

# AGENDA

Henika District Library  
Board of Trustees Meeting  
June 13th, 2023 at 6:30 pm

## **I. Call to Order**

Members Present:

Members Absent:

Staff Present:

Guests:

## **II. Approval of Agenda (M)**

## **III. Community Opportunity to Address the Board**

## **IV. Approval of Meeting Minutes**

- A. May 2023 Regular Meeting Minutes (M)

## **V. Financial Reports**

- A. May 2023
  - Approval of Paid Bills (M)
  - Credit Card Detail Report
  - YTD Budget vs Actual
  - United Bank Accounts Overview

## **VI. Director's Report**

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

## **VII. Committee Reports**

- A. Building and Grounds Committee Meeting 5/17
- B. Finance Committee Meeting 5/24

## **VIII. Unfinished Business**

## **IX. New Business**

- A. Electronic Transactions of Public Funds Policy (M)
- B. Purchase Parking Lot (M)
- C. Vice President and Planning Committee Seat Openings

## **XI. Around the table**

## **XII. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
May 9, 2023 at 6:30 pm

**Members Present:** Meghan Augustin, Tami Fryling, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Danielle Simmons

**Members Absent:** Suzy Byville, Maria Musgrave

**Staff Present:** Cierra Bakovka – Director

**Guests:** Aviv Karni

- I. Call to Order: Meeting called to order at 6:34 pm by Augustin.
- II. Approval of Agenda motioned by Fryling and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: Aviv Karni used the Gerald R. Ford Museum pass with his son and enjoyed it.
- IV. Approval of April 2023 Regular Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for April 2023
  - a. Credit Card Detail Report was reviewed. The \$140 charge at Michigan Library Association was to post the Youth Librarian position. Faith spent \$97 at Michaels on a large canvas to be used for a community art project for summer reading. There was a \$500 payment for a presenter coming in the summer. Becky purchased books at Book Depot for summer reading prizes. The charge for Homeless Training was for a class titled “Ornery Teenagers” that provided information on teenage brain development and how to deal with behaviors.
  - b. YTD Budget vs. Actuals was reviewed.
  - c. Approval of paid bills motioned by Augustin and seconded by Fryling. All yes, motion passed.
- VI. Director’s Report
  - a. Bakovka shared that Bethany’s last day will be June 3. Bethany has finished her Master’s degree and found a full time position in her field of study. Bakovka offered the Youth Librarian position to a candidate, but it was declined. Bakovka has reposted the position and is continuing to conduct interviews. Interviews for the Circulation Assistant position will

begin soon. A load test was recently done on the lift system; this testing is done every three years and costs about \$1200. Staff have started the online portion of AED/CPR/First Aid training; the in-person skills test will be scheduled once all staff complete the online training. Staff has started stuffing summer reading signup bags and decorating around the library. Becky made a video to promote summer reading; Augustin is sending the video out to the local elementary schools, as well as information on the area libraries with summer reading programs.

- b. Monthly Statistics were reviewed. The door count for May was 4671, which was a little low, likely due to Spring Break and a few days with one door counter broken. Thursdays were the most popular day in May.
- c. The Youth Services report was reviewed. The duct tape creations vendor will be returning this summer for a magic show. The International Taste Test program had 32 attendees. Allegan Community Connection had 10 attendees. Fifty grass pet take and makes were taken. Financial Wellness Week kits were provided to 25 kids. While the search for a new Youth Librarian is underway, Bakovka is doing storytime, Faith is doing after school art, and Sarah is doing Lego club.
- d. The Adult Services report was reviewed. Programs have had very consistent attendance. Adopt a Succulent was popular and had 50 participants. The seed library is still going strong. Trivia nights are scheduled at local businesses over the summer. Faith has a community art project planned; once complete it will be displayed at Henika for the summer and then it will be donated to Country Cat Lady for the Catz Den.
- e. The Circulation report was reviewed. Twenty-five patron accounts were added in April. Circulation is up.

## VII. Committee Reports

- a. Planning Committee Meeting 4/11
  - i. LeFevre reviewed meeting minutes.
- b. Building and Grounds Committee Meeting 4/19
  - i. Fryling shared that the Building and Grounds Committee met with Bethany and Mike from Triangle to get some background on how we can move forward. The committee is information-gathering on options and is not ready to make a recommendation yet. The committee is tentatively set to meet again on May 17.

## VIII. Unfinished Business: no unfinished business.

## IX. New Business

- a. 2022 Audit Report
  - i. Bakovka provided the board with the amended report due to initial report not including the budget amendments that were provided to the auditor. The library's net position increased by

\$96,503. There was discussion of looking into other auditor options before next year's audit.

- b. Budget Amendment #2 F/Y 2023
  - i. Bakovka reviewed the proposed budget amendment. Henika received unbudgeted income due to delinquent property tax revenue, additional copy/fax donations, higher interest on accounts due to moving to the higher yield account, \$100 from the Gun Lake Area Women's Club for summer reading, and AED grants. The proposed budget amendment allocates the grant money between equipment for purchasing the AED and staff development for Red Cross certification and associated expenses. The proposed budget amendment also adds additional funds to furnishings to account for breakage/wear and tear, materials to cover replacement costs for items that were paid for, advertising/promotion, accounting, and programming. A mathematical error in the proposed amendment was noted and rectified.
  - ii. Adoption of the Budget Amendment with the proposed changes motioned by LeFevre and seconded by Augustin. All yes, motion passed.
- c. Meeting Date Check In
  - i. Augustin checked in with the group regarding summer meeting dates to ensure the scheduled meetings would have enough board members present. The board will keep the current schedule of meeting at 6:30pm on the second Tuesday of the month for the time being. Will revisit again in August.

## X. Around the Table

- a. LeFevre thanked everyone for letting her serve on the board. She is happy with where the library is and will miss it so much. Everyone has so many positive things to bring to the library in our small community.
- b. Fryling shared that the Wayland City Master Plan Meeting is happening right now (started at 7pm), thought it would be interesting knowledge to have.
- c. Simmons had nothing to add.
- d. Bakovka requested approval to withdraw \$100 to provide change for the book fair; the Board approved withdrawal of \$100 from the bank for this purpose. Bakovka passed out a sign-up sheet for board volunteers during the book fair; sign-ups will be entered into Sign-Up Genius and the sign-up link will be sent out to the board. Bakovka is grateful for the time LeFevre has served on the board, sad to see her go but excited for her and her new chapter.
- e. Marsh will miss LeFevre. Went to Becky's farewell celebration, confirmed that we have a great group of people.

- f. Augustin also went to Becky's going away dinner. Good time, very sad to see Becky go.
  - g. Kuhn gave kudos to Faith on running after school art last week, thought she did a great job stepping out of her comfort zone and managing behaviors. Kuhn also attended Becky's going away dinner; she did great things during her time here and will be missed. Kuhn is excited for Bakovka to find a new Youth Librarian that fits in well with the team.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:36 pm.



May 2023 Statement

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Open Date: 04/14/2023 Closing Date: 05/12/2023



Visa® Business Cash Card

HENIKADISTRICTLIBRARY [REDACTED]

Elan Financial Services  
BUS 30 ELN

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<b>New Balance</b>	<b>\$3,900.66</b>
<b>Minimum Payment Due</b>	<b>\$40.00</b>
<b>Payment Due Date</b>	<b>06/10/2023</b>

Activity Summary		
Previous Balance	+	\$1,845.12
Payments	-	\$1,845.12 <sup>CR</sup>
Other Credits	-	\$37.85 <sup>CR</sup>
Purchases	+	\$3,938.51
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>\$3,900.66</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$40.00</b>
Credit Line		\$15,500.00
Available Credit		\$11,599.34
Days in Billing Period		29

Reward Points	
Earned This Statement	3,489
Reward Center Balance	939
as of 05/11/2023	
For details, see your rewards summary.	

Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

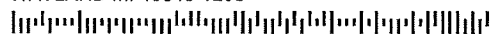
Please detach and send coupon with check payable to: Elan Financial Services [REDACTED]



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

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

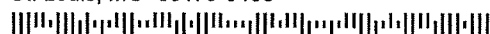


Account Number	[REDACTED]
Payment Due Date	6/10/2023
New Balance	\$3,900.66
Minimum Payment Due	\$40.00

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

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.





May 2023 Statement 04/14/2023 - 05/12/2023

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HENIKADISTRICTLIBRARY

Elan Financial Services

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**Business Cash**

<b>Rewards Center Activity as of 05/11/2023</b>	
Rewards Center Activity*	-20,000
Rewards Center Balance	939

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

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	3,455	9,819
2 Extra Points - Telecom & Office Supply	34	322
1 Extra Point - Restaurants & Gas	0	5
<b>Total Earned</b>	<b>3,489</b>	<b>10,146</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, GIERRA J      Credit Limit \$15500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/21	04/20	2271	DOLLAR TREE      JENISON      MI	\$4.96	Supplies
04/24	04/22	8760	ZOOM.US 888-799-9666      WWW.ZOOM.US      CA	\$16.95	CS
04/24	04/21	0422	WHENIWORK.COM      WHENIWORK.COM      MN	\$20.00	CS
05/02	05/01	5040	ADOBE *ACROPRO SUBS      408-536-6000      CA	\$21.19	CS
05/03	05/02	6876	USA*PBS Pub Brd Svc      800-5314727      OH	\$4.24	ym
05/04	05/03	3821	CALENDLY      HTTPSCALENDLY      GA	\$96.00	CS
05/04	05/04	8727	Etsy.com - HappiMissCl 718-8557955      NY	\$110.72	Ad Promo
05/05	05/04	1124	CHICAGO BOOKS & JOURNA      CHICAGO      IL	\$66.54	Ad Promo
05/05	05/04	2559	AMERICAN RED CROSS      800-733-2767      DC	\$37.00	MT
05/05	05/04	2898	AMERICAN RED CROSS      800-733-2767      DC	\$37.00	MT
05/05	05/04	2955	AMERICAN RED CROSS      800-733-2767      DC	\$37.00	MT
05/05	05/04	7177	AMERICAN RED CROSS      800-733-2767      DC	\$37.00	MT
05/05	05/04	8498	AMERICAN RED CROSS      800-733-2767      DC	\$37.00	MT
05/08	05/05	0906	AMERICAN AED LLC      954-458-6618      FL	\$2,525.99	Equip
05/11	05/10	5859	Etsy.com - HappiMissCl 718-8557955      NY	\$84.76	Ad promo
05/11	05/10	8623	MEIJER # 026      877-363-4537      MI	\$39.58	yp
05/12	05/12	4945	Etsy.com - HappiMissCl 718-8557955      NY	\$27.18	Ad Promo
<b>Total for Account</b>				<b>\$3,203.11</b>	

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May 2023 Statement 04/14/2023 - 05/12/2023  
 HENIKADISTRICTLIBRARY [REDACTED]

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**Transactions** FETTY, FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/17	04/14	0268	JOANN STORES*JOANN.COM 888-739-4120 OH ✓	\$22.93	AP
04/20	04/20	5436	THRIFT BOOKS GLOBAL, L 253-275-2241 WA ✓	\$27.72	AM
04/24	04/22	9923	FAMILY DOLLAR #4630 WAYLAND MI ✓	\$8.16	AP
04/26	04/24	7816	HARDING'S MARKET #3 WAYLAND MI ✓	\$8.79	AP
04/26	04/24	6322	FIVE BELOW 561 GRAND RAPIDS MI ✓	\$21.20	AP
04/27	04/26	7583	THRIFT BOOKS GLOBAL, L 253-275-2241 WA ✓	\$20.84	AP
04/28	04/26	6296	HARDING'S MARKET #3 WAYLAND MI ✓	\$17.97	AP
04/28	04/26	1970	DOLLAR-GENERAL #9954 WAYLAND MI ✓	\$5.00	AP
04/28	04/27	3690	AMAZON.COM*HF7VP32E2 A AMZN.COM/BILL WA ✓	\$8.24	YM
05/01	04/30	0755	LS GALACTIC TOYS 616-7455151 MI ✓	\$10.47	AP
05/01	04/27	0274	MEIJER # 199 877-363-4537 MI ✓	\$33.29	AP
05/03	05/01	5190	DOLLAR-GENERAL #9954 WAYLAND MI ✓	\$2.92	Supplies
05/08	05/04	1938	HARDING'S MARKET #3 WAYLAND MI ✓	\$53.09	AP
05/09	05/07	7298	MEIJER # 191 877-363-4537 MI ✓	\$11.90	Supplies
05/09	05/08	9768	eBay O*23-10030-95952 San Jose CA ✓	\$4.65	YM
05/10	05/09	8948	THRIFT BOOKS GLOBAL, L 253-275-2241 WA ✓	\$26.91	YM
05/11	05/09	6446	WAYLAND DO IT BEST HAR WAYLAND MI ✓	\$5.82	Supplies
<b>Total for Account</b> [REDACTED]				<b>\$289.90</b>	

**Transactions** BUTLER, REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
04/19	04/18	8486	MEIJER # 022 877-363-4537 MI ✓ MERCHANDISE/SERVICE RETURN	\$24.08 <sub>CR</sub>	YP
05/05	05/03	3878	ELLISON EDUCATIONAL EQ LAKE FOREST CA MERCHANDISE/SERVICE RETURN	\$13.77 <sub>CR</sub>	YM
<b>Purchases and Other Debits</b>					
04/17	04/15	9892	DOLLAR-GENERAL #9954 WAYLAND MI ✓	\$3.71	YP
04/17	04/14	6313	MEIJER # 022 877-363-4537 MI ✓	\$85.48	YP
04/17	04/13	5954	DOLLAR-GENERAL #9954 WAYLAND MI ✓	\$28.43	YP
04/20	04/19	9095	GameStop 817-422-2085 TX ✓	\$190.77	YM - 95.38 AM 95.39
04/21	04/19	5684	HARDING'S MARKET #3 WAYLAND MI ✓	\$54.10	YP
04/21	04/19	1661	DOLLAR-GENERAL #9954 WAYLAND MI ✓	\$3.71	YP
04/25	04/24	4434	USA*PBS Pub Brd Svc 800-5314727 OH ✓	\$27.55	YP
04/28	04/26	8185	HARDING'S MARKET #3 WAYLAND MI ✓	\$10.69	YP
04/28	04/26	4882	LITTLE CAESARS 3565-00 616-551-2771 MI ✓	\$33.13	YP
05/01	04/27	6219	DOLLAR-GENERAL #9954 WAYLAND MI	\$7.93	YP

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**Transactions** BUTLER,REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Total for Account</b> [REDACTED]				<b>\$407.65</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
04/24	04/22	0252	PAYMENT THANK YOU	\$1,845.12CR	
<b>Total for Account</b> [REDACTED]				<b>\$1,845.12CR</b>	

<b>2023 Totals Year-to-Date</b>	
Total Fees Charged in 2023	\$0.00
Total Interest Charged in 2023	\$0.00

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	24.99%	
**PURCHASES	\$3,900.66	\$0.00	YES	\$0.00	24.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	28.99%	

**Contact Us**

Phone

Voice: 1-866-552-8855  
TDD: 1-888-352-6455  
Fax: 1-866-807-9053

Questions

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 Fargo, ND 58125-6353



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St. Louis, MO 63179-0408



Online

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## ACCOUNTANTS' COMPILATION REPORT

To The Board  
Henika District Library  
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of May 31, 2023, and the related Statements of Activities for the one month and five months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

The Board has elected to omit substantially all the disclosures ordinarily required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Henika District Library.

**Walker, Fluke & Sheldon, PLC**  
Hastings, Michigan  
June 7, 2023

**Henika District Library**  
**Statement of Financial Position**  
**As of May 31, 2023**

**ASSETS**

**Current Assets:**

Cash-Checking	\$ 296,832.59
Cash-Savings	514,459.35
Certificate of Deposit - 740	52,127.35
Certificate of Deposit - 090	5,364.04
Certificate of Deposit - 104	5,364.04
Certificate of Deposit - 112	5,364.04
Certificate of Deposit - 120	5,364.04
Certificate of Deposit - 139	5,364.04
Certificate of Deposit - 344	1,021.39
Building Fund 171	3,076.46
Savings - Building Fund	101,949.35
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

**Total Current Assets** **\$ 1,329,462.53**

**Total Assets** **\$ 1,329,462.53**

**Henika District Library  
Statement of Financial Position  
As of May 31, 2023**

**LIABILITIES AND NET ASSETS**

**Current Liabilities:**

Due to the Federal Government	\$ (212.35)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

**Total Current Liabilities** \$ 335,000.71

**Net Assets:**

Fund Balance-Unrestricted	<u>762,554.00</u>
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**Total Net Assets-Beginning** 762,554.00

Change in Net Assets 231,907.82

**Total Net Assets** 994,461.82

**Total Liabilities and Net Assets** \$ 1,329,462.53

**Henika District Library**  
**Statements of Activities**  
For the 1 Month and 5 Months Ended May 31, 2023

	<u>Total Year Budget</u>	<u>1 Month Ended May. 31, 2023</u>	<u>5 Months Ended May. 31, 2023</u>	<u>Year-To-Date Variance</u>
<b>Revenues:</b>				
Township Revenue	\$ 206,841.00	\$ 0.00	\$ 206,840.82	\$ (0.18)
City Revenue	178,000.00	0.00	160,444.75	(17,555.25)
State Aid	10,000.00	0.00	6,503.38	(3,496.62)
Penal Fines	30,000.00	3,012.97	13,741.92	(16,258.08)
Copier & Fax Income	1,474.00	389.39	1,819.22	345.22
Fines	265.00	81.64	315.35	50.35
Interest Income	2,800.00	1,000.63	3,953.25	1,153.25
Memorial Donations	210.00	16.97	219.95	9.95
Book Sales	150.00	30.23	162.95	12.95
Federal E-Rate	4,000.00	250.70	2,297.61	(1,702.39)
Grants	5,500.00	1,500.00	5,500.00	0.00
Miscellaneous Income	<u>10,070.00</u>	<u>200.00</u>	<u>270.41</u>	<u>(9,799.59)</u>
<b>Total Revenues</b>	<u>449,310.00</u>	<u>6,482.53</u>	<u>402,069.61</u>	<u>(47,240.39)</u>
<b>Employee Expenses:</b>				
Wages	200,000.00	12,793.12	74,854.35	125,145.65
Employee Benefits	35,000.00	2,576.43	13,553.28	21,446.72
FICA Expense	15,000.00	978.68	5,925.69	9,074.31
State Unemployment Tax	<u>0.00</u>	<u>6.82</u>	<u>77.21</u>	<u>(77.21)</u>
<b>Total Employee Expenses</b>	<u>250,000.00</u>	<u>16,355.05</u>	<u>94,410.53</u>	<u>155,589.47</u>
<b>Operating Expenses:</b>				
Memberships & Training	8,500.00	185.00	1,923.00	6,577.00
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,000.00	0.00	0.00	3,000.00
Programming	17,000.00	941.13	10,140.84	6,859.16
Office Supplies	10,000.00	727.55	2,911.01	7,088.99
Furnishings	11,000.00	0.00	4,664.55	6,335.45
Equipment	19,025.00	3,371.80	4,986.22	14,038.78
Materials	36,165.00	3,364.64	16,737.29	19,427.71
Accounting	14,520.00	103.95	6,927.90	7,592.10
Contractual Services	35,000.00	1,004.64	12,644.27	22,355.73
Communications	3,000.00	267.57	1,366.42	1,633.58
Technology Support	4,000.00	0.00	570.00	3,430.00
Advertising	2,650.00	323.18	1,029.25	1,620.75
Postage	400.00	0.00	76.20	323.80

See Accountants' Compilation Report

**Henika District Library**  
**Statements of Activities**  
**For the 1 Month and 5 Months Ended May 31, 2023**

	<u>Total Year Budget</u>	<u>1 Month Ended May. 31, 2023</u>	<u>5 Months Ended May. 31, 2023</u>	<u>Year-To-Date Variance</u>
Utilities	11,000.00	588.63	3,354.21	7,645.79
Maintenance-Building/Grounds	20,000.00	898.50	6,945.93	13,054.07
Maintenance-Equipment	4,000.00	1,200.00	1,471.00	2,529.00
Miscellaneous	0.00	0.00	3.17	(3.17)
<b>Total Operating Expenses</b>	<u>199,310.00</u>	<u>12,976.59</u>	<u>75,751.26</u>	<u>123,558.74</u>
<b>Total Expenses</b>	<u>449,310.00</u>	<u>29,331.64</u>	<u>170,161.79</u>	<u>279,148.21</u>
<b>Change in Net Assets</b>	<u>\$ 0.00</u>	<u>\$ (22,849.11)</u>	<u>\$ 231,907.82</u>	<u>\$ 231,907.82</u>

See Accountants' Compilation Report





## Home

### Alerts

You have no alerts.

### Accounts

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$288,415.06</b>
<b>PUBLIC FUNDS HIGH-YIELD SAVINGS</b> XXX013	Current balance <b>\$514,389.39</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$102,556.52</b>
<b>CONTINGENCY FUND</b> XXX740	Current balance <b>\$52,213.52</b>
<b>BUILDING FUND</b> XXX090	Current balance <b>\$5,368.45</b>
<b>BUILDING FUND</b> XXX104	Current balance <b>\$5,368.45</b>
<b>BUILDING FUND</b> XXX112	Current balance <b>\$5,368.45</b>
<b>BUILDING FUND</b> XXX120	Current balance <b>\$5,368.45</b>
<b>BUILDING FUND</b> XXX139	Current balance <b>\$5,368.45</b>


<b>BUILDING FUND</b>	Current balance
XXX171	<b>\$3,079.00</b>

<b>BUILDING FUND</b>	Current balance
XXX344	<b>\$1,024.97</b>

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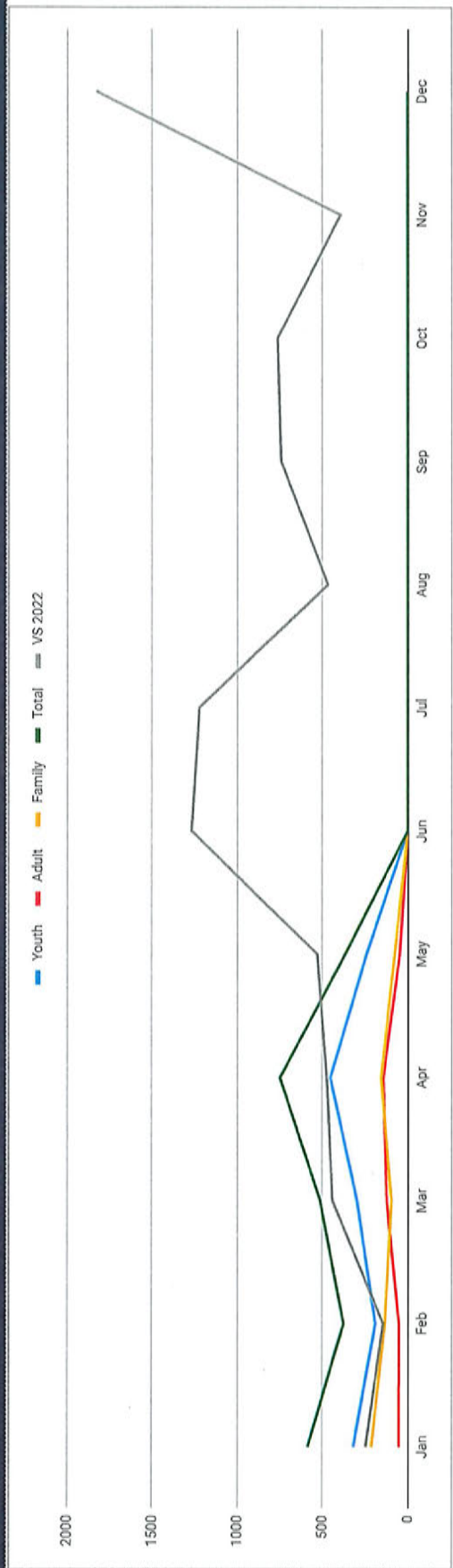
**United Bank**

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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### Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	317	188	295	451	240	0	0	0	0	0	0	0	1491
Adult	54	52	122	143	48	0	0	0	0	0	0	0	419
Family	214	134	94	155	76	0	0	0	0	0	0	0	673
<b>Total [1]</b>	<b>585</b>	<b>374</b>	<b>511</b>	<b>749</b>	<b>364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2583</b>
VS 2022 [2]	247	145	439	474	531	1,270	1,222	467	741	761	392	1,826	8515
<b>Yearly Increase</b>	<b>237%</b>	<b>258%</b>	<b>116%</b>	<b>158%</b>	<b>69%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>30%</b>

### Program Types

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Youth In-Person	307	183	292	419	232	0	0	0	0	0	0	0	1433	119
Youth Reading	10	5	3	7	8	0	0	0	0	0	0	0	33	3
Youth Take-Home	0	0	0	25	0	0	0	0	0	0	0	0	25	2
Adult In-Person	45	52	116	143	48	0	0	0	0	0	0	0	404	34
Adult Reading	9	0	3	0	0	0	0	0	0	0	0	0	12	1
Adult Take-Home	0	0	3	0	0	0	0	0	0	0	0	0	3	0
Family In-Person	118	12	39	32	6	0	0	0	0	0	0	0	207	17
Family Take-Home	96	122	55	123	70	0	0	0	0	0	0	0	466	39

**May 2023**

**Youth Services Report**

**Cierra Bakovka, Director**

The staff and I did the best we could to keep some fun things going. But it was certainly a slower month attendance wise with being down a youth person, school ending, and us getting ready for summer reading!

**Big Hero 6:** 6 people came to watch *Big Hero 6* and munch on popcorn with us!

**Preschool Storytime:** 21 attendees across 2 storytimes. I did a space storytime and a dinosaur storytime!

**Afterschool Art:** 190 attendees across 4 weeks. Thank you to Faith for handling this!

**Lego Club:** 11 attendees. Thank you to Sarah for handling this!

**Henika Pokemon Trainers:** 10 attendees. Thank you to Sarah for handling this!

**Family Take and Makes: Popsicles:** 43 kits taken.

**1000 Books before Kindergarten:** 4 new sign-ups! 4 kiddos moved on to the next sheet!

St. Therese continued their regular visits to the library on Tuesday mornings.

**Looking forward:**

Becky put together an SRP video before she left that went out to the schools and posted on our website. We have already had a ton of interest in summer reading so we can't wait for that to start on June 10th. Hopefully we will have a new youth person in by the end of June as we have some fun events planned, such as: Be Kind Storytime, another movie day watching *How to Train Your Dragon*, Tunes and Tales, Basic Animal Drawing, Chalk the Block, and a visit from John Ball Zoo! Also, Mina from the new gallery across the street will be volunteering her time to do a teen program about taking better photos.

**MAY 2023**

**Adult Services Report**

**Faith Fetty, Adult Services Librarian**

**Programs & Attendance**

**Mini Pinatas (In-Person): 17**

A longer program but oh my did the end products look cute as a button! It also aided my quest to rid myself of all the tissue paper I purchased this year. One patron even sent me a picture of her wearing her piñata on a headband for Cinco de Mayo!

**Ghost Islands & Islands of the Great Lakes (In-Person): 10**

The Restless Viking and his assistant adventurer Poppins are always a delight to have! Very knowledgeable and very interactive with attendees. A smaller crowd, but I think the quality of their interactions with attending patrons warrants their return in the future.

**Mini Masterpieces (In-Person): 5**

This program was only held on Wednesday due to a little mini vacation of mine. The cacti were very cute and easy to paint. I have plenty of canvases left so watch out for a Mini Masterpieces Part 2!

**BYOBook Club (In-Person): 0**

No one attended this month's meeting ☹️

**Bingo! Brunch (In-Person): 6**

Smaller crowd this month. This program fell through the cracks a little with all of our SRP prep and ne Youth Librarian search. Hoping for a larger crowd after increased promotion next month!

**Spice Club: Ginger (In-Person): 5**

Lesson learned – don't advertise fish for a food program! I think I scared everyone off with the featured salmon dish. Next month I am featuring cinnamon and making horchata, so I am anticipating a larger turnout.

**Seniors @ Green Acres (Out of Library In-Person): 10**

This month we played bingo at Green Acres. I haven't played bingo with them yet and they take their bingo seriously! Afterwards, one of the residents showed me her 4ft tall tomato plant we had planted from seed during my March visit. She didn't have anywhere for it to go outside, so it is now a community tomato plant on the porch of the library!

**Movie Day (Family In-Person): 6**

A very slow Saturday, some came and sat down for a little while during their visit to enjoy the movie (Big Hero 6).

**Seed Library (Passive): 9 People, 36 Packets**

The Seed Library is winding down for sure now. We are in the phase of the year where we are mostly waiting to see if any seeds come back to us as crops grow. We have given out 536 packets of seeds so far!

**After School Art (Youth In-Person): 190**

Yowza! This was a LOT of kids! Best craft was for sure the baby Yoda in a UFO, the kids had a lot of fun decorating their UFOs!

**Total Program Participants: 258****Looking Forward**

So much coming in the future! We have at least one family/youth event per week planned through the summer in case a new Youth Librarian is a little further in the future than planned.

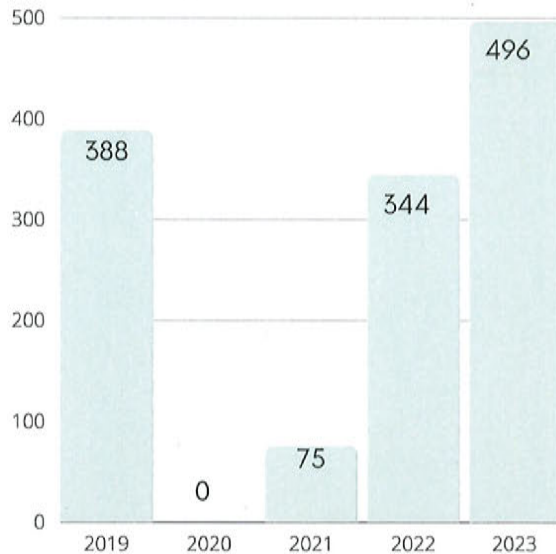
Tell you friends – June 16<sup>th</sup> at 6:30pm Sharon Emery will be at the library as part of the Michigan Notable Books Author Tour 2023! Everyone who attends will be entered to win a copy of her book and all Summer Reading Program participants can gain an additional SRP prize entry for their attendance.

# May 2023

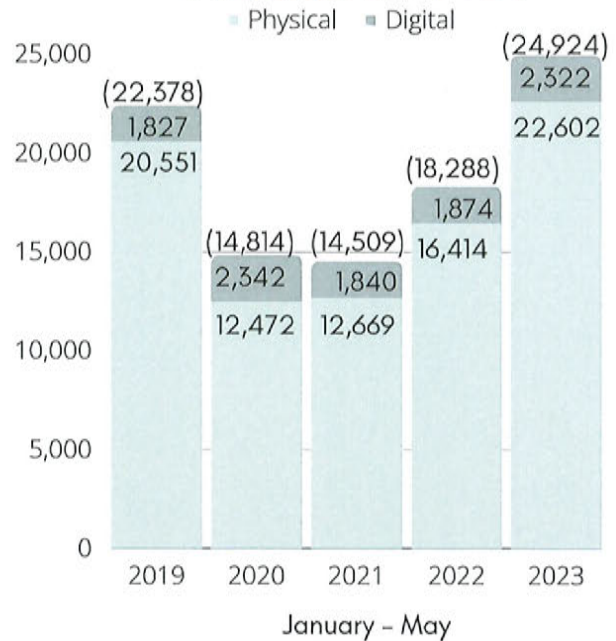
Our circulation numbers continue to improve last year's, with only a few categories remaining lower than pre-COVID levels. Our overall YTD circulation numbers are up 6,636 from last year at this time! Categories showing the most growth from last year during the month of May include: Video Games; which have circulated at almost double the rate that they did last year at this time, and Special Collection Items; which have more than doubled last year at this time. Other notable categories with higher circulation rates than last year at this time include: Board Games, Mel items, and e-Books. Lastly, the number of Computer Sessions for the month of May have also increased substantially! I attribute this to the kids getting on the computers to play Roblox after school.

Courtney Schenkuizen - Circulation Supervisor

## Computer Sessions



## Circulation YTD:



Henika has 2,980 total patron accounts. 432 of these accounts are active\* (not expired). Most expiration dates are set for 3 years upon renewal.

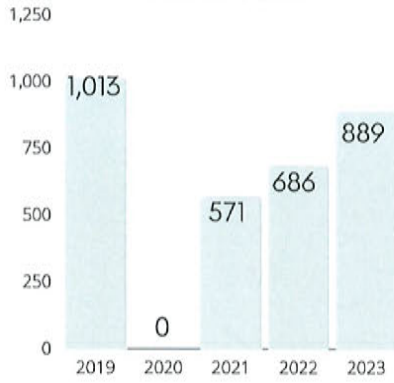
Patron accounts added YTD  
 14 Patron accounts added in May

- 9 Wayland City
- 4 Wayland Township
- 1 Non-Resident

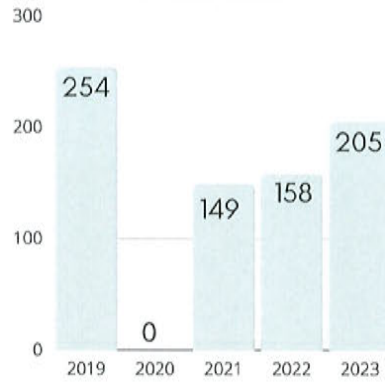
\*Active refers to those physically checking out items. This does NOT include those who only borrow e-material.



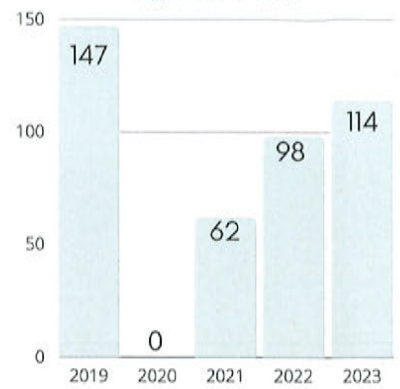
### Adult Print



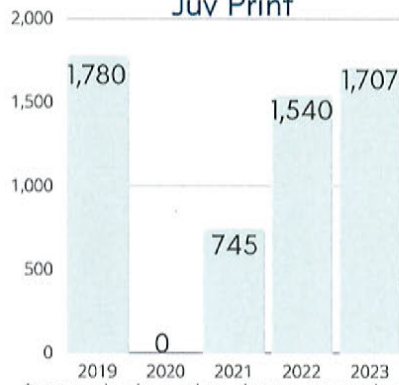
### Teen Print



### Tween Print



### Juv Print

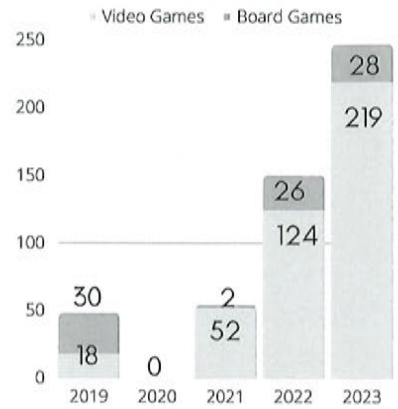


\*pictures books, readers, chapter, juv graphic, juv NF

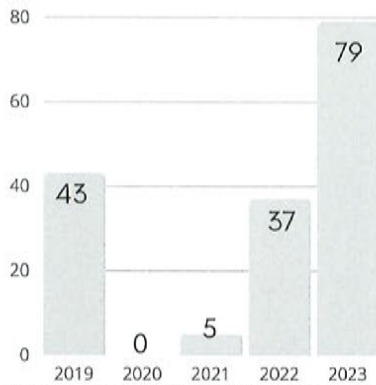
### MeL



### Games

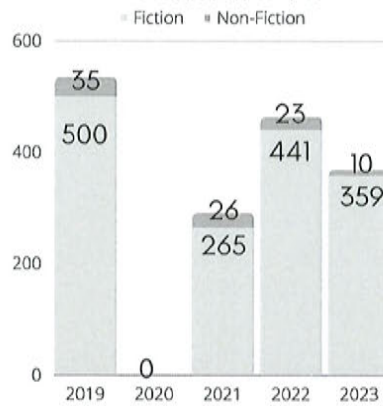


### Special Collection

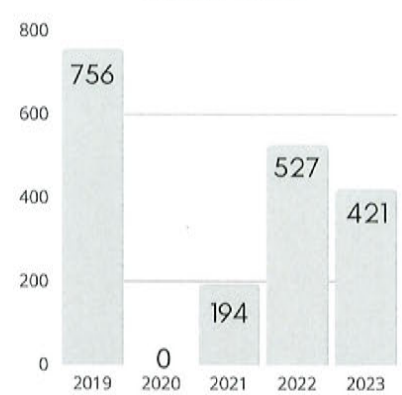


\*prior to August 2021, this only included launchpads

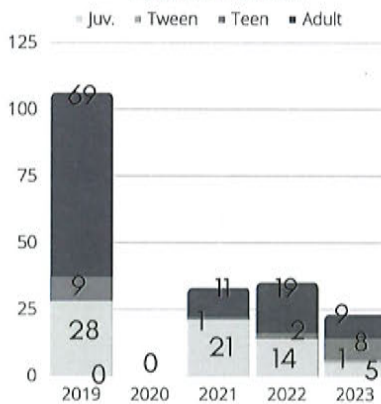
### General DVD



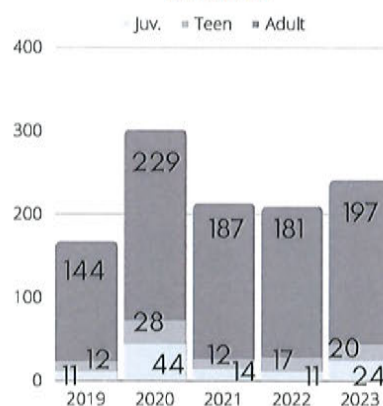
### Youth DVD



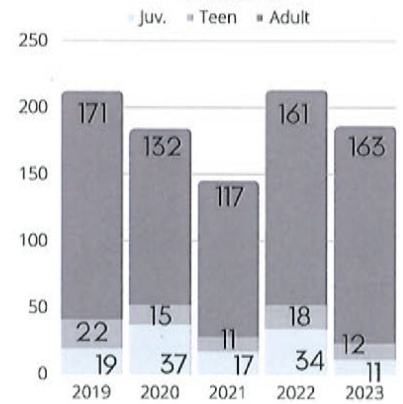
### Audiobooks



### eBooks



### eAudio



# Meeting Minutes

Henika District Library  
Building & Grounds Committee Meeting  
May 17th, 2023 at 1pm. Starts 1:00.

## I. Call to Order

- A. Members Present: Fryling, Marsh, Augustin
- B. Members Absent: Byville
- C. Staff Present: Bakovka
- D. Guests: None Present

## II. Approval of Agenda - Motioned by Augustin, seconded by Marsh

## III. Community Opportunity to Address the Committee

## IV. Approval of Minutes – Motioned by Augustin, seconded by Fryling

## V. Unfinished Business

- A. Reflection on *Triangle's* Presentation – Very helpful dialogue, they have diverse ideas and options plus non-profit experience. Discussion ensued regarding what we want and where to start.
- B. Follow up on Gary's Proposal - Letter written by Marsh presented to committee members. Edits made and proposed letter will be sent out by Bakovka on Library letter head.
- C. Follow up on parking lot plan: Wayland Mayor and City Manager have been approached and explained they would be open to selling the parking lot for a minimal cost with Library paying attorney costs. Library realizes all future maintenance will be at library's expense. This would all be contingent on full council approval. Next: bring a written proposal to Library Board then pursue next steps, including contacting an attorney to write up the proposal at the expense of the Library.

D. Planning Discussion – The committee thinks the next step is to choose a construction manager to help guide the rest of the process. Discussion ensued. Bakovka to reach out to Plainwell Library and ask Triangle for more structured payment information. Take parking lot proposal to board. Further narrow down expansion options before presenting to board.

**VI. New Business** - None

**VII. Around the Table**

Tami: Bench at back door is an eyesore and needs to be replaced. Bakovka already has someone lined up to take it.

Gary: Nothing to add

Bakovka: Is very busy working on filling open positions and asks for patience.

Augustin: appreciates hearing this process starts slowly, this is reassuring. Suggests picking date for next meeting at Board mtg on June 13. Good dates may be June 15, June 21 for Bakovka. 1:00 pm time is agreeable for all committee meetings.

**VIII. Adjournment** at 2:03pm - Motioned by Augustin, seconded by Fryling

Henika District Library  
Meeting Minutes

Henika District Library  
Finance Committee Meeting  
May 24, 2023 at 1:45 pm

**Members Present:** Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh,  
Maria Musgrave

**Members Absent:** None

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 1:52 pm by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- III. Approval of March 22, 2023 Finance Committee Meeting Minutes with the correction of the heading to reflect “Finance Committee Meeting” motioned by Augustin and seconded by Marsh. All yes, motion passed.
- IV. Unfinished Business
  - a. Assess PTO Policy
    - i. The current PTO policy was reviewed and discussed. Policies of other libraries were available to review for comparison.
    - ii. Bakovka consulted with an employment attorney regarding mitigating risk associated with front-loading PTO. According to the attorney there is not much that can be done to mitigate risk without switching to an accrual basis. The benefits of front-loading were discussed, and the committee recommends continuing the practice of front-loading PTO.
    - iii. The employment attorney noted that the board can require board approval of director time off and monitor a director’s PTO usage. The committee recommends editing the PTO policy to include the following verbiage for director accountability on PTO usage: “The President and Vice President of the board will have check-ins with the director on PTO usage.”
    - iv. The committee discussed the possibility of changing the amount of PTO earned each year, potentially with different amounts for part-time staff compared to full-time staff.
  - b. Assess Parental Leave
    - i. The committee discussed different options for granting staff parental leave, with discussion primarily centering on including

parental leave in with family medical leave. Bakovka to draft an amendment to the Family Medical Leave Policy to include six weeks of paid time off at 50%, which can be augmented with PTO if the employee chooses to do so. Further discussion is needed at the next committee meeting before finalizing recommendations to the board.

- c. Assess Related Policies – tabled to the next committee meeting due to time constraints.
  - i. Bereavement Leave
  - ii. Gifting of PTO
  - iii. Lactating Mothers
  
- V. New Business – no new business.
  
- VI. Around the Table
  - a. The committee would like to continue discussion of the PTO policy and parental leave/expanded family medical leave at the next meeting. Discussion of bereavement leave, gifting of PTO, and verbiage regarding accommodation for lactating mothers tabled to next meeting.
  - b. All present agreed to meet again on June 15 at 1:00 pm.
  
- VII. Adjournment of the meeting motioned by Marsh and seconded by Kuhn. Meeting adjourned at 3:30 pm.

## **Electronic Transactions of Public Funds Policy**

### **I. Purpose.**

The purpose of the Electronic Transactions of Public Funds Policy (“Policy”) is to authorize and regulate electronic transactions of public funds involving the Henika District Library (“Library”) and to provide for the powers and duties of certain Library officials.

### **II. Definitions.**

- A. “Automated clearing house” or “ACH” means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.
- B. “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.
- C. “ACH transaction” means an electronic payment, debit, or credit transfer processed through an automated clearing house.
- D. “Electronic Transactions Officer” or “ETO” means the person designated by the Library to have the authority granted under this Policy.
- E. “Director” shall mean the Henika District Library Director.

### **III. Responsibility for ACH Agreements.**

- A. The Library designates the Library Director as the ETO.
- B. The Library Director is responsible for the Library’s ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
- C. The Library Director shall submit to the Library documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the Library’s electronic general ledger software system or in a separate report to the Library Board.

### **IV. Internal Accounting Controls to Monitor Use of ACH Transactions.**

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by the Library:

- A. The Library Director shall prepare a list of vendors authorized to be paid by an ACH transaction and provide that list to the Library Board.
- B. The Library Director initiates the transaction upon receipt of an invoice from a vendor on the authorized ACH list identified in Section IV.A. above.
- C. The Library Director presents the invoices, a list of bills for payment, and a separate list of the electronic payments for Library Board approval. The Library Board shall approve all ACH invoices before payment.
- D. Following Library Board approval, the Library Director signs the ACH invoice, initiates the electronic transaction with the vendor, and makes the actual transfer of funds.
- E. The Library Director shall retain all ACH transaction documents for audit purposes.
- G. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the Library Director shall obtain the amount of the deposit and shall provide notification to the accountant for General Ledger accounting.

**V. ACH Not Subject to Revised Municipal Finance Act.**

An ACH arrangement under 2002 PA 738 is not subject to the Revised Municipal Finance Act, 2001 PA 34 (MCL 141.2101, *et seq.*), or to provisions of law or charter concerning the issuance of debt by a local unit.

85943:00001:7124512-1

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**Re: [EXT] Parking Lot Next to Library**

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**From :** Joshua M. Eggleston <jeggleston@cityofwayland.org> Thu, May 11, 2023 12:10 AM  
**Subject :** Re: [EXT] Parking Lot Next to Library   
**To :** AW Cierra Bakovka <waycb@llcoop.org>  2 attachments  
**Cc :** Jennifer Antel <jantel@cityofwayland.org>

Cierra:

I talked with Mayor Antel and our position is the property doesn't hold any long term strategic purpose. We would entertain a property transfer for a minimal sales price (\$1.00). This would still need to be approved by the full Council. This would obviously have a few other terms to consider such as the understanding would be it would be "as is" and the City wouldn't expect to retain any maintenance costs. Also any of the transaction costs and attorney fees would be covered by the library, etc.

Josh Eggleston  
City of Wayland

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**From:** AW Cierra Bakovka <waycb@llcoop.org>  
**Sent:** Wednesday, May 10, 2023 11:19:46 AM  
**To:** Joshua M. Eggleston <jeggleston@cityofwayland.org>  
**Cc:** Jennifer Antel <jantel@cityofwayland.org>  
**Subject:** Re: [EXT] Parking Lot Next to Library

Hi Josh,

We are okay with phone, but mainly we would like to gather more insight from yourself and Mayor Antel about what sort of pricing you would expect for the lot. Would you be able to relay that sort of information via phone at that date or would you prefer to schedule farther out? Thank you.

**Cierra Bakovka, MLIS**

She/Her

*Director*

Henika District Library

149 South Main St.  
Wayland, MI 49348  
269-792-2891 ext. 309  
[waycb@llcoop.org](mailto:waycb@llcoop.org)





## 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 monies 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 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.