

AGENDA

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Thursday, August 8, 2019

Special Board Meeting

11:00 a.m. in Library Board Room

SPECIAL AGENDA ITEMS #1-8

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 2020/2021 Budget
 - c. Proposed 2020 Library Holiday Calendar
5. Other
6. Next scheduled Regular Board Meeting: Tuesday, August 20, 2019, 7:00 p.m.
7. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Carol Mueller
DATE: August 6, 2019
SUBJECT: Library Investment Review

Schwartz & Co. will provide an overview of our Library investments at the Special Library Board meeting of Thursday, August 8. 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.

July 29, 2019

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

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

Schwartz & Co.

3707 West Maple Road
Bloomfield Hills, MI 48301
(248) 644-2701
www.GJSCO.com

June 15, 2019

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.

Additional information about Schwartz & Co. is also available on the SEC's website at www.adviserinfo.sec.gov

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

ITEM 2: MATERIAL CHANGES

This section discusses only material changes since the last annual update on June 15, 2018. There are no material changes to report at this time.

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ITEM 4: ADVISORY BUSINESS

Description of Advisory Firm

Schwartz & Co., founded in 1976 by Gregory J. Schwartz, Sr., is an SEC registered investment advisor and licensed broker/dealer. Schwartz Holdings, LLC 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.

Types of Advisory Services

Schwartz & Co. offers advisory and consulting services to individuals, high net worth individuals, institutional retirement plans, trusts, estates, charitable organizations, corporations, and other business entities.

Wealth Management Services

Schwartz & Co. provides ongoing advisory services to wealth management clients. Services may be provided on a discretionary or non-discretionary basis. Individualized client services are determined during initial conversations and updated over the course of the relationship as needed or requested by the Client.

Schwartz & Co. works closely with each Client in an effort to determine the client's needs, goals, objectives, time horizons, risk tolerance and any other relevant information. This information is used in developing an effective investment strategy suitable for Client.

Prior to engaging Schwartz & Co. to provide advisory services, each Client is required to enter into a written agreement with the Advisor that defines the terms, conditions, scope of services, discretionary/non-discretionary authority, advisory fees, and other important disclosures. Clients may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors. Based upon information provided by the client, and with the client's input, we provide the following services:

- *Investment Objectives* – Advisor will assist the Client in determining investment goals and objectives along with the broad strategy or strategies to be employed.
- *Asset Allocation* – Advisor will develop a strategic asset allocation that is targeted to meet the investment objectives, time horizon, financial situation, and tolerance for risk for each Client. Advisor will provide ongoing monitoring of asset allocation to assess appropriateness of current holding mix.
- *Portfolio Construction* – Advisor will develop a portfolio of investments for the Client that is intended to meet the stated goals and objectives of the Client.

Based on the Client's situation and needs, Advisor may also provide initial or ongoing financial planning services to assist Client in meeting financial goals. Financial planning may address specific client needs such as retirement planning, tax planning, charitable planning, succession planning, risk management, education funding, major purchases, business planning and estate planning. These services are individually negotiated with the Client and confirmed in the agreement.

Advisor will monitor Client's account on an ongoing basis and conduct periodic portfolio reviews with Client. Advisor will attempt to meet with Client at least annually to discuss Client's investment needs, goals and objectives. Advisor will also review Client's account performance and the continued suitability of investments. Clients must notify Schwartz & Co. promptly of any material change in financial circumstances or investment objectives which might affect the manner in which accounts should be invested. Certain types of investments involve additional degrees of risk and will only be recommended when consistent with the client's stated investment objectives, risk tolerance, and liquidity needs.

b. **Non-Fiduciary Consulting Services**

In addition to the above described fiduciary services, Schwartz & Co. offers the following non-fiduciary services solely in a capacity that is not considered a fiduciary under ERISA or any other applicable law. Retirement plan clients may select one or more of the following services:

- *Benchmarking.* Advisor will benchmark investment performance of plan assets vs. similar investment alternatives.
- *Plan Due Diligence.* Advisor will assist plan sponsor in evaluating plan service providers and third party administrators, including reviewing fees and plan expenses.

We may also consult with the plan sponsor in the areas of plan design, administration, and provider due diligence, request for proposals, fee negotiations, enrollment packages, and fiduciary responsibilities. The services to be offered will be determined by the client and will be specifically outlined in the advisory agreement.

Financial Planning & Consulting Services

Schwartz & Co. provides a variety of financial planning and consulting services to clients on a one time or ongoing basis. Financial planning services will typically involve preparing a financial plan or providing a general financial consultation based upon an analysis of the client's current financial situation, goals, and objectives. Depending on the client needs, planning or consulting services may include: identification of financial problems, cash flow and budget analysis, tax planning, social security planning, risk exposure review, education funding, retirement planning, charitable planning, special needs planning, business management, buy-out negotiations, review of client's benefits package, and life insurance and disability insurance planning. These services may also include other areas that are specific to the client. Schwartz & Co. reserves the right to decline to provide advice about issues and topics outside its area of expertise. At Client's request, we may provide recommendations to Client as to other sources of professional advice to address such matters. All services to be provided will be clearly defined in the Financial Planning or Consulting Agreement. Financial plans provided to clients usually include general recommendations for a course of action to be taken by the client. Financial planning recommendations can pose a conflict between the interests of the Advisor and the interests of the Client. Clients are not obligated to implement any recommendations made by the Advisor.

Specific Types of Investments

Schwartz & Co. generally provides investment advice on the following types of investments: equity securities, corporate debt securities, municipal securities, United States government securities, exchange traded funds (ETFs), certificates of deposits, interests in real estate partnerships and investment company securities such as mutual fund shares, variable annuities, and variable life insurance. We have access to a full array of investment vehicles and our investment recommendations are not limited to any specific product or service.

Tailored Advisory Services & Restrictions

Advisory services are tailored to the individual needs of the client. Client goals and objectives are clarified in meetings and via correspondence and are used to determine the course of action for each individual client. The goals and objectives for each client are documented in client files, either in hard copy or in electronic files. Clients may impose restrictions on investing in certain securities or types of securities. This must be done in writing and signed by the client and the investment advisor representative working with the client.

Each client is advised that it remains his/her responsibility to promptly notify Schwartz & Co. when there is any change in his/her financial situation and/or financial objectives for the purpose of reviewing, evaluating, or revising previous recommendations and/or services.

Wrap Fee Programs

Schwartz & Co. does not participate in any wrap fee programs.

custodian or third party administrator should send account statements to the plan sponsor at least quarterly, which show all fees charged to plan accounts.

Clients may elect to be billed directly for fees or to authorize the Advisor to directly debit fees from plan assets. Generally, Clients elect to have fees deducted directly from the plan, pursuant to Client's written authorization. If Client elects to be billed directly, Schwartz & Co. will send a billing invoice to the plan sponsor and the plan sponsor agrees to remit payment to Schwartz & Co. within 30 days of receipt of the invoice.

Financial Planning & Consulting Services

Fees for financial planning and consulting services may be charged at an hourly or at a fixed fee rate. Fees are determined at the time of engagement and are specifically outlined in the client's Agreement.

Other Types of Fees & Expenses

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 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. The client may elect 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.

Prepaid Fees, Refunds, Termination

Clients may terminate their contract by providing written notice as outlined in the Agreement. Upon termination of any account, any prepaid, unearned fees will be promptly refunded, and any earned, unpaid fees will be due and payable. Advisor will prorate the fee to the effective date of termination and debit any earned portion from the client's account or bill the client, depending on the terms of the Agreement. The effective date of termination will be set according to the terms of the advisory agreement and/or any special instructions from the client.

Other Compensation

As the Advisor to Stag Group, LLC, a pooled investment fund, Schwartz & Co. receives a fee equal to .5% per annum of the monthly net asset value (NAV), payable each month in arrears. The fund manager, AGW

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.

It is Schwartz & Co.'s philosophy to be long-term invested. While changes in funds can and will occur, our investment strategy is primarily focused on a long-term approach. Tax considerations may or may not factor into changes in a portfolio (i.e. harvesting losses). 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.

Risk of Loss

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.

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:

- ♦ American House Holdings, LLC – Holds interests in senior living business assets.

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 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 LLC'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, LLC, for trade execution. We acquire from RBC Capital Markets, LLC 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.

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, LLC 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 two 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 request from 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 advisory agreement and a signed document granting discretionary power to the 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 representative 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, 2020 Through March 31, 2021

Trustees

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

Director:

Carol Mueller



Preliminary Budget

April 1, 2020 Through March 31, 2021

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FY 2020-2021 Preliminary Budget Public Hearing

TO: Library Board of Trustees
FROM: Carol Mueller, Library Director
DATE: August 20, 2019
SUBJECT: Preliminary General Fund and Gift Fund Budgets for Fiscal Year
April 1, 2020- March 31, 2021

FY 2020-2021 Public Budget Hearing

The enclosed packet is the August 20, 2019 Preliminary Budgets and Public Budget Hearing Motions for FY April 1, 2020 - March 31, 2021.

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 for full tax assessment of the 2.0 approved mills, adjusted by Headlee roll-back.

OVERVIEW OF FY 2019-2020 AMENDED BUDGET – GENERAL FUND

The current FY 2019-2020 Adopted Budget has proposed amendments for the following:

- 1) Property tax collections increased by \$124,015 and were received closer to the end of the collection period than in prior years. The estimated final settlement was not received in time for the adopted budget. Bloomfield Township believes the heavier collections closer to the due date were due to the Federal tax law change regarding personal itemized deductions.
- 2) Investment earnings increased by \$7,850 for updated projections based on actual revenue received through June, 2019.
- 3) In the Personnel functional category, additional funding was provided for salaries and wages due to retirement pay-outs. Health insurance costs decreased for one month health insurance premiums funded by rate stabilization funds. Bloomfield Township's actuarial report for the defined benefit pension plan was received in 4/2019, reporting an additional pension due of \$130,000 in 12/2019 for ADC (actuarial determine contribution). This additional payment was not known at the time of the adopted budget. In summary, Personnel costs increased by \$144,840.

- 4) Approximately \$56,300 of other operational savings was achieved in all other functional categories through an extensive analysis and review of historical cost trends.
- 5) Capital projects increased for the roof replacement project. It was decided to complete Phases I & II over one year, instead of two years. This increased the current year budget by \$500,000.

In summary, operational revenues increased by \$131,865, operational expenditures increased by \$88,545, with an increase of \$43,320 net revenue over operational expenditures. The \$500,000 increase in capital projects for the roof replacement project increased the planned use of fund balance reserves by \$500,000 in the current fiscal year, and decreased the planned use of fund balance reserves in the next fiscal year.

OVERVIEW OF FY 2020-2021 PRELIMINARY BUDGET – GENERAL FUND

The current FY 2019-2020 Amended Budget was used as a baseline budget to develop the FY 2020-2021 Preliminary Budget, updated for three (3) key assumptions: tax revenues, personnel costs and capital improvement projects (CIP). 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 June 11, 2019. A 3.05% increase is projected in property taxes for the FY 2020-2021 Preliminary Budget as compared to the anticipated 3.14% increase over the current fiscal year due to Bloomfield 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 4.25%. However, the Personnel Committee and Library Director will review in February, 2020 and provide a recommendation for the March, 2020 FY 2020-2021 Proposed Budget.

The CIP was reviewed and updated for current project considerations, including the space needs assessment phase II and a video surveillance system projects.

Total revenues for the FY 2020-2021 Preliminary Budget are projected to increase by \$238,646 as compared to current FY 2019-2020 Amended Budget, representing a 3.08% increase.

Total operating expenditures for the FY 2020-2021 are projected to increase by \$193,470 as compared to the current FY 2019-2020 Amended Budget, representing a 3.05% increase. Capital projects decreased by \$2,358,468 for the roof replacement and strategic planning phase I projects to be completed in the current fiscal year.

The projected \$19,671 increase in net revenue over total operating and capital expenditures will increase the Library's estimated fund balance to \$9,569,359.

Gift Fund

As in past years, the FY 2020-2021 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 2022-2023. The projection shows a year-end fund balance of \$10,445,640 as of March 31, 2022 and \$9,925,545 as of March 31, 2023.
- 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, 2019 - March 31, 2020 Amended Budget
FY April 1, 2020 - March 31, 2021 Preliminary Budget

ACCOUNT NAME	2018-2019	2019-2020		2020-2021	Column 5 Col. 3 & 4	Column 6 Col. 3 & 4	Column 7 % OF TOTAL REV/EXP
	Column 1	Column 2	Column 3	Column 4			
	ACTUALS AS OF MAR 31, 2019	ADOPTED BUDGET AS OF MAR 19, 2019	AMENDED BUDGET AS OF AUG 20, 2019	PRELIMINARY BUDGET AS OF AUG 20, 2019			
<u>Revenues</u>							
Taxes	\$7,207,809	\$7,310,390	7,434,405	\$7,661,343	\$226,938	3.05%	96.06%
Penal Fines	\$85,862	\$84,528	84,528	\$85,195	\$667	0.79%	1.07%
State Aid	\$30,118	\$28,491	28,491	\$29,304	\$813	2.85%	0.37%
Circulation Fines and Fees	\$84,127	\$85,000	\$85,000	\$85,000	\$0	0.00%	1.07%
Charges for Services	\$14,181	\$14,738	\$14,738	\$14,866	\$128	0.87%	0.19%
Photocopy Fees	\$445	\$857	\$857	\$651			
Room Rental Fees	\$13,736	\$13,881	\$13,881	\$14,215			
Investment earnings	\$259,542	\$67,150	\$75,000	\$85,000	\$10,000	13.33%	1.07%
Investment Earnings	\$259,542	\$67,150	\$75,000	\$85,000			
Change in Asset Value	\$0	\$0	\$0	\$0			
Miscellaneous	\$17,419	\$14,466	\$14,466	\$14,566	\$100	0.69%	0.18%
Miscellaneous Revenue	\$3,262	\$3,479	\$3,479	\$3,370			
Library Shop Revenue	\$4,239	\$3,923	\$3,923	\$4,081			
Café Revenue	\$8,852	\$7,064	\$7,064	\$7,115			
Gain (loss) on Sale of Equipment	\$1,066	\$0	\$0	\$0			
Total Revenues	\$7,699,058	\$7,604,763	\$7,736,628	\$7,975,274	\$238,646	3.08%	100.00%
<u>Expenditures</u>							
Personnel	\$6,122,533	\$4,165,303	\$4,310,143	\$4,493,213	\$183,070	4.25%	68.73%
Salaries & Wages	\$2,850,318	\$2,964,994	\$2,998,305	\$3,083,948			
Social Security	\$216,295	\$227,434	\$229,981	\$236,151			
Employee Insurances	\$563,372	\$693,469	\$663,754	\$751,571			
Retirement	\$408,492	\$279,406	418,103	421,543			
Retiree Health Care - OPEB	\$2,084,056	\$0	\$0	\$0			
Library Services	\$743,711	\$870,134	\$849,839	\$859,839	\$10,000	1.18%	13.15%
Electronic Services-Databases	\$145,681	\$166,069	\$169,274	\$169,274			
Electronic Services-OCLC/SkyRiver	\$19,642	\$22,700	\$22,700	\$22,700			
Books	\$297,211	\$354,908	\$337,408	\$347,408			
Processing & Supplies	\$24,085	\$26,462	\$26,462	\$26,462			
Periodicals/Docs./Reference Services	\$80,440	\$86,677	\$86,677	\$86,677			
CD-ROM/Games	\$329	\$0	\$0	\$0			
Music	\$23,966	\$30,053	\$30,053	\$30,053			
Audio Books	\$56,405	\$70,123	\$70,123	\$70,123			
DVD's	\$58,707	\$70,414	\$64,414	\$64,414			
Special Needs Collection	\$6,869	\$10,043	\$10,043	\$10,043			
Programming	\$30,376	\$32,685	\$32,685	\$32,685			
Facilities & Equipment	\$894,541	\$994,137	\$969,137	\$969,137	\$0	0.00%	14.82%
Repairs/Maintenance Supplies	\$45,728	\$72,500	\$65,000	\$65,000			
Telephone	\$19,493	\$18,350	\$18,350	\$18,350			
Building Insurance	\$68,262	\$70,000	\$70,000	\$70,000			
Public Utilities	\$300,537	\$315,000	\$315,000	\$315,000			
Building Maintenance	\$152,276	\$180,738	\$173,238	\$173,238			
Equipment Maintenance	\$11,727	\$19,210	\$19,210	\$19,210			
Grounds Maintenance	\$79,421	\$104,192	\$94,192	\$94,192			
Computer System Maintenance	\$204,577	\$197,587	\$197,587	\$197,587			
Equipment (Gen'l, Computer & Facility Svcs.)	\$12,520	\$16,560	\$16,560	\$16,560			
Other Operating Expenditures	\$188,911	\$226,014	\$215,014	\$215,414	\$400	0.19%	3.29%
Office/Computer Supplies	\$26,075	\$33,350	\$33,350	\$33,350			
Postage	\$7,208	\$15,500	\$15,500	\$15,500			
Professional Services	\$97,710	\$88,029	\$88,029	\$88,029			
Staff Development/Travel	\$20,870	\$37,575	\$29,575	\$29,575			
Printing & Publishing	\$17,410	\$25,050	\$25,050	\$25,050			
Dues & Membership	\$12,633	\$19,430	\$16,430	\$16,830			
Miscellaneous Expenses	\$7,005	\$7,080	\$7,080	\$7,080			
Total Operating Expenditures	\$7,949,696	\$6,255,588	\$6,344,133	\$6,537,603	\$193,470	3.05%	82.18%
Net Operating Revenue/(Expenditures)	(\$250,638)	\$1,349,175	\$1,392,495	\$1,437,671			
Capital Projects	\$705,375	\$2,907,350	3,776,468	\$1,418,000	(\$2,358,468)	-62.45%	17.82%
Total Operating & Capital Expenditures	\$8,655,071	\$9,162,938	\$10,120,601	\$7,955,603	(\$2,164,998)	-21.39%	100.00%
Fund Balance - Beginning	\$12,889,674	\$11,933,661	\$11,933,661	\$9,549,688			
Net Revenue / (Expenditures)	(\$956,013)	(\$1,558,175)	(\$2,383,973)	\$19,671	\$2,403,644		
Fund Balance - Ending	\$11,933,661	\$10,375,486	\$9,549,688	\$9,569,359			
Nonspendable - Prepaid Expenses	43,630	43,630	43,630	43,630			
Restricted - None	0	0	0	0			
Committed - 8 Month Fund Balance	3,910,427	4,170,392	4,229,422	4,358,402			
Assigned - Other Post Employment Benefits (OPEB) Funding	2,940,000	2,940,000	2,940,000	2,940,000			
Assigned - Capital Improvements	4,457,605	2,639,465	1,754,637	1,645,328			
Assigned - Compensated Absences	481,999	481,999	481,999	481,999			
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000			
Totals	\$11,933,661	\$10,375,486	\$9,549,688	\$9,569,359			

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:
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 balance

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 20, 2019

A Motion was made by: _____

Seconded by: _____

- TO APPROVE THE **PRELIMINARY PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2020 - MARCH 31, 2021**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$7,975,274

Revenues

\$7,955,603

Expenditures

- FUND BALANCE RESERVES SHALL BE INCREASED BY :

\$19,671 Net Revenue/(Expenditures)

- THAT THE APPROVED GENERAL FUND BUDGET AND **TAX LEVY** FOR FISCAL YEAR **APRIL 1, 2020 - MARCH 31, 2021** 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.

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **AMENDED** GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2019 - MARCH 31, 2020**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$7,736,628

Revenues

\$10,120,601

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$2,383,973)

Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING ROOF REPLACEMENT & SPACE NEEDS PROJECTs.

Motion carried.

President

Vice President/Secretary

Bloomfield Township Public Library
Gift Fund Budget
FY April 1, 2019 - March 31, 2020 Amended Budget
FY April 1, 2020 - March 31, 2021 Preliminary Budget

ACCOUNT NAME	<u>2018-2019</u>	<u>2019-2020</u>		<u>2020-2021</u>			
	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>	<u>Column 7</u>
	AUDITED ACTUALS	ADOPTED BUDGET	AMENDED BUDGET	PRELIMINARY BUDGET	Col. 3 & 4	Col. 3 & 4	%
	AS OF MAR 31, 2019	AS OF MAR 19, 2019	AS OF AUG 20, 2019	AS OF AUG 20, 2019	\$ DIF.	% DIF.	OF TOTAL REV/EXP
<u>Revenues</u>							
Gift Income	\$86,292	\$500	\$29,041	\$500	(\$28,541)	-98.28%	71.43%
Gift Revenue	\$15,401	\$0	\$7,151	\$0			
Friends of the Library	\$66,625	\$0	\$18,800	\$0			
Atkinson Trust	\$1,281	\$0	\$649	\$0			
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0			
Myers Scholarship	\$1,600	\$500	\$1,525	\$500			
Smith Challenge Grant	\$1,385	\$0	\$750	\$0			
Fair Radom Garden Endowment	\$0	\$0	\$167	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Investment Earnings	\$622	\$200	\$200	\$200	\$0	0.00%	28.57%
Miscellaneous Revenue	\$0	\$0	\$5	\$0	(\$5)	0.00%	0.00%
Total Revenues	\$86,914	\$700	\$29,246	\$700	(\$28,546)	-97.61%	100.00%
<u>Expenditures</u>							
Library Services	\$47,124	\$50,389	\$67,088	\$50,389	(\$16,699)	-24.89%	31.07%
Electronic Services - Adult	\$0	\$0	\$0	\$0			
Books - Adult	\$8,238	\$6,928	\$7,003	\$6,928			
Books - Youth	\$616	\$3,588	\$3,663	\$3,588			
Books - Reference	\$0	\$0	\$0	\$0			
Processing & Supplies	\$5,022	\$25	\$25	\$25			
Audio Books - Adult	\$0	\$0	\$0	\$0			
Audio Books - Youth	\$0	\$0	\$0	\$0			
DVD's - Adult	\$0	\$0	\$0	\$0			
DVD's - Youth	\$0	\$0	\$0	\$0			
Special Needs - Adult	\$0	\$0	\$0	\$0			
Special Needs - Youth	\$0	\$0	\$0	\$0			
Programs - Adult	\$7,840	\$2,539	\$9,039	\$2,539			
Programs - Youth	\$10,881	\$11,691	\$18,741	\$11,691			
Programs - Administration	\$14,527	\$25,617	\$28,617	\$25,617			
Facilities & Equipment	\$30,407	\$22,360	\$30,335	\$22,360	(\$7,975)	-26.29%	13.79%
Repairs & Maintenance	\$0	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$15,948	\$1,122	\$8,597	\$1,122			
Computer Systems Maintenance	\$0	\$0	\$0	\$0			
General Equipment	\$11,679	\$20,909	\$21,409	\$20,909			
Computer Equipment	\$2,780	\$329	\$329	\$329			
Facility Service Equipment	\$0	\$0	\$0	\$0			
Other Operating Expenditures	\$22,705	\$89,443	\$93,318	\$89,443	(\$3,875)	-4.15%	55.15%
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	\$4,021	\$3,452	\$3,452	\$3,452			
Myers Scholarship	\$1,500	\$0	\$925	\$0			
Smith Challenge Grant	\$1,385	\$1,184	\$2,560	\$1,184			
Endowment Fund	\$0	\$1,661	\$1,661	\$1,661			
Atkinson Fund	\$1,442	\$561	\$1,209	\$561			
Fair Radom Garden Endowment	\$478	\$420	\$587	\$420			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Transfer out to CFSEM	\$963	\$0	\$100	\$0			
Bank Service Charges	\$256	\$0	\$0	\$0			
Contingency - Designated	\$11,712	\$79,627	\$80,277	\$79,627			
Director's Discretionary	\$0	\$2,538	\$2,547	\$2,538			
Contingency - Undesignated	\$948	\$0	\$0	\$0			
Total Expenditures	\$100,236	\$162,195	\$190,741	\$162,195	(\$28,546)	-14.97%	100.00%
Fund Balance - Beginning	\$77,440	\$90,305	\$82,478	\$82,478			
Reserved Fund Balance	\$100,988	\$71,390	\$79,217	\$79,217			
Net Revenue / (Expenditures)	(\$13,322)	(\$161,495)	(\$161,495)	(\$161,495)			
Fund Balance - Ending	\$165,106	\$200	\$200	\$200			
Nonspendable	\$1,044	\$0	\$0	\$0			
Restricted	\$164,062	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0			
Totals	\$165,106	\$200	\$200	\$200			

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 20, 2019

A Motion was made by: _____

Seconded by: _____

- TO APPROVE THE **PRELIMINARY PROPOSED** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2020 - MARCH 31, 2021**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700

\$162,195

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	2019-2020 Expenditure	2020-2021 Expenditure	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 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.	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
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	\$50,000	\$0	\$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	\$20,000	\$0	\$0	\$0	\$20,000
4	Building	Lobby Floor Replacement	1	30	General Fund	The current 2008 tile is in need of replacement.	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
5	Information Technology	Computer PCs-Staff	1	4	General Fund	Replace (60) staff hardware which have exceeded estimated useful lives > 5 yrs. old.	\$0	\$0	\$0	\$53,000	\$0	\$0	\$0	\$53,000
6	Information Technology	Mobile Computers for Lab	2	4	General Fund	(10-12) mobile computers for the computer lab will provide mobility for computer classes.	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
7	Building	Flooring	2	15	General Fund	Replace current main level flooring (hallway, staff lounge, lobby) due to age and deterioration.	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$280,000
8	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
9	Information Technology	Computer CPUs-Public	1	4	General Fund	Replace (60) public internet computers exceeding estimated useful lives.	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
10	Information Technology	Computer Monitors-Public	1	5	General Fund	Replace (60) public computer monitors exceeding estimated useful lives.	\$0	\$0	\$0	\$0	\$18,000	\$0	\$0	\$18,000
11	Information Technology	Website Upgrade	2	7	General Fund	Upgrade and enhance website.	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
12	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.	\$20,000	\$20,000	\$20,000	\$900,000	\$20,000	\$20,000	\$20,000	\$1,020,000
13	Information Technology	Video Surveillance System	1	15	General Fund	Camera and digital high definition upgrade.	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000
14	Building	Interior Lighting Upgrades	2	15-20	General Fund	Upgrade staff and lower level areas to LED lighting, repair and replace public space fixtures.	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
15	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
16	Building	HVAC Chilled Water Unit Replacement	2	25	General Fund	Replace 2005 HVAC chilled water unit due to age, deterioration and new technology.	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
17	Admin	Strategic Planning Implementation/Space Needs Assessment	1	7	General Fund	Implement projects as recommended by strategic planning teams and approved by Library Board.	\$1,000,000	\$900,000	\$0	\$0	\$0	\$0	\$0	\$1,900,000
18	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	\$0	\$0	\$0	\$0	\$0	\$117,000
19	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
20	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

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	2019-2020 Expenditure	2020-2021 Expenditure	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	Total Expenditure
21	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
22	Building	Door Access Emergency Maintenance	1	15	General Fund	Emergency door access repair.	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$70,000
23	Information Technology	MS Server 2019 Licenses	1	5	General Fund	Upgrade Microsoft operating system servers.	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$14,000
24	Information Technology	MS Exchange Virtual Server/Office 2019	1	5	General Fund	MS Exchange for emails and upgrade office productivity software.	\$36,000	\$0	\$0	\$0	\$0	\$0	\$0	\$36,000
25	Information Technology	Server UPS	1	7	General Fund	Server room UPS.	\$0	\$0	\$45,680	\$0	\$0	\$0	\$0	\$45,680
26	Admin	10,000 Patron Library Cards	1	2	General Fund	To replenish patron library card stock every 2 years.	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$60,000
27	Facilities	Terrace & Portico Paver Repair/Restoration	1	5-7	General Fund	Hardscape - terrace and portico paver repair and restoration due to age and deterioration.	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	\$16,000
28	Information Technology	Scheduler/Timesheet Software	1	1	General Fund	For 120 employees \$4.00 per month (based on When I Work). (4) designated laptop stations needed for 1st year implementation.	\$12,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$48,000
29	Information Technology	ProWatch Software & Panel	2	8	General Fund	ProWatch upgrade to meet network security standards.	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
30	Facilities	LED Lighting - Meeting Rooms	2	15-20	General Fund	Upgrade meeting rooms LED lighting.	\$23,000	\$0	\$0	\$0	\$0	\$0	\$0	\$23,000
31	Facilities	Water Remediation	1	15-20	General Fund	Install drainage mitigation system.	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000
32	Facilities	5 Humidifiers Replacement	1	15-20	General Fund	Replace 5 humidifiers nearing end of life cycles.	\$48,468	\$0	\$0	\$0	\$0	\$0	\$0	\$48,468
33	Information Technology	IT Audit and Planning	1	3	General Fund	Disaster planning consulting and audit for network servers and infrastructure.	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000
34	Information Technology	Self Check Stations	2	5	General Fund	New (7) self check stations for Circulation, Adult Svcs. & Youth Svcs. departments.	\$0	\$34,000	\$0	\$0	\$0	\$0	\$0	\$34,000
35	Information Technology	Digital Displays - After Space Needs Project Completion	3	5	General Fund	Digital Wayfinding Displays	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
36	Information Technology	Staff Conference Room AV Upgrade	3	5	General Fund	Staff Conference Room AV Upgrade	\$0	\$0	\$7,000	\$0	\$0	\$0	\$0	\$7,000
							\$3,781,468	\$1,418,000	\$438,680	\$1,734,000	\$339,000	\$281,000	\$261,000	\$8,253,148
CIP Expenditures - Gift Fund Budget							\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
CIP Expenditures - General Fund Budget							\$3,776,468	\$1,418,000	\$438,680	\$1,734,000	\$339,000	\$281,000	\$261,000	\$8,248,148

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2019 - March 31, 2020 <u>-AMENDED BUDGET</u>		
	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
TAXES		7,434,405
410.01 TAXES	7,434,405	
DESCRIPTION: 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).		
FORMULA : Taxable value of property in the township multiplied by the mill calculated by the Township.		
August 2019: Using the 07/01/19 Township generated 2019 prediction of taxable value of 3,929,897,809, 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. (\$3,929,897,809 x .0019032 = \$7,479,405) Less \$45,000 for conservative estimate.		
		84,528
PENAL FINES		
420.01 PENAL FINES	84,528	
DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.		
FORMULA : Review 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.		
March 2019: Reflects averaging Penal Fines revenue over the most recent two years.		
		28,491
STATE AID		
422.01 STATE AID	28,491	
DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.		
FORMULA : For August, review 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.		
March 2019: Reflects averaging State Aid revenue over the most recent two years and review of Oct 1 State Library budget.		
		85,000
CIRCULATION REVENUE		
430.01 FINES & FEES	85,000	
DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.		
FORMULA : Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.		
March 2019: 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 <u>-AMENDED BUDGET</u>		
	Chart of Account Total	Budget Group Total
CHARGES FOR SERVICES		14,738
432.01 PHOTOCOPY FEES	857	
DESCRIPTION: These fees include net revenue from the photocopiers and		
FORMULA : Review 5-year history of actual fees received.		
March 2019: Reflects averaging Photocopy revenue over the most recent two years.		
435.01 ROOM RENTAL FEES	13,881	
DESCRIPTION: The library offers meeting rooms for rent to groups who have at		
FORMULA : Review five-year history of actual fees received. Review impact of any significant changes in meeting room availability.		
March 2019: Reflects averaging Room Rental revenue over the most recent five years.		
INVESTMENT EARNINGS		75,000
454.01 INVESTMENT EARNINGS	75,000	
DESCRIPTION: Through careful investment of the taxes received in advance of		
FORMULA : Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year.		
March 2019: Reflects a conservative estimate based on FY 2019-2020 actual receipts through 6/2019		
455.01 CHANGE IN ASSET VALUE	-	
DESCRIPTION: Changes to market value expected on investments during the		
FORMULA : Budgeted only at year end due to uncertainty of changes.		
March 2019: The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		14,466
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		
March 2019: Reflects averaging Miscellaneous revenue over the most recent two years.		
462.01 LIBRARY SHOP REVENUE	3,923	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.		
FORMULA : Review two-year history of actual fees received.		
March 2019: Reflects averaging Library Shop revenue over the most recent two 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.		
March 2019: 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.		
March 2019: No sale planned during the year.		
TOTAL ESTIMATED REVENUES		
Fiscal Year April 1, 2019 - March 31, 2020	Adopted March 2019	\$7,604,763
	Amended August 2019	<u>\$7,736,628</u>

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

PERSONNEL

7020.01

SALARIES AND WAGES

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

FORMULA : Personnel Expense Report (PER) by Department. Board approved positions and wage rates.

Open Pay Range, Performance Based Compensation

Pay rate increases TBD

PA 152 80/20

7150.01

SOCIAL SECURITY

DESCRIPTION: Federal SS and Medicare taxes on employee wages.

FORMULA : Projected Wages (x) current tax rate (7.65%)

7190.01

EMPLOYEE INSURANCES

DESCRIPTION: Includes part-time employees' health, disability, and life insurance; full-time employees' health, vision, dental, disability, and life insurance; retirees health and life insurance; all employees' workman's compensation insurance; and unemployment compensation. Health care costs for all full-time and 30 hr. part-time employees are partially funded by the employee. Also includes retiree Health Savings Plan contributions.

FORMULA : Current year budget + projected estimate of a 2.5% increase.

7220.01

RETIREMENT

DESCRIPTION: Defined benefit plan for full-time employees hired on or before 05/31/11. Defined contribution plan for full-time employees hired after 05/31/11.

Benefit Plan wages (x) rate as provided by the Township = Annual Bond Obligation. Defined Contribution wages (x) rate (10%).

Add'l funding for DB Pension-Actuarial Defined Contribution

7230.01

RETIREE HEALTH CARE - OPEB

DESCRIPTION: Other post-employment benefits (OPEB) - contributions to Section 115 Trust for Retiree health care benefits plan for full-time employees hired on or before 05/31/11.

FORMULA : Actuary determined funding of OPEB liability.

LIBRARY SERVICES

ELECTRONIC SERVICES - DATABASES

8301.01

ELECTRONIC SERVICES - ADULT

DESCRIPTION: Fees for electronic or computer access to information

FORMULA : Current year budget

FROM METRO NET

American Bus. Information - Refer. USA

Ancestry.com

Gale

Biography Resource Center

Demographics Now - Free from the State

Gale Courses

Health & Wellness

History in Contex US & World

Legal Forms

Literature Resource Center

Science In Context

Scribner's

Twayne Author/Scribner Writers' Series

Mango Languages

FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE

Oxford Reference Online Premium

Plunkett Online

FROM THE LIBRARY NETWORK

Consumer Reports

DIRECT PURCHASES

Alexander Press - Music Online

Bridgeall/Collection HQ

Creative Bug

Gale Courses

EBSCO - NovellList, split with YS

GALE-Nat'l Geographic, incl kids version

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,310,143
	2,998,305	2,998,305	
	229,981	229,981	
	663,754	663,754	
	288,103	288,103	
	130,000	130,000	
	-	-	
			849,839
		169,274	
	121,234		
4,230			
1,105			
4,000			
1,100			
645			
2,850			
1,624			
2,850			
1,365			
1,163			
6,750			
1,150			
3,333			
1,967			
874			

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	GALE-Testing Educ. Resource Ctr.	2,190			
	Hoopla	34,000			
	Infobase Publishing-Writer's Ref. Ctr.	790			
	Kanopy	6,000			
	Library Aware/Next Reads	1,890			
	Lynda.com/Linkedin for Libraries	5,600			
	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			
	Tutor.com	11,675			
	World Trade Press A-Z world travel	500			
	Unplanned additional costs	4,000			
8303.01	ELECTRONIC SERVICES - YOUTH		48,040		
	DESCRIPTION: Fees for electronic or computer access to information				
	FORMULA : Current year budget				
	<u>DIRECT PURCHASES</u>				
	Britannica ImageQuest	1,369			
	Book Fix	1,090			
	Bridgeall/Collection HQ	4,500			
	Hoopla	29,000			
	Little Pim	2,000			
	National Geographic	531			
	Tutor.com	1,700			
	World Almanac for Kids	2,050			
	World Book Suite	2,200			
	World Book-Arabic (Kids eLearn)	400			
	Novelist Select	2,200			
	Unplanned additional costs	1,000			
8302.01	ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive		22,700	22,700	
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.				
	FORMULA : Current year budget				
	SkyRiver	20,700			
	Overdrive	2,000			
	BOOKS/MATERIALS			337,408	
9401.01	BOOKS-ADULT	153,866	153,866		
	DESCRIPTION: Circulating physically printed books and electronically				
	FORMULA : Current year budget				
9402.01	BOOKS-HITS (High Interest Titles)	18,000	18,000		
	DESCRIPTION: Best selling or very popular books purchased to allow more patrons access without waiting.				
	FORMULA : Current year budget				
9403.01	BOOKS-YOUTH	121,828	121,828		
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	FORMULA : Current year budget				
9404.01	BOOKS-REFERENCE	42,599	42,599		
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	FORMULA : Current year budget				
9405.01	MATERIALS-TECHNICAL SERVICES	100	100		
	DESCRIPTION: Materials purchased to assist in cataloging.				
	FORMULA : Current year budget				
9406.01	MATERIALS-SYSTEMS	515	515		
	DESCRIPTION: Materials purchased to assist in Systems work and training.				
	FORMULA : Current year budget				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2019 - March 31, 2020 - <u>AMENDED BUDGET</u>							
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>		
9407.01	MATERIALS-ADMINISTRATION DESCRIPTION: Materials purchased to assist Administration activities. FORMULA : Current year budget	500	500				
9442.01	PROCESSING & SUPPLIES DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials. FORMULA : Current year budget	26,462	26,462	26,462			
				86,677			
9451.01	PERIODICALS, NEWSLETTERS & MICROFORMS DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. FORMULA : Current year budget Includes: Zino \$5,000, WT Cox \$30,000	49,209	49,209				
9453.01	REFERENCE SERVICES DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print, (e.g., Value Line). FORMULA : Current year budget 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		37,468				
		1,265					
		3,750					
		2,500					
		600					
		800					
		7,100					
		1,303					
		8,500					
		6,500					
		350					
		4,800					
				-			
		9491 - 9492.01	ADULT and YOUTH DESCRIPTION: Discontinuance of purchases in FY 2019.	-	-		
						30,053	
9501.01	ADULT DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. FORMULA : Current year budget Freegal Music Regular music purchases		27,553				
		13,000					
		14,553					
9502.01	YOUTH DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation. FORMULA : Current year budget Freegal Music and TBD Regular music purchases		2,500				
		1,000					
		1,500					
				70,123			
9511.01	ADULT 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 + \$12,000 RPDigital	52,710	52,710				
9512.01	YOUTH 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	17,413	17,413				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	DVDS			64,414	
9531.01	ADULT	50,414	50,414		
	DESCRIPTION: DVD materials purchased by Adult Services for circulation				
	FORMULA : Current year budget.				
9532.01	YOUTH	14,000	14,000		
	DESCRIPTION: DVD materials purchased by Youth Services for circ.				
	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				
	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				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for				
	Major programs include:				
	Hosting of Metro Net and technology events				

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
FACILITIES AND EQUIPMENT					969,137
7750.01	REPAIRS & MAINTENANCE SUPPLIES		65,000	65,000	
	DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet				
	FORMULA : Current year budget				
	Lighting Repair Services	15,000			
	HVAC replacement of parts & filters	17,500			
	All other needs	32,500			
8500.01	TELEPHONE		18,350	18,350	
	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)	14,000			
9100.01	BUILDING INSURANCE	70,000	70,000	70,000	
	DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	FORMULA : Average last two years' expense				
	UTILITIES			315,000	
9201.01	ELECTRICITY	219,000	219,000		
	DESCRIPTION: Payments made for electricity.				
	FORMULA : Average last two years' expense				
9202.01	NATURAL GAS	61,000	61,000		
	DESCRIPTION: Payments made for heat.				
	FORMULA : Average last two years' expense				
9203.01	WATER	35,000	35,000		
	DESCRIPTION: Payments made for water.				
	FORMULA : Average last two years' expense				
9300.01	BUILDING MAINTENANCE		173,238	173,238	
	DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.				
	FORMULA : 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	800			
	Pest Control Svcs.	2,200			
	Cleaning - general	70,000			
	Auto-door maint contract & parts replacement	3,500			
	Elevator Maintenance Agreement	3,264			
	Fire Suppression System service agreement	3,200			
	Fire extinguisher recharge	2,000			
	Flag service	910			
	Generator contract & emergency service	2,400			
	Siemens Automation - repair service & tech support	5,000			
	HVAC - annual contract fee	14,922			
	Lift Station Pump maintenance	5,400			
	Roof maintenance and repair	5,000			
	Security system - alarm monitoring	24,000			
	Potable water system 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			
9330.01	EQUIPMENT MAINTENANCE		19,210	19,210	
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
	FORMULA : Current year budget				
	CBS copier vending	2,000			

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	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			
9350.01	GROUNDS MAINTENANCE		94,192	94,192	
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	FORMULA : 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	20,000			
	Garden maintenance (Goldner Walsh) (\$14,000 worth of work for	12,750			
	Irrigation start up, shut down, repairs & modifications	4,000			
	Mulching	10,403			
	Tree bed weeding	4,687			
	Unplanned grounds maintenance	5,000			
9360.01	COMPUTER SYSTEM MAINTENANCE		197,587	197,587	
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	FORMULA : Current year budget				
	Adobe Creative Suite Subscription	2,000			
	Baker&Taylor - The Content Café	1,995			
	Baker&Taylor Titlesource360 (TS request)	2,840			
	Barracuda Web Filter - YS Internet filtering soft/hardware	2,550			
	Spam Filter	3,500			
	Box Solutions intranet connect maintenance	3,100			
	Cisco equipment maintenance contract	9,500			
	Comcast - digital receivers	1,000			
	Comcast - high speed modem subscription	1,000			
	Envisionware Mobile Printing Subscription	725			
	Envisionware annual maintenance	11,100			
	E*vanced Meeting Room Booking maintenance	550			
	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	12,500			
	Innovative maintenance contract	63,200			
	OCLC EZProxy Hosting	2,700			
	Phone system maintenance	2,000			
	Sage 50 Accounting upgrade and maintenance	2,450			
	Sage 50 FAS Inventory SupportPlus contract	2,525			
	Symantec Anti-virus software maintenance	2,550			
	Techlogic AMH sorting system maintenance (Circ request)	21,012			
	TLN - Deep Freeze, pub. web browser license, & Microsoft Live	550			
	VSS Pro maintenance contract	900			
	Website hosting - OPUS Interactive, Liquid Web, Seruci	1,200			
	Payflow Ann'l Fee	900			
	Sierra/Encore Hosting	21,000			
	Backup Veeam Subscription	11,650			
	EQUIPMENT			16,560	
9771.01	GENERAL EQUIPMENT		2,500		
	DESCRIPTION: 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.				
	FORMULA : Current year budget				
	Director's Discretionary	2,500			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2019 - March 31, 2020 - <u>AMENDED BUDGET</u>					
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
9772.01	COMPUTER EQUIPMENT DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense. FORMULA : Current year budget Batteries for meeting room equipment Computer Equipment Hazardous equipment disposal Headset replacement Printer replacement for staff Scanner replacement		14,060		
		200			
		10,000			
		300			
		1,000			
		2,000			
		560			
OTHER OPERATING EXPENDITURES					
7270.01	OFFICE SUPPLIES DESCRIPTION: 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. FORMULA : 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 Copier cards Eco-Smart supplies, pads, polishes + % increase Circulation Dept. - Receipt paper		33,350	33,350	
		25,300			
		2,400			
		1,700			
		3,950			
7280.01	POSTAGE DESCRIPTION: Postage for daily metered mail . FORMULA : Current year budget Regular postage needs (includes Library by Mail) Annual Bulk Mailing Permit Quarterly newsletter mailing		15,500	15,500	
		6,780			
		220			
		8,500			
				88,029	
8011.01	ACCOUNTING DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services. FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary		13,000		
		13,000			
8012.01	AUDIT DESCRIPTION: Annual fee charged by our auditing firm. FORMULA : Current year budget + \$1,000 per contract Audit		14,000		
		14,000			
8013.01	CONSULTANT DESCRIPTION: Fees for consultants such as strategic planning or interior designer. FORMULA : Current year budget Other		5,000		
		5,000			
8014.01	CONTRACTS 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 Message on Hold Unique Management - collection agency Facebook Advertising		7,534		
		3,534			
		1,000			
		2,700			
		300			
8015.01	LEGAL DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters. FORMULA : Current year budget	5,000	5,000		
8016.01	INVESTMENT COUNSELING DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract. FORMULA : Approx. .28% of average portfolio balance Investment Counseling Fees		24,000		

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
8018.01	INTERNET SERVICE PROVIDER (ISP)				
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees.		19,495		
	FORMULA : Current year budget + Metro Net meeting information Internet Opti-e-man charges from TLN				
		19,495			
	STAFF DEVELOPMENT & TRAVEL			29,575	
8601.01	CONFERENCES & WORKSHOPS		14,375		
	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 Department Conference/Workshops Staff Development Day All-staff meetings Director's Discretionary Staff Service Awards III Users' Group Nat. Conf. (3 attendees @ \$350) Rotating National Conference (4 attendees @ \$500) MIUG Conference (3 attendees @ \$50 ea.) MLA Conference (8 attendees at \$150) Board Professional Development	875 5,500 300 950 1,750 1,150 2,000 150 1,200 500			
8602.01	MILEAGE & TRAVEL		15,200		
	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) Rotating National Conference (4 attendees @ \$1,700) MIUG Conference (3 attendees @ \$200 ea.) MLA Conference (8 attendees at \$200) Mileage & misc. travel	5,100 6,800 600 1,600 1,100			
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 Quarterly printed newsletter Advertising fees for job postings	3,000 21,000 1,050			
9550.01	DUES & MEMBERSHIPS		16,430	16,430	
	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) Library membership in Birmingham-Bloomfield Chambers Library member. in III Users Group (National) Library member. in III Users Group (State) Library membership in MLA (state) Library membership in MCLS (discounts) Library membership in PLTAOC MetroNet Membership fee(includes shared web hosting,Overdrive hosting, Everyone's Reading speaker & marketing fees) OCHR dues & maintenance fees Professional Memberships for eligible employees	500 175 100 25 3,230 250 50 6,500 600 5,000			

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	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				
9999.01	MISCELLANEOUS	-	-		
	DESCRIPTION: Accounting declarations.				
	FORMULA : This is not a predictable line.				
	CAPITAL PROJECTS				
8020.01	PROJECTS		3,776,468	3,776,468	3,776,468
	DESCRIPTION: Special or one-time costs major projects.				
	FORMULA : Budget requests				
	Roof Replacement	2,000,000			
	Lobby Floor Replacement	200,000			
	Flooring	40,000			
	Furniture Replacement	50,000			
	Website Upgrade	5,000			
	Exterior Concrete & Asphalt	20,000			
	HVAC Emergency	60,000			
	Strategic Planning Implementation/Space Needs Assess. Phase I	1,000,000			
	HVAC Equipment	67,000			
	Emergency Plumbing & Electrical Repair	50,000			
	Cedar Fascia Maint. & Exterior Woodwork Restoration	25,000			
	Door Access Emergency Maintenance	10,000			
	MS Server 2019 Licenses	14,000			
	MS Exchange Virtual Server/Office 2019	36,000			
	Terrace & Portico Paver Repair/Restoration	16,000			
	Scheduler & Timesheet Software & (4) Designated Laptop Stations	12,000			
	ProWatch Software & Panel	10,000			
	LED Lighting upgrade to meeting rooms	23,000			
	Water Remediation	90,000			
	5 Humidiers Replacement	48,468			
TOTAL ESTIMATED EXPENDITURES					
Fiscal Year April 1, 2019-March 31, 2020					
Adopted March 2019				\$9,162,938	
Amended March 2019				\$10,120,601	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2020 - March 31, 2021 - <u>PRELIMINARY BUDGET</u>		
	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
TAXES		7,661,343
410.01 TAXES	7,661,343	
DESCRIPTION: 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).		
FORMULA : Taxable value of property in the township multiplied by the mill calculated by the Township.		
August 2019: Using the 07/01/19 Township generated 2020 prediction of taxable value of \$4,047,794,743, and the Township generated Headlee rates reduced by -.79% Headlee roll back trend in 2019/2020. The first 1.0000 mill is now reduced by the Headlee Amendment to .6673. The second .7874 mill is now reduced by the Headlee Amendment to 0.7129. The third .5410 mill is now reduced by the Headlee Amendment .5124. Altogether, these mills total 1.8927 after rollback trends are applied. (\$4,047,794,743 x .0018927 = \$7,661,343).		
		85,195
PENAL FINES	85,195	
420.01 PENAL FINES		
DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.		
FORMULA : Review 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.		
August 2019: Reflects averaging Penal Fines revenue over the most recent two years.		
		29,304
STATE AID	29,304	
422.01 STATE AID		
DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.		
FORMULA : For August, review 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.		
August 2019: 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		
DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.		
FORMULA : Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.		
August 2019: 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, 2020 - March 31, 2021 - PRELIMINARY BUDGET

	Chart of Account Total	Budget Group Total
CHARGES FOR SERVICES		14,866
432.01 PHOTOCOPY FEES	651	
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.		
August 2019: Reflects averaging Photocopy revenue over the most recent two years.		
435.01 ROOM RENTAL FEES	14,215	
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 2019: Reflects averaging Room Rental revenue over the most recent five years.		
INVESTMENT EARNINGS		85,000
454.01 INVESTMENT EARNINGS	85,000	
DESCRIPTION: Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.		
FORMULA : Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year.		
August 2019: Reflects a conservative estimate based on FY 2019-2020 actual receipts through 6/2019.		
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 2019: The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		14,566
460.01 MISCELLANEOUS REVENUE	3,370	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
FORMULA : Estimate of predicted miscellaneous receipts		
August 2019: Reflects averaging Miscellaneous revenue over the most recent two years.		
462.01 LIBRARY SHOP REVENUE	4,081	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.		
FORMULA : Review two-year history of actual fees received.		
August 2019: Reflects averaging Library Shop revenue over the most recent two years.		
463.01 CAFÉ REVENUE	7,115	
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA : Review two-year history of actual fees received.		
August 2019: Reflects est. based on actual Cafe revenue received in 4/2019.		
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 2019: No sale planned during the year.		

TOTAL ESTIMATED REVENUES
Fiscal Year April 1, 2020 - March 31, 2021

Preliminary August 2019

\$7,975,274

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2020 - March 31, 2021 - PRELIMINARY BUDGET

PERSONNEL

7020.01 SALARIES AND WAGES
DESCRIPTION: Salaries for full-time, part-time, and substitute staff
FORMULA : Personnel Expense Report (PER) by Department. Board approved positions and wage rates.
Open Pay Range, Performance Based Compensation
Pay rate increases TBD
PA 152 80/20

7150.01 SOCIAL SECURITY
DESCRIPTION: Federal Social Security and Medicare taxes on employee wages.
FORMULA : Projected Wages (x) current tax rate (7.65%)

7190.01 EMPLOYEE INSURANCES
DESCRIPTION: Includes part-time employees' health, disability, and life insurance; full-time employees' health, vision, dental, disability, and life insurance; retirees health and life insurance; all employees' workman's compensation insurance; and unemployment compensation. Health care costs for all full-time and 30 hr. part-time employees are partially funded by the employee. Also includes retiree Health Savings Plan contributions.
FORMULA : Current year budget + projected estimate of a 5% increase.

7220.01 RETIREMENT
DESCRIPTION: Defined benefit plan for full-time employees hired on or before 05/31/11. Defined contribution plan for full-time employees hired after 05/31/11.
FORMULA : Personnel Expense Report (PER) by Department. Defined Benefit Plan wages (x) rate as provided by the Township = Annual Bond Obligation. Defined Contribution wages (x) rate (10%).
Add'l funding for DB Pension-Actuarial Defined Contribution

7230.01 RETIREE HEALTH CARE - OPEB
DESCRIPTION: Other post-employment benefits (OPEB) - contributions to Section 115 Trust for Retiree health care benefits plan for full-time employees hired on or before 05/31/11.
FORMULA : Actuary determined funding of OPEB liability.

LIBRARY SERVICES

ELECTRONIC SERVICES - DATABASES

8301.01 ELECTRONIC SERVICES - ADULT
DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.
FORMULA : Current year budget
FROM METRO NET
American Bus. Information - Refer. USA
Ancestry.com
Gale
Biography Resource Center
Demographics Now - Free from the State
Gale Courses
Health & Wellness
History in Context US & World
Legal Forms
Literature Resource Center
Science In Context
Scribner's
Twayne Author/Scribner Writers' Series
Mango Languages
FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE
Oxford Reference Online Premium
Plunkett Online
FROM THE LIBRARY NETWORK
Consumer Reports
DIRECT PURCHASES
Alexander Press - Music Online
Bridgeall/Collection HQ
Creative Bug

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,493,213
	3,083,948	3,083,948	
	236,151	236,151	
	751,571	751,571	
	291,543	291,543	
	130,000	130,000	
	-	-	
			859,839
		169,274	
	121,234		
4,230			
1,105			
4,000			
1,100			
645			
2,850			
1,624			
2,850			
1,365			
1,163			
6,750			
1,150			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY					
GENERAL FUND EXPENDITURE LINE BREAKDOWN					
April 1, 2020 - March 31, 2021 - <u>PRELIMINARY BUDGET</u>					
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
		Gale Courses	3,333		
		EBSCO - NovelList, split with YS	1,967		
		GALE-Nat'l Geographic, incl kids version	874		
		GALE-Testing Educ. Resource Ctr.	2,190		
		Hoopla	34,000		
		Infobase Publishing-Writer's Ref. Ctr.	790		
		Kanopy	6,000		
		Library Aware/Next Reads	1,890		
		Lynda.com/Linkedin for Libraries	5,600		
		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		
		Tutor.com	11,675		
		World Trade Press A-Z world travel	500		
		Unplanned additional costs	4,000		
8303.01		ELECTRONIC SERVICES - YOUTH	48,040		
		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			
		<u>DIRECT PURCHASES</u>			
		Britannica ImageQuest	1,369		
		Book Fix	1,090		
		Bridgeall/Collection HQ	4,500		
		Hoopla	29,000		
		Little Pim	2,000		
		National Geographic	531		
		Tutor.com	1,700		
		World Almanac for Kids	2,050		
		World Book Suite	2,200		
		World Book-Arabic (Kids eLearn)	400		
		Novelist Select	2,200		
		Unplanned additional costs	1,000		
8302.01		ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive	22,700	22,700	
		DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.			
		FORMULA : Current year budget			
		SkyRiver	20,700		
		Overdrive	2,000		
		BOOKS/MATERIALS		347,408	
9401.01		BOOKS-ADULT	163,866	163,866	
		DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.			
		FORMULA : Current year budget			
9402.01		BOOKS-HITS (High Interest Titles)	18,000	18,000	
		DESCRIPTION: Best selling or very popular books purchased to allow more patrons access without waiting.			
		FORMULA : Current year budget			
9403.01		BOOKS-YOUTH	121,828	121,828	
		DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.			
		FORMULA : Current year budget			
9404.01		BOOKS-REFERENCE	42,599	42,599	
		DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.			
		FORMULA : Current year budget			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2020 - March 31, 2021 - PRELIMINARY BUDGET

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
9405.01	MATERIALS-TECHNICAL SERVICES DESCRIPTION: Materials purchased to assist in cataloging. FORMULA : Current year budget	100	100		
9406.01	MATERIALS-SYSTEMS DESCRIPTION: Materials purchased to assist in Systems work and training. FORMULA : Current year budget	515	515		
9407.01	MATERIALS-ADMINISTRATION DESCRIPTION: Materials purchased to assist Administration activities. FORMULA : Current year budget	500	500		
9442.01	PROCESSING & SUPPLIES DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials. FORMULA : Current year budget	26,462	26,462	26,462	
				86,677	
9451.01	PERIODICALS, NEWSLETTERS & MICROFORMS DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. FORMULA : Current year budget Includes: Zino \$5,000, WT Cox \$30,000	49,209	49,209		
9453.01	REFERENCE SERVICES DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print, (e.g., Value Line). FORMULA : Current year budget 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		37,468		
		1,265			
		3,750			
		2,500			
		600			
		800			
		7,100			
		1,303			
		8,500			
		6,500			
		350			
		4,800			
				-	
9491.01	ADULT DESCRIPTION: Discontinuance of CD-ROM and Game purchases in FY 2019. FORMULA : Current year budget	-	-		
9492.01	YOUTH DESCRIPTION: Discontinuance of CD-ROM and Game purchases in FY 2019. FORMULA : Current year budget	-	-		
				30,053	
9501.01	ADULT DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. FORMULA : Current year budget Freegal Music Regular music purchases		27,553		
		13,000			
		14,553			
9502.01	YOUTH DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation. FORMULA : Current year budget		2,500		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2020 - March 31, 2021 - PRELIMINARY BUDGET

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
Freegal Music and TBD		1,000			
Regular music purchases		1,500			
AUDIO BOOKS				70,123	
9511.01	ADULT	52,710	52,710		
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 + \$12,000 RPDigital					
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				64,414	
9531.01	ADULT	50,414	50,414		
DESCRIPTION: DVD materials purchased by Adult Services for circulation					
FORMULA : Current year budget.					
9532.01	YOUTH	14,000	14,000		
DESCRIPTION: DVD materials purchased by Youth Services for circ .					
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					
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					

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY				
GENERAL FUND EXPENDITURE LINE BREAKDOWN				
April 1, 2020 - March 31, 2021 - <u>PRELIMINARY BUDGET</u>				
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BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2020 - March 31, 2021 - PRELIMINARY BUDGET

	Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
Elevator Maintenance Agreement	3,264			
Fire Suppression System service agreement	3,200			
Fire extinguisher recharge	2,000			
Flag service	910			
Generator contract & emergency service	2,400			
Siemens Automation - repair service & tech support	5,000			
HVAC - annual contract fee	14,922			
Lift Station Pump maintenance	5,400			
Roof maintenance and repair	5,000			
Security system - alarm monitoring	24,000			
Potable water system 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			
9330.01 EQUIPMENT MAINTENANCE		19,210	19,210	
DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
FORMULA : 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			
9350.01 GROUNDS MAINTENANCE		94,192	94,192	
DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
FORMULA : 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	20,000			
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			
9360.01 COMPUTER SYSTEM MAINTENANCE		197,587	197,587	
DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
FORMULA : Current year budget				
Adobe Creative Suite Subscription	2,000			
Baker&Taylor - The Content Café	1,995			
Baker&Taylor Titlesource360 (TS request)	2,840			
Barracuda Web Filter - YS Internet filtering soft/hardware	2,550			
Spam Filter	3,500			
Box Solutions intranet connect maintenance	3,100			
Cisco equipment maintenance contract	9,500			
Comcast - digital receivers	1,000			
Comcast - high speed modem subscription	1,000			
Envisionware Mobile Printing Subscription	725			
Envisionware annual maintenance	11,100			
E*vanced Meeting Room Booking maintenance	550			
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	12,500			
Innovative maintenance contract	63,200			
OCLC EZProxy Hosting	2,700			
Phone system maintenance	2,000			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2020 - March 31, 2021 - PRELIMINARY BUDGET

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	Sage 50 Accounting upgrade and maintenance	2,450			
	Sage 50 FAS Inventory SupportPlus contract	2,525			
	Symantec Anti-virus software maintenance	2,550			
	Techlogic AMH sorting system maintenance (Circ request)	21,012			
	TLN - Deep Freeze, pub. web browser license, & Microsoft Live	550			
	VSS Pro maintenance contract	900			
	Website hosting - OPUS Interactive, Liquid Web, Seruci	1,200			
	Payflow Ann'l Fee	900			
	Sierra/Encore Hosting	21,000			
	Backup Veeam Subscription	11,650			
				16,560	
			2,500		
9771.01	GENERAL EQUIPMENT				
	DESCRIPTION: 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.				
	FORMULA : Current year budget				
	Director's Discretionary	2,500			
			14,060		
9772.01	COMPUTER EQUIPMENT				
	DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.				
	FORMULA : Current year budget				
	Batteries for meeting room equipment	200			
	Computer Equipment	10,000			
	Hazardous equipment disposal	300			
	Headset replacement	1,000			
	Printer replacement for staff	2,000			
	Scanner replacement	560			
					215,414
			33,350	33,350	
7270.01	OFFICE SUPPLIES				
	DESCRIPTION: 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.				
	FORMULA : 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			
	Copier cards	2,400			
	Eco-Smart supplies, pads, polishes + % increase	1,700			
	Circulation Dept. - Receipt paper	3,950			
			15,500	15,500	
7280.01	POSTAGE				
	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			
				88,029	
			13,000		
8011.01	ACCOUNTING				
	DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.				
	FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary	13,000			
			14,000		
8012.01	AUDIT				
	DESCRIPTION: Annual fee charged by our auditing firm.				
	FORMULA : Current year budget + \$1,000 per contract				
	Audit	14,000			
			5,000		
8013.01	CONSULTANT				
	DESCRIPTION: Fees for consultants such as strategic planning or interior designer.				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2020 - March 31, 2021 - PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	FORMULA : Current year budget				
	Other	5,000			
8014.01	CONTRACTS		7,534		
	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	3,534			
	Message on Hold	1,000			
	Unique Management - collection agency	2,700			
	Facebook Advertising	300			
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 fees per 8/2017 professional services contract.				
	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			
				29,575	
			14,375		
8601.01	CONFERENCES & WORKSHOPS				
	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	875			
	Staff Development Day	5,500			
	All-staff meetings	300			
	Director's Discretionary	950			
	Staff Service Awards	1,750			
	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			
8602.01	MILEAGE & TRAVEL		15,200		
	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	1,100			
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			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2020 - March 31, 2021 - PRELIMINARY BUDGET

TOTAL ESTIMATED EXPENDITURES	
Fiscal Year April 1, 2020-March 31, 2021	
Preliminary August 2019	<u>\$7,955,603</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
DESCRIPTION OF GIFT FUND
REVENUE AND EXPENDITURE ACCOUNTS
April 1, 2019 - March 31, 2020

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 2018-2019</u>	<u>FY 2019-2020</u>	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>	<u>FY 2022-2023</u>
Beginning Fund Balance	\$12,889,674	\$11,933,661	\$9,549,688	\$9,569,359	\$10,445,640
Property Tax Revenue	\$7,207,809	7,434,405	7,661,343	\$7,891,183 **	\$8,127,918.79 **
Investment Earnings	\$259,542	75,000	85,000	\$59,330 ***	\$64,763 ***
All Other Revenues	\$231,707	\$227,223	\$228,931	\$228,931	\$228,931
Operating Expenditures	(\$7,949,696)	(\$6,344,133)	(\$6,537,603)	(\$6,864,483) ****	(\$7,207,707) ****
Capital Expenditures	(\$705,375)	(\$3,776,468)	(1,418,000) *****	(\$438,680)	(\$1,734,000)
Net Revenue/(Expenditures)	(\$956,013)	(\$2,383,973)	\$19,671 *****	\$876,281	(\$520,095)
Year-End Balance	<u>\$11,933,661</u>	<u>\$9,549,688</u>	<u>\$9,569,359</u>	<u>\$10,445,640</u>	<u>\$9,925,545</u>
Nonspendable - Prepaid Expenses	\$43,630	\$43,630	\$43,630	\$43,630	\$43,630
Restricted	\$0	\$0	\$0	\$0	\$0
Committed Portion - 8 Month Fund Balance	\$3,910,427	\$4,229,422	\$4,358,402	\$4,805,138	\$4,910,851
Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB	\$7,879,604	\$5,176,636	\$5,067,327	\$5,496,872	\$4,871,064
Unassigned Portion - Unplanned Emergencies	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 3.0% increase based on FY 2018/2019 increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 0.62% investment rate on Beginning Fund Balance					
**** Column 4 & 5 assumes 5% increase					
***** Column 2 & 3 assumes expenditure for Roof and Space Needs Capital Improvements in FY 2019/2020 and FY 2020/2021					
Assigned Portion:					
Total Capital Improvements	\$4,457,605	\$1,754,637	\$1,645,328	\$2,074,873	\$1,449,065
Compensated Vacation/Sick	\$481,999	\$481,999	\$481,999	\$481,999	\$481,999
OPEB	\$2,940,000	\$2,940,000	\$2,940,000	\$2,940,000	\$2,940,000

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

	SEV(until 1995) Tax. Value. (1995 -)	Percent of Increase From PY	Library Millage	Library Tax Revenue	Percent of Increase From PY
2020-2021*	4,047,794,743	3.00%	1.8927	7,661,343	3.05%
2019-2020**	3,929,897,809	4.80%	1.9032	7,434,405	3.14%
2018-2019	3,749,876,110	4.89%	1.9254	7,207,809	3.71%
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	

*2020-2021 taxable value is estimated: July, 2019 Property Tax Rev. Projections per Bloomfield Twp. Assessor

**2019-2020 taxable value is estimated: July, 2018 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
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: August 6, 2019

SUBJECT: Proposed 2020 Calendar

The proposed 2020 calendar includes eleven total days closed to the public and two early closings. The two evenings the Library closes early in 2020 are Thanksgiving Eve on Wednesday, November 25 and on New Year's Eve on Thursday, December 31 in 2020. The Library closes at 5:30pm on these two days.

The proposed 2020 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 2021 calendar year are included to show the complete April 1 – March 31 2020/2021 fiscal year.

Please review the attached proposed 2020 calendar for the 2020/2021 fiscal year. I also have attached the approved 2019 calendar for the 2019/2020 fiscal year for your comparison.

Thank you for your review and consideration of this proposal.

Bloomfield Township Public Library

Proposed 2020 Calendar

LIBRARY CALENDAR 2020 HOLIDAYS AND CLOSINGS

January 1	CLOSED	Wednesday	*New Year's Day
January 20	open	Monday	Martin Luther King Day Observance
February 17	open	Monday	President's Day
April 8	open	Wednesday	Passover
April 10	open	Friday	*Good Friday +
April 11	open	Saturday	Easter Weekend
April 12	CLOSED	Sunday	Easter
May 1	CLOSED	Friday	*Staff Development Day +
May 23	open	Saturday	Memorial Day Weekend
May 24	CLOSED	Sunday	Memorial Day Weekend
May 25	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Saturday	*Independence Day
September 5	open	Saturday	Labor Day Weekend
September 6	CLOSED	Sunday	Labor Day Weekend
September 7	CLOSED	Monday	*Labor Day
September 18	open	Friday	Rosh Hashanah
September 27	open	Sunday	Yom Kippur
October 12	open	Monday	Columbus Day Observance
November 11	open	Wednesday	Veterans Day
November 25	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 26	CLOSED	Thursday	*Thanksgiving Day
December 10	open	Thursday	Hanukkah
December 24	CLOSED	Thursday	*Christmas Eve
December 25	CLOSED	Friday	*Christmas Day
December 31	Close at 5:30p.m.	Thursday	New Year's Eve

2021			
January 1	CLOSED	Friday	*New Year's Day
January 18	open	Monday	Martin Luther King Day
February 15	open	Monday	President's Day

+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 8, 2020

Daylight Savings Time ends: Sunday, November 1, 2020

Bloomfield Township Public Library

Approved 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

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

+Floating holidays: Good Friday 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