

9.1



**TO:** Plymouth District Library Board                      **DATE:** July 12, 2023  
**RE:** 2024 Budget & 2023 Millage Approval Schedule      **FROM:** Shauna Anderson,  
Library Director

The following is my proposed schedule for approval of our annual operating budget. It will enable us to hold the Public/Truth-in-Taxation hearing prior to final approval of millage rates, and it fulfills all legal requirements for timely posting, public input, and approval. The Board must approve a budget by December 31 each year.

**August 15, 2023 at 7:30pm**

Presentation and discussion of 2023 Millage Rates  
Presentation and discussion of 2024 Operating Budget

**September 19, 2023 at 7:30pm**

Public/Truth-in-Taxation hearings for 2024 Operating Budget  
Final approval of 2023 Millage Rates  
Additional discussion and/or consideration of approval at regular Library Board meeting



**TO:** Plymouth District Library Board

**DATE:** July 12, 2023

**RE:** Acceptance of Gifts  
January 2023 – June 2023

**FROM:** Shauna Anderson,  
Library Director

Attached is a list of gifts received from January 1, 2023 – June 30, 2023. It includes general collection gifts, grants, and reimbursements from the Friends.

#### DONATIONS

| DATE         | DESCRIPTION  | AMOUNT   |
|--------------|--|----------|
| 1/14/23      | Chapter EA of PEO Sisterhood                                       | \$100    |
| 2/14/23      | Eileen Healy McNulty; <i>Joan &amp; Thomas Healy Memorial Fund</i> | \$300    |
| 4/11/23      | Susan Wainwright   | \$33.83  |
| 4/15/23      | Roger A Biernat  | \$25     |
| 4/17/23      | Woman's Nat'l Farm & Garden Assoc                                  | \$175    |
| 4/28/23      | Lynn Pope in memory of Thomas J Maloney                            | \$100    |
| 5/1/23       | Barbara Rogalle Miller in memory of Lawrence Rogalle               | \$50     |
| 5/4/23       | Carleen Czajka   | \$10     |
| 6/16/23      | Chapter EA of PEO Sisterhood                                       | \$100    |
| Thru 4/28/23 | Gala Ticket Purchases  | \$16,150 |

#### FRIENDS OF PDL

| DATE    | DESCRIPTION            | AMOUNT     |
|---------|------------------------|------------|
| 6/13/23 | First Quarter Programs | \$5,118.57 |

GRANTS

| DATE    | DESCRIPTION                       | AMOUNT   |
|---------|-----------------------------------|----------|
| 6/19/23 | IEEE                              | \$500    |
| 6/1/23  | BOSCH Community Fund              | \$17,500 |
| 4/5/23  | Kiwanis Club of Colonial Plymouth | \$1,000  |

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO ACCEPT GIFTS RECEIVED BY PLYMOUTH DISTRICT LIBRARY FROM JANUARY 1, 2023 THROUGH JUNE 30, 2023. TOTALING: **\$41,162.40**.

AYES:

NAYS:



**TO:** Plymouth District Library Board

**DATE:** July 12, 2023

**RE:** Mid-Year Budget Adjustments

**FROM:** Shauna Anderson,  
Library Director

The library has been the recipient of tremendous community generosity over the past six months. Coupled with above-expected property tax revenues, I would like to amend our 2023 budget to reflect the additional support available for library services this fiscal year.

We are currently over 100% funded for the fiscal year while also projected to receive an additional \$161,000 combined in State Aid, CFSE disbursements, Penal Fines, and Friends funding. Added to our current funding level, I recommend that the 2023 revenues and expenditures be amended to \$4,323,000. The attached chart demonstrates how library budget adjustments will shake out at the line item level.

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO APPROVE A 2023 BUDGET AMENDMENT THAT UPDATES THE LIBRARY'S TOTAL REVENUES AND EXPENDITURES FROM \$4,193,000 TO \$4,323,000.

ROLL CALL

AYES:

NAYS:

BATCH ADD BUDGET AMENDMENT REPORT FOR PLYMOUTH DISTRICT LIBRARY

| GL Number        | Description      | 2023 Activity | 2023 Original Budget | 2023 Amended Budget | New Amended  | Change       | Overbudget |
|------------------|------------------|---------------|----------------------|---------------------|--------------|--------------|------------|
| 101-000-403.000  | PROPERTY TAXES C | 3,746,800.19  | 3,700,000.00         | 3,700,000.00        | 3,745,000.00 | 45,000.00    | Y          |
| 101-000-407.000  | PROPERTY TAXES/D | 242,936.85    | 150,000.00           | 150,000.00          | 243,000.00   | 93,000.00    | Y          |
| 101-000-538.000  | GRANTS           | 100,808.70    | 0.00                 | 0.00                | 100,000.00   | 100,000.00   | Y          |
| 101-000-574.000  | STATE REVENUES   | 18,783.74     | 30,000.00            | 30,000.00           | 36,000.00    | 6,000.00     | N          |
| 101-000-672.000  | INTEREST ON INVE | 49,890.67     | 0.00                 | 0.00                | 50,000.00    | 50,000.00    | Y          |
| 101-000-699.000  | TRANSFER FROM FU | 0.00          | 164,000.00           | 164,000.00          | 0.00         | (164,000.00) | N          |
| 101-790-706.000  | SALARIES/WAGES - | 893,579.37    | 1,900,000.00         | 1,900,000.00        | 1,910,000.00 | 10,000.00    | N          |
| 101-790-707.000  | SALARIES/WAGES-T | 7,975.84      | 20,000.00            | 20,000.00           | 25,000.00    | 5,000.00     | N          |
| 101-790-740.000  | OPERATING SUPPLI | 24,555.96     | 40,000.00            | 40,000.00           | 55,000.00    | 15,000.00    | Y          |
| 101-790-740.100  | PROCESSING SUPPL | 5,385.96      | 9,000.00             | 9,000.00            | 14,000.00    | 5,000.00     | Y          |
| 101-790-741.100  | BOOKS & MATERIAL | 50,708.25     | 43,000.00            | 43,000.00           | 51,500.00    | 8,500.00     | Y          |
| 101-790-818.000  | CONTRACTUAL SERV | 70,781.55     | 84,500.00            | 84,500.00           | 110,500.00   | 26,000.00    | Y          |
| 101-790-818.001  | CATALOG          | 123,030.02    | 100,000.00           | 100,000.00          | 130,000.00   | 30,000.00    | Y          |
| 101-790-864.000  | CONFERENCES & TR | 14,816.71     | 29,000.00            | 29,000.00           | 32,000.00    | 3,000.00     | N          |
| 101-790-880.000  | COMMUNITY PROMOT | 32,586.36     | 51,000.00            | 51,000.00           | 60,000.00    | 9,000.00     | N          |
| 101-790-910.000  | INSURANCE & BOND | 85,495.50     | 58,000.00            | 58,000.00           | 65,000.00    | 7,000.00     | Y          |
| 101-790-977.000  | FURNITURE        | 353.04        | 22,500.00            | 22,500.00           | 28,000.00    | 5,500.00     | N          |
| 101-790-983.000  | TECHNOLOGY       | 76,775.99     | 169,000.00           | 169,000.00          | 175,000.00   | 6,000.00     | N          |
| Total Revenues:  |                  | 4,257,785.08  | 4,193,000.00         | 4,193,000.00        | 4,323,000.00 | 0.00         |            |
| Total Expenditur |                  | 2,132,312.08  | 4,193,000.00         | 4,193,000.00        | 4,323,000.00 |              |            |
| Net Rev/Exp:     |                  | 2,125,473.00  | 0.00                 | 0.00                | 0.00         |              |            |

9.4



**TO:** Plymouth District Library Board

**DATE:** July 12, 2023

**RE:** Collection Development Policy  
Update, First Reading

**FROM:** Shauna Anderson,  
Library Director

Based on staff feedback, I am suggesting an amendment to our Collection Development Policy. Changes are noted in the attached document in red.

These recommendations are meant to help distinguish the role of library staff in the selection and maintenance of library displays.



# COLLECTION DEVELOPMENT POLICY

## 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. Promotion and Display of Library Materials

Library staff are charged with promoting library materials in designated physical spaces and digital platforms. Displays of materials from the library's collections are subject to the same selection and intellectual freedom principles described throughout this policy. The library has adopted diversity benchmarks to guide the selection of display topics and titles in order to promote equity across our community and contribute to a welcoming, inclusive environment. Displays of library materials are to be created and maintained by library staff.

## X. 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](mailto:director@plymouthlibrary.org)

|  |  |   |      |
|--|--|---|------|
| Name   |  |   | Date |
| Address  | City                                       | State   | Zip  |
| Phone  | Email Address                              |   |      |
| Do you represent a group? (circle one)<br>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)<br>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 |