



TO: Plymouth District Library Board

DATE: November 10, 2019

RE: Library 2020 Operating Budget
Proposal

FROM: Carol Souchock
Director

The following information was included with the proposed 2020 budget at the October board meeting. At that meeting I was asked to include funding for an irrigation project in the 2020 budget. I have updated the proposed budget's expense tab to include \$6,000 in funds for the irrigation project in repairs and maintenance. I have also reduced supplies by \$6,000 to offset these repairs.

In addition this new proposed 2020 budget also includes an updated detail breakdown of materials purchases in tab A.

The proposed 2020 operational budget is for **\$3,931,605**. This is almost \$100,000 less than the starting 2019 budget before water damage took place. The attached packet includes a breakdown of revenue and expenditures and supplementary detail for major expenditure line items.

This budget is to be funded by the library millage and other income and does not include a request to transfer funds from the library's unassigned general fund. We expect to balance our budget this year due to higher tax revenue and an expected PPT (Personal Property Tax) refund from the State of Michigan for approximately \$100,000. The library has had to make a draw from our fund balance to cover capital and limited operating expenses for four of the five last years mostly due to planned major heating and cooling upgrades.

This proposal calls for levy of the allowable operating millage, 1.4535 mills and no debt millage as the debt fund was paid off two years ago. The Board will be asked to approve the budget at the Tuesday October 15 meeting. The millage for this coming year includes a Headlee Rollback for the second year. The Headlee Rollback is for 0.9949.

The board would like to see the library's operational expenses funded by tax revenue which would provide long term stability. We are not yet achieving that goal. We are funding library operational expenses with tax revenue and other smaller revenue streams such as Penal Fines, State Aid, Fines and Fees, etc. In addition the board, and administration team, feels a

strong obligation to start setting aside funds for large future replacement capital purchases. Future needs include replacing aging elevators and carpet as well as windows that are starting to fail. While most building and life safety systems have been replaced recently these major building aspects are over twenty years old and will require replacements in the next five – eight years.

REVENUES

Millage: While property values are overall positively impacted we are still challenged by loss of tax revenue due to the impact of the **commercial** Personal Property Tax reductions of Michigan PA 86 of 2014 and the Headlee rollback. Our community committed to funding library services with a series of operating millages from 1985 – 1994. They overwhelmingly approved a total of 1.7 mills but due to Headlee our funding is limited by a reduction in this millage. This estimated millage reduction is over \$500,000 a year. In addition we are impacted by Personal Property Tax (PPT) loss.

Our previous reductions of small business PPT due to this Act did not result in a major impact on the library's revenue stream. While the smaller PPT reductions did not provide a means of recovery for the loss of those revenues the much larger commercial PPT reductions included a means for library's and municipalities to be held harmless **pending available State Revenue**. The 10 bill package passed in August of 2014 included libraries in the institutions that the State of Michigan is expected to reimburse for their commercial PPT loss. The funds are to be released to local municipalities, like the City of Plymouth and Plymouth Township, and libraries. While there is no obligation to offsetting these losses the State of Michigan has done so for the last several years. In early 2018 we received a reimbursement of \$719,532 for payback and in 2019 we received a reimbursement of \$123,856. We expect significantly lower amounts of reimbursements for the 2020 budget year and future years.

The county has projected an increase in taxable value for 2019 and this is reflected in the attached budget. As noted above they have also indicated that we will experience a 2019 Millage Reduction Fraction of 0.9949 which reduces our revenue through a Headlee Rollback.

The majority of our revenue from outside sources is expected to remain stable unless there are legislative library funding changes on the state or federal level. Additional revenue is expected this year and in future years due to the generous support of local Foundations such as the Bosch Community Fund which provides STEM grants. I continue to seek alternative grant funding and build relationships with local organizations and individuals to expand grants and donation revenue.

If we decide to address windows repair in 2020 I am suggesting that we consider asking the Dunning Foundation, or other foundations, to offset those expenses which will offer long term cost savings due to energy efficiencies. This project is **not** included in the proposed budget and will be discussed at a future board meeting along with converting the library's

interior lights to LED for additional cost savings. The library's lighting is of particular concern as old ballasts are failing. They are more than twenty one years old. The best path to address to these issues is to move forward with either a LED conversion of existing light fixtures or LED replacement lighting.

An additional large forthcoming building project will be the replacement of the public and staff elevators mechanics. The estimated cost for these upgrades is approximately \$165,000 and this upgrade is expected to need to take place within five years. Additionally the library's carpet is starting to show wear and may need to be replaced in four or so years. To extend the life of the carpet we have purchased extra replacement carpet squares. This is necessary as the current carpet squares will no longer be produced effective fall of 2019.

For the second year I am suggesting, based on input from board members over the last few years, that we consider making a dividend draw from our Community Foundation of Southeast Michigan (CFSEM) account. We have the ability to draw 4.5% of our fund balance each year and I am requesting that we make a dividend draw of approximately \$29,000. Most organizations with CFSEM accounts do so annually. Our account would continue to grow as long as we receive annual donations. That said our fund growth long term has been significant because we did not made any draws prior to 2018.

We continue to receive Penal Fines from Wayne County. The Wayne County 2018 Penal Fine check was about \$69,295 and we have not yet received a check in 2019. There continues to be discussion in the State of Michigan legislature to potentially reduce or remove Penal Fines as a library revenue source.

State Aid, is defined in the State budget, and is expected to remain stable this year. This is reflected in the proposed budget.

EXPENSES

Salaries/Benefits: Salaries include funds for zones increases for those employees eligible to move up if they receive an appropriate evaluation but no market raises which move the zones.

We will remain under the 50 FTE in the proposed 2020 budget. Health care and retirement costs continue to present challenges. While recent health care costs have remained somewhat stable future costs are always difficult to predict. We have six months of hard figures available due to our current healthcare contracts and are projecting increases for the next six months. That said we will not be able to determine the exact increase (if any) until the spring of 2020 when we are presented with our health care options for 2020/2021.

The board has indicated that they would like to continue with the higher MERS No Phase-In option to help offset our MERS obligation as they did in 2019. If funds become available we should make a lump sum payment as we did in late 2017 to assist us in catching up on our obligations. Our retirement plan is only offered to fulltime employees. The library has 70 employees and only 15 are fulltime.

Books and Materials: This category includes print, E-Books, E-resources, and AV materials. Coordinators continue to expand our purchase of E-Books, E-Magazines and other E-Resources in this budget. The proposed Book & Materials budget reflects a significant reduction over the last two years. Our Electronic Reference account now reflects only online databases as we have broken out the other E-Materials to better reflect our increasing investment in this area. Electronic Reference expenses for Lynda.com, a powerful career development tool, are expected to be offset by a Bosch Community Fund grant which supports STEM programming. We received funding to support the purchase of Lynda.com now called LinkedIn Learning in 2018 and 2019 from BOSCH. **See Supplement A.**

Contract Services: **See Supplement B.** Contract services covers a wide range of services. There is a slight decrease in this account compared to 2019 and a reduction of one time projects. One time purchases are highlighted in Contract Services.

Capital Purchases and Reserves: I have worked with our new head of information technology to determine which projects we can complete in our current year (2019), should include in 2020 and in future years. Many of these projects are due to the end of life of Windows 7 computers in January of 2020. This budget includes the replacement and upgrade of computers in the public and staff areas due to this factor.

The 'Equipment Reserve' fund was established via the Library's depreciation schedule to enable us to replace worn or aging equipment costing more than \$500 in a timely manner without impacting ongoing services in any given year.

Other proposed technology purchases are to be funded by both general revenue and depreciated funds.

In addition to these technology and equipment purchases limited furniture needs will be addressed. Each year a few pieces of furniture wear out and need to be reupholstered. We continue to see increased furniture repair needs due to the heavy use and age of our furniture. As a result last year I created a new reserve account called Furniture Reserve to allow us to better track and plan for furniture replacement. I have been budgeting to replace our twenty year old study chairs over the last few years and include funds to replace a small quantity again this year.

Operating Expenses and Employee Benefits: This budget includes reductions in several Operating expenses including Materials, Conferences and Continuing Education, and Community Promotion. Other Operating expenses remain flat.

Employee benefits including health care and retirement costs are seeing challenging increases. As discussed last year by our auditor, Rana Emmons, MERS our municipal employee retirement plan reflects a need for greater investment. If funds become available we can make a lump sum payment as we did in late 2017 to assist us in catching up on our obligations. A

lump sum payment is not included in this budget. We are working towards supplementing the library's contribution with staff contributions this year with the goal of returning our MERS retirement account to 100% funding.

Due to the generous support of the Friends of the Plymouth District Library and local companies like Bosch, community foundations, and organizations like the Plymouth Lions Club, and our unexpected State of Michigan appropriation in 2019 the Plymouth District Library is able to fund many programming and special projects needs without depending on millage funds. I look forward to working with local foundations to address the library's needs in the coming years.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED 2020 OPERATING BUDGET FOR PURPOSE OF DISCUSSION AND PUBLIC HEARING AT A TOTAL OF \$3,931,605. AYES_____, NAYS_____.

PLYMOUTH DISTRICT LIBRARY
BUDGET WORKSHEET - 2020

REVENUE

Description	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Actual 2018	Budget 2019	YTD 7/31/2019 2019	Proposed Budget 2020	
Tax Levy	3,154,206	3,174,469	3,092,875	3,090,033	3,163,322	3,269,020	3,279,444	3,427,555	1.4535 mil @ 98.5% collection, Increased expected percent of collection in 2018
Taxes Delinquent (PPT Refund)			362,553	0	784,631	0	200,661	100,000	Expected Personal Property Tax Refund from State of Michigan *
Grants	4,000	6,500	28,000	50,000	48,000	50,000	-12,450	35,000	Increase if Seek Grant Funds for Window Replacement Project
State Appropriation				0	48,000	48,000	48,000	0	New Account in 2018
State Aid	21,584	23,970	23,977	19,000	26,881	29,100	14,548	29,100	
Penal Fines	111,936	124,876	77,707	75,000	69,295	75,000	0	75,000	
Book Fines & Fees	72,705	60,220	57,861	60,500	51,093	55,000	29,428	55,000	
Copier/Print Fees	15,504	15,880	13,265	15,000	12,883	15,000	9,508	15,000	Copiers/Printers
Donations & Contributions	4,187	15,501	8,203	50,000	4,025	35,000	4,549	20,000	
Friends Donations	51,879	57,927	51,213	54,900	25,492	45,000	23,936	45,000	Programs, etc. + Capital \$1,500
Friends - BOSCH				14,700	14,700	12,000		12,000	Potential Bosch STEM Grant, New Account in 2018
Interest on Investments	11,466	16,185	21,478	10,000	26,425	14,000	15,138	20,000	
CFSE Draw	0	0	0	24,000	29,032	24,000	12,000	29,000	Make an Annual Draw of CFSEM Dividend (Estimated)
Insurance Claim Reimbursement	0	0	0	0	88,630	0	81,765	0	
Transfer from Equip Reserve	0	0	0	25,570		27,670		20,000	
Transfer from Furniture Reserve	0	0	0	9,900		15,700		9,600	Newer Reserve Account - Increase in Replacements Due to Aging Furniture
Transfer from Tech Reserve	0	0	0	0		0		31,350	
Transfer from Fund Bal.	2,680,132	443,447	0	1,402,548	175,960	308,400		0	* Capital Purchases and to offset PPT reduction - See Below.
Transfer from Building Reserve			0	0		0		0	
Other	1,508	12,791	6,019	4,500	7,774	4,500	4,471	8,000	Includes Reimbursements
TOTAL	6,129,107	3,951,766	3,743,151	4,905,651	4,576,142	4,027,390	3,710,999	3,931,605	

Update 10/11/2019

Library experienced additional Headlee Rollback for 2020 of 0.9949 and for 2019 of 0.9972. Total Headlee Rollback from 1.7 to 1.4535.

TV 2,432,460,168

Millage Reduction Fraction 0.9949

Taxes Delinquent (PPT Refund) includes taxes expected from the State of Michigan. Exact amount will be determined in early 2020.

PLYMOUTH DISTRICT LIBRARY
BUDGET WORKSHEET - 2020 Proposed

EXPENSES

Description		Actual 2015	Actual 2016	Actual 2017	Budget 2018	Actual 2018	Budget 2019	YTD 7/31/19 2019	Proposed Budget 2020	
Salaries - Permanent		1,465,581	1,495,950	1,560,188	1,738,934	1,509,645	1,860,120	897,080	1,698,490	Zone increases included. No job reclassifications or raises.
Salaries - Pages		94,911	110,949	83,126	90,000	95,066	93,000	53,187	95,000	Increase due to minimum wage increase. Zone increases included.
Salaries - Sundays		78,840	75,332	76,886	80,000	93,629	85,000	55,337	98,000	Increase due to staff taking increase in pay rather than comp time.
Salaries - Other		0	0	0	0		0		0	Eliminated in 2018 when Zone increases were moved into salaries
Employers Soc.Sec.		124,534	127,669	130,523	132,000	128,914	132,000	76,151	132,545	
Hosp/Dental/Optical		143,589	154,347	157,951	209,876	145,452	188,940	102,159	204,255	Increase - Expected price increase.
VEBA Contribution		42,000	47,077	40,081	45,000	120,297	117,100	117,100	64,720	Decrease - confirmed
Life & Disability		10,397	10,898	11,348	13,000	10,403	19,120	7,062	12,645	Decrease - Projected increase.
Retirement		104,787	124,389	174,414	164,000	154,875	190,970	92,557	192,780	Increase - No Phase-In.
Operating Supplies		65,436	59,624	62,870	72,000	62,286	72,070	40,665	66,000	Decrease - Includes Office Supplies, Partial Offset by Bosch/Friends Funding, Includes New Toys for Puppet Area
Books & Materials		502,087	437,942	490,909	542,050	500,728	497,560	319,880	435,235	2020 decrease of 12.33%, 2019 decrease of 5 %. Sup A : All Materials - Print, E, AV, - Partial Offset by Bosch/Friends Funding
Contractual Services		484,699	467,553	334,952	435,705	453,658	383,565	248,310	371,045	Decrease Sup B Includes Three One Time Purchases (\$25,010)
Communications		18,120	7,201	19,114	19,550	18,509	19,550	10,689	20,000	ISP & Phones (Phones \$6,860 + ISP TLN/Merit \$11,310 + Backup ISP \$1830) , TLN Contract thru 2021
Transportation		1,946	1,319	1,952	2,000	1,967	2,000	740	2,000	
Conferences & Training		17,921	21,333	19,431	34,150	26,558	31,300	7,773	30,900	Decrease - Sup D
Community Promotion		55,170	76,192	66,341	63,160	61,534	63,160	38,607	63,295	Sup E
Printing & Publishing		728	626	565	1,100	782	1,100	267	1,000	
Insurance & Bonds		36,242	38,823	39,189	43,000	42,168	43,000	48,245	45,000	Increase - Does Not Include Dividend Refund (divident not guarnteed)
Workers Comp.		4,968	3,827	5,244	5,000	4,516	5,000	4,511	5,000	
Public Utilities		153,912	149,452	156,325	157,000	162,826	161,000	90,158	165,000	Increase - Due to DTE fee increase. See Sup F.
Repairs & Maintenance		52,570	36,726	67,954	49,000	100,716	110,570	92,184	87,105	Decrease - (Last two years higher due to water damage) - Includes 1st Five Year Maintenance on Steps and Pavers
Miscellaneous		5,819	4,820	5,042	8,000	6,246	8,000	5,437	8,000	
Prior Yr Tax Refunds		32,178	5,032	4,778	15,000	151	8,000	577	5,000	Decreased - Based on history.
Bldg Addition		0	0	0	47,500	40,492	57,225	42,932	0	Decrease
Bldg System Replacement		2,433,203	0	0	754,000	646,281	0	0	50,000	Repair/paint section of porch canopy (\$20,000), repair/caulk/paint columns (\$20,000) and IT HVAC (\$10,000) in 2020
Furniture		648	22,612	29,974	22,400	20,856	29,810	21,899	18,200	Decrease - Sup C
Equipment (Tech)		195,905	278,261	81,512	136,656	119,587	47,600	27,311	36,350	Decrease - Sup C Equipment > \$500 (no depreciation funds) and Equipment < \$500. Includes Technology Equipment
Contingency		0	0	0	0	0	0	0	0	Future - If Funds are available
Equipment Reserve		0		0	25,570	0	27,670	0	20,000	Decrease - Sup C - Expend in Equipment. Equipment replacement with depreciated funds.
Furniture Reserve		0	0	0	0	0	5,225	0	4,040	Decrease - Sup C - Expend in Furniture
Building Reserve		0	0	0	0	0	0	0	0	
Technology Reserve		0	0	0	0	0	0	0	0	
TOTAL		6,126,191	3,757,954	3,620,669	4,905,651	4,528,143	4,259,655	2,400,817	3,931,605	Decrease from Budgeted 2019

SUPPLEMENT A - 2020

All Books & Materials

	2013	2014	2015	2016	2,017	2018	2018	2019	2019	2020	
	Budget	Budget	Budget	Budget	Budget	Budget	Actual	Budget	Actual To Date	Budget	
Youth Books	66,000	65,250	67,600	67,600	67,600	67,600	54,241	64,220	40,240	56,515	Decrease
Youth Audio/V	26,000	26,000	23,650	23,650	23,650	24,150	11,765	22,940	11,682	20,185	Decrease
Teen Print	23,000	23,000	19,587	19,000	15,800	15,800	19,272	17,200	13,310	13,760	Decrease
Teen AV	7,300	6,800	6,800	5,800	5,800	5,800	4,750	4,200	2,061	2,560	Decrease
Teen Graphic Novels	3,000			3,700	3,700	3,700	3,491	3,000	1,411	3,200	Increase of Graphic novel offset by decreased AV
Adult Fiction & Book Club Kits (ACB)	48,500	48,500	48,500	43,500	43,500	39,500	46,443	42,300	26,543	38,800	Decrease. Expect challenges in keeping up with holds/copies demand in fiction
Large Print	7,000	7,000	7,000	7,000	7,000	7,000	8,414	6,500	6,130	5,500	Decrease
Adult Graphic Novels	4,000	4,000	2,000	2,000	3,000	3,000	3,249	2,800	1,512	2,200	Decrease
Adult Nonfiction	85,000	81,500	85,500	82,500	79,300	75,800	63,309	65,100	35,853	47,965	Decrease
Adult DVD	35,000	30,000	30,000	30,000	30,000	30,000	26,067	26,000	14,742	18,500	Decrease - Partly due to increased use of E Resources
Adult Video Games*	2,000	4,000	4,000	4,000	7,000	7,000	7,914	6,500	3,290	5,000	Decrease
Adult Music	7,500	7,500	7,500	7,500	7,500	7,500	7,493	6,800	4,679	5,400	Decrease. Was also decreased in 2019 due to additional E-Music purchases
Adult Audio Books	30,000	30,000	30,000	25,000	25,000	22,000	16,074	18,000	9,216	14,400	Decrease. Was also decreased in 2019 due to additional E-Audio purchases
Serials/Continuations	40,000	40,000	40,000	38,000	24,000	24,000	22,852	18,000	12,748	14,000	Decrease. Was also decreased in 2019 smaller print reference collection
Periodicals	40,000	50,000	46,000	45,000	30,000	30,000	28,993	30,000	21,383	17,000	Decrease - demand and less publication options
E-Periodicals (Flipster) **					15,000	15,000	12,192	15,000	7,372	15,000	
Electronic Reference****	70,500	75,500	75,000	83,000	85,000	79,500	30,347	60,000	54,370	48,000	Decrease - now only Includes Databases. Partial offset by Bosch Grant/Friends Funds.
E-Books &E-Audio (Overdrive)	32,000	20,000	25,000	35,000	45,000	50,000	61,905	50,000	30,000	65,000	Increase Due to Growing Demand of E Resources
E-Books & E-Audio (Hoopla) ***					8,000	16,500	30,000	30,000	25,000	33,000	Increase Due to Growing Demand of E Resources
E-Movies (Kanopy)								10,000	10,000	7,000	Decrease - less demand than expected
Digitization of Plymouth Observer								1,000	0	2,000	Increase - Digitization of Current Year Papers
Interlibrary Loan	500	0	0	0	0	0		0	0	0	
Professional/Admin	1,500	1,500	1,500	1,500	1,200	1,200	420	800	243	250	Decrease
Special Collection Devel.	6,000	5,000	5,000	2,000	500	500	0	500	0	0	Eliminated. Used in the past as contingency to support hot new collections.
TOTAL	534,800	525,550	524,637	525,750	527,550	525,550	459,190	500,860	331,784	435,235	

2019 & 2020 Notes

Total 2020 Budget decrease of 12.33%, Decrease of \$65,625

2020 Budget is \$23,955 less than 2018 Actual Expenditures

Overall Non E Materials decrease of 5% in 2019

No reductions in E Materials in 2020

Continue Annual Circulation Growth for all E Materials, Kanopy Expenses Lower Than Budgeted in 2019, \$10,000 in 2019 Expenses Reflects Funds on Account for Purchases at Kanopy

** = Previously included in Print Magazine Expenditures

*** = Includes E-Video & E-Music from Hoopla

****= Increased in 2018 due to Bosch Grant/Friends for Lynda

Added Kanopy in 2019 - E-Movies

Electronic Reference Starting in 2019 only includes Databases

MeL canceled Heritage Quest, Chilton, Gale Products Oct 2018 & Added Ebsco Products

PDL Replaced Selected MeL Cancelations in 2019

Updated 10/14/2019

	2013	2014	2015	2016	2017	2018	2019	2020	Projects	
	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Request	One Time Purchase	
3D Printers & Consumables					6,000	0	0	0		Moved to Supplies in 2018
Movers		1,452	300	1,000	1,500	1,000	1,000	3,500	Traveling Exhibition	Collection & Exhibition Movement - Friends Request
Consultants	3,740	10,692	21,700	10,000	10,000	5,000	5,000	7,000		VEBA, HR
Consultants - Marketing Plan							6,000	0		Marketing Plan
Legal	1,997	9,772	4,000	4,000	10,000	10,000	10,000	10,000		
Payroll	6,292	5,773	5,000	7,000	8,000	6,000	6,000	7,000	Increase	
Financial - Audit	9,555	9,555	11,000	11,000	15,000	14,000	14,000	14,000		Additional Reporting Required Annually Since 2017
Financial Software					22,600	25,000	0	0		BS&A - GL&AP&PO - Not Completed in 2018, 2019, or 2020. Includes Network Support (one time \$13,400) & Software/Licensing \$9,330. Future Maintenance Cost \$2,000/Yr
TLN Delivery Service (Oct 2018 - Dec 2019)	3,800	2,682	4,000	4,000	6,000	6,000	6,000	6,100		
Collection Agency	1,692	1,441	2,000	2,000	1,500	1,500	1,500	1,600		
Copier & Printer Maintenance & Consumables	3,198	4,121	6,000	9,000	9,000	4,800	6,500	8,000		Increase - Due to Upgraded Lab Printers from State Appropriation Funding
Sirsi/Dynix Maintenance	41,261	58,439	76,200	68,000	72,000	73,640	88,000	96,000		Increase - Mobile App now included in Annual Maintenance
Sirsi/Dynix BC Mobile						13,070	0	0		New Mobile Catalog
Cataloging	15,260	0	16,000	16,000	18,000	19,000	19,000	20,100		SkyRiver, WebDewey, FirstSearch/WorldCat
Network Support	7,280	-278	7,000	7,000	14,400	19,600	26,950	7,500		Decrease - Server Warranty, LINUX, Cadre/Checkpoint
Software Licensing	19,359	13,312	27,750	15,000	17,000	20,700	16,760	35,055		Increase - Includes Email, Deep Freeze, Envisionware,Checkpoint/Cadre, Malware.
Telephone System	5,439	6,177	6,400	6,400	500	500	500	1,500		Increased - New Staff & Phone Set Ups, Maintenance Included in Purchase through 2021
Custodial	48,370	50,400	52,000	54,000	54,000	53,000	68,200	68,880		Daily Cleaning
Elevators	7,847	8,073	9,000	9,500	0	0	0	0		In Repairs & Maintenance
Mechanical Equip.	4,800	7,200	10,000	10,000	0	0	0	0		In Repairs & Maintenance
Building Security (Fire & Burglar) Monitor	987	1,402	1,000	2,000	6,000	6,000	6,200	7,000		Increase from vendor. Increased in 2017 due to Fire & Burglar Upgrades - Guardian
Carpet & Furniture Cleaning	13,031	12,848	15,000	17,000	17,000	13,000	15,800	15,800		To maintain carpet increased Carpet Cleaning in High Traffic Areas. Includes Furniture (Staff and Public)
Floor Mats/Windows/Power Wash Brick	4,305	5,772	6,000	6,000	8,500	8,500	8,200	8,200		Includes Windows & Power Wash Exterior Twice Year.
Waste Disposal	407	765	1,100	1,200	1,400	1,100	1,400	1,500		City & Shred Service
Parking Lot Maintenance	2,394	3,473	2,500	2,500	0	0	0	0		See Snow Removal
Miscellaneous	7,460	16,242	10,000	10,000	22,250	12,000	12,000	12,000		Includes Memberships
Lawn Care	3,082	8,394	6,000	11,300	14,000	10,000	12,000	9,140		Landscaping/Planters (Partial Offset - Donation). Includes 3 Shrub Trims, 1 Big Tree. Does Not Include Mulch (Every Other Year)
Holiday Lights							1,900	2,160		Previously in Landscaping
Landscape Project					4,000	3,000	0	0		Complete Landscaping by DTE Transformer - Future. Waiting on DTE Repairs
Paver Maintenance								12,510	Paver Maintenance	Power Wash and Resand Pavers: Options All, Or Selected Areas: Porch, Unheated Side Walk, Entrance . Reoccurring Cost.
Printer Maintenance/Toner			6,000	6,000	6,000	0	0	0		Not Moving Forward with Service Contract
Snow Removal					2,500	4,050	4,050	4,500		Covers Non Snow Melt Areas. Previously in Parking Lot Maintenance
Sub Facilities Help								2,000		New - Contract firm when necessary for backup facilities help.
Thermal Imaging								10,000	Thermal Imaging	New - Investigate heat loss locations
TOTAL	211,556	237,707	305,950	289,900	347,150	330,460	336,960	371,045		

294,860 304,010 346,035

Without One Time Projects

One Time Costs

10,000 Thermal Imaging
2,500 Moving costs for Exhibition
12,510 Paver Maintenance
25,010

	FURNITURE & SHELIVING	Expend out of Furniture	
F	Furniture - Repairs & Refurbish	4,000	
FR	Chairs - UL Study Carrels (\$449)	4,040	
FR	Carpet Squares (100)	0	
F	ReFinish Existing Counters for Tech/Power (\$340)	10,000	
F	Display Area for Employer Job Postings	0	
F	Table for Lab Print Release	2,700	
F	End Tables - Teen Area	1,500	
	TOTAL FURNITURE	22,240	
	EQUIPMENT	Expend out of Equipment	
E	Equip <\$500	23,850	
ER	Contribution from E Reserve (Depreciation)	20,000	
E	Equip >\$500 (not from Depreciation)	12,500	
	TOTAL EQUIPMENT	56,350	

SUPPLEMENT C - 2020
Furniture & Equipment

Update
10/11/2019

Replacing Nine Adult Twenty Year Old Wooden Chairs with Computer Chairs - Last Upper Level Set, Future Youth Chairs
Extra Stock to Replace Worn Carpet Squares, No longer available
Power and Data/USB to the Table for BYOD - All Three Floors, SP - Access
New Service - SP Access
Donation, SP - Community Destination

Replacements not depreciated and new <\$500, Includes 24 UL Internet Computers
Staff Computers and Monitors, 3 Public Printers
Storage Server,Staff Printer, 3D Printer

GRAND TOTAL FURNITURE & EQUIPMENT 81,950

Equipment Over \$500				Age Equipment				
				Unit Price	Quantity	Replace	Replacing	New
ER	Staff Computers & Monitors	12,500		500	25	Yes		
E	Storage Server for Backups and Virtual Servers	8,000			1			Yes
ER	Public Printers for Paid Printing (Color)	7,500		2500	3	Yes		
E	Staff Printer Admin/Marketing	2,500			1			Yes
E	3D Printer - Teen - for Maker Table	2,000			1			Yes
		32,500						

Equipment Under \$500

ER	Adult Internet Computers	10,200		425	24	Yes	6	
E	Backup Staff and Public Computers	850		425	2			Yes
E	Upgrade existing computers with RAM	1,800		50	36			
E	Phone Scanners	1,000						
E	Misc.	5,000						
E	BOSCH STEM Grant	5,000						

Reducing Number of computer to offer more BYOD Access with power/data/HDMI
This will allow upgrade to Windows 10 and extend the life of existing equipment
Replace small equipment
Teen Services Project TBD - BOSCH Grant - Spring 2020

23,850
Dep= Depreciated Equipment Funds
F= Furniture
FR= Furniture Reserve
E= Equipment
ER= Equipment Reserve

Software & Licensing - In Contract Services

SUPPLEMENT D - 2020
Conferences and Continuing Ed

Update
10/11/2019

	Budget	Budget	Request	
	2018	2019	2020	
Out of State Conf (7) - ALA,PLA, CES, Etc.	16,000	16,000	17,000	PLA Year
Out of State Conf (Board)	2,750	0	2,500	Increase - recommend one board member attend PLA conference
Out of State CES (Board)			0	New - recommend one board member attend CES
Board In State	0	400	400	
MLA Spring Institute (4)	2,400	2,400	400	Decrease - in Ann Arbor in 2020, less travel
MLA or Other (8 PT - one day)	2,900	2,900	2,800	Decrease
PT - Other	300	300	0	Decrease
MERS (2)	600	800	800	
Continuing Ed	3,000	3,000	2,500	Decrease
Technical Services Staff In State	1,200	500	500	
Tech - Network/LINUX/Windows/CES/Other	5,000	5,000	4,000	Decrease
TOTAL	34,150	31,300	30,900	Decrease

Community Promotion

SUPPLEMENT E - 2020
Updated 10/11/2019

		Budget	Budget	
Newsletter-Four issues		2019	2020	
Per Year	Layout	5,600	5,600	
	Printing	11,540	11,540	
	Postage	5,500	5,500	
E-Newsletter		1,900	2,480	Constant Contacts- Currently 25,000 contacts, Increase quantity
Book Page		1,800	1,940	Increase - Currently 300 Copies Month at \$1745 (March 2020), Increase quantity to 500
Volunteers		1,800	1,800	Luncheon, miscellaneous
Youth Services		14,000	14,000	Incl Friends reimbursement & Donations/Grants
Teen		10,000	10,365	Incl Friends reimbursement & Donations/Grants
Adult Services		6,000	6,000	Incl Friends reimbursement & Donations/Grants
Advertising		4,020	2,570	Decrease - Social Media, Chamber, Festivals, HS, Plymouth Today, Facebook, Etc
Miscellaneous		1,000	1,500	Giveaways, Other Services and Events, Incl Friends reimbursement
TOTAL		65,179	63,295	Decrease

Plymouth District Library
SUPPLEMENT F - 2020
Public Utilities

9/12/2019

	2012	2013	2014	2015	2016	2017	2018	2018	2019	2019	2020	
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Actual	Budget	7/31	Request	
										YTD		
Consumers Energy	23,640	23,416	27,023	14,376	10,360	11,841	15,000	17,140	18,000	13,301	21,000	Increase
Det Ed	160,743	162,042	149,218	131,013	130,855	129,436	130,000	137,441	133,000	74,061	135,000	Increase
City of Plym Water	6,667	5,551	5,785	8,523	8,237	15,049	12,000	8,244	*10,000	2,753	9,000	Decrease
TOTAL	191,050	191,009	182,026	153,912	149,452	156,326	157,000	162,825	161,000	90,115	165,000	Increase

Increase in 2020 due to DTE fee increase

* Water decrease - removed some city property from irrigation system in late 2018

Building Projects Impacting Utilities	Year	Impact
Building Envelope Improvements - Insulation	2015	Decrease
Extended Snowmelt	2015	Increase
Limited Interior LED conversion	2015-2018	Decrease
Landscape Upgrade - More Water Use	2015	Increase
HVAC Upgrades & Vestibule Air Curtain	2015-2018	Decrease
All Exterior Ground Lighting Converted to LED	2015-2016	Decrease

Future Energy Savings Project to Consider - Interior LED Lighting Conversion