

AGENDA

Henika District Library
Finance Committee Meeting
November 2nd, 2022 at 10:30 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. Assess Salary and Wage Policy

V. New Business

A. Assess PTO Policy

VI. Around the table

VII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
July 28, 2022 at 10:00 am

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 10:06 am by Marsh.
- II. Approval of Agenda motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- III. Approval of Previous Meeting Minutes motioned by Augustin and seconded by Marsh. All yes, motion passed.
- IV. Unfinished Business
 - a. Draft Budget for F/Y 2023
 - i. Spelling correction needed to correct the misspelling of “maintenance” in the line item “Equipment Repairs and Maintance.”
 - ii. Changes to line item amounts include the following:
 1. Payroll change to \$200,000
 2. Furnishings change to \$10,000
 3. Equipment change to \$7,350
 4. Materials change to \$35,000
 5. Advertising & Promotion change to \$2,000
 - iii. Approval of Draft Budget for F/Y 2023 with amendments as stated above motioned by Musgrave and seconded by Marsh. All yes, motion passed. Draft Budget for F/Y 2023 with amendments as stated above to be brought to Board of Trustees August meeting for approval.
 - b. Draft Budget for F/Y 2023 if Yankee Springs is Added
 - i. Spelling correction needed to correct the misspelling of “maintenance” in the line item “Equipment Repairs and Maintance.”
 - ii. Changes to line item amounts to include the following:
 1. Payroll change to \$200,000
 2. Capital Outlay change to \$131,850

- iii. Approval of Draft Budget for F/Y 2023 if Yankee Springs is Added with amendments as stated above motioned by Marsh and seconded by Musgrave. All yes, motion passed. Draft Budget for F/Y 2023 with amendments as stated above to be brought to Board of Trustees August meeting for approval.

V. New Business

- a. Staff Salaries and Wages
 - i. Bakovka provided wage comparisons for Class 3 and Class 4 libraries in our area. The Finance Committee reviewed this data as well as the Henika District Library Salary and Raise Policy and current Henika District Library staff wages. The Finance Committee recognizes the quality of the staff and would like to ensure wages and benefits are fair. The Finance Committee discussed renaming the Circulation Clerk position to Circulation Manager, as well as recommending wage increases and changes to salary ranges. Recommended edits to Payroll line item of draft budgets to allow for salary and wage increases.

VI. Around the Table

- VII. Adjournment of the meeting motioned by Marsh and seconded by Augustin. Meeting adjourned at 1:03 pm.

Henika District Library Budget FY 2023

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	
	Transfer from Laverne Johnson Book Fund	\$10,000.00
	Total	\$427,800.00

Expenses

101-790-700702	Payroll	\$200,000.00
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	\$10,000.00
101-790-700740	Equipment	\$7,350.00
101-790-700740	Materials	\$35,000.00
101-790-700801	Advertising & Promotion	\$2,000.00
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 Maintenance	\$4,000.00
101-790-700954	Contractual Sevices	\$35,000.00
101-790-700955	Memberships & Training	\$7,000.00
101-790-700956	Programming	\$16,000.00
	Total	\$427,800.00

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

Employee	Rate	Weekly hours	Yearly Hours	Yearly Pay	MAX Raise	2023 Total
Cierra				\$45,000.00	5%	\$47,250.00
Becky				\$37,080.00	5%	\$38,934.00
Faith				\$36,050.00	5%	\$37,852.50
Ashley	\$12.73	17	884	\$11,253.32	5%	\$11,819.08
Courtney	\$16.00	28	1456	\$23,296.00	5%	\$24,460.80
Madi	\$13.00	25	1300	\$16,900.00	5%	\$17,745.00
Total				\$169,579.32		\$178,061.38

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
Aitkin 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							\$11.00	
Alvan N. Belding Memorial Library	\$31,000.00	\$50,186.00			\$8.46	\$10.00	\$7.69	\$20.00		
Augusta-Ross Township District Library	\$61,000.00	\$69,000.00			\$12.98	\$12.98	\$7.69	\$13.46		
Bath Township Public Library	\$45,000.00	\$47,500.00	\$33,000.00	\$35,000.00			\$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			\$10.68	\$10.68				
Carson City Public Library	\$51,919.00	\$51,919.00								
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		
Dalton 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		
Evart 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		
Lainburg 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								
Melvindale Public Library					\$20.00	\$20.00				
Millington Arabela District Library	\$36,000.00	\$36,000.00					\$11.62	\$11.62		
Montmorency County Public Libraries	\$37,818.00	\$52,285.00								
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			\$9.25	\$9.55		
Oscoda County Library	\$42,436.00	\$42,436.00								
Parchment Community Library	\$62,986.00	\$62,986.00	\$47,371.00	\$47,371.00						
Patnos 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			\$26.43	\$57.14	\$15.00	\$30.00		

	Director		Youth Librarian		Circ Clerk		Circ Assist		Page	
	Low	High	Low	High	Low	High	Low	High	Low	High
RiverView Veterans Memorial Library	\$46,000.00	\$64,200.00								
Salem-South Lyon District Library	\$57,568.00	\$90,142.00	\$45,943.00	\$62,851.00			\$9.95	\$15.95		
Springfield Township Library		\$81,525.00								
Sturgis District Library	\$50,000.00	\$73,000.00	\$25,000.00	\$36,000.00			\$10.48	\$16.60		
Tecumseh District Library	\$60,000.00	\$68,960.00					\$11.76	\$14.00		
Thornapple Kellogg School and Community Library	\$43,576.00	\$88,459.00								
Three Rivers Public Library	\$52,530.00	\$54,110.00								
Vicksburg District Library	\$48,500.00	\$55,000.00	\$32,760.00	\$40,040.00			\$9.65	\$11.54	\$10.00	\$13.84
Wayne Public Library	\$60,000.00	\$67,600.00					\$18.00	\$23.00	\$9.65	\$17.30
Wisom Public Library	\$53,159.00	\$66,449.00	\$46,000.00	\$57,500.00			\$17.00	\$21.00		
AVERAGE	\$50,174.92	\$61,701.23	\$34,189.07	\$44,521.98	\$14.11	\$17.44	\$10.55	\$15.68	\$10.85	#DIV/0!
HENIKA DISTRICT LIBRARY	\$45,000.00	\$55,000.00	\$35,000.00	\$40,000.00	\$14.00	\$18.00	\$13.00	\$17.00	\$10.00	\$14.00

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
Altkin Memorial District Library	\$37,296.00	\$50,428.00								
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								
Alvina N. Bading Memorial Library	\$31,000.00	\$50,186.00			\$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	\$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		
Callumet 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		
Frank 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								
Huntington Woods Public Library	\$60,175.00	\$78,225.00					\$11.00	\$12.00		
Lainburg Public Library	\$35,838.00	\$35,838.00					\$10.63	\$13.09		
Lenox Township Library	\$38,500.00	\$51,000.00					\$10.99	\$10.99		
Lois Wagner Memorial Library	\$37,530.00	\$60,000.00					\$13.44	\$18.62		
Manchester District Library	\$40,000.00	\$55,000.00								
Manistiquet School & Public Library	\$25,643.00	\$55,000.00			\$18.46	\$20.19				
Melvindale Public Library					\$20.00	\$20.00				
Millington Arbeta District Library	\$36,000.00	\$36,000.00					\$11.62	\$11.62		
Montmorency County Public Librantes	\$37,818.00	\$52,265.00								
Munising School Public Library	\$42,778.00	\$42,778.00								
Negaunee Public Library	\$28,641.00	\$31,824.00			\$12.15	\$12.15				
Northfield Township Area Library	\$65,000.00	\$89,975.00	\$35,000.00	\$62,000.00			\$9.25	\$9.25		
Oscoda County Library	\$42,436.00	\$42,436.00								
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			\$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	\$30,000.00	\$45,000.00	\$10.28	\$10.28	\$11.14	\$15.40		
Allegheny District Library	\$60,000.00	\$70,000.00	\$48,000.00	\$54,000.00	\$18.00	\$21.00	\$10.50	\$14.00		
Auburn Hills Public Library	\$65,000.00	\$80,000.00					\$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								
Berkeley Public Library	\$72,379.00	\$82,774.00	\$49,889.00	\$59,634.00	\$16.04	\$20.41	\$6.92	\$10.76		
Brandon Township Public Library	\$58,696.00	\$76,585.00	\$28,000.00	\$45,000.00	\$14.50	\$17.33				
Bridgeport Public Library	\$45,000.00	\$65,000.00								
Briggs District Library	\$70,289.00	\$70,289.00	\$40,000.00	\$45,000.00	\$11.54	\$14.42				
Charles A. Ransom District Library	\$60,000.00	\$67,000.00					\$10.00	\$11.50		
Charlotte Community Library	\$55,000.00	\$60,000.00					\$9.60	\$16.02		
Cheboygan Area Public Library	\$45,000.00	\$68,000.00								
Chelsea District Library	\$64,109.00	\$84,784.00	\$45,822.00	\$60,599.00						
Coloma Public Library	\$41,000.00	\$65,000.00								
Constock 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		
Ferris Public 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					\$6.99	\$27.97		
Hamburg Township Library	\$75,941.00	\$75,941.00	\$52,915.00	\$52,915.00			\$17.15	\$17.15		
Hamtramck Public Library	\$45,000.00	\$68,000.00			\$38.46	\$44.23				
Harpert 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	\$42,000.00	\$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						
Isipembing Carnegie Public Library	\$56,624.00	\$56,624.00			\$20.56	\$20.56	\$10.40	\$10.40		

PERSONNEL POLICIES

PERSONNEL POLICY

PAID TIME OFF (PTO)

PTO will be given to all employees working an average of 20 hours or more per week who have completed a 90 day probationary period beginning with the first official day of employment. This amount will be prorated based upon the first official day of employment for the first year. PTO for following years will be given at the start of each new fiscal year. The number of hours granted for each "week" of PTO will be the same as the average number of hours said employee works per week.

- Five weeks annually for the first four years of service.
- Six weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.
- Seven weeks annually from the tenth year on.

At least two weeks of PTO must be used each calendar year. Additional unused PTO will be rolled over to the following year. PTO may accumulate up to 12 weeks. When employment is terminated by the library or the employee, the employee will not be compensated for the balance of their accumulated PTO.

Employees using PTO must give notice to the Director and gain approval ahead of time. All PTO usage must be noted on the timesheet for that pay period.

PAID HOLIDAYS

Full time staff will be paid for an 8 hour workday when the library is closed to observe a holiday as listed in the Holidays Policy. Part time library staff will be paid for their regularly scheduled hours.

RETIREMENT

Full time employees will be provided a retirement program as covered by the Municipal Employee's Retirement System (MERS). For detailed information regarding the exact program of the Henika District Library, see the library director.

HEALTH INSURANCE, SICKNESS AND ACCIDENT INSURANCE

Henika District Library provides employer funded health, vision, and dental insurance through for full-time employees and their dependents. Henika District Library also provides disability and workman's compensation for full-time employees. If an employee elects not to accept said benefits, no remuneration will be given in lieu of said benefits.

Because of the size of the insurance group, COBRA laws do not apply to continued coverage in the event of termination or resignation. Health insurance benefits will terminate at the end of any month in which the employment relationship is ended, except in the event that an employee becomes disabled.

DISABILITY

In the event that a salaried employee becomes disabled due to non-job-related illness or injury the following conditions will take effect beginning the first day of disability:

- The employee will no longer receive a salary from the Henika District Library.
- The Henika District Library will continue to fund health insurance and retirement contributions for a period of six months on the first occurrence of long-term disability.