



TO: Plymouth District Library Board
RE: 2023 Operating Budget
Proposal

DATE: August 2, 2022
FROM: Shauna Anderson,
Director

The proposed operating budget for FY2023 is \$4,049,000.

I have continued to pursue a budget proposal that ensures operations are maintained through reliable sources of revenue. I have identified many opportunities for streamlining our expenses that will result in services that impact the community in positive ways.

REVENUES

Our primary source of revenue continues to be local property tax revenue. Taxable value continues to increase. Therefore the library is subject to another Headlee Rollback, resulting in a maximum millage rate of 1.428 for the upcoming fiscal year. See item 4.1.2 for more details on the financial impact of Headlee.

State Aid is projected to increase slightly while Penal Fines are becoming a less reliable source of revenue.

The library is coordinating with the Wilcox Foundation on a grant opportunity for the upcoming year related to grounds improvements. I also anticipate a coordinating donation from the Friends of the Library for that same project.

Upon the consultation of our auditor, I have decided to dissolve a fund set aside for the tax tribunals that occurred in 2008-2012, comprising approximately \$45,000. This will be a one-time transfer from the deferred revenues line to zero out that account and allow us to provide matching funds on the grant from the Wilcox Foundation.

Two things that I have declined to include in this budget proposal are Book Fines & Fees and Copier Fees. After consideration this past year, I propose that the library eliminate overdue fees. The revenue generated from this practice requires staff time to manage and results in negative relationships with our community. As many local libraries have already gone “fine-free” there is strong evidence that this has very little impact on the availability of materials and produces better usage. Patrons will still pay for lost and damaged items, therefore a certain percentage of this revenue line will continue to be collected, but a book that is returned in good condition will no longer incur fines.

I also propose eliminating printing and copier fees up to a certain page limit per day. This will also serve to create a user-centered climate that simplifies our internal technology needs. Fees will continue to be collected for jobs with a large number of pages, 3D printed items, and large-format posters.

EXPENDITURES

Employment

Increases in this budget line represent an attempt at greater pay equity across the organization. I will be proposing a Cost-of-Living-Adjustment for FY2023 that brings those on the lower half of the pay scale closer to those at the top. My goal is to eventually bring every staff member above a living wage, and this proposal brings us closer to that reality.

I plan to bid out a vision insurance program for next fiscal year, which I anticipate to create some cost savings that will even out with increases to medical insurance in our benefits lines.

Books & Materials

As services continue to open up and our usage increases, the library’s physical collections are in need of an infusion of resources. I propose adding approximately \$18,000 to our physical collection budgets alongside a \$9,500 increase in our digital collection budgets.

Community Promotion

Increases in this line help us cope with the demands of the paper shortage on our print newsletter marketing. We will be revising our format to use less paper overall while still getting our messaging out to the community. We also plan to invest in

better data-driven marketing tools that will allow us to better utilize our catalog as a tool in communicating with the public.

Technology

Major technology projects include the deployment of new catalog computers. This project was pushed back to allow time to orient the new IT Coordinator. This budget also provides for updates to our time management software, support for multi-factor authentication, and ergonomic upgrades for staff computing stations.

Facilities

Next year, I propose to move forward with a large grounds improvement project, supported by the Wilcox Foundation and Friends of Plymouth District Library. These improvements will transition the library garden beds to native, pollinator-friendly plantings while making more usable space for outdoor programming. I have reserved \$40,000 in library funding for landscape design and installation. Anticipated grants and donations will make up another \$60,000.

I also propose a light cosmetic update to the Friends Meeting Room. The wallpaper in the space is peeling, and instead of regularly patching and resealing the dated design, we will be removing the wallpaper entirely and working with a designer on a quick update. I anticipated \$7,000 will be used on this update.

Lastly, I am suggesting repurposing the old copy nook in the youth department as a wellness room available for public use. This space, once sealed with a door, can be used as a space for nursing parents, those with sensory difficulties, or those who request a space to pray. \$10,000 is reserved for this project.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED 2023 OPERATING BUDGET FOR THE PURPOSE OF DISCUSSION AND PUBLIC HEARING AT A TOTAL OF \$4,049,000.

ROLL CALL

AYES:

NAYS:

ABSENT: