



TO: Plymouth District Library Board **DATE:** August 7, 2023
RE: 2023 Millage Presentation **FROM:** Shauna Anderson,
 Director

The library's maximum allowable operating millage for fiscal year 2024 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

alone. Next year, I propose to invest a percentage of our annual revenue in Michigan Class investment pool to capitalize on our annual cash flow. We receive the majority of our revenue in the first few months of our fiscal year, providing us with an opportunity to invest excess funds with same-day liquidity. I will be convening the Finance Committee this fall to work out the specifics of the proposal alongside our accountants at Plante Moran. I have currently projected this revenue line conservatively and anticipate additional funds will be secured as the year progresses.

EXPENDITURES

Employment

These expenditure lines are proposed to receive the largest increase due to a number of factors. In anticipating a move toward extended hours on Sundays, we will be hiring additional staff to make that possible. I am also proposing a change to our compensation structure. We currently offer a 4-step pay scale that moves employees quickly to a capped rate that only increases due to cost-of-living-adjustments (COLA). This has created a situation where long-term staff have little incentive to perform beyond baseline expectations of their roles, and annual reviews carry little weight in the eyes of many staff members.

This year, I am proposing that all staff receive a 2% COLA in January 2024 with the option for an additional merit-based increase of 2% in July, based on performance review metrics. As we move forward, the availability of funds from year-to-year will direct the percentage available for these increases.

I am also proposing an increase to our Conferences & Training budget to support additional staff participation in the Public Library Association Conference, which will be held in Ohio in 2024.

Books & Materials

The budget lines related to our collection are proposed to receive an increase to help keep up with demand of popular print materials and eResources we make available via apps such as Libby, Hoopla, and Kanopy.

Community Promotions

I am proposing increases to both our promotional lines and our events lines. We will be migrating spending for the Summer Reading Program directly to Community Promotions, and tying supply costs for that program to our annual CFSE disbursement. The program model we developed this year has been hugely successful at bringing in community members to make regular use of the library, and we would like to continue investing in this model.

Events will see an increase in funding with the migration of Summer Reading to Community Promotions and the increase in available funding from the Friends. We continue to see

growing participation in our programming, and I look forward to the ways that the additional investments will connect more community members to the library.

Contractual Services

The lines reserved for administrative contracts will see an increase to maintain adequate support from subject area professionals such as payroll, accounting, legal, and the provision of the library's catalog.

Over the next year, we will also be reevaluating our Integrated Library System (ILS), as we have not bid for catalog services in over 13 years, and our most recent contract with Sirsi Dynex will be up in 2025. At that point, we will either need to invest in a new server to support the continuation of the current system, or engage in a migration to a new system to support bibliographic and patron record-keeping.

FUND BALANCE

The status of the library's fund balance is reported to the board monthly. At the close of FY2022, the general fund had an ending balance of \$3,854,500. I am anticipating about \$1M in building updates in FY2025-2026 that will come directly from this fund balance. These updates include the replacement of interior finishes such as flooring, paint, and furniture, the replacement of the library's flat roof areas, the renovation of library bathrooms, the addition of new public spaces/services, and the possible installation of solar panels to provide more self-sufficiency to the library's ongoing utility costs (outlined in detail below). I also plan to maintain an emergency reserve of 6 months of operating expenses, over \$2M.

8.2.1 Future Fund Balance Spending Estimates

Bathrooms	\$150,000.00
Paint, Building-Wide	\$50,000.00
Carpet, Building-Wide	\$500,000.00
Drive Thru Window	\$50,000.00
Flat Roof Replacement	\$50,000.00
Solar Array	\$150,000.00
Cafe	\$50,000.00

BUDGET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Calculations As Of 12/31/2024

GL Number	Description	2022	2022	2022	2023	2023	2023	2024
		Original Budget	Amended Budget	Activity	Original Budget	Amended Budget	Activity	DIRECTOR/ADMIN REV
Fund: 101 GENERAL OPERATING FUND								
Account Category: Estimated Revenues								
101-000-403.000	PROPERTY TAXES CURRENT	3,569,400.00	3,584,000.00	3,584,899.05	3,700,000.00	3,745,000.00	3,746,800.19	4,000,000.00
101-000-403.001	PROPERTY TAXES CURRENT - PRIO	0.00	0.00		0.00	0.00	45,035.51	0.00
101-000-407.000	PROPERTY TAXES/DELINQUENT	100,000.00	240,000.00	75,001.97	150,000.00	243,000.00	242,936.85	200,000.00
101-000-538.000	GRANTS	0.00	17,000.00	26,186.30	0.00	100,000.00	100,808.70	20,000.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	168,799.24	0.00	0.00	24.34	0.00
101-000-574.000	STATE REVENUES	28,000.00	36,000.00	36,667.28	30,000.00	36,000.00	18,783.74	35,000.00
101-000-662.000	PENAL FINES	20,000.00	23,000.00	23,025.12	20,000.00	20,000.00		20,000.00
101-000-664.000	BOOK FINES	35,000.00	10,000.00	11,549.83	0.00	0.00	3,272.32	3,000.00
101-000-672.000	INTEREST ON INVESTMENTS	5,000.00	17,000.00	28,291.35	0.00	50,000.00	56,022.74	100,000.00
101-000-694.000	OTHER MISC. INCOME	0.00	0.00	46,227.77	0.00	0.00	39,690.01	0.00
101-000-694.001	CFSE DRAW	10,000.00	23,000.00	47,028.00	45,000.00	45,000.00		45,000.00
101-000-694.300	INSURANCE CLAIM REIMBURSEMENT	0.00	0.00	863.91	0.00	0.00		0.00
101-000-695.000	COPIER FEES	14,000.00	5,000.00	4,809.02	0.00	0.00	2,478.60	2,000.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	8,000.00	0.00	27,583.71	0.00	0.00	14,006.83	5,000.00
101-000-696.100	FRIENDS OF THE LIBRARY	35,000.00	25,000.00	35,892.51	84,000.00	84,000.00	5,118.57	30,000.00
101-000-696.200	ADOPT-A-MAGAZINE	0.00	2,000.00	2,266.41	0.00	0.00	500.00	0.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	0.00	1,372.43	0.00	0.00	(9.87)	0.00
101-000-699.000	TRANSFER FROM FUND BALANCE	0.00	0.00		164,000.00	0.00		0.00
	Estimated Revenues	3,824,400.00	3,982,000.00	4,120,463.90	4,193,000.00	4,323,000.00	4,275,468.53	4,460,000.00
Account Category: Appropriations								
101-790-706.000	SALARIES/WAGES - PERMANENT	1,747,000.00	1,800,000.00	1,856,747.86	1,900,000.00	1,910,000.00	1,051,465.59	2,040,000.00
101-790-707.000	SALARIES/WAGES-TEMPORARY	92,000.00	44,000.00	43,184.21	20,000.00	25,000.00	15,392.76	50,000.00
101-790-715.000	EMPLOYERS FICA TAXES	135,000.00	138,000.00	143,471.82	160,000.00	160,000.00	80,698.34	180,000.00
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICA	220,100.00	220,100.00	171,692.22	250,000.00	250,000.00	122,631.26	265,000.00
101-790-717.000	LIFE & DISABILITY	14,000.00	14,000.00	12,177.27	14,000.00	14,000.00	9,349.77	14,000.00
101-790-718.000	RETIREMENT	300,000.00	300,000.00	312,831.61	300,000.00	300,000.00	157,566.09	310,000.00
101-790-740.000	OPERATING SUPPLIES	50,000.00	43,500.00	32,552.01	40,000.00	55,000.00	27,525.83	60,000.00
101-790-740.100	PROCESSING SUPPLIES	8,000.00	8,500.00	5,732.39	9,000.00	14,000.00	6,080.87	0.00
101-790-740.200	BUILDING SUPPLIES	25,000.00	25,000.00	22,992.31	20,000.00	20,000.00	18,156.93	25,000.00
101-790-741.000	BOOKS & MATERIALS	206,950.00	232,000.00	209,940.62	225,000.00	225,000.00	125,412.66	235,000.00
101-790-741.100	BOOKS & MATERIALS - DATABASES	42,000.00	44,500.00	37,183.90	43,000.00	43,000.00	50,708.25	43,000.00
101-790-741.200	BOOKS & MATERIALS - E-RESOURC	124,500.00	114,500.00	119,507.68	124,000.00	132,500.00	91,096.43	148,000.00
101-790-741.300	BOOKS & MATERIALS - ILL	0.00	1,500.00	724.07	2,000.00	2,000.00	581.72	2,000.00
101-790-741.400	BOOKS & MATERIALS - DONATIONS	0.00	0.00		0.00	0.00	785.61	0.00
101-790-818.000	CONTRACTUAL SERVICES	54,700.00	97,400.00	92,397.42	84,500.00	110,500.00	71,791.06	100,000.00
101-790-818.001	CATALOG	125,000.00	120,000.00	87,146.43	100,000.00	130,000.00	124,915.55	115,000.00
101-790-850.000	COMMUNICATIONS	20,000.00	15,000.00	16,087.47	24,000.00	24,000.00	10,279.73	20,000.00
101-790-860.000	TRANSPORTATION	1,500.00	2,000.00	1,748.37	1,000.00	1,000.00	506.01	1,000.00
101-790-864.000	CONFERENCES & TRAINING	41,000.00	27,000.00	27,491.10	29,000.00	32,000.00	18,899.23	55,000.00
101-790-880.000	COMMUNITY PROMOTION	35,770.00	48,000.00	44,180.13	51,000.00	60,000.00	35,846.00	55,000.00
101-790-880.001	EVENTS (FRIENDS)	24,000.00	25,000.00	24,616.70	24,000.00	24,000.00	18,297.85	30,000.00
101-790-910.000	INSURANCE & BONDS	55,000.00	56,000.00	27,940.50	58,000.00	65,000.00	85,495.50	60,000.00
101-790-911.000	WORKERS COMPENSATION	5,000.00	4,000.00	3,725.00	5,000.00	5,000.00	4,324.00	5,000.00
101-790-920.000	UTILITIES	161,000.00	0.00	9,841.01	200,000.00	200,000.00	95,034.38	200,000.00
101-790-920.100	UTILITIES - DTE	0.00	134,000.00	142,648.18	0.00	0.00		0.00
101-790-920.200	UTILITIES - CONS ENERGY	0.00	32,000.00	25,273.74	0.00	0.00		0.00
101-790-920.300	UTILITIES - WATER	0.00	9,000.00	7,444.59	0.00	0.00		0.00
101-790-930.000	REPAIRS & MAINTENANCE	113,265.00	114,000.00	115,585.41	120,000.00	120,000.00	65,717.89	120,000.00
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	2,000.00	208.05	2,000.00	2,000.00		2,000.00

BUDGET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Calculations As Of 12/31/2024

GL Number	Description	2022 Original Budget	2022 Amended Budget	2022 Activity	2023 Original Budget	2023 Amended Budget	2023 Activity	2024 DIRECTOR/ADMIN REV
Fund: 101 GENERAL OPERATING FUND								
Account Category: Appropriations								
101-790-956.000	MISCELLANEOUS	0.00	12,000.00	1,328.09	0.00	0.00		0.00
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	0.00	0.00	1,896.25	196,000.00	196,000.00	64,695.97	125,000.00
101-790-976.001	BLDG REPAIR PROJECT	63,000.00	47,000.00	40,110.47	0.00	0.00		0.00
101-790-977.000	FURNITURE	11,500.00	12,000.00	11,967.41	22,500.00	28,000.00	590.60	50,000.00
101-790-983.000	TECHNOLOGY	146,965.00	148,565.00	144,808.88	169,000.00	175,000.00	84,839.74	150,000.00
	Appropriations	<u>3,824,250.00</u>	<u>3,890,565.00</u>	<u>3,795,183.17</u>	<u>4,193,000.00</u>	<u>4,323,000.00</u>	<u>2,438,685.62</u>	<u>4,460,000.00</u>
Fund 101 - GENERAL OPERATING FUND:								
	TOTAL ESTIMATED REVENUES	3,824,400.00	3,982,000.00	4,120,463.90	4,193,000.00	4,323,000.00	4,275,468.53	4,460,000.00
	TOTAL APPROPRIATIONS	<u>3,824,250.00</u>	<u>3,890,565.00</u>	<u>3,795,183.17</u>	<u>4,193,000.00</u>	<u>4,323,000.00</u>	<u>2,438,685.62</u>	<u>4,460,000.00</u>
	NET OF REVENUES & APPROPRIATIONS:	150.00	91,435.00	325,280.73	0.00	0.00	1,836,782.91	0.00



TO: Plymouth District Library Board **DATE:** August 6, 2023
RE: MERS Delegate, Approval **FROM:** Shauna Anderson,
Director

Though the library closed its MERS pension program to new hires in 2021, we still participate in the MERS retirement program through the existing account that we contribute to for those who were previously enrolled in the program. As such, we are invited to participate in the annual MERS Conference and are requested to send two delegates as representatives of the library.

One delegate in an Employee Delegate, who is elected by enrolled staff through a secret ballot. This year, Emerging Technologies Librarian, Mary Kelly, was elected to serve as the library's Employee Delegate.

The other delegate in an Officer Delegate, who is a management level staff member selected by the Library Board each year. I would like to serve as the library's Officer Delegate at the 2023 MERS Conference. It would be my first experience doing so, and I believe that it is important for me to participate as a representative of the library.

This year's conference will be held in Detroit on September 28-29. Costs for this conference are included in the Conferences & Training budget annually.

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE _____, TO APPROVE MARY KELLY AS THE LIBRARY'S EMPLOYEE DELEGATE AND SHAUNA ANDERSON AS THE LIBRARY'S OFFICER DELEGATE TO THE 2023 ANNUAL MERS CONFERENCE.

AYES _____

NAYS _____



TO: Plymouth District Library Board **DATE:** August 6, 2023
RE: 2nd Quarter Objective Review **FROM:** Shauna Anderson,
Director

Staff across the library contributed diligently to move forward our objectives for the 2023 fiscal year. Listed below are current status updates for each of the projects.

OBJECTIVE 1: Conduct a sample audit of the library's items to support continued development of a representational collection. A report will be completed and presented by the end of FY 2023.

IN PROCESS—Staff from across the library are currently auditing various collections using sample lists of randomly selected items representing a certain percentage of each selected collection. This process was described in detail at the May board meeting by project lead, Holly Hibner. In the coming weeks, we will work on analyzing the statistics to understand what insights the data can provide in our collection development.

OBJECTIVE 2: Assess the current signage needs of the library with the goal of creating welcoming, accessible spaces. Develop effective signage templates that align with expressed community needs by the end of FY 2023.

NOT YET STARTED

OBJECTIVE 3: Present a coordinated lineup of events and experiences to celebrate the library's 100th anniversary throughout FY 2023. As a result of these programs, members of the public will report a positive increase in awareness of library services.

IN PROCESS—The Gala in April was a very successful event. We continue fundraising for the centennial grounds improvements which are slated to break ground soon.

OBJECTIVE 4: Implement a data-driven online marketing system to provide messaging that more closely aligns with individual interests and needs of our constituents.

IN PROCESS—Connecting the library's catalog to the email marketing system took longer than anticipated due to various factors (namely the loss of key project staff, alongside a number of communication issues with our vendors). That was successfully established in early August. We are now looking to migrate our email lists over to the new system and preparing a new email template to coincide with the new format of the Orange Boy system.

OBJECTIVE 5: Invest in expanding the outdoor areas of the library to support nontraditional learning environments. By the end of FY 2023, a functional outdoor program space will be available on-site.

IN PROCESS—We have cleared all of our approvals with the City of Plymouth and are in the process of obtaining bids for construction. We hope to see hardscaping and stonework completed before the end of the year with planting in early spring 2024.

OBJECTIVE 6: Complete technology upgrades in the Walldorf/Dunning Rooms and create the necessary training materials for staff and public use of the new hybrid meeting spaces.

COMPLETE—The project has been installed successfully and aside from minor troubleshooting, the system is fully functional.

OBJECTIVE 7: Reconvene the Know Your Neighbor committee and take responsibility for producing at least two collaborative public programs related to the goals of this committee.

IN PROCESS—The library continues to work with the Interfaith Leadership Council of Metro Detroit to produce a series of in-depth small group discussions using the "Bridging to Belonging" curriculum, featuring key leaders from service groups around the City. Additionally, we are working with the Muslim American Society (MAS), Detroit Chapter for a "Get to Know Your Muslim Neighbor" event in October. We are also working with Plymouth-Canton PFLAG to produce an exhibit in November.

OBJECTIVE 8: Create a proposal for updates to staff scheduling with the goal to provide more reliability and allow us to increase operating hours and service points by 2025.

IN PROCESS—Based on previous analyses and discussions with managers, we are moving forward with a budget proposal for 2024 that moves the library toward the staffing levels needed to accommodate an increase to open hours on Sundays. We continue to discuss the viability of a drive-thru window and the potential timing on that project.

OBJECTIVE 9: Apply for Essential certification with the Library of Michigan Quality Services Audit Checklist.

IN PROCESS—Management staff are completing the written documentation necessary to submit our QSAC Essential Certification application by the end of the fiscal year.

OBJECTIVE 10: Apply for 501c3 status for the library to support future fundraising and grant opportunities.

COMPLETED—Our application has been submitted to the IRS and we await any follow-up needed to finalize our 501c3 status.