

AGENDA

Henika District Library
Board of Trustees Meeting
May 14th, 2024 at 6:30 pm

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. April 2024 Regular Meeting Minutes (M)

V. Financial Reports

- A. 2023 Audit: Gabridge
- B. April 2024
 - 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

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

VII. Committee Reports

- A. Building and Grounds 4/29 (i)

- B. Finance 5/1 (i)

VIII. Unfinished Business

IX. New Business

- A. Excess Fund Balance/Investment
- B. Withdrawal for Book Sale
- C. Officers
- D. July Meeting Date

X. Around the table

XI. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
April 9, 2024 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Sarah Powell, Danielle Simmons

Members Absent: None

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 with Finance Committee meeting date correction motioned by Byville and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of March 2024 Regular Meeting Minutes motioned by Byville and seconded by Fryling. All yes, motion passed.
- V. Financial Reports for March 2024
 - a. Monthly check register was reviewed. Cherry Valley replaced the upstairs bathroom light and fan last month. Technology Solutions put a new disc drive in the PS4 for \$100. Barcodes were ordered from Lakeland. Down payments were put down for upcoming summer reading programs.
 - b. Credit Card Detail Report was reviewed. The wix.com charge is for the annual website renewal. Flights were bought for the ALA conference and PLA conference; one flight had to be repurchased due to incorrect dates. There will be reimbursement for PLA costs due to the grant Bakovka obtained. The charge from SP Direct Mail was to send a mailer to everyone who moved to our service area in the last few months to invite them to get a library card. The Delta Hotels charge was for Tori's hotel while she was in Muskegon at the youth conference.
 - c. United Bank Accounts were reviewed. Bakovka is awaiting clarification on what the \$47.30 credit in the accounting line item is for.
 - d. Approval of paid bills motioned by Fryling and seconded by Powell. All yes, motion passed.
- VI. Director's Report

- a. Bakovka recently returned from the PLA conference. The new app is coming April 21 or 23; Bakovka will have the opportunity to demo it on Thursday at the conference. The city made everyone on Main Street have a water inspection; Henika has a few inexpensive things to fix. Bakovka finished another financial course (internal control course) for public library finance certification; the next course will be payroll administration. The auditor is expected to finish by April 16th and will come to the next board meeting to present their findings. National library week is this week; posts were put on Facebook to celebrate our staff members for National Library Workers Day. Tomorrow is National Outreach Day; will be doing posts on Facebook celebrating our community partners. Jess will be having surgery on the 12th and will be out for the rest of the month.
- b. Monthly Statistics were reviewed. The door counter fell for a few days, causing an inaccurate count for the month. There has been a steady increase for this year, but we are seeing discrepancies between this year and last year. Bakovka is testing the door counters to figure out the accuracy. Program attendance in March was great with 673 total attendees.
- c. The Youth Services report was reviewed. There were 55 attendees at after school art in March, with two done take and make style. Sarah ran Lego club with 7 attendees while Tori was at MLA. Five teens came to Snackcrafters this month. A spur of the moment egg decorating program was put on the morning of Wayland's Easter egg hunt, and there were 30 attendees. Tori and Bakovka attended literacy night at Pine and Steeby and kindergarten roundup at Baker, with a total of 221 people at those events.
- d. The Adult Services report was reviewed. Abby started a book to film club, which had 5 attendees, but none had read the book. There was a great turnout for raised bed gardening – 17 people. DND 101 had 20 attendees. Abby will be at 412 next week for board game night. The seed library opened on March 15; approximately 44 people took packets.
- e. The Circulation report was reviewed. Electronic numbers are up, while physical books are down. Twelve new patron accounts were added in March. Audiobooks are doing better and eAudiobooks are at the highest they have been since pre-Covid.

VII. Committee Reports

- a. Building and Grounds 3/25
 - i. Fryling gave an overview of the meeting content. The committee is still getting information from other local libraries on how they handle signage for their lots; would like to designate two spots specifically for staff and all of the other spots for library patrons during working hours. A letter is being drafted to send to other area businesses to let them know the lot is now owned by Henika.

There is some maintenance that needs to be done – pothole filling and relocating the cement block that was knocked into the green space (the landscaper has since completed this task). The committee is waiting for more information from the Historical Society on what can be done to the building. Bakovka is working on grant applications.

b. Finance 3/27

- i. Kuhn gave an overview of the meeting minutes. Triangle has relayed to Bakovka that adding onto the building in any way would cause Henika to lose historic status; a separate building can be built and connected via breezeway if desired in order to maintain historic status. There is an opportunity for a historic preservation consulting grant that the committee is in support of Bakovka applying for to see if there are other options we can explore to maintain historic status. Bakovka has supplied additional information on projected finances for the USDA loan pre-application. The committee is looking into other grant opportunities, fundraising, and state appropriations.

VIII. Unfinished Business

a. Cleaning Service

- i. Bakovka sent the letter to Coverall after the last board meeting. There was no noticeable change or improvement in the level of service received aside from the cleaners remembering to put liners in the trashcans. Bakovka mailed 30-day notice of termination on April 5. Bakovka posted the custodian job on Indeed on Friday and has gotten about 45 applicants so far.

IX. New Business

a. Budget Amendment #2

- i. Bakovka presented a draft budget amendment to include additional income that has been received so far that was not previously budgeted for. The cost of the parking lot purchase is moving to Capital Outlay. The cleaning contract was previously accounted for under building and grounds maintenance; now moving to payroll for hiring cleaning in-house. Some additional money is being allocated to supplies for cleaning supplies purchases. Added \$200 in materials because of getting money in for fines/replacing materials.
- ii. Approval of Budget Amendment #2 as presented motioned by Fryling and seconded by Powell. A roll call vote was conducted. Eight yes, zero no; motion passed.
 1. Byville YES
 2. Musgrave YES
 3. Powell YES
 4. Fryling YES

5. Simmons YES
6. Marsh YES
7. Augustin YES
8. Kuhn YES

b. Acceptable Use/Remote Devices Policy

- i. Bakovka presented a draft policy to amend a few words in the policy, removing the grace period for overdue devices.
- ii. Adoption of amended Acceptable Computer Use Policy as presented motioned by Musgrave and seconded by Augustin. All yes, motion passed.

X. Around the Table

- a. Byville reminded the group that the building and grounds meeting date is April 29 at 4:15pm.
- b. Musgrave had nothing to add.
- c. Powell had nothing to add.
- d. Fryling reminded the group not to feel discouraged by the historical society answer.
- e. Simmons has been going to the Monday craft nights and checking out a lot of board games.
- f. Marsh had nothing to add.
- g. Bakovka shared some of the top topics from PLA: community library aid (how to bring social work assistance into libraries), leadership (how to say the hard things, don't sweat difficult conversations, safety by design). Bakovka felt that overall, the ALA conference is better and is not sure if will attend PLA again. Excited for advocacy day next week. Thankful for Aviv's comments on staff appreciation posts on Facebook.
- h. Augustin reminded the group that the next building meeting is April 29 at 4:15, the next finance meeting is May 1 at 1:45, the next planning meeting is May 20 at 5:30, and the next board meeting May 14 at 6:30. Augustin would like the board to be prepared to vote for officers next month due to anticipated absences for the June meeting. In general, officer positions are two-year terms. Augustin gave a heads up that she will be proposing to move the July meeting back a week to July 16 at May meeting.
- i. Kuhn was thankful for the conference swag. Kuhn checked out one of the Tonieboxes and a few Tonies figures recently and encouraged others with younger children to try them out; thinks they are a great addition to the library collection.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:07 pm.

Monthly Check Register

As of April 30th, 2024

Date	Payee	Memo	Account	Amount
4.5.24	Amazon	Supplies, Materials, Programming	-SPLIT-	\$483.11
4.5.24	Baker & Taylor		Materials	\$230.62
4.5.24	City of Wayland		Utilities	\$53.05
4.5.24	Consumers Energy	March and April	Utilities	\$449.22
4.5.24	DEMCO	Processing Supplies	Supplies	\$499.54
4.5.24	Elevator Service	Lift Test (Annual)	Equipment Maint	\$994.00
4.5.24	Lakeland	Quarterly	Contractual Serv	\$4,483.83
4.5.24	Michigan Gas		Utilities	\$218.63
4.5.24	T-Mobile		Communications	\$241.39
4.5.24	US Bank		Equipment	\$295.74
4.5.24	Wayland Area Chamber	Active Shooter Training	Mem/Train	\$25.00
4.19.24	Absopure		Utilities	\$47.42
4.19.24	Amazon	Materials, Supplies, Programming	-SPLIT-	\$1,241.35
4.19.24	Baker & Taylor		Materials	\$223.14
4.19.24	Blue Cross		Employee Benefits	\$3,795.05
4.19.24	Cardmember Service		-SPLIT-	\$2,874.10
4.19.24	Cengage		Materials	\$111.18
4.19.24	Cherry Valley	Plumbing Compliance	Building & Grounds	\$195.36
4.19.24	Coverall		Building & Grounds	\$555.00
4.19.24	Elevator Service		Equipment Maint	\$77.00
4.19.24	FosterSwift	FOIA Questions	Contractual Serv	\$269.50
4.19.24	Heimler Consulting	Quarterly	Tech Support	\$285.00
4.19.24	MJA Landscape		Building & Grounds	\$302.50
4.19.24	MLA	Annual Membership	Mem/Train	\$486.00
4.19.24	Playaway		Materials	\$74.99
4.19.24	Spectrum		Utilities	\$106.47

Total: \$18,618.19



April 2024 Statement

Open Date: 03/14/2024 Closing Date: 04/12/2024

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Visa® Business Cash Card

Account: [REDACTED]

Elan Financial
Services

1-866-552-8855

BUS 30 ELN

8

9

HENIKADISTRICTLIBRARY [REDACTED]

New Balance	\$2,874.10
Minimum Payment Due	\$29.00
Payment Due Date	05/10/2024

Reward Points

Earned This Statement	2,908
Reward Center Balance	33,196
as of 04/11/2024	

For details, see your rewards summary.

Activity Summary

Previous Balance	+	\$2,981.25
Payments	-	\$2,981.25 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,874.10
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$2,874.10
Past Due		\$0.00
Minimum Payment Due		\$29.00
Credit Line		\$20,500.00
Available Credit		\$17,625.90
Days in Billing Period		30

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

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



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

to pay by phone
to change your address

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



Account Number	[REDACTED]
Payment Due Date	5/10/2024
New Balance	\$2,874.10
Minimum Payment Due	\$29.00

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.



April 2024 Statement 03/14/2024 - 04/12/2024

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HENIKADISTRICTLIBRARY

Elan Financial Services

1-866-552-8855

Business Cash

Rewards Center Activity as of 04/11/2024

Rewards Center Activity*	0
Rewards Center Balance	33,196

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	2,874	9,479
2 Extra Points - Telecom & Office Supply	34	2,051
Total Earned	2,908	11,530

Important Messages

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

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

Transactions BAKOVKA, CIERRA J Credit Limit \$20500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/14	03/13	6014	USPS PO 2597840348 WAYLAND MI	\$8.36	Postage
03/22	03/21	1797	WHENIWORK.COM WHENIWORK.COM MN	\$20.00	CS
03/25	03/22	4612	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	CS
04/01	03/29	8590	MEIJER # 026 JENISON MI	\$5.29	Supplies
04/02	04/01	6344	ADOBE *ADOBE 408-536-6000 CA	\$21.19	CS
04/03	04/02	4554	LYFT *RIDE TUE 10AM lyft.com CA	\$28.79	Mem/Tran
04/05	04/05	4355	LYFT *RIDE THU 6PM lyft.com CA	\$11.83	Mem/Tran
04/05	04/05	1891	LYFT *RIDE THU 8PM lyft.com CA	\$13.65	Mem/Tran
04/08	04/06	2005	LYFT *RIDE SAT 5AM lyft.com CA	\$34.02	Mem/Tran
04/08	04/06	5217	4TE*NEC CLOUD COMMUNIC 800-240-0632 TX	\$124.11	Utilities
04/08	04/05	7561	DRURY COLUMBUS CV CTR COLUMBUS OH	\$958.80	Mem/Tran
04/11	04/10	3336	AMAZON.COM*RL8P85CX3 SEATTLE WA	\$21.44	Supplies
04/12	04/11	9627	SQ *NB OUTLET ALLENDALE MI	\$16.96	YP
04/12	04/10	6888	MENARDS WYOMING MI 715-876-6378 MI	\$74.99	Supplies
Total for Account				\$1,356.38	

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HENIKADISTRICTLIBRARY

Elan Financial Services

1-866-552-8855

Transactions SCHREUR,VICTORIA Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/14	03/13	9924	TARGET 00020156 CALEDONIA MI	\$63.59	Ym
03/18	03/17	9302	OLLIES BARGAIN OUTLET MUSKEGON MI	\$20.74	Ym
03/26	03/25	3337	SQ *BLANDFORD NATURE C Grand Rapids MI	\$318.00	Ym
03/27	03/26	6194	DOLLAR-GENERAL #9954 WAYLAND MI	\$3.98	Ym
03/28	03/26	5350	HARDING'S MARKET #3 WAYLAND MI	\$24.08	Ym
04/01	03/30	7349	RUSTIC MARKET GRAND RAPIDS MI	\$5.83	Ym
04/02	04/01	9572	SQ *LEGACY THRIFT KENT Wyoming MI	\$3.18	Ym
04/02	04/01	8963	MEIJER # 199 CALEDONIA MI	\$15.26	Ym
04/05	04/04	1773	DOLLAR-GENERAL #9954 WAYLAND MI	\$21.73	Ym
04/08	04/05	7555	USPS PO 2597840348 WAYLAND MI	\$8.73	Postage
04/08	04/04	6693	HORROCKS MARKET KENTWOOD MI	\$4.19	Ym
04/10	04/09	1497	LERNER LPG MBB 800-3284929 MN	\$426.28	Ym
04/11	04/10	1879	RED BRICK RESOURCES 180-02635407 MN	\$378.95	Ym
04/12	04/11	6582	WORLD MARKET ECOMM https://www.f CA	\$41.32	Ym
Total for Account				\$1,335.86	

Transactions CUMMINGS,ABIGAIL Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/27	03/25	1063	HARDING'S MARKET #3 WAYLAND MI	\$14.06	AP
03/27	03/25	1071	HARDING'S MARKET #3 WAYLAND MI	\$5.99	AP
03/29	03/27	6497	HARDING'S MARKET #3 WAYLAND MI	\$11.13	YAP
04/01	03/29	5996	JOANN STORES*JOANN.COM 888-739-4120 OH	\$31.78	YAP
04/05	04/04	5642	MEIJER 158 GRAND RAPIDS MI	\$47.58	AP
04/08	04/04	2619	THE HOME DEPOT #2715 GRAND RAPIDS MI	\$43.29	AP
04/12	04/11	8182	DOLLAR-GENERAL #9954 WAYLAND MI	\$28.03	AP
Total for Account				\$181.86	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/28	03/26	0130	PAYMENT THANK YOU	\$2,981.25CR	
Total for Account				\$2,981.25CR	

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April 2024 Statement 03/14/2024 - 04/12/2024

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HENIKADISTRICTLIBRARY

Elan Financial Services

1-866-552-8855



2024 Totals Year-to-Date

Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$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	25.24%	
**PURCHASES	\$2,874.10	\$0.00	YES	\$0.00	25.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

Contact Us



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



Questions
Elan Financial Services
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon
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St. Louis, MO 63179-0408



Online
myaccountaccess.com



ACCOUNTANTS' COMPILATION REPORT

To The Board
Henika District Library
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, which comprise the Governmental Fund Balance Sheet as of April 30, 2024, and the related Statement of Revenue and Expenditures for the one month and four 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
May 2, 2024

**Henika District Library
Governmental Fund Balance Sheet
As of April 30, 2024**

ASSETS

Current Assets:

Cash-Checking	\$ 397,991.93
Cash-Savings	549,679.64
Certificate of Deposit - 740	53,973.61
Savings - Building Fund	104,672.39
Certificate of Deposit - 943	32,017.20
Property Taxes Receivable	331,103.06
Due from Other Units of Government	<u>2,072.78</u>

Total Current Assets \$ 1,471,510.61

Total Assets \$ 1,471,510.61

**Henika District Library
Governmental Fund Balance Sheet
As of April 30, 2024**

LIABILITIES AND FUND BALANCE

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
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Fund Balance:

Fund Balance-Unrestricted	<u>861,790.88</u>
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Total Fund Balance -Beginning	861,790.88
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Change in Fund Balance	<u>274,719.02</u>
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Total Fund Balance	<u>1,136,509.90</u>
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Total Liabilities and Fund Balance	<u><u>\$ 1,471,510.61</u></u>
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Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 4 Months Ended April 30, 2024

	Total Year Budget	1 Month Ended Apr. 30, 2024	4 Months Ended Apr. 30, 2024	Year-To-Date Variance
Revenues:				
Township Revenue	\$ 220,000.00	\$ 14,657.26	\$ 223,590.80	\$ 3,590.80
City Revenue	190,000.00	96,526.45	175,293.22	(14,706.78)
State Aid	10,000.00	0.00	6,934.84	(3,065.16)
Penal Fines	30,000.00	3,248.54	11,659.05	(18,340.95)
Copier & Fax Income	0.00	323.90	1,250.83	1,250.83
Fines	0.00	86.72	285.07	285.07
Interest Income	5,000.00	2,379.65	7,307.22	2,307.22
Memorial Donations	0.00	249.73	1,355.00	1,355.00
Book Sales	0.00	20.00	111.15	111.15
Federal E-Rate	4,000.00	253.14	452.64	(3,547.36)
Miscellaneous Income	0.00	0.00	10.00	10.00
Total Revenues	459,000.00	117,745.39	428,249.82	(30,750.18)
Employee Expenditures:				
Wages	188,000.00	14,988.25	67,733.08	120,266.92
Employee Benefits	70,000.00	3,499.81	23,284.05	46,715.95
FICA Expense	16,000.00	1,146.61	5,181.59	10,818.41
State Unemployment Tax	0.00	57.56	131.75	(131.75)
Total Employee Expenditures	274,000.00	19,692.23	96,330.47	177,669.53
Operating Expenditures:				
Memberships & Training	7,000.00	1,558.09	4,218.96	2,781.04
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,500.00	0.00	110.00	3,390.00
Programming	16,000.00	978.87	4,141.57	11,858.43
Office Supplies	9,000.00	1,159.69	2,956.45	6,043.55
Furnishings	900.00	0.00	368.43	531.57
Equipment	15,000.00	295.74	3,630.82	11,369.18
Materials	36,000.00	2,353.04	9,354.03	26,645.97
Accounting	19,000.00	705.60	3,080.20	15,919.80
Contractual Services	35,000.00	4,811.47	13,244.96	21,755.04
Communications	3,500.00	241.39	990.25	2,509.75
Technology Support	3,000.00	285.00	765.00	2,235.00
Advertising	2,550.00	0.00	665.55	1,884.45
Postage	500.00	17.09	134.13	365.87
Utilities	11,000.00	998.90	2,861.08	8,138.92

See Accountants' Compilation Report

Henika District Library
Statement of Revenues and Expenditures
For the 1 Month and 4 Months Ended April 30, 2024

	Total Year Budget	1 Month Ended Apr. 30, 2024	4 Months Ended Apr. 30, 2024	Year-To-Date Variance
Maintenance-Building/Grounds	20,000.00	1,052.86	8,019.05	11,980.95
Maintenance-Equipment	3,000.00	1,071.00	1,653.85	1,346.15
Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>1,006.00</u>	<u>(1,006.00)</u>
Total Operating Expenditures	<u>185,000.00</u>	<u>15,528.74</u>	<u>57,200.33</u>	<u>127,799.67</u>
Total Expenditures	<u>459,000.00</u>	<u>34,652.07</u>	<u>153,530.80</u>	<u>305,469.20</u>
Change in Fund Balance	<u>\$ 0.00</u>	<u>\$ 83,093.32</u>	<u>\$ 274,719.02</u>	<u>\$ 274,719.02</u>

See Accountants' Compilation Report



Home

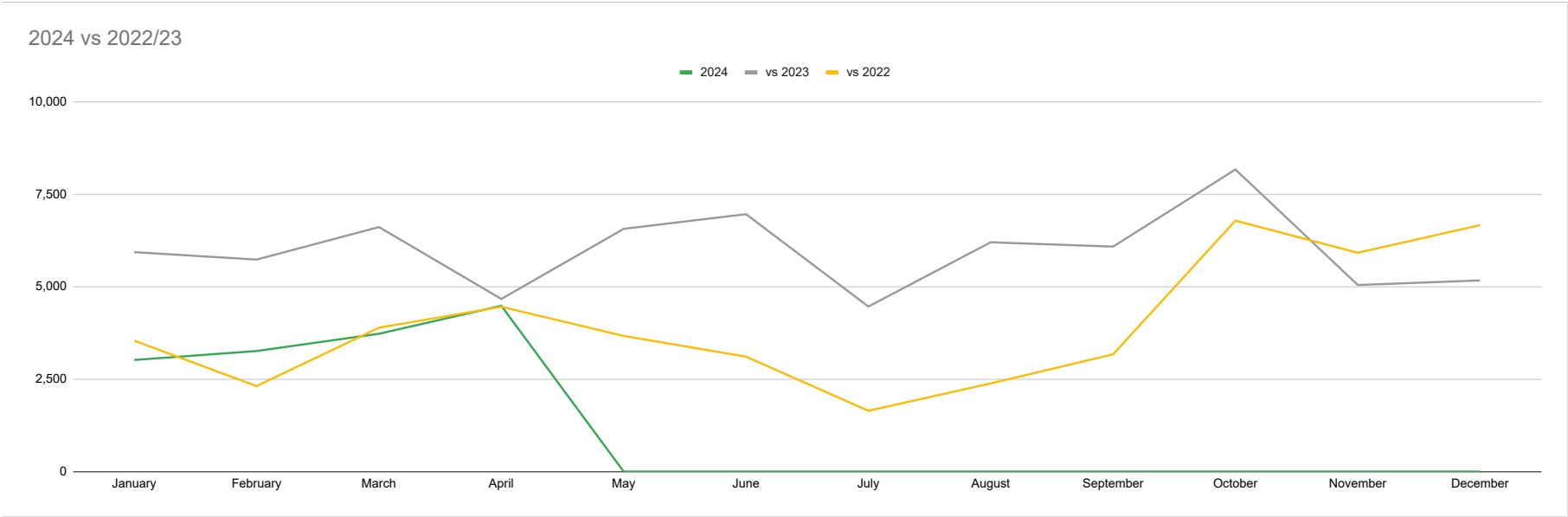
Alerts

You have no alerts.

Accounts

PUBLIC FUND CASH MANAGEMENT CHECKING XXXX7152	Current balance \$398,525.35
PUBLIC FUNDS HIGH-YIELD SAVINGS XXX013	Current balance \$549,679.64
BUILDING FUND XXX212	Current balance \$104,672.39
TIME DEPOSIT XXXX874	Current balance \$53,973.61
TIME DEPOSIT XXXX882	Current balance \$32,017.20

WEEKDAY TRAFFIC STATS 24



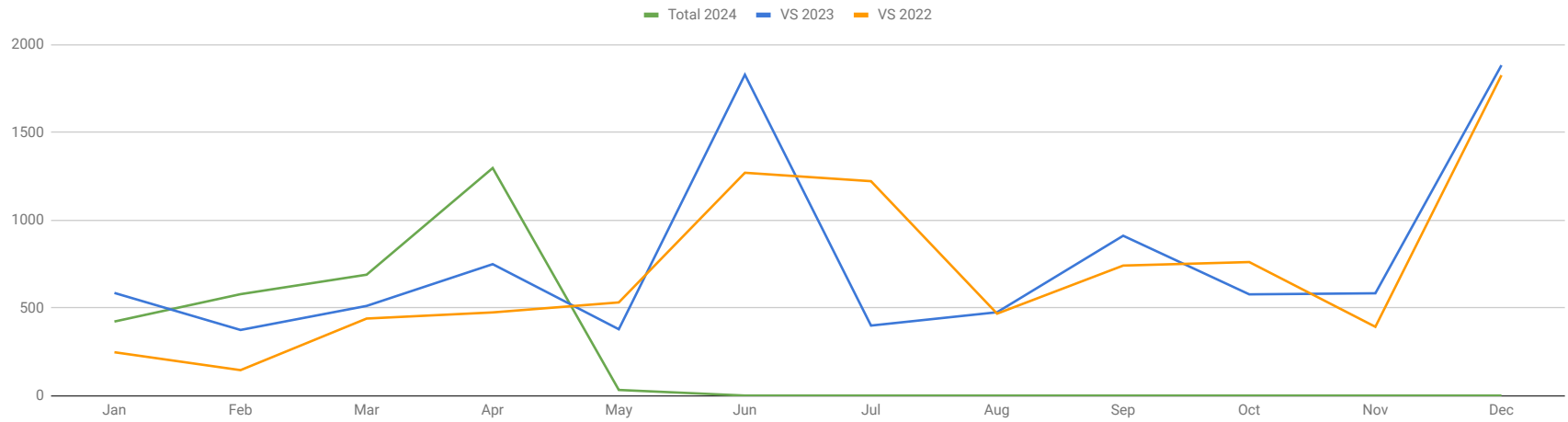
Summary

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
2024	3,020	3,262	3,729	4,486	0	0	0	0	0	0	0	0	14,497	3,624
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

Days of the Week Avg.

	January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE
Monday	183	207	174	282	#DIV/0!	#DIV/0!		#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tuesday	105	142	148	142	#DIV/0!	#DIV/0!		#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wednesday	152	155	185	178	#DIV/0!	#DIV/0!		#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Thursday	165	146	167	174	#DIV/0!	#DIV/0!		#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Friday	120	104	139	156	#DIV/0!	#DIV/0!		#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Saturday	56	77	68	84	#DIV/0!	#DIV/0!		#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Program Attendance 2024

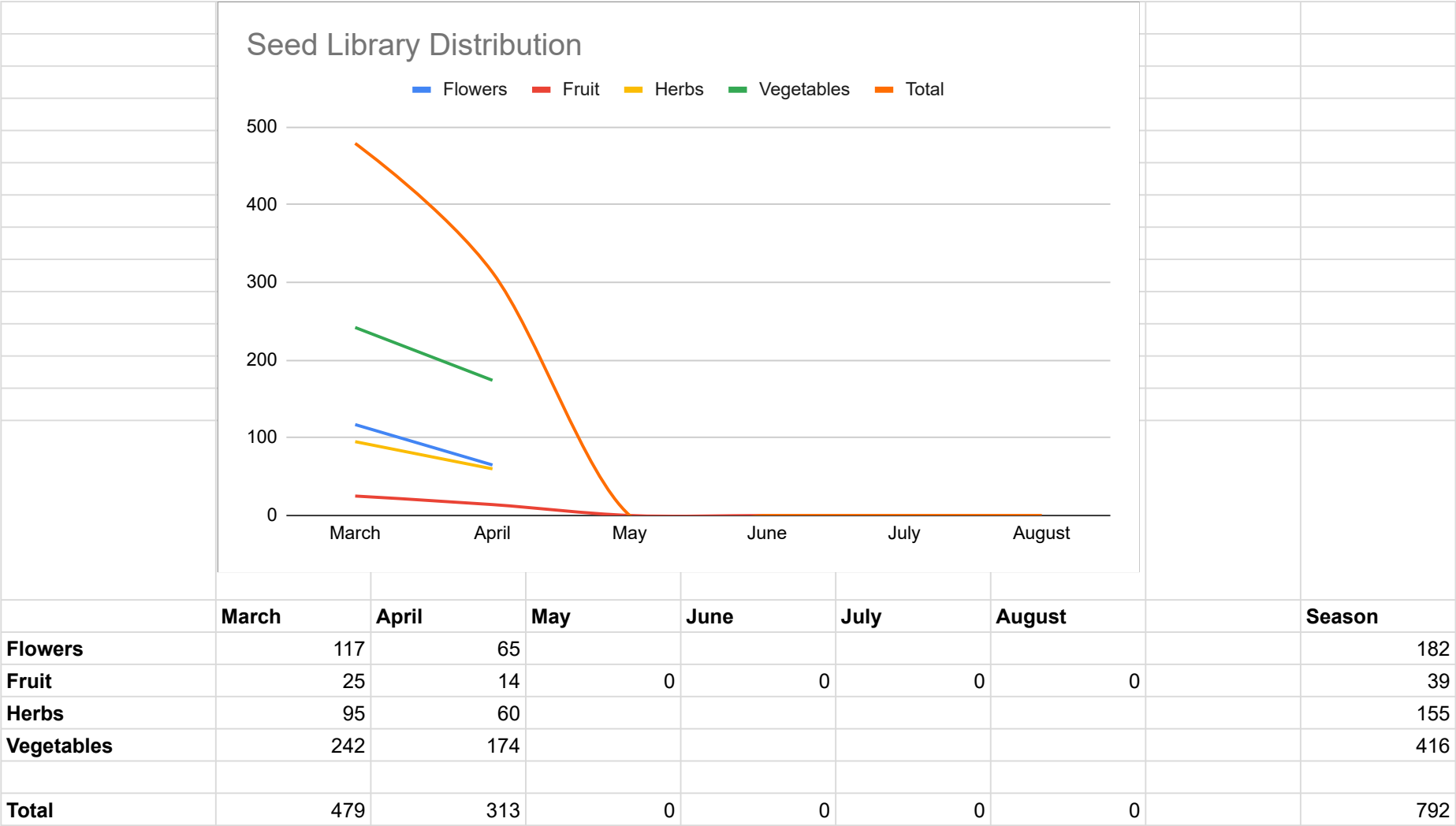


Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Youth	185	245	152	240	25	0	0	0	0	0	0	0	847
Adult	104	214	193	832	7	0	0	0	0	0	0	0	1350
Family	133	119	344	225	0	0	0	0	0	0	0	0	821
Total 2024 [1]	422	578	689	1297	32	0	0	0	0	0	0	0	3018
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	72%	155%	135%	173%	8%	0%	0%	0%	0%	0%	0%	0%	33%

Program Types

[illegible]



April 2024

Youth Services Report

Tori Schreur, Youth Services Librarian

Wonka Movie Day: 16 attendees

For the release of the movie Wonka, we watched the movie downstairs in the basement. Lots of kids and even adults enjoyed watching the film. I decorated the basement with candy decals and we drank a fizzy lifting drink. Which was cherry 7-up with pop rocks around the rim, making it fizz!

Lego Club: 10 attendees

We decided to keep the Lego schedule during Spring Break. Although the numbers were low, kids who can't usually attend due to school obligations were able to come play with legos since school wasn't in session.

Teen Art Reinvented: 15 attendees

I went to various thrift stores and dollar stores looking for canvases and cards that would make for a good starting point for our reinvented art. It was a lot of fun, and I wish I had taken pictures of the final products. We had several teens show up for the program, and a few younger kids, who were allowed to paint on blank canvases. One of my favorites was a painting of a bathroom, where one of the teens painted a friendly ghost in the mirror. Lots of talent showed up for this!

Sensory Playtime: 11 attendees.

Two sessions of Sensory Playtime were held this month. We seem to have a regular crowd that has been showing up for the sessions. We've been playing with instruments, painting with paint sticks, playing in the ball pit, and pretending to go fishing.

Henika Pokemon Trainers: 18 attendees

I always love Pokemon night! I missed the last session because of Literacy Night, so I was happy to be back for one. We had our usual trading, and I provided kids with cards so that they didn't have to trade from their own stack.

After School Art: 106 attendees.

After a slow March, our numbers picked back up for After School Art. Last week it was nice enough that we had ASA outside and made kites. The kids really enjoyed the blank puzzles, so that they could create their own designs and have their friends attempt to make their puzzles. We also colored and designed robot cubes.

Storytime: 2 attendees.

Due to Miss Tori having a stomach bug, one of our Storytime sessions was canceled. I've become friends with a little boy who has been attending both storytime and sensory playtime. The storytime he attended this month we read books about pizza and talked about what we like to eat on our pizza!

Henika Snackcrafters: 7 attendees.

Best Snackcrafters ever! We tasted tested chips from around the world. We had chips from West Africa, Korea, Japan, Ireland, Australia, and many more. There were different (to us) flavors like oyster and squid. Some of our favorite were the chocolate churro and the cheese puffs. I was surprised how much I liked the chicken wing flavor!

GSRP Preschool: 52 attendees

We hosted two GSRP classes and their parents. I ran it like a normal preschool storytime schedule. Afterward, the kids and their parents walked around and read the Storywalk.

Community Action Playgroup: 6 attendees

A representative from the Allegan Community Action playgroup came to Henika and hosted a program. It was a lot of fun! She brought a lot of sensory toys for the kids to play with. She also had these cool paint sticks, which I am definitely going to buy for the library and use for After School Art sometime!

Solar Eclipse Glasses: 585 glasses passed out**Solar Eclipse Party: 132 attendees**

What a beautiful day for the Solar Eclipse! Everyone who attended had glasses, and some people even left their glasses behind for more people who showed up. We had cookies and lemonade. Lots of people brought their chairs and blankets, and enjoyed the weather outside. What a cool experience!

Reading Dragons:

Eleven people finished the monthly Reading Dragons!

1000 Books before Kindergarten:

Two readers moved onto the next sheet!

Scavenger Hunt: 120 Golden Tickets were found!

Looking forward:

I feel like I say this every month, but next month is going to be busy! I will be getting into a lot of classrooms to advertise for Summer Reading. I will be going to Baker on May 6th, 7th, 10th, 16th, and 23rd. I will be at Steeby on the 15th and 22nd. I'm hosting a Star Wars "May the 4th be With You" party on May 4th. For normal programming, I will be having Lego Club on May 1st, Pokemon on May 8th, Teen Snack Crafters on May 15th, and Reading Dragons Bingo on May 22nd. After School Art will be on the Thursdays of May 2nd, 9th, 16th and 23rd. Storytime will be on Tuesdays on May 7th and 21st. Sensory Playtime will be on Tuesdays on May 14th and 28th. During one of the Sensory Playtime sessions, Allegan Community Action has asked if they can join. That date has not been set in stone.

Programs & Attendance

Adult Craft: Spiral Earrings: 16

This craft was a hit! It also wasn't terribly expensive to run, so I'm planning on doing another beaded earring craft in the summer, just with a different design.

Adult Craft: Paint Along With Us: 19

These are starting to pick up. I had heard that there was always a really high demand for the painting programs, but I wasn't really seeing high numbers. Now that basketball is done and it's getting warmer, I'm thinking attendance might be better.

Crazy Cat Party: 28

I had great attendance for this! Jen came and brought some cats, and we had snacks and crafts and trivia. It was mostly kids, but there were a good number of adults as well.

Eclipse Party: 132

This was a joint effort between Tori and I. I ran the inside, she ran the outside. We had lemonade and cookies and coloring sheets. We had enough glasses for everyone, and even though it was a really busy day it went pretty smoothly!

Buyer/Seller Seminar with Renee Rohraff: 5

I was not here for this. The presenter wanted to do a day I was not scheduled to work, so I set it up the Friday before and Sarah and Tori graciously hosted her. Not a great turnout, but I've heard it was very interesting!

Adult Craft: String Art: 15

People loved this craft, which is good because it was a lot of work! I probably won't do it again, just because the cost and preparation time were a little too high for a single craft. But I'm glad people enjoyed it!

4One2 Board Game Night: 0

This was disappointing. We haven't had success with board games, but we hadn't had success with DnD either and that was very popular at 4One2. Hopefully the Magic event in May will have a better turnout.

Adult Craft: Embroidery Basics: 15

This was my first time using the document camera for a craft, and I was really happy with the way it worked! If I do something like this again, I'll either budget more time or do fewer stitches, because it was a bit rushed.

Bingo! Brunch: 8

Not a bad turnout for Bingo! Brunch. We were missing a couple of regulars. I'm hoping for a really big crowd once school is out.

Spice Club: Tajin (Family In-Person): 9

This was one of the highest turnouts I've had for spice club, and it was also the easiest preparation. Even though, it was my last spice club until the school year starts again, when I might try again.

Seniors at Sawmill Estates (In-Person): 5

I've learned recently that the woman I was communicating with left, and they've hired a new person for her position. I'm going to try to find contact information for her and talk about how to improve attendance.

Seniors at Green Acres (In-Person): 12

They've been loving bingo! I think I'm going to try something a little different next month, just because we've been doing bingo for a few months now.

Seed Library (Passive): 30 people, 313 packets

Numbers have gone down a little for seed library, but not a ton. I've been posting about it on facebook and there still seems to be interest, so I'm keeping it pretty full.

Total Program Participants: 294

April Reflection

April was an incredibly busy and productive month. On top of all of the events, Tori and I did a lot of preparation for SRP. I'm happy with my attendance and with the stuff we have planned for summer.

Looking Forward

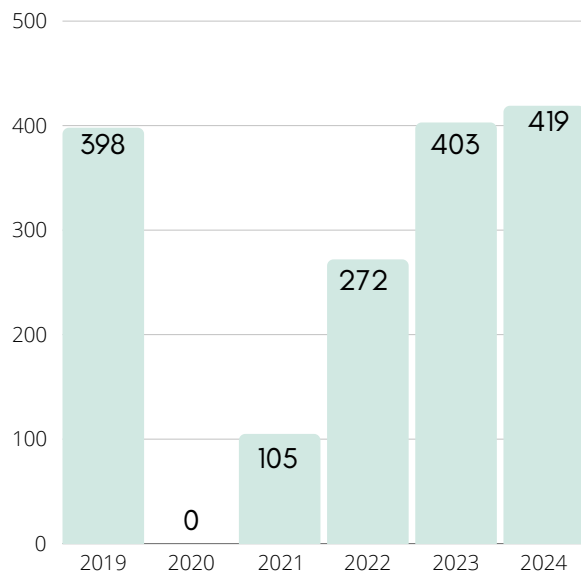
May will be less busy than April was and June will be for me. There are 3 Monday events, a take and make, a Magic the Gathering event at 4One2, and Bingo! Brunch. I'll also be at Sawmill and Green Acres. I also have all of the events through mid-August planned, including additional events with 4One2 and my first with McDuff's. Once the new owner is settled in at Open Road I'm going to reach out to her for something in the fall. SRP is almost entirely planned, and Tori and I are excited!

April 2024

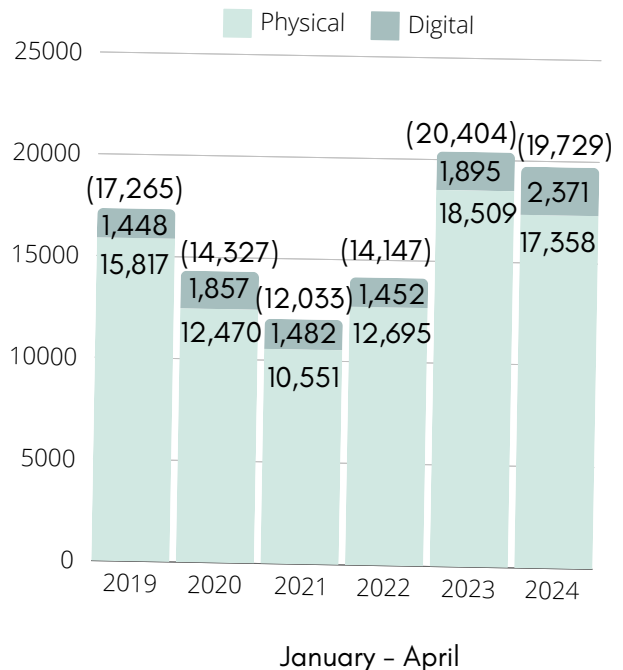
Our overall Circulation YTD numbers are only down 675 from what they were in April of last year. The categories showing the most growth from last year during the month of April are: Special Collection items; which circulated 1.6 times more this April and Adult e-Books; which circulated 1.5 times more than they did last April. The Tonieboxes are a wonderful addition to our Special Collection and have been checked out a total of 14 times since we added them to our collection at the beginning of March! Other categories showing noticeable growth from last April include: Adult Print, Tween Print, Juvenile Print, Video and Board Games, General DVDs, Tween Audiobooks, Teen e-Books, Juvenile E-Audiobooks, and Teen E-Audiobooks. The categories that are not circulating as well as they did in April 2023 include: Teen Print, MeL items, Youth DVDs, Non-Fiction DVDs, Adult e-Books, and Juvenile e-Books. I have no doubt that circulation numbers will continue to trend upward as we replenish our new physical materials and begin our transition into Summer Reading!

Courtney Schenkhuizen - Circulation Supervisor

Computer Sessions



Circulation YTD:



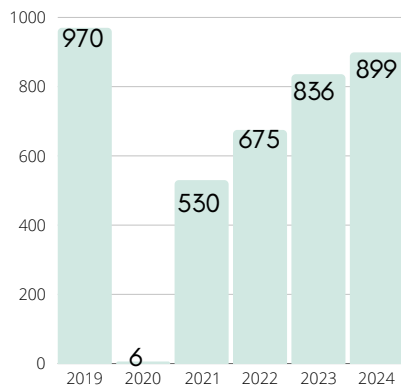
Henika has 2,768 total patron accounts. 477 of these accounts are active* (not expired). Most expiration dates are set for 3 years upon renewal.

83 Patron accounts added YTD
16 Patron accounts added in April:

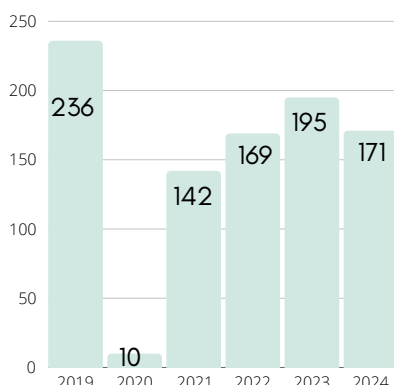
- 0 Patron Point
- 10 Wayland City
- 6 Wayland Township
- 0 Non-Resident

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

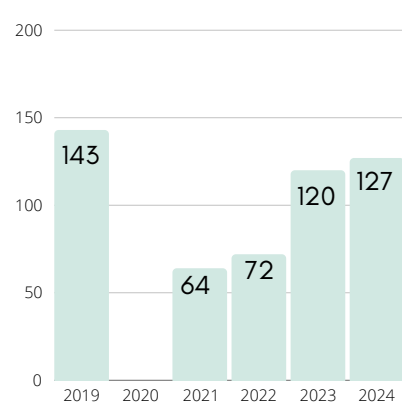
Adult Print



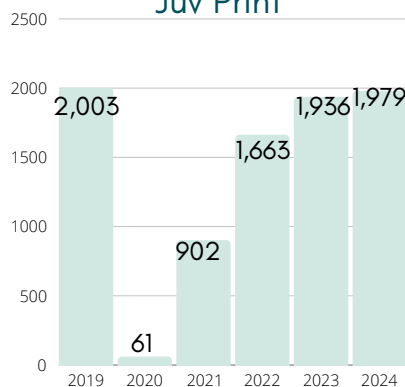
Teen Print



Tween Print

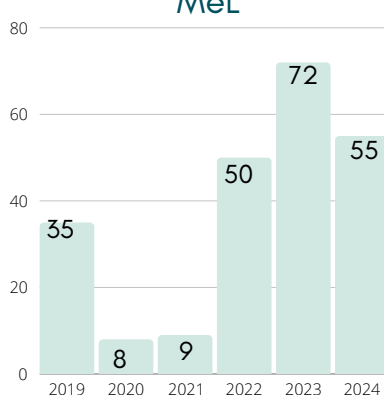


Juv Print

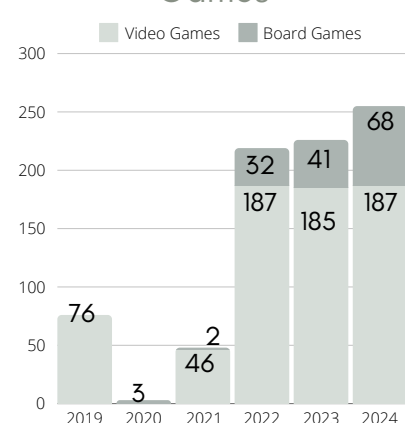


*pictures books, readers, chapter, juv graphic, juv NF

MeL

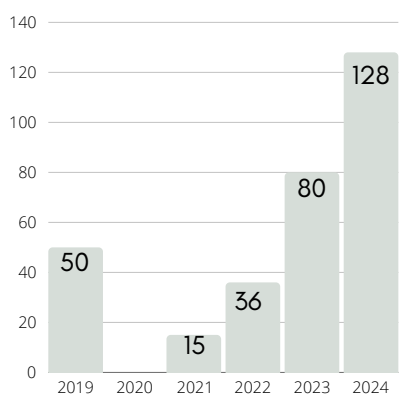


Games



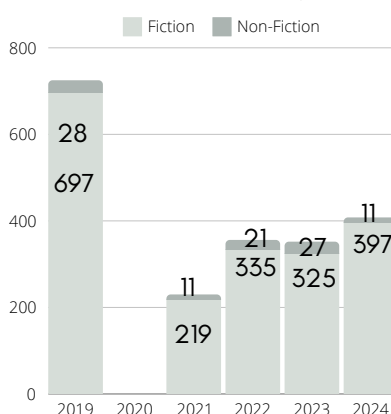
*prior to 2020, Video & Board Games were combined

Special Collection

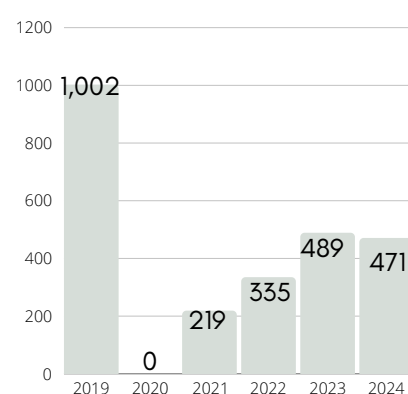


*prior to August 2021, this only included launchpads

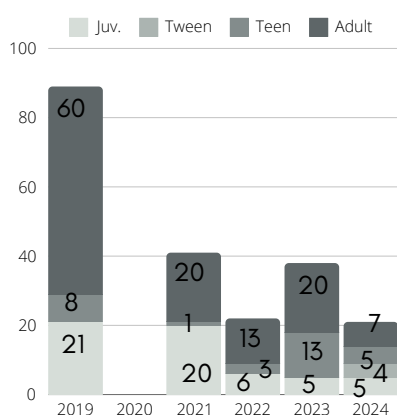
General DVD



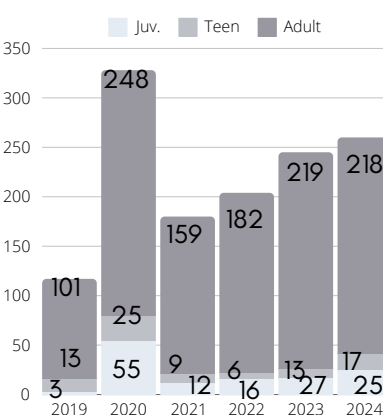
Youth DVD



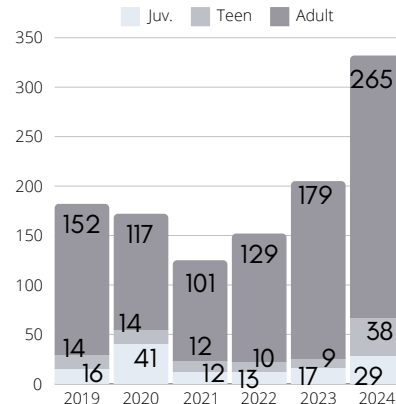
Audiobooks



eBooks



eAudio



MINUTES

Henika District Library

Building/Grounds Meeting

April 29, 2024: 4:15 by Fryling

A. Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Gary Marsh

B. Members Absent: none

C. Staff Present: Cierra Bakovka – Director

D. Guests: none

II. Approval of Agenda: motioned by Byville, seconded by Fryling. All yes, motion passed.

III. Community Opportunity to Address the Committee: No one present

IV. Approval of February 2024 Meeting Minutes: motioned by Fryling, seconded by Meghan. All yes, motion passed

V. Unfinished Business

A. Parking Lot:

1. Letter draftet by Bakovka, will be presented to full Board at May 2024 meeting.

2. ADA parking. We are already in compliance with ADA and can reduce to 2 in total. Extras spaces with be converted to regular parking.

3. Signage for 2 spaces will be approximately \$52.00. Additional signage is prices at approximately \$647.00. Concrete blocks to hold signate are available via “Emedco”. Alternates are available via AMAZON at a more reasonable price but are not cement.

4. Holes. Bakovka attempted to contact local companies.

- a. Asphalt company in Wayland did not respond
- b. Caledonia(Greenbauer) gave a quote for \$22,500.00 for entire parking lot to be replaced. OR: filling pothole and putting down new stripes would be approximately \$750.00
- i. Committee agrees to have Director will clarify materials to be used then fill holes and put down new stripes/handicap markings.

B. Grant Opportunities

1. Facade Grant:

a. Windows: Director will apply for Grant once 2 quotes are obtained. First quote is from Alside for \$18,615.14 for 20 total windows.

b. Lighting: One quote has been obtained from Outdoor Lighting for a total of \$8,898.70 for 23 lights. Director trying to get 2nd quote to complete Grant.

C. Building Update: Triangle has made a recommendation that we terminate our current historical status and build however we want. Biggest advantage to keeping the 'historical' status is 'building codes'. Historical status was appointed early 2000's.

2. Brainstorming about options:

a. There still is potential to move to another space. i.e. Another Wayland school building/Pine Street.

i. Advantages. Large enough, has outside space, including parking, might be able to stay open during renovations. Still in Wayland City limits.

ii. Disadvantages: Need total renovation. Still an old building. Building is not even for sale yet; i.e not relevant at this time. To continue discussing this would be pre-mature. Total renovation

would be farther in the future than current plan. If building is not even for sale, no point in furthering this discussion.

b. Losing historical status. Would like to get input from community regarding feelings about losing official historical status. Would need to set a specific time for community to give input.

c. Finances remain unknown. Need a total amount we can afford on a new building. Finance committee has decisions to make. USDA pre-application has been done, still waiting for their response. It is a lengthy process. Once Finance committee meets (May 1, 2024) and makes decisions, can discuss this further.

ACTION: Discuss further at next meeting(s).

VI. New Business: none

VII. Around the Table

Gary: nothing new to add

Meghan: Wants to discuss next Bldg meeting.

Tami: Eagerly awaiting finance committee input.

Cierra: Lots of irons in the fire, trying to keep up.

Suzy: nothing new to add

ACTION: Director to continue to get quotes.

NEXT MEETING: MAY 29, 2024 at 4:15pm.

VIII. Adjournment

Motioned by Fryling, second by Marsh. Adjourned at 5:30 pm

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
May 1, 2024 at 1:45 pm

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

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 1:45 pm by Marsh.
- II. Approval of Agenda motioned by Musgrave and seconded by Marsh. All yes, motion passed.
- III. Approval of March 27, 2024 Finance Committee Meeting Minutes motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants
 - 1. The application for the Historical Preservation Consulting Grant will open this summer.
 - 2. Kuhn looked into the USDA community center grant as a potential funding source and it appears to be aimed at more rural areas with lower socioeconomic status, so it does not appear that we are eligible.
 - 3. Kuhn was not able to find any additional opportunities for grants as a potential funding source since the last meeting.
 - ii. USDA Loan
 - 1. The pre-application is awaiting approval.
 - iii. Millage
 - 1. Musgrave gave an update on millage as a potential funding source.
 - a. Brenda Ritchie, Allegan County – set up contacts
 - b. Joe Gross – Municipal Advisor – used PFM altRv Baird
 - i. Prepared tables and help with budget
 - ii. Bid Architect
 - c. Bethany Stover – Triangle; get in contact for contacts: WUS numbers

iv. Fundraising Campaign (Large Donors)

1. Augustin reached out to Keith Hopkins. He recommended starting with a feasibility study and is willing to come speak to the group if we would like to learn more about what services he can offer. Bakovka to reach out to Barb to get her perspective on the services being provided for their TK/Middleville library project.

v. Appropriations

1. Bakovka attended Advocacy Day but was not able to meet with either state representative. She met with a staffer and is corresponding with them. Bakovka is also reaching out to the MLA lobbyist to learn more about the appropriations process.

V. New Business

a. Bank Accounts/CDs

- i. Bakovka presented an overview of the draft audit report; we came in about \$150,000 under budget. The committee discussed committing funds to the Building Fund and ensuring our accounts are maximizing interest earnings. Current CD rates were also discussed; Marsh to obtain CD rates and lengths before May board meeting to bring up-to-date information to the board. Recommendation to move \$150,000 to the Building Fund pending clarification of interest rates motioned by Musgrave and seconded by Marsh. All yes, motion passed.

VI. Around the Table

- a. Augustin asked the committee members to be prepared to set the next committee meeting date at the May 14 board meeting.

VII. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 2:37 pm.



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.