

# AGENDA

Henika District Library  
Finance Committee Meeting  
July 24th, 2023 at 4pm

## **I. Call to Order**

Members Present:

Members Absent:

Staff Present:

Guests:

## **II. Approval of Agenda**

## **III. Approval of Previous Meeting Minutes**

## **IV. Unfinished Business**

## **V. New Business**

A. Draft 2024 Budget

## **VI. Around the table**

## **VII. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Finance Committee Meeting  
June 15, 2023 at 1:00 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 1:04 pm by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- III. Approval of May 24, 2023 Finance Committee Meeting Minutes motioned by Augustin and seconded by Marsh. All yes, motion passed.
- IV. Unfinished Business
  - a. Assess PTO Policy
    - i. The current PTO policy and draft revisions to the PTO policy were reviewed and discussed. Draft revisions included changes to the amount of PTO granted to employees, adding director check-ins with the board President and Vice President on PTO, and grandfathering to prior PTO amounts for employees already hired in. The committee discussed editing the categories from “full-time employees” to “supervisory employees (employees working an average of 28 hours or more per week)” and “part-time employees” to “employees working an average of 20 to 27 hours per week.”
    - ii. Approval of the updated draft PTO policy as the committee’s recommendation to the board motioned by Kuhn and seconded by Musgrave. A roll call vote was conducted. All yes, motion passed.
      1. Marsh YES
      2. Musgrave YES
      3. Kuhn YES
  - b. Assess Parental Leave
    - i. The current Family Medical Leave policy and draft revisions to the Family Medical Leave policy were discussed. Draft revisions included addition of a paid portion of Family Medical Leave – 50% pay for the first 6 weeks. The committee discussed clarification of

PTO usage for the first 6 weeks and what amount of PTO would be needed for an employee to receive 100% of pay during that time if they so choose; Bakovka to check with lawyer on verbiage. The committee discussed changing qualification for Family and Medical Leave from 25 hours to 28 hours to better match up with other related policies.

- ii. The financial impact of a paid portion of Family and Medical Leave was calculated and discussed. Paying covered employees at 50% pay for the first 6 weeks of a covered family/medical leave would equate to paying up to an additional 3 weeks of pay annually. Though it is unlikely each covered employee would utilize this benefit each year, there is room in the budget to cover the additional expense. The covered employees would be those in the following roles: director, youth librarian, adult librarian, and circulation supervisor.
  - iii. Approval of the updated draft Family and Medical Leave policy as the committee's recommendation to the board motioned by Kuhn and seconded by Musgrave. A roll call vote was conducted. All yes, motion passed.
    1. Marsh YES
    2. Musgrave YES
    3. Kuhn YES
- c. Assess Related Policies
- i. Bereavement Leave
    1. The committee does not recommend carving out bereavement leave as a separate benefit.
  - ii. Gifting of PTO
    1. There is not currently any reference to gifting of PTO in our policies. It has been done on a case-by-case basis in the past. Kuhn recommended that it be added to the PTO policy if it is being done at the director's discretion or that the practice be discontinued if not added to the policy.
    2. Committee members voted on whether gifting of PTO should be allowed. A roll call vote was conducted. A majority voted no, so the committee's recommendation to the board is to not allow gifting of PTO and therefore not include any reference to gifting of PTO in the PTO policy.
      - a. Marsh NO
      - b. Musgrave NO
      - c. Kuhn YES
  - iii. Lactating Mothers
    1. Bakovka noted that Henika follows legal guidelines for lactating mothers, both as patrons and staff. Employees receive breaks based on their shift length, with all shifts receiving at least one break. No further discussion or recommendations needed.

- V. New Business – no new business.
- VI. Around the Table
  - a. Bakvoka had nothing to add.
  - b. Augustin is glad the committee was able to hash out and define things that need to be done.
  - c. Kuhn appreciated the good discussion on these important policies and the respect for each other's opinions when we disagree.
  - d. Marsh is pleased we took the time for discussion and due diligence on these policy recommendations.
  - e. Musgrave noted the importance of bringing recommendations to the board as one voice.
  - f. All present agreed to meet again on July 24 at 4:00 pm.
- VII. Adjournment of the meeting motioned by Marsh and seconded by Kuhn. Meeting adjourned at 2:58 pm.

## Henika District Library Budget FY 2024 -- DRAFT

### Income

101-790-400502	Federal E-Rate	\$4,000.00
101-790-400540	State Aid	\$10,000.00
101-790-400581.C	City Contribution	\$190,000.00
101-790-400581.T	Township Contribution	\$220,000.00
101-790-400582	Non-Resident Fees	
101-790-400601	Copies and Faxes	
101-790-400656	Penal Fines	\$30,000.00
101-790-400657	Fines	
101-790-400665	Interest Income	\$5,000.00
101-790-400691	Donations	
101-790-400692	Miscellaneous Revenue	
101-790-400693	Book Sale	
101-790-400700	Grants	
	<b>Total</b>	<b>\$459,000.00</b>

### Expenses

101-790-700702	Payroll	\$208,000.00
101-790-700710	Employee Benefits	\$57,000.00
101-790-700715	Payroll Liabilities	\$16,000.00
101-790-700727	Postage	\$500.00
101-790-700728	Supplies	\$8,000.00
101-790-700740	Furnishings	\$900.00
101-790-700740	Equipment	\$15,000.00
101-790-700740	Materials	\$36,000.00
101-790-700801	Advertising & Promotion	\$1,550.00
101-790-700805.1	Accounting	\$16,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00
101-790-700806	Technology Support	\$3,000.00
101-790-700808	Building and Grounds Maintenance	\$20,000.00
101-790-700850	Communications	\$3,500.00
101-790-700910	Building & Liability Insurance	\$3,500.00
101-790-700920	Public Utilities	\$11,000.00
101-790-700933	Equipment Repairs and Maintenance	\$3,000.00
101-790-700954	Contractual Sevices	\$35,000.00
101-790-700955	Memberships & Training	\$5,000.00
101-790-700956	Programming	\$16,000.00
	<b>Total</b>	<b>\$459,000.00</b>

## Henika District Library Budget Amendment #2 FY 2023

Revenue Increase of \$10,735

Added Grants line item

Income		<u>Current</u>	<u>Difference</u>	<u>Amended</u>
101-790-400502	Federal E-Rate	\$4,000.00	=	\$4,000.00
101-790-400540	State Aid	\$10,000.00	=	\$10,000.00
101-790-400581.C	City Contribution	\$178,000.00	=	\$178,000.00
101-790-400581.T	Township Contribution	\$205,000.00	+\$1841	\$206,841.00
101-790-400601	Copies & Faxes	\$550.00	+924	\$1,474.00
101-790-400656	Penal Fines	\$30,000.00	=	\$30,000.00
101-790-400657	Fines	\$100.00	+\$165	\$265.00
101-790-400665	Interest Income	\$800.00	+\$2000	\$2,800.00
101-790-400691	Donations	\$75.00	+\$135	\$210.00
101-790-400692	Miscellaneous Revenue		+\$70	\$70.00
101-790-400693	Book Sale	\$50.00	+\$100	\$150.00
101-790-400700	Grants		+\$5500	\$5,500.00
	Transfer from Laverne Johnson Book Fund	\$10,000.00	=	\$10,000.00
	<b>Total</b>	<b>\$438,575.00</b>	<b>+\$10,735</b>	<b>\$449,310.00</b>
<b>Expenses</b>				
101-790-700702	Payroll	\$200,000.00	=	\$200,000.00
101-790-700710	Employee Benefits	\$35,000.00	=	\$35,000.00
101-790-700715	Payroll Liabilities	\$15,000.00	=	\$15,000.00
101-790-700727	Postage	\$400.00	=	\$400.00
101-790-700728	Supplies	\$10,000.00	=	\$10,000.00
101-790-700740	Furnishings	\$10,000.00	+\$1000	\$11,000.00
101-790-700740	Equipment	\$14,025.00	+\$5000	\$19,025.00
101-790-700740	Materials	\$35,100.00	+\$1065	\$36,165.00
101-790-700801	Advertising & Promotion	\$2,000.00	+\$650	\$2,650.00
101-790-700805.1	Accounting	\$14,000.00	+\$520	\$14,520.00
101-790-700805.2	Bank Charges & Fees	\$50.00	=	\$50.00
101-790-700806	Technology Support	\$4,000.00	=	\$4,000.00
101-790-700808	Building and Grounds Maintenance	\$20,000.00	=	\$20,000.00
101-790-700850	Communications	\$3,000.00	=	\$3,000.00
101-790-700910	Building & Liability Insurance	\$3,000.00	=	\$3,000.00
101-790-700920	Public Utilities	\$11,000.00	=	\$11,000.00
101-790-700933	Equipment Repairs and Maintenance	\$4,000.00	=	\$4,000.00
101-790-700954	Contractual Sevices	\$35,000.00	=	\$35,000.00
101-790-700955	Memberships & Staff Development	\$7,000.00	+\$1500	\$8,500.00
101-790-700956	Programming	\$16,000.00	+\$1000	\$17,000.00
	<b>Total</b>	<b>\$438,575.00</b>	<b>+\$10,735</b>	<b>\$449,310.00</b>

Henika District Library  
 Statements of Activities  
 For the 1 Month and 6 Months Ended June 30, 2023

	Total Year Budget	1 Month Ended Jun. 30, 2023	6 Months Ended Jun. 30, 2023	Year-To-Date Variance
<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	0.14	6,503.52	(3,496.48)
Penal Fines	30,000.00	0.00	13,741.92	(16,258.08)
Copier & Fax Income	1,474.00	291.60	2,110.82	636.82
Fines	265.00	103.88	419.23	154.23
Interest Income	2,800.00	57.57	4,010.82	1,210.82
Memorial Donations	210.00	83.96	303.91	93.91
Book Sales	150.00	564.50	727.45	577.45
Federal E-Rate	4,000.00	250.00	2,547.61	(1,452.39)
Grants	5,500.00	0.00	5,500.00	0.00
Miscellaneous Income	10,070.00	0.00	270.41	(9,799.59)
<b>Total Revenues</b>	<u>449,310.00</u>	<u>1,351.65</u>	<u>403,421.26</u>	<u>(45,888.74)</u>
<b>Employee Expenses:</b>				
Wages	200,000.00	12,243.08	87,097.43	112,902.57
Employee Benefits	35,000.00	2,513.47	16,066.75	18,933.25
FICA Expense	15,000.00	936.59	6,862.28	8,137.72
State Unemployment Tax	0.00	5.72	82.93	(82.93)
<b>Total Employee Expenses</b>	<u>250,000.00</u>	<u>15,698.86</u>	<u>110,109.39</u>	<u>139,890.61</u>
<b>Operating Expenses:</b>				
Memberships & Training	8,500.00	230.03	2,153.03	6,346.97
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,000.00	423.00	423.00	2,577.00
Programming	17,000.00	1,434.96	11,575.80	5,424.20
Office Supplies	10,000.00	811.98	3,722.99	6,277.01
Furnishings	11,000.00	834.44	5,498.99	5,501.01
Equipment	19,025.00	438.07	5,424.29	13,600.71
Materials	36,165.00	3,107.06	19,844.35	16,320.65
Accounting	14,520.00	873.90	7,801.80	6,718.20
Contractual Services	35,000.00	1,048.32	13,692.59	21,307.41
Communications	3,000.00	256.95	1,623.37	1,376.63
Technology Support	4,000.00	162.50	732.50	3,267.50
Advertising	2,650.00	446.46	1,475.71	1,174.29
Postage	400.00	126.00	202.20	197.80

See Accountants' Compilation Report

**Henika District Library**  
**Statements of Activities**  
**For the 1 Month and 6 Months Ended June 30, 2023**

	Total Year Budget	1 Month Ended Jun. 30, 2023	6 Months Ended Jun. 30, 2023	Year-To-Date Variance
Utilities	11,000.00	663.36	4,017.57	6,982.43
Maintenance-Building/Grounds	20,000.00	947.29	7,893.22	12,106.78
Maintenance-Equipment	4,000.00	165.00	1,636.00	2,364.00
Miscellaneous	0.00	100.00	103.17	(103.17)
<b>Total Operating Expenses</b>	<u>199,310.00</u>	<u>12,069.32</u>	<u>87,820.58</u>	<u>111,489.42</u>
<b>Total Expenses</b>	<u>449,310.00</u>	<u>27,768.18</u>	<u>197,929.97</u>	<u>251,380.03</u>
<b>Change in Net Assets</b>	<u>\$ 0.00</u>	<u>\$ (26,416.53)</u>	<u>\$ 205,491.29</u>	<u>\$ 205,491.29</u>

See Accountants' Compilation Report



Employee	Rate	Weekly hours	Yearly Hours	Yearly Pay	MAX Raise	2023 Total
Cierra				\$50,000.00	5%	\$52,500.00
Tori				\$38,000.00	5%	\$39,900.00
Faith				\$40,000.00	5%	\$42,000.00
Ashley	\$13.11		17	\$11,589.24	5%	\$11,819.08
Courtney	\$16.16		28	\$23,528.96	5%	\$24,460.80
Sarah	\$13.00		25	\$16,900.00	5%	\$17,745.00
Jess	\$13.00		25	\$16,900.00	5%	\$17,745.00
<b>Total</b>				\$180,018.20		\$206,169.88

Estimated 2024 Employer Benefits Cost Breakdown 80/20

<u>Medical</u>					
Employee	Monthly Rate	Yearly Cost	Estimated Inc 8%	Total Employer Yearly	Total Employee Yearly
Cierra	\$515.76	\$6,189.12	\$6,684.25	\$5,347.40	\$1,336.85
Tori Family Total	\$1,878.00	\$22,536.00	\$24,338.88	\$19,471.10	\$4,867.78
<b>Total</b>	<b>\$2,393.76</b>	<b>\$28,725.12</b>		<b>\$24,818.50</b>	<b>\$6,204.63</b>

<u>Dental &amp; Vision</u>				
Employee	Monthly Rate	Yearly Cost	Estimated Inc 8%	Total Employer Yearly
Cierra	\$29.29	\$351.48	\$379.60	\$379.60
Tori Family Total	\$128.92	\$1,547.04	\$1,670.80	\$1,670.80
<b>Total</b>	<b>\$158.21</b>	<b>\$1,898.52</b>		<b>\$2,050.40</b>

<u>STD</u>					
Employee	Monthly Rate	Monthly Salary	Monthly Covered Benefit	Employer Monthly	Total Employer Yearly
Cierra	49%	\$4,375.00	\$43.75	\$21.44	\$257.25
Tori	50%	\$3,325.00	\$33.25	\$16.63	\$199.50
Faith	49%	\$3,500.00	\$35.00	\$17.15	\$205.80
<b>Total</b>				<b>\$55.21</b>	<b>\$662.55</b>

<u>LTD</u>					
Employee	Monthly Rate	Monthly Salary	Monthly Covered Benefit	Employer Monthly	Total Employer Yearly
Cierra	22%	\$4,375.00	\$43.75	\$9.63	\$115.50
Tori	30%	\$3,325.00	\$33.25	\$9.98	\$119.70
Faith	22%	\$3,500.00	\$35.00	\$7.70	\$92.40
<b>Total</b>				<b>\$27.30</b>	<b>\$327.60</b>

<u>MERS</u>				
Employee	Monthly Rate	Monthly Salary	Employer Monthly	Total Employer Yearly
Cierra	18%	\$4,375.00	\$787.50	\$9,450.00
Tori	18%	\$3,325.00	\$598.50	\$7,182.00
Faith	18%	\$3,500.00	\$630.00	\$7,560.00
<b>Total</b>			<b>\$1,386.00</b>	<b>\$16,632.00</b>

<u>Total Yearly Employer Contribution by Employee</u>					
	Medical	Dental & Vision	LTD & STD	MERS	Total
<b>Cierra</b>	\$5,347.40	\$379.60	\$372.75	\$9,450.00	\$15,549.75
<b>Becky</b>	\$19,471.10	\$1,670.80	\$319.20	\$7,182.00	\$28,643.11
<b>Faith</b>	\$0.00	\$0.00	\$298.20	\$7,560.00	\$7,858.20
				<b>Total</b>	<b>\$52,051.06</b>

Estimated 2024 Employer Benefits Cost Breakdown w/ cap

<u>Medical</u>						
Employee	Monthly Rate	Yearly Cost	Estimated Inc 8%	Yearly Cap	Total Employer Yearly	Total Employee Yearly
Cierra	\$515.76	\$6,189.12	\$6,684.25	\$7,702.85	\$6,684.25	\$0.00
Tori Family Total	\$1,878.00	\$22,536.00	\$24,338.88	\$21,007.83	\$21,007.83	\$3,331.05
<b>Total</b>	<b>\$2,393.76</b>	<b>\$28,725.12</b>			<b>\$27,692.08</b>	

<u>Dental &amp; Vision</u>				
Employee	Monthly Rate	Yearly Cost	Estimated Inc 8%	Total Employer Yearly
Cierra	\$29.29	\$351.48	\$379.60	\$379.60
Tori Family Total	\$128.92	\$1,547.04	\$1,670.80	\$1,670.80
<b>Total</b>	<b>\$158.21</b>	<b>\$1,898.52</b>		<b>\$2,050.40</b>

<u>STD</u>					
Employee	Monthly Rate	Monthly Salary	Monthly Covered Benefit	Employer Monthly	Total Employer Yearly
Cierra	49%	\$4,375.00	\$43.75	\$21.44	\$257.25
Tori	50%	\$3,325.00	\$33.25	\$16.63	\$199.50
Faith	49%	\$3,500.00	\$35.00	\$17.15	\$205.80
<b>Total</b>				<b>\$55.21</b>	<b>\$662.55</b>

<u>LTD</u>					
Employee	Monthly Rate	Monthly Salary	Monthly Covered Benefit	Employer Monthly	Total Employer Yearly
Cierra	22%	\$4,375.00	\$43.75	\$9.63	\$115.50
Tori	30%	\$3,325.00	\$33.25	\$9.98	\$119.70
Faith	22%	\$3,500.00	\$35.00	\$7.70	\$92.40
<b>Total</b>				<b>\$27.30</b>	<b>\$327.60</b>

<u>MERS</u>				
Employee	Monthly Rate	Monthly Salary	Employer Monthly	Total Employer Yearly
Cierra	18%	\$4,375.00	\$787.50	\$9,450.00
Tori	18%	\$3,325.00	\$598.50	\$7,182.00
Faith	18%	\$3,500.00	\$630.00	\$7,560.00
<b>Total</b>			<b>\$1,386.00</b>	<b>\$16,632.00</b>

<u>Total Yearly Employer Contribution by Employee</u>					
	Medical	Dental & Vision	LTD & STD	MERS	Total
<b>Cierra</b>	\$6,684.25	\$379.60	\$372.75	\$9,450.00	\$16,886.60
<b>Becky</b>	\$21,007.83	\$1,670.80	\$319.20	\$7,182.00	\$30,179.83
<b>Faith</b>	\$0.00	\$0.00	\$298.20	\$7,560.00	\$7,858.20
				<b>Total</b>	<b>\$54,924.63</b>

**2023 ALLEGAN COUNTY**  
**TABULATION OF COUNTY EQUALIZED VALUES**  
**BY UNIT, CLASSIFICATION AND SCHOOL DISTRICT**

FROM UNIT MISC TOT&STAT	UNITS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVELOPMENTAL	TOTAL REAL	PERSONAL	TOTAL EQUALIZED
	<b>Fennville City</b>								
	03050 Fennville Schools	0	8,164,200	5,011,900	26,295,700	0	39,471,800	2,591,900	42,063,700
	<b>Total Fennville City</b>	<b>0</b>	<b>8,164,200</b>	<b>5,011,900</b>	<b>26,295,700</b>	<b>0</b>	<b>39,471,800</b>	<b>2,591,900</b>	<b>42,063,700</b>
	<b>Holland City</b>								
	03100 Hamilton Schools	1,752,200	67,952,300	112,494,200	34,511,500	341,400	217,051,600	13,298,500	230,350,100
	70020 Holland Schools	0	93,273,400	84,193,000	249,575,500	235,500	427,277,400	8,716,100	435,993,500
	<b>Total Holland City</b>	<b>1,752,200</b>	<b>161,225,700</b>	<b>196,687,200</b>	<b>284,087,000</b>	<b>576,900</b>	<b>644,329,000</b>	<b>22,014,600</b>	<b>666,343,600</b>
	<b>Otsego City</b>								
	03020 Otsego Schools	0	16,511,800	12,808,300	112,209,700	0	141,529,800	3,827,600	145,357,400
	<b>Total Otsego City</b>	<b>0</b>	<b>16,511,800</b>	<b>12,808,300</b>	<b>112,209,700</b>	<b>0</b>	<b>141,529,800</b>	<b>3,827,600</b>	<b>145,357,400</b>
	<b>Plainwell City</b>								
	03010 Plainwell Schools	353,900	22,337,100	10,522,300	100,631,700	0	133,845,000	6,567,800	140,412,800
	<b>Total Plainwell City</b>	<b>353,900</b>	<b>22,337,100</b>	<b>10,522,300</b>	<b>100,631,700</b>	<b>0</b>	<b>133,845,000</b>	<b>6,567,800</b>	<b>140,412,800</b>
	<b>Saugatuck City</b>								
	03080 Saugatuck Schools	0	44,698,600	99,400	259,431,400	0	304,229,400	2,922,400	307,151,800
	<b>Total Saugatuck City</b>	<b>0</b>	<b>44,698,600</b>	<b>99,400</b>	<b>259,431,400</b>	<b>0</b>	<b>304,229,400</b>	<b>2,922,400</b>	<b>307,151,800</b>
	<b>South Haven City</b>								
	80010 South Haven Schools	0	0	0	7,234,600	0	7,234,600	0	7,234,600
	<b>Total South Haven City</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,234,600</b>	<b>0</b>	<b>7,234,600</b>	<b>0</b>	<b>7,234,600</b>
	<b>Wayland City</b>								
	03040 Wayland Schools	0	48,684,632	8,636,300	101,007,651	0	158,328,583	22,482,800	180,811,383
	<b>Total Wayland City</b>	<b>0</b>	<b>48,684,632</b>	<b>8,636,300</b>	<b>101,007,651</b>	<b>0</b>	<b>158,328,583</b>	<b>22,482,800</b>	<b>180,811,383</b>
	<b>The City of the Village of Douglas</b>								
	03080 Saugatuck Schools	0	33,102,000	1,373,100	272,213,700	0	306,688,800	3,151,000	309,839,800
	<b>Total The City of the Village of Douglas</b>	<b>0</b>	<b>33,102,000</b>	<b>1,373,100</b>	<b>272,213,700</b>	<b>0</b>	<b>306,688,800</b>	<b>3,151,000</b>	<b>309,839,800</b>
	<b>COUNTY TOTAL</b>	<b>979,162,664</b>	<b>700,736,632</b>	<b>369,465,700</b>	<b>6,927,004,077</b>	<b>3,706,700</b>	<b>8,980,075,773</b>	<b>425,868,220</b>	<b>9,405,943,993</b>

**2023 ALLEGAN COUNTY**  
**TABULATION OF COUNTY EQUALIZED VALUES**  
**BY UNIT, CLASSIFICATION AND SCHOOL DISTRICT**

FROM UNIT MISC TOT&STAT	UNITS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVELOPMENTAL	TOTAL REAL	PERSONAL	TOTAL EQUALIZED
	<b>Oversetl Township</b>								
	03100 Hamilton Schools	76,744,900	4,586,100	2,799,900	126,472,100	0	212,603,000	54,033,500	266,636,500
	70350 Zeeland Schools	20,543,600	616,300	152,100	25,185,000	0	46,497,000	2,186,400	48,683,400
	<b>Total Oversetl Twp</b>	<b>99,288,500</b>	<b>5,202,400</b>	<b>2,952,000</b>	<b>151,657,100</b>	<b>0</b>	<b>259,100,000</b>	<b>56,219,900</b>	<b>315,319,900</b>
	<b>Salem Township</b>								
	03100 Hamilton Schools	29,608,300	2,205,400	1,450,600	92,840,100	0	126,104,400	18,568,700	144,673,100
	03070 Hopkins Schools	16,997,700	9,260,000	497,200	129,816,500	0	156,571,400	12,567,100	169,138,500
	70190 Hudsonville Schools	0	0	0	4,077,300	0	4,077,300	15,100	4,092,400
	70350 Zeeland Schools	5,746,600	105,500	159,900	33,642,200	133,900	39,788,100	839,800	40,627,900
	<b>Total Salem Twp</b>	<b>52,352,600</b>	<b>11,570,900</b>	<b>2,107,700</b>	<b>260,376,100</b>	<b>133,900</b>	<b>326,541,200</b>	<b>31,990,700</b>	<b>358,531,900</b>
	<b>Saugatuck Township</b>								
	03050 Fennville Schools	11,649,900	2,428,800	186,500	128,428,200	0	142,693,400	1,891,000	144,584,400
	03100 Hamilton Schools	357,500	526,800	0	10,983,900	0	11,868,200	316,600	12,184,800
	03080 Saugatuck Schools	657,100	27,010,700	15,400	423,330,400	0	451,013,600	5,713,600	456,727,200
	<b>Total Saugatuck Twp</b>	<b>12,664,500</b>	<b>29,966,300</b>	<b>201,900</b>	<b>562,742,500</b>	<b>0</b>	<b>605,575,200</b>	<b>7,921,200</b>	<b>613,496,400</b>
	<b>Trowbridge Township</b>								
	03030 Allegan Schools	36,098,600	5,873,300	629,900	95,837,500	0	138,439,300	6,013,000	144,452,300
	80110 Gobles Schools	174,700	0	0	80,400	0	255,100	900	256,000
	03020 Otsego Schools	3,690,400	0	0	8,927,300	0	12,617,700	224,500	12,842,200
	<b>Total Trowbridge Twp</b>	<b>39,963,700</b>	<b>5,873,300</b>	<b>629,900</b>	<b>104,845,200</b>	<b>0</b>	<b>151,312,100</b>	<b>6,238,400</b>	<b>157,550,500</b>
	<b>Valley Township</b>								
	03030 Allegan Schools	2,184,100	2,205,000	1,577,200	140,426,800	0	146,393,100	2,176,300	148,569,400
	03050 Fennville Schools	0	846,900	0	2,771,400	0	3,618,300	107,900	3,726,200
	<b>Total Valley Twp</b>	<b>2,184,100</b>	<b>3,051,900</b>	<b>1,577,200</b>	<b>143,198,200</b>	<b>0</b>	<b>150,011,400</b>	<b>2,284,200</b>	<b>152,295,600</b>
	<b>Watson Township</b>								
	03030 Allegan Schools	5,454,600	0	16,100	7,088,900	0	12,559,600	136,600	12,696,200
	03070 Hopkins Schools	7,986,100	0	231,500	26,969,600	0	35,187,200	1,015,900	36,203,100
	03060 Martin Schools	16,508,800	8,052,000	385,300	65,388,800	0	90,334,900	2,103,900	92,438,800
	03020 Otsego Schools	0	0	0	1,138,400	0	1,138,400	7,000	1,145,400
	<b>Total Watson Twp</b>	<b>29,949,500</b>	<b>8,052,000</b>	<b>632,900</b>	<b>100,585,700</b>	<b>0</b>	<b>139,220,100</b>	<b>3,263,400</b>	<b>142,483,500</b>
	<b>Wayland Township</b>								
	08050 Thornapple-Kellogg Schools	1,087,800	0	0	1,590,500	0	2,678,300	26,600	2,704,900
	03040 Wayland Schools	27,892,300	10,286,400	1,858,200	199,100,400	0	239,137,300	14,251,020	253,388,320
	<b>Total Wayland Twp</b>	<b>28,980,100</b>	<b>10,286,400</b>	<b>1,858,200</b>	<b>200,690,900</b>	<b>0</b>	<b>241,815,600</b>	<b>14,277,620</b>	<b>256,093,220</b>
	<b>Allegan City</b>								
	03030 Allegan Schools	0	39,175,200	40,761,800	111,598,500	0	191,535,500	11,661,900	203,197,400
	<b>Total Allegan City</b>	<b>0</b>	<b>39,175,200</b>	<b>40,761,800</b>	<b>111,598,500</b>	<b>0</b>	<b>191,535,500</b>	<b>11,661,900</b>	<b>203,197,400</b>

**2023 TAX RATE REQUEST** This form must be completed and submitted on or before **September 30, 2023**  
**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

County <b>ALLEGAN</b>	2023 Taxable Value <b>311,880,531</b>
Local Government Unit <b>HENIKA DISTRICT LIBRARY</b>	

**PLEASE READ THE  
INSTRUCTIONS ON  
THE REVERSE SIDE  
CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.  
The following tax rates have been authorized for levy on the **2023** tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum allowable Millage Rate*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	OPERATING	7/27/1999	1.5000	1.3511	1.0000	1.3511	1.0000	1.3511			UNLIMITED
Total Authorized (exclude debt)									1.3511		
Prepared by <b>Matthew Woolford MMAO</b>	Co-Sign -- Verified by			Title <b>EQUALIZATION DIRECTOR</b>			Co-Sign Title		Date-CED <b>5/3/2023</b>	Co-Sign Date	

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

**Local School district Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2008 for instructions on completing this section.**

<b>Total School District Operation Rates to be Levied (HH/Supp and NH Oper Only)</b>	
For Principal Residence, Qualified Ag, Qualified forest and Industrial Personal	
For Commercial Personal	
For all Other	

<input type="checkbox"/> Clerk	Signature	Type Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Type Name	Date
<input type="checkbox"/> President			

\*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate RAM LBRYowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operation levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See enclosed instructions for the correct method of calculating the millage rate in column (5).