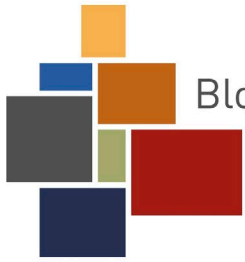


Please arrive at 6:30 p.m.

For the presentation  
of the Myers Scholarship



Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, August 17, 2021**  
7:00 p.m.

Community Room

Trustees:

[libraryboard@btpl.org](mailto:libraryboard@btpl.org)

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

Director:

Tera Moon

[moontera@btpl.org](mailto:moontera@btpl.org)

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO  
DISCOVER

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

**LIBRARY BOARD INFORMATION PACKETS**

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED  
Tuesday, August 17, 2021  
7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	08/13/2021
2a	Request to remove items from the Consent Agenda for Discussion	08/13/2021
2b	Motion to approve the order of items for the regular and consent agendas	08/13/2021
5	Motion to approve remaining Consent Agenda items 6-8d	08/13/2021
6	Regular Board Meeting Minutes of For Tuesday, July 20, 2021	08/13/2021
6a	Special Library Board meeting minutes of August 5, 2021	08/13/2021
7a	Cash Disbursements	08/13/2021
7b	Revenues/Expenditures Budget Report	08/13/2021
7c	Energy Report	08/13/2021
8a	President's Report– no report	
8b	Director's Report	08/13/2021
8c	Art Committee –no report	
8c	Advocacy Committee/Ambassadors Group – 07/27/2021	08/13/2021
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee	
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
12a	Proposed 2022 Holiday Calendar	08/13/2021
13	Motion to approve any items removed from the Consent Agenda	08/13/2021

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
What's Going on at the Library	08/13/2021
Dates for Library Board of Trustees	08/13/2021

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, August 17, 2021  
**Regular Board Meeting**  
**7:00 P.M.**

**REGULAR AGENDA ITEMS #1-5**

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

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

6. Regular Board meeting minutes of July 20, 2021
- 6a. Special Library Board meeting minutes of August 5, 2021
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*Judy Lindstrom
  - b. Director: \*Tera Moon
  - c. Committee: \*Advocacy Committee/Ambassadors Group  
\*Art Committee Ad Hoc  
\*Building and Grounds  
\*Cranbrook  
\*Development  
\*Finance  
\*Friends of the Library Liaison  
\*Investment  
\*Jeanette P. Myers Scholarship Selection  
\*Personnel  
\*Policy

**REGULAR AGENDA ITEMS**

9. Public Hearing: FY 2022/2023 Proposed Library Preliminary Budget
10. Call to the public, communications
11. Unfinished Business
12. New Business
  - a. Proposed 2022 Holiday Calendar
13. Discussion of items removed from the Consent Agenda
14. MOTION to approve any items removed from the Consent Agenda
15. Other
16. Next scheduled meeting: Tuesday, September 21, 2021
17. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**I REQUEST THAT ITEM (S):**

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, July 20, 2021

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At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom.

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

Trustees Absent: Dani Gillman

Administration: Director Tera Moon, Administrative Assistant Linden Godlove

Guests: Laura J. Kraly, Adult Services Department Head and SOC representative.

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Grant Gerhart requested **Item 8b Directors Report** be removed from the consent agenda for regular discussion. Joan Luksik requested **Item 7c Water Analyses** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Grant Gerhart and seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7c and 8b**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Edwards, Gerhart, Lindstrom, and Luksik*

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom shared an anecdote of a friend whose life was impacted by their library.

**DIRECTOR'S VERBAL REPORT:**

Director Moon announced that on July 16 and 17 the Friends of the Bloomfield Township Library held their first book sale since February 2020. They had a goal of \$2,500 and surpassed that and sold \$3,905 worth of materials. The Friends are holding a special meeting on July 30 to welcome back volunteers (who are comfortable returning to volunteering in person). On August 2, donations will once again be accepted on a limited basis: regular library hours Mondays, Thursday, and Saturdays. Sorting will take place several days through the week instead of having everyone get together on Wednesday morning.

The Library been doing a lot of hiring to bring staffing levels back up to pre-pandemic levels and a return to regular hours. We've hired nine new staff. Positions that had opened during the pandemic were not immediately filled.

Other news she mentioned included:



- Marianne Abdoo, Technical Services Department head, has announced her retirement after 23 years of service to the Library. Her position was posted last week with an August 5 deadline.
- Judy and Tera interviewed two finalist candidates for Assistant Director on Monday, July 12. 22 applications were received and one candidate is invited for a second interview. The candidate lives out of town so the interview will be held via Zoom. She will meet the Administration Team, the Department Heads and Assistant Department Heads, and the Personnel Committee.
- The intense thunderstorms that have passed through the area over the last six weeks have been tough on the library building. The lower level has seen water three times since June 8. The worst incident was caused because the emergency sump pumps failed; this incident saw water reach the edges of the new carpeting in the lower level. The sump pumps are being replaced this week. The Library lost power on Wednesday, July 8 at 3:10pm. It remained off until the early hours of Friday morning. The Library was able to open at 1pm on Friday, July 9.
- The library's activity and visitors have increased since the power failure two weeks ago.
- Libraries bring people together, but Director Moon never dreamed a marriage proposal would take place at the Library. A couple who met while studying for the bar exam at the Library a couple of years ago, got engaged on the morning of June 25. He wanted it to be a place significant to their relationship and a place that was beautiful, and he chose the Library. The groom, Jacob, staged quite an elaborate scene with flowers and other romantic props. His girlfriend Rachel said yes! It was a very rainy morning, but they didn't let that dampen their love and joy.

Upon discussion, a motion was made by Joan Luksik seconded by Tom Deska to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Edwards, Gerhart, Lindstrom, and Luksik*

*Nays: None*

**MOTION CARRIED**

## **REGULAR AGENDA:**

### ***Call to the Public:***

Laura Kraly, representing the SOC, gave a report. They are beginning to plan the Holiday Party, as staff reported they are comfortable with gathering and eating in December. The SOC are researching venues and may do something with a murder mystery performance group.

## **UNFINISHED BUSINESS:**

No unfinished business.

## **NEW BUSINESS:**

### **11a. Annual Report 2020/2021**

This year's Annual Report for FY 2020/2021 is a report of the pandemic year. Director Moon remarked that she was reminded of how much we all had to learn, of how uncertain things were, of how unusual our lives were. In addition to all the extra anxiety and stress, there were some great moments, like coming back to the library building, seeing how happy patrons were to receive the first curbside

deliveries and then to be able to return to the library. We were all pushed way out of our comfort zones, but that's where growth happens.

These are a few highlights of the events, programs, and accomplishments of this past year.

- The first three months of the fiscal year were spent working from home. Everyone had to learn how to use Zoom for meetings, how to record story times and book talks, and how to share documents electronically from a distance.
- Circulation devised a system to deliver items to patrons' cars in the parking lot. Curbside service was heavily used when the library building was closed.
- Library staff really flexed their creativity muscles and delivered service in completely new ways such as recorded story times and book talks, virtual discussion groups, craft and science kits for all ages, and electronic resources.
- The Library's fourth annual community photo contest's deadline happened at the start of the pandemic. The winners were revealed virtually later in the year. Township residents submitted 91 photos around the theme of "In Motion".
- Despite losing its major source of income during the pandemic The Friends of the Library generously provided \$40,078 to purchase recording & video equipment, Wonderbooks, digital resources, a power snow shovel, and more.
- Eli Greenbaum resigned from the Board of Trustees after serving for 8 years. Danielle Gillman was selected to take his spot. Danielle rose to the top of a pool of 22 applicants.
- Library Director Carol Mueller announced her retirement after a 43-year career in libraries with 13 of those at Bloomfield Township Public Library.
- Assistant Library Director Tera Moon was selected to replace Carol Mueller following a national search.

These examples are just a few of the accomplishments of this past year. Director Moon expressed her gratitude to the Library Board for their unwavering support, to the Friends for their generosity that helps this Library be so great, and to the amazing library staff who make it all happen.

The Library FY 2020/2021 Annual Report will be posted on the Library website and will be distributed to the Friends Board.

Many thanks to all Library Department Heads for submitting their summaries of the year's activities in their respective departments. Administration Clerks Jane Bersche and Laura Moore assisted as well.

The statistics will be shared in the newsletter and on the website.

Upon discussion, a motion was made by Sandy Edwards, seconded by Tom Deska **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2020/2021.**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Edwards, Gerhart, Lindstrom, and Luksik*

Nays: None

**MOTION CARRIED**

## **12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

Grant Gerhart requested **Item 8b Directors Report** be removed from the consent agenda for regular discussion. He asked about for more information regarding the status of the lighting project, as many areas in Adult Services were quite dark. This was due to some lighting fixtures not yet being available to install yet. Director Moon will speak to Facilities about a temporary solution to the lighting needs in this area. The lighting project is complete in the Youth Services Department, as stated in the report.

Joan Luksik requested **Item 7c Water Analysis** be removed from the consent agenda for regular discussion. She was concerned about the higher cost in the recent bill. Director Moon reported that it had been a usually dry spring before the heavy rains of summer. The annuals had also been installed and needed more water.

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandy Edwards **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Edwards, Gerhart, Lindstrom, and Luksik*

*Nays: None*

**MOTION CARRIED**

## **OTHER:**

Trustee Sandy Edwards reported on the Wednesday, July 7 Friends Board Meeting, which was held in the Community Room. The membership is up to 222. The Library Shop reopened. Book Sales on July 16 and 17 were announced. They will have a volunteer meeting on July 30 and emergency procedures will be reviewed. A previous Wish List gift of \$2,500 was approved to be reallocated. Directors and Officers insurance quotes were received. Due to costs, the Friends will not have a formal audit conducted. They have put together a small financial team. After the Annual Meeting in June, there were changes among the officers. Kathy Conner remains President, Kim Hoke is now Vice president, Nancy Lambert is now Secretary, Sikander Rashid is now Treasurer. They are looking forward to assisting in the strategic planning with the Ambassadors Group. The Friends' next meeting will be August 4 at 10:30 a.m.

The next Library Board Meeting will be Tuesday, August 17 at 7:00 p.m. The preliminary proposed budget for the 2022-2023 Fiscal Year and the 2022 Library holiday calendar will be presented.

At 7:53 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, August 5, 2021

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The special meeting of the Bloomfield Township Public Library Board of Trustees was held on Thursday, August 5. The meeting was called to order by President Judy Lindstrom at 11:01 a.m. Attendance was taken.

**Present:** Trustees: Sandra Edwards, Dani Gillman, Grant Gerhart, and Judy Lindstrom

**Absent:** Tom Deska, Joan Luksik

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

**Guests:** Matt Whitty and Walter Schwartz of Schwartz and Company

Upon discussion, a motion was made by Sandy Edwards, seconded by Grant Gerhart **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

*A vote was taken for approval of the motion.*

*Ayes: Edwards, Gerhart, Gillman, Lindstrom,*

*Nays: None*

**MOTION CARRIED**

**CALL TO THE PUBLIC:**

None present

**UNFINISHED BUSINESS:**

No discussion at this time.

**NEW BUSINESS:**

***4a Library Investment Review***

Schwartz & Co. provided an overview of the Library's investments. Matt Whitty presented up to date information on the Library's investments.

**4b Budget Review – FY 2022/2023 Proposed Preliminary Budget**

Tera Moon and President Lindstrom expressed thanks to Finance Coordinator Sandi Bird for her contributions to prepare this detailed budget. She expressed it is a team effort, with

contributions from the Department Heads. Director Moon gave an overview of the FY 2022/2023 Preliminary Budget. She reviewed the General Fund, the Gift Fund, and the capital improvements program.

#### **4c 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 2021. 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. It is proposed 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.

#### **OTHER:**

There was an inquiry about fines and fees and when they are discussed. Fines and Fees are reviewed annually in the January board meeting.

Meeting adjourned at 12:44 p.m.

Submitted By:



Sandra Edwards, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****Cash Disbursements Comments  
August 2021****New Vendors:**

Educational Development Corporation is a new vendor of books for youth services.

West Music | Percussion Source is a new vendor for youth services.

**General Fund Advance**

- Check #21539 payable to TK Elevator Corporation in the amount of \$928.44 was payment for an inspection and service of the elevator.

**General Fund**

- Check #21562 payable to Bloomfield Township in the amount of \$241,855.90 was payment for two payrolls including FICA, health insurance, pension, etc.
- Check #21569 payable to Du All Cleaning in the amount of \$10,060.00 was payment for window cleaning and regular monthly janitorial cleaning services.
- Check #21571 payable to Farmington Community Library in the amount of \$6,889.78 was payment for Metro Net membership and databases purchased through Metro Net.
- Check #21573 payable to Frank Rewold and Son in the amount of \$123,333.31 was payment for the LED Lighting Project.
- Check #21584 payable to ProQuest in the amount of \$12,815.39 was payment for databases including the Detroit Free Press.
- Check #21587 payable to Service Heating and Plumbing in the amount of \$13,595.73 was payment for new sump pumps and emergency plumbing repairs.
- Check #21591 payable to Tech Logic in the amount of \$8,738.00 was payment for upgrade to automated materials handler.

**Gift Fund**

- Check #5233 payable to Johnson Nature Center in the amount of \$2,500.00 was payment for library's share of permanent story walk stands.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF JULY 2021**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
21536	7/13/21	LOWE'S	106.01	190.52
21537	7/13/21	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
21538	7/13/21	T MOBILE	106.01	59.96
21539	7/13/21	TK ELEVATOR CORPORATION	106.01	928.44
21540	7/19/21	CONSUMERS ENERGY	106.01	2,868.18
21541	7/19/21	DTE ENERGY	106.01	17,838.49
21542	7/19/21	FLAGSTAR BANK	106.01	4,865.32
21543	7/19/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	743.62
21544	7/19/21	VIGILANTE SECURITY	106.01	155.00
21545	7/26/21	AMAZON.COM	106.01	1,699.34
21546	7/26/21	Patricia Ballard	106.01	68.90
21547	7/26/21	PETTY CASH - BTPL	106.01	109.12
21548	7/26/21	XFINITY	106.01	123.94
21549	7/26/21	VERIZON WIRELESS	106.01	197.20
21550	7/26/21	VIGILANTE SECURITY	106.01	1,950.00
21551	8/2/21	APPLIED IMAGING	106.01	806.35
21552	8/2/21	AT&T	106.01	160.50
21553	8/2/21	AT&T	106.01	798.08
21554	8/2/21	Elizabeth Clauder	106.01	43.98
21555	8/2/21	Shayna Connolly	106.01	450.00
21556	8/2/21	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
Total				<u>34,212.94</u>
<b>REGULAR CHECKS:</b>				
21557	8/6/21	AMERICAN LIBRARY ASSOCIATION	106.01	218.00
21558	8/6/21	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	823.52
21559	8/6/21	AUNALYTICS, INC.	106.01	2,585.86
21560	8/6/21	BAKER & TAYLOR, INC.	106.01	16,600.46
21561	8/6/21	BLACKSTONE AUDIO, INC.	106.01	41.60
21562	8/6/21	BLOOMFIELD TOWNSHIP	106.01	241,855.90
21563	8/6/21	BUTZEL LONG	106.01	214.50
21564	8/6/21	CDW GOVERNMENT, INC.	106.01	110.41
21565	8/6/21	CENGAGE LEARNING/GALE	106.01	698.00
21566	8/6/21	CENTER POINT PUBLISHING	106.01	214.27
21567	8/6/21	CINTAS CORPORATION	106.01	154.85
21568	8/6/21	DEMCO, INC.	106.01	533.50
21569	8/6/21	DU ALL CLEANING, INC	106.01	10,060.00
21570	8/6/21	EDUCATIONAL DEVELOPMENT CORP.	106.01	258.94
21571	8/6/21	FARMINGTON COMMUNITY LIBRARY	106.01	6,889.78
21572	8/6/21	FINDAWAY WORLD LLC	106.01	874.01
21573	8/6/21	FRANK REWOLD AND SON, INC.	106.01	123,333.31
21574	8/6/21	INGRAM LIBRARY SERVICES	106.01	526.77
21575	8/6/21	INNOVATIVE USERS GROUP	106.01	110.00
21576	8/6/21	LJ ROLLS REFRIGERATION CO., INC	106.01	7,778.00
21577	8/6/21	MICROMARKETING LLC	106.01	922.98
21578	8/6/21	MIDWEST TAPE	106.01	47,104.29
21579	8/6/21	NATIONAL SIGN COMPANY	106.01	975.00
21580	8/6/21	NICHOLS/NETWORK SERVICES CO	106.01	452.65
21581	8/6/21	ONLINE COMPUTER LIBRARY CENTER	106.01	2,848.49
21582	8/6/21	OVERDRIVE	106.01	10,309.95
21583	8/6/21	POSEIDON LAWN SPRINKLERS	106.01	352.50
21584	8/6/21	PROQUEST-CSA LLC	106.01	12,815.39
21585	8/6/21	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	319.33
21586	8/6/21	SCHOLASTIC, INC	106.01	750.38

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****CHECK REGISTERS****FOR THE MONTH OF JULY 2021**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
21587	8/6/21	SERVICE HEATING & PLUMBING	106.01	13,595.73
21588	8/6/21	SHOWCASES	106.01	369.19
21589	8/6/21	RICK STROMOSKI	106.01	250.00
21590	8/6/21	SUMMIT ELECTRIC, INC.	106.01	958.80
21591	8/6/21	TECH LOGIC CORP.	106.01	8,738.00
21592	8/6/21	THOMSON REUTERS/THOMSON WEST	106.01	126.00
21593	8/6/21	UNITED STATES POSTAL SERVICE	106.01	240.00
21594	8/6/21	WALLACEBURG BOOKBINDING & MFG	106.01	231.81
21595	8/6/21	WEST ACADEMIC	106.01	53.00
21596	8/6/21	WT COX INFORMATION SERVICES	106.01	25.00

Total

515,320.17**Gift Fund****ADVANCE CHECKS:**

5227	7/19/21	FLAGSTAR BANK	102.03	725.16
5228	7/26/21	AMAZON.COM	102.03	29.55
5229	7/26/21	VOID	102.03	
5230	7/26/21	MIDWEST TAPE	102.03	2,319.48

Total

3,074.19**REGULAR CHECKS:**

5231	8/6/21	ARBOR OAKLAND GROUP	102.03	187.00
5232	8/6/21	COMMUNITY FOUNDATION - SE MICH.	102.03	1,088.25
5233	8/6/21	JOHNSON NATURE CENTER	102.03	2,500.00
5234	8/6/21	MIDWEST TAPE	102.03	2,680.52
5235	8/6/21	SCHOLASTIC INC	102.03	3,089.81
5236	8/6/21	WEST MUSIC	102.03	376.02

Total

9,921.60



**Bloomfield Township Public Library  
FY 2021-2022 General Fund Budget**

**7b**

**PRESENTED: AUGUST 17, 2021      FOR THE MONTH OF: JULY, 2021**

		2021-2022	2020-2021			Four Months 33%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 16, 2021	MARCH 16, 2021	MONTH	YTD	YTD	VARIANCE
<b><u>Revenues</u></b>							
410.01	<b>Taxes</b>	<b>\$7,977,960</b>	<b>\$7,977,960</b>	<b>(\$1,350)</b>	<b>(\$2,645)</b>	<b>-0.03%</b>	<b>(\$7,980,605)</b>
420.01	<b>Penal Fines</b>	<b>\$87,600</b>	<b>\$87,600</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$87,600)</b>
422.01	<b>State Aid</b>	<b>\$32,800</b>	<b>\$32,800</b>	<b>\$17,960</b>	<b>\$35,620</b>	<b>108.60%</b>	<b>\$2,820</b>
430.01	<b>Circulation Fines &amp; Fees</b>	<b>\$38,250</b>	<b>\$38,250</b>	<b>\$2,219</b>	<b>\$6,439</b>	<b>16.83%</b>	<b>(\$31,811)</b>
	<b>Charges for Services</b>	<b>\$14,866</b>	<b>\$14,866</b>	<b>(\$13)</b>	<b>\$8</b>	<b>0.05%</b>	<b>(\$14,858)</b>
	<b>Investment earnings</b>	<b>\$86,500</b>	<b>\$86,500</b>	<b>(\$1,145)</b>	<b>(\$24,183)</b>	<b>-27.96%</b>	<b>(\$110,683)</b>
	<b>Miscellaneous</b>	<b>\$14,566</b>	<b>\$14,566</b>	<b>\$3,938</b>	<b>\$4,141</b>	<b>28.43%</b>	<b>(\$10,425)</b>
<b>Total Revenues</b>		<b>\$8,252,542</b>	<b>\$8,252,542</b>	<b>\$21,610</b>	<b>\$19,380</b>	<b>0.23%</b>	<b>(\$8,233,162)</b>
<b><u>Expenditures</u></b>							
	<b>Personnel</b>	<b>\$4,696,338</b>	<b>\$4,696,338</b>	<b>\$243,066</b>	<b>\$1,323,845</b>	<b>28.19%</b>	<b>(\$3,372,493)</b>
	<b>Library Services</b>	<b>\$819,810</b>	<b>\$819,810</b>	<b>\$97,104</b>	<b>\$286,941</b>	<b>35.00%</b>	<b>(\$532,869)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$1,040,866</b>	<b>\$1,040,866</b>	<b>\$52,863</b>	<b>\$347,114</b>	<b>33.35%</b>	<b>(\$693,752)</b>
	<b>Other Operating Expenditures</b>	<b>\$3,870,261</b>	<b>\$3,870,261</b>	<b>\$165,853</b>	<b>\$1,406,879</b>	<b>36.35%</b>	<b>(\$2,463,382)</b>
<b>Total Expenditures</b>		<b>\$10,427,275</b>	<b>\$10,427,275</b>	<b>\$558,886</b>	<b>\$3,364,778</b>	<b>32.27%</b>	<b>(\$7,062,497)</b>
Fund Balance - Beginning		\$13,071,834	\$13,071,834		\$13,071,834		
Net revenue (expenditure)		(\$2,174,733)	(\$2,174,733)		(\$3,345,398)		
Fund Balance - Ending		\$10,897,101	\$10,897,101		\$9,726,436		

**Fund Balance Designations**

Nonspendable-Prepaid Expense	\$26,125	\$26,125
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,531,000	\$4,531,000
Assigned Fund Balance (is \$530,178 the 3/31/21 compensated absences accrual, plus \$2,940,000 the 60% OPEB obligation plus \$2,769,798 for capital improvements)	\$6,239,976	\$6,239,976
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library  
**FY 2021-2022 Gift Fund Budget**

PRESENTED: AUGUST 17, 2021      FOR THE MONTH OF: JULY, 2021

Four Months 33%

ACCOUNT NUMBER	ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF AUG 17, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	Gift Income	\$500	\$5,715	\$1,991	\$5,715	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$1	\$4	2.02%	(\$196)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$5,915</b>	<b>\$1,992</b>	<b>\$5,719</b>	<b>96.69%</b>	<b>(\$196)</b>
	<b><u>Expenditures</u></b>						
	Library Services	\$75,589	\$77,175	\$8,617	\$12,064	15.63%	(\$65,110)
	Facilities & Equipment	\$34,382	\$35,124	\$2,500	\$12,068	34.36%	(\$23,057)
	Other Operating Expenditures	\$52,224	\$55,111	\$1,879	\$3,137	5.69%	(\$51,974)
	<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$167,410</b>	<b>\$12,996</b>	<b>\$27,269</b>	<b>16.29%</b>	<b>(\$140,141)</b>
	Fund Balance - Beginning	\$161,695	\$161,695		\$184,562		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$21,550)		
	Fund Balance - Ending	\$200	\$200		\$163,012		

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**JULY 2021**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2021	\$73,306.82
	Flagstar Public Funds Savings	0.25%	7/31/2021	\$199,991.92
	Flagstar Premier Public Entities Checking	0.15%	7/31/2021	\$59,341.83
	RBC Capital Cash/Money Market	0.03%	7/31/2021	\$8,176.19
	RBC Capital - Investments	2.33%	7/31/2021	\$9,899,565.78
<b>Total General Fund</b>				<b><u>\$10,167,075.72</u></b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.01%	7/31/2021	\$107,788.84
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	7/31/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2021	\$13,210.80
<b>Total Gift Fund</b>				<b><u>\$170,999.64</u></b>

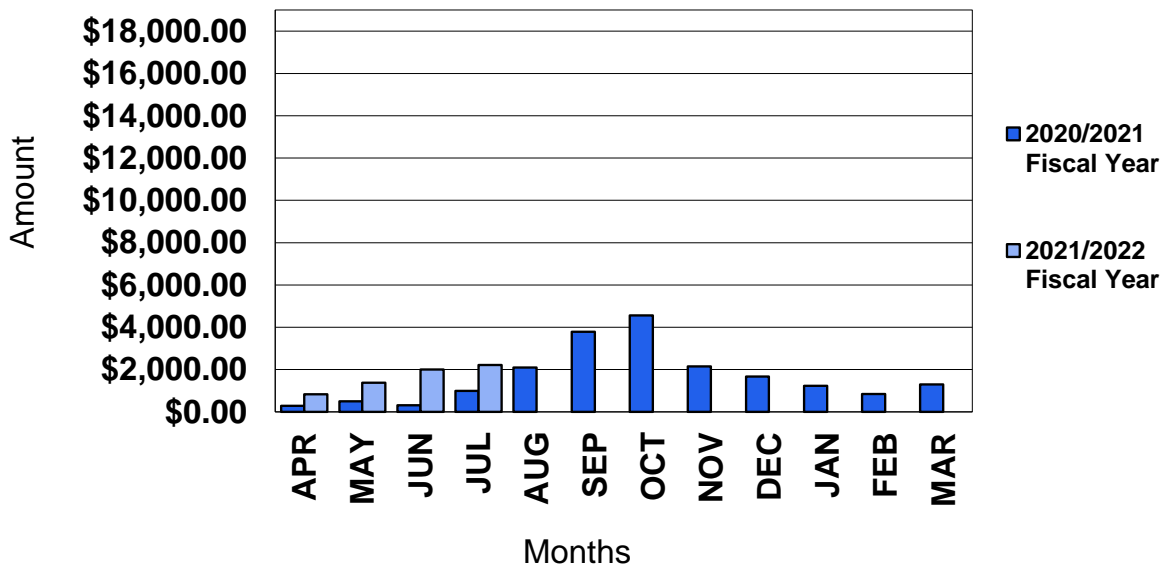
**CFSEM** The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.

	<i>Updated 3/2021</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2020	\$16,819.00
Yvonne T. Atkinson Fund	12/31/2020	\$33,370.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2020	\$37,855.75
BTPL Endowment Fund	12/31/2020	\$45,632.25
Fair Radom Garden Endowment Fund	12/31/2020	\$18,175.00
BTPL Director's Legacy Fund	12/31/2020	\$20,765.00
<b>Total CFSEM holdings</b>		<b><u>\$172,617.00</u></b>

## FINES AND FEES - TWO-YEAR COMPARISON

Month	2020/2021 Fiscal Year	2021/2022 Fiscal Year	Difference
APR	\$292.50	\$838.45	\$545.95
MAY	\$503.75	\$1,373.25	\$869.50
JUN	\$308.75	\$2,008.55	\$1,699.80
JUL	\$990.79	\$2,218.95	\$1,228.16
AUG	\$2,099.50		(\$2,099.50)
SEP	\$3,793.90		(\$3,793.90)
OCT	\$4,554.22		(\$4,554.22)
NOV	\$2,153.70		(\$2,153.70)
DEC	\$1,675.95		(\$1,675.95)
JAN	\$1,236.95		(\$1,236.95)
FEB	\$845.50		(\$845.50)
MAR	\$1,295.62		(\$1,295.62)
			YTD Difference
TOTAL	\$19,751.13	\$6,439.20	(\$13,311.93)

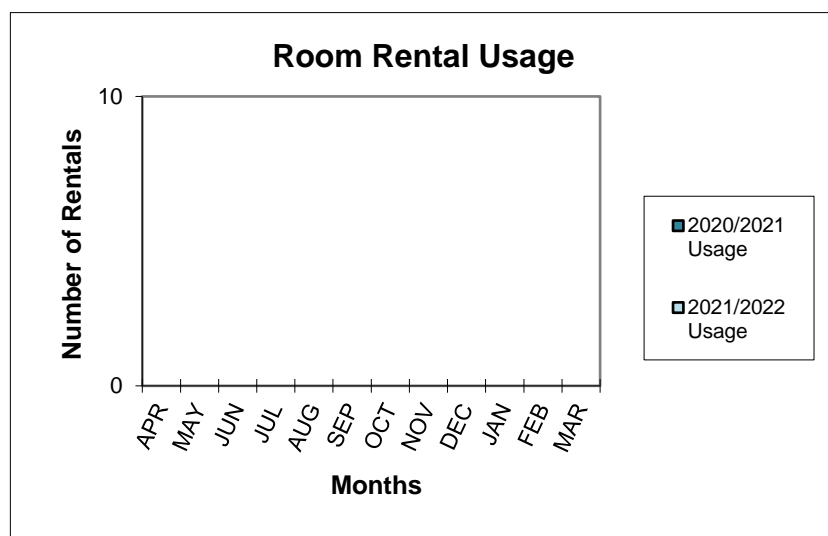
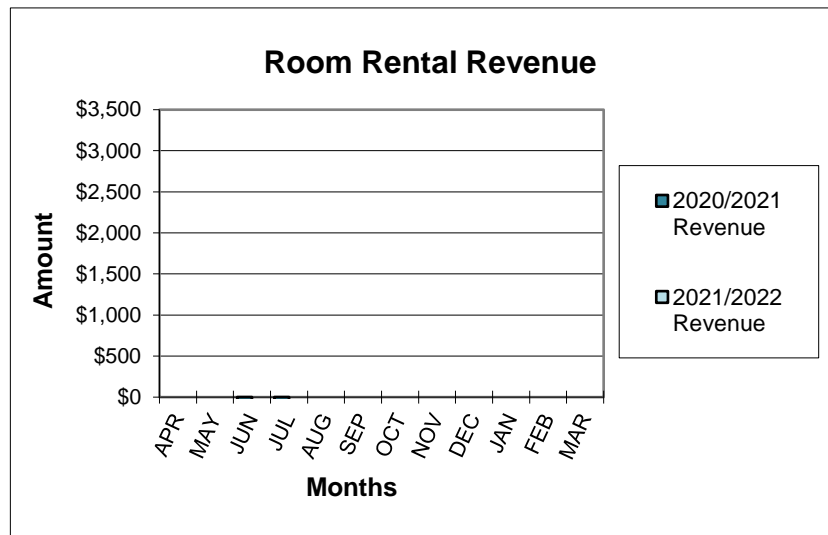
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

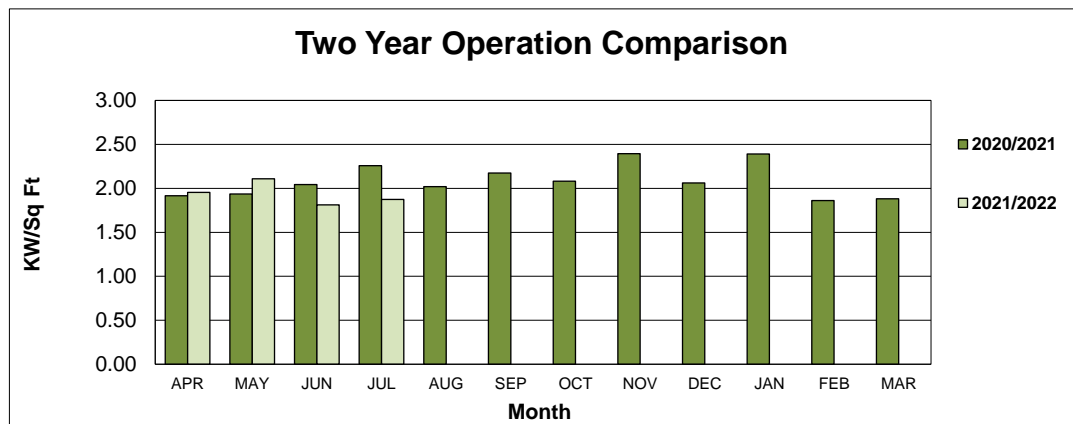
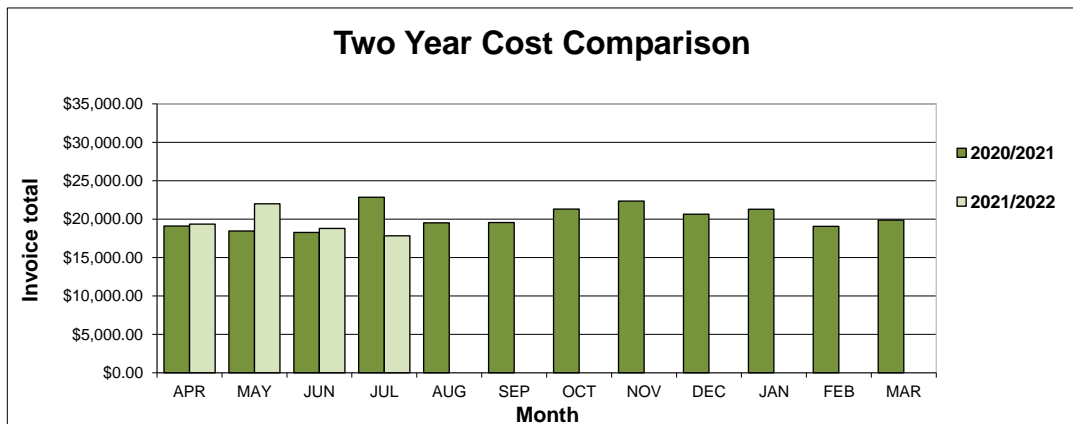
<u>Month</u>	2020/2021 <u>Revenue</u>	2021/2022 <u>Revenue</u>	<u>Difference</u>	2020/2021 <u>Usage</u>	2021/2022 <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00	\$0.00	\$0.00	0	0	MAY
JUN	(\$520.00)	\$0.00	\$520.00	(Refunds)	0	JUN
JUL	(\$640.00)	\$0.00	\$640.00	(Refunds)	0	JUL
AUG	\$0.00		\$0.00	0		AUG
SEP	\$0.00		\$0.00	0		SEP
OCT	\$0.00		\$0.00	0		OCT
NOV	\$0.00		\$0.00	0		NOV
DEC	\$0.00		\$0.00	0		DEC
JAN	\$0.00		\$0.00	0		JAN
FEB	\$0.00		\$0.00	0		FEB
MAR	\$0.00		\$0.00	0		MAR
			YTD Difference			
TOTAL	<u><u>-\$1,160.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,160.00</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	



## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2020/2021	2021/2022	Difference	TOTAL KWH	COST/KWH	KWH/HR (24 x no. days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
APR	\$19,093.00	\$19,353.70	\$260.70	197,330	\$0.10	274.07	1.95	\$26.88	\$0.19
MAY	\$18,452.63	\$22,004.56	\$3,551.93	213,080	\$0.10	286.40	2.11	\$29.58	\$0.22
JUN	\$18,265.94	\$18,782.78	\$516.84	183,050	\$0.10	254.24	1.81	\$26.09	\$0.19
JUL	\$22,841.96	\$17,838.49	(\$5,003.47)	189,280	\$0.09	254.41	1.87	\$23.98	\$0.18
AUG	\$19,522.85		(\$19,522.85)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$19,555.73		(\$19,555.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$21,308.13		(\$21,308.13)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$22,352.41		(\$22,352.41)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$20,649.10		(\$20,649.10)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,291.56		(\$21,291.56)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$19,068.67		(\$19,068.67)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$19,862.73		(\$19,862.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$242,264.71	\$77,979.53	(\$164,285.18)						



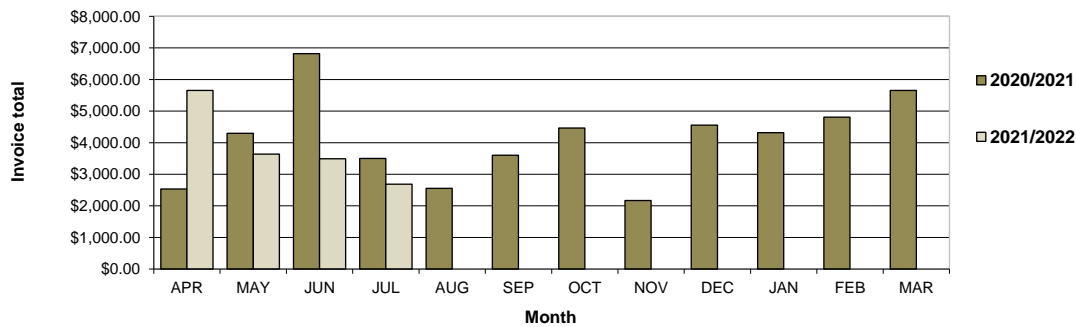
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

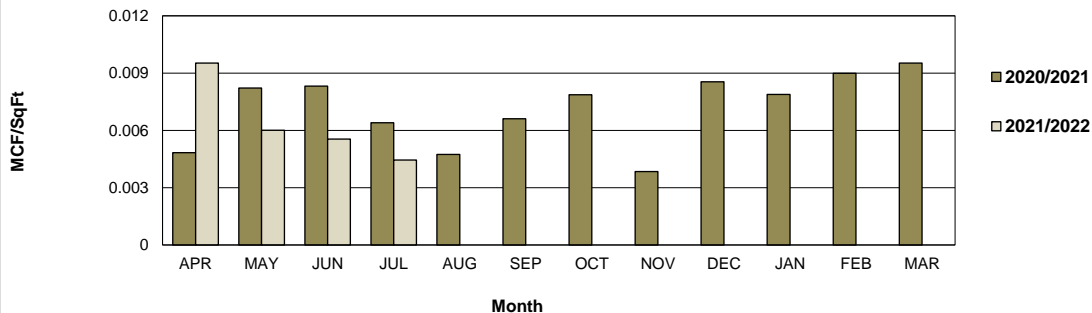
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION							
Month	2020/2021	2021/2022	Difference		MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$2,531.55	\$5,654.64	\$3,123.09	(Billing Error)	962.0	\$5.88	720	1.34	0.010	7.85	0.055
MAY	\$4,294.32	\$3,636.56	(\$657.76)	- Correction	606.7	\$5.99	744	0.82	0.006	4.89	0.035
JUN	\$6,820.12	\$3,492.51	(\$3,327.61)	6/2020)	560.0	\$6.24	720	0.78	0.006	4.85	0.034
JUL	\$3,502.62	\$2,686.18	(\$816.44)		449.7	\$5.97	744	0.60	0.004	3.61	0.026
AUG	\$2,553.53		(\$2,553.53)			#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$3,601.75		(\$3,601.75)			#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,465.17		(\$4,465.17)			#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$2,167.17		(\$2,167.17)			#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$4,554.47		(\$4,554.47)			#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$4,315.81		(\$4,315.81)			#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,810.45		(\$4,810.45)			#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,654.64		(\$5,654.64)			#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference								
TOTAL	\$49,271.60	\$15,469.89	(\$33,801.71)								

### Two Year Cost Comparison

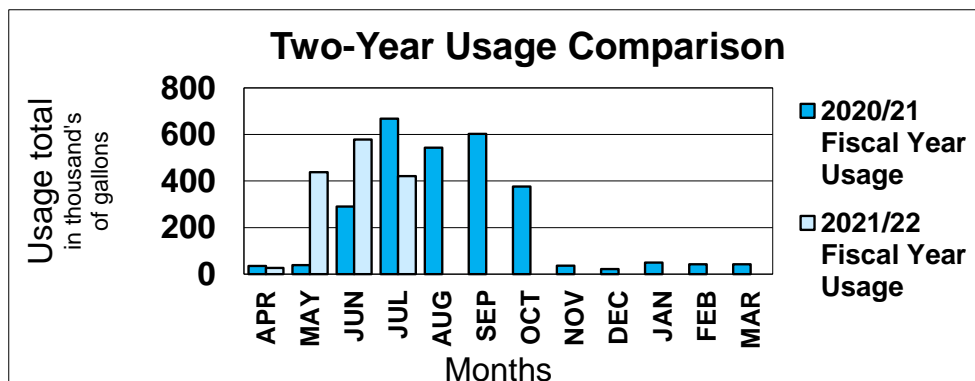
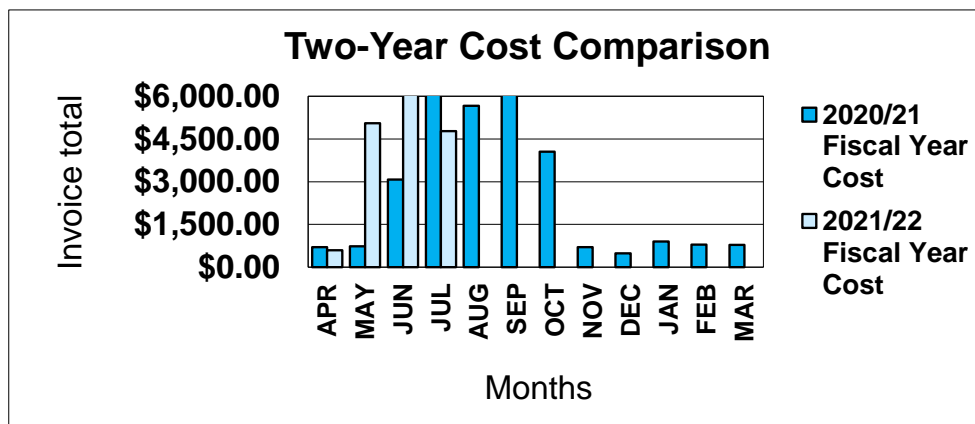


### Two Year Operation Comparison



## Bloomfield Township Public Library Water Analysis

Month	2020/21 Fiscal Year Cost	2021/22 Fiscal Year Cost	Difference	2020/21 Fiscal Year Usage	2021/22 Fiscal Year Usage	Difference
APR	\$698.36	\$592.16	(\$106.20)	35	27	(8)
MAY	\$731.36	\$5,053.36	\$4,322.00	39	438	399
JUN	\$3,076.81	\$6,504.64	\$3,427.83	290	578	288
JUL	\$6,912.60	\$4,772.00	(\$2,140.60)	668	421	(247)
AUG	\$5,663.25		(\$5,663.25)	543		(543)
SEP	\$6,292.57		(\$6,292.57)	603		(603)
OCT	\$4,051.16		(\$4,051.16)	376		(376)
NOV	\$706.63		(\$706.63)	37		(37)
DEC	\$484.48		(\$484.48)	22		(22)
JAN	\$899.16		(\$899.16)	50		(50)
FEB	\$795.49		(\$795.49)	43		(43)
MAR	\$780.68		(\$780.68)	42		(42)
			YTD Difference			YTD Difference
TOTAL	<u>\$31,092.55</u>	<u>\$16,922.16</u>	<u>(\$14,170.39)</u>	<u>2,748</u>	<u>1,464</u>	<u>(1,284)</u>





**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT****August 2021**

The Friends started taking donations of gently used books and media on August 2, 2021. As anticipated, a lot of items have been donated! The Friends have been working very hard to keep up with the stream and will have a wonderful stock for their planned sale on September 11. Donations will be accepted all the days the Library is opened starting August 16.

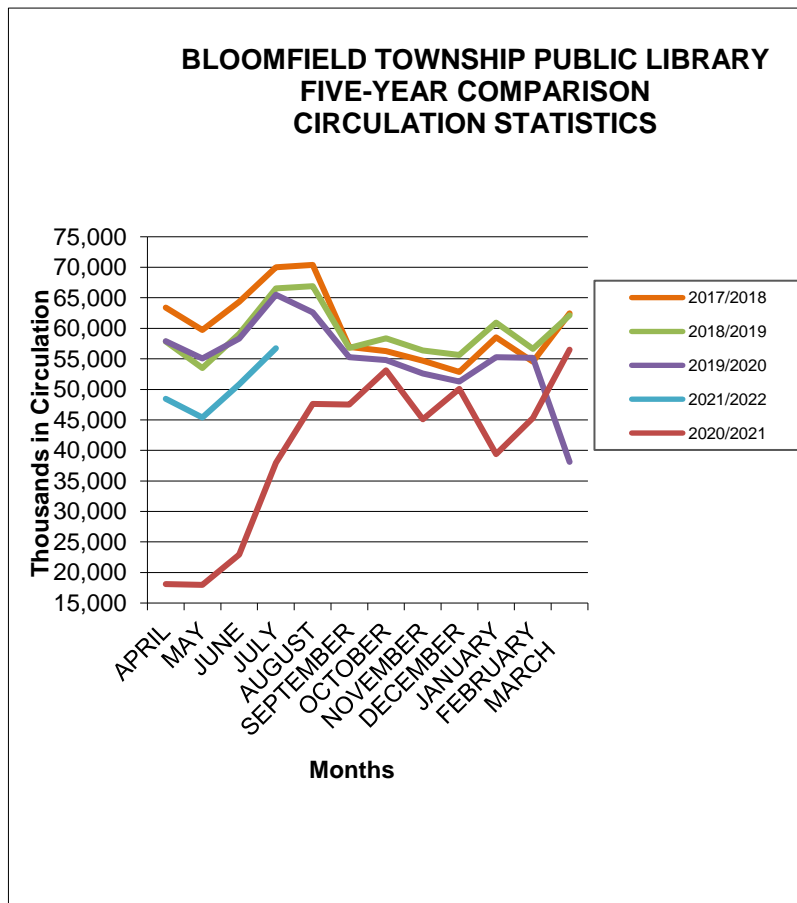
LED Lighting Project Update – This month the crew completed the Magazine Room and the main lobby and portico. More than half the perimeter “down” lights on the exterior are complete, plus one parking lot is installed. (It is near Virginia’s Garden.) Many of the linear fixtures still have not come in. Once these fixtures are received work in Youth Services and the Commons will be completed. Adult Services is still waiting on those linear fixtures that are missing (Adult Services staff have offered to retrieve books from the dark aisles, or to provide flashlights or lanterns). Work is proceeding very well.

The new Assistant Director, Katherine Bryant, will start Tuesday, September 7. You will likely meet her at the regular monthly meeting on September 21.

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

8/10/2021

	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021-2022</u>
APRIL	63,413	57,829	57,900	18,087	48,463
MAY	59,745	53,493	55,056	17,974	45,393
JUNE	64,319	59,101	58,301	22,933	50,843
JULY	70,006	66,539	65,499	37,962	56,735
AUGUST	70,391	66,907	62,633	47,629	
SEPTEMBER	56,939	56,817	55,270	47,507	
OCTOBER	56,291	58,359	54,813	53,114	
NOVEMBER	54,703	56,357	52,623	45,117	
DECEMBER	52,859	55,615	51,267	50,080	
JANUARY	58,510	60,945	55,277	39,378	
FEBRUARY	54,554	56,645	55,172	45,329	
MARCH	62,452	62,128	38,121	56,504	
<b>TOTAL</b>	<b>724,182</b>	<b>710,735</b>	<b>661,932</b>	<b>481,614</b>	<b>201,434</b>



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

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

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

JULY 2021

Pandemic Service  
 Building closed 4/1 - 6/14/20  
 Phase 2 6/15 – 7/12/20  
 Phase 3 7/13 – 11/17/20  
 Phase 2 11/18 - 1/24/21  
 Phase 3 1/25 - 6/30/21  
 Phase 4 7/1 - present

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 MONTHLY ACTIVITY REPORT

8/10/2021

	2020		2021	
<b>COLLECTION</b>				
Book Collection:	234,261		232,287	
Media Collection:	56,768		55,183	
Total e-books:	21,744		22,369	
Overdrive	17,499		18,505	
Total downloadable audiobooks:	7,262		7,918	
Materials Total:	320,035		317,757	
<b>CIRCULATION</b>				
Circulation Total:	37,962		46,304	
Bloomfield Township Circulation:	35,721		43,762	
Virtual Circulation Total	16,413		10,431	
Circulation of Youth materials:	8,955		23,438	
Circulation of Media:	5,090		9,708	
Circulation of Cranbrook passes:	17		201	
Self-checkout machine use:	4,658	12.3%	15,108	32.6%
Library by Mail:	49	29 patrons	138	41 patrons
Curbside Deliveries			150	
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	2,926 *		10,665 **	
Gate Count:	3,891		13,085	
Meeting rooms by public:	0		1	
Meeting rooms by staff:	6		7	
<b>VIRTUAL USE</b>				
Home page hits:	30,533		31,995	
e-book access:	5,587		4,269	
Overdrive	5,582		4,266	
EBSCOhost	5		3	
Audiobook access: (Overdrive)	2,318		2,484	
Freegal music download access:	606		n/a	
Freegal music streaming:	2,217		n/a	
Magazine download access:	1,850		796	
Hoopla access:	3,835		2,882	
<b>Library Computer Use</b>				
Resident Use	96		309	
Guest Use	51		233	
* Library closed July 4 for Independence Day				
**Library closed July 7 @ 4 pm until July 9 @ 1 pm, due to power outage				

JULY 2021

Pandemic Service  
 Building closed 4/1 - 6/14/20  
 Phase 2 6/15 – 7/12/20  
 Phase 3 7/13 – 11/17/20  
 Phase 2 11/18 - 1/24/21  
 Phase 3 1/25 - 6/30/21  
 Phase 4 7/1 - present

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 MONTHLY ACTIVITY REPORT

8/10/2021

	2020		2021	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	89		133	
Cranbrook:	1		2	
Total new patrons:	113		169	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	0	0	9 events	138 attended
Speaker-led:	1 event	1 attended	0 events	0 attended
Book clubs:	1 event	10 attended	3 events	31 attended
Tours/visits on-site:	0	0	0 events	0 attended
Tours/visits off-site:	5 events	51 attended	6 events	68 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	4 events	4 attended	4 events	6 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	5 events	36 attended	2 events	8 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	11 events	186 attended	15 events	865 attended
Speaker-led:	0	0	2 events	50 attended
Tours/visits on-site:	0	0	0 events	0 attended
Tours/visits off-site:	0	0	0 events	0 attended
TOTAL:	27 events	288 attended	41 events	1,166 attended
<b><i>Volunteers (number of people, hours)</i></b>				
	0	0	7	74.25
Shop			7	74.25
Court			0	0
Students			0	0
Department volunteer			0	0
<b><i>Patron Remarks</i></b>				
Patron Comments:	0		2	
Ask BTPL:	3		1	
Ask Us:	53		69	
<b>DISPLAYS</b>				
Lobby	Summer Reading Program 2021 - "Tails & Tales"			
Local History	Pulitzer Prize Winners			

**PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
LIBRARY AMBASSADORS GROUP**

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, July 27, 2021  
Community Room

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Trustees Present: Tom Deska, Sandra Edwards, Grant Gerhart, Danielle Gillman, Judy Lindstrom

Trustees Absent: Joan Luksik

Administration: Director Tera Moon; Administrative Assistant Linden Godlove

Guests: Bloomfield Township Residents Lyle Dahlberg, Richard Lambert, Joy Murray, John Owens, Jay Shah, Constance Silver, Shane Spradlin

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President Judy Lindstrom greeted everyone, expressing it was fitting to meet in the Community Room, with the collection of photographs that reflect the library's history and the community that shaped it. She introduced the Tera Moon as new director.

Director Tera Moon expressed pleasure to be meeting with the ambassadors in person. She shared some of her background, which includes previous employment at Southfield Public Library in numerous roles, including Department Head. She was hired as the Assistant Director at Bloomfield Township Public Library in 2013. She values that "libraries are where everyone is welcome, where knowledge is free and accessible."

Director Moon shared the 2020/2021 Annual Report, which was about to be released to the public. This gives an overview of what the Library has done and is doing to serve the community. There are 318,829 items in the library's collection. 7,301 patrons attended 301 programs. There was a 40% increase in electronic material accessed. There were 8,590 curbside deliveries. Items and spaces were quarantined during the pandemic, but there has been a gradual return of services, while adjusting to the safety measures. She gave a report on achievements, including the Partner with the Arts award and the photo contest. There were changes among the administration, including new board member Dani Gillman, the retirement of Director Carol Mueller, the formation of the Ambassador Group, and the hiring of Tera Moon as Director. The Friends provided great resources, despite losing the fundraising opportunity of book sales.

The ambassadors made queries about curbside service, the library's financial needs, and library use by the community.

President Lindstrom posed questions to the Ambassador group and discussion followed.

President Lindstrom asked, *“What does the community want right now from the Library, as the world opens up but there is still uncertainty about the pandemic? What should we be focusing on?”* Themes discussed including creating community through in-person programming and doing more marketing.

President Lindstrom then asked *“What groups or demographics in the community should the Library reach out to, especially during the strategic planning process? What are the best ways to market what we do?”* General groups and non-users were suggested. The group made several suggestions for marketing.

President Lindstrom thanked the group and set the next meeting for Tuesday, October 26, at 7:00-8:30pm p.m.



**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**

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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

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### **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	Column 2	Column 3	Column 4			
	ACTUALS AS OF MAR 31, 2021	ADOPTED BUDGET AS OF MAR 16, 2021	AMENDED BUDGET AS OF AUG 17, 2021	PRELIMINARY BUDGET AS OF AUG 17, 2021			
					\$ DIF.	% DIF.	% OF TOTAL REV/EXP
<b><u>Revenues</u></b>							
<b>Taxes</b>	<b>\$7,744,732</b>	<b>\$7,977,960</b>	<b>\$7,943,041</b>	<b>\$8,141,617</b>	<b>\$198,576</b>	<b>2.50%</b>	<b>96.88%</b>
<b>Penal Fines</b>	<b>\$70,731</b>	<b>\$87,600</b>	<b>\$87,600</b>	<b>\$87,600</b>	<b>\$0</b>	<b>0.00%</b>	<b>1.04%</b>
<b>State Aid</b>	<b>\$32,880</b>	<b>\$32,800</b>	<b>\$32,800</b>	<b>\$32,800</b>	<b>\$0</b>	<b>0.00%</b>	<b>0.39%</b>
<b>Circulation Fines and Fees</b>	<b>\$19,751</b>	<b>\$38,250</b>	<b>\$25,500</b>	<b>\$25,500</b>	<b>\$0</b>	<b>0.00%</b>	<b>0.30%</b>
<b>Charges for Services</b>	<b>(\$1,063)</b>	<b>\$14,866</b>	<b>\$4,957</b>	<b>\$14,866</b>	<b>\$9,909</b>	<b>199.90%</b>	<b>0.18%</b>
Photocopy Fees	\$97	\$651	\$217	\$651			
Room Rental Fees	(\$1,160)	\$14,215	\$4,740	\$14,215			
<b>Investment earnings</b>	<b>\$90,872</b>	<b>\$86,500</b>	<b>\$86,500</b>	<b>\$86,500</b>	<b>\$0</b>	<b>0.00%</b>	<b>1.03%</b>
Investment Earnings	\$75,628	\$86,500	\$86,500	\$86,500			
Change in Asset Value	\$0	\$0	\$0	\$0			
<b>Miscellaneous</b>	<b>\$3,365</b>	<b>\$14,566</b>	<b>\$5,231</b>	<b>\$14,566</b>	<b>\$9,335</b>	<b>178.46%</b>	<b>0.17%</b>
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			
<b>Federal Grants</b>	<b>\$50,126</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Refunds/Rebates-Self Insurance Rx</b>	<b>\$30,478</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>0.00%</b>	<b>0.24%</b>
<b>Total Revenues</b>	<b>\$8,041,872</b>	<b>\$8,252,542</b>	<b>\$8,205,629</b>	<b>\$8,403,449</b>	<b>\$197,820</b>	<b>2.41%</b>	<b>100.00%</b>
<b><u>Expenditures</u></b>							
<b>Personnel</b>	<b>\$4,080,747</b>	<b>\$4,696,338</b>	<b>\$4,673,714</b>	<b>\$4,801,080</b>	<b>\$127,366</b>	<b>2.73%</b>	<b>69.83%</b>
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			
<b>Library Services</b>	<b>\$685,475</b>	<b>\$819,810</b>	<b>\$819,810</b>	<b>\$819,810</b>	<b>\$0</b>	<b>0.00%</b>	<b>11.92%</b>
Electronic Services-Databases	\$200,520	\$193,259	\$193,259	\$193,259			
Electronic Services-OCCLC/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			
<b>Facilities &amp; Equipment</b>	<b>\$869,889</b>	<b>\$1,040,866</b>	<b>\$1,027,291</b>	<b>\$1,019,291</b>	<b>(\$8,000)</b>	<b>-0.78%</b>	<b>14.83%</b>
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			
<b>Other Operating Expenditures</b>	<b>\$183,264</b>	<b>\$239,486</b>	<b>\$234,991</b>	<b>\$234,991</b>	<b>\$0</b>	<b>0.00%</b>	<b>3.42%</b>
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			
<b>Total Operating Expenditures</b>	<b>\$5,819,375</b>	<b>\$6,796,500</b>	<b>\$6,755,806</b>	<b>\$6,875,172</b>	<b>\$119,366</b>	<b>1.77%</b>	<b>81.84%</b>
<b>Net Operating Revenue/(Expenditures)</b>	<b>\$2,222,497</b>	<b>\$1,456,042</b>	<b>\$1,449,823</b>	<b>\$1,528,277</b>	<b>(\$2,153,456)</b>	<b>-58.53%</b>	<b>18.16%</b>
<b>Capital Projects</b>	<b>\$451,255</b>	<b>\$3,630,775</b>	<b>\$3,679,211</b>	<b>\$1,525,755</b>	<b>(\$2,153,456)</b>	<b>-58.53%</b>	<b>18.16%</b>
<b>Total Operating &amp; Capital Expenditures</b>	<b>\$6,270,630</b>	<b>\$10,427,275</b>	<b>\$10,435,017</b>	<b>\$8,400,927</b>	<b>(\$2,034,090)</b>	<b>-19.49%</b>	<b>100.00%</b>
<b>Fund Balance - Beginning</b>	<b>\$11,300,592</b>	<b>\$13,071,834</b>	<b>\$13,071,834</b>	<b>\$10,842,446</b>	<b>\$2,231,910</b>		
<b>Net Revenue / (Expenditures)</b>	<b>\$1,771,242</b>	<b>(\$2,174,733)</b>	<b>(\$2,229,388)</b>	<b>\$2,522</b>			
<b>Fund Balance - Ending</b>	<b>\$13,071,834</b>	<b>\$10,897,101</b>	<b>\$10,842,446</b>	<b>\$10,844,968</b>			
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	<b>\$13,071,834</b>	<b>\$10,897,101</b>	<b>\$10,842,446</b>	<b>\$10,844,968</b>			

**Nonspendable:**

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

**Restricted:**

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

**Committed:**

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

**Assigned:**

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.

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President

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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	Column 6 Col. 3 & 4	Column 7 % OF TOTAL REV/EXP
	Column 1	Column 2	Column 3	Column 4			
	AUDITED	ADOPTED	AMENDED	PRELIMINARY			
	ACTUALS	BUDGET	BUDGET	BUDGET			
	AS OF	AS OF	AS OF	AS OF	\$	%	
	MAR 31, 2021	MAR 16, 2021	AUG 17, 2021	AUG 17, 2021	DIF.	DIF.	
<u>Revenues</u>							
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%
<u>Expenditures</u>							
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 replacements.	\$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 shelve	\$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 strategdic 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-virual 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 Serviers 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	\$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 - <u>AMENDED BUDGET</u>		
	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
TAXES		7,943,041
410.01 TAXES	7,943,041	
<b>DESCRIPTION:</b> Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of 1.0000 mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback).		
<b>FORMULA :</b> Taxable value of property in the township multiplied by the mill calculated by the Township:		
Using the 6/2021 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 x .0018805 = \$7,943,041).		
PENAL FINES		87,600
420.01 PENAL FINES	87,600	
<b>DESCRIPTION:</b> The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.		
<b>FORMULA :</b> Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2010 population is 41,070.		
STATE AID		32,800
422.01 STATE AID	32,800	
<b>DESCRIPTION:</b> Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.		
<b>FORMULA :</b> 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		25,500
430.01 FINES & FEES	25,500	
<b>DESCRIPTION:</b> Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.		
<b>FORMULA :</b> Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.		
Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years, less reduction due to COVID-19.		

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

## CHARGES FOR SERVICES

## INVESTMENT EARNINGS

## MISCELLANEOUS

## 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

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,673,714
	3,207,338	3,207,338	
	244,979	244,979	
	737,266	737,266	
	293,731	293,731	
	190,400	190,400	
	-	-	
			819,810
		193,259	
	143,121		
1,105			
4,230			
4,000			
1,100			
645			
2,850			
2,850			
1,365			
1,163			
2,920			
1,150			
3,333			
1,395			

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

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

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

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

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

LIBRARY SERVICES

ELECTRONIC SERVICES - DATABASES

8301.01            **ELECTRONIC SERVICES - ADULT**  
**DESCRIPTION:** Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.  
**FORMULA :** Current year budget  
FROM METRO NET  
                    Ancestry.com  
                    Data Axle - ReferenceSolutions  
                    Gale  
                    Biography Resource Center  
                    Demographics Now - Free from the State  
                    Health & Wellness  
                    History in Context US & World  
                    Legal Forms  
                    Literature Resource Center  
                    Science In Context  
                    Scribner's  
                    Twayne Author/Scribner Writers' Series  
                    Mango Languages  
FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE  
                    Plunkett Online  
FROM THE LIBRARY NETWORK  
                    Consumer Reports  
DIRECT PURCHASES  
                    Alexander Press - Music Online  
                    Brainfuse  
                    Creative Bug  
                    Gale Courses  
                    EBSCO - Fold3

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	EBSCO - NoveList, split with YS	1,967			
	GALE-Nat'l Geographic, incl kids version	874			
	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	<b>ELECTRONIC SERVICES - YOUTH</b>		50,138		
	<b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	<b>FORMULA :</b> Current year budget				
	<u>DIRECT PURCHASES</u>				
	Britannica ImageQuest	1,369			
	Book Fix	1,090			
	Brainfuse	1,700			
	Hoopla	34,500			
	Little Pim	2,000			
	National Geographic	531			
	World Almanac for Kids	2,050			
	World Book Suite	2,200			
	World Book-Arabic (Kids eLearn)	400			
	Novelist Select	2,500			
	Zoobean (Beanstack)	798			
	Unplanned additional costs	1,000			
8302.01	<b>ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive</b>		25,700	25,700	
	<b>DESCRIPTION:</b> Fees for a specific electronic database used for the cataloging of materials.				
	<b>FORMULA :</b> Current year budget				
	SkyRiver	23,700			
	Overdrive	2,000			
				331,408	
9401.01	<b>BOOKS-ADULT</b>	183,465	183,465		
	<b>DESCRIPTION:</b> Circulating physically printed books and electronically produced books purchased for adults.				
	<b>FORMULA :</b> Current year budget				
9403.01	<b>BOOKS-YOUTH</b>	121,828	121,828		
	<b>DESCRIPTION:</b> Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	<b>FORMULA :</b> Current year budget				
9404.01	<b>BOOKS-REFERENCE</b>	25,000	25,000		
	<b>DESCRIPTION:</b> Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	<b>FORMULA :</b> Current year budget				
9405.01	<b>MATERIALS-TECHNICAL SERVICES</b>	100	100		
	<b>DESCRIPTION:</b> Materials purchased to assist in cataloging.				
	<b>FORMULA :</b> Current year budget				
9406.01	<b>MATERIALS-SYSTEMS</b>	515	515		
	<b>DESCRIPTION:</b> Materials purchased to assist in Systems work and training.				
	<b>FORMULA :</b> Current year budget				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2021 - March 31, 2022 - <u>AMENDED BUDGET</u>					
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
9407.01	MATERIALS-ADMINISTRATION DESCRIPTION: Materials purchased to assist Administration activities. FORMULA : Current year budget	500	500		
9442.01	PROCESSING & SUPPLIES DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials.  FORMULA : Current year budget	26,462	26,462	26,462	
				64,577	
9451.01	PERIODICALS, NEWSLETTERS & MICROFORMS DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. FORMULA : Current year budget Includes: WT Cox \$30,000	49,209	49,209		
9453.01	REFERENCE SERVICES DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.  FORMULA : Current year budget Commerce Clearing House (CCH) Financial Info Stock Guide Government Documents Institute for Continuing Legal Education(ICLE) Lexis Nexis RIA West Unplanned additional services		15,368		
		1,265			
		3,750			
		2,500			
		600			
		800			
		1,303			
		350			
		4,800			
				16,553	
			14,553		
		9501.01	ADULT DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. FORMULA : Current year budget Regular music purchases	14,553	
	2,000				
9502.01	YOUTH 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		
9511.01	ADULT DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation. FORMULA: Current year budget	52,710	52,710		
9512.01	YOUTH DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation.  FORMULA : Current year budget	17,413	17,413		
9531.01	ADULT DESCRIPTION: DVD materials purchased by Adult Services for circulation.  FORMULA : Current year budget			50,000	



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2021 - March 31, 2022 - <u>AMENDED BUDGET</u>					
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
9532.01	YOUTH  DESCRIPTION: DVD materials purchased by Youth Services for circulation.  FORMULA : Current year budget  ACCESSIBILITY SUPPORT COLLECTION	10,000	10,000		
				10,043	
9541.01	ADULT  DESCRIPTION: Print and non-print materials specific to ASC. FORMULA : Current year budget	4,893	4,893		
9542.01	YOUTH  DESCRIPTION: Print and non-print materials specific to ASC. FORMULA : Current year budget  PROGRAMMING	5,150	5,150		
				31,685	
9561.01	ADULT  DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.  FORMULA : Current year budget All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming. Major programs include: Concerts Summer Reading	10,000	10,000		
9562.01	YOUTH  DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.  FORMULA : Current year budget All speakers, program-specific printing, incentives for participation, photo records of Youth programming. Major programs include: First Grade Reader's Rally Book Discussions Summer Reading Spooktacular	19,685	19,685		
9564.01	ADMINISTRATION  DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.  FORMULA : Current year budget All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc. Major programs include: community collaboration event community partnering for library-wide programs Volunteer reception and other volunteer expenses		1,500		
9565.01	SYSTEMS  DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.  FORMULA : Current year budget All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming. 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 - <u>AMENDED BUDGET</u>			
	Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
			Functional Category <u>Total</u>
FACILITIES AND EQUIPMENT			1,027,291
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		
	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
	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	

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
9330.01	<b>EQUIPMENT MAINTENANCE</b>				
	<b>DESCRIPTION:</b> Contracts for telephone system, copying/microform equipment maintenance, postage meter.		22,910	22,910	
	<b>FORMULA :</b> 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	<b>GROUNDS MAINTENANCE</b>		93,000	93,000	
	<b>DESCRIPTION:</b> Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	<b>FORMULA :</b> Current year budget				
	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	<b>COMPUTER SYSTEM MAINTENANCE</b>		208,023	208,023	
	<b>DESCRIPTION:</b> Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	<b>FORMULA :</b> Current year budget				
	Adobe Creative Suite Subscription	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 certificaiton 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			
	<b>EQUIPMENT</b>			16,000	
9771.01	<b>GENERAL EQUIPMENT</b>		2,500		
	<b>DESCRIPTION:</b> Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	<b>FORMULA :</b> Current year budget				
	Director's Discretionary	2,500			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2021 - March 31, 2022 - <u>AMENDED BUDGET</u>			
	Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>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
7270.01	OFFICE SUPPLIES	31,700	31,700
	DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.		
	FORMULA : Current year budget		
	Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies	25,300	
	Copier cards	2,400	
	Eco-Smart supplies, pads, polishes + % increase	800	
	Circulation Dept. - Receipt paper	3,200	
7280.01	POSTAGE	15,500	15,500
	DESCRIPTION: Postage for daily metered mail .		
	FORMULA : Current year budget		
	Regular postage needs (includes Library by Mail)	6,780	
	Annual Bulk Mailing Permit	220	
	Quarterly newsletter mailing	8,500	
			109,056
8011.01	ACCOUNTING	25,000	
	DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.		
	FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary	25,000	
8012.01	AUDIT	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	
8015.01	LEGAL	5,000	5,000
	DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters.		
	FORMULA : Current year budget		
8016.01	INVESTMENT COUNSELING	24,000	
	DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract.		
	FORMULA : Approx. .28% of average portfolio balance		
	Investment Counseling Fees	24,000	

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
8018.01	<b>INTERNET SERVICE PROVIDER (ISP)</b>				
	<b>DESCRIPTION:</b> This provides for the costs of our Internet access and consultant fees.		15,000		
	<b>FORMULA :</b> Current year budget + Metro Net meeting information Internet Opti-e-man charges from TLN	15,000			
	<b>STAFF DEVELOPMENT &amp; TRAVEL</b>			29,575	
8601.01	<b>CONFERENCES &amp; WORKSHOPS</b>		14,375		
	<b>DESCRIPTION:</b> Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.				
	<b>FORMULA :</b> Staff number, formula by classification, projected Staff Development Day cost.				
	Department Conference/Workshops	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	<b>MILEAGE &amp; TRAVEL</b>		15,200		
	<b>DESCRIPTION:</b> Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.				
	<b>FORMULA :</b> Current year budget				
	III Users' Group travel (3 attendees @ \$1,700)	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	<b>PRINTING &amp; PUBLISHING</b>		25,050	25,050	
	<b>DESCRIPTION:</b> Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.				
	<b>FORMULA :</b> Current year budget				
	Community mailings/printings/advertising	3,000			
	Quarterly printed newsletter	21,000			
	Advertising fees for job postings	1,050			
9550.01	<b>DUES &amp; MEMBERSHIPS</b>		17,030	17,030	
	<b>DESCRIPTION:</b> Memberships in professional and community organizations for the library.				
	<b>FORMULA :</b> 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			
	<b>MISCELLANEOUS EXPENSE</b>			7,080	
9990.01	<b>BANK SERVICE CHARGES</b>		4,720		
	<b>DESCRIPTION:</b> Fees charged by financial institutions.				
	<b>FORMULA :</b> 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**

<b>TOTAL ESTIMATED EXPENDITURES</b>		
<b>Fiscal Year April 1, 2020-March 31, 2021</b>	<b>Adopted March 2021</b>	<b>\$10,427,275</b>
	<b>Amended August 2021</b>	<b><u>\$10,435,017</u></b>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2022 - March 31, 2023 - <u>PRELIMINARY BUDGET</u>		
	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
TAXES		8,141,617
410.01 TAXES	8,141,617	
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		87,600
420.01 PENAL FINES	87,600	
DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.		
FORMULA : Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2010 population is 41,070.		
STATE AID		32,800
422.01 STATE AID	32,800	
DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.		
FORMULA : For August, review two-year history of actual State Aid received. For March, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2010 population is 41,070.		
CIRCULATION REVENUE		25,500
430.01 FINES & FEES	25,500	
DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.		
FORMULA : Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures. Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years.		
CHARGES FOR SERVICES		14,866
432.01 PHOTOCOPY FEES	651	
DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.		
FORMULA : Review two-year history of actual fees received.		

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 quaterly by Bloomfield Township.		

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

Prelimianry August 2021

\$8,423,449



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

PERSONNEL

7020.01

SALARIES AND WAGES

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

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

Open Pay Range, Performance Based Compensation

Pay rate increases TBD

PA 152 80/20

7150.01

SOCIAL SECURITY

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

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

7190.01

EMPLOYEE INSURANCES

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

FORMULA : Current year budget + projected estimate 5% increase.

7220.01

RETIREMENT

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

FORMULA : Personnel Expense Report (PER) by Department. Defined Benefit Plan wages (x) rate as provided by the Township = Annual Bond Obligation. Defined Contribution wages (x) rate (10%).

Add'l funding for DB Pension-Actuarial Defined Contribution

7230.01

RETIREE HEALTH CARE - OPEB

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

FORMULA : Actuary determined funding of OPEB liability.

LIBRARY SERVICES

ELECTRONIC SERVICES - DATABASES

8301.01

ELECTRONIC SERVICES - ADULT

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

FORMULA : Current year budget

FROM METRO NET

Ancestry.com

Data Axle - ReferenceSolutions

Gale

Biography Resource Center

Demographics Now - Free from the State

Health & Wellness

History in Context US & World

Legal Forms

Literature Resource Center

Science In Context

Scribner's

Twayne Author/Scribner Writers' Series

Mango Languages

FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE

Plunkett Online

FROM THE LIBRARY NETWORK

Consumer Reports

DIRECT PURCHASES

Alexander Press - Music Online

Brainfuse

Creative Bug

Gale Courses

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,801,080
	3,281,809	3,281,809	
	250,676	250,676	
	778,119	778,119	
	299,156	299,156	
	191,320	191,320	
	-	-	
			819,810
		193,259	
	143,121		
1,105			
4,230			
4,000			
1,100			
645			
2,850			
2,850			
1,365			
1,163			
2,920			
1,150			
3,333			

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	EBSCO - Fold3	1,395			
	EBSCO - NovelList, 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	<b>ELECTRONIC SERVICES - YOUTH</b>		50,138		
	<b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	<b>FORMULA :</b> Current year budget				
	<u>DIRECT PURCHASES</u>				
	Britannica ImageQuest	1,369			
	Book Fix	1,090			
	Brainfuse	1,700			
	Hoopla	34,500			
	Little Pim	2,000			
	National Geographic	531			
	World Almanac for Kids	2,050			
	World Book Suite	2,200			
	World Book-Arabic (Kids eLearn)	400			
	Novelist Select	2,500			
	Zoobean (Beanstack)	798			
	Unplanned additional costs	1,000			
8302.01	<b>ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive</b>		25,700	25,700	
	<b>DESCRIPTION:</b> Fees for a specific electronic database used for the cataloging of materials.				
	<b>FORMULA :</b> Current year budget				
	SkyRiver	23,700			
	Overdrive	2,000			
	<b>BOOKS/MATERIALS</b>			331,408	
9401.01	<b>BOOKS-ADULT</b>	183,465	183,465		
	<b>DESCRIPTION:</b> Circulating physically printed books and electronically produced books purchased for adults.				
	<b>FORMULA :</b> Current year budget				
9403.01	<b>BOOKS-YOUTH</b>	121,828	121,828		
	<b>DESCRIPTION:</b> Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	<b>FORMULA :</b> Current year budget				
9404.01	<b>BOOKS-REFERENCE</b>	25,000	25,000		
	<b>DESCRIPTION:</b> Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	<b>FORMULA :</b> Current year budget				
9405.01	<b>MATERIALS-TECHNICAL SERVICES</b>	100	100		
	<b>DESCRIPTION:</b> Materials purchased to assist in cataloging.				
	<b>FORMULA :</b> Current year budget				
9406.01	<b>MATERIALS-SYSTEMS</b>	515	515		
	<b>DESCRIPTION:</b> Materials purchased to assist in Systems work and training.				
	<b>FORMULA :</b> Current year budget				

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
9407.01	<b>MATERIALS-ADMINISTRATION</b>				
	<b>DESCRIPTION:</b> Materials purchased to assist Administration activities.	500	500		
	<b>FORMULA :</b> Current year budget				
9442.01	<b>PROCESSING &amp; SUPPLIES</b>	26,462	26,462	26,462	
	<b>DESCRIPTION:</b> Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets, security cases, and the processing fees publishers charge for pre-processed materials.				
	<b>FORMULA :</b> Current year budget				
	<b>PERIODICALS/DOCUMENTS/SERVICES</b>			64,577	
9451.01	<b>PERIODICALS, NEWSLETTERS &amp; MICROFORMS</b>	49,209	49,209		
	<b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.				
	<b>FORMULA :</b> Current year budget				
	Includes: WT Cox \$30,000				
9453.01	<b>REFERENCE SERVICES</b>		15,368		
	<b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.				
	<b>FORMULA :</b> 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			
	<b>MUSIC</b>			16,553	
9501.01	<b>ADULT</b>		14,553		
	<b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.				
	<b>FORMULA :</b> Current year budget				
	Regular music purchases	14,553			
9502.01	<b>YOUTH</b>		2,000		
	<b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	<b>FORMULA :</b> Current year budget				
	Regular music purchases	2,000			
	<b>AUDIOBOOKS</b>			70,123	
9511.01	<b>ADULT</b>	52,710	52,710		
	<b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.				
	<b>FORMULA:</b> Current year budget				
9512.01	<b>YOUTH</b>	17,413	17,413		
	<b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD kits, Wonderbooks and downloadable audio books purchased by Youth Services for circulation.				
	<b>FORMULA :</b> Current year budget				
	<b>DVDS</b>			50,000	
9531.01	<b>ADULT</b>	40,000	40,000		
	<b>DESCRIPTION:</b> DVD materials purchased by Adult Services for circulation				
	<b>FORMULA :</b> Current year budget				
9532.01	<b>YOUTH</b>	10,000	10,000		
	<b>DESCRIPTION:</b> DVD materials purchased by Youth Services for circ .				
	<b>FORMULA :</b> Current year budget				

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

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

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	Lighting Repair Services	15,000			
	HVAC replacement of parts & filters	17,500			
	All other needs	32,500			
8500.01	<b>TELEPHONE</b>		18,350	18,350	
	<b>DESCRIPTION:</b> Telephone and cell phones services.				
	<b>FORMULA :</b> Current year budget				
	Cell phones (Verizon)	3,200			
	Emergency use cell phone	150			
	Pay phone service for patrons	1,000			
	PRI lines for phone lines (with long distance)	14,000			
9100.01	<b>BUILDING INSURANCE</b>	58,017	58,017	58,017	
	<b>DESCRIPTION:</b> Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	<b>FORMULA :</b> Current year budget				
	<b>UTILITIES</b>			365,000	
9201.01	<b>ELECTRICITY</b>	269,000	269,000		
	<b>DESCRIPTION:</b> Payments made for electricity.				
	<b>FORMULA :</b> Average last two years' expense				
9202.01	<b>NATURAL GAS</b>	61,000	61,000		
	<b>DESCRIPTION:</b> Payments made for heat.				
	<b>FORMULA :</b> Average last two years' expense				
9203.01	<b>WATER</b>	35,000	35,000		
	<b>DESCRIPTION:</b> Payments made for water.				
	<b>FORMULA :</b> Average last two years' expense				
9300.01	<b>BUILDING MAINTENANCE</b>		180,991	180,991	
	<b>DESCRIPTION:</b> Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.				
	<b>FORMULA :</b> 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	<b>EQUIPMENT MAINTENANCE</b>		22,910	22,910	
	<b>DESCRIPTION:</b> Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
	<b>FORMULA :</b> 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**

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>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	<b>GROUPS MAINTENANCE</b>		85,000	85,000	
	<b>DESCRIPTION:</b> Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	<b>FORMULA :</b> Current year budget				
	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	<b>COMPUTER SYSTEM MAINTENANCE</b>		208,023	208,023	
	<b>DESCRIPTION:</b> Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	<b>FORMULA :</b> Current year budget				
	Adobe Creative Suite Subscription	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			
				16,000	
9771.01	<b>GENERAL EQUIPMENT</b>		2,500		
	<b>DESCRIPTION:</b> Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	<b>FORMULA :</b> Current year budget				
	Director's Discretionary	2,500			
9772.01	<b>COMPUTER EQUIPMENT</b>		13,500		
	<b>DESCRIPTION:</b> Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.				
	<b>FORMULA :</b> Current year budget				
	Batteries for meeting room equipment	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
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**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

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
<b>STAFF DEVELOPMENT &amp; TRAVEL</b>				29,575	
8601.01	<b>CONFERENCES &amp; WORKSHOPS</b>		14,375		
	<b>DESCRIPTION:</b> Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.				
	<b>FORMULA :</b> Staff number, formula by classification, projected Staff Development Day cost.				
	Department Conference/Workshops	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	<b>MILEAGE &amp; TRAVEL</b>		15,200		
	<b>DESCRIPTION:</b> Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.				
	<b>FORMULA :</b> Current year budget				
	III Users' Group travel (3 attendees @ \$1,700)	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	<b>PRINTING &amp; PUBLISHING</b>		25,050	25,050	
	<b>DESCRIPTION:</b> Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.				
	<b>FORMULA :</b> Current year budget				
	Community mailings/printings/advertising	3,000			
	Quarterly printed newsletter	21,000			
	Advertising fees for job postings	1,050			
9550.01	<b>DUES &amp; MEMBERSHIPS</b>		17,030	17,030	
	<b>DESCRIPTION:</b> Memberships in professional and community organizations for the library.				
	<b>FORMULA :</b> 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			
<b>MISCELLANEOUS EXPENSE</b>				7,080	
9990.01	<b>BANK SERVICE CHARGES</b>		4,720		
	<b>DESCRIPTION:</b> Fees charged financial institutions.				
	<b>FORMULA :</b> Current year budget				
	All bank fees	2,000			
	Paypal fees	720			
	Ecommerce fees - Paymentech	2,000			
9992.01	<b>LIBRARY SHOP</b>	2,000	2,000		
	<b>DESCRIPTION:</b> Costs to purchase items for sale and to operate shop.				
	<b>FORMULA :</b> Current year budget				



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

<b>TOTAL ESTIMATED EXPENDITURES</b>	
<b>Fiscal Year April 1, 2021 - March 31, 2022</b>	
<b>Preliminary August 2021</b>	<b><u>\$8,400,927</u></b>

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

**REVENUE**

**GIFT INCOME**

**425.03 Gift Revenue**

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

**428.03 Friends of the Library**

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

**429.03 Atkinson Trust**

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

**430.03 BTPL Endowment/Amber Trust**

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

**431.03 M Scholarship Fund**

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

**432.03 Smith Challenge Grant**

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

**433.03 Fair Radom Garden Endowment Fund**

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

**434.03 Library Director's Legacy Endowment Fund**

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

**INVESTMENT EARNINGS**

**454.03 Investment Earnings**

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

**MISCELLANEOUS**

**460.03 Miscellaneous**

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

## **EXPENDITURES**

### **LIBRARY SERVICES**

#### **9401.03 Books--Adult**

Circulating books purchased for adults.

#### **9403.03 Books--Youth**

Circulating books purchased for youth.

#### **9442.03 Processing & Supplies**

Costs associated with processing gifts received.

#### **9512.03 Audio Books--Youth**

Audio books purchased for the Youth Services circulating collection.

#### **9531.03 DVD--Adult**

DVDs purchased for the Adult Services circulating collection.

#### **9542.03 Accessibility Support Collection--Youth**

Funds to support Youth Services Accessibility Support Collection.

#### **9561.03 Programs--Adult**

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

#### **9562.03 Programs--Youth**

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

#### **9564.03 Programs--Administration**

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

### **FACILITIES & EQUIPMENT**

#### **9350.03 Grounds Maintenance**

General repairs or plantings of lawns and gardens.

#### **9771.03 General Equipment**

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

#### **9772.03 Computer Equipment**

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

#### **9773.03 Facilities Equipment**

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

### **OTHER OPERATING EXPENDITURES**

#### **8601.03 Staff Development/Travel**

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

#### **9000.03 Printing and Publishing**

Provides for printing and promotional items.

#### **9570.03 Myers Scholarship Fund**

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

#### **9571.03 Smith Challenge Grant Fund**

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

#### **9572.03 BTPL Endowment Fund**

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

#### **9573.03 Atkinson Fund**

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

#### **9574.03 Fair Radom Garden Endowment Fund**

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

#### **9575.03 Library Director's Legacy Endowment Fund**

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

#### **9990.03 Bank Service Charges**

Bank service charges and other costs of doing business.

**8330.03 Contingency—designated**

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

**8331.03 Director's Discretionary**

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

**8332.03 Contingency—undesignated**

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

## Bloomfield Township Public Library 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>
<b>Beginning Fund Balance</b>	\$11,300,592	\$13,071,834	\$10,842,446	\$10,844,968	\$11,881,773
<b>Property Tax Revenue **</b>	\$7,744,732	7,943,041	8,141,617	\$8,385,866	\$8,637,441
<b>Investment Earnings ***</b>	\$90,872	86,500	86,500	\$67,239	\$73,667
<b>All Other Revenues</b>	\$206,268	\$176,088	\$175,332	\$175,332	\$175,332
<b>Operating Expenditures ****</b>	(\$5,819,375)	(\$6,755,806)	(\$6,875,172)	(\$7,081,427)	(\$7,293,870)
<b>Capital Expenditures *****</b>	(\$451,255)	(\$3,679,211)	(1,525,755)	(\$510,204)	(\$393,205)
<b>Net Revenue/(Expenditures)</b>	\$1,771,242	(\$2,229,388)	\$2,522	\$1,036,805	\$1,199,365
<b>Year-End Balance</b>	<b><u>\$13,071,834</u></b>	<b><u>\$10,842,446</u></b>	<b><u>\$10,844,968</u></b>	<b><u>\$11,881,773</u></b>	<b><u>\$13,081,139</u></b>
<b>Nonspendable - Prepaid Expenses</b>	\$26,125	\$26,125	\$26,125	\$26,125	\$26,125
<b>Restricted</b>	\$0	\$0	\$0	\$0	\$0
<b>Committed Portion - 8 Month Fund Balance</b>	\$4,531,000	\$4,503,871	\$4,583,448	\$4,862,580	\$4,969,557
<b>Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB</b>	\$8,414,709	\$6,212,450	\$6,135,395	\$6,893,068	\$7,985,457
<b>Unassigned Portion - Unplanned Emergencies</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 3.0% increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 0.62% investment rate on Beginning Fund Balance					
**** Column 4 & 5 assumes 3% increase					
***** Column 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					
<b>Assigned Portion:</b>					
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**

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

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Library Director

**DATE:** August 10, 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 2021. 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

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<b>2023</b>			
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

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+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

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<b>2022</b>			
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

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

\*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 14, 2021

Daylight Savings Time ends: Sunday, November 7, 2021

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA**

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

# What's Happening at the Library in August & September

## Displays

1. YS – **Pets on Parade** – Pictures of our furry, scaly, gilled, shelled, feathered friends on display throughout the summer. Send a picture of your pet or stuffed animal, along with its name.
2. YS – **Favorite Books** of Librarian, Andy in August.
3. YS – **Back to School** in September.
4. YS - **Banned Books Week**, September 26 – October 2.
5. YS – **Books on Personal Finance** at the Self-checkout area.
6. AS – **Beloved Books** of the Library Staff in Lobby Display Case.
7. AS - Local History Display: **Financial Literacy Books** in August.
8. AS - Local History Display: **Language Learning** in September.

## Programs

1. **Pop-Up Family Story Time Drawing.** If patrons would like to attend a pop-up story time on the Youth Terrace, they can email [AskYouth@btpl.org](mailto:AskYouth@btpl.org) or call Youth Services (248) 642-5800 with the names of their children and caregiver(s) attending in their family, along with their BTPL card #. Ten family names will be drawn each week. If unable to attend that week, name will be added back into the drawing for another date. If the weather is bad, story time will be cancelled, and name will be added back into the drawing.

## Virtual Programs - recurring

1. YS - **Art Lab** on Zoom, for ages 10-13, material packets provided – September.
2. YS – **Infant/Toddler Story Time** on Zoom – September.
3. YS – **Preschool Story Time** on Zoom – September.
4. YS – **Family PJ Story Time** on Zoom – September.
5. AS – **Virtual Teen Club** on Zoom. Games & Summer book club discussion -, *Where the Road Leads Us* by Robin Reul, in August. Teen Advisory Board (TAB) & Games in September.
6. AS - **Tuesday Book Club**, meets the third Tuesday of each month, in-person and on Zoom, discussing *The Splendid and the Vile*, by Erik Larson. Starts in September.
7. AS - **Thursday Book Club**, meets the fourth Thursday of each month, in-person and on Zoom, discussing *The Night Watchman*, by Louise Erdrich. Starts in September.
8. AS - **Mystery Book Club**, meets the third Wednesday of each month, in-person and on Zoom, discussing *The Sentence is Death*, by Anthony Horowitz. Starts in September.
9. AS - **Classics Book Club**, meets the third Tuesday every other month, in-person and on Zoom, discussing *Something Wicked This Way Comes*, by Ray Bradbury. Starts in September.
10. AS - **BYOB (Bring Your Own Book) Club**, meets the fourth Monday of each month, in-person and on Zoom, discussing *Eleanor Oliphant is Completely Fine*, by Gail Honeyman. Starts in September.
11. AS - **30 Minute Lunchtime Book Club**, meets the third Monday of each month, in-person and on Zoom, discussing *The Dutch House*, by Ann Patchett. Starts in September.
12. AS - **Nonfiction Book Club** – meets the third Thursday every other month, in-person and on Zoom, discussing *The Address Book*, by Deirdre Mask. Starts in September.
13. AS - **ESL Conversation Group** meets weekly, in-person and on Zoom – Fridays at 10:00am.
14. AS – **Memoir Writers** meet on the second and fourth Tuesdays. Starts in September.
15. AS – **Writers Rendezvous** meets on the second and fourth Wednesdays. Starts in September.
16. Systems - **Tech Open Lab** – weekly on Zoom. Staff discuss a different topic each week and are also available to answer any questions on any topic.

## Take-Home Activities

1. YS – **Create a Crocodile**. All ages with adult supervision.
2. YS – **Make your own Peacock**. Preschool to Elementary.
3. AS – **Last Chance Teen Craft Kits**. Beginning Thursday, August 19, visit the Adult Services Desk to pick up one or more kits, while supplies last.

### **Online Resources**

1. YS - [BookFlix](#): Interactive reading experience to explore fiction and non-fiction for grades PreK – 3.
2. YS - [Brainfuse](#): Get help with homework online, 2 p.m. to 11 p.m. daily (excluding some holidays).
3. YS - [PebbleGo](#): Informational articles, ready-made activities, and literacy for grades K – 3.
4. YS - [Read It!](#): Articles on a variety of subjects that include comprehension supports for middle school – adult ELL and different learners.
5. YS - [TumbleBook Library](#): Children's eBook database of picture books and read-along chapter books.
6. AS – August's database of the month – **ValueLine**. Research stocks, mutual funds, options, and convertible securities as well as special situation stocks for free from the library.
7. AS – Gale Courses – sign up for six-week-long classes in a variety of subject areas.
8. AS - Mango Languages - learn a new language.

### **On-demand videos**

#### **Youth Services:**

- Book Talk: Graphic Novels for 8 – 12 years with Ms. Nicole.
- Book Talk: Summer Fiction for Middle Schoolers with Ms. Liz.
- Book Talk: Realistic Fiction for Middle Grades with Ms. Andy.
- Book Talk: Realistic Fiction for 10 & up with Ms. Liz.
- Book Talk: Fantasy Reads for Middle Grades with Ms. Andy.
- Book Talk: Non-Fiction Reads with Ms. Jen.
- Picture Books 2020/21 with Ms. Liz.

#### **Adult Services:**

- **Learn a New Language Database Demonstration** with Drew and Karrie, available September 7.
- **Virtual Read-Aloud:** *Bernice Bobs her Hair*, by F. Scott Fitzgerald available August 19. Emily is back with another softly read story. Read-Aloud videos are released each month.
- **Under the Radar Michigan:** Tom Daldin and Jim Edelman are back with a special presentation recorded for the library. Join them as they recount their adventures making the Emmy Award winning PBS Television Series. Video is available for on-demand viewing beginning August
- **Adult Services Recommends**—Discover what our Adult Services librarians are reading and recommend each month.

### **Other**

1. **Second Saturday Book Sales** resume in September. Friends Only during the first hour.
2. **Book donations** now being accepted any time the Library is open.
3. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
4. **Sensory Garden** on the Youth Terrace.
5. **Scavenger Hunts** for all ages are still available! Explore the Library, Cranbrook House and Gardens, Bowers School Farm, and the Market with self-guided scavenger hunts. Great for families of all ages. You can find the instructions for all of them under “Virtual Events for Family and Youth”, “**Activities at your own pace**” on our [website](#).
6. **ANIMAL YOGA**. Stretch your mind AND your body this summer. Follow signs throughout the Youth Room and Youth Terrace to practice a variety of animal yoga poses. Poses will change each week.
7. **Curbside service** continues.

## **DATES FOR LIBRARY BOARD OF TRUSTEES**

Tuesday, August 17, 6:30 p.m. – Myers Scholarship Awards

Tuesday, August 17, 7:00 p.m. – Library Board Meeting

Thursday, August 26, 11:00 a.m. – Development Committee

Tuesday, August 31, 11:00 a.m. – Finance Committee

Wednesday, September 1, 11:00 a.m. – Friends Board meeting

Tuesday, September 21, 7:00 p.m. – Library Board Meeting

Tuesday, October 26, 7:00 p.m. – Ambassadors Group meeting