

1 **PAW PAW DISTRICT LIBRARY**
2 **BOARD OF TRUSTEES MEETING**
3 **Public Hearing on 2024 Budget**
4 **December 18, 2023**
5

6 President Brian Wiersma called to order a public hearing to hear comments from the public
7 on the 2024 proposed library budget at 6:53 PM. No comments were heard. It was moved
8 by Miller and seconded to adjourn the public hearing at 6:59. Motion was adopted.
9

10 **PAW PAW DISTRICT LIBRARY**
11 **BOARD OF TRUSTEES MEETING**
12 **December 18, 2023**
13

14 President Brian Wiersma called the regular monthly meeting of the Paw Paw District Library
15 Board of Trustees to order at 7:01 PM at the Paw Paw District Library.
16

17 Board members present were Brian Wiersma, Julie Pioch, Suzanne Miller, Krystal Seibert,
18 Catey Bolton; Absent: Jeremy Davison, Sherry Bennett
19

20 Staff present: Gretchen Evans, Director

21 Public in attendance: Jim Miller
22

23 **PUBLIC COMMENT:** None
24

25 **MINUTES**

26 A motion was made by Seibert and seconded to approve the minutes of the regular meeting
27 of November 20, 2023. The motion was adopted.
28

29 **FINANCIAL REPORT**

30 The monthly financial report included:

- 31 • A custom summary report for November 2023 showing total income of \$8,715.11
32 and total expenses of \$77,002.14 for a net income of \$-68,287.03.
- 33 • Profit & Loss Budget vs. Actual income and expenses for November 2023.
- 34 • Balance sheet as of 11/30/2023 showing total liabilities and equity of \$1,307,067.08.
- 35 • A custom summary report of the PPDL Debt Fund for November 2023 showing net
36 income of \$123.11.
- 37 • Balance sheet as of 11/30/2023 of the PPDL Debt Fund showing total liabilities and
38 equity of \$75,769.02.
- 39 • A list of bills to paid for the period of 11/1/2023 to 11/30/2023 with total
40 expenditures to be paid of \$77,002.14. Included in the list were wages of \$47,573.82
41 fringe benefits of \$7,402.54, and employer's social security and Medicare of
42 \$4,198.78.

43 A motion was made by Bolton and seconded to pay the bills as presented for the period of
44 11/1/2023 to 11/30/2023 with total expenditures to be paid of \$77,002.14.

45 The motion was adopted with a roll call vote (Yes: Julie Pioch, Suzanne Miller, Krystal
46 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 2023.

51

52 Director Evans presented a proposal from the auditing firm Siegfried & Crandall to complete
53 the 2023 audit. It was moved by Pioch and seconded to retain the services of Siegfried &
54 Crandall, PC., to complete the audit for the year ending December 31, 2023. Motion was
55 approved with a roll call vote (Yes: Julie Pioch, Suzanne Miller, Krystal Seibert, Catey Bolton;
56 Brian Wiersma).

57

58 **COMMITTEE REPORTS**

59

60 **Building and Grounds:** On behalf of the committee, Trustee Miller moved the adoption of a
61 proposal from Hall Builders to perform building maintenance and improvements at a cost
62 \$5,480.00. Motion was approved with a roll call vote (Yes: Julie Pioch, Suzanne Miller,
63 Krystal Seibert, Catey Bolton; Brian Wiersma).

64

65 **Finance:** No report

66

67 **Personnel and Nominating:** No report

68

69 **Policy and Bylaws:** Trustee Seibert briefly discussed amendments to the 11/15/2021
70 Collection Development Policy (draft dated 12/13/23) that were reviewed by the committee
71 and will be recommended for adoption at the January meeting.

72

73 Trustee Seibert presented revisions to the PPDL Circulation Policy and reviewed the 12-13-
74 23 draft that was sent to members. On behalf of the policy and bylaws committee, Seibert
75 moved the adoption of the policy as follows:

76

77

Circulation Policy

78 **Library Cards**

79 All residents, property owners, and business owners within the library district boundaries
80 are eligible for a Paw Paw District Library card. The library district has the same boundaries
81 as the Paw Paw School District. When borrowing, a patron must present a valid Paw Paw
82 District Library (PPDL) card or photo identification.

83 Application for a library card, except a Virtual Card, must be made in person with proof of
84 identity and residency. Acceptable forms of proof include a driver's license, government or
85 school issued I.D., tax receipt or bill, voter registration, current utility bill, property deed, or
86 lease agreement. Persons under 16 must have a parent or guardian sign the card
87 application and show proof of residency. With their signature, the parent or guardian
88 assumes responsibility for the youth's choice of material and financial responsibility for
89 materials checked out on the youth's library card.

90 *District Cards* -- Residents, property owners, and business owners will be
 91 issued a District Card, which allows access to all library services and is valid
 92 for three years.

93 *Reciprocal Cards* -- Patrons from libraries that share reciprocity with PPDL
 94 may apply for a Reciprocal Card. PPDL has reciprocity agreements with
 95 Kalamazoo Public Library, Lawton Public Library, Portage District Library, and
 96 Van Buren District Library. Applicants must show their home library card at
 97 the time of application. Reciprocal cards are valid for three years and allow
 98 access to all library services except digital services and interlibrary loan.

99 *Educator Cards* – Educators working in schools in the library's service area
 100 may apply for an Educator Card. Educators must show proof of identity,
 101 residency, and employment at the time of application. Educator cards are
 102 valid for three years and allow access to all services except digital services
 103 and interlibrary loan.

104 *Fee Cards* – Nonresidents and persons not served by a library with which
 105 PPDL has reciprocity may apply for a fee card. A fee of \$50 must be paid at
 106 the time of application and annually at renewal. Fee cards allow access to all
 107 library services except interlibrary loan.

108 *Organization Cards* – Organizations, schools, businesses, and nonprofits
 109 within the PPDL service area may apply for an organization card.
 110 Organizations outside the library's service area must apply for a fee card. To
 111 apply, an organization must send a request on letterhead with the
 112 organization's address, phone, email, and date. The letter should include an
 113 acknowledgment of financial responsibility for the account and be signed by
 114 the owner or managing director. The organization and not the library will
 115 monitor who may use the card. Organization cards are valid for three years,
 116 are subject to the same checkout limits as an individual card, and allow
 117 access to all library services except digital services and interlibrary loan.

118 *Virtual Cards* -- District residents may apply for a virtual card on the library's
 119 website. Virtual Cards are good for one year and provide access to the
 120 library's digital services. The Virtual Card will be converted to a District Card
 121 when a patron shows proof of identity and residency.

122 **Responsibility**

123 The person who signs the responsibility statement on the card application or the
 124 organization request letter is financially responsibility for all material borrowed on the
 125 account. That person is responsible even if the card is lost or loaned to someone else.
 126 Parents or guardians who sign a youth card application are also responsible for the youth's
 127 choice of material. Lost cards should be reported immediately to the library. Replacement
 128 cards can be purchased for \$2.00.

129 **Loan Periods and Fees**

130 To make material available to patrons on an equal basis, Paw Paw District Library sets limits
 131 on loan periods, renewals, and the number of items that can be borrowed at one time.

132

ITEMS	LOAN PERIOD	RENEWALS	LIMITS (25 total items per card)
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Books	2 weeks	2 renewals if no reserves	25
Vox Books	2 weeks	no renewals	2
Magazines	2 weeks	2 renewals if no reserves	6
Audio Books	2 weeks	2 renewals if no reserves	6
Music C.D.s	2 weeks	2 renewals if no reserves	6
Videos	1 week	no renewals	3
Beyond Books	2 weeks	no renewals	varies by type
Downloadables	varies by vendor		

133 To promote free and equal access to the library for all, the Paw Paw District Library does not
134 assess daily overdue fines. Patrons are still responsible for returning items on or before the
135 due date. The library will notify patrons of overdue materials to assist in the timely return of
136 its materials.

137 Materials overdue for 30 days or more will be considered lost, and the cost of the item and
138 a reprocessing fee will be charged to the patron's account. A replacement copy may be
139 accepted at the library's discretion. Once an item is paid, no refund will be given. Items will
140 be replaced at the library's discretion.

141 **Reserves**

142 A patron may reserve an item in person, by phone, or through their account online. The
143 library will contact a patron when the item becomes available. If a reserve is not picked up
144 in five days, it will be returned to circulation. High-demand items may have shorter reserve
145 periods.

146 **Interlibrary Loan**

147 District cardholders may request items unavailable at the library from the MelCat
148 interlibrary loan system. Requests may be placed in person, by phone, or online at
149 www.mel.org. A patron will be notified when a requested item arrives at the library. The
150 item due date will be affixed to the item. Items borrowed through interlibrary loan must be
151 returned to PPD. Policies governing the use of the interlibrary loan system are set by
152 MelCat and can be found at www.mcls.org/mel/melcat.

153 **Blocked or Suspended Accounts**

154 Patrons who owe \$10.00 or more will lose access to all library services until the charges
155 have been paid or the items returned.

156 **Privacy**

157 It is the policy of the Paw Paw District Library to preserve the confidentiality and privacy of
158 its patrons' registration and circulation records to the fullest extent permitted by law.

159 Patron records will only be released or disclosed upon court order or with the written
160 consent of the person financially responsible for material borrowed on the account. Patron
161 records are not subject to disclosure under the Freedom of Information Act.

162 A patron may request information about their library card record over the telephone if they
163 provide their card number or identifying information. Access by other individuals is allowed
164 with the cardholder's permission or possession of their card or I.D. Reserve items will be
165 checked out to the requesting patron's account. Devices may only be borrowed in person by
166 the person who signed the agreement.

167
168 This policy supersedes all previous Paw Paw District Library circulation policies.

169 (###)

170 Motion was approved with a roll call vote (Yes: Julie Pioch, Suzanne Miller, Krystal Seibert,
 171 Catey Bolton; Brian Wiersma).

172

173 Seibert presented revisions to the Request for Reconsideration of Library Materials form for
 174 patrons to use if they wish to request the library to review materials in the collection. On
 175 behalf of the committee, Seibert moved the adoption of revisions to the Request for
 176 Reconsideration of Library Materials form dated 12/18/2023. This version will replace the
 177 current one that is on file. Motion was approved with a roll call vote (Yes: Julie Pioch,
 178 Suzanne Miller, Krystal Seibert, Catey Bolton; Brian Wiersma; No: None).

179

180 **BOARD MEMBER REPORTS:** None

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182 **UNFINISHED BUSINESS & GENERAL ORDERS**

183

184 **Amendments to the 2023 Budget:** Per auditing requirements, the board discussed changes
 185 that were made to the 2023 adopted budget. After discussion, it was moved by Pioch and
 186 seconded to amend the 2023 budget line items as follows:

187

	Amended PPDL 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	\$ 23,000.00

	780 Digital Services	\$ 26,000.00
	790 Materials	\$ 58,000.00
	801 Professional Services	\$ 41,000.00
	805 Programming	\$ 34,000.00
	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.	\$ 55,000.00
	931 Equipment Maintenance	\$ 5,000.00
	935 Insurance	\$ 9,000.00
	961 Contingency	\$ -
	963 Misc. Expenses	\$ 1,000.00
	970 Capital Improvements	\$ 7,000.00
	Total Expense	\$ 1,005,000.00

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

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192

2024 Budget Resolution

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

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

195

196

WHEREAS, a properly noticed public hearing was held on today's date at 6:53 p.m.;

197

198

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

199

200

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

201

202

WHEREAS, the Board has reviewed the proposed 2024 Budget;

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204

NOW THEREFORE, THE PAW PAW DISTRICT LIBRARY HEREBY RESOLVES to approve the Proposed 2024 Budget in the amounts and the rates set forth therein.

	PPDL 2024 Budget	
	Income	
	402 Millage--Operating	\$ 985,000.00
	566 State Aid	\$ 14,000.00
	573 PPT Reimbursement	\$ 30,000.00
	642 Sales	\$ 3,000.00

	643 Fines	\$ 2,000.00
	644 Fax	\$ 1,000.00
	645 Photocopy	\$ 5,000.00
	656 Penal Fines	\$ 45,000.00
	665 Interest	\$ 17,000.00
	667 Rental Income	\$ 500.00
	674 Donations & Memorials	\$ 3,000.00
	675 Grants	\$ 5,000.00
	677 Miscellaneous Income	\$ 500.00
	Total Income	\$ 1,111,000.00
	Expense	
	702 Payroll Expenses	\$ 525,000.00
	710 Employer's SS/Medicare	\$ 46,000.00
	715 Fringe Benefits	\$ 84,000.00
	740 Equipment & Software	\$ 45,000.00
	750 Operating Supplies	\$ 25,000.00
	780 Digital Services	\$ 32,000.00
	790 Materials	\$ 60,000.00
	801 Professional Services	\$ 40,000.00
	805 Programming	\$ 40,000.00
	810 Election Expenses	\$ 500.00
	850 Telephone & Internet	\$ 14,000.00
	851 Postage	\$ 12,000.00
	861 Travel	\$ 4,000.00
	881 Community Promotion	\$ 10,000.00
	900 Printing	\$ 11,000.00
	910 Professional Development	\$ 9,000.00
	920 Utilities	\$ 50,000.00
	930 Building Repair/Maint.	\$ 60,000.00
	931 Equipment Maintenance	\$ 6,000.00
	935 Insurance	\$ 8,000.00
	961 Contingency	\$ 3,500.00
	963 Misc. Expenses	\$ 1,000.00
	970 Capital Improvements	\$ 25,000.00
	Total Expense	\$ 1,111,000.00

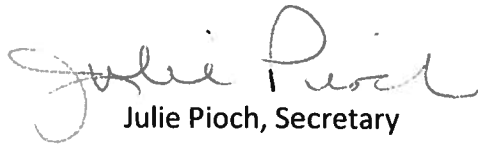
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Motion was adopted with a roll call vote (Yes: Julie Pioch, Suzanne Miller, Krystal Seibert, Catey Bolton, Brian Wiersma: No: None).

209 **ADJOURNMENT**

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

211 Brian Wiersma at 7:21 PM.


Julie Pioch, Secretary

Date Approved: 1/15/24