

# PORTAGE DISTRICT LIBRARY BOARD

Special Meeting to be held on

**November 11, 2019**

*In the Lower Level Austin and Sugarloaf Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002*

## AGENDA

### I. Start of Meeting

### II. Roll Call

*Board Members Present:* Carol Bale, Jeanne Friedman, Cara Terry, Ted Vliek, and Tom Welsh

*Board Members Absent:* Michele Behr (excused), Donna VanderVries (excused)

*Library Staff Present:* Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Andrea Smalley, Colin Whitehurst, Laura Wright and Kristy Zeluff

### III. Comments or Requests from the Public, Board Members, or Library Staff. (5 minutes total)

Board Chair Welsh welcomed everyone to the meeting including Youth Services Librarians Kristy Zeluff and Andrea Smalley and then opened the floor for any comments from the public, board members, or library staff. There were no comments.

### IV. Adoption of the Agenda for the Special Meeting of November 11, 2019. (1 minute) (Vote)

Library Board Chair Welsh asked if there were any changes needed to the agenda for the November 11, 2019 special meeting before its adoption. Trustee Vliek wanted to be sure that there was a motion and vote to set the date and time of the Public Hearing and Welsh responded that would be covered in agenda item 4. Welsh asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Terry and supported by Trustee Friedman that the Library Board adopt the agenda for the special meeting of November 11, 2019. Vote: 5-Yes, 0-No, 2-Absent.  
Motion carried.

### V. Discussion Items

#### 1. New Additional Millage approved by voters on November 5, 2019.

Library Board Chair Welsh began the meeting by acknowledging the passing the new additional millage by voters in the library district on November 5, 2019. He thanked Marketing Manager Colin Whitehurst for his excellent communication with the public. Whitehurst said the library had a great team of people working on materials for the millage and thanked the library staff for their work informing the public. Trustee Vliek said that the vote shows that the library has the confidence of the public.

DISPOSITION: The Library Board acknowledged the approval of the new additional millage on November 5, 2019.

#### 2. Vote to Approve Amended Resolution to set the Millage Rate to be Levied on December 1, 2019.

Library Chair Welsh read aloud the Resolution to Set the Additional Millage Levy for the Portage District Library.



**PORTAGE DISTRICT LIBRARY**  
**COUNTY of KALAMAZOO, MICHIGAN**

**RESOLUTION to SET the ADDITIONAL MILLAGE LEVY**  
**for the PORTAGE DISTRICT LIBRARY**

*WHEREAS*, the *Portage District Library* is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 *et seq.*), with an effective date of March 22, 1998;

*WHEREAS*, the *Portage District Library Board* is the governing body of the *Portage District Library* with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the *Portage District Library* service area; and

*WHEREAS*, the *Portage District Library's* original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the *Portage District Library Board* to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;

*WHEREAS*, the *Portage District Library's* new additional millage proposition was passed by a majority of voters in the general election on November 5, 2019, authorizing the *Portage District Library Board* to levy a new additional millage in an amount not to exceed 0.5 mill against all taxable property within the Portage District Library district for a period of ten (10) years, 2019 to 2028, inclusive ;

*BE IT HEREBY RESOLVED* as follows:

1. The *Portage District Library Board* certifies that the electors of the Portage District Library District approved a district wide millage in the amount of .5 mill (\$.50 per \$1,000 taxable value) for 10 years, beginning in 2019, at an election held on November 5, 2019 for all district library purposes authorized by law and certifies that it shall levy the additional .5 mill on December 1, 2019 for said purposes;

2. The Portage District Library Board certifies that it will levy a total of 2.0 mills (\$2.00 per \$1,000 of taxable value) for all district library purposes authorized by law on December 1, 2019. The 2.0 mills total millage rate is the combined rate of the 1.5 mills that was approved by the Portage District Library Board on August 26, 2019 plus the millage rate of .5 mill approved in paragraph 1.

3. The Chair and Secretary of the Board are hereby authorized and directed to provide a certified copy of this Resolution and execute the 2019 Tax Rate Request on Michigan Department of Treasury Form L-4029. The L-4029 shall be submitted by the Secretary or the Director to the Kalamazoo County Clerk, the Kalamazoo County Equalization Department, and to each township and

city clerk included in the District. The L-4029 shall reflect the approval of 2.0 mills for all district library purposes authorized by law as approved more specifically in paragraphs 1 and 2 above.

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

PORTAGE DISTRICT LIBRARY BOARD  
COUNTY OF KALAMAZOO, MICHIGAN

By: \_\_\_\_\_  
Thomas Welsh, Chair

By: \_\_\_\_\_  
Quyen Edwards, Secretary

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MOTION: It was moved by Trustee Vlieg and seconded by Trustee Bale that the Resolution to approve the amended resolution as presented. Roll Call Vote in alphabetical order with the Chair last: Trustee Bale – Yes. Trustee Friedman – Yes. Trustee Terry – Yes. Trustee Vlieg – Yes. Trustee Welsh – Yes. Vote: 5-Yes, 0-No, 2-Absent (Behr, VanderVries). Motion carried.

3. Signing of the Amended Resolution and Revised L-4029 Forms by the Library Board Chair and Library Board Secretary.

Library Board Chair Welsh and Library Board Secretary Edwards signed the amended resolution and revised L-4029 form. These will be distributed to all taxing authorities

4. Discussion of the Proposed FY2020 Amended Operation Budget Prior to the Public Hearing to be held on Wednesday, November 20, 2019 at 6:00 p.m. at the Portage District Library.

Library Director Klien, Business Manager Foti, and Library Board Chair Welsh met on Friday, Nov. 8, 2019 for discussion of plans for an amended budget. Trustees were presented with an amended budget as it compared to the FY2020 Budget that was approved at the August 2019 Board Meeting.

Library Director Klien discussed the changes made to the FY2020 budget because of the new additional millage. Klien stated that with the increase, the library must put a minimum 13-15% fund reserve. This is a board policy and follows best practices as proposed by the library's auditors. This is a one-time large increase. Klien said that the rest of the changes to the budget reflect the proposals made at the June 2019 board meeting when it was discussed how the library could fund an expansion project if voters approved a .5 mill increase for the library. The proposal states that in the first few years, 90% of the additional funds would go to the building (capitol projects) and 10% would go towards operational costs including staffing, collections, programming, and technology.

The additional 10% increase in the budget towards those operational costs are addressed in the FY 2020 amended budget. The increase in the Salaries and Wages line reflects minimum wage increases as our part-time staff hourly range starts at \$1.00 more than minimum wage per hour. The increase also reflects converting a vacant part time position to a full time position. The details of this potential change has not been completed, but with it budgeted for, we can move forward with our plan in 2020. The adjustment in the Fringes and Benefits line reflects what it would cost to adjust for an additional full time staff member's benefits, FICA, etc.

The Library Materials line has been increased by \$30,000 for digital materials such as OverDrive and Hoopla, which are currently in high demand by patrons.

The increase in the "Other Charges" line reflects an additional \$10,000 for programming. This money could be used to hire contract workers, or support one-time larger programs to help meet the needs of the Adult and Youth

Departments. At this time, programs have already been scheduled for January through May, so these funds would most likely be used beginning in the summer through end of year.

In this proposed budget, the remaining additional funds have been put in reserve for Capital Projects.

When we start looking at the budget for 2021, a large part of the conversation will revolve around staffing adjustments. As we have said many times, the library is currently at capacity for what our staff can do to meet the needs of our community and we are looking at ways we could potentially increase. In 2021, we will not have to put a large amount in the fund reserve. After we have budget projections in June 2020 for FY2021, the Library Board should not be surprised to see additional funds requested for additional staff. Right now, the library has 47 staff members plus one vacant part-time position in Adult Services and one vacant full-time position in Circulation. These positions are purposely being held vacant in anticipation of some staffing changes in 2020. Klien said that she and Foti have some investigating to do as requirements for an employer change when an organization has 50 or more staff. One change that will be made in advance of the requirement is to offer sick and vacation time to part-time staff. The new additional millage will be a great asset to the library's growth, but we have to consider the entire staffing structure of the library carefully before we start adding to it. Foti said that the library should consider growing the rate of operating costs cautiously, as once they are added into the budget, they will be there year after year. Our new additional millage is for 10 years and, while the tax base over that time will grow, we can't be sure that the voters will renew the additional millage if we ask again.

Library Board Chair Welsh said that he agreed with the approach to allocate millage amount to the building improvement reserve and move money after we have more specific discussions about phased building projects and hard quotes which will then require a board action to move money out of reserve for specific purposed.

Klien said that there will always be opportunity for the Board to make amendments to the budget in 2020.

MOTION: It was moved by Trustee Vlieg and seconded by Trustee Terry to set public hearing for the Amended FY2020 Budget for Wednesday, November 20, 2019 at 6:00 PM. Vote: 5-Yes, 0-No, 2-Absent (Behr, VanderVries). Motion carried.

The agenda for the public hearing will be to hear any public comments regarding the proposed budget. Following the public hearing, trustees will vote on whether to approve the FY2020 Amended Budget.

Library Director Klien stated that Library Board Secretary Edwards will not be available for the Public Hearing. She asked if the Board would like to designate who will act as Secretary that evening. It was agreed that Library Director Klien will designate a staff member to act as Library Board Secretary for the Public Hearing.

#### XI. Adjournment

Library Board Chair Welsh said if there was no further business to be considered, that he would adjourn the special board meeting of November 11, 2019.

DISPOSITION: The special board meeting of November 11, 2019 was adjourned at 6:40 PM.

Recorded and Transcribed by,



Quyen Edwards  
Library Board Secretary