

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
July 13, 2026 at 1:00 pm

Members Present: Elizabeth Engels, Jacqui Kuhn, Danielle Simmons

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 1:02 pm by Simmons.
- II. Approval of Agenda motioned by Kuhn and seconded by Simmons. All yes, motion passed.
- III. Approval of March 2026 Finance Committee Meeting Minutes motioned by Kuhn and seconded by Simmons. All yes, motion passed.
- IV. Unfinished Business: none to discuss.
- V. New Business
 - a. Salary and Wage Policy
 - i. Bakovka presented information on the upcoming minimum wage increase to \$15 an hour effective January 2027, as well as wage and salary data for other area libraries of similar size. The Committee recognized the need to reevaluate the wage and salary ranges in order to present a recommendation to the Board. Discussion ensued. Edits discussed included updating the Page job title to Shelver and range to \$15 to \$17 per hour, updating the Circulation Assistant range to \$16 to \$18 per hour, updating the Circulation Supervisor range to \$18 to \$21 per hour, and updating the Department Supervisor range to \$40,000 to \$47,000 annually.
 - ii. Presentation of the Salary and Wage Policy edits as discussed with an effective date of January 1, 2027 as the Finance Committee recommendation to the Board motioned by Kuhn and seconded by Simmons. All yes, motion passed.
 - b. 2027 Budget Draft
 - i. Bakovka went over the income portion of the draft budget. The equalization data and millage amounts were presented to support the estimates for City Contribution and Township Contribution. The Committee supports updating the draft budget to reflect \$210,000 for the City Contribution line item. The Finance

Committee plans to review the expenditure portion of the draft budget at the next committee meeting later in the week pending a decision by the Board on updating the Wage and Salary Policy.

- VI. Around the Table: no one had anything to share.
- VII. Adjournment of the meeting motioned by Simmons and seconded by Kuhn. Meeting adjourned at 2:05 pm.