

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
March 15, 2016
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, March 15, 2016 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	3/11/16
2a	Request to remove items from the Consent Agenda for Discussion	3/11/16
2b	Motion to approve the order of items for the regular and consent agendas	3/11/16
5	Motion to approve remaining consent agenda items 6-8d	3/11/16
6	Regular Board Meeting Minutes of 1-19-16	3/11/16
7a	Cash Disbursements	3/11/16
7b	Revenues/Expenditures Budget Report	3/11/16
7c	Energy Report	3/11/16
8a	President's Report	3/11/16
8b	Director's Report	3/11/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook – no report	
8c	Art Committee –no report	
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Development Committee –Meeting Minutes of 3-7-16	3/11/16
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee	
8c	Jeanette P. Myers Scholarship Committee –no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	FY 2015/2016 Budget Close	3/11/16
11b	FY 2016/2017 Proposed Budget	3/11/16
13	Motion to approve any items removed from the consent agenda	3/11/16

	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Planning Memo	3/11/16
	Administrative Calendar – April 2016	3/11/16

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 15, 2016
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of February 16, 2016
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - c. Committee: *Art Committee *Ad Hoc*
*Bloomfield Township Liaison
*Building, Grounds, Landscape, Interiors
*Cranbrook
*Development
*Finance
*Friends of the Library Liaison
*Jeanette P. Myers Scholarship Selection
*Personnel
*Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. FY 2015/2016 Budget Close
 - b. FY 2016/2017 Proposed Budget
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, April 26, 2016 at 7:00 p.m.
16. Executive Session regarding Library Director Performance Review and Contract
17. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**REQUEST TO REMOVE ITEMS FROM THE CONSENT AGENDA
FOR DISCUSSION**

I REQUEST THAT ITEM (S):

**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

OPTION - NO AMENDMENT NEEDED:

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

OPTION - AMENDMENT TO AGENDA:

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

I move to approve the remaining items on the consent agenda.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES**

Oakland County, Michigan
Tuesday, February 16, 2016

At 7:00p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by Vice President Pam Williams.

Present: Trustees: Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Pam Williams, Joan Luksik via conference call.

Unable to attend: Peggy Cohen

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona

Guests: Robin Lang, SOC representative; Klaren Gerhart, Township resident; Ed Niemchak, Adult Services Librarian.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Judy Lindstrom **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Vice President, Pam Williams welcomed everyone. She stated she is so very proud of the Library staff because of the positive image we have in the community. She hears many complimentary comments regarding the Library from Township residents!

Director's Verbal Report:

Carol instructed the Trustees to review the Annual letter to the Library Board from our auditors. Trustees received the letter in their gray folders at the meeting.

Carol stated that it is the Library's turn to host the author for Everyone's Reading, Lisa See. The program will be held at Temple Beth El on April 12th at 7:00 p.m. Tickets are available online at our website.

Carol shared the Adaptive Umbrella workshop brochure. This workshop will take place on Thursday, April 28th here at the Library. Youth Services Assistant Department Head, Jen Taggart, puts together this program courtesy of the Friends of the Library and their generous funding for this program. This is very well attended.

Carol shared a BIG thank you to the Friends of the Bloomfield Township Public Library for their recent gift of over \$40,000.00! Their generosity will allow the Library to fund many wonderful programs and complete many Library improvements.

At this time, Adult Services Librarian Ed Niemchak shared information about the new Adult Special Needs Collection. Ed shared materials with the Board and some high interest low level reading titles that are written by popular authors for this specific audience. He has been collaborating with Jen Taggart and the programs thus far have been well attended. Ed is very excited to provide these services to this adult specific audience.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Joan welcomed Robin Lang, SOC representative and Klaren Gerhart, Township resident.

UNFINISHED BUSINESS:

No discussion items at this time.

NEW BUSINESS:

11a Grounds Maintenance and Snow Removal Bids

A request for bids for grounds maintenance and snow removal services went out on November 18, 2015. At the deadline of December 21, 2015 two companies submitted bids; Ace Landscaping, Lawn Care, and Snow Removal and Great Oaks Maintenance. Tree fertilization and garden maintenance services were not included in this bid. The Trustees were presented with the comparison of both companies' bids. Administration recommended that the bids for Bloomfield Township Public Library lawn maintenance and snow removal services be awarded to Ace Landscaping, Lawn Care, and Snow Removal beginning April 1, 2016. The Building and Grounds Committee reviewed all the information and supports this recommendation.

After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **TO AWARD THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY LAWN MAINTENANCE AND SNOW REMOVAL SERVICES BID TO ACE LANDSCAPING, LAWN CARE, AND SNOW REMOVAL, PO BOX 75, CLAWSON, MI 48017 BEGINNING ON APRIL 1, 2016.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

11b Proposed Fines and Fees Schedule

Carol stated that each year the Department Heads and Administration conduct an annual review of the Fines & Fees schedule in preparation for completing the FY 2016/2017 library budget. Several changes were recommended for this year. The most significant change proposed is to eliminate the rental collection by converting it into a free collection with very short loan periods. This will allow more patrons access to new and popular books and DVD's without having to endure long hold periods. This will be called HITS which stands for *High Interest Titles*. The loan period for HITS books is seven days and the rental fee would be removed. No renewals or holds would be allowed on these books. Overdue fines will be the same as regular three week loan books. The DVD HITS collection will have a loan period of two days for township residents and one day for non -residents. Another change is the addition of Photocopied Articles. Township residents will be able to request a photocopy of an article owned by another loaning institution. Charges for these items will be determined by the loaning institution. Several other changes were presented and Carol provided the Trustees with a copy of the Proposed 2016 Fines and Fees Schedule for their review.

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO APPROVE THE SECHEDULE OF FINES & FEES AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2016.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No discussion

After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **TO APPROVE AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Judy Lindstrom reminded Trustees of the Development Committee Meeting on March 7, 2016 at which time there will be discussion regarding which books to choose for the read-a-thon.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, March 15, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments March 2016

New Vendors:

Patricia Kjolhede is a new vendor for a library program.

Presidio Infrastructure Solutions, LLC. is a new name for a previous vendor, Netech, a technology solutions firm.

Sheryl Martin is a new vendor for a library program.

Tamarack District Library is a new vendor for a Melcat item.

General Fund Advance

- Check #15811 payable to Livonia Public Library in the amount of \$10.00 is payment for Library Shop items.
- Check #15821 payable to Midwest Tape in the amount of \$10,000.00 is payment for the Library's Hoopla subscription.

General Fund

- Check #15824 payable to Alexander Street Press in the amount of \$1,257.80 is payment for an online music database subscription.
- Check #15832 payable to Bloomfield Township in the amount of \$215,611.19 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual minus a \$16,635.52 insurance reimbursement for stolen games.
- Check #15839 payable to the Charter Township of Bloomfield in the amount of \$10.00 was payment for a library program DVD.
- Check #15840 payable to Digital Brain in the amount of \$3,000.00 was payment for an annual agreement for website technical support.
- Check #15842 payable to Frank Rewold and Son, Inc. in the amount of \$2,808.00 was payment for lobby tile floor, roof drain and capital project plan project assistance.

- Check #15843 payable to Goldner Walsh Nursery, Inc. in the amount of \$12,320.00 was payment for an annual garden maintenance agreement.
- Check #15858 payable to Professional Engineering Associates, Inc. in the amount of \$840.00 is payment for roof drain mapping.
- Check #15865 payable to Tamarack District Library in the amount of \$15.99 is payment for a lost item borrowed for a Bloomfield Township patron through MelCat. The patron has been billed for this amount.
- Check #15867 payable to The Library Network in the amount of \$1,504.95 is payment for a book ordered and our annual Consumers Reports database subscription.

Gift Fund

- Check #4666 payable to Detroit Historical Society in the amount of \$500.00 was payment for our February exhibit of valentines in the lobby display cases.
- Check #4668 payable to the Charter Township of Bloomfield in the amount of \$80.00 was payment for concert DVDs.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2016

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
15807	2/5/16	LAWRENCE IRWIN	104.01	50.00
15808	2/5/16	PETTY CASH - BTPL	104.01	154.13
15809	2/5/16	FACE FLAIR LLC	104.01	200.00
15810	2/5/16	HOME DEPOT CR. SERV.	104.01	199.21
15811	2/5/16	LIVONIA PUBLIC LIBRARY	104.01	10.00
15812	2/5/16	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
15813	2/5/16	T MOBILE	104.01	27.38
15814	2/5/16	UNITED STATES POSTAL SERVICE	104.01	1,500.00
15815	2/5/16	Thomas Corliss	104.01	44.85
15816	2/5/16	Emily Hudak	104.01	72.70
15817	2/16/16	Marianne Abdoo	104.01	39.72
15818	2/16/16	Jerry Ashley	104.01	31.62
15819	2/16/16	Martha McGee	104.01	69.74
15820	2/16/16	AT&T	104.01	491.39
15821	2/16/16	MIDWEST TAPE	104.01	10,000.00
15822	2/16/16	VERIZON WIRELESS	104.01	201.60
15823	2/16/16	FLAGSTAR BANK	104.01	3,030.76
Total				\$16,201.10
REGULAR CHECKS:				
15824	3/4/16	ALEXANDER STREET PRESS	104.01	1,257.80
15825	3/4/16	ARBOR OAKLAND GROUP	104.01	2,070.00
15826	3/4/16	ARROW OFFICE SUPPLY CO.	104.01	404.90
15827	3/4/16	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	210.54
15828	3/4/16	ATLAS BUSINESS SOLUTIONS	104.01	150.00
15829	3/4/16	BACKER LANDSCAPING, INC.	104.01	5,600.00
15830	3/4/16	BAKER & TAYLOR, INC.	104.01	11,856.53
15830a	3/4/16	VOID	104.01	
15830b	3/4/16	VOID	104.01	
15831	3/4/16	BLACKSTONE AUDIO, INC.	104.01	851.22
15832	3/4/16	BLOOMFIELD TOWNSHIP	104.01	215,611.19
15833	3/4/16	BRILLIANCE PUBLISHING, INC.	104.01	589.29
15834	3/4/16	BUTZEL LONG	104.01	117.00
15835	3/4/16	CDW GOVERNMENT, INC.	104.01	829.00
15836	3/4/16	CENGAGE LEARNING/GALE	104.01	4,718.75
15837	3/4/16	CENTER POINT PUBLISHING	104.01	3,127.38
15838	3/4/16	CENTRAL BUSINESS SYSTEMS, INC.	104.01	140.35
15839	3/4/16	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	10.00
15840	3/4/16	DIGITALBRAIN LLC	104.01	3,000.00
15841	3/4/16	DU ALL CLEANING, INC	104.01	4,730.00
15842	3/4/16	FRANK REWOLD AND SON, INC.	104.01	2,808.00
15843	3/4/16	GOLDNER WALSH NURSERY, INC.	104.01	12,320.00
15844	3/4/16	INGRAM LIBRARY SERVICES	104.01	41.98
15845	3/4/16	JANWAY COMPANY	104.01	108.46
15846	3/4/16	PATRICIA KJOLHEDE	104.01	200.00
15847	3/4/16	LJ ROLLS REFRIGERATION CO., INC	104.01	2,359.57
15848	3/4/16	LAKESHORE LEARNING MATERIALS	104.01	83.85
15849	3/4/16	LEXISNEXIS MATTHEW BENDER	104.01	1,330.00
15850	3/4/16	MERGENT, INC.	104.01	10,546.00
15851	3/4/16	MIDWEST TAPE	104.01	9,720.80
15851a	3/4/16	VOID	104.01	
15851b	3/4/16	VOID	104.01	
15851c	3/4/16	VOID	104.01	

Check #	Date	Payee	Cash Account	Amount
15852	3/4/16	NICHOLS/NETWORK SERVICES CO	104.01	1,380.39
15853	3/4/16	OMNIGRAPHICS	104.01	62.00
15854	3/4/16	OVERDRIVE	104.01	10,245.29
15855	3/4/16	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,080.17
15856	3/4/16	PENGUIN RANDOM HOUSE LLC	104.01	843.00
15856a	3/4/16	VOID	104.01	
15857	3/4/16	PRESIDIO INFRASTRUCTURE SOLUTIONS LLC	104.01	92.50
15858	3/4/16	PROFESSIONAL ENGINEERING ASSOC., INC.	104.01	840.00
15859	3/4/16	QUALITY BOOKS INC.	104.01	43.90
15860	3/4/16	RECORDED BOOKS, LLC	104.01	813.81
15861	3/4/16	RICOH USA, INC	104.01	2,931.34
15862	3/4/16	SHOPLET.COM	104.01	291.65
15863	3/4/16	SIEMENS INDUSTRY, INC.	104.01	2,054.54
15864	3/4/16	STAPLES ADVANTAGE	104.01	1,490.78
15865	3/4/16	TAMARACK DISTRICT LIBRARY	104.01	15.99
15866	3/4/16	TANTOR MEDIA	104.01	139.96
15867	3/4/16	THE LIBRARY NETWORK	104.01	1,504.95
15868	3/4/16	THE LIBRARY STORE, INC.	104.01	556.58
15869	3/4/16	ULINE	104.01	218.33
15870	3/4/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	161.10
15871	3/4/16	VIGILANTE SECURITY	104.01	1,950.00
15872	3/4/16	WALLACEBURG BOOKBINDING & MFG	104.01	196.19
15873	3/4/16	WESTON WOODS	104.01	266.46
Total				<u><u>\$321,971.54</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4666	2/16/16	DETROIT HISTORICAL SOCIETY	102.03	500.00
4667	2/16/16	FLAGSTAR BANK	102.03	67.97
				<u><u>\$567.97</u></u>
REGULAR CHECKS:				
4668	3/4/16	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	80.00
4669	3/4/16	DAROLD GONZALES	102.03	300.00
4670	3/4/16	SHERYL MARTIN	102.03	1,500.00
4671	3/4/16	SCOTT NELSON	102.03	130.00
4672	3/4/16	OVERDRIVE, INC.	102.03	154.40
Total				<u><u>\$2,164.40</u></u>

Bloomfield Township Public Library 2015-2016 General Fund Budget

7b

PRESENTED: MARCH 15, 2016 FOR THE MONTH OF: FEBRUARY 2016

Eleven months 91%

ACCOUNT NAME	2015-2016	2015-2016	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	ADOPTED BUDGET AS OF MAR 17, 2015	AMENDED BUDGET AS OF AUG 18, 2015				
<u>Revenues</u>						
Taxes	\$6,631,643	\$6,679,297	\$2,126,119	\$6,275,580	93.96%	(\$403,717)
Penal Fines	\$55,009	\$55,009	\$0	\$82,987	150.86%	\$27,978
State Aid	\$24,198	\$24,198	\$0	\$12,207	50.45%	(\$11,991)
Circulation Fines & Fees	\$127,296	\$127,296	\$9,383	\$102,649	80.64%	(\$24,647)
Charges for Services	\$11,910	\$11,910	\$484	\$14,115	118.52%	\$2,205
Investment earnings	\$114,613	\$114,613	(\$2,584)	\$8,561	7.47%	(\$106,052)
Miscellaneous	\$9,334	\$9,334	\$375	\$11,640	124.70%	\$2,306
Total Revenues	\$6,974,003	\$7,021,657	\$2,133,776	\$6,507,738	92.68%	(\$513,919)
<u>Expenditures</u>						
Personnel	\$3,693,694	\$3,664,619	\$231,693	\$3,211,876	87.65%	(\$452,743)
Library Services	\$770,071	\$778,571	\$72,746	\$655,376	84.18%	(\$123,195)
Facilities & Equipment	\$1,073,472	\$1,079,857	\$47,501	\$803,827	74.44%	(\$276,030)
Other Operating Expenditures	\$449,121	\$453,621	\$456	\$217,057	47.85%	(\$236,564)
Total Expenditures	\$5,986,358	\$5,976,668	\$352,396	\$4,888,136	81.79%	(\$1,088,532)
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$1,044,989		\$1,619,602		
Fund Balance - Ending	\$9,846,161	\$10,106,600		\$10,681,213		

Amendments to the budget:

None

Non-spendable Fund Balance (includes all fixed assets)	\$25,930,327	\$25,123,307
Restricted Fund Balance (nothing)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$4,251,572	\$4,463,328
Assigned Fund Balance (is \$457,812 (3/31/15 compensated absences accrual) plus \$5,024,164 OPEB obligation plus \$24,300 capital improvements)	\$5,494,588	\$5,506,276
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,001	\$136,996

**Bloomfield Township Public Library
2015-2016 Gift Fund Budget**

7b

PRESENTED: MARCH 15, 2016 FOR THE MONTH OF: FEBRUARY 2016

Eleven Months 92%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF JAN 31, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$643	\$77,138	\$506	\$77,138	100.00%	\$0
Investment Earnings	\$157	\$157	\$241	\$370	235.85%	\$213
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$77,295	\$747	\$77,508	100.28%	\$213
<u>Expenditures</u>						
Library Services	\$20,194	\$41,624	\$2,878	\$31,484	75.64%	(\$10,140)
Facilities & Equipment	\$59,476	\$62,599	\$0	\$55,595	88.81%	(\$7,004)
Other Operating Expenditures	\$95,794	\$149,281	\$25,051	\$53,363	35.75%	(\$95,918)
Total Expenditures	\$175,464	\$253,504	\$27,929	\$140,442	55.40%	(\$113,062)
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$176,209)		(\$62,934)		
Fund Balance - Ending	\$158	\$157		\$113,432		

Amendments to the budget:
All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
February 2016

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	2/29/2016	\$139,981.32
	Flagstar Public Funds Savings	0.35%	2/29/2016	\$199,964.16
	Flagstar Premier Public Entities Checking	0.25%	2/29/2016	\$25,440.10
	RBC Capital Cash/Money Market	0.01%	2/29/2016	\$1.55
	RBC Capital - Investments	1.44%	2/29/2016	\$10,651,383.16
	Total General Fund			<u><u>\$10,876,788.97</u></u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	2/29/2016	\$89,093.73
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	2/29/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	2/29/2016	\$1,457.82
	Total Gift Fund			<u><u>\$140,779.67</u></u>

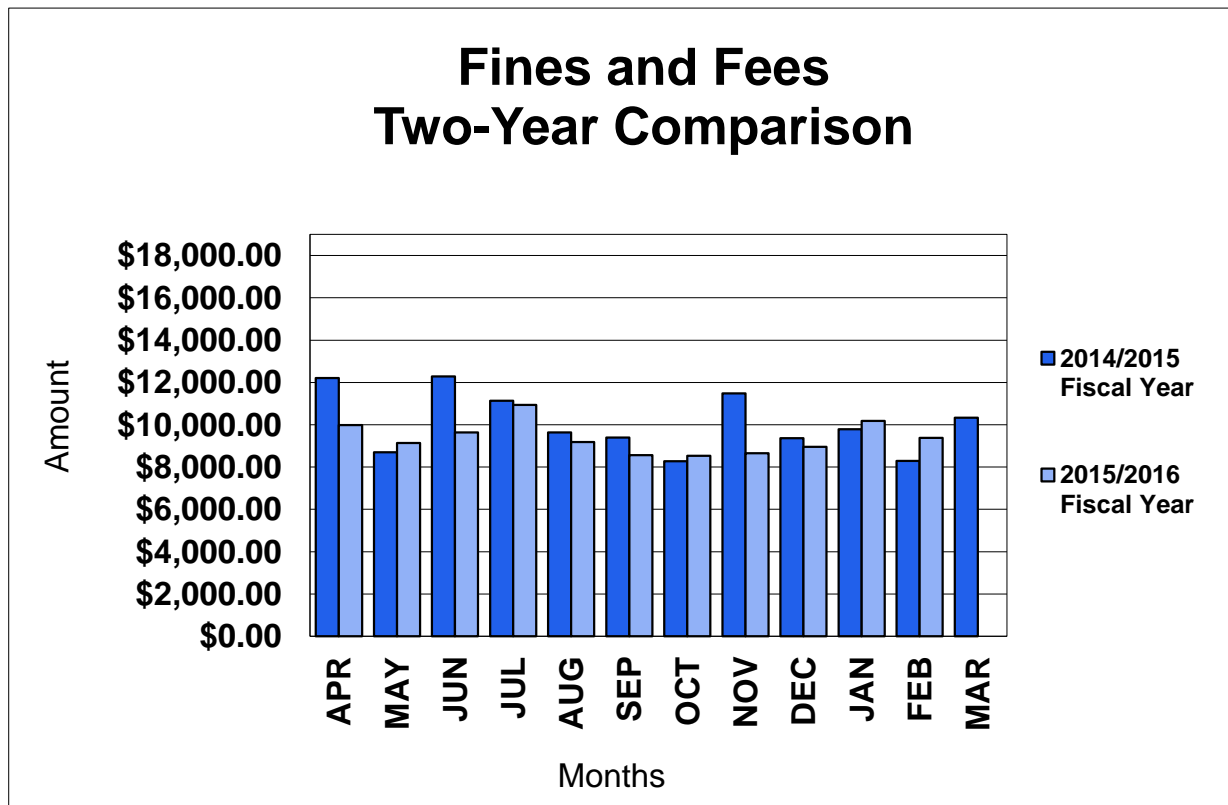
CFSEM

The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.

Jeanette P. Myers Memorial Scholarship Fund	12/31/2015	\$12,775.00
Yvonne T. Atkinson Fund	12/31/2015	\$27,203.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2015	\$30,356.00
BTPL Endowment Fund	12/31/2015	\$28,582.00
Fair Radom Garden Endowment Fund	12/31/2015	\$13,856.00
BTPL Director's Legacy Fund	12/31/2015	\$12,790.00
Total CFSEM holdings		<u><u>\$125,562.00</u></u>

FINES AND FEES - TWO-YEAR COMPARISON

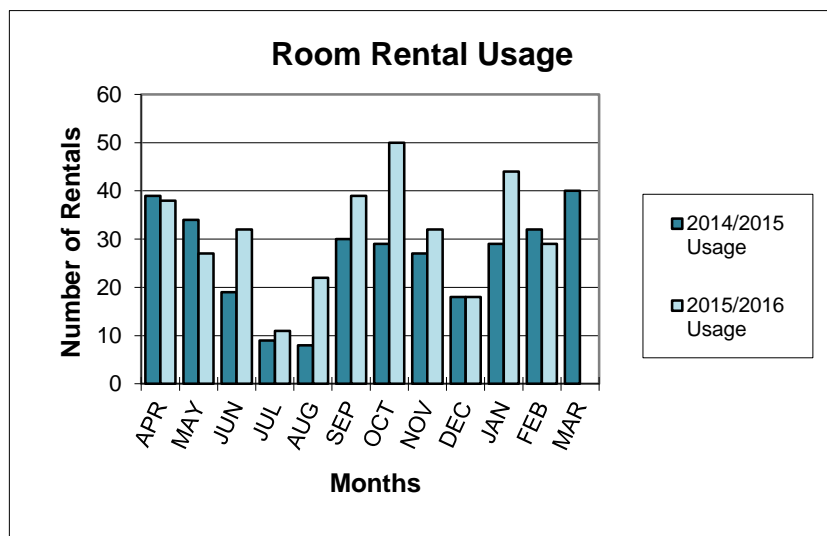
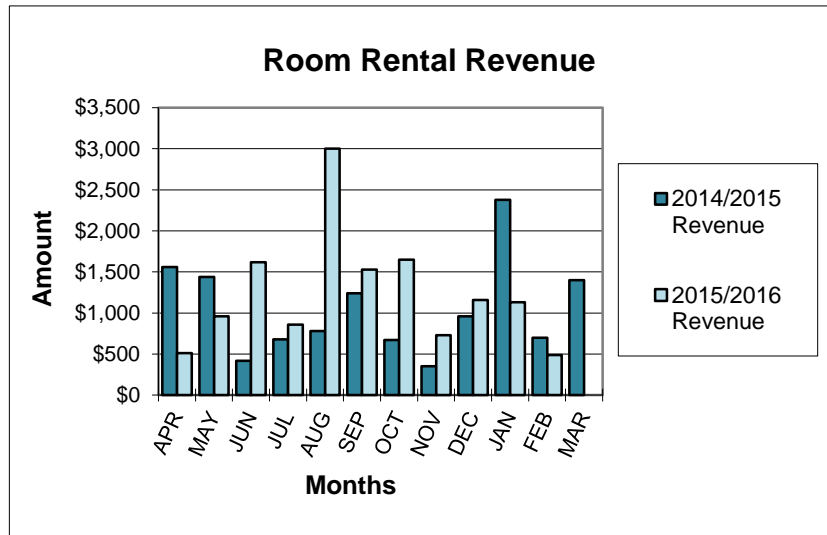
Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41	\$9,636.30	(\$2,647.11)
JUL	\$11,136.86	\$10,931.35	(\$205.51)
AUG	\$9,638.91	\$9,178.79	(\$460.12)
SEP	\$9,388.48	\$8,567.73	(\$820.75)
OCT	\$8,275.12	\$8,525.53	\$250.41
NOV	\$11,484.10	\$8,653.54	(\$2,830.56)
DEC	\$9,370.84	\$8,955.43	(\$415.41)
JAN	\$9,780.91	\$10,177.91	\$397.00
FEB	\$8,293.01	\$9,376.66	\$1,083.65
MAR	\$10,335.05		(\$10,335.05)
			YTD Difference
TOTAL	\$120,893.05	\$103,124.16	(\$17,768.89)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2014/2015 <u>Revenue</u>	2015/2016 <u>Revenue</u>	<u>Difference</u>	2014/2015 <u>Usage</u>	2015/2016 <u>Usage</u>	<u>Month</u>
APR	\$1,560.00	\$510.00	(\$1,050.00)	39	38	APR
MAY	\$1,440.00	\$960.00	(\$480.00)	34	27	MAY
JUN	\$420.00	\$1,620.00	\$1,200.00	19	32	JUN
JUL	\$680.00	\$860.00	\$180.00	9	11	JUL
AUG	\$780.00	\$3,000.00	\$2,220.00	8	22	AUG
SEP	\$1,240.00	\$1,530.00	\$290.00	30	39	SEP
OCT	\$670.00	\$1,650.00	\$980.00	29	50	OCT
NOV	\$350.00	\$730.00	\$380.00	27	32	NOV
DEC	\$960.00	\$1,160.00	\$200.00	18	18	DEC
JAN	\$2,380.00	\$1,130.00	(\$1,250.00)	29	44	JAN
FEB	\$700.00	\$490.00	(\$210.00)	32	29	FEB
MAR	\$1,400.00		(\$1,400.00)	40		MAR
TOTAL	\$12,580.00	\$13,640.00	\$1,060.00	314	342	

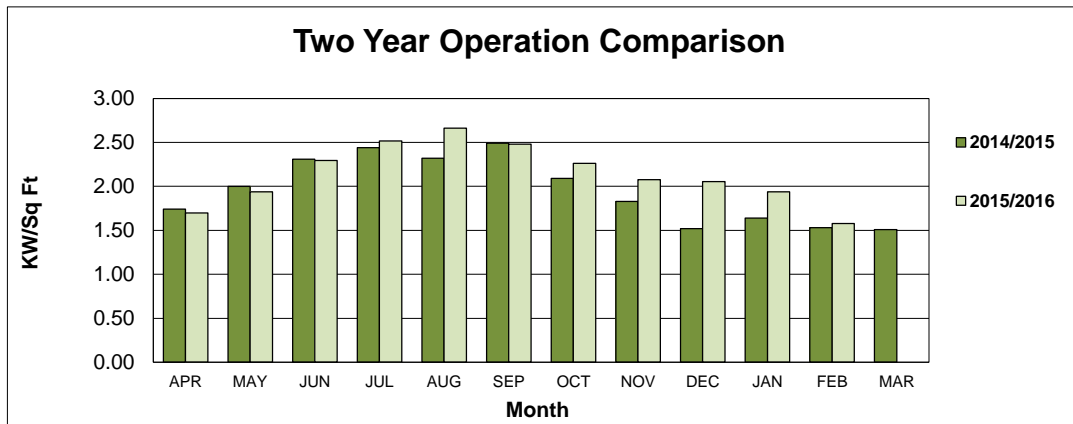
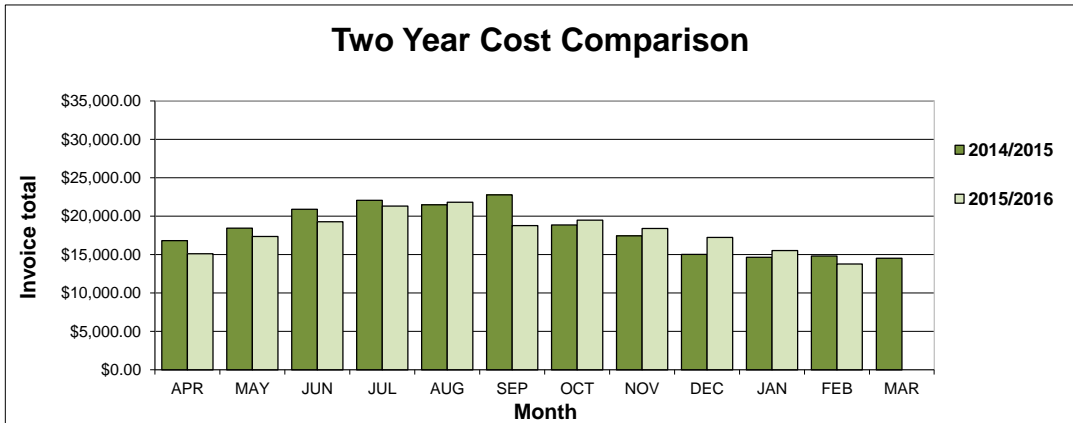


Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2014/2015	2015/2016	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$16,804.85	\$15,097.13	(\$1,707.72)	171,360	\$0.09	238.00	1.70	\$20.97	\$0.15
MAY	\$18,418.83	\$17,360.67	(\$1,058.16)	195,790	\$0.09	263.16	1.94	\$23.33	\$0.17
JUN	\$20,895.87	\$19,257.21	(\$1,638.66)	231,840	\$0.08	322.00	2.29	\$26.75	\$0.19
JUL	\$22,046.99	\$21,323.77	(\$723.22)	254,380	\$0.08	341.91	2.52	\$28.66	\$0.21
AUG	\$21,485.57	\$21,814.32	\$328.75	268,940	\$0.08	361.48	2.66	\$29.32	\$0.22
SEP	\$22,772.57	\$18,760.03	(\$4,012.54)	250,670	\$0.07	348.15	2.48	\$26.06	\$0.19
OCT	\$18,852.35	\$19,458.96	\$606.61	228,410	\$0.09	307.00	2.26	\$26.15	\$0.19
NOV	\$17,447.10	\$18,411.95	\$964.85	209,580	\$0.09	291.08	2.07	\$25.57	\$0.18
DEC	\$15,000.01	\$17,217.24	\$2,217.23	207,550	\$0.08	278.97	2.05	\$23.14	\$0.17
JAN	\$14,664.69	\$15,518.62	\$853.93	195,650	\$0.08	262.97	1.94	\$20.86	\$0.15
FEB	\$14,826.92	\$13,761.89	(\$1,065.03)	159,180	\$0.09	236.88	1.58	\$20.48	\$0.14
MAR	\$14,522.08		(\$14,522.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$217,737.83	\$197,981.79	(\$19,756.04)						

NOTES:
Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April

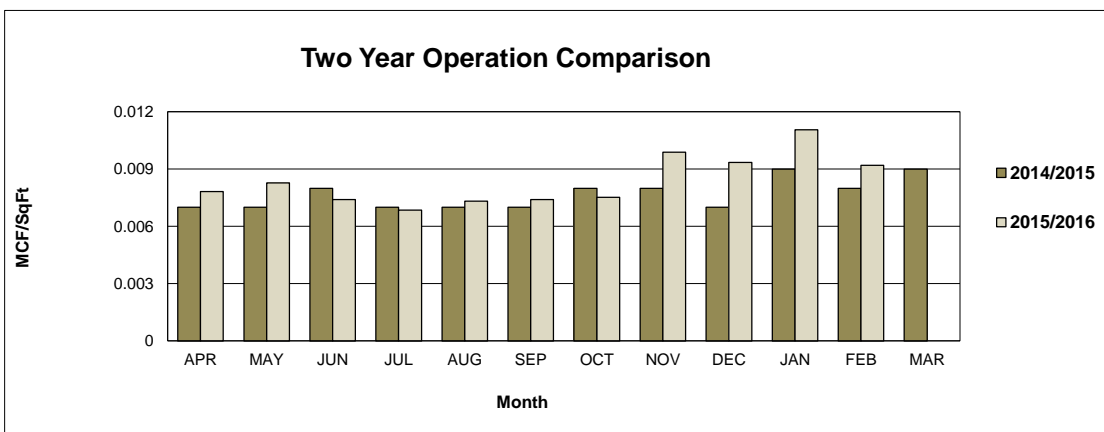
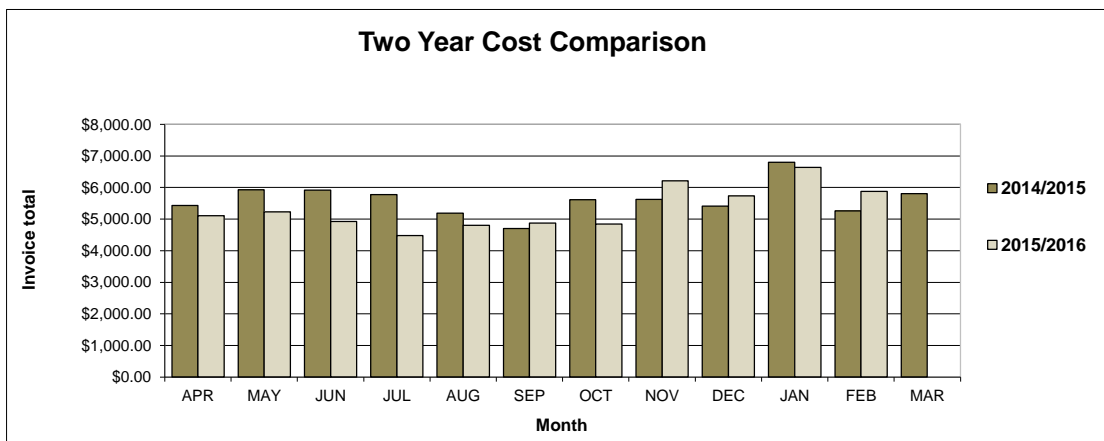


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

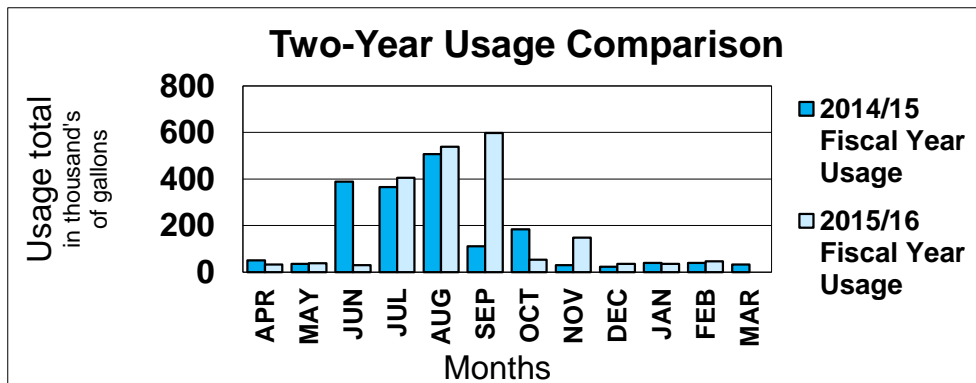
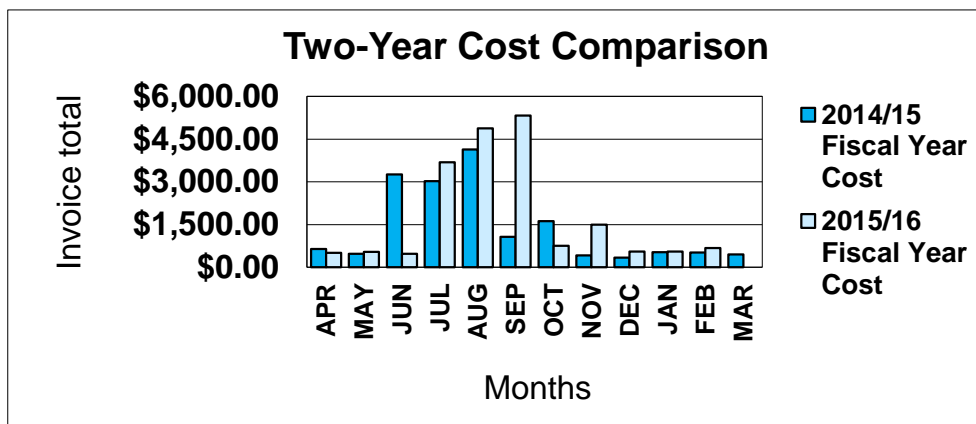
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2014/2015	2015/2016 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,429.97	\$5,104.45	(\$325.52)	789.6	\$6.46	720	1.10	0.008	7.09	0.050
MAY	\$5,927.64	\$5,233.14	(\$694.50)	835.8	\$6.26	744	1.12	0.008	7.03	0.051
JUN	\$5,921.55	\$4,920.53	(\$1,001.02)	747.6	\$6.58	720	1.04	0.007	6.83	0.048
JUL	\$5,773.44	\$4,475.51	(\$1,297.93)	691.4	\$6.47	744	0.93	0.007	6.02	0.044
AUG	\$5,184.73	\$4,805.28	(\$379.45)	739.7	\$6.50	744	0.99	0.007	6.46	0.047
SEP	\$4,697.83	\$4,874.11	\$176.28	748.6	\$6.51	720	1.04	0.007	6.77	0.048
OCT	\$5,618.78	\$4,847.90	(\$770.88)	759.6	\$6.38	744	1.02	0.008	6.52	0.047
NOV	\$5,627.06	\$6,215.09	\$588.03	998.5	\$6.22	720	1.39	0.010	8.63	0.061
DEC	\$5,416.09	\$5,732.42	\$316.33	944.3	\$6.07	744	1.27	0.009	7.70	0.056
JAN	\$6,797.57	\$6,640.09	(\$157.48)	1116.3	\$5.95	744	1.50	0.011	8.92	0.065
FEB	\$5,254.12	\$5,880.08	\$625.96	928.6	\$6.33	696	1.33	0.009	8.45	0.057
MAR	\$5,808.29		(\$5,808.29)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	\$67,457.07	\$58,728.60	(\$8,728.47)							



Bloomfield Township Public Library Water Analysis

Month	2014/15 Fiscal Year Cost	2015/16 Fiscal Year Cost	Difference	2014/15 Fiscal Year Usage	2015/16 Fiscal Year Usage	Difference
APR	\$640.33	\$510.99	(\$129.34)	50	33	(17)
MAY	\$474.43	\$543.83	\$69.40	35	38	3
JUN	\$3,259.37	\$474.87	(\$2,784.50)	389	30	(359)
JUL	\$3,025.69	\$3,690.27	\$664.58	365	405	40
AUG	\$4,139.00	\$4,879.55	\$740.55	507	539	32
SEP	\$1,067.34	\$5,329.99	\$4,262.65	111	598	487
OCT	\$1,614.37	\$751.79	(\$862.58)	184	53	(131)
NOV	\$419.13	\$1,498.87	\$1,079.74	30	148	118
DEC	\$341.71	\$547.11	\$205.40	23	36	13
JAN	\$529.73	\$547.11	\$17.38	40	36	(4)
FEB	\$518.67	\$679.55	\$160.88	39	47	8
MAR	\$452.31		(\$452.31)	33		(33)
			YTD Difference			YTD Difference
TOTAL	\$16,482.08	\$19,453.93	\$2,971.85	1,806	1,963	157



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****March, 2016**

New Staff Organization Committee (SOC) representatives for FY 2016/2017 were elected by library staff at the February 18 All Staff Meeting. Our new SOC representatives are Emily Hudak (for a second year), Brooke Hoskins and Maeve Devlin. I am grateful that they volunteered to serve in this role. Our outgoing SOC representatives are Robin Lang and Connie Silver, to whom we extend our sincere thanks for a wonderful year. Emily, Brooke and Maeve begin as our new SOC representatives on April 1, 2016.

March is National Reading Month! That means it is First Grade Reader's Rally time at the Bloomfield Township Public Library too! Since 1986, we have celebrated reading and libraries by inviting all first grade students from local schools to visit the Library. Our Youth Services librarians introduce these young patrons to the joy of reading and coming to the Library with fun skits and a goody bag with their very own book to take home and keep. Honored by the Michigan Library Association (MLA) as an outstanding program, our First Grade Reader's Rally remains an important milestone in the lives of our young patrons. We thank our generous Friends for funding this wonderful program.

Please check your gray folder for a 2016 BTPL Emergency Medical Information Form. This information is updated every year for each library employee, Library Board Trustee, Friends Board member and volunteer. We hope we won't need this information but it is very helpful in case of emergencies. Please turn in your confidential form to Andrea Aragona by March 31, 2016. Thanks very much for updating your form.

Per the Open Meetings Act, I am requesting that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the Board meeting.

Respectfully Submitted,

*Carol Mueller
Director*

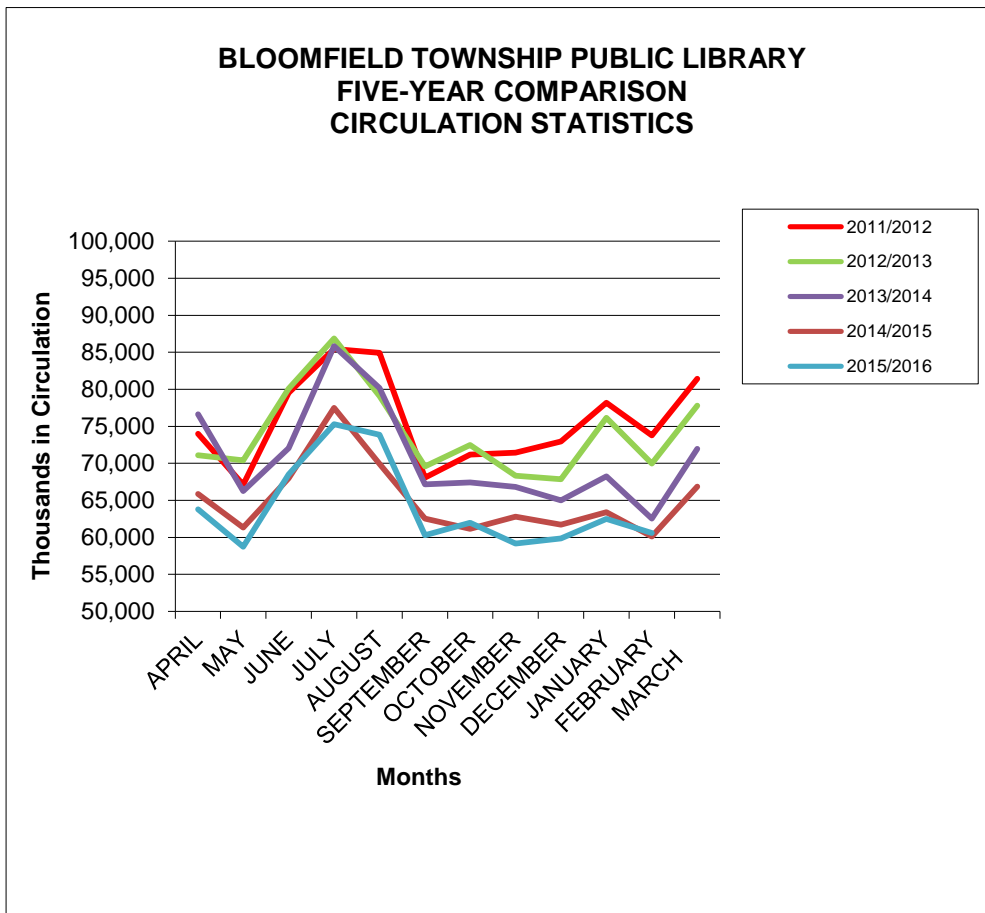
	2015		2016	
COLLECTION				
Book Collection:	280,680		281,415	
Media Collection:	60,934		62,311	
Total e-books:	28,263		30,155	
Overdrive	6,771		8,073	
EBSCOhost	19,223		19,223	
Total downloadable audiobooks:	4,881		4,628	
Materials Total:	374,758		378,509	
CIRCULATION				
Circulation Total:	60,140		60,612	
Bloomfield Township Circulation:	55,616		55,771	
Virtual Circulation Total	5,359		6,199	
Circulation of Youth materials:	21,769		22,220	
Circulation of Media:	23,528 *		21,368	
Circulation of Cranbrook passes:	147		127	
Self-checkout machine use:	21,674	36.0%	22,637	37.3%
Library by Mail:	114	28 patrons	103	30 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	21,776 ^		21,924	
Gate Count:	22,978		25,756	
Meeting rooms by public:	32		29	
Meeting rooms by staff:	69		92	
VIRTUAL USE				
Home page hits/Database services:	17,816		36,734	
e-book access:	2,353		2,564	
Overdrive	2,294		2,531	
EBSCOhost	59		33	
Audiobook access: (Overdrive)	875		1,072	
Music download access:	1,308		1,319	
Magazine download access:	823		657	
Tutor.com sessions:	186		77	
Hoopla access:			587	
Library Computer Use				
Resident Use	1,603		1,726	
Guest Use	621		627	
*Media criteria changed				
^Library closed early on Feb. 1 due to snow emergency				
^Library closed on Feb. 2 due to snow emergency				

	2015		2016	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	131		143	
Cranbrook:	4		6	
Total new patrons:	194		230	
<i>Adult Program Attendance</i>				
Staff-led:	4 events	25 attended	15 events	76 attended
Speaker-led:	12 events	290 attended	9 events	246 attended
Book clubs:	4 events	51 attended	5 events	58 attended
Tours/visits on-site:	1 event	6 attended	1 event	7 attended
Tours/visits off-site:	0	0	2 events	60 attended
Chamber Music Concert	1 event	116 attended	1 event	127 attended
Bloomfield Historical Society	1 event	104 attended	1 event	48 attended
<i>Systems Program Attendance</i>				
Staff-led:	2 events	24 attended	4 events	26 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	8 attended	1 event	5 attended
<i>Youth Program Attendance</i>				
Staff-led:	24 events	416 attended	35 events	856 attended
Speaker-led:	4 events	47 attended	5 events	44 attended
Tours/visits on-site:	0	0	3 events	34 attended
Tours/visits off-site:	1 event	10 attended	1 event	41 attended
TOTAL:	56 events	1,097 attended	83 events	1,628 attended
<i>Volunteers:</i>				
	19 people	189 hours	23 people	180 hours
	Shop: 5	62.5	Shop: 8	82.25
	Court: 1	6	Court: 0	0
	Students: 3	13	Students: 1	6
	Dept. Vol: 10	107.5	Dept. Vol: 14	91.75
<i>Patron Remarks</i>				
Patron Comments:	2		5	
Ask BTPL:	6		3	
Ask Us:	27		46	
DISPLAYS				
Lobby	Detroit Historical Museum Display about Love			
Media	Adult: Love, National Wedding Month, Valentine's Day Movies			
	Youth: African-American History Month, Groundhog Day			
Local History	Valentine's Day			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

3/11/2016

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
APRIL	74,009	71,094	76,629	65,851	63,783
MAY	67,127	70,411	66,250	61,347	58,740
JUNE	79,512	80,069	72,030	67,987	68,518
JULY	85,456	86,867	85,844	77,485	75,304
AUGUST	84,937	79,094	80,163	69,931	73,868
SEPTEMBER	68,066	69,592	67,145	62,536	60,292
OCTOBER	71,180	72,467	67,436	61,177	61,960
NOVEMBER	71,456	68,318	66,813	62,815	59,157
DECEMBER	72,964	67,864	65,007	61,726	59,871
JANUARY	78,197	76,156	68,232	63,404	62,491
FEBRUARY	73,778	69,992	62,534	60,140	60,612
MARCH	81,433	77,819	71,961	66,845	
TOTAL	908,115	889,743	850,044	781,244	704,596



**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
DEVELOPMENT COMMITTEE**

The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on Monday, March 7, 2016 1:00 p.m.

Present: Trustees: Eli Greenbaum, Judy Lindstrom

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Youth Services Librarian, Emily Hudak; Adult Services Librarian Marcia Preston; Administration Clerk, Celia Domalewski; Volunteer, Nancy Kulish

Old Business:

Read-a-thon

The group selected the book *Charlie and the Chocolate Factory* by Roald Dahl for the read-a-thon. Gift funding will be used to buy each reader their own copy. The book takes about 4-5 hours to read. The read-a-thon will take place on Saturday, October 8, 2016 from 11:00 a.m. to 4:00 p.m. and will be held in the area between Media and the Magazine Area.

Titles for the day's event were discussed. Two suggestions are "One Book, One Day" and "Read or Hear All About It". The latter one could tie into a newspaper clipping theme used throughout the book.

The group discussed potential readers. It was decided to limit readers to Bloomfield Township residents.

Local businesses and library service vendors will be asked to be sponsors of the program. Sponsorships could be for a one-hour block of reading time, or for some aspect of the evening event, the details of which are yet to be determined. Ideally we would find five sponsors, one for each hour of the read-a-thon, with a suggested sponsorship of \$1,000 per hour. Eli will draft an "ask" letter. It was suggested that money raised through sponsorships could be used for a new puppet theater and puppets in the young child area of the Youth Room.

The next meeting will focus on planning the evening event.

To do:

- Determine reading assignments (to be handled by sub-committee on Tuesday, March 29, 2016 at 1:30 p.m.)
- Determine who will emcee the event
- Consider asking BCTV to televise/tape

- Create background for a photo of each reader that would be used for a certificate of participation

Photo Contest

The group decided that the library's attorney needs to be consulted regarding entry fees and prizes before moving forward with planning this contest further.

Next meeting: Monday, April 18, 2016 at 1:00 p.m. in the Board Room

BOARD PACKET CONTENTS MASTER LIST – Mar 15, 2016

11A	11B
Contents of Board Packet (white)	Cover memo to Trustees (white)
Cover memo to Trustees (white)	Proposed FY Apr 1 2016 - Mar 31 2017 (yellow)
Closing of FY Apr 1 2015 - Mar 31 2016 (green)	Board motion to adopt proposed General Fund budget
Board motion to amend General budget	General Fund estimated budget
General Fund estimated budget	General Fund Chart of Accounts
General Fund revised revenue descriptions and line breakdown	General Fund revenue descriptions and line breakdown
General Fund revised expenditure descriptions and line breakdown	General Fund expenditure descriptions and line breakdown
Board motion to amend Gift budget	Fund balance projection
Gift Fund estimated budget	Board motion to adopt proposed Gift Fund budget
	Gift Fund estimated budget
	Gift Fund Chart of Accounts
	Gift Fund Description of Accounts
	Gift Wish List
	Proposed proficiency level schedule
	10-year comparison of salary and benefits vs. total expenditures
	15-year expense analysis for library materials
	25-year SEV and taxable value history

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: March 10, 2016

SUBJECT: Current Fiscal Year Estimated Budgets April 1, 2015 - March 31, 2016

The enclosed packet is information for the March 15, 2016 Library Board of Trustees meeting for discussion of closing the current FY April 1, 2015 - March 31, 2016 budget.

General Fund Revenues

Our estimated total revenues when approved in March, 2015 were \$6,974,003. At year-end, we are now estimating our total revenues to be \$6,911,301. We anticipate receiving \$62,702 less than originally budgeted in total. This decrease is due primarily to a change in asset value in library investments and receiving only one state aid check this fiscal year.

Projected revenues from taxes increased by \$38,608 from our original estimate in March. Our Penal Fines payment also was more than initially estimated by \$27,978. State aid is lower than budgeted as we have not yet received our second check this fiscal year. Circulation Fines & Fees are lower than projected as we are sending fewer overdue accounts to our collection agency. Photocopy fees have increased slightly as have Meeting Room rental fees. Investment earnings are lower than our original projections as lower earnings were received and a negative change in asset value from the continuing volatility of the bond market is reflected. Miscellaneous revenue increased slightly as part of the Library Café commission from FY 2014/2015 was paid this fiscal year and our used equipment sale earned more than originally budgeted.

General Fund Expenditures

Total overall expenditures have decreased over the fiscal year from \$5,986,358 in March, 2015 to an estimated \$5,703,874 at year end. Expenditures were very controlled again this current fiscal year. Actual expenditures are estimated to be \$282,484 less than anticipated. This decrease is due primarily to projects being reduced.

Savings of \$48,812 were realized in our personnel category due to several vacancies during the year and new employees starting at the beginning of the salary range. Our actual insurance costs were slightly lower also. In December, 2014, the Library Board approved the hard cap option for the FY 2015/2016 as required to comply with PA 152.

Library Services decreased slightly by \$8,550 due to a decrease in processing supplies. Subscription fees for databases increased slightly. Other costs in this category remain as projected in August.

Facilities & Equipment decreased by \$59,474. The actual cost for building insurance was lower than anticipated by \$9,900 but this savings was offset slightly by increases in building maintenance and computer system maintenance. Equipment was reduced due to a delay in purchasing public copiers. Our greatest savings in this category was in public utilities with a savings of \$39,959 in electricity costs.

The greatest savings are in the Other Operating Expenditures which is \$165,648 due to lower postage costs, professional services costs, lower project costs and lower staff development costs. Replacement of the entire lobby floor will not be completed this fiscal year resulting in most of the savings in this category.

Fund Balance

Our Fund Balance is estimated to be \$10,269,038 at year-end. This is an increase of \$422,877 compared to the year-end estimate at the beginning of the fiscal year. This is largely due to a delay in completing projects such as the lobby floor and further water remediation in this fiscal year.

Gift Fund Estimated Budget

Like the General Fund, after lengthy and careful review closing the FY 2015-2016 Gift Fund budget, there will be amendments to be proposed at the March, 2016 Board meeting which will bring the Gift Fund Estimated Budget up-to-date for FY 2015-2016. These amendments adjust the budgeted lines to reflect fund activity during the transition between fiscal years. The attached estimates are predicted as of March 15, 2016.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**BOARD MOTION TO AMEND
THE GENERAL FUND BUDGET**

MARCH 15, 2016

I MOVE TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2015 - MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$6,911,301 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,703,874.

A motion was made by _____

and seconded by _____

Motion carried.

Bloomfield Township Public Library
General Fund
Estimated Budget
FY April 1, 2015-March 31, 2016
FY April 1, 2016-March 31, 2017

ACCOUNT NAME	2014-2015	2015-2016		2016-2017		Column 6	Column 7	Column 8
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	AUDITED BUDGET AS OF MAR 31, 2015	ADOPTED BUDGET AS OF MAR 17, 2015	AMENDED BUDGET AS OF MAR 15, 2016	PROPOSED BUDGET AS OF AUG 18, 2015	ADOPTED BUDGET AS OF MAR 15, 2016	Col. 3 & Col. 5 \$ DIFFERENCE	Col. 3 & Col. 5 % DIFFERENCE	% OF TOTAL PROPOSED
<u>Revenues</u>								
Taxes	\$6,452,114	\$6,631,643	\$6,670,251	\$6,846,279	\$6,846,279	\$176,028	2.6%	95.88%
Penal Fines	\$61,712	\$55,009	\$82,987	\$55,845	\$55,845	(\$27,142)	-32.7%	0.78%
State Aid	\$24,189	\$24,198	\$12,207	\$22,507	\$34,507	\$22,300	182.7%	0.48%
Circulation Fines and Fees	\$120,699	\$127,296	\$100,000	\$129,170	\$100,000	\$0	0.0%	1.40%
Charges for Services	\$12,841	\$11,910	\$14,521	\$11,987	\$11,987	(\$2,534)	-17.5%	0.17%
Investment earnings	\$73,868	\$114,613	\$19,992	\$115,390	\$81,546	\$61,554	307.9%	1.14%
Miscellaneous	\$11,114	\$9,334	\$11,343	\$10,470	\$10,470	(\$873)	-7.7%	0.15%
Total Revenues	\$6,756,537	\$6,974,003	\$6,911,301	\$7,191,648	\$7,140,634	\$229,333	3.3%	100.00%
<u>Expenditures</u>								
Personnel	\$3,292,398	\$3,693,694	\$3,644,882	\$3,903,566	\$3,842,532	\$197,650	5.4%	55.91%
Library Services	\$736,140	\$770,071	\$761,521	\$801,981	\$834,856	\$73,335	9.6%	12.15%
Facilities & Equipment	\$896,097	\$1,073,472	\$1,013,998	\$1,216,924	\$1,289,805	\$275,807	27.2%	18.77%
Other Operating Expenditures	\$259,080	\$449,121	\$283,473	\$772,521	\$905,593	\$622,120	219.5%	13.18%
Total Expenditures	\$5,183,715	\$5,986,358	\$5,703,874	\$6,694,992	\$6,872,786	\$1,168,912	20.5%	100.00%
Fund Balance - Beginning	\$7,488,789	\$8,858,516	\$9,061,611	\$10,106,600	\$10,269,038			
Net revenue (expenditures)	\$1,572,822	\$987,645	\$1,207,427	\$496,656	\$267,848			
Other financing sources								
Fund Balance - Ending	\$9,061,611	\$9,846,161	\$10,269,038	\$10,603,256	\$10,536,886			
Nonspendable - prepaid exp. or inventory	\$18,743	\$25,930,327	\$25,123,307	\$25,123,307	\$25,123,307			
Restricted - none	\$0	\$0	\$0	\$0	\$0			
Committed - 8 month fund balance	\$3,990,905	\$4,251,572	\$4,581,857	\$4,463,328	\$4,469,191			
Assigned - Capital improvements/comp liabilities/OPEB funding	\$4,754,453	\$5,494,589	\$5,587,181	\$6,039,928	\$5,967,695			
Unassigned - unplanned emergencies	\$297,510	\$100,000	\$100,000	\$100,000	\$100,000			
Assigned fund balance liabilities:								
Capital improvements	-	\$24,300	\$105,205	\$587,018	\$520,528			
Compensated vacation and sick leave liability	\$457,812	\$446,124	\$457,812	\$428,746	\$423,003			
OPEB: 85.52% funding of \$5,024,164 obligation in 2014/2015 FY and 100% funding in 2015/2016 and 2016/2017 FYs	\$4,296,641	\$5,024,164	\$5,024,164	\$5,024,164	\$5,024,164			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN**

April 1, 2015 - March 31, 2016

Approved August 2014
Revised January 2015
Revised August 2015
Revised January 2016
Revised March 2016

TAXES

\$6,670,251

410.01 Taxes

\$6,670,251

DESCRIPTION: These are the tax dollars assessed on the value of property in the township and collected by the township. The library is supported by two separate millages - both voted in perpetuity and both rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963, plus .7874 of one mill, approved in August 2002 (requested by the library in order to offset the Headlee amendment forced rollback).

FORMULA: Township-provided taxable value of property in the township multiplied by the mill calculated by the Township.

Approved August 2014: Using the 06/05/14 Township generated 2015 prediction of taxable value of \$3,297,782,442. The first 1 mill is now reduced by the Headlee Amendment to .7054. The second .7874 mill is now reduced by the Headlee Amendment to 0.7536. Together, both mills total 1.459 after rollbacks. ($\$3,297,782,442 \times .001459 = \$4,811,465$)

Revised January 2015: New millage approved November 2014. Using the 1/13/15 Township generated 2015 prediction of taxable value of \$3,317,978,000. The first 1 mill is now reduced by the Headlee Amendment to .7048. The second .7874 mill is now reduced by the Headlee Amendment to 0.7529. The new third .541 mill is not reduced by the Headlee Amendment. Together, the three mills total 1.9987 after rollbacks. ($\$3,317,978,000 \times .0019987 = \$6,631,643$)

Revised August 2015: Now using the 05/01/15 Township generated 2015 prediction of taxable value of \$3,364,207,210. The first 1 mill is now reduced by the Headlee Amendment to .7001. The second .7874 mill is now reduced by the Headlee Amendment to 0.7479. The third .541 mill is now reduced by the Headlee Amendment to .5374. Together, the three mills total 1.9854 after rollbacks. ($\$3,364,207,210 \times .0019854 = \$6,679,297$)

Revised January 2016: Now using the 12/30/15 Township generated 2015 prediction of taxable value of \$3,359,651,170. The first 1 mill is now reduced by the Headlee Amendment to .7001. The second .7874 mill is now reduced by the Headlee Amendment to 0.7479. The third .541 mill is now reduced by the Headlee Amendment to .5374. Together, the three mills total 1.9854 after rollbacks. ($\$3,359,651,170 \times .0019854 = \$6,670,251$)

PENAL FINES

\$82,987

420.01 Penal Fines

\$82,987

DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county.

FORMULA: Review five-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2010 population is 41,070.

Approved August 2014: Penal fine distributions are typically announced in early August each year. The projection for 2015-2016 reflects averaging Penal Fines revenue over the most recent five years from FY 2009-2010 to FY 2013-2014.

Revised January 2016: Using actual revenue received

STATE AID

\$12,207

422.01 State Aid

\$12,207

DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.

FORMULA: For August, review five-year history of actual State Aid received. For December, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2010 population is 41,070.

Approved August 2014: The projection for 2015-2016 reflects averaging State Aid revenue over the most recent five years from FY 2009-2010 to FY 2013-2014.

Revised January 2015: This line has been increased based on the Library of Michigan's first 1/2 payment projected formula of population x \$0.1473 x 2 (for direct state aid and for Coop membership payment). (41,070 x \$0.1473 = \$6,049.61 x 2 = \$12,099.22 x 2 payments = \$24,198)

Revised March 2016: Decreased \$11,991 due to not receiving the second payment in the current fiscal year.

CIRCULATION REVENUE

\$100,000

430.01 Fines & Fees

\$100,000

DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.

FORMULA: Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.

Approved August 2014: The projection for 2015-2016 reflects 4 year averaging (2009-2013) plus 1/2 of projected collection agency receipts.

Revised January 2015: Updated only using 4 year averaging

Revised January 2016: Updated based on averaging actual revenue received

CHARGES FOR SERVICES

\$14,521

432.01 Photocopy Fees

\$495

DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.

FORMULA: Review five-year history of actual fees received.

Approved August 2014: The projection for 2015-2016 reflects prior year actual revenue due to averaging photocopy fee revenue over the most recent five years being an unrealistic figure.

Revised January 2016: Updated based on averaging actual revenue received

435.01 Room Rental Fees

\$14,026

DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.

FORMULA: Review five-year history of actual fees received. Review impact of any significant changes in meeting room availability.

Approved August 2014: The projection for 2015-2016 reflects averaging room rental revenue over the most recent five years from FY 2009-2010 to FY 2013-2014.

Revised January 2016: Updated based on averaging actual revenue received

INVESTMENT EARNINGS

\$19,992

454.01 Investment Earnings

\$100,000

DESCRIPTION: Through careful investment of the taxes received in advance of need for the Operating budget, interest on the fund balance is generated as revenue for the library.

FORMULA: Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year.

Approved August 2014: Average interest rate of 0.30% (June 30, 2014) x \$170,901 (June 30, 2014 bank balances) plus 1.90% (June 30, 2014) X \$6,005,288 (June 30, 2014 investment balance). (\$513 + 114,100 = \$114,613)

Revised January 2016: Updated based on averaging actual revenue received

455.01 Change in Asset Value

(\$80,008)

DESCRIPTION: Changes to market value expected on investments during the current fiscal year.

FORMULA: Budgeted only at year end due to uncertainty of changes

Approved August 2014: The erratic amounts in this line do not allow for prediction.

Revised January 2016: Updated based on actual revenue received

Revised March 2016: Decreased \$10,633 based on actual revenue received

MISCELLANEOUS

\$11,343

460.01 Miscellaneous Revenue

\$567

DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.

FORMULA: Estimate of predicted miscellaneous receipts

Approved August 2014: The erratic amounts in this line do not allow for prediction.

Revised January 2016: Updated based on actual revenue received

462.01 Library Shop Revenue

\$2,834

DESCRIPTION: Revenue received from the sale of items in the Library Shop. This revenue is subject to state sales tax.

FORMULA: Review five-year history of actual fees received.

Approved August 2014: The projection for 2015-2016 reflects averaging Library Shop revenue over the most recent five years from FY 2009-2010 to FY 2013-2014.

463.01 Café Revenue

\$6,448

DESCRIPTION: Revenue received from the sale of items in the Café.

FORMULA: Review five-year history of actual fees received.

Approved August 2014: Based on vendor guaranteed income

Revised January 2016: Updated based on actual revenue received

470.01 Sale of Used Equipment

\$1,494

DESCRIPTION: Revenue received from the sale of used library equipment.

FORMULA: Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings.

Approved August 2014: One sale planned during 2015/2016

Revised January 2016: Updated based on actual revenue received

TOTAL ESTIMATED REVENUES**Fiscal Year April 1, 2015 - March 31, 2016**

Approved August 2014	\$5,175,602
Revised January 2015	\$6,974,003
Revised August 2015	\$7,021,657
Revised January 2016	\$6,912,659
Revised March 2016	\$6,911,301

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN**

April 1, 2015 - March 31, 2016

Approved August 2014
Revised December 2014
Revised August 2015
Revised January 2016
Revised March 2016

PERSONNEL

\$3,644,882

7020.01 Salaries and Wages \$2,620,619

DESCRIPTION: Salaries for full-time, part-time, and substitute staff

FORMULA: Latest edition of Personnel Expense Report (PER) by Department which provides all approved positions fully staffed for a full fiscal year + [x%] increase to schedule + average merit of [x%]

Approved Aug 2014: As proposed, this budget includes the following:

- Adjustment to pay scale per CM
- Advance all employees to next level (except highest level in grade)
- 0% average merit pay (6th year)
- Increase for minimum wage as of January 1, 2016
- Closing 11 Summer Sundays plus 3 Dec/Jan Sundays
- Eliminate one 20-hr Clerk position in Tech Services
- 100 AS Mon-Sat Substitute hours
- 520 YS Mon-Sat Substitute hours (from 2011/2012 position change)

Revised Dec 2014: Updated due to new millage

- Pay scale adjusted back to 2014/2015 level
- Advance all employees to level attained if movement done
- 1% non-averaged merit pay
- Open all Sundays except designated holidays
- Added another 250 AS sub hours for a total of 350
- Added staffing in Systems and YS
- PA 20 Hard Cap

Revised Aug 2015: Decreased due to updated PER

Revised Jan 2016: Decreased due to updated PER

7150.01 Social Security \$200,477

DESCRIPTION: Monthly payments made to Bloomfield Township to cover our share of the F.I.C.A. tax for each employee

FORMULA: Projected Salaries and Wages line x current social security formula

Approved Aug 2014: Based on above requests under Salaries and Wages

Revised Dec 2014: Updated based on above changes

Revised Aug 2015: Decreased due to updated PER

Revised Jan 2016: Decreased due to updated PER

7190.01 Employee Insurances \$573,858

DESCRIPTION: This includes part-time employees' health, disability, and life insurance; full-time employees' health, vision, dental, disability, and life insurance; retirees health and life insurance; all employees' workman's compensation insurance; and unemployment compensation. Health care costs for full-time employees hired after 05/01/11 and health care costs provided after 12/31/15 for part-time employees are now partially funded by the employee. Also includes retiree Health Savings Plan contributions.

FORMULA: Current year budget + any known increases from Township or vendors

Approved Aug 2014: Based on above requests under Salaries and Wages (includes projected 5% increase)

Revised Dec 2014: Updated based on above changes

Revised Aug 2015: Decreased due to updated PER

Revised Jan 2016: Decreased due to updated PER

7220.01 Retirement \$249,928

DESCRIPTION: Payments to Bloomfield Twp for full-time employees enrolled in the Township retirement plans. Defined benefit plan for full-time employees hired on or before 05/31/11. Defined contribution plan for full-time employees hired after 05/31/11.

FORMULA: Projected Personnel Expense Report by Department, covered wages only (participating full-time employees) x [x%] as provided by Jason Theis, B Twp

Approved Aug 2014: Based on above requests under Salaries and Wages (decreased due to 2nd - 20th year adjustment)

Revised Dec 2014: Updated based on above changes

Revised Aug 2015: Decreased due to updated PER

Revised Jan 2016: Decreased due to updated PER

LIBRARY SERVICES \$761,521

Electronic Services - Databases \$111,317

8301.01 Electronic Services-Adult \$87,378

DESCRIPTION: These are fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget decreased 7.91% per CM based on previous two years actual costs rounded, less TBD amount

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures; Hoopla added

FROM METRO NET

American Bus. Information - Refer. USA	\$4,230
Gale	\$4,000
Biography Resource Center	
Demographics Now - Free from the State	
History in Context US & World	
Legal Forms - Free from the State	
Literature Resource Center	
Opposing Viewpoints	
Powersearch PLUS (no charge)	
Science In Context	
Scribner's	
Small Bus. Resource Center - Free from the State	
Twayne Author/Scribner Writers' Series	

	National Geographic	\$35	
	<u>FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE</u>		
	EBSCO		
	Points of View Reference Center (new)	\$545	
	Mango Languages	\$2,850	
	McGraw-Hill Access Science	\$857	
	Oxford Reference Online Premium	\$1,624	
	Plunkett Online	\$2,850	
	<u>FROM THE LIBRARY NETWORK</u>		
	Consumer Reports	\$1,365	
	NoveList	\$2,270	
	<u>DIRECT PURCHASES</u>		
	Alexander Press		
	Music Online	\$1,163	
	Baker & Taylor		
	Titlesource 3 (TS request)	\$200	
	Bookletters	\$1,550	
	EBSCO		
	Magill Literature Online	\$1,392	
	Grey House		
	Weiss Financial Ratings (new)	\$1,995	
	Hoopla	\$10,000	
	Infobase Publishing		
	American History Online	\$2,514	
	Science Online	\$2,152	
	McGraw-Hill Access Medicine	\$1,689	
	Harrison's Principles...	\$927	
	Current Medical Diagnosis..		
	Mergent		
	Hoover's Online	\$1,265	
	Nexis/Lexis		
	Corporate Affiliations	\$1,248	
	Proquest		
	Newspaper Pkg. (NYT,WSJ,WPost, DFP)	\$15,425	
	Ancestry.com	\$1,070	
	HeritageQuest	free-MEL	
	Historical Detroit Free Press	\$1,900	
	Historical New York Times	\$3,585	
	Obituary Database	\$805	
	SIRS Issues Researcher	\$2,700	
	Recorded Books		
	Eprep	\$3,800	
	Tutor.com (Called TutorMe! onBTPLwebsite)	\$5,250	
	tbd-amt needed to bring budget to current yr.	\$6,122	
8303.01	Electronic Services–Youth		\$23,939

DESCRIPTION: These are fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services, as well as the in-house-only educational CD-ROMs and DVD-ROMs available on the “educational/game computers”

FORMULA: Current year budget + approved budget requests.

Approved Aug 2014: Current year budget decreased 0.43% per CM based on previous two years actual costs rounded, less TBD amount

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

Revised Aug 2015: Increased \$10,000 due to Hoopla now being budgeted

DIRECT PURCHASES

Britannica/SmartMath	\$2,600
Children's Book Council Awards	\$425
Children's Magazine Guide	Free
Craft Corner	\$400
Dramatic Learning	\$200
EBSCO - NoveList K-8	\$400
Hoopla	\$10,000
Little Pim	\$1,500
Muzzy	\$2,415
National Geographic	\$1,200
TutorMe! (changed name from Tutor.com)	\$1,000
World Almanac for Kids	\$1,600
WorldBook - Online Reference Center	\$2,199
To be determined additional services	\$0

8304.01 Metro Net Shared Hosting \$0

DESCRIPTION: These are fees for shared hosting of electronic services obtained as participants in Metro Net consortium buying

FORMULA: Current year budget + approved budget requests; Budgeted from information from Metro Net meeting and committees

Approved Aug 2014: Current year budget decreased 6.77% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

Revised Aug 2015: Decreased \$2,000 due to these fees now in membership fee
Ebscohost/OverDrive/Digital Library (shared hosting fee) \$0

8302.01 Electronic Cataloging Services - SkyRiver and Overdrive \$18,000

DESCRIPTION: These are fees for a specific electronic database used for the cataloging of materials

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget decreased \$100 per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

Revised Aug 2015: Increased \$500 due to actual expense
SkyRiver \$18,000

Books \$294,591

9401.01 Books-Adult \$137,734

DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 0.17% per CM & Fin. Comm. based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

9402.01 Books-Rental \$15,000

DESCRIPTION: Best selling or very popular books purchased to allow more patrons access without waiting, for a nominal charge.

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 4.6% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

9403.01	Books–Youth	\$95,205
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 0.3% per CM & Fin. Comm. based on previous two years actual costs rounded	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures; moved \$500 from 9492.01 into 9403.01 per budget request	
9404.01	Books–Reference	\$45,727
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 4.6% per CM based on previous two years actual costs rounded	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures	
9405.01	Materials–Technical Services	\$175
	DESCRIPTION: Materials purchased to assist in cataloging	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 4.6% per CM based on previous two years actual costs rounded	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures	
9406.01	Materials–Systems	\$500
	DESCRIPTION: Materials purchased to assist in Systems work and training	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 4.6% per CM based on previous two years actual costs rounded	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures	
9407.01	Materials–Administration	\$250
	DESCRIPTION: Materials purchased to assist Administration activities	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 4.6% per CM based on previous two years actual costs rounded	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures	
9442.01	Processing & Supplies	<u>\$30,000</u>
	DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials.	
	FORMULA: Current year budget + [x%] increase	
	Approved Aug 2014: Current year budget less RFID tags, decreased 4.36% per CM based on previous two years actual costs rounded along with reduced collections needing processing	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures less RFID	
	Revised Jan 2016: Decreased \$17,050 due to actual expenditures	
	<u>Periodicals/Documents/Services</u>	<u>\$88,766</u>
9451.01	Periodicals, Newsletters & Microforms	\$47,776
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 6.5% per CM based on previous two years actual costs rounded	

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

Includes:

	Zinio	\$5,000	
9453.01	Reference Services		\$40,990

DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print, (e.g., Value Line)

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 6.5% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

Includes:

Commerce Clearing House (CCH)	\$1,265
Financial Info Stock Guide	\$3,650
Finder Binder	\$270
Government Documents	\$2,375
Highline Data	\$585
Institute for Continuing Legal Education(ICLE)	\$402
Lexis Nexis	\$530
Mergent	\$4,684
Morningstar	\$6,154
RIA	\$1,303
Standard & Poors/NetAdvantage	\$9,490
Thompson	\$885
ValueLine	\$4,445
West	\$3,423
To be determined additional services	\$1,529

Vertical File

\$500

9481.01	Adult Services	\$300
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DESCRIPTION: Costs of acquiring pamphlets, brochures and similar materials for Adult Services vertical files

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget

9482.01	Youth Services	\$200
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DESCRIPTION: Costs of acquiring pamphlets, brochures and similar materials for Youth Services' picture file

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget

CD-ROM/GAMES

\$6,300

9491.01	Adult	\$3,300
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DESCRIPTION: CD-ROM and Games purchased by Adult Services for circulation

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget

9492.01	Youth	\$3,000
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DESCRIPTION: CD-ROM and Games purchased by Youth Services for circulation

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget

Revised Dec 2014: Moved \$500 from 9492.01 into 9403.01 per budget request

\$29,603

Music

9501.01 Adult \$26,750

DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 8.79% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

Freegal Music \$13,000

Regular music purchases \$13,750

9502.01 Youth \$2,853

DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 8.79% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

Freegal Music and TBD \$1,253

Regular music purchases \$1,600

\$69,051

Audio Books

9511.01 Adult \$57,000

DESCRIPTION: Books recorded on compact disc and MP3, Leap Pad kits, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 8.4% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures; moved \$3,000 from 9511.01 to 9531.01 per budget request

9512.01 Youth \$12,051

DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 8.4% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

\$72,458

DVDs

9531.01 Adult \$54,771

DESCRIPTION: DVD materials purchased by Adult Services for circulation

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 9.3% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures; moved \$3,000 from 9511.01 into 9531.01 per budget request

9532.01 Youth \$17,687

DESCRIPTION: DVD materials purchased by Youth Services for circulation

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 9.3% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

	<u>Special Needs Collection</u>		<u>\$9,750</u>
9541.01	Adult	\$4,750	
	DESCRIPTION: Print and non-print materials specific to Special Needs		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Revised Dec 2014: New account added due to new millage		
9542.01	Youth	\$5,000	
	DESCRIPTION: Print and non-print materials specific to Special Needs		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Revised Dec 2014: New account added due to new millage		
	<u>Programming</u>		<u>\$31,185</u>
9561.01	Adult	\$10,000	
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2014: Current year budget decreased 10.31% per CM based on previous two years actual costs rounded		
	Revised Dec 2014: Updated due to new millage; budget requests		
	Includes:		
	All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.		
	Major programs include:		
	Everyone's Reading		
	Storytelling Festival		
	Concerts		
	Summer Reading		
9562.01	Youth	\$19,685	
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2014: Current year budget decreased 10.31% per CM based on previous two years actual costs rounded		
	Revised Dec 2014: Updated due to new millage; budget requests		
	Includes:		
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.		
	Major programs include:		
	Children's Book Week		
	Tuesdays with... (based on favorite children's book characters)		
	First Grade Reader's Rally		
	Storytelling Festival		
	Summer Reading		
9564.01	Administration	\$1,000	
	DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2014: Current year budget		
	Revised Dec 2014: Updated due to new millage; budget requests		
	Includes:		

All speakers, program-specific printing, incentives for participation, photo records of Administration-sponsored programming. \$500

Major programs include:

community collaboration event

community partnering for library-wide programs

Volunteer reception and other volunteer expenses \$500

9565.01 Systems \$500

DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget decreased 10.31% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures

Includes:

All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.

Major programs include:

Hosting of Metro Net and technology events

FACILITIES AND EQUIPMENT

\$1,013,998

7750.01 Repairs & Maintenance Supplies \$61,000

DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget

Revised Dec 2014: Updated due to new millage; budget requests

High lights and Ballast replacement \$10,000

HVAC replacement of parts & filters \$10,000

Pest control products \$1,000

All other needs \$40,000

8500.01 Telephone \$20,249

DESCRIPTION: In addition to typical telephone services, these funds are also used to cover the cost of our lines for cell phones.

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget

Includes:

Cell phones (Verizon) \$3,200

Emergency use cell phone \$150

Pay phone service for patrons \$1,000

PRI lines for phone lines (with long distance) \$15,899

9100.01 Building Insurance \$72,100

DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.

FORMULA: Current year budget + [x%] increase from Ray Perkins, B Twp

Approved Aug 2014: Current year budget

Revised Jan 2016: Updated due to actual expenditure

	<u>Utilities</u>		<u>\$317,037</u>
9201.01	Electricity	\$230,000	
	DESCRIPTION: Payments made for electricity		
	FORMULA: Average last three years' expense + [x%] increase		
	Approved Aug 2014: Average last three years + 3%		
	Revised Mar 2016: Decreased \$39,959 per actual expenses		
9202.01	Natural Gas	\$64,911	
	DESCRIPTION: Payments made for heat		
	FORMULA: Average last three years' expense + [x%] increase		
	Approved Aug 2014: Average last three years + 3%		
9203.01	Water	\$22,126	
	DESCRIPTION: Payments made for water.		
	FORMULA: Average last three years' expense + [x%] increase		
	Approved Aug 2014: Average last three years + 3%		
9300.01	<u>Building Maintenance</u>		<u>\$186,968</u>
	DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance, and more		
	FORMULA: Current year budget + approved budget requests/contracts		
	Approved Aug 2014: Current year budget		
	Revised Dec 2014: Updated due to new millage; budget requests		
	Revised Aug 2015: Decreased \$5,722 due to negotiated HVAC contract; increased \$6,900 due to Soffit (\$2,800), sewer line (\$2,100), and unspecified projects (\$2,000) costing more than expected.		
	Includes:		
	Boiler inspection State fees	\$400	
	Incidentals/fines for Boilers	\$120	
	Boiler treatment	\$600	
	Cleaning	\$57,000	
	Carpet cleaning maintenance	\$9,492	
	Chair cleaning	\$2,200	
	Door maintenance (expires April 2016)	\$2,700	
	Elevator	\$1,200	
	Fire Suppression System service agreement	\$1,100	
	Fire extinguisher recharge	\$900	
	Flag service	\$756	
	Generator service	\$1,000	
	HVAC - annual contract fee (expires 4/1/2015)	\$11,200	
	HVAC emergency (chiller compressor, fan motor, equip, circulating pumps, motors, archive climate control & pc management	\$40,000	
	Pest control - in house	\$0	
	Clean/Paint portico/exterior soffit & replace wood	\$6,800	
	Security system - alarm monitoring (expires ?)	\$24,000	
	Sprinkler back flow inspection	\$1,000	
	Waste removal	\$2,700	
	Window Cleaning - annual	\$4,000	
	Lift Station maintenance	\$2,700	
	Sanitary sewer line repair	\$6,100	
	Unspecified elevator maintenance	\$2,000	
	Roof maintenance and repair	\$5,000	
	Unspecified projects (Elevator fan, etc)	\$4,000	

9330.01 Equipment Maintenance \$18,690

DESCRIPTION: Includes contracts for telephone system, copying/microform equipment maintenance, postage meter

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2014: Current year budget

Includes:

CBS copier vending	\$2,000
EcoSenior DiscRepair/Inspector (warranty)	\$700
Postage meter rental, maintenance and fees	\$2,390
Work area and public copiers	\$13,000
Microfilm reader (AS request) 1-yr contract exp 7/14	\$600

9350.01 Grounds Maintenance \$63,975

DESCRIPTION: Includes contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2014: Current year budget + budget request

Revised Dec 2014: Updated due to new millage; budget requests

Includes:

Tree and lawn fertilizer (Backer Landscaping)	\$2,780
Lawn maintenance (Backer Landscaping)	\$7,560
Snow removal (Backer Landscaping)	\$5,945
Garden maintenance (Goldner Walsh)=\$12,750 (\$10,500 worth of work for \$9,240 certificate)	\$11,490
Above 4 items fixed through 3/31/16	
Irrigation start up and shut down	\$1,200
Clearing and salting of parking lot and walkways	\$30,000
Unplanned grounds maintenance	\$5,000

9360.01 Computer System Maintenance \$198,769

DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2014: Current year budget less RFID

Revised Dec 2014: Updated due to new millage; budget requests

Revised Aug 2015: Increased \$5,207 due to Envisionware maintenance costing more.

Includes:

Adobe Creative Suite Subscription	\$763
AWE stations support for 4 YS stations	\$1,600
Baker&Taylor - The Content Café	\$2,200
Baker&Taylor Titlesource3	\$4,000
Barracuda backup system	\$1,599
Barracuda Cloud backup system	\$2,500
Barracuda Message Archiver	\$2,500
Barracuda Spam 300 Firewall (3-yr plan renews 10/2015)	\$3,030
Barracuda Web Filter - YS Internet filtering soft/hardware (renews 7/2016)	\$0
Blue Socket - manages 400 public access to wireless	\$872
Box Solutions intranet connect maintenance	\$1,600
Cisco equipment maintenance contract	\$16,627
Cisco ASA Firewall	\$7,800
Comcast - digital receivers	\$675
Comcast - high speed modem subscription	\$880

Computer equipment maintenance	\$7,000
Digitalization ST imaging scanner maintenance (Use Gift Fund acct 8330.03)	\$0
Domain name (BTPL.org) purchased 1/09-expires 1/2029	\$0
Envisionware annual maintenance	\$7,400
E*vanced Meeting Room Booking maintenance	\$462
Helpdesk Software	\$6,000
Innovative Encore subscription	\$12,500
Innovative maintenance contract	\$51,372
Laser jet printers maintenance	\$0
NetOp HVAC maintenance (renews 8/2016)	\$358
OPUS Interactive website hosting	\$880
Paging system support	\$950
Phone system maintenance	\$5,500
POS-Microsoft Dynamics software support	\$950
PRGT software to monitor network traffic	\$750
Sage 50 Accounting upgrade and maintenance	\$1,069
Sage 50 FAS Inventory SupportPlus contract	\$1,550
Scheduling software	\$2,000
Securitiy camera support	\$950
Sturdy room card system support	\$950
Symantec Anti-virus software maintenance (renews 11/2015)	\$5,772
Symantec Ghost upgrade and maintenance (100)	\$930
Techlogic AMH sorting system maintenance (Circ request)	\$21,012
Techlogic spare parts for AMH sorting system (Circ request)	\$1,900
Tel Systems AV equipment annual maint fee	\$12,500
Time clock support (syncs building clocks)	\$950
TLN - Deep Freeze, pub. web browser license, & Microsoft Live	\$519
Verisign SSL certification for site license: includes Encore, WebPac, Outlook, etc	\$4,999
VSS Pro maintenance contract	\$900
Unplanned computer system maintenance	\$2,000

Equipment \$75,210

9771.01 General Equipment \$27,500

DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget

Revised Dec 2014: Updated due to new millage; budget requests

Revised Mar 2016: Decreased \$16,000 due to delay in ordering copiers

Copiers for staff areas	\$20,000
Director's Discretionary	\$2,500
YS Staff workstation	\$5,000

9772.01 Computer Equipment \$47,710

DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget less RFID

Revised Dec 2014: Updated due to new millage; budget requests

Batteries for meeting room equipment	\$200
Cisco 2921 Router	\$7,950
Computer Equipment	\$10,000
Computer Supplies	\$2,700
Hazardous equipment disposal	\$300
Headset replacement	\$1,000
iMac stations upgrade	\$0
Printer replacement for staff	\$4,000
Scanner replacement	\$560
Server hardware	\$20,000
Systems & library-wide software	\$0
UPS power supply	\$1,000

OTHER OPERATING EXPENDITURES

\$283,473

7270.01 Office Supplies \$25,300

DESCRIPTION: Provides for purchase of internal office supplies, such as paper, pens, etc. Also included in this account is the purchase of library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget

To include:

Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies

\$25,300

Copier cards (purchased 3/2013) \$0

7280.01 Postage \$15,000

DESCRIPTION: Includes postage for daily metered mail

FORMULA: Current year budget + [x%] increase

Approved Aug 2014: Current year budget

Revised Mar 2016: Decreased \$5,000 per actual expenses

Includes:

Regular postage needs (includes Library by Mail) \$11,780

Annual Bulk Mailing Permit \$220

Quarterly newsletter mailing \$8,000

Professional Services \$56,343

8011.01 Accounting \$12,000

DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services

FORMULA: Monthly fee provided by R. Perkins, B Twp

Approved Aug 2014: Current year budget

Revised Dec 2014: Township increased \$10,800 for 2015/2016

8012.01 Audit \$8,500

DESCRIPTION: Annual fee charged by our auditing firm

FORMULA: Current year budget + Consumer Price Index per contract

Approved Aug 2014: Current year budget as bid for 3rd yr

Revised Jan 2016: No GASB costs

Audit \$8,500

Possible costs for GASB 67 & 68 accounting \$0

8013.01	<p>Consultant</p> <p>DESCRIPTION: Fees for consultants such as strategic planning or interior designer</p> <p>FORMULA: Current year budget</p> <p>Approved Aug 2014: Current year budget</p> <p>Revised Dec 2014: Updated due to new millage; budget requests</p> <p>Revised Jan 2016: Technology consultant not used as much as thought</p>	\$4,000
	Technology consultant - Systems	\$4,000
8014.01	<p>Contracts</p> <p>DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services</p> <p>FORMULA: Current year budget + [x%] increase</p> <p>Approved Aug 2014: Current year budget</p> <p>Revised Dec 2014: Decreased \$1,500 for collection agency based on 2014/2015 actual expenditures; increased RIDES \$104 per AP</p>	\$9,000
	RIDES delivery fee	\$4,000
	Message on Hold	\$500
	Unique Management - collection agency	\$4,500
8015.01	<p>Legal</p> <p>DESCRIPTION: Provides for legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters</p> <p>FORMULA: Current year budget + [x%] increase</p> <p>Approved Aug 2014: Current year budget</p>	\$5,000
8018.01	<p>Internet Service Provider (ISP)</p> <p>DESCRIPTION: This provides for the costs of our Internet access and consultant fees</p> <p>FORMULA: Current year budget + Metro Net meeting information</p> <p>Approved Aug 2014: Current year budget</p> <p>Includes:</p>	\$17,843
	Internet Opti-e-man charges from TLN	\$17,843
8020.01	<p>Projects</p> <p>DESCRIPTION: Special or one-time costs for strategic planning implementation and other major projects</p> <p>FORMULA: Budget requests</p> <p>Approved Aug 2014: Current year budget less RFID</p> <p>Revised Dec 2014: Updated due to new millage</p> <p>Revised Aug 2015: Increased \$2,000 for garden, otherwise, budget stayed the same but appropriations changed</p> <p>Revised Jan 2016: Decreased \$162,550 for incomplete projects and reimbursement and increased \$9,800 for added project.</p> <p>Revised Mar 2016: Increased \$5,000 for test of lobby flooring</p>	<u>\$132,750</u>
	Community Room lighting panel replacement	\$0
	Community Room Stage	\$20,000
	Extract two pine trees (now paid out of Gift Fund)	\$0
	Lobby flooring	\$5,000
	Parking lot maintenance-asphalt repair, sealcoat, stripping	\$12,500
	Plant three new evergreen trees	\$0
	New HVAC computer system	\$55,000
	New shrubs at drive up	\$0
	New outdoor trash receptacles	\$0
	Strategic Plan Implementation	\$20,000
	Wage survey	\$0
	West side Water Remediation	\$20,000
	Youth Study Room Alcove redo overages	\$2,450

Skylight repairs	\$0
Zen garden on east side of building	\$0
Capital Improvements Plan (G. Ferrara)	\$9,800
Insurance reimbursement - sewage pipe	(\$12,000)

Staff Development & Travel

\$22,000

8601.01 Conferences & Workshops \$10,000

DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.

FORMULA: Staff number, formula by classification, projected Staff Development Day cost + approved budget requests

Approved Aug 2014: Current year budget + IUG conference

Revised Dec 2014: Updated due to new millage

Revised Mar 2016: Decreased \$2,475 for actual expenses

Department Conference/Workshops	\$2,400
Staff Development Day	\$2,000
All-staff meetings	\$300
Director's Discretionary	\$950
Staff Service Awards	\$750
III Users' Group Nat. Conf. (3 attendees @ \$350)	\$1,050
Rotating National Conference (4 attendees @ \$250)	\$1,000
MIUG Conference (3 attendees @ \$50 ea.)	\$150
MLA Conference (6 attendees at \$150)	\$900
Board Professional Development	\$500

8602.01 Mileage & travel \$12,000

DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here

FORMULA: Current year budget + approved budget requests.

Approved Aug 2014: Current year budget + IUG conference

Revised Dec 2014: Updated due to new millage

Revised Mar 2016: Decreased \$6,800 for actual expenses

III Users' Group travel (3 attendees @ \$1,700)	\$4,935
Rotating National Conference (4 attendees @ \$1,700)	\$4,260
MIUG Conference (3 attendees @ \$200 ea.)	\$600
MLA Conference (6 attendees at \$200)	\$1,200
Mileage & misc. travel	\$1,005

9000.01 Printing & Publishing

\$10,500

DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget + advertising fees

Revised Dec 2014: Updated due to new millage

Revised Jan 2016: Increased \$1,000 for donation envelope added to mailing and redistributed amounts

Includes:

Community mailings/printings/advertising	\$0
Quarterly printed newsletter	\$10,000
Advertising fees for job postings	\$500

9550.01 Dues & Memberships \$15,000

DESCRIPTION: Memberships in professional and community organizations for the library as an institution, including American Library Association, Michigan Library Association, Chamber of Commerce and other community groups; support for individual membership in professional organizations such as Michigan Library Association and the American Library Association for the Director and such-benefitted staff

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2014: Current year budget

Revised Dec 2014: Updated due to new millage

Revised Aug 2015: Increased \$2,500 for MetronNet dues

Revised Mar 2016: Decreased \$2,123 for actual expenses

Library membership in ALA (national) (Due 8/15)	\$500
Library membership in Birmingham-Bloomfield Chamber of Commerce	\$175
Library member. in III Users Group (National)	\$100
Library member. in III Users Group (State)	\$25
Library membership in MLA (state)	\$2,388
Library membership in MCLS (discounts)	\$250
Library membership in PLTAOC	\$50
MetroNet Membership fee (includes shared web hosting, Overdrive hosting, Everyone's Reading speaker & marketing fees)	\$5,000
OCHR dues & maintenance fees	\$600
Professional Memberships for eligible employees	\$5,877
Board Professional Membership	\$35

Miscellaneous Expenses \$6,580

9990.01 Bank Service Charges \$4,720

DESCRIPTION: Fees charged by the bank for checks, transfers, and other transactions

FORMULA: Current year budget + [x%] increase

Approved Aug 2014: Current year budget

Includes:

All bank fees	\$2,000
Paypal fees	\$720
Ecommerce fees - Paymentech	\$2,000

9992.01 Library Shop \$1,500

DESCRIPTION: Costs to purchase items for sale and to operate shop

FORMULA: This is not a predictable line this year.

Approved Aug 2014: Current year budget

9993.01 Café \$360

DESCRIPTION: Costs to operate café

FORMULA: This is not a predictable line this year.

Approved Aug 2014: Current year budget

9999.01 Miscellaneous \$0

DESCRIPTION: Accounting declarations

FORMULA: This is not a predictable line.

Approved Aug 2014: Current year budget

TOTAL ESTIMATED EXPENDITURES

Fiscal Year April 1, 2015-March 31, 2016	Approved August 2014	\$5,175,602
	Revised December 2014	\$5,986,358
	Revised August 2015	\$5,976,668

Revised January 2016

\$5,771,231

Revised March 2016

\$5,703,874

(Fund Balance should never fall below three months of total expenditure line per Board direction.)

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**BOARD MOTION TO AMEND
THE GIFT FUND BUDGET**

MARCH 15, 2016

I MOVE TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2015 - MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$117,665 AND ANTICIPATED EXPENDITURES AMENDED TO \$141,771 USING A PORTION OF THE FUND BALANCE AS NECESSARY.

A motion was made by _____

and seconded by _____

Motion carried.

Bloomfield Township Public Library
Gift Fund
Estimated Budget
FY April 1, 2015-March 31, 2016
FY April 1, 2016-March 31, 2017

ACCOUNT NAME	2014-2015	2015-2016		2016-2017		Column 6	Column 7	Column 8
	Column 1 AUDITED BUDGET AS OF MAR 31, 2015	Column 2 ADOPTED BUDGET AS OF MAR 17, 2015	Column 3 AMENDED BUDGET AS OF MAR 15, 2016	Column 4 PROPOSED BUDGET AS OF AUG 18, 2015	Column 5 ADOPTED BUDGET AS OF MAR 15, 2016	Col. 3 & Col. 5 \$ DIFFERENCE	Col. 3 & Col. 5 % DIFFERENCE	% OF TOTAL PROPOSED
<u>Revenues</u>								
Gift Income	\$99,823	\$643	\$117,508	\$500	\$500	(\$117,008)	-99.6%	71.43%
Investment Earnings	\$644	\$157	\$157	\$200	\$200	\$43	27.4%	28.57%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	0.00%
Total Revenues	\$100,467	\$800	\$117,665	\$700	\$700	(\$116,965)	-99.4%	100.00%
<u>Expenditures</u>								
Library Services	\$41,629	\$20,194	\$32,252	\$0	\$25,522	(\$6,730)	-20.9%	16.72%
Facilities & Equipment	\$26,320	\$59,476	\$56,155	\$0	\$30,594	(\$25,561)	-45.5%	20.04%
Other Operating Expenditures	\$19,031	\$95,794	\$53,364	\$500	\$96,533	\$43,169	80.9%	63.24%
Total Expenditures	\$86,980	\$175,464	\$141,771	\$500	\$152,649	\$10,878	7.7%	100.00%
Unreserved Fund Balance	\$98,726	\$100,970	\$102,514	\$102,514	\$78,311			
Reserved Fund Balance	\$64,152	\$73,852	\$73,852	\$73,852	\$73,838			
Net revenue (expenditures)	\$13,487	(\$174,664)	(\$24,106)	\$200	(\$151,949)			
Fund Balance - Ending	\$176,366	\$158	\$152,260	\$176,566	\$200			
Nonspendable	\$0	\$0	\$0	\$0	\$0			
Restricted	\$176,366	\$0	\$0	\$0	\$0			
Committed	\$0	\$0	\$0	\$0	\$0			
Assigned	\$0	\$174,822	\$152,260	\$176,366	\$152,149			
Unassigned	\$0	\$158	\$0	\$200	\$200			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: March 10, 2016

**SUBJECT: Proposed General Fund and Gift Fund Estimated Budgets
for Fiscal Year April 1, 2016 - March 31, 2017**

The enclosed packet is information for the March 15, 2016 Library Board of Trustees meeting for discussion of the proposed Fiscal Year April 1, 2016 - March 31, 2017 budget.

General Fund Estimated Revenues

Revenues for FY 2016-2017 are now projected to decrease by \$51,014 since our proposed budget was approved in August, 2015.

Revenue from taxes remains as projected at this time. Penal Fines are anticipated to remain stable and as projected in August, 2015. State Aid has increased as we anticipate receiving three state aid checks in this next fiscal year due to a delay of one check in FY 2015/2016. Circulation Fines & Fees revenue has been adjusted downward due to more patrons keeping their accounts clear of overdue fines thereby sending a lower rate of overdue accounts to our collection agency. Our investment earnings also were adjusted downward due to the continued volatility in the bond market. Charges for services and miscellaneous revenue remain as projected.

Overall, library revenues are now projected to increase 3.3% or \$229,333 in FY 2016 - 2017 compared to year end FY 2015 – 2016.

General Fund Estimated Expenditures

Several expenditure lines have been increased from the proposed August, 2015 budget. More accurate costs for building maintenance and computer system maintenance expenditures have now been received. Our grounds maintenance costs have been adjusted to accurately reflect the bid award amounts. In addition, increases for some collections such as ebooks and databases are now proposed. The materials budget for games has been decreased as many games are single use now. The largest increase is in the projects line as we plan to complete several long overdue projects in FY 2016/2017.

Our Personnel category has decreased by \$61,034 overall from the proposed budget in August, 2015. Salaries and wages have increased by \$18,058 from what was proposed originally due to salary range adjustments. Mandated minimum wage increases on January 1, 2016 and again on January 1, 2017 required increases in the Library's Page position salary levels. These increases caused a ripple effect with our other pay ranges. As a result, we have adjusted all of our salary ranges and levels slightly. The proposed salary ranges are included in this budget packet for your review.

Our annual salary survey revealed that Bloomfield Township Public Library salaries remain in the mid-range as compared to similar sized public libraries in the area. Comparable area public libraries are planning pay increases ranging from 1.5% up to 4%. In addition, as we work to fill vacant positions, our salaries should remain competitive with nearby comparable public libraries in order to attract and retain quality employees. As approved in August, the FY 2016/2017 budget includes movement through the salary ranges for eligible employees and a 3% merit for employees at the top of their salary range who have performed well during the past year.

Also in the Personnel category, employee insurances decreased significantly by \$82,834. This decrease is due to known costs for health insurance, especially for our 30 hour employees who were offered health insurance for the first time starting in January, 2016.

The Library Services category increased by \$32,875 over the proposed budget in August. This increase is partly due to an increase in our database subscriptions costs, specifically an increase in our Hoopla subscription. In addition, we have increased our book collection budget to allow for more ebook purchases. There is a decrease in the CD-ROM and game collection budget as many items in this category are only available for individual use now.

There is an increase of \$72,881 in expenditures in the Facilities and Equipment category. Accurate costs for lawn maintenance and snow removal from the bid award are now included. In addition, our computer system maintenance increased to account for necessary technical support for our new building automation system. Building maintenance increased due to the addition of hydro-jetting our sewer lines this next year. Equipment increased due to purchasing public copiers in FY 2016/2017 rather than FY 2015/2016 as originally planned.

Our largest increase was in Other Operating Expenditures category, which increased by \$133,072 over the August proposed budget. By far the largest addition was in the projects line at \$127,500. Funding had been included for parking lot improvements, strategic plan implementation and replacement of our Cisco network that has reached the end of its life cycle and now includes lower level water remediation and lobby floor replacement. Printing has increased slightly to allow for additional community mailings. There were some slight increases in staff development dues and memberships and a slight decrease in professional services.

Fund Balance

Our Fund Balance is estimated to be \$10,536,886 in FY 2016/2017. This additional fund balance has been allocated to the committed and assigned fund balance liabilities to adjust our 8 month fund balance appropriately to cover our increased expenditures and fully fund our OPEB (other post-employment benefits), cover our sick/vacation liabilities and increase our capital fund for future planned capital improvements such as a new roof.

Gift Fund Estimated Budget

The Gift Fund Estimated Budget for Fiscal Year April 1, 2016 - March 31, 2017 is included in this packet. As in past years, the proposed budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the CFSEM and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. We assume all gifts will be spent during the year. The Gift Fund will be updated by amendments proposed at the March, 2016 Board meeting.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**BOARD MOTION TO ADOPT
PROPOSED GENERAL FUND BUDGET**

MARCH 15, 2016

I MOVE TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2016 - MARCH 31, 2017 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$7,140,634 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$6,872,786 FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

Motion was made by _____

Motion was seconded by _____

Motion carried.

Bloomfield Township Public Library
General Fund
Estimated Budget
FY April 1, 2015-March 31, 2016
FY April 1, 2016-March 31, 2017

ACCOUNT NAME	2014-2015	2015-2016		2016-2017		Column 6	Column 7	Column 8
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	AUDITED BUDGET AS OF MAR 31, 2015	ADOPTED BUDGET AS OF MAR 17, 2015	AMENDED BUDGET AS OF MAR 15, 2016	PROPOSED BUDGET AS OF AUG 18, 2015	ADOPTED BUDGET AS OF MAR 15, 2016	Col. 3 & Col. 5 \$ DIFFERENCE	Col. 3 & Col. 5 % DIFFERENCE	% OF TOTAL PROPOSED
<u>Revenues</u>								
Taxes	\$6,452,114	\$6,631,643	\$6,670,251	\$6,846,279	\$6,846,279	\$176,028	2.6%	95.88%
Penal Fines	\$61,712	\$55,009	\$82,987	\$55,845	\$55,845	(\$27,142)	-32.7%	0.78%
State Aid	\$24,189	\$24,198	\$12,207	\$22,507	\$34,507	\$22,300	182.7%	0.48%
Circulation Fines and Fees	\$120,699	\$127,296	\$100,000	\$129,170	\$100,000	\$0	0.0%	1.40%
Charges for Services	\$12,841	\$11,910	\$14,521	\$11,987	\$11,987	(\$2,534)	-17.5%	0.17%
Investment earnings	\$73,868	\$114,613	\$19,992	\$115,390	\$81,546	\$61,554	307.9%	1.14%
Miscellaneous	\$11,114	\$9,334	\$11,343	\$10,470	\$10,470	(\$873)	-7.7%	0.15%
Total Revenues	\$6,756,537	\$6,974,003	\$6,911,301	\$7,191,648	\$7,140,634	\$229,333	3.3%	100.00%
<u>Expenditures</u>								
Personnel	\$3,292,398	\$3,693,694	\$3,644,882	\$3,903,566	\$3,842,532	\$197,650	5.4%	55.91%
Library Services	\$736,140	\$770,071	\$761,521	\$801,981	\$834,856	\$73,335	9.6%	12.15%
Facilities & Equipment	\$896,097	\$1,073,472	\$1,013,998	\$1,216,924	\$1,289,805	\$275,807	27.2%	18.77%
Other Operating Expenditures	\$259,080	\$449,121	\$283,473	\$772,521	\$905,593	\$622,120	219.5%	13.18%
Total Expenditures	\$5,183,715	\$5,986,358	\$5,703,874	\$6,694,992	\$6,872,786	\$1,168,912	20.5%	100.00%
Fund Balance - Beginning	\$7,488,789	\$8,858,516	\$9,061,611	\$10,106,600	\$10,269,038			
Net revenue (expenditures)	\$1,572,822	\$987,645	\$1,207,427	\$496,656	\$267,848			
Other financing sources								
Fund Balance - Ending	\$9,061,611	\$9,846,161	\$10,269,038	\$10,603,256	\$10,536,886			
Nonspendable - prepaid exp. or inventory	\$18,743	\$25,930,327	\$25,123,307	\$25,123,307	\$25,123,307			
Restricted - none	\$0	\$0	\$0	\$0	\$0			
Committed - 8 month fund balance	\$3,990,905	\$4,251,572	\$4,581,857	\$4,463,328	\$4,469,191			
Assigned - Capital improvements/comp liabilities/OPEB funding	\$4,754,453	\$5,494,589	\$5,587,181	\$6,039,928	\$5,967,695			
Unassigned - unplanned emergencies	\$297,510	\$100,000	\$100,000	\$100,000	\$100,000			
Assigned fund balance liabilities:								
Capital improvements	-	\$24,300	\$105,205	\$587,018	\$520,528			
Compensated vacation and sick leave liability	\$457,812	\$446,124	\$457,812	\$428,746	\$423,003			
OPEB: 85.52% funding of \$5,024,164 obligation in 2014/2015 FY and 100% funding in 2015/2016 and 2016/2017 FYs	\$4,296,641	\$5,024,164	\$5,024,164	\$5,024,164	\$5,024,164			

Bloomfield Township Public Library

General Fund

Chart of Accounts

As of Mar 15, 2016

Account ID	Account Description	Active?	Account Type
100.01	Imprest Cash	Yes	Cash
101.01	Checking - Ecommerce - 5th3rd	Yes	Cash
102.01	Money Market - RBC Capital	Yes	Cash
103.01	Investments - RBC Capital	Yes	Cash
104.01	Checking - Flagstar	Yes	Cash
105.01	Business Savings - Flagstar	Yes	Cash
108.01	General Fund CD	Yes	Cash
110.01	A/R General	Yes	Accounts Receivable
120.01	Prepaid Expenses General	Yes	Other Current Assets
121.01	Due From Gift Fund	Yes	Other Current Assets
160.01	Sites	Yes	Fixed Assets
162.01	Building Improvement	Yes	Fixed Assets
164.01	Furniture & Fixtures	Yes	Fixed Assets
166.01	Book Collection & Materials	Yes	Fixed Assets
168.01	Media Collection	No	Fixed Assets
169.01	Construction in Progress	Yes	Fixed Assets
190.01	Accumulated Depreciation	Yes	Accumulated Depreciation
210.01	Accounts Payable - General	Yes	Accounts Payable
211.01	FOL Sales	Yes	Other Current Liabilities
212.01	Accrued Payroll	Yes	Other Current Liabilities
213.01	Other Accrued Expenses	Yes	Other Current Liabilities
214.01	Due To Gift Fund	Yes	Other Current Liabilities
215.01	Accrued Vacation	Yes	Other Current Liabilities
216.01	Accrued Sick Leave	Yes	Other Current Liabilities
217.01	Accrued Retirement	Yes	Other Current Liabilities
218.01	Escheats Liability	Yes	Other Current Liabilities
219.01	Deferred Revenue	Yes	Other Current Liabilities
308.01	Beginning Balance Equity	Yes	Equity-doesn't close
309.01	Beginning Balance Equity	Yes	Equity-doesn't close
310.01	Fund Balance - General	Yes	Equity-Retained Earnings
312.01	Investments in Fixed Assets	Yes	Equity-doesn't close
410.01	Taxes	Yes	Income
420.01	Penal Fines	Yes	Income
422.01	State Aid	Yes	Income
430.01	Fines & Fees	Yes	Income
432.01	Photocopying Fee	Yes	Income
435.01	Room Rental Fees	Yes	Income
454.01	Interest - General	Yes	Income
455.01	Change in Asset Value	Yes	Income
460.01	Miscellaneous Revenue	Yes	Income
462.01	Library Shop	Yes	Income
463.01	Cafe	Yes	Income
470.01	Sale of Used Equip.	Yes	Income
490.01	Transfers In	Yes	Income
7020.01	Salaries and Wages	Yes	Expenses
7150.01	Social Security	Yes	Expenses
7190.01	Employee Insurances	Yes	Expenses
7191.01	Unemployment Compensation	Yes	Expenses
7220.01	Retirement	Yes	Expenses
7270.01	Office Supplies	Yes	Expenses
7280.01	Postage	Yes	Expenses
7750.01	Repairs & Maintenance Supplies	Yes	Expenses
8011.01	Accounting	Yes	Expenses
8012.01	Audit	Yes	Expenses
8013.01	Consultant	Yes	Expenses

Bloomfield Township Public Library**General Fund****Chart of Accounts****As of Mar 15, 2016**

Account ID	Account Description	Active?	Account Type
8014.01	Contracts	Yes	Expenses
8015.01	Legal	Yes	Expenses
8017.01	Contractual staffing	Yes	Expenses
8018.01	Internet Service Provider(ISP)	Yes	Expenses
8020.01	Projects	Yes	Expenses
8301.01	Electronic Serv - AS Database	Yes	Expenses
8302.01	Electronic Serv-SkyRiver	Yes	Expenses
8303.01	Electronic Servi - YS Database	Yes	Expenses
8304.01	MetroNet Shared Hosting	No	Expenses
8500.01	Telephone	Yes	Expenses
8601.01	Conferences & Workshops	Yes	Expenses
8602.01	Mileage, Travel, Meals	Yes	Expenses
9000.01	Printing & Publishing	Yes	Expenses
9100.01	Building Insurance	Yes	Expenses
9201.01	Electricity	Yes	Expenses
9202.01	Gas	Yes	Expenses
9203.01	Water	Yes	Expenses
9300.01	Building Maintenance	Yes	Expenses
9330.01	Equipment Maintenance Contract	Yes	Expenses
9350.01	Grounds Maintenance	Yes	Expenses
9360.01	Computer System Maintenance	Yes	Expenses
9401.01	Books - Adult Services	Yes	Expenses
9402.01	Books - Rental	Yes	Expenses
9403.01	Books - Youth Services	Yes	Expenses
9404.01	Books - Reference	Yes	Expenses
9405.01	Materials - Technical Services	Yes	Expenses
9406.01	Materials - Systems	Yes	Expenses
9407.01	Materials - Administration	Yes	Expenses
9408.01	Materials - Circulation	Yes	Expenses
9442.01	Processing & Supplies	Yes	Expenses
9451.01	Periodicals, Newspaper & Micro	Yes	Expenses
9453.01	Reference Services	Yes	Expenses
9481.01	Vertical File - Adult Services	Yes	Expenses
9482.01	Vertical File - Youth Services	Yes	Expenses
9491.01	CD ROM & Games-Adult Services	Yes	Expenses
9492.01	CD ROM & Games-Youth Services	Yes	Expenses
9501.01	Music - Adult Services	Yes	Expenses
9502.01	Music - Youth Services	Yes	Expenses
9511.01	Audio Books - Adult Services	Yes	Expenses
9512.01	Audio Books - Youth Services	Yes	Expenses
9531.01	DVD's - AS	Yes	Expenses
9532.01	DVD's - YS	Yes	Expenses
9541.01	Special Needs - Adult Services	Yes	Expenses
9542.01	Special Needs - Youth Services	Yes	Expenses
9550.01	Dues & Memberships	Yes	Expenses
9561.01	Programs - Adult	Yes	Expenses
9562.01	Programs - Youth	Yes	Expenses
9564.01	Programs - Admin	Yes	Expenses
9565.01	Programs - Systems	Yes	Expenses
9771.01	General Equipment	Yes	Expenses
9772.01	Computer Equipment	Yes	Expenses
9773.01	Facility Services Equipment	Yes	Expenses
9800.01	Clearing	Yes	Expenses
9900.01	Transfers Out	Yes	Expenses
9990.01	Bank Service Charges	Yes	Expenses

Bloomfield Township Public Library
General Fund
Chart of Accounts
As of Mar 15, 2016

Account ID	Account Description	Active?	Account Type
9992.01	Library Shop Expenses	Yes	Expenses
9993.01	Cafe Expenses	Yes	Expenses
9999.01	Misc Expense	Yes	Expenses
closed 101.01	Checking - Ecommerce - Chase	No	Cash
closed 102.01	Money Market - Citizen's	No	Cash
closed 103.01	Checking - Chase - Investments	No	Cash
closed 104.01	Checking - Comerica	No	Cash
closed 105.01	Checking - Chase Bank	No	Cash
closed 106.01	Savings - Chase Bank	No	Cash
closed 107.01	Money Market - Comerica	No	Cash
closed#2 103.01	MaxSaver Cking - Fifth Third	No	Cash
deactive 109.01	General Fund T-Bills	No	Cash
deactive 424.01	Bloomfield Hills Contract	No	Income
deactive 431.01	Book Rental Fees	No	Income
deactive 433.01	Video Rental Fees	No	Income
deactive 434.01	I.L.L. Fees	No	Income
deactive 436.01	Art Sale	No	Income
deactive 437.01	Art Rental Fees	No	Income
deactive7272.01	Computer Supplies	No	Expenses
deactive8019.01	InMich ILL	No	Expenses
deactive8305.01	E-books	No	Expenses
deactive8330.01	Contingency	No	Expenses
deactive9382.01	Building/Office Equip Rentals	No	Expenses
deactive9452.01	Government Documents	No	Expenses
deactive9525.01	Computer Software - Technical	No	Expenses
deactive9526.01	Computer Software - System	No	Expenses
deactive9991.01	Room Rental Refund Account	No	Expenses

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN**

April 1, 2016 - March 31, 2017

Approved August 2015

Revised January 2016

Revised March 2016

TAXES

\$6,846,279

410.01 Taxes

\$6,846,279

DESCRIPTION: These are the tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of one mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback).

FORMULA: Township-provided taxable value of property in the township multiplied by the mill calculated by the Township.

Approved August 2015: Using the 06/01/15 Township generated 2016 prediction of taxable value of \$3,448,312,390. The first 1 mill is now reduced by the Headlee Amendment to .7001. The second .7874 mill is now reduced by the Headlee Amendment to 0.7479. The third .5410 mill is now reduced by the Headlee Amendment to .5374. Altogether, these mills total 1.9854 after rollbacks. ($\$3,448,312,390 \times .0019854 = \$6,846,279$)

PENAL FINES

\$55,845

420.01 Penal Fines

\$55,845

DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.

FORMULA: Review five-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2010 population is 41,070.

Approved August 2015: The projection for 2016-2017 reflects averaging Penal Fines revenue over the most recent five years from FY 2010-2011 to FY 2014-2015.

STATE AID

\$34,507

422.01 State Aid

\$34,507

DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.

FORMULA: For August, review five-year history of actual State Aid received. For December, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2010 population is 41,070.

Approved August 2015: The projection for 2016-2017 reflects averaging State Aid revenue over the most recent five years from FY 2010-2011 to FY 2014-2015.

Revised Mar 2016: Increased \$12,000 due to FY 2015/2016 second payment not being received until FY 2016/2017

CIRCULATION REVENUE

\$100,000

430.01 Fines & Fees

\$100,000

DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.

FORMULA: Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.

Approved August 2015: The projection for 2016-2017 reflects averaging fines & fees revenue over the most recent four years from FY 2010-2011 to FY 2014-2015 (less the 2013-2014 year due to "collections" that year).

Revised Jan 2016: Reduced by \$14,170 due to previous year actual reduced from prior years possibly due to collections agency.

Revised Mar 2016: At request of Finance Committee, reduced by \$15,000 due to current year projections

CHARGES FOR SERVICES

\$11,987

432.01 Photocopy Fees

\$261

DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.

FORMULA: Review five-year history of actual fees received.

Approved August 2015: The projection for 2016-2017 reflects prior year actual revenue due to averaging photocopy fee revenue over the most recent five years being an unrealistic figure.

435.01 Room Rental Fees

\$11,726

DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.

FORMULA: Review five-year history of actual fees received. Review impact of any significant changes in meeting room availability.

Approved August 2015: The projection for 2016-2017 reflects averaging room rental revenue over the most recent five years from FY 2010-2011 to FY 2014-2015.

INVESTMENT EARNINGS

\$81,546

454.01 Investment Earnings

\$81,546

DESCRIPTION: Through careful investment of the taxes received in advance of need for the Operating budget, interest on the fund balance is generated as revenue for the library.

FORMULA: Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year.

Approved August 2015: Average interest rate of 0.30% (May 31, 2015) x \$287,807 (May 31, 2015 bank balances) plus 1.42% (May 31, 2015) X \$8,065,307 (May 31, 2015 investment balance). (\$863 + 114,527 = \$115,390)

Revised Jan 2016: Reduced by \$19,326 due to average interest rate of 0.30% (Dec 31, 2015) x \$297,534 (Dec 31, 2015 bank balances) plus 1.18% (Dec 31, 2015) X \$8,065,307 (May 31, 2015 investment balance). (\$893 + 95,171 = \$96,064)

Revised Mar 2016: At request of Finance Committee, reduced by \$14,518 due to average interest rate of 0.30% (Dec 31, 2015) x \$297,534 (Dec 31, 2015 bank balances) plus 1.00% (S & C estimate) X \$8,065,307 (May 31, 2015 investment balance). (\$893 + 80,653 = \$81,546)

455.01 Change in Asset Value

\$0

DESCRIPTION: Changes to market value expected on investments during the current fiscal year.

FORMULA: Budgeted only at year end due to uncertainty of changes

Approved August 2015: The erratic amounts in this line do not allow for prediction.

MISCELLANEOUS

\$10,470

460.01 Miscellaneous Revenue

\$409

DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.

FORMULA: Estimate of predicted miscellaneous receipts

Approved August 2015: The erratic amounts in this line do not allow for prediction however recycling averages for 4 prior years are included.

462.01 Library Shop Revenue

\$3,061

DESCRIPTION: Revenue received from the sale of items in the Library Shop. This revenue is subject to state sales tax.

FORMULA: Review five-year history of actual fees received.

Approved August 2015: The projection for 2016-2017 reflects averaging Library Shop revenue over the most recent five years from FY 2010-2011 to FY 2014-2015.

463.01 Café Revenue

\$6,000

DESCRIPTION: Revenue received from the sale of items in the Café.

FORMULA: Review five-year history of actual fees received.

Approved August 2015: Based on vendor guaranteed income

470.01 Sale of Used Equipment

\$1,000

DESCRIPTION: Revenue received from the sale of used library equipment.

FORMULA: Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings.

Approved August 2015: One sale planned during 2016/2017

TOTAL ESTIMATED REVENUES

Fiscal Year April 1, 2016 - March 31, 2017

Approved August 2015

\$7,191,648

Revised January 2016

\$7,158,152

Revised March 2016

\$7,140,634

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN**

April 1, 2016 - March 31, 2017

Approved August 2015

Revised January 2016

Revised March 2016

PERSONNEL

\$3,842,532

7020.01 Salaries and Wages \$2,766,691

DESCRIPTION: Salaries for full-time, part-time, and substitute staff

FORMULA: Latest edition of Personnel Expense Report (PER) by Department which provides all approved positions fully staffed for a full fiscal year + [x%] increase to schedule + average merit of [x%]

Approved Aug 2015: As proposed, this budget includes the following:

Revised Jan 2016: Increased due to updated PER

Revised Mar 2016: Increased due to updated PER

Advance all qualified employees to next level

Adjustment to pay scale per CM

3% merit pay

PA 20 Hard Cap

Full year PPACA to 30-hr employees

350 AS Mon-Sat Substitute hours

520 YS Mon-Sat Substitute hours

208 extra Sys CA hours

520 extra Circ CA hours

260 extra Admin CA hours

Admin Clerk hours reduced

Retirement payouts

Added Sunday hours to Systems

7150.01 Social Security \$211,652

DESCRIPTION: Monthly payments made to Bloomfield Township to cover our share of the F.I.C.A. tax for each employee

FORMULA: Projected Salaries and Wages line x current social security formula

Approved Aug 2015: Based on above requests under Salaries and Wages

Revised Jan 2016: Increased due to updated PER

Revised Mar 2016: Increased due to updated PER

7190.01 Employee Insurances \$612,422

DESCRIPTION: This includes part-time employees' health, disability, and life insurance; full-time employees' health, vision, dental, disability, and life insurance; retirees health and life insurance; all employees' workman's compensation insurance; and unemployment compensation. Health care costs for full-time employees hired after 05/01/11 and health care costs provided after 12/31/15 for part-time employees are now partially funded by the employee. Also includes retiree Health Savings Plan contributions and a 5% projected increase in costs.

FORMULA: Current year budget + any known increases from Township or vendors

Approved Aug 2015: Based on above requests under Salaries and Wages

Revised Jan 2016: Decreased due to updated PER

Revised Mar 2016: Increased due to updated PER

7220.01 Retirement \$251,767

DESCRIPTION: Payments to Bloomfield Twp for full-time employees enrolled in the Township retirement plans. Defined benefit plan for full-time employees hired on or before 05/31/11. Defined contribution plan for full-time employees hired after 05/31/11.

FORMULA: Projected Personnel Expense Report by Department, covered wages only (participating full-time employees) x [x%] as provided by Jason Theis, B Twp

Approved Aug 2015: Based on above requests under Salaries and Wages

Revised Jan 2016: Increased due to updated PER

LIBRARY SERVICES \$834,856

Electronic Services - Databases \$123,381

8301.01 Electronic Services-Adult \$93,724

DESCRIPTION: These are fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.

FORMULA: Current year budget + approved budget requests

Approved Aug 2015: Current year budget + 3% increase

Revised Jan 2016: Updated selections and reduced unplanned, increased \$5,000 for Hoopla

FROM METRO NET

American Bus. Information - Refer. USA	\$4,230
Ancestry.com	\$1,105
Gale	\$4,000
Biography Resource Center	
Demographics Now - Free from the State	
Gale Courses	
History in Context US & World	
Legal Forms - Free from the State	
Literature Resource Center	
Opposing Viewpoints	
Powersearch PLUS (no charge)	
Science In Context	
Scribner's	
Small Bus. Resource Center - Free from the State	
Twayne Author/Scribner Writers' Series	

Mango Languages \$2,850

FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE

McGraw-Hill Access Science	\$857
Oxford Reference Online Premium	\$1,624
Plunkett Online	\$2,850

FROM THE LIBRARY NETWORK

Consumer Reports	\$1,365
NoveList	\$2,270

DIRECT PURCHASES

Alexander Press - Music Online	\$1,163
Baker & Taylor - Titlesource 360 (TS request)	\$200
Gale Courses	\$3,333
EBSCO - Magill Literature Online	\$1,392
Grey House - Weiss Financial Ratings	\$1,995
Hoopla	\$15,000
Infobase Publishing - American History Online	\$2,514
Infobase Publishing - Science Online	\$2,152
McGraw-Hill Access Medicine	\$1,689
McGraw-Hill Harrison's Principles...	\$927
Mergent - Hoover's Online	\$1,265

National Geographic	\$35
Nexis Lexis - Corporate Affiliations	\$1,248
Proquest	
Newspaper Pkg. (NYT,WSJ,WPost, DFP)	\$9,000
HeritageQuest	free-MEL
Historical Detroit Free Press	\$1,900
Historical New York Times	\$3,585
SIRS Issues Researcher	\$2,700
Recorded Books - Eprep	\$3,800
Select Reads	\$3,000
Tutor.com	\$11,675
Unplanned additional costs	\$4,000

8303.01 Electronic Services–Youth \$29,657

DESCRIPTION: These are fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services, as well as the in-house-only educational CD-ROMs and DVD-ROMs available on the “educational/game computers”

FORMULA: Current year budget + approved budget requests.

Approved Aug 2015: Current year budget + 3% increase

Revised Jan 2016: Updated selections and increased Hoopla by \$5,000

DIRECT PURCHASES

Britannica	\$2,962
Children’s Magazine Guide	Free
Hoopla	\$15,000
Little Pim	\$1,575
National Geographic	\$1,200
Planet ii - Smart Math	\$700
TutorMe! (changed name from Tutor.com)	\$1,500
World Almanac for Kids	\$1,657
WorldBook - Online Reference Center	\$1,943
Unplanned additional costs	\$3,120

8302.01 Electronic Cataloging Services - SkyRiver and Overdrive \$18,540

DESCRIPTION: These are fees for a specific electronic database used for the cataloging of materials

FORMULA: Current year budget + approved budget requests

Approved Aug 2015: Current year budget + 3% increase

SkyRiver	\$18,540
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Books \$327,979

9401.01 Books–Adult \$141,866

DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2015: Current year budget + 3% increase

9402.01 Books–HITS (High Interest Titles) \$20,000

DESCRIPTION: Best selling or very popular books purchased to allow more patrons access without waiting.

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2015: Current year budget + 3% increase

Revised Jan 2016: Increased \$4,550 for HITS and changed name of account

9403.01 Books–Youth \$118,061

DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2015: Current year budget + 3% increase

	Revised Jan 2016: Increased by \$20,000 for ebooks. Includes: TLN Tumblebooks ebooks	
9404.01	Books–Reference	\$47,099
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection FORMULA: Current year budget + [x%] increase + approved budget requests Approved Aug 2015: Current year budget + 3% increase	
9405.01	Materials–Technical Services	\$180
	DESCRIPTION: Materials purchased to assist in cataloging FORMULA: Current year budget + [x%] increase + approved budget requests Approved Aug 2015: Current year budget + 3% increase	
9406.01	Materials–Systems	\$515
	DESCRIPTION: Materials purchased to assist in Systems work and training FORMULA: Current year budget + [x%] increase + approved budget requests Approved Aug 2015: Current year budget + 3% increase	
9407.01	Materials–Administration	\$258
	DESCRIPTION: Materials purchased to assist Administration activities FORMULA: Current year budget + [x%] increase + approved budget requests Approved Aug 2015: Current year budget + 3% increase	
9442.01	Processing & Supplies	<u>\$48,462</u>
	DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials. FORMULA: Current year budget + [x%] increase Approved Aug 2015: Current year budget + 3% increase	
	<u>Periodicals/Documents/Services</u>	<u>\$91,429</u>
9451.01	Periodicals, Newsletters & Microforms	\$49,209
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons FORMULA: Current year budget + [x%] increase + approved budget requests Approved Aug 2015: Current year budget + 3% increase Includes:	
	Zinio	\$5,000
9453.01	Reference Services	\$42,220
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print, (e.g., Value Line) FORMULA: Current year budget + [x%] increase + approved budget requests Approved Aug 2015: Current year budget + 3% increase Revised Jan 2016: Updated selections Includes:	
	Commerce Clearing House (CCH)	\$1,265
	Financial Info Stock Guide	\$3,650
	Government Documents	\$2,375
	Institute for Continuing Legal Education(ICLE)	\$402
	Lexis Nexis	\$530
	Mergent	\$4,684
	Morningstar	\$6,734
	RIA	\$1,303
	Standard & Poors/NetAdvantage	\$9,490
	ValueLine	\$5,605
	West	\$3,423
	Unplanned additional services	\$2,759

	<u>Vertical File</u>		<u>\$500</u>
9481.01	Adult Services	\$300	
	DESCRIPTION: Costs of acquiring pamphlets, brochures and similar materials for Adult Services vertical files		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget		
9482.01	Youth Services	\$200	
	DESCRIPTION: Costs of acquiring pamphlets, brochures, posters, and similar materials for Youth Services' picture file		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget		
	<u>CD-ROM/GAMES</u>		<u>\$6,090</u>
9491.01	Adult	\$3,000	
	DESCRIPTION: CD-ROM and Games purchased by Adult Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
	Revised Jan 2016: Reduced by \$400 due to budget request		
9492.01	Youth	\$3,090	
	DESCRIPTION: CD-ROM and Games purchased by Youth Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
	<u>Music</u>		<u>\$30,492</u>
9501.01	Adult	\$27,553	
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
	Freegal Music	\$13,000	
	Regular music purchases	\$14,553	
9502.01	Youth	\$2,939	
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
	Freegal Music and TBD	\$1,253	
	Regular music purchases	\$1,686	
	<u>Audio Books</u>		<u>\$71,123</u>
9511.01	Adult	\$58,710	
	DESCRIPTION: Books recorded on compact disc and MP3, Leap Pad kits, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
9512.01	Youth	\$12,413	
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
	<u>DVDs</u>		<u>\$74,632</u>
9531.01	Adult	\$56,414	
	DESCRIPTION: DVD materials purchased by Adult Services for circulation		

	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
9532.01	Youth	\$18,218	
	DESCRIPTION: DVD materials purchased by Youth Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
	<u>Special Needs Collection</u>		<u>\$10,043</u>
9541.01	Adult	\$4,893	
	DESCRIPTION: Print and non-print materials specific to Special Needs		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
9542.01	Youth	\$5,150	
	DESCRIPTION: Print and non-print materials specific to Special Needs		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget + 3% increase		
	<u>Programming</u>		<u>\$32,185</u>
9561.01	Adult	\$10,000	
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget		
	Includes:		
	All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.		
	Major programs include:		
	Everyone's Reading		
	Storytelling Festival		
	Concerts		
	Summer Reading		
9562.01	Youth	\$19,685	
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget		
	Includes:		
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.		
	Major programs include:		
	Children's Book Week		
	First Grade Reader's Rally		
	Little Foodies		
	PJ Theater		
	Storytelling Festival		
	Summer Reading		
9564.01	Administration	\$2,000	
	DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2015: Current year budget		
	Includes:		

All speakers, program-specific printing, incentives for participation, photo records of Administration-sponsored programming, Bloomfield Twp Open House, etc. \$1,500

Major programs include:

community collaboration event

community partnering for library-wide programs

Volunteer reception and other volunteer expenses \$500

9565.01 Systems \$500

DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2015: Current year budget

Includes:

All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.

Major programs include:

Hosting of Metro Net and technology events

FACILITIES AND EQUIPMENT

\$1,289,805

7750.01 Repairs & Maintenance Supplies \$66,000

DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2015: Current year budget

Revised Jan 2016: Increased by \$5,000 for highlights/ballast

High lights and Ballast replacement	\$15,000
HVAC replacement of parts & filters	\$10,000
Pest control products	\$1,000
All other needs	\$40,000

8500.01 Telephone \$20,249

DESCRIPTION: In addition to typical telephone services, these funds are also used to cover the cost of our lines for cell phones.

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2015: Current year budget

Includes:

Cell phones (Verizon)	\$3,200
Emergency use cell phone	\$150
Pay phone service for patrons	\$1,000
PRI lines for phone lines (with long distance)	\$15,899

9100.01 Building Insurance \$82,000

DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.

FORMULA: Current year budget + [x%] increase from Jason Theis, B Twp

Approved Aug 2015: Current year budget

Utilities

9201.01 Electricity \$257,085

DESCRIPTION: Payments made for electricity

FORMULA: Average last three years' expense + [x%] increase

Approved Aug 2015: Average last three years + 3%

\$343,289

9202.01 Natural Gas \$65,300
 DESCRIPTION: Payments made for heat
 FORMULA: Average last three years' expense + [x%] increase
Approved Aug 2015: Average last three years + 3%

9203.01 Water \$20,904
 DESCRIPTION: Payments made for water.
 FORMULA: Average last three years' expense + [x%] increase
Approved Aug 2015: Average last three years + 3%

9300.01 Building Maintenance \$193,490

DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance, and more

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2015: Current year budget + budget requests

Revised Jan 2016: Increased \$3,700 due to budget requests.

Includes:

Boiler inspection State fees	\$400
Incidentals/fines for Boilers	\$120
Boiler treatment	\$600
Carpet cleaning maintenance	\$9,492
Replace/pest control of portico/exterior soffit	\$10,000
Cleaning - general	\$57,000
Chair cleaning	\$2,200
Door maintenance (expires April 2016)	\$2,700
Elevator	\$1,200
Fire Suppression System service agreement	\$1,100
Fire extinguisher recharge	\$900
Flag service	\$756
Generator service	\$1,000
HVAC - annual contract fee (expires 4/1/2016)	\$16,922
HVAC emergency (chiller compressor, fan motor, equip, circulating pumps, motors, archive climate control & pc management	\$40,000
Hydro Jetting	\$5,000
Lift Station maintenance	\$2,700
Parking lot maintenance/repair (budgeted in Projects for 2016/2017)	\$0
Roof maintenance and repair	\$5,000
Security system - alarm monitoring (expires ?)	\$24,000
Sprinkler back flow inspection	\$1,000
Waste removal	\$2,700
Window Cleaning - annual	\$4,400
WON door annual inspection and maintenance	\$300
Unspecified elevator maintenance	\$2,000
Unspecified projects (Elevator fan, etc)	\$2,000

9330.01 Equipment Maintenance \$18,690

DESCRIPTION: Includes contracts for telephone system, copying/microform equipment maintenance, postage meter

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2015: Current year budget

Includes:

CBS copier vending	\$2,000
EcoSenior DiscRepair/Inspector (warranty)	\$700
Postage meter rental, maintenance and fees	\$2,390
Work area and public copiers	\$13,000
Microfilm reader (AS request) 1-yr contract exp 7/14	\$600

9350.01**Grounds Maintenance****\$101,000**

DESCRIPTION: Includes contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2015: Current year budget

Revised Jan 2016: Increased \$35,715 due to Facilities budget request & RFP award.

Revised Mar 2016: Increased \$8,550 due to Bldg. Comm. Request and added service but decreased \$8,500 due to RFP award

Includes:

Lawn fertilizer	\$2,400
Tree fertilizer & Arbor Services (American Tree Arborists)	\$6,000
Lawn maintenance (includes spring/fall clean ups)	\$12,000
Snow removal	\$13,000
Clearing and salting of parking lot and walkways	\$30,000
Garden maintenance (Goldner Walsh) (\$14,000 worth of work for \$12,320 certificate + \$430 extra)	\$12,750
Irrigation start up and shut down	\$1,200
Mulching	\$10,100
Tree bed weeding	\$4,550
Youth Services Terract raised garden	\$4,000
Unplanned grounds maintenance	\$5,000

9360.01**Computer System Maintenance****\$237,592**

DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2015: Current year budget + budget requests

Revised Jan 2016: Increased \$17,881 due to costs being updated, adding Windows update, and Facilities budget request.

Includes:

Adobe Creative Suite Subscription	\$398
AWE stations support for 4 YS stations	\$1,600
Baker&Taylor - The Content Café	\$1,995
Baker&Taylor Titlesource360 (TS request)	\$2,840
Barracuda backup system EU 690 1-year	\$1,630
Barracuda Cloud backup system 1-year	\$4,529
Barracuda Message Archiver	\$2,500
Barracuda Spam 300 Firewall (3-yr plan renews 10/2018)	\$0
Barracuda Web Filter - YS Internet filtering soft/hardware (renews 7/2016)	\$3,500
Box Solutions intranet connect maintenance	\$2,000
Cisco equipment maintenance contract	\$16,627
Comcast - digital receivers	\$675
Comcast - high speed modem subscription	\$924
Computer equipment maintenance	\$7,000
Domain name (BTPL.org) purchased 1/09-expires 1/2029	\$0
Envisionware annual maintenance	\$8,000
E*vanced Meeting Room Booking maintenance	\$485
Godaddy SSL certificaion for site license: includes	\$0
Encore, WebPac, Outlook, etc. (renews 3/1/2018/)	\$0
HVAC Building Automation System Tech Support(Fac request)	\$11,000
Innovative Encore subscription	\$12,500
Innovative maintenance contract	\$60,000
Microsoft Windows 10 upgrade (\$49 x 160 licenses)	\$7,840
Mobile Patrons 3-yr commitment	\$6,395
Mobile Worklist 3-yr commitment	\$4,725

3/9/2016

Paging system support	\$950
Patron Online Registration program	\$5,500
Phone system maintenance	\$5,500
POS-Microsoft Dynamics software support	\$950
Sage 50 Accounting upgrade and maintenance	\$1,845
Sage 50 FAS Inventory SupportPlus contract	\$1,550
Securtiy camera support	\$950
Sturdy room card system support	\$950
Symantec Anti-virus software maintenance (renews 11/2015)	\$5,772
Symantec Ghost upgrade and maintenance (100)	\$500
Techlogic AMH sorting system maintenance (Circ request)	\$21,012
Techlogic spare parts for AMH sorting system (Circ request)	\$1,900
Tel Systems AV equipment annual maint fee	\$12,500
Time clock support (syncs building clocks)	\$950
TLN - Deep Freeze, pub. web browser license, & Microsoft Live	\$500
VSS Pro maintenance contract	\$900
VSS Pro maintenance contract anticipated price	\$10,000
increase/unplanned projects	
Web Refresher from III	\$5,000
Website hosting - OPUS Interactive, Liquid Web, Seruci	\$1,200
Unplanned computer system maintenance	\$2,000

Equipment **\$227,495**

9771.01 **General Equipment** **\$80,650**

DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment

FORMULA: Current year budget + approved budget requests

Approved Aug 2015: Current year budget + budget requests

Revised Jan 2016: Decreased \$36,000 due to staff copiers completed in 2015/2016 FY. Increased \$4,000 due to AS budget requests.

Revised Mar 2016: Increased \$25,500 due to staff copiers being ordered in this FY

Copiers for staff areas	\$25,500
Director's Discretionary	\$2,500
Repair/Restore existing 98" round table & 15 chairs	\$3,500
Protective Glass top for 98" round table	\$1,000
AS Reference furniture - 1-78" round table & 6 matching chairs	\$12,000
Teen study room seating - 8 lounge chairs/2 ottomans	\$19,500
14 swivel task chairs for computer classroom	\$6,650
Filing cabinet/storage for YS	\$3,000
Floor Auto-scrub machine (Facility request)	\$3,000
Lighting at AS Desk and device demonstration area	\$4,000

9772.01 **Computer Equipment** **\$146,845**

DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.

FORMULA: Current year budget + approved budget requests

Approved Aug 2015: Current year budget + budget requests

Revised Jan 2016: Increased \$17,035 due to \$14,035 updated Systems and \$3,000 AS budget requests.

Batteries for meeting room equipment	\$200
Computer Equipment	\$10,000
Computer Supplies	\$2,700
Ecommerce Software for Envisionware	\$11,485

Ecommerce Software for Innovative Interface	\$10,500
Hazardous equipment disposal	\$300
Headset replacement	\$1,000
Printer replacement for staff	\$4,000
Scanner replacement	\$560
Server hardware	\$20,000
UPS power supply	\$1,000
New Sierra Database Server	\$24,100
65 Staff computers	\$58,000
Overdrive Media Station (AS request)	\$3,000

OTHER OPERATING EXPENDITURES

\$905,593

7270.01 Office Supplies \$27,700

DESCRIPTION: Provides for purchase of internal office supplies, such as paper, pens, etc. Also included in this account is the purchase of library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.

FORMULA: Current year budget + approved budget requests

Approved Aug 2015: Current year budget + budget request

To include:

Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies

\$25,300

Copier cards (purchased 3/2013)

\$2,400

7280.01 Postage \$20,000

DESCRIPTION: Includes postage for daily metered mail

FORMULA: Current year budget + [x%] increase

Approved Aug 2015: Current year budget

Includes:

Regular postage needs (includes Library by Mail)

\$11,780

Annual Bulk Mailing Permit

\$220

Quarterly newsletter mailing

\$8,000

Professional Services

\$72,343

8011.01 Accounting \$12,000

DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services

FORMULA: Monthly fee provided by R. Perkins, B Twp

Approved Aug 2015: Current year budget

8012.01 Audit \$9,000

DESCRIPTION: Annual fee charged by our auditing firm

FORMULA: Current year budget + Consumer Price Index per contract

Approved Aug 2015: Current year budget

Revised Jan 2016: Decreased due to RFP's received

Audit

\$9,000

Possible costs for GASB 67 & 68 accounting

\$0

8013.01 Consultant \$20,000

DESCRIPTION: Fees for consultants such as strategic planning or interior designer

FORMULA: Current year budget

Approved Aug 2015: Current year budget

Technology consultant - Systems

\$10,000

Cisco upgrade bidding consultant - Systems

\$10,000

8014.01 Contracts \$8,500
 DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services
 FORMULA: Current year budget + [x%] increase
Approved Aug 2015: Current year budget with adjustments
 RIDES delivery fee \$4,000
 Message on Hold \$500
 Unique Management - collection agency \$4,000

8015.01 Legal \$5,000
 DESCRIPTION: Provides for legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters
 FORMULA: Current year budget + [x%] increase
Approved Aug 2015: Current year budget

8018.01 Internet Service Provider (ISP) \$17,843
 DESCRIPTION: This provides for the costs of our Internet access and consultant fees
 FORMULA: Current year budget + Metro Net meeting information
Approved Aug 2015: Current year budget
 Includes:
 Internet Opti-e-man charges from TLN \$17,843

8020.01 Projects \$705,000

DESCRIPTION: Special or one-time costs for strategic planning implementation and other major projects
 FORMULA: Budget requests

Approved Aug 2015: Budget requests

Revised Jan 2016: Decreased \$26,500 due to Emp.Comp/Class Study and POS software removed but increased \$4,000 due to AS budget request and \$150,000 for flooring & water remediation.

 AS media/reference area shelving \$4,000
 Cisco upgrade \$207,000
 Flooring (Lower Level & Study Rm replace all tile/carpeting) \$40,000
 Flooring (Lobby) \$100,000
 Meeting Room AV equipment upgrade \$85,000
 Parking Lot Lighting - 3 additional light pole \$30,000
 Parking Lot Lighting - LED upgrades \$25,000
 Parking lot maintenance-asphalt repair \$10,000
 Paver repair/cleaning on AS & YS terraces \$4,000
 Renovate 4 public restrooms \$100,000
 Strategic Plan Implementation \$50,000
 Water Remediation \$50,000

Staff Development & Travel \$43,275

8601.01 Conferences & Workshops \$24,475
 DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.
 FORMULA: Staff number, formula by classification, projected Staff Development Day cost + approved budget requests

Approved Aug 2015: Current year budget + budget request

Revised Jan 2016: Increased due to Nat. Conf. reg. fee increase

Revised Mar 2016: Increased \$1,000 due to more employee service awards this FY

 Department Conference/Workshops \$4,875
 Staff Development Day \$2,000
 All-staff meetings \$300
 Director's Discretionary \$950
 Staff Service Awards \$1,750

III Users' Group Nat. Conf. (3 attendees @ \$350)	\$1,050
Rotating National Conference (4 attendees @ \$500)	\$2,000
MIUG Conference (3 attendees @ \$50 ea.)	\$150
MLA Conference (6 attendees at \$150)	\$900
Board Professional Development	\$500
Staff technology training (System's request)	\$10,000

8602.01 Mileage & travel \$18,800

DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here

FORMULA: Current year budget + approved budget requests.

Approved Aug 2015: Current year budget

III Users' Group travel (3 attendees @ \$1,700)	\$5,100
Rotating National Conference (4 attendees @ \$1,700)	\$6,800
MIUG Conference (3 attendees @ \$200 ea.)	\$600
MLA Conference (6 attendees at \$200)	\$1,200
Mileage & misc. travel	\$5,100

9000.01 Printing & Publishing \$13,500

DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.

FORMULA: Current year budget

Approved Aug 2015: Current year budget

Revised Jan 2016: Increased \$4,000 due to quarterly newsletter fee increase

Includes:

Community mailings/printings/advertising	\$3,000
Quarterly printed newsletter	\$10,000
Advertising fees for job postings	\$500

9550.01 Dues & Memberships \$17,195

DESCRIPTION: Memberships in professional and community organizations for the library as an institution, including American Library Association, Michigan Library Association, Chamber of Commerce and other community groups; support for individual membership in professional organizations such as Michigan Library Association and the American Library Association for the Director and such-benefitted staff

FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2015: Current year budget + increase in MetroNet

Revised Jan 2016: Increased \$72 due to MLA 3% dues increase

Library membership in ALA (national) (Due 8/16)	\$500
Library membership in Birmingham-Bloomfield Chamber of Commerce	\$175
Library member. in III Users Group (National) (Due 7/17)	\$100
Library member. in III Users Group (State)	\$25
Library membership in MLA (state) (Due 4/17)	\$2,460
Library membership in MCLS (discounts) (Due 4/17)	\$250
Library membership in PLTAOC	\$50
MetroNet Membership fee(includes shared web hosting, Overdrive hosting, Everyone's Reading speaker & marketing fees)	\$5,000
OCHR dues & maintenance fees	\$600
Professional Memberships for eligible employees	\$8,000
Board Professional Membership	\$35

<u>Miscellaneous Expenses</u>			<u>\$6,580</u>
9990.01	Bank Service Charges	\$4,720	
	DESCRIPTION: Fees charged by the bank for checks, transfers, and other transactions		
	FORMULA: Current year budget + [x%] increase		
	Approved Aug 2015: Current year budget		
	Includes:		
	All bank fees	\$2,000	
	Paypal fees	\$720	
	Ecommerce fees - Paymentech	\$2,000	
9992.01	Library Shop	\$1,500	
	DESCRIPTION: Costs to purchase items for sale and to operate shop		
	FORMULA: This is not a predictable line this year.		
	Approved Aug 2015: Current year budget		
9993.01	Café	\$360	
	DESCRIPTION: Costs to operate café		
	FORMULA: This is not a predictable line this year.		
	Approved Aug 2015: Current year budget		
9999.01	Miscellaneous	\$0	
	DESCRIPTION: Accounting declarations		
	FORMULA: This is not a predictable line.		
	Approved Aug 2015: Current year budget		
TOTAL ESTIMATED EXPENDITURES			
Fiscal Year April 1, 2016-March 31, 2017			Approved August 2015
			Revised January 2016
			Revised March 2016
			\$6,694,992
			\$6,843,606
			<u>\$6,872,786</u>

(Fund Balance should never fall below three months of total expenditure line per Board direction.)

Bloomfield Township Public Library General Fund Balance Projection

	Column 1*	Column 2	Column 3	Column 4	Column 5
	<u>Apr1, '14-Mar31, '15</u>	<u>Apr1, '15-Mar31, '16</u>	<u>Apr1, '16-Mar31, '17</u>	<u>Apr1, '17-Mar31, '18</u>	<u>Apr1, '18-Mar31, '19</u>
Beginning Fund Balance	\$7,488,788	\$9,061,610	\$10,269,037	\$10,536,885	\$11,165,913
Property Tax Revenue	\$6,452,114	\$6,670,251	\$6,846,279	\$7,017,435.98 **	\$7,192,871.87 **
Investment Earnings	\$73,868	\$19,992	\$81,546	\$102,569 ***	\$108,859 ***
All Other Revenue	\$230,555	\$221,058	\$212,809	\$212,809	\$212,809
Expenditures	(\$5,183,715)	(\$5,703,874)	(\$6,872,786)	(\$6,703,786)	(\$6,703,786)
Year-end Balance	<u>\$9,061,610</u>	<u>\$10,269,037</u>	<u>\$10,536,885</u>	<u>\$11,165,913</u>	<u>\$11,976,667</u>
Nonspendable - Fixed Asset Inventory	\$25,930,327	\$25,123,307	\$25,123,307	\$25,123,307	\$25,123,307
Restricted	\$0	\$0	\$0	\$0	\$0
Committed portion - 8 month fund bal	\$3,990,905	\$4,564,857	\$4,469,191	\$4,469,191	\$4,469,191
Assigned portion - OPEB/Sick-Vac Liability/Roof & Capital Improvements	\$4,754,453	\$5,604,181	\$5,967,695	\$6,596,722	\$7,407,476
Unassigned portion - unplanned emergencies	\$316,252	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = audited figures					
** Column 4 & 5 assumes 2.50% increase based on predicted FY 2016/2017 increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 1.00% investment rate on Beginning Fund Balance less \$350,000 in banks + 0.20% on \$350,000					
Assigned Portion:					
Roof		\$0	\$500,000	\$1,000,000	\$1,500,000
Other capital improvements		\$122,205	\$20,528	\$149,555	\$460,309
Total Capital Improvements (Roof + other)		\$122,205	\$520,528	\$1,149,555	\$1,960,309
Compensated vacation/sick	\$457,812	\$457,812	\$423,003	\$423,003	\$423,003
OPEB	\$4,296,641	\$5,024,164	\$5,024,164	\$5,024,164	\$5,024,164

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**BOARD MOTION TO ADOPT
PROPOSED GIFT FUND BUDGET**

MARCH 15, 2016

I MOVE TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2016 - MARCH 31, 2017 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$700 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$152,649 USING A PORTION OF THE FUND BALANCE AS NECESSARY.

Motion was made by _____

Motion was seconded by _____

Motion carried.

Bloomfield Township Public Library
Gift Fund
Estimated Budget
FY April 1, 2015-March 31, 2016
FY April 1, 2016-March 31, 2017

ACCOUNT NAME	2014-2015	2015-2016		2016-2017		Column 6	Column 7	Column 8
	Column 1 AUDITED BUDGET AS OF MAR 31, 2015	Column 2 ADOPTED BUDGET AS OF MAR 17, 2015	Column 3 AMENDED BUDGET AS OF MAR 15, 2016	Column 4 PROPOSED BUDGET AS OF AUG 18, 2015	Column 5 ADOPTED BUDGET AS OF MAR 15, 2016	Col. 3 & Col. 5 \$ DIFFERENCE	Col. 3 & Col. 5 % DIFFERENCE	% OF TOTAL PROPOSED
<u>Revenues</u>								
Gift Income	\$99,823	\$643	\$117,508	\$500	\$500	(\$117,008)	-99.6%	71.43%
Investment Earnings	\$644	\$157	\$157	\$200	\$200	\$43	27.4%	28.57%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	0.00%
Total Revenues	\$100,467	\$800	\$117,665	\$700	\$700	(\$116,965)	-99.4%	100.00%
<u>Expenditures</u>								
Library Services	\$41,629	\$20,194	\$32,252	\$0	\$25,522	(\$6,730)	-20.9%	16.72%
Facilities & Equipment	\$26,320	\$59,476	\$56,155	\$0	\$30,594	(\$25,561)	-45.5%	20.04%
Other Operating Expenditures	\$19,031	\$95,794	\$53,364	\$500	\$96,533	\$43,169	80.9%	63.24%
Total Expenditures	\$86,980	\$175,464	\$141,771	\$500	\$152,649	\$10,878	7.7%	100.00%
Unreserved Fund Balance	\$98,726	\$100,970	\$102,514	\$102,514	\$78,311			
Reserved Fund Balance	\$64,152	\$73,852	\$73,852	\$73,852	\$73,838			
Net revenue (expenditures)	\$13,487	(\$174,664)	(\$24,106)	\$200	(\$151,949)			
Fund Balance - Ending	\$176,366	\$158	\$152,260	\$176,566	\$200			
Nonspendable	\$0	\$0	\$0	\$0	\$0			
Restricted	\$176,366	\$0	\$0	\$0	\$0			
Committed	\$0	\$0	\$0	\$0	\$0			
Assigned	\$0	\$174,822	\$152,260	\$176,366	\$152,149			
Unassigned	\$0	\$158	\$0	\$200	\$200			

Bloomfield Township Public Library

Gift Fund

Chart of Accounts

As of Mar 15, 2016

Account ID	Account Description	Active?	Account Type
102.03	Checking-Gift-Huntington Bank	Yes	Cash
103.03	Checking - Gift - Fifth Third	Yes	Cash
108.03	Gift - CD	Yes	Cash
110.03	Accounts Receivable - Gift	Yes	Accounts Receivable
120.03	Prepaid Expenses	Yes	Other Current Assets
121.03	Due From General or I&R Fund	Yes	Other Current Assets
125.03	Community Foundation Assets	Yes	Other Assets
210.03	Accounts Payable - Gift	Yes	Accounts Payable
214.03	Due To General or I&R Fund	Yes	Other Current Liabilities
217.03	Deferred Gift Revenue	Yes	Long Term Liabilities
309.03	Beginning Balance Equity	Yes	Equity-doesn't close
310.03	Fund Balance - Gift	Yes	Equity-Retained Earnings
311.03	Reserved Fund Balance - Gift	Yes	Equity-doesn't close
425.03	Gift Revenue	Yes	Income
426.03	Designated Gifts	No	Income
427.03	Undesignated Gifts	No	Income
428.03	Friends of the Library	Yes	Income
429.03	Atkinson Trust	Yes	Income
430.03	BTPL Endowment Trust	Yes	Income
431.03	Myers Scholarship	Yes	Income
432.03	Smith Challenge Grant	Yes	Income
433.03	Fair Radom Garden Endowmer	Yes	Income
434.03	Library Director's Legacy Fund	Yes	Income
454.03	Interest - Gift	Yes	Income
460.03	Miscellaneous Revenue	Yes	Income
7270.03	Office Supplies - Gift	Yes	Expenses
7280.03	Postage	Yes	Expenses
7750.03	Repairs & Maintenance Supplie	Yes	Expenses
8013.03	Consultant - Professional Serv	Yes	Expenses
8014.03	Contracts	Yes	Expenses
8301.01	Electronic Services-Adult	Yes	Expenses
8303.03	Electronic Svcs-Database-Youth	Yes	Expenses
8330.03	Contingency - Designated Gift	Yes	Expenses
8331.03	Directors Discretionary	Yes	Expenses
8332.03	Contingency - UndesignatedGif	Yes	Expenses
8601.03	Staff Development- Gift	Yes	Expenses
8602.03	Mileage,Travel, Meals - Gift	Yes	Expenses
9000.03	Printing & Publishing - Gift	Yes	Expenses
9300.03	Building Maintenance - Gift	Yes	Expenses
9330.03	Equipment Maintenance	Yes	Expenses
9350.03	Grounds Maintenance - Gift	Yes	Expenses
9360.03	Computer System Maint. - Gift	Yes	Expenses
9401.03	Books - Adult - Gift	Yes	Expenses
9403.03	Books - Youth - Gift	Yes	Expenses
9404.03	Books - Reference - Gift	Yes	Expenses
9442.03	Processing & Supplies - Gift	Yes	Expenses
9451.03	Periodicals/Doc/Serv. - Gift	Yes	Expenses
9491.03	CD-ROM & Games - Adult - Gift	Yes	Expenses
9492.03	CD-ROM & Games - Youth - Gift	Yes	Expenses
9501.03	Music - Adult - Gift	Yes	Expenses
9502.03	Music - Youth - Gift	Yes	Expenses
9511.03	Audio Books - Adult - Gift	Yes	Expenses
9512.03	Audio Books - Youth - Gift	Yes	Expenses
9531.03	DVD's - Adult - Gift	Yes	Expenses
9532.03	DVD's - Youth - Gift	Yes	Expenses

Bloomfield Township Public Library
Gift Fund
Chart of Accounts
As of Mar 15, 2016

Account ID	Account Description	Active?	Account Type
9541.03	Special Needs - Adult - Gift	Yes	Expenses
9542.03	Special Needs - Youth - Gift	Yes	Expenses
9550.03	Dues & Membership	Yes	Expenses
9561.03	Programs - Adult - Gift	Yes	Expenses
9562.03	Programs - Youth - Gift	Yes	Expenses
9564.03	Programs - Admin - Gift	Yes	Expenses
9565.03	Programs - Systems -Gift	Yes	Expenses
9570.03	Myers Scholarship - Gift	Yes	Expenses
9571.03	Smith Challenge - Gift	Yes	Expenses
9572.03	BTPL Endowment - Gift	Yes	Expenses
9573.03	Atkinson - Gift	Yes	Expenses
9574.03	Fair Radom Garden Endow. Fu	Yes	Expenses
9575.03	Lib Director's Legacy Endow. F	Yes	Expenses
9771.03	General Equipment - Gift	Yes	Expenses
9772.03	Computer Equipment - Gift	Yes	Expenses
9773.03	Facility Srvs.Equipment - Gift	Yes	Expenses
9800.03	Clearing Account - Gift	Yes	Expenses
9900.03	Transfer Out	Yes	Expenses
9901.03	Transfer Out to Community Fou	Yes	Expenses
9990.03	Bank Service Charges - Gift	Yes	Expenses
closed 103.03	Savings - Gift - Fifth Third	No	Cash
closed 104.03	Checking - Gift - Comerica	No	Cash
closed 105.03	Checking - Gift - Chase Bank	No	Cash
closed 106.03	Savings - Gift - Chase Bank	No	Cash
closed 107.03	Money Market - Gift - Comerica	No	Cash

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
DESCRIPTION OF GIFT FUND
REVENUE AND EXPENDITURE ACCOUNTS
April 1, 2016 - March 31, 2017

REVENUE

GIFT INCOME

425.03 Gift Revenue

These are gifts from individual donors and groups. Some gifts are restricted because they have been given to purchase specific items or for specific purposes, or which are substantial enough as to warrant a designated purchase as determined by the Library Director or the Board of Trustees. Some gifts are unrestricted because they may be used as the Library wishes for materials or other expenditures.

428.03 Friends of the Library

These are gifts from the Friends of the Library which have been given to purchase specific items or for specific purposes.

429.03 Atkinson Trust

The generous bequest of Yvonne Atkinson has been invested as a named fund established in 2001 with the Community Foundation for Southeastern Michigan. At the family's request, the CFSEM payout will be used for library materials, especially book club collections, beginning in 2006.

430.03 BTPL Endowment/Amber Trust

The BTPL Endowment Fund was established in 1996 for the general charitable purposes of the Bloomfield Township Public Library and has been invested in the Community Foundation for Southeastern Michigan. The fund includes a generous gift from the Amber Trust. At the family's request, the portion of the CFSEM investment payout which can be attributed to this gift is spent on audio books in the Adult Services and Youth Services circulating collection beginning in 2001/2002. The rest of the payout is used for library needs as directed by the Library Director or Board of Trustees.

431.03 Myers Scholarship Fund

The generous gift of the Myers family in memory of Jeanette Myers has been invested as a named fund established in 1998 with the Community Foundation for Southeastern Michigan. The fund's pay-out is a minimum of 5% each year. The payout is used to award one or more annual scholarships beginning in 2000.

432.03 Smith Challenge Grant

The Lawrence and Isabel Francis Smith Foundation issued a challenge grant in 1999 to the Library's Department Heads. Each year for five years, the Department Heads raised \$2,000 which was matched by the Foundation. This generous gift has been invested in the Community Foundation for Southeastern Michigan and the CFSEM payout is used as the Department Heads see fit beginning in 2006.

433.03 Fair Radom Garden Endowment Fund

The generous gift of the Radom family has been invested as a named fund established in 2010 with the Community Foundation for Southeastern Michigan. At the family's request, the CFSEM payout is used for the improvement and preservation of the public gardens at BTPL as an educational and outreach resource to the public on proper land use and landscaping beginning in 2011.

434.03 Library Director's Legacy Endowment Fund

The Director's Legacy Endowment Fund was established in 2012 in recognition of all BTPL Library Directors. The CFSEM payout will be used to fund staff professional development focused on improving or enhancing public service beginning in 2014.

INVESTMENT EARNINGS

454.03 Investment Earnings

Interest expected to be earned on the Gift Fund during the fiscal year.

MISCELLANEOUS

460.03 Miscellaneous

Any other sources of revenue such as money found in library.

EXPENDITURES

LIBRARY SERVICES

9401.03 Books–Adult

Circulating books purchased for adults.

9403.03 Books–Youth

Circulating books purchased for youth.

9442.03 Processing & Supplies

Costs associated with processing gifts received.

9512.03 Audio Books–Youth

Audio books purchased for the Youth Services circulating collection.

9531.03 DVD–Adult

DVDs purchased for the Adult Services circulating collection.

9442.03 Special Needs–Youth

Funds to support Youth Services Special Needs collection.

9561.03 Programs–Adult

Funds to support Adult Services programs, displays, and activities for which presenters are paid or incentives for attendance are given.

9562.03 Programs–Youth

Funds to support Youth Services programs, displays, and activities for which presenters are paid or incentives for attendance are given.

9564.03 Programs–Administration

Funds to support Administration's programs, displays, and activities for which presenters are paid or incentives for attendance are given.

FACILITIES & EQUIPMENT

9350.03 Grounds Maintenance

General repairs or plantings of lawns and gardens.

9771.03 General Equipment

General equipment purchased for the library and not believed to be a recurring expense.

9772.03 Computer Equipment

Computer equipment purchased for the library and not believed to be a recurring expense.

9773.03 Facilities Equipment

Equipment used by Facilities purchased for the library and not believed to be a recurring expense.

OTHER OPERATING EXPENDITURES

8601.03 Staff Development/Travel

Provides for workshop and conference fees or other staff development gifts donated.

9000.03 Printing and Publishing

Provides for printing and promotional items.

9570.03 Myers Scholarship Fund

The Jeannette Myers Scholarship Endowment Fund payouts from CFSEM are disbursed to the annual scholarship recipient(s) from this account.

9571.03 Smith Challenge Grant Fund

The Smith Challenge Endowment Fund payouts from CFSEM are disbursed from this account.

9572.03 BTPL Endowment Fund

The BTPL Endowment Fund payouts from CFSEM are disbursed from this account.

9573.03 Atkinson Fund

The Atkinson Endowment Fund payouts from CFSEM are disbursed from this account.

9574.03 Fair Radom Garden Endowment Fund

The Fair Radom Garden Endowment Fund payouts from CFSEM are disbursed from this account.

9575.03 Library Director's Legacy Endowment Fund

The Library Director's Legacy Fund payouts from CFSEM are disbursed from this account.

9990.03 Bank Service Charges

Bank service charges and other costs of doing business.

8330.03 Contingency–designated

Predetermined and planned expenditures, for which the expenditures may occur over the course of a number of years, are disbursed from this account.

8331.03 Director's Discretionary

A long-standing gift which has been “replenished” periodically by the Friends or from bank interest earned to allow for unplanned expenditures for the good of the Library.

8332.03 Contingency–undesignated

Some gifts are able to be purchased at significant savings so the remainder of the gift is left unspent. These unspent amounts are included in this account. Money found in the Library and unclaimed is also included in this account as well as gifts given for “as needed” useage. This line enables the Library to address overages, often due to shipping or price increases, of other gifts rather than not be able to purchase what was intended when the gift was given. These gifts may also be combined with other unspent gifts to purchase items needed by the library.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
PENDING GIFT FUND WISH LIST
FEBRUARY 4, 2016
(Presented for consideration on April 6, 2016)**

\$1,500 **Administration – 2016/2017 Chamber Music Concert Series** **Priority # 1**
This after-hours concert series has proven to be one of the Library's most popular programs. Although the talented students' performance is free, we do give each student a DVD of their performance and one DVD to Professor Harding for the U of M collection. We also pay to tune and move the piano for each concert. This gift would cover expenses for five concerts. This item is not included in the General Fund budget.

\$2,000 **Youth Services – Author & Musician Eric Litwin Program** **Priority # 2**
This gift would provide for acclaimed children's book author and musician, Eric Litwin of Pete the Cat fame, to speak/perform at the BTPL summer family event in June 2017 in cooperation with 6 area libraries. The shared travel expenses are \$1,500 per library with \$500 more for books and music to be added to the collection as well as for giveaways for the program. Pete the Cat is one of the most popular book characters of this decade and this would be a wonderful family fun-filled, feel good, day for all ages at the library. This program is not included in the General Fund budget.

\$2,000 **Administration – Detroit Historical Society Exhibits** **Priority # 3**
One of the ways we make sure the Library is "The Place To Discover: is by presenting interesting displays in our lobby display cases. The Library has a relationship with the Detroit Historical Society (DHS) to offer displays of parts of their collections and we work with the DHS to tie the exhibits to the season or a theme. These displays have been made available in the past through the generous donations by the BTPL Friends of the Library. This item is not included in the General Fund budget.

\$375 **Youth Services – Three Ozobot 2.0 Bit Dual Packs** **Priority # 4**
Ozobot Bits are golf ball sized robots that can be programmed using colored marker on paper or by using Blockly coding via a tablet/computer. There are various games and activities that utilize these robots. Coding programs are becoming more and more common in libraries. Purchasing six Ozobots will allow up to fifteen children to work in groups to build coding skills, problem solving skills, and creativity skills through programs offered at BTPL. This will attract tweens and extend Youth Services programming into new directions. As the product info says, "Imagine, a learning toy that opens the doors of computer science, STEM Education, robotics and coding, making (our children) one step ahead of the learning curve in school and in life." This item is not included in the General Fund budget.

\$2,250 **Administration – Entrance Arrangements** **Priority # 5**
This gift would provide for a second year of six seasonal arrangements at the entrance. Arrangements would be provided in early spring, spring, summer, fall, late fall, and winter. This is another way to enhance the Library grounds and provide a very welcoming greeting to our library patrons when they visit. This idea supports the Library mission and tagline – The Place To Discover. This item is not included in the General Fund budget.

\$8,125 **GRAND TOTAL REQUESTED**

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Proficiency Level Schedule

GRADE	CLASS	START	EOO	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	
	8 Asst Dir	\$33.00	\$33.75	\$34.75	\$36.00	\$37.75	\$39.50	\$41.25	8
	7 DH-MLS	\$27.25	\$27.75	\$28.75	\$30.00	\$31.75	\$33.50	\$36.00	7
	6 ADH-MLS	\$22.25	\$22.75	\$23.75	\$25.00	\$26.75	\$28.50	\$30.25	6
	DH								
	Coord-FT								
	Coord-MLS								
	5 Libn	\$20.75	\$21.25	\$22.25	\$23.50	\$25.25	\$27.00	\$28.75	5
	Sys Tech								
	4 ADH	\$17.75	\$18.00	\$19.00	\$20.25	\$22.00	\$23.75		4
	Dir's Secy								
	3 Clerk	\$15.50	\$15.75	\$16.50	\$17.50	\$18.75			3
	Maint Asst								
	Sys Asst								2
	2 Clerical Asst	\$10.00	\$10.25	\$11.00	\$12.75	\$15.75			
	Monitor								
	1 Page	\$8.50	\$8.90	\$9.25	\$9.75	\$10.25			1
MISC	Sub Libn	\$19.25		\$20.75					sub
MISC	Lib Sci Intern	\$16.75	\$17.25	\$18.75	\$20.25				intern
<p>6/24/2015 Updated schedule per CM's 2015/2016 revisions 1/12/2016 Updated schedule by \$0.25 per CM 1/19/2016 Minimum wage increases to \$8.90 January 1, 2017 so Page EOO was increased now to cover that per CM</p>									

**Bloomfield Township Public Library
10 Year Comparison
*Salary and Benefits vs. Total Expenditures***

Fiscal Year <u>Ending</u>	Salary & <u>Benefits</u>	Percent of <u>Total Budget</u>	Total <u>Expenditures</u>
2016-2017*	3,842,532	56.1%	6,847,286
2015-2016**	3,693,694	61.7%	5,986,358
2014-2015***	3,362,470	62.0%	5,422,236
2013-2014***	3,268,315	62.6%	5,222,559
2012-2013***	3,239,099	63.7%	5,087,685
2011-2012***	3,268,714	63.3%	5,166,479
2010-2011***	3,308,371	65.3%	5,065,667
2009-2010***	3,540,333	57.5%	6,156,780
2008-2009***	3,566,215	57.3%	6,222,146
2007-2008***	3,361,203	54.0%	6,225,206

*April 1, 2016-March 31, 2017 Proposed Budget as of March 2016

**April 1, 2015-March 31, 2016 Proposed Budget as of March 2016

***As audited

**Bloomfield Township Public Library
Actual Expense for Library Materials
and Percent of Total Actual Expense
15-year Analysis**

Fiscal Year Ending	Expense for Library Materials	Percent of Actual Expenditures	Total Expenditures
March 31, 2017*	\$802,671	11.72%	\$6,847,286
March 31, 2016**	\$730,336	12.75%	\$5,728,874
March 31, 2015***	\$730,304	14.09%	\$5,183,715
March 31, 2014***	\$698,912	13.38%	\$5,222,559
March 31, 2013***	\$765,662	14.49%	\$5,285,488
March 31, 2012***	\$808,077	15.60%	\$5,178,891
March 31, 2011***	\$751,107	14.83%	\$5,065,667
March 31, 2010***	\$822,386	13.36%	\$6,156,781
March 31, 2009***	\$842,736	13.54%	\$6,222,146
March 31, 2008***	\$787,777	12.65%	\$6,225,207
March 31, 2007***	\$706,035	13.41%	\$5,263,359
March 31, 2006***	\$708,693	13.66%	\$5,189,286
March 31, 2005***	\$791,926	14.14%	\$5,598,745
March 31, 2004***	\$606,404	9.84%	\$6,163,864
March 31, 2003***	\$589,668	15.66%	\$3,766,065

*Proposed Budget April 1, 2016 - March 31, 2017 as of March 15, 2016

**Revised Budget April 1, 2015 - March 31, 2016 as of March 15, 2016

***Audited figures

The figures for "Library Materials" for 2002 and beyond include the following line items: Computer Database Services, Electronic Services-SkyRiver, Books, Processing, Periodicals/Documents/Services, Vertical File, CD-ROM/Games, Music, Audio Books, DVDs, and Special Needs. It does not include programming. As of 2002 Art was no longer funded. As of 2006 Computer software was no longer funded in this category.

Bloomfield Township Public Library SEV and Taxable Value History

	SEV(until 1995) Tax. Value. (1995 -)	Percent of Increase From PY	Library Millage	Library Tax Revenue	Percent of Increase From PY
2016-2017*	3,448,312,390	2.64%	1.9854	6,846,279	2.64%
2015-2016**	3,359,651,170	3.51%	1.9854	6,670,251	2.75%
2014-2015	3,245,848,860	2.48%	2.0000	6,491,698	40.48%
2013-2014	3,167,371,380	2.28%	1.4590	4,621,195	2.28%
2012-2013	3,096,798,011	-1.49%	1.4590	4,518,228	-0.63%
2011-2012	3,143,677,326	-9.56%	1.4590	4,547,004	-10.34%
2010-2011	3,475,888,000	-10.39%	1.4590	5,071,321	-10.16%
2009-2010	3,878,712,490	-1.76%	1.4590	5,645,126	-2.00%
2008-2009	3,948,259,831	0.36%	1.4590	5,760,511	0.22%
2007-2008	3,934,123,580	5.39%	1.4590	5,747,886	5.39%
2006-2007	3,732,884,300	5.69%	1.4611	5,454,117	4.39%
2005-2006	3,531,875,030	4.47%	1.4793	5,224,703	3.42%
2004-2005	3,380,624,306	4.45%	1.4944	5,052,005	3.34%
2003-2004	3,236,501,438	3.89%	1.5105	4,888,735	53.68%
2002-2003	3,115,293,208	5.52%	1.0211	3,181,026	4.25%
2001-2002	2,952,304,218	7.08%	1.0335	3,051,206	5.64%
2000-2001	2,757,054,988	4.19%	1.0476	2,888,291	2.96%
1999-2000	2,646,257,403	4.23%	1.0601	2,805,297	3.24%
1998-1999	2,538,783,130	4.19%	1.0703	2,717,260	3.79%
1997-1998	2,436,762,470	3.92%	1.0744	2,618,058	3.74%
1996-1997	2,344,785,060	4.10%	1.0763	2,523,692	3.94%
1995-1996***	2,252,388,450	3.35%	1.0780	2,428,075	43.21%
1994-1995	2,179,316,550	2.43%	0.7780	1,695,508	2.43%
1993-1994	2,127,617,200	7.09%	0.7780	1,655,286	3.68%
1992-1993	1,986,788,410	1.64%	0.8036	1,596,583	1.64%

*2016-2017 taxable value is estimated: June 1, 2015 Property Tax Rev. Projections per B. Griffin, Assessor

**2015-2016 taxable value is estimated: December 30, 2015 Property Tax Rev. Projections per B. Griffin, Assessor

***Beginning in 1995 the Taxable Value and not the State Equalized Value is used to calculate the tax levy.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Tera Moon

DATE: March 9, 2016

SUBJECT: Strategic Planning Process Update

In February four work teams of staff from different departments met to discuss which investments should be the top priorities for the 2016-2017 fiscal year. The teams submitted thoughtful recommendations. These recommendations will be discussed by the Management Advisory Committee and reviewed with you in April. To refresh your memory, the four strategic foci and goals of our strategic plan are below.

Strategic Focus	Goal
Renowned Customer Service	Further develop the highest level of customer service for Bloomfield Township residents
Effective Public Awareness & Fundraising	Expand awareness, use and support of the Library and its services
Exceptional Services & Collections	Increase use of and customer satisfaction with the Library's services and collections
Quality Spaces & Places	Provide an attractive, easy-to-use and flexible facility and grounds that meet a variety of users' needs

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2016

APRIL

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Joke-A-thon 4pm Tootsie- Movie 7pm	2
3	4	5 Knit n Stitch Circle 10am Fairy Fest 2pm Shanghai Girls/Drop in Discussion 1-2pm Intro to PowerPoint 6pm	6 FOL Board Mtg. 12:30 pm 2 nd Annual LEGO Competition 6:30pm Great Books Club 6:45pm	7 Tasteful Tales 6:30pm	8 English Language Conversation Hour 2pm Fan Fridays 4:30pm Sheryl Martin Trio 7:30pm	9 FOL Second Saturday Book Sale 9:30am-3:30pm
10 FOL extended Book Sale Noon-3:30	11 Adult & Teen Sensory Storytime 11am & 3:30pm	12 Tinker Tales 10am Memoir Writers Group 1pm Teen Advisory Board 4pm Picky Eaters 7pm	13 Movers & Shakers 10am & 11am Online Library 6:30pm Nonfiction Book Club 7pm Writers Rendezvous 7pm	14 Mother Goose Club 10am Learn Mergent Intellect 2pm PJ Theater 6:30pm	15 Wee Play 10am Coffee & Conversation 10am Chamber Music Concert 7:30pm	16 Shake, Rhythm, & Rhyme 11am Intro to Excel 2pm
17	18 30 Minute Lunch Book Club 1pm Development. Com. 1pm Teen Poetry Party 6pm	19 Tinker Tales 10am Tue Book Club 10am Insiders Look at Stratford 7pm	20 Movers & Shakers 10am & 11am Mystery Book Club 1pm Free EBooks & EAudiobooks 2pm Full Steam Ahead 6:30pm Great Books 6:45pm	21 Mother Goose Club 10am Tablet Tales 1pm Microsoft Word 6pm	22 Wee Play 10am	23 Books & Beats 11am
24	25 Books in Bars at Mex 6p m Keeping Peace in Family when Settling an Estate 7pm	26 Tinker Tales 10am Memoirs Writers Group 1pm Your Library Online 2pm Intro to Photo Editing 6pm Little Foodies 6:30pm Plan your Financial Future 7pm Board of Trustees Mtg. 7pm	27 Movers & Shakers 10am & 11am Writers Rendezvous 7pm	28 Adaptive Umbrella 9am Eleanor’s Book Club 10am	29 Wee Play 10am	30 Divorce and Money: Tax & Financial Essentials 1pm