



Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Special Library Board Meeting

August 5, 2021

11:00 a.m.

Community Room

Trustees:

libraryboard@btpl.org

Judy Lindstrom, President
Grant Gerhart, Vice President
Sandra Edwards, Secretary
Tom Deska
Dani Gillman
Joan Luksik

Director:

Tera Moon

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

AGENDA

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Thursday, August 5, 2021

Special Board Meeting

11:00 a.m.

SPECIAL AGENDA ITEMS #1-8

1. Call to order of special meeting
2. MOTION to approve the order of items
3. Call to the public
4. New Business
 - a. Library Investment Review – with Schwartz and Co.
 - b. Budget Review – Preliminary FY 2022/2023 Budget
 - c. Proposed 2022 Library Holiday Calendar
5. Other
6. Next scheduled Regular Board Meeting: Tuesday, August 17, 2021, 7:00 p.m.
7. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon, Library Director
DATE: August 5, 2021
SUBJECT: Library Investment Review

Schwartz & Co. will provide an overview of our Library investments at the Special Library Board meeting of Thursday, August 5. Matt Whitty will present and answer any questions you may have.



Bloomfield Township Public Library

Preliminary Budget

April 1, 2022 Through March 31, 2023

Trustees

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

Director:

Tera Moon



Preliminary Budget

April 1, 2022 Through March 31, 2023

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FY 2022-2023 Preliminary Budget Public Hearing

TO: Library Board of Trustees
FROM: Tera Moon, Library Director
DATE: August 17, 2021
SUBJECT: Preliminary General Fund and Gift Fund Budgets for Fiscal Year
April 1, 2022- March 31, 2023

FY 2021-2022 Public Budget Hearing

The enclosed packet is the August 17, 2021 Preliminary Budgets and Public Budget Hearing Motions for FY April 1, 2022 - March 31, 2023.

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

OVERVIEW OF FY 2021-2022 AMENDED BUDGET – GENERAL FUND

The current FY 2021-2022 Adopted Budget has proposed amendments for the following:

- 1) Property tax collections decreased by \$34,919. The June 2021 Township projections decreased from 3% to 2.56%.
- 2) A new revenue line item was added for Refunds/Rebates-Self Insurance Prescriptions. The Township implemented a new self-insured health care insurance program in FY 2020-2021. Annual prescription discounts are received to help reduce the cost of prescription benefits. The projected revenue is \$20,000.
- 3) Other revenues totaling \$31,994 decreased due to the library reduced services during COVID-19, including fines & fees, photocopying, room rental fees, café commissions and library shop sales.
- 4) In the Personnel functional category, there is a projected \$22,624 decrease for unfilled vacancies and reduced hours due to COVID-19.
- 5) Facilities and equipment decreased by \$13,575 for lower than anticipated building insurance and maintenance costs.
- 6) Other expenditures decreased by \$4,495 for lower than projected IT consultation costs.

7) Capital projects increased by \$48,436 for revised anticipated project costs.

In summary, operational revenues decreased by \$46,913 and operational expenditures decreased by \$40,694, with a net operational revenue decrease of \$6,219. The \$48,436 increase in capital projects decreased the total net revenue and fund balance reserves by \$54,655 in the current fiscal year.

OVERVIEW OF FY 2022-2023 PRELIMINARY BUDGET – GENERAL FUND

The current FY 2021-2022 Amended Budget was used as a baseline budget to develop the FY 2022-2023 Preliminary Budget, updated for three (3) key assumptions: tax revenues, personnel costs and capital improvement projects (CIP). All remaining budget line items were adjusted for any known material increases/decreases greater than \$5,000.

Taxable value projections were provided by Bloomfield Township as of June, 2021. A 2.50% increase is projected in property taxes for the FY 2022-2023 Preliminary Budget as compared to the anticipated 2.56% increase over the current fiscal year.

Providing the same salaries and benefits model used for the current fiscal year, personnel costs are projected to increase by 2.73%. However, the Personnel Committee and Library Director will review in February, 2022 and provide a recommendation for the March, 2022 FY 2022-2023 Proposed Budget.

The CIP was reviewed and updated for current project considerations, including the exterior concrete and asphalt project and other various building and IT project updates.

In summary, operational revenues for the FY 2022-2023 Preliminary Budget are projected to increase by \$197,820 as compared to current FY 2021-2022 Amended Budget, representing a 2.41% increase. Total operating expenditures for the FY 2022-2023 are projected to increase by \$119,366 as compared to the current FY 2021-2022 Amended Budget, representing a 1.77% increase. Capital projects are anticipated to decrease by \$2,153,456, representing a 58.53% decrease due to the completion of the LED Lighting project in FY 2021-2022. The projected \$2,522 increase in net revenue over total operating and capital expenditures will increase the Library's estimated fund balance to \$10,844,968.

Gift Fund

As in past years, the FY 2022-2023 Preliminary Gift Fund Budget does not assume revenue from gifts. Expenditures are expected to be completed within the current fiscal year, so no carry-over expenditures are shown in the Preliminary Budget. This budget does, however, recognize two revenue items: The Myers Scholarship payout from the Community Foundation for Southeast Michigan (CFSEM) and interest earned from the bank on any gifts received is budgeted for revenue. The Preliminary Gift Fund Budget

will be approved by the Library Board, but it is not included in the Public Budget Hearing documents forwarded to Bloomfield Township.

Supplemental Budget Information

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

- 1) The General Fund Balance Projection is provided for five-years through FY 2024-2025. The projection shows a year-end fund balance of \$11,881,773 as of March 31, 2024 and \$13,081,139 as of March 31, 2025.

- 2) The 25-year SEV and Taxable Value History schedule reports the trend in taxable values over 25 years.

**Bloomfield Township Public Library
General Fund Budget**

**FY April 1, 2021 - March 31, 2022 Amended Budget
FY April 1, 2022 - March 31, 2023 Preliminary Budget**

ACCOUNT NAME	2020-2021	2021-2022		2022-2023	Column 5 Col. 3 & 4	Column 6 Col. 3 & 4	Column 7 %
	Column 1 ACTUALS AS OF MAR 31, 2021	Column 2 ADOPTED BUDGET AS OF MAR 16, 2021	Column 3 AMENDED BUDGET AS OF AUG 17, 2021	Column 4 PRELIMINARY BUDGET AS OF AUG 17, 2021			
Revenues							
Taxes	\$7,744,732	\$7,977,960	\$7,943,041	\$8,141,617	\$198,576	2.50%	96.88%
Penal Fines	\$70,731	\$87,600	\$87,600	\$87,600	\$0	0.00%	1.04%
State Aid	\$32,880	\$32,800	\$32,800	\$32,800	\$0	0.00%	0.39%
Circulation Fines and Fees	\$19,751	\$38,250	\$25,500	\$25,500	\$0	0.00%	0.30%
Charges for Services	(\$1,063)	\$14,866	\$4,957	\$14,866	\$9,909	199.90%	0.18%
Photocopy Fees	\$97	\$651	\$217	\$651			
Room Rental Fees	(\$1,160)	\$14,215	\$4,740	\$14,215			
Investment earnings	\$90,872	\$86,500	\$86,500	\$86,500	\$0	0.00%	1.03%
Investment Earnings	\$75,628	\$86,500	\$86,500	\$86,500			
Change in Asset Value	\$0	\$0	\$0	\$0			
Miscellaneous	\$3,365	\$14,566	\$5,231	\$14,566	\$9,335	178.46%	0.17%
Miscellaneous Revenue	\$2,940	\$3,370	\$3,370	\$3,370			
Library Shop Revenue	\$28	\$4,081	\$1,361	\$4,081			
Café Revenue	\$397	\$7,115	\$500	\$7,115			
Gain (loss) on Sale of Equipment	\$0	\$0	\$0	\$0			
Federal Grants	\$50,126	\$0	\$0	\$0	\$0	0.00%	0.00%
Refunds/Rebates-Self Insurance Rx	\$30,478	\$0	\$20,000	\$20,000	\$0	0.00%	0.24%
Total Revenues	\$8,041,872	\$8,252,542	\$8,205,629	\$8,403,449	\$197,820	2.41%	100.00%
Expenditures							
Personnel	\$4,080,747	\$4,696,338	\$4,673,714	\$4,801,080	\$127,366	2.73%	69.83%
Salaries & Wages	\$2,748,063	\$3,227,457	\$3,207,338	\$3,281,809			
Social Security	\$206,487	\$246,518	\$244,979	\$250,676			
Employee Insurances	\$592,602	\$735,805	\$737,266	\$778,119			
Retirement	\$453,595	\$486,558	\$484,131	\$490,476			
Retiree Health Care - OPEB	\$80,000	\$0	\$0	\$0			
Library Services	\$685,475	\$819,810	\$819,810	\$819,810	\$0	0.00%	11.92%
Electronic Services-Databases	\$200,520	\$193,259	\$193,259	\$193,259			
Electronic Services-OCLC/SkyRiver	\$21,245	\$25,700	\$25,700	\$25,700			
Books	\$243,154	\$331,408	\$331,408	\$331,408			
Processing & Supplies	\$17,131	\$26,462	\$26,462	\$26,462			
Periodicals/Docs./Reference Services	\$62,890	\$64,577	\$64,577	\$64,577			
Music	\$22,948	\$16,553	\$16,553	\$16,553			
Audiobooks	\$69,575	\$70,123	\$70,123	\$70,123			
DVD's	\$31,056	\$50,000	\$50,000	\$50,000			
Accessibility Support Collection	\$1,089	\$10,043	\$10,043	\$10,043			
Programming	\$15,867	\$31,685	\$31,685	\$31,685			
Facilities & Equipment	\$869,889	\$1,040,866	\$1,027,291	\$1,019,291	(\$8,000)	-0.78%	14.83%
Repairs/Maintenance Supplies	\$45,317	\$65,000	\$65,000	\$65,000			
Telephone	\$14,991	\$18,350	\$18,350	\$18,350			
Building Insurance	\$73,916	\$74,000	\$58,017	\$58,017			
Public Utilities	\$319,764	\$365,000	\$365,000	\$365,000			
Building Maintenance	\$124,585	\$180,991	\$180,991	\$180,991			
Equipment Maintenance	\$13,085	\$22,910	\$22,910	\$22,910			
Grounds Maintenance	\$71,205	\$94,192	\$93,000	\$85,000			
Computer System Maintenance	\$197,425	\$204,423	\$208,023	\$208,023			
Equipment (Gen'l, Computer & Facility Svcs.)	\$9,601	\$16,000	\$16,000	\$16,000			
Other Operating Expenditures	\$183,264	\$239,486	\$234,991	\$234,991	\$0	0.00%	3.42%
Office/Computer Supplies	\$24,216	\$31,700	\$31,700	\$31,700			
Postage	\$1,917	\$15,500	\$15,500	\$15,500			
Professional Services	\$104,198	\$113,551	\$109,056	\$109,056			
Staff Development/Travel	\$7,748	\$29,575	\$29,575	\$29,575			
Printing & Publishing	\$29,532	\$25,050	\$25,050	\$25,050			
Dues & Membership	\$12,632	\$17,030	\$17,030	\$17,030			
Miscellaneous Expenses	\$3,021	\$7,080	\$7,080	\$7,080			
Total Operating Expenditures	\$5,819,375	\$6,796,500	\$6,755,806	\$6,875,172	\$119,366	1.77%	81.84%
<i>Net Operating Revenue/(Expenditures)</i>	<i>\$2,222,497</i>	<i>\$1,456,042</i>	<i>\$1,449,823</i>	<i>\$1,528,277</i>			
Capital Projects	\$451,255	\$3,630,775	\$3,679,211	\$1,525,755	(\$2,153,456)	-58.53%	18.16%
Total Operating & Capital Expenditures	\$6,270,630	\$10,427,275	\$10,435,017	\$8,400,927	(\$2,034,090)	-19.49%	100.00%
Fund Balance - Beginning	\$11,300,592	\$13,071,834	\$13,071,834	\$10,842,446			
Net Revenue / (Expenditures)	\$1,771,242	(\$2,174,733)	(\$2,229,388)	\$2,522	\$2,231,910		
Fund Balance - Ending	\$13,071,834	\$10,897,101	\$10,842,446	\$10,844,968			
Nonspendable - Prepaid Expenses	26,125	26,125	26,125	26,125			
Restricted - None	0	0	0	0			
Committed - 8 Month Fund Balance	4,531,000	4,531,000	4,503,871	4,583,448			
Assigned - Other Post Employment Benefits (OPEB) Funding	2,940,000	2,940,000	1,683,764	1,683,764			
Assigned - Capital Improvements	4,944,531	2,769,798	3,998,508	3,921,453			
Assigned - Compensated Absences	530,178	530,178	530,178	530,178			
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000			
Totals	\$13,071,834	\$10,897,101	\$10,842,446	\$10,844,968			

Nonspendable:

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

Restricted:

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

Committed:

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

Assigned:

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

Unassigned:

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

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

August 17, 2021

A Motion was made by: _____

Seconded by: _____

- TO APPROVE THE **PRELIMINARY PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2022 - MARCH 31, 2023**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$8,403,449

Revenues

\$8,400,927

Expenditures

- FUND BALANCE RESERVES SHALL BE INCREASED BY :

\$2,522 Net Revenue/(Expenditures)

- THAT THE APPROVED GENERAL FUND BUDGET AND **TAX LEVY** FOR FISCAL YEAR **APRIL 1, 2022 - MARCH 31, 2023** BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE **2.0 APPROVED MILLS** ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **AMENDED** GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2021 - MARCH 31, 2022**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$8,205,629

Revenues

\$10,435,017

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$2,229,388)

Net Revenue/(Expenditures)

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

Motion carried.

President

Secretary

Bloomfield Township Public Library
Gift Fund Budget
FY April 1, 2021 - March 31, 2022 Amended Budget
FY April 1, 2022 - March 31, 2023 Adopted Budget

ACCOUNT NAME	2020-2021	2021-2022		2022-2023	Column 5 Col. 3 & 4 \$ DIF.	Column 6 Col. 3 & 4 % DIF.	Column 7 % OF TOTAL REV/EXP
	Column 1 AUDITED ACTUALS AS OF MAR 31, 2021	Column 2 ADOPTED BUDGET AS OF MAR 16, 2021	Column 3 AMENDED BUDGET AS OF AUG 17, 2021	Column 4 PRELIMINARY BUDGET AS OF AUG 17, 2021			
Revenues							
Gift Income	\$45,399	\$500	\$45,334	\$500	(\$44,834)	-98.90%	71.43%
Gift Revenue	\$4,529		\$4,464	\$0			
Friends of the Library	\$36,610	\$0	\$36,610	\$0			
Atkinson Trust	\$1,336	\$0	\$1,336	\$0			
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0			
Myers Scholarship	\$669	\$500	\$669	\$500			
Smith Challenge Grant	\$1,557	\$0	\$1,557	\$0			
Fair Radom Garden Endowment	\$698	\$0	\$698	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Investment Earnings	\$820	\$200	\$200	\$200	\$0	0.00%	28.57%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
Total Revenues	\$46,219	\$700	\$45,534	\$700	(\$44,834)	-98.46%	100.00%
Expenditures							
Library Services	\$32,552	\$75,589	\$75,589	\$75,589	\$0	0.00%	46.60%
Electronic Services - Adult	\$0	\$5,000	\$5,000	\$5,000			
Books - Adult	\$6,376	\$5,373	\$5,373	\$5,373			
Books - Youth	\$4,682	\$2,343	\$2,343	\$2,343			
Books - Reference	\$0	\$0	\$0	\$0			
Processing & Supplies	\$73	\$0	\$0	\$0			
Audiobooks - Adult	\$4,995	\$5,000	\$5,000	\$5,000			
Audiobooks - Youth	\$2,449	\$5,000	\$5,000	\$5,000			
DVD's - Adult	\$0	\$0	\$0	\$0			
DVD's - Youth	\$0	\$0	\$0	\$0			
Accessibility Support Collection-AS	\$0	\$0	\$0	\$0			
Accessibility Support Collection-YS	\$0	\$621	\$621	\$621			
Programs - Adult	\$1,497	\$17,712	\$17,712	\$17,712			
Programs - Youth	\$10,780	\$24,704	\$24,704	\$24,704			
Programs - Administration	\$1,700	\$9,836	\$9,836	\$9,836			
Facilities & Equipment	\$1,301	\$34,382	\$34,382	\$34,382	\$0	0.00%	21.20%
Repairs & Maintenance	\$0	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$1,301	\$15,457	\$15,457	\$15,457			
Computer Systems Maintenance	\$0	\$0	\$0	\$0			
General Equipment	\$0	\$18,746	\$18,746	\$18,746			
Computer Equipment	\$0	\$179	\$179	\$179			
Facility Service Equipment	\$0	\$0	\$0	\$0			
Other Operating Expenditures	\$2,031	\$52,224	\$97,058	\$52,224	(\$44,834)	-46.19%	32.20%
Office Supplies	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0			
Printing & Publishing	\$538	\$5,325	\$5,325	\$5,325			
Myers Scholarship	\$300	\$1,394	\$1,394	\$1,394			
Smith Challenge Grant	\$1,101	\$3,557	\$3,557	\$3,557			
Endowment Fund	\$0	\$0	\$0	\$0			
Atkinson Fund	\$0	\$1,637	\$1,637	\$1,637			
Fair Radom Garden Endowment	\$58	\$1,020	\$1,020	\$1,020			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Transfer out to CFSEM	\$0	\$0	\$0	\$0			
Bank Service Charges	\$0	\$0	\$0	\$0			
Contingency - Designated	\$0	\$35,654	\$80,488	\$35,654			
Director's Discretionary	\$34	\$3,637	\$3,637	\$3,637			
Contingency - Undesignated	\$0	\$0	\$0	\$0			
Total Expenditures	\$35,884	\$162,195	\$207,029	\$162,195	(\$44,834)	-21.66%	100.00%
Fund Balance - Beginning	\$91,827	\$76,789	\$79,295	\$79,295			
Reserved Fund Balance	\$82,400	\$84,906	\$82,400	\$82,400			
Net Revenue / (Expenditures)	\$10,335	(\$161,495)	(\$161,495)	(\$161,495)			
Fund Balance - Ending	\$184,562	\$200	\$200	\$200			
Nonspendable	\$0	\$0	\$0	\$0			
Restricted	\$184,562	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0			
Totals	\$184,562	\$200	\$200	\$200			

Nonspendable:

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

Restricted:

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

Committed:

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

Assigned:

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

Unassigned:

Gift or I&R Funds.)

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

August 17, 2021

A Motion was made by: _____

Seconded by: _____

- TO APPROVE THE **PRELIMINARY PROPOSED** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2022 - MARCH 31, 2023**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700

\$162,195

Revenues

Expenditures

Motion carried.

President

Secretary

Bloomfield Township Public Library Capital Improvements Program

Record #	Department (sort with filter)	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 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	\$50,000	\$0	\$0	\$0	\$50,000	\$100,000
2	Admin	Compensation & Classification Study	1	5	General Fund	Professional consulting services to perform a compensation and classification study.	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
3	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
4	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
5	Furniture & Equipment	Furniture Replacement	2	20	General Fund	Replace facility furnishings due to age and deterioration. FY 2021-2022 replace chairs for community room, AS and YS work stations & staff.	\$135,225	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$435,225
6	Information Technology	Computer CPUs-Public	1	4	General Fund	Replace (60) public internet computers exceeding estimated useful lives.	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000	\$120,000
7	Information Technology	Computer Monitors-Public	1	5	General Fund	Replace (60) public computer monitors exceeding estimated useful lives.	\$0	\$0	\$18,000	\$0	\$0	\$0	\$18,000	\$36,000
8	Building	Exterior Concrete & Asphalt	1	15	General Fund	Repair/replace concrete curbs and sidewalks. Pave and stripe to maintain existing parking lot. Parking lot demolition/reconstruct in FY 2022-23.	\$25,000	\$900,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$1,025,000
9	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
10	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
11	Admin	Space Needs Assessment	1	7	General Fund	Implement projects as recommended by Administration and approved by Library Board.	\$2,850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,850,000
12	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	\$0	\$0	\$0	\$0	\$0	\$100,000
13	YS	Puppet Theatre	2	15	Gift Fund	Purchase new puppet theatre with funds raised from Fall for Dahl event 10/2016.	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
14	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
15	Building	Portico Power Wash & 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
16	Building	Door Access Emergency Maintenance	1	15	General Fund	Emergency door access repair.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$35,000
17	Admin	10,000 Patron Library Cards	1	2	General Fund	To replenish patron library card stock every 2 years.	\$0	\$15,000	\$0	\$15,000	\$0	\$15,000	\$0	\$45,000
18	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
19	Information Technology	Self Check Stations	2	5	General Fund	New (7) self check stations for Circulation, Adult Svcs. & Youth Svcs. departments.	\$29,000	\$0	\$0	\$0	\$0	\$0	\$0	\$29,000

**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	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	Total Expenditure
20	Information Technology	Digital Displays - After Space Needs Project Completion	3	5	General Fund	Digital Wayfinding Displays	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
21	Information Technology	Staff Conference Room AV Upgrade	3	5	General Fund	Staff Conference Room AV Upgrade	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000
22	AS & YS	Bookends	2	20	General Fund	Replace current bookends with 2,150 free- standing bookends, which are easier to manipulate for the shelvers.	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$30,000
23	Admin	Consultation Fees for Strategic Planning Process	1	5	General Fund	Consulting fees for implementing the stratedgic planning process over the next 5 years.	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
24	Information Technology	20 Tablets for Board Members and Staff	1	5	General Fund	Replace old versions of tablets for Trustees and Staff.	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
25	Facilities	Ice Machine for Community Room	1	10	General Fund	Replace broken ice machine in community room.	\$4,860	\$0	\$0	\$0	\$0	\$0	\$0	\$4,860
26	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
27	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
28	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
29	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.	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$105,000
30	Facilities	Terrace Paver Maint	1	3	General Fund	Periodic grouting/protective coating for outside terrace pavers.	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
31	Facilities	Storm Sewer Maint	1	2	General Fund	Storm drain cleaning to remove pollutant sources and maintain the capacity of the storm pipes.	\$3,501	\$0	\$4,000	\$0	\$0	\$0	\$0	\$7,501
32	Information Technology	Sharepoint Implementation	1	5	General Fund	Implementation and consultation for Office 365.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
33	Information Technology	Virtual Meeting Room Software - Zoom	1	7	General Fund	Zoom virtual meeting room software for patrons and staff.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$35,000
34	Information Technology	VOIP-Telephone Licenses	1	3	General Fund	Telephone system VOIP licenses with 3 year term.	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000
35	Facilities	HVAC-Bipolar Ionization System	2	10	General Fund	Ionized anti-viural system to eliminate airborne particulates under 0.03 microns. SARS-C2, Rotavirus, Novovirus, E.Coli, Legionella, etc.	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
36	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 is essential to optimized management.	\$21,950	\$0	\$0	\$0	\$0	\$0	\$0	\$21,950
37	Information Technology	AMH Client Upgrade	1	6	General Fund	Upgrade AMH client to Windows 10	\$9,000	\$0	\$0	\$0	\$0	\$0	\$9,000	\$18,000

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	2021-2022 Expenditure	2022-2023 Expenditure	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	Total Expenditure	
38	Information Technology	Security Monitoring-Huntrass for Servers and Computers	1	1	General Fund	Purchase of subscription services for security monitoring tool to be installed on servers and computers - \$4.00/mo, 130 licenses.	\$6,240	\$6,240	\$6,240	\$6,240	\$6,240	\$6,240	\$6,240	\$43,680	
39	Information Technology	Keyscan Computer/Server Upgrade	1	5	General Fund	Upgrade the server or to Windows 10.	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	\$30,000	
40	Information Technology	Desktop CPUs and Monitors	2	5	general Fund	Annual replacement of public and staff desktop CPUs and Monitors.	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$63,000	
41	Information Technology	Intranet Upgrade	1	5	General Fund	To upgrade the intranet cloud based.	\$9,200	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$57,200	
42	Information Technology	Innovative Mobile	3	1	General Fund	Innovative Mobile subscription for patrons	\$11,500	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$77,500	
43	Information Technology	Innovative Vega	3	1	General Fund	Subscription for Vega to Replace Encore, increased raw amount is \$10,025.	\$36,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$222,000	
44	Building	Roofing Sheet Metal	1	20	General Fund	Repair roofing metal flashings and coping.	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	
45	Building	Window Glazing	1	10	General Fund	Lobby windows sealant.	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	
46	Building	Interior Painting	2	5	General Fund	Interior wallpaper and painting for study rooms, meeting rooms & public common areas.	\$12,770	\$12,770	\$0	\$0	\$0	\$0	\$0	\$25,540	
47	Building	Refrigerant System	1	20	General Fund	Replace chiller condenser coil and refrigerant.	\$0	\$19,780	\$0	\$0	\$0	\$0	\$0	\$19,780	
							\$3,684,211	\$1,525,755	\$510,205	\$393,205	\$398,205	\$393,205	\$530,205	\$7,434,991	
CIP Expenditures - Gift Fund Budget							\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
CIP Expenditures - General Fund Budget							\$3,679,211	\$1,525,755	\$510,205	\$393,205	\$398,205	\$393,205	\$530,205	\$7,429,991	

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

TAXES

410.01 TAXES

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 6/2021 Township generated 2021/2022 prediction of taxable value of \$4,223,898,657, and the Township generated Headlee rates reduced by -.81% Headlee roll back trend in 2021/2022. The first 1.0000 mill is now reduced by the Headlee Amendment to .6631. The second mill is now reduced by the Headlee Amendment to 0.7084. The third mill is now reduced by the Headlee Amendment .5090. Altogether, these mills total 1.8805 after rollback trends are applied. ($\$4,223,898,657 \times .0018805 = \$7,943,041$).

PENAL FINES

420.01 PENAL FINES

DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.

FORMULA: Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2010 population is 41,070.

STATE AID

422.01 STATE AID

DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.

FORMULA: 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

430.01 FINES & FEES

DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.

FORMULA: Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.

Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years, less reduction due to COVID-19.

Chart of Account Total	Budget Group Total
	7,943,041
7,943,041	
	87,600
87,600	
	32,800
32,800	
	25,500
25,500	

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

	<u>Chart of Account Total</u>	<u>Budget Group Total</u>
CHARGES FOR SERVICES		4,957
432.01 PHOTOCOPY FEES	217	
DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.		
FORMULA : Review two-year history of actual fees received.		
435.01 ROOM RENTAL FEES	4,740	
DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
FORMULA : Review two-year history of actual fees received, less reduction due to COVID-19.		
INVESTMENT EARNINGS		86,500
454.01 INVESTMENT EARNINGS	86,500	
DESCRIPTION: Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.		
FORMULA : Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year. Reflects a conservative estimate based on FY 2020-2021 actual YTD receipts.		
455.01 CHANGE IN ASSET VALUE	-	
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.		
FORMULA : Budgeted only at year end due to uncertainty of changes The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		5,231
460.01 MISCELLANEOUS REVENUE	3,370	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
FORMULA : Review two-year history of actual revenue received.		
462.01 LIBRARY SHOP REVENUE	1,361	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.		
FORMULA : Review two-year history of actual fees received, less reduction due to COVID-19.		
463.01 CAFÉ REVENUE	500	
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA : Review two-year history of actual fees received, less reduction due to COVID-19.		
470.01 SALE OF USED EQUIPMENT	-	
DESCRIPTION: Revenue received from the sale of used library equipment.		
FORMULA : Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings. No sale planned during the year.		
502.01 FEDERAL GRANTS	-	
DESCRIPTION: Federal Grants		
FORMULA : None planned for this FY.		
687.01 REFUNDS/REBATES SELF INSURANCE Rx		20,000
DESCRIPTION: Prescription drug discount received from self-insured health care insurance plan.	20,000	
FORMULA : Refunds provided quarterly by Bloomfield Township.		

TOTAL ESTIMATED REVENUES

Fiscal Year April 1, 2020 - March 31, 2021

Adopted March 2021
Amended August 2021

\$8,252,542
\$8,205,629

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

PERSONNEL

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
				4,673,714
7020.01 SALARIES AND WAGES		3,207,338	3,207,338	
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		244,979	244,979	
DESCRIPTION: Federal Social Security and Medicare taxes on employee wages.				
FORMULA: Projected Wages (x) current tax rate (7.65%)				
7190.01 EMPLOYEE INSURANCES		737,266	737,266	
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		293,731	293,731	
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.				
				819,810
LIBRARY SERVICES				
ELECTRONIC SERVICES - DATABASES				
8301.01 ELECTRONIC SERVICES - ADULT		143,121		
DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.				
FORMULA: Current year budget				
<u>FROM METRO NET</u>				
Ancestry.com				
		1,105		
Data Axle - ReferenceSolutions				
		4,230		
Gale				
Biography Resource Center				
Demographics Now - Free from the State				
Health & Wellness				
		1,100		
History in Context US & World				
Legal Forms				
		645		
Literature Resource Center				
Science In Context				
Scribner's				
Twayne Author/Scribner Writers' Series				
Mango Languages				
		2,850		
<u>FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE</u>				
Plunkett Online				
		2,850		
<u>FROM THE LIBRARY NETWORK</u>				
Consumer Reports				
		1,365		
<u>DIRECT PURCHASES</u>				
Alexander Press - Music Online				
		1,163		
Brainfuse				
		2,920		
Creative Bug				
		1,150		
Gale Courses				
		3,333		
EBSCO - Fold3				
		1,395		

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	EBSCO - NoveList, split with YS	1,967		
	GALE-Nat'l Geographic, incl kids version	874		
	Hoopla	53,141		
	Infobase Publishing-Writer's Ref. Ctr.	790		
	Kanopy	6,000		
	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	ELECTRONIC SERVICES - YOUTH		50,138	
	DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.			
	FORMULA: Current year budget			
	<u>DIRECT PURCHASES</u>			
	Britannica ImageQuest	1,369		
	Book Fix	1,090		
	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	ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive		25,700	25,700
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.			
	FORMULA: Current year budget			
	SkyRiver	23,700		
	Overdrive	2,000		
	BOOKS/MATERIALS		331,408	
9401.01	BOOKS-ADULT	183,465	183,465	
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.			
	FORMULA: Current year budget			
9403.01	BOOKS-YOUTH	121,828	121,828	
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.			
	FORMULA: Current year budget			
9404.01	BOOKS-REFERENCE	25,000	25,000	
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.			
	FORMULA: Current year budget			
9405.01	MATERIALS-TECHNICAL SERVICES	100	100	
	DESCRIPTION: Materials purchased to assist in cataloging.			
	FORMULA: Current year budget			
9406.01	MATERIALS-SYSTEMS	515	515	
	DESCRIPTION: Materials purchased to assist in Systems work and training.			
	FORMULA: Current year budget			

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

		<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
9407.01	MATERIALS-ADMINISTRATION	500	500		
	DESCRIPTION: Materials purchased to assist Administration activities.				
	FORMULA: Current year budget				
9442.01	PROCESSING & SUPPLIES	26,462	26,462	26,462	
	DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials.				
	FORMULA: Current year budget				
	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: 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			16,553	
9501.01	ADULT			14,553	
	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			
	AUDIOBOOKS			70,123	
9511.01	ADULT	52,710	52,710		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.				
	FORMULA: Current year budget				
9512.01	YOUTH	17,413	17,413		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation.				
	FORMULA: Current year budget				
	DVDS			50,000	
9531.01	ADULT	40,000	40,000		
	DESCRIPTION: DVD materials purchased by Adult Services for circulation.				
	FORMULA: Current year budget				

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

		<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
9532.01	YOUTH	10,000	10,000		
	DESCRIPTION: DVD materials purchased by Youth Services for circulation.				
	FORMULA: Current year budget				
	ACCESSIBILITY SUPPORT COLLECTION			10,043	
9541.01	ADULT	4,893	4,893		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA: Current year budget				
9542.01	YOUTH	5,150	5,150		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA: Current year budget				
	PROGRAMMING			31,685	
9561.01	ADULT	10,000	10,000		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA: Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.				
	Major programs include:				
	Concerts				
	Summer Reading				
9562.01	YOUTH	19,685	19,685		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA: Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.				
	Major programs include:				
	First Grade Reader's Rally				
	Book Discussions				
	Summer Reading				
	Spooktacular				
9564.01	ADMINISTRATION			1,500	
	DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA: Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc.				
	Major programs include:				
	community collaboration event				
	community partnering for library-wide programs				
	Volunteer reception and other volunteer expenses	500			
9565.01	SYSTEMS	500	500		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA: Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				
	Hosting of Metro Net and technology events				

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

FACILITIES AND EQUIPMENT

7750.01 REPAIRS & MAINTENANCE SUPPLIES
DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.
FORMULA: Current year budget
 Lighting Repair Services
 HVAC replacement of parts & filters
 All other needs

8500.01 TELEPHONE
DESCRIPTION: Telephone and cell phones services.
FORMULA: Current year budget
 Cell phones (Verizon)
 Emergency use cell phone
 Pay phone service for patrons
 PRI lines for phone lines (with long distance)

9100.01 BUILDING INSURANCE
DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.
FORMULA: Current year budget

UTILITIES

9201.01 ELECTRICITY
DESCRIPTION: Payments made for electricity.
FORMULA: Average last two years' expense

9202.01 NATURAL GAS
DESCRIPTION: Payments made for heat.
FORMULA: Average last two years' expense

9203.01 WATER
DESCRIPTION: Payments made for water.
FORMULA: Average last two years' expense

9300.01 BUILDING MAINTENANCE
DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.
FORMULA: 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

<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
			1,027,291
	65,000	65,000	
	15,000		
	17,500		
	32,500		
	18,350	18,350	
	3,200		
	150		
	1,000		
	14,000		
	58,017	58,017	58,017
		365,000	
	269,000	269,000	
	61,000	61,000	
	35,000	35,000	
		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		

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
9330.01	EQUIPMENT MAINTENANCE			
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.		22,910	22,910
	FORMULA: Current year budget			
	CBS copier vending	4,000		
	EcoSenior DiscRepair/Inspector (warranty)	700		
	Postage meter rental, maintenance and fees	2,390		
	Work area and public copiers	13,000		
	Microfilm reader (AS request) 1-yr contract	600		
	Eco-Smart Auto, repair disc, repair/cleaner warranty.	520		
	Tech Logic Spare Parts for AMH	1,700		
9350.01	GROUNDS MAINTENANCE		93,000	93,000
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.			
	FORMULA: Current year budget			
	Great Oaks - Lawn/Snow/Mulch/Weeding	47,300		
	Goldner Walsh - Gardens	23,000		
	Poseidon - Irrigation	1,700		
	American Pest - Arborist Svcs.	8,000		
	Tree Trimming	8,000		
	Unplanned grounds maintenance	5,000		
9360.01	COMPUTER SYSTEM MAINTENANCE		208,023	208,023
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.			
	FORMULA: Current year budget			
	Adobe Creative Suite Subscription	3,000		
	Baker&Taylor - The Content Café	2,300		
	Baker&Taylor Titlesource360 (TS request)	2,840		
	Barracuda Web Filter - YS Internet filtering soft/hardware	3,500		
	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		
	Demco Room Mgt.	2,650		
	Envisionware Mobile Printing Subscription	725		
	Envisionware annual maintenance	12,000		
	E*vanced Meeting Room Booking maintenance	550		
	Graphic Science Digitalization Station Maint.	590		
	Godaddy SSL certificaion for site license: includes Encore, WebPac, Outlook, etc.	1,500		
	Siemens HVAC Building Automation System Tech Support (Facilities)	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		

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
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		
				234,991
		31,700	31,700	
7270.01	OFFICE SUPPLIES			
	DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.			
	FORMULA: Current year budget			
	Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies	25,300		
	Copier cards	2,400		
	Eco-Smart supplies, pads, polishes + % increase	800		
	Circulation Dept. - Receipt paper	3,200		
7280.01	POSTAGE		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		
			109,056	
		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		16,000	
	DESCRIPTION: Annual fee charged by our auditing firm.			
	FORMULA: Current year budget			
	Audit	16,000		
8013.01	CONSULTANT		15,000	
	DESCRIPTION: Fees for consultants such as strategic planning or interior designer.			
	FORMULA: Current year budget			
	IT Consulting	10,000		
	Other	5,000		
8014.01	CONTRACTS		9,056	
	DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services.			
	FORMULA: Current year budget			
	RIDES delivery fee	4,000		
	Message on Hold	1,000		
	Unique Management - collection agency	3,756		
	Facebook Advertising	300		
		5,000	5,000	
8015.01	LEGAL			
	DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters.			
	FORMULA: Current year budget			
8016.01	INVESTMENT COUNSELING		24,000	
	DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract.			
	FORMULA: Approx. .28% of average portfolio balance			
	Investment Counseling Fees	24,000		

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
8018.01	INTERNET SERVICE PROVIDER (ISP)			
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees.	15,000		
	FORMULA: Current year budget + Metro Net meeting information Internet Opti-e-man charges from TLN			
		15,000		
	STAFF DEVELOPMENT & TRAVEL		29,575	
8601.01	CONFERENCES & WORKSHOPS		14,375	
	DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.			
	FORMULA: Staff number, formula by classification, projected Staff Development Day cost.			
	Department Conference/Workshops	875		
	Staff Development Day	5,500		
	All-staff meetings	300		
	Director's Discretionary	950		
	Staff Service Awards	1,750		
	III Users' Group Nat. Conf. (3 attendees @ \$350)	1,150		
	Rotating National Conference (4 attendees @ \$500)	2,000		
	MIUG Conference (3 attendees @ \$50 ea.)	150		
	MLA Conference (8 attendees at \$150)	1,200		
	Board Professional Development	500		
			15,200	
8602.01	MILEAGE & TRAVEL			
	DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.			
	FORMULA: Current year budget			
	III Users' Group travel (3 attendees @ \$1,700)	5,100		
	Rotating National Conference (4 attendees @ \$1,700)	6,800		
	MIUG Conference (3 attendees @ \$200 ea.)	600		
	MLA Conference (8 attendees at \$200)	1,600		
	Mileage & misc. travel	1,100		
			25,050	25,050
9000.01	PRINTING & PUBLISHING			
	DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.			
	FORMULA: Current year budget			
	Community mailings/printings/advertising	3,000		
	Quarterly printed newsletter	21,000		
	Advertising fees for job postings	1,050		
			17,030	17,030
9550.01	DUES & MEMBERSHIPS			
	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		
			7,080	
9990.01	BANK SERVICE CHARGES			
	DESCRIPTION: Fees charged by financial institutions.			
	FORMULA: Current year budget			
	All bank fees	2,000		
	Paypal fees	720		
	Ecommerce fees - Paymentech	2,000		

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
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.				
8020.01 CAPITAL PROJECTS PROJECTS		3,679,211	3,679,211	3,679,211
DESCRIPTION: Special or one-time costs for major projects.				
FORMULA: Budget requests				
Flooring	40,000			
Furniture Replacement	135,225			
Exterior Concrete and Asphalt	25,000			
HVAC Emergency Repair	60,000			
Space Needs Assessment	2,850,000			
HVAC Equipment	50,000			
Emergency Plumbing & Electrical Repair	50,000			
Portico Power Wash & Exterior Woodwork Restoration	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.	3,501			
Sharepoint Implementation	20,000			
Virtual Meeting Room Software - Zoom	5,000			
VOIP-Telephone Licenses	9,000			
HVAC-Bipolar Ionization System	60,000			
Siemens Archives Climate Control BMS Integration	21,950			
AMH Client Upgrade	9,000			
Security Monitoring-Huntress	6,240			
Keyscan Computer/Server Upgrade	15,000			
10 Units Desktop, CPU and Monitors	9,000			
Intrnet Upgrade	9,200			
Innovative Mobile	11,500			
Innovative Vega	36,000			
Roofing Sheet Metal	8,000			
Window Glazing	4,000			
Interior Painting	12,770			

TOTAL ESTIMATED EXPENDITURES

Fiscal Year April 1, 2020-March 31, 2021

Adopted March 2021
Amended August 2021

\$10,427,275

\$10,435,017

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

TAXES

410.01 TAXES

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 6/2021 Township generated 2021/2022 prediction of taxable value of \$4,223,898,657, there is an expected 2.5% increase over the 2021/2022 taxable value of \$4,223,898,657 used to forecast the anticipated 2022/2023 tax revenues.

PENAL FINES

420.01 PENAL FINES

DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.

FORMULA: Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2010 population is 41,070.

STATE AID

422.01 STATE AID

DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.

FORMULA: For August, review two-year history of actual State Aid received. For March, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2010 population is 41,070.

CIRCULATION REVENUE

430.01 FINES & FEES

DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.

FORMULA: Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.

Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years.

CHARGES FOR SERVICES

432.01 PHOTOCOPY FEES

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.

<u>Chart of Account Total</u>	<u>Budget Group Total</u>
	8,141,617
8,141,617	
	87,600
87,600	
	32,800
32,800	
	25,500
25,500	
	14,866
651	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

	Chart of Account Total	Budget Group Total
435.01 ROOM RENTAL FEES	14,215	
DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
FORMULA: Review two-year history of actual fees received. Review impact of any significant changes in meeting room availability.		
INVESTMENT EARNINGS		86,500
454.01 INVESTMENT EARNINGS	86,500	
DESCRIPTION: Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.		
FORMULA: Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year. Reflects a conservative estimate based on FY 2020-2021 actual YTD receipts.		
455.01 CHANGE IN ASSET VALUE	-	
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.		
FORMULA: Budgeted only at year end due to uncertainty of changes The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		14,566
460.01 MISCELLANEOUS REVENUE	3,370	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
FORMULA: Review two-year history of actual revenue received.		
462.01 LIBRARY SHOP REVENUE	4,081	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.		
FORMULA: Review two-year history of actual fees received.		
463.01 CAFÉ REVENUE	7,115	
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA: Review two-year history of actual fees received.		
470.01 SALE OF USED EQUIPMENT	-	
DESCRIPTION: Revenue received from the sale of used library equipment.		
FORMULA: Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings. No sale planned during the year.		
502.01 FEDERAL GRANTS	-	-
DESCRIPTION: Federal Grants		
FORMULA: None planned for this FY.		
687.01 REFUNDS/REBATES SELF INSURANCE Rx		20,000
DESCRIPTION: Prescription drug discount received from self-insured health care insurance plan.	20,000	
FORMULA: Refunds provided quarterly by Bloomfield Township.		

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

Preliminary August 2021

\$8,423,449

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

PERSONNEL

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,801,080
7020.01 SALARIES AND WAGES	3,281,809	3,281,809	
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	250,676	250,676	
DESCRIPTION: Federal Social Security and Medicare taxes on employee wages.			
FORMULA: Projected Wages (x) current tax rate (7.65%)			
7190.01 EMPLOYEE INSURANCES	778,119	778,119	
DESCRIPTION: Includes part-time employees' health, disability, and life insurance; full-time employees' health, vision, dental, disability, and life insurance; retirees health and life insurance; all employees' workman's compensation insurance; and unemployment compensation. Health care costs for all full-time and 30 hr. part-time employees are partially funded by the employee. Also includes retiree Health Savings Plan contributions.			
FORMULA: Current year budget + projected estimate 5% increase.			
7220.01 RETIREMENT	299,156	299,156	
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.			
			819,810
ELECTRONIC SERVICES - DATABASES			193,259
8301.01 ELECTRONIC SERVICES - ADULT	143,121		
DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.			
FORMULA: Current year budget			
<u>FROM METRO NET</u>			
Ancestry.com	1,105		
Data Axle - ReferenceSolutions	4,230		
Gale	4,000		
Biography Resource Center			
Demographics Now - Free from the State			
Health & Wellness	1,100		
History in Context US & World			
Legal Forms	645		
Literature Resource Center			
Science In Context			
Scribner's			
Twayne Author/Scribner Writers' Series			
Mango Languages	2,850		
<u>FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE</u>			
Plunkett Online	2,850		
<u>FROM THE LIBRARY NETWORK</u>			
Consumer Reports	1,365		
<u>DIRECT PURCHASES</u>			
Alexander Press - Music Online	1,163		
Brainfuse	2,920		
Creative Bug	1,150		
Gale Courses	3,333		

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	EBSCO - Fold3	1,395		
	EBSCO - NoveList, split with YS	1,967		
	GALE-Nat'l Geographic, incl kids version	874		
	Hoopla	53,141		
	Infobase Publishing-Writer's Ref. Ctr.	790		
	Kanopy	6,000		
	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	ELECTRONIC SERVICES - YOUTH		50,138	
	DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.			
	FORMULA: Current year budget			
	<u>DIRECT PURCHASES</u>			
	Britannica ImageQuest	1,369		
	Book Fix	1,090		
	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	ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive		25,700	25,700
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.			
	FORMULA: Current year budget			
	SkyRiver	23,700		
	Overdrive	2,000		
	BOOKS/MATERIALS		331,408	
9401.01	BOOKS-ADULT	183,465	183,465	
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.			
	FORMULA: Current year budget			
9403.01	BOOKS-YOUTH	121,828	121,828	
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.			
	FORMULA: Current year budget			
9404.01	BOOKS-REFERENCE	25,000	25,000	
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.			
	FORMULA: Current year budget			
9405.01	MATERIALS-TECHNICAL SERVICES	100	100	
	DESCRIPTION: Materials purchased to assist in cataloging.			
	FORMULA: Current year budget			
9406.01	MATERIALS-SYSTEMS	515	515	
	DESCRIPTION: Materials purchased to assist in Systems work and training.			
	FORMULA: Current year budget			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

		<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
9407.01	MATERIALS-ADMINISTRATION	500	500		
	DESCRIPTION: Materials purchased to assist Administration activities.				
	FORMULA: Current year budget				
9442.01	PROCESSING & SUPPLIES	26,462	26,462	26,462	
	DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials.				
	FORMULA: Current year budget				
	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: 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			16,553	
9501.01	ADULT			14,553	
	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			
	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, Wonderbooks and downloadable audio books purchased by Youth Services for circulation.				
	FORMULA: Current year budget				
	DVDS			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				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

		<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
ACCESSIBILITY SUPPORT COLLECTION				10,043	
9541.01	ADULT	4,893	4,893		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA: Current year budget				
9542.01	YOUTH	5,150	5,150		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA: Current year budget				
PROGRAMMING				31,685	
9561.01	ADULT	10,000	10,000		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA: Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.				
	Major programs include:				
	Concerts				
	Summer Reading				
9562.01	YOUTH	19,685	19,685		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA: Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.				
	Major programs include:				
	First Grade Reader's Rally				
	Book Discussions				
	Summer Reading				
	Spooktacular				
9564.01	ADMINISTRATION			1,500	
	DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA: Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc.				
	Major programs include:				
	community collaboration event				
	community partnering for library-wide programs				
	Volunteer reception and other volunteer expenses	500			
9565.01	SYSTEMS	500	500		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA: Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				
	Hosting of Metro Net and technology events				
FACILITIES AND EQUIPMENT					1,019,291
7750.01	REPAIRS & MAINTENANCE SUPPLIES		65,000	65,000	
	DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.				
	FORMULA: Current year budget				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	Lighting Repair Services	15,000		
	HVAC replacement of parts & filters	17,500		
	All other needs	32,500		
8500.01	TELEPHONE		18,350	18,350
	DESCRIPTION: Telephone and cell phones services.			
	FORMULA: Current year budget			
	Cell phones (Verizon)	3,200		
	Emergency use cell phone	150		
	Pay phone service for patrons	1,000		
	PRI lines for phone lines (with long distance)	14,000		
9100.01	BUILDING INSURANCE	58,017	58,017	58,017
	DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.			
	FORMULA: Current year budget			
	UTILITIES		365,000	
9201.01	ELECTRICITY	269,000	269,000	
	DESCRIPTION: Payments made for electricity.			
	FORMULA: Average last two years' expense			
9202.01	NATURAL GAS	61,000	61,000	
	DESCRIPTION: Payments made for heat.			
	FORMULA: Average last two years' expense			
9203.01	WATER	35,000	35,000	
	DESCRIPTION: Payments made for water.			
	FORMULA: Average last two years' expense			
9300.01	BUILDING MAINTENANCE		180,991	180,991
	DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.			
	FORMULA: Current year budget			
	Boiler inspection State fees	400		
	Incidentals/fines for Boilers	120		
	Boiler & chilled water treatment services	4,000		
	Carpet cleaning maintenance	10,060		
	YS-Storytime carpets & carpet square cleaning	650		
	Pest Control Svcs.	2,200		
	Cleaning - general	70,000		
	Auto-door maint contract & parts replacement	3,675		
	Elevator Maintenance Agreement	3,264		
	Elevator Category 1 No-load Safety Test	1,400		
	Fire Suppression System service agreement	4,000		
	Fire extinguisher recharge	2,000		
	Flag service	910		
	Generator contract & emergency service	2,400		
	Siemens Automation - repair service & tech support	5,000		
	HVAC - annual contract fee	14,922		
	Lift Station Pump maintenance	5,400		
	Security system - alarm monitoring	24,000		
	Potable water system back flow inspection	1,260		
	Solid Waste removal service	2,970		
	ERG Environ - haz-mat disposal & recycling	3,500		
	Window Cleaning - annual	4,400		
	WON door and lobby gate maintenance	300		
	Unplanned conditions & repair needs	2,000		
	Furniture/Chair cleaning	7,160		
	Cintas matting and towel service	1,500		
	COVID-19 Protective Supplies	3,500		
9330.01	EQUIPMENT MAINTENANCE		22,910	22,910
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.			
	FORMULA: Current year budget			
	CBS copier vending	4,000		
	EcoSenior DiscRepair/Inspector (warranty)	700		
	Postage meter rental, maintenance and fees	2,390		
	Work area and public copiers	13,000		

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	Microfilm reader (AS request) 1-yr contract	600		
	Eco-Smart Auto, repair disc, repair/cleaner warranty.	520		
	Tech Logic Spare Parts for AMH	1,700		
9350.01	GROUNDS MAINTENANCE		85,000	85,000
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.			
	FORMULA: Current year budget			
	Great Oaks - Lawn/Snow/Mulch/Weeding	47,300		
	Goldner Walsh - Gardens	23,000		
	Poseidon - Irrigation	1,700		
	American Pest - Arborist Svcs.	8,000		
	Unplanned grounds maintenance	5,000		
9360.01	COMPUTER SYSTEM MAINTENANCE		208,023	208,023
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.			
	FORMULA: Current year budget			
	Adobe Creative Suite Subscription	3,000		
	Baker&Taylor - The Content Café	2,300		
	Baker&Taylor Titlesource360 (TS request)	2,840		
	Barracuda Web Filter - YS Internet filtering soft/hardware	3,500		
	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		
	Demco Room Mgt.	2,650		
	Envisionware Mobile Printing Subscription	725		
	Envisionware annual maintenance	12,000		
	E*vanced Meeting Room Booking maintenance	550		
	Graphic Science Digitalization Station Maint.	590		
	Godaddy SSL certificaion for site license: includes Encore, WebPac, Outlook, etc.	1,500		
	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		
	EQUIPMENT		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		

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

OTHER OPERATING EXPENDITURES

7270.01 OFFICE SUPPLIES

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

FORMULA: Current year budget

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

Copier cards

Eco-Smart supplies, pads, polishes + % increase

Circulation Dept. - Receipt paper

7280.01 POSTAGE

DESCRIPTION: Postage for daily metered mail .

FORMULA: Current year budget

Regular postage needs (includes Library by Mail)

Annual Bulk Mailing Permit

Quarterly newsletter mailing

PROFESSIONAL SERVICES

8011.01 ACCOUNTING

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

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

8012.01 AUDIT

DESCRIPTION: Annual fee charged by our auditing firm.

FORMULA: Current year budget

Audit

8013.01 CONSULTANT

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

FORMULA: Current year budget

IT Consilting

Other

8014.01 CONTRACTS

DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services.

FORMULA: Current year budget

RIDES delivery fee

Message on Hold

Unique Management - collection agency

Facebook Advertising

8015.01 LEGAL

DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters.

FORMULA: Current year budget

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

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

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			234,991
	31,700	31,700	
	25,300		
	2,400		
	800		
	3,200		
		15,500	15,500
	6,780		
	220		
	8,500		
		109,056	
		25,000	
	25,000		
		16,000	
	16,000		
		15,000	
	10,000		
	5,000		
		9,056	
	4,000		
	1,000		
	3,756		
	300		
	5,000	5,000	
		24,000	
	24,000		
		15,000	
	15,000		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
STAFF DEVELOPMENT & TRAVEL				
			29,575	
8601.01	CONFERENCES & WORKSHOPS	14,375		
	DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.			
	FORMULA: Staff number, formula by classification, projected Staff Development Day cost.			
	Department Conference/Workshops	875		
	Staff Development Day	5,500		
	All-staff meetings	300		
	Director's Discretionary	950		
	Staff Service Awards	1,750		
	III Users' Group Nat. Conf. (3 attendees @ \$350)	1,150		
	Rotating National Conference (4 attendees @ \$500)	2,000		
	MIUG Conference (3 attendees @ \$50 ea.)	150		
	MLA Conference (8 attendees at \$150)	1,200		
	Board Professional Development	500		
8602.01	MILEAGE & TRAVEL	15,200		
	DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.			
	FORMULA: Current year budget			
	III Users' Group travel (3 attendees @ \$1,700)	5,100		
	Rotating National Conference (4 attendees @ \$1,700)	6,800		
	MIUG Conference (3 attendees @ \$200 ea.)	600		
	MLA Conference (8 attendees at \$200)	1,600		
	Mileage & misc. travel	1,100		
9000.01	PRINTING & PUBLISHING	25,050	25,050	
	DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.			
	FORMULA: Current year budget			
	Community mailings/printings/advertising	3,000		
	Quarterly printed newsletter	21,000		
	Advertising fees for job postings	1,050		
9550.01	DUES & MEMBERSHIPS	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			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - PRELIMINARY BUDGET**

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
9993.01	CAFÉ	360	360	
	DESCRIPTION: Costs to operate café.			
	FORMULA: Current year budget			
9999.01	MISCELLANEOUS	-	-	
	DESCRIPTION: Accounting declarations.			
	FORMULA: This is not a predictable line.			
	CAPITAL PROJECTS			
8020.01	PROJECTS		1,525,755	1,525,755
	DESCRIPTION: Special or one-time costs for major projects.			
	FORMULA: Budget requests			
	Compensation & Classification Study	20,000		
	(10-12) Mobile Computers for Lab	15,000		
	Flooring	40,000		
	Furniture Replacement	50,000		
	Exterior Concrete and Asphalt	900,000		
	Video Surveillance System	120,000		
	HVAC Emergency Repair	60,000		
	HVAC Equipment	50,000		
	Emergency Plumbing & Electrical Repair	50,000		
	Cedar Fascia Maintenance	25,000		
	Door Access Emergency Maintenance	5,000		
	10,000 Patron Library Cards	15,000		
	Scheduler & Timesheet Software	6,000		
	Bookends	15,000		
	Patron Email Software	6,000		
	Reserve for Special Cleaning Services	20,000		
	Website ADA Compliance	10,965		
	Office 365-Work From Home Solutions	15,000		
	Virtual Meeting Room Software - Zoom	5,000		
	Security Monitoring-Huntress	6,240		
	10 Units Desktop, CPU and Monitors	9,000		
	Intrnet Upgrade	8,000		
	Innovative Mobile	11,000		
	Innovative Vega	31,000		
	Interior Painting	12,770		
	Refrigerant System	19,780		

TOTAL ESTIMATED EXPENDITURES

Fiscal Year April 1, 2021 - March 31, 2022

Preliminary August 2021

\$8,400,927

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

REVENUE

GIFT INCOME

425.03 Gift Revenue

These are gifts from individual donors and groups. Some gifts are restricted because they have been given to purchase specific items or for specific purposes, or which are substantial enough as to warrant a designated purchase as determined by the Library Director or the Board of Trustees. Some gifts are unrestricted because they may be used as the Library wishes for materials or other expenditures.

428.03 Friends of the Library

These are gifts from the Friends of the Library which have been given to purchase specific items or for specific purposes.

429.03 Atkinson Trust

The generous bequest of Yvonne Atkinson has been invested as a named fund established in 2001 with the Community Foundation for Southeastern Michigan. At the family's request, the CFSEM payout will be used for library materials, especially book club collections, beginning in 2006.

430.03 BTPL Endowment/Amber Trust

The BTPL Endowment Fund was established in 1996 for the general charitable purposes of the Bloomfield Township Public Library and has been invested in the Community Foundation for Southeastern Michigan. The fund includes a generous gift from the Amber Trust. At the family's request, the portion of the CFSEM investment payout which can be attributed to this gift is spent on audio books in the Adult Services and Youth Services circulating collection beginning in 2001/2002. The rest of the payout is used for library needs as directed by the Library Director or Board of Trustees.

431.03 M Scholarship Fund

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

432.03 Smith Challenge Grant

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

433.03 Fair Radom Garden Endowment Fund

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

434.03 Library Director's Legacy Endowment Fund

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

INVESTMENT EARNINGS

454.03 Investment Earnings

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

MISCELLANEOUS

460.03 Miscellaneous

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

EXPENDITURES

LIBRARY SERVICES

9401.03 Books–Adult

Circulating books purchased for adults.

9403.03 Books–Youth

Circulating books purchased for youth.

9442.03 Processing & Supplies

Costs associated with processing gifts received.

9512.03 Audio Books–Youth

Audio books purchased for the Youth Services circulating collection.

9531.03 DVD–Adult

DVDs purchased for the Adult Services circulating collection.

9542.03 Accessibility Support Collection–Youth

Funds to support Youth Services Accessibility Support Collection.

9561.03 Programs–Adult

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

9562.03 Programs–Youth

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

9564.03 Programs–Administration

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

FACILITIES & EQUIPMENT

9350.03 Grounds Maintenance

General repairs or plantings of lawns and gardens.

9771.03 General Equipment

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

9772.03 Computer Equipment

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

9773.03 Facilities Equipment

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

OTHER OPERATING EXPENDITURES

8601.03 Staff Development/Travel

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

9000.03 Printing and Publishing

Provides for printing and promotional items.

9570.03 Myers Scholarship Fund

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

9571.03 Smith Challenge Grant Fund

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

9572.03 BTPL Endowment Fund

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

9573.03 Atkinson Fund

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

9574.03 Fair Radom Garden Endowment Fund

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

9575.03 Library Director's Legacy Endowment Fund

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

9990.03 Bank Service Charges

Bank service charges and other costs of doing business.

8330.03 Contingency–designated

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

8331.03 Director’s Discretionary

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

8332.03 Contingency–undesignated

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

Bloomfield Township Public Library General Fund Balance Projection

	Column 1*	Column 2	Column 3	Column 4	Column 5
	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>	<u>FY 2024-2025</u>
Beginning Fund Balance	\$11,300,592	\$13,071,834	\$10,842,446	\$10,844,968	\$11,881,773
Property Tax Revenue **	\$7,744,732	7,943,041	8,141,617	\$8,385,866	\$8,637,441
Investment Earnings ***	\$90,872	86,500	86,500	\$67,239	\$73,667
All Other Revenues	\$206,268	\$176,088	\$175,332	\$175,332	\$175,332
Operating Expenditures ****	(\$5,819,375)	(\$6,755,806)	(\$6,875,172)	(\$7,081,427)	(\$7,293,870)
Capital Expenditures *****	(\$451,255)	(\$3,679,211)	(1,525,755)	(\$510,204)	(\$393,205)
Net Revenue/(Expenditures)	\$1,771,242	(\$2,229,388)	\$2,522	\$1,036,805	\$1,199,365
Year-End Balance	<u>\$13,071,834</u>	<u>\$10,842,446</u>	<u>\$10,844,968</u>	<u>\$11,881,773</u>	<u>\$13,081,139</u>
Nonspendable - Prepaid Expenses	\$26,125	\$26,125	\$26,125	\$26,125	\$26,125
Restricted	\$0	\$0	\$0	\$0	\$0
Committed Portion - 8 Month Fund Balance	\$4,531,000	\$4,503,871	\$4,583,448	\$4,862,580	\$4,969,557
Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB	\$8,414,709	\$6,212,450	\$6,135,395	\$6,893,068	\$7,985,457
Unassigned Portion - Unplanned Emergencies	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 3.0% increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 0.62% investment rate on Beginning Fund Balance					
**** Column 4 & 5 assumes 3% increase					
***** Column 2 assumes expenditure for the LED Lighting Capital Projects					
***** Assumes expenditures for the LED Lighting (2021-2022) and Exterior Concrete/Asphalt (2022-2023) Capital Projects					
Assigned Portion:					
Total Capital Improvements (Roof + Other)	\$4,944,531	\$3,998,508	\$3,921,453	\$4,679,126	\$5,771,515
Compensated Vacation/Sick	\$530,178	\$530,178	\$530,178	\$530,178	\$530,178
OPEB	\$2,940,000	\$1,683,764	\$1,683,764	\$1,683,764	\$1,683,764

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

	SEV(until 1995) Tax. Value. (1995 -)	Percent of Increase From PY	Library Millage	Library Tax Revenue	Percent of Increase From PY
2022-2023*	4,329,496,123	2.50%	1.8839	8,141,617	2.50%
2021-2022**	4,223,898,657	3.23%	1.8839	7,943,041	2.56%
2020-2021	4,091,548,158	4.11%	1.8958	7,744,732	3.30%
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	

*2022-2023 taxable value is estimated: June, 2021 Property Tax Rev. Projections per Bloomfield Twp. Assessor

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

***Beginning in 1995 the Taxable Value and not the State Equalized Value is used to calculate the tax levy.

****In April, 1991, the Michigan Legislature adopted Public Act 15 of 1991 which temporarily froze assets valued on existing real property in 1992 by requiring that the assessment as equalized for the 1991 tax year be used on the 1992 assessment roll and be adjusted only to reflect additions, losses, splits and combinations. Public Act 15 was effective May 1, 1991.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Library Director

DATE: August 5, 2021

SUBJECT: Proposed 2022 Calendar

The proposed 2022 calendar includes fourteen total days closed to the public and one early closing. This is one additional day closed than in 2020. The one evening the Library closes early in 2022 is Thanksgiving Eve on Wednesday, November 23. The Library closes at 5:30pm on this day. I am proposing that the Library remain closed on Sunday, May 29, 2022 and Sunday, September 4, 2022 also for Memorial and Labor Day holiday weekends. Previous years have shown that our residents do not visit the Library in large numbers on these days. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal.

The proposed 2022 calendar is shown in the traditional January through December calendar format. However, as the Library's fiscal year begins April 1 and ends March 31, the first three months of the 2023 calendar year are included to show the complete April 1 – March 31 2022/2023 fiscal year.

Please review the attached proposed 2022 calendar for the 2022/2023 fiscal year. I also have attached the approved 2021 calendar for the 2021/2022 fiscal year for your comparison.

Thank you for your review and consideration of this proposal.

Bloomfield Township Public Library

Proposed 2022 Calendar

LIBRARY CALENDAR 2022 HOLIDAYS AND CLOSINGS

January 1	CLOSED	Saturday	*New Year's Day
January 2	CLOSED	Sunday	Day after New Year's Day
January 17	open	Monday	Martin Luther King Day
February 21	open	Monday	President's Day
April 15-23	open	Friday-Saturday	Passover
April 15	open	Friday	*Good Friday +
April 16	open	Saturday	Easter Weekend
April 17	CLOSED	Sunday	Easter
May 6	CLOSED	Friday	*Staff Development Day +
May 28	open	Saturday	Memorial Day Weekend
May 29	CLOSED	Sunday	Memorial Day Weekend
May 30	CLOSED	Monday	*Memorial Day Observance
July 3	CLOSED	Sunday	Independence Day Weekend
July 4	CLOSED	Monday	*Independence Day
September 3	open	Saturday	Labor Day Weekend
September 4	CLOSED	Sunday	Labor Day Weekend
September 5	CLOSED	Monday	*Labor Day
September 27	open	Tuesday	Rosh Hashanah
October 5	open	Wednesday	Yom Kippur
October 10	open	Monday	Columbus Day Observance
November 11	open	Friday	Veterans Day
November 23	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 24	CLOSED	Thursday	*Thanksgiving Day
November 28	open	Sunday	Hanukkah
December 24	CLOSED	Saturday	*Christmas Eve
December 25	CLOSED	Sunday	*Christmas Day
December 26	open	Monday	Day after Christmas Day
December 26	open	Monday	Hanukkah
December 31	Close at 5:30p.m.	Saturday	New Year's Eve

2023

January 1	CLOSED	Sunday	New Year's Day
January 2	open	Monday	Day after New Year's Day
January 16	open	Monday	Martin Luther King Day
February 20	open	Monday	President's Day

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

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 13, 2022
 Daylight Savings Time ends: Sunday, November 6, 2022

Bloomfield Township Public Library

Approved 2021 Calendar

LIBRARY CALENDAR 2021 HOLIDAYS AND CLOSINGS

January 1	CLOSED	Friday	*New Year's Day
January 18	open	Monday	Martin Luther King Day
February 15	open	Monday	President's Day
March 27	open	Saturday	Passover
April 2	open	Friday	*Good Friday +
April 3	open	Saturday	Easter Weekend
April 4	CLOSED	Sunday	Easter
May 7	CLOSED	Friday	*Staff Development Day +
May 29	open	Saturday	Memorial Day Weekend
May 30	CLOSED	Sunday	Memorial Day Weekend
May 31	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Sunday	*Independence Day
September 4	open	Saturday	Labor Day Weekend
September 5	CLOSED	Sunday	Labor Day Weekend
September 6	CLOSED	Monday	*Labor Day
September 7	OPEN	Tuesday	Rosh Hashanah
September 16	open	Thursday	Yom Kippur
October 11	open	Monday	Columbus Day Observance
November 11	open	Thursday	Veterans Day
November 24	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 25	CLOSED	Thursday	*Thanksgiving Day
November 28	open	Sunday	Hanukkah
December 24	CLOSED	Friday	*Christmas Eve
December 25	CLOSED	Saturday	*Christmas Day
December 26	CLOSED	Sunday	Day after Christmas
December 31	Close at 5:30p.m.	Friday	New Year's Eve

2022

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

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

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 14, 2021

Daylight Savings Time ends: Sunday, November 7, 2021