

AGENDA

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Thursday, August 9, 2018

Special Board Meeting

11:00 a.m. in Library Board Room

<b>SPECIAL AGENDA ITEMS #1-8</b>
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1. Call to order of special meeting
2. MOTION to approve the order of items
3. Call to the public
4. New Business
  - a. Library Investment Review – with Schwartz and Co.
  - b. Budget Review – Preliminary FY 2019/2020 Budget
  - c. Protecting Local Government Retirement and Benefits Act – PA 202
  - d. Proposed 2019 Library Holiday Calendar
5. Other
6. Next scheduled Regular Board Meeting: Tuesday, August 21, 2018, 7:00 p.m.
7. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** August 6, 2018

**SUBJECT:** Library Investment Review

Schwartz & Co. will provide an overview of our Library investments at the Special Library Board meeting of Thursday, August 9. Matt Whitty will present and answers any questions you may have.

They recently sent to the Library their annual disclosure report. This is attached for your information and review.



INVESTMENT ADVISORS  
SINCE 1976

3707 West Maple Road  
Bloomfield Hills, MI 48301

248.644.2701  
www.GJSCO.com

July 10, 2018

Re: ADV Part 2A Firm Brochure

Dear Investor,

Schwartz & Co. is required to provide certain disclosure information to clients on an annual basis. Enclosed is a copy of the ADV Part 2A Firm Brochure. This brochure provides information about our firm, including a description of our advisory services, fees, conflicts of interest, and other business activities. This information can also be accessed by visiting: [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)

If you have any questions or concerns about the information being provided, please contact your Schwartz & Co. investment advisor representative at (248) 644-2701.

Sincerely,

Schwartz & Co.  
Compliance Department

Encl.

## ADV PART 2A: *FIRM BROCHURE*

Gregory J. Schwartz & Co., Inc.  
D/B/A Schwartz & Co.

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3707 W. Maple Road  
Bloomfield Hills, MI 48301

Phone: (248) 644 – 2701  
Fax: (248) 644 – 6837  
Website: [www.gjsco.com](http://www.gjsco.com)

June 15, 2018

This brochure provides information about the qualifications and business practices of Schwartz & Co. If you have any questions about the contents of this brochure, please contact us at (248) 644-2701. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Schwartz & Co. is registered as an investment adviser with the SEC. Registration as an investment adviser does not imply a certain level of skill or training.

Additional information about Schwartz & Co. is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)

**Item 2: Material Changes**

This section discusses only material changes since the last annual update on June 15, 2017. There are no material changes to report at this time.

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#### **Item 4: Advisory Business**

Schwartz & Co., founded in 1976 by Gregory J. Schwartz, Sr., is an SEC registered investment adviser and licensed broker/dealer. Schwartz Holdings, L.L.C is the 100% owner of Schwartz & Co. Gregory J. Schwartz, Sr. serves as Chairman of the Board and his five sons, Gregory J. Schwartz, Jr., Walter G. Schwartz, Joseph E. Schwartz, Edward A. Schwartz, and Peter F. Schwartz serve as officers and principals.

The firm provides investment advice on equity securities, corporate debt securities, certificates of deposits, municipal securities, United States government securities, interests in real estate partnerships and investment company securities such as variable life insurance, variable annuities, and mutual fund shares. A majority of the investment advice provided by the firm is in the area of mutual funds. Within this realm, Schwartz & Co. specializes in 401(k) group retirement plans.

The services we provide our clients include:

- Risk/return evaluation to measure the relative investment performance of each investment vehicle at appropriate intervals in the plan.
- Asset allocation monitoring to assess appropriateness of current stock holding mix. This includes interim analysis of underperforming investment vehicles, analysis of gaps in available investment vehicles and advice regarding new investment vehicles.
- Annual cost analysis of retirement plans and individual portfolio expenses with comparisons.
- Assistance in negotiation and renegotiation of expenses with plan providers.
- 401k/529 plan education and consultation to companies and their plan participants.
- Semi-annual review of company investment policy guidelines.
- Participation in any requested meetings or preparation of other reports or analysis as reasonably requested by our clients.
- Daily accessibility to our investment advisors.

Our firm has developed a specific approach for presenting investment materials to clients. It begins with presenting a formal financial plan and tailoring it to meet a client's particular needs. Clients may impose restrictions on investing in certain securities or types of securities that are recommended in the plan.

The total amount of assets under management for Schwartz & Co. as of December 31, 2017 is \$3,479,829,281. The amount of assets managed on a discretionary basis is \$163,198,077 and \$3,316,631,204 on a non-discretionary basis. In addition, Schwartz & Co. is the Investment Advisor to a pooled investment fund under the name Stag Group, L.L.C. The total amount of assets under management for the pooled investment fund is \$3,495,775.

## Item 5: Fees and Compensation

Schwartz & Co. offers investment advisory services under various fee arrangements including a percentage of assets under management, a fixed dollar amount, or commissions and/or 12(b)-1 fees. Fees are collected on a monthly or quarterly basis for services rendered. We provide customized fee arrangements for each retirement plan client. Our basic retirement plan fee schedule, while not specific to any particular client, could be roughly estimated as follows:

### Retirement plans:

Total Plan Assets	Advisory Fee
Up to \$15,000,000	.40% (40 basis points)
From \$15,000,001 to \$30,000,000	.35% (35 basis points)
From \$30,000,001 to \$50,000,000	.30% (30 basis points)
Over \$50,000,000	.25% (25 basis points)

**Individual financial plan fees range from 0.50% to 1.50% (i.e. 50 to 150 basis points)** on assets under management. Applicable fees vary on a case by case basis and compensation is payable after services are rendered.

Our firm primarily recommends mutual fund investments for retirement plans and client portfolios. Payment for these services is agreed upon by the client in the Investment Advisory Agreement and can be in the form of direct or indirect compensation.

Direct compensation is an agreed upon direct payment from the advisory client to the advisor. In instances where our firm serves exclusively as a registered investment advisor we do not get paid 12(b)-1 fees or commissions. We provide a separate fee schedule whereby the client elects to pay us from either the plan assets or directly from the plan sponsor. These fees are received monthly or quarterly.

Indirect compensation is a payment to our firm paid by a mutual fund company. Clients are not charged by our firm for any cost beyond the expense ratios of applicable mutual funds. We provide the applicable mutual fund prospectus to the client, which fully discloses the cost structure and process described above. These fees are received on a monthly or quarterly basis from the mutual fund company.

The fees listed above have the propensity to place a client in the position of layered investment fees, i.e. being charged two sets of management fees for the same group of assets. Schwartz & Co. does not believe in this practice and does not simultaneously charge investment advisory fees and collect 12(b)-1 fees or commissions on the same assets. Therefore, assets under management are only charged one type of fee. In addition, various transaction, brokerage, and custodial fees and taxes could be incurred by clients on the execution of trades for their accounts through the brokerage arm of Schwartz & Co. These costs are rarely passed along to advisory clients as they are considered part of the investment advisory fee. Please refer to Item 12: Brokerage Services for more information.

Clients do have the option to purchase investment products that our firm has recommended through other brokers or agents that are not affiliated with Schwartz & Co.

Schwartz & Co. also receives a fee equal to .5% per annum of the monthly NAV on the pooled investment fund under the Investment Advisor. The fund manager receives a management fee equal to 1.25% per annum of the monthly Net Asset Value (NAV).



## **Item 6: Performance-Based Fee and Side-by-Side Management**

Performance-based fees are based on a manager's ability to outperform a targeted return rate or performance goal and share in the capital gains and appreciation of a client's funds. Such fees are calculated as a percentage of the fund's profits and usually include both realized and unrealized profits.

Schwartz & Co. does not charge performance fees with respect to any advisory services offered. Should performance fees be used in the future the CCO is responsible for ensuring the fees are properly calculated, assessed, and that appropriate records are maintained regarding these fees. In addition, we will provide all required disclosures to the client.

Performance fees are not charged by the pooled investment fund.

## **Item 7: Types of Clients**

Schwartz & Co. provides investment advice to individuals, pension and profit sharing plans, 401(k) plans, trusts, estates, charitable organizations, pooled investment funds, corporations, and/or other types of business entities. Our firm does not stipulate any minimum requirements to become a client of Schwartz & Co.

The pooled investment fund, by its offering memorandum, requires participants to be accredited investors and provides for minimum investment of \$100,000 to gain entry into the fund. The manager of this fund reserves the right to increase or decrease this amount at any time.

## **Item 8: Methods of Analysis, Investment Strategies and Risk of Loss**

Schwartz & Co. employs analytical tools and investment strategies to assist in formulating our investment advice to clients. We begin by utilizing two types of analysis: 1) fundamental analysis which measures the intrinsic value of an investment as determined by economic, financial and other quantitative and qualitative factors and 2) cyclical analysis which involves finding cycles and patterns in the market. The primary sources for these analytics include, but are not limited to:

- Financial newspapers and magazines (Barron's, Bloomberg, Zephyr, etc.)
- Morningstar
- Research materials prepared by others
- Annual reports
- Prospectuses
- Presentations, newsletters, and commentary from investment managers at fund companies
- Filings with the Securities and Exchange Commission

We utilize the above analytics and apply our firm's investment strategies of diversity, long term and short term purchasing, and consider investor criteria of time horizon, need for short term liquidity, and risk tolerance to determine what investments are best suited to the individual investor.

These strategies come with risk:

Long-term purchases: Long-term purchases are made with the intent of holding on to the security for a minimum of 12 months. Such purchases may be made when securities are believed to be undervalued and anticipated to appreciate over time. The inherent risk involved with long-term purchases is the possibility of our projection being incorrect and experiencing a decrease in the value of the security before deciding to sell. Another risk is the possibility of missing out on short-term gains.

**Short-term purchases:** Short-term purchases are made with the intent of selling the security within the next 12 months. The idea is to take advantage of projected increases in a security's value that will ultimately result in a profit. An obvious risk of short-term purchases is the potential for loss should the projected increase in value not materialize. Another risk or disadvantage of short-term purchases is increased transaction related expenses due to increased trading.

**Diversification:** Diversification is a means to minimize investment risk by allocating assets into various areas of the market, such as large cap, mid cap, or small cap. If applied wrong, investors could find they are invested in differently titled mutual funds, for example, but those mutual funds could hold similar holdings, hence not providing them a true diversification in the market.

Our overall strategy includes focusing on good performing investment vehicles that are cost effective compared to the benchmark for that given asset class. We focus on an overall diversified approach, to minimize client risk by allocating assets and not overlapping the various areas of the market.

In managing and overseeing a portfolio of client assets, our advisors exercise great care to make sure that the client is aware of the specific risk of each distinctive investment practice that will be used. Investing in securities involves risk of loss which the client should be prepared to bear.

#### **Item 9: Disciplinary Information**

As a Registered Investment Advisor we have no legal or disciplinary events to disclose. There are no convictions of theft, fraud, bribery, perjury, forgery, counterfeiting, extortion, or violations of law. As an advisor we will disclose any legal or disciplinary events that are material to a client's evaluation of our advisors or management personnel, as well as any inability to meet contractual commitments to clients.

#### **Item 10: Other Financial Industry Activities and Affiliations**

##### Financial Industry Activities

Schwartz & Co. is a dual registered Investment Advisor and Broker/Dealer. The broker/dealer registration allows us the ability to conduct securities trades on behalf of our advisory clients. As a broker/dealer we also have the ability to sell investment products for commission. This can create the potential for layering of client fees (refer to Item 5: Fees and Compensation). To prevent this from occurring, basic rules are followed by our firm:

1. Disclose to clients that commissions or transaction fees in addition to the management fees may be charged in executing transactions by the broker/dealer.
2. Clients have the option of choosing to execute transactions through another broker/dealer.
3. Fees, commissions, or transaction charges in the customer's account must be reasonable under general fairness and industry norms.

##### Financial Industry Affiliations

Several principals/owners of Schwartz & Co. also have ownership interests in other businesses, including: Schwartz Benefit Services, LLC – Insurance agency that provides health and life policies to clients.

The Stag Group, LLC (Managing company: AGW Associates, LLC) – Pooled investment fund that invests in stocks, real estate, other private placements, or corporate and partnership interests.

Schwartz Financial Group, Inc. – Purchases ownership interests in senior housing facilities that offer private placement investments to investors. These investments provide either cash flow or tax credits (or

both) to investors. AHSFGI, LLC is a holding company for Schwartz Financial Group, Inc. investments. Schwartz Financial Group, Inc. and owners/principals of Schwartz & Co. have interests in several of these limited partnerships and limited liability companies including:

- Baldwin House SFG Investors LLC (Baldwin House Holdings, LLC) – Owns interest in a senior citizen rental facility.
- AH Tax Credit Fund, LLC (SGN Fund Management) – Holds interests in senior living business assets.
- AH Spring Lake/Southgate Investors, LLC (SFG Spring Lake, LLC; SFG Southgate, LLC) – Owns interest in a senior citizen rental facility.
- AH Grand Rapids Investors, LLC (SFG Grand Rapids, LLC) – Owns interest in a senior citizen rental facility.
- American House Holdings, LLC – Holds interests in senior living business assets.
- SGN Fund Management II – Holds interests in senior living business assets.
- Rochester Roseville MX Development – Owns interest in two senior citizen rental facilities.

Each business is assessed to determine if a conflict of interest is present. If it is determined the affiliate does present a conflict, appropriate measures will be put into place to mitigate the conflict. If the conflict cannot be resolved with the affiliate, the firm will not sell the product to clients to alleviate the conflict.

#### Other Affiliations

Other business affiliations not material to Schwartz & Co.'s advisory business include:

Schwartz Holdings, LLC – A holding company to Schwartz & Co. to hold its fixed assets and handle secondary company costs.

Bloomfield Town Center, LLC – Tenant activity for the office building of Schwartz & Co.

Schwartz Land Company D/B/A Offices at Maple/Lahser – Owns Schwartz & Co. office building/land.

Schwartz Investment Counsel, Inc. (Ave Maria Funds) – Minority Investor

#### Investment Advisor Recommendations

Our firm does not recommend or select other investment advisors for our clients, thus we do not receive compensation from other advisors.

### **Item 11: Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

#### Code of Ethics

Schwartz & Co. has adopted a code of ethics under rule 204A-1 of the Investment Advisor Act of 1940 pursuant to Section 406 of the Sarbanes-Oxley Act of 2002.

The "Code of Ethics" states:

1. The officers and owners of the company will 1) foster a corporate culture of ethical conduct and high integrity, 2) promote that full, accurate, and timely documentation be provided to investors, 3) not knowingly misrepresent facts about the company to auditors or regulators of the industry.
2. All personnel at Schwartz & Co. will 1) have the highest degree of honesty, integrity and professionalism, 2) adhere to the code of ethics, 3) always hold client interests as first priority, 4) not knowingly misrepresent facts, 5) provide fair and accurate disclosures, 6) comply with the

rules of the industry, 7) strive to improve their competence, 8) safeguard personal client information, 9) not accept extravagant gifts or entertainment, 10) avoid conflicts of interest.

A copy of the code of ethics will be provided to any client or prospective client upon request.

#### Client Transactions and Personal Trading

Registered Representatives of our firm do affect securities transactions for clients, for commissions. This occurs routinely in instances where we are not serving in an advisory role. Such transactions are conducted in adherence with the applicable prospectuses, which are given to investors.

As a firm, we have recommended investment products such as: (1) publicly registered mutual funds; and (2) private placement investment units, which invest in senior housing, where principals of Schwartz & Co. have an ownership interest in the L.L.C's that offer the private placement investment units. We recommend these investments to broker/dealer clients and individual advisory clients. We do not recommend these investments to institutional/retirement plan broker/dealer clients or institutional/retirement plan advisory clients. Should an advisory client wish to invest in these products such transactions will be conducted in adherence with the applicable offering memorandum. Owners or employees of the firm do have a financial interest in the investment products listed above.

Our investment professionals occasionally buy and sell the same securities that it recommends to clients, which most commonly are mutual fund shares. Such transactions take place in adherence with the applicable prospectuses and under the trading rules and guidelines as set forth by the regulatory agencies.

#### **Item 12: Brokerage Practices**

Schwartz & Co., as a dual Investment Advisor and Broker/Dealer, has the ability to offer brokerage services to our Investment Advisory clients. We do not require our clients to utilize our brokerage services. We disclose our affiliation in advance of the client agreement and give clients the option to utilize another broker/dealer to execute transactions. As a normal course of business, retail advisory clients choose to utilize the brokerage of the firm, however, retirement clients mainly utilize outside brokerage.

We have a fiduciary duty to execute securities transactions in such a manner that the client's total cost or proceeds in each transaction is the most favorable under the circumstances. Our firm, under the broker/dealer, has partnered with RBC Capital Markets, L.L.C, for trade execution. We acquire from RBC Capital Markets, L.L.C regular and rigorous reviews of their trading execution platforms to monitor that they execute transactions as favorably for our clients as possible. Favorable determination of a trade does not necessarily mean the lowest possible commission cost, but whether the transaction represents the best qualitative execution (i.e. the best price, fulfillment of the order, and speed in executing the trade).

If a client wishes for us to select or refer a broker/dealer that is not our own, we have a fiduciary duty to select a broker/dealer to execute a particular trade which will provide "best execution" for the client. By directing brokerage away from our firm, we may be unable to achieve the most favorable execution of client transactions and that this practice may cost clients more money.

Should a client insist we utilize a specific broker/dealer for their purpose, we work with the requested broker/dealer, and perform due diligence on the transactions executed. In client directed brokerage accounts the client may pay higher brokerage commissions because we may not be able to aggregate orders to reduce transaction costs, or the client may receive less favorable pricing.

### Brokerage for Client Referrals

Schwartz & Co. does not select or recommend clients to other broker/dealers in order to receive referrals.

### Research and Other Soft Dollar Benefits

Schwartz & Co. does not participate in the practice of obtaining brokerage and research services through client commissions, called "Soft Dollar Arrangements." We follow good faith practices and charge commissions based solely on the costs and circumstances surrounding the effected trades. All direct brokerage and research costs of the company are paid by the broker/dealer.

Our firm will periodically attend a product provider educational conference or event, (which includes hospitality), or receive sponsorship for a marketing event. This can cause a conflict in the capacity to influence advice to our clients due to incentives. To mitigate this possibility, our firm keeps these activities to a minimum and requires all events and sponsorships to be approved and monitored by principals of the firm.

### **Item 13: Review of Accounts**

Our firm reviews client accounts on a periodic basis. Client account reviews can be on a monthly, quarterly, semi-annual, or annual basis as determined to be most appropriate to the client's situation. Reviews of accounts are conducted by one of the five principals, with an annual review performed by the compliance department. Principal level reviews concentrate on determining if the investment advisor has applied, accurately, the correct analytics and strategies to the account to come up with the best investment recommendation for that particular client. Compliance reviews focus on verifying that all advisors are following regulation as required by the industry and company policy.

Occasionally a triggering factor will prompt a review. This includes customer requests, impromptu meetings, customer complaints, unusual client situations, or when a principal deems it necessary.

Clients receive a written report pertaining to their individual investment portfolio from the investment advisor. These reports list all assets of the client, their current values, comparable asset values and any current recommendations. The reports are received by clients on the review cycle determined most appropriate for their situation. These reports are discussed with the client either in person or by telephone. The purpose of the report is to ensure the client understands the position of their accounts, the strategies employed, the transactions executed and to see the investment performance of the plan. It also allows us to maintain communication with our clients and provides a platform for clients to ask questions and fully understand what is happening with their funds.

Clients also receive a brokerage statement, listing assets with their current values, held in custody by RBC Capital Markets, L.L.C. or other individual investment companies. We strongly encourage clients to carefully review and compare all statements that they receive regarding their accounts.

The pooled investment fund receives an in depth review by the Investment Advisor on a quarterly basis. Items focused on are appropriateness of the assets held, asset valuation and verifying that the fund is operating under the required rules for this type of investment. Please refer to Item 15: Custody, for further information.

### **Item 14: Client Referrals and Other Compensation**

We do not receive compensation for any client referrals. This section does not apply to our firm.

**Item 15: Custody**

Schwartz & Co. does not have physical custody of client funds or securities. These funds are held by qualified custodians. Clients will receive account statements from our correspondent, RBC Capital Markets, L.L.C or directly from the investment companies at least quarterly, or monthly if there is activity on the account. We strongly encourage clients to carefully review and compare all statements that they receive.

Exceptions to the above include four private placement investments and the pooled investment fund. The pooled investment fund carries 2 illiquid investments we are considered to custody. As such we follow the provisions of the custody rule and have the pooled investment fund's financial statements audited by a PCAOB registered auditor. Unaudited financial statements are provided to the fund's investors on a quarterly basis with the audited statements sent out annually.

**Item 16: Investment Discretion**

Schwartz & Co. currently accepts discretionary authority to manage securities accounts on behalf of clients. The amount of discretionary accounts our firm holds is minimal and is only put in place upon the request of the client.

If a client wishes to give us discretionary authority on their account we require that such authority be established in writing through the Investment Management Agreement and a signed document granting discretionary power to the investment advisor. Clients can place limitations on this discretion and it must be done so in writing or included with the agreement. Limitations customarily requested are monetary limits per trade, discretion on certain investments in the portfolio, or limits on the actions an investment advisor can perform. Should the client wish to modify or remove discretionary authority the agreement may be updated at any time. Although we may have discretionary authority on an account, our office procedures require personnel to contact the client prior to the execution of any trade(s).

**Item 17: Voting Client Securities**

Our firm does not vote proxies on behalf of clients. Proxies should be received by clients directly from the qualified custodians who hold the related security. Should the firm choose to exercise voting authority in the future, policies and procedures with respect to the Advisers Act Rule 206(4)-6 will be implemented. Clients can contact the firm should any questions arise relating to the proxies.

**Item 18: Financial Information**

The balance sheet of Schwartz & Co. has been prepared in accordance with the Generally Accepted Accounting Principles and audited by a PCAOB registered auditor on an annual basis. Our financial statements are prepared on the fiscal year ending 3/31. A copy of the audited balance sheet is available upon written or verbal request. A copy of the balance sheet is not required with this filing as our firm does not solicit prepaid fees.

As of this filing there are no financial conditions that exist that are reasonably likely to impair the advisor's ability to meet contractual obligations to clients. The firm has not been the subject of a bankruptcy petition at any time in the past 10 years.



**Bloomfield Township Public Library**

# **Preliminary Budget**

**April 1, 2019 Through March 31, 2020**

**Trustees**

Eli Greenbaum, President  
Judy Lindstrom, Vice President  
Tom Deska, Secretary  
Grant Gerhart  
Joan Luksik  
Sandy Edwards

**Director:**

Carol Mueller



# **Preliminary Budget**

## **April 1, 2019 Through March 31, 2020**

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## **FY 2019-2020 Preliminary Budget Public Hearing**

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TO: Library Board of Trustees  
FROM: Carol Mueller, Library Director  
DATE: August 21, 2018  
SUBJECT: Preliminary General Fund and Gift Fund Budgets for Fiscal Year  
April 1, 2019- March 31, 2020

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### **FY 2018-2019 Public Budget Hearing**

The enclosed packet is the August 21, 2018 Preliminary Budgets and Public Budget Hearing Motions for FY April 1, 2019 - March 31, 2020.

The purpose of the Public Budget Hearing is for the Bloomfield Township Public Library Board of Trustees to approve a Preliminary Budget, as required by statute, for the support and maintenance of Bloomfield Township Public Library. The Preliminary Budget is forwarded to the Charter Township of Bloomfield offices with a request of full tax assessment of the 2.0 approved mills, adjusted by Headlee roll-back.

### **General Fund**

The current FY 2018-2019 Adopted Budget does not have any proposed amendments at this time. The operational estimates appear to be running in line with the budget. However, capital projects decreased by \$1,741,970 primarily due to the roof replacement project delayed to the next fiscal year. Capital Improvements Program (CIP) amendments will be submitted in March, 2019.

The current FY 2018-2019 Adopted Budget was used as a baseline budget to develop the FY 2019-2020 Preliminary Budget, updated for three (3) key assumptions: tax revenues, personnel costs and capital improvement projects. All remaining budget line items were adjusted for any known material increases/decreases greater than \$5,000.

Taxable value projections were provided by Bloomfield Township as of July 1, 2018. A 3.03% increase is projected in property taxes for the FY 2019-2020 Preliminary Budget

as compared to the anticipated 2.09% increase over the current fiscal year due to the Township's projected increase in property values.

Providing the same salaries and benefits model used for the current fiscal year, personnel costs are projected to increase by 3.65%. However, the Personnel Committee and Library Director will review in February, 2019 and provide a recommendation for the March, 2019 FY 2019-2020 Proposed Budget.

The CIP was reviewed and updated for current project considerations, including the library facility roof replacement, which was moved from FY 2018-2019 to FY 2019-2020.

Total revenues for the FY 2019-2020 Preliminary Budget are projected to increase by \$180,356 as compared to current FY 2018-2019 Adopted Budget, representing a 2.43% increase.

Total operating expenditures for the FY 2019-2020 are projected to increase by \$152,976 as compared to the current FY 2018-2019 Adopted Budget, representing a 2.41% increase. Capital projects increased by \$1,662,340 due to the \$1.5 million roof replacement project.

The projected \$1,606,502 decrease in net revenue over total operating and capital expenditures will reduce the Library's estimated fund balance to \$11,311,630. There is a planned use of fund balance reserves for capital projects in FY 2019-2020 for the necessary roof replacement and other building projects.

### **Gift Fund**

As in past years, the FY 2019-2020 Preliminary Gift Fund Budget does not assume revenue from gifts. Expenditures are expected to be completed within the current fiscal year, so no carry-over expenditures are shown in the Preliminary Budget. This budget does, however, recognize two revenue items: The Myers Scholarship payout from the Community Foundation for Southeast Michigan (CFSEM) and interest earned from the bank on any gifts received is budgeted for revenue. The Preliminary Gift Fund Budget will be approved by the Library Board, but is not included in the Public Budget Hearing documents forwarded to Bloomfield Township.

### **Supplemental Budget Information**

Included in this packet are two (2) supplemental schedules:

- 1) The General Fund Balance Projection is provided for five-years through FY 2021-2022. The projection shows a year-end fund balance of \$10,543,946 as of March 31, 2021 and \$11,364,433 as of March 31, 2022.
- 2) The 25-year SEV and Taxable Value History schedule reports the trend in taxable values over 25 years.

Bloomfield Township Public Library  
General Fund Budget  
FY April 1, 2018 - March 31, 2019 Amended Budget  
FY April 1, 2019 - March 31, 2020 Preliminary Budget

ACCOUNT NAME	<u>2017-2018</u>	<u>2018-2019</u>		<u>2019-2020</u>	<u>Column 5</u>	<u>Column 6</u>	<u>Column 7</u>
	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Col. 3 &amp; 4</u>	<u>Col. 3 &amp; 4</u>	<u>Column 7</u>
	ACTUALS AS OF	ADOPTED BUDGET AS OF	AMENDED BUDGET AS OF	PRELIMINARY BUDGET AS OF			%
	MAR 31, 2018	MAR 20, 2018	AUG 21, 2018	AUG 21, 2018	\$ DIF.	% DIF.	OF TOTAL REV/EXP
<b><u>Revenues</u></b>							
<b>Taxes</b>	<b>\$6,949,668</b>	<b>\$7,095,067</b>	<b>7,095,067</b>	<b>\$7,310,390</b>	<b>\$215,323</b>	<b>3.03%</b>	<b>96.27%</b>
<b>Penal Fines</b>	<b>\$83,173</b>	<b>\$85,021</b>	<b>85,021</b>	<b>\$84,097</b>	<b>(\$924)</b>	<b>-1.09%</b>	<b>1.11%</b>
<b>State Aid</b>	<b>\$26,864</b>	<b>\$26,860</b>	<b>26,860</b>	<b>\$26,862</b>	<b>\$2</b>	<b>0.01%</b>	<b>0.35%</b>
<b>Circulation Fines and Fees</b>	<b>\$93,868</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$85,000</b>	<b>(\$15,000)</b>	<b>-15.00%</b>	<b>1.12%</b>
<b>Charges for Services</b>	<b>\$17,476</b>	<b>\$13,800</b>	<b>\$13,800</b>	<b>\$14,560</b>	<b>\$760</b>	<b>5.51%</b>	<b>0.19%</b>
Photocopy Fees	\$1,103	\$610	\$610	\$679			
Room Rental Fees	\$16,373	\$13,190	\$13,190	\$13,881			
<b>Investment earnings</b>	<b>\$37,957</b>	<b>\$79,000</b>	<b>\$79,000</b>	<b>\$58,478</b>	<b>(\$20,522)</b>	<b>-25.98%</b>	<b>0.77%</b>
Investment Earnings	\$37,957	\$79,000	\$79,000	\$58,478			
Change in Asset Value	\$0	\$0	\$0	\$0			
<b>Miscellaneous</b>	<b>\$16,304</b>	<b>\$13,497</b>	<b>\$13,497</b>	<b>\$14,214</b>	<b>\$717</b>	<b>5.31%</b>	<b>0.19%</b>
Miscellaneous Revenue	\$3,580	\$3,377	\$3,377	\$3,479			
Library Shop Revenue	\$4,426	\$3,420	\$3,420	\$3,671			
Café Revenue	\$8,298	\$6,700	\$6,700	\$7,064			
Gain (loss) on Sale of Equipment	\$0	\$0	\$0	\$0			
<b>Total Revenues</b>	<b>\$7,225,310</b>	<b>\$7,413,245</b>	<b>\$7,413,245</b>	<b>\$7,593,601</b>	<b>\$180,356</b>	<b>2.43%</b>	<b>100.00%</b>
<b><u>Expenditures</u></b>							
<b>Personnel</b>	<b>\$3,789,611</b>	<b>\$4,119,114</b>	<b>\$4,119,114</b>	<b>\$4,269,590</b>	<b>\$150,476</b>	<b>3.65%</b>	<b>65.69%</b>
Salaries & Wages	\$2,699,997	\$2,911,051	\$2,911,051	\$2,988,832			
Social Security	\$205,346	\$222,695	222,695	\$228,646			
Employee Insurances	\$614,189	\$707,725	707,725	\$765,799			
Retirement	\$270,079	\$277,643	277,643	\$286,313			
<b>Library Services</b>	<b>\$782,776</b>	<b>\$875,133</b>	<b>\$875,133</b>	<b>\$879,633</b>	<b>\$4,500</b>	<b>0.51%</b>	<b>13.53%</b>
Electronic Services-Databases	\$135,164	\$155,898	155,898	\$155,898			
Electronic Services-OCLC/SkyRiver	\$18,887	\$21,700	21,700	\$21,700			
Books	\$327,850	\$359,988	359,988	\$371,988			
Processing & Supplies	\$31,591	\$38,462	38,462	\$38,462			
Periodicals/Docs./Reference Services	\$87,958	\$91,677	91,677	\$86,677			
CD-ROM/Games	\$4,200	\$5,090	5,090	\$2,590			
Music	\$24,686	\$30,053	30,053	\$30,053			
Audio Books	\$50,412	\$58,123	58,123	\$58,123			
DVD's	\$60,350	\$71,414	71,414	\$71,414			
Special Needs Collection	\$8,915	\$10,043	10,043	\$10,043			
Programming	\$32,763	\$32,685	32,685	\$32,685			
<b>Facilities &amp; Equipment</b>	<b>\$877,742</b>	<b>\$1,109,615</b>	<b>\$1,109,615</b>	<b>\$1,104,015</b>	<b>(\$5,600)</b>	<b>-0.50%</b>	<b>16.99%</b>
Repairs/Maintenance Supplies	\$48,317	\$72,500	72,500	\$72,500			
Telephone	\$17,272	\$20,249	20,249	\$20,249			
Building Insurance	\$69,675	\$75,600	75,600	\$75,600			
Public Utilities	\$285,876	\$340,812	340,812	\$340,812			
Building Maintenance	\$171,172	\$192,438	192,438	\$192,438			
Equipment Maintenance	\$15,457	\$19,210	19,210	\$19,210			
Grounds Maintenance	\$69,288	\$104,192	104,192	\$104,192			
Computer System Maintenance	\$150,492	\$257,054	257,054	\$247,054			
Equipment (Gen'l, Computer & Facility Svcs.)	\$50,193	\$27,560	27,560	\$31,960			
<b>Other Operating Expenditures</b>	<b>\$163,023</b>	<b>\$242,565</b>	<b>\$242,565</b>	<b>\$246,165</b>	<b>\$3,600</b>	<b>1.48%</b>	<b>3.79%</b>
Office/Computer Supplies	\$28,844	\$28,600	28,600	\$34,200			
Postage	\$10,551	\$15,500	15,500	\$15,500			
Professional Services	\$69,270	\$107,295	107,295	\$105,295			
Staff Development/Travel	\$16,502	\$39,575	39,575	\$39,575			
Printing & Publishing	\$25,000	\$25,050	25,050	\$25,050			
Dues & Membership	\$8,173	\$19,465	19,465	\$19,465			
Miscellaneous Expenses	\$4,683	\$7,080	7,080	\$7,080			
<b>Total Operating Expenditures</b>	<b>\$5,613,152</b>	<b>\$6,346,427</b>	<b>\$6,346,427</b>	<b>\$6,499,403</b>	<b>\$152,976</b>	<b>2.41%</b>	<b>70.64%</b>
<b>Net Operating Revenue/(Expenditures)</b>	<b>\$1,612,158</b>	<b>\$1,066,818</b>	<b>\$1,066,818</b>	<b>\$1,094,198</b>			
<b>Capital Projects</b>	<b>\$409,587</b>	<b>\$2,780,300</b>	<b>1,038,360</b>	<b>\$2,700,700</b>	<b>\$1,662,340</b>	<b>160.09%</b>	<b>29.36%</b>
<b>Total Operating &amp; Capital Expenditures</b>	<b>\$6,022,739</b>	<b>\$9,126,727</b>	<b>\$7,384,787</b>	<b>\$9,200,103</b>	<b>\$1,815,316</b>	<b>24.58%</b>	<b>100.00%</b>
<b>Fund Balance - Beginning</b>	<b>\$11,687,103</b>	<b>\$12,889,674</b>	<b>\$12,889,674</b>	<b>\$12,918,132</b>			
<b>Net Revenue / (Expenditures)</b>	<b>\$1,202,571</b>	<b>(\$1,713,482)</b>	<b>\$28,458</b>	<b>(\$1,606,502)</b>			
<b>Fund Balance - Ending</b>	<b>\$12,889,674</b>	<b>\$11,176,192</b>	<b>\$12,918,132</b>	<b>\$11,311,630</b>			
Nonspendable - Prepaid Expenses	32,613	32,613	32,613	32,613			
Restricted - None	0	0	0	0			
Committed - 8 Month Fund Balance	4,230,951	4,230,951	4,230,951	4,332,935			
Assigned - Other Post Employment Benefits (OPEB) Funding	6,328,395	6,328,395	6,328,395	6,328,395			
Assigned - Capital Improvements	1,744,533	31,051	1,772,991	64,505			
Assigned - Compensated Absences	453,182	453,182	453,182	453,182			
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000			
<b>Totals</b>	<b>\$12,889,674</b>	<b>\$11,176,192</b>	<b>\$12,918,132</b>	<b>\$11,311,630</b>			

**Nonspendable:**  
Amounts that cannot be spent because they are either (a) not in spendable form (inventory) or (b) legally or contractually required to be maintained in-act.

**Restricted:**  
Amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

**Committed:**  
Amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

**Assigned:**  
Amounts that are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. (In gov. funds other than General Fund, assigned fund

**Unassigned:**  
The residual classification for the government's General Fund. It includes all spendable amounts not contained in the other classifications. (Should not be used in Gift or I&R Funds).

**Bloomfield Township Public Library  
PUBLIC BUDGET HEARING MOTION  
GENERAL FUND**

August 21, 2018

A Motion was made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

- TO APPROVE THE **PRELIMINARY PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2019 - MARCH 31, 2020**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

**\$7,593,601**

**Revenues**

**\$9,200,103**

**Expenditures**

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

**(\$1,606,502)    Net Revenue/(Expenditures)**

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING \$1.5 MILLION ROOF REPLACEMENT PROJECT.

- THAT THE APPROVED GENERAL FUND BUDGET AND **TAX LEVY** FOR FISCAL YEAR **APRIL 1, 2019 - MARCH 31, 2020** BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE **2.0 APPROVED MILLS** ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President/Secretary

Bloomfield Township Public Library  
Gift Fund Budget  
FY April 1, 2018 - March 31, 2019 Amended Budget  
FY April 1, 2019 - March 31, 2020 Preliminary Budget

ACCOUNT NAME	2017-2018	2018-2019		2019-2020	Column 5 Col. 3 & 4	Column 6 Col. 3 & 4	Column 7 %
	Column 1	Column 2	Column 3	Column 4			
	ACTUALS	ADOPTED	AMENDED	PRELIMINARY			
	AS OF	BUDGET	BUDGET	BUDGET			
	AS OF	AS OF	AS OF	AS OF			
	MAR 31, 2018	MAR 20, 2018	AUG 21, 2018	AUG 21, 2018	\$	%	OF TOTAL
					DIF.	DIF.	REV/EXP
<b><u>Revenues</u></b>							
<b>Gift Income</b>	<b>\$74,478</b>	<b>\$500</b>	<b>\$23,442</b>	<b>\$500</b>	<b>(\$22,942)</b>	<b>-97.87%</b>	<b>71.43%</b>
Gift Revenue	\$7,317	\$0	\$5,653	\$0			
Friends of the Library	\$62,894	\$0	\$15,150	\$0			
Atkinson Trust	\$1,292	\$0	\$641	\$0			
BTPL Endowment Fund/Amber Trust	\$127	\$0	\$0	\$0			
Myers Scholarship	\$800	\$500	\$1,306	\$500			
Smith Challenge Grant	\$1,390	\$0	\$693	\$0			
Fair Radom Garden Endowment	\$658	\$0	\$0	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
<b>Investment Earnings</b>	<b>\$166</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>0.00%</b>	<b>28.57%</b>
<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>\$74,644</b>	<b>\$700</b>	<b>\$23,642</b>	<b>\$700</b>	<b>(\$22,942)</b>	<b>-97.04%</b>	<b>100.00%</b>
<b><u>Expenditures</u></b>							
<b>Library Services</b>	<b>\$29,656</b>	<b>\$56,423</b>	<b>\$70,028</b>	<b>\$56,423</b>	<b>(\$13,605)</b>	<b>-19.43%</b>	<b>30.41%</b>
Electronic Services - Adult	\$0	\$0	\$0	\$0			
Books - Adult	\$2,275	\$10,348	\$11,348	\$10,348			
Books - Youth	\$3,464	\$1,841	\$1,921	\$1,841			
Books - Reference	\$0	\$3,000	\$3,000	\$3,000			
Processing & Supplies	\$1,002	\$6,053	\$6,054	\$6,053			
Audio Books - Adult	\$0	\$0	\$1,050	\$0			
Audio Books - Youth	\$1,050	\$1,050	\$90	\$1,050			
DVD's - Adult	\$262	\$90	\$0	\$90			
DVD's - Youth	\$0	\$0	\$0	\$0			
Special Needs - Adult	\$100	\$90	\$91	\$90			
Special Needs - Youth	\$1,131	\$0	\$0	\$0			
Programs - Adult	\$4,070	\$5,085	\$7,585	\$5,085			
Programs - Youth	\$11,620	\$13,899	\$14,720	\$13,899			
Programs - Administration	\$4,682	\$14,966	\$24,169	\$14,966			
<b>Facilities &amp; Equipment</b>	<b>\$19,375</b>	<b>\$30,202</b>	<b>\$32,202</b>	<b>\$30,202</b>	<b>(\$2,000)</b>	<b>-6.21%</b>	<b>16.28%</b>
Repairs & Maintenance	\$0	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$4,614	\$7,759	\$7,859	\$7,759			
Computer Systems Maintenance	\$0	\$0	\$0	\$0			
General Equipment	\$8,222	\$21,435	\$21,435	\$21,435			
Computer Equipment	\$6,539	\$1,008	\$2,908	\$1,008			
Facility Service Equipment	\$0	\$0	\$0	\$0			
<b>Other Operating Expenditures</b>	<b>\$15,045</b>	<b>\$98,890</b>	<b>\$106,230</b>	<b>\$98,890</b>	<b>(\$7,340)</b>	<b>-6.91%</b>	<b>53.30%</b>
Office Supplies	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0			
Printing & Publishing	\$3,912	\$7,672	\$7,672	\$7,672			
Myers Scholarship	\$800	\$0	\$806	\$0			
Smith Challenge Grant	\$2,327	\$1,271	\$1,964	\$1,271			
Endowment Fund	\$0	\$1,661	\$1,661	\$1,661			
Atkinson Fund	\$3,121	\$648	\$1,289	\$648			
Fair Radom Garden Endowment	\$701	\$898	\$898	\$898			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Transfer out to CFSEM	\$418	\$291	\$291	\$291			
Bank Service Charges	\$0	\$0	\$0	\$0			
Contingency - Designated	\$2,176	\$85,602	\$90,802	\$85,602			
Director's Discretionary	\$590	\$0	\$0	\$0			
Contingency - Undesignated	\$1,000	\$848	\$848	\$848			
<b>Total Expenditures</b>	<b>\$64,079</b>	<b>\$185,518</b>	<b>\$208,460</b>	<b>\$185,518</b>	<b>(\$22,942)</b>	<b>-11.01%</b>	<b>100.00%</b>
<b>Fund Balance - Beginning</b>	<b>\$90,305</b>	<b>\$112,712</b>	<b>\$90,305</b>	<b>\$90,305</b>			
<b>Reserved Fund Balance</b>	<b>\$77,558</b>	<b>\$72,306</b>	<b>\$94,713</b>	<b>\$94,713</b>			
<b>Net Revenue / (Expenditures)</b>	<b>\$10,565</b>	<b>(\$184,818)</b>	<b>(\$184,818)</b>	<b>(\$184,818)</b>			
<b>Fund Balance - Ending</b>	<b>\$178,428</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>			
Nonspendable	\$2,088	\$0	\$0	\$0			
Restricted	\$176,340	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0			
<b>Totals</b>	<b>\$178,428</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>			

**Nonspendable:**

Amounts that cannot be spent because they are either (a) not in spendable form (inventory) or (b) legally or contractually required to be maintained in-tact.

**Restricted:**

Amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

**Committed:**

Amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

**Assigned:**

other than General Fund, assigned fund balance represents the remaining amount that is not restricted or committed.)

**Unassigned:**

Gift or I&R Funds.)

**Bloomfield Township Public Library  
PUBLIC BUDGET HEARING MOTION  
GIFT FUND**

August 21, 2018

A Motion was made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

- TO APPROVE THE **PRELIMINARY PROPOSED** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2019 - MARCH 31, 2020**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

**\$700**

**\$185,518**

**Revenues**

**Expenditures**

Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President/Secretary

## Bloomfield Township Public Library Capital Improvements Program

Record #	Department (sort with filter)	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2018-2019 Expenditure	2019-2020 Expenditure	2020-2021 Expenditure	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	Total Expenditure
1	Building	Roof Replacement	1	30	General Fund	Exceeded estimated useful life. Maintain existing facilities. Prefunding in FY 2016-2019. To be expended in FY 2019-2020.	\$100,000	\$1,500,000	\$1,000,000	\$0	\$0	\$0	\$0	\$2,600,000
2	Information Technology	Public Copiers	1	5	General Fund	Upgrade public copiers which have exceeded estimated useful lives and require more maintenance/repairs.	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
3	Admin	Compensation & Classification Study	1	5	General Fund	Professional consulting services to perform a compensation and classification study.	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
4	Information Technology	Software-Mobile Apps	2	3	General Fund	Replacement TNS.	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000
5	Building	Lobby Floor Replacement	1	30	General Fund	The current 2008 tile is in need of replacement.	\$10,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$210,000
6	Information Technology	Computer PCs-Staff	1	4	General Fund	Replace (60) staff hardware which have exceeded estimated useful lives > 5 yrs. old.	\$0	\$0	\$53,000	\$0	\$0	\$0	\$0	\$53,000
7	Information Technology	Computer Laptops-Staff	2	4	General Fund	Replace (7) laptops which have exceeded estimated useful lives > 5 yrs. old.	\$10,500	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500
8	Information Technology	Mobile Computers for Lab	2	4	General Fund	(10-12) mobile computers for the computer lab will provide mobility for computer classes.	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
9	Building	Flooring	2	15	General Fund	Replace current lower level flooring due to age and deterioration.	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000
10	Furniture & Equipment	Furniture Replacement	2	20	General Fund	Replace facility furnishings due to age and deterioration.	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
11	Information Technology	Computer CPUs-Public	1	4	General Fund	Replace (60) public internet computers exceeding estimated useful lives.	\$60,000	\$0	\$0	\$0	\$60,000	\$0	\$0	\$120,000
12	Information Technology	Computer Monitors-Public	1	5	General Fund	Replace (60) public computer monitors exceeding estimated useful lives.	\$18,000	\$0	\$0	\$0	\$0	\$18,000	\$0	\$36,000
13	Information Technology	Website Upgrade	2	7	General Fund	Upgrade and enhance website.	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
14	Information Technology	Voice Over IP	4	10	General Fund	Replace outdated telephone system, using fiber.	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
15	Building	Exterior Concrete & Asphalt	1	15	General Fund	Repair/replace concrete curbs and sidewalks. Pave and stripe to maintain existing parking lot. Parking lot demolition/reconstruct in FY 2022-23.	\$25,660	\$20,000	\$20,000	\$20,000	\$900,000	\$20,000	\$20,000	\$1,025,660
16	Information Technology	Video Surveillance System	1	15	General Fund	Camera and digital high definition upgrade.	\$0	\$55,700	\$0	\$0	\$120,000	\$0	\$0	\$175,700
17	Building	Interior Lighting Upgrades	2	15-20	General Fund	Upgrade to LED lighting, repair and replace fixtures.	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000
18	Building	Waste Receptacles	1	10	General Fund	Upgrade (90) interior & exterior waste collection bins over two years.	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
19	Building	HVAC Emergency Repair	1	25	General Fund	Replacement / upgrade of A/C chilled water and heating / boiler components.	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$420,000
20	Building	HVAC Chilled Water Unit Replacement	2	25	General Fund	Replace 2005 HVAC chilled water unit due to age, deterioration and new technolgy.	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000



Bloomfield Township Public Library  
Capital Improvements Program

Record #	Department (sort with filter)	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2018-2019 Expenditure	2019-2020 Expenditure	2020-2021 Expenditure	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	Total Expenditure
21	Admin	Strategic Planning Implementation/Space Needs Assessment	1	7	General Fund	Implement projects as recommended by strategic planning teams and approved by Library Board.	\$50,000	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$1,050,000
22	Building	HVAC Equipment	2	25	General Fund	Replace 2003 & 2006 Aero boiler system (3 units) due to age. 10 year warranties + 2 boiler plate replacments FY 2018-21.	\$67,000	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$167,000
23	YS	Puppet Theatre	2	15	Gift Fund	Purchase new puppet theatre with funds raised from Fall for Dahl event 10/2016.	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
24	Building	Plumbing & Electrical Emergency Maintenance	1	25	General Fund	Emergency plumbing & electrical repair.	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
25	Building	Cedar Fascia Maintenance & Exterior Woodwork Restoration	1	3	General Fund	Woodwork preservation, insect & wildlife damages.	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
26	Building	Interior Renovations	2	10-15	General Fund	Includes restrooms, flooring & painting. Excessive wear and tear over years from heavy patron usage.	\$242,000	\$0	\$0	\$0	\$0	\$0	\$0	\$242,000
27	Building	Grounds-Tree/Arbor Services	1	1	General Fund	Professional arbor services to restore/maintain mature grounds trees.	\$16,600	\$0	\$0	\$0	\$0	\$0	\$0	\$16,600
28	Building	Door Access Emergency Maintenance	1	15	General Fund	Emergency door access repair.	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
29	Information Technology	MS Server	1	4	General Fund	Upgrade Microsoft operating system servers.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
30	Information Technology	MS Office or Exchange 2016	2	5	General Fund	Upgrade Microsoft office productivity software.	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
31	Information Technology	Server UPS	1	7	General Fund	Server room refrigerator UPS.	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
32	Information Technology	SSD Drives	4	7	General Fund	Drive upgrade for staff PCs.	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
33	Information Technology	Sierra Database-Authority Control for Marc Records	1	5	General Fund	Standardizes and joins together all of the like subjects and names in the Library's catalog.	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000
34	Admin	10,000 Patron Library Cards	1	2	General Fund	To replenish patron library card stock every 2 years.	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$80,000
35	Circulation	Innovative Software - Digital Signature Module	2	5	General Fund	In lieu of paper library card applications, patrons would be able to sign their account in a field designated as the pledge of responsibility and this would make the process more efficient for staff.	\$6,100	\$0	\$0	\$0	\$0	\$0	\$0	\$6,100
							\$1,043,360	\$2,700,700	\$1,893,000	\$320,000	\$1,870,000	\$288,000	\$290,000	\$8,405,060
CIP Expenditures - Gift Fund Budget							\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
CIP Expenditures - General Fund Budget							\$1,038,360	\$2,700,700	\$1,893,000	\$320,000	\$1,870,000	\$288,000	\$290,000	\$8,400,060



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2019 - March 31, 2020 - <u>PRELIMINARY BUDGET</u>		
	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
TAXES		7,310,390
410.01 TAXES	7,310,390	
<b>DESCRIPTION:</b> Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of 1.0000 mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback).		
<b>FORMULA:</b> Taxable value of property in the township multiplied by the mill calculated by the Township.		
<b>August 2018:</b> Using the 07/01/18 Township generated 2018 prediction of taxable value of \$3,862,372,393, and the Township generated Headlee rates reduced by -1.03% Headlee roll back trend in 2018/2019. The first 1.0000 mill is now reduced by the Headlee Amendment to .6712. The second .7874 mill is now reduced by the Headlee Amendment to 0.7171. The third .5410 mill is now reduced by the Headlee Amendment .5150. Altogether, these mills total 1.9032 after rollback trends are applied. (\$3,862,372,393 x .0019032 = \$7,350,890) Less \$40,500 for conservative estimate.		
		84,097
PENAL FINES	84,097	
420.01 PENAL FINES		
<b>DESCRIPTION:</b> The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.		
<b>FORMULA:</b> Review two-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.		
<b>August 2018:</b> Reflects averaging Penal Fines revenue over the most recent two years.		
		26,862
STATE AID	26,862	
422.01 STATE AID		
<b>DESCRIPTION:</b> 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.		
<b>FORMULA:</b> For August, review two-year history of actual State Aid received. For March, 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.		
<b>August 2018:</b> Reflects averaging State Aid revenue over the most recent two years and review of Oct 1 State Library budget		
		85,000
CIRCULATION REVENUE	85,000	
430.01 FINES & FEES		
<b>DESCRIPTION:</b> 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.		
<b>FORMULA:</b> Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.		
<b>August 2018:</b> Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years.		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND REVENUE LINE BREAKDOWN  
April 1, 2019 - March 31, 2020 -PRELIMINARY BUDGET

	Chart of Account Total	Budget Group Total
CHARGES FOR SERVICES		14,560
432.01 PHOTOCOPY FEES	679	
DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.		
FORMULA: Review 5-year history of actual fees received.		
March 2018: Reflects averaging Photocopy revenue over the most recent five years.		
435.01 ROOM RENTAL FEES	13,881	
DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
FORMULA: Review five-year history of actual fees received. Review impact of any significant changes in meeting room availability.		
August 2018: Reflects averaging Room Rental revenue over the most recent five years.		
INVESTMENT EARNINGS		58,478
454.01 INVESTMENT EARNINGS	58,478	
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.		
August 2018: Reflects a conservative estimate based on FY 2018-2019 actual receipts.		
455.01 CHANGE IN ASSET VALUE	-	
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.		
FORMULA: Budgeted only at year end due to uncertainty of changes		
August 2018: The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		14,214
460.01 MISCELLANEOUS REVENUE	3,479	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
FORMULA: Estimate of predicted miscellaneous receipts		
August 2018: Reflects averaging Miscellaneous revenue over the most recent two years.		
462.01 LIBRARY SHOP REVENUE	3,671	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.		
FORMULA: Review two-year history of actual fees received.		
August 2018: Reflects averaging Library Shop revenue over the most recent five years.		
463.01 CAFÉ REVENUE	7,064	
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA: Review two-year history of actual fees received.		
August 2018: Reflects averaging Cafe revenue over the most recent five years.		
470.01 SALE OF USED EQUIPMENT	-	
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.		
August 2018: One sale planned during the year		

TOTAL ESTIMATED REVENUES		
Fiscal Year April 1, 2018 - March 31, 2019	Preliminary August 2018	\$7,593,601

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY				
GENERAL FUND EXPENDITURE LINE BREAKDOWN				
April 1, 2019 - March 31, 2020 - <u>PRELIMINARY BUDGET</u>				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2019 - March 31, 2020 - PRELIMINARY BUDGET

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
		EBSCO - NovellList, split with YS	1,967		
		GALE-Nat'l Geographic, incl kids version	874		
		GALE-Testing Educ. Resource Ctr.	2,190		
		Grey House - Weiss Financial Ratings	1,995		
		Hoopla	28,000		
		Infobase Publishing - Science Online	2,152		
		Infobase Publishing-Writer's Ref. Ctr.	790		
		McGraw-Hill Access Medicine	2,176		
		McGraw-Hill Harrison's Principles...	1,194		
		Mergent - Hoover's Online	1,265		
		My Heritage	2,048		
		National Geographic	35		
		Nexis Lexis - Corporate Affiliations	1,248		
		Price It	2,400		
		Proquest			
		Newspaper Pkg. (NYT,WSJ,WPost, DFP)	9,000		
		Historical Detroit Free Press	1,900		
		Historic Map Works	1,100		
		Historical New York Times	3,900		
		Recorded Books - Eprep	3,800		
		Select Reads	3,600		
		Tutor.com	11,675		
		World Trade Press A-Z world travel	500		
		Unplanned additional costs	4,000		
8303.01	ELECTRONIC SERVICES - YOUTH		41,707		
	DESCRIPTION: 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				
	DIRECT PURCHASES				
	Britannica ImageQuest	1,369			
	Hoopla	25,000			
	Little Pim	1,649			
	National Geographic	306			
	Planet ii - Smart Math	700			
	Tutor.com	1,500			
	World Almanac for Kids	1,723			
	World Book Suite	1,998			
	World Book-Arabic (Kids eLearn)	350			
	Novelist Select	1,967			
	Wandoo Reader	1,645			
	Unplanned additional costs	3,500			
8302.01	ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive		21,700	21,700	
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.				
	FORMULA : Current year budget				
	SkyRiver	19,700			
	Overdrive	2,000			
	BOOKS/MATERIALS			371,988	
9401.01	BOOKS-ADULT	178,866	178,866		
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.				
	FORMULA : Current year budget				
9402.01	BOOKS-HITS (High Interest Titles)	20,000	20,000		
	DESCRIPTION: Best selling or very popular books purchased to allow more patrons access without waiting.				
	FORMULA : Current year budget				
9403.01	BOOKS-YOUTH	129,328	129,328		
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	FORMULA : Current year budget				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2019 - March 31, 2020 - PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
9404.01	<b>BOOKS-REFERENCE</b> <b>DESCRIPTION:</b> Non-circulating physically printed books and electronically produced books for the Adult Services collection. <b>FORMULA :</b> Current year budget	42,599	42,599		
9405.01	<b>MATERIALS-TECHNICAL SERVICES</b> <b>DESCRIPTION:</b> Materials purchased to assist in cataloging. <b>FORMULA :</b> Current year budget	180	180		
9406.01	<b>MATERIALS-SYSTEMS</b> <b>DESCRIPTION:</b> Materials purchased to assist in Systems work and training.  <b>FORMULA :</b> Current year budget	515	515		
9407.01	<b>MATERIALS-ADMINISTRATION</b> <b>DESCRIPTION:</b> Materials purchased to assist Administration activities. <b>FORMULA:</b> Current year budget	500	500		
9442.01	<b>PROCESSING &amp; SUPPLIES</b> <b>DESCRIPTION:</b> 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.  <b>FORMULA:</b> Current year budget  <b>PERIODICALS/DOCUMENTS/SERVICES</b>	38,462	38,462	38,462	
				86,677	
9451.01	<b>PERIODICALS, NEWSLETTERS &amp; MICROFORMS</b> <b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. <b>FORMULA :</b> Current year budget Includes: Zino \$5,000, WT Cox \$30,000	49,209	49,209		
9453.01	<b>REFERENCE SERVICES</b> <b>DESCRIPTION:</b> 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). <b>FORMULA :</b> Current year budget Commerce Clearing House (CCH) Financial Info Stock Guide Government Documents Institute for Continuing Legal Education(ICLE) Lexis Nexis Morningstar RIA Standard & Poors/NetAdvantage ValueLine West Unplanned additional services  <b>CD-ROM/GAMES</b>		37,468		
		1,265			
		3,750			
		2,500			
		600			
		800			
		7,100			
		1,303			
		8,500			
		6,500			
		350			
		4,800			
				2,590	
		9491.01	<b>ADULT</b> <b>DESCRIPTION:</b> Discontinuance of CD-ROM and Game purchases in FY 2019-2020. <b>FORMULA :</b> Current year budget	-	-
9492.01	<b>YOUTH</b> <b>DESCRIPTION:</b> CD-ROM and Games purchased by Youth Services for circulation. <b>FORMULA :</b> Current year budget  <b>MUSIC</b>	2,590	2,590		
				30,053	
9501.01	<b>ADULT</b> <b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. <b>FORMULA :</b> Current year budget		27,553		



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2019 - March 31, 2020 - <u>PRELIMINARY BUDGET</u>					
		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	Freegal Music	13,000			
	Regular music purchases	14,553			
9502.01	YOUTH		2,500		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	Freegal Music and TBD	1,000			
	Regular music purchases	1,500			
	AUDIO BOOKS			58,123	
9511.01	ADULT	40,710	40,710		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.				
	FORMULA: Current year budget				
9512.01	YOUTH	17,413	17,413		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	DVDS			71,414	
9531.01	ADULT	56,414	56,414		
	DESCRIPTION: DVD materials purchased by Adult Services for circulation				
	FORMULA : Current year budget.				
9532.01	YOUTH	15,000	15,000		
	DESCRIPTION: DVD materials purchased by Youth Services for circulation .				
	FORMULA : Current year budget				
	SPECIAL NEEDS COLLECTION			10,043	
9541.01	ADULT	4,893	4,893		
	DESCRIPTION: Print and non-print materials specific to Special Needs.				
	FORMULA : Current year budget				
9542.01	YOUTH	5,150	5,150		
	DESCRIPTION: Print and non-print materials specific to Special Needs.				
	FORMULA : Current year budget				
	PROGRAMMING			32,685	
9561.01	ADULT	10,000	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				
	All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.				
	Major programs include:				
	Everyone’s Reading				
	Concerts				
	Summer Reading				
9562.01	YOUTH	19,685	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				
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.				
	Major programs include:				
	First Grade Reader's Rally				
	Book Discussions				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2019 - March 31, 2020 - PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	Summer Reading				
	Spooktacular				
9564.01	ADMINISTRATION		2,500		
	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				
	All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc.	2,000			
	Major programs include:				
	community collaboration event				
	community partnering for library-wide programs				
	Volunteer reception and other volunteer expenses	500			
9565.01	SYSTEMS	500	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				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				
	Hosting of Metro Net and technology events				
					1,104,015
7750.01	REPAIRS & MAINTENANCE SUPPLIES		72,500	72,500	
	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				
	Lighting Repair Services	15,000			
	HVAC replacement of parts & filters	17,500			
	All other needs	40,000			
8500.01	TELEPHONE		20,249	20,249	
	DESCRIPTION: Telephone and cell phones services.				
	FORMULA : Current year budget + % increase				
	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	75,600	75,600	75,600	
	DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	FORMULA : Current year budget + estimate provided byTwp.				
				340,812	
9201.01	ELECTRICITY	238,115	238,115		
	DESCRIPTION: Payments made for electricity.				
	FORMULA : Average last two years' expense				
9202.01	NATURAL GAS	66,607	66,607		
	DESCRIPTION: Payments made for heat.				
	FORMULA : Average last two years' expense				
9203.01	WATER	36,090	36,090		
	DESCRIPTION: Payments made for water.				
	FORMULA : Average last two years' expense				
9300.01	BUILDING MAINTENANCE		192,438	192,438	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**GENERAL FUND EXPENDITURE LINE BREAKDOWN**  
**April 1, 2019 - March 31, 2020 - PRELIMINARY BUDGET**

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
<b>DESCRIPTION:</b> Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.					
<b>FORMULA :</b> Current year budget					
Boiler inspection State fees	400				
Incidentals/fines for Boilers	120				
Boiler & chilled water treatment services	4,000				
Carpet cleaning maintenance	9,492				
YS-Storytime carpets & carpet square cleaning	1,000				
Pest control svc. & canine clean	5,600				
Cleaning - general	70,000				
Door maintenance	2,700				
Elevator Maintenance Agreement	3,264				
Fire Suppression System service agreement	3,200				
Fire extinguisher recharge	3,400				
Flag service	910				
Generator contract & emergency service	2,400				
Siemens billable svcs - repairs and parts replacement	5,000				
HVAC - annual contract fee	14,922				
Lift Station Pump maintenance	5,400				
Parking lot maintenance/repair	15,000				
Roof maintenance and repair	5,000				
Security system - alarm monitoring	24,000				
Sprinkler back flow inspection	1,200				
Waste removal	2,970				
Window Cleaning - annual	4,400				
WON door annual inspection and maintenance	300				
Unplanned conditions & repair needs	2,000				
Chair cleaning	5,760				
<b>9330.01 EQUIPMENT MAINTENANCE</b>			<b>19,210</b>	<b>19,210</b>	
<b>DESCRIPTION:</b> Contracts for telephone system, copying/microform equipment maintenance, postage meter					
<b>FORMULA :</b> Current year budget					
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	600				
Eco-Smart Auto, repair disc, repair/cleaner warranty.	520				
<b>9350.01 GROUNDS MAINTENANCE</b>			<b>104,192</b>	<b>104,192</b>	
<b>DESCRIPTION:</b> Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.					
<b>FORMULA :</b> Current year budget					
Lawn fertilizer	2,472				
Tree fertilizer & Arbor Services (American Tree Arborists)	5,000				
Lawn maintenance (includes spring/fall clean ups & lawn repair)	16,480				
Snow removal seasonal contract	13,400				
Clearing and salting of parking lot and walkways	30,000				
Garden maintenance (Goldner Walsh) (\$14,000 worth of work for \$12,320 certificate + \$430 extra)	12,750				
Irrigation start up, shut down, repairs & modifications	4,000				
Mulching	10,403				
Tree bed weeding	4,687				
Unplanned grounds maintenance	5,000				
<b>9360.01 COMPUTER SYSTEM MAINTENANCE</b>			<b>247,054</b>	<b>247,054</b>	
<b>DESCRIPTION:</b> Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.					
<b>FORMULA :</b> Current year budget					
Adobe Creative Suite Subscription	1,200				
Baker&Taylor - The Content Café	1,995				
Baker&Taylor Titlesource360 (TS request)	2,840				
Spam Filter	4,000				
Box Solutions intranet connect maintenance	2,995				
Cisco equipment maintenance contract	11,627				
Comcast - digital receivers	675				
Comcast - high speed modem subscription	924				



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**GENERAL FUND EXPENDITURE LINE BREAKDOWN**  
**April 1, 2019 - March 31, 2020 - PRELIMINARY BUDGET**

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	Computer equipment maintenance	7,000			
	Envisionware Mobile Printing Subscription	725			
	Envisionware annual maintenance	10,000			
	E*vanced Meeting Room Booking maintenance	485			
	Graphic Science Digitalization Station Maint.	590			
	Godaddy SSL certificaion for site license: includes Encore, WebPac, Outlook, etc.	1,000			
	HVAC Building Automation System Tech Support (Fac request)	11,000			
	Innovative Encore subscription	11,644			
	Innovative maintenance contract	70,000			
	Microsoft Windows 10 upgrade (\$49 x 80 licenses)	3,920			
	OCLC EZProxy Hosting	2,600			
	Paging system support	950			
	Patron Online Registration program	5,500			
	Phone system maintenance	2,400			
	Sage 50 Accounting upgrade and maintenance	2,100			
	Sage 50 FAS Inventory SupportPlus contract	1,550			
	Securtiy camera support	950			
	Sturdy room card system support	950			
	Symantec Anti-virus software maintenance	5,772			
	Techlogic AMH sorting system maintenance (Circ request)	21,012			
	Techlogic spare parts for AMH sorting system (Circ request)	1,900			
	Tel Systems AV equipment annual maint fee	12,500			
	Time clock support (syncs building clocks)	950			
	TLN - Deep Freeze, pub. web browser license, & Microsoft Live	500			
	VSS Pro maintenance contract	900			
	VSS Pro maint. contract price increase/unplanned projects	10,000			
	Website hosting - OPUS Interactive, Liquid Web, Seruci	1,200			
	Unplanned computer system maintenance	2,000			
	Payflow Ann'l Fee	700			
	Sierra/Encore Hosting	20,000			
	Backup Veeam Subscription	10,000			
				31,960	
			2,500		
9771.01	<b>GENERAL EQUIPMENT</b>				
	<b>DESCRIPTION:</b> Furnishings or equipment purchased for the library which cost more than \$1,000 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.				
	<b>FORMULA:</b> Current year budget				
	Director's Discretionary	2,500			
			29,460		
9772.01	<b>COMPUTER EQUIPMENT</b>				
	<b>DESCRIPTION:</b> Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.				
	<b>FORMULA:</b> Current year budget				
	Batteries for meeting room equipment	200			
	Charging lockers	2,000			
	Computer Equipment	10,000			
	Computer Supplies	3,000			
	Hazardous equipment disposal	300			
	Headset replacement	1,000			
	Printer replacement for staff	4,000			
	Scanner replacement	560			
	Privacy Screens	4,400			
	Unplanned Expenditures	4,000			
					246,165
			34,200	34,200	
7270.01	<b>OFFICE SUPPLIES</b>				
	<b>DESCRIPTION:</b> Internal office supplies, such as paper, pens, etc., 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.				
	<b>FORMULA:</b> Current year budget				
	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			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**GENERAL FUND EXPENDITURE LINE BREAKDOWN**  
**April 1, 2019 - March 31, 2020 - PRELIMINARY BUDGET**

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	Copier cards	2,400			
	Eco-Smart supplies, pads, polishes + % increase	1,500			
	Circulation Dept. - Receipt paper	5,000			
7280.01	POSTAGE		15,500	15,500	
	DESCRIPTION: Postage for daily metered mail .				
	FORMULA : Current year budget				
	Regular postage needs (includes Library by Mail)	6,780			
	Annual Bulk Mailing Permit	220			
	Quarterly newsletter mailing	8,500			
	PROFESSIONAL SERVICES			105,295	
8011.01	ACCOUNTING		13,000		
	DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.				
	FORMULA : Monthly fee provided by Twp.				
	Revised Aug 2016: Increased \$1,000 for possible actuary costs	13,000			
8012.01	AUDIT		16,000		
	DESCRIPTION: Annual fee charged by our auditing firm.				
	FORMULA : Current year budget + \$1,000 per contract				
	Audit	16,000			
8013.01	CONSULTANT		10,000		
	DESCRIPTION: Fees for consultants such as strategic planning or interior designer.				
	FORMULA : Current year budget				
	Other	10,000			
8014.01	CONTRACTS		17,800		
	DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services.				
	FORMULA : Current year budget				
	RIDES delivery fee	4,000			
	Message on Hold	1,000			
	Unique Management - collection agency	2,500			
	Facebook Advertising	300			
	Graphic Design & Analytics Software for Marketing	10,000			
8015.01	LEGAL	5,000	5,000		
	DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters.				
	FORMULA : Current year budget				
8016.01	INVESTMENT COUNSELING		24,000		
	DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling				
	FORMULA : Approx. .28% of average portfolio balance				
	Investment Counseling Fees	24,000			
8018.01	INTERNET SERVICE PROVIDER (ISP)		19,495		
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees.				
	FORMULA : Current year budget + Metro Net meeting information				
	Internet Opti-e-man charges from TLN	19,495			
	STAFF DEVELOPMENT & TRAVEL			39,575	
8601.01	CONFERENCES & WORKSHOPS		20,375		
	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				
	Department Conference/Workshops	4,875			
	Staff Development Day	2,500			
	All-staff meetings	300			
	Director's Discretionary	950			
	Staff Service Awards	1,750			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY					
GENERAL FUND EXPENDITURE LINE BREAKDOWN					
April 1, 2019 - March 31, 2020 - <u>PRELIMINARY BUDGET</u>					
		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
		III Users' Group Nat. Conf. (3 attendees @ \$350)	1,150		
		Rotating National Conference (4 attendees @ \$500)	2,000		
		MIUG Conference (3 attendees @ \$50 ea.)	150		
		MLA Conference (8 attendees at \$150)	1,200		
		Board Professional Development	500		
		Systems Staff Development	5,000		
8602.01	MILEAGE & TRAVEL		19,200		
	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				
	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 (8 attendees at \$200)	1,600			
	Mileage & misc. travel	5,100			
9000.01	PRINTING & PUBLISHING		25,050	25,050	
	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				
	Community mailings/printings/advertising	3,000			
	Quarterly printed newsletter	21,000			
	Advertising fees for job postings	1,050			
9550.01	DUES & MEMBERSHIPS		19,465	19,465	
	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 + increase in MLA				
	Library membership in ALA (national)	500			
	Library membership in Birmingham-Bloomfield Chambers	175			
	Library member. in III Users Group (National)	100			
	Library member. in III Users Group (State)	25			
	Library membership in MLA (state)	3,230			
	Library membership in MCLS (discounts)	250			
	Library membership in PLTAOC	50			
	MetroNet Membership fee(includes shared web hosting,Overdrive hosting, Everyone's Reading speaker & marketing fees)	6,500			
	OCHR dues & maintenance fees	600			
	Professional Memberships for eligible employees	8,000			
	Board Professional Membership	35			
	MISCELLANEOUS EXPENSE			7,080	
9990.01	BANK SERVICE CHARGES		4,720		
	DESCRIPTION: Fees charged by the bank for checks, transfers, and other transactions.				
	FORMULA: Current year budget				
	All bank fees	2,000			
	Paypal fees	720			
	Ecommerce fees - Paymentech	2,000			
9992.01	LIBRARY SHOP	2,000	2,000		
	DESCRIPTION: Costs to purchase items for sale and to operate shop.				
	FORMULA: Current year budget				
9993.01	CAFÉ	360	360		
	DESCRIPTION: Costs to operate café.				
	FORMULA: Current year budget				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2019 - March 31, 2020 - PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
9999.01	MISCELLANEOUS				
	DESCRIPTION: Accounting declarations.	-	-		
	FORMULA: This is not a predictable line.				
	CAPITAL PROJECTS				
8020.01	PROJECTS		2,700,700	2,700,700	2,700,700
	DESCRIPTION: Special or one-time costs for strategic planning implementation and other major projects.				
	FORMULA: Budget requests				
	Roof Replacement Phase I	1,500,000			
	Lobby Floor Replacement	200,000			
	Flooring	40,000			
	Furniture Replacement	50,000			
	Website Upgrade	20,000			
	Exterior Concrete & Asphalt	20,000			
	Video Surveillance system	55,700			
	Interior Lighting Upgrades	65,000			
	HVAC Emergency	60,000			
	Strategic Planning Implementation/Space Needs				
	Assessment Phase I	500,000			
	HVAC Equipment	50,000			
	Emergency Plumbing & Electrical Repair	50,000			
	Cedar Fascia Maint. & Exterior Woodwork Restoration	25,000			
	Door Access Emergency Maintenance	25,000			
	Office 365 or Exchange 2016	20,000			
	Server UPS	20,000			
TOTAL ESTIMATED EXPENDITURES					
Fiscal Year April 1, 2018-March 31, 2019					
Preliminary August 2018				\$9,200,103	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**DESCRIPTION OF GIFT FUND**  
**REVENUE AND EXPENDITURE ACCOUNTS**  
April 1, 2018 - March 31, 2019

**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 M Scholarship Fund**

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

**432.03 Smith Challenge Grant**

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

**433.03 Fair Radom Garden Endowment Fund**

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

**434.03 Library Director's Legacy Endowment Fund**

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

**INVESTMENT EARNINGS**

**454.03 Investment Earnings**

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

**MISCELLANEOUS**

**460.03 Miscellaneous**

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

## **EXPENDITURES**

### **LIBRARY SERVICES**

#### **9401.03 Books–Adult**

Circulating books purchased for adults.

#### **9403.03 Books–Youth**

Circulating books purchased for youth.

#### **9442.03 Processing & Supplies**

Costs associated with processing gifts received.

#### **9512.03 Audio Books–Youth**

Audio books purchased for the Youth Services circulating collection.

#### **9531.03 DVD–Adult**

DVDs purchased for the Adult Services circulating collection.

#### **9442.03 Special Needs–Youth**

Funds to support Youth Services Special Needs collection.

#### **9561.03 Programs–Adult**

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

#### **9562.03 Programs–Youth**

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

#### **9564.03 Programs–Administration**

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

### **FACILITIES & EQUIPMENT**

#### **9350.03 Grounds Maintenance**

General repairs or plantings of lawns and gardens.

#### **9771.03 General Equipment**

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

#### **9772.03 Computer Equipment**

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

#### **9773.03 Facilities Equipment**

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

### **OTHER OPERATING EXPENDITURES**

#### **8601.03 Staff Development/Travel**

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

#### **9000.03 Printing and Publishing**

Provides for printing and promotional items.

#### **9570.03 Myers Scholarship Fund**

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

#### **9571.03 Smith Challenge Grant Fund**

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

#### **9572.03 BTPL Endowment Fund**

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

#### **9573.03 Atkinson Fund**

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

#### **9574.03 Fair Radom Garden Endowment Fund**

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

#### **9575.03 Library Director's Legacy Endowment Fund**

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

#### **9990.03 Bank Service Charges**

Bank service charges and other costs of doing business.

**8330.03 Contingency—designated**

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

**8331.03 Director's Discretionary**

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

**8332.03 Contingency—undesignated**

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

## Bloomfield Township Public Library General Fund Balance Projection

	Column 1*	Column 2	Column 3	Column 4	Column 5
	<u>FY 2017-2018</u>	<u>FY 2018-2019</u>	<u>FY 2019-2020</u>	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>
<b>Beginning Fund Balance</b>	\$11,687,103	\$12,889,674	\$12,918,132	\$11,311,630	\$10,543,946
<b>Property Tax Revenue</b>	\$6,949,668	7,095,067	7,310,390	\$7,485,839 **	\$7,665,499.50 **
<b>Investment Earnings</b>	\$37,957	79,000	58,478	\$70,132 ***	\$65,372 ***
<b>All Other Revenues</b>	\$237,685	\$239,178	\$224,733	\$224,733	\$224,733
<b>Operating Expenditures</b>	(\$5,613,152)	(\$6,346,427)	(\$6,499,403)	(\$6,655,389) ****	(\$6,815,118) ****
<b>Capital Expenditures</b>	(\$409,587)	(\$1,038,360)	(2,700,700) *****	(\$1,893,000)	(\$320,000)
<b>Net Revenue/(Expenditures)</b>	\$1,202,571	\$28,458	(\$1,606,502) *****	(\$767,684)	\$820,487
<b>Year-End Balance</b>	<b><u>\$12,889,674</u></b>	<b><u>\$12,918,132</u></b>	<b><u>\$11,311,630</u></b>	<b><u>\$10,543,946</u></b>	<b><u>\$11,364,433</u></b>
<b>Nonspendable - Prepaid Expenses</b>	\$32,613	\$32,613	\$32,613	\$32,613	\$32,613
<b>Restricted</b>	\$0	\$0	\$0	\$0	\$0
<b>Committed Portion - 8 Month Fund Balance</b>	\$4,230,951	\$4,230,951	\$4,332,935	\$4,543,412	\$4,643,367
<b>Assigned Portion - Roof &amp; Capital Improvements/Sick-Vac Liability/OPEB</b>	\$8,526,110	\$8,554,568	\$6,846,082	\$5,867,921	\$6,588,453
<b>Unassigned Portion - Unplanned Emergencies</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 2.40% increase based on FY 2017/2018 increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 0.62% investment rate on Beginning Fund Balance					
**** Column 4 & 5 assumes 2.4% increase (3.65% Wages/Benefits + 1% Other Exp.)					
***** Column 3 assumes expenditure of \$1.5 million for Roof Capital Improvement in FY 2019/2020					
<b>Assigned Portion:</b>					
Total Capital Improvements (Roof + Other)	\$1,744,533	\$1,772,991	\$64,505	-\$913,656	-\$193,124
Compensated Vacation/Sick	\$453,182	\$453,182	\$453,182	\$453,182	\$453,182
OPEB	\$6,328,395	\$6,328,395	\$6,328,395	\$6,328,395	\$6,328,395



**Bloomfield Township Public Library  
SEV and Taxable Value History  
25-Year Analysis**

	<b>SEV(until 1995) Tax. Value. (1995 - )</b>	<b>Percent of Increase From PY</b>	<b>Library Millage</b>	<b>Library Tax Revenue</b>	<b>Percent of Increase From PY</b>
2019-2020*	3,862,372,393	4.81%	1.9032	7,310,390	3.03%
2018-2019**	3,685,056,840	3.08%	1.9254	7,095,067	2.09%
2017-2018	3,575,056,602	3.00%	1.9365	6,949,668	2.40%
2016-2017	3,470,928,740	3.31%	1.9608	6,786,721	1.75%
2015-2016	3,359,651,170	3.51%	1.9854	6,670,251	2.75%
2014-2015	3,245,848,860	2.48%	2.0000	6,491,698	40.48%
2013-2014	3,167,371,380	2.28%	1.4590	4,621,195	2.28%
2012-2013	3,096,798,011	-1.49%	1.4590	4,518,228	-0.63%
2011-2012	3,143,677,326	-9.56%	1.4590	4,547,004	-10.34%
2010-2011	3,475,888,000	-10.39%	1.4590	5,071,321	-10.16%
2009-2010	3,878,712,490	-1.76%	1.4590	5,645,126	-2.00%
2008-2009	3,948,259,831	0.36%	1.4590	5,760,511	0.22%
2007-2008	3,934,123,580	5.39%	1.4590	5,747,886	5.39%
2006-2007	3,732,884,300	5.69%	1.4611	5,454,117	4.39%
2005-2006	3,531,875,030	4.47%	1.4793	5,224,703	3.42%
2004-2005	3,380,624,306	4.45%	1.4944	5,052,005	3.34%
2003-2004	3,236,501,438	3.89%	1.5105	4,888,735	53.68%
2002-2003	3,115,293,208	5.52%	1.0211	3,181,026	4.25%
2001-2002	2,952,304,218	7.08%	1.0335	3,051,206	5.64%
2000-2001	2,757,054,988	4.19%	1.0476	2,888,291	2.96%
1999-2000	2,646,257,403	4.23%	1.0601	2,805,297	3.24%
1998-1999	2,538,783,130	4.19%	1.0703	2,717,260	3.79%
1997-1998	2,436,762,470	3.92%	1.0744	2,618,058	3.74%
1996-1997	2,344,785,060	4.10%	1.0763	2,523,692	3.94%
1995-1996***	2,252,388,450	3.35%	1.0780	2,428,075	43.21%
1994-1995	2,179,316,550	2.43%	0.7780	1,695,508	2.43%
1993-1994	2,127,617,200	7.09%	0.7780	1,655,286	3.68%
1992-1993	1,986,788,410	1.64%	0.8036	1,596,583	1.64%
1991-1992****	1,954,734,300	7.09%	0.8036	1,570,824	7.20%
1990	1,825,324,160	11.32%	0.8028	1,465,370	7.30%
1989	1,639,685,450	14.44%	0.8329	1,365,694	7.01%
1988	1,432,801,410	13.20%	0.8907	1,276,196	6.46%
1987	1,265,726,270	8.05%	0.9471	1,198,769	11.88%
1986	1,171,444,970	7.77%	0.9147	1,071,521	2.31%
1985	1,086,957,510	4.34%	0.9635	1,047,284	2.18%
1984	1,041,771,110	2.87%	0.9838	1,024,894	1.20%
1983	1,012,735,020	-3.19%	1.0000	1,012,735	12.02%
1982	1,046,097,722	8.56%	0.8642	904,038	1.35%
1981	963,633,793	16.25%	0.9257	892,036	15.96%
1980	828,937,902	20.60%	0.9280	769,254	13.77%
1979	687,372,425	13.06%	0.9837	676,168	11.21%
1978	607,997,100		1.0000	607,997	

\*2019-2020 taxable value is estimated: July, 2018 Property Tax Rev. Projections per Bloomfield Twp. Assessor

\*\*2018-2019 taxable value is estimated: July, 2017 Property Tax Rev. Projections per Bloomfield Twp. 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  
M E M O R A N D U M**

To: Library Board of Trustees

From: Carol Mueller, Library Director  
Sandi Bird, Finance Coordinator

Date: August 6, 2018

Subject: Protecting Local Government Retirement & Benefits Act  
– PA 202 of 2017

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There has been some recent legislation regarding our pension and Other Post-Employment Benefits (OPEB) that requires Library Board review. PA 202 was signed into law in 2017 for the purpose of providing state oversight of local government retirement systems (pension and healthcare). In summary, a local unit of government, such as this Library, is now required to annually report the funding status of their pension and OPEB (retiree healthcare) plans.

The Library's pension liability is determined to be fully funded by the State of Michigan. However, while the Library does set aside 100% of its OPEB liability in the Assigned Fund Balance classification of the Library's adopted budget, the Library's OPEB liability is not considered to be fully funded by the State because the funds are not set aside in a qualified trust account (per GASB standards). No recommendation is being made regarding a change in the Library's OPEB funding method. PA 202 and GASB standards generally recommend funding through a qualified trust, but do not require it at this time. However, the Library is required to submit a corrective action plan approved by the Library Board at this time indicating how OPEB obligations will be funded now and into the future.

Why do we need a corrective action plan and resolution? The State of Michigan Department of Treasury will post reports annually on its website of all local units of government funding plans for retiree health care. This corrective action plan and signed Board resolution will indicate that the Bloomfield Township Public Library Board of Trustees is a good steward of the Library's resources.

The Library's attorney worked with us to develop the corrective action plan and resolution for your review at the August 9 meeting. There is quite a bit of information about PA 202 that I can provide you with, if desired. At the August 9 meeting, Finance Coordinator Sandi Bird and I will have this additional information available, summarize key points and answer any questions you may have.

**Recommendation:** To approve the corrective action plan and sign the resolution for State submission. No recommendation is being made to change the Library's current method of funding Library OPEB obligations at this time, as it remains in compliance with the Act. The Library's OPEB will continue to be designated as underfunded by the State of Michigan and require additional reporting to the State as long the funds remain outside of a qualified trust.

## Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

### 1. MUNICIPALITY INFORMATION

Local Unit Name: Bloomfield Township Public Library Six-Digit Muni Code: 638006  
Retirement Health Benefit System Name: Bloomfield Township Other Post-Employment Benefits Program  
Contact Name (Administrative Officer): Sandra Bird  
Title if not Administrative Officer: Finance Coordinator  
Email: birdsand@btpl.org Telephone Number: (248) 642-5800

### 2. GENERAL INFORMATION

**Corrective Action Plan:** An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one retirement health benefit system that has been determined to have an underfunded status. Underfunded status for a retirement health system is defined as being less than 40% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annual required contribution for all of the retirement health systems of the local unit of government is greater than 12% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

**Due Date:** The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board. The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

**Filing:** Per Sec. 10(1) of PA 202 of 2017 (the Act), this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.*** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The completed plan must be submitted via email to Treasury at **LocalRetirementReporting@michigan.gov** for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System OPEB Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

**Municipal Stability Board:** The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If corrective action is approved, the Board will monitor the corrective action for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

**Review Process:** Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

**Considerations for Approval:** A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status, as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

(i) Requiring cost sharing of premiums and sufficient copays.

(ii) Capping employer costs.

**Implementation:** The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

### 3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

**Note:** Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

#### Category of Prior Actions:

- ☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

**Sample Statement:** *Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee. On **January 1, 2017**, the local unit entered into new collective bargaining agreements with the **Command***

**Officers Association and Internal Association of Firefighters** that increased employee co-payments and deductibles for healthcare. These coverage changes resulted in an improvement to the retirement system's funded ratio. Please see page 12 of the attached actuarial analysis that indicates the system is **40% funded as of June 30, 2017**.

Cost sharing changes were made to the active employees' plan under PA 152. A health care budget ratio of 2/3 for active employees and 1/3 for retirees is maintained, so lower active costs effectively automatically cap the employer's retiree health care costs. Plan design changes have reduced costs as well, such as requiring the use of mail order for certain high cost prescription drugs. The OPEB Plan was closed to employees hired after 5/2011, who get a Retiree Health Savings Account, with fixed employer annual contrib. of \$2,500 per employee and reqd. 2% employee contrib.

- ☒ **Additional Funding** – Additional funding may include the following: paying the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

**Sample Statement:** The local unit created a qualified trust to receive, invest, and accumulate assets for retirement healthcare on **June 23, 2016**. The local unit of government has adopted a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC). Additionally, the local unit has committed to contributing **\$500,000** annually, in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40% by 2022**. Please see page 10 of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **\$500,000** for the next five years.

100% of the UAAL is reported in the Assigned Fund Balance, which is maintained through budget and accounting entries. In each of the past 3 years, the size of the employer's required contributions to increase the Assigned Fund Balance was determined by the actuaries through actuarial valuations. Increases have historically been budgeted pursuant to a biennial actuarial valuation, and in non-valuation years UAAL contributions are estimated using census data, premiums paid, discount rate, and contributions paid. Budgets are approved in August and adopted in March.

- ☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

**Sample Statement:** The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for **2017** that shows our funded ratio has improved to **42%** as indicated on page 13.

Under GASB, the Assigned Fund Balance is considered more protected than an "Unassigned" spendable General Fund balance amount. The Assigned Fund Balance is invested together with all General Fund assets to achieve improved net returns and costs. If it was instead segregated into a trust, a decrease in expected returns could be expected due to the decrease in the size of the portfolio triggering higher cost share classes, and higher investment-related fees would result.

#### 4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prospective actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

##### Category of Prospective Actions:

- ☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.



**Sample Statement:** The local unit will seek to align benefit levels for the retired membership with each class of active employees. Beginning with **summer 2018** contract negotiations, the local unit will seek revised collective bargaining agreements with the **Command Officers Association** and **Internal Association of Firefighters** to increase employee co-payments and deductibles for healthcare. These coverage changes would result in an improvement to the retirement system's funded ratio. Please see page **12** of the attached actuarial analysis that indicates the system would be **40%** funded by **fiscal year 2020** if these changes were adopted and implemented by **fiscal year 2019**.

The beneficial financial impact of past changes will continue to compound over time. Increased retiree cost sharing and reduced benefit costs will continue through future time periods. Moreover, the financial impact from the 2011 closing of the OPEB plan (and the switch to retiree HSA with fixed employer contrib. and required employee contrib.) will increase over time as the existing pool of employees is replaced. The average age of these employees is 52.4 meaning that in 9.1 years (as of the 4/17 valuation) it is expected all active employees will be HSA participants.

- ☒ **Additional Funding** – Additional funding may include the following: meeting the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

**Sample Statement:** The local unit will create a qualified trust to receive, invest, and accumulate assets for retirement healthcare by **December 31, 2018**. The local unit of government will adopt a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC) by **December 31, 2018**. Additionally, beginning in fiscal year 2019, the local unit will contribute **\$500,000** annually in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40%** by **2022**. Please see page **10** of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **\$500,000** for the next five years.

Budgets have been adopted for FY 2018-2019 and for FY 2019-2020. Subsequent contributions to the Assigned Fund Balance in the future will continue to be made through annual budget process, with amounts calculated using the biennial UAAL calculations and the off-year projected estimates. As the bubble of existing retirees and employees hired before the 2011 plan freeze moves to retirement/through retirement, the annual UAAL amounts will eventually taper off until no UAAL remains.

- ☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

**Sample Statement:** Beginning in **fiscal year 2019**, the local unit will begin amortizing the unfunded portion of the healthcare liability using a **level-dollar amortization method over a closed period of 10 years**. This will allow the health system to reach a funded status of **42%** by **2022** as shown in the attached actuarial analysis on page **13**.

The 2017 valuation changed the actuarial cost method from Projected Unit Credit to Entry Age Normal, which isn't required until FY 2018 for financial reporting purposes per GASB 75. This significantly increased the Accrued Liability.

Because the Assigned Fund Balance is not treated as nonspendable or restricted, and therefore is essentially ignored for purposes of calculating amounts under GASB 74-75, the true unfunded liability is distorted in the financial statements. Amounts that have actually been budgeted and saved specifically to pay OPEB liabilities are disregarded.

## 5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for (insert local unit name) Bloomfield Township Public Librar to make, at a minimum, the retiree premium payment, as well as the normal cost payments for all new hires (if applicable), for the retirement health benefit system according to your long-term budget forecast?

- ☒ **Yes**  
☐ **No**

If No, Explain:

## 6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this corrective action plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

**Naming convention:** when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

### Naming Convention

### Type of Document

☒ Attachment – I

**This Corrective Action Plan (Required)**

☒ Attachment – 1a

**Documentation from the governing body approving this Corrective Action Plan (Required)**

☒ Attachment – 2a

Actuarial Analysis (annual valuation, supplemental valuation, projection)

☒ Attachment – 3a

Internally Developed Projection Study

☐ Attachment – 4a

Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).

☒ Attachment – 5a

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)

☐ Attachment – 6a

A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio

☐ Attachment – 7a

Other documentation, not categorized above

## 7. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I \_\_\_\_\_, as the government's administrative officer (enter title)  
\_\_\_\_\_ (City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES**

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**Bloomfield Township Public Library  
Oakland County, Michigan  
August 9, 2018**

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**Bloomfield Township Public Library  
Resolutions**

- WHEREAS,** Public Act 202 of 2017 requires local units of government that have established, maintain, or participate in and provide retirement pension benefits or retirement health benefits, or both, to comply with certain reporting and other requirements as specified in the Act; and
- WHEREAS,** The State Department of Treasury notified the Bloomfield Township Public Library that its “Application for Waiver and Plan” was denied, thereby triggering a determination of underfunded status pursuant to Section 3 of the Act; and
- WHEREAS,** The Board is now required pursuant to Section 10 of the Act to review and vote on the approval of a corrective action plan, prior to its submission by the Bloomfield Township Public Library to the Municipal Stability Board;
- WHEREAS,** The Finance Coordinator and the Library Director of the Bloomfield Township Public Library have submitted a proposed corrective action plan to the Board, a copy of which is attached hereto, the Board has reviewed the proposed corrective action plan at length, and now, therefore, let it be
- RESOLVED,** The Bloomfield Township Public Library Board of Trustees hereby approves the corrective action plan attached hereto and made a part of the record.
- IT IS FURTHER  
RESOLVED,** That the Bloomfield Township Public Library Board of Trustees hereby authorizes the Finance Coordinator and the Library Director to take all actions necessary in connection with the submission of the corrective action plan to the Municipal Stability Board and any subsequent follow-up actions required or deemed desirable to help ensure compliance with the Act.

These Resolutions are hereby adopted by the Trustees, as of the date set forth above:



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Tom Deska

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Sandra Edwards

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Grant Gerhart

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Eli Greenbaum

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Judy Lindstrom

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Joan Luksik

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** August 2, 2018

**SUBJECT:** Proposed 2019 Calendar

The proposed 2019 calendar includes eleven total days closed to the public and two early closings. The two evenings the Library closes early in 2019 are Thanksgiving Eve on Wednesday, November 27 and on New Year's Eve on Tuesday, December 31 in 2019. The Library closes at 5:30pm on these two days.

The proposed 2019 calendar is shown in the traditional January through December calendar format. However, as the Library's fiscal year begins April 1 and ends March 31, the first three months of the 2020 calendar year are included to show the complete April 1 – March 31 2019/2020 fiscal year.

Please review the attached proposed 2019 calendar for the 2019/2020 fiscal year. I also have attached the approved 2018 calendar for the 2018/2019 fiscal year for your comparison.

Thank you for your review and consideration of this proposal.

# Bloomfield Township Public Library

## ***Proposed 2019 Calendar***

### LIBRARY CALENDAR 2019 HOLIDAYS AND CLOSINGS

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day Observance
February 18	open	Monday	President's Day
April 19	open	Friday	*Good Friday +
April 20	open	Saturday	Easter Weekend
April 20	open	Saturday	Passover
April 21	CLOSED	Sunday	Easter
May 3	CLOSED	Friday	*Staff Development Day +
May 6	open	Monday	Ramadan starts
May 25	open	Saturday	Memorial Day Weekend
May 26	CLOSED	Sunday	Memorial Day Weekend
May 27	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Thursday	*Independence Day
August 31	open	Saturday	Labor Day Weekend
September 1	CLOSED	Sunday	Labor Day Weekend
September 2	CLOSED	Monday	*Labor Day
September 30	open	Tuesday	Rosh Hashanah
October 9	open	Wednesday	Yom Kippur
October 14	open	Monday	Columbus Day Observance
November 11	open	Monday	Veterans Day
November 27	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 28	CLOSED	Thursday	*Thanksgiving Day
December 23	open	Monday	Hanukkah
December 24	CLOSED	Tuesday	*Christmas Eve
December 25	CLOSED	Wednesday	*Christmas Day
December 31	Close at 5:30p.m.	Tuesday	New Year's Eve

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<b>2020</b>			
January 1	CLOSED	Wednesday	*New Year's Day
January 20	open	Monday	Martin Luther King Day
February 17	open	Monday	President's Day

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+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

\*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 10, 2019  
 Daylight Savings Time ends: Sunday, November 3, 2019

# Bloomfield Township Public Library

## ***Approved 2018 Calendar***

### LIBRARY CALENDAR 2018 HOLIDAY AND CLOSINGS

January 1	CLOSED	Monday	*New Year's Day
January 15	open	Monday	Martin Luther King Day Observance
February 19	open	Monday	President's Day
March 30	open	Friday	*Good Friday +
March 31	open	Saturday	Easter Weekend
March 31	open	Saturday	Passover
April 1	CLOSED	Sunday	Easter
May 4	CLOSED	Friday	*Staff Development Day +
May 26	open	Saturday	Memorial Day Weekend
May 27	CLOSED	Sunday	Memorial Day Weekend
May 28	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Wednesday	*Independence Day
September 1	open	Saturday	Labor Day Weekend
September 2	CLOSED	Sunday	Labor Day Weekend
September 3	CLOSED	Monday	*Labor Day
September 10	open	Monday	Rosh Hashanah
September 19	open	Wednesday	Yom Kippur
October 8	open	Monday	Columbus Day Observance
November 11	open	Sunday	Veterans Day
November 21	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 22	CLOSED	Thursday	*Thanksgiving Day
December 3	open	Monday	Hanukkah
December 24	CLOSED	Monday	*Christmas Eve
December 25	CLOSED	Tuesday	*Christmas Day
December 31	Close at 5:30p.m.	Monday	New Year's Eve

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<b>2019</b>			
January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day
February 18	open	Monday	President's Day

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+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

\*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 11, 2018  
 Daylight Savings Time ends: Sunday, November 4, 2018