

**PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING  
DECEMBER 19, 2024  
9:00 AM  
HYBRID ANNUAL BOARD MEETING MINUTES**

Call to order at 9:01 am

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 and Staff Liaison; Tyra Schmitter, Public.

Absent: Jennifer Brennan, Board Notetaker.

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 21, 2024 HYBRID BOARD MEETING**

**+ PRESENTATION OF BILLS:**

- December 2024 Bills for Review
- Kate Pratt made a motion to accept the Consent Agenda and Judy Wismont seconds. All approved and motion passed.

**SPECIAL ISSUES**

- Library Board Annual Officer Elections:  
President: Kate Pratt  
Vice-President: Shelly Wagnitz  
Treasurer: Kate Robertson  
Secretary: Patti Nicholson  
Shelly Wagnitz made a motion to elect the current slate of officers as listed above and Judy Wismont seconded. All approved and the motion passed.
- Board Meeting Schedule and Calendar for 2025 (see attachment):
  - Board Meetings for 2025—Board meetings are on the 3<sup>rd</sup> Thursday of the month at 9:30 am, except for the December Annual Meeting, when the start time will be at 9:00am. Patti Nicholson made a motion to approve the 2025 Board Calendar as presented and Kate Pratt seconds. All approved and the motion passed.
  - Putnam Township Board Term of Appointment for Renewal—Patti Nicholson for April 1, 2025. Patti to submit a letter to Putnam Township expressing interest in continuing to serve on the library board.
  - 2025 Holiday Closings. The board agreed to keep the same Holiday Closings in 2025 as 2024.
- Draft of 2024 Budget Readjustment & 2025 Budget Proposal
  - Budget Readjustment changes are mainly due to higher building maintenance items regarding HVAC and building changes to meet fire code compliance. These items should not be as costly in 2025. Interactive Books line item will be deleted. Sport Port line item to be added.
    - Shelly Wagnitz made a motion to approve the 2025 Budget Readjustment as presented and Kate Robertson seconds. All approve and motion passed.
    - Kate Pratt reminded the board that the 2024 budget overage is to be designated to specific line items before the end of the calendar year. Kate Robertson motions to allocate the 2024 budget readjustment overage of \$59,331 with \$44,500 to savings and \$13,831 to 2024 operations and Kate Pratt seconds. All approved and the motion passed. (See attached 2024 Budget Readjustment & 2025 Budget Proposal Document)
  - 2025 Budget Proposal


- Automation equipment 965.1 will increase due to updates to software for approximately 13 computers. In October of 2025 Microsoft 10 will no longer be able to upgrade. This will need to be voted on separately once the actual cost is known.
- Insurance 910 is a little higher due to new insurance company covering additional liability situations.
- Patti Nicholson made a motion to approve the 2025 budget as presented and Shelly Wagnitz seconds. All approved and the motion passed. (See attached 2024 Budget Readjustment & 2025 Budget Proposal Document)
- 2025 Salaries-Wages Proposal
  - The title of 2025 Proposed Wages 3% to 4% Increase will be changed to 2025 Proposed Wages Increase.
  - The insurance costs for Director will be added to the 2025 Proposed Salary Rates. So that the total salary benefit will be located in one place just like the HRA costs are shown.
  - The board will review expectations of the director and review the contract/agreement in the coming year.
  - Kate Pratt motions to change name of the 2025 Proposed Salary Rates to 2025 Proposed Wage and Salary Rates. Judy Wismont seconded the motion. All approved and the motion passed.
  - Kate Pratt made a motion to pass the 2025 Proposed Wage and Salary Rates and Shelly Wagnitz seconds. All approved and the motion passed. (See attached 2025 Proposed Wage and Salary Rates—Official Copy Document)
  - Judy Wismont wants the Board to remember that employees on the lower end of the salary scale receive less of an increase than those employees on the mid to higher end of the salary scale when increases are in the percentages and not actual dollar amounts. The Board agrees to be mindful of fairness across all employee compensation levels.
- Wage and Salary Scale—Discussion ensued regarding the minimum Wage and Salary Scale and the potential lack of flexibility. Shelly motioned to keep the 2023-2024 Minimum for all but Library Page at \$13, Library Assistant at \$14 and Substitute at \$13 and adopt the 2025-2026 Maximum Salary Scale (see attached). Judy Wismont seconded the motion. All approved and motion passed.
- REMINDER: 2024/2025 Holiday Hours
  - Closed: Tuesday, December 24 – Christmas Eve
  - Closed: Wednesday, December 25 – Christmas Day
  - Closed: Tuesday, December 31 – New Year’s Eve
  - Closed: Wednesday, January 1, 2025 – New Year’s Day

**OLD BUSINESS:**

- Wage Scale Proposal—Where it says 2023 in the employee handbook it should now show 2025.
- Reconsideration of Hotspot Policy Check Out:
  - Should we include a credit card for “refundable deposit” to ensure return of equipment—The Board has reservations regarding credit card requirements. The Board wants to revisit this based on feedback from the changes made in November. The responses from patrons when contacted has been positive.

**NEW BUSINESS:**

**Reports:**

-  Library Progress Report
  - 2024 Staff Holiday Dinner
    - Place: Block Brewery in Howell (same as 2023 venue)
    - Request for dinner stipend (not to be used for alcohol)
    - January 11, 2025 at 5:15pm
 Kate Robertson made a motion to approve a \$50 stipend (not to be used for hooch) for the Staff Holiday Dinner and Judy Wismont seconds. All approved and the motion passed.
  - Notes from the Library of Michigan Directors’ Meeting on December 13, 2024
    - Packed agenda so we weren’t able to get through everything. I highlighted in yellow the more important issues, but please check “Training and Resources on Specific Topics” and “Webinar or Remote General or Specialized Training”
    - Lame Duck Legislative Update
    - Q&A – Number 2: Status of Earned Sick Time Act (ESTA) and Number 4: Public funds investing

- Update on Pandemic Libraries Cohort B Project
  - Presentation to Michigan Libraries in 2025
  - Sharing: Flier from Portage District Library Explaining Library Budget
- Thank You from Livingston County Women's Club's Giving Tree
- UPDATE: We've started handing out free COVID-19 Test Kits again through MDHHS
- Pause on Meeting Room Use Requests from December 21-January 4
- Update on Library Events:
  - Baby Time Storytime on Mondays at 10am-11am from September 16 – December 17, 2024
  - Family Story Time on Tuesdays at 11am – 12pm from September 17 – December 18, 2024
  - Crafty Chix Knitting Group on Thursdays at 12pm-2pm (last meeting of the year: Thursday, December 12)
  - Gentle Yoga with Lisa Willis—every Fridays at 10:30am-11:30am from October 4 – December 20 – Changing schedule in Winter/Spring 2025, Gentle Yoga will be twice a month—the second and fourth Friday (except February 28) from 10:30am-11:30am from January 10, 2025 – April 25, 2025
  - Wednesday, December 11, 2024 at 6:30pm-7:30pm – Legend and Lore of Christmas and Winter Monsters
  - Thursday, December 19, 2024 at 5:30pm – 8:00pm – Nightmare Before Christmas PJ Party!

#### Friends Group Report

- Holiday Book Carts—in hallway until December 30<sup>th</sup>
- No February and August monthly Book Sale in 2025
- April 2025 Book Sale might change due to Easter Holiday

#### Bookkeeper's Report

- End-of-the-Year Cash Flow Report
  - On December 22<sup>nd</sup> the CD at Bank of Ann Arbor will mature.
- Transfer of Funds to cover December 2024 and January 2025
  - Judy Wismont made a motion to put the maturing CD into Operations fund and transfer the 2024 Budget Overage from ICS to Operations Fund to cover our needs until January 2025. Shelly seconded the motion. All approve and motion passed.
- Bank of Ann Arbor Operations Checking Transfer Policy for 2025
  - Discussion ensued regarding setting our minimum operations amount. That decision will be made in January when the numbers are known.

#### Treasurer's Report

- Who can sign vendor checks for last weeks of December? Patti volunteered to sign checks.
- Donations of Note: Anonymous – \$100 via Donorbox online, and Ms. Anne Gooche -- \$25 via Donorbox online

### Issues:

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

- Update on HRA move to Trust Account. Charles Schwab has not sent the library any DocuSign documents. In the meantime, the deposits are being made manually. If the documents are not received by mid-January the library will switch to Matrix.
- Shred It suggests requesting a date for community shredding event in 2025 soon. We would like to hold the shredding event in May.
- 2025 Ghost hunt Fundraiser. Subcommittee meeting in January to discuss details. Kate Robertson and Patti Nicholson will join Hope Siasoco as the library representatives for the Planning Committee.
- The Board will hold a closed session regarding the Director's contract and Board expectations. Hope will send the Board her last agreement and any other information that may be relevant. The Board will research legal requirements for employee closed session meetings.
- Minimum Wage & PTO Earned Sick Time Act (ESTA) Changes—TABLED
- Employee Handbook Revisions—TABLED
- EV Charging Stations at Libraries (ONGOING DISCUSSION)

**CALL TO THE PUBLIC none**

**ADJOURNMENT at 11:17 am**

Kate Robertson made a motion to adjourn and Judy Wismont seconds. All approved and the motion passed.

Respectfully submitted by Patti Nicholson, Board Secretary



# 2025 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**—  
2/1/2028  
Village Appointee

PINCKNEY COMMUNITY  
PUBLIC LIBRARY

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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:** 1/1/2025 (New Year’s Day), 4/18/2025 (1/2 Day Good Friday), 4/19/2025 (Saturday before Easter), 5/26/2025 (Memorial Day), 7/4/2025 (Independence Day), 9/1/2025 (Labor Day), 11/27-28/2025 (1 1/2 Days Thanksgiving/Black Friday), 12/24/2025 (Christmas Eve), 12/25/2025 (Christmas Day), and 12/31/2025 (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  
2024 Budget Readjustment and 2025 Budget Proposal**

	12/9/24		Combined Total		2024 Budget Readjustment	2025 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
<b>Income</b>						
401 Property Taxes						
401.1 Prop. Taxes - Chargeback	(2,029)				(2,029)	
401.2 Prop. Taxes - .9562 Millage	621,392		621,392	605,137	621,392	650,000
401.3 Prop. Taxes - .6000 Debt Service	254,945		254,945	248,275	254,945	250,000
401.5 Prop. Taxes - Delinquents	36,320			11,600	36,320	20,000
401.9 Prop. Taxes - LCSA	1,411		1,411		1,411	1,400
Total 401.0 Property Taxes	<u>912,039</u>	-	<u>912,039</u>	<u>865,012</u>	<u>912,039</u>	<u>921,400</u>
520.0 Restricted Income						
520.2 Community Foundation			-		100	100
520.7 Friends Banned Books						
520.8 Restricted Income - Youth Area				2,000		500
680.9 Restricted Income - Other			-	1,000		500
Total 680.0 Restricted Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>100</u>	<u>1,100</u>
574 State Aid	11,300		11,300	12,000	11,300	12,000
575 Penal Fines	22,883		22,883	20,000	22,883	22,000
600 Charges for Services						
600.1 Copier	1,197		1,197	1,000	2,000	2,000
600.15 JAMEX Copier Income	1,446		1,446	2,000	2,000	2,000
600.2 Fax Income	814		814	1,500	1,500	1,500
600.35 Lost/Damage Reimbursement	459		459	500	500	500
600.6 Reimbursements	-		-	50	50	50
600.8 Charges for Accessories	57		57	50	50	50
600.5 Misc Receipts / Other	(110)		(110)	-	(110)	
Total 600.0 Charges for Services	<u>3,864</u>	<u>-</u>	<u>3,864</u>	<u>5,100</u>	<u>5,990</u>	<u>6,100</u>
670.0 Special Events						
670.1 Book Sale	-		-	50		50
670.3 Fees for Room Usage	40		40	50	50	50
670.4 Annual Fundraiser Event			-	-	-	500
670.5 Annual Special Events	-		-	-	-	

**Pinckney Community Public Library  
2024 Budget Readjustment and 2025 Budget Proposal**

	12/9/24		Combined Total		2024 Budget Readjustment	2025 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
670.9 Other Programs	13		13	-	20	50
Total 670.0 Special Events	53	-	53	100	70	650
674.0 Contributed Support			-			
674.2 Colone Endowment	824		824	850	824	850
674.3 Donations	1,135		1,135	3,500	2,000	2,500
674.4 Donations from special groups	5,250		5,250	5,000	5,250	5,000
674.5 Memorials	100		100	-	100	
674.6 Events & Programs	90		90	500	100	500
Total 674.0 Contributed Support	7,399	-	7,399	9,850	8,274	8,850
690.0 Other Income	29,724		29,724		29,724	
690.2 Interest Income	4,396		4,396	1,500	4,500	3,000
<b>Total Income</b>	<b>991,658</b>	<b>-</b>	<b>991,658</b>	<b>916,562</b>	<b>994,880</b>	<b>975,100</b>
<b>Expenditures</b>			-			
701.0 Payroll Expense			-			
701.2 Director's salary	136,145		136,145	141,700	141,700	147,368
701.3 Employee wages	268,074		268,074	340,000	300,000	355,000
704.0 Payroll taxes	34,982		34,982	40,500	39,050	46,000
701.0 Total Payroll Expense	439,202		439,202	522,200	480,750	548,368
705.0 Employee Paid Time Off						
705.3 Vacation	24,880		24,880	49,000	45,000	50,000
705.32 Personal/Sick	12,004		12,004			
705.34 Holiday	10,779		10,779	5,200	10,000	10,000
705.5 AOG	5,073		5,073			
705.52 Bereavement	328		328			
705.0 Total Paid Time Off	53,064	-	53,064	54,200	55,000	60,000
706.0 Employee Benefits						
705.2 Benefits - HRA	47,070		47,070	44,880	45,000	45,000
706.6 Employee Assistance Program	-		-	183	183	183
706.8 Employee group insurance	13,553		13,553	14,364	14,364	16,623

**Pinckney Community Public Library  
2024 Budget Readjustment and 2025 Budget Proposal**

	12/9/24		Combined Total		2024 Budget Readjustment	2025 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
706.0 Total Employee Benefits	60,623		60,623	59,427	59,547	61,806
726.0 Library Supplies	1,836		1,836	3,000	2,000	3,000
727.0 Office Expense			-			
727.1 Office Supplies	2,215		2,215	4,000	2,500	3,000
727.2 Postage, shipping, delivery	429		429	500	430	450
727.9 Office Expense - Other			-			
Total 727.0 Office Expense	2,645	-	2,645	4,500	2,930	3,450
730.0 Equip rental	11,217		11,217	10,000	12,000	12,000
801.0 Accounting fees			-			
801.2 Audit	4,600		4,600	4,600	4,600	4,600
801.3 Bookkeeper	9,007		9,007	9,500	9,500	9,500
801.5 Consultant/Outside PR Service	1,939		1,939	2,500	2,000	2,000
Total 801.0 Accounting fees	15,546	-	15,546	16,600	16,100	16,100
805.0 Bank & Credit Card Fees	220		220	100	220	100
806.0 Janitorial			-			
806.6 Janitorial Supplies	2,101		2,101	2,000	2,000	2,000
806.9 Janitorial Services	6,000		6,000	7,200	6,700	7,000
Total 806.0 Janitorial	8,101	-	8,101	9,200	8,700	9,000
807.0 Legal fees	515		515	500	500	500
808.0 Outside services			-	50	50	50
850.0 Telephone & telecommunications	8,346		8,346	8,500	8,500	8,500
880.0 Marketing & Promotion			-			
880.1 Postage & Mailing			-	50		
880.2 Newsletter/Events Calendar			-	50		
880.9 Marketing & Promotion - Other	1,059		1,059	1,000	1,000	10,000
Total 880.0 Marketing & Promotion	1,059	-	1,059	1,100	1,000	10,000
882.0 Fundraiser Expense			-	500	-	500
884.0 Program Funding & Development			-			
884.2 In-House Programming			-			
884.4 Public Programming	6,708		6,708			



**Pinckney Community Public Library  
2024 Budget Readjustment and 2025 Budget Proposal**

	12/9/24		Combined Total		2024 Budget Readjustment	2025 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
884.9 Program Funding & Dev - Other	2,920		2,920	10,000	10,000	10,000
Total 884.0 Program Funding & Dev.	9,627	-	9,627	10,000	10,000	10,000
890.0 Restricted Grant Spending				5,000	-	1,000
890.2 Restricted Spending - Automation	-		-			
890.3 Restricted Spending - Supplies	-		-			
890.4 Restricted Spending - Promotion	-		-			
890.7 Restricted Spending - Friends	-		-			
890.8 Restricted Spending - Youth Area	128		128			
890.9 Restricted Spending- Other	151		151		280	
Total Restricted Grant Spending	279	-	279	5,000	280	1,000
910.0 Insurance						14,000
910.1 Workers comp	572		572	838	572	
910.2 Liability	11,486		11,486	9,500	11,486	
Total 910.0 Insurance	12,058	-	12,058	10,338	12,058	14,000
920.0 Utilities						
920.12 Gas, Elec, Sewer, Water	21,949		21,949	25,000	25,000	25,000
920.22 Trash Removal	1,347		1,347	1,200	1,500	1,300
Total 920.0 Utilities	23,296	-	23,296	26,200	26,500	26,300
930.0 Repairs & Maintenance						
930.12 Building Maintenance	41,903		41,903	25,000	43,000	30,000
930.2 Equipment Repair & Maint.	4,205		4,205	3,000	4,300	3,000
930.32 Grounds Care & Maint.	5,055		5,055	7,000	6,000	7,000
930.5 Furniture Repair & Replacement						
930.9 Repair & Maint - Other						
Total 930.0 Repairs & Maintenance	51,162	-	51,162	35,000	53,300	40,000
933.0 Security Monitoring	448		448	1,000	500	500
934.0 Subcontractors				50	50	50
960.0 Board Meeting Expenses	995		995	550	1,000	1,000
965.0 Automation						
965.1 Automation Equipment	10,445		10,445	8,000	10,500	10,000

**Pinckney Community Public Library  
2024 Budget Readjustment and 2025 Budget Proposal**

	12/9/24		Combined Total		2024 Budget Readjustment	2025 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
965.2 Automation Support	9,848		9,848	8,000	10,000	10,000
Total 965.0 Automation	20,293	-	20,293	16,000	20,500	20,000
968.0 Meeting Expenses			-	1,000	2,000	2,000
968.4 Training & Conferences	1,749		1,749			
Total 968.0 Meeting Expenses	1,749	-	1,749	1,000	2,000	2,000
969.0 Memberships & Dues	2,408		2,408	2,000	2,500	2,500
971.0 Mileage Reimbursement	416		416	100	500	300
985.10 Books	2,225		2,225	10,000	5,000	10,000
985.11 Children's Books	7,609		7,609	10,000	10,000	10,000
<b>985.14 Interactive Books</b>			-			
Total 985.10 Books	9,834	-	9,834	20,000	15,000	20,000
985.20 Audiobooks	1,130		1,130	2,000	1,200	2,000
985.21 Children's Audiobooks	1,428		1,428	2,000	2,000	2,000
Total 985.20 Audiobooks	2,558	-	2,558	4,000	3,200	4,000
985.40 Electronic Database Subscriptions	19,587		19,587	30,000	20,000	20,000
985.50 Freading Downloads			-	50	-	10
985.60 Music CD Expense			-	50	-	20
985.70 Video Expense	4,483		4,483	2,000	4,500	4,500
985.71 Children's Videos	807		807	2,000	1,000	2,000
Total 985.70 Video Expense	5,290	-	5,290	4,000	5,500	6,500
985.80 Periodicals & Newsletters	2,367		2,367	2,000	2,300	2,000
985.81 Children's Periodicals			-	50	-	50
Total 985.80 Periodicals & Newsletters	2,367	-	2,367	2,050	2,300	2,050
986.10 Interlibrary Loan			-		3,500	3,500
986.12 Interlibrary - Fees	3,246		3,246	3,500		
986.14 Interlibrary-Supplies/Materials	265		265			
Total 986.10 Interlibrary Loan	3,511	-	3,511	3,500	3,500	3,500
987.10 eBooks	17,110		17,110	13,000	18,000	20,000
987.11 eBooks - Children	4,923		4,923	10,000	5,000	10,000
Total 987.10 eBooks	22,034	-	22,034	23,000	23,000	30,000

**Pinckney Community Public Library  
2024 Budget Readjustment and 2025 Budget Proposal**

	12/9/24		Combined Total		2024 Budget Readjustment	2025 Budget Proposal
	General Fund	Debt Service	Actual YTD	Budget		
988.0 Seed Library Collection	59		59	200	100	500
<b>989.00 SporPort Equipment</b>						<b>100</b>
990.0 Uncategorized expense (credit card)	4,901		4,901		-	-
997.0 Non-budgeted Operational Expense	129	-	129	2,000	300	1,000
998.0 Capital Outlay						
998.2 Capital Improvement	30,788		30,788		30,788	
Total 998.0 Capital Outlay	30,788		30,788	-	30,788	-
			-	-	-	-
<b>Total Expenditures</b>	<b>826,162</b>	<b>-</b>	<b>826,162</b>	<b>885,965</b>	<b>880,173</b>	<b>938,604</b>
<b>Net Operating Revenue</b>	<b>165,496</b>	<b>-</b>	<b>165,496</b>	<b>30,597</b>	<b>114,707</b>	<b>36,496</b>
Transfers In /Out Debt Service	(154,945)	154,945	-			
Bond Payment		(147,650)	(147,650)	(149,950)	(174,038)	(174,650)
<b>Excess Revenue over Expenditures</b>	<b>10,552</b>	<b>7,295</b>	<b>17,846</b>	<b>(119,353)</b>	<b>(59,331)</b>	<b>(138,154)</b>
Excess Revenue Allocation:	<u>2024</u>	<u>2023</u>	<u>2022</u>			
Board Meeting Date	12/19/24	12/21/23	12/15/22			
GL 997.0 Non-budgeted Operational Expense	13,831	51,891	58,500			
GL 998.4 Capital Outlay (ICS/SWEEPS)	44,500	51,891	175,500			
	<u>58,331</u>	<u>103,782</u>	<u>234,000</u>			

passed on December 19, 2024 Annual Meeting

**Pinckney Community Public Library  
2025 Proposed Wage and Salary Rates**

<b>Staff Position</b>	<b>Average Hrs.</b>	<b>2024 Wages</b>	<b>2025 Proposed Wages Increase</b>	<b>Weekly</b>	
<b>Library Page</b>					
Library Page	10	\$ 11.00	\$ 13.25	\$ 132.50	start \$13/hr 11/2024
New Library Page	10		\$ 13.00	\$ 130.00	
<b>Substitutes</b>					
Substitute 1	4	\$ 14.00	\$ 14.00	\$ 56.00	
Substitute 2	10	\$ 14.00	\$ 14.00	\$ 140.00	
Substitute 3	4	\$ 15.00	\$ 15.00	\$ 60.00	
Substitute 4	4	\$ 15.00	\$ 15.00	\$ 60.00	
<b>Library Assistants</b>					
Library Assistant 1	16	\$ 19.72	\$ 20.50	\$ 328.00	
Library Assistant 2	14	\$ 14.26	\$ 15.60	\$ 218.40	
Library Assstant 3	12	\$ 14.26	\$ 15.60	\$ 187.20	
Library Assistant 4	16	\$ 13.26	\$ 15.25	\$ 244.00	
Library Assistant 5	18	\$ 12.75	\$ 15.00	\$ 270.00	started 11/2024
New Library Assistant 6	12		\$ 15.00	\$ 180.00	
<b>Senior Library Assistants</b>					
MeL Coordinator-Periodicals Coordinator	36	\$ 21.50	\$ 23.00	\$ 828.00	
Public Services & Tech Services Manager	32	\$ 35.00	\$ 36.40	\$ 1,164.80	
Office Manager	32	\$ 24.00	\$ 24.90	\$ 796.80	
<b>Assistant Director/Youth Librarian</b>	35	\$ 54.00	\$ 58.00	\$ 2,030.00	increase to

compare with other libraries

<b>Total</b>	\$	6,825.70
<b>Annual Total</b>	\$	354,936.40
<b>2025 Budget Allowance</b>	\$	355,000.00

**Director/Adult Services Librarian**

	2024	2025	
Salaried	\$ 141,700.00	\$ 147,368.00	4% increase
706.8 Employee group insurance	\$ 14,364.00	\$ 16,623.00	

**HRA 2025**

Employee	Anniversary	Status	HRA Tier	Reason for Change
New Library Assistant	11/4/24	Libr Asst PT	15.00	new employee 2024
Assistant Director/Youth Librarian	1/13/98	Asst Director FT	500.00	
Public Services & Tech Services Manager	5/8/01	Sr Libr Asst FT	500.00	
MeL Coordinator/Periodicals Coordinator	8/30/05	Libr Asst FT	500.00	
Library Assistant 1	9/3/03	Libr Asst PT	250.00	
Library Assistant 2	10/6/22	Libr Asst PT	150.00	Increase from \$100 to \$150
Library Page 1	10/6/23	Page PT	15.00	
Library Assistant 4	10/12/23	Libr Asst PT	15.00	
Office Manager	10/25/05	Sr Libr Asst FT	500.00	
Library Assistant 3	10/27/22	Libr Asst PT	150.00	Increase from \$100 to \$150
Director	9/1/02	Director SAL	500.00	
		TOTAL	3095.00	
		<b>TOTAL ANNUAL</b>	<b>\$37,140.00</b>	

Position	2025		Mean
	Minimum	Maximum	
Library Page	\$13.00	\$40.00	\$26.50
Library Assistant	\$14.00	\$44.00	\$29.00
Senior Lib. Asst. (certified)	\$15.00	\$50.00	\$32.50
Librarian (entry level)	\$18.50	\$60.00	\$39.25
Senior Librarian	\$20.50	\$70.00	\$45.25
Substitute	\$13.00	\$40.00	\$26.50
Maintenance Coordinator	\$17.00	\$45.00	\$31.00
Assistant Director	\$35.00	\$80.00	\$57.50

**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)**

**NOTE: With no changes to the new Minimum Wage Act that takes effect on February 21, 2025:**

**February 21, 2025 - \$10 + state treasurer's inflation from July 31, 2024**

**February 21, 2026 - \$10.65 + state treasurer's inflation from July 31, 2024**

**February 21, 2027 - \$11.35 + state treasurer's inflation from July 31, 2024**

**February 21, 2028 - \$12 + state treasurer's inflation from July 31, 2024**

**February 21, 2029 - state treasurer shall calculate the inflation adjusted minimum wage set forth in 2018 PA 337 §4 (2)**

**HOWEVER - In October of each year, if inflation is 8.5% or high, wages will be frozen and no increase for following year**

# Official Copy for the Pinckney Library Employee Handbook

Passed: 12/19/2024

## II. C. WAGE AND SALARY SCALE

Your starting salary will be explained to you prior to the date of your employment. The following is an outline of the hourly wage scale for each library position. This pay scale is re-evaluated annually. (Note: The Library Director is a full-time salaried position that is negotiated directly with the Board of Trustees.)

<b>Position</b>	<b>2025</b>	
	<b>Minimum</b>	<b>Maximum</b>
Library Page	\$13.00	\$40.00
Library Assistant	\$14.00	\$44.00
Senior Lib. Asst. (certified)	\$15.00	\$50.00
Librarian (entry level)	\$18.50	\$60.00
Senior Librarian	\$20.50	\$70.00
Substitute	\$13.00	\$40.00
Maintenance Coordinator	\$17.00	\$45.00
Assistant Director	\$35.00	\$80.00