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 Musgraye

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
 - 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
 - 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 Laver	ne Johnson Book Fund	\$10,000.00
		Total	¢427.000.00
		TOLAI	\$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	Contractural Sevices	\$35,000.00
	101-790-700955	Memberships & Training	\$7,000.00
	101-790-700956	Programming	\$16,000.00
		Total	\$427,800.00
		-	,,,===.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

	Director	7	Programming Librarian	g Librarian	Circ Clerk	Andreas of the second second second	Circ Assist	*	Page
Libidiy	Low	High	Low	High	Low High	Low			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			The second secon				the state of the s
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			The second section of the second seco		\$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			The second secon		\$8.46	\$11.53	
Blair Memorial Library	\$56,221.00	\$72,479.00							
Boyne District Library	\$51,000.00	\$64,000.00	\$28,000.00	\$32,000.00			\$12.00	\$15.38	The state of the s
Buchanan District Library	\$35,000.00	\$55,000.00	\$25,000.00	\$36,000.00			\$9.25	\$10.38	A CONTRACT OF THE PARTY OF THE
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	\$35 000 00	644 000 00 000 000			\$17.00	\$15.40	
Charlevoix Public Library	\$44 700.00	\$48,000.00	\$00,000.00	W1,000.00			\$12.08	\$17.30	
Coopersylle Alea District Library	\$29,000.00	\$35,000.00					\$7.69	\$13.94	
Fan Claire District Library	\$48,600.00	\$49,600.00	The second secon				\$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	
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					The state of the state of the state of		
Melvindale Public Library					\$20.00	\$20.00	9	3	
Millington Arbela District Library	\$36,000.00	\$35,000.00			the contract of the second		\$11.02	20.11¢	and the second s
Monthlorency country rubits Library	\$42 778.00	\$42,778.00		The second lines where the second	\$12.15	\$12.15			And the second s
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	The state of the s
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	

special control of the control of th			Andread and the second state of the second sta						A CONTRACTOR OF THE PROPERTY O	Contraction of the last
Rawson Memorial Library	\$35,000.00	\$38 500.00			\$11.54	\$16.92	£7 60			
Richland Community Library	\$36,000.00	\$60,000.00			\$11.09	\$11.09	\$8.92	012.00		
River Rouge Public Library	\$64,854.00	\$66,934.00						A CONTRACTOR OF STREET		
Ruth Hughes Memorial District Library	\$54,000.00	\$64,000.00	\$33,000.00	\$39,000.00			\$11.00	\$13.00		
Saint Charles District Library	\$54,224.00	\$54,224.00					\$9.84	\$15.49		
Salem Township Library					\$10.84	\$20.72				The state of the s
Sandusky District Library	\$50,000.00	\$52,000.00			\$7.69	\$9.62				
Saranac Public Library	\$38,000.00	\$55,000.00								of the spinor of the spinor of
Schultz-Holmes Memorial Library	\$49,920.00	\$49,920.00					\$11.00	\$11.40		
Shelby Area District Library	\$35,000.00	\$38,000.00			\$8.65	\$10.58				-
South Haven Memorial Library	\$42,000.00	\$60,000.00	\$24,000.00	\$36,000.00			\$9.50	\$15.00	\$10.70	
Sparta Carnegie Township Library	\$36,000.00	\$42,000.00								1
Spies Public Library	\$59,238.00	\$59,238.00								The second second
Surrey Township Public Library	\$30,000.00	\$50,000.00								
Tahquamenon Area Public Library	\$35,568.00	\$49,000.00	\$35,568.00	\$35,568.00						
Tamarack District Library	\$50,000.00	\$55,000.00					\$11.00	\$11.77		
Theodore A. Cutler Memorial Library	\$51,707.00	\$51,707.00				The state of the s				
Thomas Township Library		\$69,577.00	\$30,000.00	\$36,900.00			\$10.34	\$16.65		
Thompson Home Public Library	\$37,450.00	\$37,450.00								
Timothy C. Hauenstein Reynolds Township Library	\$50,466.00	\$50,466.00			\$10.62	\$12.92	\$9.23	\$12.92		
Walton Erickson Public Library	\$26,000.00	\$28,500.00								
West Branch District Library	\$43,500.00	\$45,000.00	\$29,120.00	\$32,240.00	\$13.33	\$15.00				
West Iron District Library	\$30,000.00	\$55,000.00	\$20,000.00	\$39,000.00						
White Cloud Community Library	\$48,500.00	\$55,899.00			\$10.48	\$11.97	\$13.85	\$16.16		
White Lake Community Library	\$45,000.00	\$55,000.00			\$10.80	\$13.20				
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								
Benton Harbor Public Library	\$40,000.00	\$40,000.00					\$6.86	\$17.17		
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							The second secon	
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	-	The state of the s				
Eaton Rapids Area District Library	\$50,000.00	\$70,000.00					\$9.28	\$21.00		
										and designation of the last section in con-

Escanaha Public I ihrary	\$45,000.00	\$67,929,00	\$40,000,00	\$48 890 00	ada distribution (1.15 per person imperior comme primary), in the person of			
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					\$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		
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		The second secon		
Howard Miller Library	\$59,127.00	\$76,864.00						
Ionia Community Library	\$70,200.00	\$70,200.00	\$47,861.00	\$47,861.00				
Ishpeming Carnegie Public Library	\$56,624.00	\$56,624.00			\$20.56	\$20.56	\$10.40	\$10.40
Kalkaska County Library	\$52,000.00	\$56,000.00						
Leanna Hicks Public Library of Inkster	\$55,000.00	\$55,000.00					\$7.27	\$15.81
Lincoln Township Public Library	\$65,000.00	\$80,000.00	\$43,000.00	\$55,000.00			\$10.00	\$16.32
Lyon Township Public Library	\$60,000.00	\$74,250.00						
MacDonald Public Library	\$39,000.00	\$60,840.00					\$12.00	\$14.42
Manistee County Library	\$55,000.00	\$71,766.00	\$28,020.00	\$36,417.00				
Marshall District Library	\$63,000.00	\$79,000.00	\$43,800.00	\$56,000.00				
Maud Preston Palenske Memorial Library	\$56,300.00	\$76,300.00	\$30,300.00	\$41,200.00	\$11.83	\$16.15		
Menominee County Library	\$49,544.00	\$59,432.00					\$13.46	\$16.82
Milan Public Library	\$52,500.00	\$65,000.00					\$5.63	\$8.95
Milford Public Library	\$60,000.00	\$82,000.00	\$42,000.00	\$54,505.00				
Missaukee District Library	\$42,000.00	\$48,000.00					\$9.61	\$17.30
Mount Clemens Public Library	\$85,000.00	\$103,072.00					\$12.00	\$14.82
Niles District Library	\$45,000.00	\$75,000.00	\$35,000.00	\$50,000.00			\$10.76	\$16.92
Ogemaw District Library	\$35,000.00	\$42,000.00	\$19,000.00	\$28,000.00				
Otsego County Library	\$60,000.00	\$86,000.00					\$10.45	\$21.53
Oxford Public Library	\$75,000.00	\$95,000.00	\$45,000.00	\$65,000.00	\$18.00	\$22.00		
Paw Paw District Library	\$67,000.00	\$72,000.00					\$15.56	\$23.80
Petoskey District Library	\$66,000.00	\$81,500.00	\$37,000.00	\$47,000.00			\$13.00	\$16.00
Portage Lake District Library	\$47,126.00	\$47,126.00	\$30,888.00	\$30,888.00	\$10.50	\$12.02		
Portland District Library	\$38,000.00	\$64,866.00	\$28,000.00	\$37,625.00			\$7.33	\$19.37
Presque Isle District Library	\$58,500.00	\$72,000.00	\$17,000.00	\$32,000.00				

the second contract of												HENIKA DISTRICT LIBRARY	AVERAGE		were the second or the second of the second			Wixom Public Library	Wayne Public Library	Vicksburg District Library	Three Rivers Public Library	Thornapple Kellogg School and Community Library	Tecumseh District Library	Sturgis District Library	Springfield Township Library	Salem-South Lyon District Library	Riverview Veterans Memorial Library
The same of department of the same of the												\$45,000.00	\$30,174.32			Director		\$53,159.00	\$60,000.00	\$48,500.00	\$52,530.00	\$43,576.00	\$60,000.00	\$50,000.00		\$57,568.00	\$46,000.00
and the state of t										The state of the s		\$55,000.00	\$01,701.20	704 00	High			\$66,449.00	\$67,600.00	\$55,000.00	\$54,110.00	\$88,459.00	\$68,960.00	\$73,000.00	\$81,525.00	\$90,142.00	\$64,200.00
												\$35,000.00	\$04,100.01	90.07		Youth Librarian		\$46,000.00		\$32,760.00				\$25,000.00		\$45,943.00	
The second secon												\$40,000.00	ψττ,υ <u>ς</u> 1,υυ	24 08	High			\$57,500.00		\$40,040.00				\$36,000.00		\$62,851.00	
The second section of the second section of the second section of the second section s									the state of the s	and the state of t		\$14.00	÷ 17.			Circ Clerk		\$17.00	\$18.00	\$9.65	Contract Contract Page Contract Contrac						
												\$18.00	÷ :		High			\$21.00	\$23.00	\$11.54	The second secon						
												\$13.00	# 10.55	n interested	Low	Circ Assist				\$9.65			\$11.76	\$10.48		\$9.95	
												\$17.00	\$10.00	945 60	High					\$17.30				\$16.60		\$15.95	
										The second secon		\$10.00	610.00	2000	Ow	Page					And the section of th		3				
				The second secon	Control of the contro						man (the said to day) (the said) of the said	\$14.00	#01470;	- 1011	L						of the state of th				man on the Principle and Commence of Streets		

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

Library	Director	Q	Programmi	Programming Librarian	Circ Clerk	Clerk		Circ Assist		Page
	Low H	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	J			\$9.27	\$17.17	
Alcona County Library	\$50,000.00	\$60,000.00				and desirable to the second of the second of				
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	Contraction of the second
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						\$8.46	\$11.53	
Blair Memorial Library	\$56,221.00	\$72,479.00								
Boyne 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	The second secon
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	and the state of t
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								
Melvindale Public Library	The state of the s	The state of the s			\$20.00	\$20.00				
Millington Arbela District Library	\$36,000.00	\$36,000.00						\$11.62	\$11.62	
Montmorency County Public Libraries	\$37,878.00	\$52,265.00			-	And the second s				
Munising School Public Library	\$42,778.00	\$42,778.00			\$12.15	\$12.15				
Negaunee Public Library	\$28,641.00	\$31,824.00			The second section is the second second second	-				
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			\$26.43	\$57.14		\$15.00	\$30.00	

HENIKA DISTRICT LIBRARY	AVERAGE		White Lake Community Library	White Cloud Community Library	West Iron District Library	West Branch District Library	Walton Erickson Public Library	Timothy C. Hauenstein Reynolds Township Library	Thompson Home Public Library	Thomas Township Library	Theodore A. Cutler Memorial Library	Tamarack District Library	Tahanamana Area Bublic Library	Spies Public Library	Sparta Carnegie Township Library	South Haven Memorial Library	Shelby Area District Library	Schultz-Holmes Memorial Library	Saranac Public Library	Sandusky District Library	Salem Township Library	Saint Charles District Library	Ruth Hughes Memorial District Library	River Rouge Public Library	Richland Community Library	Reed City Area District Library	Rawson Memorial Library
\$45,	\$44,	Director Low						гагу			1																
\$45,000.00	\$44,657.63	tor	\$45,000.00	\$48,500.00	\$30,000.00	\$43,500.00	\$26,000.00	\$50,466.00	\$37,450.00		\$51,707.00	\$50,000.00	\$35 558 00	\$30,000,00	\$36,000.00	\$42,000.00	\$35,000.00	\$49,920.00	\$38,000.00	\$50,000.00		\$54,224.00	\$54,000.00	\$64,854.00	\$36,000.00	\$30,000.00	\$30,000.00
\$55,000.00	\$54,046.68	High	\$55,000.00	\$55,899.00	\$55,000.00	\$45,000.00	\$28,500.00	\$50,466.00	\$37,450.00	\$69,577.00	\$51,707.00	\$55,000.00	\$49,000.00	\$50,000,00	\$42,000.00	\$60,000.00	\$38,000.00	\$49,920.00	\$55,000.00	\$52,000.00		\$54,224.00	\$64,000.00	\$66,934.00	\$60,000.00	\$38,500.00	φυσ,υυσ.υσ
\$35,000.00	\$29,915.93	Youth Librarian Low	ō			\$29,120.00	ŏ	ŏ		\$30,000.00	ō		35 568 00	5 6	5	\$24,000.00		00	0	0		0	\$33,000.00	00	ŏ	8	2
\$40,000.00	\$38,818.93	ian High				.00 \$32,240.00				.00 \$36,900.00			100 \$35 568 00			\$36,000.00							39,000.00				
\$14.00	\$12.37	Circ Clerk Low	\$10.80	\$10.48		.00 \$13.33		\$10.62		.00			3			.00				\$7	\$10.84		0.00		\$11.09		40.114
\$18.00	\$15.65	High	80 \$13.20							The second secon	Control of the second of the s				-		\$8.65 \$10			\$7.69 \$9							
\$13,00	\$10.49	Circ Assist Low	.20			\$15.00		\$12.92		\$1	A Company of the party of the last	e,				(0)	\$10.58	69		\$9.62			\$		\$11.09		\$10.5Z
\$17.00	\$14.73	High		\$13.85				\$9.23		\$10.34		\$11.00				\$9.50		\$11.00					\$11.00		\$8.92	\$7.69	
\$10.00	#DIV/0!	Page		\$16.16				\$12.92		\$16.65	4.11.	\$11.77				\$15.00		\$11.40				\$15.49	\$13.00			\$12.30	
\$14.00	#DIV/0!	Hiah				-							and the state of the same species and														

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

lihrary	Director	OT .	Programmi	Programming Librarian	Circ Clerk	rk	Circ Assist		Page
	Low	High	Low	High	H Fow	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							
Benton Harbor Public Library	\$40,000.00	\$40,000.00					\$6.86	\$17.17	
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				\$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					and an interest of the latest
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	The same of the sa		\$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			
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	The second secon	The state of the s	\$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							The second secon
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					
Ishpeming Carnegie Public Library	\$56,624.00	\$56,624.00			\$20.56	\$20.56	\$10.40	\$10.40	

HENIKA DISTRICT LIBRARY	AVERAGE					WIXOIII FUDIIC LIDIAIY	Wayne Public Library	Vicksburg District Library	Three Rivers Public Library	Thornapple Kellogg School and Community Library	Tecumseh District Library	Sturgis District Library	Springfield Township Library	Salem-South Lyon District Library	Riverview Veterans Memorial Library	Presque Isle District Library	Portland District Library	Portage Lake District Library	Petoskey District Library	Paw Paw District Library	Oxford Public Library	Otsego County Library	Ogemaw District Library	Niles District Library	Mount Clemens Public Library	Missaukee District Library	Milford Public Library	Milan Public Library	Menominee County Library	Maud Preston Palenske Memorial Library	Marshall District Library	Manistee County Library	MacDonald Public Library	Lyon Township Public Library	Lincoln Township Public Library	Leanna Hicks Public Library of Inkster	Kalkaska County Library
\$45,000.00	\$54,883.01	Low	Director			\$30,138.00	\$60,000.00	\$48,500.00	\$52,530.00	\$43,576.00	\$60,000.00	\$50,000.00		\$57,568.00	\$46,000.00	\$58,500.00	\$38,000.00	\$47,126.00	\$66,000.00	\$67,000.00	\$75,000.00	\$60,000.00	\$35,000.00	\$45,000.00	\$85,000.00	\$42,000.00	\$60,000.00	\$52,500.00	\$49,544.00	\$56,300.00	\$63,000.00	\$55,000.00	\$39,000.00	\$60,000.00	\$65,000.00	\$55,000.00	\$52,000.00
\$55,000.00	\$68,247.89	High	The second secon			\$00,445.00	\$67,600.00	\$55,000.00	\$54,110.00	\$88,459.00	\$68,960.00	\$73,000.00	\$81,525.00	\$90,142.00	\$64,200.00	\$72,000.00	\$64,866.00	\$47,126.00	\$81,500.00	\$72,000.00	\$95,000.00	\$86,000.00	\$42,000.00	\$75,000.00	\$103,072.00	\$48,000.00	\$82,000.00	\$65,000.00	\$59,432.00	\$76,300.00	\$79,000.00	\$71,766.00	\$60,840.00	\$74,250.00	\$80,000.00	\$55,000.00	\$56,000.00
\$35,000.00	\$35,832.59	Low	Youth Librarian			φ+0,000,00		\$32,760.00				\$25,000.00		\$45,943.00					\$37,000.00		\$45,000.00			\$35,000.00			\$42,000.00	J		\$30,300.00		\$28,020.00	U		\$43,000.00		
\$40,000.00	\$46,715.46	High	n			\$37,300.00		0 \$40,040.00				0 \$36,000.00		0 \$62,851.00					0 \$47,000.00		\$65,000.00			\$50,000.00			\$54,505.00			30 \$41,200.00		36,417.00			355,000.00		
\$14.00	\$16.26	Low	Circ Clerk			\$17.00				The state of the s		8		00		8		00 \$10.50	8		00 \$18.00		8	00		7	00				8	00			.00		
\$18.00	\$19.66	High				\$21.00													The state of the s					444						\$11.83							
\$13.00	\$10.59	Low	Circ Assist			.00	.00				\$1	\$1		\$			69	\$12.02	\$1		\$22.00	\$1		\$1	\$ 1	(4)		40	\$1	\$16.15			\$		9	9	
\$17.00	\$16.45	High						\$9.65			\$11.76	\$10.48		\$9.95			\$7.33			\$15.56		\$10.45				\$9.61			\$13.46				\$12.00			\$7.27	
\$10.00	#DIV/0!	Low	Page					\$17.30	\$13.84		\$14.00	\$16.60		\$15.95			\$19.37		\$16.00	\$23.80		\$21.53		\$16.92	\$14.82	\$17.30		\$8.95	\$16.82				\$14.42		\$16.32	\$15.81	
\$14 00	#DIV/0!	High													The second second	And the latest designation of the latest des				The second secon				-						The second secon							

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.