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**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
PUBLIC HEARING ON 2025 BUDGET
December 16, 2024**

Vice-President Suzanne Miller called the Public Hearing to hear comments from the public on the proposed 2025 Paw Paw District Library budget to order at 7:30 PM at the Paw Paw District Library.

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

There was no public comment. The public hearing was closed at 7:35.

**PAW PAW DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
December 16, 2024**

President Brian Wiersma called the regular monthly meeting of the Paw Paw District Library Board of Trustees to order at 7:35 PM at the Paw Paw District Library.

Board members present: Brian Wiersma, Suzanne Miller, Catey Bolton, Julie Pioch, Krystal Seibert, Sherry Bennett, Jeremy Davison

Staff Present: Gretchen Evans

Newly elected members Jeremy Davison, Krystal Seibert and Julie Pioch were sworn in for their term of 2025 through 2029.

PUBLIC COMMENT

No public comment.

MINUTES

A motion was made by Seibert and seconded to approve the minutes of the November 8, 2024, Special meeting. The motion was adopted.

A motion was made by Seibert and seconded to approve the regular meeting minutes of November 18, 2024. The motion was adopted.

A motion was made by Miller and seconded to approve the Special meeting minutes of December 4, 2024. The motion was adopted.

FINANCIAL REPORT

The monthly financial report included:

- 46 • A custom summary report for November 2024 showing total income of \$4,225.46
- 47 and total expenses of \$70,395.77 for a net income of -\$66,170.31
- 48 • Profit & Loss Budget vs. Actual income and expenses through November 2024.
- 49 • Balance sheet as of November 30, 2024, showing total liabilities and equity of
- 50 \$1,490,602.07
- 51 • A custom summary report for November 2024 of the PPDL Debt Fund showing net
- 52 income of \$94.12
- 53 • Balance sheet as of November 30, 2024 of the PPDL Debt Fund showing total
- 54 liabilities and equity of \$80,132.69
- 55 • Report of T-Bill maturity date and yield February 2024 through November 2024.
- 56 • A list of bills to paid for the period of 11/1/2024 to 11/30/2024 with total
- 57 expenditures to be paid \$70,395.77. Included in the list were wages of \$36,749.34
- 58 and fringe benefits of \$7708.55
- 59

60 A motion was made by Bolton and seconded to pay the bills as presented for the period of
 61 11/1/2024 to 11/30/2024 with total expenditures to be paid of \$70,395.77. The motion was
 62 adopted with a roll call vote (Yes: Suzanne Miller, Catey Bolton, Brian Wiersma, Krystal
 63 Seibert, Sherry Bennett, Julie Pioch, Jeremy Davison. No: None).

64
 65 **LIBRARY DIRECTOR REPORT**

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

68
 69 Director Evans presented a letter of engagement from Siegfried Crandall, PC who have
 70 completed the annual audit for the library for the last several years. After discussion, it was
 71 moved by Pioch and seconded to engage Siegfried Crandall, PC to complete the Paw Paw
 72 District Library 2024 Audit. Motion was adopted.

73
 74 **COMMITTEE REPORTS**

75 **Buildings and Grounds:** No Report

76 **Personnel and Nominating:** No Report

77 **Finance:** No Report

78 **Policy and Bylaws:** No Report

79 **Committee of the Whole:** Discussion of next steps for the outdoor development and
 80 possible dates for the community design charrette in late January or early February.

81 Director Evans will send the 12/4/24 special meeting minutes to C2A.

82
 83 **NEW BUSINESS**

84 **Amendments to the 2024 Budget:** Per auditing requirements, the board discussed changes
 85 that were made to the 2024 adopted budget. After discussion, it was moved by Bolton and
 86 seconded to amend the 2024 budget line items as follows:

87
 88 **Amended 2024 Budget**

Income	
402 Millage--Operating	\$ 985,000.00

566 State Aid	\$ 14,000.00
573 PPT Reimbursement	\$ 37,000.00
642 Sales	\$ 3,000.00
643 Fines	\$ 2,000.00
644 Fax	\$ 1,000.00
645 Photocopy	\$ 5,000.00
656 Penal Fines	\$ 60,000.00
665 Interest	\$ 50,000.00
667 Rental Income	\$ 500.00
674 Donations & Memorials	\$ 6,000.00
675 Grants	\$ 6,000.00
677 Miscellaneous Income	\$ 500.00
Total Income	\$ 1,170,000.00
Expense	
702 Payroll Expenses	\$ 490,000.00
710 Employer's SS/Medicare	\$ 47,000.00
715 Fringe Benefits	\$ 90,000.00
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	\$ 9,000.00
881 Community Promotion	\$ 10,000.00
900 Printing	\$ 18,000.00
910 Professional Development	\$ 9,000.00
920 Utilities	\$ 50,000.00
930 Building Repair/Maint.	\$ 58,000.00
931 Equipment Maintenance	\$ 6,000.00
935 Insurance	\$ 8,000.00
961 Contingency	\$ -
963 Misc. Expenses	\$ 1,000.00
970 Capital Improvements	\$ 13,500.00
Total Expense	\$ 1,078,000.00

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

92 Adoption of the 2025 Budget:

93 **2024 Budget Resolution**

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

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

97 WHEREAS, a properly noticed public hearing was held on today's date at 7:30 p.m.;

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

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

103 WHEREAS, the Board has reviewed the proposed 2025 Budget;

104 NOW THEREFORE, THE PAW PAW DISTRICT LIBRARY HEREBY RESOLVES to approve the
105 Proposed 2025 Budget in the amounts and the rates set forth therein.
106

	2025 Budget	
Income		
402	Millage--Operating	\$ 1,010,000.00
566	State Aid	\$ 15,000.00
573	PPT Reimbursement	\$ 40,000.00
642	Sales	\$ 2,500.00
643	Fines	\$ 3,000.00
644	Fax	\$ 500.00
645	Photocopy	\$ 4,000.00
656	Penal Fines	\$ 55,000.00
665	Interest	\$ 37,000.00
670	Rental Income	\$ 500.00
674	Donations & Memorials	\$ 25,000.00
675	Grants	\$ 7,000.00
695	Miscellaneous Income	\$ 500.00
	Total Income	\$ 1,200,000.00
Expense		
702	Payroll Expenses	\$ 605,000.00
710	Employer's SS/Medical	\$ 49,000.00
715	Fringe Benefits	\$ 100,000.00
740	Equipment & Software	\$ 35,000.00
750	Operating Supplies	\$ 25,000.00
780	Digital Services	\$ 30,000.00
790	Materials	\$ 58,000.00
801	Professional Services	\$ 40,000.00
805	Programming	\$ 40,000.00
810	Election Expenses	\$ -
850	Telephone & Internet	\$ 16,000.00

851	Postage	\$	12,000.00
861	Travel	\$	5,000.00
881	Community Promotion	\$	6,000.00
900	Printing	\$	15,000.00
910	Professional Develop.	\$	8,000.00
920	Utilities	\$	48,000.00
930	Building Repair & Maint.	\$	55,000.00
931	Equipment & Maint.	\$	4,000.00
935	Insurance	\$	8,000.00
961	Contingency	\$	-
963	Misc. (bank fees)	\$	1,000.00
970	Capital Improvements	\$	40,000.00
	Total Expense	\$	1,200,000.00

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

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Regular Meeting Schedule for 2025: It was moved by Siebert and seconded to adopt the regular meeting schedule for 2025 to meet on the third Monday of the month at 7:00 PM at the Paw Paw District Library as follows: January 20, 2025; February 17, 2025; March 17, 2025; April 21, 2025; May 19, 2025; June 16, 2025; July 21, 2025; August 18, 2025; September 15, 2025; October 20, 2025; November 17, 2025; and December 15, 2025

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The motion was adopted.

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The meeting was adjourned by Chair Wiersma at 8:37 PM.


Julie Pioch, Secretary

Date Approved: 1/20/25