

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Special Library Board Meeting
August 6, 2020
11:00 a.m.

Trustees:

libraryboard@btpl.org

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

Director:

Carol Mueller

muellerc@btpl.org

All meetings are open to the public.

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

As this meeting will be held virtually, please contact the Library
Director Carol Mueller at Muellerc@btpl.org no later than 11:00am on
Thursday, August 6 if you wish to attend.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Thursday, August 6, 2020

Special Board Meeting

11:00 a.m. via Zoom

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 2021/2022 Budget
 - c. Proposed 2021 Library Holiday Calendar
5. Other
6. Next scheduled Regular Board Meeting: Tuesday, August 18, 2020, 7:00 p.m.
7. Adjournment

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org. As this meeting will be held virtually, please contact the Library Director Carol Mueller at MuellerC@btpl.org no later than 11:00am on Thursday, August 6 if you wish to attend.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: August 5, 2020

SUBJECT: Library Investment Review

Schwartz & Co. will provide an overview of our Library investments at the Special Library Board meeting of Thursday, August 6. Matt Whitty will present and answer any questions you may have.

Investment Portfolio Review
to
Bloomfield Township Public Library

Presented by
Matthew J. Whitty
&
Walter G. Schwartz
of
Gregory J. Schwartz & Co., Inc.
on
August 6, 2020

MARKET INSIGHTS

Weekly Market Recap

U.S. | July 27, 2020

The week in review

- Existing/new home sales at 4.720M/776K
- Initial jobless claims at 1,416K
- Leading indicators rose 2.0% m/m
- Markit flash mfg./serv. PMIs at 51.3/49.8

The week ahead

- FOMC meeting
- 2Q20 GDP
- Consumer confidence/sentiment
- Personal income

Thought of the week

By the end of this month, the weekly \$600 extra unemployment payment under the CARES Act is set to expire while Congress and the Administration negotiate some form of extension for the program. As we entered the deepest recession since the Great Depression and reached a record high unemployment rate of 14.7%, the CARES Act provided generous benefits to cushion the blow. As shown in this week's chart, the weekly earnings of all production and nonsupervisory workers averaged \$839 in June, while those who lost their jobs were mostly lower wage earners, with an average of \$692 in weekly wages. The regular pre-pandemic unemployment insurance program pays \$342 weekly, about half of their salaries, but with the enhancement provided by the government, many have made more than they would have done if they were still employed. While this stimulus has kept consumer spending afloat, it has discouraged some from returning to their jobs, thus adding to the challenges facing employers. With COVID-19 cases continuing to grow and joblessness still very high, there is heavy pressure on Congress to extend enhanced unemployment benefits in order to avoid widespread poverty. However, any new program will need to strike a delicate balance between providing enough support for households to pay their bills while still leaving an incentive for people to work rather than remain unemployed.

WEEKLY DATA CENTER

Equities	Level	Index Returns (%)				
		1 week	QTD	YTD	1 year	3-yr. Cum.
S&P 500	3216	-0.27	3.82	0.62	8.62	38.15
Dow Jones 30	26470	-0.74	2.66	-6.00	-0.53	32.06
Russell 2000	3647	-0.38	1.86	-11.36	-5.76	6.37
Russell 1000 Growth	1326	-0.71	3.75	13.93	23.32	69.12
Russell 1000 Value	714.67	0.17	4.16	-12.77	-6.88	9.19
MSCI EAFE	1860	0.42	4.57	-7.00	-0.57	6.58
MSCI EM	1060	0.57	7.13	-3.23	3.33	8.30
NASDAQ	10363	-1.33	3.04	16.10	25.82	66.86

Fixed Income	Yield	Index Returns (%)				
		1 week	QTD	YTD	1 year	3-yr. Cum.
U.S. Aggregate	1.16	0.41	1.19	7.40	9.91	17.58
U.S. Corporates	1.94	0.95	3.03	8.20	12.49	22.79
Municipals (10yr)	1.09	0.43	1.39	3.90	5.46	14.11
High Yield	6.19	1.56	3.82	-0.13	3.44	13.47

Key Rates	Levels (%)					
	7/24/20	7/17/20	6/30/20	12/31/19	7/24/19	7/24/17
2-yr U.S. Treasuries	0.14	0.14	0.16	1.58	1.83	1.37
10-yr U.S. Treasuries	0.59	0.64	0.66	1.92	2.05	2.26
30-yr U.S. Treasuries	1.23	1.33	1.41	2.39	2.58	2.83
10-yr German Bund	-0.44	-0.46	-0.48	-0.19	-0.39	0.48
3-mo. LIBOR	0.25	0.27	0.30	1.91	2.27	1.31
3-mo. EURIBOR	-0.45	-0.44	-0.42	-0.38	-0.38	-0.33
6-mo. CD rate	0.34	0.34	0.35	0.79	0.95	0.43
30-yr fixed mortgage	3.20	3.20	3.29	3.95	4.08	4.17
Prime Rate	3.25	3.25	3.25	4.75	5.50	4.25

CHART OF THE WEEK

Laid-off workers are making more than if they were employed
Weekly, avg. private production and nonsupervisory workers, Jun. 2020

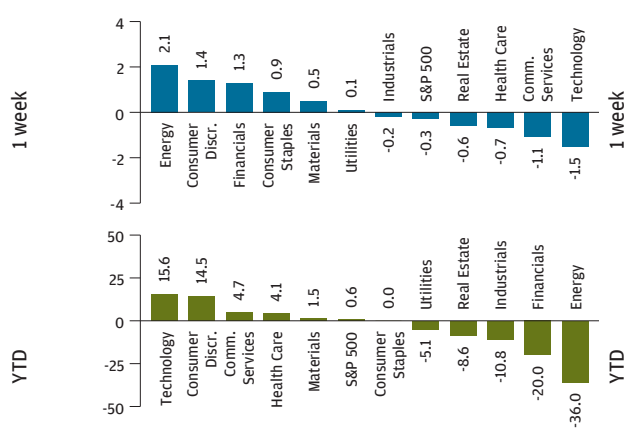


STYLE RETURNS

	V	B	G
L	0.2	-0.3	-0.7
M	0.4	0.2	-0.1
S	0.7	-0.4	-1.4

	V	B	G
L	-12.8	0.6	13.9
M	-14.7	-5.3	8.6
S	-22.2	-11.4	-1.1

S&P 500 SECTOR RETURNS



SPECIAL REPORT: TOP 50 INSTITUTIONAL CONSULTING TEAMS

TOP ADVISORS SWING INTO ACTION

In times of crisis, the guidance of a good advisor can go a long way. Here's our annual ranking of the 100 best. Plus, the top teams serving individuals and institutions.

By Steve Garmhausen

Perspective is one of the intangibles that Barron's Top 100 Advisors bring to their clients. The typical advisor on this year's list has 33 years of experience—meaning that they've seen plenty of ups and downs in the market and know how to navigate through them.

Our ranking, now in its 17th year, spotlights the 100 leading financial advisors from across the country. This special section also features a pair of Top 50 listings of ad-

visory teams—one for advisors who cater to individuals and families and another for those who serve companies and large organizations.

The Top 100 features some of the largest practices at the big brokerage firms, as well as some of the best independent advisory teams. The ranking is based on assets under management, revenue generated for the advisors' firms, and the quality of the advisors' practices. Investment performance isn't an explicit factor because clients have varied goals and risk tolerances.

The following has been excerpted

The Top 100 advisors run lucrative practices. Their teams, which typically comprise 15 people, pulled in average revenue of nearly \$21 million this past year from an average of about 1,700 client households. Their typical account minimum is a little over \$7 million, and, with a client retention rate approaching 99%, they can boast of having satisfied customers.

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2020 Top 50 Institutional Consulting Teams

Our annual ranking of teams that specialize in advising companies and large organizations, such as pension funds, endowments, and foundations

40. Schwartz & Co.
Bloomfield Hills, Mich.
Parent Company: Independent
2019 Rank: 33
Key Advisor: Edward A. Schwartz
Team IC Assets (bil): \$4.2

SCHWARTZ
— & CO —
INVESTMENT ADVISORS

Bloomfield Township Public Library

General Fund

Asset Update

Fund	Objective	February 29, 2020		June 30, 2020	
		\$ Amount	% of Assets	\$ Amount	% of Assets
RBC Insured Deposits	Money Market	\$2,031,649	17.1 %	\$9,602	0.1 %
Vanguard Federal Money Market Portfolio	Money Market	2,040,681	17.2	3,024,578	30.6
Estimated Accrued Interest	Interest - Treasury	11,992	0.1	12,031	0.1
U.S. Treasury Note - 4/15/20	Treasury	500,030	4.2	0	0.0
U.S. Treasury Note - 6/15/20	Treasury	500,175	4.2	0	0.0
U.S. Treasury Note - 7/15/20	Treasury	500,350	4.2	500,255	5.1
U.S. Treasury Note - 8/15/20	Treasury	503,105	4.2	501,510	5.1
U.S. Treasury Note - 9/15/20	Treasury	500,410	4.2	501,235	5.1
U.S. Treasury Note - 10/15/20	Treasury	501,190	4.2	502,075	5.1
Eaton Vance Short Duration Government Income	Short Term Government Bond	1,359,724	11.5	1,376,751	13.9
Eaton Vance Government Opportunities	Short Term Government Bond	1,111,591	9.4	1,136,855	11.5
Loomis Sayles Ltd Term Gov't & Agency	Short Term Government Bond	988,066	8.3	1,000,360	10.1
Victory INCORE Fund for Income	Short Term Government Bond	932,254	7.9	943,704	9.5
Voya GNMA Income	Intermediate Government Bond	123,647	1.0	125,980	1.3
BlackRock GNMA	Intermediate Government Bond	121,346	1.0	124,327	1.3
Virtus Seix US Mortgage	Intermediate Government Bond	123,163	1.0	124,706	1.3
TOTAL		\$11,849,374	100.0 %	\$9,883,970	100.0 %

NOTE: Net distributions between 2/29/20 and 6/30/20 were \$2,053,403. Market appreciation during this time period was \$88,137 or 0.76%.

Bloomfield Township Public Library

General Fund

Investment Performance Analysis

Fund	Net Annualized Returns				YTD	Avg. Duration	Prospectus Net Expense Ratio
	10 Yr.	5 Yr.	3 Yr.	1 Yr.			
Vanguard Federal Money Market	0.6%	1.1%	1.6%	1.4%	0.4%	n/a	0.11%
Eaton Vance Short Duration Government Income	1.9%	1.9%	2.3%	2.7%	2.1%	0.64	0.60%
Eaton Vance Government Opportunities	1.9%	1.9%	2.6%	4.9%	3.9%	1.61	0.87%
Loomis Sayles Limited Term Gov't and Agency	1.9%	1.9%	2.7%	3.9%	3.1%	2.02	0.50%
Victory INCORE Fund for Income	2.3%	2.0%	2.8%	4.0%	3.2%	2.79	0.64%
<i>Benchmark: Short Government Bond Category</i>	<i>1.4%</i>	<i>1.6%</i>	<i>2.4%</i>	<i>3.7%</i>	<i>2.8%</i>	<i>2.06</i>	<i>0.73%</i>
Voya GNMA Income	3.1%	2.9%	3.5%	5.0%	3.2%	2.09	0.54%
BlackRock GNMA Portfolio	3.1%	2.8%	3.7%	5.4%	3.5%	1.45	0.95%
Virtus Seix US Mortgage	3.0%	2.8%	3.5%	5.0%	3.1%	1.73	0.70%
<i>Benchmark: Intermediate Government Bond Category</i>	<i>2.7%</i>	<i>2.9%</i>	<i>3.9%</i>	<i>6.7%</i>	<i>5.2%</i>	<i>3.75</i>	<i>0.79%</i>

NOTE: Performance data provided by Morningstar, as of June 30, 2020.

For advanced charting, view our full-featured [Fundamental Chart](#)



Bloomfield Township Public Library

General Fund

Recent Asset Allocation Activity

<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Investment</u>	<u>\$ Amount</u>
January 14, 2020	Buy	U.S. Treasury - 4/15/2020	\$502,110
January 14, 2020	Buy	U.S. Treasury - 7/15/2020	\$500,175
January 14, 2020	Buy	U.S. Treasury - 9/15/2020	\$501,979
January 14, 2020	Buy	U.S. Treasury - 8/15/2020	\$508,782
January 31, 2020	Buy	Vanguard Federal Money Market	\$625,000
March 3, 2020	Buy	Vanguard Federal Money Market	\$1,000,000
March 9, 2020	Buy	Vanguard Federal Money Market	\$525,000
March 23, 2020	Buy	Vanguard Federal Money Market	\$380,000
April 21, 2020	Sell	Vanguard Federal Money Market	\$323,000
May 13, 2020	Sell	Vanguard Federal Money Market	\$480,000
June 8, 2020	Sell	Vanguard Federal Money Market	\$120,000
TOTAL Buys			\$4,543,046
TOTAL Sells			\$923,000

Bloomfield Township Public Library

General Fund

2021 Fiscal Year - Total Return Update

<u>Month</u>	<u>Income</u>	<u>Change in Asset Value</u>	<u>Total Return</u>
April 2020	\$22,121	\$9,961	\$32,082
May 2020	12,182	4,822	17,004
June 2020	15,812	(10,327)	5,485
July 2020			0
August 2020			0
September 2020			0
October 2020			0
November 2020			0
December 2020			0
January 2021			0
February 2021			0
March 2021			0
TOTAL	<u>\$50,114</u>	<u>\$4,456</u>	<u>\$54,571</u>

NOTE: The 2021 fiscal-year net return has been 0.42%. The 2020 calendar net return has been 1.60%.

Bloomfield Township Public Library

General Fund

2020 Fiscal Year - Total Return Update

<u>Month</u>	<u>Income</u>	<u>Change in Asset Value</u>	<u>Total Return</u>
April 2019	\$25,322	\$6,343	\$31,665
May 2019	24,945	11,780	36,725
June 2019	22,632	5,209	27,840
July 2019	21,955	(10,476)	11,479
August 2019	28,141	9,766	37,906
September 2019	21,369	(9,166)	12,204
October 2019	20,557	(4,591)	15,966
November 2019	19,226	(9,130)	10,095
December 2019	17,931	(15,686)	2,245
January 2020	15,170	3,672	18,842
February 2020	21,261	35,469	56,730
March 2020	17,683	23,406	41,089
TOTAL	<u>\$256,191</u>	<u>\$46,596</u>	<u>\$302,787</u>

NOTE: The 2020 fiscal-year net return was 2.74%.

Portfolio Report (12/31/19 - 7/23/20)

Account

General Fund, Bloomfield Township
Public Library
CORPORATE - xx3263



Edward Schwartz

Financial Professional

248-644-2701

edward.schwartz@gjsco.com

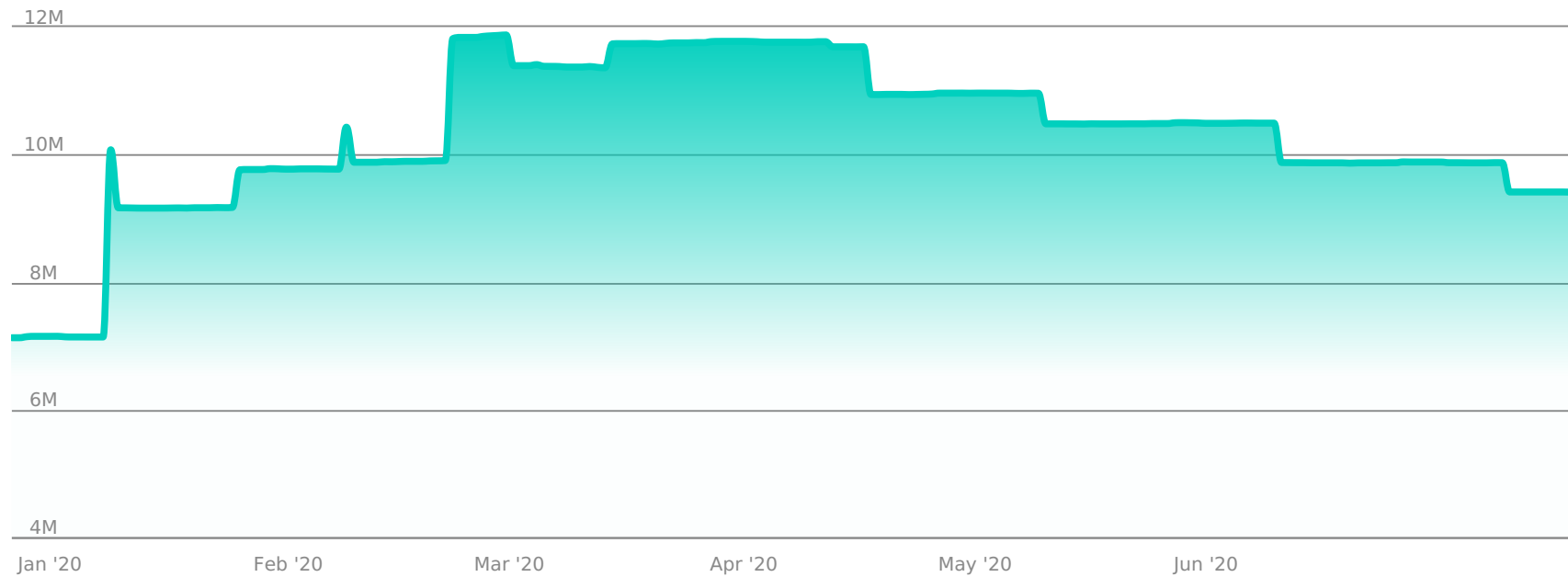
BALANCE:

\$9,409,494

CHANGE:



\$2,281,870



Account Activity Summary

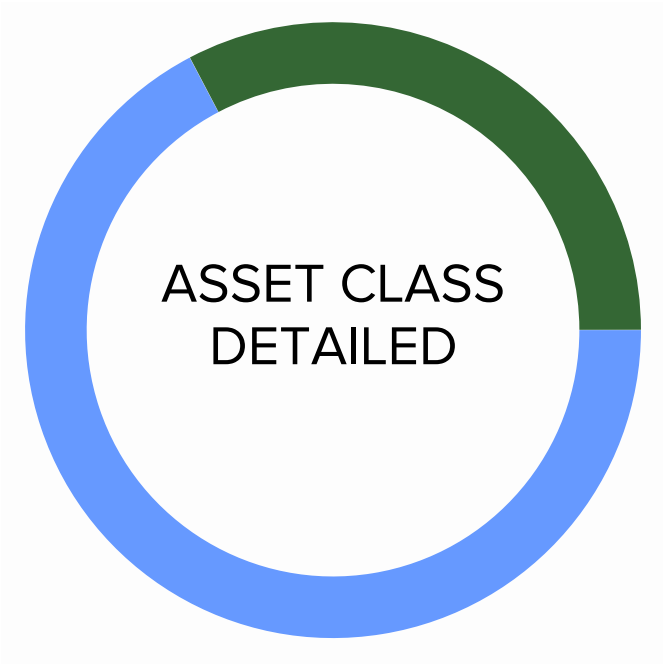
Data from 12/31/19 through 7/23/20

Starting Value (12/31/19)	\$7,127,623.45
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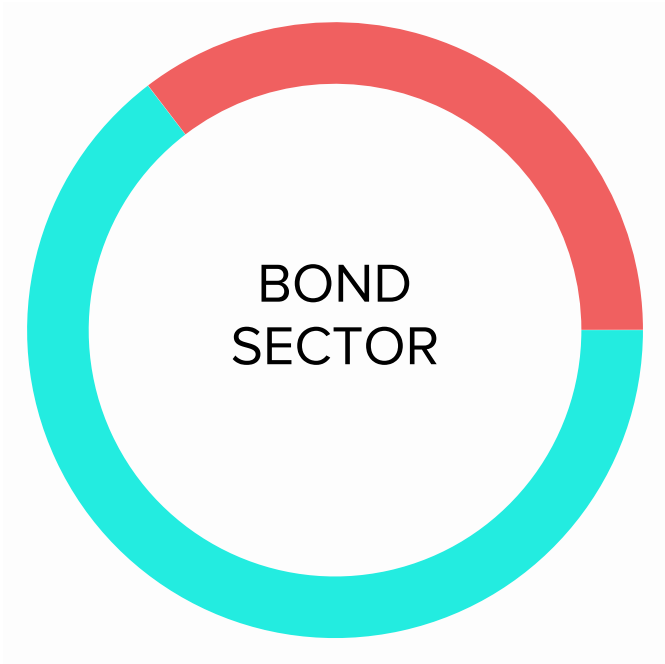
Net Contributions/Withdrawals	\$2,129,307.83
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Net Investment Gains/Losses	\$152,562.58
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Ending Value (7/23/20)	\$9,409,493.86
------------------------	----------------



ASSET CLASS DETAILED	YOUR \$	YOUR %
<div></div> Investment Grade Bonds	\$6,333,643	67.3%
<div></div> Cash	\$3,075,851	32.7%



BOND SECTOR	YOUR \$	YOUR %
<div></div> Asset-Backed	\$3,911,866	64.6%
<div></div> Government	\$2,142,639	35.4%



3707 West Maple Road
Bloomfield Hills, MI 48301
248.644.2701
www.GJSCO.com

Consolidated Report Disclosures

Consolidated reports are provided for informational purposes and as a courtesy to the customer. It may include assets that the Company does not hold on behalf of the client and which are not included on the Company's books and records.

Entities that assist in providing information for the creation of these statements can be one or all of the following:

1. RBC Capital Markets, LLC: through a division of RBC Correspondent Services, carries customer accounts and acts as custodian and provides source data for funds and securities handled through our Broker Dealer/Investment Advisor Schwartz & Co.
2. DST Vision: is a data aggregation service that provides source data for mutual funds and insurance holdings not held through the RBC brokerage platform.
3. Private Placement: investments purchased through Schwartz & Co., may obtain information provided by an affiliate, American House, LLC.
4. 401(k) clients: 401(k) client account information, held by our firm, is provided by the record keeper and custodian of the specific plans. Please call your registered representative/investment advisor for further contact information.
5. Assets held away: this information is generally provided by the customer for inclusion on the statement although we do not hold the assets.
6. Morningstar/Principia Pro: rating service for investment products.

Account numbers and specific mutual fund/insurance company contact information is available from your registered representative/investment advisor at (248) 644-2701 or through fund prospectus.

Aggregate values will sometimes generate from the Morningstar/Principia information. The program will take a mutual fund position and pull in all the customer accounts that hold this position and provide a total asset value. While the aggregate number is generated, in most instances the consolidated report will not list this number, opting to list each position, in each account, individually.

Assets listed on the consolidated report that are not held with our firm may not be covered by SIPC.

Non-traded investments, such as private placements, are generally illiquid. The current value may differ from the initial investment. Due to the nature of these investments, accurate valuation information may not be available.

Please review your consolidated report in its entirety. If there are any discrepancies noted, or items you do not understand, please call your registered representative/investment advisor at Schwartz & Co., at (248) 644-2701. (In addition, you should reconfirm in writing any oral communications with your registered representative/investment advisor – mail to: Schwartz & Co., Attn: Compliance, 3707 West Maple Road, Bloomfield Hills, MI 48301).

Please consult promptly with your registered representative/investment advisor if the information shown does not accurately reflect your objective or risk tolerance or if you wish to impose or modify restrictions on your account.



Bloomfield Township Public Library

Preliminary Budget

April 1, 2021 Through March 31, 2022

Trustees

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

Director:

Carol Mueller



Preliminary Budget

April 1, 2021 Through March 31, 2022

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FY 2021-2022 Preliminary Budget Public Hearing

TO: Library Board of Trustees
FROM: Carol Mueller, Library Director
DATE: August 18, 2020
SUBJECT: Preliminary General Fund and Gift Fund Budgets for Fiscal Year
April 1, 2021- March 31, 2022

FY 2020-2021 Public Budget Hearing

The enclosed packet is the August 18, 2020 Preliminary Budgets and Public Budget Hearing Motions for FY April 1, 2021 - March 31, 2022.

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 2020-2021 AMENDED BUDGET – GENERAL FUND

The current FY 2020-2021 Adopted Budget has proposed amendments for the following:

- 1) Property tax collections increased by \$95,414. FY 2019-2020 tax collections received were higher than anticipated and close to the fiscal year end, after the proposed budget, which increases the projected estimates for the current FY 2020-2021.
- 2) State Aid decreased by \$16,000 due to COVID-19. The state decreased funding to all Michigan libraries, by eliminating payment 2 of 2 for the current fiscal year.
- 3) Other revenues totaling \$12,500 decreased due to the library closure during COVID-19, including room rental fees, café commissions and library shop sales.
- 4) In the Personnel functional category, an additional \$80,000 actuarial recommended contribution was made in April, 2020 for OPEB funding due to the untimely and temporary COVID-19 market declines in March, 2020. The increased funding was offset by the cost savings from 10 unfilled vacancy positions during the first half of the fiscal year.

- 5) Library Services increased by \$6,510 for the increased demand in electronic database services during the COVID-19 library closure.
- 6) Facilities and equipment increased by \$50,000 for higher than anticipated electricity costs and \$4,000 for higher projected building insurance costs.
- 7) Other expenditures increased by \$10,000 for projected IT consultation costs, and \$12,000 increased Township accounting services costs.
- 8) Capital projects decreased by \$819,000 for revised anticipated project costs and delay of \$750,000 of the Space Needs Assessment project to the next fiscal year.

In summary, operational revenues increased by \$66,914 and operational expenditures increased by \$92,621, with a net operational expenditure increase of \$25,707. The \$819,000 decrease in capital projects increased the total net revenue and fund balance reserves by \$793,293 in the current fiscal year.

OVERVIEW OF FY 2021-2022 PRELIMINARY BUDGET – GENERAL FUND

The current FY 2020-2021 Amended Budget was used as a baseline budget to develop the FY 2021-2022 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, 2020. A 3.00% increase is projected in property taxes for the FY 2021-2022 Preliminary Budget as compared to the anticipated 3.00% 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 3.84%. However, the Personnel Committee and Library Director will review in February, 2021 and provide a recommendation for the March, 2021 FY 2021-2022 Proposed Budget.

The CIP was reviewed and updated for current project considerations, including the Space Needs Assessment and Strategic Planning projects and updates to the IT server room self-checkout stations.

Total revenues for the FY 2021-2022 Preliminary Budget are projected to increase by \$261,203 as compared to current FY 2020-2021 Amended Budget, representing a 3.26% increase.

Total operating expenditures for the FY 2021-2022 are projected to increase by \$172,590 as compared to the current FY 2020-2021 Amended Budget, representing a 2.61% increase. Capital projects are anticipated to decrease by \$256,480, representing a 15.65% decrease. The projected \$107,004 increase in net revenue over total operating and capital expenditures will increase the Library's estimated fund balance to \$11,169,507.

Gift Fund

As in past years, the FY 2021-2022 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 2023-2024. The projection shows a year-end fund balance of \$10,821,483 as of March 31, 2023 and \$11,653,550 as of March 31, 2024.
- 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, 2020 - March 31, 2021 Amended Budget

FY April 1, 2021 - March 31, 2022 Preliminary Budget

ACCOUNT NAME	2019-2020	2020-2021		2021-2022	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	ADOPTED	AMENDED	PRELIMINARY			
	AS OF MAR 31, 2020	BUDGET AS OF MAR 17, 2020	BUDGET AS OF AUG 18, 2020	BUDGET AS OF AUG 18, 2020			
<u>Revenues</u>							
Taxes	\$7,497,350	\$7,661,343	\$7,756,757	\$7,989,460	\$232,703	3.00%	96.46%
Penal Fines	\$87,723	\$87,600	\$87,600	\$87,600	\$0	0.00%	1.06%
State Aid	\$32,919	\$32,800	\$16,800	\$32,800	\$16,000	95.24%	0.40%
Circulation Fines and Fees	\$74,854	\$38,250	\$38,250	\$38,250	\$0	0.00%	0.46%
Charges for Services	\$13,551	\$14,866	\$7,866	\$14,866	\$7,000	88.99%	0.18%
Photocopy Fees	\$187	\$651	\$651	\$651			
Room Rental Fees	\$13,364	\$14,215	\$7,215	\$14,215			
Investment earnings	\$306,442	\$105,000	\$105,000	\$105,000	\$0	0.00%	1.27%
Investment Earnings	\$306,442	\$105,000	\$105,000	\$105,000			
Change in Asset Value	\$0	\$0	\$0	\$0			
Miscellaneous	\$14,123	\$14,566	\$9,066	\$14,566	\$5,500	60.67%	0.18%
Miscellaneous Revenue	\$3,030	\$3,370	\$3,370	\$3,370			
Library Shop Revenue	\$3,978	\$4,081	\$2,081	\$4,081			
Café Revenue	\$7,115	\$7,115	\$3,615	\$7,115			
Gain (loss) on Sale of Equipment	\$0	\$0	\$0	\$0			
Total Revenues	\$8,026,962	\$7,954,425	\$8,021,339	\$8,282,542	\$261,203	3.26%	100.00%
<u>Expenditures</u>							
Personnel	\$4,056,336	\$4,485,881	\$4,495,992	\$4,668,582	\$172,590	3.84%	68.73%
Salaries & Wages	\$2,870,042	\$3,095,895	\$3,010,164	\$3,192,547			
Social Security	\$219,037	\$235,841	\$234,638	\$243,847			
Employee Insurances	\$580,771	\$722,623	\$732,093	\$752,998			
Retirement	\$386,486	\$431,522	\$439,097	\$479,190			
Retiree Health Care - OPEB	\$0	\$0	\$80,000	\$0			
Library Services	\$746,478	\$850,839	\$857,349	\$857,349	\$0	0.00%	12.62%
Electronic Services-Databases	\$159,102	\$193,374	\$199,884	199,884			
Electronic Services-OCLC/SkyRiver	\$20,428	\$23,700	\$23,700	\$23,700			
Books	\$290,376	\$337,408	\$337,408	\$337,408			
Processing & Supplies	\$21,613	\$26,462	\$26,462	\$26,462			
Periodicals/Docs./Reference Services	\$80,679	\$64,577	\$64,577	\$64,577			
Music	\$22,494	\$31,053	\$31,053	\$31,053			
Audiobooks	\$70,756	\$70,123	\$70,123	\$70,123			
DVD's	\$47,704	\$62,414	\$62,414	\$62,414			
Accessibility Support Collection	\$6,326	\$10,043	\$10,043	\$10,043			
Programming	\$27,000	\$31,685	\$31,685	\$31,685			
Facilities & Equipment	\$906,339	\$976,341	\$1,030,341	\$1,030,341	\$0	0.00%	15.17%
Repairs/Maintenance Supplies	\$42,041	\$65,000	\$65,000	\$65,000			
Telephone	\$19,223	\$18,350	\$18,350	\$18,350			
Building Insurance	\$70,276	\$70,000	\$74,000	\$74,000			
Public Utilities	\$327,016	\$315,000	\$365,000	\$365,000			
Building Maintenance	\$162,216	\$174,591	\$174,591	\$174,591			
Equipment Maintenance	\$12,854	\$20,910	\$20,910	\$20,910			
Grounds Maintenance	\$64,831	\$94,192	\$94,192	\$94,192			
Computer System Maintenance	\$199,459	\$201,738	\$201,738	\$201,738			
Equipment (Gen'l, Computer & Facility Svcs.)	\$8,423	\$16,560	\$16,560	\$16,560			
Other Operating Expenditures	\$178,212	\$214,586	\$236,586	\$236,586	\$0	0.00%	3.48%
Office/Computer Supplies	\$31,033	\$31,000	\$31,000	\$31,000			
Postage	\$9,718	\$15,500	\$15,500	\$15,500			
Professional Services	\$77,893	\$89,551	\$111,551	\$111,551			
Staff Development/Travel	\$22,187	\$29,575	\$29,575	\$29,575			
Printing & Publishing	\$20,076	\$25,050	\$25,050	\$25,050			
Dues & Membership	\$12,233	\$16,830	\$16,830	\$16,830			
Miscellaneous Expenses	\$5,072	\$7,080	\$7,080	\$7,080			
Total Operating Expenditures	\$5,887,365	\$6,527,647	\$6,620,268	\$6,792,858	\$172,590	2.61%	83.09%
Net Operating Revenue/(Expenditures)	\$2,139,597	\$1,426,778	\$1,401,071	\$1,489,684			
Capital Projects	\$2,772,666	\$2,458,160	\$1,639,160	\$1,382,680	(\$256,480)	-15.65%	16.91%
Total Operating & Capital Expenditures	\$8,660,031	\$8,985,807	\$8,259,428	\$8,175,538	(\$83,890)	-1.02%	100.00%
Fund Balance - Beginning	\$11,933,661	\$11,300,592	\$11,300,592	\$11,062,503	\$345,093		
Net Revenue / (Expenditures)	(\$633,069)	(\$1,031,382)	(\$238,089)	\$107,004			
Fund Balance - Ending	\$11,300,592	\$10,269,210	\$11,062,503	\$11,169,507			
Nonspendable - Prepaid Expenses	23,471	23,471	23,471	23,471			
Restricted - None	0	0	0	0			
Committed - 8 Month Fund Balance	4,351,765	4,351,765	4,413,512	4,528,572			
Assigned - Other Post Employment Benefits (OPEB) Funding	2,940,000	2,940,000	2,940,000	2,940,000			
Assigned - Capital Improvements	3,392,314	2,360,932	3,092,478	3,084,422			
Assigned - Compensated Absences	493,042	493,042	493,042	493,042			
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000			
Totals	\$11,300,592	\$10,269,210	\$11,062,503	\$11,169,507			

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 represents

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 18, 2020

A Motion was made by: _____

Seconded by: _____

- TO APPROVE THE **PRELIMINARY PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2021 - MARCH 31, 2022**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$8,282,542

Revenues

\$8,175,538

Expenditures

- FUND BALANCE RESERVES SHALL BE INCREASED BY :

\$107,004 Net Revenue/(Expenditures)

- THAT THE APPROVED GENERAL FUND BUDGET AND **TAX LEVY** FOR FISCAL YEAR **APRIL 1, 2021 - MARCH 31, 2022** 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, 2020 - MARCH 31, 2021**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$8,021,339

Revenues

\$8,259,428

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$238,089)

Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE SPACE NEEDS PROJECT.

Motion carried.

President

Vice President/Secretary

Bloomfield Township Public Library
Gift Fund Budget
FY April 1, 2020 - March 31, 2021 Amended Budget
FY April 1, 2021 - March 31, 2022 Preliminary Budget

ACCOUNT NAME	<u>2019-2020</u>	<u>2020-2021</u>		<u>2021-2022</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	ADOPTED	AMENDED	PRELIMINARY	Col. 3 & 4	Col. 3 & 4	
	ACTUALS	BUDGET	BUDGET	BUDGET			%
	AS OF	AS OF	AS OF	AS OF	\$	%	OF TOTAL
	MAR 31, 2020	MAR 17, 2020	AUG 18, 2020	AUG 18, 2020	DIF.	DIF.	REV/EXP
<u>Revenues</u>							
Gift Income	\$74,347	\$72,635	\$72,635	\$500	(\$72,135)	-99.31%	71.43%
Gift Revenue	\$14,177	\$12,464	\$12,464	\$0			
Friends of the Library	\$55,250	\$55,250	\$55,250	\$0			
Atkinson Trust	\$1,297	\$1,297	\$1,297	\$0			
BTPL Endowment Fund/Amber Trust	\$265	\$265	\$265	\$0			
Myers Scholarship	\$1,525	\$1,525	\$1,525	\$500			
Smith Challenge Grant	\$1,500	\$1,500	\$1,500	\$0			
Fair Radom Garden Endowment	\$333	\$334	\$334	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Investment Earnings	\$1,281	\$200	\$200	\$200	\$0	0.00%	28.57%
Miscellaneous Revenue	\$0	\$5	\$5	\$0	(\$5)	0.00%	0.00%
Total Revenues	\$75,628	\$72,840	\$72,840	\$700	(\$72,140)	-99.04%	100.00%
<u>Expenditures</u>							
Library Services	\$30,617	\$95,087	\$95,087	\$42,783	(\$52,304)	-55.01%	26.38%
Electronic Services - Adult	\$0	\$0	\$0	\$0			
Books - Adult	\$2,078	\$13,270	\$13,270	\$3,050			
Books - Youth	\$1,287	\$3,884	\$3,884	\$260			
Books - Reference	\$0	\$0	\$0	\$0			
Processing & Supplies	\$0	\$49	\$49	\$0			
Audiobooks - Adult	\$0	\$0	\$0	\$0			
Audiobooks - Youth	\$0	\$2,500	\$2,500	\$2,500			
DVD's - Adult	\$0	\$0	\$0	\$0			
DVD's - Youth	\$0	\$0	\$0	\$0			
Accessibility Support Collection-AS	\$0	\$0	\$0	\$0			
Accessibility Support Collection-YS	\$742	\$1,151	\$1,151	\$621			
Programs - Adult	\$4,462	\$17,689	\$17,689	\$13,112			
Programs - Youth	\$12,986	\$27,927	\$27,927	\$15,404			
Programs - Administration	\$9,062	\$28,617	\$28,617	\$7,836			
Facilities & Equipment	\$27,714	\$41,097	\$41,097	\$32,047	(\$9,050)	-22.02%	19.76%
Repairs & Maintenance	\$0	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$13,173	\$9,145	\$9,145	\$13,172			
Computer Systems Maintenance	\$0	\$0	\$0	\$0			
General Equipment	\$14,412	\$31,623	\$31,623	\$18,746			
Computer Equipment	\$129	\$329	\$329	\$129			
Facility Service Equipment	\$0	\$0	\$0	\$0			
Other Operating Expenditures	\$8,176	\$98,151	\$98,151	\$87,362	(\$10,789)	-10.99%	53.86%
Office Supplies	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0			
Printing & Publishing	\$3,325	\$3,452	\$3,452	\$3,325			
Myers Scholarship	\$1,225	\$925	\$925	\$1,225			
Smith Challenge Grant	\$2,000	\$3,310	\$3,310	\$2,000			
Endowment Fund	\$0	\$1,661	\$1,661	\$0			
Atkinson Fund	\$357	\$1,858	\$1,858	\$301			
Fair Radom Garden Endowment	\$322	\$754	\$754	\$322			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Transfer out to CFSEM	\$365	\$365	\$365	\$0			
Bank Service Charges	\$0	\$0	\$0	\$0			
Contingency - Designated	\$566	\$83,279	\$83,279	\$80,189			
Director's Discretionary	\$16	\$2,547	\$2,547	\$0			
Contingency - Undesignated	\$0	\$0	\$0	\$0			
Total Expenditures	\$66,507	\$234,335	\$234,335	\$162,195	(\$72,140)	-30.78%	100.00%
Fund Balance - Beginning	\$80,200	\$76,789	\$76,789	\$76,789			
Reserved Fund Balance	\$84,906	\$84,906	\$84,906	\$84,906			
Net Revenue / (Expenditures)	\$9,121	(\$161,495)	(\$161,495)	(\$161,495)			
Fund Balance - Ending	\$174,227	\$200	\$200	\$200			
Nonspendable	\$2,901	\$0	\$0	\$0			
Restricted	\$171,326	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0			
Totals	\$174,227	\$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 18, 2020

A Motion was made by: _____

Seconded by: _____

- TO APPROVE THE **PRELIMINARY PROPOSED** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2021 - MARCH 31, 2022**, 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	2020-2021 Expenditure	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	Total Expenditure
1	Information Technology	Public Copiers	1	5	General Fund	Upgrade public copiers which have exceeded estimated useful lives and require more maintenance/repairs.	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
2	Admin	Compensation & Classification Study	1	5	General Fund	Professional consulting services to perform a compensation and classification study.	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
3	Information Technology	Computer PCs-Staff Laptops	1	4	General Fund	Replace (60) staff hardware which have exceeded estimated useful lives > 5 yrs. old.	\$53,000	\$0	\$0	\$0	\$0	\$53,000	\$0	\$106,000
4	Information Technology	Mobile Computers for Lab	2	4	General Fund	(10-12) mobile computers for the computer lab will provide mobility for computer classes.	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
5	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
6	Furniture & Equipment	Furniture Replacement	2	20	General Fund	Replace facility furnishings due to age and deterioration. FY 2020-21 COVID PPE & distancing mats, included.	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
7	Information Technology	Computer CPUs-Public	1	4	General Fund	Replace (60) public internet computers exceeding estimated useful lives.	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
8	Information Technology	Computer Monitors-Public	1	5	General Fund	Replace (60) public computer monitors exceeding estimated useful lives.	\$0	\$0	\$0	\$18,000	\$0	\$0	\$0	\$18,000
9	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	\$900,000	\$20,000	\$20,000	\$20,000	\$20,000	\$1,020,000
10	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
11	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	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000
12	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
13	Building	HVAC Chilled Water Unit Replacement	2	25	General Fund	Replace 2005 HVAC chilled water unit due to age, deterioration and new technolgy.	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
14	Admin	Space Needs Assessment	1	7	General Fund	Implement projects as recommended by Administration and approved by Library Board.	\$1,000,000	\$750,000	\$0	\$0	\$0	\$0	\$0	\$1,750,000
15	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.	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
16	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
17	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
18	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
19	Building	Door Access Emergency Maintenance	1	15	General Fund	Emergency door access repair.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$35,000
20	Information Technology	Server UPS	1	7	General Fund	Server room UPS.	\$0	\$45,680	\$0	\$0	\$0	\$0	\$0	\$45,680

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	2020-2021 Expenditure	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	Total Expenditure
21	Admin	10,000 Patron Library Cards	1	2	General Fund	To replenish patron library card stock every 2 years.	\$15,000	\$0	\$15,000	\$0	\$15,000	\$0	\$0	\$45,000
22	Information Technology	Scheduler/Timesheet Software	1	7	General Fund	Subscription cloud-based software service for scheduling and timesheets. 120 employees @ \$4.00 per month. First year of implementation + cost of customized report.	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$42,000
23	Facilities	Water Remediation	1	15-20	General Fund	Install drainage mitigation system.	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
24	Information Technology	IT Audit and Planning	1	3	General Fund	Disaster planning consulting and audit for network servers and infrastructure.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
25	Information Technology	Self Check Stations	2	5	General Fund	New (7) self check stations for Circulation, Adult Svcs. & Youth Svcs. departments.	\$7,500	\$29,000	\$0	\$0	\$0	\$0	\$0	\$36,500
26	Information Technology	Digital Displays - After Space Needs Project Completion	3	5	General Fund	Digital Wayfinding Displays	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
27	Information Technology	Staff Conference Room AV Upgrade	3	5	General Fund	Staff Conference Room AV Upgrade	\$0	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
28	AS & YS	Bookends	2	20	General Fund	Replace current bookends with 2,150 free- standing bookends, which are easier to manipulate for the shelveis.	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
29	Admin	Consultation Fees for Strategic Planning Process	1	5	General Fund	Consulting fees for implementing the stratdgc planning process over the next 5 years.	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
30	Information Technology	20 Tablets for Board Members and Staff	1	5	General Fund	Replace old versions of tablets for Trustees and Staff.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
31	Facilities	Ice Machine for Community Room	1	10	General Fund	Replace broken ice machine in community room.	\$4,660	\$0	\$0	\$0	\$0	\$0	\$0	\$4,660
32	Admin	Patron Email Software	2	7	General Fund	Software to personalize email messages to Library patrons.	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$42,000
33	Admin	Reserve for Special Cleaning Services	2	1	General Fund	Special janitorial services outside of normal operations for deep cleaning. COVID deep cleaning incl.	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$140,000
34	Facilities	Terrace Table	1	15	General Fund	Replace broken terrace table	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
35	Admin	Strategic Planning	1	5	General Fund	Consultants to guide the Library through the Strategic Planning process.	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$100,000
36	Facilities	Key Scan System	1	10	General Fund	Upgrade all of the library doors scan system to replace very old system.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
37	Information Technology	Website ADA Compliance Software	1	3	General Fund	Purchase ADA comliant analytical software for the website.	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$15,000
38	Information Technology	Work From Home Solutions and Consulting	1	3	General Fund	Hardware, software and consulting for working from home & facility virtual services.	\$27,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$35,000

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	2020-2021 Expenditure	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	Total Expenditure
39	Facilities	Terrace Paver Maint	1	3	General Fund	Periodic grouting/protective coating for outside terrace pavers.	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
40	Facilities	Storm Sewer Maint	1	2	General Fund	Storm drain cleaning to remove pollutant sources and maintain the capacity of the storm pipes.	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
							\$1,644,160	\$1,382,680	\$1,702,000	\$410,000	\$297,000	\$335,000	\$332,000	\$6,102,840
CIP Expenditures - Gift Fund Budget							\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
CIP Expenditures - General Fund Budget							\$1,639,160	\$1,382,680	\$1,702,000	\$410,000	\$297,000	\$335,000	\$332,000	\$6,097,840

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2020 - March 31, 2021 - <u>AMENDED BUDGET</u>		
	Chart of Account Total	Budget Group Total
TAXES		7,756,757
410.01 TAXES	7,756,757	
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: Using the 6/2020 Township generated 2020/2021 prediction of taxable value of \$4,091,548,158, and the Township generated Headlee rates reduced by -.63% Headlee roll back trend in 2020/2021. The first 1.0000 mill is now reduced by the Headlee Amendment to .6685. The second mill is now reduced by the Headlee Amendment to 0.7142. The third mill is now reduced by the Headlee Amendment .5131. Altogether, these mills total 1.8958 after rollback trends are applied. (\$4,091,548,158 x .0018958 = \$7,756,757).		
		87,600
420.01 PENAL FINES	87,600	
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.		
		16,800
422.01 STATE AID	16,800	
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. The current FY is reduced by 50% for the state's decision to eliminate payment 2 of 2.		
		38,250
430.01 FINES & FEES	38,250	
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 2020: Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years, less 50% for auto renewal.		

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

	Chart of Account Total	Budget Group Total
CHARGES FOR SERVICES		7,866
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 two-year history of actual fees received.		
435.01 ROOM RENTAL FEES	7,215	
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, less 50% reduction due to COVID-19.		
INVESTMENT EARNINGS		105,000
454.01 INVESTMENT EARNINGS	105,000	
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.		
Reflects a conservative estimate based on FY 2019-2020 actual receipts.		
455.01 CHANGE IN ASSET VALUE	-	
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.		
FORMULA : Budgeted only at year end due to uncertainty of changes		
The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		9,066
460.01 MISCELLANEOUS REVENUE	3,370	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
FORMULA : Review two-year history of actual revenue received.		
462.01 LIBRARY SHOP REVENUE	2,081	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.		
FORMULA : Review two-year history of actual fees received, less 50% reduction due to COVID-19.		
463.01 CAFÉ REVENUE	3,615	
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA : Review two-year history of actual fees received, less 50% reduction due to COVID-19.		
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.		
No sale planned during the year.		

TOTAL ESTIMATED REVENUES		
Fiscal Year April 1, 2020 - March 31, 2021		
	Adopted March 2020	\$7,954,425
	Amended August 2020	<u>\$8,021,339</u>

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

PERSONNEL

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,495,992
	3,010,164	3,010,164	
	234,638	234,638	
	732,093	732,093	
	286,097	286,097	
	153,000	153,000	
	80,000	80,000	
			857,349
		199,884	
	149,844		
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			

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
 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
 Gale Courses

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	EBSCO - NoveList, split with YS	1,967			
	GALE-Nat'l Geographic, incl kids version	874			
	GALE-Testing Educ. Resource Ctr.	2,190			
	Hoopla	39,600			
	Infobase Publishing-Writer's Ref. Ctr.	790			
	Kanopy	6,000			
	Library Aware/Next Reads	1,890			
	Lynda.com	6,510			
	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			
	Morningstar	7,100			
	Standard & Poors/NetAdvantage	8,500			
	ValueLine	6,500			
			50,040		
		1,369			
		1,090			
		4,500			
		31,000			
		2,000			
		531			
		1,700			
		2,050			
		2,200			
		400			
		2,200			
		1,000			
			23,700	23,700	
		21,700			
		2,000			
				337,408	
		153,866	153,866		
		18,000	18,000		
		121,828	121,828		
		42,599	42,599		
		100	100		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2020 - March 31, 2021 - <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>
	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				
9407.01	MATERIALS-ADMINISTRATION	500	500		
	DESCRIPTION: Materials purchased to assist Administration activities. FORMULA : Current year budget				
9442.01	PROCESSING & SUPPLIES	26,462	26,462	26,462	
	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				
	<u>PERIODICALS/DOCUMENTS/SERVICES</u>			64,577	
9451.01	PERIODICALS, NEWSLETTERS & MICROFORMS	49,209	49,209		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.				
	FORMULA : Current year budget				
	Includes: Rbdigital \$5,000, WT Cox \$30,000				
9453.01	REFERENCE SERVICES		15,368		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.				
	FORMULA : Current year budget				
	Commerce Clearing House (CCH)	1,265			
	Financial Info Stock Guide	3,750			
	Government Documents	2,500			
	Institute for Continuing Legal Education(ICLE)	600			
	Lexis Nexis	800			
	RIA	1,303			
	West	350			
	Unplanned additional services	4,800			
	MUSIC			31,053	
9501.01	ADULT		27,553		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.				
	FORMULA : Current year budget				
	Freegal Music	13,000			
	Regular music purchases	14,553			
9502.01	YOUTH		3,500		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	Freegal Music and TBD	2,000			
	Regular music purchases	1,500			
	AUDIOBOOKS			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				
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				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
				62,414	
9531.01	ADULT	50,414	50,414		
	DESCRIPTION: DVD materials purchased by Adult Services for circulation				
	FORMULA : Current year budget				
9532.01	YOUTH	12,000	12,000		
	DESCRIPTION: DVD materials purchased by Youth Services for circ .				
	FORMULA : Current year budget				
	ACCESSIBILITY SUPPORT COLLECTION			10,043	
9541.01	ADULT	4,893	4,893		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA : Current year budget				
9542.01	YOUTH	5,150	5,150		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA : Current year budget				
	PROGRAMMING			31,685	
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:				
	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		1,500		
	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.	1,000			
	Major programs include:				
	community collaboration event				
	community partnering for library-wide programs				
	Volunteer reception and other volunteer expenses	500			
9565.01	SYSTEMS	500	500		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				

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

Hosting of Metro Net and technology events		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
					1,030,341
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 tissue, hand towels and more.					
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	74,000	74,000	74,000	
DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.					
FORMULA : Average last two years' expense					
UTILITIES				365,000	
9201.01	ELECTRICITY	269,000	269,000		
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		174,591	174,591	
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		10,060			
YS-Storytime carpets & carpet square cleaning		650			
Pest Control Svcs.		2,200			
Cleaning - general		70,000			
Auto-door maint contract & parts replacement		3,675			
Elevator Maintenance Agreement		3,264			
Fire Suppression System service agreement		4,000			
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			
Security system - alarm monitoring		24,000			
Potable water system back flow inspection		1,260			
Solid Waste removal service		2,970			
ERG Environ - haz-mat disposal & recycling		3,500			
Window Cleaning - annual		4,400			
WON door and lobby gate maintenance		300			
Unplanned conditions & repair needs		2,000			
Furniture/Chair cleaning		7,160			
Cintas matting and towel service		1,500			

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
9330.01	EQUIPMENT MAINTENANCE				
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.		20,910	20,910	
	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			
	Tech Logic Spare Parts for AMH	1,700			
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)	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		201,738	201,738	
	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	3,000			
	Baker&Taylor - The Content Café	2,300			
	Baker&Taylor Titlesource360 (TS request)	2,840			
	Barracuda Web Filter - YS Internet filtering soft/hardware	2,550			
	Box Solutions intranet connect maintenance	3,300			
	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	12,000			
	E*vanced Meeting Room Booking maintenance	550			
	Graphic Science Digitalization Station Maint.	590			
	Godaddy SSL certificaion for site license: includes Encore, WebPac, Outlook, etc.	1,500			
	HVAC Building Automation System Tech Support (Fac request)	11,046			
	Innovative Encore subscription	12,500			
	Innovative maintenance contract	68,000			
	OCLC EZProxy Hosting	2,700			
	VoIP Phone system on-call 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			
	Website hosting - OPUS Interactive, Liquid Web, Seruci	1,200			
	Payflow Ann'l Fee & Mo. Fee	1,700			
	Sierra/Encore Hosting	21,000			
	Backup Veeam Subscription with Spam Filter	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.				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	FORMULA : Current year budget				
	Director's Discretionary	2,500			
9772.01	COMPUTER EQUIPMENT		14,060		
	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			
					236,586
			31,000	31,000	
		25,300			
		2,400			
		800			
		2,500			
			15,500	15,500	
		6,780			
		220			
		8,500			
				111,551	
			25,000		
		25,000			
8012.01	AUDIT		14,000		
	DESCRIPTION: Annual fee charged by our auditing firm.				
	FORMULA : Current year budget + \$1,000 per contract				
	Audit	14,000			
			15,000		
		10,000			
		5,000			
			9,056		
		4,000			
		1,000			
		3,756			
		300			
		5,000	5,000		
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				

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>		
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				
		24,000					
8018.01	INTERNET SERVICE PROVIDER (ISP) 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				
		19,495					
STAFF DEVELOPMENT & TRAVEL				29,575			
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 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						
			14,375				
		875					
		5,500					
		300					
		950					
		1,750					
		1,150					
		2,000					
		150					
		1,200					
		500					
		8602.01	MILEAGE & TRAVEL 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				
					15,200		
				5,100			
				6,800			
9000.01	PRINTING & PUBLISHING 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						
			25,050	25,050			
		3,000					
		21,000					
9550.01	DUES & MEMBERSHIPS DESCRIPTION: Memberships in professional and community organizations for the library. 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					
		1,000					
		5,000					
MISCELLANEOUS EXPENSE				7,080			

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
9990.01	BANK SERVICE CHARGES				
	DESCRIPTION: Fees charged by the bank for checks, transfers, and other transactions.		4,720		
	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		1,639,160	1,639,160	1,639,160
	DESCRIPTION: Special or one-time costs for major projects.				
	FORMULA : Budget requests				
	Computers/Laptops-Staff	53,000			
	Flooring	40,000			
	Furniture Replacement, COVID PPE/distancing mats/faucets incl.	50,000			
	Exterior Concrete & Asphalt	20,000			
	HVAC Emergency	60,000			
	Space Needs Assessment	1,000,000			
	HVAC Equipment	50,000			
	Emergency Plumbing & Electrical Repair	50,000			
	Cedar Fascia Maint. & Exterior Woodwork Restoration	25,000			
	Door Access Emergency Maintenance	5,000			
	10,000 Patron Library Cards	15,000			
	(10-12) Mobile Computers for Lab	15,000			
	IT Disaster Planning Consultant & Audit	20,000			
	(7) Self Check Stations	7,500			
	Scheduler & Timesheet Software	6,000			
	Water Remediation	45,000			
	Digital Displays	20,000			
	Bookends for Shelves	15,000			
	Consultation Fees for Strategic Planning Process	35,000			
	(20) Tablets for Trustees and Staff	20,000			
	Ice Machine for Community Room	4,660			
	Patron Email Software	6,000			
	Reserve for Special Cleaning Services. COVID deep cleaning incl.	20,000			
	Terrace Table	5,000			
	Key Scan System Upgrade	20,000			
	Website ADA Compliance	5,000			
	Work From Home Solutions/Consulting	27,000			
TOTAL ESTIMATED EXPENDITURES					
Fiscal Year April 1, 2020-March 31, 2021					
			Adopted March 2020		\$8,985,807
			Preliminary August 2020		<u>\$8,259,428</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2021 - March 31, 2022 - <u>PRELIMINARY BUDGET</u>		
	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
TAXES		7,989,460
410.01 TAXES	7,989,460	
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: Using the 6/2020 Township generated 2021/2022 prediction of taxable value of \$4,214,294,603, there is an expected 3% increase over the 2020/2021 taxable value of \$4,091,548,158 used to forecast the anticipated 2021/2022 tax revenues.		
PENAL FINES		87,600
420.01 PENAL FINES	87,600	
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.		
STATE AID		32,800
422.01 STATE AID	32,800	
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.		
CIRCULATION REVENUE		38,250
430.01 FINES & FEES	38,250	
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 2020: Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years, less 50% for auto renewal.		
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.		

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2021 - March 31, 2022 - PRELIMINARY BUDGET**

	Chart of Account Total	Budget Group Total
FORMULA : Review two-year history of actual fees received.		
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.		
INVESTMENT EARNINGS		105,000
454.01 INVESTMENT EARNINGS	105,000	
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.		
Reflects a conservative estimate based on FY 2019-2020 actual receipts.		
455.01 CHANGE IN ASSET VALUE	-	
DESCRIPTION : Changes to market value expected on investments during the current fiscal year.		
FORMULA : Budgeted only at year end due to uncertainty of changes		
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 : Review two-year history of actual revenue received.		
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.		
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.		
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.		
No sale planned during the year.		

TOTAL ESTIMATED REVENUES
Fiscal Year April 1, 2021 - March 31, 2022

Preliminary August 2020	<u><u>\$8,282,542</u></u>
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BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2021 - March 31, 2022 - PRELIMINARY BUDGET

7020.01

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

Open Pay Range, Performance Based Compensation
Pay rate increases TBD
PA 152 80/20

7150.01

DESCRIPTION: Federal Social Security and Medicare taxes on employee wages.

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

7190.01

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

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

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.

ELECTRONIC SERVICES - DATABASES

8301.01

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

FORMULA : Current year budget

American Bus. Information - Refer. USA
Ancestry.com
Gale

[Biography Resource Center](#)
[Demographics Now - Free from the State](#)
[Health & Wellness](#)
[History in Context US & World](#)
[Legal Forms](#)
[Literature Resource Center](#)
[Science In Context](#)
[Scribner's](#)
[Twayne Author/Scribner Writers' Series](#)

FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE

Oxford Reference Online Premium
Plunkett Online

Consumer Reports

Alexander Press - Music Online
Bridgeall/Collection HQ
Creative Bug

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,668,582
	3,192,547	3,192,547	
	243,847	243,847	
	752,998	752,998	
	288,790	288,790	
	190,400	190,400	
	-	-	
			857,349
		199,884	
	149,844		
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, 2021 - March 31, 2022 - PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	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	39,600			
	Infobase Publishing-Writer's Ref. Ctr.	790			
	Kanopy	6,000			
	Library Aware/Next Reads	1,890			
	Lynda.com	6,510			
	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			
	Morningstar	7,100			
	Standard & Poors/NetAdvantage	8,500			
	ValueLine	6,500			
8303.01	ELECTRONIC SERVICES - YOUTH		50,040		
	DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	FORMULA : Current year budget				
	<u>DIRECT PURCHASES</u>				
	Britannica ImageQuest	1,369			
	Book Fix	1,090			
	Bridgeall/Collection HQ	4,500			
	Hoopla	31,000			
	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		23,700	23,700	
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.				
	FORMULA : Current year budget				
	SkyRiver	21,700			
	Overdrive	2,000			
	BOOKS/MATERIALS			337,408	
9401.01	BOOKS-ADULT	153,866	153,866		
	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, 2021 - March 31, 2022 - PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
9405.01	MATERIALS-TECHNICAL SERVICES				
	DESCRIPTION: Materials purchased to assist in cataloging.	100	100		
	FORMULA : Current year budget				
9406.01	MATERIALS-SYSTEMS				
	DESCRIPTION: Materials purchased to assist in Systems work and training.	515	515		
	FORMULA : Current year budget				
9407.01	MATERIALS-ADMINISTRATION				
	DESCRIPTION: Materials purchased to assist Administration activities.	500	500		
	FORMULA : Current year budget				
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.	26,462	26,462	26,462	
	FORMULA : Current year budget				
	<u>PERIODICALS/DOCUMENTS/SERVICES</u>			64,577	
9451.01	PERIODICALS, NEWSLETTERS & MICROFORMS				
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.	49,209	49,209		
	FORMULA : Current year budget				
	Includes: Rbdigital \$5,000, WT Cox \$30,000				
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.		15,368		
	FORMULA : Current year budget				
	Commerce Clearing House (CCH)	1,265			
	Financial Info Stock Guide	3,750			
	Government Documents	2,500			
	Institute for Continuing Legal Education(ICLE)	600			
	Lexis Nexis	800			
	RIA	1,303			
	West	350			
	Unplanned additional services	4,800			
	MUSIC			31,053	
9501.01	ADULT			27,553	
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.				
	FORMULA : Current year budget				
	Freegal Music	13,000			
	Regular music purchases	14,553			
9502.01	YOUTH			3,500	
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	Freegal Music and TBD	2,000			
	Regular music purchases	1,500			
	AUDIOBOOKS			70,123	
9511.01	ADULT			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				
9512.01	YOUTH			17,413	
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation.				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2021 - March 31, 2022 - PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
FORMULA : Current year budget					
DVDS					
				62,414	
9531.01	ADULT DESCRIPTION: DVD materials purchased by Adult Services for circulation FORMULA : Current year budget	50,414	50,414		
9532.01	YOUTH DESCRIPTION: DVD materials purchased by Youth Services for circ . FORMULA : Current year budget	12,000	12,000		
				10,043	
9541.01	ADULT DESCRIPTION: Print and non-print materials specific to ASC. FORMULA : Current year budget	4,893	4,893		
9542.01	YOUTH DESCRIPTION: Print and non-print materials specific to ASC. FORMULA : Current year budget	5,150	5,150		
				31,685	
9561.01	ADULT 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: Concerts Summer Reading	10,000	10,000		
9562.01	YOUTH 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	19,685	19,685		
9564.01	ADMINISTRATION 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. Major programs include: community collaboration event community partnering for library-wide programs Volunteer reception and other volunteer expenses		1,500		
		1,000			
		500			
9565.01	SYSTEMS DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events. FORMULA : Current year budget All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.	500	500		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2021 - March 31, 2022 - PRELIMINARY BUDGET

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
					1,030,341
			65,000	65,000	
		15,000			
		17,500			
		32,500			
			18,350	18,350	
		3,200			
		150			
		1,000			
		14,000			
		74,000	74,000	74,000	
				365,000	
		269,000	269,000		
		61,000	61,000		
		35,000	35,000		
			174,591	174,591	
		400			
		120			
		4,000			
		10,060			
		650			
		2,200			
		70,000			
		3,675			
		3,264			
		4,000			
		2,000			
		910			
		2,400			
		5,000			
		14,922			
		5,400			
		24,000			
		1,260			
		2,970			
		3,500			
		4,400			
		300			
		2,000			
		7,160			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2021 - March 31, 2022 - PRELIMINARY BUDGET

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	Cintas matting and towel service	1,500			
9330.01	EQUIPMENT MAINTENANCE		20,910	20,910	
	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			
	Tech Logic Spare Parts for AMH	1,700			
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)	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		201,738	201,738	
	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	3,000			
	Baker&Taylor - The Content Café	2,300			
	Baker&Taylor Titlesource360 (TS request)	2,840			
	Barracuda Web Filter - YS Internet filtering soft/hardware	2,550			
	Box Solutions intranet connect maintenance	3,300			
	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	12,000			
	E*vanced Meeting Room Booking maintenance	550			
	Graphic Science Digitalization Station Maint.	590			
	Godaddy SSL certificaion for site license: includes Encore, WebPac, Outlook, etc.	1,500			
	HVAC Building Automation System Tech Support (Fac request)	11,046			
	Innovative Encore subscription	12,500			
	Innovative maintenance contract	68,000			
	OCLC EZProxy Hosting	2,700			
	VoIP Phone system on-call 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			
	Website hosting - OPUS Interactive, Liquid Web, Seruci	1,200			
	Payflow Ann'l Fee & Mo. Fee	1,700			
	Sierra/Encore Hosting	21,000			
	Backup Veeam Subscription with Spam Filter	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.				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2021 - March 31, 2022 - PRELIMINARY BUDGET

				Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
FORMULA : Current year budget Director's Discretionary							
				2,500			
					14,060		
				200			
				10,000			
				300			
				1,000			
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				2,000			
				560			
OTHER OPERATING EXPENDITURES							236,586
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					31,000	31,000	
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	
PROFESSIONAL SERVICES						111,551	
8011.01 ACCOUNTING DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services. FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary					25,000		
8012.01 AUDIT DESCRIPTION: Annual fee charged by our auditing firm. FORMULA : Current year budget + \$1,000 per contract Audit					14,000		
8013.01 CONSULTANT DESCRIPTION: Fees for consultants such as strategic planning or interior designer. FORMULA : Current year budget IT Consilting Other					15,000		
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					9,056		
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					24,000		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY					
GENERAL FUND EXPENDITURE LINE BREAKDOWN					
April 1, 2021 - March 31, 2022 - PRELIMINARY <u>BUDGET</u>					
	Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>	
	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			
	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 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				
9550.01	DUES & MEMBERSHIPS	16,830	16,830		
	DESCRIPTION: Memberships in professional and community organizations for the library.				
	FORMULA : Current year budget + increase in MLA				
	Library membership in ALA (national)	500			
	Library membership in Birmingham-Bloomfield Chambers	175			
Library member. in III Users Group (National)	100				
Library member. in III Users Group (State)	25				
Library membership in MLA (state)	3,230				
Library membership in MCLS (discounts)	250				
Library membership in PLTAOC	50				
MetroNet Membership fee(includes shared web hosting,Overdrive hosting, Everyone's Reading speaker & marketing fees)	6,500				
OCHR dues & maintenance fees	1,000				
Professional Memberships for eligible employees	5,000				
	MISCELLANEOUS EXPENSE		7,080		
	9990.01	BANK SERVICE CHARGES	4,720		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2021 - March 31, 2022 - PRELIMINARY BUDGET

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	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		1,382,680	1,382,680	1,382,680
	DESCRIPTION: Special or one-time costs for major projects.				
	FORMULA : Budget requests				
	Flooring	40,000			
	Furniture Replacement	50,000			
	Exterior Concrete and Asphalt	20,000			
	Video Surveillance System	120,000			
	Interior Lighting Upgrades	65,000			
	HVAC Emergency Repair	60,000			
	Space Needs Assessment	750,000			
	Emergency Plumbing & Electrical Repair	50,000			
	Cedar Fascia Maintenance	25,000			
	Door Access Emergency Maintenance	5,000			
	Server UPS	45,680			
	Scheduler & Timesheet Software	6,000			
	Self Check Stations	29,000			
	Staff Conference Room AV Upgrade	7,000			
	Patron Email Software	6,000			
	Reserve for Special Cleaning Services	20,000			
	Strategic Planning	50,000			
	Website ADA Compliance	5,000			
	Work From Home Solutions/Consulting	8,000			
	Terrace Paver Maint.	15,000			
	Storm Sewer Maint.	6,000			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
DESCRIPTION OF GIFT FUND
REVENUE AND EXPENDITURE ACCOUNTS
April 1, 2020 - March 31, 2021

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.

9542.03 Accessibility Support Collection–Youth

Funds to support Youth Services Accessibility Support 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 2019-2020</u>	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>
Beginning Fund Balance	\$11,933,661	\$11,300,592	\$11,062,503	\$11,169,507	\$10,821,483
Property Tax Revenue	\$7,497,350	7,756,757	7,989,460	\$8,229,144 **	\$8,476,018 **
Investment Earnings	\$306,442	105,000	105,000	\$69,251 ***	\$67,093 ***
All Other Revenues	\$223,170	\$159,582	\$188,082	\$188,082	\$188,082
Operating Expenditures	(\$5,887,365)	(\$6,620,268)	(\$6,792,858)	(\$7,132,501) ****	(\$7,489,126) ****
Capital Expenditures	(\$2,772,666) *****	(\$1,639,160) *****	(1,382,680)	(\$1,702,000) x	(\$410,000)
Net Revenue/(Expenditures)	(\$633,069)	(\$238,089)	\$107,004	(\$348,024)	\$832,067
Year-End Balance	<u>\$11,300,592</u>	<u>\$11,062,503</u>	<u>\$11,169,507</u>	<u>\$10,821,483</u>	<u>\$11,653,550</u>
Nonspendable - Prepaid Expenses	\$23,471	\$23,471	\$23,471	\$23,471	\$23,471
Restricted	\$0	\$0	\$0	\$0	\$0
Committed Portion - 8 Month Fund Balance	\$4,351,765	\$4,413,512	\$4,528,572	\$4,992,751	\$5,102,591
Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB	\$6,825,356	\$6,525,520	\$6,517,464	\$5,705,261	\$6,427,488
Unassigned Portion - Unplanned Emergencies	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 3.0% 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 1 & 2 assumes expenditure for Roof and Space Needs Capital Improvements in FY 2019/2020 and FY 2020/2021					
X Column 4 assumes expenditure for parking lot demo/reconstruction and HVAC chilled water replacement					
Assigned Portion:					
Total Capital Improvements (Roof + Other)	\$3,392,314	\$3,092,478	\$3,084,422	\$2,272,219	\$2,994,446
Compensated Vacation/Sick	\$493,042	\$493,042	\$493,042	\$493,042	\$493,042
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
2021-2022*	4,214,294,603	3.00%	1.8839	7,989,460	3.00%
2020-2021**	4,091,548,158	4.11%	1.8958	7,756,757	3.46%
2019-2020	3,929,897,809	4.80%	1.9078	7,497,350	4.02%
2018-2019	3,749,876,110	4.89%	1.9230	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	

*2021-2022 taxable value is estimated: July, 2020 Property Tax Rev. Projections per Bloomfield Twp. Assessor

**2020-2021 taxable value is estimated: July, 2020 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 3, 2020

SUBJECT: Proposed 2021 Calendar

The proposed 2021 calendar includes twelve total days closed to the public and two early closings. This is one additional day closed than in 2020. The two evenings the Library closes early in 2021 are Thanksgiving Eve on Wednesday, November 24 and on New Year's Eve on Friday, December 31 in 2021. The Library closes at 5:30pm on these two days. I am proposing that the Library remain closed on Sunday, December 26, 2021 also. Previous years have shown that our residents do not visit the Library in large numbers on this day. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal.

The proposed 2021 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 2022 calendar year are included to show the complete April 1 – March 31 2021/2022 fiscal year.

As the first three months of 2022 are included on the proposed 2021 calendar, I would like to suggest now that the Library remains closed on Sunday, January 2, 2022 for the same reasons stated above.

Please review the attached proposed 2021 calendar for the 2021/2022 fiscal year. I also have attached the approved 2020 calendar for the 2020/2021 fiscal year for your comparison.

Thank you for your review and consideration of this proposal.

Bloomfield Township Public Library

Proposed 2021 Calendar

LIBRARY CALENDAR 2021 HOLIDAYS AND CLOSINGS

January 1	CLOSED	Friday	*New Year's Day
January 18	open	Monday	Martin Luther King Day
February 15	open	Monday	President's Day
March 27	open	Saturday	Passover
April 2	open	Friday	*Good Friday +
April 3	open	Saturday	Easter Weekend
April 4	CLOSED	Sunday	Easter
May 7	CLOSED	Friday	*Staff Development Day +
May 29	open	Saturday	Memorial Day Weekend
May 30	CLOSED	Sunday	Memorial Day Weekend
May 31	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Sunday	*Independence Day
September 4	open	Saturday	Labor Day Weekend
September 5	CLOSED	Sunday	Labor Day Weekend
September 6	CLOSED	Monday	*Labor Day
September 6	CLOSED	Monday	Rosh Hashanah
			(Closed due to Labor Day)
September 15	open	Wednesday	Yom Kippur
October 11	open	Monday	Columbus Day Observance
November 11	open	Thursday	Veterans Day
November 24	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 25	CLOSED	Thursday	*Thanksgiving Day
November 28	open	Sunday	Hanukkah
December 24	CLOSED	Friday	*Christmas Eve
December 25	CLOSED	Saturday	*Christmas Day
December 26	CLOSED	Sunday	Day after Christmas
December 31	Close at 5:30p.m.	Friday	New Year's Eve

2022

January 1	CLOSED	Saturday	*New Year's Day
January 2	CLOSED	Sunday	Day after New Year's Day
January 17	open	Monday	Martin Luther King Day
February 21	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 14, 2021

Daylight Savings Time ends: Sunday, November 7, 2021

Bloomfield Township Public Library

Approved 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, Staff Development Day and July 4 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