

# AGENDA

Henika District Library  
Finance Committee Meeting  
July 28th, 2022 at 10 am

## **I. Call to Order**

Members Present:

Members Absent:

Staff Present:

Guests:

## **II. Approval of Agenda**

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

## **IV. Unfinished Business**

A. Draft Budget for F/Y 2023

B. Draft Budget for F/Y 2023 if Yankee Springs is Added

## **V. New Business**

A. Staff Salaries and Wages

## **VI. Around the table**

## **VII. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Finance Committee Meeting  
July 12, 2022 at 3:00 pm

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

**Members Absent:** Maria Musgrave

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 3:00 pm by Marsh.
- II. Approval of Agenda motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- III. New Business
  - a. Draft Budget for FY 2023
    - i. Bakovka presented a draft budget that does not include Yankee Springs so the Board can move forward to vote on the proposed budget if the Yankee Springs measure does not pass. Each line of the draft budget was reviewed and discussed. Bakovka used the Allegan County Equalization Report to budget for income from Wayland Township and City of Wayland. Federal E-Rate, State Aid, Penal Fines, and Interest income was budgeted based on actual income from the past several years. The following guidance was noted: 30% to materials after basic expenses and 40-80% to salaries and wages. The only change recommended to the Draft Budget for FY 2023 is the spelling correction of “Donaitions” to “Donations.”
  - b. Draft Budget for FY 2023 if Yankee Springs is Added
    - i. Yankee Springs voting will occur on August 2, 2022. Bakovka has drawn up a draft budget to account for the addition of Yankee Springs Township so the Board can move forward to vote on the proposed budget if the Yankee Springs Township measure passes. Each line of the draft budget was reviewed and discussed. Bakovka used the Barry County Equalization Report to budget for income from Yankee Springs Township. Line items in the Draft Budget for FY 2023 if Yankee Springs is Added that differ from the Draft Budget for 2023 without Yankee Springs include the addition of Yankee Springs Township Contribution and Capital Outlay, as well as an increase in the following line items: Supplies, Furnishings, Equipment, Materials, Advertising and Promotion, Building and

Grounds Maintenance, Equipment Repairs and Maintenance, Contractual Services, Memberships and Training, and Programming. The committee discussed how Henika could best serve an increased patronage within the existing building and determined that new furnishings would assist in space usage by creating flexible spaces to accommodate more patrons for events, as well as providing increased programming offerings/opportunities. Changes recommended to the Draft Budget for FY 2023 with Yankee Springs Township included: spelling correction of "Donaitions" to "Donations," increasing Furnishings to \$20,000, increasing Accounting to \$15,000, increasing Communications to \$5,000, increasing Public Utilities to \$9,000, increasing Programming to \$25,000, and reducing Capital Outlay to \$136,850.

IV. Around the Table

- a. Marsh commended Bakovka on her great work on the budget process and accounting for all of the "what ifs."
- b. Kuhn thanked Bakovka for going line by line through the proposed budgets and applauded her for doing a great job.
- c. Augustin recommended setting the next Finance Committee meeting. The Finance Committee will meet again on July 28, 2022 at 10:00 am to discuss payroll adjustments and review any edits to the draft budgets.
- d. Bakovka thanked the Finance Committee for the discussion and input on the proposed budgets.

V. Adjournment of the meeting motioned by Marsh and seconded by Kuhn. Meeting adjourned at 4:56 pm.



## Henika District Library Budget FY 2023 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	\$178,000.00
101-790-400581.T	Township Contribution	\$205,000.00
101-790-400601	Copies	
101-790-400602	Faxes	
101-790-400656	Penal Fines	\$30,000.00
101-790-400657	Fines	
101-790-400665	Interest Income	\$800.00
101-790-400691	Donations	
101-790-400692	Miscellaneous Revenue	
101-790-400693	Book Sale	
	<b>Transfer from Laverne Johnson Book Fund</b>	<b>\$10,000.00</b>
	<b>Total</b>	<b>\$427,800.00</b>

### Expenses

101-790-700702	Payroll	\$195,000.00
101-790-700710	Employee Benefits	\$35,000.00
101-790-700715	Payroll Liabilities	\$15,000.00
101-790-700727	Postage	\$400.00
101-790-700728	Supplies	\$10,000.00
101-790-700740	Furnishings	\$7,000.00
101-790-700740	Equipment	\$12,350.00
101-790-700740	Materials	\$37,000.00
101-790-700801	Advertising & Promotion	\$3,000.00
101-790-700805.1	Accounting	\$12,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00
101-790-700806	Technology Support	\$4,000.00
101-790-700808	Building and Grounds Maintenance	\$20,000.00
101-790-700850	Communications	\$3,000.00
101-790-700910	Building & Liability Insurance	\$3,000.00
101-790-700920	Public Utilities	\$9,000.00
101-790-700933	Equipment Repairs and Maintance	\$4,000.00
101-790-700954	Contractural Sevices	\$35,000.00
101-790-700955	Memberships & Training	\$7,000.00
101-790-700956	Programming	\$16,000.00
	<b>Total</b>	<b>\$427,800.00</b>



## Henika District Library Budget FY 2023 Draft w/ YST

### Income

101-790-400502	Federal E-Rate	\$4,000.00
101-790-400540	State Aid	\$10,000.00
101-790-400581.C	Wayland City Contribution	\$178,000.00
101-790-400581.T	Wayland Township Contribution	\$205,000.00
101-790-400582	Yankee Springs Township Contribution	\$195,000.00
101-790-400601	Copies	
101-790-400602	Faxes	
101-790-400656	Penal Fines	\$30,000.00
101-790-400657	Fines	
101-790-400665	Interest Income	\$800.00
101-790-400691	Donations	
101-790-400692	Miscellaneous Revenue	
101-790-400693	Book Sale	
	<b>Transfer from Laverne Johnson Book Fund</b>	<b>\$10,000.00</b>
	<b>Total</b>	<b>\$622,800.00</b>

### Expenses

101-790-700702	Payroll	\$195,000.00
101-790-700710	Employee Benefits	\$35,000.00
101-790-700715	Payroll Liabilities	\$15,000.00
101-790-700727	Postage	\$400.00
101-790-700728	Supplies	\$12,000.00
101-790-700740	Furnishings	\$20,000.00
101-790-700740	Equipment	\$17,000.00
101-790-700740	Materials	\$42,000.00
101-790-700801	Advertising & Promotion	\$8,000.00
101-790-700805.1	Accounting	\$15,000.00
101-790-700805.2	Bank Charges & Fees	\$50.00
101-790-700806	Technology Support	\$4,000.00
101-790-700808	Building and Grounds Maintenance	\$25,000.00
101-790-700850	Communications	\$5,000.00
101-790-700910	Building & Liability Insurance	\$3,000.00
101-790-700920	Public Utilities	\$9,500.00
101-790-700933	Equipment Repairs and Maintance	\$5,000.00
101-790-700954	Contractural Sevices	\$40,000.00
101-790-700955	Memberships & Training	\$10,000.00
101-790-700956	Programming	\$25,000.00
101-790-700970	Capital Outlay	\$136,850.00
	<b>Total</b>	<b>\$622,800.00</b>



# Wage comparison Class 3 : 4 2021

Library	Director		Programming Librarian		Circ Clerk		Circ Assist		Page	
	Low	High	Low	High	Low	High	Low	High	Low	High
Aikin Memorial District Library	\$37,296.00	\$50,429.00								
Alanson Area Public Library	\$38,592.00	\$39,310.00						\$10.25	\$13.00	
Albion District Library	\$55,000.00	\$65,000.00	\$20,000.00	\$45,000.00				\$9.27	\$17.17	
Alcona County Library	\$50,000.00	\$60,000.00								
Alma Public Library	\$54,453.00	\$70,806.00								
Alvah N. Belding Memorial Library	\$31,000.00	\$50,186.00			\$8.46	\$10.00		\$7.69	\$20.00	\$11.00
Augusta-Ross Township District Library	\$61,000.00	\$69,000.00						\$7.69	\$13.46	
Bath Township Public Library	\$45,000.00	\$47,500.00	\$33,000.00	\$35,000.00	\$12.98	\$12.98		\$8.46	\$11.53	
Berrien Springs Community Library	\$33,000.00	\$50,000.00								
Blair Memorial Library	\$56,221.00	\$72,479.00								
Boyer District Library	\$51,000.00	\$64,000.00	\$28,000.00	\$32,000.00				\$12.00	\$15.38	
Buchanan District Library	\$35,000.00	\$55,000.00	\$25,000.00	\$36,000.00				\$9.25	\$10.38	
Calumet Public School Library	\$46,425.00	\$51,068.00								
Caro Area District Library	\$56,393.00	\$59,973.00								
Carson City Public Library	\$51,919.00	\$51,919.00			\$10.68	\$10.68				
Cedar Springs Public Library	\$37,423.00	\$37,423.00								
Center Line Public Library	\$46,675.00	\$46,675.00						\$11.00	\$15.40	
Charlevoix Public Library	\$60,000.00	\$70,000.00	\$35,000.00	\$44,000.00				\$12.82	\$23.23	
Coopersville Area District Library	\$44,720.00	\$48,000.00						\$12.98	\$17.30	
Delton District Library	\$29,000.00	\$35,000.00						\$7.69	\$13.94	
Eau Claire District Library	\$48,600.00	\$49,600.00						\$9.94	\$13.26	
Ewart Public Library	\$30,000.00	\$35,000.00						\$12.00	\$12.00	
Frankenmuth James E. Wickson District Library	\$52,000.00	\$62,000.00	\$36,000.00	\$39,000.00						
Gary Byker Memorial Library of Hudsonville	\$51,314.00	\$69,139.00								
Grant Area District Library			\$17,680.00	\$23,205.00	\$14.73	\$15.36		\$10.00	\$15.40	
Hart Area Public Library					\$10.58	\$15.38				
Hillsdale Community Library	\$53,000.00	\$65,000.00						\$11.00	\$12.00	
Huntington Woods Public Library	\$60,175.00	\$78,225.00						\$10.63	\$13.09	
Laingsburg Public Library	\$35,838.00	\$35,838.00						\$10.99	\$10.99	
Lenox Township Library	\$38,500.00	\$51,000.00						\$13.44	\$18.62	
Lois Wagner Memorial Library	\$37,530.00	\$60,000.00								
Manchester District Library	\$40,000.00	\$55,000.00			\$18.46	\$20.19				
Manistique School & Public Library	\$25,643.00	\$55,000.00			\$20.00	\$20.00				
Melvindale Public Library								\$11.62	\$11.62	
Millington Arbela District Library	\$36,000.00	\$36,000.00								
Montmorency County Public Libraries	\$37,818.00	\$52,265.00								
Munising School Public Library	\$42,778.00	\$42,778.00			\$12.15	\$12.15				
Negaunee Public Library	\$28,641.00	\$31,824.00								
Northfield Township Area Library	\$65,000.00	\$89,975.00	\$35,000.00	\$62,000.00						
Oscoda County Library	\$42,436.00	\$42,436.00			\$9.25	\$9.25		\$9.25	\$9.55	
Parchment Community Library	\$62,986.00	\$62,986.00	\$47,371.00	\$47,371.00						
Patmos Library					\$13.00	\$13.88				
Pere Marquette District Library	\$24,500.00	\$55,000.00			\$8.00	\$9.62				
Pinckney Community Public Library	\$92,785.00	\$92,785.00			\$25.43	\$57.14		\$15.00	\$30.00	















# Wage Comparison Class 3 (7,000-11,999) 2021

Library	Director		Programming Librarian		Circ Clerk		Circ Assist		Page	
	Low	High	Low	High	Low	High	Low	High	Low	High
Altken Memorial District Library	\$37,296.00	\$50,429.00								
Alanson Area Public Library	\$38,592.00	\$39,310.00						\$10.25	\$13.00	
Albion District Library	\$55,000.00	\$65,000.00	\$20,000.00	\$45,000.00				\$9.27	\$17.17	
Alcona County Library	\$50,000.00	\$60,000.00								
Alma Public Library	\$54,453.00	\$70,806.00								
Alvah N. Belding Memorial Library	\$31,000.00	\$50,786.00			\$8.46	\$10.00		\$7.69	\$20.00	
Augusta-Ross Township District Library	\$61,000.00	\$69,000.00						\$7.69	\$13.46	
Bath Township Public Library	\$45,000.00	\$47,500.00	\$33,000.00	\$35,000.00	\$12.98	\$12.98				
Berrien Springs Community Library	\$33,000.00	\$50,000.00								
Blair Memorial Library	\$56,221.00	\$72,479.00						\$8.46	\$11.53	
Boyer District Library	\$51,000.00	\$64,000.00	\$28,000.00	\$32,000.00				\$12.00	\$15.38	
Buchanan District Library	\$35,000.00	\$55,000.00	\$25,000.00	\$36,000.00				\$9.25	\$10.38	
Calumet Public School Library	\$46,425.00	\$51,068.00								
Caro Area District Library	\$56,393.00	\$59,973.00								
Carson City Public Library	\$51,919.00	\$51,919.00			\$10.68	\$10.68				
Cedar Springs Public Library	\$37,423.00	\$37,423.00								
Center Line Public Library	\$46,675.00	\$46,675.00								
Charlevoix Public Library	\$60,000.00	\$70,000.00	\$35,000.00	\$44,000.00				\$11.00	\$15.40	
Coopersville Area District Library	\$44,720.00	\$48,000.00						\$12.82	\$23.23	
Delton District Library	\$29,000.00	\$35,000.00						\$12.98	\$17.30	
Eau Claire District Library	\$48,600.00	\$49,600.00						\$7.69	\$13.94	
Evart Public Library	\$30,000.00	\$35,000.00						\$9.94	\$13.26	
Frankenmuth James E. Wickson District Library	\$52,000.00	\$62,000.00	\$36,000.00	\$39,000.00				\$12.00	\$12.00	
Gary Byker Memorial Library of Hudsonville	\$51,314.00	\$69,139.00								
Grant Area District Library			\$17,680.00	\$23,205.00	\$14.73	\$15.36		\$10.00	\$15.40	
Hart Area Public Library					\$10.58	\$15.38				
Hillsdale Community Library	\$53,000.00	\$65,000.00						\$11.00	\$12.00	
Huntington Woods Public Library	\$60,175.00	\$78,225.00						\$10.63	\$13.09	
Laingsburg Public Library	\$35,838.00	\$35,838.00						\$10.99	\$10.99	
Lenox Township Library	\$38,500.00	\$51,000.00						\$13.44	\$18.62	
Lois Wagner Memorial Library	\$37,530.00	\$60,000.00								
Manchester District Library	\$40,000.00	\$55,000.00			\$18.46	\$20.19				
Manistique School & Public Library	\$25,643.00	\$55,000.00			\$20.00	\$20.00				
Melvindale Public Library										
Millington Arbela District Library	\$36,000.00	\$36,000.00						\$11.62	\$11.62	
Montmorency County Public Libraries	\$37,818.00	\$52,265.00								
Munising School Public Library	\$42,778.00	\$42,778.00			\$12.15	\$12.15				
Negaunee Public Library	\$28,641.00	\$31,824.00								
Northfield Township Area Library	\$65,000.00	\$89,975.00	\$35,000.00	\$62,000.00						
Oscoda County Library	\$42,436.00	\$42,436.00			\$9.25	\$9.25		\$9.25	\$9.55	
Parchment Community Library	\$62,986.00	\$62,986.00	\$47,371.00	\$47,371.00						
Patmos Library										
Pere Marquette District Library	\$24,500.00	\$55,000.00			\$13.00	\$13.88				
Pinckney Community Public Library	\$92,785.00	\$92,785.00			\$8.00	\$9.62				
					\$26.43	\$57.14		\$15.00	\$30.00	







# Wage Comparison Class 4 (12,000-25,999) 2021

Library	Director		Programming Librarian		Circ Clerk		Circ Assist		Page	
	Low	High	Low	High	Low	High	Low	High	Low	High
Adrian District Library	\$64,000.00	\$78,000.00			\$10.28	\$10.28	\$11.14	\$15.40		
Allegan District Library	\$60,000.00	\$70,000.00	\$30,000.00	\$45,000.00			\$10.50	\$14.00		
Auburn Hills Public Library	\$65,000.00	\$80,000.00	\$48,000.00	\$54,000.00	\$18.00	\$21.00	\$12.00	\$14.40		
Bacon Memorial District Library	\$63,300.00	\$63,300.00					\$6.86	\$17.17		
Benton Harbor Public Library	\$40,000.00	\$40,000.00								
Berkley Public Library	\$72,379.00	\$82,774.00			\$16.04	\$20.41				
Brandon Township Public Library	\$58,696.00	\$76,585.00	\$49,889.00	\$59,634.00	\$14.50	\$17.33				
Bridgeport Public Library	\$45,000.00	\$65,000.00	\$28,000.00	\$45,000.00			\$6.92	\$10.76		
Briggs District Library	\$70,289.00	\$70,289.00								
Charles A. Ransom District Library	\$60,000.00	\$67,000.00	\$40,000.00	\$45,000.00	\$11.54	\$14.42				
Charlotte Community Library	\$55,000.00	\$60,000.00					\$10.00	\$11.50		
Cheboygan Area Public Library	\$45,000.00	\$68,000.00					\$9.60	\$16.02		
Chelsea District Library	\$64,109.00	\$84,784.00	\$45,822.00	\$60,599.00						
Coloma Public Library	\$41,000.00	\$65,000.00								
Comstock Township Library	\$54,000.00	\$63,000.00	\$39,000.00	\$46,000.00	\$16.35	\$19.23	\$10.57	\$19.23		
Crawford County Library	\$40,000.00	\$90,000.00	\$25,000.00	\$35,000.00	\$10.10	\$12.98	\$10.00	\$12.00		
DeWitt District Library	\$63,037.00	\$66,500.00								
Dexter District Library	\$60,000.00	\$80,000.00	\$50,000.00	\$65,000.00	\$18.25	\$28.85				
Dowagiac District Library	\$48,000.00	\$58,711.00	\$30,389.00	\$40,992.00						
Eaton Rapids Area District Library	\$50,000.00	\$70,000.00					\$9.28	\$21.00		
Escanaba Public Library	\$45,000.00	\$67,929.00	\$40,000.00	\$48,890.00						
Fennville District Library	\$46,500.00	\$64,500.00					\$13.00	\$14.94		
Ferndale Area District Library	\$70,000.00	\$82,000.00	\$38,000.00	\$52,000.00			\$12.00	\$17.50		
Flat River Community Library	\$55,000.00	\$60,000.00	\$30,000.00	\$35,000.00			\$8.17	\$19.20		
Flat Rock Public Library	\$55,000.00	\$55,000.00								
Fowlerville District Library	\$70,000.00	\$80,000.00	\$27,300.00	\$50,000.00						
Fraser Public Library	\$56,443.00	\$61,634.00	\$37,000.00	\$42,000.00			\$14.31	\$18.27		
Fremont Area District Library	\$60,000.00	\$70,000.00	\$30,684.00	\$50,179.00			\$14.42	\$25.96		
Fruitport District Library	\$45,000.00	\$45,000.00								
Gladwin County District Library	\$63,758.00	\$63,758.00								
Grand Ledge Area District Library	\$60,000.00	\$80,000.00								
Hamburg Township Library	\$75,941.00	\$75,941.00	\$52,915.00	\$52,915.00			\$6.99	\$27.97		
Hamtramck Public Library	\$45,000.00	\$68,000.00			\$38.46	\$44.23	\$17.15	\$17.15		
Harper Woods Public Library	\$55,000.00	\$60,000.00			\$17.31	\$19.23	\$9.61	\$12.50		
Harrison District Library	\$25,000.00	\$50,000.00	\$24,000.00	\$40,000.00			\$10.00	\$13.46		
Harrison Township Public Library	\$60,000.00	\$63,000.00								
Hastings Public Library	\$50,000.00	\$51,500.00	\$32,000.00	\$34,400.00						
Hazel Park Memorial District Library	\$40,000.00	\$55,000.00								
Highland Township Public Library	\$52,000.00	\$65,350.00	\$40,540.00	\$56,647.00						
Holly Township Library	\$45,000.00	\$50,000.00	\$27,000.00	\$40,000.00						
Houghton Lake Public Library	\$39,520.00	\$60,000.00	\$35,360.00	\$45,760.00						
Howard Miller Library	\$59,127.00	\$76,864.00								
Ionia Community Library	\$70,200.00	\$70,200.00	\$47,861.00	\$47,861.00						
Ispheming Carnegie Public Library	\$56,624.00	\$56,624.00			\$20.56	\$20.56	\$10.40	\$10.40		







### SALARY AND RAISE POLICY

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

Director: \$45,000 - \$54,0000 annually

Department Supervisor: \$35,000 - \$40,000 annually

Circulation Clerk: \$14 - \$18 per hour

Circulation Assistant: \$13 - \$17 per hour

Page: \$10-14 per hour

Raises will be given at the beginning of each fiscal year based upon the performance evaluations done the previous December, provided that the projected revenue for the year ahead can cover the increase in budgeted salary. Based on performance, employees will receive a raise of up to 5% until their maximum salary or hourly rate has been reached.

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

For Full Time Employees: \$250 - \$1000 based on performance

For Part Time Employees: \$125 - \$500 based on performance

*Adopted: 10/1/02*

*Revised: 8/11/05*

*Revised: 1/10/19*

*Revised: 8/13/20*

*Revised: 1/11/22*

Name	Title	PT/FT	Hourly	Salary	
Cierra	Director	FT	\$21.63 approx.	\$45,000	
Becky	Youth Librarian	FT	\$17.82 approx.	\$37,080	
Faith	Adult Librarian	FT	\$17.33 approx.	\$36,050	
Bethany	Circulation Clerk	PT	\$17.86	\$9,288 approx	
Courtney	Circulation Clerk	PT	\$15.39	\$22,408 approx	
New Circ	Circulation Assistar	PT	\$13	\$16,900 approx	
Ashley	Page	PT	\$12.73	\$11,254 approx	** Would like to move to 20hrs per week to get pto. Yearly inc \$13,240