



Wixom Public Library
Proposed
Library Budget
FY 2020-2021

WIXOM PUBLIC LIBRARY

Read. Discover. Connect.

May 19, 2020

Greetings Wixom Residents,

Please find attached to this letter, information regarding the Wixom Public Library's proposed budget for the fiscal year running from July 1, 2020 through June 30, 2021. The Library's Budget Committee has recommended this budget to the Library Board and the Library Board gave preliminary approval to this budget at its May 18, 2020 regular meeting.

This proposed budget covers the Library's general operations and provides for the daily operation of the Library. The revenue portion shows the sources of funds for Library support. The expense portion outlines the amounts budgeted to cover staff wages and benefits, expenses for books and other library materials as well as the variety of costs to operate and maintain the building and support Library functions. The proposed budget is a balanced budget and maintains the Library's current slate of open hours and collections spending as well as keeping Library expenses in balance with historical trends.

The budget is based on a millage levy of 1.0743 mills. The millage rate has been reduced by 0.0011 mills due to Headlee Rollback calculations. The millage rate is reduced from the 1.08 mil approved by voters in 2016 and the 1.0754 mil levied this fiscal year.

This packet contains several items. The public notice for the budget will be run in the legal notice section of the Spinal Column newspaper on Wednesday, May 20, 2020 and will also be posted to the public notice section of the Spinal Column website. The budget is presented to the public for consideration. The Library Board will take comments from the public at an electronic public hearing on the budget on Monday, June 8 at 7 pm. After the public hearing, the Board will adopt, amend and adopt, or reject the budget.

Questions regarding the budget may be directed to the Library Director, Andrea Dickson via e-mail at andrea@wixomlibrary.org. Voicemails may also be left at (248) 624-2512 during the COVID-19 closure. Emails will receive the quickest response.

Sincerely,

Andrea Dickson
Library Director



WIXOM PUBLIC LIBRARY

49015 Pontiac Trail • Wixom, MI 48393

Phone: (248) 624-2512 • Fax: (248) 624-0862 • www.wixomlibrary.org

DEPT-	LIBRARY
FUND-	LIBRARY
FUND 10	
DATE	May 19, 2020

ACCOUNT NUMBER	ACCOUNT CATEGORY & ACCOUNT NAME	ACTUAL	CURRENT BUDGET	ACTUAL 8 MTH	EST. ACTUAL	LIB DIRECTOR PROPOSED	LIB BOARD APPROPR
		2018-19	2019-20	02/29/20	06/30/20	2020-21	2020-2021
REVENUES							
271-000-402.010	Real Property Taxes	\$621,245	\$652,221	\$644,049	\$652,221	\$675,727	
271-000-410.010	Personal Property Taxes	\$115,427	\$112,787	\$109,011	\$112,787	\$132,702	
271-000-412.010	Delinquent Interest and Penalties	\$1,482	\$1,100	\$684	\$1,100	\$1,200	
271-000-420.010	Del Personal Property Tax	-\$735	\$0	\$0	\$0	\$0	
271-000-437.010	IFT Property Taxes	\$6,547	\$6,290	\$6,290	\$6,290	\$6,197	
271-000-437.011	IFT Job Shortfall Revenue	\$0	\$0	\$0	\$0	\$0	
271-000-501.040	Federal Grants	\$3,147	\$3,150	\$2,618	\$2,618	\$3,500	
271-000-539.041	State Grants	\$11,801	\$10,715	\$0	\$10,715	\$9,000	
271-000-573.010	Local Community Stabilization	\$81,658	\$43,039	\$42,893	\$43,039	\$44,000	
271-000-581.010	Maple North Service Income	\$0	\$0	\$0	\$0	\$0	
271-000-583.040	Other Grants	\$0	\$0	\$0	\$0	\$0	
271-000-655.060	Penal Fines	\$28,831	\$28,000	\$0	\$28,000	\$24,000	
271-000-664.020	Interest Income	\$12,584	\$6,000	\$6,122	\$6,000	\$6,000	
271-000-664.021	Insurance Revenue Distr	\$1,954	\$2,000	\$0	\$2,000	\$2,000	
271-000-665.021	Circulation Fines & Fees	\$18,904	\$20,000	\$10,890	\$15,000	\$14,000	
271-000-671.022	Pay phone revenue	\$0	\$0	\$0	\$0	\$0	
271-000-671.023	Renaissance Zone Funding	\$0	\$0	\$0	\$0	\$0	
271-000-671.025	Miscellaneous Income	\$1,665	\$2,300	\$1,099	\$2,300	\$2,000	
271-000-674.021	Donation to Library	\$3,420	\$3,700	\$1,650	\$3,700	\$3,500	
271-000-696.025	Insurance Loss Payment	\$0	\$0	\$0	\$0	\$0	
271-000-697.000	Appropriations from Fund Bal.	\$0	\$0	\$0	\$110,274	\$0	
	CATEGORY TOTAL	\$907,930	\$891,302	\$825,306	\$996,044	\$923,826	
EXPENDITURES							
271-790-703.704	Salary -- Full-Time Librarians	\$242,677	\$250,833	\$173,653	\$248,108	\$299,895	
271-790-703.707	Salary -- Part-Time Staff	\$102,309	\$110,611	\$66,900	\$110,611	\$109,925	
271-790-703.708	Salary -- Part-Time Professional	\$16,471	\$24,675	\$19,421	\$29,675	\$3,648	
271-790-708.704	Sick Time Pay - FT Librarians	\$0	\$0	\$0	\$0	\$0	
271-790-709.100	Fringes -- Library	\$80,523	\$91,444	\$56,235	\$91,444	\$107,607	
271-790-709.705	Fringes -- HRA Expense	\$2,682	\$4,000	\$1,208	\$4,000	\$4,000	
271-790-709.709	MERS DB Closeout Costs	\$6,594	\$27,711	\$0	\$27,711	\$27,731	
271-790-718.700	Multi-Peril Insurance	\$7,115	\$7,500	\$6,253	\$7,500	\$7,500	
271-790-726.700	Books and Periodicals	\$61,142	\$64,000	\$39,108	\$68,000	\$65,000	
271-790-727.700	Library Supplies	\$5,980	\$5,200	\$4,314	\$6,700	\$5,400	
271-790-728.700	Computer Software/Maint	\$12,040	\$13,800	\$11,559	\$15,300	\$14,094	
271-790-728.701	Library Network	\$38,894	\$40,000	\$29,670	\$40,000	\$42,340	
271-790-730.700	Printing and Postage	\$4,440	\$4,100	\$2,981	\$4,100	\$3,200	
271-790-731.708	Natural Gas Expense	\$9,218	\$9,750	\$4,814	\$9,750	\$9,750	
271-790-801.700	Consultants and Personnel	\$1,050	\$1,000	\$400	\$1,000	\$1,000	
271-790-801.701	Consultant - System Admin	\$4,550	\$3,250	\$3,250	\$3,250	\$3,250	
271-790-850.700	Telephone	\$2,021	\$1,850	\$1,338	\$1,850	\$2,200	
271-790-930.700	Maintenance and Repairs	\$6,477	\$7,000	\$4,436	\$7,000	\$6,900	
271-790-955.701	Conferences and Workshops	\$1,225	\$1,150	\$730	\$1,150	\$1,100	
271-790-956.700	Travel Expense	\$419	\$1,310	\$216	\$1,310	\$900	
271-790-956.701	Community Programming	\$7,597	\$10,600	\$5,123	\$10,600	\$9,500	
271-790-956.702	Audio Visual Supplies	\$809	\$2,000	\$832	\$2,000	\$1,000	
271-790-956.704	Custodial Supplies	\$148	\$200	\$99	\$200	\$1,000	
271-790-956.709	Electrical Expense	\$25,082	\$28,750	\$16,232	\$28,750	\$26,000	
271-790-958.700	Audit	\$8,865	\$9,042	\$9,042	\$9,042	\$9,500	
271-790-959.701	Audio Visual Materials	\$19,905	\$19,000	\$9,659	\$21,000	\$19,000	
271-790-959.702	Electronic Resources	\$19,122	\$22,750	\$17,685	\$25,750	\$30,000	

DEPT-	LIBRARY
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		2018-19	2019-20	02/29/20	06/30/20	2020-21	2020-2021
271-790-959.703	Donated Materials	\$1,929	\$1,800	\$889	\$1,800	\$1,500	
271-790-959.704	Collections - Realia	\$1,619	\$1,100	\$442	\$1,100	\$900	
271-790-959.706	Miscellaneous Expense	\$2,320	\$1,800	\$1,477	\$1,800	\$1,800	
271-790-959.708	Memberships	\$1,259	\$1,410	\$1,309	\$1,410	\$1,495	
271-790-961.700	Custodial Services	\$11,470	\$11,900	\$6,475	\$11,900	\$14,000	
271-790-961.701	Capital Improvements	\$60,602	\$25,000	\$77,481	\$115,467	\$5,000	
271-966-999.000	Transfer Out -- City Services	\$70,978	\$72,500	\$41,054	\$72,500	\$73,500	
271-966-999.705	Transfer Out - Retiree Benefits	\$10,417	\$14,266	\$9,511	\$14,266	\$14,191	
	CATEGORY TOTAL	\$847,949	\$891,302	\$623,796	\$996,044	\$923,826	
	EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	\$59,981	\$0	\$201,510	\$0	\$0	\$0
10 00-00 3000	FUND BALANCE 7/1	\$317,684	\$377,665	\$377,665	\$377,665	\$267,391	\$267,391
	Capital Imp-Fund Bal	\$59,981			\$110,274	\$0	\$0
	FUND BALANCE 6/30	\$377,665	\$377,665	\$377,665	\$267,391	\$267,391	\$267,391

**NOTICE OF BUDGET HEARING
WIXOM PUBLIC LIBRARY BOARD
WIXOM PUBLIC LIBRARY**

June 8, 2020 at 7:00 p.m.

THE MEETING WILL BE HELD ELECTRONICALLY.

The Wixom Public Library Board will hold a public hearing on the proposed Library budget for the fiscal year July 1, 2020 – June 30, 2021 electronically on June 8, 2020 at 7:00 p.m. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** A copy of the budget, including the proposed property tax millage rates, is available for public inspection on the Library's website wixomlibrary.org.

The Library must hold a public hearing before the final adoption of the budget. Any interested person will be given the opportunity to be heard at the public hearing regarding the proposed budget.

Pursuant to Executive Order 2020-75, the Library gives notice of the following:

1. Reason for Electronic Meeting. The Library Board is meeting electronically because the Library may be closed on the date of the hearing. Therefore, the Library wants to ensure participation by the public if the public cannot be physical present and provide comment in the Library. The Library may meet electronically until June 30, 2020 pursuant to Executive Order 2020-75.

2. Procedures. The public may participate in the meeting electronically and may make public comment by joining the meeting at <https://us02web.zoom.us/j/81842545214> or dialing US: +1 312 626 6799 and entering the webinar ID 818 4254 5214.

3. Contact Information. For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Andrea Dickson, Library Director, at andrea@wixomlibrary.org prior to the start of the meeting.

4. Persons with Disabilities. Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Andrea Dickson, Library Director, at andrea@wixomlibrary.org within a reasonable time in advance of the meeting.

Dated: 5/15/20

Andrea Dickson
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(248) 624-2512