

**PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING  
DECEMBER 21, 2023  
9:00 AM  
HYBRID ANNUAL BOARD MEETING Draft Minutes**

**CALL TO ORDER at 9:01am**

Present: Kate Pratt, President; Shelly Wagnitz, Vice-President; Patti Nicholson, Secretary; Kate Robertson, Treasurer; Judy Wismont, Trustee; Hope Siasoco, Director; Sara Castle, Youth Librarian/Assistant Director/Staff Liaison, and Jennifer Brennan, Note Taker.

President's Announcement regarding Public Comment Section

**PUBLIC COMMENT**

Note: Public Comment for this hybrid meeting is made available in advance of the meeting through this publicly available Google Document: <https://forms.gle/JbZBfHEmfhJqgp8R7> or email: [hsiasoco@pinckneylibrary.org](mailto:hsiasoco@pinckneylibrary.org) or during the time of the meeting.

**CONSENT AGENDA**

**+ CORRECTION/ADDITIONS TO AGENDA**

**+ READING OF MINUTES FROM NOVEMBER 16, 2023 HYBRID BOARD MEETING**

**+ PRESENTATION OF BILLS:**

- November - December 2023 Bills for Review
  - Correction - Under Shredding Service, bullet point #5 - *Find able-bodied kids to volunteer* change wording to *volunteers*
- Kate Pratt made a motion to accept the Consent Agenda as corrected and Judy Wismont seconds. All approved and motion passed.

**SPECIAL ISSUES**

- Library Board Annual Officer Elections Library Board Annual Officer Elections
  - Kate Pratt- President
  - Shelly Wagnitz- Vice President
  - Kate Robertson- Treasurer
  - Patti Nicholson- Secretary
- Kate Pratt made a motion to elect the current slate of officers as listed above and Kate Robertson seconded. All approved and the motion passed.
- Board Meeting Schedule and Calendar for 2024
  - Board Meetings for 2024
    - Board meetings are on the 3rd Thursday of the month at 9:30am.
    - The December Annual Meeting will begin at 9:00am.
    - Kate Robertson made a motion to keep the board meetings on the 3rd Thursday of the month at 9:30am, with the exception that the December annual meeting will start at 9:00am and Kate Pratt seconds. All approved and the motion passed.
  - Village of Pinckney Board Term of Appointment for Renewal—Judy Wismont for February 1, 2024 – Judy will submit a letter to the Village Council before her term ends to ask for renewal of her appointment
  - 2024 Holiday Closings
    - Request to close the Library on Monday, January 1<sup>st</sup>, 2024 in observance of the New Year Holiday

- Request the Library be open from 10am-2pm on Friday, March 29<sup>th</sup> and closed on Saturday, March 30<sup>th</sup> in Observance of Easter Sunday
  - Request to Close the Library on Monday, May 27<sup>th</sup> for Memorial Day
  - Request to Close the Library on Thursday, July 4<sup>th</sup> for Independence Day
  - Request to Close the Library on Monday, September 2<sup>nd</sup> for Labor Day
  - Request to close on Thursday, November 28<sup>th</sup> for Thanksgiving
  - Request to adjust Friday November 29<sup>th</sup> and Saturday November 30<sup>th</sup> hours to 10am-2pm
  - Request to close on Tuesday, December 24<sup>th</sup> for Christmas Eve and Wednesday, December 25<sup>th</sup> for Christmas.
  - Request to close on Tuesday, December 31<sup>st</sup> for New Year's Eve
  - Change #6 on 2024 Board Calendar change from *October Adoption of Change to Ongoing*
  - Change #1 on 2024 Board Calendar by adding the time of *9am for Annual Board Meeting*
  - Judy Wismont made a motion to accept the request for a change to the library hours and dates as stated above in the board meeting agenda and Shelly Wagnitz seconds. All approved and the motion passed.
- Draft of 2023 Budget Readjustment & 2024 Budget Proposal
  - See Attached (Change title to PCPL Budget Report)
    - 2023 Excess Revenue discussion:
      - \$103,782 estimated Excess Revenue Year-to-Date
      - Transfer to new line items
        - 997.0 - Operation \$51,891
        - Bank of Ann Arbor Business Savings Account
    - Kate Pratt made a motion to designate 50% of 2023 Excess Revenue to Line Item 997.0-Operation \$51,891 and 50% to Bank of Ann Arbor \$51,891 and Judy Wismont seconds. All approved and the motion passed.
    - Kate Robertson made a motion to accept the 2023 Budget Readjustment as presented and Kate Pratt seconded. All approved and the motion passed.
    - Kate Robertson made a motion to accept the Proposed 2024 Budget as presented and Shelly Wagnitz seconded. All approved and the motion passed.
  - 2024 Salaries-Wages Proposal
    - See attached
    - Shelly Wagnitz made a motion to accept the Proposed 2024 Salary Scale and the proposed raise in salary for the Assistant Director as presented and Patti Nicholson seconded. All approved and the motion passed.

**OLD BUSINESS:**

- Update Library Recarpeting Project – December 2023
  - Staff are packing items away to prepare for work
  - The public was alerted to the closing via newsletter, website, Facebook, and Google Business Page
  - A sign will be posted on the main doors for delivery agents to delay deliveries until Jan 2<sup>nd</sup>. Carpet company will retrieve any delivered packages if they're in the building when delivery is made
  - Jim Bell, one of our library subs, will stop to pick up any mail delivered in the mail box, as well as materials dropped off

- Telephone answering machine will inform anyone who calls that the library is closed for the holidays and renovations
- Shredding Services for Public – Update from Kate Pratt
  - Date for the Shredding Services for Public will be on Saturday, May 11, 2024 at 10:00am
- Update on Staff Area Lighting
  - Bob Vedder recommended two different types of light bulbs so Scott Mills will now switch the bulbs to a standardized lumens
  - The switch to the same bulb types should be done in January 2024

## **NEW BUSINESS:**

### **Reports:**

- ✚ Library Progress Report
  - UPDATE: Office Manager Position
    - Medical leave is over, and employee has returned
  - ANNOUNCEMENT: New Part-Time Senior Staff Position: Periodicals Coordinator
    - Karen Sala, who subbed for Marcia Spicer as Office Manager, has now been moved to a part-time senior staff position of Periodicals Coordinator
    - See attached position description
  - Update: HVAC Units
    - Hope filed a claim for the Pinckney Library for the three or four hail damaged Rooftop Units with Brown & Brown, our insurance representatives
    - Hanover Insurance sent agents for inspection of the units on Dec 6<sup>th</sup>
    - Results are expected in a few weeks
  - DPW Installation of new water meters for the library
    - Meter heads were upgraded and replaced by Village DPW on December 14<sup>th</sup>
    - No cost to the library
  - Update: Additional Cisco Meraki wireless access point for Big Program Room and updating all the licenses for current Cisco Meraki
    - Hope ordered a 6<sup>th</sup> wireless access point from TLN to be installed in the Big Program Room
    - The Friends Group is paying for a significant portion of the new equipment
    - Licenses for all of the library's wireless access points will be renewed to coincide with the license for the new wireless access point
  - 2024 Staff Holiday Dinner
    - Date: Saturday, January 6, 2024 (alternate date: Friday, January 5, 2024; need to ask Board if we can close early)
    - Place: Block Brewery in Howell (same as 2023 venue)
    - Time 5:30 pm
    - Kate Pratt made a motion to provide \$50 for each employee for the Staff Holiday Dinner to cover the meal but not alcohol and Patti Nicholson seconds. All approved and the motion passed.
  - Tech Help—twice a week starting Tuesday, January 9, 2024 @ 2:30pm-5:30pm and Friday, January 12, 2024 @ 10:30am-1:30pm (ends on Tuesday, March 26 and Friday, March 29)
  - Tax help is not available at the library
  - Notes from the Library of Michigan Directors' Meeting on December 8, 2023 at 2pm
    - Reminder: All Library Board members need to take an "Oath of Office"
    - Board members need training for their office position

- See attached
- Update on Library Events:
  - Baby Time Storytime on Mondays at 10am until December 18
  - Family Story Time on Tuesdays at 11am until December 19
  - Kids Crochet on December 6 at 6pm-7:30pm
  - Off the Shelf Book Discussion—Tuesday, December 19 from 6:30pm-7:30pm; December's book title: *The Overstory by Richard Powers*
  - Polar Express PJ Party on Thursday, December 21 at 5:30pm-8:00pm
  - Kids Knit and Crochet Thursdays in 2024 January 4<sup>th</sup> - March 28<sup>th</sup>

✚ Friends Group Report- Reviewed and on file

✚ Bookkeeper's Report- Reviewed and on file

✚ Treasurer's Report- Reviewed and on file

- Donations of Note: Ms. Kristi Kidd -- \$100; second check disbursement from the Colone Foundation--\$405.50; Dick & Joan McCloskey--\$500
- Reminder PCPL is closing the financial books before the library closes on December 23, 2023. Any bills received after this date will be paid once the library opens on January 3, 2024.

**Issues:** None

### **NEW AND ONGOING BOARD ISSUES**

- Personal Time Off Proposal Changes
  - A discussion followed:
    - Would like to increase the sick days to encourage employees to stay home when they are not well
    - There are currently 3 tiers to decide how many PTO a full-time employee can have based on length of service
    - Some options being considered:
      - Add days/hours to each tier
      - Add another tier
    - Patti Nicholson and Shelly Wagnitz will create a proposal based on the discussion and present it at an upcoming meeting.
  - Employee Handbook Revisions—TABLED

**CALL TO THE PUBLIC:** None

**ADJOURNMENT @ 11:10am**

Kate Robertson made a motion to adjourn and Patti Nicholson seconds. All approved and the motion passed.

Respectfully Submitted by Jennifer Brennan, Board Notetaker



# 2024 Board Calendar



## Board Term Limits Due:

**Shelly Wagnitz**—  
1/1/2026  
Township Appointee

**Kate Pratt**—  
11/1/2027  
Township Appointee

**Patti Nicholson**—  
4/1/2025  
Township Appointee

**Kate Robertson**—  
9/1/2027  
Village Appointee

**Judy Wismont**—  
2/1/2024  
Village Appointee

PINCKNEY COMMUNITY  
PUBLIC LIBRARY

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Pinckney, MI 48169

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www.pinckneylibrary.org

We Are More Than What  
We Seem

**1. Monthly Library Board Meetings:** Third Thursday of the month @ 9:30am — **Annual Board Meeting:** December at 9am (Officer Elections, Next Year Budget & Staff Wage Adjustments/Pay Request Approval)

**2. Budget, Director’s Review/Short & Long Term Goals, & Staff Salary/Pay Adjustment Proposal:** November/December (effective January 1)

**3. Budget Readjustments:** July & December Meetings

**4. Holidays:** 1/1/2024 (New Year’s Day), 3/29/2024 (1/2 Day Good Friday), 3/30/2024 (Saturday before Easter), 5/27/2024 (Memorial Day), 7/4/2024 (Independence Day), 9/2/2024 (Labor Day), 11/28-29/2024 (1 1/2 Days Thanksgiving/Black Friday), 12/24/2024 (Christmas Eve), 12/25/2024(Christmas Day), and 12/31/2024 (New Year’s Eve)

**5. Policy Manual:** Ongoing

**6. Employee Manual Review:** Ongoing

**7. Friends Group Meetings:** Thursdays Before the Monthly Book Sale or Third Thursday of the Month Without a Book Sale @ 6:30pm

**8. Form L-4029 Tax Rate Request:** September

**9. Millage (1.3924 Operational Millage: 2020-2026); (.5713 Millage: 2011-2040)**

**10. State Aid Reports Due:** end of January

**PINCKNEY COMMUNITY PUBLIC LIBRARY**  
**2023 - 2024 Budget Report**

**PCPL 2023 Budget Readjustment and 2024 Budget Proposal**

Budget Template-all accounts listed	12/5/23		Combined Total		2023 Budget Readjustment	2024 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
<b>Income</b>						
401 Property Taxes						
401.1 Prop. Taxes - Chargeback	-179					
401.2 Prop. Taxes - .9562 Millage	578,324		578,324	605,137	\$578,324.00	605,137
401.3 Prop. Taxes - .6000 Debt Service	237,275		237,275	248,275	\$237,275.00	248,275
401.5 Prop. Taxes - Delinquents	37,443		37,443		\$37,443.00	11,600
401.9 Prop. Taxes - LCSA	1,297		1,297		\$1,297.00	
Total 401.0 Property Taxes	854,159	-	854,159	853,412	\$854,339.00	865,012
501.0 Grants (Unrestricted)						
520.0 Restricted Income						
520.2 Community Foundation			-			
520.4 CARES (PPE Cleaning)						
520.5 CARES (Automation)						
520.6 LEGO Table						
520.7 Friends Banned Books				300		
520.8 Restricted Income - Youth Area				4,700		2,000.00
520.9 Restricted Income - Other	1,295		1,295	1,173	\$1,300.00	1,000.00
Total 520.0 Restricted Income	1,295	-	1,295	6,173	\$1,300.00	3,000.00
574 State Aid	11,228		11,228	11,000	\$11,228.00	12,000.00
575 Penal Fines	20,817		20,817	25,000	\$20,817.00	20,000.00
600 Charges for Services						
600.1 Copier	735		735	600	\$800.00	1,000.00
600.15 JAMEX Copier Income	2,065		2,065	2,000	\$2,000.00	2,000.00
600.2 Fax Income	1,149		1,149	900	\$1,200.00	1,500.00
600.35 Lost/Damage Reimbursement	551		551	200	\$600.00	500.00
600.5 Misc Receipts / Other	13		13	-	\$13.00	0.00
600.6 Reimbursements	-		-	300	\$0.00	50.00
600.8 Charges for Accessories	34		34	50	\$35.00	50.00
Total 600.0 Charges for Services	4,547	-	4,547	4,050	\$4,648.00	5,100.00

**PINCKNEY COMMUNITY PUBLIC LIBRARY**  
**2023 - 2024 Budget Report**

Budget Template-all accounts listed	12/5/23		Combined Total		2023 Budget Readjustment	2024 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
670.0 Special Events			-			
670.1 Book Sale	-		-	50	\$0.00	50.00
670.3 Fees for Room Usage	60		60	50	\$60.00	50.00
670.4 Annual Fundraiser Event			-	-	\$0.00	0.00
670.5 Annual Special Events	-		-	1,000	\$0.00	0.00
670.9 Other Programs	1		1	200	\$0.00	0.00
Total 670.0 Special Events	<u>61</u>	-	<u>61</u>	<u>1,300</u>	<u>\$60.00</u>	<u>100.00</u>
674.0 Contributed Support			-			
674.2 Colone Endowment	1212		1,212	700	\$1,212.00	850.00
674.3 Donations	3,495		3,495	3,000	\$3,500.00	3,500.00
674.4 Donations from special groups	6,017		6,017	3,000	\$6,200.00	5,000.00
674.5 Memorials			-	-	\$0.00	0.00
674.6 Events & Programs	427		427	500	\$450.00	500.00
Total 674.0 Contributed Support	<u>10,722</u>	-	<u>10,722</u>	<u>7,200</u>	<u>\$11,362.00</u>	<u>9,850.00</u>
690.0 Other Income	0					
690.2 Interest Income	1,571		1,571	100	\$1,671.00	1,500.00
692.0 Sale of Assets						
Uncategorized Income (Square)	28		28		\$28.16	
<b>Total Income</b>	<u><b>904,428</b></u>	<u><b>-</b></u>	<u><b>904,428</b></u>	<u><b>908,235</b></u>	<u><b>\$905,453.16</b></u>	<u><b>916,562.00</b></u>
<b>Expenditures</b>			-			
701.0 Payroll Expense			-			
701.2 Director's salary	130,793		130,793	136,250	136,250	141,700.00
701.3 Employee wages	246,991		246,991	315,000	315,000	340,000.00
704.0 Payroll taxes	32,592		32,592	32,000	32,000	40,500.00
701.0 Total Payroll Expense	<u>410,376</u>		<u>410,376</u>	<u>483,250</u>	<u>483,250</u>	<u>522,200.00</u>
705.0 Employee Benefits						
705.2 Benefits - HRA	41,978		41,978	42,530	42,530	44,880.00
705.3 Benefits-Vacation/Pers/Holiday	48,254		48,254	42,000	48,500	49,000.00
705.5 Employee PTO					-	5,200.00
705.6 Employee Assistance Program	183		183	173	183	183.00

**PINCKNEY COMMUNITY PUBLIC LIBRARY**  
**2023 - 2024 Budget Report**

Budget Template-all accounts listed	12/5/23		Combined Total		2023 Budget Readjustment	2024 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
705.8 Employee group insurance	13,631		13,631	13,627	\$ 13,120.00	14,364.00
705.9 Employee 401-K						
Total 705.0 Employee Benefits	104,046	-	104,046	98,330	104,333	113,627.00
726.0 Library Supplies	2,235		2,235	3,000	2,250	3,000
727.0 Office Expense			-			
727.1 Office Supplies	4,069		4,069	3,000	4,000	4,000
727.2 Postage, shipping, delivery	517		517	1,000	600	500
727.9 Office Expense - Other	82		82			
Total 727.0 Office Expense	4,668	-	4,668	4,000	4,600	4,500
730.0 Equip rental	10,064		10,064	12,000	10,000	10,000
801.0 Accounting fees			-			
801.2 Audit	4,600		4,600	4,600	4,600	4,600
801.3 Bookkeeper	9,482		9,482	8,364	9,500	9,500
801.5 Consultant/Outside PR Service	2,142		2,142	2,500	2,150	2,500
Total 801.0 Accounting fees	16,224	-	16,224	15,464	16,250	16,600
805.0 Bank & Credit Card Fees	126		126	100	130	100
806.0 Janitorial			-			
806.6 Janitorial Supplies	1,678		1,678	1,500	1,700	2,000
806.9 Janitorial Services	6,071		6,071	7,200	7,200	7,200
Total 806.0 Janitorial	7,749	-	7,749	8,700	8,900	9,200
807.0 Legal fees	561		561	2,000	560	500
808.0 Outside services			-	50	50	50
850.0 Telephone & telecommunications	8,355		8,355	8,300	8,300	8,500
880.0 Marketing & Promotion			-			
880.1 Postage & Mailing			-	50	10	50
880.2 Newsletter/Events Calendar			-	100	50	50
880.9 Marketing & Promotion - Other	1,012		1,012	600	1,000	1,000
Total 880.0 Marketing & Promotion	1,012	-	1,012	750	1,060	1,100
882.0 Fundraiser Expense			-	1,000	500	500
884.0 Program Funding & Development			-			
884.2 In-House Programming	4,723		4,723			



**PINCKNEY COMMUNITY PUBLIC LIBRARY**  
**2023 - 2024 Budget Report**

Budget Template-all accounts listed	12/5/23		Combined Total		2023 Budget Readjustment	2024 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
884.4 Public Programming	2,586		2,586			
884.9 Program Funding & Dev - Other	1,274		1,274	8,000	8,500	10,000
Total 884.0 Program Funding & Dev.	8,583	-	8,583	8,000	8,500	10,000
890.0 Restricted Grant Spending				6,373	4,000	5,000
890.2 Restricted Spending - Automation						
890.3 Restricted Spending - Supplies	24					
890.4 Restricted Spending - Promotion						
890.8 Restricted Spending - Youth Area	1,001		1,001			
890.9 Restricted Spending- Other	2,167		2,167			
Total 890.0 Restricted Grant Spending	3,192	-	3,192	6,373	4,000	5,000
910.0 Insurance			-			
910.1 Workers comp	838		838	838	838	838
910.2 Liability	9,198		9,198	9,500	9,200	9,500
Total 910.0 Insurance	10,036	-	10,036	10,338	10,038	10,338
920.0 Utilities			-			
920.12 Gas, Elec, Sewer, Water	23,033		23,033	20,000	23,000	25,000
920.22 Trash Removal	1,179		1,179	1,000	1,200	1,200
Total 920.0 Utilities	24,212	-	24,212	21,000	24,200	26,200
930.0 Repairs & Maintenance			-			
930.12 Building Maintenance	11,308		11,308	10,000	11,500	25,000
930.2 Equipment Repair & Maint.	2,731		2,731	1,500	2,800	3,000
930.32 Grounds Care & Maint.	6,430		6,430	7,000	6,000	7,000
930.5 Furniture Repair & Replacement	570		570			
930.9 Repair & Maint - Other	10,700		10,700			
Total 930.0 Repairs & Maintenance	31,739	-	31,739	18,500	20,300	35,000
933.0 Security Monitoring	445		445	1,300	1,000	1,000
934.0 Subcontractors			-	50	50	50
955.0 Miscellaneous						
960.0 Board Meeting Expenses	421		421	550	450	550
965.0 Automation			-			
965.1 Automation Equipment	7,324		7,324	7,500	7,500	8,000

**PINCKNEY COMMUNITY PUBLIC LIBRARY**  
**2023 - 2024 Budget Report**

Budget Template-all accounts listed	12/5/23		Combined Total		2023 Budget Readjustment	2024 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
965.2 Automation Support	7,308		7,308	8,000	8,000	8,000
Total 965.0 Automation	14,632	-	14,632	15,500	15,500	16,000
968.0 Meeting Expenses	113		113	1,000	700	1,000
968.1 Meeting Travel Expense			-			
968.4 Training & Conferences	449		449			
Total 968.0 Meeting Expenses	562	-	562	1,000	700	1,000
969.0 Memberships & Dues	1,711		1,711	2,000	1,800	2,000
971.0 Mileage Reimbursement	90		90	100	100	100
985.10 Books	3,978		3,978	10,000	8,000	10,000
985.11 Children's Books	7,460		7,460	10,000	8,000	10,000
985.14 Interactive Books			-			
Total 985.10 Books	11,438	-	11,438	20,000	16,000	20,000
985.20 Audiobooks	1,883		1,883	2,000	2,000	2,000
985.21 Children's Audiobooks	1,845		1,845	2,000	2,000	2,000
Total 985.20 Audiobooks	3,728	-	3,728	4,000	4,000	4,000
985.40 Electronic Database Subscriptions	27,408		27,408	12,000	27,500	30,000
985.50 Fregal Music Downloads			-	50	50	50
985.60 Music CD Expense	43		43	50	50	50
985.70 Video Expense	1,822		1,822	2,000	2,000	2,000
985.71 Children's Videos	470		470	2,000	800	2,000
Total 985.70 Video Expense	2,292	-	2,292	4,000	2,800	4,000
985.80 Periodicals & Newsletters	2,178		2,178	2,000	2,000	2,000
985.81 Children's Periodicals			-	50	50	50
Total 985.80 Periodicals & Newsletters	2,178	-	2,178	2,050	2,050	2,050
986.10 Interlibrary Loan			-			
986.12 Interlibrary - Fees	3,156		3,156	3,000	3,200	3,500
986.13 Interlibrary - Postage & Handling						
986.14 Interlibrary-Supplies/Materials	82		82			
Total 986.10 Interlibrary Loan	3,239	-	3,239	3,000	3,200	3,500
987.10 eBooks	6,504		6,504	13,000	10,000	13,000
987.11 eBooks - Children	5,129		5,129	10,000	7,000	10,000

**PINCKNEY COMMUNITY PUBLIC LIBRARY**  
**2023 - 2024 Budget Report**

<b>Budget Template-all accounts listed</b>	<b>12/5/23</b>		<b>Combined Total</b>		<b>2023 Budget Readjustment</b>	<b>2024 Budget Proposal</b>
	<b>General Fund</b>	<b>Debt Service</b>	<b>Actual YTD</b>	<b>Budget</b>		
Total 987.10 eBooks	11,633	-	11,633	23,000	17,000	23,000
988.0 Seed Library Collection	162		162	200	200	200
990 Uncategorized expense (credit card)			-			
997.0 Non-budgeted Operational Expense				2,000	2,000	2,000
<b>Total Expenditures</b>	<b>723,160</b>	<b>-</b>	<b>723,160</b>	<b>792,005</b>	<b>801,671</b>	<b>885,965</b>
<b>Net Operating Revenue</b>	<b>181,268</b>	<b>-</b>	<b>181,268</b>	<b>116,230</b>	<b>103,782</b>	<b>30,597</b>
998.0 Capital Outlay						
998.1 Capital Outlay - Building Fund						
998.2 Capital Outlay - Capital Improvement	(31,490)		(31,490)			
998.3 Capital Outlay - Memorial Garden						
998.4 Capital Outlay - Technology & Equipment						
Total 988.0 Capital Outlay						
699.0 Transfer In from Debt Service	135,000	(135,000)				
999.0 Transfer Out to Debt Service	(237,275)	237,275				
Bond payment from Debt Service		(149,950)	(149,950)	(149,950)	(149,950)	(149,950)
<b>Excess Revenue over Expenditures</b>	<b>47,503</b>	<b>(47,675)</b>	<b>(172)</b>	<b>(33,720)</b>	<b>(46,168)</b>	<b>(119,353)</b>

2022 excess revenue has been allocated to the following accounts (Board Mtg 12/15/2022):

GL 997.0 Non-budgeted Operational Expense	58,500	\$51,891.00
GL 998.4 Capital Outlay	175,500	\$51,891.00
	<u>234,000</u>	<u>\$103,782.00</u>

**Pinckney Community Public Library  
2024 Proposed Salary Rates**

<b>Staff Position</b>	<b>Average Hrs.</b>	<b>2023 Wages</b>		<b>2024 Proposed Wages</b>		<b>Weekly</b>
<b>Library Page</b>						
Library Page 1	10	\$	11.99	\$	12.46	\$ 124.60
Library Page 2	10	\$	10.50	\$	11.00	\$ 110.00
<b>Substitutes</b>						
Substitute 1	4	\$	12.95	\$	12.95	\$ 51.80
Substitute 2	10	\$	12.50	\$	12.50	\$ 125.00
<b>Library Assistants</b>						
Library Assistant 1	18	\$	18.97	\$	19.72	\$ 354.96
Library Assistant 2	20	\$	17.20	\$	17.88	\$ 357.60
Library Assistant 3	4	\$	15.23	\$	15.23	\$ 60.92
Library Assistant 4	14	\$	13.62	\$	14.26	\$ 199.64
Library Assistant 5	12	\$	13.62	\$	14.26	\$ 171.12
<b>Senior Library Assistants</b>						
Periodicals Coordinator	26	\$	20.25	\$	21.06	\$ 547.56
MeL Coordinator	34	\$	21.16	\$	22.01	\$ 748.34
Web Admin	32	\$	26.41	\$	27.47	\$ 879.04
Office Manager	32	\$	24.00	\$	24.00	\$ 768.00
<b>Assistant Director/Youth Librarian</b>	35	\$	50.10	\$	54.00	\$ 1,890.00
<b>Total</b>						\$ 6,388.58
<b>Annual Total</b>						\$ 332,206.16
<b>2024 Budget Allowance</b>						\$ 340,000.00
<b>Director/Adult Services Librarian</b>						
Salaried		\$	136,250.00	\$	141,700.00	

		2024	
STATUS		HRA	
		Tier	Annual Total
Periodicals Coordinator/Sr Lib Asst	PT	250 max	\$ 3,000.00
Assistant Dir	FT	500 max	\$ 6,000.00
PR/Prog/ILL	FT	500 max	\$ 6,000.00
Library Asst	PT	250 max	\$ 3,000.00
Web Admin	FT	500 max	\$ 6,000.00
New Lib Asst	PT	100.00	\$ 900.00
Libr Asst	PT	250 max	\$ 3,000.00
Libr Asst	PT	250 max	\$ 3,000.00
Director	SAL	500 max	\$ 6,000.00
New Library Page	PT	100.00	\$ 900.00
New Library Page	PT	15.00	\$ 180.00
Off Mgr/Sr Libr	FT	500 max	\$ 6,000.00
New Lib Asst	PT	100.00	\$ 900.00
		<b>TOTAL</b>	<b>\$ 44,880.00</b>

<b>Position</b>	<b>2023-2024 Minimum</b>	<b>Maximum</b>	<b>Mean</b>
Library Page	\$11.00	\$20.00	\$15.50
Library Assistant	\$12.50	\$24.00	\$18.25
Senior Lib. Asst. (certified)	\$15.00	\$30.00	\$22.50
Librarian (entry level)	\$18.50	\$40.00	\$29.25
Senior Librarian	\$20.50	\$50.00	\$35.25
Substitute	\$10.50	\$20.00	\$14.94
Maintenance Coordinator	\$17.00	\$25.00	\$16.00
Assistant Director	\$35.00	\$60.00	\$45.00

**According to Michigan LARA: Minors 16-17 years of age may be paid 85% of the minimum hourly wage rate.**

**Note: During the 2022 Annual Board Meeting, the Board resolved that PCPL minimum wage will remain consistent with the Michigan Minimum Wage regardless of age.**

**NOTE: Michigan's minimum wage rate will next increase to \$10.33 on January 1, 2024 (about 25¢ increase from 2023)**

## **Periodicals Coordinator/Senior Staff Position – Karen Sala**

**Category:** Part-Time Senior Staff Position (26 – 28hrs/week)

Duties Include but not limited to:

- Magazine processing and management
  - Keep track of all magazines and newspaper subscriptions
  - Work with W.T. Cox Representation (Library Periodicals Vendor)
  - Work with independent periodical vendors
  - Follow up with subscriptions--i.e. adding new titles or deleting titles, keeping up with canceled subscriptions, returning damaged periodicals or issues, etc.
  - Cataloging and processing all periodical subscriptions
  - Weeding and discarding periodical collection
  - Organizing and displaying periodical collection
- Seasonal Collection Display
- Desk Duties
  - Circulation desk
    - Assisting with computer help
    - Assisting with copies
    - Assisting with faxing
    - Reference—looking up information for patrons over the phone and in person
    - Emptying drop box
    - Shelving books
    - Assisting patrons with placing orders on MeL system
    - Making patron library cards
    - Delivery for homebound services
    - Readers Advisory
- Book Donation Collection Development
- Library Cart
  - Stocking and organizing cart
  - Handling Book Donation Money
- Back-up for other senior staff activities:
  - Cataloging
  - MeL/ILL
  - Office Management

## Notes from Library of Michigan Directors Meeting - 12/8/2023

### Law

- **Trustee Training and Qualification**
  - **QUALIFICATION**
    - Board Members need to take an oath of office
    - [Oaths](https://www.michigantownships.org/wp-content/uploads/oath_of_office_nov_2020.pdf) (https://www.michigantownships.org/wp-content/uploads/oath\_of\_office\_nov\_2020.pdf)
  
- **TRAINING**
  - Trustee 101-102
  - Trustee Roundtables
    - Virtual - Feb 21, 2024 - 1-3:30pm (Will notify trustees and directors when registration is open)
    - In-Person starting April 2024 - location TBA
  - Specialized Training
    - [LM LibDev](https://www.michigan.gov/libraryofmichigan/libraries/library-development-staff-directory) (https://www.michigan.gov/libraryofmichigan/libraries/library-development-staff-directory)
    - Cooperative Directors can come to speak or do a presentation to Board Members
    - The Library's Attorney
  - [Niche Trustee Pathway](https://my.nicheacademy.com/staffskills) (https://my.nicheacademy.com/staffskills)
  - [Web Junction](https://www.webjunction.org/home.html) (https://www.webjunction.org/home.html)
  - [United For Libraries](https://www.ala.org/united/) (https://www.ala.org/united/)
    - Click on "Statewide Access-Find Your State"
    - Click on "register" (if you do not have a login)
    - Click on "access" if you have a registration
    - NOTE - Some of the organizational tools and sample policies are available on the UFL website without logging in under the "Trustees" button at the top of the screen. Short Takes, toolkits and webinars are only available after logging in.

### State of Michigan (SOM)

- Legislation Update - Clare - please follow these important state bills coming down the pipe that will or potentially will affect our library
- [MLA Bill Tracker](https://www.milibraries.org/bill-tracker) (https://www.milibraries.org/bill-tracker)
  - HB 4574, SB 332 (Paid Family Leave)
  - [HB 4928](#), [HB 4929](#) (School Bus stop arm cameras)
  - DoJ Exempt Rule [proposed](#) amendment (https://www.dol.gov/agencies/whd/flsa)



## **Library of Michigan**

- State Aid Application Process Update - Joe Hamlin (reporting is now open and will close on February 1, 2024)
- [Continuing Education Stipends](#) - PLA is coming up
- UMSI Cohort - Post Pandemic Public Library - Kristin F - Apply by Sun., 12/17, 11:59pm at <https://bit.ly/michiganpppl>