



TO: Plymouth District Library Board

DATE: September 11, 2020

RE: Library 2021 Operating Budget
Proposal

FROM: Carol Souchock
Director

The proposed 2021 operational budget is for **\$4,029,630**. 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. 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 and the impact of Headlee Overrides on the library millage.

This proposal calls for levy of the allowable operating millage, 1.4448 mills and no debt millage as the debt fund was paid off three years ago. The Board will be asked to approve the millage at the September 15 board meeting and the budget at the Tuesday October 20 meeting. The millage for this coming year includes a Headlee Rollback for the third year in a row. The current Headlee Rollback is for 0.9938.

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, Donations, Grants, and 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 in the last five years these remaining major building aspects are over twenty years old and will require replacement in the next five – eight years.

REVENUES AND EXPECTED UPCOMING CAPITAL PROJECTS

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 \$550,000 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. Due the impact of COVID-19 on the State of Michigan budget I do not recommend including a PPT refund in the library's budget. It is uncertain, and most likely improbable, that the State will provide PPT refunds in the coming year.

The county has projected an increase in taxable value for 2020 and this is reflected in the attached budget. As noted above they have also indicated that we will experience a 2020 Millage Reduction Fraction of 0.9938 which reduces our revenue through a Headlee Rollback.

The City of Plymouth and the Charter Township of Plymouth capture the library's tax revenue. Both have indicated that payment of taxes remains strong at this time. The City usually receives payments of 99% and the Township 98.5%. This year due to the economic impact of COVID-19 I slightly reduced our expected capture from 98.5% to 98%.

The majority of our revenue from nontax sources is expected to be reduced due to the economic impact of COVID-19. This proposed budget includes a 25 % reduction in state aid and a reduction in penal fines as well as copy/print and library fess and fines.

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. We are very fortunate to have the support of the Friends of the Plymouth District Library and our dedicated book sale volunteers.

When we decide to address large future building projects like windows repairs I am suggest that we consider asking the Dunning Foundation, or other foundations, to help 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 two 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. As repair projects have taken place in the library small sections of the building's lighting has been converted to LED lighting and almost all outdoor lighting is now LED. We are currently looking at options to replace the non-working fixtures at the top of the stairs with LED options. This project is not include the attached budget as pricing is still being determined.

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 within the next five years. To extend the life of the carpet we have purchased extra replacement carpet squares. This is necessary as the current carpet squares are no longer being produced.

For the third 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 \$28,000. Most organizations with CFSEM accounts do so annually. Our account would continue to grow as long as we receive annual donations.

For now we continue to receive Penal Fines from Wayne County. The Wayne County 2019 Penal Fine check was only \$28,663 (an almost 50% reduction from the year before) and we have not yet received a check in 2020. There continues to be discussion in the State of Michigan legislature to potentially reduce or remove Penal Fines as a library revenue source.

EXPENSES

Salaries/Benefits: Salaries include zones increases for those employees eligible to move up if they receive an appropriate evaluation. This proposed budget also includes a market raise to keep the library competitive with our peers. Our staff's last market salary adjustment took place in January of 2019. I will be sharing our HR firm Merces Consulting market analysis which provides alternative options with you shortly.

I am recommending filling selective open positions. In particular I feel it is important to fill the open positions in our busy youth and teen department, as currently they are short 30% of their staffing. In addition I recommend we fill the open full time IT position due to workloads but I have eliminated the open part time digital marketing position in this budget. Our response to COVID-19 has assisted in reallocating staff to assist in this need and we are now working with an outside consultant on our eNewsletter blasts.

We will remain under the 50 FTE in the proposed 2021 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 2021 when we are presented with our health care options for 2021/2022.

The board has encouraged us to continue to invest in the higher MERS No Phase-In option to help offset our MERS obligations. This is included in the budget but we can consider lower payments if needed for both MERS and our VEBA. When 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.

MERS is reducing the following assumptions effective with the 2019 valuation: 1.) investment assumption from 7.75% to 7.35%; 2.) wage inflation from 3.75% to 3.00%. These changes will affect (likely increase) our 2021 employer minimum required contribution. Demographic assumptions changes will impact 2022 employer minimum required contributions.

Books and Materials: This category includes print, E-Books, E-resources, and AV materials. Librarians continue to expand our purchase of E-materials in this budget. The overall proposed Book & Materials budget reflects a significant reduction this year just as we have in the last several years. This proposal includes a 10% reduction overall in most non E resources. 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 from 2018 - 2020 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 2020 to support updating our financial software. Doing so will modernize our finance workflows and expand staff efficiencies.

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 (2020), should include in 2021 and in future years. Melanie will provide an update on what has been included in our proposed budget at our September Budget Work Study session.

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.

Included in this budget is the upgrade of the library's internal security system (fob system) and replacement of the five year old security camera servers. If necessary the fob system upgrades can be facilitated over three years.

Operating Expenses and Employee Benefits: This budget includes reductions in several Operating expenses including Materials, Conferences and Continuing Education, and Community Promotion. We expect to have to expend additional funds on sanitation due to COVID-19 in our supply funds but this may be offset by reduced processing supplies needed due to less physical materials being purchased.

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.

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 2021 OPERATING BUDGET FOR PURPOSE OF DISCUSSION AND PUBLIC HEARING AT A TOTAL OF \$4,029,630. AYES _____, NAYS _____.

**PLYMOUTH DISTRICT LIBRARY
BUDGET WORKSHEET - 2021**

REVENUE

Description	Actual 2016	Actual 2017	Actual 2018	Budget 2019	Actual 2019	Budget 2020	2,020 YTD	Proposed 2021	
Tax Levy	3,174,469	3,092,875	3,163,322	3,269,020	3,279,752	3,427,555	3,419,936	3,490,900	1.4448 mil @ 98% collection, Dropped from 98.5% Collection Rate of 2020
Taxes Delinquent (PPT Refund)		362,553	784,631	0	201,765	100,000	204,319	0	No Personal Property Tax Refund from State of Michigan Expected *
Grants	6,500	28,000	48,000	50,000	35,550	35,000	50,000	35,000	Increase if Seek Grant Funds for Window Replacement Project
State Appropriation			48,000	48,000	0	0	48,000	0	Not Expected This Year - Special State Funding Available in 2018
State Aid	23,970	23,977	26,881	29,100	29,381	29,100	29,346	22,500	Decreased by 25% Due to Expected State Contribution
Penal Fines	124,876	77,707	69,295	75,000	28,663	75,000	0	25,000	Decreased Penal Fines Based on History
Book Fines & Fees	60,220	57,861	51,093	55,000	48,133	55,000	12,307	45,000	Decreased Fines & Fees
Copier/Print Fees	15,880	13,265	12,883	15,000	15,534	15,000	4,604	14,000	Decreased for Copiers/Printers
Donations & Contributions	15,501	8,203	4,025	35,000	6,679	20,000	2,822	10,000	Decreased
Friends Donations	57,927	51,213	25,492	45,000	33,303	45,000	3,542	35,000	Decreased - Programs, etc. + Capital \$3,200
Friends - BOSCH			14,700	12,000	12,750	12,000	0	10,000	Potential Bosch STEM Grant, New Account in 2018
Interest on Investments	16,185	21,478	26,425	14,000	36,236	20,000	9,820	13,000	Decreased
CFSE Draw	0	0	29,032	24,000	24,000	29,000	32,644	28,000	Decreased - Annual Draw of CFSEM Dividend (Estimated)
Insurance Claim Reimbursement	0	0	88,630	0	81,894	0	25,000	0	
Transfer from Equip Reserve	0	0		27,670		20,000		84,650	
Transfer from Furniture Reserve	0	0		15,700		9,600		0	Newer Reserve Account - Increase in Replacements Due to Aging Furniture
Transfer from Tech Reserve	0	0		0		31,350		0	
Transfer from Fund Bal.	443,447	0	175,960	308,400		0		208,580	* Capital Purchases and to offset PPT reduction - See Below.
Transfer from Building Reserve		0		0	132,961	0		0	
Other	12,791	6,019	7,774	4,500	7,891	8,000	266	8,000	Includes Reimbursements
TOTAL	3,951,766	3,743,151	4,576,142	4,027,390	3,974,492	3,931,605	3,842,606	4,029,630	

Update 09/11/20

Library experienced additional Headlee Rollback for 2021 of 0.9938 and in 2020 of 0.9949. Total Headlee Rollback from 1.7 to 1.4448.
TV 2,509,187,101

Taxes Delinquent (PPT Refund) includes taxes that may come from the State of Michigan. Exact amount if any will be determined in early 2021.

PLYMOUTH DISTRICT LIBRARY
BUDGET WORKSHEET - 2021 Proposed

EXPENSES

Description	Actual					Budget	Proposed	
	2015	2016	2017	2018	2019	2020	Budget 2021	
Salaries - Permanent	1,465,581	1,495,950	1,560,188	1,509,645	1,586,107	1,698,490	1,734,500	Increase - Zone movement and Merces market raise included.
Salaries - Pages	94,911	110,949	83,126	95,066	88,833	95,000	92,000	Hours decreased in 2020. Zone movement and Merces market raise included. Verify impact of minimum wage changes
Salaries - Sundays	78,840	75,332	76,886	93,629	96,368	98,000	98,000	
Salaries - Other	0	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	128,914	134,174	132,545	135,000	Increase
Hosp/Dental/Optical	143,589	154,347	157,951	145,452	151,355	204,255	186,360	Decrease - Based on recent historical costs
VEBA Contribution	42,000	47,077	40,081	120,297	119,210	64,720	67,000	Estimate - Actual cost should be available in late September
Life & Disability	10,397	10,898	11,348	10,403	10,906	12,645	12,300	Decrease
Retirement	104,787	124,389	174,414	154,875	190,014	192,780	240,000	Increase - No Phase-In.
Operating Supplies	65,436	59,624	62,870	62,286	67,578	66,000	66,000	No Change- Expect Increase Building (Cleaning) Supplies and Decrease of Processing Supplies, Partial Offset by Bosch/Friends Funding,
Books & Materials	502,087	437,942	490,909	500,728	453,043	435,235	393,150	2021 decrease of 10%, 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	453,658	387,987	371,045	391,360	Increase Sup B Includes One- One Time Purchases (\$23,730)
Communications	18,120	7,201	19,114	18,509	19,001	20,000	20,000	ISP & Phones (Phones \$6,860 + ISP TLN/Merit \$10,850 + Backup ISP \$1830) , TLN ISP Contract thru 2021, Check on Cost Change
Transportation	1,946	1,319	1,952	1,967	1,532	2,000	1,500	Decrease
Conferences & Training	17,921	21,333	19,431	26,558	18,631	30,900	9,200	Decrease - Sup D
Community Promotion	55,170	76,192	66,341	61,534	59,604	63,295	63,160	Decrease - Sup E
Printing & Publishing	728	626	565	782	1,073	1,000	1,000	
Insurance & Bonds	36,242	38,823	39,189	42,168	43,559	45,000	52,000	Increase based on historic costs - Does Not Include Dividend Refund (divident not guaranteed)
Workers Comp.	4,968	3,827	5,244	4,516	4,511	5,000	5,000	
Public Utilities	153,912	149,452	156,325	162,826	169,904	165,000	166,000	Increase - Due to Expected fee increase. See Sup F.
Repairs & Maintenance	52,570	36,726	67,954	100,716	143,073	87,105	74,900	Decrease - (previous years higher due to water damage)
Miscellaneous	5,819	4,820	5,042	6,246	7,230	8,000	8,000	
Prior Yr Tax Refunds	32,178	5,032	4,778	151	805	5,000	2,000	Decreased - Based on history.
Bldg Addition	0	0	0	40,492	65,121	0	0	
Bldg System Replacement	2,433,203	0	0	646,281	0	50,000	100,000	Replace Internal Security System - All Three Floors - Can spread job out over several years if needed.
Furniture	648	22,612	29,974	20,856	33,022	18,200	4,000	Decrease - Sup C
Equipment (Tech)	195,905	278,261	81,512	119,587	121,851	36,350	22,550	Decrease - Sup C Equipment > \$500 (no depreciation funds) and Equipment < \$500. Includes Technology Equipment
Contingency	0	0	0	0	0	0	0	Future - If Funds are available
Equipment Reserve	0	0	0	0	0	20,000	84,650	Decrease - Sup C - Expend in Equipment. Equipment replacement with depreciated funds.
Furniture Reserve	0	0	0	0	0	4,040	0	Decrease - Sup C - Expend in Furniture
Building Reserve	0	0	0	0	0	0	0	
Technology Reserve	0	0	0	0	0	0	0	
TOTAL		6,126,191	3,757,954	3,620,669	4,528,143	3,974,492	3,931,605	4,029,630

SUPPLEMENT A - 2021

All Books & Materials

	2013	2014	2015	2016	2017	2018	2018	2019	2020	2021	
	Budget	Budget	Budget	Budget	Budget	Budget	Actual	Budget	Budget	Budget	
Youth Books	66,000	65,250	67,600	67,600	67,600	67,600	54,241	64,220	56,515	43,450	Decrease
Youth Audio/V	26,000	26,000	23,650	23,650	23,650	24,150	11,765	22,940	20,185	19,300	Decrease
Teen Print	23,000	23,000	19,587	19,000	15,800	15,800	19,272	17,200	13,760	12,400	Decrease
Teen AV	7,300	6,800	6,800	5,800	5,800	5,800	4,750	4,200	2,560	2,300	Decrease
Teen Graphic Novels	3,000			3,700	3,700	3,700	3,491	3,000	3,200	2,900	Decrease - 2019 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	38,800	40,000	*
Large Print	7,000	7,000	7,000	7,000	7,000	7,000	8,414	6,500	5,500	5,800	*
Adult Graphic Novels	4,000	4,000	2,000	2,000	3,000	3,000	3,249	2,800	2,200	2,000	Decrease
Adult Nonfiction	85,000	81,500	85,500	82,500	79,300	75,800	63,309	65,100	47,965	44,200	Decrease
Adult DVD	35,000	30,000	30,000	30,000	30,000	30,000	26,067	26,000	18,500	17,000	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	5,000	5,000	*
Adult Music	7,500	7,500	7,500	7,500	7,500	7,500	7,493	6,800	5,400	5,000	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	14,400	15,000	*
Serials/Continuations	40,000	40,000	40,000	38,000	24,000	24,000	22,852	18,000	14,000	12,500	Decrease. Was also decreased in 2019 & 2020 - smaller print reference collection
Periodicals	40,000	50,000	46,000	45,000	30,000	30,000	28,993	30,000	17,000	13,000	Decrease - less demand and less publication options
E-Periodicals (Flipster) **					15,000	15,000	12,192	15,000	15,000	5,800	Decrease - Switch to RBDigital in 2020 - Provided Cost Reduction
Electronic Reference****	70,500	75,500	75,000	83,000	85,000	79,500	30,347	60,000	48,000	35,000	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	65,000	70,000	Increase Due to Growing Demand of E Resources
E-Books & E-Audio (Hoopla) ***					8,000	16,500	30,000	30,000	33,000	37,200	Increase Due to Growing Demand of E Resources
E-Movies (Kanopy)								10,000	7,000	3,000	Decrease - less demand than expected
Digitization of Plymouth Observer								1,000	2,000	2,000	No Change - 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	250	300	
Special Collection Devel.	6,000	5,000	5,000	2,000	500	500	0	500	0	0	Eliminated in 2020. 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	435,235	393,150	

2019 & 2020 & 2021 Notes

Total 2021 Proposed decrease of 10%, Decrease of \$42,085

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

Overall Non E Materials decrease of 5% in 2019

E Materials in 2020 or 2021 not reduced except for Reduction in 2021 E-Periodicals due to RBDigital Price savings over Flipster pricing and Kanopy reduction

Relocation of print material funds to e materials due to COVID-19 not yet reflected in 2020 budget

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 Cancellations in 2019

PDL Staff canceled several databases in 2020 to help offset budget reductions

Updated 9/11/2020

	2015	2016	2017	2018	2019	2020	2021	Projects	
	Budget	Budget	Budget	Budget	Budget	Budget	Request	One Time Purchase	
3D Printers & Consumables			6,000	0	0	0			Moved to Supplies in 2018
Movers	300	1,000	1,500	1,000	1,000	3,500	1,000		
Consultants	21,700	10,000	10,000	5,000	5,000	7,000	6,000		VEBA, HR
Consultants - Marketing Plan					6,000	0			Marketing Plan
Legal	4,000	4,000	10,000	10,000	10,000	10,000	10,000		
Payroll	5,000	7,000	8,000	6,000	6,000	7,000	7,000		
Financial - Audit	11,000	11,000	15,000	14,000	14,000	14,000	14,000		Additional Reporting Required Annually Since 2017
Financial Software			22,600	25,000	0	0	23,730	Finance SW Update	New financial software to modernize work processes - BS&A - GL&AP&PO - Under consideration since 2018. Includes One time fee for conversion. Future Maintenance Cost \$1,860/Yr
TLN Delivery Service (Oct 2021 - Sept 2022)	4,000	4,000	6,000	6,000	6,000	6,100	6,100		Verify with TLN
Collection Agency	2,000	2,000	1,500	1,500	1,500	1,600	1,600		
Copier & Printer Maintenance & Consumables	6,000	9,000	9,000	4,800	6,500	8,000	8,000		Increase Last Year Due to Upgraded Lab Printers from State Appropriation Funding
Sirsi/Dynix Maintenance	76,200	68,000	72,000	73,640	88,000	96,000	103,000		Increase - Mobile App included in Annual Maintenance
Sirsi/Dynix BC Mobile				13,070	0	0	0		Mobile App
Cataloging	16,000	16,000	18,000	19,000	19,000	20,100	22,000		SkyRiver, WebDewey, FirstSearch/WorldCat
Network Support	7,000	7,000	14,400	19,600	26,950	7,500	10,000		Increase - Server Maintenance, LINUX, Firewall Support and Firmware Upgrade, Cadre/Checkpoint
Software Licensing	27,750	15,000	17,000	20,700	16,760	35,055	45,705		Increase - Due to additional COVID software and new server. Includes Email, Deep Freeze, Envisonware,Checkpoint/Cadre, Malware.
Telephone System	6,400	6,400	500	500	500	1,500	1,000		Decrease - Equipment Adjustments, Maintenance Covered through 2021
Custodial	52,000	54,000	54,000	53,000	68,200	68,880	69,000		Daily Cleaning
Elevators	9,000	9,500	0	0	0	0	0		In Repairs & Maintenance
Mechanical Equip.	10,000	10,000	0	0	0	0	0		In Repairs & Maintenance
Building Security (Fire & Burglar) Monitor	1,000	2,000	6,000	6,000	6,200	7,000	7,000		Increased in 2017 due to Fire & Burglar Upgrades - Guardian
Carpet & Furniture Cleaning	15,000	17,000	17,000	13,000	15,800	15,800	15,800		To maintain carpet increased Carpet Cleaning in High Traffic Areas in 2019. Includes Furniture (Staff and Public)
Floor Mats/Windows/Power Wash Brick	6,000	6,000	8,500	8,500	8,200	8,200	8,200		Includes Windows & Power Wash Exterior Twice Year.
Waste Disposal	1,100	1,200	1,400	1,100	1,400	1,500	1,500		City & Shred Service
Parking Lot Maintenance	2,500	2,500	0	0	0	0	0		See Snow Removal
Miscellaneous	10,000	10,000	22,250	12,000	12,000	12,000	12,000		Includes Memberships
Lawn Care	6,000	11,300	14,000	10,000	12,000	9,140	10,065		Landscaping/Planters (Partial Offset - Donation). Includes 3 Shrub Trims, 2 Trees. Include Mulch (Every Other Year)
Holiday Lights					1,900	2,160	2,160		Previously in Landscaping
Landscape Project			4,000	3,000	0	0	0		Complete Landscaping by DTE Transformer - Future. Waiting on DTE Repairs
Paver Maintenance						12,510	0		Full Maintenance - clean and resand every five or six years- 1st service in 2022
Printer Maintenance/Toner	6,000	6,000	6,000	0	0	0	0		Check on Cannon Public Printer Service Contract
Snow Removal			2,500	4,050	4,050	4,500	4,500		Covers Non Snow Melt Areas. Previously in Parking Lot Maintenance
Sub Facilities Help						2,000	2,000		Contract firm when necessary for backup facilities help.
Thermal Imaging						10,000	0		
TOTAL	305,950	289,900	347,150	330,460	336,960	371,045	391,360		

294,860 304,010 346,035 **367,630** Without One Time Project Costs of

Financial Software Upgrades
23,730

	FURNITURE & SHELVING	Expend out of Furniture	
F	Furniture - Repairs & Refurbish	4,000	
	TOTAL FURNITURE	4,000	
	EQUIPMENT	Expend out of Equipment	
E	Equip <\$500	21,200	
ER	Contribution from E Reserve (Depreciation)	84,650	
E	Equip >\$500 (not from Depreciation)	1,350	
	TOTAL EQUIPMENT	107,200	

SUPPLEMENT C - 2021
Furniture & Equipment

Update
9/11/2020

Replacements not depreciated and new <\$500
Staff Computers and Monitors, 3 Public MFD
Laptop for Director

GRAND TOTAL FURNITURE & EQUIPMENT 111,300

Equipment Over \$500

			Unit Price	Quantity	Replace	Age Equipment Replacing	New	
ER	Staff Computers & Monitors	5,600	700	8	Yes			
ER	Server for Virtualization	8,000		1	Yes	2015		
ER	Server for Phone Messages	3,000		1	Yes			
ER	Staff MFD - Printer, copier, scanner	16,000	8000	2	Yes	2014		Other options include leasing, contract includes toner
ER	Security Camera Servers & Licenses	49,350		1	Yes	2015		Replaces 3 current servers (cost \$40,000) with 1 unit with 128 TB memory
ER	Replacement Laptops (Projector and Teen Mac)	2,700	1350	2	Yes	2014		
E	Laptop for Director	1,350		1			Yes	Director currently using Teen program laptop
		86,000						

Equipment Under \$500

E	Youth Early Literacy iPad Stations	1,600	400	4	Yes	2014		Replace youth AWE Literacy Stations for Younger Children - Use Donation/Friends Funds
E	Youth Early Literacy iPad Stations	1,600	400	4	Yes	2014		Replace youth AWE Literacy Stations for Older Children - Use Donation/Friends Funds
E	Monitors for Staff	3,000	125	24	Yes	2012		
E	Misc.	5,000						Replace small equipment
E	BOSCH STEM Grant	10,000		TBD				Teen Services Project TBD - BOSCH Grant - Spring 2021
		21,200						

Dep= Depreciated Equipment Funds

F= Furniture

FR= Furniture Reserve

E= Equipment

ER= Equipment Reserve

Software & Licensing - In Contract Services

Youth Staff requesting multi touch play table

Not included this year due to COVID-19 but will look for grant/donation funding to cover this future expense.

SUPPLEMENT D - 2021
 Conferences and Continuing Ed

Update
 9/11/2020

	Budget 2018	Budget 2019	Budget 2020	Request 2021	
National Conferences Virtual				1000	New Category to Replace Out of State
Out of State Conf - ALA,PLA, CES, Etc.	16,000	16,000	17,000	2,500	Decrease - One Out of State trip for ALA Council Member
Out of State Conf (Board)	2,750	0	2,500	0	Decrease
Out of State CES (Board)			0	0	
Board In State	0	400	400	200	Decrease - Virtual Expected
MLA Spring Institute (4)	2,400	2,400	400	400	Decrease - Virtual Expected
MLA or Other (8 PT - one day)	2,900	2,900	2,800	1,200	Decrease - Virtual Expected
PT - Other	300	300	0	0	Decrease
MERS (2)	600	800	800	400	Decrease - Virtual Expected
Continuing Ed	3,000	3,000	2,500	1,500	Decrease - Traditionally Online Learning
Technical Services Staff In State	1,200	500	500	0	Decrease
Tech - Network/LINUX/Windows/CES/Other	5,000	5,000	4,000	2,000	Decrease
TOTAL	34,150	31,300	30,900	9,200	Decrease

Community Promotion

SUPPLEMENT E - 2021
Updated 9/11/2020

		Budget	Budget	Budget	
		2019	2020	2021	
Newsletter-Four issues					
Per Year	Layout	5,600	5,600	5,600	
	Printing	11,540	11,540	11,540	
	Postage	5,500	5,500	6,000	
E-Newsletter Subscription		1,900	2,480	1,890	Constant Contacts- Currently 25,000 contacts
E-Newsletter Layout Help				2,700	Constant Contacts - Local CC Layout Expert - 2 issues per month + 1 issue for new users per month. This new cost is offset by the elimination of \$ in salaries for PT Marketing Employee
Book Page		1,800	1,940	1,780	Decrease - 300 Copies in 2021 Per Month, Reduction from 500/month in 2020
Volunteers		1,800	1,800	1,800	Luncheon, miscellaneous
Youth Services		14,000	14,000	10,000	Incl Friends reimbursement & Donations/Grants - Decrease
Teen		10,000	10,365	8,000	Incl Friends reimbursement & Donations/Grants - Decrease
Adult Services		6,000	6,000	10,000	Incl Friends reimbursement & Donations/Grants - Increase Offset by Youth Decrease
Advertising		4,020	2,570	2,500	Decrease - Social Media, Chamber, Festivals, HS, Plymouth Today, Facebook, Etc
Miscellaneous		1,000	1,500	1,350	Decrease - Giveaways, Other Services and Events, Incl Friends reimbursement
	TOTAL	65,179	63,295	63,160	Decrease

Plymouth District Library
 SUPPLEMENT F - 2021
 Public Utilities

9/11/2020

	2012	2013	2014	2015	2016	2017	2018	2018	2019	2020	2021
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Actual	Budget	Budget	Budget
Consumers Energy	23,640	23,416	27,023	14,376	10,360	11,841	15,000	17,140	18,000	21,000	20,000
Det Ed	160,743	162,042	149,218	131,013	130,855	129,436	130,000	137,441	133,000	135,000	135,000
City of Plym Water	6,667	5,551	5,785	8,523	8,237	15,049	12,000	8,244	10,000	9,000	11,000
TOTAL	191,050	191,009	182,026	153,912	149,452	156,326	157,000	162,825	161,000	165,000	166,000

Increase in 2020 due to DTE fee increase

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
Some Upper Level Lighting Coverted to LED	2020	Decrease

Future Energy Savings Project to Consider - Interior LED Lighting Conversion