



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
March 17, 2015
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Judy Lindstrom, Vice President

Pamela Williams, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.

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

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 17, 2015
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 17, 2015
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - 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. FY 2014/2015 Budget Close
 - b. FY 2015/2016 Proposed Budget
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, April 28, 2015 at 7:00 p.m.
16. Adjournment

**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 17, 2015 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	3/13/15
2a	Request to remove items from the Consent Agenda for Discussion	3/13/15
2b	Motion to approve the order of items for the regular and consent agendas	3/13/15
5	Motion to approve remaining consent agenda items 6-8d	3/13/15
6	Regular Board Meeting Minutes of 2-17-15	3/13/15
7a	Cash Disbursements	3/13/15
7b	Revenues/Expenditures Budget Report	3/13/15
7c	Energy Report	3/13/15
8a	President's Report	3/13/15
8b	Director's Report	3/13/15
8c	Tentative Schedule Calendar	3/13/15
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee – no report	
8d	Landscape-Interiors Committee – Meeting Minutes of 3/10/15	3/13/15
8d	Personnel Committee – no report	
8d	Policy Committee – no report	
11a	FY 2014/2015 Budget Close	3/13/15
11b	FY 2015/2016 Proposed Budget	3/13/15
13	Motion to approve any items removed from the consent agenda	3/13/15
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Memo regarding Strategic Plan Update	3/13/15
	Administrative Calendar– April 2015	3/13/15

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 17, 2015

At 7:01 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by Vice President, Judy Lindstrom.

Present: Trustees: Peggy Cohen, Eli Greenbaum, Judy Lindstrom, Joan Luksik (via conference call) and Pam Williams

Unable to attend: Trustees: Grant Gerhart

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

Guests: Marcia Preston, SOC; Connie Silver, Adult Services Librarian; Edward Schwartz, Gregory Schwartz & Co., Inc.; Walter Schwartz, Gregory Schwartz & Co., Inc.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

Vice President's Verbal Report:

Judy welcomed everyone and commented on how amazing this Library is! She stated that she was in the Library looking up several things and was just so impressed. She stated that sometimes we forget the wealth of information available for us at this Library. She applauded the Library and our wonderful staff!

Director's Verbal Report:

Carol shared a brief synopsis of the January 28th article in the Birmingham Bloomfield Eagle highlighting the 50th anniversary year of the Friends of the Bloomfield Township Public Library. She also informed the Trustees of the \$38,174.00 in funding for the Library approved by the Friends at their February meeting! Carol also shared a comment received by the daughter of one of our Library By Mail patrons complimenting the Library on this program and thanking the Library for all it does for its patrons!

CONSENT AGENDA MOTION:

After discussion, a motion was made by Eli Greenbaum, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENTS**

A vote was taken for approval of the motion.

Ayes: Cohen, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Judy welcomed Marcia Preston, SOC representative; Connie Silver, Adult Services Librarian; Edward and Walter Schwartz, Gregory Schwartz & Co. Inc.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:***11a 50th Anniversary Time Capsule***

It is now time to close this 50th Anniversary milestone year for the Bloomfield Township Public Library by sealing the Library's time capsule. Tera Moon presented the representative items in the time capsule such as a book, DVD and audiobook, a 50th Anniversary photo book and program from the "Night at the Library" Gala, various items created by the Teen Advisory Board and several end of year publications and magazines featuring the year 2014 in review, along with other items of interest. The time capsule will be sealed in an archival box and placed in the Library's Archives with a designation to open in 25 years upon the occasion of the Library's 75th anniversary in October, 2039. The Library Board of Trustees sealed the time capsule at this time.

11b Investment Review:

Edward Schwartz and Walter Schwartz of Gregory Schwartz & Co. presented a General Fund Investment Review for the Trustees. They reviewed the Market updates, Asset updates and Performance analysis with regard to the Library's account. They also reviewed several specific topics requested by the Trustees.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to the amount of \$9,000.00 paid to Innovative Interfaces, Inc. Carol explained that this was payment for a collection agency module and was a onetime purchase. Carol also stated that the funding for this module was given by the Friends of the Library.

After discussion, a motion was made by Pam Williams, seconded by Peggy Cohen, **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED**OTHER:**

Pam Williams stated that before the budget cuts, the Library was a member of the Birmingham Bloomfield Chamber of Commerce and wondered if we are considering renewing our membership in the future. Carol stated that the theme of the 2015-16 budget is restoration, and we will look into renewing our membership at this time.

Meeting adjourned at 8:03 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, March 17, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
March, 2015****New Vendors:**

Fairytale Entertainment – a new vendor for Youth Services programs

General Fund Advance

- Check #14761 payable to Bloomfield Township Public Library Gift Fund in the amount of \$100.00 is payment for an online donation.
- Check #14763 payable to SOC (Staff Organization Committee) in the amount of \$48.39 is payment for our February All Staff Meeting supplies.
- Check #14771 payable to Principal Life Insurance Co. – SBD Grande Island in the amount of \$644.14 is payment for life insurance for our 27 part time employees.

General Fund

- Check #14777 payable to Anderson, Eckstein and Westrick, Inc. in the amount of \$1,325.00 was payment for engineering and design work for the check valve.
- Check #14779 payable to Backer Landscaping, Inc. in the amount of \$18,470.00 was payment for January and February, 2015 salt application to the Library parking lot.
- Check #14792 payable to Charter Township of Bloomfield in the amount of \$10.00 was payment for a concert DVD.
- Check #14795 payable to Fairytale Entertainment in the amount of \$200.00 was payment for our March 4, 2015 Frozen program entertainment.
- Check #14804 payable to Mergent, Inc. in the amount of \$12,000.00 was payment for our annual subscription fee to several business databases and print sources.
- Check #14805 payable to the Metronet Library Consortium in the amount of \$171.24 was payment for several ebooks.

- Check #14810 payable to NBS in the amount of \$1,653.00 was payment for quarterly carpet cleaning.
- Check #14813 payable to Oakland County Historical Resources in the amount of \$600.00 was payment for the Library's annual membership.
- Check #147827 payable to Summit Electric, Inc. in the amount of \$5,759.15 was payment for lighting repairs.
- Check #14830 payable to The Library Network in the amount of \$6,234.00 was payment for our annual Zinio emagazine subscription and online Consumers Report database annual subscription.
- Check #14835 payable to Bloomfield Township in the amount of \$214,151.04 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.

Gift Fund

- Check #4532 payable to Bloomfield Township Public Library in the amount of \$278.50 was payment for materials purchased that should have been paid originally with gift funding.
- Check #4534 payable to Charter Township of Bloomfield in the amount of \$70.00 was payment for seven DVDs from the January, 2015 chamber music concert.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2015

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
14758	2/18/15	Brooke Hoskins	104.01	70.60
14759	2/18/15	Edward Niemchak	104.01	62.01
14760	2/18/15	AT&T	104.01	484.35
14761	2/18/15	BTPL Gift Fund	104.01	100.00
14762	2/18/15	FLAGSTAR BANK	104.01	1,475.71
14763	2/18/15	BTPL SOC	104.01	48.39
14764	2/18/15	COMCAST	104.01	54.30
14765	2/23/15	AT&T LONG DISTANCE	104.01	321.48
14766	2/23/15	COMCAST	104.01	76.95
14767	2/23/15	CONSUMERS ENERGY	104.01	5,254.12
14768	2/23/15	DTE ENERGY	104.01	14,826.92
14769	2/23/15	HOME DEPOT CR. SERV.	104.01	290.19
14770	2/23/15	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
14771	2/23/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	644.14
14772	2/23/15	VERIZON WIRELESS	104.01	200.76
14773	2/27/15	AMAZON.COM	104.01	3,054.48
Total				<u>\$27,042.40</u>
REGULAR CHECKS:				
14774	3/6/15	ABDO PUBLISHING CO.	104.01	1,544.10
14775	3/6/15	ALEXANDER STREET PRESS	104.01	1,197.91
14776	3/6/15	ALLIED PRINTING CO., INC.	104.01	1,134.00
14777	3/6/15	ANDERSON, ECKSTEIN AND WESTRICK, INC.	104.01	1,325.00
14778	3/6/15	ATLAS BUSINESS SOLUTIONS	104.01	150.00
14779	3/6/15	BACKER LANDSCAPING, INC.	104.01	18,470.00
14780	3/6/15	BAKER & TAYLOR, INC.	104.01	10,535.13
14780a	3/6/15	VOID	104.01	
14780b	3/6/15	VOID	104.01	
14780c	3/6/15	VOID	104.01	
14781	3/6/15	BLACKSTONE AUDIO, INC.	104.01	494.99
14782	3/6/15	BOOK BEAT	104.01	205.51
14783	3/6/15	BOOKS GALORE INC.	104.01	316.04
14784	3/6/15	BRILLIANCE PUBLISHING, INC.	104.01	214.94
14785	3/6/15	BRODART CO.	104.01	43.28
14786	3/6/15	BUTZEL LONG	104.01	292.50
14787	3/6/15	CAR TRUCKING, INC.	104.01	199.50
14788	3/6/15	CAVENDISH SQUARE	104.01	20.95
14789	3/6/15	CDW GOVERNMENT, INC.	104.01	330.77
14790	3/6/15	CENGAGE LEARNING/GALE	104.01	563.81
14791	3/6/15	CENTER POINT PUBLISHING	104.01	3,127.38
14792	3/6/15	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	10.00
14793	3/6/15	DISCOUNT SCHOOL SUPPLY	104.01	105.94
14794	3/6/15	DU ALL CLEANING, INC	104.01	4,730.00
14795	3/6/15	FAIRYTALE ENTERTAINMENT	104.01	200.00
14796	3/6/15	GRAINGER, INC	104.01	1,115.37
14797	3/6/15	H. V. BURTON CO.	104.01	217.00
14798	3/6/15	INGRAM LIBRARY SERVICES	104.01	41.98
14799	3/6/15	LJ ROLLS REFRIGERATION CO., INC	104.01	1,452.35
14800	3/6/15	LAFORCE	104.01	1,273.80
14801	3/6/15	LERNER PUBLISHING GROUP	104.01	977.87
14802	3/6/15	LEXISNEXIS MATTHEW BENDER	104.01	1,247.50
14803	3/6/15	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	50.25
14804	3/6/15	MERGENT, INC.	104.01	12,000.00

Check #	Date	Payee	Cash Account	Amount
14805	3/6/15	METRONET LIB. CONSORT.	104.01	171.24
14806	3/6/15	MICROMARKETING LLC	104.01	116.60
14807	3/6/15	MIDWEST TAPE	104.01	7,052.24
14807a	3/6/15	VOID	104.01	
14807b	3/6/15	VOID	104.01	
14807c	3/6/15	VOID	104.01	
14808	3/6/15	MORNINGSTAR, INC.	104.01	215.00
14809	3/6/15	MULTICULTURAL BOOKS & VIDEOS	104.01	57.85
14810	3/6/15	NBS	104.01	1,653.00
14811	3/6/15	NICHOLS PAPER & SUPPLY CO	104.01	1,084.40
14812	3/6/15	NUTECH GRAPHICS	104.01	2,058.87
14813	3/6/15	OAKLAND COUNTY HISTORICAL RESOURCES	104.01	600.00
14814	3/6/15	OVERDRIVE	104.01	8,693.17
14815	3/6/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,227.79
14815a	3/6/15	VOID	104.01	
14816	3/6/15	PEACH COBBLER BOOKS	104.01	124.70
14817	3/6/15	PENGUIN RANDOM HOUSE, INC.	104.01	534.50
14818	3/6/15	QUALITY BOOKS INC.	104.01	41.28
14819	3/6/15	QUILL CORPORATION	104.01	390.89
14820	3/6/15	RECORDED BOOKS, LLC	104.01	1,607.97
14820a	3/6/15	VOID	104.01	
14821	3/6/15	RICOH USA, INC	104.01	2,370.60
14822	3/6/15	S & S WORLDWIDE, INC.	104.01	175.77
14823	3/6/15	SALEM PRESS, INC.	104.01	534.60
14824	3/6/15	SHOPLET.COM	104.01	133.77
14825	3/6/15	SHOWCASES	104.01	460.16
14826	3/6/15	STAPLES ADVANTAGE	104.01	441.57
14827	3/6/15	SUMMIT ELECTRIC, INC.	104.01	5,759.15
14828	3/6/15	TANTOR MEDIA	104.01	200.93
14829	3/6/15	THE CHILD'S WORLD	104.01	1,039.30
14830	3/6/15	THE LIBRARY NETWORK	104.01	6,234.00
14831	3/6/15	ULINE	104.01	357.57
14832	3/6/15	UNIQUE MANAGEMENT SERVICES, INC.	104.01	35.80
14833	3/6/15	VIGILANTE SECURITY	104.01	1,950.00
14834	3/6/15	WESTON WOODS	104.01	65.95
14835	3/6/15	BLOOMFIELD TOWNSHIP	104.01	214,151.04

Total				<u><u>\$323,127.58</u></u>
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Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4528	2/18/15	Emily Hudak	102.03	24.38
4529	2/18/15	Amy Young	102.03	75.97
4530	2/18/15	FLAGSTAR BANK	102.03	892.89
4531	2/18/15	LAURA MOTT	102.03	100.00

	<u><u>\$1,093.24</u></u>
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REGULAR CHECKS:

4532	3/6/15	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	278.50
4533	3/6/15	COMMUNITY FOUNDATION - SE MICH.	102.03	void
4534	3/6/15	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	70.00
4535	3/6/15	DAROLD GONZALES	102.03	150.00
4536	3/6/15	ORIENTAL TRADING CO., INC.	102.03	72.74
4537	3/6/15	JIM SLEZINSKI	102.03	200.00
4538	3/6/15	U.S. TOY CO.	102.03	298.98

Total				<u><u>\$1,070.22</u></u>
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Check #	Date	Payee	Cash Account	Amount
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Bloomfield Township Public Library 2014-2015 General Fund Budget

7b

PRESENTED: MARCH 17, 2015 FOR THE MONTH OF: FEBRUARY 2015

Eleven months 91%

	2014-2015	2014-2015				Eleven months 91%
ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
	MAR 18, 2014	AUG 19, 2014	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>						
Taxes	\$4,755,210	\$4,755,210	\$1,680,385	\$5,621,544	118.22%	\$866,334
Penal Fines	\$56,445	\$56,445	\$0	\$61,712	109.33%	\$5,267
State Aid	\$21,448	\$21,448	\$0	\$12,213	56.94%	(\$9,235)
Circulation Fines & Fees	\$145,464	\$145,464	\$8,158	\$110,249	75.79%	(\$35,215)
Charges for Services	\$14,278	\$14,278	\$835	\$11,555	80.93%	(\$2,723)
Investment earnings	\$90,245	\$90,245	(\$4,916)	\$60,807	67.38%	(\$29,438)
Miscellaneous	\$9,369	\$9,369	\$266	\$10,892	116.26%	\$1,523
Total Revenues	\$5,092,459	\$5,092,459	\$1,684,728	\$5,888,972	115.64%	\$796,513
<u>Expenditures</u>						
Personnel	\$3,335,738	\$3,363,966	\$214,673	\$3,021,268	89.81%	(\$342,698)
Library Services	\$788,530	\$786,530	\$58,647	\$689,907	87.72%	(\$96,623)
Facilities & Equipment	\$1,064,343	\$1,064,343	\$66,599	\$831,205	78.10%	(\$233,138)
Other Operating Expenditures	\$245,642	\$257,142	\$7,019	\$235,234	91.48%	(\$21,908)
Total Expenditures	\$5,434,253	\$5,471,981	\$346,940	\$4,777,614	87.31%	(\$694,367)
Fund Balance - Beginning	\$7,402,218	\$7,488,790		\$7,488,790		
Net revenue (expenditure)	(\$341,794)	(\$379,522)		\$1,111,359		
Fund Balance - Ending	\$7,060,424	\$7,109,268		\$8,600,149		

Amendments to the budget:

None

Non-spendable Fund Balance (includes all fixed assets)	\$26,628,930	\$25,930,328
Restricted Fund Balance (nothing)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$3,446,271	\$3,450,401
Assigned Fund Balance (is \$446,125 (3/31/14 compensated absences accrual) plus \$3,079,151 (61.2868% funding of the OPEB obligation of \$5,024,164)	\$3,614,153	\$3,525,275
Unassigned Fund Balance (is the unplanned emergency amount)	\$0	\$133,592

**Bloomfield Township Public Library
2014-2015 Gift Fund Budget**

7b

PRESENTED: MARCH 17, 2015 FOR THE MONTH OF: FEBRUARY 2015

Eleven Months 91%

ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF FEB 28, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$62,896	\$200	\$62,896	100.00%	\$0
Investment Earnings	\$200	\$200	\$92	\$629	314.43%	\$429
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$63,096	\$292	\$63,525	100.68%	\$429
<u>Expenditures</u>						
Library Services	\$38,373	\$54,592	\$1,465	\$41,550	76.11%	(\$13,041)
Facilities & Equipment	\$32,300	\$56,466	\$192	\$26,320	46.61%	(\$30,146)
Other Operating Expenditures	\$91,456	\$114,717	\$2,152	\$15,709	13.69%	(\$99,008)
Total Expenditures	\$162,129	\$225,774	\$3,808	\$83,579	37.02%	(\$142,195)
Fund Balance	\$95,632	\$98,726		\$98,726		
Reserved Fund Bal.	\$65,997	\$64,152		\$64,152		
Net revenue (expenditures)	(\$161,429)	(\$162,678)		(\$20,054)		
 Fund Balance - Ending	 \$200	 \$200		 \$142,824		

Amendments to the budget:

All amendments due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
February 2015

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	2/28/2015	\$184,914.13
	Flagstar Public Funds Savings	0.35%	2/28/2015	\$221,250.58
	Flagstar Premier Public Entities Checking	0.25%	2/28/2015	\$20,366.04
	RBC Capital Cash/Money Market	0.01%	2/28/2015	\$4.75
	RBC Capital - Investments	1.49%	2/28/2015	\$8,490,959.04
Total General Fund				\$8,732,580.41
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	2/28/2015	\$89,139.29
	Huntington CD (Charnov gift) - matures 02/02/15	0.45%	2/28/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	2/28/2015	\$6,499.60
Total Gift Fund				\$145,638.89

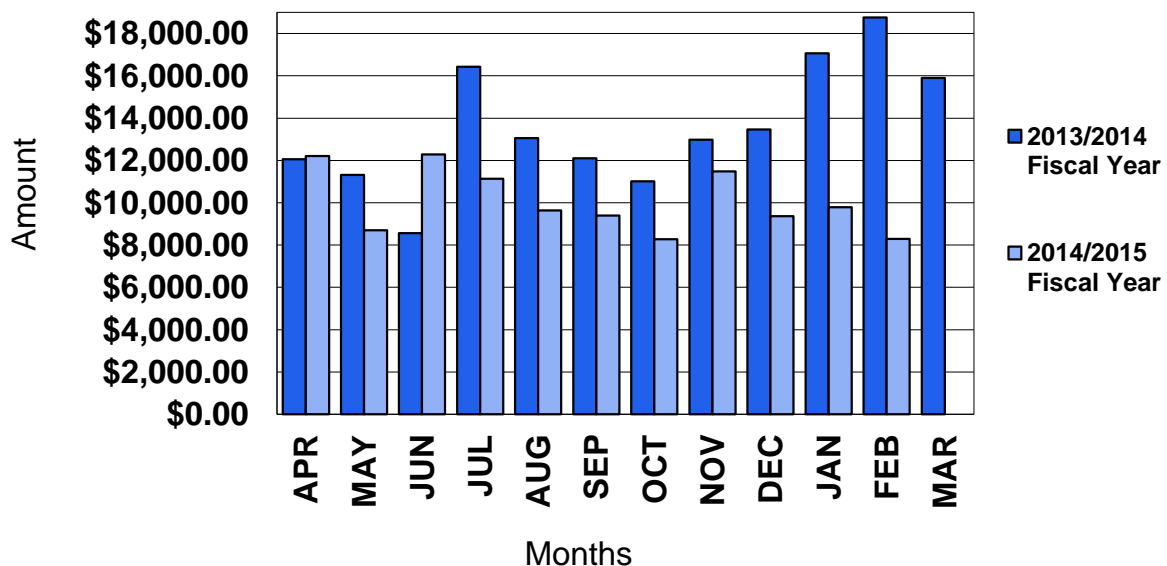
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

Jeanette P. Myers Memorial Scholarship Fund	12/31/2013	\$13,815.00
Yvonne T. Atkinson Fund	12/31/2013	\$30,061.00
Isabel and Lawrence Smith Challenge Grant	12/31/2013	\$31,565.00
BTPL Endowment Fund	12/31/2013	\$29,138.00
Fair Radom Garden Endowment Fund	12/31/2013	\$15,320.00
Library Director's Legacy Fund	12/31/2013	\$12,576.00
Total CFSEM holdings		\$132,475.00

FINES AND FEES - TWO-YEAR COMPARISON

Month	2013/2014 Fiscal Year	2014/2015 Fiscal Year	Difference
APR	\$12,058.52	\$12,209.70	\$151.18
MAY	\$11,311.82	\$8,696.66	(\$2,615.16)
JUN	\$8,567.53	\$12,283.41	\$3,715.88
JUL	\$16,428.37	\$11,136.86	(\$5,291.51)
AUG	\$13,062.09	\$9,638.91	(\$3,423.18)
SEP	\$12,098.00	\$9,388.48	(\$2,709.52)
OCT	\$11,014.75	\$8,275.12	(\$2,739.63)
NOV	\$12,978.24	\$11,484.10	(\$1,494.14)
DEC	\$13,470.53	\$9,370.84	(\$4,099.69)
JAN	\$17,059.39	\$9,780.91	(\$7,278.48)
FEB	\$18,758.60	\$8,293.01	(\$10,465.59)
MAR	\$15,904.78		(\$15,904.78)
			YTD Difference
TOTAL	<u>\$162,712.62</u>	<u>\$110,558.00</u>	<u>(\$52,154.62)</u>

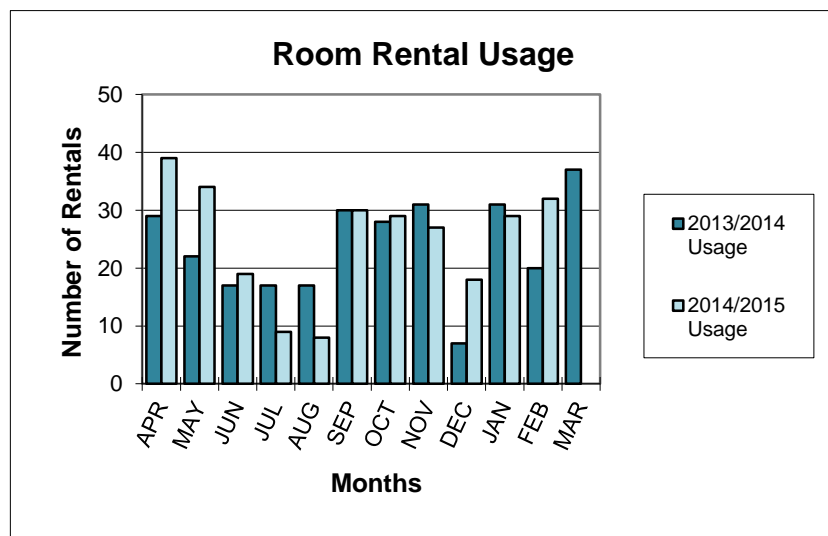
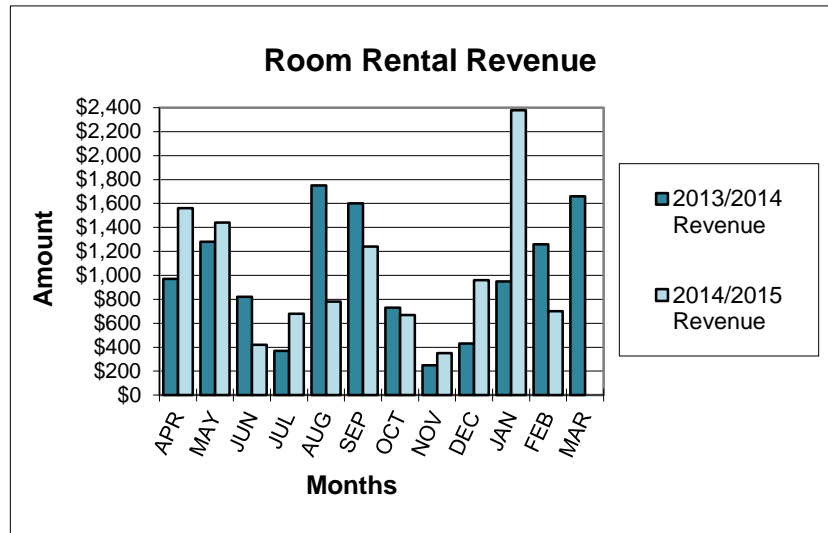
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2013/2014 <u>Revenue</u>	2014/2015 <u>Revenue</u>	<u>Difference</u>	2013/2014 <u>Usage</u>	2014/2015 <u>Usage</u>	<u>Month</u>
APR	\$970.00	\$1,560.00	\$590.00	29	39	APR
MAY	\$1,280.00	\$1,440.00	\$160.00	22	34	MAY
JUN	\$820.00	\$420.00	(\$400.00)	17	19	JUN
JUL	\$370.00	\$680.00	\$310.00	17	9	JUL
AUG	\$1,750.00	\$780.00	(\$970.00)	17	8	AUG
SEP	\$1,600.00	\$1,240.00	(\$360.00)	30	30	SEP
OCT	\$730.00	\$670.00	(\$60.00)	28	29	OCT
NOV	\$250.00	\$350.00	\$100.00	31	27	NOV
DEC	\$430.00	\$960.00	\$530.00	7	18	DEC
JAN	\$950.00	\$2,380.00	\$1,430.00	31	29	JAN
FEB	\$1,260.00	\$700.00	(\$560.00)	20	32	FEB
MAR	\$1,660.00		(\$1,660.00)	37		MAR
TOTAL	<u>\$12,070.00</u>	<u>\$11,180.00</u>	<u>YTD Difference</u> <u>(\$890.00)</u>	<u>286</u>	<u>274</u>	



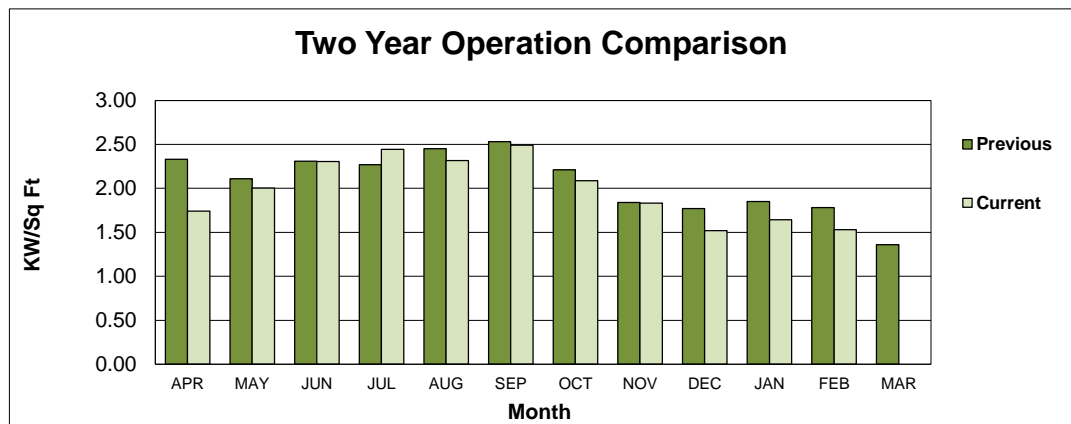
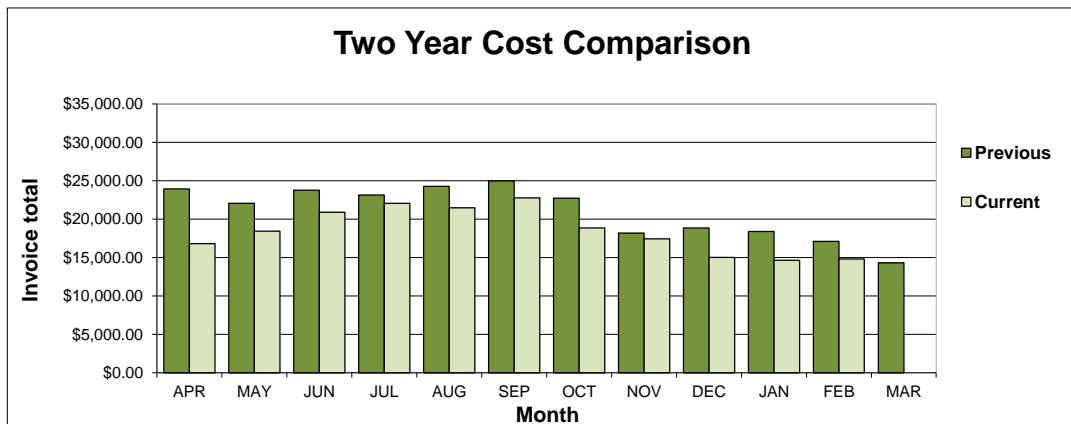
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2013/2014	2013/2014 (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	\$23,924.85	\$16,804.85	(\$7,120.00)	175,910	\$0.10	244.32	1.74	\$23.34	\$0.17
MAY	\$22,040.98	\$18,418.83	(\$3,622.15)	202,300	\$0.09	271.91	2.00	\$24.76	\$0.18
JUN	\$23,747.63	\$20,895.87	(\$2,851.76)	232,890	\$0.09	323.46	2.31	\$29.02	\$0.21
JUL	\$23,128.92	\$22,046.99	(\$1,081.93)	246,890	\$0.09	331.84	2.44	\$29.63	\$0.22
AUG	\$24,264.13	\$21,485.57	(\$2,778.56)	234,080	\$0.09	314.62	2.32	\$28.88	\$0.21
SEP	\$24,952.03	\$22,772.57	(\$2,179.46)	251,650	\$0.09	349.51	2.49	\$31.63	\$0.23
OCT	\$22,741.30	\$18,852.35	(\$3,888.95)	210,700	\$0.09	283.20	2.09	\$25.34	\$0.19
NOV	\$18,183.53	\$17,447.10	(\$736.43)	184,940	\$0.09	256.86	1.83	\$24.23	\$0.17
DEC	\$18,858.90	\$15,000.01	(\$3,858.89)	153,370	\$0.10	206.14	1.52	\$20.16	\$0.15
JAN	\$18,391.36	\$14,664.69	(\$3,726.67)	166,110	\$0.09	223.27	1.64	\$19.71	\$0.15
FEB	\$17,100.73	\$14,826.92	(\$2,273.81)	154,560	\$0.10	230.00	1.53	\$22.06	\$0.15
MAR	\$14,317.08		(\$14,317.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$251,651.44	\$203,215.75	(\$48,435.69)						

NOTES:

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



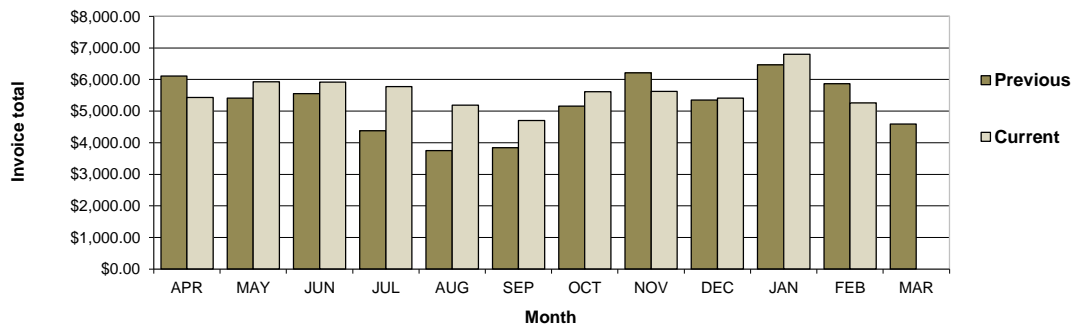
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

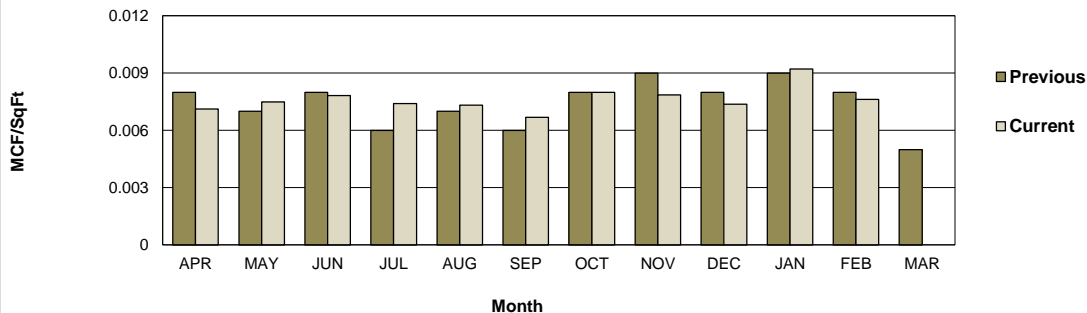
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2013/2014	2014/2015 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$6,110.36	\$5,429.97	(\$680.39)	719.7	\$7.54	720	1.00	0.007	7.54	0.053
MAY	\$5,408.69	\$5,927.64	\$518.95	756.8	\$7.83	744	1.02	0.007	7.97	0.058
JUN	\$5,555.45	\$5,921.55	\$366.10	789.7	\$7.50	720	1.10	0.008	8.22	0.058
JUL	\$4,379.99	\$5,773.44	\$1,393.45	748.0	\$7.72	744	1.01	0.007	7.76	0.056
AUG	\$3,751.62	\$5,184.73	\$1,433.11	739.7	\$7.01	744	0.99	0.007	6.97	0.051
SEP	\$3,845.47	\$4,697.83	\$852.36	676.0	\$6.95	720	0.94	0.007	6.52	0.046
OCT	\$5,160.88	\$5,618.78	\$457.90	807.3	\$6.96	744	1.09	0.008	7.55	0.055
NOV	\$6,210.54	\$5,627.06	(\$583.48)	793.7	\$7.09	720	1.10	0.008	7.82	0.055
DEC	\$5,354.15	\$5,416.09	\$61.94	744.1	\$7.28	744	1.00	0.007	7.28	0.053
JAN	\$6,465.35	\$6,797.57	\$332.22	930.1	\$7.31	744	1.25	0.009	9.14	0.066
FEB	\$5,867.56	\$5,254.12	(\$613.44)	770.6	\$6.82	696	1.11	0.008	7.55	0.051
MAR	\$4,588.99		(\$4,588.99)		#DIV/0!	744	0.00	0.000	0.00	0.000
		YTD Difference								
TOTAL	\$62,699.05	\$61,648.78	(\$1,050.27)							

Two Year Cost Comparison



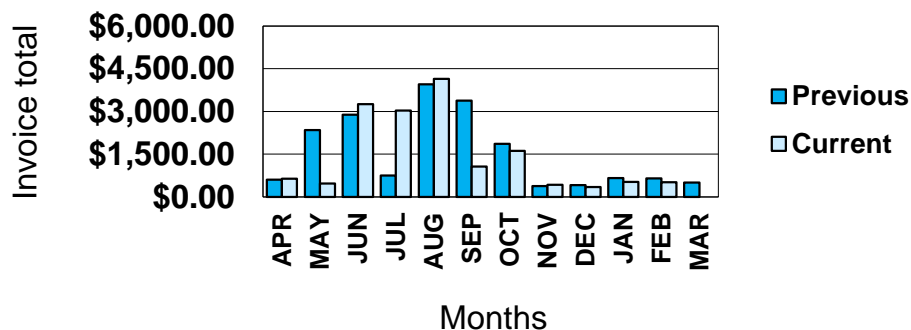
Two Year Operation Comparison



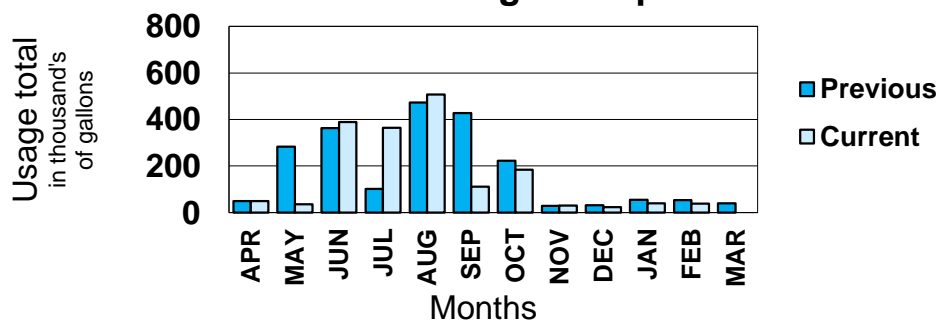
Bloomfield Township Public Library Water Analysis

Month	2013/14 Fiscal Year Cost	2014/15 Fiscal Year Cost	Difference	2013/14 Fiscal Year Usage	2014/15 Fiscal Year Usage	Difference
APR	\$608.49	\$640.33	\$31.84	49	50	1
MAY	\$2,347.63	\$474.43	(\$1,873.20)	283	35	(248)
JUN	\$2,886.18	\$3,259.37	\$373.19	363	389	26
JUL	\$753.30	\$3,025.69	\$2,272.39	102	365	263
AUG	\$3,948.12	\$4,139.00	\$190.88	473	507	34
SEP	\$3,383.98	\$1,067.34	(\$2,316.64)	427	111	(316)
OCT	\$1,861.07	\$1,614.37	(\$246.70)	223	184	(39)
NOV	\$383.76	\$419.13	\$35.37	29	30	1
DEC	\$415.77	\$341.71	(\$74.06)	32	23	(9)
JAN	\$661.18	\$529.73	(\$131.45)	55	40	(15)
FEB	\$650.51	\$518.67	(\$131.84)	54	39	(15)
MAR	\$501.13		(\$501.13)	40		(40)
			YTD Difference			YTD Difference
TOTAL	<u>\$18,401.12</u>	<u>\$16,029.77</u>	<u>(\$2,371.35)</u>	<u>2,130</u>	<u>1,773</u>	<u>(357)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****March, 2015**

March is National Reading Month! That means it is First Grade Reader's Rally time at the Bloomfield Township Public Library too! Since 1986, we have celebrated reading and libraries by inviting all first grade students from local schools to visit the Library. This year during March, 6 schools and over 450 students, teachers and parents visited the Library. Our Youth Services librarians introduce these young patrons to the joy of reading and coming to the Library with fun skits and a goody bag with their very own book to take home and keep. Honored by the Michigan Library Association (MLA) as an outstanding program, our First Grade Reader's Rally remains an important milestone in the lives of our young patrons. We thank our generous Friends for funding this wonderful program.

Ask Me About....Text Messages from the Library!

Beginning March 1, 2015, library patrons have been able to sign up to receive courtesy notices by text directly to their cell phone. Courtesy notices remind patrons when items they have borrowed are due and overdue. This new service also is a fast way for patrons to learn that an item they requested is ready to be picked up. It is a great way to stay on top of what you have borrowed and requested from the Library. Have you signed up yet?

We were very saddened to learn on February 27, 2015 of the passing of former Library Board Trustee Rodman Myers. Rod served on the Library Board from 1998 until 2008. He was very generous with his time and support of the Library. His late wife, Jeannette Myers, was an Adult Services librarian for many years until she lost her battle with cancer. In her memory, the Myers family established the Jeannette P. Myers Scholarship Fund to provide funds to encourage and support the post-secondary education of past or present Library employees or persons who have some relationship with the Library. Always a gentleman, Rod was a very eloquent speaker, among other strengths. He will be missed by many.

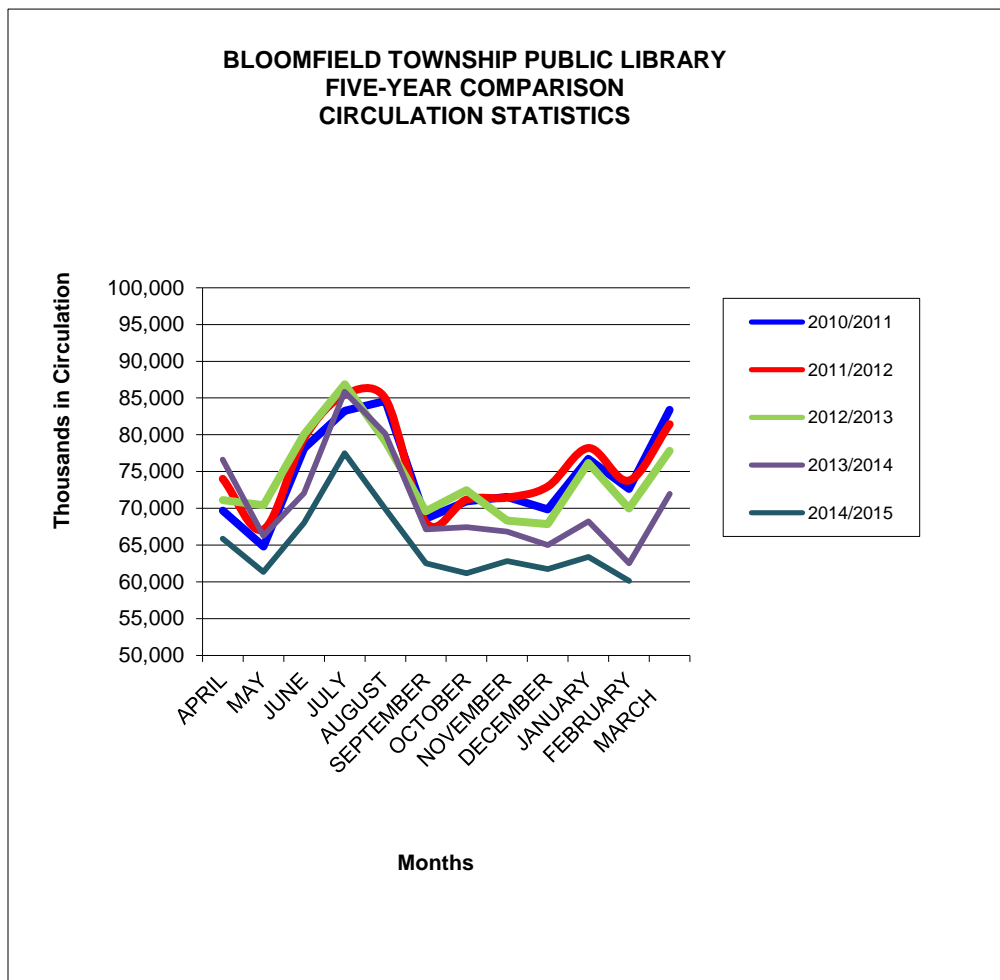
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

3/13/2015

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
APRIL	69,666	74,009	71,094	76,629	65,851
MAY	64,825	67,127	70,411	66,250	61,347
JUNE	78,169	79,512	80,069	72,030	67,987
JULY	83,272	85,456	86,867	85,844	77,485
AUGUST	84,618	84,937	79,094	80,163	69,931
SEPTEMBER	68,596	68,066	69,592	67,145	62,536
OCTOBER	70,926	71,180	72,467	67,436	61,177
NOVEMBER	71,551	71,456	68,318	66,813	62,815
DECEMBER	69,841	72,964	67,864	65,007	61,726
JANUARY	76,712	78,197	76,156	68,232	63,404
FEBRUARY	72,657	73,778	69,992	62,534	60,140
MARCH	83,408	81,433	77,819	71,961	
TOTAL	894,241	908,115	889,743	850,044	714,399



	2014		2015	
COLLECTION				
Book Collection:	282,449		280,680	
Media Collection:	61,620		60,934	
Total e-books:	27,425		28,263	
Overdrive	6,036		6,771	
EBSCOhost	19,227		19,223	
Total downloadable audiobooks:	5,626		4,881	
Materials Total:	377,120		374,758	
CIRCULATION				
Circulation Total:	62,534		60,140	
Bloomfield Township Circulation:	57,455		55,616	
Virtual Circulation Total	4,603		5,359	
Circulation of Youth materials:	23,137		21,769	
Circulation of Media:	25,684		23,528 *	
Circulation of Cranbrook passes:	132		147	
Self-checkout machine use:	20,616	33.0%	21,674	36.0%
Library by Mail:	83	31 patrons	114	28 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	21,926		21,776 ^	
Gate Count:	24,376		22,978	
Meeting rooms by public:	20		32	
Meeting rooms by staff:	66		69	
VIRTUAL USE				
Home page hits/Database services:	19,700		17,816	
e-book access:	1,939		2,353	
Overdrive	1,851		2,294	
EBSCOhost	88		59	
Audiobook access: (Overdrive)	774		875	
Music download access:	1,190		1,308	
Magazine download access:	700		823	
TutorMe! sessions:	77		186	
Library Computer Use				
Resident Use	1,965		1,603	
Guest Use	722		621	
*Media criteria changed				
^Library closed early on Feb. 1 due to snow emergency				
^Library closed on Feb. 2 due to snow emergency				

	2014		2015	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	142		131	
Cranbrook:	3		4	
Total new patrons:	215		194	
<i>Adult Program Attendance</i>				
Staff-led:	7 events	152 attended	4 events	25 attended
Speaker-led:	6 events	58 attended	12 events	290 attended
Book clubs:	4 events	49 attended	4 events	51 attended
Tours/visits on-site:	0	0	1 event	6 attended
Tours/visits off-site:	0	0	0	0
Chamber Music Concert	1 event	145 attended	1 event	116 attended
Bloomfield Historical Society	1 event	60 attended	1 event	104 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	32 attended	2 events	24 attended
<i>Teen Program Attendance</i>				
Staff-led:	4 events	19 attended	2 events	8 attended
Homework Coaching		19 attended	n/a	n/a
<i>Youth Program Attendance</i>				
Staff-led:	12 events	234 attended	24 events	416 attended
Speaker-led:	5 events	115 attended	4 events	47 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	10 attended
TOTAL:	43 events	883 attended	56 events	1,097 attend
<i>Volunteers:</i>				
	30 people	254.25 hours	19 people	189 hours
	Shop: 7	86.75	Shop: 5	62.5
	Court: 0	0	Court: 1	6
	Students: 4	16.5	Students: 3	13
	Stu. tutors: 5	30	Stu. tutors: n/a	n/a
	Dept. Vol: 14	121	Dept. Vol: 10	107.5
<i>Patron Remarks</i>				
Patron Comments:	16		2	
Ask BTPL:	11		6	
Ask Us:	16		27	
DISPLAYS				
Lobby	Blacksmithing Display from Troy Historical Village			
Media	Adult: Movie Musicals DVD; Leonard Nimoy Memorial Display			
	Youth: Winnie the Pooh; Chill Out with a Good DVD Display			
Local History	Fifty Shades of Romance			

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, March 17, 2015 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Wednesday, Wednesday, April 1, 2015 – 12:30 p.m. Friends of the Library Board of Directors Meeting in the Board Room.
- **Tuesday, April 28, 2015 – 7:00 p.m. Regular Board Meeting in the Board Room.**

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY INTERIORS COMMITTEE

The Interiors Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Tuesday, March 10, 2015 at 2:00pm.

Trustees: Peggy Cohen, Eli Greenbaum

Library Staff: Carol Mueller, Library Director; Marian Rafal, Department Head- Youth Services; Joel Dion, Department Head – Facility Services

Guest: Alyce Riemenschneider, Quinn Evans Architects

Youth Alcoves

The alcoves in Youth Services are badly stained and in need of refurbishment. Funds raised through the sales of ads and tickets to the 50th anniversary gala will be used to make these renovations. Alyce Riemenschneider of Quinn Evans Architects presented final options of carpet tiles, chairs, and fabrics for the Youth Alcoves. One change that was made is to get the Maya Lin table as originally proposed, rather than the laminate legged table. Alyce will get samples of fabrics and colors for this cone shaped table to share with the Committee.

The time frame to complete these renovations will be between 6 -12 weeks from time of order. Alyce will finalize our plans and pricing to proceed as discussed. Everyone is pleased with the choices made and excited to have these renovations done.

Lobby Tile Floor

Carol has been communicating with Virginia Tile about several questions raised at the January 27, 2015 Special Library Board meeting. A request was made to ask Virginia Tile to find out if the Slaty tile one year warranty could be extended to a minimum of ten years. It will not be extended beyond one year. Slaty tile testing results were shared. Virginia Tile also was asked to provide local installations of the Slaty tile that we could visit. Oakwood Hospital and the Mobile gas station at 5 Mile and Merriman Roads in Livonia are local installations. Joel Dion visited the Mobile gas station last week and shared his observations. While the tile is not deteriorating, the maintenance of this tile is concerning. Carol will ask for additional installations in climates similar to Michigan that we can call and ask about their installation and maintenance. In addition, Peggy will also visit the Livonia Mobile gas station to view their installation and report back on her observations. Alyce suggested that perhaps a fresh start with a blank slate is something to consider. She will work on a new flooring plan for this area and share with us when ready.

Wish List Requests

Carol shared preliminary plans for new landscaping along the drive up lane on the southwest side of the building. Jim Slezinski, Goldner Walsh, suggests a yellow and white theme with ornamental grasses, yellow flowering shrubs, flowering candytuft and yellow foliage yuccas. This proposed landscaping will brighten up this area with year round interest, no scratching limbs and branches and low maintenance with all perennial plantings. This proposal will be added to the Library's Wish List. If funding becomes available, a definite landscape plan will be developed and reviewed by the Interiors/Landscaping Committee and Trustee Judy Lindstrom.

Each summer, Youth Services offers a popular "Read to Seed" program that includes growing plants on the Youth Terrace all summer long culminating in an end of summer pizza party using the plants grown and cared for by our young patrons. Rather than the temporary bed now located on the Youth Terrace, Youth Services would like to request funding to create a permanent raised garden bed on the southwest corner of the Youth Terrace. The Committee enthusiastically endorsed this Wish List request.

No future meeting of the Interiors/Landscaping Committee has been scheduled at this time.

BOARD PACKET CONTENTS MASTER LIST – Mar 17, 2015

11A	11B
Contents of Board Packet (white)	Cover memo to Trustees (white)
Cover memo to Trustees (white)	Proposed FY Apr 1 2015 - Mar 31 2016 (yellow)
Closing of FY Apr 1 2014 - Mar 31 2015 (green)	Board motion to adopt proposed General Fund budget
Board motion to amend General budget	General Fund estimated budget
General Fund estimated budget	General Fund Chart of Accounts
General Fund revised revenue descriptions and line breakdown	General Fund revenue descriptions and line breakdown
General Fund revised expenditure descriptions and line breakdown	General Fund expenditure descriptions and line breakdown
Board motion to amend Gift budget	Fund balance projection
Gift Fund estimated budget	Board motion to adopt proposed Gift Fund budget
	Gift Fund estimated budget
	Gift Fund Chart of Accounts
	Gift Fund Description of Accounts
	Gift Wish List
	Proposed proficiency level schedule
	10-year comparison of salary and benefits vs. total expenditures
	15-year expense analysis for library materials
	25-year SEV and taxable value history

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: March 12, 2015

SUBJECT: Current Fiscal Year Estimated Budgets April 1, 2014/ March 31, 2015

The enclosed packet is information for the March 17, 2015 Library Board of Trustees meeting for discussion of closing the current FY April 1, 2014/ March 31, 2015 budget.

General Fund Revenues

Our estimated total revenues when approved in March, 2014 were \$5,092,459. At year-end, we are now estimating our total revenues to be \$6,791,963. We anticipate receiving \$1,699,504 more than originally budgeted in total. This large increase is due primarily to the November 4, 2014 approval by Bloomfield Township voters of the library millage proposal to restore and supplement library revenues.

Penal Fines were more than initially estimated by \$5,267. State aid is expected to slightly increase by \$2,864. Circulation Fines & Fees are lower than projected because in the previous year we sent long overdue accounts going back three years to our collection agency to resolve and have now caught up on these accounts. Charges for services have decreased by \$2,860 due to lower photocopy fees. Investment earnings are still on track to meet our projections at this time. Miscellaneous revenue increased slightly as part of the Library Café commission from FY 2013/2014 was paid this fiscal year.

General Fund Expenditures

Total overall expenditures have decreased slightly over the fiscal year. Expenditures were very controlled again this current fiscal year. Actual expenditures are estimated to be \$12,017 less than anticipated at the beginning of the fiscal year.

The greatest savings - \$61,999 - was realized in our Facilities and Equipment category. Changes made to our HVAC system by Facilities Department Head Joel Dion saved significantly on electricity costs. Overall utilities costs are estimated to be reduced by \$43,000. Other savings in this category include reduced telephone expenses, building insurance and building maintenance expenses.

Personnel expenditures increased slightly by \$26,732 due to increases in pension contributions, employee insurances and other personnel changes. In December, 2013,

the Library Board approved the 80/20 option for FY 2014/2015 as required to comply with PA 152. Our four newest full time employees pay a portion of their health care costs as defined by this Act. While we were able to discontinue closed furlough days and give all staff a 1% wage increase this fiscal year, this was the fifth year no merit increases or movement in the proficiency levels were possible. In addition, the March, 2014 decision to close on ten summer Sundays was made.

Library Services decreased overall by \$1,408 mostly due to a decrease in Metronet shared hosting fees. Funding for programs increased slightly.

Facilities & Equipment decreased by \$61,999. Telephone charges were reduced by \$3,249 due to a credit carried over from the previous year for billing errors. Public utilities were decreased by \$43,000 as a result of the HVAC setting changes noted previously. Our building insurance budget was decreased by \$14,000 to reflect the actual cost of our premium. In addition, building maintenance decreased slightly while grounds maintenance increased slightly.

Other Operating Expenditures increased by \$24,658 due to the continued lower level water investigation and strategic planning survey. These total overall increases were offset by decreases in postage, professional services, staff development and miscellaneous expenses.

Fund Balance

Our Fund Balance is estimated to be \$8,858,516 at year-end. This is an increase of \$1,798,092 compared to the year-end estimate at the beginning of the fiscal year. This is due primarily to the approval by Bloomfield Township voters of the library proposal to restore and supplement library revenues. As discussed at the December, 2014 Finance Committee meeting, most of this additional revenue has been assigned to our OPEB (Other Post-Employment Benefits) fund to bring this liability up to 85% funded at the end of FY 2014/2015.

Gift Fund Estimated Budget

Like the General Fund, after lengthy and careful review closing FY 2014/2015, there will be amendments to be proposed at the March, 2015 Board meeting which will bring the Gift Fund Estimated Budget up-to-date for FY 2014/2015. The attached budget reflects gifts anticipated and received throughout FY 2014/2015 as well as expenses made.

We are thankful to the Friends for their gifts of funding totaling \$72,695.16 in FY 2014/2015. Their generosity allowed the Library to continue offering popular programs such as the Chamber music concerts and other concerts, summer reading programs for all ages, First Grade Readers Rally, PJ Theatre, Everyone's Reading and art lectures. In addition, gifts of funding were given for new items for special collections and popular collections such as feature films and ebooks, among others.

The Library endowment funds are gifts that give back to the Library every year. We are grateful for this funding that supports the general Library as well as library gardens and

garden related programs, book discussions and collections, the annual Myers scholarship and most recently, staff development opportunities.

The Library's 50th anniversary year was celebrated all year long culminating in a "Night at the Library" on October 18, 2014. Gala ticket sales, program ads and sponsorships resulted in proceeds of almost \$20,000 to the Library. This gift funding will be used to refurbish our two Youth alcoves that have been well used by patrons.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

MARCH 17, 2015

**I MOVE TO AMEND THE FUNCTIONS IN THE BLOOMFIELD
TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE
APRIL 1, 2014 - MARCH 31, 2015 FISCAL YEAR PER
ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED
REVENUES AMENDED TO \$6,791,963 AND ANTICIPATED
EXPENDITURES AMENDED TO \$5,422,236.**

A motion was made by _____

and seconded by _____

Motion carried.

With all RFID ACCOUNT NAME	2013-2014	2014-2015		2015-2016		Column 6	Column 7	Column 8
	Column 1	Column 2	Column 3	Column 4	Column 5			
	AUDITED	ADOPTED	AMENDED	PROPOSED	ADOPTED	Col. 3 & Col. 5	Col. 3 & Col. 5	
	BUDGET AS OF MAR 31, 2014	BUDGET AS OF MAR 18, 2014	BUDGET AS OF MAR 17, 2015	BUDGET AS OF AUG 19, 2014	BUDGET AS OF MAR 17, 2015			% OF TOTAL PROPOSED
<u>Revenues</u>								
Taxes	\$4,586,622	\$4,755,210	\$6,483,097	\$4,811,465	\$6,631,643	\$148,546	2.3%	95.09%
Penal Fines	\$54,543	\$56,445	\$61,712	\$55,009	\$55,009	(\$6,703)	-10.9%	0.79%
State Aid	\$22,254	\$21,448	\$24,312	\$20,271	\$24,198	(\$114)	-0.5%	0.35%
Circulation Fines and Fees	\$162,363	\$145,464	\$124,497	\$153,000	\$127,296	\$2,799	2.2%	1.83%
Charges for Services	\$12,420	\$14,278	\$11,418	\$11,910	\$11,910	\$492	4.3%	0.17%
Investment earnings	(\$109,382)	\$90,245	\$76,324	\$114,613	\$114,613	\$38,289	50.2%	1.64%
Miscellaneous	\$9,990	\$9,369	\$10,603	\$9,334	\$9,334	(\$1,269)	-12.0%	0.13%
Total Revenues	\$4,738,810	\$5,092,459	\$6,791,963	\$5,175,602	\$6,974,003	\$182,040	2.7%	100.00%
<u>Expenditures</u>								
Personnel	\$3,268,315	\$3,335,738	\$3,362,470	\$3,385,832	\$3,693,694	\$331,224	9.9%	61.70%
Library Services	\$712,710	\$788,530	\$787,122	\$690,557	\$770,071	(\$17,051)	-2.2%	12.86%
Facilities & Equipment	\$956,450	\$1,064,343	\$1,002,344	\$978,681	\$1,073,472	\$71,128	7.1%	17.93%
Other Operating Expenditures	\$285,084	\$245,642	\$270,300	\$120,532	\$449,121	\$178,821	66.2%	7.50%
Total Expenditures	\$5,222,559	\$5,434,253	\$5,422,236	\$5,175,602	\$5,986,358	\$564,122	10.4%	100.00%
Fund Balance - Beginning	\$7,972,538	\$7,402,218	\$7,488,789	\$7,109,267	\$8,858,516			
Net revenue (expenditures)	(\$483,749)	(\$341,794)	\$1,369,727	\$0	\$987,645			
Other financing sources								
Fund Balance - Ending	\$7,488,789	\$7,060,424	\$8,858,516	\$7,109,267	\$9,846,161			
Nonspendable - inventory	\$26,628,930	\$26,628,930	\$25,930,327	\$25,930,327	\$25,930,327			
Restricted - none	\$0	\$0	\$0	\$0	\$0			
Committed - 8 month fund balance	\$3,622,835	\$3,446,271	\$3,990,905	\$3,450,401	\$4,251,572			
Assigned - comp liabilities/OPEB								
funding/ACA health benefits	\$3,728,579	\$3,614,153	\$4,754,453	\$3,538,000	\$5,494,589			
Unassigned - unplanned emergencies	\$137,375	\$0	\$113,158	\$120,866	\$100,000			
Assigned fund balance liabilities:								
Capital improvements	-	-	-	-	\$24,300			
Compensated vacation and sick leave liability (less 2 payouts in 2013/2014)	\$416,579	\$416,579	\$446,124	\$446,124	\$446,124			
OPEB: 100% funding in 2013/2014 FY, 85% funding of \$5,024,164 obligation in 2014/2015 FY and 100% funding in 2015/2016 FY	\$3,312,000	\$3,187,623	\$4,308,329	\$3,079,151	\$5,024,164			
Funding of 3 months Health Benefits for 30-hr employees at Hard Cap rate (in Personnel line for March 2015)	\$0	\$9,951	\$0	\$12,725	\$0			

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

April 1, 2014 - March 31, 2015

Approved August 2013

Revised December 2013

Revised December 2014

TAXES

\$6,483,097

410.01 Taxes

\$6,483,097

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 2013: Using the 06/12/13 Township generated 2014 prediction of taxable value of \$3,259,225,150. 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. ($\$3,259,225,150 \times .001459 = \$4,755,210$)

Revised December 2014: New millage for .541 mills passed in November 2014. Using the 11/17/14 Township generated 2014 prediction of taxable value of \$3,245,848,860. 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. The new third mil is .541. Together, all three mills total 2.0000 after rollbacks. ($\$3,245,848,860 \times .0020000 = \$6,491,698$ less prior year paybacks (\$8,601) = \$6,483,097)

PENAL FINES

\$61,712

420.01 Penal Fines

\$61,712

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 2013: Penal fine distributions are typically announced in early August each year. The projection for 2014-2015 reflects averaging Penal Fines revenue over the most recent five years from FY 2008-2009 to FY 2012-2013.

Revised December 2014: Increased based on actual receipts

STATE AID		\$24,312
422.01 State Aid		\$24,312
<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: For August, review five-year history of actual State Aid received. Review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget in December. 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 2013: The projection for 2014-2015 reflects averaging State Aid revenue over the most recent five years from FY 2008-2009 to FY 2012-2013.</p> <p>Revised December 2014: Increased based on Library of Michigan formula for 1st 50% payout [population x \$0.1473 x 2 (direct aid + Coop membership)] added to actual received so far. $(41,070 \times \\$0.1473 \times 2 = \\$12,099 + \\$12,212 = \\$24,312)$</p>		
CIRCULATION REVENUE		\$124,497
430.01 Fines & Fees		\$124,497
<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 2013: Using current year budget due to the projection for 2014-2015 averaging fines being an unrealistic figure.</p> <p>Revised Dec 2013: Current year budget was increased</p> <p>Revised December 2014: Decreased based on averaging actual receipts</p>		
CHARGES FOR SERVICES		\$11,418
432.01 Photocopy Fees		\$322
<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 2013: The projection for 2014-2015 reflects averaging photocopy fee revenue over the most recent five years from FY 2008-2009 to FY 2012-2013.</p> <p>Revised December 2014: Decreased based on averaging actual receipts</p>		
435.01 Room Rental Fees		\$11,096
<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 2013: The projection for 2014-2015 reflects averaging room rental revenue over the most recent five years from FY 2008-2009 to FY 2012-2013.</p>		

INVESTMENT EARNINGS		\$76,324
454.01 Investment Earnings	\$90,245	
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 2013: Average interest rate of 0.15% (May 31, 2013) x \$250,267(May 31, 2013 bank balances) = \$375 plus 2.48% X \$7,189,568(May 31, 2013 investment balance) = \$178,301. Revised Dec 2013: Adjusted the Average interest rates for current values. Average interest rate of 0.15% (Dec. 31, 2013) x \$250,267(May 31, 2013 bank balances) = \$375 plus 1.25% (Dec. 31, 2013) X \$7,189,568(May 31, 2013 investment balance) = \$89,870.		
455.01 Change in Asset Value	(\$13,921)	
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 2014: Decreased based on actual changes		
MISCELLANEOUS		\$10,603
460.01 Miscellaneous Revenue	\$521	
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 2013: The projection for 2014-2015 reflects averaging recycling revenue over the most recent two years from FY 2011-2012 to FY 2012-2013. The other erratic amounts in this line do not allow for prediction. Revised December 2014: Increased based on actual receipts		
462.01 Library Shop Revenue	\$3,007	
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 2013: The projection for 2014-2015 reflects averaging Library Shop revenue over the most recent five years from FY 2008-2009 to FY 2012-2013.		
463.01 Café Revenue	\$7,075	
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA: Review five-year history of actual fees received.		
Approved August 2013: Based on vendor guaranteed income		
Revised December 2014: Increased based on actual receipts		
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 2013: One sale planned during 2014/2015		
Revised December 2014: Decreased due to no sale held		
TOTAL ESTIMATED REVENUES		
Fiscal Year April 1, 2014 - March 31, 2015	Approved August 2013	\$5,092,459
	Revised December 2013	\$6,791,963

With all RFID

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN

April 1, 2014 - March 31, 2015

Approved August 2013

Revised December 2013

Revised February 2014

Revised March 2014

Revised August 2014

Revised December 2014

Revised March 2015

PERSONNEL

\$3,362,470

7020.01 Salaries and Wages

\$2,430,699

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 2013: As proposed, this budget includes the following:

1% increase across the proficiency level schedule

0% average merit pay (5th year)

No movement to next level (5th year)

500 Mon-Sat AS Substitute hours (from 2011/12 eliminated position)

620 Mon-Sat YS Substitute hours (100 request + 520 position change from 2011/12)

Revised Dec 2013: Budget now includes Aug 2013 items plus:

Pension bond debt service payoff begins

AS Mon-Sat Substitute hours reduced to 100

YS Mon-Sat Substitute hours reduced to 520

Revised Feb 2014: Budget now includes:

Closing 10 Summer Sundays

Revised August 2014: Budget now includes:

Updated PER for Fac & Sys personnel changes

Updated PER with hour distribution due to deleted Page

positions in AS, Circ, & YS

Revised December 2014: Updated to current PER

7150.01 Social Security

\$185,949

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 2013: Based on above requests under Salaries and Wages

Revised Dec 2013: Updated with current PER figures as noted above.

Revised Feb 2014: Updated with current PER figures as noted above.

Revised Aug 2014: Updated with current PER figures as noted above.

Revised December 2014: Updated to current PER

7190.01 Employee Insurances

\$486,752

DESCRIPTION: This includes part-time employees' health, disability, and life insurance; full-time employees' health, vision, dental, disability, and life insurance; retirees health insurance; all employees' workman's compensation insurance; and unemployment compensation. Retirement health care costs for full-time employees hired after 05/01/11 and health care costs for full-time and part-time employees not covered by a contract and hired after 01/01/12 or health care provided after 12/31/13 are now partially funded by the employee. Also includes Retiree Health Savings plan

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

Approved Aug 2013: Based on above requests under Salaries and Wages (includes projected 5% increase)

Revised Dec 2013: Updated with current PER figures as noted above.

Revised Feb 2014: Updated with current PER figures as noted above.

Revised Aug 2014: Updated with current PER figures as noted above and added HRA costs

Revised December 2014: Updated to current PER

7220.01

Retirement

\$259,070

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

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

Approved Aug 2013: Based on above requests under Salaries and Wages

Revised December 2013: Increased due to bond debt service schedule plus updated with current PER figures as noted above.

Revised February 2014: Decreased due to part of bond debt service interest paid in FY 2013/2014

Revised Aug 2014: Updated with current PER figures as noted above plus retirement updated for higher % per J Theis

Revised December 2014: Updated to current PER

LIBRARY SERVICES

\$787,122

Electronic Services - Databases

\$91,317

8301.01

Electronic Services—Adult

\$77,378

DESCRIPTION: These are fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services, such as GaleNet and Tutor Me and similar online products and services

FORMULA: Current year budget + approved budget requests

Approved Aug 2013: Current year budget

Revised Dec 2013: Updated with current figures per KY.

FROM METRO NET

American Bus. Information - Refer. USA \$4,230

Gale \$4,000

Biography Resource Center

Demographics Now - Free from the State

History in Context US & World

Legal Forms - Free from the State

Literature Resource Center

Opposing Viewpoints

Powersearch PLUS (no charge)

Science In Context

Scribner's

Small Bus. Resource Center - Free from the State

Twayne Author/Scribner Writers' Series

National Geographic \$35

FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE

EBSCO

Points of View Reference Center (new) \$545

Mango Languages \$2,850

McGraw-Hill Access Science \$857

Oxford Reference Online Premium \$1,624

Plunkett Online \$2,850

FROM THE LIBRARY NETWORK

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

DIRECT PURCHASES

Alexander Press	
Music Online	\$1,163
Baker & Taylor	
Titlesource 3 (TS request)	\$200
Bookletters	\$1,550
EBSCO	
Magill Literature Online	\$1,392
Grey House	
Weiss Financial Ratings (new)	\$1,995
Infobase Publishing	
American History Online	\$2,514
Science Online	\$2,152
McGraw-Hill Access Medicine	\$1,689
Harrison's Principles...	\$927
Current Medical Diagnosis..	
Mergent	
Hoover's Online	\$1,265
Nexis/Lexis	
Corporate Affiliations	\$1,248
Proquest	
Newspaper Pkg. (NYT,WSJ,WPost, DFP)	\$15,425
Ancestry.com	\$1,070
HeritageQuest	free-MEL
Historical Detroit Free Press	\$1,900
Historical New York Times	\$3,585
Obituary Database	\$805
SIRS Issues Researcher	\$2,700
Recorded Books	
Eprep	\$3,800
Tutor.com (Called TutorMe! onBTPLwebsite)	\$5,250

tbd-amt needed to bring budget to current yr.	\$6,122
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8303.01	Electronic Services--Youth	\$13,939
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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 2013: Current year budget

Revised Dec 2013: Increased \$262 with current prices

DIRECT PURCHASES

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

	WorldBook - Online Reference Center	\$2,199	
	To be determined additional services	\$0	
8304.01	Metro Net Shared Hosting		\$0
	DESCRIPTION: These are fees for shared hosting of electronic services obtained as participants in Metro Net consortium buying		
	FORMULA: Current year budget + approved budget requests; Budgeted from information from Metro Net meeting and committees		
	Approved Aug 2013: Current year budget		
	Revised Aug 2014: Decreased \$2,000-MetroNet paying for this in 2014/2015 Ebscohost/OverDrive/Digital Library (shared hosting fee)		
		\$0	
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 2013: Current year budget		
	SkyRiver	\$17,500	
	<u>Books</u>		<u>\$294,091</u>
9401.01	Books--Adult	\$137,734	
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2013: Current year budget of \$142,734 minus \$2,000 transferred to account 9451.01 for increase for Zinio		
	Revised Dec 2013: Current year budget revised in Dec 2013 to \$157,734. Now reduced to 152,734 per AW/CM.		
	Revised Feb 2014: Reduced \$15,000 per AW/CM.		
9402.01	Books--Rental	\$15,000	
	DESCRIPTION: Best selling or very popular books purchased to allow more patrons access without waiting, for a nominal charge.		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2013: Current year budget		
	Revised Dec 2013: Decreased \$1,000 per AW/CM		
9403.01	Books--Youth	\$94,705	
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2013: Current year budget		
	Revised Dec 2013: Transferred \$2,308 from 9492.01		
	Revised Feb 2014: Reduced \$5,300 per MR/CM.		
9404.01	Books--Reference	\$45,727	
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2013: Current year budget		
	Revised Dec 2013: Current year budget revised in Dec 2013 to \$47,727.		
	Revised Feb 2014: Reduced \$2,000 per AW/CM.		
9405.01	Materials--Technical Services	\$175	
	DESCRIPTION: Materials purchased to assist in cataloging		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2013: Current year budget		
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 2013: Current year budget	
9407.01	Materials–Administration	\$250
	DESCRIPTION: Materials purchased to assist Administration activities	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2013: Current year budget	
9408.01	Materials–Circulation	\$0
	DESCRIPTION: Materials purchased to assist Circulation work	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2013: Current year budget	
	Revised Dec 2013: Decreased due to no longer using this material	
	Includes: Bressers	\$0
9442.01	Processing & Supplies	<u>\$110,869</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 2013: Current year budget	
	Revised Dec 2013: Added RFID tags	
	RFID tags	\$63,819
	<u>Periodicals/Documents/Services</u>	<u>\$88,766</u>
9451.01	Periodicals, Newsletters & Microforms	\$47,776
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2013: Current year budget plus \$2,000 transferred from 9401.01 for increase to Zinio	
	Includes:	
	Zinio	\$5,000
9453.01	Reference Services	\$40,990
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print, (e.g., Value Line)	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2013: Current year budget	
	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
	<u>Vertical File</u>	<u>\$500</u>
9481.01	Adult Services	\$300

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

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

Approved Aug 2013: Current year budget

9482.01 Youth Services \$200

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 2013: Current year budget

Revised Feb 2014: Reduced \$200 per MR/CM.

CD-ROM/GAMES

\$6,800

9491.01 Adult \$3,300

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

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

Approved Aug 2013: Current year budget

Revised Dec 2013: Decreased 53% due to limited use of CD-ROMs and games

9492.01 Youth \$3,500

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

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

Approved Aug 2013: Current year budget

Revised Dec 2013: Transferred \$2,308 to 9403.01

Revised Feb 2014: Reduced \$500 per MR/CM.

Music (name changed from 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 2013: Current year budget

Freegal Music \$13,000

Regular music purchases \$13,750

9502.01 Youth \$2,853

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

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

Approved Aug 2013: Current year budget

Freegal Music and TBD \$1,253

Regular music purchases \$1,600

Audio Books

\$72,051

9511.01 Adult \$60,000

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

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

Approved Aug 2013: Current year budget

Revised Feb 2014: Reduced \$7,000 per AW/CM.

9512.01 Youth \$12,051

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

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

Approved Aug 2013: Current year budget

Revised Feb 2014: Reduced \$3,000 per MR/CM.

	<u>DVDs (name changed from Videos)</u>		<u>\$69,458</u>
9531.01	Adult	\$51,771	
	DESCRIPTION: DVD materials purchased by Adult Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2013: Current year budget		
	Revised Dec 2013: Current year budget revised in Dec 2013 to \$53,771.		
	Revised Feb 2014: Reduced \$2,000 per AW/CM.		
9532.01	Youth	\$17,687	
	DESCRIPTION: DVD materials purchased by Youth Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2013: Current year budget		
	Revised Feb 2014: Reduced \$5,000 per MR/CM.		
	<u>Programming</u>		<u>\$6,167</u>
9561.01	Adult	\$2,575	
	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 2013: Current year budget		
	Revised Dec 2013: Decreased 44% due to some funding in Gift Fund		
	Includes:		
	All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.		
	Major programs include:		
	Everyone's Reading		
	Storytelling Festival		
	Concerts		
	Summer Reading		
9562.01	Youth	\$2,500	
	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 2013: Current year budget		
	Revised Dec 2013: Reduced \$5,500 due to some funding in Gift Fund		
	Includes:		
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.		
	Major programs include:		
	Children's Book Week		
	Tuesdays with... (based on favorite children's book characters)		
	First Grade Reader's Rally		
	Storytelling Festival		
	Summer Reading		
9564.01	Administration	\$592	
	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 2013: Current year budget		
	Revised Dec 2013: Reduced \$1,000 - Now coming from FOL gift in Gift Fund		
	Revised December 2014: Increased \$592 due to actual paid for volunteers		
	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 2013: Current year budget Includes: All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming. Major programs include: Hosting of Metro Net and technology events		
FACILITIES AND EQUIPMENT			\$1,002,344
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 2013: Current year budget Revised Dec 2013: Redistributed amounts High lights and Ballast replacement \$8,500 HVAC replacement of parts & filters \$9,000 All other needs \$35,000		
8500.01	Telephone	<u>\$17,000</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 2013: Current year budget Revised Dec 2013: Decreased \$500 for cell phones Revised December 2014: Decreased \$3,249 due to credit rolled over from 2013/2014 Includes: Cell phones (Verizon) \$3,200 Emergency use cell phone \$150 Pay phone service for patrons \$1,000 PRI lines for phone lines (with long distance) \$10,650		
9100.01	Building Insurance	<u>\$68,000</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 2013: Current year budget Revised December 2014: Decreased \$14,000 due to actual paid		
	<u>Utilities</u>	<u>\$336,540</u>	
9201.01	Electricity	\$250,000	
	DESCRIPTION: Payments made for electricity		

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

Approved Aug 2013: Current year budget

Revised Dec 2013: Increased \$4,375 for inflation

Revised December 2014: Decreased \$35,000 due to averaging actual paid

9202.01	Natural Gas	\$68,540
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DESCRIPTION: Payments made for heat

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

Approved Aug 2013: Average last three years + 3%

9203.01	Water	\$18,000
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DESCRIPTION: Payments made for water.

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

Approved Aug 2013: Current year budget

Revised Dec 2013: Current year budget was more than ample so increased \$253 for possible increase from 2013/2014 actual

Revised December 2014: Decreased \$8,000 due to averaging actual paid

9300.01	Building Maintenance	<u>\$174,214</u>
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DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance, and more

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2013: Current year budget minus \$7,250 in unnecessary items + \$84 increase in Flag service and \$4,300 increase in portico work

Revised Dec 2013: Increased \$2,660 based on budget requests and reduced portico work amount.

Revised December 2014: Decreased \$4,000 due to not doing portico maintenance

Includes:

Boiler inspection State fees	\$400
Incidentals/fines for Boilers	\$120
Boiler treatment	\$600
Cleaning	\$57,000
Cleaning incidental and ancillary clean ups	\$0
Carpet cleaning maintenance	\$9,492
Door maintenance (expires April 2016)	\$2,700
Elevator	\$1,200
Fire Suppression System service agreement	\$1,100
Fire extinguisher recharge	\$900
Flag service	\$756
Generator service	\$1,000
Generator transfer board	\$0
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
Clean/Paint portico/exterior soffit & replace wood	\$0
Security system - alarm monitoring (expires ?)	\$24,000
Sprinkler back flow inspection	\$1,000
Waste removal	\$2,700
Window Cleaning - annual	\$0
Lift Station maintenance	\$2,700
Sanitary sewer line repair	\$3,624
Unspecified elevator maintenance	\$2,000
Roof maintenance and repair	\$5,000
Unspecified projects (Elevator fan, etc)	\$2,000

9330.01	Equipment Maintenance	<u>\$18,690</u>
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Comcast - high speed modem subscription	\$880
Computer equipment maintenance	\$7,000
Digitalization ST imaging scanner maintenance (Use Gift Fund acct 8330.03)	\$0
Domain name (BTPL.org) purchased 1/09-expires 1/2029	\$0
Envisionware annual maintenance	\$2,193
E*vanced Meeting Room Booking maintenance	\$462
Innovative Encore subscription	\$12,500
Innovative maintenance contract	\$51,372
Laser jet printers maintenance	\$0
NetOp HVAC maintenance (renews 8/2016)	\$358
OPUS Interactive website hosting	\$880
Paging system support	\$950
Phone system maintenance	\$5,500
POS-Microsoft Dynamics software support	\$950
PRGT software to monitor network traffic	\$750
Sage 50 Accounting upgrade and maintenance	\$1,069
Sage 50 FAS Inventory SupportPlus contract	\$1,550
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	\$12,500
Time clock support (syncs building clocks)	\$950
TLN - Deep Freeze, pub. web browser license, & Microsoft Live	\$519
Verisign SSL certification for site license: includes Encore, WebPac, Outlook, etc (3yr; renews 3/2015)	\$4,999
VSS Pro maintenance contract	\$900
Unplanned computer system maintenance	\$2,000
RFID - item status API software	\$18,000
RFID - Software site license	\$9,995
RFID - Self Check software site license	\$5,985

Equipment

\$71,398

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 2013: Current year budget less unneeded item

Director's Discretionary	\$2,500
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9772.01 Computer Equipment \$68,898

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 2013: Current year budget

Revised Dec 2013: Decreased \$21,498 for budget requests but increased \$3,775 for RFID equipment

Revised Feb 2014: Increased \$35,363 for RFID equipment update

Adobe CS5.5 (now in 9360.01)	\$0
Batteries for meeting room equipment	\$200
Computer Equipment	\$0

Computer Supplies	\$2,700
Hazardous equipment disposal	\$300
Headset replacement	\$1,000
iMac stations upgrade	\$0
Innovative Server hardware (purchased in 2013/2014)	\$0
Printer replacement for staff	\$4,000
Scanner replacement	\$560
Server hardware	\$20,000
Systems & library-wide software	\$0
UPS power supply	\$1,000
RFID - 3 Touch screen monitors for self check	\$1,200
RFID - 5 barcode scanners for self check	\$1,375
RFID - 1 receipt printer for self check	\$200
RFID - Tech Logic AMH Reader	\$5,213
RFID - 18 reader kits for staff areas	\$11,700
RFID - 2 gates	\$14,750
RFID - 2 people counters	\$950
RFID - 5 Reader kits for self check	\$3,250
RFID - 2 Monitors at Circ Desk	\$500

OTHER OPERATING EXPENDITURES

\$270,300

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 2013: Current year budget

To include:

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

\$25,300

Copier cards (purchased 3/2013) \$0

7280.01 Postage \$16,930

DESCRIPTION: Includes postage for daily metered mail

FORMULA: Current year budget + [x%] increase

Approved Aug 2013: Current year budget with redistributed amounts less \$4,000 for quarterly newsletter

Revised Dec 2013: Increased \$9,000 for Libraries by Mail & Quarterly Newsletter

Revised December 2014: Decreased \$3,070 due to actual expenses

Includes:

Regular postage needs	\$4,070
Annual Bulk Mailing Permit	\$220
Library by Mail postage(partly paid in Gift Fund)	\$2,740
Millage mailing	\$1,500
Quarterly newsletter mailing	\$8,400

Professional Services

\$46,587

8011.01 Accounting \$2,098

DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services

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

Revised December 2014: Increased \$898 for OPEB actuarial costs

Approved Aug 2013: Current year budget

8012.01	Audit	\$8,250
	DESCRIPTION: Annual fee charged by our auditing firm	
	FORMULA: Current year budget + Consumer Price Index per contract	
	Approved Aug 2013: Current year budget as bid for 2nd yr	
	Revised Dec 2013: Increased \$1,000 for possible GASB costs	
	Revised December 2014: Decreased \$1,000 for actual costs	
	Audit	\$8,250
	Possible costs for GASB 67 & 68 accounting	\$0
8013.01	Consultant	\$3,000
	DESCRIPTION: Fees for consultants such as strategic planning or interior designer	
	FORMULA: Current year budget	
	Approved Aug 2013: Current year budget	
	Revised Dec 2013: Decreased \$10,000 from budget requests	
	Website consultant - Systems	\$0
	Technology consultant - Systems To be used for	
	Wireless access survey and 25 PRIME licenses	\$3,000
	Technology consultant for Drupal 7 - Systems	\$0
8014.01	Contracts	\$10,396
	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 2013: Current year budget	
	Revised Dec 2013: Decreased \$6,000 for collection agency costs for 2nd year	
	Revised Feb 2014: Increased \$114 due to 3% increase in RIDES for 2014/2015	
	RIDES delivery fee (formerly MelCat)	\$3,896
	Message on Hold	\$500
	Unique Management - collection agency	\$6,000
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 2013: Current year budget	
8018.01	Internet Service Provider (ISP)	\$17,843
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees	
	FORMULA: Current year budget + Metro Net meeting information	
	Approved Aug 2013: Current year budget	
	Includes:	
	Internet Opti-e-man charges from TLN	\$17,843
8020.01	Projects	<u>\$161,710</u>
	DESCRIPTION: Special or one-time costs for strategic planning implementation and other major projects	
	FORMULA: Budget requests	
	Approved Aug 2013: Current year budget + \$7,090 more for RFID for 2nd year	
	Revised Dec 2013: Decreased \$251,440 -no Strategic Plan funds needed, all 50th celebration now paid with Gift Fund, and RFID items put into correct accounts.	
	Revised Feb 2014: Increased \$127,910 for RFID equipment update	
	Revised Aug 2014: Increased \$13,000-Strategic Planning Survey	
	Revised December 2014: Decreased \$340 for RFID and increased \$5,427 for Storm Drain survey	
	Revised March 2015: Increased \$15,713 for Storm Drain survey	
	Strategic Plan Implementation	\$13,000
	50th Anniversary celebration	\$0
	RFID project	\$127,570
	Storm Drain Survey	\$21,140

	<u>Staff Development & Travel</u>	<u>\$3,000</u>
8601.01	Conferences & Workshops	\$1,000
	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 2013: Current year budget + \$250 for added MIUG attendees	
	Revised Dec 2013: Decreased \$1,000 due to budget requests	
	Revised December 2014: Decreased \$1,050 based on current expenses	
	All-staff meetings	\$100
	Director's Discretionary	\$160
	Employee awards	\$690
	III Users' Group Nat. Conf. (0attendee)(In Gift Fund)	\$0
	Michigan local area workshops (Systems request)	\$0
	MIUG Conference (1 attendee @ \$50 ea.)	\$50
	Staff Development Day (funded in Gift Fund)	\$0
8602.01	Mileage & travel	\$2,000
	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 2013: Current year budget less unneeded item + \$400 for extra MIUG travel; 2014-15 at 56.5 cents per mile.	
	Revised December 2014: Decreased \$2,200 based on current expenses	
	III Users' Group travel (in Detroit for 2014/2015)	\$0
	MIUG Conference (1 attendees @ \$200 ea.)	\$200
	Mileage & misc. travel	\$1,800
9000.01	<u>Printing & Publishing</u>	<u>\$7,000</u>
	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 2013: Current year budget	
	Includes:	
	Community mailings/printings/advertising	\$1,000
	Quarterly printed newsletter	\$6,000
9550.01	<u>Dues & Memberships</u>	<u>\$4,413</u>
	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 2013: Current year budget	
	Revised Aug 2014: Decreased \$1,500-MetroNet Membership 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	\$1,000	
	OCHR dues & maintenance fees	\$600	
	<u>Miscellaneous Expenses</u>		<u>\$5,360</u>
9990.01	Bank Service Charges	\$3,500	
	DESCRIPTION: Fees charged by the bank for checks, transfers, and other transactions		
	FORMULA: Current year budget + [x%] increase		
	Approved Aug 2013: Current year budget		
	Revised December 2014: Decreased \$1,220 based on current expenses		
	Includes:		
	All bank fees	\$780	
	Paypal fees	\$720	
	Ecommerce fees - Paymentech	\$2,000	
9992.01	Library Shop	\$1,500	
	DESCRIPTION: Costs to purchase items for sale and to operate shop		
	FORMULA: This is not a predictable line this year.		
	Approved Aug 2013: Moved to Gift Fund for 2010/2012. Continuing there for 2014/15.		
	Revised Dec 2013: Increased \$1,500 - Budget now in General Fund not Gift Fund		
9993.01	Café	\$360	
	DESCRIPTION: Costs to operate café		
	FORMULA: This is not a predictable line this year.		
	Approved Aug 2013: Current year budget		
9999.01	Miscellaneous	\$0	
	DESCRIPTION: Accounting declarations		
	FORMULA: This is not a predictable line.		
	Approved Aug 2013: Current year budget		
<hr/>			
TOTAL ESTIMATED EXPENDITURES			
Fiscal Year April 1, 2014-March 31, 2015		Approved August 2013	\$5,458,264
		Revised December 2013	\$5,349,769
		Revised February 2014	\$5,430,989
		Revised March 2014	\$5,434,253
		Revised August 2014	\$5,471,981
		Revised December 2014	\$5,406,523
		Revised December 2014	\$5,422,236

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

MARCH 17, 2015

**I MOVE TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP
PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2014 -
MARCH 31, 2015 FISCAL YEAR PER ADMINISTRATIVE
RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO
\$100,366 AND ANTICIPATED EXPENDITURES AMENDED TO \$88,410.**

A motion was made by _____

and seconded by _____

Motion carried.

Bloomfield Township Public Library

Gift Fund
Estimated Budget
FY April 1, 2014-March 31, 2015
FY April 1, 2015-March 31, 2016

ACCOUNT NAME	2013-2014	2014-2015		2015-2016		Col. 3 & Col. 5 \$ DIFFERENCE	Col. 3 & Col. 5 % DIFFERENCE	Column 8 % OF TOTAL PROPOSED
	Column 1	Column 2	Column 3	Column 4	Column 5			
	AUDITED	ADOPTED	AMENDED	PROPOSED	ADOPTED			
	BUDGET AS OF	BUDGET AS OF	BUDGET AS OF	BUDGET AS OF	BUDGET AS OF			
	MAR 31, 2014	MAR 18, 2014	MAR 17, 2015	AUG 19, 2014	MAR 17, 2015			
<u>Revenues</u>								
Gift Income	\$96,415	\$500	\$99,723	\$500	\$643	(\$99,080)	-99.4%	80.38%
Investment Earnings	\$548	\$200	\$643	\$200	\$157	(\$486)	-75.6%	19.63%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	0.00%
Total Revenues	\$96,963	\$700	\$100,366	\$700	\$800	(\$99,566)	-99.2%	100.00%
<u>Expenditures</u>								
Library Services	\$41,452	\$38,373	\$43,080	\$0	\$20,194	(\$22,886)	-53.1%	11.51%
Facilities & Equipment	\$16,052	\$32,300	\$26,320	\$0	\$59,476	\$33,156	126.0%	33.90%
Other Operating Expenditures	\$32,566	\$91,456	\$19,009	\$500	\$95,795	\$76,786	403.9%	54.59%
Total Expenditures	\$90,070	\$162,129	\$88,410	\$500	\$175,465	\$87,055	98.5%	100.00%
Unreserved Fund Balance	\$94,964	\$95,632	\$97,494	\$98,726	\$100,970			
Reserved Fund Balance	\$61,022	\$65,997	\$73,852	\$64,152	\$73,852			
Net revenue (expenditures)	\$6,893	(\$161,429)	\$11,956	\$200	(\$174,665)			
Fund Balance - Ending	\$162,879	\$200	\$183,303	\$163,078	\$157			
Nonspendable	\$0	\$0	\$0	\$0	\$0			
Restricted	\$0	\$0	\$0	\$0	\$0			
Committed	\$0	\$0	\$0	\$0	\$0			
Assigned	\$162,879	\$161,629	\$183,303	\$162,878	\$174,822			
Unassigned	\$0	\$200	\$0	\$200	\$157			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: March 12, 2015

**SUBJECT: Proposed General Fund and Gift Fund Estimated Budgets
for Fiscal Year April 1, 2015 - March 31, 2016**

The enclosed packet is information for the March 17, 2015 Library Board of Trustees meeting for discussion of the proposed Fiscal Year April 1, 2015 - March 31, 2016 budget.

General Fund Estimated Revenues

Revenues for FY 2015/2016 are now projected to increase by \$1,820,178 since our proposed budget was approved in August, 2014. This increase is due to the November, 2014 approval by Bloomfield Township taxpayers of the library proposal to restore and supplement library revenues and a 1.1% increase in Bloomfield Township taxable value.

Penal Fines are anticipated to remain stable and as projected in August, 2014. State Aid is projected to increase slightly. Fines & Fees revenue has been reduced as we have sent all long overdue accounts from the last three years to the collection agency and don't anticipate any large outstanding accounts to be collected. Charges for services and miscellaneous revenue remain stable.

Overall, library revenues are projected to increase 2.7% in FY 2015/2016 compared to year end FY 2014/2015 and 36% over the March, 2014 adopted FY 2014/2015 budget.

General Fund Estimated Expenditures

Our projected total expenditures for FY 2015/2016 are estimated to increase by \$564,122 or 10.4% from FY 2014/2015. Several expenditure lines have been increased from the proposed August, 2014 budget as we work to restore funding for library service hours, materials and programming, in particular. Project expenditures have increased significantly as we plan to complete several long overdue building projects. In addition, program funding has been increased as we are now able to restore our program schedule due to the approved millage increase. The materials budgets for books, DVDs, audio books and more have been increased also as we restore previous cuts to funding for collections.

In the Personnel functional category, we are very fortunate to be able to resume our regular schedule of library hours in FY 2015/2016 as the Library Board approved a full

schedule of hours, including summer Sundays, for 2015. Funding for summer Sundays is included in our proposed FY 2015/2016 budget. FY 2015/2016 is the first year of required compliance with the Affordable Care Act (ACA) for the Library. The ACA affects only three months of FY 2015/2016 and will take full effect in FY 2016/2017. After five years of frozen pay levels, I am recommending that we resume movement through the salary ranges once again and bring current staff up to the level they should be at given their good performance and time in position. I also recommend giving those at the top of the salary range who qualify a 1% merit bonus. The Finance and Personnel Committees support these recommendations.

Our annual salary survey revealed that Bloomfield Township Public Library salaries remain in the mid-range as compared to similar sized public libraries in the area. Comparable area public libraries are planning pay increases ranging from 1.5% up to 4%. Bloomfield Township and Oakland County have planned a 2% wage increase for their employees in 2015.

One of the promises made in our millage proposal, if passed, was the restoration of programming. In order to follow through on this promise, additional staffing is necessary. We are proposing adding two positions back into library staffing: one full time Youth Services librarian position and one 20 hour Media Intern. Adding a full time Youth Services librarian would allow for the return of several popular programs such as elementary age book discussion groups and additional story times that now have waiting lists. The Media Desk currently is staffed by two Media Interns working 20 hours per week. This leaves a gap of more than 20 hours when this desk is not staffed. As circulation of Media items averages 50% of the Library's monthly circulation, consistent coverage of this desk is important for providing quality public service. The Finance and Personnel Committees agree with the proposed staffing additions.

The Library Services functional category increased \$79,514 over the proposed FY 2015/2016 budget in August when funding for all materials and collections had been cut. Funding now has been completely restored to FY 2014/2015 levels in all accounts for books, DVDs, audio books and more. In addition, a new service called Hoopla, a service that will allow Bloomfield Township residents to instantly borrow and download movies, TV shows, music and audiobooks to their own computer or device, has been added. For the first time, funding has been included in our General Fund for our Special Needs collections. Previously these special collections were funded with gifts.

The Facilities and Equipment functional category increased by \$94,791 over the proposed August budget. Additional funding for light bulbs and unexpected repairs is included in this category as well as for regular upholstery cleaning, window cleaning and HVAC repairs. There is a slight increase for irrigation start-up and shut down, offset by an adjustment to our grounds maintenance. Computer system maintenance and equipment have increased as we replace older software and we begin to replace out of date equipment such as library copiers.

Other Operating Expenditures increased by \$328,589 over the August proposed budget. Professional services increased due to additional website consulting needed and an increase in Bloomfield Township's monthly accounting services fees. By far the largest addition was in the projects line at \$278,500. Funding has been included for lower level and west side water remediation, landscaping and parking lot improvements, strategic planning process, lobby floor replacement and a HVAC monitoring system as

the current system has reached the end of its life cycle. Staff development funding has been restored to the FY 2009 - 2010 level of funding for conference and workshop attendance. Funding is once again included for our annual Staff Development Day, previously funded for many years with a generous gift. Printing has increased slightly to allow for additional community mailings. Finally, funding has been restored for dues and memberships for the Library and for eligible employees.

Fund Balance

Our Fund Balance is estimated to be \$9,846,161 in FY 2015/2016. This is an increase of \$2,736,894 over the August proposed budget. This additional fund balance has been allocated to the assigned fund balance liabilities to fully fund our OPEB (other post-employment benefits), adjust our required 8 month fund balance appropriately to cover our increased expenditures and add a new assigned amount for future capital improvements such as a new roof.

Gift Fund Estimated Budget

The Gift Fund Estimated Budget for Fiscal Year April 1, 2015 - March 31, 2016 is included in this packet. As in past years, the proposed budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the CFSEM and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. The Gift Fund will be updated by amendments proposed at the March, 2015 Board meeting.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

MARCH 17, 2015

I MOVE TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2015 - MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$6,974,003 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,986,358 FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

Motion was made by _____

Motion was seconded by _____

Motion carried.

Q:\A - BUDGET\15 16 Budget Prep\Trustees FINAL March 17, 2015\1415 1516 General Fund budget

Bloomfield Twp. Pub. Library**General Fund****Chart of Accounts****As of Feb 28, 2015**

Account ID	Account Description	Active?	Account Type
100.01	Imprest Cash	Yes	Cash
101.01	Checking - Ecommerce - 5th3rd	Yes	Cash
102.01	Money Market - RBC Capital	Yes	Cash
103.01	Investments - RBC Capital	Yes	Cash
104.01	Checking - Flagstar	Yes	Cash
105.01	Business Savings - Flagstar	Yes	Cash
108.01	General Fund CD	Yes	Cash
110.01	A/R General	Yes	Accounts Receivable
120.01	Prepaid Expenses General	Yes	Other Current Assets
121.01	Due From Gift Fund	Yes	Other Current Assets
160.01	Sites	Yes	Fixed Assets
162.01	Building Improvement	Yes	Fixed Assets
164.01	Furniture & Fixtures	Yes	Fixed Assets
166.01	Book Collection & Materials	Yes	Fixed Assets
168.01	Media Collection	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
8013.01	Consultant	Yes	Expenses

Bloomfield Twp. Pub. Library**General Fund****Chart of Accounts****As of Feb 28, 2015**

Account ID	Account Description	Active?	Account Type
8014.01	Contracts	Yes	Expenses
8015.01	Legal	Yes	Expenses
8017.01	Contractual staffing	Yes	Expenses
8018.01	Internet Service Provider(ISP)	Yes	Expenses
8020.01	Projects	Yes	Expenses
8301.01	Electronic Serv - AS Database	Yes	Expenses
8302.01	Electronic Serv-SkyRiver	Yes	Expenses
8303.01	Electronic Servi - YS Database	Yes	Expenses
8304.01	MetroNet Shared Hosting	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	Music - Adult Services	Yes	Expenses
9502.01	Music - Youth Services	Yes	Expenses
9511.01	Audio Books - Adult Services	Yes	Expenses
9512.01	Audio Books - Youth Services	Yes	Expenses
9531.01	DVD's - AS	Yes	Expenses
9532.01	DVD's - YS	Yes	Expenses
9550.01	Dues & Memberships	Yes	Expenses
9561.01	Programs - Adult	Yes	Expenses
9562.01	Programs - Youth	Yes	Expenses
9564.01	Programs - Admin	Yes	Expenses
9565.01	Programs - Systems	Yes	Expenses
9771.01	General Equipment	Yes	Expenses
9772.01	Computer Equipment	Yes	Expenses
9773.01	Facility Services Equipment	Yes	Expenses
9800.01	Clearing	Yes	Expenses
9900.01	Transfers Out	Yes	Expenses
9990.01	Bank Service Charges	Yes	Expenses
9992.01	Library Shop Expenses	Yes	Expenses
9993.01	Cafe Expenses	Yes	Expenses

Bloomfield Twp. Pub. Library
General Fund
Chart of Accounts
As of Feb 28, 2015

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

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

April 1, 2015 - March 31, 2016

Approved August 2014

Revised January 2015

TAXES

\$6,631,643

410.01 Taxes

\$6,631,643

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

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

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

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

PENAL FINES

\$55,009

420.01 Penal Fines

\$55,009

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

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

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

STATE AID		\$24,198
422.01 State Aid		\$24,198
<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: For August, review five-year history of actual State Aid received. For December, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2010 population is 41,070.</p> <p>Approved August 2014: The projection for 2015-2016 reflects averaging State Aid revenue over the most recent five years from FY 2009-2010 to FY 2013-2014.</p> <p>Revised January 2015: This line has been increased based on the Library of Michigan's first 1/2 payment projected formula of population x \$0.1473 x 2 (for direct state aid and for Coop membership payment). (41,070 x \$0.1473 = \$6,049.61 x 2 = \$12,099.22 x 2 payments = \$24,198)</p>		
CIRCULATION REVENUE		\$127,296
430.01 Fines & Fees		\$127,296
<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 2014: The projection for 2015-2016 reflects 4 year averaging (2009-2013) plus 1/2 of projected collection agency receipts.</p> <p>Revised January 2015: Updated only using 4 year averaging</p>		
CHARGES FOR SERVICES		\$11,910
432.01 Photocopy Fees		\$350
<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 2014: The projection for 2015-2016 reflects prior year actual revenue due to averaging photocopy fee revenue over the most recent five years being an unrealistic figure.</p>		
435.01 Room Rental Fees		\$11,560
<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 2014: The projection for 2015-2016 reflects averaging room rental revenue over the most recent five years from FY 2009-2010 to FY 2013-2014.</p>		

INVESTMENT EARNINGS		\$114,613
454.01 Investment Earnings		\$114,613
DESCRIPTION: Through careful investment of the taxes received in advance of need for the Operating budget, interest on the fund balance is generated as revenue for the library.		
FORMULA: Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year.		
Approved August 2014: Average interest rate of 0.30% (June 30, 2014) x \$170 901 (June 30, 2014 bank balances) plus 1.90% (June 30, 2014) X \$6,005,288 (June 30, 2014 investment balance). (\$513 + 114,100 = \$114,613)		
455.01 Change in Asset Value		\$0
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.		
FORMULA: Budgeted only at year end due to uncertainty of changes		
Approved August 2014: The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		\$9,334
460.01 Miscellaneous Revenue		\$0
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
FORMULA: Estimate of predicted miscellaneous receipts		
Approved August 2014: The erratic amounts in this line do not allow for prediction.		
462.01 Library Shop Revenue		\$2,834
DESCRIPTION: Revenue received from the sale of items in the Library Shop. This revenue is subject to state sales tax.		
FORMULA: Review five-year history of actual fees received.		
Approved August 2014: The projection for 2015-2016 reflects averaging Library Shop revenue over the most recent five years from FY 2009-2010 to FY 2013-2014.		
463.01 Café Revenue		\$5,500
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA: Review five-year history of actual fees received.		
Approved August 2014: Based on vendor guaranteed income		
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 2014: One sale planned during 2015/2016		
TOTAL ESTIMATED REVENUES		
Fiscal Year April 1, 2015 - March 31, 2016		
Approved August 2014		\$5,175,602
Revised January 2015		\$6,974,003

Revised December 2014

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

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

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

Revised Dec 2014: Updated based on above changes

LIBRARY SERVICES

\$770,071

Electronic Services - Databases

\$103,317

8301.01 Electronic Services–Adult \$87,378

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

FORMULA: Current year budget + approved budget requests

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

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

FROM METRO NET

American Bus. Information - Refer. USA \$4,230

Gale \$4,000

Biography Resource Center

Demographics Now - Free from the State

History in Context US & World

Legal Forms - Free from the State

Literature Resource Center

Opposing Viewpoints

Powersearch PLUS (no charge)

Science In Context

Scribner's

Small Bus. Resource Center - Free from the State

Twayne Author/Scribner Writers' Series

National Geographic \$35

FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE

EBSCO

Points of View Reference Center (new) \$545

Mango Languages \$2,850

McGraw-Hill Access Science \$857

Oxford Reference Online Premium \$1,624

Plunkett Online \$2,850

FROM THE LIBRARY NETWORK

Consumer Reports \$1,365

NoveList \$2,270

DIRECT PURCHASES

Alexander Press

Music Online \$1,163

Baker & Taylor

Titlesource 3 (TS request) \$200

Bookletters \$1,550

EBSCO

	Magill Literature Online	\$1,392	
	Grey House		
	Weiss Financial Ratings (new)	\$1,995	
	Hoopla	\$10,000	
	Infobase Publishing		
	American History Online	\$2,514	
	Science Online	\$2,152	
	McGraw-Hill Access Medicine	\$1,689	
	Harrison's Principles...	\$927	
	Current Medical Diagnosis..		
	Mergent		
	Hoover's Online	\$1,265	
	Nexis/Lexis		
	Corporate Affiliations	\$1,248	
	Proquest		
	Newspaper Pkg. (NYT,WSJ,WPost, DFP)	\$15,425	
	Ancestry.com	\$1,070	
	HeritageQuest	free-MEL	
	Historical Detroit Free Press	\$1,900	
	Historical New York Times	\$3,585	
	Obituary Database	\$805	
	SIRS Issues Researcher	\$2,700	
	Recorded Books		
	Eprep	\$3,800	
	Tutor.com (Called TutorMe! onBTPLwebsite)	\$5,250	
	tbd-amt needed to bring budget to current yr.	\$6,122	
8303.01	Electronic Services–Youth		\$13,939

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

FORMULA: Current year budget + approved budget requests.

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

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

DIRECT PURCHASES

	Britannica/SmartMath	\$2,600	
	Children's Book Council Awards	\$425	
	Children's Magazine Guide	Free	
	Craft Corner	\$400	
	Dramatic Learning	\$200	
	EBSCO - NoveList K-8	\$400	
	Little Pim	\$1,500	
	Muzzy	\$2,415	
	National Geographic	\$1,200	
	TutorMe! (changed name from Tutor.com)	\$1,000	
	World Almanac for Kids	\$1,600	
	WorldBook - Online Reference Center	\$2,199	
	To be determined additional services	\$0	
8304.01	Metro Net Shared Hosting		\$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 2014: Current year budget decreased 6.77% per CM based on previous two years actual costs rounded

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures
Ebscohost/OverDrive/Digital Library (shared hosting fee) \$2,000

8302.01 Electronic Cataloging Services - SkyRiver and Overdrive \$17,500

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

FORMULA: Current year budget + approved budget requests

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

Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures
SkyRiver \$17,500

Books \$294,591

9401.01 Books–Adult \$137,734

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

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

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

9402.01 **Revised Dec 2014:** Updated due to new millage; restored to 2014/2015 budget figures
Books–Rental \$15,000

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

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

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

9403.01 **Revised Dec 2014:** Updated due to new millage; restored to 2014/2015 budget figures
Books–Youth \$95,205

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

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

Approved Aug 2014: Current year budget decreased 0.3% per CM & Fin.
Comm. based on previous two years actual costs rounded

9404.01 **Revised Dec 2014:** Updated due to new millage; restored to 2014/2015 budget figures; moved \$500 from 9492.01 into 9403.01 per budget request
Books–Reference \$45,727

DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection

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

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

9405.01 **Revised Dec 2014:** Updated due to new millage; restored to 2014/2015 budget figures
Materials–Technical Services \$175

DESCRIPTION: Materials purchased to assist in cataloging

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

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

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

9406.01	Materials–Systems	\$500
	DESCRIPTION: Materials purchased to assist in Systems work and training	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 4.6% per CM based on previous two years actual costs rounded	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures	
9407.01	Materials–Administration	\$250
	DESCRIPTION: Materials purchased to assist Administration activities	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 4.6% per CM based on previous two years actual costs rounded	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures	
9442.01	Processing & Supplies	<u>\$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 2014: Current year budget less RFID tags, decreased 4.36% per CM based on previous two years actual costs rounded along with reduced collections needing processing	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures less RFID	
	<u>Periodicals/Documents/Services</u>	<u>\$88,766</u>
9451.01	Periodicals, Newsletters & Microforms	\$47,776
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 6.5% per CM based on previous two years actual costs rounded	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures	
	Includes:	
	Zinio	\$5,000
9453.01	Reference Services	\$40,990
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print, (e.g., Value Line)	
	FORMULA: Current year budget + [x%] increase + approved budget requests	
	Approved Aug 2014: Current year budget decreased 6.5% per CM based on previous two years actual costs rounded	
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures	
	Includes:	
	Commerce Clearing House (CCH)	\$1,265
	Financial Info Stock Guide	\$3,650
	Finder Binder	\$270
	Government Documents	\$2,375
	Highline Data	\$585
	Institute for Continuing Legal Education(ICLE)	\$402
	Lexis Nexis	\$530
	Mergent	\$4,684
	Morningstar	\$6,154
	RIA	\$1,303

	Standard & Poors/NetAdvantage	\$9,490	
	Thompson	\$885	
	ValueLine	\$4,445	
	West	\$3,423	
	To be determined additional services	\$1,529	
	<u>Vertical File</u>		<u>\$500</u>
9481.01	Adult Services	\$300	
	DESCRIPTION: Costs of acquiring pamphlets, brochures and similar materials for Adult Services vertical files		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2014: Current year budget		
9482.01	Youth Services	\$200	
	DESCRIPTION: Costs of acquiring pamphlets, brochures and similar materials for Youth Services' picture file		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2014: Current year budget		
	<u>CD-ROM/GAMES</u>		<u>\$6,300</u>
9491.01	Adult	\$3,300	
	DESCRIPTION: CD-ROM and Games purchased by Adult Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2014: Current year budget		
9492.01	Youth	\$3,000	
	DESCRIPTION: CD-ROM and Games purchased by Youth Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2014: Current year budget		
	Revised Dec 2014: Moved \$500 from 9492.01 into 9403.01 per budget request		
	<u>Music</u>		<u>\$29,603</u>
9501.01	Adult	\$26,750	
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2014: Current year budget decreased 8.79% per CM based on previous two years actual costs rounded		
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures		
	Freegal Music	\$13,000	
	Regular music purchases	\$13,750	
9502.01	Youth	\$2,853	
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation		
	FORMULA: Current year budget + [x%] increase + approved budget requests		
	Approved Aug 2014: Current year budget decreased 8.79% per CM based on previous two years actual costs rounded		
	Revised Dec 2014: Updated due to new millage; restored to 2014/2015 budget figures		
	Freegal Music and TBD	\$1,253	
	Regular music purchases	\$1,600	
	<u>Audio Books</u>		<u>\$69,051</u>
9511.01	Adult	\$57,000	

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

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

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

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

9512.01 Youth \$12,051

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

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

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

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

DVDs

\$72,458

9531.01 Adult \$54,771

DESCRIPTION: DVD materials purchased by Adult Services for circulation

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

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

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

9532.01 Youth \$17,687

DESCRIPTION: DVD materials purchased by Youth Services for circulation

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

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

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

Special Needs Collection

\$9,750

9541.01 Adult \$4,750

DESCRIPTION: Print and non-print materials specific to Special Needs

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

Revised Dec 2014: New account added due to new millage

9542.01 Youth \$5,000

DESCRIPTION: Print and non-print materials specific to Special Needs

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

Revised Dec 2014: New account added due to new millage

Programming

\$31,185

9561.01 Adult \$10,000

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

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

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

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

Includes:

All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.

Major programs include:

Everyone's Reading
Storytelling Festival
Concerts
Summer Reading

9562.01 Youth \$19,685

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

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

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

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

Includes:

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

Major programs include:

Children's Book Week
Tuesdays with... (based on favorite children's book characters)
First Grade Reader's Rally
Storytelling Festival
Summer Reading

9564.01 Administration \$1,000

DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided.

Includes photo records, food, and printing for events.

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

Approved Aug 2014: Current year budget

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

Includes:

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

\$500

Major programs include:

community collaboration event
community partnering for library-wide programs

Volunteer reception and other volunteer expenses \$500

9565.01 Systems \$500

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

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

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

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

Includes:

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

Major programs include:

Hosting of Metro Net and technology events

FACILITIES AND EQUIPMENT

\$1,073,472

7750.01	Repairs & Maintenance Supplies	<u>\$61,000</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 2014: Current year budget	
	Revised Dec 2014: Updated due to new millage; budget requests	
	High lights and Ballast replacement	\$10,000
	HVAC replacement of parts & filters	\$10,000
	Pest control products	\$1,000
	All other needs	\$40,000
8500.01	Telephone	<u>\$20,249</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 2014: Current year budget	
	Includes:	
	Cell phones (Verizon)	\$3,200
	Emergency use cell phone	\$150
	Pay phone service for patrons	\$1,000
	PRI lines for phone lines (with long distance)	\$15,899
9100.01	Building Insurance	<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 2014: Current year budget	
	Utilities	<u>\$356,996</u>
9201.01	Electricity	\$269,959
	DESCRIPTION: Payments made for electricity	
	FORMULA: Average last three years' expense + [x%] increase	
	Approved Aug 2014: Average last three years + 3%	
9202.01	Natural Gas	\$64,911
	DESCRIPTION: Payments made for heat	
	FORMULA: Average last three years' expense + [x%] increase	
	Approved Aug 2014: Average last three years + 3%	
9203.01	Water	\$22,126
	DESCRIPTION: Payments made for water.	
	FORMULA: Average last three years' expense + [x%] increase	
	Approved Aug 2014: Average last three years + 3%	
9300.01	Building Maintenance	<u>\$185,790</u>
	DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance, and more	
	FORMULA: Current year budget + approved budget requests/contracts	
	Approved Aug 2014: Current year budget	
	Revised Dec 2014: Updated due to new millage; budget requests	
	Includes:	
	Boiler inspection State fees	\$400
	Incidentals/fines for Boilers	\$120

Boiler treatment	\$600
Cleaning	\$57,000
Carpet cleaning maintenance	\$9,492
Chair cleaning	\$2,200
Door maintenance (expires April 2016)	\$2,700
Elevator	\$1,200
Fire Suppression System service agreement	\$1,100
Fire extinguisher recharge	\$900
Flag service	\$756
Generator service	\$1,000
HVAC - annual contract fee (expires 4/1/2015)	\$16,922
HVAC emergency (chiller compressor, fan motor, equip, circulating pumps, motors, archive climate control & pc management	\$40,000
Pest control - in house	\$0
Clean/Paint portico/exterior soffit & replace wood	\$4,000
Security system - alarm monitoring (expires ?)	\$24,000
Sprinkler back flow inspection	\$1,000
Waste removal	\$2,700
Window Cleaning - annual	\$4,000
Lift Station maintenance	\$2,700
Sanitary sewer line repair	\$4,000
Unspecified elevator maintenance	\$2,000
Roof maintenance and repair	\$5,000
Unspecified projects (Elevator fan, etc)	\$2,000

9330.01 Equipment Maintenance \$18,690

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

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2014: Current year budget

Includes:

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

9350.01 Grounds Maintenance \$63,975

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

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2014: Current year budget + budget request

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

Includes:

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

9360.01**Computer System Maintenance****\$193,562**

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

FORMULA: Current year budget + approved budget requests/contracts

Approved Aug 2014: Current year budget less RFID

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

Includes:

Adobe Creative Suite Subscription	\$763
AWE stations support for 4 YS stations	\$1,600
Baker&Taylor - The Content Café	\$2,200
Baker&Taylor Titlesource3	\$4,000
Barracuda backup system	\$1,599
Barracuda Cloud backup system	\$2,500
Barracuda Message Archiver	\$2,500
Barracuda Spam 300 Firewall (3-yr plan renews 10/2015)	\$3,030
Barracuda Web Filter - YS Internet filtering soft/hardware (renews 7/2016)	\$0
Blue Socket - manages 400 public access to wireless	\$872
Box Solutions intranet connect maintenance	\$1,600
Cisco equipment maintenance contract	\$16,627
Cisco ASA Firewall	\$7,800
Comcast - digital receivers	\$675
Comcast - high speed modem subscription	\$880
Computer equipment maintenance	\$7,000
Digitalization ST imaging scanner maintenance (Use Gift Fund acct 8330.03)	\$0
Domain name (BTPL.org) purchased 1/09-expires 1/2029	\$0
Envisionware annual maintenance	\$2,193
E*vanced Meeting Room Booking maintenance	\$462
Helpdesk Software	\$6,000
Innovative Encore subscription	\$12,500
Innovative maintenance contract	\$51,372
Laser jet printers maintenance	\$0
NetOp HVAC maintenance (renews 8/2016)	\$358
OPUS Interactive website hosting	\$880
Paging system support	\$950
Phone system maintenance	\$5,500
POS-Microsoft Dynamics software support	\$950
PRGT software to monitor network traffic	\$750
Sage 50 Accounting upgrade and maintenance	\$1,069
Sage 50 FAS Inventory SupportPlus contract	\$1,550
Scheduling software	\$2,000
Securtiy camera support	\$950
Sturdy room card system support	\$950
Symantec Anti-virus software maintenance (renews 11/2015)	\$5,772
Symantec Ghost upgrade and maintenance (100)	\$930
Techlogic AMH sorting system maintenance (Circ request)	\$21,012
Techlogic spare parts for AMH sorting system (Circ request)	\$1,900
Tel Systems AV equipment annual maint fee	\$12,500
Time clock support (syncs building clocks)	\$950
TLN - Deep Freeze, pub. web browser license, & Microsoft Live	\$519

3/10/2015

Verisign SSL certification for site license: includes Encore, WebPac, Outlook, etc	\$4,999
VSS Pro maintenance contract	\$900
Unplanned computer system maintenance	\$2,000

Equipment

\$91,210

9771.01 General Equipment \$43,500

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

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget

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

Copiers for staff areas	\$36,000
Director's Discretionary	\$2,500
YS Staff workstation	\$5,000

9772.01 Computer Equipment \$47,710

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

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget less RFID

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

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

OTHER OPERATING EXPENDITURES

\$449,121

7270.01 Office Supplies \$25,300

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

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget

To include:

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

	\$25,300
Copier cards (purchased 3/2013)	\$0

7280.01	Postage		<u>\$20,000</u>
	DESCRIPTION: Includes postage for daily metered mail		
	FORMULA: Current year budget + [x%] increase		
	Approved Aug 2014: Current year budget		
	Includes:		
	Regular postage needs (includes Library by Mail)	\$11,780	
	Annual Bulk Mailing Permit	\$220	
	Quarterly newsletter mailing	\$8,000	
	<u>Professional Services</u>		<u>\$63,343</u>
8011.01	Accounting	\$12,000	
	DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services		
	FORMULA: Monthly fee provided by R. Perkins, B Twp		
	Approved Aug 2014: Current year budget		
	Revised Dec 2014: Township increased \$10,800 for 2015/2016		
8012.01	Audit	\$9,500	
	DESCRIPTION: Annual fee charged by our auditing firm		
	FORMULA: Current year budget + Consumer Price Index per contract		
	Approved Aug 2014: Current year budget as bid for 3rd yr		
	Audit	\$8,500	
	Possible costs for GASB 67 & 68 accounting	\$1,000	
8013.01	Consultant	\$10,000	
	DESCRIPTION: Fees for consultants such as strategic planning or interior designer		
	FORMULA: Current year budget		
	Approved Aug 2014: Current year budget		
	Revised Dec 2014: Updated due to new millage; budget requests		
	Technology consultant - Systems	\$10,000	
8014.01	Contracts	\$9,000	
	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 2014: Current year budget		
	Revised Dec 2014: Decreased \$1,500 for collection agency based on 2014/2015 actual expenditures; increased RIDES \$104 per AP		
	RIDES delivery fee	\$4,000	
	Message on Hold	\$500	
	Unique Management - collection agency	\$4,500	
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 2014: Current year budget		
8018.01	Internet Service Provider (ISP)	\$17,843	
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees		
	FORMULA: Current year budget + Metro Net meeting information		
	Approved Aug 2014: Current year budget		
	Includes:		
	Internet Opti-e-man charges from TLN	\$17,843	
8020.01	Projects		<u>\$278,500</u>
	DESCRIPTION: Special or one-time costs for strategic planning implementation and other major projects		
	FORMULA: Budget requests		

Approved Aug 2014: Current year budget less RFID

Revised Dec 2014: Updated due to new millage

Community Room lighting panel replacement	\$5,000
Community Room Stage	\$20,000
Extract two pine trees	\$2,000
Lobby flooring	\$100,000
Parking lot maintenance-asphalt repair, sealcoat, stripping	\$10,000
Plant three new evergreen trees	\$4,000
New HVAC computer system	\$40,000
New shrubs at drive up	\$4,000
New outdoor trash receptacles	\$3,500
Strategic Plan Implementation	\$20,000
Wage survey	\$20,000
West side Water Remediation	\$50,000

Staff Development & Travel

\$31,275

8601.01 Conferences & Workshops \$12,475

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

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

Approved Aug 2014: Current year budget + IUG conference

Revised Dec 2014: Updated due to new millage

Department Conference/Workshops	\$4,875
Staff Development Day	\$2,000
All-staff meetings	\$300
Director's Discretionary	\$950
Staff Service Awards	\$750
III Users' Group Nat. Conf. (3 attendees @ \$350)	\$1,050
Rotating National Conference (4 attendees @ \$250)	\$1,000
MIUG Conference (3 attendees @ \$50 ea.)	\$150
MLA Conference (6 attendees at \$150)	\$900
Board Professional Development	\$500

8602.01 Mileage & travel \$18,800

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

FORMULA: Current year budget + approved budget requests.

Approved Aug 2014: Current year budget + IUG conference

Revised Dec 2014: Updated due to new millage

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

9000.01 Printing & Publishing

\$9,500

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

FORMULA: Current year budget + approved budget requests

Approved Aug 2014: Current year budget + advertising fees

Revised Dec 2014: Updated due to new millage

Includes:

Community mailings/printings/advertising	\$3,000
Quarterly printed newsletter	\$6,000
Advertising fees for job postings	\$500

9550.01 Dues & Memberships

\$14,623

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

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

Approved Aug 2014: Current year budget

Revised Dec 2014: Updated due to new millage

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

Miscellaneous Expenses

\$6,580

9990.01 Bank Service Charges \$4,720

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

FORMULA: Current year budget + [x%] increase

Approved Aug 2014: Current year budget

Includes:

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

9992.01 Library Shop \$1,500

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

FORMULA: This is not a predictable line this year.

Approved Aug 2014: Current year budget

9993.01 Café \$360

DESCRIPTION: Costs to operate café

FORMULA: This is not a predictable line this year.

Approved Aug 2014: Current year budget

9999.01 Miscellaneous \$0

DESCRIPTION: Accounting declarations

FORMULA: This is not a predictable line.

Approved Aug 2014: Current year budget

TOTAL ESTIMATED EXPENDITURES**Fiscal Year April 1, 2015-March 31, 2016****Approved August 2014****\$5,175,602****Revised December 2014****\$5,986,358**

(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, '13-Mar31, '14</u>	<u>Apr1, '14-Mar31, '15</u>	<u>Apr1, '15-Mar31, '16</u>	<u>Apr1, '16-Mar31, '17</u>	<u>Apr1, '17-Mar31, '18</u>
Beginning Fund Balance	\$7,972,537	\$7,488,788	\$8,858,515	\$9,846,160	\$10,587,198
Property Tax Revenue	\$4,586,622	\$6,483,097	\$6,631,643	\$6,709,896.39 **	\$6,789,073 **
Investment Earnings	(\$109,382)	\$76,324	\$114,613	\$180,753 ***	\$194,833 ***
All Other Revenue	\$261,570	\$232,542	\$227,747	\$227,747	\$227,747
Expenditures	(\$5,222,559)	(\$5,422,236)	(\$5,986,358)	(\$6,377,358) ****	(\$6,248,358) ****
Year-end Balance	<u>\$7,488,788</u>	<u>\$8,858,515</u>	<u>\$9,846,160</u>	<u>\$10,587,198</u>	<u>\$11,550,493</u>
Nonspendable - Fixed Asset Inventory	\$25,930,327	\$25,930,327	\$25,930,327	\$25,930,327	\$25,930,327
Restricted	\$0	\$0	\$0	\$0	\$0
Committed portion - 8 month fund bal	\$3,622,835	\$3,990,905	\$4,251,572	\$4,165,572	\$4,165,572
Assigned portion - OPEB/Sick-Vac Liability/ACA Health Benefits/Roof & Capital Improvements	\$3,728,579	\$4,754,453	\$5,494,588	\$6,321,626	\$7,024,950
Unassigned portion - unplanned emergencies	\$137,374	\$113,157	\$100,000	\$100,000	\$359,971

* Column 1 = audited figures

** Column 4 & 5 assumes 1.18% increase based on predicted FY 2015/2016 increase in Property Tax Revenue

*** Column 4 & 5 assumes average of 1.90% investment rate on Beginning Fund Balance less \$372,000 in banks + 0.20% on \$372,000

**** Column 4 & 5 includes Column 3 Expenditures + Systems & Facilities capital projects

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

MARCH 17, 2015

I MOVE TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2015 - MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$800 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$175,465 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, 2014-March 31, 2015
FY April 1, 2015-March 31, 2016

ACCOUNT NAME	2013-2014	2014-2015		2015-2016		Column 6 Col. 3 & Col. 5 \$ DIFFERENCE	Column 7 Col. 3 & Col. 5 % DIFFERENCE	Column 8 % OF TOTAL PROPOSED
	Column 1	Column 2	Column 3	Column 4	Column 5			
	AUDITED	ADOPTED	AMENDED	PROPOSED	ADOPTED			
	BUDGET AS OF MAR 31, 2014	BUDGET AS OF MAR 18, 2014	BUDGET AS OF MAR 17, 2015	BUDGET AS OF AUG 19, 2014	BUDGET AS OF MAR 17, 2015			
<u>Revenues</u>								
Gift Income	\$96,415	\$500	\$99,723	\$500	\$643	(\$99,080)	-99.4%	80.38%
Investment Earnings	\$548	\$200	\$643	\$200	\$157	(\$486)	-75.6%	19.63%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	0.00%
Total Revenues	\$96,963	\$700	\$100,366	\$700	\$800	(\$99,566)	-99.2%	100.00%
<u>Expenditures</u>								
Library Services	\$41,452	\$38,373	\$43,080	\$0	\$20,194	(\$22,886)	-53.1%	11.51%
Facilities & Equipment	\$16,052	\$32,300	\$26,320	\$0	\$59,476	\$33,156	126.0%	33.90%
Other Operating Expenditures	\$32,566	\$91,456	\$19,009	\$500	\$95,795	\$76,786	403.9%	54.59%
Total Expenditures	\$90,070	\$162,129	\$88,410	\$500	\$175,465	\$87,055	98.5%	100.00%
Unreserved Fund Balance	\$94,964	\$95,632	\$97,494	\$98,726	\$100,970			
Reserved Fund Balance	\$61,022	\$65,997	\$73,852	\$64,152	\$73,852			
Net revenue (expenditures)	\$6,893	(\$161,429)	\$11,956	\$200	(\$174,665)			
Fund Balance - Ending	\$162,879	\$200	\$183,303	\$163,078	\$157			
Nonspendable	\$0	\$0	\$0	\$0	\$0			
Restricted	\$0	\$0	\$0	\$0	\$0			
Committed	\$0	\$0	\$0	\$0	\$0			
Assigned	\$162,879	\$161,629	\$183,303	\$162,878	\$174,822			
Unassigned	\$0	\$200	\$0	\$200	\$157			

Bloomfield Twp. Public Library

Gift Fund

Chart of Accounts

As of Feb 28, 2015

Account ID	Account Description	Active?	Account Type
102.03	Checking-Gift-Huntington Bank	Yes	Cash
103.03	Checking - Gift - Fifth Third	Yes	Cash
108.03	Gift - CD	Yes	Cash
110.03	Accounts Receivable - Gift	Yes	Accounts Receivable
120.03	Prepaid Expenses	Yes	Other Current Assets
121.03	Due From General or I&R Fund	Yes	Other Current Assets
125.03	Community Foundation Assets	Yes	Other Assets
210.03	Accounts Payable - Gift	Yes	Accounts Payable
214.03	Due To General or I&R Fund	Yes	Other Current Liabilities
217.03	Deferred Gift Revenue	Yes	Long Term Liabilities
309.03	Beginning Balance Equity	Yes	Equity-doesn't close
310.03	Fund Balance - Gift	Yes	Equity-Retained Earnings
311.03	Reserved Fund Balance - Gift	Yes	Equity-doesn't close
425.03	Gift Revenue	Yes	Income
426.03	Designated Gifts	No	Income
427.03	Undesignated Gifts	No	Income
428.03	Friends of the Library	Yes	Income
429.03	Atkinson Trust	Yes	Income
430.03	BTPL Endowment Trust	Yes	Income
431.03	Myers Scholarship	Yes	Income
432.03	Smith Challenge Grant	Yes	Income
433.03	Fair Radom Garden 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
7280.03	Postage	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 - Designated Gift	Yes	Expenses
8331.03	Directors Discretionary	Yes	Expenses
8332.03	Contingency - UndesignatedGift	Yes	Expenses
8601.03	Staff Development- Gift	Yes	Expenses
8602.03	Mileage,Travel, Meals - Gift	Yes	Expenses
9000.03	Printing & Publishing - Gift	Yes	Expenses
9300.03	Building Maintenance - Gift	Yes	Expenses
9330.03	Equipment Maintenance	Yes	Expenses
9350.03	Grounds Maintenance - Gift	Yes	Expenses
9360.03	Computer System Maint. - Gift	Yes	Expenses
9401.03	Books - Adult - Gift	Yes	Expenses
9403.03	Books - Youth - Gift	Yes	Expenses
9404.03	Books - Reference - Gift	Yes	Expenses
9442.03	Processing & Supplies - Gift	Yes	Expenses
9451.03	Periodicals/Doc/Serv. - Gift	Yes	Expenses
9491.03	CD-ROM & Games - Adult - Gift	Yes	Expenses
9492.03	CD-ROM & Games - Youth - Gift	Yes	Expenses
9501.03	Music - Adult - Gift	Yes	Expenses
9502.03	Music - Youth - Gift	Yes	Expenses
9511.03	Audio Books - Adult - Gift	Yes	Expenses
9512.03	Audio Books - Youth - Gift	Yes	Expenses
9531.03	DVD's - Adult - Gift	Yes	Expenses
9532.03	DVD's - Youth - Gift	Yes	Expenses
9541.03	Special Needs - Adult - Gift	Yes	Expenses
9542.03	Special Needs - Youth - Gift	Yes	Expenses

Bloomfield Twp. Public Library**Gift Fund****Chart of Accounts****As of Feb 28, 2015**

Account ID	Account Description	Active?	Account Type
9550.03	Dues & Membership	Yes	Expenses
9561.03	Programs - Adult - Gift	Yes	Expenses
9562.03	Programs - Youth - Gift	Yes	Expenses
9564.03	Programs - Admin - Gift	Yes	Expenses
9565.03	Programs - Systems -Gift	Yes	Expenses
9570.03	Myers Scholarship - Gift	Yes	Expenses
9571.03	Smith Challenge - Gift	Yes	Expenses
9572.03	BTPL Endowment - Gift	Yes	Expenses
9573.03	Atkinson - Gift	Yes	Expenses
9574.03	Fair Radom Garden Endow. 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, 2015 - March 31, 2016

REVENUE

GIFT INCOME

425.03 Gift Revenue

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

428.03 Friends of the Library

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

429.03 Atkinson Trust

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

430.03 BTPL Endowment/Amber Trust

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

431.03 Myers Scholarship Fund

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

432.03 Smith Challenge Grant

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

433.03 Fair Radom Garden Endowment Fund

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

434.03 Library Director's Legacy Endowment Fund

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

INVESTMENT EARNINGS

454.03 Investment Earnings

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

MISCELLANEOUS

460.03 Miscellaneous

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

EXPENDITURES

LIBRARY SERVICES

9401.03 Books–Adult

Circulating books purchased for adults.

9442.03 Processing & Supplies

Costs associated with processing gifts received.

9531.03 DVD–Adult

DVDs purchased for the Adult Services circulating collection.

9442.03 Special Needs–Youth

Funds to support Youth Services Special Needs collection.

9561.03 Programs–Adult

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

9562.03 Programs–Youth

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

9564.03 Programs–Administration

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

FACILITIES & EQUIPMENT

9750.03 Building Maintenance

General repairs of building and furniture and fixtures.

9350.03 Grounds Maintenance

General repairs or plantings of lawns and gardens.

9771.03 General Equipment

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

9772.03 Computer Equipment

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

9773.03 Facilities Equipment

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

OTHER OPERATING EXPENDITURES

8601.03 Staff Development/Travel

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

9000.03 Printing and Publishing

Provides for printing and promotional items.

9570.03 Myers Scholarship Fund

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

9571.03 Smith Challenge Grant Fund

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

9572.03 BTPL Endowment Fund

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

9573.03 Atkinson Fund

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

9574.03 Fair Radom Garden Endowment Fund

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

9575.03 Library Director's Legacy Endowment Fund

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

9990.03 Bank Service Charges

Bank service charges and other costs of doing business.

8330.03 Contingency--restricted

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

8331.03 Director's Discretionary

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

8332.03 Contingency--unrestricted

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
PENDING GIFT FUND WISH LIST
February 5, 2014
(Presented for consideration on April 1, 2015)

\$3,000 Adult Services – Computer Learning Database Priority #1

This is an amazing opportunity to help Adult Services provide on-line learning opportunities for computer and business software, college readiness testing, computer applications, health care certificates, personal development, and technology. There is a 9 page listing of all the courses offered by this database. It is an exciting list because it offers so many courses, in so many different areas, and will benefit so many of our residents. In the past, libraries offered books for people to improve their English and educational knowledge to help them improve their job skills to get jobs to support themselves and their families. Today we need to offer learning opportunities in a different format. In the 21st Century businesses are looking for people with computer and technical skills. By purchasing this data base, BTPL can help so many people in our community improve these skills. This item is not included in the General Fund budget.

\$4,000 Youth Services – Raised Bed Planting Garden Priority #2

Youth Services does an annual summer garden in a temporary raised bed container for a few of their summer programs. Because they plan to continue these programs, they would like to make a permanent planting garden area for the children on the Youth terrace. This gift would allow for an 8'x10'x18" raised bed and moving the current benches in that area. This item is not included in the General Fund budget.

\$1,000 Administration – 2015-2016 Chamber Concert Series Priority #3

This after-hours concert series has proven to be one of the Library's most popular programs. Average attendance has been approximately 190 guests per concert! Although the talented students' performance is free, we do give each student a DVD of their performance and one DVD to Professor Harding for the U of M collection. We also pay to tune and move the piano for each concert. We hope to offer five concerts and this gift will be added to a previous gift that wasn't completely spent. This item is not included in the General Fund budget.

\$1,500 Adult Services – Teen Books Priority #4

Teen books have become very mainstream titles (a number of Young Adult books are regularly listed on the best seller lists) and as a result we have to purchase additional copies to meet the demands of not just teens but adult patrons too. The costs of additional copies to meet demand and the reduction in the teen book budget have left deficiencies, particularly in series titles. Just think of the *Twilight* and *Divergent* series! This gift would be used to also replace other popular titles and the books from the required school reading lists. These titles in particular have seen much wear and tear. This item is included in the General Fund budget.

\$1,000 Adult Services – Large Print Books Priority #5

Our Large Print book collection is unique. Only a public library can offer the variety and number of titles for people with special visual needs. We are requesting a gift to replace the well-used, and often battered, copies of popular titles in the collection. This gift would allow us to replace roughly 30 large print titles. This item is included in the General Fund budget.

\$12,000 Administration – Community Room Historic Photo Display Priority #6

The Community Room's east wall is quite long and blank. A suggestion was made quite some time ago to frame and hang photos of the Library's history on this wall. If funding is approved, this project

would be given to the Art Committee to recommend photos for framing. Photos would be produced in greyscale (not color) and framed in brushed aluminum. We would work with a consultant to determine the number of images, sizes, and framing and plan to install the pieces on this wall. This item is not included in the General Fund budget.

\$3,215 Administration – Plastic Book Bags Priority #7
Patrons appreciate the convenience of these bags when checking out multiple items. The bags are printed on both sides, providing an advertising opportunity for our sponsor. The Friends have sponsored these bags in the past with the last order being November 2013. There are still some funds remaining from that previous gift and will be combined with this one to make the purchase (total \$4,590). This item is not included in the General Fund budget.

\$500 Youth Services – Wee Play program updates Priority #8
Wee Play is a weekly open discovery and play hour for our younger patrons and their parents and caregivers. Youth Services has been using the same toys and manipulatives since Wee Play began 7 years ago. These items are “well loved” by the babies and toddlers and need to be replaced and refreshed for the weekly sessions. This item is not included in the General Fund budget.

\$1,500 Adult Services – Science Fiction/Graphic Novel Collection Priority #9
Budgetary reductions in the past few years have limited our ability to develop various collections. The Science Fiction/Fantasy collection and the new Adult Graphic novel collection are two such areas. These collections contain a great many series which are very popular and heavily used. This gift would allow us to fill in the missing titles and replace worn copies of popular series. The Sci Fi series *Song of Ice and Fire* by George R. R. Martin, the basis of the *Game of Thrones* TV show, is an example of one of the series. You can imagine how much that gets read! The adult graphic novels, while a relatively new collection, is in the same situation. Paperback books are the mainstay of both of these collections and are much more fragile than hardcover books. This item is included in the General Fund budget.

\$3,000 Administration – Drive Up Lane Landscaping Priority #10
The current drive up lane landscaping consists of large shrubs which may scratch cars when drivers get a little too close to the side of the building. We would like to add more interesting landscaping to this part of the building to complement the rest of the beautiful grounds. This funding would allow for a new design to be completed for this area and new plants to be purchased and installed. The theme is yellow and white flowers to brighten up this area with year round interest, no scratching limbs and branches, and low maintenance with all perennial plantings. This item is not included in the General Fund budget.

\$600 Adult Services – Health & Safety Programs and Vitality Kits Priority #11
We would like to present several programs dealing with Health and Safety. In conjunction with the programs we would like to create some more Vitality Kits. The local hospitals are wonderful low cost resources for speakers but we would need extra money to create more kits. Some of our proposed topics will be: Improving Your Speech, Prescription Drug Abuse Safety, and Working Together When There Is a Seriously Ill Child in The Family. We also need extra kits for fall prevention, grief, and Parkinson’s disease. This item is not included in the General Fund budget.

\$380 Administration – Retractable and Portable Banner Priority #12
This gift would allow the purchase of a retractable, portable 7’ high banner with a carrying case. It would display the Library name, logo, and contact information as well as a sponsorship acknowledgement. The banner would be used by librarians at off-site events for Library promotions. It would also be used for in-house events. This item is not included in the General Fund budget.

\$2,250 Administration – Seasonal Arrangement at Entrance Priority #13
For the Library's 50th Anniversary Gala, Goldner Walsh provided a lovely entrance arrangement to greet our guests. This was so well received that it was suggested that this be a regular feature at the Library's entrance. This gift would provide for six seasonal arrangements at the entrance for a year. Arrangements would be provided in early spring, spring, summer, fall, late fall, and winter. This is another way to enhance the Library grounds and provide a very welcoming greeting to our library patrons when they visit. This idea supports the Library mission and tagline – The Place To Discover. This item is not included in the General Fund budget.

\$2,925 Facility Services – Scrub Machine Priority #14
This request is for an auto-scrub machine for Facilities staff to use on the Library's hard flooring surfaces. This machine will save staff time cleaning library floors as it is easier to operate this machine than what the Library currently has. In addition, this machine will enhance the appearance of the lobby and restroom tile floors especially by removing salt residue and dirt. This item is not included in the General Fund budget.

\$6,160 Circulation – Digital Signature Module Priority #15
This computer software module will allow the Circulation staff to save a digital signature form patrons when they apply for a library card. This software will save the application each patron signs that includes the pledge of responsibility that states each patron will be responsible for all the library materials they borrow. Currently, Circulation staff scan each patron application, a very labor intensive process. The purchase of this software will save several hours each week of Circulation staff time to allow more time to focus on public service at the Circulation Desk. Funding for this software is not included in the General Fund budget.

\$700 Youth Services - Chair for work table Priority #16
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. This item is not included in the General Fund budget.

\$43,730 GRAND TOTAL REQUESTED

Pending requests for future consideration:

\$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 three 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.

\$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.

\$38,528 *Grand Total of future considerations*

[illegible]

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>
2015-2016*	3,693,694	61.7%	5,986,358
2014-2015**	3,362,470	62.0%	5,422,236
2013-2014***	3,268,315	62.6%	5,222,559
2012-2013	3,239,099	63.7%	5,087,685
2011-2012	3,268,714	63.3%	5,166,479
2010-2011	3,308,371	65.3%	5,065,667
2009-2010	3,540,333	57.5%	6,156,780
2008-2009	3,566,215	57.3%	6,222,146
2007-2008	3,361,203	54.0%	6,225,206
2006-2007	3,094,215	58.8%	5,263,359

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

**April 1, 2014-March 31, 2015 Proposed Budget as of March 2015

***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, 2016*	\$738,886	12.34%	\$5,986,358
March 31, 2015**	\$780,955	14.40%	\$5,422,236
March 31, 2014***	\$698,912	13.38%	\$5,222,559
March 31, 2013	\$765,662	14.49%	\$5,285,488
March 31, 2012	\$808,077	15.60%	\$5,178,891
March 31, 2011	\$751,107	14.83%	\$5,065,667
March 31, 2010	\$822,386	13.36%	\$6,156,781
March 31, 2009	\$842,736	13.54%	\$6,222,146
March 31, 2008	\$787,777	12.65%	\$6,225,207
March 31, 2007	\$706,035	13.41%	\$5,263,359
March 31, 2006	\$708,693	13.66%	\$5,189,286
March 31, 2005	\$791,926	14.14%	\$5,598,745
March 31, 2004	\$606,404	9.84%	\$6,163,864
March 31, 2003	\$589,668	15.66%	\$3,766,065
March 31, 2002	\$584,368	16.50%	\$3,540,672

*Proposed Budget April 1, 2015 - March 31, 2016 as of March 17, 2015

**Revised Budget April 1, 2014 - March 31, 2015 as of March 17, 2015

***Audited figures

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 in this category.

Bloomfield Township Public Library SEV and Taxable Value History

	SEV(until 1995) Tax. Value. (1995 -)	Percent of Increase From PY	Library Millage	Library Tax Revenue	Percent of Increase From PY
2015-2016*	3,317,978,000	2.22%	1.9987	6,631,643	2.16%
2014-2015**	3,245,848,860	2.48%	2.0000	6,491,698	40.48%
2013-2014	3,167,371,380	2.28%	1.4590	4,621,195	2.28%
2012-2013	3,096,798,011	-1.49%	1.4590	4,518,228	-0.63%
2011-2012	3,143,677,326	-9.56%	1.4590	4,547,004	-10.34%
2010-2011	3,475,888,000	-10.39%	1.4590	5,071,321	-10.16%
2009-2010	3,878,712,490	-1.76%	1.4590	5,645,126	-2.00%
2008-2009	3,948,259,831	0.36%	1.4590	5,760,511	0.22%
2007-2008	3,934,123,580	5.39%	1.4590	5,747,886	5.39%
2006-2007	3,732,884,300	5.69%	1.4611	5,454,117	4.39%
2005-2006	3,531,875,030	4.47%	1.4793	5,224,703	3.42%
2004-2005	3,380,624,306	4.45%	1.4944	5,052,005	3.34%
2003-2004	3,236,501,438	3.89%	1.5105	4,888,735	53.68%
2002-2003	3,115,293,208	5.52%	1.0211	3,181,026	4.25%
2001-2002	2,952,304,218	7.08%	1.0335	3,051,206	5.64%
2000-2001	2,757,054,988	4.19%	1.0476	2,888,291	2.96%
1999-2000	2,646,257,403	4.23%	1.0601	2,805,297	3.24%
1998-1999	2,538,783,130	4.19%	1.0703	2,717,260	3.79%
1997-1998	2,436,762,470	3.92%	1.0744	2,618,058	3.74%
1996-1997	2,344,785,060	4.10%	1.0763	2,523,692	3.94%
1995-1996***	2,252,388,450	3.35%	1.0780	2,428,075	43.21%
1994-1995	2,179,316,550	2.43%	0.7780	1,695,508	2.43%
1993-1994	2,127,617,200	7.09%	0.7780	1,655,286	3.68%
1992-1993	1,986,788,410	1.64%	0.8036	1,596,583	1.64%
1991-1992****	1,954,734,300	7.09%	0.8036	1,570,824	7.20%

*2015-2016 taxable value is estimated: January 13, 2015 Property Tax Rev. Projections per B. Griffin, Assessor

**2014-2015 taxable value is estimated: November 17, 2014 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 TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: March 10, 2015

SUBJECT: Strategic Plan Update

This is the last month in the last year of our 2010-2015 strategic plan. The objectives of the plan focused on four areas: increased awareness, partnerships, prioritized access for residents, and increased use by senior citizens. The objectives were supported by several short term goals – to review the list is to be impressed with all that staff has accomplished! A summary of the objectives and goals is attached.

Just as this strategic plan winds to a close, it is time to start a new planning process. An RFP for strategic planning consulting services has yielded seven proposals. The proposals are from Donna E. Fletcher Consulting, Inc.; Growth Management Consulting; Hennen Library Consulting; Kimberly Bolan and Associates; Library Strategies; Mark Ranum and Associates; and WJSchroer Company.

The next step is to carefully review each proposal. I will then follow up as needed with each company to gather additional information. Using criteria from the RFP, the proposals will be narrowed to the top three. The top three firms will be interviewed. Administration will recommend the top firm to the Board at the April 28, 2015 regular meeting of the Board of Trustees.

**Bloomfield Township Public Library
Strategic Plan 2010 - 2015**

Mission statement

The Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

The Library’s four long term objectives are:

Eighty percent of library users and fifty percent of nonusers shall be aware of the Library’s mission and be able to identify three reasons how the Library can spark discovery and imagination.

Short Term Goals completed 2010-2015

- Library Welcome Letter and Bloomfield Township brochure insert were created to send to new Bloomfield Township residents
- First meeting free offers sent to — Homeowners Associations, Bloomfield Township clubs and organizations, Bloomfield Township public and private school parent/teacher, Bloomfield Township service related businesses, Homeowners Associations again
- Cross promoted collections on lobby tables with a monthly theme
- Sold merchandise with Library logo in Library Shop — bags, mugs, pins
- Created a bookmark with the library mission and discover theme for distribution
- Utilized BCTV for creating spots about the Library
- Before and after hours programming held — concerts, teen programs, movie nights
- Added “Buy Us Online” — offering our Library logo items for sale on our website
- Offered a Library rewards program — bring your Bloomfield Township friend/neighbor to the Library to get a card and have your name entered in a drawing — 2011, 2012, 2013, 2014
- Conducted a survey of Bloomfield Township residents asking them what they know about the Library and its collections, programs and services — on website in 2013 and 2014
- Created teen book reviews with the assistance of the Teen Advisory Board for viewing on the Library website and other appropriate avenues
- Created a welcome brochure highlighting Library collections and services
- Publicized “My Account” features to increase residents’ knowledge of these library services
- Celebrated the Library’s 50th anniversary with a year long calendar of special events, activities and displays
- The Library’s social media presence was strengthened through our use of Facebook and enewsletters



No fewer than three major strategic partnerships (Bloomfield Hills Schools to be one) yielding increased service on both sides of the relationship.

Short Term Goals for completed 2010-2015

- Developed school/library staff relationships — joint school/library meetings held
- Shared Library resources between the Library and Bloomfield Hills Schools
- Strengthened our relationship with Bloomfield Hills Schools
- Strengthened our relationship with Bloomfield Historical Society by working as a team to develop our local history collection
- Strengthened our relationship with Cranbrook Educational Community with several joint programming series



Prioritized access and convenience for residents to Library collections and services.

Short Term Goals completed 2010-2015

- Increased township residents’ access to computers/Wi-Fi and study rooms by installing a time management system to regulate non-resident use of these services
- Created Library by mail program for Bloomfield Township residents
- Created and implemented methods to assist patrons in finding their way throughout the facility and in locating collections
- Implemented suggested Library catalog improvements for ease of use



Bloomfield Township seniors use of the Library is equal to or greater than the use of the Library by other Bloomfield Township age groups.

Short Term Goals completed 2010-2015

- Obtained feedback and information regarding senior nonusers and users — survey conducted in 2010
- Increased communication with Seniors — “Boomers and Beyond” enewsletter started
- Volunteer job descriptions were developed to encourage area seniors to volunteer
- Sent a direct mail piece to all Bloomfield Township residents age 60 and over announcing the Library by Mail program
- Programs with seniors in mind were developed and promoted for greater appeal
- Created and promoted a new collection called “Vitality Kits” for patrons to borrow
- Partnered with Bloomfield Township Senior Services to offer programs for seniors — movie series

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2015	APRIL					2015
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Mother Goose Club 10am Great Books Club 6:45pm	2 Tinker Tales 10am	3 Sign and Play 10am	4
5 LIBRARY CLOSED FOR EASTER SUNDAY	6 Wee Play 10am	7 Movers & Shakers 10am Knit n Stitch Circle 10am Game Day 2pm Intro to PowerPoint 6pm LEGO Competition 6:30pm	8 Mother Goose Club 10am Family Game Day 12pm Non Fiction Book Club 7pm Writers Rendezvous 7pm	9 Tinker Tales 10am	10 Sign and Play 10am Chamber Music Lecture 12 noon DIY Garden Art 1pm First Friday 7:30pm	11 Friends Second Saturday Sale 9am
12 Friends Second Saturday Sale Noon-3:30pm	13 Wee Play 10am Diego Revera & Frida Kahlo w/DIA 7pm	14 Movers & Shakers 10am Memoir Writer Group 1pm Teen Advisory Board 4pm Obsession with Hamlet 7pm	15 Mother Goose Club 10am Mystery Book Club 1pm Intro to Social Network 6pm PJ Theater 6:30pm Great Books 6:45pm	16 Tinker Tales 10am	17 Sign and Play 10am Coffee & Conversation 10am Jalopy Brothers Concert 7:30pm	18 Shake, Rhythm, & Rhyme 11am Apps & Apps 2pm
19	20 Wee Play 10am Tablet Tales 1pm Social Security Strategy 7pm	21 Movers & Shakers 10am Tue. Book Club 10am Beaker Buddies 6:30pm	22 Mother Goose Club 10am Design your Life Plan 10am Little Foodies 6:30pm Writers Rendezvous 7pm	23 Tinker Tales 10am Eleanor's Book Club 10am Get Your Documents in Order 7pm	24 Sign and Play 10am Chamber Music Concert 7:30pm	25 Crayon Crew 11am Intro to Word 2pm
26	27 Wee Play 10am Retirement/Rick Bloom 7pm	28 Movers & Shakers 10am Memoir Writers Group 1pm MakerSpace: Sew What? 2pm	29 Mother Goose Club 10am Teen Movie Club 4pm	30 Tinker Tales 10am		