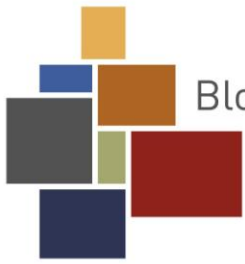


*Please arrive at 6:45 p.m.
as Jan Roncelli
will issue the Oath of Office to
Eli Greenbaum
prior to the start of the Board Meeting.*



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
March 19, 2013
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Judith Lindstrom, President

Pamela Williams, Treasurer

Joan Luksik, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

kotuliscarter@btpl.org

Karen Kotulis-Carter

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 19, 2013, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	3/15/13
2a	Request to remove items from the Consent Agenda for Discussion	3/15/13
2b	Motion to approve the order of items for the regular and consent agendas	3/15/13
5	Motion to approve remaining consent agenda items 6-8d	3/15/13
6	Regular Board Meeting Minutes of 2/19/13	3/15/13
7a	Cash Disbursements	3/15/13
7b	Revenues/Expenditures Budget Report	3/15/13
7c	Energy Report	3/15/13
8a	President's Report	3/15/13
8b	Director's Report	3/15/13
8c	Tentative Schedule Calendar	3/15/13
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee –Meeting Minutes of 2-9-13	3/15/13
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape Committee –no report	
8d	Personnel Committee – Meeting Minutes of 2-21-13	3/15/13
8d	Policy Committee – no report	
11a	Budget 2012-2013 Close	3/15/13
11b	Proposed Budget 2013-2014	3/15/13
11c	Director's Succession Plan Updated Timeline and Process	3/15/13
13	Motion to approve any items removed from the consent agenda	3/15/13
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	3/15/13
	Friends Meeting Minutes for 2-5-13	3/15/13
	Administrative Calendar –April 2013	3/15/13

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 19, 2013
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 19, 2013
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - b. Director: *Karen Kotulis-Carter
 - c. Tentative Schedule
 - d. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *Building & Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Jeanette P. Myers Scholarship Selection
 - *Landscaping/Interiors
 - *Personnel
 - *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Budget 2012-2013 Close
 - b. Proposed Budget 2013-2014
 - c. Director's Succession Plan Updated Timeline and Process
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 23, 2013 at 7:00 p.m.
16. Adjournment

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 19, 2013

At 7:00 p.m. the Library Board of Trustees Meeting was called to order by President Judy Lindstrom.

Present: Trustees: Margaret Cohen, Joseph Falik, Judy Lindstrom, Joan Luksik, Pamela Williams. Grant Gerhart was in attendance via conference call.

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona

Upon discussion, a motion was made by Pam Williams, seconded by Joan Luksik, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy stated that in her encounters with Library users at Bloomfield Township Public Library, she is always thrilled to hear them say they make a point to get to the Library because it is such a special place. Judy commended the staff for all they do to make the Library such a special environment for our patrons.

Judy, on behalf of the Library Board of Trustees, applauded Joseph Falik for all the great work he has done on the Board and stated he will be greatly missed. The Trustees each enjoyed getting to know Joe and are in awe of his expertise on many of the issues presented during his term as a Trustee. In turn, Joe thanked the Trustees and stated it was a wonderful experience to be able to work with each and every one of them. He commended Karen and the Library staff and stated the Library is a wonderful institution here in Bloomfield Township.

Director's Verbal Report:

On a sad note, Karen expressed her sympathy to the family of Emily Stillman. Emily was a 19 year old student at Kalamazoo College who passed away on February 3, 2013 from bacterial meningitis. Emily was a participant in our Storytelling Festival in 2009 while she was a student at Andover High School. Emily's family has set up a fund in her memory and it will be linked on our BTPL website.

Karen stated that the Library was closed on Monday, February 18, for an unpaid furlough day. Some staff members did work on Monday as a scheduled project to improve the functioning generators in the event of a power failure. This improvement will allow the servers and telephone systems to continue to work during a power outage and in turn also allow the website to be available to access when the building is closed due to a power failure. Karen commended Joel Dion, Joan Wu, and Breck McCrory for working over the furlough to have this work done with minimal interruption to staff and patrons.

Karen passed out the interview packets for the Trustee interviews scheduled for Saturday, March 9, 2013. Interviews were scheduled all the eight applicants for the Trustee position. The interviews are open to the public.

Karen thanked Joseph Falik for his service as a Library Trustee and wished him well in future endeavors.

CONSENT AGENDA MOTION

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: ELECTRICITY ANALYSIS; ROOM RENTAL REVENUE.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

No audience in attendance at tonight's meeting.

UNFINISHED BUSINESS:

11a. Employee Handbook Acceptance

Karen stated that Administration had been working on a much-needed revision of our Employee Handbook over the last two years. The Personnel Committee has been regularly updated regarding progress and the handbook has been vetted by our labor attorneys. The most recent revision was brought to the Personnel Committee on February 7, 2013. Karen stated the handbook is used as a reference tool by staff and supervisors as a compilation of previously approved Board policies and laws governing employment. Karen reviewed the major changes made in the handbook with the Trustees. Karen commended Beth Sulek-LaHousse and Carol Mueller for their work on this project.

After discussion, a motion was made by Peggy Cohen, seconded by Joan Luksik, **TO ACCEPT THE REVISED EMPLOYEE HANDBOOK AS PRESENTED AND TO AUTHORIZE THE LIBRARY DIRECTOR TO DISTRIBUTE THE HANDBOOK TO ALL EMPLOYEES.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

NEW BUSINESS:

No discussion

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

A question was raised with regard to the significant difference on the room rental revenue this January in comparison with January 2012. Karen stated that it is necessary to look at the room usage statistics as this is just the revenue for the rooms and often payment is made earlier than the month the actual meeting is taking place. Rooms are able to be booked six months in advance of the meeting.

A question was raised with regard to the increase in Electricity usage for January. Karen stated that several of the tanks for the humidity system have been cleaned and brought up again. When all tanks are fully running, this may increase even more. It is very important to keep the humidity at the proper level for the protection of our Library materials and patron comfort.

A motion was made by Joan Luksik, seconded by Peggy Cohen, **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Falik, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

No discussion

The Board went into executive session at 7:40 p.m. to discuss the Director's Performance Review and contract renewal.

The meeting reconvened at 8:36 p.m. The Trustees approved the Library Director's contract for the 2013-14 fiscal year. Karen thanked the Board for their strong support. Karen presented the Trustees her six month notice and letter of her planned retirement. The Library Board of Trustees reluctantly accepted the Director's letter of retirement commencing August 1, 2013 after her long illustrious time at the Library. Judy stated it will be quite a loss to the Library and with great sadness the Board accepts Karen's letter.

Meeting adjourned at 8:39 p.m. The next meeting of the Library Board of Trustees is Tuesday, March 19, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
March, 2013****New Vendors:**

Commercial Progression LLC- Website or Technology consultant
Quinn Evans Architects - New Architectural firm for Jim Mumby and Alyce Riemenschneider who are being engaged for the stage backdrop improvement gift project from the Friends.

General Fund

- Check #12842 payable to **Butzel Long** in the amount of \$195 was payment for legal counsel thorough December regarding the Employee Handbook.
- Check # 12857 payable to **NuTech Graphics** in the amount of \$1,675.71 was for printing 16,435 Spring 2013 community newsletters and mailing services preparing them for the post office.
- Check # 12871 payable to **TLN** in the amount of \$52,748.48 was payment for an online subscription to Consumer Reports \$1,365, ISP services Jan – Mar 2013 \$4,234 and purchasing 65 public Internet Dell computers \$46,948.85.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2013

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
12816	2/8/13	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
12817	2/8/13	PITNEY BOWES RESERVE ACCOUNT	104.01	2,000.00
12818	2/8/13	Connie Silver	104.01	42.74
12819	2/8/13	UNITED STATES POSTAL SERVICE	104.01	1,500.00
12820	2/8/13	DU ALL CLEANING, INC	104.01	11,000.00
12821	2/19/13	Elizabeth Conger	104.01	60.98
12822	2/19/13	AT&T	104.01	665.21
12823	2/19/13	BLOOMFIELD TOWNSHIP	104.01	536.56
12824	2/19/13	COMCAST	104.01	126.72
12825	2/19/13	DTE ENERGY	104.01	32,845.61
12826	2/19/13	THE DOLL HOSPITAL	104.01	878.87
12827	2/19/13	VERIZON WIRELESS	104.01	200.59
12828	2/26/13	AMAZON.COM	104.01	3,564.44
12829	2/26/13	AT&T	104.01	621.53
12830	2/26/13	AT&T LONG DISTANCE	104.01	170.69
12831	2/26/13	COMMERCIAL PROGRESSION LLC	104.01	5,000.00
12832	2/26/13	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	740.13
12833	2/26/13	PNC BANK	104.01	1,856.98
Total				<u>\$61,889.05</u>
REGULAR CHECKS:				
12834	3/5/13	ALEXANDER STREET PRESS	104.01	1,163.02
12835	3/5/13	AUDIOGO	104.01	48.67
12836	3/5/13	BAKER & TAYLOR, INC.	104.01	15,832.64
12836a	3/5/13	VOID	104.01	
12836b	3/5/13	VOID	104.01	
12836c	3/5/13	VOID	104.01	
12837	3/5/13	BERNAN ASSOCIATES	104.01	78.10
12838	3/5/13	BLACKSTONE AUDIO, INC.	104.01	222.20
12839	3/5/13	BLOOMFIELD TOWNSHIP	104.01	227,512.63
12840	3/5/13	BOOK BEAT	104.01	38.40
12841	3/5/13	BRILLIANCE AUDIO, INC.	104.01	197.28
12842	3/5/13	BUTZEL LONG	104.01	195.00
12843	3/5/13	CENTRAL BUSINESS SYSTEMS, INC.	104.01	141.05
12844	3/5/13	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	20.00
12845	3/5/13	DEMCO, INC.	104.01	156.43
12846	3/5/13	DIAMOND LAKE BOOK CO.	104.01	967.56
12847	3/5/13	GALE CENGAGE LEARNING	104.01	1,534.54
12848	3/5/13	GAYLORD BROTHERS, INC.	104.01	162.59
12849	3/5/13	INFOBASE PUBLISHING	104.01	2,513.96
12850	3/5/13	JCR SUPPLY CO/BEDARD BROS	104.01	527.58
12851	3/5/13	LJ ROLLS REFRIGERATION CO., INC	104.01	382.00
12852	3/5/13	LEXISNEXIS MATTHEW BENDER	104.01	1,247.50
12853	3/5/13	LIVE OAK MEDIA	104.01	20.91
12854	3/5/13	MERGENT, INC.	104.01	9,885.00
12855	3/5/13	MIDWEST TAPE	104.01	6,412.15
12855a	3/5/13	VOID	104.01	
12855b	3/5/13	VOID	104.01	
12855c	3/5/13	VOID	104.01	
12855d	3/5/13	VOID	104.01	
12856	3/5/13	MITCHELL LANE PUBLISHERS, INC.	104.01	438.50
12857	3/5/13	NUTECH GRAPHICS	104.01	1,675.71
12858	3/5/13	OVERDRIVE	104.01	2,078.50

Check #	Date	Payee	Cash Account	Amount
12859	3/5/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,707.68
12860	3/5/13	QUILL CORPORATION	104.01	871.74
12861	3/5/13	RANDOM HOUSE, INC.	104.01	1,014.55
12861a	3/5/13	VOID	104.01	
12862	3/5/13	RECORDED BOOKS, LLC	104.01	4,782.33
12863	3/5/13	RELIABLE OFFICE SUPPLIES	104.01	129.44
12864	3/5/13	RICOH USA, INC	104.01	2,358.70
12865	3/5/13	ROCHESTER HILLS PUBLIC LIBRARY	104.01	26.00
12866	3/5/13	SCHOLASTIC LIBRARY PUBLISHING	104.01	304.20
12867	3/5/13	SHOPLET.COM	104.01	125.89
12868	3/5/13	TANTOR MEDIA	104.01	381.22
12869	3/5/13	TEL SYSTEMS	104.01	17,500.00
12870	3/5/13	THE GREAT COURSES	104.01	30.00
12871	3/5/13	THE LIBRARY NETWORK	104.01	52,748.48
12872	3/5/13	THOMSON REUTERS	104.01	941.17
12873	3/5/13	THYSENKRUPP ELEVATOR CORP	104.01	239.78
12874	3/5/13	ULINE	104.01	555.74
12875	3/5/13	UNIVERSITY OF MICHIGAN	104.01	150.00
12876	3/5/13	VIGILANTE SECURITY	104.01	1,950.00
12877	3/5/13	WALLACEBURG BOOKBINDING & MFG	104.01	256.23
12878	3/5/13	WESCO DISTRIBUTION	104.01	1,582.80
12879	3/5/13	WOODS & POOLE ECONOMICS	104.01	299.50
12880	3/5/13	WT COX INFORMATION SERVICES	104.01	27.35
12881	3/5/13	YALE UNIVERSITY	104.01	20.00
Total				<u><u>\$361,454.72</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4113	2/26/13	AMAZON.COM	102.03	666.73
4114	2/26/13	PNC BANK	102.03	3,919.88
4115	2/26/13	SALLY PULLAR	102.03	40.25
				<u><u>\$4,626.86</u></u>
REGULAR CHECKS:				
4116	3/5/13	BAKER & TAYLOR	102.03	25.54
4117	3/5/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	368.29
4118	3/5/13	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	80.00
4119	3/5/13	KAREN B. CZARNIK	102.03	300.00
4120	3/5/13	GAYLORD BROS., INC.	102.03	20.66
4121	3/5/13	DAROLD GONZALES	102.03	150.00
4122	3/5/13	LIBRARY VIDEO CO.	102.03	294.45
4123	3/5/13	MIDWEST TAPE	102.03	416.91
4124	3/5/13	QUINN EVANS ARCHITECTS	102.03	1,182.50
Total				<u><u>\$2,838.35</u></u>

**Bloomfield Township Public Library
2012-2013 General Fund Budget**

7b

PRESENTED: MARCH 19, 2013 FOR THE MONTH OF: FEBRUARY 2013

ACCOUNT NAME	ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF MAR 19, 2013	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Eleven Months 91%
						VARIANCE
<u>Revenues</u>						
Taxes	\$4,530,195	\$4,469,071	\$1,523,191	\$4,170,755	93.32%	(\$298,316)
Penal Fines	\$61,258	\$55,286	\$0	\$55,286	100.00%	\$0
State Aid	\$18,360	\$19,448	\$0	\$19,448	100.00%	\$0
Circulation Fines & Fees	\$128,464	\$128,464	\$9,078	\$119,525	93.04%	(\$8,939)
Charges for Services	\$13,328	\$12,653	\$1,116	\$11,937	94.34%	(\$716)
Investment earnings	\$115,017	\$138,767	\$12,221	\$125,777	90.64%	(\$12,990)
Change in Asset Value	\$0	(\$60,160)	\$6,995	(\$53,158)	88.36%	\$7,002
Miscellaneous	\$9,473	\$10,456	\$276	\$10,355	99.04%	(\$100)
Total Revenues	\$4,876,095	\$4,773,984	\$1,552,877	\$4,459,925	93.42%	(\$314,059)
<u>Expenditures</u>						
Personnel	\$3,344,208	\$3,292,447	\$249,887	\$2,922,416	88.76%	(\$370,031)
Library Services	\$808,543	\$780,662	\$56,624	\$688,342	88.17%	(\$92,320)
Facilities & Equipment	\$1,044,418	\$1,088,398	\$86,747	\$958,829	88.10%	(\$129,569)
Other Operating Expenditures	\$153,882	\$123,981	\$12,649	\$98,896	79.77%	(\$25,085)
Total Expenditures	\$5,351,050	\$5,285,488	\$405,907	\$4,668,483	88.33%	(\$617,005)
Fund Balance - Beginning	\$8,177,620	\$8,304,070		\$8,304,070		
Net revenue (expenditure)	(\$474,955)	(\$511,504)		(\$208,559)		
Fund Balance - Ending	\$7,702,665	\$7,792,566		\$8,095,511		

Amendments to the budget:
Updated for final budget

Fund Balance Designations	(please note: designations were not finalized until the 2011-2012 audit was completed)	
Non-spendable Fund Balance (includes all fixed assets)	\$28,268,698	\$27,455,362
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is the 8-months of expenditures amount)	\$0	\$3,530,365
Assigned Fund Balance (is the compensated absences payouts of \$414,319 and the full funding of the OPEB obligation of \$3,312,000)	\$474,163	\$3,726,319
Unassigned Fund Balance (is the unplanned emergency amount)	\$7,703,457	\$535,882

**Bloomfield Township Public Library
2012-2013 Gift Fund Budget**

7b

PRESENTED: MARCH 19, 2013 FOR THE MONTH OF: FEBRUARY 2013

Eleven Months 91%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF MAR 19, 2013	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$91,781	\$1,088	\$78,345	85.36%	(\$13,436)
Investment Earnings	\$200	\$380	\$14	\$368	96.94%	(\$12)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$92,161	\$1,102	\$78,713	85.41%	(\$13,448)
<u>Expenditures</u>						
Library Services	\$45,921	\$46,841	\$2,745	\$43,631	93.15%	(\$3,210)
Facilities & Equipment	\$29,731	\$34,363	\$1,398	\$20,356	59.24%	(\$14,007)
Other Operating Expenditures	\$95,917	\$21,994	\$3,904	\$21,995	100.00%	\$0
Total Expenditures	\$171,569	\$103,198	\$8,046	\$85,981	83.32%	(\$17,217)
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$11,038)		(\$7,268)		
Fund Balance - Ending	\$700	\$154,589		\$158,359		

Amendments to the budget:
Updated for final budget
All other changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
FEBRUARY 2013

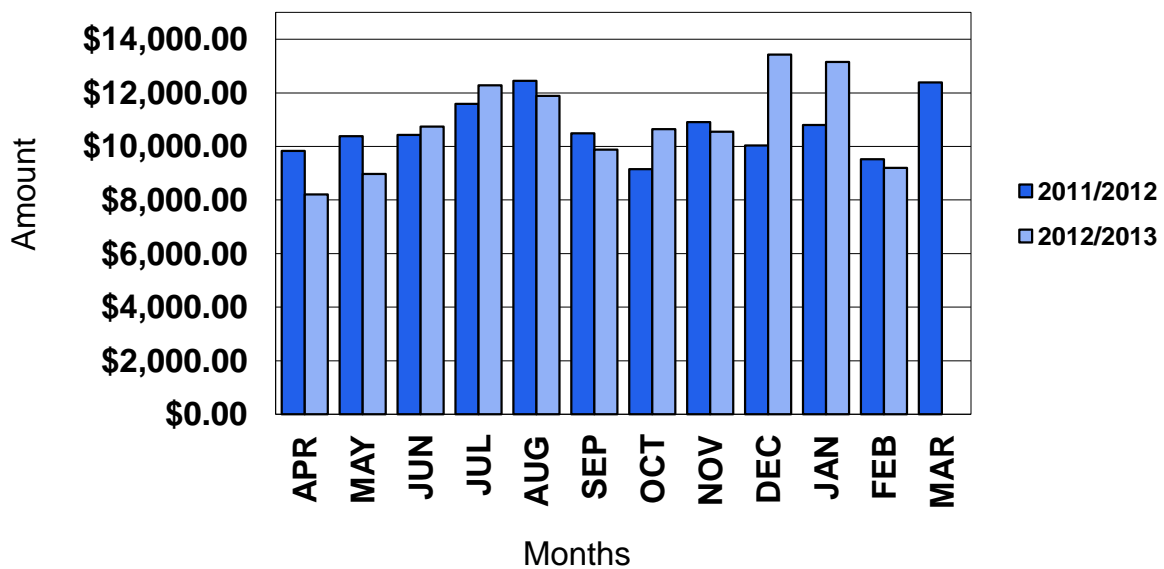
7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	1/31/2013	\$495,713.74
	Flagstar Public Funds Savings	0.40%	2/28/2013	\$194,498.72
	Flagstar Premier Public Entities Checking	0.40%	2/28/2013	\$26,316.13
	RBC Capital Cash/Money Market	0.01%	2/28/2013	\$211.48
	RBC Capital - Investments	0.00%	2/28/2013	\$7,732,554.17
Total General Fund				\$8,449,294.24
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	2/28/2013	\$109,533.29
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	2/28/2013	\$52,195.00
Total Gift Fund				\$161,728.29
<hr/>				
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		12/31/2011	\$12,749.00
	Yvonne T. Atkinson		12/31/2011	\$26,715.00
	Isabel and Lawrence Smith Challenge Grant		12/31/2011	\$28,063.00
	BTPL Endowment Fund		12/31/2011	\$25,323.00
	Fair Radom Garden Endowment Fund		12/31/2011	\$13,678.00
Total CFSEM holdings				\$106,528.00

FINES AND FEES - TWO-YEAR COMPARISON

Month	2011/12 Fiscal Year	2012/13 Fiscal Year	Difference
APR	\$9,833.22	\$8,206.59	(\$1,626.63)
MAY	\$10,378.73	\$8,971.89	(\$1,406.84)
JUN	\$10,434.82	\$10,741.83	\$307.01
JUL	\$11,589.00	\$12,280.42	\$691.42
AUG	\$12,450.47	\$11,885.13	(\$565.34)
SEP	\$10,484.90	\$9,879.04	(\$605.86)
OCT	\$9,151.58	\$10,650.27	\$1,498.69
NOV	\$10,907.40	\$10,547.64	(\$359.76)
DEC	\$10,034.73	\$13,421.95	\$3,387.22
JAN	\$10,796.32	\$13,148.01	\$2,351.69
FEB	\$9,518.42	\$9,203.90	(\$314.52)
MAR	\$12,386.98		(\$12,386.98)
			YTD Difference
TOTAL	<u>\$127,966.57</u>	<u>\$118,936.67</u>	<u>(\$9,029.90)</u>

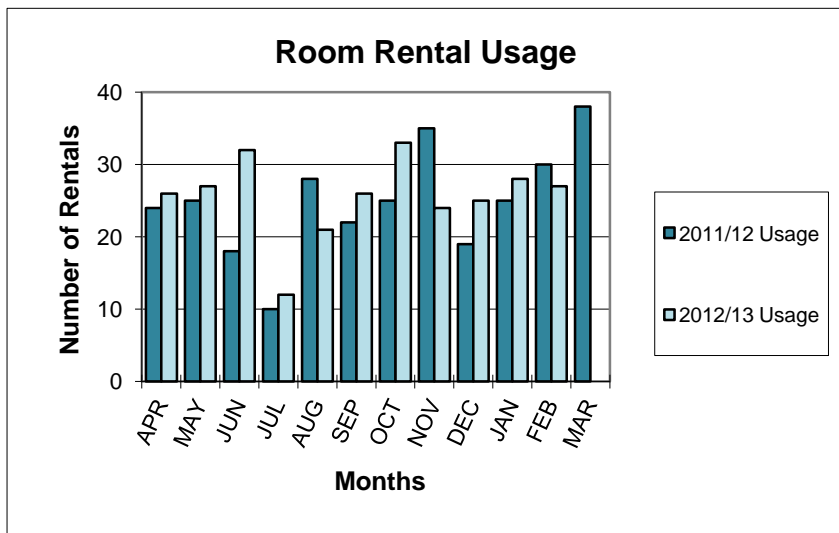
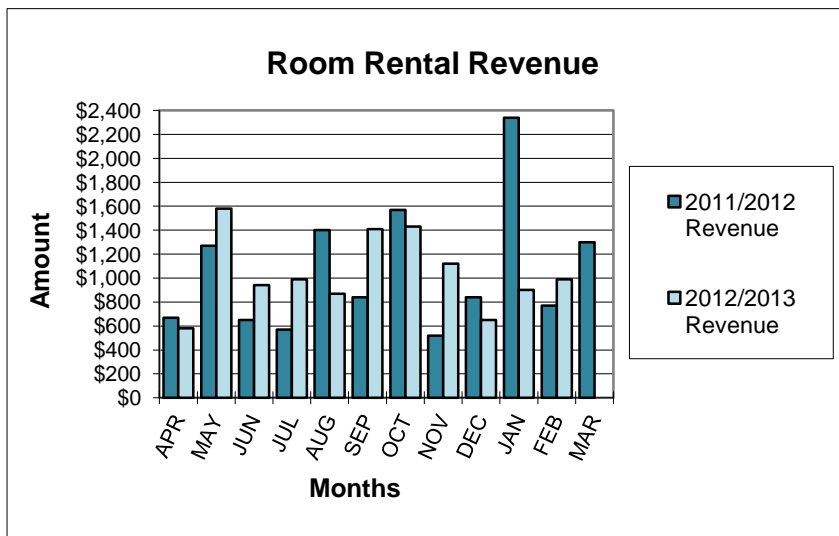
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

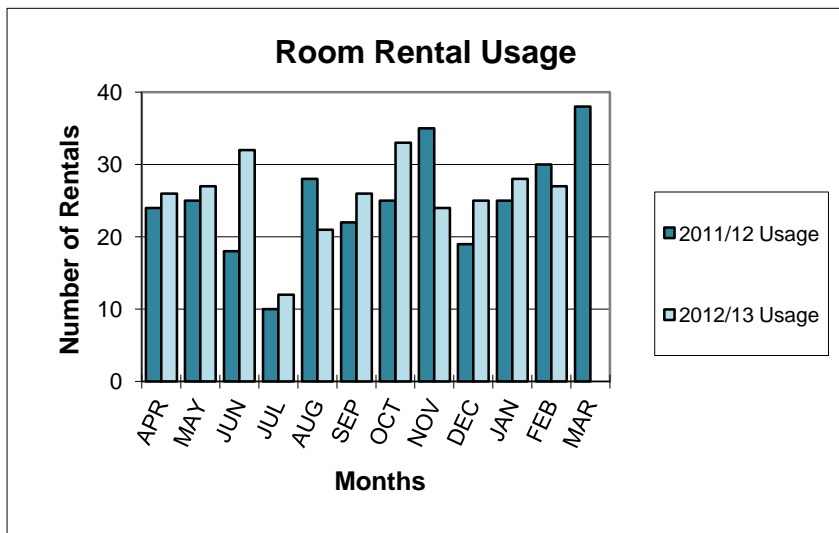
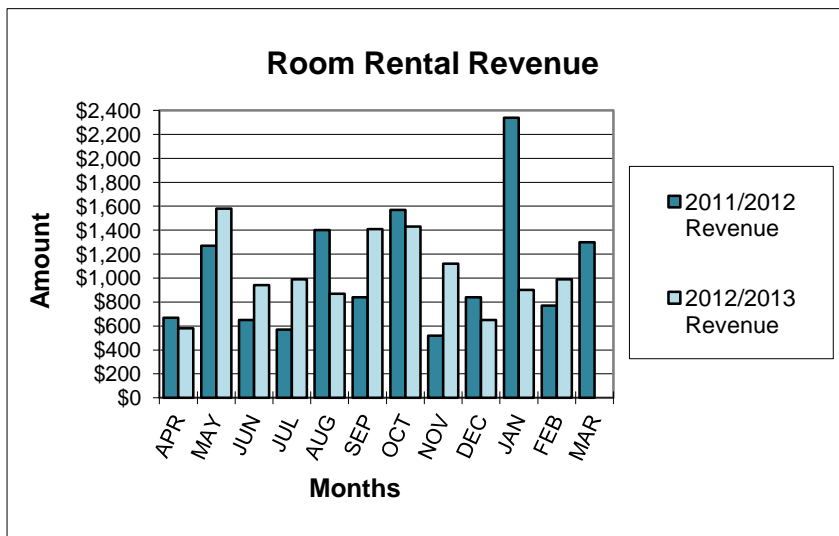
<u>Month</u>	2011/2012 <u>Revenue</u>	2012/2013 <u>Revenue</u>	<u>Difference</u>	2011/12 <u>Usage</u>	2012/13 <u>Usage</u>	<u>Month</u>
APR	\$670.00	\$580.00	(\$90.00)	24	26	APR
MAY	\$1,270.00	\$1,580.00	\$310.00	25	27	MAY
JUN	\$650.00	\$940.00	\$290.00	18	32	JUN
JUL	\$570.00	\$990.00	\$420.00	10	12	JUL
AUG	\$1,400.00	\$870.00	(\$530.00)	28	21	AUG
SEP	\$840.00	\$1,410.00	\$570.00	22	26	SEP
OCT	\$1,570.00	\$1,430.00	(\$140.00)	25	33	OCT
NOV	\$520.00	\$1,120.00	\$600.00	35	24	NOV
DEC	\$840.00	\$650.00	(\$190.00)	19	25	DEC
JAN	\$2,340.00	\$900.00	(\$1,440.00)	25	28	JAN
FEB	\$770.00	\$990.00	\$220.00	30	27	FEB
MAR	\$1,300.00		(\$1,300.00)	38		MAR
			YTD Difference			
TOTAL	\$12,740.00	\$11,460.00	(\$1,280.00)	299	281	



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2011/2012 <u>Revenue</u>	2012/2013 <u>Revenue</u>	<u>Difference</u>	2011/12 <u>Usage</u>	2012/13 <u>Usage</u>	<u>Month</u>
APR	\$670.00	\$580.00	(\$90.00)	24	26	APR
MAY	\$1,270.00	\$1,580.00	\$310.00	25	27	MAY
JUN	\$650.00	\$940.00	\$290.00	18	32	JUN
JUL	\$570.00	\$990.00	\$420.00	10	12	JUL
AUG	\$1,400.00	\$870.00	(\$530.00)	28	21	AUG
SEP	\$840.00	\$1,410.00	\$570.00	22	26	SEP
OCT	\$1,570.00	\$1,430.00	(\$140.00)	25	33	OCT
NOV	\$520.00	\$1,120.00	\$600.00	35	24	NOV
DEC	\$840.00	\$650.00	(\$190.00)	19	25	DEC
JAN	\$2,340.00	\$900.00	(\$1,440.00)	25	28	JAN
FEB	\$770.00	\$990.00	\$220.00	30	27	FEB
MAR	\$1,300.00		(\$1,300.00)	38		MAR
			YTD Difference			
TOTAL	\$12,740.00	\$11,460.00	(\$1,280.00)	299	281	



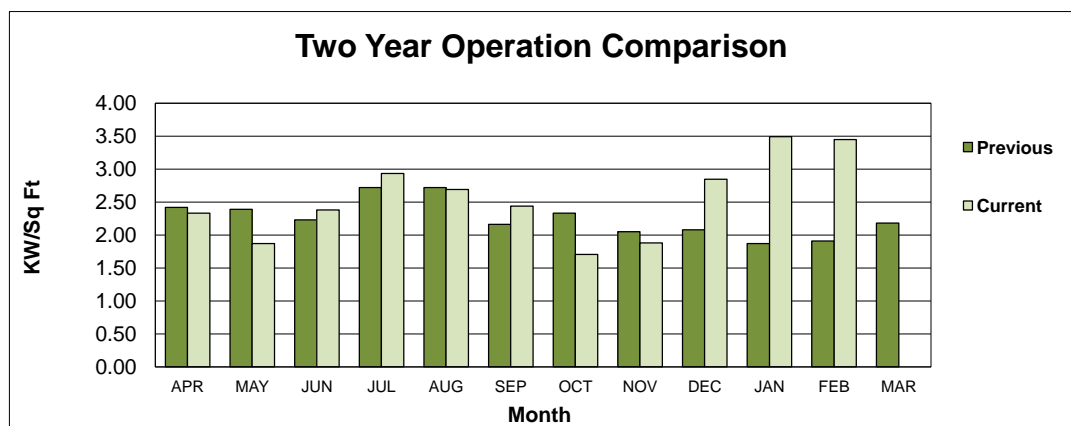
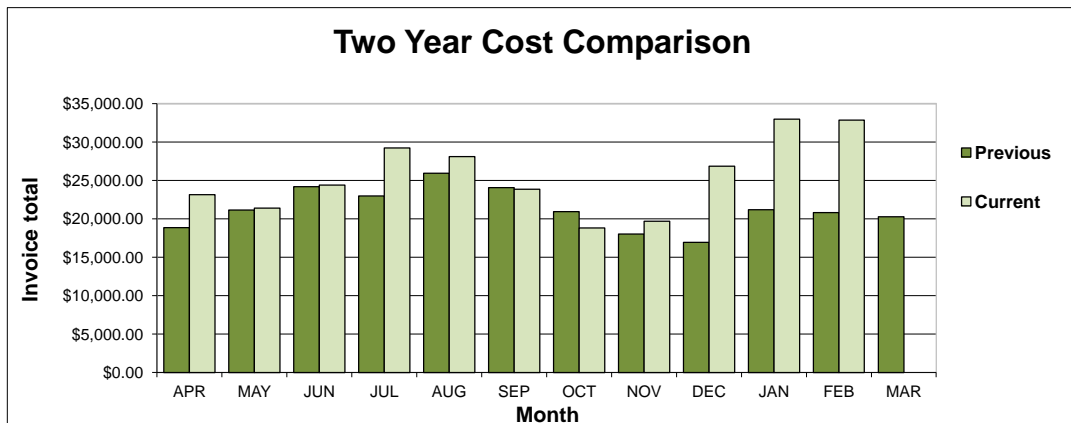
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2011/12	2012/13 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no.days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$18,833.59	\$23,140.58	\$4,306.99	235,620	\$0.10	327.25	2.33	\$32.14	\$0.23
MAY	\$21,122.10	\$21,388.95	\$266.85	189,070	\$0.11	254.13	1.87	\$28.75	\$0.21
JUN	\$24,195.45	\$24,402.61	\$207.16	240,240	\$0.10	333.67	2.38	\$33.89	\$0.24
JUL	\$22,989.35	\$29,211.88	\$6,222.53	296,520	\$0.10	398.55	2.94	\$39.26	\$0.29
AUG	\$25,940.78	\$28,113.58	\$2,172.80	271,810	\$0.10	365.34	2.69	\$37.79	\$0.28
SEP	\$24,053.04	\$23,837.69	(\$215.35)	246,190	\$0.10	341.93	2.44	\$33.11	\$0.24
OCT	\$20,950.90	\$18,820.02	(\$2,130.88)	172,200	\$0.11	231.45	1.70	\$25.30	\$0.19
NOV	\$18,011.23	\$19,685.39	\$1,674.16	189,910	\$0.10	263.76	1.88	\$27.34	\$0.19
DEC	\$16,914.93	\$26,830.25	\$9,915.32	287,420	\$0.09	386.32	2.85	\$36.06	\$0.27
JAN	\$21,174.95	\$32,978.26	\$11,803.31	352,870	\$0.09	474.29	3.49	\$44.33	\$0.33
FEB	\$20,798.99	\$32,845.61	\$12,046.62	348,250	\$0.09	518.23	3.45	\$48.88	\$0.33
MAR	\$20,250.30		(\$20,250.30)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$255,235.61	\$281,254.82	\$26,019.21						

NOTES:

Chiller unit fully operational April 2011 through present



Bloomfield Township Public Library Natural Gas Analysis

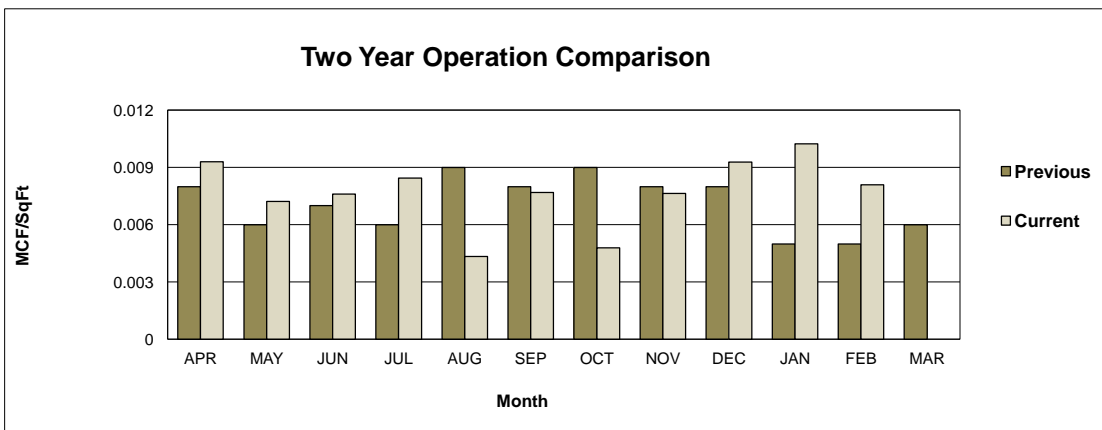
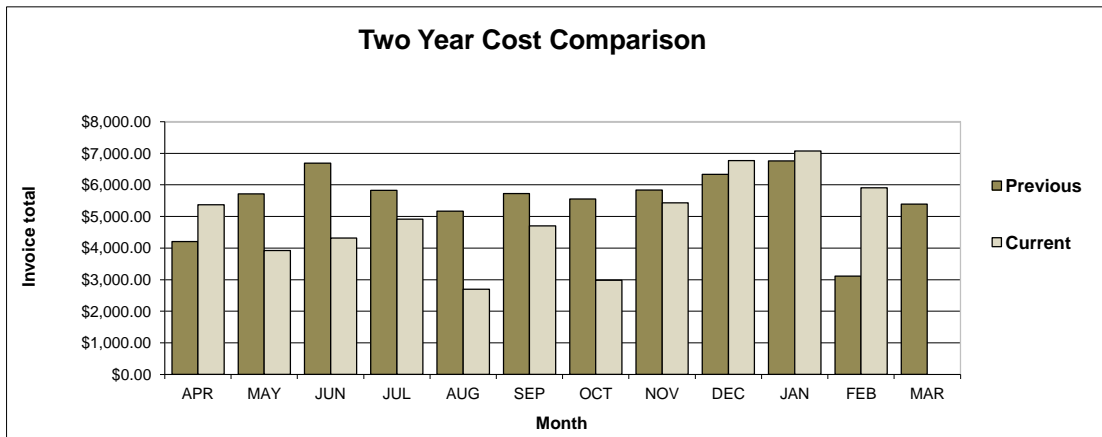
Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2011/12	2012/13 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,202.07	\$5,371.71	\$1,169.64	938.8	\$5.72	720	1.30	0.009	7.46	0.052
MAY	\$5,714.52	\$3,919.73	(\$1,794.79)	729.8	\$5.37	744	0.98	0.007	5.27	0.038
JUN	\$6,690.09	\$4,316.24	(\$2,373.85)	768.0	\$5.62	720	1.07	0.008	5.99	0.042
JUL	\$5,828.34	\$4,912.06	(\$916.28)	852.3	\$5.76	744	1.15	0.008	6.60	0.048
AUG	\$5,171.74	\$2,696.67	(\$2,475.07)	438.0	\$6.16	744	0.59	0.004	3.62	0.026
SEP	\$5,721.57	\$4,705.82	(\$1,015.75)	776.9	\$6.06	720	1.08	0.008	6.54	0.046
OCT	\$5,554.69	\$2,979.75	(\$2,574.94)	484.3	\$6.15	744	0.65	0.005	4.01	0.029
NOV	\$5,839.47	\$5,433.93	(\$405.54)	772.6	\$7.03	720	1.07	0.008	7.55	0.053
DEC	\$6,336.10	\$6,772.88	\$436.78	937.0	\$7.23	744	1.26	0.009	9.10	0.066
JAN	\$6,755.75	\$7,075.63	\$319.88	1034.8	\$6.84	744	1.39	0.010	9.51	0.069
FEB	\$3,116.53	\$5,908.36	\$2,791.83	817.1	\$7.23	696	1.17	0.008	8.49	0.058
MAR	\$5,393.76		(\$5,393.76)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$66,324.63	\$54,092.78	(\$12,231.85)							

NOTES:

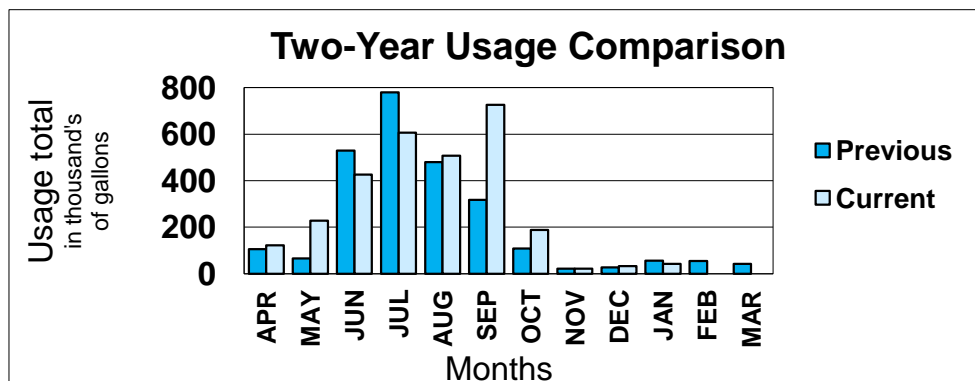
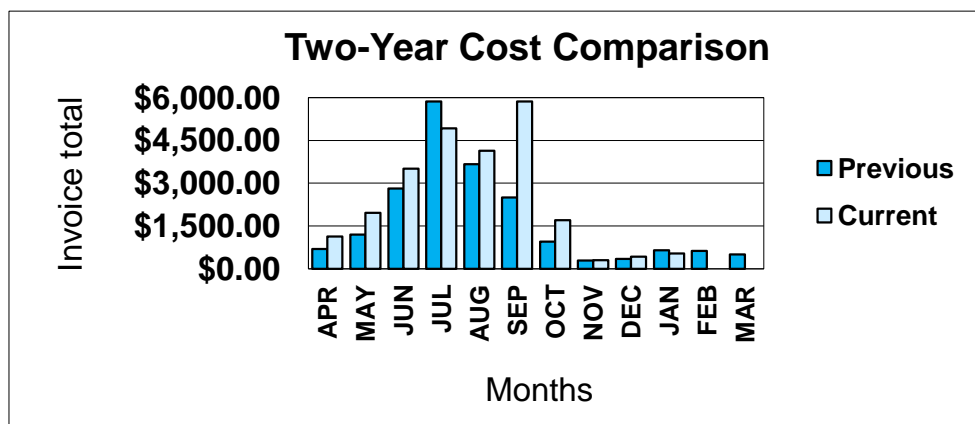
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



Bloomfield Township Public Library Water Analysis

Month	2011/12 Fiscal Year Cost	2012/13 Fiscal Year Cost	Difference	2011/12 Fiscal Year Usage	2012/13 Fiscal Year Usage	Difference
APR	\$695.66	\$1,130.36	\$434.70	106	122	16
MAY	\$1,195.99	\$1,962.32	\$766.33	66	228	162
JUN	\$2,818.05	\$3,509.00	\$690.95	529	426	(103)
JUL	\$5,863.60	\$4,919.80	(\$943.80)	780	606	(174)
AUG	\$3,665.83	\$4,138.12	\$472.29	480	508	28
SEP	\$2,493.10	\$5,862.50	\$3,369.40	318	726	408
OCT	\$946.68	\$1,697.92	\$751.24	109	188	79
NOV	\$284.98	\$302.20	\$17.22	21	21	0
DEC	\$347.02	\$424.96	\$77.94	27	32	5
JAN	\$646.88	\$536.56	(\$110.32)	56	42	(14)
FEB	\$626.20		(\$626.20)	54		(54)
MAR	\$502.12		(\$502.12)	42		(42)
			YTD Difference			YTD Difference
TOTAL	<u>\$20,086.11</u>	<u>\$24,483.74</u>	<u>\$4,397.63</u>	<u>2,588</u>	<u>2,899</u>	<u>311</u>

Admin note: April 2011 - new OCWRC rate and the cost associated in the differential flow volumes from water meter reading resulted in a 24% increase to the sewer rate



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT

March, 2013

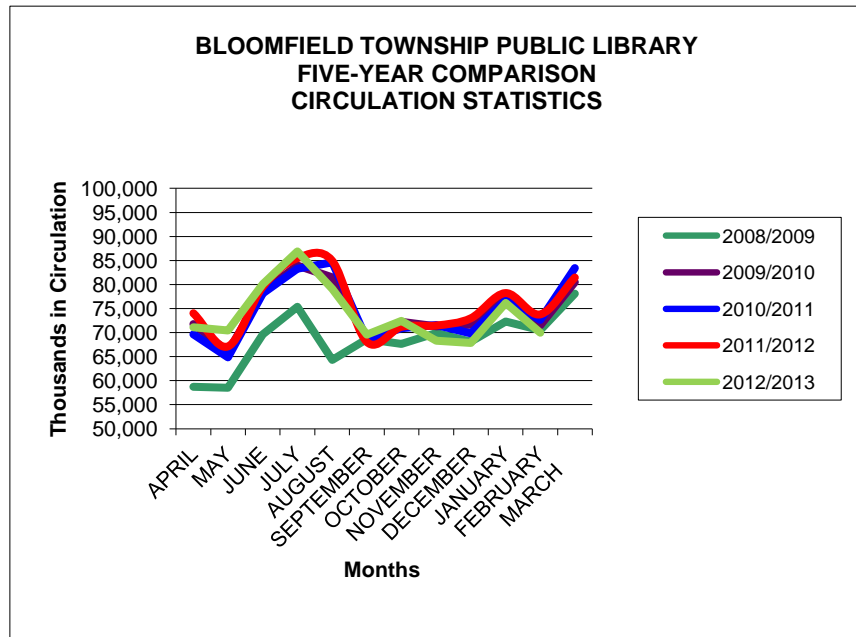
- *Thank you all for your kind words regarding my impending retirement, August 1, 2013. I look forward to helping prepare for the **next generation of leadership** for BTPL and will assist in any way I can for a smooth transition over the next five months.*
- *We were very sorry to learn that our previous Facility Services Department Head, **Tim Fiscelli**, passed away on March 1, 2013. Tim played a significant role during the construction of the Library Improvements Project and retired from the library in October, 2010.*
- *The Interiors Committee and I have been working with the Friends of the Library and Alyce Riemenschneider and Dennis Rupert of United Mill to improve our **Community Room stage**. The conceptual design will be reviewed by the committee and the Friends on April 3.*
- *Circulation has sent the first batch of patrons to Unique Management Services **Collection Agency**. There were a total of 54 patrons owing over \$4,000. We began to promote the future use of a collection agency to our patrons in January. Bookmarks at the Circulation Desk have indicated that effective February 1, 2013 the library would begin sending accounts 60 days past due owing \$25 or more to a collection agency.*

*Respectfully Submitted,**Karen Kotulis-Carter
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

3/14/2013

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
APRIL	58,720	71,743	69,666	74,009	71,094
MAY	58,543	65,968	64,825	67,127	70,411
JUNE	69,624	78,496	78,169	79,512	80,069
JULY	75,374	83,937	83,272	85,456	86,867
AUGUST	64,322	81,506	84,618	84,937	79,094
SEPTEMBER	68,616	68,621	68,596	68,066	69,592
OCTOBER	67,675	72,256	70,926	71,180	72,467
NOVEMBER	69,901	71,324	71,551	71,456	68,318
DECEMBER	68,101	71,667	69,841	72,964	67,864
JANUARY	72,291	76,935	76,712	78,197	76,156
FEBRUARY	70,528	71,503	72,657	73,778	69,992
MARCH	78,095	80,470	83,408	81,433	
TOTAL	821,790	894,426	894,241	908,115	811,924



[illegible]

	2012		2013	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township Residents:	221		142	
Cranbrook:	8		6	
Total new patrons:	336		249	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	222 attended	10 events	116 attended
Speaker-led:	4 events	35 attended	6 events	149 attended
Book clubs:	4 events	47 attended	6 events	58 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
Chamber Music Concert	1 event	206 attended	1 event	189 attended
Bloomfield Historical Society	1 event	48 attended	1 event	70 attended
<i>Systems Program Attendance</i>				
Staff-led:	2 events	26 attended	2 events	24 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	14 attended	2 events	10 attended
Homework Coaching		27 attended		22 attended
<i>Youth Program Attendance</i>				
Staff-led:	28 events	597 attended	19 events	278 attended
Speaker-led:	2 events	31 attended	3 events	53 attended
Tours/visits on-site:	2 events	24 attended	1 event	8 attended
Tours/visits off-site:	1 event	7 attended	2 events	20 attended
TOTAL:	57 events	1,284 attend	53 events	997 attended
<i>Volunteers:</i>				
	33 people	289 hours	32 people	250.75 hours
	Shop: 7	84.75	Shop: 6	64.5
	Court: 0	0	Court: 1	18.25
	Students: 4	23.25	Students: 6	28.5
	Stu. Tutors: 7	47	Stu. tutors: 6	35.5
	Dept. Vol: 15	134	Dept. Vol: 13	104
<i>Patron Remarks</i>				
Patron Comments:	11		22	
Ask BTPL:	31		16	
Ask Us:	26		55	
DISPLAYS				
Lobby	"And the Oscar Goes To..." photography exhibit			
Media	Adult AV: Black History Month, Resolutions, Oscars, Movies w/Love in the Name, Family Friendly Movies, Weather			
	Youth AV: Science on DVD, Reading Rainbow DVD, Newbery			
	Award winning books			
Local History	Humorous Books			
Cross Promotion Display	Discover Entertainment-Oscars, Golden Globe Award winning films			

TENTATIVE SCHEDULE CALENDAR

Jan Roncelli will issue the Oath of Office for Eli Greenbaum prior to the start of the Board Meeting at 6:45 p.m.

- **Tuesday, March 19, 2013 - 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Wednesday, April 3, 2013 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- Tuesday, April 23, 2013 – 7:00 p.m. Regular Board Meeting in the Board Room.
- Thursday, April 25, 2013 – 3:00 p.m. Art Committee Meeting in the Board Room.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Finance Committee was held in the Library on Tuesday, February 26, 2013 at 4:00 p.m.

Trustees: Peggy Cohen and Judy Lindstrom

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller and Finance Coordinator, Beth Sulek-LaHousse.

Briefly discussing the upcoming audit, it was recommended that Administration ask the Friends of the Library to have their books audited. The Board would be seen as responsible if there was a problem and an audit would help identify whether there were any discrepancies that needed to be fixed. Karen will communicate this request to them.

Karen passed out two information sheets that will be given to our 30-hour employees at a meeting on Wednesday February 27, 2013 explaining the Patient Protection Affordable Care Act (PPACA) and our options to comply with it. These are attached to these minutes. Discussion followed about the options. The committee felt we would have to comply with the Act and offer our 30-hour employees health care. There are many variables about the Act that will still have to be answered in the coming months that will affect the budget. Currently our budget is assuming that we have to comply with PA 152 which requires public employees to pay part of their health care costs. This would cost the Library at the most about \$48,750 for the 2013/2014 fiscal year and this amount would increase to a maximum cost of \$195,000 for the 2014/2015 fiscal year. The budget has factored in closing Summer Sundays in 2013 to help pay for part of these costs in the 2013-2014 fiscal year. It was agreed that, as 30-hour positions are vacated through attrition, the library reduce them to 20-hours. It was suggested that the Library also check into obtaining our own health care next year rather than going through the Township as the cost might not be as great. Administration will follow up on this.

A year end review of the 2012-2013 fiscal year as well as the proposed 2013-2014 fiscal year budgets were presented and discussed. The committee asked Administration to continue keeping the 8-month expenditure cost in the Committed fund balance. Administration will do this. Questions were answered about the rest of the budget. The Finance Committee approved the 2013/2014 that included no furlough days, a 1% pay increase for Library employees and closing on 10 summer Sundays in 2013 and approved presenting it to the board at the March 2013 Board meeting.

The committee had a discussion about the possibility of holding a future millage election. They felt if we did decide to go for it, we should do it in November 2013. Karen will investigate this possibility and report back to the committee.

PATIENT PROTECTION AND AFFORDABLE CARE ACT (PPACA)

INDIVIDUAL MANDATE: The PPACA requires every individual obtain "essential minimum coverage" or pay a tax penalty beginning January 1, 2014. This mandate is an integral part of PPACA to ensure full participation by all US citizens unless they are exempted.

The tax penalty will not be levied against individuals who:

- Already have qualified coverage through an employer-sponsored plan or through a state health benefit exchange
- Are enrolled in a Medicaid or Medicare program
- Are covered by a military plan
- Are dependents of active military enrolled in a TriCare plan
- Express a religious objection
- Are permanently incarcerated
- Are members of an Indian tribe
- Are in the country illegally

In addition, individuals or families will not be subject to the Individual Mandate requirement if they are without coverage for less than three months, or if the Secretary of the US Department of Health and Human Services (HHS) determines that obtaining coverage would constitute an extreme hardship for a particular individual. Further, if an individual would be contributing more than 8% of their household income as a "required contribution", that person is likewise excluded from the Individual Mandate requirement.

If you fail to maintain health insurance coverage for yourself and your dependents you will be subject to a tax which will be the greater of a flat dollar tax amount per individual (up to a maximum of three) or a percentage of the individual's taxable income. The amount will be:

For 2014 of	The higher of \$95 per individual (1/2 of amount for 18 or younger) or 1% taxable income. Maximum is 3 x \$95 = \$285 per household
For 2015 of	The higher of \$325 per individual (1/2 of amount for 18 or younger) or 2% taxable income. Maximum is 3 x \$325 = \$975 per household
For 2016 2.5% of household	The higher of \$695 per individual (1/2 of amount for 18 or younger) or taxable income. Maximum is 3 x \$695 = \$2,085 per
For 2017	further revised according to the changes in cost-of-living

Premium subsidies will be available for certain individuals and families when their income is under 400% of the federal poverty level.

[Above information was taken from a reference guide issued by Benefitmall]

Potential ACA Scenarios

1. Pay health care benefits for 30-hour benefitted employees

Costs: To Library – \$5,500 or \$15,000 per employee – high estimate is about \$195,000 (checking with attorney to see if we are required to have employees pay for part of their health care under Michigan PA 152. If not this could be as high as about \$240,000)

To Employee – single coverage about \$496, family coverage about \$3,417

(checking with attorney to see if we are required to have employees pay for part of their health care under Michigan PA 152. If not, there would be no cost to employee)

Options for employees:

Can opt out of coverage – would get \$500 for single coverage and \$1,000 for family coverage paid in biweekly checks for the year.

2. Do not pay health care benefits for 30-hour benefitted employees

Cost: To Library – about \$3,000 per employee – high estimate is \$39,000. Not sure if we can do this without including full-time employees

To Employee – they would have to purchase health insurance in order not to pay the tax

3. Make 30-hour benefitted employees full-time employees

Costs: To Library about \$417,000 (beyond what our budget can tolerate)

To Employee - \$496/3,417 plus 2% of gross wages for retiree health care

Benefit: To Library – more hours to cover desk, happier staff

To Employee – health/vision/dental care, retirement plan, retirement health care, increase in paid time off benefits

4. Reduce 30-hour employees to no more than 28 hours per week including Sunday hours.

Cost: To Library – reduced desk coverage

To Employee – decrease in income ranging between about \$1,500 to \$2,900 per year

Benefit: To Library – about a \$27,000 savings in salaries

5. Reduce 30-hour employees to no more than 28 hours per week including Sunday hours but give them a raise to cover loss of income

Cost: To Library – no monetary costs, reduced desk coverage

To Employee – none for 30-hour but 20-hour and Full Time in same grade would be making less per hour

6. Convert all 30-hour and all 20-hour employees into 25-hour employees

Cost: To Library – about a \$500 saving in salaries, some departments could lose a large number of hours so desk coverage would be hindered

To Employee – will reduce some employee's income

Benefit: To Library – will be able to continue having Sundays as extra time, will keep all non-Full-Time employees under the threshold hours for health care as long as they don't work every Sunday

To Employee – will increase some employee's income, Sunday hours would be in addition to regular hours.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Finance Committee: Peggy Cohen and Judy Lindstrom

FROM: Karen Kotulis-Carter

DATE: February 9, 2013

SUBJECT: Fund Balance Formula and Contingency Planning

A healthy fund balance is critical to any good operation and we continue to need the breakdown for GASB 45. However, the question of our budgeted fund balance formula has been discussed at previous board meetings. Specifically, the question was asked regarding how much fund balance we really need to operate for eight months, one of the fund balance categories.

Beth Sulek-LaHousse, Carol Mueller and I have discussed this question and watched our use carefully over the last few years. We did not need \$293,577 of budgeted 8-months fund balance as estimated. So this formula in the very least could be reduced. In addition, this category and the use of contingency lines was redundant.

The most important use of the fund balance to operate is to have enough liquid funds on hand to pay the bills each month. This was a planning challenge when the library held two funds and transferred between the General Fund and the Improvement & Revolving Fund. Now, since both funds were merged in 2012, the need to separate out this amount is no longer necessary. We no longer need to plan for transfers between the funds.

Beth Sulek-LaHousse and I agree that these funds should no longer be separated and the amount should be moved to the Unassigned - unplanned emergency Fund Balance category. Please note on the draft Budget for 2013-2014, the "Committed 8-month fund balance" has been moved to the "Unassigned Unplanned emergencies" category, except the \$48,000 needed in anticipation of the "worst case scenario" relative to the Affordable Care Act. \$48,000 for this potential purpose has been added to the "Assigned - comp liabilities/OPEB funding" category. This can be adjusted if a different option is selected.

In addition, Beth and I have been monitoring the use of our contingency lines over the last few years when they were created. We have not ever used these contingency lines in any functional category of the budget. If a particular budget line would be tracking to run over, we have always worked with the Department Head to adjust the other lines in that particular category. There is no longer a need to keep these redundant contingency lines. Please note that the draft Budget for 2013-2014 has zeroed out these contingency lines in the four functional categories.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Finance Committee: Peggy Cohen and Judy Lindstrom

FROM: Karen Kotulis-Carter

DATE: February 9, 2013

SUBJECT: Millage Potential

BTPL has weathered the storm of the recession. The economy is on its way back and Bloomfield Township has reported that revenue from property taxes will increase over \$1 million in the coming year. However, the Township did recently have a millage increase approved by the taxpayers. Even our Bloomfield Hills Schools has received a millage increase for operations. We chose not to burden the taxpayers and to try to live within our means, assuming the recession was temporary.

We are now starting to receive increased property tax revenue. We did assume a slow recovery, but the increase may be slower than anticipated. In addition, the Affordable Care Act has created unfunded mandates which are costly by many different scenarios. These are budgeted to require closure for ten summer Sundays in 2013. This can be sustained for a few years, but not indefinitely without a millage increase.

If the Library Board decides that continuing to make cuts in public service is no longer acceptable, there are two courses of action you may wish to investigate.

Headlee Override Referendum

We have two voted millages in perpetuity. A 1.0 mill and a .7874, totaling 1.7874. These have been rolled back to 1.4590 by Headlee. If the library were to request a referendum for a Headlee override we could capture the difference which is currently calculated to be \$1,044,957.

Maximum Millage Cap Referendum

If we were to request a referendum to give the library our maximum millage allowed by law, the difference between our 1.7874 and 2 full mills would bring an additional \$676,485 based on the Township's current total taxable value. This amount would more than help to cover the Affordable Care Act mandates and allow us to remain open on Sundays throughout the year. This cost breaks down to only \$41.08 average per the 16,466 Bloomfield Township households.

In 2013 the Township is planning to have three millages on the ballot. Millages for safety paths, public safety and senior services are all expiring in 2013. When the library is celebrating its fiftieth jubilee in 2014, this may be a good year to remind the community to fund its public library.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PERSONNEL COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Thursday, February 21, 2013 at 2:00 p.m.

Present: Trustee, Joan Luksik

Administration: Library Director, Karen Kotulis-Carter; Assistant Director, Carol Mueller; Beth Sulek-LaHousse, Finance Coordinator

Proposed 2013/2014 Personnel Budget

Karen reviewed the information on the Affordable Health Care Act that we learned about at a meeting with Bloomfield Township Supervisor Leo Savoie and others late last week. We had been following the development of this mandate, but the Township and our labor attorneys were not able to give us an update on their position until now. This Act defines a full time work week as 30 hours or more. Anyone working an average of 30 hours or more per week - beginning December 1, 2012 through November 30, 2013 - must be offered health care insurance. The Library has 13 30-hour positions currently. In addition, the type of health insurance plan offered to our 30 hour employees must be the same plan offered to our full time employees. This mandate impacts the Township differently as most of their employees are full time and they have had the approval of a millage increase during the recession. They will be reviewing each Township part time position and either increase it full time or reduce the number of hours.

As a result of this recent information and the impact on the 2013/2014 Library budget, several scenarios were shared.

Scenario #1 Make all 13 30-hour employees full time employees

Pro: Recognition that the 30 hour position has been almost full time
Health care would be provided and meets the intent of the law

Con: Some employees may not desire to work full time
Some positions do not need to be full time relative to responsibility
Highest cost to the Library and greatest impact to the budget
(Estimated cost of \$416,391)
Employees who accept health care coverage would be required to pay a portion of the cost, per PA 152

Scenario #2 Offer health care to all 30-hour employees

Pro: Provides a benefit not currently given for "almost" full time staff

Meets the intent of the law
Some employees may decline health care, reducing actual costs

Con: Budget impact
(Estimated cost is \$195,000 maximum for family coverage)
Need to cut Sunday service in 2013-2014 to fund mandate
Is it sustainable?
Employees who accept health care coverage would be required to pay a portion of the cost, per PA 152

Scenario #3 Reduce 30-hour employees to 28 hours per week, increasing rate of pay per hour to cover two hour loss

Pro: Budget neutral – same cost for fewer hours worked
Employees receive more money for less time worked

Con: Library would lose 26 hours/week to cover public serve desks
Sunday hours would no longer be extra hours, representing a decrease in total income for employee
Sunday hours would no longer be extra hours, representing a decrease in staffing hours available to cover public service desks
We would need to raise all staff pay rate per hour to be fair, adding a cost
Staff morale to other staff would decline if not given same increase

Scenario #4 Reduce 30-hour employees to 28 hours per week at same rate of pay

Pro: Savings to Library (estimated at \$27,026)

Con: Loss of income to the affected 30-hour employees
Further loss of income to employees with Sunday hours no longer extra hours/income
Public service impact with fewer staff hours to cover public desks
Part time positions may need to be created for public service desks, adding a cost
Staff morale would plummet

Scenario #5 Make all 20-hour and 30-hour employees 25 hour employees

Pro: Savings to Library (estimated at \$495)

Con: Sunday hours worked would need to be included in the 25 hour regular schedule
Would need to create more part time positions to maintain library hours
Employees may be happy currently working 20 or 30 hours
This represents a major change in staffing and scheduling and part time benefits

Karen's recommendation is to provide health care coverage for all 30-hour employees. The maximum estimated cost for the 2013/2014 budget would be \$48,750 as this represents 3 months cost of health care for all 13 30-hour employees, beginning January 1, 2014. Employees who accept health care coverage would be required to pay a portion of the cost, per PA 152. It is recommended to close on 10 summer Sundays to help pay for this mandate.

The Personnel Committee requested Administration to investigate giving all staff a 2% across the board raise, consistent with Bloomfield Township. Karen also recommends a 1% wage increase and no furlough days as a compromise which would also benefit the public.

Discussion followed regarding the future possibility of asking Bloomfield Township voters to support a Headlee override or a millage increase in 2014. A Headlee override would represent \$1,044,957 in additional revenue. Voters have approved 1.7874 mills, but this is rolled back to 1.459 by Headlee. The state of Michigan allows public libraries to request up 2 mills. Approval of additional millage – from 1.7874 to 2.0 mills - would result in approximately \$676,000 in additional revenue to the Library, or roughly \$40 per household.

On behalf of the Personnel Committee, Joan supported these recommendations. She expressed that the length of time Library employees have gone without an increase, in addition to furlough days, is a concern for the Personnel Committee.

No future meeting of the Personnel Committee has been scheduled.

BOARD PACKET CONTENTS MASTER LIST – Mar 19, 2013

11A	11B
Index of Contents (white)	Cover memo to Trustees (white)
Cover memo to Trustees (white)	Proposed FY Apr 1 2013 - Mar 31 2014 (yellow)
Closing of FY Apr 1 2012 - Mar 31 2013 (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
	Current vendor list

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: March 6, 2013

SUBJECT: Current Fiscal Year Estimated Budgets April 1, 2012 - March 31, 2013

The enclosed packet is information for the March 19, 2013 Library Board of Trustees meeting for discussion of closing the current fiscal year April 1, 2012 - March 31, 2013 budget. This package has also been reviewed and approved by our Finance Committee as it is presented.

Despite the fiscal challenges and many unknown factors due to this unusual economy, the library fared well in the current fiscal year and will end on a relatively strong financial note once again.

General Fund Revenues

Our estimated total revenues when approved in March, 2012 were \$4,876,095. At year-end, we are now estimating our total revenues to be \$4,773,985. We anticipate receiving \$102,110 less than originally budgeted in total.

Property taxes continued to disappoint us with further declines in value. We received \$61,124 less in property tax revenue than originally anticipated. Tax refunds of \$46,165, as of December 31, 2012, were paid back to residents by BTPL after review by the Michigan Tax Tribunal. These refunds further reduce the tax revenue line.

Penal Fines were less than initially estimated. State aid has slightly increased.

Fines & Fees increased this year and we expect them to increase again with our use of a collection agency to recover materials and fines. Photocopy Fees and Meeting Room Rental revenue remained at our March 20, 2012 estimates.

Investments are doing much better than anticipated. We originally projected our investment earnings at \$115,017 in March, 2012. Our January 2013 estimate is much higher at \$138,767. The investment dividends have averaged 2.83% this year working with Gregory Schwartz & Co., while bank interest rates are approximately 0.25%. Unfortunately, the change in asset value is a negative \$60,160.

Miscellaneous revenue decreased because we did not hold a Used Equipment Sale. However, we benefitted by the insurance payment to replace computers ruined as a result of a burst waste pipe in the lower level storage room. We have been receiving revenue from our public cafe agreement and now receive revenue from our new public fax service.

General Fund Expenditures

Total overall expenditures were reduced over the fiscal year. Expenditures were very controlled by belt-tightening, as anticipated, in the current fiscal year. Department Heads also looked to reduce the budget in the current year to help offset expenditures in the next fiscal year. Actual expenditures are estimated to be \$64,770 less than anticipated.

The greatest savings was realized by reducing personnel costs over the fiscal year. A savings of \$51,761 in personnel expenditures was achieved by year end. Personnel costs were held back by continuing to incorporate six unpaid and closed furlough days as well as continued frozen salaries, no merit increases and no movement in proficiency levels for the third year in a row. Staffing changes were made through attrition. A 20 hr/week Media Intern position was not filled when the library science student resigned. An hourly Page position also was not filled when the Page resigned. Instead, these funds were applied toward hiring a Clerical Assistant for the Youth Services Department. This reallocation of human resource funds resulted in a savings. Facility Services reduced our Monitor coverage on Sundays throughout the year from two Monitors to one.

Retirement costs were reduced by \$20,000 based on the actual cost in the prior year. This cost may be further reduced based on current year actual cost which won't be known until March 2013.

Library Services decreased overall by \$27,881 by reallocating print and electronic materials expenditures. The Adult Services Reference Collection underwent a major weeding to bring use in line with online sources.

Facilities & Equipment increased overall by \$44,619. The Public Service Media Desk shelving project was eliminated saving \$10,000. Our utility costs increased significantly. Building insurance costs decreased. Our maintenance contract for copiers also increased, by roughly \$5,000.

Other Operating Expenditures decreased overall by \$29,748. Professional Services were decreased slightly by not spending \$2,000 of the money allocated for the audit. Postage and printing expenditures were reduced by \$10,000 due in part to *Library By Mail* mailings being reimbursed by the Smith Challenge Grant and BTPL Endowment. The Strategic Plan projects budget was also reduced by \$3,500. Changing to TLN/Merit for our Internet Service Provider saved \$1,200 in the final quarter.

As usual, all functional category contingency lines were zeroed out at year end. Administration's review of the use of contingency lines is that they are no longer needed. Their main function was to allow some room in each functional category so that funds did not need to be transferred from the I&R Fund to balance the General Fund. Now that both funds are merged this need has been eliminated. Our review also showed that careful budgeting and spending did not require any use of these lines over the past few years, even with a shrinking budget. There was some redundancy in budgeting for emergency funds and budgeting contingencies. The Finance Committee supported our recommendation and we will not plan to budget contingency lines in the 2013-2014 fiscal year.

Fund Balance

Our Fund Balance is estimated to be \$7,792,567 at year-end. This is a \$89,110 increase compared to the year-end estimate at the beginning of the fiscal year.

Based on the proposed 2013-2014 fiscal year budget, the committed 8-month fund balance would need to be increased on paper in order to maintain the eight-month operating formula for the new year. Administration recommended the elimination of this category. However, the Finance Committee directed us to continue to show the "Committed 8-month fund balance" category to assist them in planning. In general, and as our current budget is on track to show, we always very conservatively spend the approved budget. The actual final 2012-2013 figures will determine this.

Gift Fund Estimated Budget

Like the General Fund, after lengthy and careful review closing the 2012-2013 fiscal year, there will be amendments to be proposed at the March 2013 Board meeting which will bring the Gift Fund Estimated Budget up-to-date for the 2012-2013 fiscal year. These amendments adjust the budgeted lines to reflect fund activity during the transition between fiscal years.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

MARCH 19, 2013

**I MOVE TO AMEND THE FUNCTIONS IN THE BLOOMFIELD
TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE
APRIL 1, 2012 - MARCH 31, 2013 FISCAL YEAR PER
ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED
REVENUES AMENDED TO \$4,773,985 AND ANTICIPATED
EXPENDITURES AMENDED TO \$5,285,488 USING A PORTION OF THE
FUND BALANCE AS NECESSARY.**

A motion was made by _____

and seconded by _____

Motion carried.

Bloomfield Township Public Library
General Fund
Estimated COMBINED Budget
FY April 1, 2012-March 31, 2013
FY April 1, 2013-March 31, 2014

Library Board of Trustees Meeting
March 19, 2013

ACCOUNT NAME	2011-2012	2012-2013		2013-2014			
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	AUDITED	ADOPTED	ESTIMATED	ESTIMATED	Col. 3 & Col. 4	Col. 3 & Col. 4	
	BUDGET AS OF	BUDGET AS OF	BUDGET AS OF	BUDGET AS OF			%
	MAR 31, 2012	MAR 20, 2012	MAR 19,2013	MAR 19, 2013	\$ DIFFERENCE	% DIFFERENCE	OF TOTAL PROPOSED
<u>Revenues</u>							
Taxes	\$4,547,004	\$4,530,195	\$4,469,071	\$4,625,869	\$156,798	3.5%	91.65%
Penal Fines	\$52,774	\$61,258	\$55,286	\$58,353	\$3,067	5.5%	1.16%
State Aid	\$17,296	\$18,360	\$19,448	\$20,470	\$1,022	5.3%	0.41%
Circulation Fines and Fees	\$126,327	\$128,464	\$128,464	\$140,464	\$12,000	9.3%	2.78%
Charges for Services	\$14,380	\$13,328	\$12,653	\$14,114	\$1,461	11.5%	0.28%
Investment earnings	\$148,066	\$115,017	\$78,607	\$178,767	\$100,160	127.4%	3.54%
Miscellaneous	\$9,874	\$9,473	\$10,456	\$9,556	(\$900)	-8.6%	0.19%
Total Revenues	\$4,915,721	\$4,876,095	\$4,773,985	\$5,047,593	\$273,608	5.7%	100.00%
<u>Expenditures</u>							
Personnel	\$3,268,714	\$3,344,208	\$3,292,447	\$3,377,158	\$84,711	2.6%	63.31%
Library Services	\$806,660	\$808,543	\$780,662	\$783,043	\$2,381	0.3%	14.68%
Facilities & Equipment	\$954,512	\$1,043,779	\$1,088,398	\$1,042,081	(\$46,317)	-4.3%	19.54%
Other Operating Expenditures	\$136,593	\$153,729	\$123,981	\$131,896	\$7,915	6.4%	2.47%
Total Expenditures	\$5,166,479	\$5,350,258	\$5,285,488	\$5,334,178	\$48,690	0.9%	100.00%
Fund Balance - Beginning	\$8,554,828	\$8,177,620	\$8,304,070	\$7,792,567			
Net revenue (expenditures)	(\$250,758)	(\$474,163)	(\$511,503)	(\$286,585)			
Other financing sources							
Fund Balance - Ending	\$8,304,070	\$7,703,457	\$7,792,567	\$7,505,982			
Nonspendable - inventory	\$30,883	\$28,268,698	\$27,455,362	\$27,496,552			
Restricted - none	\$0	\$0	\$0	\$0			
Committed - 8 month fund balance	\$3,444,045	\$0	\$3,556,119	\$3,556,119			
Assigned - comp liabilities/OPEB							
funding/ACA health benefits	\$4,058,741	\$474,163	\$3,726,319	\$3,742,194			
Unassigned - unplanned emergencies	\$770,401	\$7,703,457	\$510,129	\$207,669			
Assigned fund balance liabilities:							
Compensated vacation and sick leave liability	\$395,741	\$395,741	\$414,319	\$414,319			
Complete funding of Other Post Employment Benefits	\$3,663,000	\$3,663,000	\$3,312,000	\$3,312,000			
Funding of 3 months Health Benefits for 30-hr employees	\$0	\$0	\$0	\$15,875			

* For the 2012-2013 adopted budget on 3/20/12, Assigned category included net revenues and Unassigned category included the 8-month fund balance, comp liabilities, OPEB funding, and unplanned emergencies

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
(Combined General Fund and I & R Fund)**

April 1, 2012- March 31, 2013

Approved August 2011
Revised January 2012
Revised March 2012
Revised August 2012
Revised December 2012
Revised February 2013

TAXES

\$4,469,071

410.01 Taxes

\$4,469,071

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 2011: Using the 9/22/09 Township generated 2012 prediction of taxable value of \$3,165,000,000. 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. ($\$3,165,000,000 \times .001459 = \$4,617,725$)

Revised January 2012: Per J. Theis, now using Township's predicted 2011/12 taxable value of \$3,155,385,640 $\times 1\%$ = estimated 2012/2013 taxable value of \$3,186,939,496. ($\$3,186,939,496 \times .001459 = \$4,649,745$)

Revised March 2012: Per J. Theis, now using Township's predicted 2011/12 taxable value of \$3,155,385,640 \times approximately -1.597% = estimated 2012/2013 taxable value of \$3,105,000,000 ($\$3,105,000,000 \times .001459 = \$4,530,195$)

Revised August 2012: 2012 taxable value of property has decreased to \$3,096,798,011 per Bill Griffin, Twp. Assessor projections ($\$3,096,798,011 \times .001459 = \$4,518,228$)

Revised December 2012: Decreased due to \$46,135 paid back to Twp for tax adjustments

Revised February 2013: Decreased due to another \$3,022.47 paid back to Twp for tax adjustments

PENAL FINES

\$55,286

420.01 Penal Fines

\$55,286

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 2011: Penal fine distributions are typically announced in early August each year. The projection for 2012-2013 reflects averaging fines received over the most recent five years from FY 2006-2007 to FY 2010-2011.

Revised August 2012: Decreased due to averaging now includes the most recent five years from FY 2007-2008 to FY 2011-2012

Revised December 2012: Decreased due to actual received

STATE AID

\$19,448

422.01 State Aid

\$19,448

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: Review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid. 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 2011: The projection for 2012-2013 reflects averaging fees received over the most recent five years from FY 2006-2007 to FY 2010-2011.

Revised March 2012: Reduced based on 2012 rate of .111763 per capita (.111763 x 41,070 x 2 min. requirement and coop membership) x 2 payments

Revised December 2012: Increased due to actual received. 8/2/12 payment was at 0.112159 per capita 12/11/12 payment was at 0.124604 per capita

CIRCULATION REVENUE

\$128,464

430.01 Fines & Fees

\$128,464

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 2011: The projection for 2012-2013 is based on current year budget rather than five-year history due to the fact that fines & fees were increased in 2010-2011.

Revised January 2012: Reduced based on 2011/2012 predictions

Revised December 2012: Increased \$2,000 due to collection agency estimated revenues

Revised February 2013: Decreased \$2,000 due to delay in collection agency

CHARGES FOR SERVICES

\$12,653

432.01 Photocopy Fees

\$1,000

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 2011: The projection for 2012-2013 reflects averaging fees received over the most recent five years from FY 2006-2007 to FY 2010-2011.

Revised January 2012: Reduced based on 2011/2012 predictions

Revised February 2013: Reduced based on actual received

435.01 Room Rental Fees	\$11,653
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 2011: The projection for 2012-2013 reflects averaging fees received over the most recent three years from FY 2008-2009 to FY 2010-2011.	
Revised January 2012: Increased based on 2011/2012 predictions	
INVESTMENT EARNINGS	\$78,607
454.01 Investment Earnings	\$138,767
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 2011: Average interest rate of 0.40% (June 30, 2011) x \$2,446,021 (May 31, 2011 General Fund investment balance).	
Revised January 2012: Average interest rate of 0.22% (December 31, 2011) x \$2,033,879 (January 20, 2012 General Fund investment balance) = \$4,475.	
Revised August 2012: Average interest rate of 0.28% (June 30, 2012) x \$921,512 (July 24, 2012 bank balances) = \$2,580. Now also includes estimated interest rate of 2.85% projected x General fund investment balance of \$6,182,012 = \$176,187.	
Revised December 2012: Reduced based on estimated average from funds already received.	
Revised February 2013: Reduced \$10,000 due to large part of taxes not being received until February.	
455.01 Change in Asset Value	-\$60,160
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.	
FORMULA: Budgeted only at year end due to uncertainty of changes	
Revised December 2012: Added line. Balance as of 11/2012	
Revised February 2013: Balance as of 1/31/2013	
MISCELLANEOUS	\$10,456
460.01 Miscellaneous Revenue	\$1,000
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, and accounting declarations.	
FORMULA: Estimate of predicted miscellaneous receipts	
Approved August 2011: Estimated amount for recycling. The other erratic amounts in this line do not allow for prediction	
Revised January 2012: Average of actual 2011/2012 recycling proceeds	
Revised December 2012: Increased due to recycle profits	
462.01 Library Shop Revenue	\$2,956
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 2011: The projection for 2012-2013 reflects averaging fees received over the most recent three years from FY 2008-2009 to FY 2010-2011.	
Revised August 2012: Increased due to averaging now includes the most recent four years from FY 2008-2009 to FY 2011-2012	
463.01 Café Revenue	\$6,500

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

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

Approved August 2011: Based on second year of three year vendor guaranteed income

Revised February 2013: Increased based on actual received

470.01 Sale of Used Equipment **\$0**

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 2011: One sale planned during 2012/2013

Revised August 2012: Only on-line sale planned during 2012/2013

Revised December 2012: Decreased due to equipment destroyed in pipe leak

TOTAL ESTIMATED REVENUES

Fiscal Year April 1, 2012 - March 31, 2013	Approved August 2011 *	\$4,869,766
	Revised January 2012 *	\$4,893,556
	Revised March 2012 *	\$4,765,553
	Revised August 2012	\$4,924,556
	Revised December 2012	\$4,842,342
	Revised February 2013	\$4,773,985

* These amounts are prior to combination of I&R and General funds

April 1, 2012 - March 31, 2013

Approved August 2011
Revised January 2012
Revised March 2012
Revised August 2012
Revised December 2012
Revised February 2013

\$3,292,447

\$2,412,218

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 2011: As proposed, this budget includes the following:

0% increase across the proficiency level schedule (3rd year)

0% average merit pay (3rd year)

No movement to next level (3rd year)

Sunday only Substitutes

Seven furlough days (3rd year of unpaid furloughs)

Revised January 2012: Updated with PER figures. Includes all of above as well as the following:

Reduced Monitor Sunday hours in summer

Eliminated one AS 20-hour librarian position (some hours given to sub hours)

Added 500 Mon-Sat AS Substitute hours (from eliminated position)

Eliminated one AS Sunday librarian use (continuing from 2011/12 year end)

Eliminated one YS 20-hour librarian position (hours transferred to position change and sub hours)

Added 620 Mon-Sat YS Substitute hours (100 request + 520 from eliminated position)

Changed one YS 20-hour librarian position to 30-hours

Took away one furlough day (now totals six unpaid furlough days)

Revised August 2012: Updated with PER figures.

Revised December 2012: Updated with PER figures.

\$184,535

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 2011: Based on above requests under Salaries and Wages

Revised January 2012: Updated with PER figures as noted above.

Revised August 2012: Updated with PER figures.

Revised December 2012: Updated with PER figures.

\$517,792

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

Revised January 2012: Updated with PER figures as noted above.

Revised December 2012: Updated with PER figures.

\$177,902

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

Revised January 2012: Updated with PER figures as noted above.

Revised December 2012: Reduced \$20,000 based on prior years costs

\$0

FORMULA: 1.00% of total of above lines in Personnel

Revised January 2012: Updated with PER figures as noted above.

Revised December 2012: Zeroed out for end of year.

\$780,662

\$98,677

8301.01	Electronic Services—Adult	\$83,000
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FORMULA: Current year budget + approved budget requests

Revised January 2012: No change but redistributed breakdown

Revised February 2013: Reduced by \$3,378 per AW & KI

FROM METRO NET

Gale	\$13,654
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Literature Resource Center

Biography In Context

Opposing Viewpoints In Context	
Legal Forms	
Twayne Author/Scribner Writers' Series	
History in Context US & World	
Small Business Resource Center	
Science In Context	
PowerSpeak	
Scribner's	
Demographics Now	
Powersearch PLUS (no charge)	
National Geographic	\$2,009
American Bus. Information - Refer. USA	\$4,230
Greenwood	
Daily Life Online-World Cultures not renew	\$0
<u>FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE</u>	
EBSCO	
Points of View Reference Center (new)	\$519
McGraw-Hill Access Science (new)	\$830
Facts on File News Services	
Reference Suite - not renewing	\$0
Wilson	
Play Index not renewing	\$0
Art Image Library not renewing	\$0
Reference shelf - not renewing-now EBSCO	\$0
Oxford Reference Online Premium	\$1,560
Mango Languages	\$2,850
Plunkett Online	\$2,784
<u>FROM THE LIBRARY NETWORK</u>	
Consumer Reports	\$1,365
NoveList (was EBSCO) not renewing	\$2,225
<u>DIRECT PURCHASES</u>	
MOIS CD-ROM not renewing	\$0
EBSCO	
NoveList (now thru TLN)	free-MEL
Magill Literature Online	\$1,392
Proquest	
Newspaper Pkg. (NYT,WSJ,WPost, DFP)	\$15,010
Historical Detroit Free Press	\$1,365
HeritageQuest	free-MEL
Historical New York Times	\$3,585
Obituary Database	\$805
Ancestry.com	\$1,040
Entrepreneurship (Small Bus. database)(cancelled)	\$0
SIRS Issues Researcher	\$2,700
Consumer Reports	\$30
Alexander Press	
Music Online	\$1,163
Infobase Publishing	

American History Online	\$2,514
Science Online	\$2,152
Nexis/Lexis	
Corporate Affiliations	\$1,248
Baker & Taylor	
Titlesource 3 (TS request)	\$195
Bookletters	\$1,530
Recorded Books	
Eprep	\$3,800
Uniworld	
Foreign Firms... (cancelled)	\$0
Tutor.com (Called TutorMe! onBTPLwebsite)	\$6,250
Weiss	
Financial Ratings (new)	\$1,995
Mergent	
Hoover's Online	\$1,265
McGraw-Hill Access Medicine	
Harrison's Principles...	\$1,689
Current Medical Diagnosis..	\$927
tbd-amt needed to bring budget to current yr.	\$319

8303.01 Electronic Services–Youth \$13,677

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 2011: Current year budget less \$4,000 underspent in 2010/11

Revised January 2012: Updated with 2012/13 projected purchases plus \$7,500 transfer from 9403.01

FROM METRO NET

Proquest - Culturgrams	\$0
Grolier	\$0

DIRECT PURCHASES

EBSCO - NoveList K-8	\$1,000
Children's Magazine Guide	Free
WorldBook - Online Reference Center	\$2,199
Infobase Publishing - Curriculum Reference Jr.	\$1,546
Children's Book Council Awards	\$450
TutorMe! (changed name from Tutor.com)	\$1,000
Muzzy	\$2,300
World Book Craft	\$500
World Almanac for Kids	\$1,550
To be determined additional services	\$3,132

8304.01 Metro Net Shared Hosting \$2,000

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 2011: Current year budget

Revised January 2012: Changed name from Netlibrary to Ebscohost

Ebscohost/OverDrive/Digital Library (shared
hosting fee) \$2,000

8302.01 Electronic Cataloging Services - SkyRiver \$17,000

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

FORMULA: Current year budget + approved budget requests

Approved Aug 2011: Current year budget

Revised January 2012: Increased \$500

Books \$330,623

9401.01 Books–Adult \$148,894

DESCRIPTION: Physical circulating physically printed books and electronically produced books purchased for adults

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

Approved Aug 2011: Current year budget

Revised January 2012: No change but redistributed breakdown

Electronically produced books (E-books) \$18,000

Metronet consortium e-book purchases
(Overdrive) \$2,000

Physically printed books \$128,894

9402.01 Books–Rental \$16,740

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 2011: Current year budget

9403.01 Books–Youth \$97,947

DESCRIPTION: Physical 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 2011: Current year budget less \$3,000 underspent in 2010/11

Revised January 2012: Transferred \$7,500 to 8303.01 and redistributed breakdown

Revised December 2012: Reduced by \$10,000 per MR

Electronically produced books (E-books) \$17,357

Includes:

Tumblebooks

Gale Virtual Reference Library

Metronet consortium e-book purchases (Overdrive)

Physically printed books \$80,590

9404.01 Books–Reference \$65,227

DESCRIPTION: Physical 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 2011: Current year budget less \$2,000 underspent in 2010/11

Revised January 2012: Transferred \$2,000 from 9501.01 and redistributed breakdown

Revised December 2012: Reduced by \$2,000 per AW

Electronically produced books (E-books) \$34,227

Physically printed books \$31,000

9405.01 Materials–Technical Services \$0

DESCRIPTION: Materials purchased to assist in cataloging

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

Approved Aug 2011: Current year budget

Revised December 2012: Reduced by \$500 per MA

Includes: Classification Web \$0

9406.01 Materials–Systems \$1,000

DESCRIPTION: Materials purchased to assist in Systems work and training

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

Approved Aug 2011: Current year budget

9407.01 Materials–Administration \$475

DESCRIPTION: Materials purchased to assist Administration activities

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

Approved Aug 2011: Current year budget

9408.01 Materials–Circulation \$340

DESCRIPTION: Materials purchased to assist Circulation work

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

Approved Aug 2011: Current year budget

Revised January 2012: Increased by \$20 per 2011/2012 costs

Revised December 2012: Increased by \$20 due to actual cost

Includes: Bressers \$340

9442.01 Processing & Supplies \$41,800

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 2011: Current year budget

Periodicals/Documents/Services

\$83,766

9451.01 Periodicals, Newsletters & Microforms \$42,776

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 2011: Current year budget less \$1,000 underspent in 2010/11

9452.01 Government Documents \$0

DESCRIPTION: Fees for government documents and the government document depository account.

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

Approved Aug 2011: Current year budget

Revised January 2012: Decreased \$1,000 and transferred balance into 9453.01. Deleting this line permanently beginning in 2012/2013.

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 2011: Current year budget less \$12,000 underspent in 2010/11

Revised January 2012: Increased \$2,375 due to transfer from 9452.01

Revised December 2012: Reduced by \$6,000 per AW

Includes:

C&E Communications - FinderBinder	\$270
Commerce Clearing House (CCH)	\$3,110
Croners	\$462
Facts on File	\$246
Financial Info Stock Guide	\$3,650
Finder Binder	\$289
Government Documents	\$2,375
Highline Data	\$585
Institute for Continuing Legal Education(ICLE)	\$402
Lexis Nexis	\$530
Mergent	\$4,684
Morningstar	\$7,079
RIA	\$1,303
Standard & Poors/NetAdvantage	\$9,490
Thompson	\$885
ValueLine	\$6,407
West	\$3,423
Wilson	\$1,323
To be determined additional services	(\$5,523)

Vertical File

\$801

9481.01 Adult Services \$400

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 2011: Current year budget

9482.01 Youth Services \$401

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 2011: Current year budget

Revised January 2012: Decreased \$45

CD-ROM/GAMES

\$14,383

9491.01 Adult \$8,075

DESCRIPTION: CD-ROM and Games purchased by Adult Services for circulation

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

Approved Aug 2011: Current year budget

9492.01 Youth \$6,308

DESCRIPTION: CD-ROM and Games purchased by Youth Services for circulation

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

Approved Aug 2011: Current year budget

Audio

\$29,603

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 2011: Current year budget

Revised January 2012: Transferred \$2,000 to 9404.01 and redistributed breakdown

Revised August 2012: Adjustment made for Freegal & regular audio but budget did not change

Freegal Music	\$13,000
Regular audio purchases	\$13,750

9502.01	Youth	\$2,853
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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 2011: Current year budget

Revised January 2012: No change but redistributed breakdown

Freegal Music and TBD	\$1,253
Regular audio purchases	\$1,600

Audio Books

\$74,551

9511.01	Adult	\$59,500
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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 2011: Current year budget less \$4,000 underspent in 2010/11

Revised January 2012: No change but redistributed breakdown

Electronic - downloadable audio books	\$14,500
Audio books	\$45,000

9512.01	Youth	\$15,051
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DESCRIPTION: Books recorded on compact disc and MP3, Leap Pad kits, book plus CD or cassette kits, and downloadable audio books purchased by Youth Services for circulation

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

Approved Aug 2011: Current year budget

Revised January 2012: No change but redistributed breakdown

Electronic - downloadable audio books	\$3,500
Audio books	\$11,551

Videos

\$74,458

9531.01	Adult	\$51,771
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DESCRIPTION: Videocassette and DVD materials purchased by Adult Services for circulation

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

Approved Aug 2011: Current year budget less \$2,000 underspent in 2010/11

9532.01	Youth	\$22,687
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DESCRIPTION: Videocassette and DVD materials purchased by Youth Services for circulation

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

Approved Aug 2011: Current year budget

Programming

\$15,000

9562.01	Youth	\$8,000
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FORMULA: Current year budget + [x%] increase + approved budget requests

Approved Aug 2011: 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

8330.01 Contingency \$0

DESCRIPTION: These funds provide a contingency fee not specific to any one project.

FORMULA: 1.00% of total of above lines in Library Services

Approved Aug 2011: per formula above.

Revised January 2012: Updated with changes above

Revised March 2012: Now using 0.50% for contingency.

Revised December 2012: Zeroed out for end of year.

FACILITIES AND EQUIPMENT \$1,088,398

7750.01 Repairs & Maintenance Supplies \$50,000

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 2011: Current year budget

Revised January 2012: Increased \$15,000 due to moving high lights/ballasts and HVAC parts/ filters from 9300.01

High lights and Ballast replacement	\$7,500
HVAC replacement of parts & filters	\$7,500
All other needs	\$35,000

8500.01 Telephone \$20,749

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 2011: Current year budget less \$1,000 underspent in 2010/11

Includes:

Cell phones (Verizon)	\$3,700
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 \$78,278

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 2011: Current year budget

Revised January 2012: Decreased \$13,410 based on 2011/12 actual

Revised December 2012: Decreased by \$6,722 for actual amount paid

	<u>Utilities</u>	<u>\$406,188</u>
9201.01	Electricity	\$313,255
	DESCRIPTION: Payments made for electricity	
	FORMULA: Average last three years' expense + [x%] increase	
	Approved Aug 2011: Current year budget less \$15,000 underspent in 2010/11	
	Revised February 2013: Increased \$52,630 due to actual costs	
9202.01	Natural Gas	\$65,986
	DESCRIPTION: Payments made for heat	
	FORMULA: Average last three years' expense + [x%] increase	
	Approved Aug 2011: Current year budget less \$8,000 underspent in 2010/11	
	Revised February 2013: Decreased \$3,000 due to actual costs	
9203.01	Water	\$26,947
	DESCRIPTION: Payments made for water.	
	FORMULA: Average last three years' expense + [x%] increase	
	Approved Aug 2011: Current year budget less \$6,000 underspent in 2010/11	
	Revised December 2012: Increased by \$15,000 for estimated expenses	
	Revised February 2013: Decreased \$3,000 for actual costs	
9300.01	Building Maintenance	<u>\$183,050</u>
	DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance, and more	
	FORMULA: Current year budget + approved budget requests/contracts	
	Approved Aug 2011: Current year budget; plus \$200 carpet cleaning increase; less \$5,000 unplanned projects moved to I & R; less \$14,000 underspent in 2010/11	
	Revised January 2012: Updated with 2012/13 projected purchases and moved high lights/ballasts and HVAC parts/filters to 7750.01	
	Revised August 2012: Now includes I & R budget	
	Revised December 2012: Reduced by \$10,800 for media shelving	
	Includes:	
	Boiler inspection	\$400
	Boiler treatment	\$500
	Cleaning	\$56,200
	Carpet cleaning maintenance	\$9,492
	Door maintenance (expires April 2016)	\$1,500
	Elevator	\$1,020
	Fire System dry inspection	\$900
	Fire extinguisher recharge	\$400
	Flag service	\$716
	Generator	\$1,000
	High lights and Ballast replacement	\$0
	HVAC	\$14,922
	HVAC chiller compressor replacement install	\$10,000
	HVAC emergency (equip, circulating pumps, motors, archive climate control & pc management system.)	\$20,000
	Maint & replacement of parts & filters	\$0
	Pest control - Orkin	\$1,000
	Refinish portico and T-111 wood paneling under eaves	\$6,000

Q:\A - BUDGET\13 14 Budget Prep\Trustees FINAL March 19, 2013\11A6 1213 COMBINED Gen exp line breakdown

9360.01 Computer System Maintenance \$235,806

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 2011: Current year budget

Revised January 2012: Increased \$19,066 due to update with 2012/13 projected purchases

Revised March 2012: Moved Comcast digital receivers and phone system maintenance from 9330.01 to 9360.01; moved Adobe CS5.5 and System and library wide software from 9360.01 to 9772.01

Revised August 2012: Increased due to Comcast & Peachtree actual in 2011/2012. Now includes I & R budget

Includes:

3M Maintenance contract (Circ request)	\$29,255
AWE stations support for 6 YS stations	\$2,300
Baker&Taylor - The Content Café	\$2,200
Baker&Taylor Titlesource3	\$3,800
Barracuda Spam 300 Firewall (3-yr plan renews 10/2015)	\$2,950
Barracuda Web Filter - YS Internet filtering soft/hardware	\$0
(renews 7/2013)	
Blue Socket - manages public access to wireless	\$2,034
Box Solutions intranet connect maintenance	\$1,375
Cisco equipment maintenance contract	\$16,627
Comcast - digital receivers	\$595
Comcast - high speed modem subscription	\$840
Computer equipment maintenance	\$7,000
Digitalization ST imaging scanner maintenance	\$0
(Use Gift Fund acct 8330.03)	
Domain name (BTPL.org) purchased 1/09-expires 1/2029	\$0
Envisionware annual maintenance	\$2,161
E*vanced Meeting Room Booking maintenance	\$440
FAS Inventory SupportPlus contract	\$1,550
Innovative Encore subscription	\$12,500
Innovative maintenance contract	\$49,740
Laser jet printers maintenance	\$2,000
NetOp HVAC maintenance (renews 8/2012)	\$360
OPUS Interactive website hosting	\$480
PeachTree upgrade and maintenance	\$690
Phone system maintenance	\$5,500
POS-Microsoft Dynamics software support	\$950
PRGT software to monitor network traffic	\$750
Symantec Anti-virus software maintenance(renews 11/2013)	\$0
Symantec Ghost upgrade and maintenance (100)	\$930
TLN - Deep Freeze & public web browser license	\$357
Techlogic AMH sorting system maintenance (Circ request)	\$21,012
Techlogic spare parts for AMH sorting system (Circ request)	\$1,400
Tel Systems AV equipment annual maint fee	\$19,500
Verisign SSL certification WebPac (3-yr; renews 07/2015)	\$2,480

Verisign certification for Encore(3yr; renews 8/2015)	\$2,480
Veritas Backup upgrade and maintenance	\$0
Vision Education upgrade/support-16 licenses	\$150
VSS Pro maintenance contract	\$900
Sierra migration fee	\$37,500
Security camera support	\$1,000
Unplanned computer system maintenance	\$2,000

Equipment

\$50,930

9771.01 General Equipment \$2,500

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 2011: Current year budget less 2011 requests of \$450 less \$2,500

Director's Discretionary	\$2,500
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9772.01 Computer Equipment \$48,430

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

Revised January 2012: New line added

Revised March 2012: Moved Adobe CS5.5 and System and library wide software from 9360.01 to 9772.01

Revised August 2012: Now includes I & R budget

Unlockers for CD/DVD cases at self check	\$170
Adobe CS5.5	\$1,300
Systems & library-wide software	\$2,500
Planned replacement of technology equipment	\$0
Server hardware	\$20,000
Innovative Server hardware	\$7,900
Printer replacement	\$4,000
Scanner replacement	\$560
UPS power supply	\$1,000
Hazardous equipment disposal	\$300
Headset replacement	\$500
Computer Supplies and Equipment	\$10,000
Batteries for meeting room equipment	\$200

8330.01 Contingency \$0

DESCRIPTION: These funds provide a contingency fee not specific to any one project.

FORMULA: 1.00% of total of above lines in Facilities and Equipment

Approved Aug 2011: per formula above.

Revised January 2012: Updated with changes above

Revised March 2012: Now using 0.50% for contingency.

Revised December 2012: Zeroed out for end of year.

OTHER OPERATING EXPENDITURES

\$123,981

7270.01 Office Supplies \$27,300

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 2011: Current year budget + copier cards less \$5,000

Revised February 2013: Reduced copier card expense

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	\$2,000

7280.01 Postage \$10,000

DESCRIPTION: Includes postage for daily metered mail

FORMULA: Current year budget + [x%] increase

Approved Aug 2011: Current year budget less PR mailings and \$3,000

Revised January 2012: Increased \$2,000 for Library by Mail postage needs

Revised August 2012: Library by Mail now fully funded with gifts-budgeted amount moved to regular postage needs. Now includes I & R budget

Revised December 2012: Reduced by \$10,000 based on expected expenses

Includes:

Regular postage needs	\$2,810
Annual Bulk Mailing Permit	\$190
Library by Mail postage (paid for in Gift Fund)	\$0
Quarterly newsletter mailing	\$7,000

Professional Services \$58,738

8011.01 Accounting \$1,200

DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services

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

Approved Aug 2011: Current year budget

8012.01 Audit \$12,000

DESCRIPTION: Annual fee charged by our auditing firm

FORMULA: Current year budget + Consumer Price Index per contract

Approved Aug 2011: Current year budget as bid for 2nd yr

Revised December 2012: Reduced by \$2,000 based on actual expenses

Audit	\$12,000
Accounting questions, estimated	\$0

8013.01 Consultant \$8,500

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

FORMULA: Current year budget

Approved Aug 2011: No requests planned

Revised August 2012: Now includes I & R budget

Website consultant - Systems	\$3,500
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	Technology consultant - Systems	\$5,000	
8014.01	Contracts	\$3,938	
	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 2011: Current year budget less Outside Editor		
	Revised January 2012: Increased \$163 for Rides but decreased \$1,900 for TLN		
	Revised December 2012: Increased by \$2,000 due to adding collection agency		
	Revised February 2013: Reduced \$2,000 due to delay of use of collection agency		
	RIDES delivery fee (formerly MelCat)	\$3,438	
	Message on Hold	\$500	
	TLN delivery participation fee	\$0	
	Unique Management - collection agency	\$0	
8015.01	Legal	\$8,500	
	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 2011: Current year budget		
	Revised January 2012: Increased \$2,500 for Employee Handbook		
8018.01	Internet Service Provider (ISP)	\$24,600	
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees		
	FORMULA: Current year budget + Metro Net meeting information		
	Approved Aug 2011: Current year budget		
	Revised January 2012: Increased \$600 for back up rack		
	Revised December 2012: Reduced by \$1,200 for moving from 123Net to TLN		
	Includes:		
	Internet Opti-e-man charges from 123.net and		
	TLN	\$24,000	
	Cloud back up service	\$600	
8020.01	Projects		<u>\$4,500</u>
	DESCRIPTION: Special or one-time costs for strategic planning implementation and other major projects		
	FORMULA: Budget requests		
	Approved August 2011: Current year budget		
	Revised August 2012: New line from the I & R budget		
	Revised December 2012: Reduced by \$3,500 for planned needs		
	Strategic Plan Implementation		
	50th Anniversary seed money		
	<u>Staff Development & Travel</u>		<u>\$6,250</u>
8601.01	Conferences & Workshops	\$2,650	
	DESCRIPTION: Provides an "allowance" of 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 2011: Current year budget minus Children/Disabilities course		

Revised January 2012: Increased \$100 for IUG and redistributed amounts

Revised December 2012: Reduced by \$100 for III Users Group

All-staff meetings	\$300
Director's Discretionary (\$50 to MIUG)	\$950
Employee awards	\$750
III Users' Group Nat. Conf. (2 attendees)	\$600
MIUG Conference (From Dir.Disc.-Systems Request)	\$50
Staff Development Day	\$0

8602.01 Mileage & travel \$3,600

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 2011: Current year budget less \$1,000 underspent in 2010/11; 2012-13 at 55.5 cents per mile.

Revised January 2012: Increased \$100 for MIUG

Revised December 2012: Reduced by \$3,900 based on estimated need and reduction in III Users Group

III Users' Group travel	\$1,500
MIUG Conference (Systems Request)	\$100
Mileage & misc. travel	\$2,000

9000.01 Printing & Publishing \$6,000

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 2011: Current year budget less \$4,000

Revised August 2012: Now includes I & R budget

Revised December 2012: Reduced by \$3,000 based on estimated need

Revised February 2013: Reduced by \$2,000 based on estimated need

Includes:

Community mailings/printings	\$1,000
Advertising (hearing, bids, postings, RFP's)	\$0
Quarterly printed newsletter	\$5,000

9550.01 Dues & Memberships \$5,913

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 2011: Current year budget less ALA membership

Revised August 2012: Increase in MCLS membership

Revised December 2012: Decrease due to Chamber membership cancelled and OCHR dues being reduced

Library membership in ALA (national)	\$0
Library membership in Birmingham-Bloomfield Chamber of Commerce	\$0

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	\$2,500
OCHR dues & maintenance fees	\$600

Miscellaneous Expenses

\$5,280

9990.01	Bank Service Charges	\$4,780
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DESCRIPTION: Fees charged by the bank for checks, transfers, and other transactions

FORMULA: Current year budget + [x%] increase

Approved Aug 2011: Current year budget less Treasury Legacy Direct

Revised January 2012: Increased \$180 for ecommerce fees on two accounts

Revised August 2012: Now includes I & R budget

Includes:

All bank fees	\$2,100
Paypal fees	\$1,000
Ecommerce fees - Paymentech	\$1,680

9992.01	Library Shop	\$0
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DESCRIPTION: Costs to purchase items for sale and to operate shop

FORMULA: This is not a predictable line this year.

Approved Aug 2011: Moved to Gift Fund for 2010/2011. Continuing there for 2012/13.

9993.01	Café	\$500
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DESCRIPTION: Costs to operate café

FORMULA: This is not a predictable line this year.

Approved Aug 2011: Current year budget

9999.01	Miscellaneous	\$0
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DESCRIPTION: Accounting declarations

FORMULA: This is not a predictable line.

Approved Aug 2011: Current year budget

8330.01	Contingency	<u>\$0</u>
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DESCRIPTION: These funds provide a contingency fee not specific to any one project.

FORMULA: 1.00% of total of above lines in Other Operating Expenditures

Approved Aug 2011: per formula above.

Revised March 2012: Now using 0.50% for contingency.

Revised December 2012: Zeroed out for end of year.

TOTAL ESTIMATED EXPENDITURES

Fiscal Year April 1, 2012-March 31, 2013 Approved August 2011 *	\$5,221,391
Revised January 2012 *	\$5,222,289
Revised March 2012 *	\$5,191,898
Revised August 2012	\$5,353,336
Revised December 2012	\$5,244,789
Revised February 2013	<u>\$5,285,488</u>

* These amounts are prior to combination of I&R and General funds

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

MARCH 19, 2013

**I MOVE TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP
PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2012 -
MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE
RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO
\$92,161 AND ANTICIPATED EXPENDITURES AMENDED TO \$103,427
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, 2012-March 31, 2013

FY April 1, 2013-March 31, 2014

Library Board of Trustees Meeting
March 19, 2013

	2011-2012 Column 1 AUDITED BUDGET AS OF MAR 31, 2012	2012-2013 Column 2 ADOPTED BUDGET AS OF MAR 20, 2012		Column 3 ESTIMATED BUDGET AS OF MAR 19, 2013	2013-2014 Column 4 PROPOSED BUDGET AS OF MAR 19, 2013	Column 5 Col. 3 & Col. 4 \$ DIFFERENCE	Column 6 Col. 3 & Col. 4 % DIFFERENCE	Column 7 % OF TOTAL PROPOSED
ACCOUNT NAME								
<u>Revenues</u>								
Gift Income	\$142,198	\$500	\$91,781	\$500	(\$91,281)	-99.5%	62.50%	
Investment Earnings	\$378	\$200	\$380	\$300	(\$80)	-21.1%	37.50%	
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	0.0%	0.00%	
Total Revenues	\$142,576	\$700	\$92,161	\$800	\$700	-99.1%	100.00%	
<u>Expenditures</u>								
Library Services	\$26,725	\$51,618	\$47,069	\$39,727	(\$7,342)	-15.6%	25.84%	
Facilities & Equipment	\$23,678	\$29,731	\$34,363	\$19,144	(\$15,219)	-44.3%	12.45%	
Other Operating Expenditures	\$41,651	\$95,917	\$21,995	\$94,884	\$72,889	331.4%	61.71%	
Total Expenditures	\$92,054	\$177,266	\$103,427	\$153,755	\$50,328	48.7%	100.00%	
Unreserved Fund Balance	\$80,057	\$104,716	\$98,387	\$92,733				
Reserved Fund Balance	\$34,996	\$66,853	\$67,239	\$61,022				
Net revenue (expenditures)	\$50,522	(\$176,566)	(\$11,266)	(\$152,955)				
Fund Balance - Ending	\$165,575	(\$4,997)	\$154,361	\$800				
Nonspendable		\$0	\$0	\$0				
Restricted		\$0	\$0	\$0				
Committed		\$0	\$0	\$0				
Assigned		\$171,569	\$154,361	\$153,755				
Unassigned		\$0	\$0	\$800				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: March 11, 2013

**SUBJECT: Proposed General Fund and Gift Fund Estimated Budgets
for Fiscal Year April 1, 2013 - March 31, 2014**

The enclosed packet is information for the March 19, 2013 Library Board of Trustees meeting for discussion of the proposed Fiscal Year April 1, 2013 - March 31, 2014 budget.

The Personnel Committee and the Finance Committee have both reviewed the proposed budget and it is presented with their input and approvals.

General Fund Estimated Revenues

In total, revenues for the 2013-2014 fiscal year are projected to increase by \$273,608 or 5.7%. Bloomfield Township has indicated that things are turning around and it will have "about \$1 million more in revenue." This is good news for the library.

The 2013-2014 budget was preliminarily approved at the August, 21, 2012 Public Budget Hearing. At that time we were predicting a small 2.9% increase in property tax revenues for the 2013-2014 fiscal year. Our property taxes are now predicted very conservatively to increase by a net \$156,798 or +3.5% as of February 26, 2013.

Fines & Fees revenue is anticipated to increase due to our agreement with Unique Management Services for collection services. We estimate that we should receive about \$12,000 in additional fines and fees; however, we are also estimating the same amount in contractual expenditures to begin this new venture. If the venture is successful this should evolve into a net gain for the library. In fact, all revenue sources are predicted to increase compared to this fiscal year except for miscellaneous revenue which is estimated to be \$900 lower. As always, our updated budget shows the most conservative estimates.

General Fund Estimated Expenditures

Our projected total expenditures for 2013-2014 are estimated to only increase by \$48,690 or 0.9%. Expenditure lines have been kept at previously reduced levels based

on recent and cumulative budget cuts. We continue to be very conservative in spending our budget.

Because of wages being frozen for the past three years and due to the 2% increase of the Social Security deduction, the Personnel Committee suggested that Administration investigate a 2% across-the-board increase for all staff, to be consistent with the 2% increase approved by Bloomfield Township next year for Bloomfield Township employees.

I would be very happy to offer a 2% raise to our deserving and hard-working staff, but I am instead recommending a compromise. The cost of our current six closed and unpaid furlough days is roughly equivalent to a 1% raise distributed across-the-board. When I informally polled staff in many departments, half begged me to get rid of the furlough days. I know all staff would greatly appreciate a raise as well. By recommending a compromise of a 1% raise and eliminating all six furlough days in the 2013-2014 fiscal year, staff and the public will both benefit.

The biggest challenge to the upcoming budget is the implementation of the federally mandated Affordable Care Act (ACA). Please refer to the Personnel Committee minutes dated February 21, 2013 for details regarding the potential ACA scenarios and options. We investigated several options. The greatest cost of the different ACA scenarios went from the highest of \$416,391, if we promoted all thirteen 30-hour employees to full time and offered them full benefits, to a "savings" if all 30-hour employee hours were reduced below 30 hours. However, this "savings" would actually result in spending the same amount to hire newly created part-time positions to maintain library hours. Employee morale would plummet.

I am recommending a proposed budget based on a middle-range cost scenario to implement the federal requirements of the ACA on January 1, 2014. This scenario includes covering thirteen 30-hour employees with health care benefits to meet the intent of the law, but not promoting them to what the library considers full-time status. Reviewing the possible scenarios and options with the Personnel Committee and the Finance Committee, this scenario was agreed upon.

The highest potential estimate, should all thirteen employees opt for the most costly family coverage, could be approximately \$195,000 per year. The ACA affects only three months of the 2013-2014 fiscal year (January 1 through March 31, 2013) and will take full effect in the 2014-2015 fiscal year. If all thirteen 30-hour employees opted for full family coverage, the cost for 2013-2014 would be \$48,750. We have polled these thirteen employees to get a more accurate projection of the likelihood of their chosen coverage plans. At this time, only two require family coverage. Five require individual coverage and six already receive health care coverage through their spouse. This information helped us to more accurately and realistically estimate our ACA costs. Therefore, we only needed to budget \$15,875 (rather than \$48,750) for the three months in the proposed 2013-2014 fiscal year budget. Basing our proposed 2014-2015 estimates on this informal poll of our thirteen affected employees, the estimated cost to fund all twelve months of the 2014-2015 has been reduced from the potential \$195,000

annually to only \$63,500 annually. These projections are shown on the General Fund Balance Projection chart.

The cost of ACA required health care payments is now included in the “Assigned – comp liabilities/OPEB funding/ACA health benefits” category. There still exist many unanswered questions regarding implementation of the ACA. Decisions and options selected now will be modified as more information is gathered. The recommended 2013-2014 budget can be amended as we learn more regarding the ACA requirements and Township implementation plans. The enclosed proposed 2013-2014 budget includes closing ten summer Sundays to defray the cost of providing health care insurance for three months for our thirteen 30-hour employees, as required by the ACA. Closing ten Sundays, June 23 through August 25, will reduce our expenditures by \$30,720. The enclosed General Fund Balance Projection also bases the expenditures for 2014-2015 through 2015-2016 on continuing to close these ten summer Sundays to help defray the cost of ACA. The Personnel Committee and Finance Committee agreed that this was a logical, as well as a previously discussed economic possibility.

Please note the approval of the proposed 2013-2014 Fiscal Year Budget includes the de facto approval of the enclosed Proposed 2013 Calendar, which includes the closure of ten summer Sundays and eliminates all furlough days.

When comparing our final 2013-2014 fund balance projection for next fiscal year to the final 2012-2013 projection for the current fiscal year (comparing columns 2 to 3 on the General Fund Balance Projection), we show a \$286,585 decrease in the total ending fund balance. This is less of a decrease than in the prior year. Considering the current economic circumstances and unfunded mandates, this is remarkable.

Additional Recommendations

Please refer to the memo “Fund Balance Formula and Contingency Planning,” which is also attached to the Finance Committee Minutes, for more background on these recommendations.

Administration’s review of our past use of the contingency lines in each functional category demonstrated that we have not used any of these over the last three years. The contingency lines are no longer needed in the General Fund. Their previous function was to allow some room in each functional category so that funds did not need to be transferred from the I&R Fund to balance the General Fund. Now that both funds are combined, this need has been eliminated. Our review also showed that our careful budgeting and monitored spending did not require any use of these lines over the past few years, even with a shrinking budget. There was some redundancy in budgeting for emergency funds and budgeting contingencies. The Finance Committee has approved not budgeting contingency lines in the 2013-2014 fiscal year.

As noted in the memo “Fund Balance Formula and Contingency Planning,” and based on the Library Board question regarding what is an appropriate fund balance amount, Administration recommended eliminating the “Committed – 8 month fund balance” category. Since the I&R Fund and the General Fund were combined, we no longer

need to budget for a separation of this amount and can now identify our total uncommitted funds available to pay for ongoing operation. After discussion with the Finance Committee it was agreed to continue showing the "Committed – 8 month fund balance" into the foreseeable future.

The General Fund Balance Projection shows the total Year End Fund Balance is slowly declining. This projection is based on an estimated 2.4% continued increase in Property Tax values and continuing to close on Sundays in the summer months. It is also based on continuing the estimated current OPEB costs, which will not occur. The Bloomfield Township actuarial has indicated that costs will continue to decline and will zero out in 20-25 years. This, along with the Assigned sick time liability and retiree health care benefits will also disappear as these benefits are no longer offered to new employees. Therefore that portion of our liability will be eliminated in time.

There are some impending potential expenditures that are expected for ongoing operating and general maintenance costs. Some portions of our roof will need re-shingling. We have been able to minimally replace our computers, but a larger scale update may be required in the future. Our RFID technology ad hoc committee has been investigating the state of our vendor status and will likely be recommending a need to upgrade this technology in the near future. The parking lot requires constant re-surfacing, etc. These costs are not insignificant.

The Library Board had approved our working budget procedures to require a minimum of holding a three-month operating fund balance. The projected budgets go beyond this and identify an eight month operating formula. This is more than what is needed to have on hand since we have combined our I&R and General Funds. In addition, the amount shown separately as the Assigned fund balance separates the total amount calculated actuarially for our projected OPEB liability for the next 25 years. Our annual required contribution toward OPEB is \$349,000. This consists of the normal cost of accrued benefits earned each year which totals \$115,000. It also includes our amortized portion of the unfunded liability which equals \$215,000. The total 25 year amortized liability would be \$3,312,000 of which \$5,000 has already accrued.

If a major catastrophic emergency were to occur, the Library Board could amend the budget to allow for the use of either of these fund balance categories. Instead we have budgeted to uphold these two fund balance categories as a reminder to the trustees of our future liability.

I had prepared a memo regarding Millage Potential for the Finance Committee. This memo is attached to the committee's minutes. As we review the projected fund balance over the next few years, the library remains in an acceptable financial position, albeit constricted. However, if the Library Board wishes to investigate potential revenue, maximizing our approved operating millage potential may be a means to bring back lost revenue as the Township did with its February 23, 2009 millage "to provide the same level of services to restore a portion of the revenue that has been lost because of declining property values."

Gift Fund Estimated Budget

The Gift Fund Estimated Budget for Fiscal Year April 1, 2013 - March 31, 2014 as of December 2012 is included in this packet. As in past years, when originally presented, 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. The amended budget shows all revenue received and expected through year end. These amounts may change due to unexpected donations. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

MARCH 19, 2013

I MOVE TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2013 - MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$5,047,593 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,334,178 USING A PORTION OF THE FUND BALANCE 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 COMBINED Budget
FY April 1, 2012-March 31, 2013
FY April 1, 2013-March 31, 2014

Library Board of Trustees Meeting
March 19, 2013

ACCOUNT NAME	2011-2012	2012-2013		2013-2014			
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	AUDITED	ADOPTED	ESTIMATED	ESTIMATED	Col. 3 & Col. 4	Col. 3 & Col. 4	
	BUDGET AS OF MAR 31, 2012	BUDGET AS OF MAR 20, 2012	BUDGET AS OF MAR 19, 2013	BUDGET AS OF MAR 19, 2013	\$ DIFFERENCE	% DIFFERENCE	% OF TOTAL PROPOSED
<u>Revenues</u>							
Taxes	\$4,547,004	\$4,530,195	\$4,469,071	\$4,625,869	\$156,798	3.5%	91.65%
Penal Fines	\$52,774	\$61,258	\$55,286	\$58,353	\$3,067	5.5%	1.16%
State Aid	\$17,296	\$18,360	\$19,448	\$20,470	\$1,022	5.3%	0.41%
Circulation Fines and Fees	\$126,327	\$128,464	\$128,464	\$140,464	\$12,000	9.3%	2.78%
Charges for Services	\$14,380	\$13,328	\$12,653	\$14,114	\$1,461	11.5%	0.28%
Investment earnings	\$148,066	\$115,017	\$78,607	\$178,767	\$100,160	127.4%	3.54%
Miscellaneous	\$9,874	\$9,473	\$10,456	\$9,556	(\$900)	-8.6%	0.19%
Total Revenues	\$4,915,721	\$4,876,095	\$4,773,985	\$5,047,593	\$273,608	5.7%	100.00%
<u>Expenditures</u>							
Personnel	\$3,268,714	\$3,344,208	\$3,292,447	\$3,377,158	\$84,711	2.6%	63.31%
Library Services	\$806,660	\$808,543	\$780,662	\$783,043	\$2,381	0.3%	14.68%
Facilities & Equipment	\$954,512	\$1,043,779	\$1,088,398	\$1,042,081	(\$46,317)	-4.3%	19.54%
Other Operating Expenditures	\$136,593	\$153,729	\$123,981	\$131,896	\$7,915	6.4%	2.47%
Total Expenditures	\$5,166,479	\$5,350,258	\$5,285,488	\$5,334,178	\$48,690	0.9%	100.00%
Fund Balance - Beginning	\$8,554,828	\$8,177,620	\$8,304,070	\$7,792,567			
Net revenue (expenditures)	(\$250,758)	(\$474,163)	(\$511,503)	(\$286,585)			
Other financing sources							
Fund Balance - Ending	\$8,304,070	\$7,703,457	\$7,792,567	\$7,505,982			
 Nonspendable - inventory	\$30,883	\$28,268,698	\$27,455,362	\$27,496,552			
Restricted - none	\$0	\$0	\$0	\$0			
Committed - 8 month fund balance	\$3,444,045	\$0	\$3,556,119	\$3,556,119			
Assigned - comp liabilities/OPEB							
funding/ACA health benefits	\$4,058,741	\$474,163	\$3,726,319	\$3,741,569			
Unassigned - unplanned emergencies	\$770,401	\$7,703,457	\$510,129	\$208,294			
Assigned fund balance liabilities:							
Compensated vacation and sick leave liability	\$395,741	\$395,741	\$414,319	\$414,319			
Complete funding of Other Post Employment Benefit	\$3,663,000	\$3,663,000	\$3,312,000	\$3,312,000			
Funding of 3 months Health Benefits for 30-hr employees	\$0	\$0	\$0	\$15,250			

* For the 2012-2013 adopted budget on 3/20/12, Assigned category included net revenues and Unassigned category included the 8-month fund balance, comp liabilities, OPEB funding, and unplanned emergencies

Bloomfield Twp. Pub. Library - Gen Fund
Chart of Accounts
As of March 1, 2013

Filter Criteria includes: Report order is by ID. Report is printed with Accounts having Zero Amounts and in Detail Format.

Account ID	Account Description	Active?	Account Type
100.01	Imprest Cash	Yes	Cash
101.01	Checking - Ecommerce - Chase	Yes	Cash
104.01	Checking - Flagstar	Yes	Cash
107.01	Business Savings - Flagstar	Yes	Cash
108.01	General Fund CD	Yes	Cash
110.01	A/R General	Yes	Accounts Receivable
111.01	Investments - RBC Capital	Yes	Cash
112.01	Money Market - RBC Capital	Yes	Cash
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	Yes	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

Account ID	Account Description	Active?	Account Type
8013.01	Consultant	Yes	Expenses
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	Yes	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	Audio - Adult Services	Yes	Expenses
9502.01	Audio - Youth Services	Yes	Expenses
9511.01	Audio Books - Adult Services	Yes	Expenses
9512.01	Audio Books - Youth Services	Yes	Expenses
9531.01	Video - AS	Yes	Expenses
9532.01	Video - YS	Yes	Expenses
9550.01	Dues & Memberships	Yes	Expenses
9562.01	Programs - Youth	Yes	Expenses
9563.01	Programs - Adult	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
9992.01	Library Shop Expenses	Yes	Expenses
9993.01	Cafe Expenses	Yes	Expenses
9999.01	Misc Expense	Yes	Expenses
closed 102.01	Money Market - Citizen's	No	Cash

Account ID	Account Description	Active?	Account Type
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
(Combined General Fund and I & R Fund)**

April 1, 2013- March 31, 2014

Approved August 2012

Revised December 2012

Revised February 2013

Revised March 2013

TAXES

\$4,625,869

410.01 Taxes

\$4,625,869

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 2012: Using the 06/11/12 Township generated 2013 prediction of taxable value of \$3,186,719,000. 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. (\$3,186,719,000 x .001459 = \$4,649,423)

Revised December 2012: Decreased \$6,944 due to now using B. Griffin's 2013 revised prediction of taxable value of \$3,181,959,854. The first 1 mill is still reduced by the Headlee Amendment to .7054. The second .7874 mill is still reduced by the Headlee Amendment to 0.7536. Together, both mills total 1.459 after rollbacks. (\$3,181,959,854 x .001459 = \$4,642,479)

Revised February 2013: Decreased \$27,662 due to now using J. Theis memo that B. Griffin's 2013 prediction of taxable value of has been reduced to \$3,163,000,000. (\$3,163,000,000 x .001459 = \$4,614,817)

Revised March 2013: Increased \$11,052 due to now using J. Theis e-mail that B. Griffin's 2013 prediction of taxable value of has been increased to \$3,170,575,370. (\$3,170,575,370 x .001459 = \$4,625,869)

PENAL FINES

\$58,353

420.01 Penal Fines

\$58,353

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 2012: Penal fine distributions are typically announced in early August each year. The projection for 2013-2014 reflects averaging fines received over the most recent five years from FY 2007-2008 to FY 2011-2012.

STATE AID		\$20,470
422.01 State Aid		\$20,470
<p>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.</p> <p>FORMULA: Review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid. 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.</p> <p>Approved August 2012: Using current year budget due to the projection for 2013-2014 averaging fees being an unrealistic figure</p> <p>Revised December 2012: Increased \$2,110 due to 1st 1/2 received in December (.124604 per capita + .124604 indirect/swing aid x 41,070 x 2 payments = \$20,470)</p>		
CIRCULATION REVENUE		\$140,464
430.01 Fines & Fees		\$140,464
<p>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.</p> <p>FORMULA: Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.</p> <p>Approved August 2012: Using current year budget due to the projection for 2013-2014 averaging fines being an unrealistic figure</p> <p>Revised December 2012: Increased \$12,000 due to planned revenue from collection agency</p>		
CHARGES FOR SERVICES		\$14,114
432.01 Photocopy Fees		\$3,476
<p>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.</p> <p>FORMULA: Review five-year history of actual fees received.</p> <p>Approved August 2012: The projection for 2013-2014 reflects averaging fines received over the most recent five years from FY 2007-2008 to FY 2011-2012.</p>		
435.01 Room Rental Fees		\$10,638
<p>DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.</p> <p>FORMULA: Review five-year history of actual fees received. Review impact of any significant changes in meeting room availability.</p> <p>Approved August 2012: The projection for 2013-2014 reflects averaging fines received over the most recent four years from FY 2008-2009 to FY 2011-2012.</p>		
INVESTMENT EARNINGS		\$178,767
454.01 Investment Earnings		\$178,767

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 2012: Average interest rate of 0.28% (June 30, 2012) x \$921,512 (July 24, 2012 bank balances) = \$2,580 plus 2.85% X \$6,182,012 (July 24, 2012 investment balance) = \$176,187.

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

MISCELLANEOUS

\$9,556

460.01 Miscellaneous Revenue

\$600

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 2012: Estimated amount for recycling. The other erratic amounts in this line do not allow for prediction

462.01 Library Shop Revenue

\$2,956

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 2012: The projection for 2013-2014 reflects averaging fines received over the most recent four years from FY 2008-2009 to FY 2011-2012.

463.01 Café Revenue

\$5,000

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

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

Approved August 2012: 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 2012: One sale planned during 2013/2014

TOTAL ESTIMATED REVENUES

Fiscal Year April 1, 2013 - March 31, 2014 Approved August 2012

\$5,057,037

Revised: December 2012

\$5,064,203

Revised: February 2013

\$5,036,541

Revised: March 2013

\$5,047,593

Points of View Reference Center (new)	\$519
McGraw-Hill Access Science	\$830
Oxford Reference Online Premium	\$1,560
Mango Languages	\$2,850
Plunkett Online	\$2,784

FROM THE LIBRARY NETWORK

Consumer Reports	\$1,365
NoveList	\$2,225

DIRECT PURCHASES

EBSCO	
Magill Literature Online	\$1,392
Proquest	
Newspaper Pkg. (NYT,WSJ,WPost, DFP)	\$15,010
Historical Detroit Free Press	\$1,365
HeritageQuest	free-MEL
Historical New York Times	\$3,585
Obituary Database	\$805
Ancestry.com	\$1,040
SIRS Issues Researcher	\$2,700
Consumer Reports	\$30
Alexander Press	
Music Online	\$1,163
Infobase Publishing	
American History Online	\$2,514
Science Online	\$2,152
Nexis/Lexis	
Corporate Affiliations	\$1,248
Baker & Taylor	
Titlesource 3 (TS request)	\$195
Bookletters	\$1,530
Recorded Books	
Eprep	\$3,800
Tutor.com (Called TutorMe! onBTPLwebsite)	\$6,250
Weiss	
Financial Ratings (new)	\$1,995
Mergent	
Hoover's Online	\$1,265
McGraw-Hill Access Medicine	\$1,689
Harrison's Principles...	\$927
Current Medical Diagnosis..	
tbd-amt needed to bring budget to current yr.	\$3,697

8303.01 Electronic Services–Youth \$13,677

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 2012: Current year budget

DIRECT PURCHASES

Children's Book Council Awards	\$450
Children's Magazine Guide	Free
Craft Corner	\$400

	EBSCO - NoveList K-8	\$336	
	Muzzy	\$2,415	
	National Geographic	\$1,000	
	TutorMe! (changed name from Tutor.com)	\$1,000	
	World Almanac for Kids	\$1,577	
	WorldBook - Online Reference Center	\$2,199	
	To be determined additional services	\$4,300	
8304.01	Metro Net Shared Hosting		\$2,000
	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 2012: Current year budget		
	Ebscohost/OverDrive/Digital Library (shared hosting fee)	\$2,000	
8302.01	Electronic Cataloging Services - SkyRiver and Overdrive		<u>\$17,500</u>
	DESCRIPTION: These are fees for a specific electronic database used for the cataloging of materials		
	FORMULA: Current year budget + approved budget requests		
	Approved Aug 2012: Current year budget plus \$4,000 transfer from 9401.01 and \$2,000 transfer from 9403.01 for OverDrive records		
	Revised December 2012: August request has been recinded. Increased \$500 due to budget requests		
	SkyRiver	\$17,500	
	<u>Books</u>		<u>\$322,933</u>
9401.01	Books–Adult	\$142,734	
	DESCRIPTION: Physical circulating physically printed books and electronically produced books purchased for adults		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2012: Current year budget less \$4,000 transfer to 9302.01 for OverDrive records		
	Revised December 2012: August request has been recinded. Transferred \$3,160 to account 9442.01 for processing supplies and \$3,000 to account 9451.01 for Zinio purchase		
9402.01	Books–Rental	\$16,000	
	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 2012: Current year budget		
	Revised December 2012: Transferred \$740 to account 9442.01 for processing supplies.		
9403.01	Books–Youth	\$97,697	
	DESCRIPTION: Physical 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 2012: Current year budget less \$2,000 transfer to 8302.01 for OverDrive records		

	Revised December 2012: August request has been recinded. Updated with adjusted 12/13 budget figures. Transferred \$250 to account 9442.01 for processing supplies.	
9404.01	Books–Reference	\$65,227
	DESCRIPTION: Physical 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 2012: Current year budget	
	Revised December 2012: Updated with adjusted 12/13 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 2012: Current year budget	
	Revised December 2012: Updated with adjusted 12/13 budget figures. Increased \$175 for budget requests	
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 2012: Current year budget	
	Revised March 2013: Decreased \$500 per KKC/JW	
9407.01	Materials–Administration	\$250
	DESCRIPTION: Materials purchased to assist Administration activities	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2012: Current year budget	
	Revised December 2012: Decreased \$225 per KKC	
9408.01	Materials–Circulation	\$350
	DESCRIPTION: Materials purchased to assist Circulation work	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2012: Current year budget	
	Revised December 2012: Increased \$30 due to budget requests	
	Includes: Bressers	\$350
9442.01	Processing & Supplies	<u>\$47,050</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 2012: Current year budget	
	Revised December 2012: Transferred \$3,160 from 9401.03, \$740 from 9403.01, \$250 from 9403.01, \$100 from 9481.01. and \$1,000 from 9491.01 for a total of \$5,250 to account 9442.01 for processing supplies.	
	<u>Periodicals/Documents/Services</u>	<u>\$86,766</u>
9451.01	Periodicals, Newsletters & Microforms	\$45,776
	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 2012: Current year budget	
	Revised December 2012: Transferred in \$3,000 from account 9401.01 for Zinio purchase	
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 2012: Current year budget

Revised December 2012: Updated with adjusted 12/13 budget figures

Revised February 2013: Updated with current year prices

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

\$700

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 2012: Current year budget

Revised December 2012: Transferred \$100 to account 9442.01 for processing supplies.

9482.01 Youth Services \$400

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 2012: Current year budget

Revised December 2012: Reduced \$1 per KKC

CD-ROM/GAMES

\$13,383

9491.01 Adult \$7,075

DESCRIPTION: CD-ROM and Games purchased by Adult Services for circulation

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

Approved Aug 2012: Current year budget

Revised December 2012: Transferred \$1,000 to account 9442.01 for processing supplies.

9492.01 Youth \$6,308

DESCRIPTION: CD-ROM and Games purchased by Youth Services for circulation

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

Approved Aug 2012: Current year budget

Audio

\$29,603

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 2012: Current year budget		
	Freegal Music	\$13,000	
	Regular audio 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 2012: Current year budget		
	Freegal Music and TBD	\$1,253	
	Regular audio purchases	\$1,600	
	<u>Audio Books</u>		<u>\$74,551</u>
9511.01	Adult	\$59,500	
	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 2012: Current year budget		
9512.01	Youth	\$15,051	
	DESCRIPTION: Books recorded on compact disc and MP3, Leap Pad kits, book plus CD or cassette kits, and downloadable audio books purchased by Youth Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2012: Current year budget		
	<u>Videos</u>		<u>\$74,458</u>
9531.01	Adult	\$51,771	
	DESCRIPTION: Videocassette and DVD materials purchased by Adult Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2012: Current year budget		
9532.01	Youth	\$22,687	
	DESCRIPTION: Videocassette and DVD materials purchased by Youth Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2012: Current year budget		
	<u>Programming</u>		<u>\$14,044</u>
9562.01	Youth	\$8,000	
	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 2012: Current year budget		
	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

9563.01 Adult \$4,544

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 2012: Current year budget

Revised December 2012: Reduced by \$456 - BookPage has been cut

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
 Movie license
 Art lectures with BBAC
 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 2012: Current year budget

Includes:

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

Major programs include:

community collaboration event
 community partnering for library-wide programs

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 2012: Current year budget

Revised March 2013: Decreased \$500 per KKC/JW

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

\$1,042,081

7750.01	Repairs & Maintenance Supplies	<u>\$52,500</u>
	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 2012: Current year budget	
	Revised December 2012: Increased \$2,500 for budget requests	
	High lights and Ballast replacement	\$7,500
	HVAC replacement of parts & filters	\$7,500
	Repair/replace worn outlets & hardware at public work stations	\$2,500
	All other needs	\$35,000
8500.01	Telephone	<u>\$20,749</u>
	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 2012: Current year budget	
	Includes:	
	Cell phones (Verizon)	\$3,700
	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	<u>\$82,000</u>
	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 2012: Current year budget	
	Revised December 2012: Decreased \$3,000 based on 2012/2013 FY actual plus 5%	
	<u>Utilities</u>	<u>\$375,358</u>
9201.01	Electricity	\$280,625
	DESCRIPTION: Payments made for electricity	
	FORMULA: Average last three years' expense + [x%] increase	
	Approved Aug 2012: Current year budget	
	Revised March 2013: Increased \$20,000 due to increase in 2012/13 budget	
9202.01	Natural Gas	\$68,986
	DESCRIPTION: Payments made for heat	
	FORMULA: Average last three years' expense + [x%] increase	
	Approved Aug 2012: Current year budget	
9203.01	Water	\$25,747
	DESCRIPTION: Payments made for water.	
	FORMULA: Average last three years' expense + [x%] increase	
	Approved Aug 2012: Current year budget	
	Revised December 2012: Based on adjusted 12/13 budget figures and averaging last three months	
9300.01	Building Maintenance	<u>\$178,420</u>

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

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2012: Current year budget less unneeded projects

Revised December 2012: Increased \$17,680 due to budget requests

Revised February 2013: Reduced \$280 due to quote received for window cleaning

Includes:

Boiler condensate neutralizer & temp pressure gauge	\$1,750
Boiler inspection State fees	\$390
Incidentals/fines for Boilers	\$110
Boiler treatment	\$500
Cleaning	\$56,200
Cleaning incidental and ancillary clean ups	\$3,800
Carpet cleaning maintenance	\$9,492
Door maintenance (expires April 2016)	\$2,500
Elevator	\$1,020
Fire Suppression System service agreement	\$1,100
Fire extinguisher recharge	\$1,120
Flag service	\$716
Generator - infrastructure necessary to add back up power for the data & communication server	\$5,500
Generator service	\$1,000
Generator transfer board	\$2,000
HVAC - annual contract fee (expires 4/1/2015)	\$14,922
HVAC emergency (chiller compressor, fan motor, equip, circulating pumps, motors, archive climate control & pc	\$40,000
Pest control - Orkin	\$1,000
Powerwash Portico pavers & repaint steel canopy beams	\$3,700
Security system - alarm monitoring (expires 1/1/13)	\$24,000
Sprinkler back flow inspection	\$1,000
Waste removal	\$2,700
Window Cleaning - annual	\$1,900
Unspecified projects (Elevator fan, etc)	\$2,000

9330.01 Equipment Maintenance \$16,030

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

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2012: Current year budget

Revised December 2012: Increased \$890 due to budget requests

Includes:

CBS copier vending(no expenses for past 2 yrs)	\$900
EcoSenior DiscRepair/Inspector (warranty)	\$700
Postage meter rental, maintenance and fees	\$1,840
Work area and public copiers	\$12,000
Microfilm reader (AS request) 1-yr contract exp 7/14	\$590

9350.01 Grounds Maintenance \$50,440

DESCRIPTION: Includes contracts for lawn and landscape maintenance and snow removal

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2012: Current year budget

Revised December 2012: Increased \$6,630 due to budget requests and bids

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 (\$6,110 paid from Gift Fund)	\$6,640
Above 4 items fixed through 3/31/16	
Clearing and salting of parking lot and walkways	\$25,515
Unplanned grounds maintenance	\$2,000

9360.01

Computer System Maintenance

\$210,326

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 2012: Current year budget less unneeded items

Revised December 2012: Increased \$15,435 due to budget requests

Includes:

3M Maintenance contract (Circ request)	\$28,285
AWE stations support for 6 YS stations	\$2,300
Baker&Taylor - The Content Café	\$2,200
Baker&Taylor Titlesource3	\$4,000
Barracuda backup system (Exp 12/2014)	\$0
Barracuda Cloud backup system (Exp 3/2015)	\$0
Barracuda Message Archiver (Exp 12/2014)	\$0
Barracuda Spam 300 Firewall (3-yr plan renews 10/2015)	\$0
Barracuda Web Filter - YS Internet filtering soft/hardware (renews 7/2013)	\$2,379
Blue Socket - manages 400 public access to wireless	\$9,000
Box Solutions intranet connect maintenance	\$1,500
Cisco equipment maintenance contract	\$16,627
Comcast - digital receivers	\$660
Comcast - high speed modem subscription	\$840
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	\$2,193
E*vanced Meeting Room Booking maintenance	\$440
FAS Inventory SupportPlus contract	\$1,550
Innovative Encore subscription	\$12,500
Innovative maintenance contract	\$51,372
Laser jet printers maintenance	\$2,000
NetOp HVAC maintenance (renews 8/2014)	\$0
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	\$749
Securtiy camera support	\$950
Sturdy room card system support	\$950
Symantec Anti-virus software maintenance(renews 11/2013)	\$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	\$17,500
Time clock support	\$950
TLN - Deep Freeze & public web browser license	\$357
Verisign certification for Encore(3yr; renews 8/2015)	\$0
Verisign SSL certification for Microsoft exchange	\$2,480
Verisign SSL certification WebPac (3-yr; renews 07/2015)	\$0
VSS Pro maintenance contract	\$900
Unplanned computer system maintenance	\$2,000

Equipment

\$56,258

9771.01 General Equipment \$5,000

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 2012: Current year budget

Revised December 2012: Increased \$2,500 due to budget requests

Director's Discretionary	\$2,500
Intermec CN50 barcode scanner for fixed assets	\$2,500

9772.01 Computer Equipment \$51,258

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 2012: Current year budget plus requests

Revised December 2012: Decreased \$1,672 due to budget requests and insurance paying for monitors

Adobe CS5.5	\$1,300
18 staff monitors upgraded to 19" screens @ \$250 each	\$0
Batteries for meeting room equipment	\$200
Computer Equipment	\$5,000
Computer Supplies	\$2,700
Hazardous equipment disposal	\$300
Headset replacement	\$1,000
iMac stations upgrade	\$5,198
Innovative Server hardware	\$7,500
Planned replacement of technology equipment	\$0
Printer replacement	\$4,000
Scanner replacement	\$560
Server hardware	\$20,000
Systems & library-wide software	\$2,500
UPS power supply	\$1,000

OTHER OPERATING EXPENDITURES

\$131,896

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 2012: Current year budget

Revised December 2012: Decreased \$5,000 due to budget requests

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 2012: Current year budget

Revised December 2012: No change but allocations redistributed

Revised March 2013: Reduced regular postage needs by \$5,000 per KKC

Includes:

Regular postage needs \$5,810

Annual Bulk Mailing Permit \$190

Library by Mail postage(partly paid in Gift Fund) \$0

Quarterly newsletter mailing \$9,000

Professional Services \$56,803

8011.01 Accounting \$1,200

DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services

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

Approved Aug 2012: Current year budget

8012.01 Audit \$8,000

DESCRIPTION: Annual fee charged by our auditing firm

FORMULA: Current year budget + Consumer Price Index per contract

Approved Aug 2012: Current year budget as bid for 3rd yr

Revised December 2012: Decreased \$6,500 due to RFP

Audit \$8,000

Accounting questions, estimated \$0

8013.01 Consultant \$13,000

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

FORMULA: Current year budget

Approved Aug 2012: Current year budget plus requests

Revised December 2012: Decreased \$2,000 per KKC

Website consultant - Systems \$5,000

Technology consultant - Systems \$3,000

Technology consultant for Drupal 7 - Systems \$5,000

8014.01 Contracts \$16,282

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 2012: Current year budget

	Revised December 2012: Increased \$12,344 due to budget requests	
	RIDES delivery fee (formerly MelCat)	\$3,782
	Message on Hold	\$500
	Unique Management - collection agency	\$12,000
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 2012: Current year budget	
	Revised December 2012: Decreased \$3,500 due to budget requests	
8018.01	Internet Service Provider (ISP)	\$13,321
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees	
	FORMULA: Current year budget + Metro Net meeting information	
	Approved Aug 2012: Current year budget	
	Revised December 2012: Decreased \$12,479 due to budget requests	
	Includes:	
	Internet Opti-e-man charges from TLN	\$13,321
8020.01	Projects	<u>\$8,000</u>
	DESCRIPTION: Special or one-time costs for strategic planning implementation and other major projects	
	FORMULA: Budget requests	
	Approved Aug 2012: Current year budget	
	Revised December 2012: No change but allocations redistributed	
	Strategic Plan Implementation	\$3,000
	50th Anniversary celebration	\$5,000
	<u>Staff Development & Travel</u>	<u>\$8,800</u>
8601.01	Conferences & Workshops	\$2,800
	DESCRIPTION: Provides an "allowance" of 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 2012: Current year budget	
	Revised December 2012: Increased \$400 due to budget requests	
	Revised February 2013: Reduced \$350 due to reducing to 1 IUG attendee	
	All-staff meetings	\$300
	Director's Discretionary (\$50 to MIUG)	\$950
	Employee awards	\$750
	III Users' Group Nat. Conf. (1 attendees)	\$350
	Michigan local area workshops (Systems request)	\$400
	MIUG Conference (From Dir.Disc.-Systems Request)	\$50
	Staff Development Day (funded in Gift Fund)	\$0
8602.01	Mileage & travel	\$6,000
	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 2012: Current year budget; 2013-14 at 55.5 cents per mile.	
	Revised December 2012: Increased \$200 due to budget requests	
	Revised February 2013: Reduced \$1,700 due to reducing to 1 IUG attendee	

III Users' Group travel	\$1,700
MIUG Conference (Systems Request)	\$200
MLA Spring Institute presenter - Taggart	\$100
Mileage & misc. travel	\$4,000

9000.01 Printing & Publishing \$7,000

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 2012: Current year budget

Revised December 2012: Decreased \$4,000 per KKC & CM

Includes:

Community mailings/printings	\$1,000
Advertising (hearing, bids, postings, RFP's) No longer needed-all done electronically	\$0
Quarterly printed newsletter	\$6,000

9550.01 Dues & Memberships \$5,913

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 2012: Current year budget

Revised December 2012: Decreased \$560 due to reduced OCHR dues and cancelling Chamber of Commerce membership

Library membership in ALA (national)	\$0
Library membership in Birmingham-Bloomfield Chamber of Commerce	\$0
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	\$2,500
OCHR dues & maintenance fees	\$600

Miscellaneous Expenses

\$5,080

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 2012: Current year budget

Revised December 2012: Decreased \$60 due to budget requests

Includes:

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

9992.01 Library Shop \$0

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

FORMULA: This is not a predictable line this year.

Approved Aug 2012: Moved to Gift Fund for 2010/2012. Continuing there for 2013/14.

9993.01	Café	\$360
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DESCRIPTION: Costs to operate café

FORMULA: This is not a predictable line this year.

Approved Aug 2012: Current year budget

Revised December 2012: Decreased \$140 per KKC

9999.01	Miscellaneous	\$0
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DESCRIPTION: Accounting declarations

FORMULA: This is not a predictable line.

Approved Aug 2012: Current year budget

TOTAL ESTIMATED EXPENDITURES

Fiscal Year April 1, 2013-March 31, 2014

Approved August 2012

\$5,322,025

Revised December 2012

\$5,288,174

Revised February 2013

\$5,323,550

Revised March 2013

\$5,334,178

(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, '11-Mar31, '12</u>	<u>Apr1, '12-Mar31, '13</u>	<u>Apr1, '13-Mar31, '14</u>	<u>Apr1, '14-Mar31, '15</u>	<u>Apr1, '15-Mar31, '16</u>
Beginning Fund Balance	\$8,554,828	\$8,304,070	\$7,792,567	\$7,505,982	\$7,389,277
Property Tax Revenue	\$4,547,004	\$4,469,071	\$4,625,869	\$4,736,890 ***	\$4,850,575 ***
All Other Revenue	\$220,651	\$226,307	\$242,957	\$242,957	\$242,957
Investment Earnings	\$148,066	\$78,607	\$178,767	\$193,562 ****	\$190,259 ****
Expenditures	(\$5,166,479)	(\$5,285,488)	(\$5,334,178)	(\$5,290,114)	(\$5,290,114)
Year-end Balance	<u>\$8,304,070</u>	<u>\$7,792,567</u>	<u>\$7,505,982</u>	<u>\$7,389,277</u>	<u>\$7,382,955</u>
Nonspendable - Fixed Asset Inventory **	\$30,883	\$27,455,362	\$27,496,552	\$27,496,552	\$27,496,552
Restricted	\$0	\$0	\$0	\$0	\$0
Committed portion - 8 month fund bal	\$3,444,045	\$3,556,119	\$3,526,743	\$3,526,743	\$3,526,743
Assigned portion - OPEB/Sick-Vac Liability/ACA health benefits	\$4,058,741	\$3,726,319	\$3,742,195	\$3,789,820	\$3,789,820
Unassigned portion - unplanned emergencies	\$770,401	\$510,129	\$237,044	\$72,714	\$66,392

* Column 1 = audited figures

** Nonspendable for 2011/2012 was only prepaid expenses per auditors; Nonspendable for all other FY's is only Fixed Asset Inventory and assumes no change

*** Column 4 & 5 assumes 2.4% increase based on predicted FY 2013/2014 increase in Property Tax Revenue

**** Column 4 & 5 assumes average of 2.83% investment rate on Beginning Fund Balance less \$717,000 in banks + 0.2% on \$717,000

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

MARCH 19, 2013

I MOVE TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2013 -MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$800 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$153,755 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, 2012-March 31, 2013
FY April 1, 2013-March 31, 2014

Library Board of Trustees Meeting
March 19, 2013

ACCOUNT NAME	2011-2012 <u>Column 1</u> AUDITED BUDGET AS OF MAR 31, 2012	2012-2013 <u>Column 2</u> ADOPTED BUDGET AS OF MAR 20, 2012		2013-2014 <u>Column 3</u> ESTIMATED BUDGET AS OF MAR 19, 2013		2013-2014 <u>Column 4</u> PROPOSED BUDGET AS OF MAR 19, 2013		<u>Column 5</u> Col. 3 & Col. 4 \$ DIFFERENCE	<u>Column 6</u> Col. 3 & Col. 4 % DIFFERENCE	<u>Column 7</u> % OF TOTAL PROPOSED
<u>Revenues</u>										
Gift Income	\$142,198	\$500	\$91,781	\$500				(\$91,281)	-99.5%	62.50%
Investment Earnings	\$378	\$200	\$380	\$300				(\$80)	-21.1%	37.50%
Miscellaneous Revenue	\$0	\$0	\$0	\$0				\$0	0.0%	0.00%
Total Revenues	\$142,576	\$700	\$92,161	\$800				\$700	-99.1%	100.00%
<u>Expenditures</u>										
Library Services	\$26,725	\$51,618	\$47,069	\$39,727				(\$7,342)	-15.6%	25.84%
Facilities & Equipment	\$23,678	\$29,731	\$34,363	\$19,144				(\$15,219)	-44.3%	12.45%
Other Operating Expenditures	\$41,651	\$95,917	\$21,995	\$94,884				\$72,889	331.4%	61.71%
Total Expenditures	\$92,054	\$177,266	\$103,427	\$153,755				\$50,328	48.7%	100.00%
Unreserved Fund Balance	\$80,057	\$104,716	\$98,387	\$92,733						
Reserved Fund Balance	\$34,996	\$66,853	\$67,239	\$61,022						
Net revenue (expenditures)	\$50,522	(\$176,566)	(\$11,266)	(\$152,955)						
Fund Balance - Ending	\$165,575	(\$4,997)	\$154,361	\$800						
Nonspendable		\$0	\$0	\$0						
Restricted		\$0	\$0	\$0						
Committed		\$0	\$0	\$0						
Assigned		\$171,569	\$154,361	\$153,755						
Unassigned		\$0	\$0	\$800						

BTPL -- Gift Fund
Chart of Accounts
As of Feb 28, 2013

Filter Criteria includes: Report order is by ID. Report is printed with Accounts having Zero Amounts and in Detail Format.

Account ID	Account Description	Active?	Account Type
102.03	Checking-Gift-Huntington Bank	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	No	Income
426.03	Restricted Gifts	Yes	Income
427.03	Unrestricted Gifts	Yes	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 Endowment	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
8013.03	Consultant - Professional Serv	Yes	Expenses
8014.03	Contracts	Yes	Expenses
8303.03	Electronic Svcs-Database-Youth	Yes	Expenses
8330.03	Contingency - Restricted Gift	Yes	Expenses
8331.03	Directors Discretionary	Yes	Expenses
8332.03	Contingency - Unrestrict. Gift	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 - Adult - Gift	Yes	Expenses
9492.03	CD-ROM - Youth - Gift	Yes	Expenses
9501.03	Audio - Adult - Gift	Yes	Expenses
9502.03	Audio - Youth - Gift	Yes	Expenses
9511.03	Audio Books - Adult - Gift	Yes	Expenses
9512.03	Audio Books - Youth - Gift	Yes	Expenses
9531.03	Videos - Adult - Gift	Yes	Expenses
9532.03	Videos - Youth - Gift	Yes	Expenses
9541.03	Special Needs - Adult - Gift	Yes	Expenses
9542.03	Special Needs - Youth - Gift	Yes	Expenses

Account ID	Account Description	Active?	Account Type
9550.03	Dues & Membership	Yes	Expenses
9562.03	Programs - Youth - Gift	Yes	Expenses
9563.03	Programs - Adult - 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. Fund	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 Foun	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, 2013 - March 31, 2014

REVENUE

GIFT INCOME

426.03 Restricted Gifts

These are gifts from individual donors and groups, which 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 Board of Trustees.

427.03 Unrestricted Gifts

These are gifts from individual donors and groups which 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 in 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 2002-03.

430.03 BTPL Endowment/Amber Trust

The generous gift of the Amber Trust has been invested in the Community Foundation for Southeastern Michigan. 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 circulating collection beginning in 2001-02.

431.03 Myers Scholarship Fund

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

432.03 Smith Challenge Grant

The Lawrence and Isabel Francis Smith Foundation issued a challenge grant 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 will be used as the Department Heads see fit.

433.03 Fair Radom Garden Endowment Fund

The generous gift of the Radom family has been invested as a named fund with the Community Foundation for Southeastern Michigan. At the family's request, the CFSEM payout will be used for the improvement and preservation of the public garden(s) at BTPL as an educational and outreach resource to the public on proper land use and landscaping beginning in 2010-11.

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. Its purpose is to fund staff professional development focused on improving or enhancing public service.

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 accounting declarations and write-offs of outstanding checks.

EXPENDITURES

LIBRARY SERVICES

9401.03 Books–Adult

Circulating books purchased for adults.

9403.03 Books–Youth

Circulating books purchased for youth.

9442.03 Processing and Supplies

5% from any gift over \$500 to be used for processing and supplies for those gifts in 9401.03, 9403.03, 9404.03, 9491.03, 9492.03, 9501.03, 9502.03, 9511.03, 9512.03, 9531.03, and 9532.03.

9531.03 Video–Adult

Videocassettes and DVDs purchased for the Adult Services circulating collection.

9532.03 Video–Youth

Videocassettes and DVDs purchased for the Youth Services circulating collection.

9541.03 Special Needs–Adult

Funds to support Adult Services Special Needs collection with non-print materials.

9542.03 Special Needs–Youth

Funds to support Youth Services Special Needs collection with non-print materials.

9562.03 Programs–Youth

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

9563.03 Programs–Adult

Funds to support Adult 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

Desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.

9772.03 Computer Equipment

Computer equipment purchased for the library which cost more than \$100.00 and are 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 such as the Friend's morale boosting award during construction.

9000.03 Printing and Publishing

Provides fees 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

Donations for the Library Director's Legacy Endowment Fund will be held in the Gift Fund until \$10,000 has been reached. These will then be transferred to the CFSEM to create this Endowment Fund.

9901.03 Transfer to Community Foundation–Gift Fund

An account to allow transfer of funds, given to the library, to the Community Foundation of Southeast Michigan as donations to the Myers Scholarship, Smith Challenge Grant, Atkinson Fund, Endowment Fund, Radom Garden Endowment, or other CFSEM-held library funds.

9990.03 Bank Service Charges

Bank service charges and other costs of doing business.

8330.03 Contingency–restricted

The Gift Fund includes planned expenditures but for which a specific purpose has not yet been identified, e.g., Friends' "future needs" gifts.

8331.03 Director's Discretionary

A long-standing gift of the Friends 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–unrestricted

Some gifts are able to be purchased at significant savings so the remainder of the gift is included in this account. It 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.

All of these expenditures use funds from gifts, which may be donations from the Friends of the Bloomfield Township Public Library, individual donations and memorials, or gifts and grants from other organizations, including the Community Foundation for Southeastern Michigan (CFSEM).

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
PENDING GIFT FUND WISH LIST
FEBRUARY 7, 2013
(Presented for consideration on April 3, 2013)**

- | | | |
|---|--|----------------------------|
| \$25,000 | <i>Systems – Technology Upgrade</i> | <i>Priority # 1</i> |
| <p>Because of major budget reductions, the technology budget has been cut. Currently the library has 88 staff computers including laptops and the FOL computer as well as 121 (recently reduced by 6) public computers including the self check and print release stations. A total of 209 computers cost approximately \$700 each at discount, not including monitors. It would be unbearably expensive to replace all of the computers at one time, so in the past, with a healthier budget, we were able to coordinate a routine replacement schedule. This gift would provide part of the funding to upgrade ¼ of the computers each year. The Library Board Development Committee is working to find matching funds, in conjunction with fund-raising efforts for the 50th Jubilee, so the library will be able to update all of its computers in a planned maintenance schedule over four years.</p> | | |
| \$5,198 | <i>Systems – Technology Upgrade – iMac stations</i> | <i>Priority # 2</i> |
| <p>Because of major budget reductions, the technology budget has been cut. Currently the library has two public iMac computers that are over five years old. They should be replaced for better patron experience. This gift would provide the funding to upgrade the computers.</p> | | |
| \$10,750 | <i>Administration – Stage Backdrop</i> | <i>Priority # 3</i> |
| <p>Thank you for your generous \$10,750 FOL gift in January 2013 for the down payment to begin this project. <u>THIS IS THE 50% BALANCE TO COMPLETE THE WORK.</u> The Community Room, which showcases so many of our most important program events, has a need to improve the backdrop of the stage to conceal the stacks of chairs and chair dollies from view and to highlight this focal point of the room. Chair storage is needed behind the stage, but stacked piles of equipment are not an attractive backdrop to any program on stage. The backdrop screen would match the wood rulon walls in Circulation and in the Computer Center. This would be a permanent gift to leave the Library.</p> | | |
| \$2,000 | <i>Youth Services – PJ Theater 2013/2014 program</i> | <i>Priority # 4</i> |
| <p>Movies, puppet shows, authors, magic, live theater, music, - every month is different. This program provides a wonderful, warm, family fun night at the library once a month. This gift would underwrite the second full year of this popular program.</p> | | |
| \$7,625 | <i>Adult Services – program budget for FY 2013/2014</i> | <i>Priority # 5</i> |
| <p>Because of major budget reductions, the Adult Services programming budget has been cut. This gift would provide funds as follows:</p> <ul style="list-style-type: none">• \$3,000 – 4 Adult Service concerts• \$600 – 4 Art Lectures• \$150 – Coffee for monthly senior get-togethers• \$500 – Everyone’s Reading 2014• \$525 – 7 Mad Scientist Mondays• \$450 – Miscellaneous programs• \$1,900 – Movie License | | |
| \$1,500 | <i>Administration – program budget for FY 2013/2014</i> | <i>Priority # 6</i> |
| <p>This gift would support multiple Administration programs such as a community collaboration event like Bloomfield Township’s annual community Open House and library wide programs such as National Library Week Card Sign Up Month. Funding would provide for performers, incentives, refreshments, and printing.</p> | | |
| \$3,425 | <i>Administration – Recycled Plastic book bags</i> | <i>Priority # 7</i> |
| <p>This gift, along with left over funds from previous gift, would provide for another order of 15,000 of the very popular plastic book bags that offer a great way to advertise information about the Library. Library patrons truly appreciate receiving these bags. If the Friends support this request again, one side of the bag could be used to advertise their Super Second Saturday Sales or Friends membership information. The other side of the bag would include the Library address/phone as well as a thank you to the Friends for their generosity. Without this gift, these bags will not be available once we run out of our current supply.</p> | | |

- \$2,900 Administration – 10 chairs for Public Vending Café Priority # 8**
The Public Vending Café is THE most popular space in the library. All seven tables do not have four chairs each. The addition of these 10 chairs would offer more public seating while still providing 2 empty spaces for ADA wheelchair access.
- \$173 Youth Services – Subscription to 6 new magazines Priority # 9**
Due to recent budget cuts, we have stopped ordering some of our youth magazine subscriptions. This gift would allow us to subscribe to new magazines that would provide our patrons with great resources not currently in our collections – Special Needs, Parenting, and Teaching. The magazines requested are: Yum For Kids, Special Families, Logan, SI Focus: The International Magazine Dedicated to Improving Sensory Integration, Library Media Connection, and Kiwi. This request is for 1 year subscriptions for these 6 magazines.
- \$450 Youth Services – Informative Bookmarks for Children Priority # 10**
Bookmarks are currently purchased with programming funds. With our budget getting tighter each year, these purchases would have to be curtailed. Children and parents adore colorful bookmarks. This gift would purchase colorful, fun and occasionally informative bookmarks for children for one year.
- \$1,726 Youth Services – Velcro Design Wall with Blocks/Container Priority # 11**
An interactive Velcro covered 4' x 5' wall with different shape blocks and a container to hold them. This wall is for children of all ages and abilities to engage the senses, explore colors, shapes, designs, patterns, and textures. The request includes the cost of an electrician to relocate an electrical outlet.
- \$20,000 Administration – Interactive Directory for Lobby Priority # 12**
The Strategic Plan has identified the need to help patrons find their way in the library. A computerized and interactive directory can be placed in the lobby to welcome patrons and help them locate departments, meeting rooms, collections, etc. The Strategic Plan Wayfinding Committee has identified a potential iPad Kiosk Station which could be used for this purpose.
- \$7,000 Facility Services – Tree and Flower Bed Mulch Priority # 13**
The landscape maintenance and beauty requires ongoing mulching around trees and flower beds. This would purchase an annual standard application of fresh mulch to maintain tree health and landscape beautification.
- \$4,500 Facility Services – Arborist Tree Pruning Priority # 14**
Our Ornamental Pear and evergreen trees have grown to the point of requiring pruning. A professional arborist would be hired to rim and shape our central island or Bradford Pear trees and surrounding evergreens on the property.
- \$1,500 Youth Services – 3rd Adaptive Umbrella Workshop Priority # 15**
The Friends have sponsored the first two professional workshops at BTPL in 2010 and 2012. Each had 75-80 attendees. We continue to be leaders in public library service to special needs residents for programming, collections and awareness. This daylong workshop would be held at BTPL in March 2014 and is geared to librarians, teachers, parents and other adults working with special needs children. Speakers presenting on programming and interacting with this growing population of youth are doctors, parents, therapists, librarians, special needs organization leaders and other experts in the field.
- \$7,100 Youth Services – AWE computers upgrade Priority # 16**
New models of the AWE computers have touch screen as well as gesturing capabilities. Revised graphics bring a greater interactive experience for the young child. These computers are heavily used and loved by children and adults. The two oldest AWE computers were 5 years old and needed to be replaced. FOL funded the replacement of these in June 2012. Again in February 2013 the FOL approved purchasing two more. These have been added and are happily in use. This gift would replace the remaining 2 AWE computers.
- \$100,847 GRAND TOTAL REQUESTED**

Pending requests for future consideration:

\$4,640 Administration – Calendars

The Bloomfield Township Public Library calendars have been very popular with our patrons. The beautiful photos from the Balthazar photography gift that the Friends funded are used for each month's picture. This gift will produce approximately 1,000 of these high quality calendars for our patrons.

\$9,800 Adult Services - 17 Curved front overhead storage units for workroom (NBS)

These storage units will help improved the workroom space for librarians to allow for storage of necessary review materials, files, project information, etc. to make the limited and shared cubicle workspaces more efficient. The units would be provided by NBS to match the existing work space furniture.

\$1,200 Adult Services - Task lighting at Adult Services public service desk

The librarians light level has not proved bright enough at night or on winter days. Four task lights mounted on the desk top would improve the ability to read small print documents when assisting patrons. This cost includes the estimate for the fixtures and electrical installation.

\$2,328 Circulation - Modify Circulation Asst. Dept. Head workstation (NBS)

The Assistant Department Head of Circulation is responsible for managing statistical reports for the library. This often involves large documents and reviewing multiple resources simultaneously. This request would add a small attached storage unit and additional counter space to free up the limited workspace for better efficiency, which would match the existing NBS cubicle furniture.

\$25,000 Facility Services - Addition of two parking lot light poles along Telegraph

The west end of the parking lot, along Telegraph Road, was very dark and posed a potential safety danger to patrons and staff at night especially during inclement weather. In 2012 one light pole was added with underground conduit for the future addition of three more light poles all along the west side of the lot. This request would purchase and install the final three light poles.

\$700 Youth Services - Chair for work table

The Youth Services workroom is a busy place preparing for programming and collection development. The shared workroom table has one stool and could be made more efficient by adding one more stool for joint project development, display work, program supply construction, etc.

\$10,000 Youth Services - Terrace shading

The Youth Terrace is on the south side of the building and remains an overly sunny space, even as the tree plantings mature. This gift would allow for some tables with attached seats and umbrellas around the perimeter of the space for patrons to enjoy the terrace more frequently.

\$15,000 Administration - Sculpture for Youth Terrace

The Youth Terrace is a beautiful new special place at the library. It has comfortable seating for adults and children and interesting plantings. But it needs some special pieces of art sculpture to attract children and make it a more unique experience. This sculpture could be individual pieces or a series that all relate. They could also be somewhat interactive for children to enjoy, perhaps with moving parts, etc. Alyce Riemenschneider will continue to help us to make an appropriate selection.

\$68,668 Grand Total of future considerations

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Proficiency Level Schedule

GRADE	CLASS	START	EOO	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	
	8 Asst Dir	\$32.38	\$32.47	\$33.64	\$34.96	\$36.48	\$38.19	\$39.96	8
	7 DH-MLS	\$26.82	\$27.97	\$29.15	\$30.31	\$31.48	\$32.78	\$35.12	7
	6 ADH-MLS	\$21.75	\$22.60	\$23.06	\$25.15	\$27.28	\$28.36	\$29.55	6
	DH								
	Coord-FT								
	Coord-MLS								
	5 Libn	\$20.41	\$20.93	\$21.88	\$22.79	\$24.86	\$26.46	\$28.08	5
	Sys Tech								
	4 ADH	\$17.21	\$17.91	\$18.65	\$20.16	\$21.68	\$23.04		4
	Dir's Secy								
	3 Clerk	\$15.33	\$15.86	\$16.53	\$17.22	\$18.01			3
	Maint Asst								
	Sys Asst								2
	2 Clerical Asst	\$9.85	\$10.59	\$12.48	\$14.14	\$15.48			
	Monitor								
	1 Page	\$7.93	\$8.42	\$8.92	\$9.41	\$9.90			1
MISC	Sub Libn	\$18.71		\$20.22					sub
MISC	Lib Sci Intern	\$16.31	\$17.43	\$18.55	\$19.67				intern

6/18/2009 based on DSLRT wage comparison
4/1/2013 increased all levels by 1%

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>
2013-2014*	3,377,158	63.3%	5,334,178
2012-2013**	3,292,447	62.3%	5,285,488
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
2006-2007	3,094,215	58.8%	5,263,359
2005-2006	2,985,538	57.5%	5,189,286
2004-2005	2,912,567	52.0%	5,598,745

*April 1, 2013-March 31, 2014 Proposed Budget as of March 2013

**April 1, 2012-March 31, 2013 Proposed Budget as of March 2013

***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, 2014*	\$768,999	14.42%	\$5,334,178
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
March 31, 2002	\$584,368	16.50%	\$3,540,672
March 31, 2001	\$537,045	15.38%	\$3,490,957
March 31, 2000	\$470,123	14.44%	\$3,254,648

*Proposed Budget April 1, 2013 - March 31, 2014 as of March 19, 2013

**Revised Budget April 1, 2012 - March 31, 2013 as of March 19, 2013

The figures for "Library Materials" for 1996 through 2001 include the following line items: OCLC Services, Books, Processing, Periodicals/Documents/Services, Vertical File, CD-ROM, Audio, Audio Books, Computer Software, and Videos except in FY 2000-01 when Computer Software was deleted from Library Materials and included in Computer Maintenance. "Library Materials" does not include Electronic Services or Art for these years.

The figures for "Library Materials" for 2002 and beyond include the following line items: Computer Database Services/Electronic Services including OCLC/SkyRiver, Books, Processing, Periodicals/Documents/Services, Vertical File, CD-ROM, Audio, Audio Books, and Videos/DVDs. As of 2002 Art was no longer funded. As of 2006 Computer software was no longer funded.

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
2013-2014*	3,170,575,370	2.38%	1.4590	4,625,869	2.38%
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	3,948,259,831	0.36%	1.4590	5,760,511	0.22%
2007	3,934,123,580	5.39%	1.4590	5,747,886	5.39%
2006	3,732,884,300	5.69%	1.4611	5,454,117	4.39%
2005	3,531,875,030	4.47%	1.4793	5,224,703	3.42%
2004	3,380,624,306	4.45%	1.4944	5,052,005	3.34%
2003	3,236,501,438	3.89%	1.5105	4,888,735	53.68%
2002	3,115,293,208	5.52%	1.0211	3,181,026	4.25%
2001	2,952,304,218	7.08%	1.0335	3,051,206	5.64%
2000	2,757,054,988	4.19%	1.0476	2,888,291	2.96%
1999	2,646,257,403	4.23%	1.0601	2,805,297	3.24%
1998	2,538,783,130	4.19%	1.0703	2,717,260	3.79%
1997	2,436,762,470	3.92%	1.0744	2,618,058	3.74%
1996	2,344,785,060	4.10%	1.0763	2,523,692	3.94%
1995***	2,252,388,450	3.35%	1.0780	2,428,075	43.21%
1994	2,179,316,550	2.43%	0.7780	1,695,508	2.43%
1993	2,127,617,200	7.09%	0.7780	1,655,286	3.68%
1992	1,986,788,410	1.64%	0.8036	1,596,583	1.64%
1991****	1,954,734,300	7.09%	0.8036	1,570,824	7.20%
1990	1,825,324,160	11.32%	0.8028	1,465,370	7.30%
1989	1,639,685,450	14.44%	0.8329	1,365,694	7.01%

*2013-2014 taxable value is estimated: February 13, 2013 Property Tax Rev. Projections per B. Griffin, Assessor

**2012-2013 taxable value is estimated: June 11, 2012 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.

****In April, 1991, the Michigan Legislature adopted Public Act 15 of 1991 which temporarily froze assets valued on existing real property in 1992 by requiring that the assessment as equalized for the 1991 tax year be used on the 1992 assessment roll and be adjusted only to reflect additions, losses, splits and combinations. Public Act 15 was effective May 1, 1991.

Bloomfield Twp. Pub. Library - Gen Fund
Vendor List

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
123	123 NET			
1836	1836 BOOK COMPANY		800-813-1271	
21st Century	21ST CENTURY NEWSPAPERS SFS		866-868-0441	
3M	3M LIBRARY SYSTEMS		800-328-0067	
A Breath of Spring	A BREATH OF SPRING		248 851-5335	
A Letter	A LETTER PERFECT MAILING		248-269-7724	
A&C Builders	A&C BUILDERS HARDWARE, INC.		586-755-9440	
A. E. Seaman	A E SEAMAN MINERAL MUSEUM GIFT SHOP			
AAAS-SCIENCEMagazine	AAAS			
ABC	ABC		800-669-4222	13-5619818
ABC Audiobooks	ABC AUDIOBOOKS FOR CHILDREN, INC.		888 222-5581	
ABC School	ABC SCHOOL SUPPLY, INC		800 669-4222	
ABC- Drago	abc - DRAGO, INC.			
ABC-CLIO	ABC-CLIO, INC.		800 368-6868	95-2565912
Abdo	ABDO PUBLISHING CO.		800-800-1312	
Abdo-Spotlight	ABDO-SPOTLIGHT-MAGIC WAGON		800-800-1312	
Abdoo	Marianne Abdoo			
Abel Electronics	ABEL ELECTRONICS, INC.		810 777-8232	
Absolutely	ABSOLUTELY BAFFLING MAGIC			
Academic	ACADEMIC THERAPY PUBLICATIONS		800-422-7249	
Acc	ACCUCUT		1-800-288-1670	
Access	ACCESS/INTERACTIVE		248-567-3000	
Accu	ACCU WEATHER, INC.		814-235-8540	
Accuform	ACCUFORM PRINTING & GRAPHICS		313-271-5600	
Accuity	ACCUITY INC.		800-321-3373	
Accurate	ACCURATE TAPE & LABEL CO.		734 451-7500	
Acting	ACTING UP THEATRE COMPANY		989-348-3587	
Action	ACTION MAT & TOWEL RENTAL		586-751-2100	
Acupuncture	ACUPUNCTURE HEALTHCARE ASSOC. OF MI,INC			
Adams	ADAMS MEDIA CORPORATION		508-427-7100	31-0205810
Advertising	ADVERTISING RED BOOKS			27-3629372
AEC	AEC ONE STOP GROUP, INC.			
Aero Filter	AERO FILTER, INC		248 837-4100	
Affordable	AFFORDABLE ALTERNATIVES, INC.		800-275-2824	
AFM-EPF	AFM-EPF			
Aha	AHA CONSULTING INC			
Aim	AIM CONSTRUCTION, INC.		248-476-1310	
Airworthy	AIRWORTHY		989-498-4550	
AISB	American Institute of Small Business		952 545-7001	41-1542115
Aitken	AITKEN MEMORIAL DISTRICT LIBRARY			
ALA	AMERICAN LIBRARY ASSOCIATION			
ALA-Membership	AMERICAN LIBRARY ASSOCIATION		1-800-545-2433 EXT	
ALA-Standing	AMERICAN LIBRARY ASSOCIATION	Standing Order Dept	866-746-7252	36-2166947
Albion	ALBION COLLEGE LIBRARY			
Aldrich	RON ALDRICH			
Alexander	ALEXANDER STREET PRESS		800-889-5937	
Alibris	ALIBRIS		877-254-2747	
All Pointe Signs LLC	ALL POINTE SIGNS L.L.C.		313 885-5266	
All-City	ALL-CITY REFRIGERATION		248-478-8780	
Alldata	ALLDATA		800-829-8727	
Alliance	ALLIANCE ENTERTAINMENT		800-356-2049	
Alliance Plastics	ALLIANCE PLASTICS CO.			
Allied	ALLIED PRINTING CO., INC.			
Alpha Security Prod	ALPHA SECURITY PRODUCTS		330 490-2020	
Alphabet Garten	ALPHABET RESOURCES INC.		908-213-2997	
Alta	ALTA BOOK CENTER PUBLISHERS		800-258-2375	
AM Best	AM BEST COMPANY, INC.		908 438-2200	13-4955140
Amazon.com	AMAZON.COM		1-866-634-8380	
Ambassador	AMBASSADOR		248-203-6789	
Ambrose	AMBROSE VIDEO PUBLISHING, INC		800-526-4663	
AMcomm	AMCOMM TELECOMMUNICATIONS INC.		888-426-2666	
Amer	THE AMERICAN ACADEMY IN ROME			
Ameri	AMERICAN ASSOC. OF INDIV. INVESTORS			
American	AMERICAN HERITAGE PRODUCTS			
American Bar	AMERICAN BAR ASSOCIATION		800-285-2221	36-0723150
American Fireplace	AMERICAN FIREPLACE & BARBEQUE DIST			
American Inst	AMERICAN INST. OF SMALL BUSINESS		952-545-7001	
American Institute	AMERICAN INSTITUTE OF PROF. BOOKKEEPERS		301-770-7300	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
American Printing	AMERICAN PRINTING SERVICES, INC.		248-681-7255	
American Publishing	AMERICAN PUBLISHING INC		800-610-4543	22-3944278
American Speedy	AMERICAN SPEEDY PRINTING		248 642-8340	
Amigo	AMIGO MOBILITY CENTER		989-777-2060	
AMR	AMR COMMUNICATIONS, INC.		248-885-0094	
Amway	AMWAY GRAND PLAZE HOTEL			
Ann Arbor	ANN ARBOR HANDS-ON MUSEUM			
Ann Arbor District	ANN ARBOR DISTRICT LIBRARY		734-327-4200	
Apple	APPLE BOOKS		412 688-0444	25-1332502
Apple Inc.	APPLE INC.			
Aragona	Andrea Aragona			
Arrow	ARROW OFFICE SUPPLY CO.		313-272-8700	
Arrow Dist	ARROW DISTRIBUTING CO		330-528-0405	
Art Stevens	Raymond A Stevens		248-258-9383	
Arts	ARTS AND SCRAPS			
AS Vertical	BTPL - ADULT SERVICES VERTICAL FILE			
Asher	Elaine Asher			
Ashley	Jerry Ashley			
ASPCA Learning	ASPCA LEARNING TO CARE			
Aspen	ASPEN PUBLISHERS, INC.		800-234-1660	
Assa	ASSA ABLOY ENTRANCE SOLUTIONS			
Association	ASSOCIATION OF JEWISH LIBRARIES			
AT&T	AT&T		1-800-480-8088	
AT&T Long Distance	AT&T LONG DISTANCE		888-270-6565	
AT&T Yellow Pages	AT&T YELLOW PAGES		800-479-2977	
Atlas	ATLAS BUSINESS SOLUTIONS		701-235-5226	45-0421564
ATS	ADVANCED TEX SCREEN PRINTING, INC.		989-643-7288	
Audio Bookshelf	AUDIO BOOKSHELF		207-338-1713	01-0476771
Audio Ed	AUDIO EDITIONS		530 888-7801	94-3049957
Audio-Forum	AUDIO-FORUM/JEFFREY NORTON PUBLISHERS		800-243-1234	
AudioCraft	AUDIOCRAFT PUBLISHING, INC.		231-238-0338	
AudioGo	AUDIOGO		800-621-0182	04-2587469
AUL	AMERICAN UNITED LIFE INS. CO.		1-800-825-7528	
Aust	AUSTIN PUBLIC LIBRARY - ILL		512-974-7398	
Austin	JULIE AUSTIN			
Author's	AUTHOR'S CLEARINGHOUSE		248-363-5553	
Automotive	AUTOMOTIVE NEWS EUROPE		+49-6123-9238-229	
Avadenka	LYNNE AVADENKA			
Avery	AVERY COLOR STUDIOS, INC.		906 346-3908	
AvScholars	AVSCHOLARS PUBLISHING, LLC		773-837-5931	
AWE	AWE		610-833-6400	
Axiom	AXIOM PRESS, INC.			
B & B	B & B TILE AND MARBLE CO., INC.		586-716-9606	
Baby Talk	BABY TALK, INC.		217-475-2234	
Bach	BACH, BARGER, & MCKILLOP, LLC		248-682-9072	
Backer	BACKER LANDSCAPING, INC.		586 774-0090	
Badge-A-Minit	BADGE-A-MINIT		800 223-4103	36-2751848
Baff	Baffling Bill			
Baker	BAKER & TAYLOR, INC.		815 472-2444	56-1761729
Baker & (DO NOT USE)	BAKER & TAYLOR ENTERTAINMENT		800-775-2600 EX.22	
Baker & Taylor	BAKER & TAYLOR INFO & ENTERTAINMENT		800-775-2300 X451	
Baker's	BAKER'S PLAYS		323-876-0579	04-1058690
Baldwin	BALDWIN PUBLIC LIBRARY		248-647-1700	
Baldwin,	Jocelyn Baldwin			
Ballard	Patricia Ballard			
Bankrate	BANKRATE, INC.		1-800-327-7717	
Barnes	BARNES & NOBLE, INC.		732 656-2500	
Barnett's	Barnett's		(586)296-7308	
Baron	BARON BOOKS LTD.			
Barr	Susan Barr			
Barr, Nancy	NANCY BARR			
Barron's	BARRON'S EDUCATIONAL SERIES, INC.		800 645-3476	
Barry's	BARRY'S LET'S RENT IT		248-855-0480	
Basch	BASCH SUBSCRIPTIONS, INC	BARBARA DALEY		
Bates	ELIZABETH BATES			
Bay	BAY COUNTY LIBRARY SYSTEM		989-894-2837	
Bayscan	BAYSCAN TECHNOLOGIES		877-229-7226	
BBAC	BIRMINGHAM BLOOMFIELD ART CENTER		248-644-0886	
BBC	BBC AUDIOBOOKS AMERICA		800-621-0182	04-2587469
BCS	BCS		586-276-3600	
BCTV	BLOOMFIELD CABLE TV		248-433-7790	
Bearport	BEARPORT PUBLISHING CO.		212-337-8577	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Belightfil	BELIGHTFUL YOGA, LLC			
Bentley	BENTLEY MEMORIAL LIBRARY	ATTENTION: ILL DE		
Bently Historical	BENTLEY HISTORICAL LIBRARY		734-764-3482	
Benzie	BENZIE SHORES DISTRICT LIBRARY			
Benzonia	BENZONIA PUBLIC LIBRARY		231-882-4111	
Berens	COLIN BERENS			
Berg	BERG MUIRHEAD		313-872-2202	
Bernan	BERNAN ASSOCIATES		800-865-3457	52-1164576
Besaw	REBECCA BESAW			
Best	BEST LAWYERS		803-648-0300	
Bibi	Ruweed Bibi			
Biciunas	LEONARDO BICIUNAS			
Big	BIG RAPIDS COMMUNITY LIBRARY		231-796-5234	
Binding	BINDING UNLIMITED, INC.		517-484-4501	38-1140150
Birm	BIRMINGHAM BLOOMFIELD CHAMBER		248-644-1700	
Birmingham	BIRMINGHAM TELEVISION		248-646-2035	
Birmingham Concert	BIRMINGHAM CONCERT BAND			
Black	BLACK BOOK			
Blackstone	BLACKSTONE AUDIO, INC.		541 482-9239	
Blatt	DANIEL BLATT			
BLGS	BIRMINGHAM LETTER & GRAPHIC		248 646-9928	
Blick	BLICK ART MATERIALS			36-4124121
Block	BLOCK AND COMPANY, INC		847-215-3864	
Bloom Rep	Bloomfield Republican Women's Club	Laura Principe		
Bloomberg	BLOOMBERG MARKETS			
Bloomfie	BLOOMFIELD TOWNSHIP	Ray Perkins	248 433-7712	
Bloomfield CCS	BLOOMFIELD CCS		248-988-9430	
Bloomfield Hill Sch	BLOOMFIELD HILLS SCHOOLS			
Bloomfield Hills	BLOOMFIELD HILLS ROTARY CLUB		248-645-9157	
Bloomfield Hills Rot	BLOOMFIELD HILLS ROTARY FOUNDATION			
Bloomfield Hills S	BLOOMFIELD HILLS SCHOOLS			
Bloomfield Hills Sc	BLOOMFIELD HILLS SCHOOL DIST.		248 645-4540	
Bloomfield Hills Sch	BLOOMFIELD HILLS SCHOOLS			
Bloomfield Party	BLOOMFIELD PARTY RENTALS			
Bloomfield Town	BLOOMFIELD TOWNSHIP SENIOR SERVICES			
Blue Chip	BLUE CHIP GROWTH LETTER			
Bluewater	BLUEWATER BOILER & MECH.		586-725-0242	
Bob	BOB ADAMS TOWING		248-644-5000	
Bolinda	BOLINDA PUBLISHING		888-708-3602	
Bonnie's	BONNIE'S KITCHEN & CATERING		248-540-4001	
Boo	BOOKS IN MOTION		509-922-1646	
Book	BOOKLETTERS		614-232-9006	20-0296529
Book Beat	BOOK BEAT			
Book Farm, The	THE BOOK FARM, INC.		866-744-8093	31-1711678
BookPage	BOOKPAGE		615-292-8926	63-0978085
Books Galore	BOOKS GALORE INC.		517-548-4552	
Books on Tape	BOOKS ON TAPE, INC.		800.541.5525	
Borders	BORDERS, INC.		877 254-9229	
Bottom	BOTTOM LINE HEALTH			
Bottom Line	BOTTOM LINE PERSONAL			
Bottom Line Wealth	BOTTOM LINE WEALTH			
Bowers	MARK BOWERS, PHD			48-8787353
Bowker-MD	R. R. BOWKER LLC		800-521-8110	
Bowling	BOWLING GREEN STATE UNIVERSITY		419-372-7890	
Boy	BOY SCOUTS OF AMERICA			
Boyne	BOYNE DISTRICT LIBRARY		231-582-7861	
BP	BP IMAGING SOLUTIONS		937-439-1327	
Brafford	SAM BRAFFORD			
Bresser's	BRESSER'S INFORMATION SERVICE	Barb Jarvis	313 874-0570	38-1682404
BRG	BRG PRECISION PRODUCTS		316-788-2000	
Brian Murphy	Brian Murphy			
Brighton	BRIGHTON CLEANING SUPPLIES		888-334-7633	
Brighton District	BRIGHTON DISTRICT LIBRARY			
Brilliance	BRILLIANCE AUDIO, INC.		616-846-5256	
Brillibnce	Brilliance Audio, Inc.		616 846-5256	
Brintnall	SHANA BRINTNALL			
Broad	BROAD REACH		866-730-4440	
Brodart	BRODART CO.		800 233-8467	23-2248758
Broder	JEFF BRODER		248-613-5240	
Brown	BROWN INDUSTRIES, INC		ORDER 800-522-76	
Brown-Dantzler	CARMEN LENA BROWN-DANTZLER			
BTPL Cons. Fund	AIM INVESTMENTS			

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
BTPL Constr. Fund	RBC DAIN FBO BTPL CONSTRUCTION FUND			
BTPL General Fund	BLOOMFIELD TWP. PUBLIC LIBRARY			
BTPL Gift Fund	BTPL Gift Fund			
BTPL I&R Fund	BTPL I&R Fund			
BTPL Petty Cash	PETTY CASH - BTPL		248-642-5800	
BTPL SOC	BTPL SOC			
Bucresearch	BUCRESEARCH		305-565-6715	
Buddhas	BUDDHAS LIGHT INTERNATIONAL ASSOC			
Buffington	BUFFINGTON & ASSOCIATES, INC		248-291-0377	
Bunting	LORI BUNTING			
Burlington	BURLINGTON TOWNSHIP LIBRARY			
Burns	ANNE E. BURNS			
Business	BUSINESS COMMUNICATION SYSTEMS, INC.		586-276-3600	
Business Comm	BUSINESS COMMUNICATIONS, INC.			34-1133077
Butzel Long	BUTZEL LONG		313 225-7000	38-2384883
BWI	BWI BOOK WHOLESALERS, INC		859-231-9789	
C & G	C& G PUBLISHING		586-498-8000	
C&E	C & E COMMUNICATIONS, INC		517-324-9160	
Cadillac	CADILLAC TRAVEL, INC.			
Cain	CAIN CONSULTING GROUP, INC.		712-551-2979	39-1892112
California	CALIFORNIA LANGUAGE LABORATORIES		800-327-1147	
Cameron	Kathleen Cameron			
Cameron, J	JACOB CAMERON			
Candy	CANDY BAND		248-549-1769	
Cannon	TERESA CANNON			
Canton	CANTON PUBLIC LIBRARY			
Capital	CAPITAL AREA DISTRICT LIBRARY			
Capital Lib	CAPITAL LIBRARY COOPERATIVE		517-768-8173	
Capitol Advantage	CAPITOL ADVANTAGE PUBLISHING		1-877-827-3321	
Capstone	CAPSTONE		800-747-4992	
Car Trucking	CAR TRUCKING, INC.		586-791-8480	
Cara	CARA ASPHALT SERVICES LTD		248-656-7990	
Cardinal	CARDINAL PUBLISHERS GROUP		317-352-8200	
CardOne	CARDONE, L.L.C.		586-254-6900	
Career	CAREERTRACK			
Carlson	JUDITH CARLSON			
Carltm	CARLTM.COM		734-981-4729	
Carnegie	ELYSE CARNAGIE			
Casper	THE CASPER CORPORATION		248-442-9000	
Castleberry	LARRY CASTLEBERRY			
CCH	CCH INCORPORATED		800.449.6439	13-3504158
CD Baby	CD BABY		503-595-3000	
CDW Govt	CDW GOVERNMENT, INC.	Brad Swanson	800.808.4239	36-4230110
Cellnet	CELLNET COMMUNICATIONS INC		248-589-0400	
Center for	CENTER FOR FINANCIAL PLANNING	ATTN: DANIEL BOY		
Center Point	CENTER POINT PUBLISHING		800.929.9108	
CentiMark	CENTIMARK		800-558-4100	
Central	CENTRAL BUSINESS SYSTEMS, INC.		517-487-2237	
Central Mi.	CENTRAL MICHIGAN UNIVERSITY			
Central Oregon	CENTRAL OREGON COMMUNITY COLLEGE			
Cerebral	CEREBRAL PALSY MAGAZINE			
Chaldean	CHALDEAN NEWS		248-932-3100	
Chaldean Cultural	CHALDEAN CULTURAL CENTER		248-681-5050	
Chapman	ROSIE M CHAPMAN			
Charles	CHARLES H WRIGHT MUSEUM			
Charles L. Bowers	CHARLES L. BOWERS SCHOOL FARM			
Charlotte	CHARLOTTE COMMUNITY LIBRARY		517-543-8859	
Charter	CHARTER TOWNSHIP OF BLOOMFIELD		248-433-7790	
Chartwell	CHARTWELL'S			
Check	CHECKPOINT		800-257-5540	
Chelsea	CHELSEA HOUSE PUBLISHERS		800-848-BOOK	13-4087561
Chen	HUI HUI CHEN			
Cherington	INA CHERINGTON		303-753-1259	
Chic	CHICAGO TRIBUNE		1-800-874-2863	
Child's	CHILD'S PLAY		800-639-6404	
Child's World, The	THE CHILD'S WORLD		800-599-7323	41-1932662
Childcraft	CHILDCRAFT EDUCATION CORP.		717 397-1717	13-5619818
Childr	CHILDREN'S BOOK COUNCIL, INC.		212-966-1990	
Children's	CHILDREN'S TECHNOLOGY REVIEW		800-993-9499	
Children's Software	CHILDREN'S SOFTWARE REVUE		908-284-0404	
Childwood	CHILDWOOD MAGNETS LLC			
China	CHINA BOOKS		415-282-2994	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
China Sprout	CHINA SPROUT		212-868-8488	
Chottiner	LISA CHOTTINER			
Cint	CINTAS FAS LOCKBOX 636525		734-437-3200	
Cintas	CINTAS CORPORATION		734-326-0800	
Cirque	CIRQUE AMONGUS		734-525-4335	
Citizen's	CITIZEN'S BANK			
City of Bloom	CITY OF BLOOMFIELD HILLS		148-644-1520	
City of Warren	CITY OF WARREN			
Claitor's	CLAITOR'S LAW BOOKS & PUBLISHING DIV.		800.274.1403	
Clark	EUGENE CLARK			
Clark Hill	CLARK HILL PLC		313-965-8300	38-0425840
Classical	CLASICAL INTERNATIONAL INC.		212-689-0536	
Cleeland	HOLLY CLEELAND			
Clinton	CLINTON MACOMB PUBLIC LIBRARY			
Clock	CLOCK TOWER PRESS			
Coatta	RICK COATTA			
Cole	LYNDA COLE			
Colestock	HARRY COLESTOCK			
Colon	COLON TOWNSHIP LIBRARY			
Columbia	COLUMBIA UNIVERSITY PRESS		914-591-9111	13-1623968
Columbus	COLUMBUS METRO LIBRARY			
Comcast	COMCAST			
Commercial	COMMERCIAL PROGRESSION LLC		734-393-4696	
Commonwealth	COMMONWEALTH BUSINESS MEDIA			
Compact disc	COMPACT DISC WORLD			
CompUSA	COMPUSA, INC.			
Computers by Design	COMPUTERS BY DESIGN, INC.		631-724-5000	
Computype	COMPUTYPE		651 633-0633	
ComServ	COMSERV CORPORATION		800-523-8983	
Conde Nast	THE CONDE NAST COLLECTION		800-678-5681	
Conde Nast Portfolio	CONDE NAST PROTFOlio			
Conger	Elizabeth Conger			
Congress	CONGRESS AT YOUR FINGERTIPS		877-827-3321	
Connecticut	CONNECTICUT STATE LIBRARY			
Construction	CONSTRUCTION SPECIALTIES, INC.		570-546-5941	
Consum Energy	CONSUMERS ENERGY			
Cooley	COOLEY LAW SCHOOL INNOCENCE PROJECT			
Cooperfly	COOPERFLY, INC.			48-1292875
Copycat	COPYCAT PRESS		262-634-0146	
Corcoran	JAMES CORCORAN			
Corporation Supply	CORPORATION SUPPLY COMPANY			
Costew	RANDY COSTEW		248-651-5661	
Council	THE COUNCIL OF STATE GOVERNMENTS		800-800-1910	
CQ	CQ PRESS		800 638-1710	53-0236590
Crabtree	CRABTREE PUBLISHING COMPANY		800-387-7650	
Cramer	Bala Cramer			
Cran	CRANBROOK SCHOOLS		248-645-3734	
Cranbrook	CRANBROOK ACADEMY OF ART			
Cranbrook Institue	CRANBROOK INSTITUTE OF SCIENCE			
Crane	JUDITH CRANE		248-543-3192	
Crawf	CRAWFORD DOOR SPECIALTIES, INC.			
Crawford	CRAWFORD DOOR SALES, INC.		313-336-5400	
Creative	CREATIVE WRITING PRESS, INC.		248-542-4012	
Creative Bus	CREATIVE BUSINESS FORMS		231-941-5181	
Creative Co	THE CREATIVE COMPANY		800-445-6209	
Crimson	CRIMSON MULTIMEDIA DIST., INC.		800.382.9409	
Critic's Choice	Critic's Choice Video		800 544-9852	
Croner	CRONER PUBLICATIONS		800-441-4033	33-0653395
Culture	CULTURE FOR KIDS		800-765-5885	
Cunningham	Sally Cunningham			
Cuthbertson	JOHN E. CUTHBERTSON		989-793-8939	
Cypress	CYPRESS BOOK CO.			
D&B	DUN & BRADSTREET		800-872-4349	22-3582360
Damman	DAMMAN HARDWARE		248 399-5080	
David	DAVID HOWELL & COMPANY		914-666-4080	
DC Comics	DC COMICS		888-COMICBOOK	
Deaf	DEAF COMMUNITY ADVOCACY NETWORK		248-332-3331	
Dealers Costs	DEALERS COSTS		254-757-2277	74-2966295
Dearborn	DEARBORN NATIONAL LIFE INSURANCE CO			
DearReader	DEARREADER.COM		941-373-0700	
Dell	DELL MARKETING L.P.	BOBBY HIGHT III	800-274-7799	
Delorenzo	J.M. DELORENZO			

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Delta	DELTA ENGRAVING		586-792-0602	
Deluxe	DELUXE BUSINESS CHECKS & SOLUTIONS		800 -328-0304	
Demco	DEMCO, INC.		A/R 800.752.7614	39-1311089
Denis	GARY DENIS			
Department of Educat	STATE OF MICHIGAN		517-373-1580	38-6000134
Department of Histor	STATE OF MICHIGAN		517-373-1292	
Destination	Destination Detroit			
Detroit	DETROIT METRO CONVEN. & VISITORS BUREAU			
Detroit Hist	DETROIT HISTORICAL SOCIETY			
Detroit Home	DETROIT HOME		248-691-1800	
Detroit Institute	DETROIT INSTITUTE OF ARTS			
Detroit News	THE DETROIT NEWS		800-395-3300	
Detroit Popcorn	DETROIT POPCORN CO.		313-835-3600	
Detroit Public	DETROIT PUBLIC LIBRARY		313-833-1000	
Detroit Science	DETROIT SCIENCE CENTER			
Detroit Symphony	DETROIT SYMPHONY ORCHESTRA			
Detroit Working	DETROIT WORKING WRITERS			
Detroit Zoo	DETROIT ZOOLOGICAL INSTITUTE			
Devine	KEVIN DEVINE			
Diamond	DIAMOND LAKE BOOK CO.		800-990-4486	
Dickow	REBECCA DICKOW			
Diderot	DIDEROT EDUCATIONAL		608-423-3991	36-4193794
Diebold	DIEBOLD		330-490-3672	
Digital	DIGITAL DOCUMENT SYSTEMS, INC.		888-556-5563	
Digital Library	DIGITAL LIBRARY RESERVE		216-573-6886	
Dion	Joel Dion			
Disability	DISABILITY INSIDER		866-496-6773	
Discount	DISCOUNT SCHOOL SUPPLY			
Disney	DISNEY EDUCATIONAL PRODUCTIONS		800-295-5010	
Displays	DISPLAYS2GO		800-572-2194	
Diverse	DIVERSE MEDIA, INC.		800-460-8833	
DMCVB	DMCVB		1-800-338-7648	
DMWDesign	DMWDESIGN		248-681-3270	
Doak	PAULA DOAK		313-886-4635	
Domalewski	Celia Domalewski			
Donna	DONNA FLETCHER CONSULTING, INC.			
Doors	DOORS OF PONTIAC		248-666-9777	
Dorich	Rosemary Dorich			
Dover	DOVER PUBLICATIONS		516-294-7000	
Downing	Debra Downing			
Drury	ERIC DRURY			
DTE	DTE ENERGY		586-412-3080	38-0478650
Du All	DU ALL CLEANING, INC		586-709-9517	
Dunn Blue	DUNN BLUE		STHFLD. 248-353-21	
Duross	DUROSS PAINTING CO			
Dvorak	MARK DVORAK		708-447-0823	
Dyna	LEENA HALDIPUR	LEENA HALDIPUR	734-844-9214	
Dynamic	DYNAMIC TELECOMMUNICATIONS, INC		919-481-0037	
DynTek	DYNTEK SERVICES, INC.			
Early	EARLY ADVANTAGE		888-327-5923	
East	EAST LANSING PUBLIC LIBRARY		517-351-2420	
Eastman	EASTMAN FIRE PROTECTION, INC.		248 585-7850	
Eberly	EBERLY PRESS		231-352-7491	
EBSCO	EBSCO SUBSCRIPTION SERVICE		800.323.6501	63-6014186
EBSCO Pub	EBSCO PUBLISHING		800-653-2726	
Eckler Electric	ECKLER ELECTRIC L.L.C.		(248) 615-4448	
EDC Educational	EDC EDUCATIONAL SERVICES		800-661-1655	
Edge	EDGE ENTERTAINMENT DIST.		330-528-0405	
Edible	EDIBLE WOW		248-538-8740	
Edu Record	EDUCATIONAL RECORD CENTER, INC.		800 438-1637	58-1445476
Educ Resources	EDUCATIONAL RESOURCES		800 624-2926	
Educational	EDUCATIONAL KITS, INC.			
Efilliate	EFILLIATE INC		916-858-1000	
Ehrinpreis	ALICE F. EHRINPREIS		248-548-3709	505-58-9262
Elbinger	ELBINGER STUDIOS			
Eldar	ELDAR ENTERTAINMENT, INC	MARLA SWARTZ	517-548-1780	
Eldorado	ELDORADO INK		800-783-6767	25-1332502
Elite	ELITE IMAGING SYSTEMS		248 647-4520	
Ellis Island	ELLIS ISLAND RESEARCH		609-777-5533	
Ellison	ELLISON EDUCATIONAL EQUIP., INC.	HS	800.253.2238	
Elsevier	ELSEVIER INC.		800-325-4177	13-1958712
Empey	EMPEY ENTERPRISES		616-754-7036	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Encyclopedia	ENCYCLOPAEDIA BRITANNICA, INC.		800-554-9862	
Engi	THE ENGINEERING SOCIETY OF DETROIT		248-353-0735	
Engraving	ENGRAVING SPECIALISTS, INC.		248-542-2244	
Enslow	ENSLow PUBLISHERS, INC.		800-398-2504	
Envisionware	ENVISIONWARE, INC.			58-2424595
EP	EP BOOKSTORE		814-361-3860	
ESL	ESL MAGAZINE		1-800-258-2375	
ESL Center	ESL CENTER		248-879-8436	
Evanced	E*VANCED SOLUTIONS, INC.		317-352-2188	35-2170324
Everson	DAVE EVERSON			
Excellent	EXCELLENT WINDOW CLEANING INC.		1-877-439-2462	
Explanare	EXPLANARE		248-787-7366	
Expression	EXPRESSION		866-278-7678	
F&G	F&G BUSINESS MACHINES		248 528-2360	
F&W	F&W PUBLICATIONS, INC		800-441-3344	31-0205810
Faces	FACES IN THE AIR, LTD			
Facility	FACILITY MATRIX GROUP			
Facts	FACTS ON FILE		212 967-8800	
Fanfair	FANFAIR ENTERPRISES			
Farkas	Joan Farkas			
Farmington	FARMINGTON COMMUNITY LIBRARY	Beverly Papai		
Faronics	FARONICS TECHNOLOGIES USA INC.		1-925-743-0855	
Fastsigns	FASTSIGNS		248-642-9911	
FedEx	FEDEX		800-622-1147	
FedEx/Kinko's	FEDEX KINKO'S		1-800-488-3705	77-0433330
Fentek	FENTEK INDUSTRIES, INC.		928-639-0161	86-0768713
Fenwick	KAREN FENWICK			
Fields	IVY FIELDS-RELEFORD			
Fields, Patrick	PATRICK FIELDS			
Film	FILM IDEAS, INC.		800-475-3456	
Filmakers	FILMAKERS LIBRARY, INC.		212-808-4980	13-2629508
Filter	FILTER ENGINEERING CORP.		586-268-7300	
Financial	FINANCIAL TIMES		800-628-8088	
Financial Informatio	FINANCIAL INFORMATION, INC.		800-367-3441	
First	FIRST STUDENT			
Fiscelli	Tim Fiscelli			
Fiscelli, James	JAMES FISCELLI			
Fithian	LORI FITHIAN			
Flegg	MARK FLEGG			
Flersch	AUSTIN FLERSCHER			
FOL	FRIENDS OF THE LIBRARY			
Folkmanis	FOLKMANIS PUPPETS		510-658-7677	
Follett	FOLLETT MEDIA DISTRIBUTION		888-281-1216	36-2369161
Food	FOOD EVERYDAY		877-604-2748	
Food &	FOOD & FITNESS ADVISOR			
Form Wild	FORM WILD		847-795-8485	
Fort - DO NOT USE	FORT DEARBORN LIFE INS. CO.			
Fotec	FOTEC INC./BARGAIN OFFICE EQUIP.		313-894-3330	
Frank	Terri Frank			
Fred	FRED PRIOR SEMINARS			
Free	FREE SPIRIT PUBLISHING		612-338-2068	
Frey	Nancy Frey			
Friends	Friends of the Troy Public Library		248-524-3578	
Friends of	FRIENDS OF THE PUB. LIB. OF CINCINNATI	ANNE KELLER		
Frontline	FRONTLINE EDUCATIONAL PRODUCTS			
Frost	FROST & KRETSCH PLUMBING, INC.		586-774-1252	
Full	FULL CAST AUDIO		800-871-6809	22-3850033
Future	FUTURE HORIZONS, INC.		817-277-0727	75-2638810
Gajewski	CLAUDIA GAJEWSKI			
Gale	GALE CENGAGE LEARNING		248 699-4853	06-1411737
Gallagher	CARYN CIAGNE GALLAGHER			
Gambini	JOSEPHINE M. GAMBINI			
Gangadharan	Nicholas Gangadharan			
Gantos	JACK GANTOS/PEN & INK, INC.			04-3512839
Garden	GARDEN CITY HIGH SCHOOL			
Gareth	GARETH STEVENS PUBLISHING		877-444-0210	
Gasko	VIKKI GASKO			
Gateway	GATEWAY COMPANIES		800 846-2000	
Gaylord	GAYLORD BROTHERS, INC.		800-782-1397	
Gemini	GEMINI		800-317-9929	
Gen	GENPOWER PRODUCTS, INC.		248-624-7230	
Genealogical	GENEALOGICAL PUBLISHING CO., INC.			

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Genesee	GENESEE DISTRICT LIBRARY zv122		810-732-5570	
GenevaLogic	GENEVALOGIC			
Gerrish	GERRISH-HIGGINS SCHOOL DIST PUB LIBRARY			
Girard	CHRISTOPHER GIRARD			
Girl	GIRL SCOUTS OF THE USA			
Glasser	GLASSER LEGAL WORKS		973 890-0008	
Global	GLOBAL EQUIPMENT CO.		770-822-5600	
Go Balloones	GO BALLOONIES		248-788-5004	
Godort	GODORT OF MICHIGAN			
Goldner	GOLDNER WALSH NURSERY, INC.		248 332-6430	
Good	KEVIN GOOD			
Goodman	Collene Goodman			
Goodman, B	BRANDI GOODMAN			
Gordon's	GORDON'S ART REFERENCE		602-253-6948	
Got	GOT-AUTISM, LLC			
GovConnection	GOVCONNECTION, INC.		800-800-0019 CUS S 52-1837891	
GPN	GPN, LLC		800 228-4630	
Grace	THE GRACE COMPANY		248-651-7758	
Grainger	GRAINGER, INC		248 585-4100	
Grand	GRAND LEDGE AREA DISTRICT LIBRARY		517-627-7014	
Grand Rapids	GRAND RAPIDS PUBLIC LIBRARY			
Graphic Sciences	GRAPHIC SCIENCES, INC.		248-549-6600	
Gratitude	GRATITUDE STEEL BAND			
Great	GREAT LAKES ELECTRONIC CORP		586-258-5500	
Greater	ROMANCE WRITERS OF AM-GREAT.DET.CHAPTER			
Green	GREEN PLANET FILMS		415-377-5471	
Greenwood	GREENWOOD PUBLISHING GROUP		(203) 226-3571	
Greer	MICHAEL GREER			
Grey House	GREY HOUSE PUBLISHING	Juanita Bouton	800-562-2139	13-3044945
Griffin	GRIFFIN INTERNATIONAL LLC		586-948-2700	
Grinnell	MAX GRINNELL			
Grolier	GROLIER EDUCATIONAL		800-243-7256	06-1226353
Gross	JERRY GROSS		800-457-6128	
Grosse	GROSSE POINTE PUBLIC LIBRARY		313-343-2074	
Grosse Pointe	GROSSE POINTE PUBLIC LIBRARY			
Grove's	GROVE'S DICTIONARIES, INC.		800-972-9892	75-1631325
Guildcraft	GUILDRCRAFT, INC.		800-345-5563	
Guinn	JOHN GUINN			
Guitar	GUITAR PLAYER			
Gumdrop	GUMDROP BOOKS		800-821-7199	43-1057878
Gutierrez	LAURA GUTIERREZ			
H. V. Burton	H. V. BURTON CO.		734-261-4220	
H. W. Wilson	THE H. W. WILSON COMPANY		718 588-8400	13-1737493
Hagerman	MICHELLE HAGERMAN		248-892-9373	
Halabu	MORGAN HALABU			
Half	HALF THE SKY FOUNDATION			
Halo	HALO BRANDED SOLUTIONS		815-632-6900	03-0509520
Handy	HANDY WORKS		248-332-2500	
Hanley	HANLEY WOOD HOMEPLANNERS		520-544-8212	
Hanley Wood	HANLEY WOOD CONSUMER GROUP		877-447-5450	
Hansen	Isabel Hansen			
Hansen,	SANDRA R. HANSEN			
Harbor	HARBOR BEACH AREA DISTRICT LIBRARYzv147			
Harcourt	HARCOURT, INC.		800-521-3185	
Harnish	TRACY HARNISH			
Harpbeat	HARPBEAT!			38-3163204
Harper	THE ANDREW HARPER COLLECTION	1243825		
Harris InfoSource	HARRIS INFOSOURCE		800-888-5900	
Hart Linda	Linda Hart			
Hart Pavement	HART PAVEMENT STRIPING CORP.			
Harvard	HARVARD HEALTH PUBLICATINS			
Harvey	MILES HARVEY		773-989-7235	
Hatch	HATCH TRANSFORMERS		813-288-8006	
Hatzel	HATZEL & BUEHLER, INC			
Hayes	HAYES GRINDING		313-259-3333	
HCE	KATHLEEN MCCORMICK OR HCE PROGRAMS			
Healey	HEALEY FIRE PROTECTION, INC		248-373-7800	
Health	Health Letter Associates		212-651-8508	
Healy	YVONNE HEALY			
Heart	HeartAED		248-887-9611	
Heinemann	HEINEMANN		800-225-5800	
Heising	WILLETTA HEISING			

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Heitler-Klevans	DAVID OR JENNY HEITLER-KLEVANS			
Heitman	HEITMAN-GARAND CO.		313-962-3258	
Help	HELP ME 2 LEARN		1-800-460-7001	
Henry	HENRY FORD COMMUNITY COLLEGE			
Henry Ford Hospital	HENRY FORD HOSPITAL		248-641-4030	
Hew	HEWLETT-PACKARD		800-325-5372	94-1081436
Hewl	HEWLETT-PACKARD COMPANY			94-1081436
Hewlett	HEWLETT-PACKARD EXPRESS SERVICE		831-439-4115	
Hideaway	HIDEAWAY REPORT			
High	HIGH INTEREST PUBLISHING		877-562-6602	
High Bridge	HIGH BRIDGE		612-304-7163	
Highline	HIGHLINE FINANCIAL		512-314-7205	65-1224726
Highsmith	HIGHSMITH, INC.		800-558-3899	27-4274150
Hillsdale	HILLSDALE EDUCATIONAL PUBLISHERS		517-437-3179	
Hillsdale College	HILLSDALE COLLEGE zg019			
Hillsdale Community	HILLSDALE COMMUNITY LIBRARY		517-437-6472	
Hines	SEDGWICK HINES			
Hipp	RYAN HIPPI			
Historical	HISTORICAL SOCIETY OF MICHIGAN			
Hodges	MICHAEL HODGES		313-222-6021	
Hofley	JULIA HOFLEY			
Holden	ROGER HOLDEN			
Hollis	Lennard J Hollis			
Home Depot	HOME DEPOT CR. SERV.			
Honaker	Kevin Honaker		517-414-7261	
Hoovers	HOOVER'S BUSINESS PRESS		512.374.4500	74-2559474
Horizon	HORIZON PUBLISHING CO.			
Horrible	HORRIBLE BOOKS			
Hoskins	Brooke Hoskins			
Houghton	HOUGHTON MIFFLIN HARCOURT		1-800-462-6595	
Houston	HAM-TMC LIBRARY			
Howell	HOWELL CARNEGIE DISTRICT LIBRARY		517-546-0720	
Huckstep	HUCKSTEP & ASSOCIATES, LLC		417-889-8991	
Hudy	JASON HUDY		734-421-2952	
Hummingbird	TSUFIT		905 882-1531	
Hunter	LISA HUNTER		734-769-8843	
Hydro	HYDRODYNAMICS		248-623-4700	
I.comm	I.COMM		248-960-3700	
Idea	IDEA ART, INC.		800-433-2278	
Imarisio	Karen Imarisio			
Indoor	INDOOR AIR PROFESSIONALS		248-583-9200	
Info USA	INFO USA MARKETING, INC.		402-596-8970	
Infobase	INFOBASE PUBLISHING			13-3720604
Information	INFORMATION TODAY, INC.		609 654-6266	
Ingram	INGRAM LIBRARY SERVICES		615-793-5000	62-1746696
InMICH	MICHIGAN STATE UNIVERSITY	GILDA SUNDEEN		
Innova	INNOVATIVE INTERFACE, INC		510-655-6200	94-2553274
Innovative	INNOVATIVE CHOICES LTD., INC.			
Innovative Users	INNOVATIVE USERS GROUP	KATHRYN C. O'GOFF		
Inside	INSIDE MICHIGAN POLITICS			
Institute-Legal Educ	INSTITUTE OF CONT. LEGAL EDUCATION		877-229-4350	
Instructional	INSTRUCTIONAL VIDEO		800-228-0164	
Insurance	THE INSURANCE FORUM		812-876-6502	
International Book	INTERNATIONAL BOOK CENTRE, INC.		248 879-8436	
Internet	INTERNET 123, INC.		248-724-2751	
Intuit	INTUIT INFO. TECH. SOLUTIONS		813-227-4500	06-1015661
Investor	INVESTOR ADVISORY SERVICE		617-661-2582	
Investor's	THE INVESTOR'S ETF REPORT		800-706-6364	
Investor's Bus	INVESTOR'S BUSINESS DAILY		800-831-2525	
Iosco	IOSCO-ARENAC DISTRICT LIBRARY		989-362-2651	
ITC	ITC SYSTEMS		416-289-2344	
J W Pepper	J W PEPPER & SON, INC		1-800-345-6296	
J. Appleseed	J. APPLESEED		866-730-4440	
Jacobsen's	JACOBSEN'S FLOWERS, INC.		248 681-5300	
James	JAMES WHITE LIBRARY		269-471-3976	
Janutol	JANUTOL		313-526-2790	
JanWay	JANWAY COMPANY		800-877-5242	01-0758210
Jarvis	JARVIS PROPERTY RESTORATION		586-954-4700	
JCR	JCR SUPPLY CO/BEDARD BROS		586-777-9490	
Jerry	JERRY GROSS		800-457-6126	
Jetpack	JETPACK UK			
Jewish News	DETROIT JEWISH NEWS		248-539-3001	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Jia	Howard Jia	Falun Dafa		
Johns	JOHNS HOPKINS WHITE PAPERS		386-447-6313	
Johns Hopkins	JOHNS HOPKINS MEDICINE		386-477-6313	
Johnson	JOHNSON NATURE CENTER			
Johnson, Steven	STEVEN JOHNSON			
Journ	JOURNAL COMMUNICATIONS, INC.		615-771-0080	
Junior	JUNIOR LIBRARY GUILD		800-743-4070	
Kalamazoo	KALAMAZOO COLLEGE CIRCULATION		616-327-7366	
Kalamazoo Public	KALAMAZOO PUBLIC LIBRARY		269-342-9837	
Kamalay	RAY KAMALAY			
Kamishibai	KAMISHIBAI FOR KIDS		212-663-2471	
Kaplan	KAPLAN EARLY LEARNING CO.		800-334-2014	
Kawsky	DEBORAH KAWSKY			
Keating	PATRICK KEATING		248-549-1450	
Keaton	KEATON PUBLICATIONS GROUP		248-651-3330	
Keenan	JACK OR ELLEN KEENAN		248.299.0020	
Kellermeyer	KELLERMEYER CO.			
Kelly	JOSEPH KELLY			
Kerr	HUGH KERR			
Kid Zone	KID ZONE			
Kid's	KID'S REFERENCE COMPANY, INC.		888-565-2800	11-3393734
Kids	KIDS			
Kidzmouse	KidzMouse, Inc.		650-347-5242	
Kiki	KIKI & ASSOCIATES, INC.			
Kimbo	KIMBO EDUCATIONAL		732 229-4949	
King	KING COUNTY LIBRARY SYSTEM			
Kirkus	KIRKUS REVIEWS		646 654-5865	
KKC	Karen Kotulis-Carter			
Knight	KNIGHT TECHNOLOGY GROUP, INC.		248-246-6639	
Knowbuddy	KNOWBUDDY RESOURCES		800 263-5407	
Knowledge	KNOWLEDGE INDUSTRIES, INC.		718-858-5050	
Koen	KOEN BOOK DISTRIBUTORS INC		800-257-8481	
Kohl	LINDA KOHL			
Korean	KOREAN QUARTERLY			
Korey	Elizabeth Korey			
Kotulis	Karen Kotulis-Carter			
Kowalewski	RICHARD KOWALEWSKI		586-979-8110	
Kroloff	REED KROLOFF			
Krugman	KAREN KRUGMAN			
Kwapisz	Bogi Kwapisz			
Kyprie	PAUL KYPRIE			
L J Rolls	LJ ROLLS REFRIGERATION CO., INC		810-629-7752	
LA	LA THEATRE WORKS		310-827-0808	
Lables	LABELS, LEADVILLE & LORE			
Laforce	LAFORCE		1-800-236-8858	
LaHousse	Greyson LaHousse			
Lake Superior	LAKE SUPERIOR STATE UNIVERSITY		906-635-2193	
Lakeland	LAKELAND BOATING		800-827-0289	
Lakeshore	LAKESHORE LEARNING MATERIALS		800-424-4772	
Landmark	LANDMARK AUDIOBOOKS		800 580-2989	
Large	LARGE PRINT OVERSTOCKS		866-435-8435	
Large Print	THE LARGE PRINT BOOK CO.		866-569-4125	
Larkin	RHONDA HAWTHORNE LARKIN		248-588-5906	
LaSalle	LA SALLE BANK		800 335-8427 x3052	
Lawas	LAWAS PRODUCTIONS			
Lawrence	LAWRENCE TECH UNIVERSITY			
LDMI	LDMI TELECOMMUNICATIONS		800.374.5364	
Leach	CHRIS LEACH			
Leadership	LEADERSHIP DIRECTORIES, INC.		212 627-4140	
Learning	LEARNING MEDIA OF AMERICA		1-888-492-5085	20-5107426
Lee	LEE SPECIALTY CO.		248-481-9052	
Legal News	Oakland County Legal News		248 577-6100	
Legislative	LEGISLATIVE SERVICE BUREAU			
Leonard	ELMORE LEONARD			
Leonard,	PETER LEONARD			
Lerner	LERNER PUBLISHING GROUP		612 332-3344	
Lester	GREG LESTER		248-318-6066	
Levin	Julie Levin			
Lexis Nexis Matthew	LEXISNEXIS MATTHEW BENDER		800-833-9844	
LexisNexis	LEXISNEXIS		800-340-3244 x8714	
LexisNexis Business	LEXISNEXIS BUSINESS & ACADEMIC PUB.		800-340-3244	
Librarians	LIBRARIANS' BOOK EXPRESS		800-365-0267	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Libraries	LIBRARIES UNLIMITED		203-226-3571 EXT4:	
Library	LIBRARY IDEAS LLC		571-730-4300	
Library Design	LIBRARY DESIGN ASSOCIATES INC.		734-459-5000	
Library Journal	LIBRARY JOURNAL		800 588-1030	
Library Marketing	THE LIBRARY MARKETING GROUP		847-540-1129	
Library of Congress	LIBRARY OF CONGRESS			
Library of Michiga	LIBRARY OF MICHIGAN FOUNDATION		517-373-2977	38-2611742
Library of Michigan	STATE OF MICH./LIBRARY OF MICH.			
Library Resourse	LIBRARY RESOURCE CONSULTANTS		616-949-6734	
Library Technologies	LIBRARY TECHNOLOGIES, INC.		215-830-9320	23-2511083
Library Video	LIBRARY VIDEO COMPANY		610 645-4000	23-2353078
Liebler	M. L. LIEBLER			
Lighting	LIGHTING SUPPLY CO.		800-544-2852	
Lincoln	LINCOLN LIBRARY PRESS, INC.		800-516-2656	
Lindstrom	JUDY LINDSTROM			
Linn	CHRIS LINN		248-652-7640	
LINN, BRANDY	BRANDY LINN			
Listen & Live	LISTEN & LIVE AUDIO, INC.		973-781-1444	
Little	LITTLE CREATURES		248-544-2239	
Live Oak	LIVE OAK MEDIA		800-788-1121	
Lobaza	SALLY LOBAZA			
Lock	LOCK CITY		248-398-2030	
Locksmith	LOCKSMITH, INC.			
Lookout	LOOKOUT BOOKS		866-642-9235	
Louie	MING LOUIE			
Loyd	RON LOYD			
M & N	M & N INTERNATIONAL		800-831-8417	41-1986517
M E Sharpe	M. E. SHARPE INC. PUBLISHER		914-273-1800	
MacDonald	MACDONALD PUBLIC LIBRARY		586-725-0273	
MacInnes	JOHN MACINNES		248-851-1126	
Mack	WILLIAM MACK			
Macomb	MACOMB COMMUNITY COLLEGE		586-286-2052	
Macunovich	THE PRACTICAL GARDENING INSTITUTE			
Macworld	MACWORLD			
Mad	MAD SCIENCE OF DETROIT			
Madcap	MADCAP PRODUCTIONS PUPPET THEATER		513-921-5965	
Madhavi	MADHAVI MARCIA MAI			
Madison Electric	MADISON ELECTRIC CO.		586-825-0200	
Magic	MAGIC DRAGON			
Marchesano	TOM MARCHESANO		734-564-5500	
Marine	MARINE HISTORICAL SOCIETY			
Market	MARKET DATA RETRIEVAL		800 333-8802	
Markham	MARKHAM STREET FILMS			
Marlatt	Jeryl Marlatt			
Marlow	Ceci Marlow Stuart			
Marshall	LISA MARSHALL			
Marshall Cavendish	MARSHALL CAVENDISH		800-821-9881	
Marshall, John	JOHN MARSHALL			
Marvel	MARVEL SUBSCRIPTIONS		800-217-9158	
Mary Kay	Mary Kay Cosmetics - Debra Brolley			
Marygrove	MARYGROVE AWNINGS		800-331-1205	
Mason	MASON CREST PUBLISHERS		610-543-6200	
Mayo	MAYO CLINIC WOMAN'S HEALTHSOURCE			
McCoy	MCCOY MAINTENANCE, INC.		586-777-9022	
McCrory	Breck McCrory			
McGaw	Don McGaw			
McGee	Martha McGee			
McGowan	MIKE MCGOWAN			
McGraw Hill	MCGRAW-HILL COMPANIES		800-722-4726	
McGraw Hill Companie	MCGRAW-HILL COMPANIES			
McGraw Hill Educatio	MCGRAW HILL COMPANIES		888-307-5984	
McLean	LINDA MCLEAN			
McLogan	RUSSELL MCLOGAN			
MCLS	MIDWEST COLLABORATIVE for LIB. SVCS		800-530-9019	23-7436918
Medical	MEDICAL LIFE INSURANCE CO			
Melody	MELODY HOUSE		800-234-9228	
Men's	MEN'S VOGUE			
MEP, INC	MEP, INC. SCHOENHOF/DISTRIBOOKS		847-676-1596	
Mergent	MERGENT, INC.		800-342-5647	36-4233475
Merlo	KEVIN J MERLO			
Met	METRO EXPOSURE			
Metal	METAL EDGE, INC.		323-721-7800	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Metcom	METCOM, INC.		586-772-8860	
Metro Net	METRONET LIB. CONSORT.		248-848-4301	
Metropol	METRO/ANCHOR SAFE CO., INC.		248-585-7230	
Metropolitan	METROPOLITAN CHRISTIAN COUNCIL		313-962-0340	
Meyer	BEVERLY MEYER		734-699-2667	
MGFOA	MICH. GOVERNMENT FINANCE OFFICERS ASSN.		231-947-0882	
Mi Sports	MI SPORTS EDGE MAGAZINE			
Mich Veteran	MICH VETERAN FEMINISTS			
Michigan	MICHIGAN CASH REGISTER		248-740-5521	
Michigan Audubon	MICHIGAN AUDUBON SOCIETY			
Michigan Chamber	MICHIGAN CHAMBER SERVICES, INC.			
Michigan Department	STATE OF MICHIGAN		1-517-241-9337	
Michigan Dept of Tre	MICHIGAN DEPARTMENT OF TREASURY		517-636-4730	
Michigan DEQ	STATE OF MICHIGAN			
Michigan Education	MICHIGAN EDUCATION DIRECTORY		517-482-8467	
Michigan Gardner	MICHIGAN GARDNER		248-594-5563	
Michigan Government	MICHIGAN GOVERNMENT TELEVISION		517-373-4250	
Michigan History	STATE OF MICHIGAN			
Michigan Humanities	MICH. HUMANITIES COUNCIL			
Michigan League	MICH. LEAGUE FOR HUMAN SERV.		517-487-5436	
Michigan Lib	MICHIGAN LIBRARY CONSORTIUM		800.530.9019	
Michigan Municipal	MICHIGAN MUNICIPAL LEAGUE		734 662-3246	38-6005974
Michigan State Gover	MICHIGAN STATE UNIVERSITY			
Michigan State Libra	MICHIGAN STATE UNIVERSITY			
Michigan State Polic	MICHIGAN STATE POLICE			
Michigan Tamil	MICHIGAN TAMIL SANGAM			
Michigan Tech	MI TECH UNIVERSITY - LTAP		906-487-2102	
Michigan United	MICHIGAN UNITED CONSERVATION CLUBS		517-371-1041	
MicroMarketing	MICROMARKETING LLC		800-229-9887	06-1541290
Microsoft	MICROSOFT SERVICES		425-722-2364	
Midamerica	MIDAMERICA BOOKS		877 382-8212	
Mideastern	MIDEASTERN MICH. LIBRARY COOP.			
Midwest Tape	MIDWEST TAPE		800.875.2785	
Midwestz- DO NOT USE	MIDWEST COLLABORATIVE FOR LIB. SERVICES			
Mihelich	Amanda Mihelich			
MikeRo	MIKERO MOH		517-349-5177	
Millenium	MILLENIUM CONTRACTING		248-361-9927	
Miller	JEAN MILLER			
Miller Library	MILLER LIBRARY (zf005)			
Millers	MILLERS ARTIST SUPPLIES		248-489-8070	
Millican	VALORIE MILLICAN			
Millington	MILLINGTON ARBELA DISTRICT LIBRARY			
Mills	MILLS MECHANICAL		248-627-8449	
Mister Anderson's	MISTER ANDERSON'S COMPANY		800-442-6555	39-1875383
Mitchell	MITCHELL LANE PUBLISHERS, INC.		302-234-9426	
MIUG	MIUG		517 355-5005	
MIUG -	MIUG			
MIUG treasurer	MIUG			
MLA	MICHIGAN LIBRARY ASSOCIATION		517 394-2774	
Mockett	DOUG MOCKETT & CO., INC		310-318-2491	
Modern	Modern Language Association		646-576-5161	
Mohave	MOHAVE COUNTY LIBRARY		928-453-0718	
MOIS	MVU MICHIGAN VIRTUAL UNIVERSITY			
Monroe	MONROE COUNTY LIBRARY SYSTEM		734-241-5277	
Montanaro	ANN MONTANARO			
Moonbeam	MOONBEAM PUBLICATIONS, INC.		800-445-2391	
Moore	CYD MOORE			
Morgan	MORGAN REYNOLDS, INC.		336-275-1311	
Morningstar	MORNINGSTAR, INC.		888-269-2087	
Morningstar, Inc.	MORNINGSTAR		312-696-6000	
Motor	MOTOR TREND CLASSIC			
Motor City	MOTOR CITY BEAT			
Movie	MOVIE LICENSING USA			
Movies	MOVIES UNLIMITED		1-800-4-MOVIES	
Mr. Seley	MR. SELEY			
MSC	MSC INDUSTRIAL SUPPLY CO.			
MSU Extension	MSU EXTENSION-OAKLAND CO.		248-858-0889	
MUCC	MUCC		517-346-6465	
Mueller	Carol Mueller			
Multicultural	MULTICULTURAL BOOKS & VIDEOS		800-567-2220	
Museum	MUSEUM OF FINE ARTS, BOSTON		617-369-3385	
Music for	MUSIC FOR LITTLE PEOPLE		800-409-2457	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Music Library	MUSIC LIBRARY SERVICE CO.		800 849-2323	56-2092648
Muslim	THE MUSLIM COMMENTARY		248-854-5469	
Muslim Observer	THE MUSLIM OBSERVER			
MyLib	MYLIBRARYDV			
Myron	MYRON		800-526-9766	
NA Publishing	NA PUBLISHING, INC.		800-420-6272 EXT6	
NADA	NADA APPRAISAL GUIDES		800-966-6232	
Nagler	MONTE NAGLER			
Nah	NAH TAH WAHSH P.S.A.		906-466-2952	
Nair	TIFFANY NAIR			
Nanotech	NANOTECH REPORT		800-353-8198	
Nati	NATIONAL CITY		1-800-474-2101	
Natio	NATIONAL SCHOOL PRODUCTS		865-984-3960	
Nation	NATIONAL ARCHIVE PUBLISHING CO.		800-420-6272	
National	NATIONAL ARCHIVES MICROFILM RENTAL PROG			
National Auto	NATIONAL AUTO. DEALERS SERVICES		800-544-6232	
National G	NATIONAL GEOGRAPHIC LITTLE KIDS			
National Geographic	NATIONAL GEOGRAPHIC SOCIETY		800-368-2728	
National Register	NATIONAL REGISTER PUBLISHING		800-473-7020	
National Sign	NATIONAL SIGN COMPANY		810 775-8172	
National Time	NATIONAL TIME & SIGNAL		248-380-6264	
Natl Assoc Ed. Y Chi	NAEYC		800 424-2460	
Nature	NATURE PUBLISHING GROUP	STEVEN MARTIN	212-726-0225	
Nature's	NATURE'S BEAUTY			
NBS	NBS		248-823-5400	
Nelson	SCOTT NELSON, RPT		248-473-8458	
Nelson Publishing	NELSON PUBLISHING & MARKETING, LLC			
Nelson,	TROY ALAN NELSON			
Nemeth	JOSEPH NEMETH, DDS PC			
Netech	NETECH CORP		616-281-8100	
Netop	NETOP TECH, INC.		866-725-7833	20-5155261
Neuge	MYRA NEUGEBOREN			
New	NEW READERS PRESS		800-448-8878	
New England	NEW ENGLAND HISTORIC GENEALOGICAL SOC.		617-226-1260	
New Horizons	NEW HORIZONS		734-525-1501	
New York	THE NEW YORK TIMES		800-698-4637	
Newsweek	NEWSWEEK			
NFPA	NFPA		800-344-3555	04-1653090
Niagara	NIAGARA AWARDS INC.			
Niel	NIELSEN LLC, CLARITAS		866-563-2804 EXT7	
Nielsen	NIELSEN BUSINESS MEDIA/KIRIUS		847-291-5213	
No-Load	THE NO-LOAD FUND INVESTOR		800-706-6364	
Nomad	NOMAD GALLERY			
Nortel	NORTEL NETWORKS	J Jaye	866-245-9444	04-2486332
North	NORTH BRANCH TWP LIBRARY			
North American	NORTH AMERICAN BOOK DIST., LLC		810-231-3728	
North Mission	NORTH MISSION DOOR		989-773-9015	
Northern	NORTHERN MICHIGAN UNIVERSITY -za008			
Norwood	NORWOOD HOUSE PRESS, INC.		866-565-2900	
Nostalgia	NOSTALGIA ANTIQUE APPRAISAL SVS.			
NuTech	NUTECH GRAPHICS		248-332-3611	
Oakland	OAKLAND COUNTY HISTORICAL RESOURCES			
Oakland Business	OAKLAND BUSINESS REVIEW		248-374-4910	
Oakland County Denta	OAKLAND COUNTY DENTAL SOCIETY			
Oakland County Genea	OAKLAND CO. GENEALOGICAL SOCIETY			
Oakland County Legal	OAKLAND COUNTY LEGAL NEWS			
Oakland County PEDS	OAKLAND COUNTY PEDS		248-858-1028	
Oakland County Pione	OAKLAND COUNTY PIONEER&HISTORICAL SOC.		248 338-6732	
Oakland County Youth	OAKLAND COUNTY YOUTH ASST.		248-858-0051	
Oakland Press	OAKLAND PRESS		248.745.4599	
Oakland Schools	OAKLAND SCHOOLS			
Oakland Uni	OAKLAND UNIVERSITY			
Oblivion	OBLIVION PRODUCTIONS		1-866-625-4846	
Observ	OBSERVER & ECCENTRIC		866-887-2737	
Observer	OBSERVER & ECCENTRIC		866-887-2737	
Ocean	OCEAN OF PEARLS FILM PRODUCTION, LLC			
OCLC	OCLC NETLIBRARY		614-764-6000	31-0734115
OCLC Forest Press	OCLC / FOREST PRESS		614-764-6000	31-0734115
Office	OFFICE DEPOT		800-888-4032	
Olevnik	MICHAEL H OLEVNIK			
Oliver	OLIVER WYMAN		800-208-1353	
Ollis	OLLIS BOOK CORPORATION		800-323-0343	36-3021104

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Omni	OMNIGRAPHICS		800-234-1340	38-3638444
Opus	OPUS:INTERACTIVE		503-972-6690	
Oregon	OREGON LAMINATIONS COMPANY		503-684-6570	
Organization	ORG. FOR BAT CONSERVATION			
Oriental	ORIENTAL TRADING CO., INC.		800-228-0475	
Orion	ORION TWP. PUBLIC LIBRARY		248-693-3000	
Orkin	ORKIN PEST CONTROL		248-356-5082	
Ortiz	Angelo Ortiz			
Ortiz,	JANA SUE ORTIZ			
OverDrive	OVERDRIVE		216-573-6886	
Oxford	OXFORD UNIVERSITY PRESS		800 445-9714	23-7398718
P. J. Kenedy	P. J. KENEDY & SONS		800-843-6354	
Pacific	PACIFIC TELEMAGEMENT SERVICES		866-450-4787	
Palmer	PALMER COMMERCIAL SERVICES		800-521-3954	
Pancreatic	PANCREATIC CANCER ACTION NETWORK			
Paper	PAPER DIRECT		1-800-272-7377	
Papineau	ROBERT PAPINEAU			
Paraclete	PARACLETE PRESS, INC		508-255-4585	
Paratext	PARATEXT, LLC		703-318-0285	54-2017308
Parham	LARRY E. PARHAM			
Partners	PARTNERS BOOK DISTRIBUTING, INC.	CREDIT DEPT-SHAN	517-694-3205 x107	
Passalacqua	MAUREEN ESTHER PASSALACQUA			
PC	PC GAMER			
Peachtree	SAGE SOFTWARE		866-350-9714	58-1809363
Peachtree Business	PEACHTREE BUSINESS PRODUCTS		1-800-241-4623	
Pelepchuk	Anna Pelepchuk			
Penguin	PENGUIN GROUP INC.			
Penton	PENTON OVERSEAS, INC.		760 431-0060	
Penrose	NANCY PENROSE		248-625-6270	
Penworthy	THE PENWORTHY CO.		(414) 287-4600	
People	PEOPLE FRIENDLY PLACES, INC.		800-369-6331	
Pepper	J W Pepper of Detroit		800-345-5296	
Pershin	LAURA PERSHIN RAYNOR			
Personnel	PERSONNEL CONCEPTS		800-333-3795	
Peter	PETER WHITE PUBLIC LIBRARY			
Petoskey	PETOSKEY PUBLIC LIBRARY			
Pettibone	REG PETTIBONE			
Peven	Marcia Peven			
Phar	PHAR PRODUCTIONS		248-474-6527	
Phoenix	THE PHOENIX LEARNING GROUP, INC.		314-569-0211	
Physio	PHYSIO-CONTROL, INC		425-867-4000	91-0697691
Pills	PILLS NEWS			
Pinckney	PINCKNEY PUBLIC LIBRARY			
Pitney	PITNEY BOWES POSTAGE BY PHONE PLUS		1-800-997-9907	84-1386389
Pitney - postage	PITNEY BOWES RESERVE ACCOUNT			84-1386389
Pitney B - RentalChg	PITNEY BOWES, INC.		800 522-0020	repair 06-0495050
PLA	PUBLIC LIBRARY ASSOCIATION		312-280-5752	
Plante	PLANTE & MORAN, PLLC		248 352-2500	
Planterra	PLANTERRA CORP.		248-661-1515	
Plastic	PLASTIC REEL CORPORATION OF AMERICA		201-933-5100	
Plastic Card	PLASTIC CARD PROMOTIONS, LLC		313-873-0404	
Pleasant	PLEASANT COMPANY PUBLICATIONS		800-350-6555	
Plex Lab	PLEX LAB CORPORATION		586-294-7262	
PLTAOC	PLTAOC			
Plumbers	PLUMBERS SERVICE		313-864-7799	
Plunkett	PLUNKETT RESEARCH, LTD.		713-932-0000	74-2440918
PNC	PNC BANK		1-800-474-2101	
Polka	POLKA DOT PUBLISHING			565-64-0070
Portage	PORTAGE LAKE DISTRICT LIBRARY			
Preferred	PREFERRED DATA SYSTEMS, LLC		248-553-6410	
Premier	PREMIERE MESSAGE-ON-HOLD SVC.	MIKE ROTH	517 349-5177	
Prentice	PRENTICE CO.		248-399-5500	38-1444792
Preston	Marcia Preston			
Program	PROGRAM SOURCE INTERNATIONAL			
Progre	PROGRESSIVE LIFESTYLES			
Promed	PROMED DELIVERY, INC.		586-532-6300	
Proquest	PROQUEST-CSA LLC		734-761-4700	39-2053855
Prudent	THE PRUDENT SPECULATOR			
Public	PUBLIC LIBRARY OF WESTLAND			
Pumpkin	PUMPKIN BOOKS, INC.		855-860-2665	
Purchase	PITNEY BOWES PURCHASE POWER	PhoneAcct#10824209	800-243-7800	06-0946476
QMI	QMI GROUP, INC.		248-589-0505	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Quill	QUILL CORPORATION		800.789.8965	36-2952904
R.E.P.T.I.L.E.	R.E.P.T.I.L.E., INC.		248-528-3845	
Raco	RACO INDUSTRIES		513-984-2101	
Rafal	Marian Rafal			
Rafal Spice	RAFAL SPICE COMPANY		313 259-6373	
RAH	RAH PUBLICATIONS & VIDEO PRODUCTIONS			38-2749627
Rainbow	RAINBOW EDUCATIONAL MEDIA		800-331-4047	
Rand	JOHNATHAN RAND			
Random	RANDOM HOUSE, INC.		800-733-3000	
Ransom	RANSOM DISTRICT LIBRARY		269-685-8024	
Rapid	RAPID FORMS		800-257-5287	
Rawson	RAWSON MEMORIAL DISTRICT LIBRARY			
RBC	RBC CAPITAL			
Reader's	The Reader's Chair		800 6161350	
Reading	READING AND LANGUAGE ARTS CENTER			
Reassure	REASSURE AMERICA LIFE INS CO		800-437-8854	
Recorded	RECORDED BOOKS, LLC		800.638.1304	
Red	RED BOOKS LLC			
Reed Elsevier	REED ELSEVIER - NEW PROVIDENCE		908-665-6775	
Reese	TOBY REESE			
Reese Unity	REESE UNITY DISTRICT LIBRARY BADER BLDG			
Reference	REFERENCE BOOKS UNLIMITED		800-366-6450	20-4033087
Regent	REGENT BOOK CO., INC.		973 574-7600	13-1864492
Rehmann	REHMANN ROBSON		248-952-5000	
Reliable	RELIABLE OFFICE SUPPLIES		OD 800 735-4000	
Remco	REMCO STORAGE SYSTEMS		248-362-0500	
Remco Office	REMCO OFFICE SYSTEMS & EQUIP., INC		248-358-0900	
Reminisce	REMINISCE			
Retirement	RETIREMENT GROWTH ASSOCIATION			
Rhode	RHODE ISLAND NOVELTY		401 274-1818	
Rhode Island	Rhode Island Novelty		401 274-1818	
Ricoh	RICOH USA, INC		877-742-6495	22-2783521
Ricoh Business Syste	RICOH BUSINESS SYSTEMS, INC		248-293-2100	13-294772
Riemenschneider	RIEMENSCHNEIDER DESIGN ASSOCIATES, INC		810-229-5501	
Rim	RIM, INC.			
Robarge	REX ROBARGE			
Robert	ROBERT BROOKE AND ASSOCIATES		800-642-2403	
Roberts	JOHN M. ROBERTS			
Roberts, A	ANDREW ROBERTS			
Robins	ADELE ROBINS			
Rochester	ROCHESTER HILLS PUBLIC LIBRARY		248-650-2900	
Rochester Glass	ROCHESTER GLASS, LLC		248-656-2561	
Rochester Hills	ROCHESTER HILLS CONTRACT GLAZING		248-852-6465	
Rock-A-Billy's	ROCK-A-BILLY'S		810 731-0188	
Rocket	ROCKET ENTERPRISE INC.		810 751-7600	
Rockford	ROCKFORD MAP PUBLISHERS		815-708-6324	
Rockhurst	ROCKHURST UNIVERSITY			
Roeper Schools	ROEPER SCHOOLS			
Rolf	STACEY ROLF			
Romance Writers	ROMANCE WRITERS OF AMERICA		281-440-6885	
Romano's	ORIGINAL ROMANO'S			
Romyak	NICOLE ROMYAK		269-373-5715	
Rose	ROSE PEST SOLUTIONS		248-588-7005	38-1643006
Rose Frame	ROSE FRAME SHOP		248 542-2544	
Rosen	ROSEN PUBLISHING		800-237-9932	
Rosen Publishing	THE ROSEN PUBLISHING GROUP		800-237-9932	13-3129750
Rosenthal	MARK ROSENTHAL			
Rourke	ROURKE PUBLISHING LLC		800-394-7055	41-1978027
Routledge	Routledge		800-634-7064	
Royal	ROYAL TRANSPORTATION CO			
RTI	RESEARCH TECHNOLOGY INT.		800 323-7520	
Rubach	SYLVIA RUBACH		248-478-4726	
Russian	RUSSIAN PUBLISHING HOUSE LTD			
Ryan	Madelyn Ryan			
S & S	S & S WORLDWIDE, INC.		800-937-3482	
Sage	SAGE SOFTWARE		800-368-2405	
Saginaw	SAGINAW VALLEY STATE U.-ZAHNOW LIBRARY			
Saint	MICHAEL SAINT			
Salem	SALEM PRESS, INC.		866-550-8122	95-2418313
Salsbury	SALSBURY INDUSTRIES		323 846-6700	
Sammons	SAMMONS PRESTON			
Samuel	SAMUEL FRENCH, INC.		AR- 323-876-0570	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Samulak	JOHN SAMULAK			
Sanilac	SANILAC DISTRICT LIBRARY		810-622-8623	
Savin	SAVIN CORPORATION		248-293-2100	13-2949772
Scaffolding	SCAFFOLDING INC.		313-883-1800	
Schefman	CHRISTINE SCHEFMAN			
Schindler	SCHINDLER ELEVATOR CORP.		419-867-5165	34-1270056
Schloff	MICHAEL D. SCHLOFF, PLLC	Michael Schloff	248 645-5205	38-3633972
Scholastic	SCHOLASTIC LIBRARY PUBLISHING		800-621-1115	06-1226353
Scholastic Book	SCHOLASTIC BOOK FAIRS		888-412-9124	
Scholastic,	SCHOLASTIC, INC			13-1824190
School	SCHOOL ZONE PUBLISHING CO.		800-253-0564	
School Specialty	SCHOOL SPECIALTY		888 388-3224	39-0971239
School Specialty - A	SCHOOL SPECIALTY ABILITATIONS		800-850-8602	22-3476939
Schwartz	MARC SCHWARTZ			
Science	THE SCIENCE SHOP			
Scuba	SCUBA DIVING		1-800-666-0016	
Secure	SECURE PLANNING STRATEGIES			
Securitas	SECURITAS SECURITY SERVICE			71-0912217
Security	SECURITY DESIGNS INC.		734-421-0077	
Security Management	SECURITY MANAGEMENT, INC.	Neil Check	248-440-5990	
Sehi	SEHI COMPUTER PRODUCTS		800-233-7344	
Seley	TOM SELEY			
Self	SELF ESTEEM SHOP		248-549-9900	
Sensource	SENSOURCE		330-792-7089	
Sentimental	SENTIMENTAL PRODUCTIONS		800 762-0338	
Sentimental Reflecti	SENTIMENTAL REFLECTIONS			
September	SEPTEMBER PRODUCTIONS			
Service	SERVICE HEATING & PLUMBING		248-673-7900	45-4863918
Sessine	Linda Sessine			
Sexauer	J.A. SEXAUER		800 431-1872	22-2232386
Seyburn	SEYBURN, KAHN, GINN, BESS, & SERLIN		248-353-7620	
SF Travel	SF TRAVEL PUBLICATIONS		800-322-3834	
Shen's	SHEN'S BOOKS		800-456-6660	
Sheridan	SHERIDAN HOUSE INC		914-693-2410	13-5503867
Sherwin	SHERWIN-WILLIAMS CO			
Shimoura	TOSHI SHIMOURA			
Shop	SHOPSMART			
Shoplet	SHOPLET.COM		212-619-3353	
Showcases	SHOWCASES		800-240-1850	
Siemens Communicatio	SIEMENS COMMUNICATIONS, INC		800-685-7656	52-2122392
Siemens Enter. Bldg	SIEMENS BUILD. TECH., INC	Nicole Patterson	734 266-1466	
Siemens Enterprise B	SIEMENS BUILDING TECHNOLOGIES, INC.		734-266-1466	
Sierra	SIERRA		418-977-5653	
Sigil	SIGIL PUBLISHING LLC			
Silk	MARJI SILK			
Silver	Connie Silver			
Simmons	PHYLLIS J. SIMMONS			
Simon	SIMON & SCHUSTER			
Skillpath	SKILLPATH SEMINARS		800-867-4340	
Sleeper	SLEEPER PUBLIC LIBRARY			
SLM	SLM DISTRIBUTING		516-933-1146	
Slomovits	SANDOR SLOMOVITS			
Smart Apple	SMART APPLE MEDIA		800 390-9793 EXT.3	
Smith	Deborah Smith			
Smith Ho	Lori Smith Hoogasian			
SOC	BTPL SOC			
Software	SOFTWARE EXPRESS	DON MORGAN	800-527-7638	56-1738100
Soulen	RENATE SOULEN			
Sound Dist	SOUND DISTRIBUTING, INC.		800-784-0991	
Sounds	SOUNDS TRUE, INC.			
Southeast Mich	SOUTHEAST MICHIGAN CENSUS COUNCIL		248 354-6520	
Sparks	Carla Sparks			
Special	SPECIAL NEEDS PROJECT		805-962-8087	93-1135725
Spectrum	SILVER MEDIA LLC		312-643-1419	
Spoken	SPOKEN ARTS		845-878-9600	13-3861457
Spring	SPRING ARBOR UNIVERSITY		517-750-6439	
SQBox	SQBOX SOLUTIONS LTD.		604 924-9770	
Square	SQUARE LAKE DELI			
SRDS	SRDS		800 851-7737	22-2774148
Standard	STANDARD & POOR'S			13-1026995
Stanley	STANLEY ACCESS TECH			
Staples	STAPLES ADVANTAGE		800-699-5812 Cust. f 04-3390816	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
State	STATE INDUSTRIAL PRODUCTS		800-782-2436	
State Historical	STATE HISTORICAL SOCIETY OF IOWA LIBRAR			
Stay Green	STAY GREEN SPRINKLERS, INC.			
Sterli	STERLING SERVICES			
Sterling	STERLING SANITATION INC		586-949-1690	
Stewarts	STEWARTS TREE SERVICE		734-729-8815	
Stockwell	STOCKWELL-MUDD LIBRARIES			
Strauss	JENIFER IVINSKAS STRAUSS			
Sub Lib Coop	SUBURBAN LIBRARY COOPERATIVE	PAT LINDSAY	586-685-5750	
Sue	SUE MARX FILMS INC		248-593-5353	
Sulek	Beth Sulek-LaHousse			
Summit	SUMMIT ELECTRIC, INC.		248-689-0300	
Sunburst	SUNBURST TECHNOLOGY CORP.		800-321-7511	04-3311551
Super	SUPERIOR BOOKS, INC.		800-532-5232	
Superior	SUPERIOR HOME & BUS. PRODUCTS			
Supersine	THE SUPERSINE CO.		313 8926200	
Susser	DAVID SUSSER			
Symantec	SYMANTEC			
Szetela	MARK SZETELA			
Ta-Daa	TA-DAA ENTERPRISES INC			
Tacey	JOEL TACEY'S TIPTOP ENTERTAINMENT LLC			
Taggart	Jennifer Taggart			
Tantor	TANTOR MEDIA		860-395-1155	
Tax	TAX HOTLINE			
Taylor	TAYLOR & FRANCIS/ROUTLEDGE		800-634-7064	04-3801744
Taylor &	TAYLOR & FRANCIS BOOKS, INC.		215-625-8900	
Taylor & Francis	TAYLOR & FRANCIS GROUP			04-3801744
Teacher	TEACHER CERTIFICATION PUBLICATIONS		863-453-4791	
Teacher's	TEACHER'S DISCOVERY		1-800-832-2437	38-2152616
Teachers' Discount	TEACHERS' DISCOUNT			
Teaching	TEACHING BOOKS.NET LLC		608-257-2919	
TeachUcomp	TEACHUCOMP, INC		877-925-8080	
Team B	TEAM B CREATIVE LLC		248-890-5363	
Tech	TECH LOGIC CORP.			
Tecumseh	TECUMSEH DISTRICT LIBRARY		517-423-2238	
Teen	TEENVOGUE			
Tel systems	TEL SYSTEMS		734-761-4506	
Telford	Betsy Telford			
Terryberry	TERRYBERRY		616 458-1391	38-1291910
Thalner	THALNER ELECTRONIC LABORATORIES		734-761-4506	
Thanumoorthy	GANPATH THANUMOORTHY			
The Book	THE BOOK VINE FOR CHILDREN			
The Bureau of	THE BUREAU OF NATIONAL AFFAIRS, INC.		800-372-1033	
The Doll Hospital	THE DOLL HOSPITAL		248-543-3115	
The Great Courses	THE GREAT COURSES		800-832-2412	
The Information	OVID-ELSIE INFORMATION CENTER			
The Library Network	THE LIBRARY NETWORK		248-536-3100	
The Library Store	THE LIBRARY STORE, INC.		309-925-5571	36-3251268
The Mailbox	THE MAILBOX BOOKS		1-800-714-7991	
The Mailbox Yearbook	THE MAILBOX YEARBOOK			
The Memory	THE MEMORY BULLETIN			
The Paper	THE PAPER			
The Print House	THE PRINT HOUSE		248-473-1414	
The Storytellers	THE STORYTELLERS		313-884-2780	
The Strand Magazine	THE STRAND MAGAZINE			
The Teacher's Store	THE TEACHER'S STORE		517-393-0235	
Third	THIRD WEEK BOOKS		612-990-6011	
Thom	THOMSON GALE		248-699-4253	
Thomas Beeler	THOMAS BEELER, PUBLISHER		800 818-7574	02-0406202
Thomoffice	THOMOFFICEPLUS		248-377-3200	
Thompkins	KEN THOMPkins			
Thompson	THOMPSON PUBLISHING GROUP		800 677-3789	52-1273515
Thomson Fin/Nelson	THOMSON FINANCIAL		800-782-5555	
Thomson Reuters	THOMSON REUTERS			75-1297386
Thomson Reuters/West	THOMSON REUTERS/THOMSON WEST			
Thomson RIA	THOMSON RIA			
Thomson Sheshunoff	THOMSON SHESHUNOFF		800-456-2340	75-1614358
Thomson TFP	THOMSON TFP		800-321-3373	82-0573550
Thyssenkrupp	THYSSENKRUPP ELEVATOR CORP		734-953-3734	
Time	TIME LIFE		1-800-846-3543	
Time for Kids	TIME FOR KIDS		800 777-8600	
Tiptop	TIPTOP ENTERTAINMENT LLC			

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Tow	MICHAEL TOW		586-739-8790	
Town	TOWN & COUNTRY TRAVEL			
Tracht	RYAN D. TRACHT			
Trade	TRADE DIMENSIONS		1-800-291-0410	
Transaction	Transaction Publishers		732-748-0030	
TRC	TRC		800-517-2320	
Treasure	TREASURE BAY, INC.			
Triumph	TRIUMPH BOOKS		312-939-3330	
Tropical	TROPICAL SMOOTHIE CAFE			
Trotter	DAVID TROTTER			
Trousdale	MARY TROUSDALE			
Troy	TROY MILLWORK		248-852-8383	
Troy Public	TROY PUBLIC LIBRARY		248-619-7583	
Trugreen	TRUGREEN CHEMLAWN		248-852-0500	
Tutor	TUTOR.COM		646-619-8239	04-3441166
Tzu	TZU CHI FOUNDATION		909-447-7799 #577	
UCLA Library	UCLA LIBRARY - BUSINESS SERVICES			
Uline	ULINE			
Ultimate	ULTIMATE SOCCER ARENAS			
Ulverscroft	ULVERSCROFT LG. PR. BKS. LTD.		716 674-4270	
Union Central	AMERICAN UNITED LIFE INS. CO.		888.222.9513	
Unique	UNIQUE BOOKS INC.		(800) 533-5446	
Unique Services	UNIQUE SERVICES		586-268-6139	
United	UNITED MANKIND COMMUNICATIONS			
United Mill	UNITED MILL & CABINET CO.		734-482-1981	
United Spinal	UNITED SPINAL ASSOCIATION		800-404-2898	
United Way	UNITED WAY 211		313-226-9200	
University of	UNIVERSITY OF MICHIGAN		734-936-3864	38-6006309
University of Cinc.	UNIVERSITY OF CINCINNATI		513-556-2650	31-6000989
University of Mich	UNIVERSITY OF MICHIGAN-DEARBORN		313-593-3284	38-6006309W
University of Michi	UNIVERSITY OF MICHIGAN			
University of Pitts	UNIVERSITY OF PITTSBURGH			
University of Wisc	UNIVERSITY OF WISCONSIN		608-262-6362	
University Prod	UNIVERSITY PRODUCTS, INC.		800-628-1912	04-2438004
Uniwold	UNIWORLD BUSINESS PUBLICATIONS		508-376-6006	
Upfront	THE NEW YORK TIMES UPFRONT		1-866-512-1104	
UPS	UPS		800-811-1648	
Upside	UPSIDE		800-233-5922	
Upstart - Madison	UPSTART			27-4274150
Upstart 2-DO NOT USE	UPSTART		800-448-4887	
Upstart 3-DO NOT USE	UPSTART		800 448-4887	39-0934921
US Govt Printing	US GOVERNMENT PRINTING OFFICE			
US Toy	U.S. TOY CO.		816-761-5900	
US Treasury	UNITED STATES TREASURY			
USA Today	USA Today			
USI Inc	USI, INC.		203-245-8586	
USPS	UNITED STATES POSTAL SERVICE			
V. P. Catering	V. P. CATERING		586-790-4300	
Valley	VALLEY FORGE LIFE INS.		800 437-8854	
Value Line	VALUE LINE PUBLISHING, INC		800-535-2947	
Van	VAN BUREN DISTRICT LIBRARY		269-423-4771	
VanBochove	JIM VANBOCHOVE			
Vardan	Bala Vardan			
VCU Libraries	VIRGINIA COMMONWEALTH UNIV. LIBRARIES		804-828-1106	
Venture	VENTURE DISTRIBUTING CO.		248 476-9494	
Verizon	VERIZON WIRELESS		877-955-0505	
Vermont	VERMONTVILLE TOWNSHIP LIBRARY		517-726-1362	
Video	VIDEO AIDED INSTRUCTION, INC.		800-238-1512	
Video Bread	VIDEO BREAD		800-204-4741	EIN #75-2972291
Videotape	VIDEOTAPE PLUS		818-764-7420	
Vigilante	VIGILANTE SECURITY		248-559-7100	
Viking	VIKING OFFICE PRODUCTS		800-248-6111	
Village	VILLAGE ELECTRIC, INC.		248-585-4424	
Visionalist	VISIONALIST ENTERTAINMENT PRODUCTIONS			
Visual	VISUAL ENTITIES, INC.		616-531-9367	
Vollmayer	Diana Vollmayer			
Vornhagen	PAUL VORNHAGEN			
W. H. Race	W. H. RACE & ASSOCIATES, INC		313-885-6202	
W. L. Hoyle	W. L. HOYLE PLUMBING		586-725-6221	
W.A.N.T.	WILDLIFE & NATURE TRAVEL			
Walker's	WALKER'S MANUAL, INC.		732-431-6614	
Wall	WALL STREET JOURNAL		800-348-3555	

Vendor ID	Vendor	Contact	Telephone 1	Tax Id No
Wallaceburg	WALLACEBURG BOOKBINDING & MFG		800-214-2463	
Walsh	MARCEY J. WALSH		248-620-8863	
Walsh,	LAURA WALSH			
Walsh, Deborah	DEBORAH SNOW WALSH, INC.			
Walter	WILLIAM E. WALTER, INC.		810-232-0740	
Walter Drake	WALTER DRAKE		800-858-4979	
Watroba	MATT WATROBA			
Wayland	WAYLAND AUDIO-VISUAL		800 813-1271	13-3840885
Wayne	WAYNE STATE UNIVERSITY		313-577-4056	38-6028429
Wayne S.U. Libraries	WAYNE STATE UNIVERSITY LIBRARIES			
Wayne State U	WAYNE STATE UNIVERSITY PRESS		1-800-978-7323	
Web	WEB WISE SENIORS		866-232-7032	
Webroot	WEBROOT SOFTWARE, INC.		303 442-3813	
Weigl	WEIGL PUBLISHERS INC.		866-649-3445	
Weiss	WEISS RATINGS INC		800-627-9297	
Wesco	WESCO DISTRIBUTION			
West	WEST PAYMENT CENTER			41-1426973
West Bloom	WEST BLOOMFIELD TWP. PUB. LIBRARY			
West Branch	WEST BRANCH PUBLIC LIBRARY			
West Iron	WEST IRON DISTRICT LIBRARY			
Weston	WESTON WOODS		800-243-5020	06-0716595
WGBH	WGBH			
Whisper	WHISPER WOODS			
Whitelam	Marcella Whitelam			
Whitlock	WHITLOCK BUSINESS SYSTEMS, INC.		248-548-1040	
Wilcox	WILCOX BROS.		248-588-3600	
Wild	WILD REPUBLIC		800-800-9678	
Wildflower	WILDFLOWER ASSOC. OF MICH.		517-630-8546	
Wildlife	WILDLIFE SAFARI			
Wiley	JOHN WILEY & SONS, INC.		800-825-7550	
Williams	Ann Williams			
Wilson	WILSON FINE VIOLINS		248-258-1125	
Windfall	WINDFALL		888-348-5513	
Wine	SHERWIN WINE			
Wing	WING ENTERPRISES, INC			
Witzke	WITZKE, BERRY, CARTER & WANDER, PLLC			
WJSchroer	WJSCHROER		269-963-4874	
Wolters	WOLTERS KLUWER LAW & BUSINESS			
Wondertime	WONDERTIME			
Woodbine	WOODBINE HOUSE		800-843-7323	
Woods	WOODS & POOLE ECONOMICS		202-332-7111	52-1322963
Workman	WORKMAN PUBLISHING CO.		212-254-5900	13-2598120
Workplace	WORKPLACE INTEGRATORS		248-430-2345	38-6000242
World	WORLD BOOK, INC.		800 338-8382	
WT	WT COX INFORMATION SERVICES		1-800-571-9554	56-1352557
Wu	Qiong Wu			
Yale	YALE UNIVERSITY		203-432-1789	06-0646973
Yee	WONG HERBERT YEE			
Yoshino	MIWAKO YOSHINO			
Young	Amy Young			
Young Money	YOUNG MONEY			
Ypsilanti	YPSILANTI PUBLIC LIBRARY			38-2462745
YS Vertical File	BTPL - YOUTH SERVICES VERTICAL FILE			
Yuan	Sing Fang Yuan			
Yukon	Karrie Yukon			
Zailo	JUDITH ZAILO			
Zuzula	Richard Zuzula			
Zz	ZZZ			

Bloomfield Township Public Library
PROPOSED 2013 CALENDAR

LIBRARY CALENDAR **2013** HOLIDAY AND CLOSINGS
 Including 10 Summer Sunday Closings and no Unpaid Furlough Days

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day Observance
February 18	CLOSED	Monday	President's Day <i>(Unpaid Furlough taken)</i>
March 26	open	Tuesday	Passover
March 29	open	Friday	*Good Friday +
March 30	CLOSED	Saturday	Easter Weekend <i>(Unpaid Furlough already budgeted)</i>
March 31	CLOSED	Sunday	Easter
May 3	CLOSED	Friday	*Staff Development Day+
May 25	open	Saturday	Memorial Day Weekend
May 26	CLOSED	Sunday	Memorial Day Weekend
May 27	CLOSED	Monday	*Memorial Day Observance
June 23	CLOSED	Sunday	Summer Sunday Closing
June 30	CLOSED	Sunday	Summer Sunday Closing
July 4	CLOSED	Thursday	*Independence Day
July 7	CLOSED	Sunday	Summer Sunday Closing
July 14	CLOSED	Sunday	Summer Sunday Closing
July 21	CLOSED	Sunday	Summer Sunday Closing
July 28	CLOSED	Sunday	Summer Sunday Closing
August 4	CLOSED	Sunday	Summer Sunday Closing
August 11	CLOSED	Sunday	Summer Sunday Closing
August 18	CLOSED	Sunday	Summer Sunday Closing
August 25	CLOSED	Sunday	Summer Sunday Closing
August 31	open	Saturday	Labor Day Weekend
September 1	CLOSED	Sunday	Labor Day Weekend
September 2	CLOSED	Monday	*Labor Day
September 5	open	Thursday	Rosh Hashanah
September 14	open	Saturday	Yom Kippur
October 14	open	Monday	Columbus Day Observance
November 11	open	Monday	Veterans Day
November 27	Close @ 5:30 p.m.	Wednesday	Thanksgiving Eve
November 28	CLOSED	Thursday	*Thanksgiving Day/Hanukkah
December 24	CLOSED	Tuesday	*Christmas Eve
December 25	CLOSED	Wednesday	*Christmas Day
December 31	open	Tuesday	New Year's Eve

2014			
January 1	CLOSED	Wednesday	*New Year's Day
January 20	open	Monday	Martin Luther King Day
February 17	open	Monday	President's Day

+Floating holidays: Good Friday to be used any day during same payroll period at the discretion of the supervisor. Staff Development Day to be used any day during same payroll period at the discretion of the supervisor, if staff member is eligible for holidays and attended Staff Development Day.

*Library-approved paid holidays
Closed Summer Sundays

Daylight Savings Time begins: Sunday, March 10, 2013
 Daylight Savings Time ends: Sunday, November 3, 2013

Proposed 2-20-13

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Karen Kotulis-Carter
DATE: March 4, 2013
SUBJECT: Director's Succession Plan Process

I hope the Library Director Succession Planning Toolkit was helpful to you. The procedure is most important to review and agree upon the various steps involved. The Library Board must first decide if it is better to appoint an ad hoc Director Search Committee or to add this lengthy assignment to the existing Personnel Committee. If there were few current assignments for which the Personnel Committee is responsible, it could be a simple addition to their duties. However, at this time, with the implementation of the Affordable Care Act and PA 152, it might be wiser to appoint an ad hoc committee who can focus on this one big assignment at hand.

Please review the contents of the toolkit for our discussion at the March 19 Board meeting. Other than the specific interview questions, the process can be discussed at an open meeting.

According to our updated timeline, the Library Board should approve the toolkit posting, interview packet and process at the March 19, 2013 meeting and appoint the ad hoc Director Search Committee, if it decides to do so rather than assign the Personnel Committee this responsibility.

The next step, after this approval, will be to post the position on March 31, 2013. Andrea Aragona is ready for your direction. She will also need to have the BTPL information packet ready to be shared with all applicants.

As you can see, the timeline is lengthy and needs to move along in order to have a new director in place by this coming Fall. Thank you for your review.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Karen Kotulis-Carter
DATE: February 26, 2013
SUBJECT: Director's Succession Plan Updated Timeline

Thank you for your support regarding my notice of retirement effective August 1, 2013. I wanted to give the Library Board generous notice in order to provide a very smooth transition. As you can see by the updated timeline below, the process can take approximately six months.

2-15-13	Board President notified of Intent to retire
2-19-13	Resignation Letter accepted at Board meeting
2-19-13	Board review Toolkit posting, interview packet and process
3-19-13	Board approve Toolkit posting, interview packet and process Board appoint ad hoc Search Committee
3-31-13	Job Posting out to MLA, ALA and TLN Application Forms and BTPL Information packet sent to applicants as applications received
4-30-13	Deadline for applications
5-15-13	Board reviews all applications and agrees on 1 st cut selected
5-30-13	Search Committee calls 1 st cut of selected candidates
6-16-13	Library Board agrees on final round of candidates Director's Secretary schedules on-site forum and interview
7-16/30 -13	Board Interviews and Staff Open Forums
8-5-13	Decision made for top choice
8-5-13	Reference Checks for top choice
8-5-13	President offers position to candidate/candidate accepts
8-6-13	Notify candidates who did not get the job
8-10-13	Staff and Public Announcement New Director starts / Orientation with Assistant Director, trustees, Township

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Assistant Director

DATE: February 12, 2013

SUBJECT: Strategic Plan Update

Library staff is wrapping up work on the following ten short term goals for this year:

- For our “First Meeting Free” goal, Bloomfield Township public and private schools were invited to meet at the Library. To date, three groups have scheduled meetings at the Library.
- A short survey for Bloomfield Township residents to determine what they know about the Library and its collections, programs and services has been developed. Committee members are finalizing the survey now. Patrons may complete the survey on our website this month.
- Five teen book reviews, with the assistance of the Teen Advisory Board (TAB), have been created! These are on the Library website – Teen page. Enjoy viewing these!
- Our popular library rewards program, held in September, 2012 in conjunction with National Library Card Sign Up month, was quite successful. Another rewards promotion will be held in 2013.
- A welcome brochure draft, highlighting Library collections and services, continues to evolve. This new brochure will be given to each person receiving a new Bloomfield Township Public Library card, placed in our new resident welcome packets and available at the Welcome Desk.
- Our relationship with the Bloomfield Historical Society has been strengthened by working as a team to develop our local history collection. The Bloomfield Historical Society President is participating on the Library’s 50th Anniversary Core Committee.
- Several Library catalog improvements, suggested by Department Heads for consistency in wording, have been made.
- A Library staff Wayfinding committee supports a request for an iPad interactive Kiosk to the Library Wish List. This kiosk will aid our patrons in locating areas

around the building that they are interested in. We continue to refine the wayfinding map as it can be used also in this kiosk.

- Adult Services staff is working to promote programs developed with seniors in mind for greater appeal and attendance. Hands on computer tutorials to learn basic computer skills are now available on the Library website. Staff will guide patrons to these and other resources to practice computer skills at the Library or at home.
- Several new VITALITY kits have been added: Sleeping Better, Retirement, Connecting with Grandchildren and an additional Memory Kit and Game Kit have been added. A visit to the Maple Village retirement facility is being planned to introduce these kits to the residents there.

Through our annual short term goals, the Library continues to make progress toward achieving all four long range objectives and to fulfill our mission of “Bloomfield Township Public Library champions the power of words to spark discovery and imagination”.

FOL Board Meeting
February 6, 2013

President Glenda Bard called the meeting to order at 12:35 p.m.

Board members present: Glenda Bard, Wolf Chayt, Kathy Conner, Nancy Lambert, Germaine Mack, Pat Miotke, Warren Nielsen, Sally Pullar, Cathy Ranke, Barb Smalley and Virginia Smith.

Others present: Karen Kotulis Carter, and Andrea Aragona.

Present's Report: Glenda

- The president announced that the Bag day sale will be held on May 11, 2013, and the Big Book Sale on October 12 – 13, 2013.
- The July 3 Board meeting will be changed to July 10, 2013.
- The January 1, 2014 meeting will be changed to January 8, 2014.
- Glenda requested that signs for donations be placed in the lobby due to the fall off in the number of donations.
- Not all sorters will be issued ID badges. They are given to Board members and those who have a special reason to need a badge.

Secretaries Report

Moved by Wolf and seconded by Barb to accept the December minutes. The minutes were approved.

Moved by Sally and seconded by Wolf to accept the January minutes. The minutes were approved as corrected. The correction was to change the year to January 9, 2013.

Treasurers Report: (see attached) Kathy C

Moved by Cathy R and seconded by Wolf to approve the treasurer's report as presented. The report was approved.

Membership Report: Barb – 371 members

Bookstore: Cathy -- \$3479.91 collected during January 2013.

SSSS: Virginia

There will be two special features at the Saturday Sale: World War II books for a second month and poetry books.

Library Trustee: Pam

- Eight applicants filled out forms to become the new Trustee.
- The lawn and garden maintenance (\$12,750) plus snow removal contracts were approved.

Director's Report: Karen Also see the attachment

- Thanks to Glenda, Sally and Nancy for making and serving refreshments at the recent Chamber concert.
- There are eight people to interview for the Board of Trustees. It is hoped the full compliment of members will be available for the April meeting.
- All Board members please fill out and update your emergency form.
- Schematic designs of the State Backdrop were passed around.

Old Business:

There was no update on the annual meeting.

New Business:

Kathy C read the summary of the revision of the Bylaws.

Germaine moved to amend the 2013 revision to allow 13 Directors. Motion seconded by Sally. Approved.

Moved by Barb and seconded by Cathy R to make the following changed in the 2013 revision of the Bylaws:

- **Article VII Sec. 5 Other Committees the second sentence to read: The duties and number of members shall be determined by the Board of Directors.**

- Article VIII: retain the language existing in the 2005 Bylaws plus add the new paragraph two (2) and three (3) as listed in the 2013 revision. The motion was approved.

-

Moved by Cathy R and seconded by Kathy C to approve the following Wish List Items:

- \$7,100/year x 2 years = \$14,200 Youth Services – AWE computers upgrade [\$7,100 approved]
- \$180 Facilities – Grant Piano cover
- \$5,000 Youth Services – 2013 Summer Reading Program
- \$700 Adult Services for Teen Programs
- \$456 Adult Services for *Bookpage*

The grand total of Wish List items is \$13,436. The motion was carried.

Two items of discussion were noted in discussion on the Wish List. \$10,000 remains to be paid on the Stage Backdrop, priority #3. This must be encumbered before the end of the fiscal year. In the second item Karen noted that the recycled plastic book bags will run out by June 2013. She further noted that only \$1,750 was needed as the account has \$1,675 remaining from the previous order. If this item was approved at the March 2013 meeting the timeline for ordering would allow the bags to be received before the current supply runs out.

Moved by Wolf, seconded by Cathy C to adjourn the meeting. Meeting adjourned at 1:30 p.m.

Respectfully submitted,

Nancy Lambert, Secretary

The next meeting will be on Wednesday. March 6, 2013.

Please bring your white Friends of the Library Reference Manual to the March meeting.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

March, 2013

- *Thank you all for your kind words and good wishes for **my retirement**. I hope we can accomplish many projects and goals together over the next five months! I have placed a copy of my letter for each of you in your FOL mailbox.*
- *I apologize that Andrea Aragona and I will not be able to attend the March 6 FOL Board meeting. We will be attending the funeral for **Tim Fiscelli**, our past Facility Services Department Head who passed away March 1.*
- *We have eight applicants for the **Library Board trustee vacancy**: Judith Greenbaum, Eli Greenbaum, Ann Manning, Eugene Dixon, Joan Berndt, R. Kelley Cook, Ellerie Brownfair and Charlton Burch. Interviews are scheduled for Saturday, March 9 from 10am to 12:30 pm. and are open to the public.*
- *Our Systems staff is working on a solution to making the Friends more accessible on the **website**. As soon as a mock-up of the drop-down menus are ready, we will share them with the Friends.*
- *The new Spring 2013 edition of the **library newsletter** is in print! These should be arriving in your mailbox soon. (I have placed a copy of the newsletter in your FOL mailbox).*
- *Attached to this report is the **monthly gifts expended report** for your information.*
- *Also attached is the most recent **Friend Board Roster**, as updated by Andrea Aragona, 2/8/13.*
- ***THANK YOU** for everything you each do to make our library The Place To Discover!!*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2013

APRIL

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Silly Day 11am-2pm	2 Knit N Stitch Circle 10am Tue at the Movies 2-4pm	3 Its Puzzling 1pm Great Books Group 6:45pm	4	5 Lego Club 2pm	6 Family Story Time 11am Intro to MS Word 2pm
7	8 Healthy Lawn Care 6pm	9 Movers & Shakers 10am & 11am Memoir Writers Group 1pm Teen Advisory Board 4pm	10 Bouncing Babies 10am Nonfiction Book Club 7pm Writers Rendezvous 7pm	11 Almost on My Own 10am Just Us Kids 2pm Family Story Time 6:30pm	12 After Hours Teen Hide & seek Challenge 6:30pm Author Thirty Umringer 7pm @ Farmington Community Library	13 FOL Second Saturday Sale 9:30-3:30
14	15 Sign and Play 10am Ebooks: Free from the Library 7pm+ Master Composter Class 6:45pm	16 Movers & Shakers 10am & 11am Tuesday Book Club 10am Teen Advisory Board 4pm	17 Bouncing Babies 10am Mystery Book Club 1pm Scrabble Club 6:30pm Great books club 6:45pm Identify Theft: Protect yourself 7pm	18 Almost on My Own 10am Just Us Kids 2pm	19 Coffee & Conversation 10-11am Paul Vondiziano, Classical Guitar 7:30pm	20 Sensory Saturdays 11am Intro to MS Excel 2-4pm
21	22 Sign and Play 10am Rain Gardens for the Rouge River 6pm	23 Movers & Shakers 10am & 11am Memoir Writers Group 1pm Library Board Meeting 7pm	24 Bouncing Babies 10am PJ Theater 6:30pm Writers' Rendezvous 7pm	25 Almost on My Own 10am Eleanor's Book Club 10am Just Us Kids 2pm	26 Chamber Music Concert 7:30pm	27
28	29 Sign and Play 10am	30 Movers & Shakers 10am & 11am				