



**RESOLUTION OF BOARD OF TRUSTEES OF PLYMOUTH DISTRICT  
LIBRARY AUTHORIZING LEVY OF 1.428 MILLS**

On motion of Trustee \_\_\_\_\_, and seconded by Trustee \_\_\_\_\_,  
the following Resolution was presented:

WHEREAS the Board of Trustees of the Plymouth District Library has given due reflection to the Budget and Operation requirements of the Plymouth District Library and as to the 2025 fiscal year; and

WHEREAS the said Board of Trustees is desirous of providing for the appropriate certification of the Budget and Operation millage relative to the said Plymouth District Library;

NOW THEREFORE BE IT HEREBY RESOLVED that as to the 2025 fiscal year of the Plymouth District Library, and as to that portion of said district within the City of Plymouth and the Charter Township of Plymouth, the extra voted millage for District Library operational purposes shall be the amount of 1.428 mills.

BE IT FURTHER RESOLVED that the foregoing amounts are hereby levied by the Board of Trustees of Plymouth District Library and the Secretary of the Board of Trustees is hereby authorized and directed to report the same as the district library tax levy to the proper assessing officer or officers of the appropriate agencies and the Secretary may provide copies of the within resolution when requested by any such appropriate agency.

BE IT FURTHER RESOLVED that the amounts herewith certified to shall pertain to the fiscal year of the Plymouth District Library commencing January 1, 2025 except as subsequently altered or amended by appropriate certification.

BE IT FURTHER RESOLVED that a certified copy of the within and foregoing Resolution may be issued with like force and effect as though the original hereof and with the certification hereinafter provided for appended hereto.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

I, Michael Pappas, President of the Board of Trustees of Plymouth District Library, do certify that the foregoing is a conforming copy of the Resolution adopted by the said Board of Trustees at a REGULAR meeting September 17, 2024 at the Plymouth District Library, 223 S. Main Street, Plymouth, Michigan, 48170.

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Michael Pappas, President

City of Plymouth  
County of Wayne

DATE: \_\_\_\_\_

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Notary Public, Wayne County, Michigan

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**TO:** Plymouth District Library Board      **DATE:** September 11, 2024  
**RE:** 2025 Budget Proposal,                      **FROM:** Shauna Anderson,  
Presentation    Director

The proposed operating budget for FY2025 is **\$6,090,000**.

This total includes a \$1,500,000 capital expenditure for planned facility renovations and \$4,590,000 in regular expenditures covered by our traditional revenue sources. I have included, as a supplement, a line item breakdown of my budget proposal.

**PLYMOUTH DISTRICT LIBRARY  
2024 BUDGET RESOLUTION**

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budget for calendar year 2025; and

WHEREAS, The Library Board has held the public hearing on the proposed budget on September 17, 2024, and

WHEREAS, The Library Board has held the public hearing on the millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on September 17, 2024; and

WHEREAS, the Library Board has reviewed the proposed budget and tax rates,

NOW THEREFORE BE IT RESOLVED, the Plymouth District Library Board of Trustees adopts the December 31, 2024 Expenditure Budget as \$6,090,000

BE IT FURTHER RESOLVED that the revenues, transfers-in and appropriations of prior year fund balance are estimated as follows:

<b>General Fund</b>	
Revenues	<b>\$4,590,000</b>
Appropriation of prior year fund balance	<b>\$1,500,000</b>
<b>Total</b>	<b>\$6,090,000</b>

BE IT FURTHER RESOLVED, that the Director is authorized to approve transfers of budgetary funds within a cost center, but any increases to the cost center budgets must be authorized by the Library Board,

BE IT FURTHER RESOLVED, the property tax revenues and tax rates be authorized and that the City and Township Treasurers are ordered to levy such funds and rates and collect and deposit to the various specific uses and funds as required by ordinance or resolution.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

I, President Michael Pappas, hereby certify the above Resolution was duly approved by the Plymouth District Library Board of Trustees assembled at a regular meeting held September 17, 2024.

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Michael Pappas, President

BUDGET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Calculations As of 12/31/2024

GL Number	Description	2022 Activity	2023 Activity	2024 Original Budget	2024 Amended Budget	2024 Activity	2025 DEPT REQUESTED	2025 BOARD APPROVED
<b>Fund: 101 GENERAL OPERATING FUND</b>								
<b>Account Category: Estimated Revenues</b>								
101-000-403.000	PROPERTY TAXES CURRENT	3,584,899.05	3,834,076.62	4,000,000.00	4,067,000.00	4,067,576.68	4,070,000.00	0.00
101-000-407.000	PROPERTY TAXES/DELINQUENT	75,001.97	47,953.37	200,000.00	30,000.00	18,572.61	80,000.00	0.00
101-000-538.000	GRANTS	26,186.30	101,308.70	20,000.00	38,000.00	19,250.00	20,000.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	168,799.24	153,056.88	0.00	160,000.00	161,871.00	160,000.00	0.00
101-000-574.000	STATE REVENUES	36,667.28	37,832.98	35,000.00	38,000.00	38,075.18	36,000.00	0.00
101-000-662.000	PENAL FINES	23,025.12	23,101.40	20,000.00	20,000.00		22,000.00	0.00
101-000-664.000	BOOK FINES	11,549.83	6,110.18	3,000.00	5,000.00	4,337.29	5,000.00	0.00
101-000-672.000	INTEREST ON INVESTMENTS	28,291.35	105,560.02	100,000.00	150,000.00	126,328.45	110,000.00	0.00
101-000-691.000	PRIOR YEAR FUND BALANCE			0.00	0.00		1,500,000.00	0.00
101-000-694.000	OTHER MISC. INCOME	46,227.77	16,397.86	0.00	6,000.00	6,919.56	0.00	0.00
101-000-694.001	CFSE DRAW	47,028.00	23,885.00	45,000.00	72,000.00	72,710.00	45,000.00	0.00
101-000-694.300	INSURANCE CLAIM REIMBURSEMENT	863.91		0.00	0.00		0.00	0.00
101-000-695.000	COPIER FEES	4,809.02	3,761.15	2,000.00	5,000.00	6,153.02	7,000.00	0.00
101-000-696.000	DONATIONS & CONTRIBUTIONS	27,583.71	30,861.18	5,000.00	5,000.00	3,549.26	5,000.00	0.00
101-000-696.100	FRIENDS OF THE LIBRARY	35,892.51	27,346.73	30,000.00	30,000.00	27,338.81	30,000.00	0.00
101-000-696.200	ADOPT-A-MAGAZINE	2,266.41	2,246.39	0.00	0.00	400.00	0.00	0.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	1,372.43	17.33	0.00	0.00	112.60	0.00	0.00
Estimated Revenues		4,120,463.90	4,413,515.79	4,460,000.00	4,626,000.00	4,553,194.46	6,090,000.00	0.00
<b>Account Category: Appropriations</b>								
101-790-706.000	SALARIES/WAGES - PERMANENT	1,856,747.86	1,963,797.24	2,040,000.00	2,050,000.00	1,384,592.49	2,325,000.00	0.00
101-790-707.000	SALARIES/WAGES-TEMPORARY	43,184.21	40,216.81	50,000.00	50,000.00	34,561.39	35,000.00	0.00
101-790-715.000	EMPLOYERS FICA TAXES	143,471.82	151,303.67	180,000.00	172,000.00	107,288.56	160,000.00	0.00
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICA	171,692.22	181,783.88	265,000.00	265,000.00	139,670.65	275,000.00	0.00
101-790-717.000	LIFE & DISABILITY	12,177.27	14,104.51	14,000.00	20,000.00	11,711.96	18,000.00	0.00
101-790-718.000	RETIREMENT	312,831.61	358,373.72	310,000.00	310,000.00	180,871.99	340,000.00	0.00
101-790-740.000	OPERATING SUPPLIES	32,552.01	45,755.98	60,000.00	60,000.00	32,744.05	50,000.00	0.00
101-790-740.100	PROCESSING SUPPLIES	5,732.39	7,342.75	0.00	0.00		0.00	0.00
101-790-740.200	BUILDING SUPPLIES	22,992.31	17,911.71	30,000.00	30,000.00	11,755.19	30,000.00	0.00
101-790-741.000	BOOKS & MATERIALS	209,940.62	210,520.81	235,000.00	235,000.00	137,189.62	270,000.00	0.00
101-790-741.100	BOOKS & MATERIALS - DATABASES	37,183.90	54,298.77	43,000.00	51,000.00	65,738.98	55,000.00	0.00
101-790-741.200	BOOKS & MATERIALS - E-RESOURC	119,507.68	127,194.19	163,000.00	163,000.00	112,523.81	160,000.00	0.00
101-790-741.300	BOOKS & MATERIALS - ILL	724.07	1,101.83	2,000.00	2,000.00	164.09	2,000.00	0.00
101-790-741.400	BOOKS & MATERIALS - DONATIONS		785.61	0.00	0.00		0.00	0.00
101-790-818.000	CONTRACTUAL SERVICES	92,397.42	102,521.84	100,000.00	150,000.00	78,841.21	100,000.00	0.00
101-790-818.001	CATALOG	87,146.43	96,274.24	115,000.00	115,000.00	89,199.25	84,000.00	0.00
101-790-850.000	COMMUNICATIONS	16,087.47	21,752.94	20,000.00	25,000.00	15,773.41	25,000.00	0.00
101-790-860.000	TRANSPORTATION	1,748.37	1,363.68	1,000.00	1,000.00	483.74	2,000.00	0.00
101-790-864.000	CONFERENCES & TRAINING	27,491.10	34,827.10	35,000.00	35,000.00	16,704.09	35,000.00	0.00
101-790-880.000	COMMUNITY PROMOTION	44,180.13	47,426.97	55,000.00	55,000.00	46,599.34	65,000.00	0.00
101-790-880.001	EVENTS (FRIENDS)	24,616.70	30,860.76	30,000.00	30,000.00	23,744.35	30,000.00	0.00
101-790-910.000	INSURANCE & BONDS	27,940.50	58,938.00	60,000.00	60,000.00	89,901.50	62,000.00	0.00
101-790-911.000	WORKERS COMPENSATION	3,725.00	4,324.00	5,000.00	6,000.00	5,751.00	5,000.00	0.00
101-790-920.000	UTILITIES	9,841.01	168,421.01	200,000.00	170,000.00	104,293.41	180,000.00	0.00
101-790-920.100	UTILITIES - DTE	142,648.18		0.00	0.00		0.00	0.00
101-790-920.200	UTILITIES - CONS ENERGY	25,273.74		0.00	0.00		0.00	0.00
101-790-920.300	UTILITIES - WATER	7,444.59		0.00	0.00		0.00	0.00
101-790-930.000	REPAIRS & MAINTENANCE	115,585.41	102,169.68	120,000.00	120,000.00	73,294.59	130,000.00	0.00
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	208.05	1,082.38	2,000.00	2,000.00	64.10	2,000.00	0.00
101-790-956.000	MISCELLANEOUS	1,328.09		0.00	0.00		0.00	0.00

BUDGET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Calculations As of 12/31/2024

GL Number	Description	2022 Activity	2023 Activity	2024 Original Budget	2024 Amended Budget	2024 Activity	2025 DEPT REQUESTED	2025 BOARD APPROVED
<b>Fund: 101 GENERAL OPERATING FUND</b>								
<b>Account Category: Appropriations</b>								
101-790-976.000	BLDG ADDITIONS & IMPROVEMENTS	1,896.25	197,305.47	125,000.00	225,000.00	54,900.97	1,100,000.00	0.00
101-790-976.001	BLDG REPAIR PROJECT	40,110.47	333.03	0.00	0.00		0.00	0.00
101-790-977.000	FURNITURE	11,967.41	33,445.30	50,000.00	69,000.00	11,698.13	400,000.00	0.00
101-790-983.000	TECHNOLOGY	144,808.88	178,306.16	150,000.00	155,000.00	68,489.97	150,000.00	0.00
Appropriations		<u>3,795,183.17</u>	<u>4,253,844.04</u>	<u>4,460,000.00</u>	<u>4,626,000.00</u>	<u>2,898,551.84</u>	<u>6,090,000.00</u>	<u>0.00</u>
Fund 101 - GENERAL OPERATING FUND:								
TOTAL ESTIMATED REVENUES		4,120,463.90	4,413,515.79	4,460,000.00	4,626,000.00	4,553,194.46	6,090,000.00	0.00
TOTAL APPROPRIATIONS		<u>3,795,183.17</u>	<u>4,253,844.04</u>	<u>4,460,000.00</u>	<u>4,626,000.00</u>	<u>2,898,551.84</u>	<u>6,090,000.00</u>	<u>0.00</u>
NET OF REVENUES & APPROPRIATIONS:		325,280.73	159,671.75	0.00	0.00	1,654,642.62	0.00	0.00





**TO:** Plymouth District Library Board      **DATE:** September 11, 2024  
**RE:** 3<sup>rd</sup> Quarter Objective Review      **FROM:** Shauna Anderson,  
Director

Staff across the library contributed diligently to move forward our objectives for the 2024 fiscal year. Listed below are current status updates for each of the projects.

**OBJECTIVE 1: Address economic insecurity through the implementation of all recommendations derived from the PDL Homeless Support Task Force.**

IN PROCESS— PDL was awarded a grant from CFCU Relentless Care Foundation to support workforce development programming. We are working with Wayne State University and Wayne County to provide free overdose prevention kits to the community. We are also applying to work with Eastern Michigan University to host a Social Work Intern next school year.

**OBJECTIVE 2: Add an outdoor digital sign to the parking lot entrance.**

POSTPONED—This project has been pushed to next fiscal year, due to the amount of work already happening outdoors for the Centennial Garden.

**OBJECTIVE 3: Implement a digital signage solution to seamlessly integrate all of the library's monitors to provide enhanced service information throughout the building.**

COMPLETE— Additional monitors will be added to the front of meeting rooms in the next year or two.

**OBJECTIVE 4: Plan and present a new lineup of outdoor events in the amphitheater area, experimenting to better understand best practices for this new venue.**

COMPLETE— The Amphitheater Opening Ceremony occurred on June 1, and additional events are scheduled to take place through early fall.

**OBJECTIVE 5: Utilize community support and volunteerism to complete outdoor upgrades throughout the rest of the library's outdoor areas.**

IN PROCESS— Installation of the Centennial Gardens will be happening this month. We will be working on developing a volunteer corps to support upkeep once the bid guarantee runs out.

**OBJECTIVE 6: In an effort to bring community members together, library staff will experiment with in-person program formats, including festivals, fairs, retreats, and an official Human Library event onsite at PDL to offer, high-interest, deep-engagement experiences with popular subject matter.**

IN PROCESS— We are working on a new format for providing civic engagement through interactive exhibits and displays. We hope to present a line up for this in the coming months.

**OBJECTIVE 7: The library will hold a series of Community Conversations with key stakeholder groups to gain a better understanding of community needs and aspirations.**

COMPLETE— These events took place throughout the summer. Results of the conversations will be posted on the library's blog and sent out to participants. At the October meeting, I plan to have a new Strategic Plan ready to present based on these discussions and associated surveys.

**OBJECTIVE 8: Librarian and Technical Services staff will collaborate on the implementation of new workflows to enhance and clarify procedures around ordering, cataloging, processing, and organizing collection materials.**

IN PROCESS— Two longtime staff members were promoted to the role of Catalogers to support enhancements to our workflow and tighter metadata control. We are also working on implementing the use of OCLC cataloging tool to improve our records. Librarians are

working on determining KPIs for the collections they select for, so that we have better data to understand the performance of the library's collection.

**OBJECTIVE 9: Library staff will work together on the implementation of stronger internal communication tools: including a new paging system, incident reporting tools, mobile communication, and internal web services.**

IN PROCESS—The library's new programmer, Clint Lafferty, has developed a number of internal tools to help with data collection and desk scheduling. We are updating our internal file structure with the implementation of new servers. This will make it easier for staff to find important files going forward.

**OBJECTIVE 10: Library staff will work together to recommend a path forward and begin implementation of an upgrade to the library's online catalog system.**

IN PROCESS— The library's new mobile application went live at the end of August. We are preparing for the public launch of Bibliocommons in the coming months. We are also doing extensive cleanup of our collection data in the background to prepare for the implementation of Evergreen next year.