felt around so they could make their clowns any color they wanted. A lot of kids took creativity into their own hands and made other things like cats, axolotls, and monsters!

Farmer’s Market: 13 attendees

It was a very hot and slow day at the Farmer’s Market, but for the amount of people that were out there, I was happy with having 13 people join my storytime. I read books about the Earth and different types of rocks. Even the older kids liked the books about rocks! I also signed up three teens for Summer Reading while I was there, so what a win!

Cirque Amongus: 39 attendees

Another hot day, but both the performers and the guests were troopers! We set up on the side of the building to hopefully provide more shade. It worked for about half the show, but as the sun started to move, so did the shade. The kids really liked interacting with the performers, and the performers themselves did a great job with it. They rode unicycles, juggled, and had quite a few different balancing acts.

Evan Blissful: 13 attendees

I hesitated booking a concert after Cirque Amongus, but for only having 13 attendees, it was pretty fun. We were hoping to get him outside, but the weather was a little spotty, and we weren't sure whether rain was coming or not. Evan did a great job interacting with both the kids and the parents. Since it was a small crowd, he made a point to learn everyone's name, which really helped the kids feel comfortable. He sang songs, played games, and overall did a great jobs with the kids.

Preschool Visit: 15 attendees

The Wee Wings Montessori Preschool stopped by the library to learn how libraries work. They also updated their account so each kid could check out a library book. I also read them a few books about fish that they had never heard of before! They have made a plan to attend every other Friday when I am working.

Scavenger Hunt: 113 kids**1000 Books Before Kindergarten: 7 Kids moved onto the next level****Looking Forward:**

July is looking like a fun and busy month! On July 1st we will be making our own cotton candy, which has generated a lot of interest. July 8th I will be doing a Circus Themed Storytime with books and crafts about the circus. July 10th, and I hope we have some people show because I'm super excited for it, is an Oddities Show and Tell for Teens. I'm hoping the Oddities Festival in Grand Rapids helps draw attention to it. On July 14th we're going to learn how to make our own Balloon Animals. I'm thinking of having different tables set up with different instructions for (easy) animals for the kids and their grown ups to learn how to make. On July 22nd we will have a Circus playtime with games and activities. July 23rd, Abby and I are teaming up for Bingo. We are also teaming up on Monday, the 28th to put on The Greatest Showman. Then on the 31st, I will have a program for Teens where we will be making Crystal Balls.

June 2025
Adult Services Report
Abigail Cummings, Adult Services Librarian

Programs & Attendance

Drop-in Bullet Journaling: 1

This was just a small, easy event so that there would be something in the beginning of June before Summerfest. I have all the materials needed, and it's a nice thing to just have available.

Witchlight Wonder: 9

This was my first time doing a dnd oneshot at the library, and I was really happy with how it went! Everyone had a great time, and we're still getting calls about when we're going to do it again. I think I'd like to do something similar in August after summer reading is over.

Chaos at the Carnival: 18

This murder mystery was great! Definitely fewer people came to this one than the one last year, which does make me think that there's a bigger draw when it's held at a restaurant. I was thinking of reaching out to McDuffs to do another one in October, with a Halloween theme.

Tech Help: 3

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.

Bingo! Brunch: 79

Summer bingo! Brunch has definitely started! The first day we hit almost 50, and it was around 30-something the second day. This is definitely my biggest draw during the summer.

Seed Library Patrons: 9, Seeds: 44

Seed library usage went way down this month, which did surprise me a bit. But, we still have given out almost 500 more seeds than last year, so I'm pretty happy with the overall results so far.

Total Program Participants: 119

June Reflection

There simply weren't a lot of events in June, due to ALA, Summerfest, and some other scheduling things. I usually do stitching circle, painting, and an event every Monday, but that wasn't a possibility in June. However, I feel like the events we did have were well attended, and the small break from programming allowed me to focus on summer reading and ongoing

education. The dnd program exceeded my expectations, and bingo! Brunch was a hit with the kids out of school.

Looking Forward

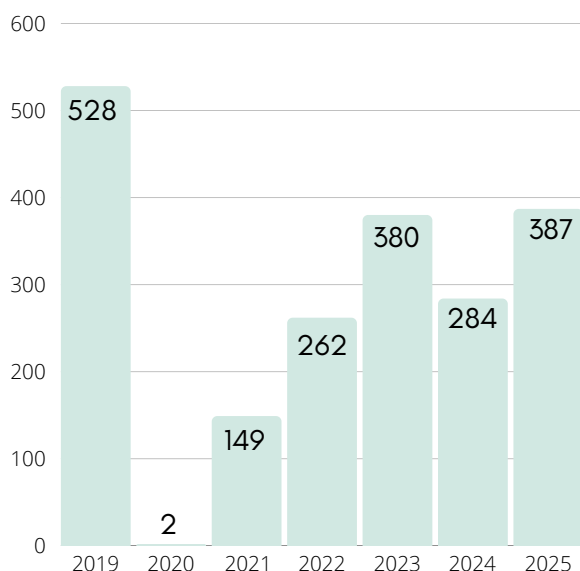
There are a lot of events in July! There's painting, puzzle-palooza, a take-and-make craft, two history presenters, a movie night, stitching circle, tech help, a jackbox game night at 4one2, and 5 bingo brunches. I definitely think we'll be making up for lost time in July!

June 2025

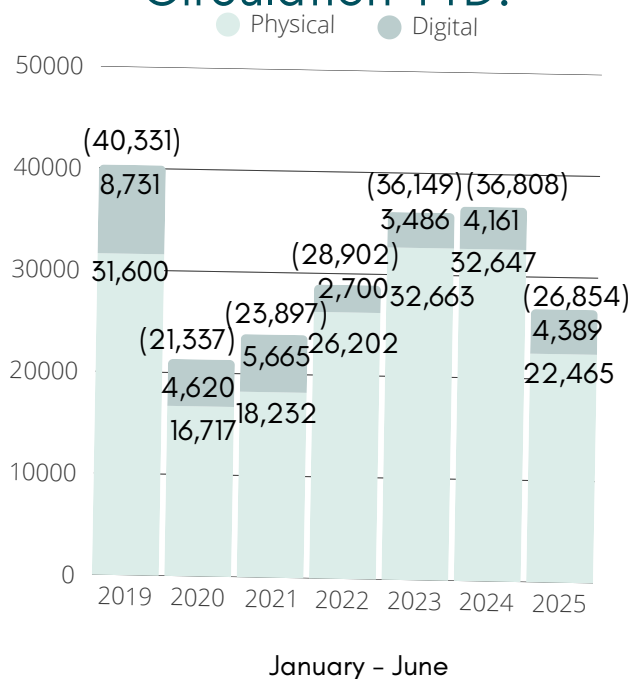
Our June circulation numbers are 9,954 less than what they were in June 2024. The categories showing the most growth from last year during the month of June is Tween Print; which circulated 1.7 times more than this time last year and Youth DVDs, which circulated 1.4 times more than last June. Other categories showing noticeable growth from last June include: Adult Print, Video Games, Special Collection, General Fiction DVDs, Juvenile Audiobooks, Adult e-Books, Adult e-Audiobooks, and Teen e-Audiobooks. The categories that are not circulating as well as they did in June of 2024 include: Teen Print, Juvenile Print, MeL Items, Board Games, General NF DVDs, Adult Audiobooks, Teen Audiobooks, Tween Audiobooks, Teen e-Books, Juvenile e-Books, and Juvenile e-Audiobooks. On another note, our Computer sessions are 1.4 times higher than what they were at this time last year. I am hopeful that our circulation numbers will begin to improve through the end of the summer as patrons are checking out several of our items to take with them on their travels and are participating in our Summer Reading Program.

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



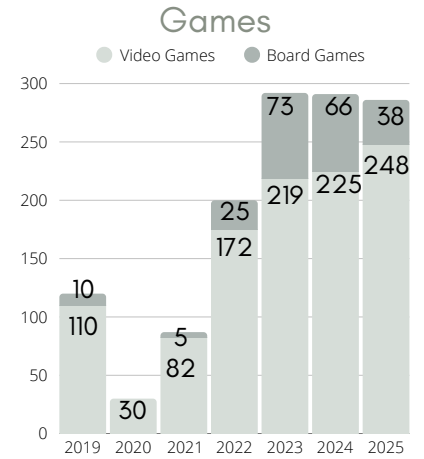
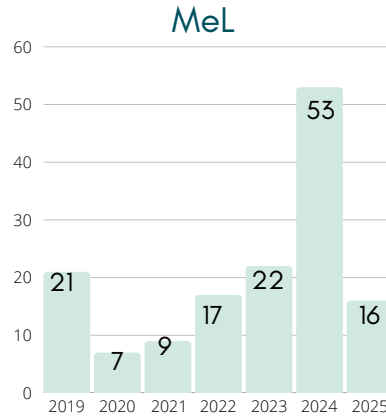
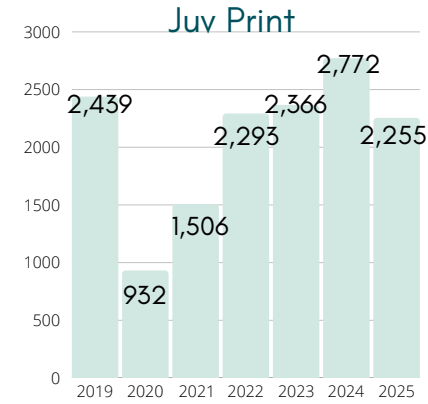
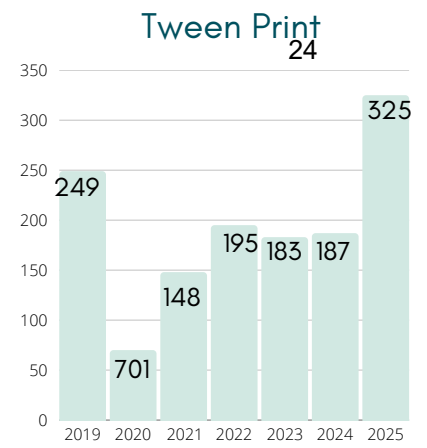
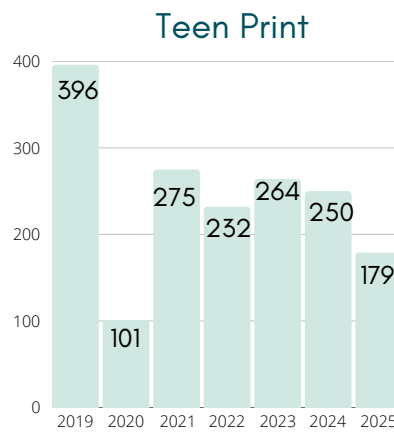
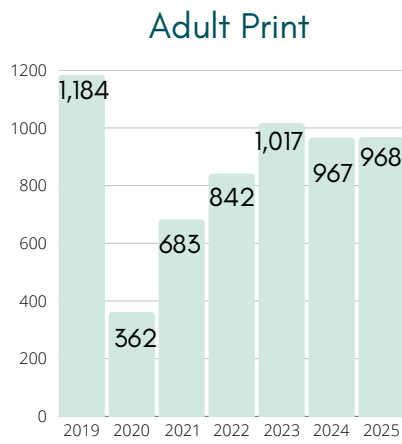
Henika has 2,597 total patron accounts. 574 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

155 Patron accounts added YTD
 32 Patron accounts added in June:

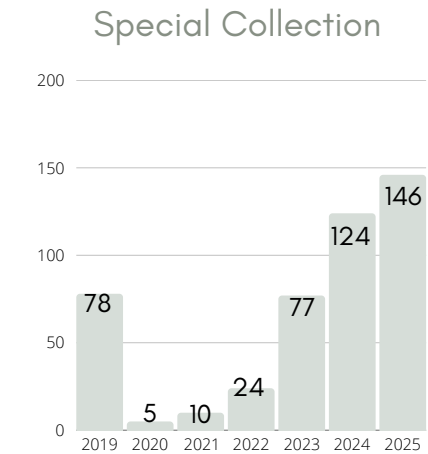
- 25 - Wayland City
- 6 - Wayland Township
- 1 - Non-Resident

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

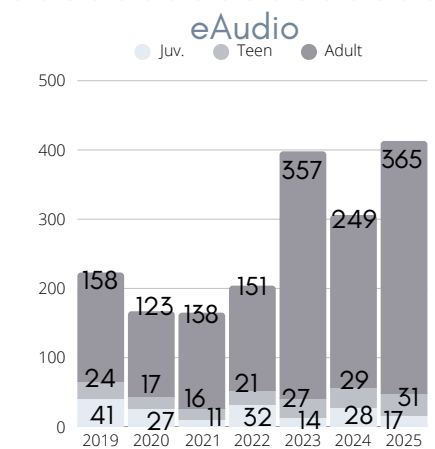
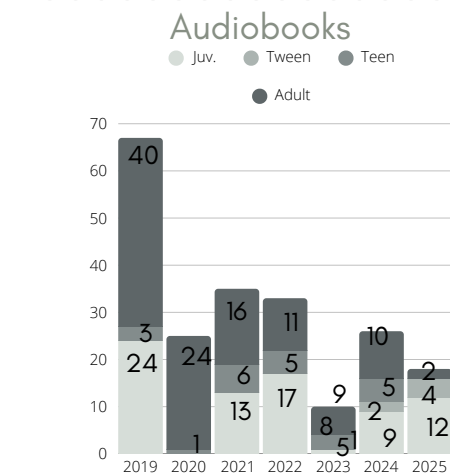
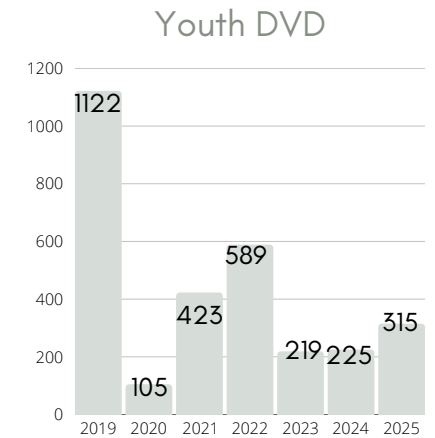
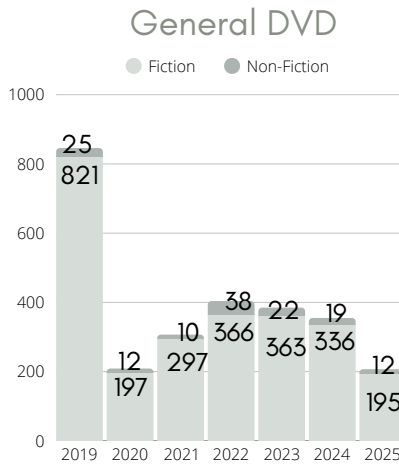
June Circulation, 2019-2025

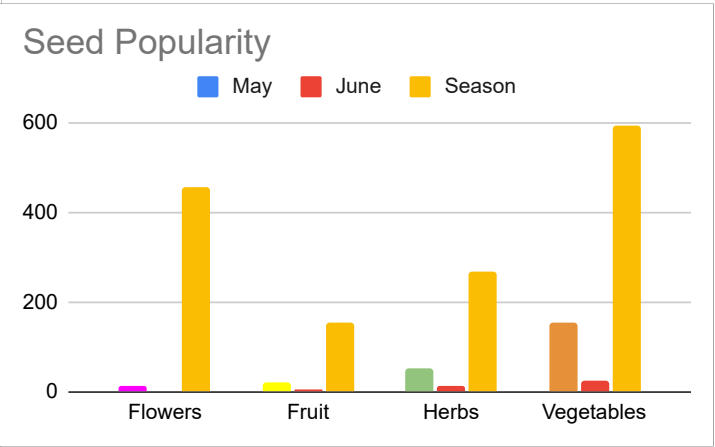
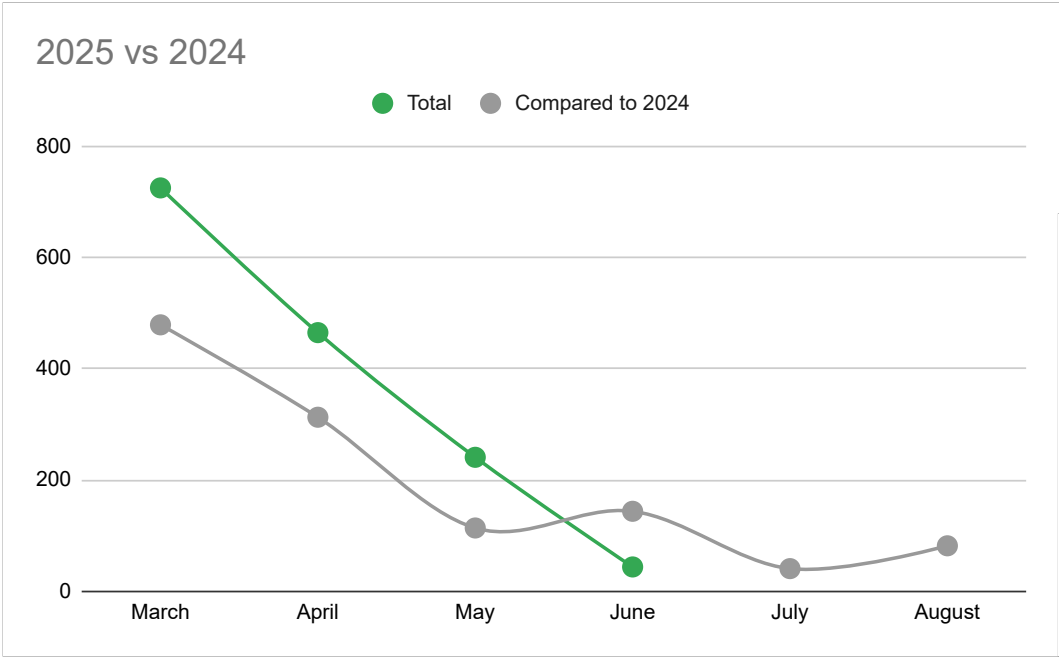


*pictures books, readers, chapter, juv graphic, juv NF



*prior to August 2021, this only included launchpads





	March	April	May	June	July	August	Season
Flowers	269	175	13	0			457
Fruit	92	37	22	5			156
Herbs	120	85	51	12			268
Vegetables	244	168	155	27			594
Total	725	465	241	44			1475
Compared to 2024	479	313	114	144	41	82	1018
Patrons:	41	38	22	9			



[Back to Dashboard](#)



Tutorial Name ↑↓

Views ↓↑

Little Makers at Home STEM Play for Parents and Children ages 2-6	14
Healthy Eating Choices	12
Meal Planning	12
AtoZ World Food – International Recipes and Cuisines	10
AtoZ Food America – Recipes for and Food Culture in the USA	8

RE: Concern Regarding Copier Lease Agreement and Ownership Terms

John Konynenbelt <kbelt.AppliedInnovation.com@growthzonemail.com>

Tue, 15 Jul 2025 2:52:10 PM -0400

To "Cierra" <cierra@henikalibrary.org>

Hi Cierra,

Following up on our conversation this afternoon, I wanted to summarize the key points for clarity:

- The lease portion of your total monthly payment is **\$124.47**.
- You currently have a **Fair Market Value (FMV) lease**, which means that at the conclusion of your lease term, the leasing company will offer to sell you the device at its then-determined fair market value. While we estimate that amount to be around **\$1,150**. Applied Innovation is willing to provide written assurance that your **buyout cost will not exceed \$500**. Any amount over \$500 will be covered by Applied Innovation.
- Once all lease payments and the final buyout have been completed, **you will own the device**, and your ongoing responsibility will be limited to **maintenance and supplies only**.
- As a result, **your total monthly billing will be reduced by \$124.47** once the lease is fully paid and ownership is transferred.
- Lastly, please forward a copy of your **insurance agreement** that includes the multifunction printer. This will allow us to remove the **property damage surcharge** from your monthly billing and potentially issue a refund for any past charges related to it.

Please don't hesitate to reach out if you have any questions or need further clarification.

Best regards,

From: Cierra Bakovka <cierra.henikalibrary.org@growthzonemail.com>

Sent: Tuesday, July 15, 2025 1:02 PM

To: John Konynenbelt <kbelt@AppliedInnovation.com>

Subject: RE: Concern Regarding Copier Lease Agreement and Ownership Terms

Yes, I am available. However, our board is meeting tonight and would prefer a written update.

Cierra Bakovka, MLIS

She/Her

Director

Henika District Library

149 South Main St.
Wayland, MI 49348
269-792-2891 ext. 309
cierra@henikalibrary.org



---- On Fri, 11 Jul 2025 17:12:28 -0400 **John Konynenbelt**
<kbelt.AppliedInnovation.com@growthzonemail.com> wrote ---

Cierra,

Can we have a quick call on Tuesday afternoon at 2 PM to discuss?

Please let me know.

Regards-

From: Cierra Bakovka <cierra.henikalibrary.org@growthzonemail.com>

Sent: Friday, July 11, 2025 8:33 AM

To: John Konynenbelt <kbelt@AppliedInnovation.com>

Subject: RE: Concern Regarding Copier Lease Agreement and Ownership Terms

You don't often get email from cierra.henikalibrary.org@growthzonemail.com. [Learn why this is important](#)

Dear Mr. Konynenbelt,

I hope this message finds you well. I'm writing to follow up—once again—regarding the Henika District Library's copier lease agreement (#500-0679470-000) and the concerns I originally raised in my June 11 email.

As you'll recall, we've been seeking clarification and resolution regarding the terms of ownership at the end of our lease, as well as the early buyout terms. Despite multiple emails, voicemails, and a phone call on June 25 in which you indicated you would look into the matter, we have yet to receive any substantive response or proposed resolution.

It has now been over two weeks since your last contact, and over a month since this issue was first raised. This lack of follow-through is increasingly concerning. The Library Board made its decision to enter into this agreement based on clear representations made by your team—representations that now appear to be in dispute.

At this point, we are requesting a formal, written response to the following—no later than 5pm Tuesday, July 15:

1. A clear explanation of the discrepancy between the original terms conveyed by your sales representative (including the documented email communication we referenced) and the current terms being presented;
2. A revised buyout offer consistent with those original terms—namely, ownership of the copier at lease-end and an early buyout price based on remaining equipment value only, excluding future maintenance costs.

If we do not receive a response by that time, we will need to consider escalating the matter.

We continue to hope for an amicable resolution and appreciate your prompt attention to this situation.

Sincerely,

Cierra Bakovka, MLIS

She/Her

Director

Henika District Library

149 South Main St.
Wayland, MI 49348
269-792-2891 ext. 309
cierra@henikalibrary.org



---- On Wed, 25 Jun 2025 15:26:19 -0400 **Cierra Bakovka**
<cierra@henikalibrary.org> wrote ---

Hello John,

Attached is the quote we received from your associate Nick as well as the quote received from your competitor Nordyk at the same time and that the board reviewed in June of 2022. As you can see, there were not multiple lease options (such as a dollar buyout vs fair market value) presented on the proposal, which is why I specifically asked Nick questions before signing the documents he sent.

I asked about ownership of the machine at the conclusion of the lease and, if we wanted to buyout the lease early, if the buyout price would be the remainder owed on the equipment or if it would

also include the expected maintenance costs for the remainder of the lease. Nick responded on June 16th saying that at the end we "would then own that machine" and that the buyout cost would just be "the cost of the machine" with maintenance being optional. Those are the clarifications of the terms we received at the time of purchase.

Cierra Bakovka, MLIS

She/Her

Director

Henika District Library

149 South Main St.
Wayland, MI 49348
269-792-2891 ext. 309
cierra@henikalibrary.org



---- On Wed, 25 Jun 2025 13:33:37 -0400 **Cierra Bakovka**
<cierra@henikalibrary.org> wrote ---

Yes I am available

**Cierra Bakovka,
MLIS**

She/Her

Director

Henika District Library

149 South Main St.
Wayland, MI 49348
269-792-2891 ext. 309
cierra@henikalibrary.org



Henika District Library Meeting Minutes

Henika District Library
Finance Committee Meeting
June 17, 2025 at 2:00 pm

Members Present: Jacqui Kuhn, Maria Musgrave, Danielle Simmons

Members Absent: Meghan Augustin (ex officio)

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 2:16 pm by Simmons.
- II. Approval of Agenda with correction of date and time motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of March 4, 2025 Finance Committee Meeting Minutes motioned by Musgrave and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants
 1. No update provided.
 - ii. USDA Loan
 1. The USDA application is still in process. Triangle representatives attended the special meeting earlier in the afternoon to speak to the board about funding options and necessary changes to Triangle's role if we continue with the USDA loan process. Bakovka estimates there is probably about \$100,000 worth of requirements needing to be completed for the USDA loan process.
 - iii. Millage
 1. The committee discussed the necessity of a millage as a funding source whether pursuing the USDA loan option or a bond option. Musgrave had previously received helpful information from RJ Naughton with PFM. Discussion ensued.
 - iv. Large Donors/Memorials
 1. No update provided.
- V. New Business
 - i. Salary/Wage Policy review

1. Bakovka presented the current salary and wage policy and accompanying data on salary and wage ranges for positions at similar sized libraries in Michigan for the committee to review. Each position was reviewed with the accompanying data to determine a recommendation to bring to the board. The committee recommends the following updates to the policy for the board to review:
 - a. Director salary range of \$47,000 to \$67,000 annually
 - b. Circulation Supervisor range of \$17 to \$20 per hour
 - c. Page range of state minimum wage to \$15 per hour
 2. Recommendation of the changes to the salary and wage policy outlined above motioned by Musgrave and seconded by Simmons. All yes, motion passed.
- ii. 2026 Budget Draft
1. Bakovka presented a draft budget and accompanying data to support budgeted income amounts. The committee reviewed each line item and recommended the following changes to the draft budget:
 - a. Change State Aid to \$10,000
 - b. Change Equipment to \$12,000
 - c. Change Accounting to \$15,000
 - d. Change Communications to \$5,000
 2. Recommendation of the draft budget with the changes outlined above motioned by Kuhn and seconded by Augustin. All yes, motion passed.

VI. Around the Table

- a. Discussed potential timing of next meeting but did not set a meeting date.
- b. No around the table due to time constraints.

VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 4:22 pm.

MINUTES

Henika District Library
Building & Grounds Committee Meeting
July 14th, 2025 at 6pm

- I. Call to Order - QUORUM NOT MET BY 6:10PM. MEETING NOT OFFICIAL - NO DECISIONS MADE. INFORMATIONAL REVIEW ONLY.**
 - A. Members Present: Pam Meyer
 - B. Members Absent: Gary Marsh, Rachel Brinks
 - C. Staff Present: Cierra Bakovka
 - D. Guests: Meghan Augustin
- II. Approval of Agenda - QUORUM NOT MET**
- III. Community Opportunity to Address the Committee - NONE PRESENT**
- IV. Approval of Meeting Minutes - QUORUM NOT MET**
 - A. May 2025 Building & Grounds Committee Minutes
- V. Unfinished Business - QUORUM NOT MET**
 - A. Facade Grant
 1. Information reviewed
 - B. Facilities Walkthrough - QUORUM NOT MET
- VI. New Business**
- VII. Around the Table**
- VIII. Adjournment**



**CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY
FAÇADE IMPROVEMENT PROGRAM**

PURPOSE

It is a fundamental goal of the Wayland City Council and the Wayland Downtown Development Authority (DDA) to promote economic growth and vitality in the downtown. To that end, the Wayland Downtown Façade Improvement Program has been created to encourage business and property owners to improve and maintain building facades as a means to facilitate economic activity and promote a positive image of downtown.

SOURCE OF FUNDING

The program is sponsored by the Downtown Development Authority. The source of funding for the program is tax increment financing revenue made available under Michigan Public Act 197 of 1975 and Ordinance No. 119 as adopted by the Wayland City Council in November, 1988. Annual funding allocations for the program are recommended by the DDA for approval by the City Council. The programs described herein are contingent upon availability of budgeted funds.

DESIGN CRITERIA

Façade projects shall reflect architectural renderings presented to and approved by the Wayland Main Street Design Committee. Architectural renderings may be completed by an Architect/Builder/Designer secured by the applicant.

TYPE OF FINANCING AVAILABLE

Financial assistance is available in the form of a reimbursement to the property owner/applicant after work is completed. A single distribution of funds will occur per applicant once work is complete. Two programs are available:

1. **Paint Only.** The property owner or tenant may be reimbursed for the cost of paint and labor on a 50/50 basis up to a maximum reimbursement of \$3,000. Purchase of paint from a business located within the City of Wayland corporate limits qualifies the applicant for an additional 5% participation from the program, whereas the DDA reimburses applicant 55% of costs up to a maximum reimbursement of \$3,150.
2. **Rehabilitation.** Grants of up to \$20,000 per facade are available for eligible activities. Applicants must provide a minimum twenty percent (20%) match of the total project cost. The minimum grant allowable for any project is \$1,000.

ELIGIBLE PROGRAM PROJECTS & REQUIREMENTS

1. A property must be located within the boundaries of the DDA district.
2. The building must meet a basic condition test, which indicates that the property appears to be structurally sound, the roof intact and meets the basic public safety and property

maintenance codes. Proposed façade improvements must also comply with all applicable building and zoning codes.

3. Only buildings with retail, commercial, or professional uses consistent with Central Business District land uses as defined in the current City Zoning Ordinance are eligible. Buildings with second-story residential units may be considered if the primary use of the building (on the ground floor) is a permitted use for the Central Business District.
4. Only facades fronting public rights-of-way are eligible for assistance. Highly visible rear and side locations may be considered on a case-by-case basis.
5. Building owners or tenants are eligible. If a tenant applies for assistance, they must provide written proof that the building owner has authorized the proposed improvements and evidence of an executed lease for a term equal to the Façade Improvement Agreement.
6. Property tax and City utility payments must be current. The applicant shall not be in any other default to the City nor involved in any other litigation with the DDA or City.
7. Work must be performed by licensed and insured contractors.

ELIGIBLE USES OF PROGRAM FUNDS

Eligible expenses for projects are limited to the following:

- Painting (as “Paint Only” program project or as part of a larger façade project) –Professional façade cleaning
- Masonry repairs and tuckpointing
- Restoration of exterior finishes and materials
- Exterior lighting
- Awnings (awnings and canopies may be used as a design element if those features are compatible with the original building design and complement the building’s architectural features)
- Doors/Entryways
- Second-floor entryways/exits and exterior stairs for residents
- Window repair/replacement
- Storefront rehabilitation
- Carpentry
- Handicap accessibility
- Non-historic façade removal

INELIGIBLE USES OF PROGRAM FUNDS

Program funds cannot be utilized for the following:

- Refinancing existing debt
- Property acquisition
- Interior improvements
- Interior furnishings
- Site plan, building or sign permit fees
- Property appraisal costs, legal fees, or loan origination fees
- Permit and inspection fees
- Roof repairs
- Labor costs paid to the owner/applicant
- Expenses incurred prior to approval of application
- New building construction
- Purchase of personal property (equipment or machinery)
- Mechanical and HVAC systems

- Security Systems
- Payment of taxes, special assessment, or utility bills
- Routine maintenance that is not part of an eligible façade improvement project

It is not the intent or purpose of the program to subsidize routine building maintenance projects. Rather, the purpose of program assistance is to alter and improve the overall appearance of a building's façade and maintain/restore historic characteristics.

PROJECT REVIEW & SELECTION PROCESS

1. The business owner will complete the below application and send in two quotes with at least one drawing of the project.
2. The design committee will review all the applications for the fiscal year and determine which ones they would like to recommend to the DDA board for approval.
3. The DDA will meet and review Design Committee recommendations for final grant approval. At this time the DDA may accept, decline, or table application if more information or amendments are requested.
4. Upon DDA approval an award letter will be issued along with execution of a Wayland Façade Program Grant Agreement.

RIGHTS RESERVED

The DDA and City reserve the right to reject any and all applications. The specific program guidelines detailed herein are subject to revision or amendment by the DDA and/or Design Committee. The DDA and City may discontinue this program at any time, subject to the availability of program funding. The DDA and the City reserve the right to revise or end these programs at any time and in no way guarantee availability of funding for any specific project at any given time.

APPLICATION REQUIREMENTS

Projects that meet the design guidelines and zoning requirements are selected on design committee recommendations and needs basis. Applications must be complete to be considered for the program, including an accurate sketch or drawing of the proposed improvements, as well as written construction estimates from two qualified contractors and vendors. The following information must be submitted by program applicants on forms provided:

1. Description of proposed use of building after completion of the project
2. Project design plans
3. Timeframe for completion of project, not to exceed 6 months, special considerations may be approved
4. Proof of property and liability insurance
5. Written consent for program participation by property owner, if applicant is a tenant
6. Copies of property deed and leases, if applicable
7. Photographs of buildings before initiation of project; original photographs if available
8. Estimated cost of project to include itemized bids from eligible contractors. **(2) quotes are required for each project.**

DISBURSEMENT OF GRANT FUNDS

If the grant is awarded, the DDA will **reimburse** applicants for eligible improvements as follows:

- The grant recipient must provide a reimbursement summary page outlining all invoices, expenses, and receipts.
- The grant recipient must submit final invoices from contractors or suppliers marked “Paid in Full” along with copies of the checks made payable to the contractor or supplier.
- The grant recipient must provide copies of Waivers of Lien from all contractors.
- The grant recipient must supply proof that the improvements meet all City of Wayland zoning and code requirements.
- All improvements must be completed within six months of the start of construction or grant approval may be revoked. Special considerations may be approved by the Design Committee.

Any changes in the scope of work must meet administrative approval in advance by DDA staff to be eligible for reimbursement. Staff may require further review by Design Committee based on the extent of changes proposed.

IMPORTANT: *If façade improvements begin prior to Grant funding approval, an applicant will not be eligible for the Grant.* Please note that all grant-funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Wayland code requirements including zoning, building and safety codes.

For further information, please contact Holli McPherson, Main Street and DDA Director, via e-mail at director@downtownwayland.com or by phone at 269.525.2323.

Glossary of Terms

Applicant:	The person, company, organization, building owner, or party that completes application to receive funding.
Façade:	The exterior face of a building visible from a public street or alley.
Gentlest Means:	Rule that applies to removing heavy soil or paint from façade after careful testing. Begins with a low-pressure water wash, supplemented, if necessary, with non-ionic detergents and scrubbing with non-metallic brushes. Last method is to use a chemical cleaning process. Abrasive cleaning methods are damaging and are not suitable cleaning techniques for historic buildings.
New Building Construction:	Activities that would change the "footprint" of an existing facility (e.g., relocation of existing exterior walls, roofs, or floors, attachment of fire escapes) is considered new building construction.
Property:	The building/structure for which the façade program is being utilized.
Public Right-of-Way:	Land covered by a public road, alley, or path.
Rehabilitation:	The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.
Restoration:	The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.
Storefront:	The facade of a store; a room or set of rooms facing the street on the ground floor of a commercial building, typically used as a store.
Tuckpointing:	or Repointing, to correct defective mortar joints in masonry. Conditions which may require repointing include: (1) mortar erosion more than 6 mm, (2) crumbling mortar, (3) hairline cracks in the mortar, and (4) cracks between the brick and mortar. To avoid irreparable brick damage, the compressive strength of the repointing mortar should be similar to or weaker than the compressive strength of the original mortar.

Please contact grant administrator for further clarification and/or to locate appropriate methods and resources for rehabilitating your historic building.

**Downtown Wayland Façade Grant
Business Worksheet**

Façade Grant: Business Worksheet			
Point of Contact	First and Last Name: Cierra Bakovka		
	Email: Cierra@hemikallibrary.org		
	Cell Number: 608—547--1072		Office Number: 269-792-2891
	Best Way of Contact:	☒ Email ☐ Cell Phone ☐ Office Phone	
	Building Role:	☐ Owner ☒ Employee ☐ Renter	
Business Information	Legal Business Name: Henika District Library		
	DBA (If Applicable):		
	Street Address: 149 S. Main St.		City: Wayland
	State: MI		Zip Code: 49348
	Please Select All Eligible Expenses that Pertain to Your Project:		
	☐ Painting and Professional Façade Cleaning (Either a Paint Only Project or As Part of a Larger Façade Project) ☐ Masonry Repairs and Tuckpointing ☐ Restoration of Exterior Finishes and Materials ☒ Exterior Lighting (Does Not Include Landscape Lighting. Lights Must be Connected to the Building) ☐ Awnings (May be used as a Design Element if Features are Compatible with Original Building Design and Compliment the Architectural Features) ☐ Doors and/or Entryways ☐ Second-Floor Entryways and Exits and/or Exterior Stairs ☒ Window Replacement and/or Repair ☐ Storefront Rehabilitation ☐ Exterior Carpentry ☐ Handicap Accessibility ☐ Non-Historic Façade Removal		

	Please Select the Type of Financing Needed: ☐ Paint Only. The Property Owner or Tenant May Be Reimbursed for the Cost of Paint and Labor on a 50/50 Basis up to a Maximum Reimbursement of \$3,000. ☒ Rehabilitation. Grants of up to \$20,000 Per Facade are Available for Qualified Applicants. Applicants Must Provide a Minimum Twenty Percent (20%) Match of the Total Project Cost. The Minimum Grant allowable for Any Project is \$1,000. Please Describe the Façade (Side, Back, Front): Front facing main st. and side facing parking lot Please List Details of What Will Be Completed with This Grant Funding: Exterior lighting to front and side of building. Replacing some windows in the original structure to extent allowable by grant.
Quote Details	Please List the Companies You Have Received Quotes From and What the Quote Includes: Michigan Screen and Window Repair (Window Replacement): \$916.13 per window based on size. Erskine & Son (Window Replacement): \$894.05 per window. Outdoor Lighting Perspectives of SW Michigan (Exterior Lighting): \$8,898.70 Cherry Valley Plumbing and Electrical (Exterior Lighting): \$5,205.00
Project Scope	Please Describe the Scope of the Project in Which You Are Seeking Funds for. Include Specific Expenses and Actions and How it Aligns with the Budget and Cost Estimates Provided Within This Application. Describe Why These Funds are Needed for This Project to Come to Fruition: Our current windows are faulty in that they don't seal/lock correctly and often set off our alarm system at all hours. The updated lighting would be to improve safety conditions for staff and patrons as well as highlight the glorious historical architecture of our building. Right now, there is only one small light on the front exterior of our building which does not adequately light our porch, hold lockers, or front steps. The proposed updated lighting would make our front safer and more welcoming for our community. As a public library, we rely on taxpayer funding for all of our operations. Bigger projects like these are often left until last to try to fulfill other service needs of the community.

	Proposed Start Date: Early Spring 2025	
	Proposed Completion Date: 2 weeks from start	
Grant & Private Investment Project Totals	Requested Grant Amount:	\$20,000
	Private Investment Amount: (A Minimum 20% Match is Required)	\$5,000
	Total Amount:	\$25,000
	Source(s) of Private Investment: Savings	
	Provide a Detailed List of Supplies, Cost of Labor, and Items to Be Purchased to Support All Future Reimbursement Requests. Be Specific by Providing Vendor, Items, Quantity, and Cost. Please Note Which Quote They Are by Stating "Quote One" or "Quote Two."	
	Vendor	Item / Quantity
	Outdoor Lighting Perspectives	Almond accent Light (2) Quote 3
	Outdoor Lighting Perspectives	300W 12-15V Small Box Stainless Transformer (1) Quote 3
	Outdoor Lighting Perspectives	Astronomic Outdoor Timer (1) Quote 3
	Outdoor Lighting Perspectives	Wire (500ft) Quote 3
	Outdoor Lighting Perspectives	Solid Brass Downlight (1) Quote 3
	Outdoor Lighting Perspectives	Brass MR-16 Well Light (10) Quote 3
	Outdoor Lighting Perspectives	Install labor charge to replace two coach lights with client provided fixture (2) Quote 3
	Michigan Screen and Window Repair	Replacement Style Vinyl Window. Woodgrain interior, beige exterior. Mid Low E Package, full screen. (approx. 13) Quote 1
	Michigan Screen and Window Repair	On Site Installation of Replacement Window. Includes removal and disposal of old window. Quote 1
	<i>(Insert Additional Lines as Needed)</i>	
	*Attach Project Cost Estimates from Third Parties with a Minimum of Two Quotes. **Provide a Minimum of Three Photos to Represent the Scope of the Facade Request.	

Additional MEDC Program Requirements	Funding Eligibility: I Have Not Received Any Funding from Wayland Main Street for a Façade Grant Improvement in the Past.	X No, I have not received Façade Grant funding previously.
		☐ Yes, I received Façade Grant funding on: ____ / ____ / ____
	Ineligible Business Types: The Program Guidelines outline Several Ineligible Business Types. Businesses that are Eligible for this Program are a part of the Wayland Downtown Development TIF plan.	X Yes, I am an Eligible Business
	Wayland Façade Grant Program: I Understand That My Submission of an Application Does Not Constitute a Guarantee for Funding Under the Wayland Downtown Façade Improvement Program. I certify that All Information is True and Accurate to the Best of My Knowledge and, if Approved, Work Will Be Completed.	X Yes, I am an Eligible Business
	Reimbursement Grant Program: The Wayland Façade Grant Program is a Reimbursement Grant Program Provided by Wayland Main Street and Funded Through the TIF Program.	X Yes, I have reviewed the Façade Grant Program
	Compliance & Post-Grant Reporting: If Awarded, Businesses Will Be Required to Complete Compliance Requirements and Post-Grant Reporting.	X Yes, I Understand
	Third Party Cost Estimate (Required Attachment): I Have Gathered and Will Submit a Project Cost Estimate for Proposed Work that Includes Scope and Total Cost in a Separate Document.	X Yes, I Understand
	Photos (Required Attachment): I Have Provided a Minimum of Three Photos that Represent the Scope of the Grant Program Request (Including At Least One Exterior Photo and At Least One Interior Photo of the Space.	X Yes, I Have Included These with My Application Submission
	City of Wayland Zoning and Code Requirements: I Have Provided Communication that this Project Does Fall Within All Codes and Zoning Requirements for Downtown Wayland with Wayland's Coding Company PCI in Dorr.	X Yes, I Have Included These with My Application Submission

	Required Rendering Attached: I Have Provided a Minimum of One Design Rendering or Picture of the Final Project.	X Yes, I Have Included These with My Application Submission
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P R O P O S A L

Outdoor Lighting Perspectives of SW Michigan & N Indiana
321 Duncan St.
Suite B
Schoolcraft, MI 49087
(269) 533-4565
<https://outdoorlights.com/sw-michigan>



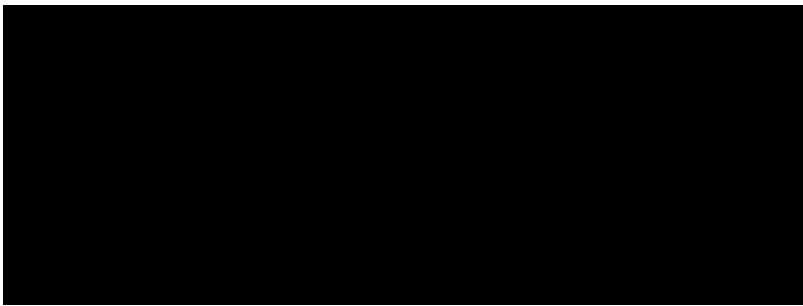
Billing/Service Address

Cierra Bakovka
149 South Main St.
Wayland, MI 49348
(269) 792-2891
Cierra@henikalibrary.org

Date	April 29, 2025
Total	\$8,819.20

This proposal expires on 5/16/2025

Prepared by Rob Perkins (rperkins@outdoorlights.com)



Item	Description	Qty	Rate	Amount
Commercial Permanent Roofline Lighting	Permanent Roofline Lighting	1		

Gemstone color matched track sections (includes pixels, clips, cuts)	Per foot price, includes installation, pixels, all required connections	200 LF	40.00	⁴⁵ \$8,000.00
misc	loomtrack color matched	80	4.00	\$320.00
			Subtotal	\$8,320.00
			Tax	\$499.20
			Total	\$8,819.20

En Route Notifications Email to Cierra@henikalibrary.org

T E R M S A N D C O N D I T I O N S

Outdoor Lighting Perspectives Policies, Terms, Conditions: A deposit may be required at the time your order is placed. Balance is due upon completion. If full payment is not received within 10 days of completion of lighting installation, customer agrees to pay all reasonable attorney fees and court costs incurred by Outdoor Lighting Perspectives to secure the agreed upon fee for installation, materials, and/or services provided. Returned checks or chargebacks will result in a time- price differential (FINANCE CHARGE) of 18% (eighteen percent) per annum, but in no event in excess of the maximum amount allowed by law, shall be assessed and due on the unpaid balance from the due date until payment is received in full by the Outdoor Lighting Perspectives service provider. Payments received will be applied first to any outstanding FINANCE CHARGE and the remainder to the unpaid balance on the account.

Caution: A potential fire hazard exists if fixture and / or bulbs are covered with leaves, pine needles, mulch or other flammable material. Fixtures and / or bulbs covered by such materials will render all applicable warranties void, and may cause fixtures to fail. DAMAGE DUE TO ACCIDENT; MISUSE; ABUSE; THEFT; VANDALISM; RIOT; EXPLOSION; EARTHQUAKE; LIGHTNING; FIRE; WATER OR FLOOD DAMAGE; NEGLIGENT, RECKLESS, KNOWING OR INTENTIONAL DAMAGE; OR ISSUES CAUSED BY HOME ELECTRICAL ISSUES; MAN-MADE DISASTERS, AND OTHER "ACTS OF GOD" are not covered by any warranty. It is the client's responsibility to ensure that 110-volt electric receptacles are available for system use, and are in good working order. Outdoor Lighting Perspectives disclaims all responsibility for ensuring that utilized household circuits contain sufficient electrical load capacities. Outdoor Lighting Perspectives is not responsible for grass, shrubs, driveways, or other components of property that are affected by installation. Homeowner will be notified in advance of any necessary alterations to structures or landscape. One year guarantee on halogen bulbs is valid only if lights are operated under "normal use," deemed to be from sunset until 12:00am midnight. Lifetime fixture guarantee applies to all brass/and or copper fixtures and well light fixtures produced by Outdoor Living Brands Supply Corp. exclusively for Outdoor Lighting Perspectives

(OLP). All non-OLP fixtures are covered by their respective manufacturer's warranties. Any⁴⁶ tampering or attempts to fix any problems with, or alter any part of the lighting system, whether by the homeowner, associated vendors, or any other persons not employed by Outdoor Lighting Perspectives, will void all warranties. Outdoor Lighting Perspectives does not provide warranties on work performed on any lighting system not originally installed by Outdoor Lighting Perspectives. Clients are responsible to verify proposed design is entirely on their property. Outdoor Lighting Perspectives disclaims any and all liabilities for any repercussions due to equipment being installed on neighboring property. All Outdoor Lighting Perspectives franchise locations are independently owned and operated. Notice of Cancellation: You may cancel this contract, without penalty or obligation, at any time prior to midnight of the third business day after the date the contract is signed. If you cancel, any payment made by you under this contract will be returned within ten days following the receipt of your cancellation notice by the seller. Acceptance of this proposal indicates an agreed upon and binding contract between the parties listed as the billing/service address and Outdoor Lighting Perspectives.

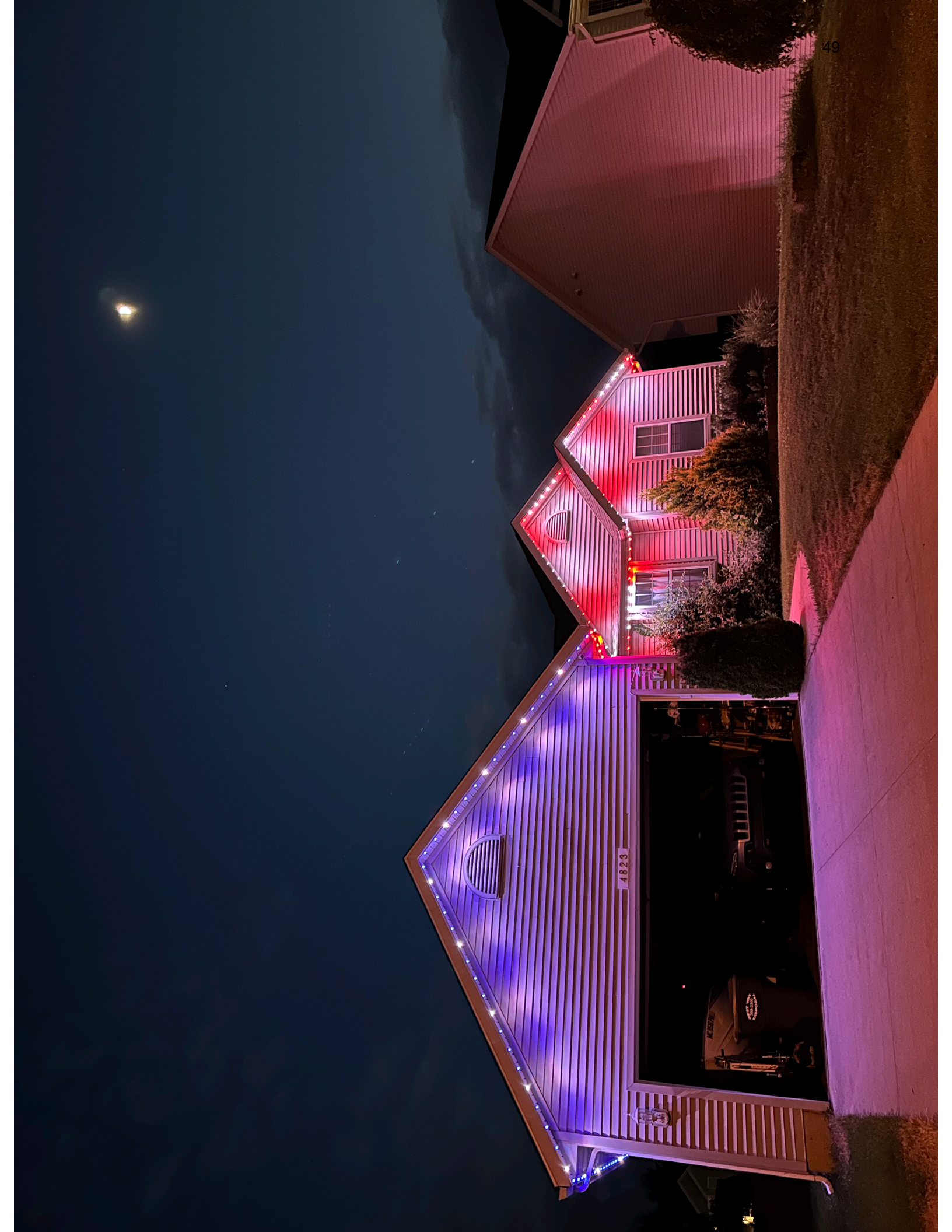
ROOFLINE TRACK LIGHTING

- Outdoor Lighting Perspectives (OLP) warrants only to the original end user that the products and parts used to complete and contribute to a functioning lighting system including, but not limited to, lights, power kits, controllers, extensions, cables, connectors, and tracks will be free from defects in material and workmanship for 5 years.
- DISCLAIMER OF ALL OTHER WARRANTIES. NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE GIVEN, AND OLP EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING AND WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to particular end users.
- Limitations. No salesperson, representative, or agent of OLP is authorized to make any guaranty, warranty, or representation that contradicts the terms contained in this Limited Warranty. Any waiver, alteration, addition, or modification to the warranties contained herein must be in writing and signed by authorized representatives of OLP to be valid, binding, and enforceable. OLP does not assume responsibility for any specific application to which any products or parts are applied including, but not limited to, compatibility with other equipment. All statements, technical information, or recommendations relating to the products or parts are based upon tests believed to be reliable, but do not constitute a guaranty or warranty. OLP SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY PARTY FOR LOSS OF PROFITS, DIMINUTION OF GOOD WILL, OR ANY OTHER SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH OLP PRODUCTS AND PARTS. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to particular end users.
- What May Void the Warranty. This Limited Warranty shall be null and void in the following circumstances.

1. Accident, damage, abuse or misuse of products or parts.
2. Installation, modification or repair of any product or part by the end user or any non-authorized OLP service provider; or
3. Improper use or installation, or damage by accident or neglect, of any product or part by end user or any third party; or
4. Abnormal operating conditions or applications, including but not limited to power surges, lightning, hurricanes, tornadoes, tsunamis and other weather related incidents or acts of God.
5. Failure of the end user or any third part to exercise caution to protect any product or part or physical abuse.

Click [here](#) if you no longer wish to receive notifications or related information about this proposal.









ESTIMATE	51	#682
ESTIMATE DATE	May 12, 2025	
SERVICE DATE	May 12, 2025	
EXPIRATION DATE	Aug 5, 2025	
TOTAL	\$6,501.28	

149 S Main St
Wayland, MI 49348

(269) 792-2891
cierra@henikalibrary.org

CONTACT US
11705 120th Ave
Grand Haven, MI 49417

(616) 638-9377
Office.ambroseelectrical@gmail.com

ESTIMATE

Services	amount
Estimate for outdoor lighting	\$0.00
6" Wafer Thin white Ring Led Light in soffit	\$1,502.91
40w Led Integrated Outdoor Wall Pack Light Dimmable 120-277v downshine 5000k with bronze finish connected to existing wiring led bulbs are a more energy efficient option than the traditional incandescent bulb	\$1,016.14
20w Led Integrated Outdoor Wall Pack Light Downshine 5000k with bronze finish connected to existing wiring led bulbs are a more energy efficient option than the traditional incandescent bulb	\$897.96
Attic/Crawl Space work	\$991.27
14/2 Romex Nm-B Supply Circuit 100 Ft Run With clear access to install / includes two romex connectors & staples romex is a common residential electrical wire. It doesn't require tubing and rated by the national electronic code but it cannot be used in every scenario	\$891.80
Fixed 1800 Watt 120v Button Style Photo Cell Polycarbonate photocells improve the energy savings of your light by turning it on and off based on outside lighting. These are also referred to as dusk to dawn sensors	\$547.98
Inst Cust Chandelier < 15 Lbs 8 - 14 Ft High Inst cust chandelier need a chandelier installed? we can do that for you!	\$653.22

Services subtotal: \$6,501.28

Subtotal	\$6,501.28
Tax (Tax 6%)	\$0.00

Total **\$6,501.28**

Cherry Valley Electrical & Plumbing

491 Arlington
Middleville MI. 49333

Estimate

Date	Estimate #
5/30/2024	7454

Name / Address

Ship To

Henika Distract Library
149 S. Main st.
Wayland MI. 49348

616-877-3700
269-795-3600

Estimate is good for 20 days. A 25% deposit is required prior to starting a job.
Restocking fees may apply if job is cancelled.

P.O. No.

7272

Scope of Work	Qty	Cost	Total
ENTRY LIGHTING			
Labor to change outside lighting by side door parking lot (customer to supply lighting and bulbs)	2	75.00	150.00
Install conduit for (customer supplied lights on front entry with accent lighting per competors bid	2	260.00	520.00
Install astronomical timer for lights		320.00	320.00
Install Low voltage lighting around perimeter of library per competors quote (cherry valley to supply lights for perimeter of library tie into low voltage transformer and install timer for lights) Total of 20 outside perimeter lights		4,215.00	4,215.00

Bid by Don

Total

\$5,205.00

**We accept : Cash, Check or
Credit Card - Visa, Master
Card or Discover. There is a
3.75% processing fee for
use of credit cards.**

**Make Check Payable To:
Cherry Valley Electric**

SALARY AND RAISE POLICY

Salaries and hourly rates will be set by the Director at the guidance of the Library Board. The salary range for each position will be as follows:

Director: \$47,000 - \$670,000 annually

Department Supervisor: \$38,000 - \$45,000 annually

Circulation Supervisor: \$175 - \$1820 per hour

Circulation Assistant: \$13 - \$16 per hour

Page: \$12 State Minimum Hourly Wage - \$15 per hour

Custodian: \$17 - \$21 per hour

Raises will be given at the beginning of each fiscal year based upon the performance evaluations done the previous December, provided that the projected revenue for the year ahead can cover the increase in budgeted salary. Based on performance, employees will receive a raise of up to 5% at the director's discretion until their maximum salary or hourly rate has been reached. Raises more than 5% can be given with board approval. Director raises are decided by the board.

In years when the budget cannot support the above raises or the employee has reached the maximum salary or hourly rate for their position, a one time bonus may be given to the employee in lieu of a raise.

*Adopted: 10/1/02
Revised: 8/11/05
Revised: 1/10/19
Revised: 8/13/20
Revised: 1/11/22
Revised 11/15/22
Revised: 4/9/24*

COUNTY : ALLEGAN
 UNIT : HENIKA DISTRICT LIBRARY
 YEAR : 2025

2024 Unit Total TV 337,011,766
 2025 Unit Total TV 357,981,438

HEADLEE & MCL 211.34 ROLLBACK COMPUTATIONS

SOURCE AND PURPOSE OF OPERATING ONLY MILLAGE	PRIOR YEAR'S PERM REDUCED & REDUCED NEWLY VOTED MILLAGE (SEE MCL 211.34d(9))	CURRENT MILLAGE REDUCTION FRACTION	CURRENT PERM. REDUCED MILLAGE *	TRUTH IN ASSESSING or TRUTH IN EQUALIZATION FRACTION	CURRENT MAXIMUM ALLOWABLE MILLAGE RATE
Post debt & specials to L-4029.	Last year's L-4029 col. (7)	L-4029 col. (6)	L-4029 col. (7)	L-4029 col. (8)	L-4029 col. (9)
VOTED OPERATING	1.3506	x 0.9995	= 1.3499	x 1.0000	= 1.3499
Was the above millage approved since 4-30 of current year ? Y = YES		x 0.9995	= 0.0000	x 1.0000	= 0.0000
		x 0.9995	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30 of current year ? Y = YES		x 0.9995	= 0.0000	x 1.0000	= 0.0000
		x 0.9995	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30 of current year ? Y = YES		x 0.9995	= 0.0000	x 1.0000	= 0.0000
		x 0.9995	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30 of current year ? Y = YES		x 0.9995	= 0.0000	x 1.0000	= 0.0000
		x 0.9995	= 0.0000	x 1.0000	= 0.0000
Was the above millage approved since 4-30 of current year ? Y = YES		x 0.9995	= 0.0000	x 1.0000	= 0.0000
1.3506			1.3499		
2025 MAXIMUM ALLOWABLE OPERATING MILLAGE UNDER HEADLEE & MCL 211.34			=		1.3499

NOTE: The only way to levy more than your maximum millage due to the Headlee rollback is to have voters approve additional millage.

TRUTH IN TAXATION COMPUTATIONS

2025 BASE TAX RATE FRACTION:	(from L-4034)	0.9694	(1)
2024 OPERATING MILLAGE RATE:	(actually levied)	1.3506	(2) Type in millage if GU doesn't levy MAX
2025 BASE TAX RATE:	(w/out hearing)	1.3092	(1) x (2) = (3)
2025 MAX. ALLOWABLE OPERATING MILLAGE RATE:		1.3499	(from above) = (4)
2025 MINUS BASE TAX RATE:	(B.T.R.)	1.3092	(3) = (5)
MILLAGE INCREASE:	(with a hearing)	0.0407	(4) - (5) = (6) or
If you plan to levy more than the B.T.R. but less than the Max. Allowable, enter the amount here.			(7) - (5) = (6)

MILLAGE INCREASE	0.0407	
2025 BASE TAX RATE	1.3092	= 3.11%
MILLAGE INCREASE FROM HEARING*		

2025 TV x .001 x MILLAGE INCREASE	= \$ 14,570	
REVENUE INCREASE FROM HEARING		

2025 TV x	2025 BASE	-1	= 468,669
2024 TV x	2024 ACTUAL OPER RATE		455,168 = 2.97%
2025 OVER	2024 REVENUE INCREASE WITHOUT HEARING		
2025 millage cannot exceed your maximum under Truth in Taxation			
2025 millage cannot exceed your Headlee maximum without a millage election.			

*Must be published in notice of public hearing on increasing property taxes. Your unless authorized by the governing body at the hearing. Your

INSTRUCTIONS TO NEWSPAPERS

UNIT: HENIKA DISTRICT LIBRARY

The following notice is required by MCL Section 211.24e which provides:

- 1) The body of the notice must be set in 12 point type or larger.
- 2) The headline "Notice of Public Hearing on Increasing Property Taxes" must be set in 18 point type or larger.
- 3) The notice cannot be smaller than 8 column inches by 4 horizontal inches.
- 4) The notice cannot be placed in the portion of the newspaper reserved for legal notices or classified advertising.

Notice of Public Hearing on Increasing Property Taxes

The _____ of the _____ HENIKA DISTRICT LIBRARY
name of governing body name of taxing unit
 will hold a public hearing on a proposed increase of 0.0407 mills in the operating tax
 millage rate to be levied on property in: 2025

The hearing will be held on _____ at _____
day date time a.m./p.m.
 at _____
place address

The date and location of the meeting to take action on the proposed additional millage will be announced at this public meeting.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 3.11% over such revenues generated by levies permitted

without holding a hearing. If the proposed additional millage rate is not approved, the operating revenue will increase by 2.97% over the preceding year's operating revenue.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

This notice is published by:

_____ HENIKA DISTRICT LIBRARY _____

name of taxing unit

_____ street address _____

_____ city, state, zip _____

_____ phone _____

TRUTH IN TAXATION NOTICE

INSTRUCTIONS TO LOCAL GOVERNMENTS

STARTING IN 1996, this notice is not required if the local taxing unit complies with section 16 of the Uniform Budgeting and Accounting Act, PA 2 of 1978 as amended, being section 141.436 of the Michigan Compiled Laws. If a local taxing unit does not comply with section 16 of the Uniform Budgeting and Accounting Act, the following instructions still apply.

MCL, Section 211.24e as amended by P.A. 75 of 1991 requires that notice of a public hearing be published by a local taxing unit which proposes to increase operating tax levies over the maximum amount allowed to be levied without a hearing. Notice may be published alone or included with the notice of public hearing on a unit's budget held pursuant to MCL, Section 141.412. The preceding model notice fulfills the requirements under MCL, Section 211.24e. It can be completed with all the information provided and forwarded to the appropriate newspaper for publication.

Other pertinent information can be included in the notice. This sample notice form meets minimum legal requirements.

In addition to publishing requirements, the notice must be posted at the principal office of the taxing unit.

The notice must be published in a newspaper of general circulation in the taxing unit. Publication must occur six or more days before the public hearing.

The proposed additional millage rate must be established by a resolution adopted by the governing body of the taxing unit before it conducts the public hearing.

Not more than ten days after public hearing, a taxing unit may approve the levy of an additional millage rate equal to or less than the proposed additional millage rate that was published and on which a public hearing has been held.