



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
August 18, 2020
7:00 p.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 6:00pm on
Tuesday,
August 18 if you wish to attend.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
For Tuesday, August 18, 2020
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	08/14/2020
2a	Request to remove items from the Consent Agenda for Discussion	08/14/2020
2b	Motion to approve the order of items for the regular and consent agendas	08/14/2020
5	Motion to approve remaining Consent Agenda items 6-8d	08/14/2020
6	Regular Board Meeting Minutes of 07/21/2020	08/14/2020
6a	Special Board Meeting Minutes of 08/06/2020	08/14/2020
7a	Cash Disbursements	08/14/2020
7b	Revenues/Expenditures Budget Report	08/14/2020
7c	Energy Report	08/14/2020
8a	President's Report– no report	
8b	Director's Report	08/14/2020
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building and Grounds Committee – 7/29/2020	08/14/2020
8c	Cranbrook –no report	
8c	Development Committee – no report	
8c	Finance Committee/ Personnel Committee – no report	08/14/2020
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee	
11a	Proposed 2021 Holiday Calendar	08/14/2020
11b	CARES Act Agreement and Resolution	08/14/2020
13	Motion to approve any items removed from the Consent Agenda	08/14/2020
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	08/14/2020
	Spaces and Wayfinding	08/14/2020

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 18, 2020
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of July 21, 2020
- 6a. Special Library Board meeting minutes of August 6, 2020
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President:
 - * Judy Lindstrom
 - b. Director:
 - *Carol Mueller
 - c. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *Building, Grounds, Landscaping, Interiors
 - * Cranbrook
 - * Development
 - * Finance
 - * Friends of the Library Liaison
 - * Investment
 - * Jeanette P. Myers Scholarship Selection
 - * Personnel
 - * Policy

REGULAR AGENDA ITEMS

9. Public Hearing: FY 2021/2022 Proposed Library Preliminary Budget
10. Call to the public, communications
11. Unfinished Business
12. New Business
 - a. Proposed 2021 Holiday Calendar
 - b. CARES Act Agreement and Resolution
13. Discussion of items removed from the Consent Agenda
14. MOTION to approve any items removed from the Consent Agenda
15. Other
16. Next scheduled meeting: Thursday, September 15, 2020
17. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 21, 2020

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom. She stated that the meeting would be recorded.

Present: Trustees (via zoom): Tom Deska, Sandra Edwards, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, and Joan Luksik

Administration: (via zoom): Assistant Director Tera Moon and Administrative Assistant Linden Godlove

Guests: (via zoom) Paul Zink, Staff Organization Committee (SOC) representative and Systems Specialist; Shayna Connolly, Adult Services Librarian; Killian Weston, Youth Services Librarian

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

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom thanked everyone for being at the meeting and thanked Assistant Director Tera Moon “for leading the ship” while the Director is away. She expressed that it is wonderful to know that the Library has such good people to take care of things. In reviewing the meeting room reports, she had been impressed by the great variety of committees and groups that had been taking advantage of the great resource the Library has in its meeting rooms, which are affordable and accessible. The Library has something new called Brain Fuse. “The Library may slow down with fewer people visiting, but what is online for our resources is amazing.” She thanked everyone for being here, be it online or in person. She praised the experience of Curbside Pickup. “Applause to the Bloomfield Township Public Library staff—you guys are terrific.”

ASSISTANT DIRECTOR'S VERBAL REPORT:

Assistant Director Tera Moon praised the staff for being extraordinarily adaptable, flexible, and creative during these strange times. On Monday, July 13, the Library welcomed patrons back into the building for short visits of 30 minutes or less. Patrons can browse and check out materials, use a computer for 30 minutes, and ask questions about their devices. So far, patrons have been very happy to return. The first day, there was a lady who literally skipped down the aisle, shouting “yippee” upon being able to re-enter the building. People have been very compliant with the new rules. There has been an average of about 108 people visiting per day since the reopening. There has been a greeter in the lobby to help relay the expectations. The greeters have a table at the door, with masks, hand sanitizer, and pamphlets. A lot of the seating has been removed, and one visitor remarked that “it looks like the seating is quarantined.” There is less to do when people come in, so visits have been quite short. Curbside service continues for people to get materials safely and conveniently. Previously, the Library had 900 to 1,000 guests per day.

There is a Building and Grounds committee meeting on Wednesday, July 29, at 2 p.m. Interior Designer Geraldine Drake from AECOM will review options for carpeting replacement and LED lighting upgrades.

There is a Special Library Board meeting to review library investments and the preliminary proposed FY 2021/2022 library budget. This is with Matt Whitey from Schwartz and Company on Thursday, August 6, at 11 a.m.

There is a conference being offered by United for Libraries, an American Library Association organization, geared towards Trustees, Friends groups, and foundations on August 4 – 6, via Zoom. The Trustees are welcome to attend.

One of the victims of the pandemic was the photo contest. The deadline for the contest was March 15, the weekend that the Library shut down due to the virus outbreak. The Photo Contest “People’s Choice” voting will be online as will the presentation of awards. On August 3, photos will be available for viewing on the Library’s website. The judges will have a private web page to review the submissions and vote for a winner. The winners will be announced online.

REGULAR AGENDA:

Call to the Public:

Systems Specialist Paul Zink, representing the SOC, reported that they recently had an ice cream social where staff could help themselves to frozen treats in the Staff Lounge freezer.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Library Showcase

One of a public library’s most basic functions is to support literacy throughout the community. A highly tangible way that happens is through summer reading programs. Reading throughout the summer helps mitigate that infamous “summer slide.” Summer slide refers to the loss of knowledge in reading and math during the summer break. The staff had to rethink the program entirely, due to social distancing concerns. This year, summer reading is even more important as

the school year was interrupted by the COVID-19 pandemic and returning to the classroom in the fall is so uncertain.

This year's Summer Reading Program's participation included with 53 adults, 24 teens, and 115 kids registered. The previous summer reading program had 25 teens and 70 adults registered.

Shayna reflected on her experiences with the pandemic, from the stay-home orders to her return to the Library. She had been very busy during the quarantine, as she orders the eBooks for Overdrive and is the contact for Beanstack. She felt disconnected from patrons, since she wasn't receiving any direct communications with them. She found it helpful with the return to the building to see how seriously the Board and Administration were taking things to transition the Library to safety, including an hour long meeting with her department head before returning to work. She had found it nerve wracking to sit in a room full of people after three months of being alone with only her husband and dog. Shayna assisted with Curbside pickup on the first day it was available. She reported that the staff was very busy, however people were smiling and excited to have books again, which they had been so desperate for the entire time. She was still having difficulty with her return to work during a pandemic. One day she received a reference question from a patron. His condo had burnt down and he needed pictures from when it was originally built, which was needed for the insurance case. She was able to find an article in the *Detroit News* with a journalist reviewing the condo with the builder and a picture of part of the condo was included as well as an ad from the 70s. The patron said, "Thank you so much, you have made such a difference in our life." This is the moment she was glad to be back, because it made a difference to be a public librarian. She said that you can see the patrons smiling underneath their masks when they return to the building. She thanked the board for "giving me an opportunity to chat with you guys."

OTHER:

Sandy Edwards reported on the Wednesday, July 8 Friends Board Meeting, which was conducted via zoom. The Friends could hardly wait until the Library was open to return to volunteering, which they have been able to do in a limited capacity. The Friends Annual Report was published and mailed. Membership renewal letters are going out again. The Friends Annual Meeting is on Wednesday August 12 at 1p.m., via Zoom. They will have a nominating committee with three new

candidates for the board. They are eager to return to Second Saturday Sales and sorting, however the space is confined and the volunteers are a vulnerable population, so they do not know when they will accept donations again. Their next meeting is August 5 at 1 p.m.

Judy Lindstrom remarked that the library gardens look absolutely wonderful and Virginia's Garden looks absolutely beautiful. She encouraged the Board to take a look at them when they had the opportunity.

The next Library Board Meeting will be Tuesday, August 18 at 7 p.m. which will be a public budget hearing.

The Buildings and Grounds Committee meeting is on Wednesday, July 29, at 2 p.m. in the Community Room.

At 7:47 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Sandra Edwards".

Sandra Edwards, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, August 6, 2020

The special meeting of the Bloomfield Township Public Library Board of Trustees was held via zoom on Thursday, August 6. The meeting was called to order by President Judy Lindstrom at 11:01 a.m. Attendance was taken. All Trustees present.

Present: Trustees: Tom Deska, Sandra Edwards, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, and Joan Luksik

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Sandi Bird; Administrative Assistant, Linden Godlove

Guests: Kathy Conner, President of the Friends of the Bloomfield Township Public Library

A motion was made **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

A vote was taken for approval of the motion.

Deska: Aye

Edwards: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

CALL TO THE PUBLIC:

Kathy Conner, President of the Friends of the Bloomfield Township Public Library was attending out of interest and curiosity. President Lindstrom expressed gratitude for the Friends and all of the wonderful things they do.

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS:

4a Library Investment Review

Schwartz & Co. provided an overview of the Library's investments. Matt Whitty presented up to date information on the Library's investments. Walter Schwarz and Spencer Eick were also present.

4b Budget Review – FY 2021/2022 Proposed Preliminary Budget

Carol Mueller and President Lindstrom expressed thanks to Finance Coordinator Sandi Bird and Assistant Director Tera Moon for their contributions to prepare this detailed budget. Director Mueller gave an overview of the FY 2021/2022 Preliminary Budget. She reviewed the General Fund , the Gift Fund, and the capital improvements programs.

4c Proposed 2020 Calendar

Director Mueller reviewed the closings for the 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. Director Mueller proposed 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, Director Mueller also suggested that the Library remains closed on Sunday, January 2, 2022 for the same reasons stated.

OTHER:

Sandi Bird and Carol Mueller discussed how traditionally the public budget hearing was a separate meeting and held prior to the regular Library Board meeting. For the August 18 meeting, it is proposed to incorporate the budget public hearing into the agenda for the regular library board meeting. All the trustees agree to this approach.

Meeting adjourned at 12:01 p.m.

Submitted By:

A handwritten signature in cursive script that reads "Sandra Edwards".

Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
August 2020****New Vendors:**

Ashley Grady is a new vendor for a library program.

Brainfuse Online Instruction is a new vendor for a library online instruction resource.

Howard Baron is a new vendor for a meeting room refund.

Ideal Retirement Group, Inc. is a new vendor for a meeting room refund.

Morenike Giwa Onaiwu is a new vendor for a library program.

General Fund Advance

- Check #20710 payable to Bloomfield Township in the amount of \$3,076.81 was payment for the Library's water bill from 5/19 – 6/18/2020.

General Fund

- Check #20734 payable to Arbor Oakland Group in the amount of \$3,003.00 is payment for printing and mailing of the Library's summer newsletter.
- Check #20738 payable to Bloomfield Township in the amount of \$296,323.97 is payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #20739 payable to Brainfuse Online Instruction in the amount of \$4,620.00 is payment for online tutoring resource.
- Check #20747 payable to Farmington Community Library Metro Net in the amount of \$1,000.00 is payment for the database, Creativebug.
- Check #20753 payable to Midwest Collaborative for Library Services in the amount of \$3,900.00 is payment for curbside service scheduling software.

- Check #20756 payable to the Michigan Library Association in the amount of \$85.00 is payment for an annual membership.
- Check #20769 payable to The Library Network in the amount of \$12,525.77 is payment for thirteen laptops.

Gift Fund

- Check #5152 payable to Morenike Giwa Onaiwu in the amount of \$2,750.00 is payment for being the keynote speaker at the virtual Adaptive Umbrella conference.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JULY 2020

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20708	7/14/20	4TH WALL THEATRE COMPANY, LLC	106.01	200.00
20709	7/14/20	HOWARD BARON	106.01	400.00
20710	7/14/20	BLOOMFIELD TOWNSHIP	106.01	3,076.81
20711	7/14/20	IDEAL RETIREMENT GROUP, INC.	106.01	240.00
20712	7/14/20	Jamie Jasper	106.01	60.72
20713	7/14/20	LOWE'S	106.01	58.89
20714	7/14/20	WOLTERS KLUWER	106.01	151.89
20715	7/21/20	XFINITY	106.01	162.52
20716	7/21/20	FLAGSTAR BANK	106.01	6,062.20
20717	7/21/20	Laura Kraly	106.01	100.00
20718	7/21/20	Edward Niemchak	106.01	46.62
20719	7/21/20	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	894.28
20720	7/21/20	TERMINIX PROCESSING CTR.	106.01	143.00
20721	7/21/20	VERIZON WIRELESS	106.01	204.39
20722	7/21/20	VIGILANTE SECURITY	106.01	120.00
20723	7/27/20	AT&T	106.01	302.14
20724	7/27/20	CAR TRUCKING, INC.	106.01	199.50
20725	7/27/20	CONSUMERS ENERGY	106.01	3,502.62
20726	7/27/20	DTE ENERGY	106.01	22,841.96
20727	7/27/20	FINANCIAL INDEPENDENCE	106.01	240.00
20728	7/27/20	VIGILANTE SECURITY	106.01	1,950.00
20729	7/27/20	DTE ENERGY	106.01	6,579.16
20730	8/4/20	AT&T	106.01	444.56
20731	8/4/20	PETTY CASH - BTPL	106.01	124.33
20732	8/4/20	T MOBILE	106.01	29.40
Total				<u>48,134.99</u>
REGULAR CHECKS:				
20733	8/7/20	APPLIED IMAGING	106.01	73.37
20734	8/7/20	ARBOR OAKLAND GROUP	106.01	3,003.00
20735	8/7/20	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	799.54
20736	8/7/20	AUNALYTICS	106.01	970.00
20737	8/7/20	BAKER & TAYLOR, INC.	106.01	17,116.73
20738	8/7/20	BLOOMFIELD TOWNSHIP	106.01	296,323.97
20739	8/7/20	BRAINFUSE ONLINE INSTRUCTION	106.01	4,620.00
20740	8/7/20	CDW GOVERNMENT, INC.	106.01	2,359.52
20741	8/7/20	CENGAGE LEARNING/GALE	106.01	394.35
20742	8/7/20	CINTAS CORPORATION	106.01	186.14
20743	8/7/20	DISCOUNT SCHOOL SUPPLY	106.01	89.82
20744	8/7/20	DU ALL CLEANING, INC	106.01	8,010.00
20745	8/7/20	ENCYCLOPAEDIA BRITANNICA, INC.	106.01	1,500.00
20746	8/7/20	ENVISIONWARE, INC.	106.01	725.00
20747	8/7/20	FARMINGTON COMMUNITY LIBRARY METRO NET	106.01	1,000.00
20748	8/7/20	GREAT OAKS MAINTENANCE	106.01	3,125.71
20749	8/7/20	HEALEY FIRE PROTECTION, INC	106.01	490.00
20750	8/7/20	INGRAM LIBRARY SERVICES	106.01	393.88
20751	8/7/20	JANWAY COMPANY	106.01	3,725.00
20752	8/7/20	LJ ROLLS REFRIGERATION CO., INC	106.01	4,154.31
20753	8/7/20	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	3,990.00
20754	8/7/20	MICROMARKETING LLC	106.01	536.95
20755	8/7/20	MIDWEST TAPE	106.01	2,764.62
20756	8/7/20	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
20757	8/7/20	NATIONAL SIGN COMPANY	106.01	975.00
20758	8/7/20	NICHOLS/NETWORK SERVICES CO	106.01	1,114.13
20759	8/7/20	OVERDRIVE	106.01	9,528.26

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**CHECK REGISTERS****FOR THE MONTH OF JULY 2020**

Check #	Date	Payee	Cash Account	Amount
20760	8/7/20	POSEIDON LAWN SPRINKLERS	106.01	493.50
20761	8/7/20	RECORDED BOOKS, LLC	106.01	41.60
20762	8/7/20	ROSEN PUBLISHING	106.01	2,187.55
20763	8/7/20	ROURKE EDUCATIONAL MEDIA	106.01	131.70
20764	8/7/20	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	658.25
20765	8/7/20	SENTINEL TECHNOLOGIES, INC.	106.01	618.75
20766	8/7/20	SERVICE HEATING & PLUMBING	106.01	6,312.30
20767	8/7/20	SHOWCASES	106.01	396.46
20768	8/7/20	THE BOOK FARM, INC.	106.01	951.16
20769	8/7/20	THE LIBRARY NETWORK	106.01	12,525.77
20770	8/7/20	THE LIBRARY STORE, INC.	106.01	565.75
20771	8/7/20	THOMSON REUTERS/THOMSON WEST	106.01	120.00
20772	8/7/20	TOTAL ENERGY SYSTEMS, INC.	106.01	146.35
20773	8/7/20	US GOVERNMENT PRINTING OFFICE	106.01	14.00
Total				<u>393,217.44</u>

Gift Fund**ADVANCE CHECKS:**

5148	7/21/20	FLAGSTAR BANK	102.03	57.82
5149	8/4/20	Anna Pelechuk	102.03	<u>100.00</u>
Total				<u>157.82</u>

REGULAR CHECKS:

5150	8/7/20	GOLDNER WALSH NURSERY, INC.	102.03	286.59
5151	8/7/20	ASHLEY GRADY	102.03	250.00
5152	8/7/20	MORENIKE GIWA ONAIWU	102.03	2,750.00
5153	8/7/20	THE LIBRARY STORE	102.03	<u>72.94</u>
Total				<u>3,359.53</u>

**Bloomfield Township Public Library
FY 2020-2021 General Fund Budget**

7b

PRESENTED: AUGUST 18, 2020 FOR THE MONTH OF: JULY, 2020

		2020-2021	2020-2021			Four Months	33%
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 17, 2020	MARCH 17, 2020	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,661,343	\$7,661,343	\$304	\$304	0.00%	(\$7,661,039)
420.01	Penal Fines	\$87,600	\$87,600	\$0	\$0	0.00%	(\$87,600)
422.01	State Aid	\$32,800	\$32,800	\$16,580	\$32,880	100.24%	\$80
430.01	Circulation Fines & Fees	\$38,250	\$38,250	\$2,874	\$3,979	10.40%	(\$34,271)
	Charges for Services	\$14,866	\$14,866	(\$639)	(\$1,259)	-8.47%	(\$16,125)
	Investment earnings	\$105,000	\$105,000	\$5,501	\$60,389	57.51%	(\$44,611)
	Miscellaneous	\$14,566	\$14,566	\$0	\$0	0.00%	(\$14,566)
Total Revenues		\$7,954,425	\$7,954,425	\$24,620	\$96,293	1.21%	(\$7,858,132)
<u>Expenditures</u>							
	Personnel	\$4,485,881	\$4,485,881	\$295,522	\$1,400,061	31.21%	(\$3,085,820)
	Library Services	\$850,839	\$850,839	\$44,178	\$288,230	33.88%	(\$562,609)
	Facilities & Equipment	\$976,341	\$976,341	\$56,410	\$318,033	32.57%	(\$658,308)
	Other Operating Expenditures	\$2,672,746	\$2,672,746	\$45,466	\$135,319	5.06%	(\$2,537,427)
Total Expenditures		\$8,985,807	\$8,985,807	\$441,577	\$2,141,643	23.83%	(\$6,844,164)
Fund Balance - Beginning		\$11,300,592	\$11,300,592		\$11,300,592		
Net revenue (expenditure)		(\$1,031,382)	(\$1,031,382)		(\$2,045,350)		
Fund Balance - Ending		\$10,269,210	\$10,269,210		\$9,255,242		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$23,471	\$23,471
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,351,765	\$4,351,765
Assigned Fund Balance (is \$493,042 the 3/31/20 compensated absences accrual, plus \$2,940,000 the 60% OPEB obligation plus \$2,360,932 for capital improvements)	\$5,793,974	\$5,793,974
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2020-2021 Gift Fund Budget

PRESENTED: AUGUST 18, 2020 FOR THE MONTH OF: JULY, 2020

Four Months 33%

ACCOUNT NUMBER	ACCOUNT NAME	2020-2021 ADOPTED BUDGET AS OF MAR 17, 2020	2020-2021 AMENDED BUDGET AS OF AUG 18, 2020	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$14,436	\$0	\$14,436	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$10	\$38	18.92%	(\$162)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$14,636	\$10	\$14,474	98.89%	(\$162)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$52,431	\$3,073	\$3,096	5.90%	(\$49,335)
	Facilities & Equipment	\$22,360	\$34,297	\$287	\$287	0.84%	(\$34,010)
	Other Operating Expenditures	\$89,446	\$89,403	\$158	\$292	0.33%	(\$89,112)
	Total Expenditures	\$162,195	\$176,131	\$3,517	\$3,674	2.09%	(\$172,457)
	Fund Balance - Beginning	\$161,695	\$161,695		\$174,227		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$10,800		
	Fund Balance - Ending	\$200	\$200		\$185,027		

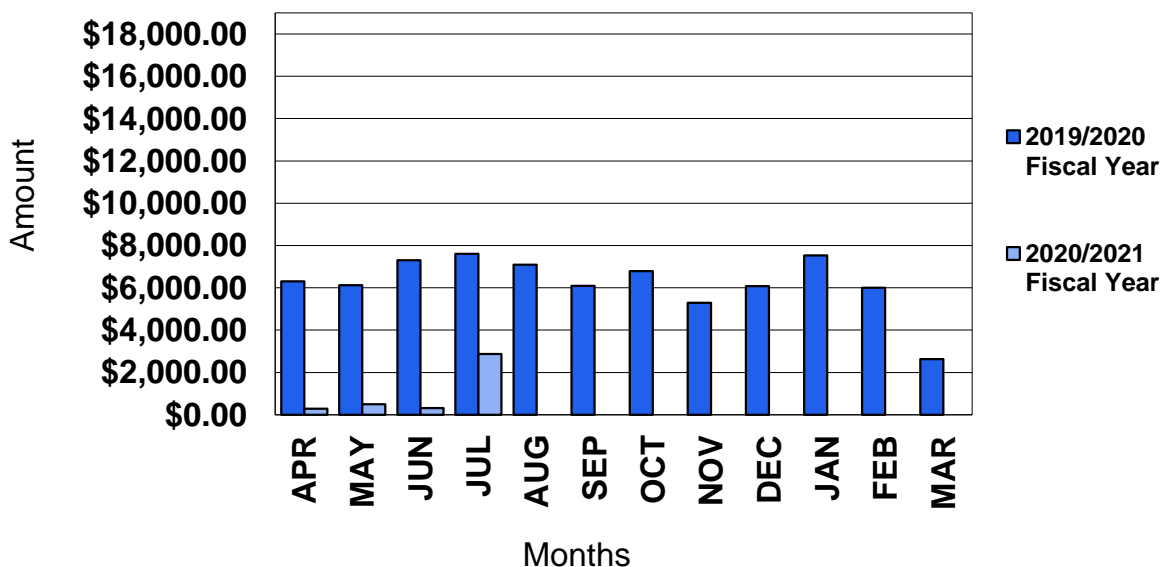
Bloomfield Township Public Library
Asset Allocation Summary
July 2020

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2020	\$96,591.71
	Flagstar Public Funds Savings	0.40%	7/31/2020	\$159,475.19
	Flagstar Premier Public Entities Checking	0.25%	7/31/2020	\$18,941.78
	RBC Capital Cash/Money Market	0.02%	7/31/2020	\$50,921.71
	RBC Capital - Investments	2.02%	7/31/2020	\$9,363,985.76
Total General Fund				\$9,593,324.44
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.10%	7/31/2020	\$122,909.58
	Huntington CD (Charnov gift) - matures 02/03/2021	1.50%	7/31/2020	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2020	\$12,675.87
Total Gift Fund				\$185,585.45
CFSEM				
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.				
<i>Updated 2/2020</i>				
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2019	\$15,700.00
	Yvonne T. Atkinson Fund		12/31/2019	\$31,159.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund		12/31/2019	\$35,313.31
	BTPL Endowment Fund		12/31/2019	\$40,425.69
	Fair Radom Garden Endowment Fund		12/31/2019	\$16,934.00
	BTPL Director's Legacy Fund		12/31/2019	\$18,489.00
Total CFSEM holdings				\$158,021.00

FINES AND FEES - TWO-YEAR COMPARISON

Month	2019/2020 Fiscal Year	2020/2021 Fiscal Year	Difference
APR	\$6,301.13	\$292.50	(\$6,008.63)
MAY	\$6,121.84	\$503.75	(\$5,618.09)
JUN	\$7,306.12	\$308.75	(\$6,997.37)
JUL	\$7,613.65	\$2,873.73	(\$4,739.92)
AUG	\$7,094.04		(\$7,094.04)
SEP	\$6,100.50		(\$6,100.50)
OCT	\$6,794.13		(\$6,794.13)
NOV	\$5,290.11		(\$5,290.11)
DEC	\$6,072.51		(\$6,072.51)
JAN	\$7,527.18		(\$7,527.18)
FEB	\$6,004.90		(\$6,004.90)
MAR	\$2,627.59		(\$2,627.59)
			YTD Difference
TOTAL	\$74,853.70	\$3,978.73	(\$70,874.97)

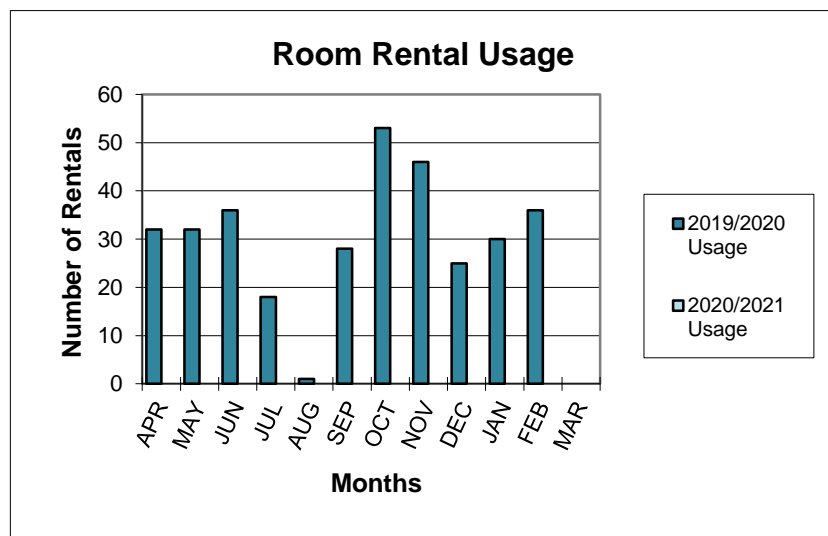
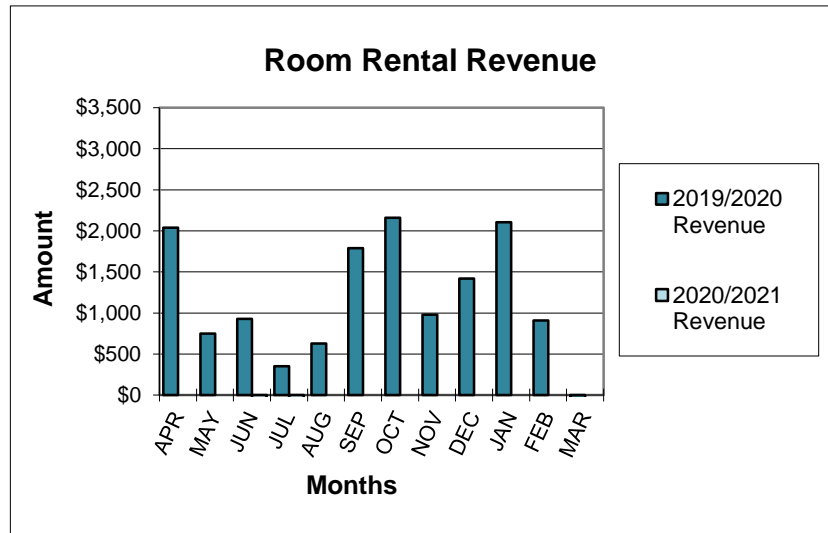
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

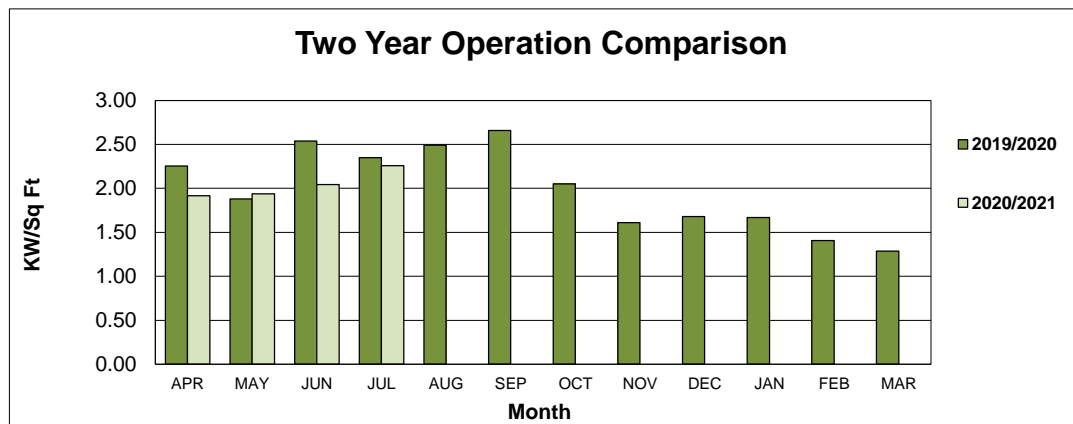
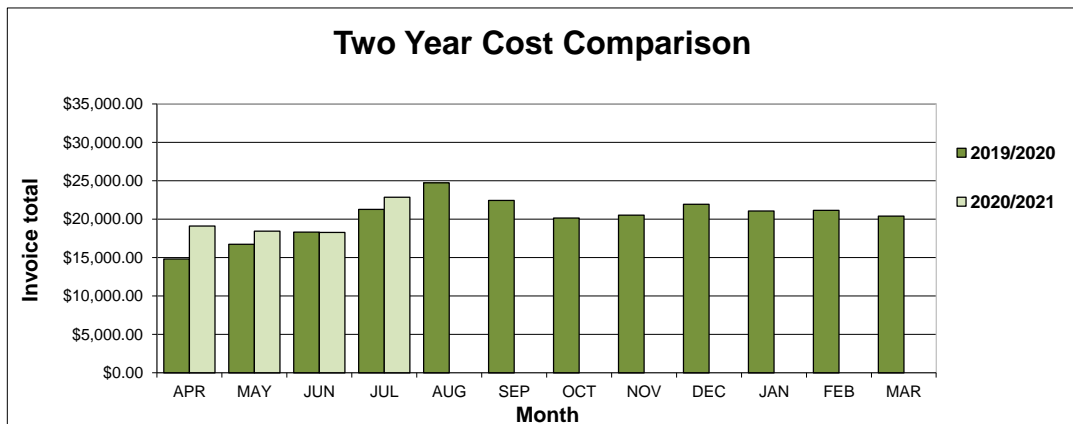
<u>Month</u>	2019/2020 <u>Revenue</u>	2020/2021 <u>Revenue</u>	<u>Difference</u>	2019/2020 <u>Usage</u>	2020/2021 <u>Usage</u>	<u>Month</u>
APR	\$2,040.00	\$0.00	(\$2,040.00)	32	0	APR
MAY	\$750.00	\$0.00	(\$750.00)	32	0	MAY
JUN	\$930.00	(\$620.00)	(\$1,550.00)	36	(Refunds)	JUN
JUL	\$350.00	(\$640.00)	(\$990.00)	18	(Refunds)	JUL
AUG	\$630.00		(\$630.00)	1		AUG
SEP	\$1,790.00		(\$1,790.00)	28		SEP
OCT	\$2,160.00		(\$2,160.00)	53		OCT
NOV	\$980.00		(\$980.00)	46		NOV
DEC	\$1,420.00		(\$1,420.00)	25		DEC
JAN	\$2,104.00		(\$2,104.00)	30		JAN
FEB	\$910.00		(\$910.00)	36		FEB
MAR	(\$700.00)		\$700.00			MAR
			YTD Difference			
TOTAL	\$13,364.00	(\$1,260.00)	(\$14,624.00)	337	0	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2019/2020	2020/2021	Difference	TOTAL KWH	COST/KWH	KWH/HR (24 x no. days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
APR	\$14,799.82	\$19,093.00	\$4,293.18	193,620	\$0.10	268.92	1.92	\$26.52	\$0.19
MAY	\$16,714.85	\$18,452.63	\$1,737.78	195,650	\$0.09	262.97	1.94	\$24.80	\$0.18
JUN	\$18,297.56	\$18,265.94	(\$31.62)	206,360	\$0.09	286.61	2.04	\$25.37	\$0.18
JUL	\$21,263.38	\$22,841.96	\$1,578.58	228,130	\$0.10	306.63	2.26	\$30.70	\$0.23
AUG	\$24,712.62		(\$24,712.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$22,429.69		(\$22,429.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$20,133.70		(\$20,133.70)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$20,520.50		(\$20,520.50)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$21,937.80		(\$21,937.80)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,054.56		(\$21,054.56)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$21,150.09		(\$21,150.09)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,391.66		(\$20,391.66)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$243,406.23	\$78,653.53	(\$164,752.70)						



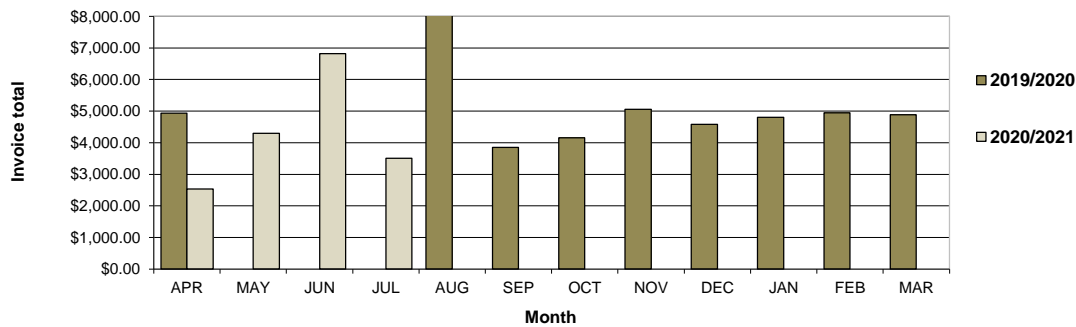
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

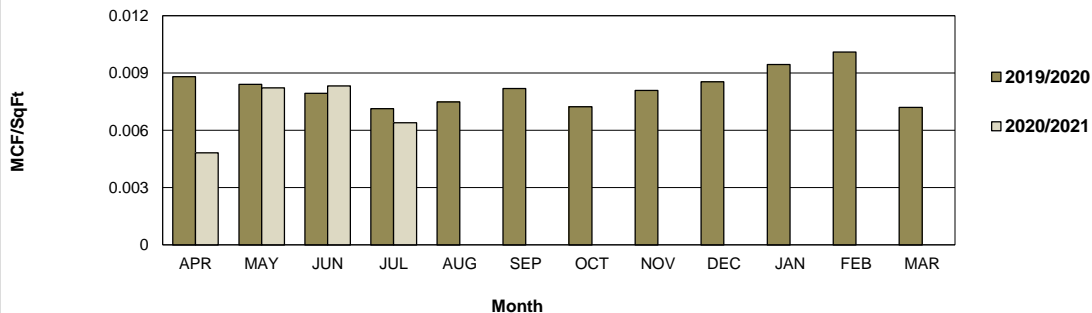
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION							
Month	2019/2020	2020/2021	Difference		MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,934.17	\$2,531.55	(\$2,402.62)	(Billing Error	488.2	\$5.19	720	0.68	0.005	3.52	0.025
MAY	\$0.00	\$4,294.32	\$4,294.32	- Correction	830.4	\$5.17	744	1.12	0.008	5.77	0.042
JUN	\$0.00	\$6,820.12	\$6,820.12	6/2020)	840.4	\$8.12	720	1.17	0.008	9.47	0.067
JUL	\$0.00	\$3,502.62	\$3,502.62		646.3	\$5.42	744	0.87	0.006	4.71	0.034
AUG	\$15,725.12		(\$15,725.12)			#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$3,849.39		(\$3,849.39)			#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,155.69		(\$4,155.69)			#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,060.97		(\$5,060.97)			#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$4,580.10		(\$4,580.10)			#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$4,803.87		(\$4,803.87)			#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,940.56		(\$4,940.56)			#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,884.11		(\$4,884.11)			#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference								
TOTAL	\$52,933.98	\$17,148.61	(\$35,785.37)								

Two Year Cost Comparison

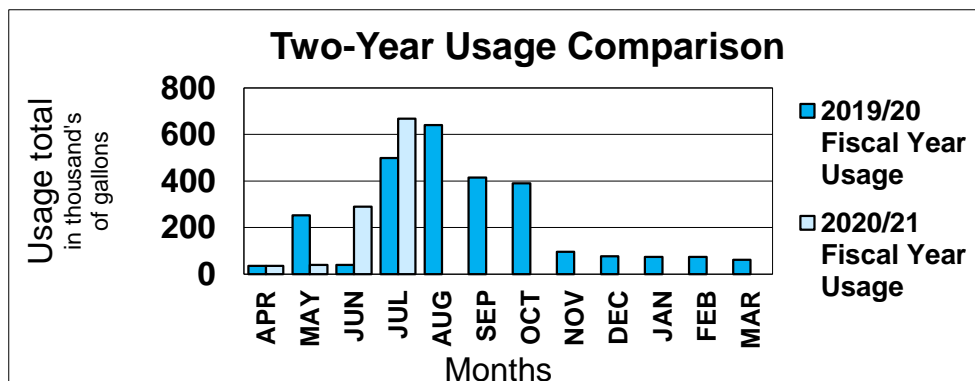
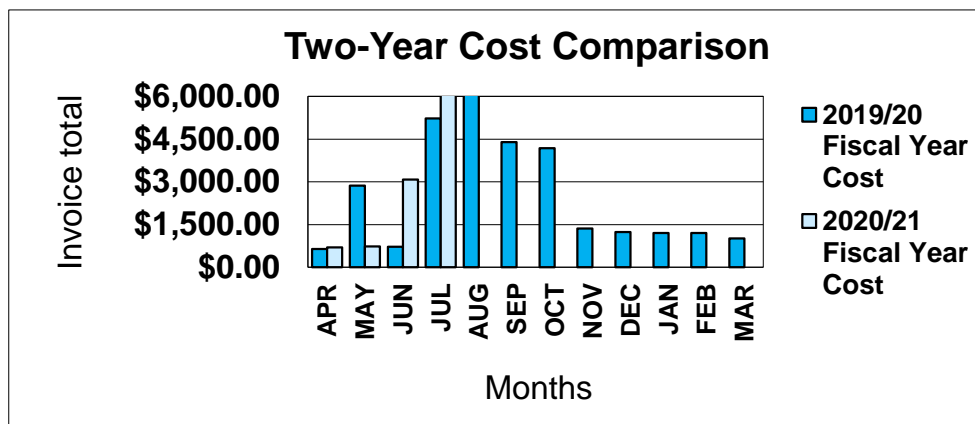


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2019/20 Fiscal Year Cost	2020/21 Fiscal Year Cost	Difference	2019/20 Fiscal Year Usage	2020/21 Fiscal Year Usage	Difference
APR	\$645.06	\$698.36	\$53.30	35	35	0
MAY	\$2,868.35	\$731.36	(\$2,136.99)	253	39	(214)
JUN	\$716.21	\$3,076.81	\$2,360.60	40	290	250
JUL	\$5,222.24	\$6,912.60	\$1,690.36	499	668	169
AUG	\$6,626.03		(\$6,626.03)	640		(640)
SEP	\$4,395.20		(\$4,395.20)	415		(415)
OCT	\$4,181.74		(\$4,181.74)	390		(390)
NOV	\$1,362.43		(\$1,362.43)	96		(96)
DEC	\$1,242.72		(\$1,242.72)	77		(77)
JAN	\$1,200.03		(\$1,200.03)	74		(74)
FEB	\$1,200.03		(\$1,200.03)	74		(74)
MAR	\$1,015.04		(\$1,015.04)	61		(61)
			YTD Difference			YTD Difference
TOTAL	\$30,675.08	\$11,419.13	(\$19,255.95)	2,654	1,032	(1,622)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****August, 2020**

After being on hold during this pandemic, the photos submitted for the 2020 "In Motion" photo contest were finally revealed. All photos were available for viewing on the library's website at www.btpl.org and votes were solicited for the People's Choice winner. During the week of August 24, the award-winning photos will be presented on the library's website and social media channels and in the library's lobby display case.

A heartwarming comment was recently sent from a Bloomfield Township resident that said, "I wanted to tell you that the new BTPL website looks fantastic and the user experience has greatly improved. Great job! Please pass along my comments to everyone who was involved in making it happen. They should hear that they are truly appreciated (even if unconsciously by most people). Also, a huge thank you to the entire library staff for its continued innovation and involvement. This is such a crazy time and the fact that you are offering more online reading and listening options, virtual programming, resources like Lynda.com and are always looking for ways to serve this community is why I love and support you. Libraries are more important than ever. Out of necessity, they are evolving and adapting and I've always felt that BTPL is at the forefront of that change and embraces the challenge. Please keep doing what you're doing".

The Friends annual meeting was held virtually on Wednesday, August 12. Three current Friends Board members were re-elected: Kim Hoke, Cathy Ranke and Bob Schnorbus. Three new Friends Board members were elected: Ann Pohl, Dick Lambert and Glenda Bard. Friends officers for this next year are:

President - Kathy Conner
Vice President - Nancy Lambert
Treasurer - Bob Schnorbus
Assistant Treasurer - Sikander Rashid
Recording Secretary - Kim Hoke

Other Board Members:

Glenda Bard
Elaine Johnston
Richard Lambert
Ann Pohl
Cathy Ranke
Barbara Smalley

Congratulations Friends!

The August 18, 2020 Library Board of Trustees regularly scheduled meeting, including the public budget hearing for FT 2021/2022 preliminary library budget, will be conducted virtually. A notice has been placed on the Library's website at www.btpl.org. Patrons interested in participating virtually are asked to contact the Library Director at muellerc@btpl.org by Tuesday, August 18, 2020, 6:00pm, if they are interested in attending this meeting virtually or have comments and questions to be shared verbally during the virtual meeting.

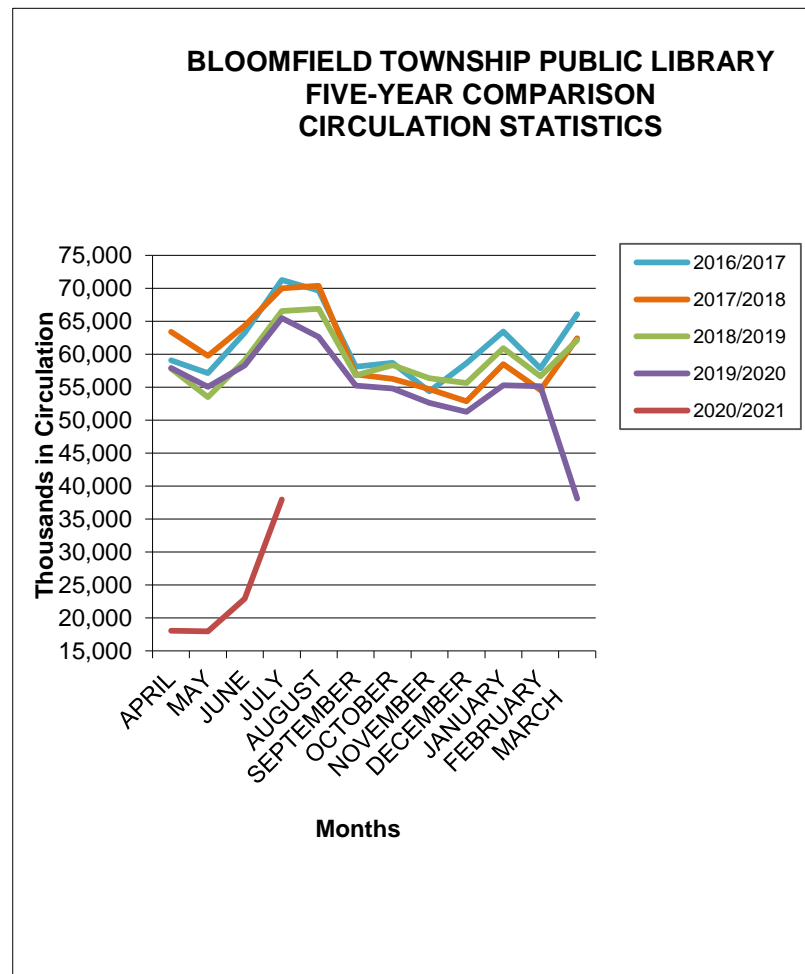
Respectfully Submitted,

Carol Mueller, Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

8/13/2020

	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
APRIL	59,090	63,413	57,829	57,900	18,087
MAY	57,125	59,745	53,493	55,056	17,974
JUNE	63,243	64,319	59,101	58,301	22,933
JULY	71,265	70,006	66,539	65,499	37,962
AUGUST	69,676	70,391	66,907	62,633	
SEPTEMBER	58,100	56,939	56,817	55,270	
OCTOBER	58,678	56,291	58,359	54,813	
NOVEMBER	54,362	54,703	56,357	52,623	
DECEMBER	58,628	52,859	55,615	51,267	
JANUARY	63,455	58,510	60,945	55,277	
FEBRUARY	57,856	54,554	56,645	55,172	
MARCH	66,071	62,452	62,128	38,121	
TOTAL	737,549	724,182	710,735	661,932	96,956



Decrease due to Library being closed March 14-31, 2020 (Covid-19 Pandemic)

Decrease due to Library being closed April 1-30, 2020 (Covid 19 Pandemic)

Decrease due to Library being closed May 1-31, 2020 (Covid 19 Pandemic)

JULY 2020

*Due to COVID-19 pandemic Library closed
July 1-12; Library opened to patrons July 13;
curbside service started June 15*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT

8/13/2020

	2019		2020	
COLLECTION				
Book Collection:	244,040		234,261	
Media Collection:	56,599		56,768	
Total e-books:	16,178		21,744	
Overdrive	11,623		17,499	
Total downloadable audiobooks:	6,287		7,262	
Materials Total:	323,104		320,035	
CIRCULATION				
Circulation Total:	65,499		37,962	
Bloomfield Township Circulation:	61,803		35,721	
Virtual Circulation Total	12,648		16,413	
Circulation of Youth materials:	19,581		8,955	
Circulation of Media:	15,534		5,090	
Circulation of Cranbrook passes:	345		17	
Self-checkout machine use:	24,778	37.8%	4,658	12.3%
Library by Mail:	38	25 patrons	49	29 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	19,415 *		2,926 *	
Gate Count:	29,139		3,891	
Meeting rooms by public:	18		0	
Meeting rooms by staff:	61		6	
VIRTUAL USE				
Home page hits:	29,904		30,533	
e-book access:	3,390		5,587	
Overdrive	3,381		5,582	
EBSCOhost	9		5	
Audiobook access: (Overdrive)	2,082		2,318	
Freegal music download access:	859		606	
Freegal music streaming:	2,592		2,217	
Magazine download access:	1,362		1,850	
Hoopla access:	2,363		3,835	
Library Computer Use				
Resident Use	1,352		96	
Guest Use	654		51	
*Library closed July 4 for Independence Day				

	2019		2020	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	195		89	
Cranbrook:	2		1	
Total new patrons:	274		113	
<i>Adult Program Attendance</i>				
Staff-led:	14 events	185 attended	0	0
Speaker-led:	3 events	233 attended	1 event	1 attended
Book clubs:	7 events	76 attended	1 event	10 attended
Tours/visits on-site:	1 event	1 attended	0	0
Tours/visits off-site:	3 events	25 attended	5 events	51 attended
<i>Systems Program Attendance</i>				
Staff-led:	8 events	57 attended	4 events	4 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	14 attended	5 events	36 attended
<i>Youth Program Attendance</i>				
Staff-led:	17 events	748 attended	11 events	186 attended
Speaker-led:	5 events	253 attended	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	10 attended	0	0
TOTAL:	62 events	1,602 attended	27 events	288 attended
<i>Volunteers:</i>				
	34 people	323.50 hours	0 people	0 hours
	Shop: 8	81.25	Shop: 0	0
	Court: 1	16	Court: 0	0
	Students: 18	172.5	Students: 0	0
	Dept. Vol: 7	53.75	Dept. Vol: 0	0
<i>Patron Remarks</i>				
Patron Comments:	10		0	
Ask BTPL:	0		3	
Ask Us:	39		53	
DISPLAYS				
Lobby	N/A			
Local History				
	Get Graphic - Graphic Novels			

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held at the Library on Wednesday, July 29, 2020

Present: Trustees: Tom Deska, Sandy Edwards, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik

Administration: Carol Mueller, Library Director; Tera Moon, Assistant Library Director; Joel Dion, Facility Services Department Head

Guests: Geraldine Drake, AECOM

LED Lighting Assessment – Geraldine Drake, AECOM

Geraldine Drake reviewed a plan to assess, purchase, and install LED lights throughout the entire library. The proposed schedule reflects the assessment phase of this project. Geraldine explained the “team” approach. The team includes Joel Dion (Facility Services Department Head), Geraldine Drake (AECOM); Gene Ferrara (Rewold & Sons); Lance Barnes (Gasser-Bush Associates); DTE. Gasser-Bush Associates is a lighting retailer with whom Geraldine has worked in the past. DTE is involved to assist with rebates. Existing lighting conditions include fixtures that are difficult to reach, broken, and inefficient. The project will start with a detailed assessment of each room and area of the library to develop priorities. The next step would be recommendations and pricing of fixtures, and calculations of the return-on-investment of switching to LED lighting. There is interest in disposing of the old lights in an eco-friendly way either donating it or recycling it. Geraldine will explore this. Judy expressed that she hopes the architectural details of the building are maintained. Judy also asked how much disruption to public service this project would cause. Geraldine explained that phases would be planned to cause the least disruption. This is a good time to tackle this project as we are taking advantage of the COVID-19 pandemic which has resulted in far fewer patrons in the building. Grant expressed interest in the cost valuation tools used. Tom asked if we have any custom light fixtures and whether we might want to save these special fixtures. Carol explained that in terms of budget this project will be phased in over 2-3 fiscal years. Carol expressed that the team Geraldine has assembled is exceptional. Carol asked the Committee if they approve of the approach to this lighting project and that she will sign the proposal on behalf of the Committee allowing Geraldine to proceed. The Committee unanimously approved the approach and agreement.

Carpeting – Geraldine Drake, AECOM

Geraldine shared plans that reviewed the painting and carpeting replacement that was part of the Commons project. The new project involves replacing the carpet in the main lobby adjacent to the Commons and the Administration hallway. Painting would be done in the Administration hallway. Geraldine introduced carpet samples that are part of the living building challenge. She said that the manufacturer will recycle the product when we are finished with it. Geraldine will ask this manufacturer if they will recycle our old carpet. The Committee reviewed two carpet samples in both the Administration hallway and the lobby adjacent to the Commons. The Committee recommended using the more linear design in the hallway and more dynamic design in the lobby.

Next meeting: not scheduled at this time



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 strategdic 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 <u>Total</u>	Budget Group <u>Total</u>
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).		
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		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.		
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.		

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

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

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			

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>
		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		
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				
	DIRECT PURCHASES				
	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				
9405.01	MATERIALS-TECHNICAL SERVICES	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						
		515	515			
9406.01 MATERIALS-SYSTEMS DESCRIPTION: Materials purchased to assist in Systems work and training. FORMULA : Current year budget						
9407.01 MATERIALS-ADMINISTRATION DESCRIPTION: Materials purchased to assist Administration activities. FORMULA : Current year budget		500	500			
9442.01 PROCESSING & SUPPLIES DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials. FORMULA : Current year budget		26,462	26,462	26,462		
				64,577		
9451.01 PERIODICALS, NEWSLETTERS & MICROFORMS DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. FORMULA : Current year budget Includes: Rbdigital \$5,000, WT Cox \$30,000		49,209	49,209			
9453.01 REFERENCE SERVICES DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print. FORMULA : Current year budget Commerce Clearing House (CCH) Financial Info Stock Guide Government Documents Institute for Continuing Legal Education(ICLE) Lexis Nexis RIA West Unplanned additional services			15,368			
		1,265				
		3,750				
		2,500				
		600				
		800				
		1,303				
		350				
		4,800				
				31,053		
	9501.01 ADULT DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. FORMULA : Current year budget Freegal Music Regular music purchases			27,553		
			13,000			
		14,553				
9502.01 YOUTH DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation. FORMULA : Current year budget Freegal Music and TBD Regular music purchases			3,500			
		2,000				
		1,500				
9511.01 ADULT DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation. FORMULA: Current year budget						
9512.01 YOUTH DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation. FORMULA : Current year budget						

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>
	DVDS				
				62,414	
9531.01	ADULT				
	DESCRIPTION: DVD materials purchased by Adult Services for circulation	50,414	50,414		
	FORMULA : Current year budget				
9532.01	YOUTH				
	DESCRIPTION: DVD materials purchased by Youth Services for circ .	12,000	12,000		
	FORMULA : Current year budget				
	ACCESSIBILITY SUPPORT COLLECTION			10,043	
9541.01	ADULT				
	DESCRIPTION: Print and non-print materials specific to ASC.	4,893	4,893		
	FORMULA : Current year budget				
9542.01	YOUTH				
	DESCRIPTION: Print and non-print materials specific to ASC.	5,150	5,150		
	FORMULA : Current year budget				
	PROGRAMMING			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.	10,000	10,000		
	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				
	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.	19,685	19,685		
	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				
	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.		1,500		
	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				
	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.	500	500		
	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

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
Hosting of Metro Net and technology events				
				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	
	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
		2,500			
			14,060		
		200			
		10,000			
		300			
		1,000			
		2,000			
		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			
			14,000		
		14,000			
			15,000		
		10,000			
		5,000			
			9,056		
		4,000			
		1,000			
		3,756			
		300			
		5,000	5,000		

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

OTHER OPERATING EXPENDITURES

7270.01

OFFICE SUPPLIES

DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.

FORMULA : Current year budget

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

Copier cards

Eco-Smart supplies, pads, polishes + % increase

Circulation Dept. - Receipt paper

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

PROFESSIONAL SERVICES

8011.01

ACCOUNTING

DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.

FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary

8012.01

AUDIT

DESCRIPTION: Annual fee charged by our auditing firm.

FORMULA : Current year budget + \$1,000 per contract

Audit

8013.01

CONSULTANT

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

FORMULA : Current year budget

IT Consulting

Other

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

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.		24,000		
	FORMULA : Approx. .28% of average portfolio balance				
	Investment Counseling Fees	24,000			
8018.01	INTERNET SERVICE PROVIDER (ISP)				
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees.		19,495		
	FORMULA : Current year budget + Metro Net meeting information				
	Internet Opti-e-man charges from TLN	19,495			
	STAFF DEVELOPMENT & TRAVEL			29,575	
8601.01	CONFERENCES & WORKSHOPS		14,375		
	DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.				
	FORMULA : Staff number, formula by classification, projected Staff 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	

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

TOTAL ESTIMATED EXPENDITURES		
Fiscal Year April 1, 2020-March 31, 2021	Adopted March 2020	\$8,985,807
	Preliminary August 2020	\$8,259,428

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

\$8,282,542

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>
PERSONNEL			4,668,582
7020.01	SALARIES AND WAGES		
	DESCRIPTION: Salaries for full-time, part-time, and substitute staff	3,192,547	3,192,547
	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	243,847	243,847
	DESCRIPTION: Federal Social Security and Medicare taxes on employee wages.		
	FORMULA : Projected Wages (x) current tax rate (7.65%)		
7190.01	EMPLOYEE INSURANCES	752,998	752,998
	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	288,790	288,790
	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	190,400	190,400
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			857,349
	ELECTRONIC SERVICES - DATABASES	199,884	
8301.01	ELECTRONIC SERVICES - ADULT	149,844	
	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	4,230	
	Ancestry.com	1,105	
	Gale	4,000	
	Biography Resource Center		
	Demographics Now - Free from the State		
	Health & Wellness	1,100	
	History in Context US & World		
	Legal Forms	645	
	Literature Resource Center		
	Science In Context		
	Scribner's		
	Twayne Author/Scribner Writers' Series		
	Mango Languages	2,850	
	FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE		
	Oxford Reference Online Premium	1,624	
	Plunkett Online	2,850	
	FROM THE LIBRARY NETWORK		
	Consumer Reports	1,365	
	DIRECT PURCHASES		
	Alexander Press - Music Online	1,163	
	Bridgeall/Collection HQ	6,750	
	Creative Bug	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				
	PERIODICALS/DOCUMENTS/SERVICES			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		
ACCESSIBILITY SUPPORT COLLECTION				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		
PROGRAMMING				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		
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

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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 <u>BUDGET</u>			
	Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
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 Computer Equipment Hazardous equipment disposal Headset replacement Printer replacement for staff Scanner replacement			
	200		
	10,000		
	300		
	1,000		
	2,000		
	560		
OTHER OPERATING EXPENDITURES			236,586
7270.01 OFFICE SUPPLIES			
		31,000	31,000
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			
	25,300		
	2,400		
	800		
	2,500		
7280.01 POSTAGE			
		15,500	15,500
DESCRIPTION: Postage for daily metered mail . FORMULA : Current year budget Regular postage needs (includes Library by Mail) Annual Bulk Mailing Permit Quarterly newsletter mailing			
	6,780		
	220		
	8,500		
PROFESSIONAL SERVICES			111,551
8011.01 ACCOUNTING			
		25,000	
DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services. FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary			
	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		
8013.01 CONSULTANT			
		15,000	
DESCRIPTION: Fees for consultants such as strategic planning or interior designer. FORMULA : Current year budget IT Consilting Other			
	10,000		
	5,000		
8014.01 CONTRACTS			
		9,056	
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			
	4,000		
	1,000		
	3,756		
	300		
8015.01 LEGAL			
	5,000	5,000	
DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters. FORMULA : Current year budget			
8016.01 INVESTMENT COUNSELING			
		24,000	

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
	DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract.				
	FORMULA : Approx. .28% of average portfolio balance				
	Investment Counseling Fees	24,000			
8018.01	INTERNET SERVICE PROVIDER (ISP)		19,495		
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees.				
	FORMULA : Current year budget + Metro Net meeting information				
	Internet Opti-e-man charges from TLN	19,495			
				29,575	
			14,375		
8601.01	CONFERENCES & WORKSHOPS				
	DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.				
	FORMULA : Staff number, formula by classification, projected Staff Development Day cost				
	Department Conference/Workshops	875			
	Staff Development Day	5,500			
	All-staff meetings	300			
	Director's Discretionary	950			
	Staff Service Awards	1,750			
	III Users' Group Nat. Conf. (3 attendees @ \$350)	1,150			
	Rotating National Conference (4 attendees @ \$500)	2,000			
	MIUG Conference (3 attendees @ \$50 ea.)	150			
	MLA Conference (8 attendees at \$150)	1,200			
	Board Professional Development	500			
			15,200		
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)	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			
			25,050	25,050	
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	3,000			
	Quarterly printed newsletter	21,000			
	Advertising fees for job postings	1,050			
			16,830	16,830	
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)	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			
				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 14, 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. If you agree, the following motion is required:

ACTION NEEDED: I move to approve the proposed 2021 Library calendar of Holidays and Closings as presented.

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: August 14, 2020

SUBJECT: CARES Act Agreement and Resolution

Oakland County has received funding from the Coronavirus Aid, Relief and Economic Security Act ("CARES Act") and is making it available to local organizations including public libraries, community centers and senior centers. The purpose of this funding is to remediate unanticipated expenditures necessitated by the COVID-19 pandemic. Bloomfield Township Public Library has been impacted by this pandemic and has purchased items to respond to the public health emergency it has created. Among the items the Library purchased to help make the library safer for staff and patrons are personal protection equipment, Plexiglas shields at all public service desks, and social distancing mats. These expenditures were not anticipated nor were these accounted for in our annual budget. To apply for and receive CARES Act funding, an interlocal agreement between Bloomfield Township Public Library and Oakland County is required.

For your review, two documents follow this memo. The first document is the interlocal agreement between Bloomfield Township Public Library and Oakland County. The second document is a resolution that states the Bloomfield Township Public Library Board of Trustees approves the interlocal agreement between the Library and Oakland County and authorizes the Library Director to take actions related to our application. If you agree and support this action, the resolution is needed.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Bloomfield Township Public Library
Oakland County, Michigan
August 18, 2020**

**Bloomfield Township Public Library
Resolutions**

WHEREAS, Oakland County has made available resources from the County's CARES Act allocation to local public libraries, community centers and senior centers to remediate the impact of the COVID-19 pandemic in the communities: and,

WHEREAS, These funds are made available under the federal CARES Act Coronavirus Relief Fund which provides that payments from the fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020, and,

WHEREAS, Oakland County requires The Bloomfield Township Public Library and Oakland County enter into an interlocal agreement prior to disbursement of the funds, and,

WHEREAS, The Library Director is authorized to execute the interlocal agreement on behalf of the Bloomfield Township Public Library and Board Trustees, a copy of which is attached hereto.

WHEREAS, The Board has reviewed the proposed agreement at length and is required to vote on the approval of a the interlocal agreement, and now, therefore, let it be

RESOLVED, The Bloomfield Township Public Library Board of Trustees hereby approves the interlocal agreement attached hereto and made a part of the record.

IT IS FURTHER RESOLVED That the Bloomfield Township Public Library Board of Trustees hereby authorizes the Library Director to take all actions necessary in connection with the submission of the interlocal agreement and any subsequent follow-up actions required or deemed desirable to help ensure compliance with the Act.

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

Tom Deska

Sandra Edwards

Grant Gerhart

Eli Greenbaum

Judy Lindstrom

Joan Luksik

**AGREEMENT FOR CARES ACT DISTRIBUTION BETWEEN
OAKLAND COUNTY AND
Bloomfield Township Public Library**

This Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and the Bloomfield Township Public Library ("Public Body") 1099 Lone Pine Road, Bloomfield Township, MI 48302. County and Public Body may be referred to individually as a "Party" and jointly as "Parties".

PURPOSE OF AGREEMENT. County and Public Body enter into this Agreement pursuant to the Urban Cooperation Act of 1967, 1967 Public Act 7, MCL 124.501 *et seq.*, for the purpose of County distributing a portion of its CARES Act funds to Public Body. County has allocated a portion of its CARES Act funds to be distributed to CVTs within Oakland County, which will be used to assist CVTs in meeting certain areas of need caused by the COVID-19 pandemic.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, Exhibit and attachment.
 - 1.2. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Public Body, or for which County or Public Body may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
 - 1.3. **Confidential Information** means all information and data that County is required or permitted by law to keep confidential, including records of County' security measures, including security plans, security codes and combinations, passwords, keys, and security procedures, to the extent that the records relate to ongoing security of County as well as records or information to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs relating to ongoing security measures, capabilities and plans for responding to violations of the Michigan Anti-terrorism Act, emergency response plans, risk planning documents, threat assessments and domestic preparedness strategies.
 - 1.4. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.
 - 1.5. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.

- 1.6. **Public Body** means the Bloomfield Township Public Library including, but not limited to, its council, its Board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.7. **Public Body Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, representatives of Public Body, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above who use or have access to the Oakland Together CVT funds provided under this Agreement. "Public Body Employee" shall also include any person who was a Public Body Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity. "Public Body Employee" does not include an individual resident of Public Body who receives an authorized distribution of Oakland Together CVT funds.
- 1.8. **CARES Act funds** means the money distributed to the County by the United States Department of Treasury pursuant to section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act.
- 1.9. **CVTs** means Cities, Villages, and Townships.
- 1.10. **Oakland Together CVT funds** means that portion of the CARES Act funds which the County has allocated to CVTs within Oakland County.
- 1.11. **Expenditure Submission Form** means the form which Public Body must complete and submit to the Office of the County Executive (OCE) prior to any disbursement of Oakland Together CVT funds to Public Body.
- 1.12. **OCE** means the Office of the Oakland County Executive, which includes the Chief Deputy and other Deputy County Executives.
- 1.13. **Oversight Committee** means the committee established by the Oakland County Board of Commissioners in the resolution allocating the Oakland Together CVT funds.
2. **COUNTY RESPONSIBILITIES.**
 - 2.1. OCE will review Public Body's Expenditure Submission Form(s) to determine whether Public Body is eligible to receive a distribution of Oakland Together CVT funds. This determination will be in the OCE's discretion pursuant to the "Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Government" or other guidance issued by the Federal Government. OCE may request any supporting documentation it deems necessary to fully evaluate Public Body's eligibility.
 - 2.2. If OCE determines that Public Body is eligible to receive a distribution, County will distribute the eligible amount to Public Body.
 - 2.3. County is not obligated or required to distribute any Oakland Together CVT funds to Public Body if OCE determines that Public Body is not eligible to receive the funds, or if the amount of Oakland Together CVT funds available are not sufficient to fulfill Public Body's Expenditure Submission Form.
 - 2.4. After November 30, 2020, County will not accept any further Expenditure Submission Forms from Public Body, and County will retain the balance of any Oakland Together CVT

funds for which Public Body was originally eligible, but which are not covered by an approved Expenditure Submission Form.

- 2.5. If County retains the balance of Oakland Together CVT funds not covered by an approved Expenditure Submission Form under Section 2.4, County may redistribute any or all of that amount to other eligible CVTs or as otherwise deemed appropriate by OCE.
- 2.6. OCE will work in collaboration with the Oversight Committee in determining Public Body's eligibility for Oakland Together CVT funds, and the amount of said funds to be distributed to Public Body.

3. PUBLIC BODY RESPONSIBILITIES.

- 3.1. Public Body may be eligible to receive a portion of Oakland Together CVT funds. Public Body shall complete and submit an Expenditure Submission Form to OCE and receive OCE approval prior to the receipt of any Oakland Together CVT funds.
- 3.2. In its first Expenditure Submission Form, Public Body shall only apply for Oakland Together CVT funds to pay for expenditures or programs already made by Public Body, or for funds to pay Public Body's required 25% "cost share" or "local match" required to obtain a FEMA grant.
- 3.3. Public Body shall follow all guidance established by the United States Treasury Department, and the County, when expending Oakland Together CVT funds, including, but not limited to, Section 601(d) of the Social Security Act and the "Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments."¹
- 3.4. Public Body shall not submit an Expenditure Submission Form for any expense which is eligible to be covered by a FEMA (Federal Emergency Management Agency) Public Assistance Reimbursement. Public Body may use Oakland Together CVT funds to pay the required 25% "cost share" or "local match" required to obtain a FEMA grant.
- 3.5. Public Body shall only expend Oakland Together CVT funds to pay for expenses incurred due to the COVID-19 public health emergency, and which expenses were not accounted for in Public Body's most recently approved budget as of March 27, 2020.
- 3.6. Public Body shall only expend Oakland Together CVT funds for expenses incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- 3.7. Public Body shall not use Oakland Together CVT funds as revenue replacement.
- 3.8. Public body shall not redistribute Oakland Together CVT funds, except Public Body shall be allowed to provide direct assistance to individual residents of Public Body, and pay vendors and service providers, as permitted by the CARES Act.
- 3.9. Public Body shall not expend Oakland Together CVT funds in any manner that Public Body did not include in a submitted and approved Expenditure Submission Form.
- 3.10. If Public Body receives an amount of funding from the federal or state government to cover expenses for which Public Body received Oakland Together CVT funds, Public Body shall return that amount of Oakland Together CVT funds to County.
- 3.11. Public Body shall keep records of all expenditures of Oakland Together CVT funds sufficient to demonstrate that said expenditures were in accordance with the guidance documents included in Section 3.3 for a period of 10 (ten) years, at a minimum.

¹ This document is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

- 3.12. Public Body shall produce said records of expenditures upon request by County or OCE, or as required by any future audit of the CARES Act program.
- 3.13. Public Body shall submit records to OCE within 30 (thirty) days after expenditure of Oakland Together CVT funds with a detailed description of how the funds were expended and how the expenditure of funds complied with the CARES Act guidance unless Public Body has already submitted said records with its Expenditure Submission Form.
- 3.14. In the event it is determined by OCE, or any other audit under the CARES Act program, that Public Body expended an amount of Oakland Together CVT funds in violation of the CARES Act requirements or this Agreement, Public Body shall be required to return that amount of money to County.
- 3.15. In any case where Public Body is required to return an amount of money to County under this Agreement, Public Body agrees that unless expressly prohibited by law, County or the Oakland County Treasurer, at their sole option, shall be entitled to set off from any other Public Body funds that are in County's possession for any reason, including but not limited to, the Oakland County Delinquent Tax Revolving Fund ("DTRF"), if applicable. Any setoff or retention of funds by County shall be deemed a voluntary assignment of the amount by Public Body to County. Public Body waives any Claims against County or its Officials for any acts related specifically to County's offsetting or retaining of such amounts. This paragraph shall not limit Public Body's legal right to dispute whether the underlying amount retained by County was actually due and owing under this Agreement.
- 3.16. Nothing in this Section shall operate to limit County's right to pursue or exercise any other legal rights or remedies under this Agreement or at law against Public Body to secure payment of amounts due to County under this Agreement. The remedies in this Section shall be available to County on an ongoing and successive basis if Public Body becomes delinquent in its payment. Notwithstanding any other term and condition in this Agreement, if County pursues any legal action in any court to secure its payment under this Agreement, Public Body agrees to pay all costs and expenses, including attorney fees and court costs, incurred by County in the collection of any amount owed by Public Body.
- 3.17. Public Body shall respond to and be responsible for Freedom of Information Act requests relating to Public Body's records, data, or other information.

4. DURATION OF INTERLOCAL AGREEMENT.

- 4.1. This Agreement shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party. The approval and terms of this Agreement shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State.
- 4.2. This Agreement shall remain in effect until January 31, 2021, or until cancelled or terminated by any of the Parties pursuant to the terms of the Agreement. Public Body shall comply with the record keeping, reporting, audit response, and fund return requirements of Section 3 after the termination of this Agreement if necessary.

5. ASSURANCES.

- 5.1. **Responsibility for Claims.** Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts of its employees arising under or related to this Agreement.

- 5.2. **Responsibility for Attorney Fees and Costs.** Except as provided for in Section 3.16, in any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.
- 5.3. **No Indemnification.** Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
- 5.4. **Costs, Fines, and Fees for Noncompliance.** Public Body shall be solely responsible for all costs, fines and fees associated with any misuse of the Oakland Together CVT funds and/or for noncompliance with this Agreement by Public Body Employees.
- 5.5. **Reservation of Rights.** This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
- 5.6. **Authorization and Completion of Agreement.** The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 5.7. **Compliance with Laws.** Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.
6. **TERMINATION OR CANCELLATION OF AGREEMENT.**
- 6.1. County may terminate or cancel this Agreement at any time if it determines that Public Body has expended Oakland Together CVT funds in violation of CARES Act requirements or this Agreement. Either OCE or the Board of Commissioners is authorized to terminate this Agreement under this provision. If County terminates or cancels this Agreement, Public Body shall be liable to repay County the amount of money expended in violation of CARES Act requirements or this Agreement. County may utilize the provisions in Sections 3.15 – 3.16 to recoup the amount of money owed to County by Public Body.
- 6.2. Public Body may terminate or cancel this Agreement at any time if it determines that it does not wish to receive any Oakland Together CVT funds. If Public Body terminates or cancels this Agreement, it shall immediately return to County any and all Oakland Together CVT funds it has already received.
- 6.3. If either Party terminates or cancels this agreement they shall provide written notice to the other Party in the manner described in Section 13.
7. **DELEGATION OR ASSIGNMENT.** Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.
8. **NO THIRD-PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.
9. **NO IMPLIED WAIVER.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be

deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

10. **SEVERABILITY**. If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.
11. **PRECEDENCE OF DOCUMENTS**. In the event of a conflict between the terms and conditions of any of the documents that comprise this Agreement, the terms in the Agreement shall prevail and take precedence over any allegedly conflicting terms and conditions.
12. **CAPTIONS**. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
13. **NOTICES**. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.
 - 13.1. If Notice is sent to County, it shall be addressed and sent to: Oakland County Executive, 2100 Pontiac Lake Rd., Waterford, MI, 48328, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, MI, 48341.
 - 13.2. If Notice is sent to Public Body, it shall be addressed to: The Bloomfield Township Public Library.
14. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE**. This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
15. **SURVIVAL OF TERMS**. The following terms and conditions shall survive and continue in full force beyond the termination or cancellation of this Contract (or any part thereof) until the terms and conditions are fully satisfied or expire by their nature: Definitions (Section 1); Assurances (Section 5); No Third-Party Beneficiaries (Section 8); No Implied Waiver (Section 9); Severability (Section 10); Precedence of Documents (Section 11); Governing Law/Consent to Jurisdiction and Venue (Section 14); Survival of Terms (Section 15); Entire Agreement (Section 16), and the record keeping, reporting, audit compliance, and fund return provisions of Section 3.

16. **ENTIRE AGREEMENT.**

- 16.1. This Agreement represents the entire agreement and understanding between the Parties regarding the Oakland Together CVT funds. With regard to the Oakland Together CVT funds, this Agreement supersedes all other oral or written agreements between the Parties.
- 16.2. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Carol Mueller hereby acknowledges that he/she has been authorized by a resolution of the Bloomfield Township Public Library, a certified copy of which is attached, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
Carol Mueller, Director
Bloomfield Township Public Library

WITNESSED: _____ DATE: _____
Sandra Bird, Finance Coordinator
Bloomfield Township Public Library

IN WITNESS WHEREOF, David Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
David Woodward, Chairperson
Oakland County Board of Commissioners

WITNESSED: _____ DATE: _____
Oakland County Board of Commissioners
County of Oakland

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: August 12, 2020

SUBJECT: Strategic Plan Update

The Strategic Plan is wrapping up during this very strange year. One of the most ambitious goals of the Plan is the Spaces project which started as a way to address wayfinding and reimagine some spaces throughout the Library. This project is moving into a new phase. Geraldine Drake has begun the process of a building-wide LED Lighting assessment. This project will help the library save resources over time as LED lights are more energy-efficient and should require less staff maintenance. Geraldine has also facilitated the Building and Grounds Committee's selection of new carpeting in the Administration hallway and the lobby area adjacent to the Commons.

These two projects help improve the library facility by enhancing lighting and maintaining the building's attractiveness.

Our four strategic goals:

- Expand awareness, use, and support of the Library and its services.
- Further develop the highest level of customer service for Bloomfield Township residents.
- Increase use of and customer satisfaction with the Library's services and collections.
- Provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: July 14, 2020

SUBJECT: Space Needs & Wayfinding Assessment Update

Geraldine Drake has jumped right back in to this project and is proposing resuming it where we left off with replacing carpeting in the lobby and Administration hallway, plus a plan for replacing library lighting with LED fixtures where possible.