

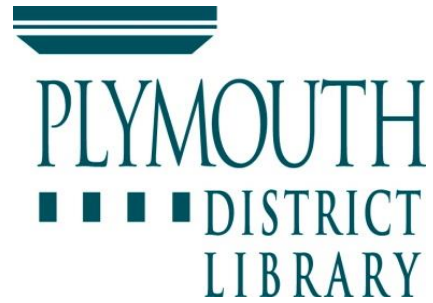


TO: Plymouth District Library Board **DATE:** July 8, 2022
RE: 2023 Millage Presentation **FROM:** Shauna Anderson,
Director

The library's maximum allowable operating millage for fiscal year 2023 is 1.428 mills and there is no debt millage as our debt was paid off in 2016.

Here is the breakdown of the millage:

Purpose	Date of Election	Original Millage	Current Millage Rate Permanently Reduced by MCL 211.34d (Headlee)
Operating	11/85	0.8	0.6257
Operating	11/87	0.4	0.3240
Operating	11/94	0.5	0.4783
TOTAL OPERATING MILLAGE			1.428



9.2

TO: Plymouth District Library Board

DATE: 05 July 2022

RE: Acceptance of Gifts
January 2022– June 2022

FROM: Shauna Anderson
Director

Attached is a list of gifts received from January 1, 2022 – June 30, 2022. It includes general collection gifts, grants, and reimbursements from the Friends.

RESOLVED BY _____, SECONDED BY _____, TO ACCEPT GIFTS RECEIVED
BY THE PLYMOUTH DISTRICT LIBRARY FROM JANUARY 1, 2022 THROUGH JUNE
30, 2022. TOTALING: \$11,020.16

AYES _____

NAYS _____

Acceptance of Gifts: January – June 2022

Collection Gifts

1/22/2022	Linda Chapman	In memory of Barbara Garet	\$40.00
1/22/2022	Julie Slavik	Funds for Joan & Thomas Healy Memorial Fund	\$250.00
1/25/2022	Renee Wicklif:	Funds to go toward Children's programs	\$100.00
1/21/2022	The Charles Sweeting Family:	Given in memory of Ray Rolak	\$50.00
2/3/2022	Roger & Justine Peters:	Given in memory of Ray Rolak	\$50.00
2/18/2022	Carol Souchock	Given in memory of Ray Rolak	\$40.00
2/22/2022	Robert & Kathleen Wanamaker:	Given in memory of Ray Rolak	\$100.00
3/12/2022	Mary Seaberg King:	Bookplates in memory of Marion Hanson	\$100.00
3/21/2022	Anne DelCampo/Paul Eschenburg:	Given in memory of Ray Rolak	\$100.00
3/21/2022	Walter & Rayneld Johnson:	Given in memory of Ray Rolak	\$100.00
3/31/2022	Leah Hegeholz:	Books plated in memory of Ruth Brunck	\$18.42
4/5/2022	Our Lady of Good Counsel		\$147.00
4/8/2022	Rebecca Johnson:	Books plated in memory of Ruth Brunck	\$89.87
5/17/2022	D.B. Gibson:	Given in memory of Ray Rolak	\$20.00

TOTAL: **\$1,205.29**

Grants:

1/10/2022	MI Humanities Council	\$62.00
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TOTAL: **\$62.00**

Friends of the Plymouth District Library Gifts

Total from the Friends of the Library: **\$9,752.87**

TOTAL OF ALL GIFTS RECEIVED

JANUARY 2022 – JUNE 2022

\$11,020.16



TO: Plymouth District Library Board **DATE:** July 8, 2022
RE: 2022 Budget Amendments **FROM:** Shauna Anderson,
Director

The following adjustments to the library's 2022 budget are suggested to improve services and align with changes made throughout the first six months of the current fiscal year.

LINE ITEM BUDGET TRANSFERS

Move \$55,000 from 707 (Salaries – Temporary) to 706 (Salaries – FT/PT)

As pages were moved to part-time status, their budgeted hours will now be accounted for in the FT/PT budget line.

Move \$1,000 from 911 (Workers Comp) to 910 (Insurance/Bonds)

Our renewal rates for liability insurance incurred a small increase.

Move \$3,000 from 920.3 (Utilities – Water) to 920.1 (Utilities – DTE)

This balances out the utilities line with more appropriate projections.

Move \$1,500 from 740 (Operating Supplies) to 741.3 (ILL)

Previously, ILL payments were accounted for using funds from the Books & Materials line, impacting spending on our collection. Going forward, we are pulling this line out to separate this spending and provide more consistency to selectors ordering books.

Move \$10,000 from 741.2 (eResources) to 741 (Books & Materials)

In the past, deposit accounts were established for both Overdrive and Kanopy. It took us 6 months to deplete our deposit accounts and move forward with a monthly invoicing system. The unused portion of our budget for eResources will be transferred to Books & Materials to allow for better spending on our in-person collections.

Move \$20,000 from 983 (Technology) to 706 (Salaries FT/PT)

Our OPAC replacement is being postponed to FY 2023 to allow time for the IT Coordinator to settle in to their job. This funding is being allocated to staffing to support additional

Part-Time hours across the library and improve patron services. The addition of these hours is already accounted for in the upcoming FY 2023 budget, but this line item transfer allows us to provide these hours earlier.

EXPENDITURE ADDITIONS DUE TO SURPLUS TAX COLLECTION

Add \$20,000 to 920.2 (Utilities – Consumers Energy)

Additional revenue collected this year will be used to cover the unanticipated price hikes from Consumers Energy.

Add \$10,000 to 880 (Community Promotion)

The paper shortage has increased spending on our quarterly print newsletter. To cover this, I suggest utilizing additional revenues collected through the winter tax season.

Add \$15,000 to 818 (Contractual Services)

This will help cover the costs incurred on this fiscal year from 6 months of invoices from our former custodial vendor.

Add \$20,000 to 976.001 (Building Project)

Our main access point for the library's roof is a hazardous situation. I will be proposing the purchase of a custom roof access ladder to assist staff and vendors in accessing the roof safely. Proposal to come.

EXPENDITURE ADDITIONS DUE TO GRANTS

These accounts are being increased to include the costs of projects covered by grants applied for in FY2022.

BOSCH Community Fund: \$500 added to 740.1 (Processing Supplies), \$2,000 added to 741 (Books & Materials), \$8,500 added to 741.1 (Databases), and \$4,000 added to 983 (Technology)

Kiwanis Community Services & Young Child Priority One: \$1,000 added to 977 (Furniture)

Institute of Electrical and Electronic Engineers: \$2,000 added to 741 (Books & Mtrls)

Great Michigan Read Action Grant: \$625 added to 880.001 (Events)

Dunning Foundation: \$50,000 added to 983 (Technology)

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These amendments increase our total budgeted expenditures for the year from \$3,824,250 to \$3,945,875 (increase of \$121,625 from surplus revenue and grants). Our revenues currently exceed this expenditure budget, with a projection of approximately \$100,000 being added to our fund balance at the close of fiscal year 2022.

GL Acct #	Description	2022 Proposed Budget	2022 YTD Balance	2022 Amended Budget	Increase (Decrease)
706.000	SALARIES/WAGES – FT/PT	1,747,000.00	725,960.52	1,822,000	75,000
707.000	SALARIES/WAGES-TEMPORARY	92,000.00	32,937.47	37,000	(55,000)
715.000	EMPLOYERS FICA TAXES	135,000.00	57,120.56	135,000	0
716.000	HOSPITALIZATION/DENTAL/OPTICAL	220,100.00	87,298.31	220,100	0
717.000	LIFE & DISABILITY	14,000.00	5,394.15	14,000	0
718.000	RETIREMENT	300,000.00	120,172.98	300,000	0
740.000	OPERATING SUPPLIES	50,000.00	13,728.75	43,500	(6,500)
740.100	PROCESSING SUPPLIES	8,000.00	2,840.97	8,500	500
740.200	BUILDING SUPPLIES	25,000.00	4,776.89	25,000	0
741.000	BOOKS & MATERIALS	206,950.00	86,830.52	218,950	12,000
741.100	BOOKS & MATERIALS - DATABASES	42,000.00	34,271.57	50,500	8,500
741.200	BOOKS & MATERIALS - ERESOURCES	124,500.00	56,863.92	114,500	(10,000)
741.300	BOOKS & MATERIALS - ILL	0.00	447.90	1,500	1,500
818.000	CONTRACTUAL SERVICES	54,700.00	49,354.65	64,700	10,000
818.001	CATALOG	125,000.00	93,219.93	125,000	0
850.000	COMMUNICATIONS	20,000.00	3,920.85	20,000	0
60.000	TRANSPORTATION	1,500.00	8.19	1,500	0
864.000	CONFERENCES & TRAINING	41,000.00	14,398.12	41,000	0
880.000	COMMUNITY PROMOTION	35,770.00	23,731.15	45,770	10,000
880.001	EVENTS (FRIENDS)	24,000.00	5,650.14	24,625	625
910.000	INSURANCE & BONDS	55,000.00	55,881.00	56,000	1,000
911.000	WORKERS COMPENSATION	5,000.00	3,570.00	4,000	(1,000)
920.100	UTILITIES - DTE	125,000.00	59,373.33	128,000	3,000
920.200	UTILITIES - CONS ENERGY	27,000.00	19,546.31	47,000	20,000
920.300	UTILITIES - WATER	9,000.00	2,668.80	6,000	(3,000)
930.000	REPAIRS & MAINTENANCE	113,265.00	46,619.93	113,265	0
930.100	REPAIRS & MAINTENANCE EQUIPMT	0.00	305.00	0	0
945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	855.96	2,000	0
956.000	MISCELLANEOUS	0.00	95.18	0	0
976.001	BLDG REPAIR PROJECT	63,000.00	0.00	83,000	20,000
977.000	FURNITURE	11,500.00	3,290.00	12,500	1,000
983.000	TECHNOLOGY	146,965	28,101.45	180,965	34,000

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE _____, TO APPROVE THE SUGGESTED BUDGET ADJUSTMENTS TO THE LIBRARY'S 2022 BUDGET TO IMPROVE SERVICES AND ALIGN WITH CHANGES MADE THROUGHOUT THE FIRST SIX MONTHS OF THE CURRENT FISCAL YEAR

ROLL CALL:



TO: Plymouth District Library Board **DATE:** July 8, 2022
RE: Collection Development Policy, **FROM:** Shauna Anderson,
First Reading Director

In alignment with our strategic plan, the management team reviewed our public policies to create better organizational transparency. The collection managed by Plymouth District Library on behalf of our constituents requires professional decision-making in order to maintain. The policy proposed today governs those decisions and highlights for the public the processes used to ensure the collection represents the needs of the community.

Adult Services Coordinator and co-author of the book *Making a Collection Count: A Holistic Approach to Library Collection Management*, Holly Hibner, will present on the highlights of the proposed policy.

COLLECTION DEVELOPMENT

I. Introduction

The mission of the Plymouth District Library is “Plymouth District Library shares resources to create connection and opportunity for our entire community, because we are stronger together.” The Library provides public access to general information and materials that further this mission. The purpose of this policy is to provide guidelines for the management of library materials, including criteria for selection, evaluation, maintenance, and de-selection.

II. Selection Criteria

The collection of the Library will focus on popular materials for a variety of ages and interests. Constraints considered by the Librarians may include space, availability, durability, format, and budget. More specifically, criteria that may be used when selecting items for the library collection include a combination of:

- Current and anticipated patron demand
- Popularity of the author and/or publisher
- Attention given by critics, reviewers, professional book selection aids and the public
- Inclusion in lists such as bestseller lists, prize winners, and other book lists generated by recognized authorities
- Subjects, titles, and authors with cultural, local, or historical significance
- Accurate and authoritative information
- Relationship to existing materials in the collection on the same subject (ie. to complete a series or to fill information gaps in the collection)
- Materials that support Library programming
- Materials that support Library goals related to diversity, equity, and inclusion
- Cost as related to estimated patron use
- Physical quality of format, such as durability and stability of binding or packaging
- A variety of formats which extend beyond books
- Reputation of the vendor and replacement policies
- Performance quality of audio/visual materials
- Access to information as defined in electronic licensing contracts

Selections for the youth and teen collections provide a variety of materials to meet the needs and appeal to the wide range of interests and reading abilities common

to young people. Materials purchased for the youth and teen collections are subject to the same general selection criteria as those outlined for the adult collection. Librarians who manage collections for these age groups use their own expertise, professional journals, patron requests, and noteworthy lists and awards in the area of youth and teen literature to aid in their selection.

III. Requests for Specific Library Materials

Patrons may request specific items for inclusion in the Library's collection. Such items will be considered for purchase according to this collection management policy, or will be referred for inter-library loan.

IV. Gifts and Memorials

The Library will not purchase materials nor accept gift materials and bequests of private collections that do not meet the selection criteria principles. Gifted/donated materials are accepted only with the understanding that their inclusion in the collection is subject to the needs of the Library, and that the Library will sell or otherwise exclude unwanted materials as it sees fit. Gifts or bequests which have specific stipulations that are in conflict with the provisions of this collection development policy are not accepted.

V. Cooperatives and Resource Sharing

The Library participates in regional and state cooperative programs to provide access to information and materials for its patrons. Inter-library loan and reciprocal borrowing services are provided within the cooperative and participating libraries. They supplement and greatly expand local collections, remove geographic barriers, and are essential to libraries of all types and sizes.

VI. Preservation, Conservation, and Maintenance

The Library will attempt to maintain a healthy environment for housing the collection. In the event of a disaster, such as flooding, fire, smoke damage, etc., conservation and preservation will be attempted. Decisions for preservation recognize that not all items need to be given the same level of care, security, and attention. The Library will attempt to repair damaged library materials whenever the item's value warrants such an investment of time and resources. Items that are damaged beyond in-house attempts at repair may be considered for replacement if they meet current collection management criteria as outlined in this document. Items that are damaged beyond repair will be recycled whenever possible.

VII. Evaluation and De-selection (Weeding)

The Library is committed to providing a dynamic, useful, inclusive, and up-to-date collection for the general public. As such, the Library will undertake de-selection ("weeding," or removal of items from the collection) when appropriate. The Librarians will consider de-selection of library materials under the following circumstances:

- Materials in poor condition
- Obsolete, inaccurate, or superseded information
- Obsolete formats
- Space considerations
- Unnecessary duplication or extra copies
- Poorly used or under-circulated materials
- Presence of exclusionary structures such as racism and sexism

These criteria are by no means a comprehensive list. Data reported through the Library's automation system will be analyzed to help librarians evaluate the collection. The Director or their designees will make the final judgment of materials to be withdrawn from the collection. De-selected materials may become part of the Friends of the Library book sale, be sent to online consignment-oriented resale systems, or be recycled where appropriate.

VIII. Intellectual Freedom

The Library is committed to free and open access to its collections and to connecting people with the world of ideas, information, and materials they wish to explore in a friendly, nonjudgmental manner. The Library is committed to providing trustworthy information, fighting all forms of disinformation, censorship, and barriers to free inquiry. The Library aspires to build a broad collection based on diversity and inclusion, to further our goal to "promote equity across our community and contribute to a welcoming, inclusive environment for all." The Library will aim to build a collection that is culturally significant to its users, and which represents a variety of viewpoints, philosophies, and interests. Selection is not made on the basis of anticipated approval or disapproval, but rather on the merits of a work, without regard to the origin, background, or views of those contributing to its creation. The Library endorses the American Library Association's [Library Bill of Rights](#) and its [Freedom to Read Statement](#). To that end, patrons are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose.

The juvenile and teen collections have been developed to share resources that create connection and opportunity for the Library's young patrons: infants through approximately twelfth grade. The Library does not stand *in loco parentis*, leaving the final responsibility for guiding a minor's selections to the parent or guardian. Parents are encouraged to take an active role in guiding their children's use of the library. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

IX. Request for Reconsideration of Library Materials

If a citizen finds an item in the collection objectionable, they may file a formal request for re-examination of the item by completing a *Citizen's Request for Reconsideration of Library Material* form (Appendix A). Completed forms will be reviewed by the Director or their designee based on this policy, and a written response will be issued. If the citizen is dissatisfied with the staff response, they may request review by the Plymouth District Library Board of Trustees. The decision of the Board of Trustees is final. No library materials will be removed from the collection until all steps in the reconsideration process are completed.

Appendix A

Request for Reconsideration of Library Resources

If you wish to request reconsideration of library resources, return the completed form to:
Library Director, Plymouth District Library, 223 S. Main, Plymouth MI 48170
Or email to: director@plymouthlibrary.org

Name			Date
Address	City	State	Zip
Phone	Email Address		
Do you represent a group? (circle one) YES NO	If yes, please identify:		
Title		Author/Producer	
How was this material brought to your attention?		Format (book, magazine, display, DVD, CD, etc.)	
Have you read reviews of this work? (circle one) YES NO	If yes, please cite the reviews consulted:		
What concerns you about this resource? Why? (Use additional pages as needed)			
Are there resources you suggest to provide additional information or other viewpoints on this topic?			
[] I have read Plymouth District Library's Collection Development Policy.			
Signature			Date

