

45 The motion was adopted with a roll call vote (Yes: Jeremy Davison, Julie Pioch, Suzanne
46 Miller, Krystal Seibert, Catey Bolton; Brian Wiersma).

47

48 **LIBRARY DIRECTOR REPORT**

49 Director Evans provided a written report of her activities for the month, an update on
50 library operations and programs and a PPDL Statistics for the month of November.

51 Members reviewed draft logo designs and made suggestions.

52

53 Director Evans presented a proposal from auditing firm Siegfried & Crandall to complete the
54 2022 audit. It was moved by Seibert and seconded to retain the services of Siegfried &
55 Crandall, PC to complete the audit for the year ending December 31, 2022. Motion was
56 approved with a roll call vote (Yes: Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal
57 Seibert, Catey Bolton; Brian Wiersma).

58

59 **COMMITTEE REPORTS**

60 **Policy and Bylaws:** The committee met on 12/10/2022 to discuss a new local history room
61 policy, a gift and donation policy and a deed of gift form, which were provided to members
62 in the board packets. Trustee Seibert provided a verbal overview and rationale for each of
63 the policies.

64

65 On behalf of the committee, Trustee Seibert moved the adoption of Local History Room
66 Policy (12-10-2022) as presented. Members discussed issues related to the history room
67 being a closed collection and the requirement to have patrons sign in when viewing the
68 collection. Motion was approved and the following policy was adopted:

69

70

Local History Room Policy (12-10-2022)

71 The Paw Paw District Library Local History Room houses a collection of non-circulating
72 materials on the history of Paw Paw. The library collects, organizes, preserves, and provides
73 access to these materials to patrons who seek a greater understanding of Paw Paw's past.

74 *Access and Service*

75

76 The Local History Room is open to the public during library hours. Access to the
77 collection is limited to protect unique and fragile items. Materials must be accessed with
78 the assistance of a library staff member and used in the library. Some materials have been
79 digitized and can be accessed anytime through the library's website. Visitors to the Local
80 History Room will sign in to help track use.

80

81 Patrons may request research assistance from the Local History Librarian by completing a
82 Local History Reference Form in person or online.

82

Scope

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84 The collection's focus is materials documenting the social, educational, economic, or
85 political development of the Paw Paw District Library service area. Materials about Van
86 Buren County and Southwest Michigan may be included if they help set Paw Paw within a
87 historical context. Materials collected will be of interest to the broader community. Family
88 genealogies might be collected on a limited basis if the person or family were integral to the
89 development of Paw Paw. The library will work cooperatively with other libraries and
90 historical institutions to preserve area history without duplication or competition.

90 The collection includes books, newspapers, yearbooks, cemetery records, obituaries, letters,
91 maps, pamphlets, photographs, audiovisual recordings, and digital files. Digital copies will
92 only be added if the originals are confirmed out of copyright or the copyright owner grants
93 the library permission. Because of space and budget limitations, the library does not
94 collect three-dimensional artifacts, government or organizational records, personal papers,
95 or scrapbooks.

96 *Selection*

97 The following criteria are used to select material for the local history collection:

- 98 • Relevance to Paw Paw history
- 99 • Availability in other collections
- 100 • Condition and size of physical form
- 101 • Cost to preserve, store and process
- 102 • Size or other physical restrictions
- 103 • Restrictions by the donor
- 104 • Signed deed of gift

105 *Purchases, Gifts, and Loans*

106 Material may be added by gift, purchase, or any other transaction by which title pass
107 to the Paw Paw District Library. Donors must sign a Deed of Gift to legally transfer
108 ownership and copyright to the Paw Paw District Library. Items will not be accepted on
109 condition or temporary loan except when included in a library exhibit. Once a donation is
110 made, the library reserves the right to decide how the item will be displayed, stored, and
111 retained. Under special circumstances, items from the Paw Paw District Library will be
112 loaned to other institutions for exhibition.

113 *Preservation*

114 Materials in the Local History Collection will be preserved according to standard
115 archival procedures and practices whenever possible. To support access, library staff will
116 prepare finding aids for each collection and work through unprocessed materials as time
117 allows. The library will keep records of purchases, gifts, and withdrawals.
118 The Paw Paw District Library is committed to developing a digital preservation program to
119 make Paw Paw history available to researchers and future generations.

120 *Discarding Materials*

121 The Paw Paw District Library reserves the right to withdraw materials. Withdrawn
122 items may be returned to donors, offered to other institutions, sold, or discarded.

123 *Room Use*

124 The Local History Room may be used for library programs or small meetings with the
125 prior permission of the Library Director. Irreplaceable items will be kept in locked storage to
126 protect them from loss or damage.

127 *Exceptions*

128 The Director may make exceptions to this policy where it benefits the library and
129 supports its mission and goals.

130 (###)

131

132 On behalf of the committee, Trustee Seibert moved the adoption of the Gift and Donation
133 Policy (12-15-22) and Deed of Gift form (12-10-22). Members discussed the merits of the
134 policy. Motion was approved and the following policy was adopted:

135

Gift and Donation Policy (12-15-2022)

136
137 The Paw Paw District Library welcomes gifts and donations consistent with the library's
138 mission, policies, and goals. The library reserves the right to refuse any gift that the Library
139 Board deems not in the best interests of the library. If the library accepts a gift, the gift
140 shall be final. No restriction on the library's ownership, possession, use, or disposition of
141 the gift shall be effective other than those approved by the express vote of the Library
142 Board.

Collection Materials

144 Books and other collection materials are accepted with the understanding that they
145 may be added to the collection if they comply with the library's Collection Development
146 Policy or Local History Room Policy. Materials that do not meet the library's criteria for
147 selection will be given to the Friends of the Library, sold, or recycled. Unused donations
148 cannot be returned to the donor.

Personal Property

150 Gifts of personal property, including but not limited to artwork, equipment, or
151 furniture, will be considered in terms of need, space, expense, impact on staff time, and
152 ongoing maintenance cost. The Director will consult the Library Board on donations valued
153 over \$500.

Real Estate or Securities

154 Gifts of real estate or securities can only be accepted by a vote of the Library Board.

Monetary Donations

157 Monetary donations are always welcome. The library uses them to enhance services
158 beyond the limits of the budget. The library is pleased to direct a donor's gift to where it
159 will do the most good, or the donor may choose one of the following options:

160 ***Tribute Books:*** A gift of \$25 or more may be made to purchase a book in honor of a
161 loved one. Donors should complete the Tribute Book Donation Form. Library staff will
162 choose a book on a subject the donor selects and add a bookplate with the named
163 individual to the book. An acknowledgment will be sent to the donor and the person
164 honored or their family.

165 ***Program Sponsorship:*** The library welcomes sponsorship of programs by individuals,
166 families, organizations, and businesses. The library reserves the right to determine the
167 program's design and how to use donated resources. Sponsors will be recognized in the
168 program publicity.

169 ***Brick Program:*** Donors may purchase an engraved brick paver for the library's
170 entryway. The bricks are available in three sizes for \$100, \$250, and \$500, respectively.
171 Donors who wish to support the library in this way should complete a Brick Program Form.

172 ***Capital Improvements:*** The library appreciates donations to support the long-term
173 care of and improvements to our library facilities and grounds. The library reserves the
174 right to direct funds to current projects.

175 ***Wish List:*** The library maintains a list of items it would like to have on its website.
176 Donors may purchase items from the library's Amazon wish list. To ensure their gift is
177 appropriately recognized, donors are asked to put their contact information in the "gift
178 note" at checkout.

Gifts To Library Staff

180 Library staff cannot accept valuable gifts or any form of currency for the services
181 they provide in their jobs. Appreciative patrons are encouraged to contribute to the library
182 as a whole or provide a gift that all staff can enjoy equally.

183 *Receipts and Recognition*

184 The library will provide an acknowledgment for gifts and donations upon request,
185 either through receipt or letter. Acknowledgments of monetary gifts will list the exact
186 amount of the contribution. The library cannot assign a value to a non-monetary gift.
187 Donations to the library qualify for a tax deduction, and donors are encouraged to consult
188 with their tax advisor for information on their specific benefit.
189 Unless donors indicate their gift should remain anonymous, all gifts other than those to the
190 collection will be acknowledged publicly. To show appreciation and encourage greater
191 support in the community, the library may publish donors' names in an annual report,
192 newsletter, or other library publicity. Major gifts of \$5,000 or more may be acknowledged
193 with a plaque in the library in a manner and for a time determined by the Library Board.

194 (###)

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196

Deed of Gift (12-10-2022)

197 I(We), the undersigned, do hereby donate the object(s) described below to the Paw Paw
198 District Library. I (We) affirm that I own these objects and now give and assign to the
199 library, without restriction, legal title, property rights, and all rights of copyright which I
200 have in them, including the rights to reproduce, publish and display the materials.

201 Signature of Donor:

202 Date:

203 Signature of Library Representative:

204 Description of objects including the history of ownership:

205 Donor's name (please print):

206 Address:

207 Phone number:

208 Email address:

209

(###)

210

211 **BOARD MEMBER REPORTS**

212 Member Davison brought up an idea of displaying the artwork of deceased local cartoonist
213 Derick Wyatt in 2023. He has also heard positive comments about the library programming
214 from later elementary parents.

215 Chair Bennett made the board aware of a teacher in the county who is working on making
216 sure schools have bilingual books. She reminded members of January elections and
217 committee assignments and suggested that we look at adding term limits to in the bylaws.

218

219 **UNFINISHED BUSINESS & GENERAL ORDERS**

220 **Amendments to the 2022 Budget:** Per auditing requirements, the board discussed changes
221 that were made to the 2022 adopted budget. After discussion, it was moved by Pioch and
222 seconded to amend the 2022 budget line items as follows:

223

PPDL 2022 Budget Amendments

| Income | | Beginning Budget | Actual As of Dec 13 | Amendments in bold |
|--------|-----------------|------------------|---------------------|---------------------|
| | 656 Penal Fines | \$ 50,000.00 | \$ 38,232.72 | \$ 41,000.00 |

| | | | | |
|----------------------|------------------------|---------------|--------------|---------------|
| Total Income | | \$ 50,000.00 | | \$ 41,000.00 |
| Expense | | | | |
| 740 | Equipment & Software | \$ 20,000.00 | \$ 41,330.74 | \$ 43,000.00 |
| 750 | Operating Supplies | \$ 25,000.00 | \$ 18,354.40 | \$ 22,000.00 |
| 785 | Lending Items | \$ 1,000.00 | \$ 1,413.98 | \$ 1,500.00 |
| 791 | Books--Junior | \$ 10,000.00 | \$ 9,305.05 | \$ 11,000.00 |
| 801 | Professional Services | \$ 60,000.00 | \$ 33,983.43 | \$ 50,000.00 |
| 805 | Programming | \$ 18,000.00 | \$ 16,307.02 | \$ 19,000.00 |
| 900 | Printing | \$ 2,000.00 | \$ 2,376.50 | \$ 3,000.00 |
| 920 | Utilities | \$ 40,000.00 | \$ 40,739.57 | \$ 47,000.00 |
| 930 | Building Repair/Maint. | \$ 50,000.00 | \$ 46,362.09 | \$ 52,000.00 |
| 931 | Equipment Maintenance | \$ 10,000.00 | \$ 2,644.55 | \$ 3,500.00 |
| 937 | Insurance | \$ 10,000.00 | \$ 6,198.00 | \$ 7,000.00 |
| 970 | Capital Improvements | \$ 20,000.00 | \$ 4,951.00 | \$ 5,000.00 |
| Total Expense | | \$ 266,000.00 | | \$ 264,000.00 |

224 Motion was adopted with a roll call vote (Yes: Sherry Bennet, Jeremy Davison, Julie Pioch,
225 Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. No: None).

226

227 **2023 Budget Resolution**

228 On behalf of the finance committee Pioch moved the adoption of the following resolution:

229 WHEREAS, pursuant to Act 2, Michigan Public Acts of 1968, as amended, before
230 adoption of a budget, a public hearing shall be held after 6 days' notice by publication;

231 WHEREAS, a properly noticed public hearing was held on today's date at 7:05 p.m.;

232 WHEREAS, all persons appearing and wishing to be heard on the matter were
233 afforded an opportunity to do so at the public hearing;

234 WHEREAS, the Paw Paw District Library had a Truth in Taxation hearing at a previous
235 date and time wherein its millage, bond, and other matters were discussed and
236 subsequently approved;

237 WHEREAS, the Board has reviewed the proposed 2023 Budget;

238 NOW THEREFORE, THE PAW PAW DISTRICT LIBRARY HEREBY RESOLVES to approve
239 the Proposed 2023 Budget in the amounts and the rates set forth therein.

| Paw Paw District Library 2023 Budget | | |
|---|------------------------|---------------|
| Income | | |
| | 402 Millage--Operating | \$ 915,000.00 |
| | 566 State Aid | \$ 14,000.00 |
| | 573 PPT Reimbursement | \$ 25,000.00 |
| | 642 Sales | \$ 500.00 |
| | 643 Fines | \$ 2,000.00 |
| | 644 Fax | \$ 1,000.00 |

| | | |
|----------------------|------------------------------|-----------------|
| | 645 Photocopy | \$ 4,000.00 |
| | 656 Penal Fines | \$ 35,000.00 |
| | 665 Interest | \$ 500.00 |
| | 667 Rental Income | \$ 500.00 |
| | 674 Donations & Memorials | \$ 3,000.00 |
| | 675 Grants | \$ 4,000.00 |
| | 677 Miscellaneous Income | \$ 500.00 |
| Total Income | | \$ 1,005,000.00 |
| | | |
| Expense | | |
| | 702 Payroll Expenses | \$ 490,000.00 |
| | 710 Employer's SS/Medicare | \$ 45,000.00 |
| | 715 Fringe Benefits | \$ 85,000.00 |
| | 740 Equipment & Software | \$ 30,000.00 |
| | 750 Operating Supplies | \$ 22,000.00 |
| | 780 Digital Services | \$ 25,000.00 |
| | 790 Materials | \$ 55,000.00 |
| | 801 Professional Services | \$ 45,000.00 |
| | 805 Programming | \$ 30,000.00 |
| | 850 Telephone & Internet | \$ 14,000.00 |
| | 851 Postage | \$ 7,000.00 |
| | 861 Travel | \$ 3,000.00 |
| | 881 Community Promotion | \$ 7,000.00 |
| | 900 Printing | \$ 7,000.00 |
| | 910 Professional Development | \$ 8,000.00 |
| | 920 Utilities | \$ 50,000.00 |
| | 930 Building Repair/Maint. | \$ 50,000.00 |
| | 931 Equipment Maintenance | \$ 5,000.00 |
| | 937 Insurance | \$ 9,000.00 |
| | 961 Contingency | \$ 7,000.00 |
| | 963 Misc. Expenses | \$ 1,000.00 |
| | 970 Capital Improvements | \$ 10,000.00 |
| Total Expense | | \$ 1,005,000.00 |

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Motion was adopted with a roll call vote (Yes: Sherry Bennet, Jeremy Davison, Julie Pioch, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma. No: None).

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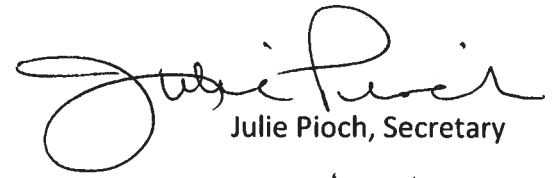
ADJOURNMENT

245

With no other business to come before the board the meeting was adjourned by President

246

Sherry Bennett at 8:35 PM.


Julie Pioch, Secretary

Date Approved: 1/16/2023