

## **AGENDA**

### **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**Thursday, March 11, 2021**

#### **Special Board Meeting**

**11:00 a.m. held via Zoom**

<b>SPECIAL AGENDA ITEMS #1-8</b>
----------------------------------

1. Call to order of special meeting
2. MOTION to approve the order of items
3. Call to the public, communications
4. Unfinished Business
5. New Business
  - a. Budget Review –FY 2021/2022 Budget
6. Other
  - a. Library Endowment Funds
7. Next scheduled Regular Board Meeting: Tuesday, March 16, 2021, 7:00 p.m.
8. Adjournment



## **Bloomfield Township Public Library**

# **Budget**

**April 1, 2021 Through March 31, 2022**

### **Trustees**

Judy Lindstrom, President  
Grant Gerhart, Vice President  
Sandy Edwards, Secretary  
Joan Luksik  
Tom Deska  
Danielle Gillman

### **Director:**

Carol Mueller



# Budget

**April 1, 2021 Through March 31, 2022**

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# **Bloomfield Township Public Library**

## **Section 1**

# **Proposed Budget**

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## Director's Budget Message

Date: March 16, 2021

To: Board of Trustees

Subject: **FY 2021-2022 Proposed Budget**, for the Fiscal Year Ending March 31, 2021

I am pleased to provide the proposed balanced budget that includes the FY 2020-2021 Amended Budget and the FY 2021-2022 Proposed Budget for your review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

### **OVERVIEW OF FY 2020-2021 AMENDED BUDGET – GENERAL FUND**

Listed below are some of the highlights of the **FY 2020-2021 Amended Budget**:

#### **Revenues**

Overall, revenues increased by **\$88,253 or 1.11%** compared to the March, 2020 Adopted Budget. The Property Taxes projection is anticipated to come in higher than the Adopted Budget by \$95,414. The final settlement is expected to be received in mid-March.

Revenues projected to be lower due to COVID-19 include:

- Penal Fines are lower than anticipated by \$16,000.
- Fines and Fees are projected to be \$15,750 lower.
- Charges for Services-Room Rental Fees are \$14,215 lower than anticipated.
- Miscellaneous-Library Shop and Café revenues are projected to be \$11,196 lower.

The Library was awarded a \$50,126 federal grant - CARES Act for the reimbursement of COVID-19 costs expended through 12/31/20.

#### **Expenditures**

Operating expenditures increased by **\$77,018 or 1.18%** compared to the March, 2020 Adopted Budget. The increase was primarily due to a higher than anticipated electricity cost of \$50,000 during the fiscal year, and other small increases in all other functional categories for slight price increases. Capital projects decreased by **\$1,771,325 or 72.06%** compared to the March, 2020 Adopted Budget due to the LED Lighting project costs moved to the next fiscal year.

## **Summary**

As a result of the above changes in revenues and expenditures, net revenue increased by **\$1,782,560** compared to the March, 2020 Adopted Budget. Fund Balance is now estimated to increase by \$1,782,560 compared to the March, 2020 Adopted Budget.

The Library Board requested full assessment of the 2.0 approved mills, as adjusted by the Headlee Amendment, at the August 18, 2020 public budget hearing. As adjusted by the Headlee amendment, 1.8958 mills were levied for library service on the Bloomfield Township December, 2020 winter tax bills.

In summary, total library revenues, as amended, are estimated to be **\$8,042,678** at year end. Total operating expenditures, as amended, are estimated to be **\$6,604,665** at year end. Expenditures including capital expenditures are estimated to be **\$7,291,500** at year end. The fund balance is estimated to be **\$12,051,770** at year end. The Library continues to be in very sound financial condition. This allows us to continue our focus on capital improvements funding to complete necessary capital projects.

## **OVERVIEW OF FY 2021-2022 PROPOSED BUDGET – GENERAL FUND**

Listed below are some of the highlights of the **FY 2021-2022 Proposed Budget**:

### **Revenues**

Projected revenues are expected to increase by **\$239,864 or 2.98%** over the current FY 2020-2021 Amended Budget. This increase is primarily due to the 3.00% increase in the anticipated property tax revenues. Other revenues were increased to pre-COVID-19 levels.

### **Expenditures**

Projected operating expenditures are proposed to increase by **\$191,835 or 2.90%** over the current FY 2019-2020 Amended Budget.

### **Personnel Expenditures**

Projected Personnel expenditures are proposed to increase by **\$210,642 or 4.70%** over the current FY 2020-2021 Amended Budget. There is a 0% projected increase in health insurance premiums and 5% increase in proposed salary increases. Each year, a salary survey is completed as part of the annual budget preparation. This survey was completed in the winter 2020. A summary of the survey was provided to the Library Personnel Committee for their review of the proposed salary schedule.

The Personnel Expenditures increased by \$27,756 over the amount approved in the August, 2020 Preliminary Budget, primarily due to projected retirement payouts.

### **Library Services**

This functional category, Library Services, includes such things as books, movies, music, magazines and newspapers, and programming, among other items. A decrease of \$35,682 or 4.17% is anticipated over the current FY 2020-2021 Amended Budget for electronic databases not renewed.

### **Facilities and Equipment**

Overall, Facilities and Equipment are projected to increase by \$6,175 or 0.60% from the current FY 2020-2021 Amended Budget. Building maintenance costs and Systems maintenance costs increased for an increase in anticipated building maintenance services and computer software maintenance agreements.

### **Other Operating Expenditures**

Other Operating Expenditures includes such items as postage, office supplies, professional services, and staff development, among others. This category proposes an increase of \$10,700 or 4.68% to increase the Staff Development budget to pre-COVID-19 levels.

### **Capital Projects**

Capital projects increased by **\$2,943,940** over the FY 2020-2021 Amended Budget. The LED Lighting project, as recommended by the strategic planning teams and approved by the Library Board, is projected for the FY 2021-2022.

### **Summary**

In summary, total library revenues are estimated to be **\$8,282,542** for FY 2021-2022. Total operating expenditures are estimated to be **\$6,796,500**. Expenditures including capital expenditures are estimated to be **\$10,427,275**. The fund balance is estimated to be **\$9,907,037**. There is a projected **\$2,144,733 planned use of fund balance reserves** for capital improvement projects, including the LED Lighting project.

### **OVERVIEW OF FY 2020-2021 PROPOSED BUDGET – GIFT FUND**

As in past years, the Proposed Gift Fund Budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the CFSEM and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. We assume all gifts will be spent during the year.

The Gift Fund is amended monthly in the financial statements and approved at the regular monthly Library Board meetings. The FY 2021-2022 Proposed Gift Fund Budget includes a column for the FY 2020-2021 Amended Budget, updated for the final estimated activity for February and March, 2021.

### **CLOSING STATEMENT**

The development of the Library's proposed annual budget is an extremely time consuming and significant task for Library Administration. I truly appreciate the effort put forth by the team members who contributed towards the development of the proposed budget. This budget is fiscally responsible and provides the blueprint we need as a library operation in providing exceptional services to our community while at the same time being prudent about how those services are funded. As always, library staff will continue to pursue new and creative ways to improve how we do what we do for the community. I look forward to working with you through the adoption of the FY 2021-2022

budget. I thank all the members of the Library Board and staff for their hard work in preparation and consideration of this budget.

Respectfully submitted,

A handwritten signature in blue ink that reads "Carol Mueller". The signature is written in a cursive style with a large, stylized "C" and "M".

Carol Mueller  
Library Director



Bloomfield Township Public Library  
General Fund Budget

FY April 1, 2020 - March 31, 2021 Amended Budget
FY April 1, 2021 - March 31, 2022 Proposed Budget

ACCOUNT NAME	2019-2020	2020-2021			2021-2022		Column 7 Col. 4 & 6  \$ DIF.	Column 8 Col. 4 & 6  % DIF.	Column 9  % OF TOTAL REV/EXP
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6			
	ACTUALS AS OF MAR 31, 2020	ADOPTED BUDGET AS OF MAR 17, 2020	AMENDED BUDGET AS OF AUG 18, 2020	AMENDED BUDGET AS OF MAR 16, 2021	PRELIMINARY BUDGET AS OF AUG 18, 2020	PROPOSED BUDGET AS OF MAR 16, 2021			
<b><u>Revenues</u></b>									
Taxes	\$7,497,350	\$7,661,343	\$7,756,757	\$7,756,757	\$7,989,460	\$7,989,460	\$232,703	3.00%	96.46%
Penal Fines	\$87,723	\$87,600	\$87,600	\$71,600	\$87,600	\$87,600	\$16,000	22.35%	1.06%
State Aid	\$32,919	\$32,800	\$16,800	\$32,800	\$32,800	\$32,800	\$0	0.00%	0.40%
Circulation Fines and Fees	\$74,854	\$38,250	\$38,250	\$22,500	\$38,250	\$38,250	\$15,750	70.00%	0.46%
Charges for Services	\$13,551	\$14,866	\$7,866	\$651	\$14,866	\$14,866	\$14,215	2183.56%	0.18%
Photocopy Fees	\$187	\$651	\$651	\$651	\$651	\$651			
Room Rental Fees	\$13,364	\$14,215	\$7,215	\$0	\$14,215	\$14,215			
Investment earnings	\$306,442	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$0	0.00%	1.27%
Investment Earnings	\$306,442	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000			
Change in Asset Value	\$0	\$0	\$0	\$0	\$0	\$0			
Miscellaneous	\$14,123	\$14,566	\$9,066	\$3,370	\$14,566	\$14,566	\$11,196	332.23%	0.18%
Miscellaneous Revenue	\$3,030	\$3,370	\$3,370	\$3,370	\$3,370	\$3,370			
Library Shop Revenue	\$3,978	\$4,081	\$2,081	\$0	\$4,081	\$4,081			
Café Revenue	\$7,115	\$7,115	\$3,615	\$0	\$7,115	\$7,115			
Gain (loss) on Sale of Equipment	\$0	\$0	\$0	\$0	\$0	\$0			
Federal Grants	\$0	\$0	\$0	\$50,000	\$0	\$0	(\$50,000)	-100.00%	0.00%
Total Revenues	\$8,026,962	\$7,954,425	\$8,021,339	\$8,042,678	\$8,282,542	\$8,282,542	\$239,864	2.98%	100.00%
<b><u>Expenditures</u></b>									
Personnel	\$4,056,336	\$4,485,881	\$4,495,992	\$4,485,696	\$4,668,582	\$4,696,338	\$210,642	4.70%	69.10%
Salaries & Wages	\$2,870,042	\$3,095,895	\$3,010,164	\$2,999,472	\$3,192,547	\$3,227,457			
Social Security	\$219,037	\$235,841	\$234,638	\$234,164	\$243,847	\$246,518			
Employee Insurances	\$580,771	\$722,623	\$732,093	\$733,038	\$752,998	\$735,805			
Retirement	\$386,486	\$431,522	\$439,097	\$439,022	\$479,190	\$486,558			
Retiree Health Care - OPEB	\$0	\$0	\$80,000	\$80,000	\$0	\$0			
Library Services	\$746,478	\$850,839	\$857,349	\$855,492	\$857,349	\$819,810	(\$35,682)	-4.17%	12.06%
Electronic Services-Databases	\$159,102	\$193,374	\$199,884	\$213,027	\$199,884	193,259			
Electronic Services-OCLC/SkyRiver	\$20,428	\$23,700	\$23,700	\$23,700	\$23,700	\$25,700			
Books	\$290,376	\$337,408	\$337,408	\$337,408	\$337,408	\$331,408			
Processing & Supplies	\$21,613	\$26,462	\$26,462	\$21,462	\$26,462	\$26,462			
Periodicals/Docs./Reference Services	\$80,679	\$64,577	\$64,577	\$64,577	\$64,577	\$64,577			
Music	\$22,494	\$31,053	\$31,053	\$31,053	\$31,053	\$16,553			
Audiobooks	\$70,756	\$70,123	\$70,123	\$70,123	\$70,123	\$70,123			
DVD's	\$47,704	\$62,414	\$62,414	\$60,414	\$62,414	\$50,000			
Accessibility Support Collection	\$6,326	\$10,043	\$10,043	\$8,043	\$10,043	\$10,043			
Programming	\$27,000	\$31,685	\$31,685	\$25,685	\$31,685	\$31,685			
Facilities & Equipment	\$906,339	\$976,341	\$1,030,341	\$1,034,691	\$1,030,341	\$1,040,866	\$6,175	0.60%	15.31%
Repairs/Maintenance Supplies	\$42,041	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000			
Telephone	\$19,223	\$18,350	\$18,350	\$18,350	\$18,350	\$18,350			
Building Insurance	\$70,276	\$70,000	\$74,000	\$74,000	\$74,000	\$74,000			
Public Utilities	\$327,016	\$315,000	\$365,000	\$365,000	\$365,000	\$365,000			
Building Maintenance	\$162,216	\$174,591	\$174,591	\$178,941	\$174,591	\$180,991			
Equipment Maintenance	\$12,854	\$20,910	\$20,910	\$20,910	\$20,910	\$22,910			
Grounds Maintenance	\$64,831	\$94,192	\$94,192	\$94,192	\$94,192	\$94,192			
Computer System Maintenance	\$199,459	\$201,738	\$201,738	\$201,738	\$201,738	\$204,423			
Equipment (Gen'l, Computer & Facility Svcs.)	\$8,423	\$16,560	\$16,560	\$16,560	\$16,560	\$16,000			
Other Operating Expenditures	\$178,212	\$214,586	\$236,586	\$228,786	\$236,586	\$239,486	\$10,700	4.68%	3.52%
Office/Computer Supplies	\$31,033	\$31,000	\$31,000	\$31,000	\$31,000	\$31,700			
Postage	\$9,718	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500			
Professional Services	\$77,893	\$89,551	\$111,551	\$122,551	\$111,551	\$113,551			
Staff Development/Travel	\$22,187	\$29,575	\$29,575	\$10,575	\$29,575	\$29,575			
Printing & Publishing	\$20,076	\$25,050	\$25,050	\$25,050	\$25,050	\$25,050			
Dues & Membership	\$12,233	\$16,830	\$16,830	\$17,030	\$16,830	\$17,030			
Miscellaneous Expenses	\$5,072	\$7,080	\$7,080	\$7,080	\$7,080	\$7,080			
Total Operating Expenditures	\$5,887,365	\$6,527,647	\$6,620,268	\$6,604,665	\$6,792,858	\$6,796,500	\$191,835	2.90%	65.18%
Net Operating Revenue/(Expenditures)	\$2,139,597	\$1,426,778	\$1,401,071	\$1,438,013	\$1,489,684	\$1,486,042			
Capital Projects	\$2,772,666	\$2,458,160	\$1,639,160	\$686,835	\$1,382,680	\$3,630,775	\$2,943,940	428.62%	34.82%
Total Operating & Capital Expenditures	\$8,660,031	\$8,985,807	\$8,259,428	\$7,291,500	\$8,175,538	\$10,427,275	\$3,135,775	43.01%	100.00%
Fund Balance - Beginning	\$11,933,661	\$11,300,592	\$11,300,592	\$11,300,592	\$12,051,770	\$12,051,770			
Net Revenue / (Expenditures)	(\$633,069)	(\$1,031,382)	(\$238,089)	\$751,178	\$107,004	(\$2,144,733)	(\$2,895,911)		
Fund Balance - Ending	\$11,300,592	\$10,269,210	\$11,062,503	\$12,051,770	\$12,158,774	\$9,907,037			
Nonspendable - Prepaid Expenses	23,471	23,471	23,471	23,471	23,471	23,471			
Restricted - None	0	0	0	0	0	0			
Committed - 8 Month Fund Balance	4,351,765	4,351,765	4,413,512	4,403,110	4,528,572	4,531,000			
Assigned - Other Post Employment Benefits (OPEB) Funding	2,940,000	2,940,000	2,940,000	2,940,000	2,940,000	2,940,000			
Assigned - Capital Improvements	3,392,314	2,360,932	3,092,478	4,092,147	4,073,689	1,819,524			
Assigned - Compensated Absences	493,042	493,042	493,042	493,042	493,042	493,042			
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000	100,000	100,000			
Totals	\$11,300,592	\$10,269,210	\$11,062,503	\$12,051,770	\$12,158,774	\$9,907,037			

**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 the remaining amount that is not restricted or unassigned.)

**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**

March 16, 2021

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

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

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **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**

**\$10,427,275**

**Expenditures**

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

**(\$2,144,733)**

**Net Revenue/(Expenditures)**

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

- 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.

**\$8,042,678**

**Revenues**

**\$7,291,500**

**Expenditures**

- FUND BALANCE RESERVES SHALL BE INCREASED BY :

**\$751,178**

**Net Revenue/(Expenditures)**

Motion carried.

\_\_\_\_\_  
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 Proposed Budget

ACCOUNT NAME	2019-2020	2020-2021			2021-2022		Column 7 Col. 4 & 6	Column 8 Col. 4 & 6	Column 9 % OF TOTAL REV/EXP
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6			
	AUDITED	ADOPTED	AMENDED	AMENDED	PRELIMINARY	PROPOSED			
	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET			
	AS OF	AS OF	AS OF	AS OF	AS OF	AS OF			
	MAR 31, 2020	MAR 17, 2020	AUG 18, 2021	MAR 16, 2021	AUG 18, 2020	MAR 16, 2021			
<u>Revenues</u>									
<b>Gift Income</b>	<b>\$74,347</b>	<b>\$500</b>	<b>\$72,635</b>	<b>\$45,334</b>	<b>\$500</b>	<b>\$500</b>	<b>(\$44,834)</b>	<b>-98.90%</b>	<b>71.43%</b>
Gift Revenue	\$14,177	\$500	\$12,464	\$4,464	\$0	\$0			
Friends of the Library	\$55,250	\$0	\$55,250	\$36,610	\$0	\$0			
Atkinson Trust	\$1,297	\$0	\$1,297	\$1,336	\$0	\$0			
BTPL Endowment Fund/Amber Trust	\$265	\$0	\$265	\$0	\$0	\$0			
Myers Scholarship	\$1,525	\$0	\$1,525	\$669	\$500	\$500			
Smith Challenge Grant	\$1,500	\$0	\$1,500	\$1,557	\$0	\$0			
Fair Radom Garden Endowment	\$333	\$0	\$334	\$698	\$0	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Investment Earnings</b>	<b>\$1,281</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>0.00%</b>	<b>28.57%</b>
<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>\$75,628</b>	<b>\$700</b>	<b>\$72,840</b>	<b>\$45,534</b>	<b>\$700</b>	<b>\$700</b>	<b>(\$44,834)</b>	<b>-98.46%</b>	<b>100.00%</b>
<u>Expenditures</u>									
<b>Library Services</b>	<b>\$30,617</b>	<b>\$42,783</b>	<b>\$95,087</b>	<b>\$75,589</b>	<b>\$42,783</b>	<b>\$75,589</b>	<b>\$0</b>	<b>0.00%</b>	<b>46.60%</b>
Electronic Services - Adult	\$0	\$0	\$0	\$5,000	\$0	\$5,000			
Books - Adult	\$2,078	\$3,050	\$13,270	\$5,373	\$3,050	\$5,373			
Books - Youth	\$1,287	\$260	\$3,884	\$2,343	\$260	\$2,343			
Books - Reference	\$0	\$0	\$0	\$0	\$0	\$0			
Processing & Supplies	\$0	\$0	\$49	\$0	\$0	\$0			
Audiobooks - Adult	\$0	\$0	\$2,500	\$5,000	\$0	\$5,000			
Audiobooks - Youth	\$0	\$2,500	\$0	\$5,000	\$2,500	\$5,000			
DVD's - Adult	\$0	\$0	\$0	\$0	\$0	\$0			
DVD's - Youth	\$0	\$0	\$0	\$0	\$0	\$0			
Accessibility Support Collection-AS	\$0	\$0	\$0	\$0	\$0	\$0			
Accessibility Support Collection-YS	\$742	\$621	\$1,151	\$621	\$621	\$621			
Programs - Adult	\$4,462	\$13,112	\$17,689	\$17,712	\$13,112	\$17,712			
Programs - Youth	\$12,986	\$15,404	\$27,927	\$24,704	\$15,404	\$24,704			
Programs - Administration	\$9,062	\$7,836	\$28,617	\$9,836	\$7,836	\$9,836			
<b>Facilities &amp; Equipment</b>	<b>\$27,714</b>	<b>\$32,047</b>	<b>\$41,097</b>	<b>\$34,382</b>	<b>\$32,047</b>	<b>\$34,382</b>	<b>\$0</b>	<b>0.00%</b>	<b>21.20%</b>
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$13,173	\$13,172	\$9,145	\$15,457	\$13,172	\$15,457			
Computer Systems Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
General Equipment	\$14,412	\$18,746	\$31,623	\$18,746	\$18,746	\$18,746			
Computer Equipment	\$129	\$129	\$329	\$179	\$129	\$179			
Facility Service Equipment	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Other Operating Expenditures</b>	<b>\$8,176</b>	<b>\$87,365</b>	<b>\$98,151</b>	<b>\$97,058</b>	<b>\$87,365</b>	<b>\$52,224</b>	<b>(\$44,834)</b>	<b>-46.19%</b>	<b>32.20%</b>
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0	\$0	\$0			
Printing & Publishing	\$3,325	\$3,325	\$3,452	\$5,325	\$3,325	\$5,325			
Myers Scholarship	\$1,225	\$1,225	\$925	\$1,394	\$1,225	\$1,394			
Smith Challenge Grant	\$2,000	\$2,000	\$3,310	\$3,557	\$2,000	\$3,557			
Endowment Fund	\$0	\$0	\$1,661	\$0	\$0	\$0			
Atkinson Fund	\$357	\$301	\$1,858	\$1,637	\$301	\$1,637			
Fair Radom Garden Endowment	\$322	\$322	\$754	\$1,020	\$322	\$1,020			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0	\$0	\$0			
Transfer out to CFSEM	\$365	\$0	\$365	\$0	\$0	\$0			
Bank Service Charges	\$0	\$0	\$0	\$0	\$0	\$0			
Contingency - Designated	\$566	\$80,192	\$83,279	\$80,488	\$80,192	\$35,654			
Director's Discretionary	\$16	\$0	\$2,547	\$3,637	\$0	\$3,637			
Contingency - Undesignated	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Total Expenditures</b>	<b>\$66,507</b>	<b>\$162,195</b>	<b>\$234,335</b>	<b>\$207,029</b>	<b>\$162,195</b>	<b>\$162,195</b>	<b>(\$44,834)</b>	<b>-21.66%</b>	<b>100.00%</b>
<b>Fund Balance - Beginning</b>	<b>\$80,200</b>	<b>\$82,478</b>	<b>\$82,478</b>	<b>\$82,478</b>	<b>\$82,478</b>	<b>\$76,789</b>			
<b>Reserved Fund Balance</b>	<b>\$84,906</b>	<b>\$79,217</b>	<b>\$79,217</b>	<b>\$79,217</b>	<b>\$79,217</b>	<b>\$84,906</b>			
<b>Net Revenue / (Expenditures)</b>	<b>\$9,121</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>			
<b>Fund Balance - Ending</b>	<b>\$174,227</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>			
Nonspendable	\$2,901	\$0	\$0	\$0	\$0	\$0			
Restricted	\$171,326	\$200	\$200	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Totals</b>	<b>\$174,227</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>			

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

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

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

**Assigned:**  
fund balance represents the remaining amount that is not restricted or committed.)

**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  
GIFT FUND**

**March 16, 2021**

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

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

- TO APPROVE ON A TOTAL FUND BASIS THE **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**

**Revenues**

**\$162,195**

**Expenditures**

- TO APPROVE ON A TOTAL FUND BASIS THE **AMENDED** GIFT 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.

**\$45,534**

**Revenues**

**\$207,029**

**Expenditures**

Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



## **Bloomfield Township Public Library**

### **Section 2**

# **Capital Improvements Program**

#### **Table of Contents**

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## **Bloomfield Township Public Library Capital Improvements Program**

The Capital Improvements Program (CIP) provides an opportunity for the various stakeholders of Bloomfield Township Public Library to come together and prepare a plan of the Library's capital improvement needs for the next seven years. These stakeholders include the Library Board of Trustees, Library Administration along with Department Heads, and the Library taxpayers and patrons. While not all of these needs will be met, the CIP provides a way to prioritize these needs and allocate resources to best meet the various demands.

The CIP is a seven-year plan identifying capital projects to be funded over that period. Included in the plan is the year in which the capital item/project will be funded, the duration of the item/project, the source of funding, and the impact, if any, on operational costs once the capital item/project is acquired. All items/projects are prioritized as explained later in this section.

A capital improvements item or project is defined as a major, non-recurring expenditure that incorporates any of the following:

1. The acquisition of land for a public purpose.
2. Any construction of a new facility including engineering design and other pre-construction costs with an estimated cost in excess of \$5,000.
3. A non-reoccurring rehabilitation or major repair of all or part of a building, its grounds, a facility, or its equipment, provided that such costs are more than \$5,000 and the improvement will have a useful life of ten years or more.
4. Purchase of major equipment valued in excess of \$5,000 with a useful life of three years or more.
5. Major studies requiring the employment of outside professional consultants in excess of \$5,000.

The benefits of a thorough and well-planned CIP are numerous. First and foremost, the CIP is a planning tool which, as mentioned earlier, provides a mechanism to allocate scarce resources across competing demands. Second, with a "pay-as-you-go" approach to financing capital projects, overall savings can be realized by avoiding interest and other costs associated with issuing debt. Third, the CIP provides an opportunity for the Library Board, Administration, and key stakeholders to prioritize the needs of this community's library. Finally, the CIP is a budgeting tool. As such, each of the seven years of the program provides a snapshot of that year's potential capital expenditures. Each of these years will be considered individually as that year's Capital Improvement Budget. Hence, the CIP defines the capital needs of the Library for each budget year.

The comprehensive Capital Improvements Program is a "living document" that changes as library needs change. The CIP, an essential and important planning document, provides a direction for large projects and purchases with assigned priorities and funding.

## 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.	\$0	\$15,000	\$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	\$25,000	\$900,000	\$20,000	\$20,000	\$20,000	\$20,000	\$1,025,000
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	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
12	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
13	Admin	Space Needs Assessment	1	7	General Fund	Implement projects as recommended by Administration and approved by Library Board.	\$100,000	\$2,850,000	\$0	\$0	\$0	\$0	\$0	\$2,950,000
14	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.	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$150,000
15	YS	Puppet Theatre	2	15	Gift Fund	Purchase new puppet theatre with funds raised from Fall for Dahl event 10/2016.	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
16	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
17	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
18	Building	Door Access Emergency Maintenance	1	15	General Fund	Emergency door access repair.	\$6,320	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$36,320
19	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



**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
20	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
21	Facilities	Water Remediation	1	15-20	General Fund	Install drainage mitigation system.	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
22	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
23	Information Technology	Self Check Stations	2	5	General Fund	New (7) self check stations for Circulation, Adult Svcs. & Youth Svcs. departments.	\$0	\$29,000	\$0	\$0	\$0	\$0	\$0	\$29,000
24	Information Technology	Digital Displays - After Space Needs Project Completion	3	5	General Fund	Digital Wayfinding Displays	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
25	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
26	AS & YS	Bookends	2	20	General Fund	Replace current bookends with 2,150 free- standing bookends, which are easier to manipulate for the shelvers.	\$0	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$30,000
27	Admin	Consultation Fees for Strategic Planning Process	1	5	General Fund	Consulting fees for implementing the stratgedic planning process over the next 5 years.	\$35,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$85,000
28	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
29	Facilities	Ice Machine for Community Room	1	10	General Fund	Replace broken ice machine in community room.	\$0	\$4,860	\$0	\$0	\$0	\$0	\$0	\$4,860
30	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
31	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
32	Facilities	Terrace Table	1	15	General Fund	Replace broken terrace table	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
33	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
34	Information Technology	Website ADA Compliance Software	1	3	General Fund	Purchase ADA comliant analytical software for the website.	\$10,965	\$10,965	\$10,965	\$10,965	\$10,965	\$10,965	\$10,965	\$76,755
35	Information Technology	Office 365-Work From Home Solutions and Consulting	1	7	General Fund	Office 365 software and consulting for working from home & facility virtual services.	\$18,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$108,000
36	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
37	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



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
38	Facilities	Fire Sprinkler System Maint	1	5	General Fund	Sprinkler System antifreeze replacement in 3 sprinkler systems.	\$8,550	\$0	\$0	\$0	\$0	\$0	\$0	\$8,550
39	Information Technology	Sharepoint Implementation	1	5	General Fund	Implementation and consultation for Office 365.	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
40	Information Technology	Virtual Meeting Room Software - Zoom	1	7	General Fund	Zoom virtual meeting room software for patrons and staff.	\$3,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$33,000
41	Information Technology	VOIP-Telephone Licenses	1	3	General Fund	Telephone system VOIP licenses with 3 year term.	\$0	\$9,000	\$0	\$0	\$0	\$0	\$0	\$9,000
42	Facilities	HVAC-UVC Ventilation System	1	10	General Fund	Ultraviolet anti-viral system irradiates coil biofilm contamination of SARS-C2, Rotavirus, Novovirus, E.Coli, Legionella, etc.	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
43	Facilities	HVAC-Bipolar Ionization System	2	10	General Fund	Ionized anti-virual system to eliminate airborne particulates under 0.03 microns. SARS-C2, Rotavirus, Novovirus, E.Coli, Legionella, etc.	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
44	Facilities	Siemens Archives Climate Control BMS Integration	2	10	General Fund	Archives SATS climate control system was an add-on not implemented into Siemens BMS. System monitoring essential to optimized management.	\$0	\$21,950	\$0	\$0	\$0	\$0	\$0	\$21,950
							\$686,835	\$3,635,775	\$1,792,965	\$440,965	\$327,965	\$365,965	\$312,965	\$7,563,435
CIP Expenditures - Gift Fund Budget							\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
CIP Expenditures - General Fund Budget							\$686,835	\$3,630,775	\$1,792,965	\$440,965	\$327,965	\$365,965	\$312,965	\$7,558,435



# **Bloomfield Township Public Library**

## **Section 3**

### **Budget Line Item Detail**

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General Fund	FY 2020-2021	Amended Budget Detail .....	1-11
General Fund	FY 2021-2022	Proposed Budget Detail .....	12-22
Gift Fund	Description of Accounts .....		23-25

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2020 - March 31, 2021 - <u>AMENDED BUDGET</u>		
	Chart of Account Total	Budget Group Total
TAXES		7,756,757
410.01 TAXES	7,756,757	
DESCRIPTION: Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of 1.0000 mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback).		
FORMULA: Taxable value of property in the township multiplied by the mill calculated by the Township:		
Using the 6/2020 Township generated 2020/2021 prediction of taxable value of \$4,091,548,158, and the Township generated Headlee rates reduced by -.63% Headlee roll back trend in 2020/2021. The first 1.0000 mill is now reduced by the Headlee Amendment to .6685. The second mill is now reduced by the Headlee Amendment to 0.7142. The third mill is now reduced by the Headlee Amendment .5131. Altogether, these mills total 1.8958 after rollback trends are applied. (\$4,091,548,158 x .0018958 = \$7,756,757).		
PENAL FINES		71,600
420.01 PENAL FINES	71,600	
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: 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		22,500
430.01 FINES & FEES	22,500	
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.		
Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years, less 50% for auto renewal and less \$15,750 reduction due to COVID-19.		
CHARGES FOR SERVICES		651
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.		

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

	Chart of Account Total	Budget Group Total
<b>435.01 ROOM RENTAL FEES</b>	-	
<b>DESCRIPTION:</b> The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
<b>FORMULA:</b> Review five-year history of actual fees received, less reduction due to COVID-19.		
<b>INVESTMENT EARNINGS</b>		<b>105,000</b>
<b>454.01 INVESTMENT EARNINGS</b>	<b>105,000</b>	
<b>DESCRIPTION:</b> 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.		
<b>FORMULA:</b> 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 2020-2021 actual YTD receipts.		
<b>455.01 CHANGE IN ASSET VALUE</b>	-	
<b>DESCRIPTION:</b> Changes to market value expected on investments during the current fiscal year.		
<b>FORMULA:</b> Budgeted only at year end due to uncertainty of changes		
The erratic amounts in this line do not allow for prediction.		
<b>MISCELLANEOUS</b>		<b>3,370</b>
<b>460.01 MISCELLANEOUS REVENUE</b>	<b>3,370</b>	
<b>DESCRIPTION:</b> Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
<b>FORMULA:</b> Review two-year history of actual revenue received.		
<b>462.01 LIBRARY SHOP REVENUE</b>	-	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Library Shop.		
<b>FORMULA:</b> Review two-year history of actual fees received, less 100% reduction due to COVID-19.		
<b>463.01 CAFÉ REVENUE</b>	-	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Café.		
<b>FORMULA:</b> Review two-year history of actual fees received, less 100% reduction due to COVID-19.		
<b>470.01 SALE OF USED EQUIPMENT</b>	-	
<b>DESCRIPTION:</b> Revenue received from the sale of used library equipment.		
<b>FORMULA:</b> Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings.		
No sale planned during the year.		
<b>502.01 FEDERAL GRANTS</b>		<b>50,000</b>
<b>DESCRIPTION:</b> Grant revenue received from the 2020 CARES Act.	<b>50,000</b>	
<b>FORMULA:</b> Reimbursable public health expenses incurred in 2020 due to COVID-19.		

<b>TOTAL ESTIMATED REVENUES</b>		
<b>Fiscal Year April 1, 2020 - March 31, 2021</b>	<b>Adopted March 2020</b>	<b>\$7,954,425</b>
	<b>Amended August 2020</b>	<b>\$8,021,339</b>
	<b>Proposed March 2021</b>	<b><u>\$8,042,678</u></b>

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.

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

Ancestry.com

Data Axle-ReferenceSolutions

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

Plunkett Online

FROM THE LIBRARY NETWORK

Consumer Reports

DIRECT PURCHASES

Alexander Press - Music Online

Brainfuse

Bridgeall/Collection HQ

Creative Bug

Gale Courses

EBSCO - Fold3

EBSCO - NoveList, split with YS

GALE-Nat'l Geographic, incl kids version

GALE-Testing Educ. Resource Ctr.

Hoopla

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,485,696
	2,999,472	2,999,472	
	234,164	234,164	
	733,038	733,038	
	286,022	286,022	
	153,000	153,000	
	80,000	80,000	
			855,492
		213,027	
	152,987		
	1,105		
	4,230		
	4,000		
	1,100		
	645		
	2,850		
	2,850		
	1,365		
	1,163		
	4,620		
	6,750		
	1,150		
	3,333		
	1,395		
	1,967		
	874		
	2,190		
	39,600		

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
	Infobase Publishing-Writer's Ref. Ctr.	790			
	Kanopy	6,000			
	Library Aware/Next Reads	1,890			
	Lynda.com	6,510			
	National Geographic	35			
	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	<b>ELECTRONIC SERVICES - YOUTH</b>		60,040		
	<b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	<b>FORMULA :</b> Current year budget				
	<u>DIRECT PURCHASES</u>				
	Britannica ImageQuest	1,369			
	Book Fix	1,090			
	Bridgeall/Collection HQ	4,500			
	Hoopla	41,000			
	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	<b>ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive</b>		23,700	23,700	
	<b>DESCRIPTION:</b> Fees for a specific electronic database used for the cataloging of materials.				
	<b>FORMULA :</b> Current year budget				
	SkyRiver	21,700			
	Overdrive	2,000			
	<b>BOOKS/MATERIALS</b>			337,408	
9401.01	<b>BOOKS-ADULT</b>	171,866	171,866		
	<b>DESCRIPTION:</b> Circulating physically printed books and electronically produced books purchased for adults.				
	<b>FORMULA :</b> Current year budget				
9403.01	<b>BOOKS-YOUTH</b>	121,828	121,828		
	<b>DESCRIPTION:</b> Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	<b>FORMULA :</b> Current year budget				
9404.01	<b>BOOKS-REFERENCE</b>	42,599	42,599		
	<b>DESCRIPTION:</b> Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	<b>FORMULA :</b> Current year budget				
9405.01	<b>MATERIALS-TECHNICAL SERVICES</b>	100	100		
	<b>DESCRIPTION:</b> Materials purchased to assist in cataloging.				
	<b>FORMULA :</b> Current year budget				
9406.01	<b>MATERIALS-SYSTEMS</b>	515	515		
	<b>DESCRIPTION:</b> Materials purchased to assist in Systems work and training.				
	<b>FORMULA :</b> Current year budget				
9407.01	<b>MATERIALS-ADMINISTRATION</b>	500	500		
	<b>DESCRIPTION:</b> Materials purchased to assist Administration activities.				
	<b>FORMULA :</b> Current year budget				
9442.01	<b>PROCESSING &amp; SUPPLIES</b>	21,462	21,462	21,462	
	<b>DESCRIPTION:</b> Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials.				



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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
FORMULA : Current year budget					
PERIODICALS/DOCUMENTS/SERVICES				64,577	
9451.01	PERIODICALS, NEWSLETTERS & MICROFORMS	49,209	49,209		
DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.					
FORMULA : Current year budget					
Includes: Rbdigital \$5,000, WT Cox \$30,000					
9453.01	REFERENCE SERVICES		15,368		
DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.					
FORMULA : Current year budget					
Commerce Clearing House (CCH)		1,265			
Financial Info Stock Guide		3,750			
Government Documents		2,500			
Institute for Continuing Legal Education(ICLE)		600			
Lexis Nexis		800			
RIA		1,303			
West		350			
Unplanned additional services		4,800			
MUSIC				31,053	
9501.01	ADULT		27,553		
DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.					
FORMULA : Current year budget					
Freegal Music		13,000			
Regular music purchases		14,553			
9502.01	YOUTH		3,500		
DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.					
FORMULA : Current year budget					
Freegal Music and TBD		2,000			
Regular music purchases		1,500			
AUDIOBOOKS				70,123	
9511.01	ADULT	52,710	52,710		
DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.					
FORMULA: Current year budget					
9512.01	YOUTH	17,413	17,413		
DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for					
FORMULA : Current year budget					
DVDS				60,414	
9531.01	ADULT	50,414	50,414		
DESCRIPTION: DVD materials purchased by Adult Services for circulation.					
FORMULA : Current year budget					
9532.01	YOUTH	10,000	10,000		
DESCRIPTION: DVD materials purchased by Youth Services for circulation.					
FORMULA : Current year budget					
ACCESSIBILITY SUPPORT COLLECTION				8,043	
9541.01	ADULT	4,893	4,893		
DESCRIPTION: Print and non-print materials specific to ASC.					
FORMULA : Current year budget					
9542.01	YOUTH	3,150	3,150		
DESCRIPTION: Print and non-print materials specific to ASC.					
FORMULA : Current year budget					

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
				25,685	
		10,000	10,000		
		13,685	13,685		
			1,500		
		1,000			
		500			
		500	500		
					1,034,691
			65,000	65,000	
		15,000			
		17,500			
		32,500			
			18,350	18,350	
		3,200			
		150			
		1,000			
		14,000			
		74,000	74,000	74,000	

PROGRAMMING	
9561.01	<p><b>ADULT</b></p> <p><b>DESCRIPTION:</b> 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.</p> <p><b>FORMULA :</b> Current year budget</p> <p>All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.</p> <p>Major programs include:</p> <p>Concerts</p> <p>Summer Reading</p>
9562.01	<p><b>YOUTH</b></p> <p><b>DESCRIPTION:</b> 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.</p> <p><b>FORMULA :</b> Current year budget</p> <p>All speakers, program-specific printing, incentives for participation, photo records of Youth programming.</p> <p>Major programs include:</p> <p>First Grade Reader's Rally</p> <p>Book Discussions</p> <p>Summer Reading</p> <p>Spooktacular</p>
9564.01	<p><b>ADMINISTRATION</b></p> <p><b>DESCRIPTION:</b> 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.</p> <p><b>FORMULA :</b> Current year budget</p> <p>All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc.</p> <p>Major programs include:</p> <p>community collaboration event</p> <p>community partnering for library-wide programs</p> <p>Volunteer reception and other volunteer expenses</p>
9565.01	<p><b>SYSTEMS</b></p> <p><b>DESCRIPTION:</b> 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.</p> <p><b>FORMULA :</b> Current year budget</p> <p>All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.</p> <p>Major programs include:</p> <p>Hosting of Metro Net and technology events</p>
FACILITIES AND EQUIPMENT	
7750.01	<p><b>REPAIRS &amp; MAINTENANCE SUPPLIES</b></p> <p><b>DESCRIPTION:</b> 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.</p> <p><b>FORMULA :</b> Current year budget</p> <p>Lighting Repair Services</p> <p>HVAC replacement of parts &amp; filters</p> <p>All other needs</p>
8500.01	<p><b>TELEPHONE</b></p> <p><b>DESCRIPTION:</b> Telephone and cell phones services.</p> <p><b>FORMULA :</b> Current year budget</p> <p>Cell phones (Verizon)</p> <p>Emergency use cell phone</p> <p>Pay phone service for patrons</p> <p>PRI lines for phone lines (with long distance)</p>
9100.01	<p><b>BUILDING INSURANCE</b></p> <p><b>DESCRIPTION:</b> Annual payment to Bloomfield Twp for Building and Contents, Boiler &amp; Machinery and Liability.</p> <p><b>FORMULA :</b> Average last two years' expense</p>



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

[illegible]

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	
9360.01	<b>COMPUTER SYSTEM MAINTENANCE</b> <b>DESCRIPTION:</b> Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades. <b>FORMULA :</b> Current year budget Adobe Creative Suite Subscription Baker&Taylor - The Content Café Baker&Taylor Titlesource360 (TS request) Barracuda Web Filter - YS Internet filtering soft/hardware Box Solutions intranet connect maintenance Cisco equipment maintenance contract Comcast - digital receivers Comcast - high speed modem subscription Envisionware Mobile Printing Subscription Envisionware annual maintenance E*vanced Meeting Room Booking maintenance Graphic Science Digitalization Station Maint. Godaddy SSL certificaiton for site license: includes Encore, WebPac, Outlook, etc. HVAC Building Automation System Tech Support (Fac request) Innovative Encore subscription Innovative maintenance contract OCLC EZProxy Hosting VoIP Phone system on-call maintenance Sage 50 Accounting upgrade and maintenance Sage 50 FAS Inventory SupportPlus contract Symantec Anti-virus software maintenance Techlogic AMH sorting system maintenance (Circ request) TLN - Deep Freeze, pub. web browser license, & Microsoft Live Website hosting - OPUS Interactive, Liquid Web, Seruci Payflow Ann'l Fee & Mo. Fee Sierra/Encore Hosting Backup Veeam Subscription with Spam Filter  <b>EQUIPMENT</b>		201,738	201,738		
		3,000				
		2,300				
		2,840				
		2,550				
		3,300				
		9,500				
		1,000				
		1,000				
		725				
		12,000				
		550				
		590				
		1,500				
		11,046				
		12,500				
		68,000				
		2,700				
		2,000				
		2,450				
		2,525				
		2,550				
		21,012				
		550				
		1,200				
		1,700				
		21,000				
		11,650				
					16,560	
		9771.01	<b>GENERAL EQUIPMENT</b> <b>DESCRIPTION:</b> Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment. <b>FORMULA :</b> Current year budget Director's Discretionary		2,500	
9772.01	<b>COMPUTER EQUIPMENT</b> <b>DESCRIPTION:</b> Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense. <b>FORMULA :</b> Current year budget Batteries for meeting room equipment Computer Equipment Hazardous equipment disposal Headset replacement Printer replacement for staff Scanner replacement		14,060			
		200				
		10,000				
		300				
		1,000				
		2,000				
		560				
					228,786	
		7270.01	<b>OFFICE SUPPLIES</b> <b>DESCRIPTION:</b> Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers. <b>FORMULA :</b> Current year budget Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies Copier cards Eco-Smart supplies, pads, polishes + % increase Circulation Dept. - Receipt paper		31,000	31,000
7280.01	<b>POSTAGE</b> <b>DESCRIPTION:</b> Postage for daily metered mail . <b>FORMULA :</b> Current year budget Regular postage needs (includes Library by Mail) Annual Bulk Mailing Permit Quarterly newsletter mailing		15,500	15,500		
		6,780				
		220				
		8,500				

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		
				122,551			
			25,000				
8011.01	ACCOUNTING DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services. FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary						
		25,000					
8012.01	AUDIT DESCRIPTION: Annual fee charged by our auditing firm. FORMULA : Current year budget Audit		15,000				
		15,000					
8013.01	CONSULTANT DESCRIPTION: Fees for consultants such as strategic planning or interior designer. FORMULA : Current year budget IT Consulting Other		15,000				
		10,000					
		5,000					
8014.01	CONTRACTS DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services. FORMULA : Current year budget RIDES delivery fee Message on Hold Unique Management - collection agency Facebook Advertising		9,056				
		4,000					
		1,000					
		3,756					
		300					
		15,000	15,000				
8015.01	LEGAL DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters. FORMULA : Current year budget						
8016.01	INVESTMENT COUNSELING DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract. FORMULA : Approx. .28% of average portfolio balance Investment Counseling Fees		24,000				
		24,000					
8018.01	INTERNET SERVICE PROVIDER (ISP) DESCRIPTION: This provides for the costs of our Internet access and consultant fees. FORMULA : Current year budget + Metro Net meeting information Internet Opti-e-man charges from TLN		19,495				
		19,495					
				10,575			
8601.01	CONFERENCES & WORKSHOPS DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings. FORMULA : Staff number, formula by classification, projected Staff Development Day cost Department Conference/Workshops Staff Development Day All-staff meetings Director's Discretionary Staff Service Awards III Users' Group Nat. Conf. (3 attendees @ \$350) Rotating National Conference (4 attendees @ \$500) MIUG Conference (3 attendees @ \$50 ea.) MLA Conference (8 attendees at \$150) Board Professional Development Reduction Due To Covid-19		7,375				
		875					
		5,500					
		300					
		950					
		1,750					
		1,150					
		2,000					
		150					
		1,200					
		500					
		(7,000)					
		8602.01	MILEAGE & TRAVEL DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here. FORMULA : Current year budget III Users' Group travel (3 attendees @ \$1,700) Rotating National Conference (4 attendees @ \$1,700) MIUG Conference (3 attendees @ \$200 ea.) MLA Conference (8 attendees at \$200)		3,200		
5,100							
6,800							
600							
	1,600						

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
	Mileage & misc. travel	1,100			
	Reduction Due To Covid-19	(12,000)			
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		17,030	17,030	
	DESCRIPTION: Memberships in professional and community organizations for the library.				
	FORMULA : Current year budget				
	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	1,200			
	Professional Memberships for eligible employees	5,000			
	MISCELLANEOUS EXPENSE			7,080	
9990.01	BANK SERVICE CHARGES		4,720		
	DESCRIPTION: Fees charged by financial institutions.				
	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		686,835	686,835	686,835
	DESCRIPTION: Special or one-time costs for major projects.				
	FORMULA : Budget requests				
	Computers/Laptops-Staff	53,000			
	Flooring	40,000			
	Furniture Replacement, COVID PPE/distancing mats/faucets incl.	50,000			
	Exterior Concrete & Asphalt	20,000			
	HVAC Emergency	60,000			
	Space Needs Assessment	100,000			
	HVAC Equipment	50,000			
	Emergency Plumbing & Electrical Repair	50,000			
	Cedar Fascia Maint. & Exterior Woodwork Restoration	25,000			
	Door Access Emergency Maintenance	6,320			
	10,000 Patron Library Cards	15,000			
	IT Disaster Planning Consultant & Audit	20,000			
	Scheduler & Timesheet Software	6,000			
	Water Remediation	45,000			
	Consultation Fees for Strategic Planning Process	35,000			
	(20) Tablets for Trustees and Staff	20,000			
	Patron Email Software	6,000			
	Reserve for Special Cleaning Services. COVID deep cleaning incl.	20,000			
	Terrace Table	5,000			
	Key Scan System Upgrade	20,000			
	Website ADA Compliance	10,965			
	Office 365-Work From Home Solutions/Consulting	18,000			

**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
8,550			
3,000			

Adopted March 2020	\$8,985,807
Preliminary August 2020	\$8,259,428
Proposed March 2021	\$7,291,500



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2021 - March 31, 2022 - <u>PROPOSED BUDGET</u>		
	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
<b>TAXES</b>		<b>7,989,460</b>
<b>410.01 TAXES</b>	<b>7,989,460</b>	
<b>DESCRIPTION:</b> Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of 1.0000 mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback). <b>FORMULA :</b> Taxable value of property in the township multiplied by the mill calculated by the Township: 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.		
		<b>87,600</b>
	<b>87,600</b>	
<b>420.01 PENAL FINES</b> <b>DESCRIPTION:</b> The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year. <b>FORMULA :</b> Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2010 population is 41,070.		
		<b>32,800</b>
	<b>32,800</b>	
<b>422.01 STATE AID</b> <b>DESCRIPTION:</b> Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount. <b>FORMULA :</b> For August, review two-year history of actual State Aid received. For March, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2010 population is 41,070.		
		<b>38,250</b>
	<b>38,250</b>	
<b>430.01 FINES &amp; FEES</b> <b>DESCRIPTION:</b> Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials. <b>FORMULA :</b> Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures. Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years, less 50% for auto renewal.		
		<b>14,866</b>
	<b>651</b>	
<b>432.01 PHOTOCOPY FEES</b> <b>DESCRIPTION:</b> 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. <b>FORMULA :</b> Review two-year history of actual fees received.		
	<b>14,215</b>	
<b>435.01 ROOM RENTAL FEES</b> <b>DESCRIPTION:</b> The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		

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

	Chart of Account Total	Budget Group Total
<b>FORMULA</b> : Review five-year history of actual fees received. Review impact of any significant changes in meeting room availability.		
<b>INVESTMENT EARNINGS</b>		105,000
	105,000	
<b>454.01 INVESTMENT EARNINGS</b>		
<b>DESCRIPTION</b> : 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.		
<b>FORMULA</b> : 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 2020-2021 actual YTD receipts.		
<b>455.01 CHANGE IN ASSET VALUE</b>	-	
<b>DESCRIPTION</b> : Changes to market value expected on investments during the current fiscal year.		
<b>FORMULA</b> : Budgeted only at year end due to uncertainty of changes		
The erratic amounts in this line do not allow for prediction.		
<b>MISCELLANEOUS</b>		14,566
	3,370	
<b>460.01 MISCELLANEOUS REVENUE</b>		
<b>DESCRIPTION</b> : Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
<b>FORMULA</b> : Review two-year history of actual revenue received.		
<b>462.01 LIBRARY SHOP REVENUE</b>	4,081	
<b>DESCRIPTION</b> : Revenue received from the sale of items in the Library Shop.		
<b>FORMULA</b> : Review two-year history of actual fees received.		
<b>463.01 CAFÉ REVENUE</b>	7,115	
<b>DESCRIPTION</b> : Revenue received from the sale of items in the Café.		
<b>FORMULA</b> : Review two-year history of actual fees received.		
<b>470.01 SALE OF USED EQUIPMENT</b>	-	
<b>DESCRIPTION</b> : Revenue received from the sale of used library equipment.		
<b>FORMULA</b> : Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings.		
No sale planned during the year.		

<b>TOTAL ESTIMATED REVENUES</b>		
Fiscal Year April 1, 2021 - March 31, 2022		
	Preliminary August 2020	\$8,282,542
	Proposed March 2021	<u><u>\$8,282,542</u></u>

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

PERSONNEL

7020.01	<b>SALARIES AND WAGES</b> <b>DESCRIPTION:</b> Salaries for full-time, part-time, and substitute staff <b>FORMULA :</b> 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	<b>SOCIAL SECURITY</b> <b>DESCRIPTION:</b> Federal Social Security and Medicare taxes on employee wages. <b>FORMULA :</b> Projected Wages (x) current tax rate (7.65%)
7190.01	<b>EMPLOYEE INSURANCES</b> <b>DESCRIPTION:</b> 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. <b>FORMULA :</b> Current year budget + projected estimate 0% increase.
7220.01	<b>RETIREMENT</b> <b>DESCRIPTION:</b> 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. <b>FORMULA :</b> 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	<b>RETIREE HEALTH CARE - OPEB</b> <b>DESCRIPTION:</b> 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. <b>FORMULA :</b> Actuary determined funding of OPEB liability.

LIBRARY SERVICES

ELECTRONIC SERVICES - DATABASES

8301.01	<b>ELECTRONIC SERVICES - ADULT</b> <b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services. <b>FORMULA :</b> Current year budget <u>FROM METRO NET</u> Ancestry.com Data Axle - ReferenceSolutions 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 <u>FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE</u> Plunkett Online <u>FROM THE LIBRARY NETWORK</u> Consumer Reports <u>DIRECT PURCHASES</u> Alexander Press - Music Online Brainfuse Creative Bug Gale Courses EBSCO - Fold3 EBSCO - NoveList, split with YS GALE-Nat'l Geographic, incl kids version Hoopla Infobase Publishing-Writer's Ref. Ctr. Kanopy
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Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,696,338
	3,227,457	3,227,457	
	246,518	246,518	
	735,805	735,805	
	296,158	296,158	
	190,400	190,400	
	-	-	
			819,810
		193,259	
	143,121		
	1,105		
	4,230		
	4,000		
	1,100		
	645		
	2,850		
	2,850		
	1,365		
	1,163		
	2,920		
	1,150		
	3,333		
	1,395		
	1,967		
	874		
	53,141		
	790		
	6,000		



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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
		Lynda.com	6,510		
		National Geographic	35		
		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		
		World Trade Press A-Z world travel	500		
		Unplanned additional costs	4,000		
		Morningstar	7,100		
		Standard & Poors/NetAdvantage	8,500		
		ValueLine	6,500		
		Zoobean (Beanstack)	798		
8303.01	<b>ELECTRONIC SERVICES - YOUTH</b>		50,138		
	<b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	<b>FORMULA :</b> Current year budget				
	<u>DIRECT PURCHASES</u>				
	Britannica ImageQuest	1,369			
	Book Fix	1,090			
	Brainfuse	1,700			
	Hoopla	34,500			
	Little Pim	2,000			
	National Geographic	531			
	World Almanac for Kids	2,050			
	World Book Suite	2,200			
	World Book-Arabic (Kids eLearn)	400			
	Novelist Select	2,500			
	Zoobean (Beanstack)	798			
	Unplanned additional costs	1,000			
8302.01	<b>ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive</b>		25,700	25,700	
	<b>DESCRIPTION:</b> Fees for a specific electronic database used for the cataloging of materials.				
	<b>FORMULA :</b> Current year budget				
	SkyRiver	23,700			
	Overdrive	2,000			
	<b>BOOKS/MATERIALS</b>			331,408	
9401.01	<b>BOOKS-ADULT</b>	183,465	183,465		
	<b>DESCRIPTION:</b> Circulating physically printed books and electronically produced books purchased for adults.				
	<b>FORMULA :</b> Current year budget				
9403.01	<b>BOOKS-YOUTH</b>	121,828	121,828		
	<b>DESCRIPTION:</b> Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	<b>FORMULA :</b> Current year budget				
9404.01	<b>BOOKS-REFERENCE</b>	25,000	25,000		
	<b>DESCRIPTION:</b> Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	<b>FORMULA :</b> Current year budget				
9405.01	<b>MATERIALS-TECHNICAL SERVICES</b>	100	100		
	<b>DESCRIPTION:</b> Materials purchased to assist in cataloging.				
	<b>FORMULA :</b> Current year budget				
9406.01	<b>MATERIALS-SYSTEMS</b>	515	515		
	<b>DESCRIPTION:</b> Materials purchased to assist in Systems work and training.				
	<b>FORMULA :</b> Current year budget				
9407.01	<b>MATERIALS-ADMINISTRATION</b>	500	500		
	<b>DESCRIPTION:</b> Materials purchased to assist Administration activities.				
	<b>FORMULA :</b> Current year budget				
9442.01	<b>PROCESSING &amp; SUPPLIES</b>	26,462	26,462	26,462	
	<b>DESCRIPTION:</b> Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials.				
	<b>FORMULA :</b> Current year budget				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
				64,577	
9451.01	PERIODICALS, NEWSLETTERS & MICROFORMS	49,209	49,209		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.				
	FORMULA : Current year budget				
	Includes: WT Cox \$30,000				
9453.01	REFERENCE SERVICES		15,368		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.				
	FORMULA : Current year budget				
	Commerce Clearing House (CCH)	1,265			
	Financial Info Stock Guide	3,750			
	Government Documents	2,500			
	Institute for Continuing Legal Education(ICLE)	600			
	Lexis Nexis	800			
	RIA	1,303			
	West	350			
	Unplanned additional services	4,800			
				16,553	
			14,553		
9501.01	ADULT				
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	14,553			
9502.01	YOUTH		2,000		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	2,000			
				70,123	
9511.01	ADULT	52,710	52,710		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.				
	FORMULA: Current year budget				
9512.01	YOUTH	17,413	17,413		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, Wonderbooks and downloadable audio books purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
				50,000	
9531.01	ADULT	40,000	40,000		
	DESCRIPTION: DVD materials purchased by Adult Services for circulation				
	FORMULA : Current year budget				
9532.01	YOUTH	10,000	10,000		
	DESCRIPTION: DVD materials purchased by Youth Services for circ .				
	FORMULA : Current year budget				
				10,043	
9541.01	ADULT	4,893	4,893		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA : Current year budget				
9542.01	YOUTH	5,150	5,150		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA : Current year budget				
				31,685	
9561.01	ADULT	10,000	10,000		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	<b>FORMULA</b> : 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	<b>YOUTH</b>	19,685	19,685		
	<b>DESCRIPTION:</b> 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.				
	<b>FORMULA</b> : 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	<b>ADMINISTRATION</b>		1,500		
	<b>DESCRIPTION:</b> 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.				
	<b>FORMULA</b> : 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	<b>SYSTEMS</b>	500	500		
	<b>DESCRIPTION:</b> 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.				
	<b>FORMULA</b> : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				
	Hosting of Metro Net and technology events				
<b>FACILITIES AND EQUIPMENT</b>					1,040,866
7750.01	<b>REPAIRS &amp; MAINTENANCE SUPPLIES</b>		65,000	65,000	
	<b>DESCRIPTION:</b> 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.				
	<b>FORMULA</b> : Current year budget				
	Lighting Repair Services	15,000			
	HVAC replacement of parts & filters	17,500			
	All other needs	32,500			
8500.01	<b>TELEPHONE</b>		18,350	18,350	
	<b>DESCRIPTION:</b> Telephone and cell phones services.				
	<b>FORMULA</b> : Current year budget				
	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	<b>BUILDING INSURANCE</b>	74,000	74,000	74,000	
	<b>DESCRIPTION:</b> Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	<b>FORMULA</b> : Average last two years' expense				
	<b>UTILITIES</b>			365,000	
9201.01	<b>ELECTRICITY</b>	269,000	269,000		
	<b>DESCRIPTION:</b> Payments made for electricity.				
	<b>FORMULA</b> : Average last two years' expense				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

GENERAL FUND EXPENDITURE LINE BREAKDOWN

April 1, 2021 - March 31, 2022 - PROPOSED BUDGET

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
9202.01	<b>NATURAL GAS</b> <b>DESCRIPTION:</b> Payments made for heat. <b>FORMULA :</b> Average last two years' expense	61,000	61,000		
9203.01	<b>WATER</b> <b>DESCRIPTION:</b> Payments made for water. <b>FORMULA :</b> Average last two years' expense	35,000	35,000		
9300.01	<b>BUILDING MAINTENANCE</b> <b>DESCRIPTION:</b> Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance. <b>FORMULA :</b> Current year budget Boiler inspection State fees Incidentals/fines for Boilers Boiler & chilled water treatment services Carpet cleaning maintenance YS-Storytime carpets & carpet square cleaning Pest Control Svcs. Cleaning - general Auto-door maint contract & parts replacement Elevator Maintenance Agreement Elevator Category 1 No-load Safety Test Fire Suppression System service agreement Fire extinguisher recharge Flag service Generator contract & emergency service Siemens Automation - repair service & tech support HVAC - annual contract fee Lift Station Pump maintenance Security system - alarm monitoring Potable water system back flow inspection Solid Waste removal service ERG Environ - haz-mat disposal & recycling Window Cleaning - annual WON door and lobby gate maintenance Unplanned conditions & repair needs Furniture/Chair cleaning Cintas matting and towel service COVID-19 Protective Supplies		180,991	180,991	
		400			
		120			
		4,000			
		10,060			
		650			
		2,200			
		70,000			
		3,675			
		3,264			
		1,400			
		4,000			
		2,000			
		910			
		2,400			
		5,000			
		14,922			
		5,400			
		24,000			
		1,260			
		2,970			
		3,500			
		4,400			
		300			
		2,000			
		7,160			
		1,500			
		3,500			
9330.01	<b>EQUIPMENT MAINTENANCE</b> <b>DESCRIPTION:</b> Contracts for telephone system, copying/microform equipment maintenance, postage meter. <b>FORMULA :</b> Current year budget CBS copier vending EcoSenior DiscRepair/Inspector (warranty) Postage meter rental, maintenance and fees Work area and public copiers Microfilm reader (AS request) 1-yr contract Eco-Smart Auto, repair disc, repair/cleaner warranty. Tech Logic Spare Parts for AMH		22,910	22,910	
		4,000			
		700			
		2,390			
		13,000			
		600			
		520			
		1,700			
9350.01	<b>GROUNDS MAINTENANCE</b> <b>DESCRIPTION:</b> Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds. <b>FORMULA :</b> Current year budget Lawn fertilizer Tree fertilizer & Arbor Services (American Tree Arborists) Lawn maintenance (includes spring/fall clean ups & lawn repair) Snow removal seasonal contract Clearing and salting of parking lot and walkways Garden maintenance (Goldner Walsh) Irrigation start up,shut down, repairs & modifications Mulching Tree bed weeding Unplanned grounds maintenance		94,192	94,192	
		2,472			
		5,000			
		16,480			
		13,400			
		20,000			
		12,750			
		4,000			
		10,403			
		4,687			
		5,000			
9360.01	<b>COMPUTER SYSTEM MAINTENANCE</b> <b>DESCRIPTION:</b> Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades. <b>FORMULA :</b> Current year budget Adobe Creative Suite Subscription Baker&Taylor - The Content Café Baker&Taylor Titlesource360 (TS request) Barracuda Web Filter - YS Internet filtering soft/hardware		204,423	204,423	
		3,000			
		2,300			
		2,840			
		2,550			



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

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	Box Solutions intranet connect maintenance	3,400		
	Cisco equipment maintenance contract	4,000		
	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 certificaiton for site license: includes Encore, WebPac, Outlook, etc.	1,500		
	Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006		
	Innovative Encore subscription	12,500		
	Innovative maintenance contract	73,000		
	OCLC EZProxy Hosting	2,800		
	Sage 50 Accounting upgrade and maintenance	3,000		
	Sage 50 FAS Inventory SupportPlus contract	3,000		
	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		
	Payflow Ann'l Fee & Mo. Fee	1,100		
	Sierra Cloud Hosting	23,000		
	Barracuda Archiver	1,200		
	WP Engine Web Hosting \$115x12	1,400		
	Streamyard	250		
	Backup Veeam Subscription with Spam Filter	9,600		
			16,000	
9771.01	GENERAL EQUIPMENT	2,500		
	DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.			
	FORMULA : Current year budget			
	Director’s Discretionary	2,500		
9772.01	COMPUTER EQUIPMENT	13,500		
	DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.			
	FORMULA : Current year budget			
	Batteries for meeting room equipment	200		
	Computer Equipment	10,000		
	Hazardous equipment disposal	300		
	Headset replacement	1,000		
	Printer replacement for staff	2,000		
				239,486
7270.01	OFFICE SUPPLIES	31,700	31,700	
	DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.			
	FORMULA : Current year budget			
	Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies	25,300		
	Copier cards	2,400		
	Eco-Smart supplies, pads, polishes + % increase	800		
	Circulation Dept. - Receipt paper	3,200		
7280.01	POSTAGE	15,500	15,500	
	DESCRIPTION: Postage for daily metered mail .			
	FORMULA : Current year budget			
	Regular postage needs (includes Library by Mail)	6,780		
	Annual Bulk Mailing Permit	220		
	Quarterly newsletter mailing	8,500		
			113,551	
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		

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
8012.01	<b>AUDIT</b> <b>DESCRIPTION:</b> Annual fee charged by our auditing firm. <b>FORMULA :</b> Current year budget Audit		16,000		
		16,000			
8013.01	<b>CONSULTANT</b> <b>DESCRIPTION:</b> Fees for consultants such as strategic planning or interior designer. <b>FORMULA :</b> Current year budget IT Consilting Other		15,000		
		10,000			
		5,000			
8014.01	<b>CONTRACTS</b> <b>DESCRIPTION:</b> Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services. <b>FORMULA :</b> Current year budget RIDES delivery fee Message on Hold Unique Management - collection agency Facebook Advertising		9,056		
		4,000			
		1,000			
8015.01	<b>LEGAL</b> <b>DESCRIPTION:</b> Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters. <b>FORMULA :</b> Current year budget				
8016.01	<b>INVESTMENT COUNSELING</b> <b>DESCRIPTION:</b> Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract. <b>FORMULA :</b> Approx. .28% of average portfolio balance Investment Counseling Fees		24,000		
		24,000			
8018.01	<b>INTERNET SERVICE PROVIDER (ISP)</b> <b>DESCRIPTION:</b> This provides for the costs of our Internet access and consultant fees. <b>FORMULA :</b> Current year budget + Metro Net meeting information Internet Opti-e-man charges from TLN		19,495		
		19,495			
<b>STAFF DEVELOPMENT &amp; TRAVEL</b>					
8601.01	<b>CONFERENCES &amp; WORKSHOPS</b> <b>DESCRIPTION:</b> 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. <b>FORMULA :</b> Staff number, formula by classification, projected Staff Development Day cost Department Conference/Workshops Staff Development Day All-staff meetings Director's Discretionary Staff Service Awards III Users' Group Nat. Conf. (3 attendees @ \$350) Rotating National Conference (4 attendees @ \$500) MIUG Conference (3 attendees @ \$50 ea.) MLA Conference (8 attendees at \$150) Board Professional Development		14,375		
8602.01	<b>MILEAGE &amp; TRAVEL</b> <b>DESCRIPTION:</b> 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. <b>FORMULA :</b> Current year budget III Users' Group travel (3 attendees @ \$1,700) Rotating National Conference (4 attendees @ \$1,700) MIUG Conference (3 attendees @ \$200 ea.) MLA Conference (8 attendees at \$200) Mileage & misc. travel		15,200		
9000.01	<b>PRINTING &amp; PUBLISHING</b> <b>DESCRIPTION:</b> 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. <b>FORMULA :</b> Current year budget		25,050	25,050	

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	Community mailings/printings/advertising	3,000			
	Quarterly printed newsletter	21,000			
	Advertising fees for job postings	1,050			
9550.01	DUES & MEMBERSHIPS		17,030	17,030	
	DESCRIPTION: Memberships in professional and community organizations for the library.				
	FORMULA : Current year budget				
	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	1,200			
	Professional Memberships for eligible employees	5,000			
	MISCELLANEOUS EXPENSE			7,080	
9990.01	BANK SERVICE CHARGES		4,720		
	DESCRIPTION: Fees charged financial institutions.				
	FORMULA : Current year budget				
	All bank fees	2,000			
	Paypal fees	720			
	Ecommerce fees - Paymentech	2,000			
9992.01	LIBRARY SHOP	2,000	2,000		
	DESCRIPTION: Costs to purchase items for sale and to operate shop.				
	FORMULA : Current year budget				
9993.01	CAFÉ	360	360		
	DESCRIPTION: Costs to operate café.				
	FORMULA : Current year budget				
9999.01	MISCELLANEOUS	-	-		
	DESCRIPTION: Accounting declarations.				
	FORMULA : This is not a predictable line.				
	CAPITAL PROJECTS				
8020.01	PROJECTS		3,630,775	3,630,775	3,630,775
	DESCRIPTION: Special or one-time costs for major projects.				
	FORMULA : Budget requests				
	(10-12) Mobile Computers for Lab	15,000			
	Flooring	40,000			
	Furniture Replacement	50,000			
	Exterior Concrete and Asphalt	25,000			
	Video Surveillance System	120,000			
	HVAC Emergency Repair	60,000			
	Space Needs Assessment	2,850,000			
	HVAC Equipment	50,000			
	Emergency Plumbing & Electrical Repair	50,000			
	Cedar Fascia Maintenance	25,000			
	Door Access Emergency Maintenance	5,000			
	Scheduler & Timesheet Software	6,000			
	Self Check Stations	29,000			
	Digital Displays	20,000			
	Staff Conference Room AV Upgrade	7,000			
	Bookends	15,000			
	Ice Machine for Community Room	4,860			
	Patron Email Software	6,000			
	Reserve for Special Cleaning Services	20,000			
	Website ADA Compliance	10,965			
	Consultation Fees for the Strategic Planning Process	50,000			
	Office 365-Work From Home Solutions	15,000			
	Terrace Paver Maint.	15,000			
	Storm Sewer Maint.	6,000			
	Sharepoint Implementation	20,000			
	Virtual Meeting Room Software - Zoom	5,000			
	VOIP-Telephone Licenses	9,000			

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

	Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
HVAC-UVC Ventilation System	40,000			
HVAC-Bipolar Ionization System	40,000			
Siemens Archives Climate Control BMS Integration	21,950			

<b>TOTAL ESTIMATED EXPENDITURES</b>			
Fiscal Year April 1, 2021 - March 31, 2022	Preliminary August 2020 Proposed March 2021		<b>\$8,175,538</b> <b><u>\$10,427,275</u></b>



**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**

## **Section 4**

# **Supplemental Information**

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25-year SEV and Taxable Value History.....	2

## 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>
<b>Beginning Fund Balance</b>	\$11,933,661	\$11,300,592	\$12,051,770	\$9,907,037	\$9,592,326
<b>Property Tax Revenue **</b>	\$7,497,350	7,756,757	7,989,460	\$8,229,144	\$8,476,018
<b>Investment Earnings ***</b>	\$306,442	105,000	105,000	\$61,424	\$59,472
<b>All Other Revenues</b>	\$223,170	\$180,921	\$188,082	\$188,082	\$188,082
<b>Operating Expenditures ****</b>	(\$5,887,365)	(\$6,604,665)	(\$6,796,500)	(\$7,000,395)	(\$7,210,407)
<b>Capital Expenditures *****</b>	(\$2,772,666)	(\$686,835)	(3,630,775)	(\$1,792,965)	(\$440,965)
<b>Net Revenue/(Expenditures)</b>	(\$633,069)	\$751,178	(\$2,144,733)	(\$314,711)	\$1,072,201
<b>Year-End Balance</b>	<b><u>\$11,300,592</u></b>	<b><u>\$12,051,770</u></b>	<b><u>\$9,907,037</u></b>	<b><u>\$9,592,326</u></b>	<b><u>\$10,664,527</u></b>
<b>Nonspendable - Prepaid Expenses</b>	\$23,471	\$23,471	\$23,471	\$23,471	\$23,471
<b>Restricted</b>	\$0	\$0	\$0	\$0	\$0
<b>Committed Portion - 8 Month Fund Balance</b>	\$4,351,765	\$4,403,110	\$4,531,000	\$4,806,938	\$4,912,691
<b>Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB</b>	\$6,825,356	\$7,525,189	\$5,252,566	\$4,661,918	\$5,628,366
<b>Unassigned Portion - Unplanned Emergencies</b>	\$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 3% increase					
***** Column 1 & 2 assumes expenditure for Roof and Space Needs Capital Projects					
***** Assumes expenditures for Roof (2019-2020), LED Lighting (2020-2022) and Exterior Concrete/Asphalt (2022-2023) Capital Projects					
<b>Assigned Portion:</b>					
Total Capital Improvements (Roof + Other)	\$3,392,314	\$4,092,147	\$1,819,524	\$1,228,876	\$2,195,324
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**

	<b>SEV(until 1995) Tax. Value. (1995 - )</b>	<b>Percent of Increase From PY</b>	<b>Library Millage</b>	<b>Library Tax Revenue</b>	<b>Percent of Increase From PY</b>
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**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** March 11, 2021

**SUBJECT:** Library Endowment Funds

Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our Library's six endowment funds. We have just received such notifications for 2021. The six endowment funds, the available payouts, and our recommendations are:

**Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund** – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Library Department Heads. This year the Department Heads have elected to accept the Smith Challenge Grant payout to use for Library team building purposes. This idea was unanimously supported by Department Heads at our managers meeting on February 10, 2021. I recommend not accepting payouts from the Endowment/ Amber Trust funds this year as we have funding left from previous payouts to support audio book purchases. The payouts available are:

Endowment/Amber Trust Funds - \$1,605.50 to be reinvested

Smith Challenge Grant Fund - \$1,605.50 to be accepted

**The Fair Radom Garden Endowment Fund** – the purpose of this fund is to support the beautification, improvement and preservation of the Library's gardens as well as related educational programs and activities at the Library. We propose reinvesting both payouts from this endowment this year as funding is available from previous payouts. The payouts available are:

June, 2021 - \$356.50 – to be reinvested

December, 2021 - \$356.50 – to be reinvested

**The Yvonne T. Atkinson Fund** – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion. We propose reinvesting the payouts from this fund to support our library sponsored book discussion groups. The payouts will be:

June, 2021 - \$667.50 to be reinvested

December, 2021 - \$667.50 to be reinvested

**The Jeanette P. Myers Scholarship Fund** – the purpose of this fund is to provide funds to encourage and support the post-secondary education of past or present employees of the Library or persons who have some relationship with the Library. The payout from this fund is accepted every year. This annual scholarship is awarded in August each year, prior to the regular Library Board meeting that month. The payout will be:

June, 2021 - \$671.00 to be accepted

**Bloomfield Township Public Library Director's Legacy Fund**, established in July, 2013, supports staff development opportunities and staff training that improves or enhances service to the public. I am recommending that we do not accept the payouts from this fund this year but instead invest these back into the fund to grow the corpus, resulting in potentially larger payouts in the future. This fiscal year, we have included staff development funding in the General Fund budget. We are declining any distributions and reinvesting all payouts back into this fund until further notice.

Along with this memo, I have included a report on our endowment funds, prepared by our Finance Coordinator Sandi Bird, for your information.

I would like to ask for your support of these recommendations. Thank you for your consideration.

If you agree, the following motion is needed.

**ACTION:** I move to approve the endowment fund recommendations as presented.



# Memo

To: Carol Mueller  
From: Sandi Bird  
Date: 3/5/2021  
Subject: BTPL Endowment Funds

The following is a report on endowment funds for which the BTPL Board of Trustees has oversight responsibility. All funds are held by and administered by The Community Foundation of Southeastern Michigan (CFSEM). A similar report will be furnished each year when fiscal year-end (December 31) fund balances are available.

1. Bloomfield Township Public Library (BTPL) Endowment Fund & Lawrence and Isabel Francis Smith Challenge Grant Fund

- a. **BTPL Endowment Fund** established November 22, 1996 from a donation of George & Elizabeth Frost.  
**Smith Challenge Grant Fund** established November 24, 1998 (\$2,000/yr. for five years, to be matched by other donations).
- b. Purpose of Funds: provide support in furtherance of the general charitable purposes of BTPL.
- c. Please note: CFSEM combines Endowment Fund and Smith Challenge Funds together in their reports. The breakdown below is BTPL's best guess of the actual percentages in each fund based on CFSEM's grant distributions to each fund.

1/1/20 Market Value of <b>Endowment Fund</b>	\$ 40,425.69
Contributions Received for <b>Endowment Fund</b>	\$ 265.00
Income (Loss) for <b>Endowment Fund (54.66%)</b>	\$ 4,941.56
Grant received from <b>Endowment Fund (0%)</b>	<u>\$ (0.00)</u>
12/31/20 Market Value for <b>Endowment Fund (54.66%)</b>	
of total provide by CFSEM)	\$ 45,632.25

2021 **Endowment Fund** grant available from 12/31/20 combined funds' balance is \$1,605.50. (Distribution was declined.)

1/1/20 Market Value for <b>Smith Challenge Grant Fund</b>	\$ 35,313.31
Contributions Received for <b>Smith Challenge Grant Fund</b>	\$ 0.00
Income (Loss) for <b>Smith Challenge Grant Fund (45.34%)</b>	\$ 4,099.44
Grant received from <b>Smith Challenge Grant Fund (100.00%)</b>	<u>\$ (1,557.00)</u>
12/31/20 Market Value for <b>Smith Challenge Grant Fund (45.34%)</b>	
of total provided by CFSEM)	\$ 37,855.75

2021 **Smith Challenge Grant Fund** grant available from 12/31/20 combined funds' balance is \$1,605.50. (Distribution will be taken in June and December.)

- d. Responsibility for decisions regarding use of Endowment Fund grant: Library Director/Board of Trustees  
Responsibility for decisions regarding use of Smith Challenge Fund grant: Committee of Library's Department Heads.

2. Jeanette P. Myers Memorial Scholarship Fund

- a. Established March 24, 1998 from donations by Rodman N. Myers family.
- b. Purpose of fund: Provide funds to encourage and support the post-secondary education of past or present employees of BTPL or persons who have some relationship with the Library, as the Selection Committee shall determine.

c. 1/1/20 Market Value	\$ 15,700.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 1,788.00
Grant received	<u>\$ (669.00)</u>
12/31/20 Market Value	\$ 16,819.00

2021 Grant available from 12/31/20 balance is \$671.00 (Distribution will be taken in June 2021.)

- d. Responsibility for decisions regarding use of grant: Selection Committee comprised of Library Director and two members of the Library Board of Trustees.

3. Yvonne T. Atkinson Fund

- a. Established December 4, 2001 from a donation from the Yvonne T. Atkinson Trust.
- b. Purpose of fund: support the general charitable purposes of BTPL with a preference for programs encouraging and supporting book discussions.

c. 1/1/20 Market Value	\$ 31,159.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 3,547.00
Grant received	<u>\$ (1,336.00)</u>
12/31/20 Market Value	\$ 33,370.00

2021 Grant available from 12/31/20 balance is \$1,335.00. (Distribution was declined.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

4. Fair Radom Garden Endowment Fund

- a. Established February 12, 2010 from donations by the Fair Radom family.
- b. Purpose of fund: Provide support for the improvement and preservation of the public garden(s) of the Bloomfield Township Public Library as an educational and outreach resource to the public on proper land use and landscaping, and the development and implementation of educational and research programs and activities relating to such public garden(s).

c. 1/1/20 Market Value	\$ 16,934.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 1,939.00
Grant received	<u>\$ (698.00)</u>
12/31/20 Market Value	\$ 18,175.00

2021 Grant available from 12/31/20 balance is \$713.00. (Distribution was declined.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

5. Library Director's Legacy Endowment Fund

- a. Established June 28, 2013 from donations from various persons.
- b. Purpose of fund: Provide funds to provide staff development opportunities and staff training that improves or enhances service to the public.

c. 1/1/20 Market Value	\$18,489.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 2,276.00
Grant received	\$ (0.00)
12/31/20 Market Value	\$20,765.00

2021 Grant available from 12/31/20 balance is \$0. (Distribution was declined until further notified.)

d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

**NOTES:**

1. Monies paid into endowment funds are invested by CFSEM in stocks and bonds. All earnings from these investments are credited to the individual endowment fund.
2. Administrative Fees and Bank Fees are charged to each individual endowment fund by CFSEM. These amounts vary but are usually less than 1% per fund each year. In 2007 CFSEM no longer provides the breakdown for each individual fund, claiming it is a money savings not to do so.
3. When the balance in an endowment is more than \$10,000, a grant of up to 5% is offered to BTPL by CFSEM. The grant may be taken whole, in part, or not at all. Grants are made in June and December. When the balance in an endowment fund is less than \$10,000, no grant is offered by CFSEM. Any net increase in value is credited to the endowment.
4. In the event that the investments return less than 5% or incur a loss for any given year, a distribution of 5% is still offered from each endowment. However, in this type of situation, the CFSEM advises the reinvestment of that distribution rather than the pay out of it to increase the long term value of the fund.
5. The principal amount of money in an endowment may never be withdrawn.
6. In addition to administering endowments, CFSEM makes grants to local charitable and community organizations from money donated to CFSEM. BTPL is eligible to apply for such a grant. Monies in the grant and endowment funds are completely separate accounts.