

Please arrive at 6:30 p.m.

As Martin Brook,

Bloomfield Township Clerk

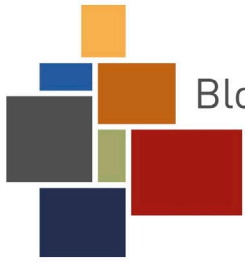
Will issue the Oath of Office to

Shane Spradlin

Prior to the start

of the Board Meeting

Light refreshments will be served.



Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, March 15
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President
Grant Gerhart, Vice President
Judy Lindstrom, Secretary
Tom Deska
Dani Gillman
Shane Spradlin

Director:

Tera Moon

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 TRUSTEES MEETING**

**LIBRARY BOARD INFORMATION PACKETS
List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, March 15, 2022
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	03/11/2022
2a	Request to remove items from the Consent Agenda for Discussion	03/11/2022
2b	Motion to approve the order of items for the regular and consent agendas	03/11/2022
5	Motion to approve remaining Consent Agenda items 6-8d	03/11/2022
6	Regular Board Meeting Minutes for February 15, 2022	03/11/2022
6a	Special Board Meeting for March 4, 2022	03/11/2022
6b	Special Board Meeting for March 10, 2022	03/11/2022
7a	Cash Disbursements	03/11/2022
7b	Revenues/Expenditures Budget Report	03/11/2022
7c	Energy Report	03/11/2022
8a	President's Report– no report	
8b	Director's Report	03/11/2022
8c	Advocacy Committee – no report	
8c	Art Committee –no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
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	
11a	FY 2021/2022 Budget Close and FY 2022/2023 Budget Proposal	03/11/2022
13	Motion to approve any items removed from the Consent Agenda	03/11/2022

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Press Mentions	03/11/2022
What's Happening at the Library	03/11/2022
Youth Services Events Calendar	03/11/2022
Adult Services Events Calendar	03/11/2022
Dates for Library Board of Trustees	03/11/2022

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 15, 2022
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 February 15, 2022
- 6a. Special Board Meeting for March 4, 2022
- 6b. Special Board Meeting for March 10, 2022
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Tera Moon
 - c. Committee: *Advocacy Committee
*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. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. FY 2021/2022 Budget Close and FY 2022/2023 Budget Proposal
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, April 26, 2022
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 15, 2022

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

Trustees Present: Tom Deska, Grant Gerhart, Dani Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: None

Administration: Director Tera Moon; Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove

Guests: Amanda Carroll, SOC representative and Youth Services Intern

Upon discussion, a motion was made by Judy Lindstrom and seconded by Dani Gillman **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Joan Luksik wanted to tell everyone to be safe with the upcoming weather, which may include rain, flooding, and snow. She speculated that it may affect the Library being able to remain open.

DIRECTOR'S VERBAL REPORT:

Director Moon announced that Jen Taggart is the new Youth Services Department Head. Jen has been the Assistant Department Head for 11 years and was a Youth Services librarian before that, working with the Library around 21 years. She is nationally known for her work in making library collections and services more accessible and inclusive. The Library is incredibly fortunate to have Jen's leadership and talents on the team. She officially starts as Department Head on Monday, February 21 and her first priority is to hire an Assistant Department Head.

Technical Services has a new Assistant Department Head: Deb Smith. Deb has worked at the Library for 18 years mostly in Circulation as one of three full-time staff. Deb got her MLIS a few years ago. Director Moon declared she couldn't be more thrilled that Deb has moved into this position. This creates an opening for a full-time Clerk in Circulation.

Director Moon is still working on hiring a new department head in Systems. Interviews for this are next Thursday. She hopes to have that position filled by mid-March. This position requires a Master of Library Science.

She updated the board on the Trustee vacancy. PR items were shared in the Board packet about the opportunity. A binder was given to each trustee with the applications. 12 residents applied for the position. Interviews will take place on Friday, March 4.

An Open Meetings compliance update was provided: in 2021 an update was made to the open meetings act that says:

A public body may only permit a member of the public body to participate electronically due to military duty or a medical condition. Furthermore, a public body may only conduct electronic meetings "during the occurrence of a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public if the meeting were held in person. Therefore, joining meetings via phone or Zoom is no longer allowed. Reminder that four is a quorum.

Director Moon reminded the Board that Thursday, March 10 at 11 a.m. is a special board meeting where a budget study session will be conducted.

The Winter Reading challenge provided the community with an opportunity to up their reading game and maybe even a diversion from the demands of everyday life. This year's winter reading challenge was more successful than ever before. These statistics were shared:

It ran 12/20/2021 to 1/31/2022
251 registrants compared to 157 last year
Youths: 176
Teens: 12
Adults: 63

Last year:
Winter "Incredible Journey" Challenge (1/1/2021 to 3/20/2021): 157 registrants
Youths: 82
Teens: 7
Adults: 68

From the father of one of the teen winners: "Thanks so much! He is very excited and picked the prize up this afternoon as soon as he heard. 😊" (The winner was contacted at 2:30 p.m. and he picked it up around 4 p.m. that day.)

From one of the adult winners: "OMG. I'm so excited (had just about lost hope). Thank you for brightening my busy chore day!"

REGULAR AGENDA:

Call to the Public:

Amanda Carroll, representing the SOC, reported that the SOC meeting was held today and gave updates on staff morale boosters.

UNFINISHED BUSINESS:

No Unfinished Business

NEW BUSINESS:

11a. Grounds and Snow Removal Services Bid Award

On November 17, 2021, a request for proposals (RFP) for grounds maintenance and snow removal services for the Library was released with a deadline of December 17, 2021. Three companies participated in the walk-through held on December 1, 2021 at the Library: Great Oaks Maintenance, Johnson Landscaping, and Xpert Lawn and Snow. Great Oaks Maintenance and Xpert Lawn and Snow submitted bids by the deadline.

Grounds maintenance services required in the Library's RFP include lawn cutting, lawn fertilizing, and weeding of tree beds. The Library will continue contracting with American Lawn and Tree Arborists for care and maintenance of trees on library grounds. Likewise, because garden maintenance and design has been provided by Goldner Walsh for many years, the Library is choosing to continue contracting with Goldner Walsh because the high level of quality of service provided.

A thorough review of both bids was conducted by Assistant Director, Katherine Bryant and Facility Services Department Head, Joel Dion.

Great Oaks Maintenance provided a complete proposal package, which included detailed snow removal and lawn fertilization plans, as well as options for both mulch installation and mulch removal. Mulch removal may be preferred as American Arborists continue resolving the tree root girdling issues on the Library campus. Great Oaks' bid was higher than Xpert's by less than \$1,000. Great Oaks' references were very positive and came from firms with large, complex properties. One reference has worked with Great Oaks for over 20 years as their main provider and considers their work "excellent overall" with issues "few and far between." Another reference said the company requires very little effort on his part and that he feels "very fortunate to have them." Further, Great Oaks has reliably provided satisfactory grounds maintenance and snow removal services at the Library for the past three years.

Xpert Lawn and Snow also provided a proposal package detailing snow removal and grounds maintenance plans and an extensive equipment and reference list. Xpert did not provide a lawn fertilization plan and upon request explained that this would be subcontracted at an additional cost. Xpert's references were not positive. One reference said they have "noticed a bit less consistency in service and response time in the last year." Another said, "overall, the company does not provide quality service." And a third noted errors in their accounting practices.

Therefore, Administration and Facility Services recommends that the bid for Bloomfield Township Public Library lawn maintenance and snow removal services be awarded to Great Oaks Maintenance beginning on April 1, 2022.

Upon discussion, a motion was made by Grant Gerhart seconded by Tom Deska **TO APPROVE
AWARDING THE 2022 GROUNDS MAINTENANCE AND SNOW REMOVAL BID TO GREAT OAKS
MAINTENANCE, 28025 SAMUEL LINDEN CT, NOVI, MI 48377**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

OTHER:

Joan Luksik shared a resolution for Sandy Edwards, which was read by Judy Lindstrom.

WHEREAS, *Sandy Edwards has served as an active and dedicated Trustee on the Bloomfield Township Public Library Board since her appointment in May, 2017 and*

WHEREAS, *She has been successfully re-elected by the Bloomfield Township electorate to continue to serve our community as a Library Board Trustee in the election held in 2020; and*

WHEREAS, *Sandy has made countless contributions by participating on these Library Committees: Building and Grounds, Development, Finance, Friends of the Library Liaison, Jeanette P. Myers Scholarship Selection, Personnel, and Policy, and serving as the Library Board Secretary and Vice-President; and*

WHEREAS, *The wisdom and foresight she dedicated to every project greatly enhanced the Library, which includes beginning the Ambassador Committee; and*

WHEREAS, *During Sandy's term as Trustee, she has skillfully assisted the Library and fellow Trustees with her thorough research and boundless enthusiasm; now, therefore, let it be*

RESOLVED, *The Bloomfield Township Public Library Board of Trustees commends and expresses its sincere appreciation to Sandy Edwards and offers heartfelt thanks to her for her devoted service to the community as a valued Library Trustee.*

A motion was made by Grant, seconded by Judy Lindstrom **TO ACCEPT THE RESIGNATION OF SANDY EDWARDS.**

A vote was taken for approval of the motion.

Ayes: Deska, Gillman, Gerhart, Lindstrom and Luksik

Nays: None

MOTION CARRIED

There was discussion of the Library flag needing repair.

Dani Gillman reported that the Friends cancelled the second Saturday Sale, and they chose to reschedule the sale to be this coming weekend, Saturday, February 19. There was discussion of a poster to promote the Friends' gifts. The Friends were able to donate 30 boxes of Children's books to other places in the Metro Detroit area.

Upon discussion, a motion was made by Joan Luksik and seconded by Judy Lindstrom **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

A vote was taken for approval of the motion.

Ayes: Deska, Gillman, Gerhart, Lindstrom and Luksik

Nays: None

MOTION CARRIED

The Board of Trustees went into a closed session at 7:37 p.m. Trustees discussed the comments they submitted as part of the Library Director Evaluation process. Additional comments were made and noted.

At 7:57 p.m., Director Moon was invited to join the closed session. Library Board President Joan Luksik informed her that a contract renewal and salary increase was agreed.

A formal motion approving a contract renewal and increase in compensation will be made in open session.

At 8:03 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Tom Deska and seconded by Judy Lindstrom **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT FOR THE APRIL 1, 2022-MARCH 31, 2023 FISCAL YEAR.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Gillman, Lindstrom and Luksik

Nays: None

MOTION CARRIED

The next regular board meeting is Tuesday, March 15 at 7:00 p.m.

At 8:04 p.m. President Joan Luksik adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom".

Judy Lindstrom, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Friday, March 4, 2022

Present: Trustees: Tom Deska, Dani Gillman, Judy Lindstrom, Joan Luksik

Members absent: Grant Gerhart

Administration: Library Director, Tera Moon and Assistant Library Director Katherine Bryant

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Community Room at the Library on Friday, March 4, 2022 from 8:30am-5:30pm with a break from 10:30am-12:30pm.

The purpose of this meeting was to conduct interviews of candidates for the Library Board vacancy created by Sandy Edward's resignation. The interview schedule was publicly posted indicating that all interviews and deliberations were open to the public. All interviews were held in person at the Library except one during which the candidate joined via Zoom.

The Library Board received 12 applications by the February 14, 2022 9:00pm application deadline for the vacant Trustee position. Two applicants withdrew their applications from consideration before the interviews took place. The Library Board interviewed 10 candidates who submitted an application for consideration. Candidates interviewed were: Jay Shah, Max Emmer, Shane Spradlin, Judith Kudla, Sandeep Chada, Janice Glenn, Keith Carduner, Cassandra Choi Nelson, Hebba Aref, and John Hagopian.

On behalf of the Library Board, President Joan Luksik thanked all of the candidates for their interest in serving the Bloomfield Township community.

A standard set of questions was asked of each candidate. Interviews were each kept to 30 minutes. Each trustee completed a rating sheet following each interview. After all interviews were completed, the Library Board members deliberated regarding individual qualities and strengths of the candidates.

After discussion, it was moved by Joan Luksik and seconded by Tom Deska to offer the position to Shane Spradlin. Ayes: Deska, Gillman, Lindstrom, Luksik. Nays: None.

Gerhart did not vote because of absence.

Mr. Spradlin brings extensive management, legal, and financial experience plus involvement in other community organizations. President Joan Luksik will contact Mr. Spradlin and offer him appointment to the Bloomfield Township Public Library Board as a Trustee. Mr. Spradlin understands that his appointment on the Library Board lasts until November, 2022 and that he will need to run in the November, 2022 general election

The meeting was adjourned at 5:30pm on Friday, March 4, 2022.

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik", is written over a large, light gray diagonal watermark that says "PROPOSED".

Joan Luksik, Library Board President

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, March 10, 2022

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, March 10, 2022. The meeting was called to order by President Joan Luksik at 11:02 a.m.

Trustees Present: Tom Deska, Dani Gillman, Joan Luksik

Trustees Not Present: Judy Lindstrom and Grant Gerhart,

Administration: Library Director, Tera Moon; Assistant Director, Katherine Bryant; Administrative Assistant, Linden Godlove

Guests: Marcia Robovitsky, Township Resident and Shane Spradlin, future Library Board Trustee

CALL TO THE PUBLIC:

Marcia Robovitsky has been writing about the Township since 1980 and her family has lived in Bloomfield Township since 1969. She believes that the library costs and payroll should be separate from Bloomfield Township. She expressed concerns that the Township budget does not itemize the lines of income provided by contribution from Bloomfield Township Public Library because she considers the Library to be a separate taxing authority. She expressed a desire to have the Library employees have a paycheck that says "Bloomfield Township Public Library" rather than from "Bloomfield Township" so that it is understood that Library staff are not employed by the Township. The Trustees thanked Ms. Robovitsky for her comments. Ms. Robovitsky exited the meeting, borrowing a copy of the proposed budget to review while she was in the Library.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

5a Budget Review – Director Tera Moon reported that it is a very good budget for 2022/2023. She expressed gratitude to the many people involved that had the foresight to

set up funds to provide for future needs. She thanked everyone for their role in the budget and for their support. Tera thanked the team of people that put together the budget, especially Finance Coordinator Sandi Bird and Assistant Director Katherine Bryant for all their diligent work on the budget-and compiling the information for the Library Board. She thanked the department heads for reconsidering their budgets. She also thanked the Library Board Trustees for their careful review and consideration of the proposed budget.

Director Moon said the Library is doing well and this is a very sound financial plan. She gave an overview of library revenues and expenditures for the Fiscal Year 2021-2022 and the proposed budget for Fiscal Year April 1, 2022 – March 31, 2023 which will be presented at the March 15, 2022 Library Board Meeting.

OTHER:

The next scheduled Regular Board Meeting is March 15, 2022 at 7:00 p.m.

Meeting adjourned at 12:09 pm

Submitted By:

A handwritten signature in black ink, appearing to read "Joan Luksik", written in a cursive style.

Joan Luksik, President

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
February 2022****General Fund Advance**

- Check #21993 payable to Consumers Energy in the amount of \$6,688.96 was payment for natural gas service for the period 1/8/2022-2/7/2022.
- Check #21997 payable to Shayna Connolly in the amount of \$375.00 was payment for reimbursement for purchase of winter reading challenge prizes.
- Check #22002 payable to DTE in the amount of \$19,441.46 was payment for electrical service for period 1/1/2022-2/7/2022.
- Check #22006 payable to Kathleen Youngblood in the amount of \$50.00 was payment for refund for overpayment of a meeting room fee.
- Check #22009 payable to Martha McGee in the amount of \$37.37 was payment for reimbursement for purchase of Library Shop inventory.
- Check #22010 payable to Killian Weston in the amount of \$60.00 was payment for reimbursement for purchase of winter reading challenge prizes.
- Check #22013 payable to Liz Clauder in the amount of \$43.75 was payment for reimbursement for purchase of supplies for take-and-make kits.

General Fund

- Check #22023 payable to Bloomfield Township in the amount of \$223,547.13 was payment to Bloomfield Township for two payrolls including FICA, health insurance, pension, etc.
- Check #22031 payable to Doeren Mayhew in the amount of \$13,650.00 was payment for accounting services.
- Check #22034 payable to EnvisionWare in the amount of \$10,309.70 was payment for maintenance subscription on self-check and RFID equipment and software.
- Check #22035 payable to Farmington Community Library in the amount of \$4,079.54 was payment for OverDrive Magazine Renewal.

- Check #22037 payable to Frank Rewold & Sons in the amount of \$45,764.45 was payment for LED lighting conversion project.
- Check #22038 payable to Goldner Walsh in the amount of \$14,790.00 was payment for garden stimulus certificate.
- Check #22043 payable to LaForce in the amount of \$6,994.00 was payment for repairs to lower-level door and other door repairs.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF FEBRUARY 2022

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
21992	2/14/22	XFINITY	016.01	77.62
21993	2/14/22	CONSUMERS ENERGY	016.01	6,688.96
21994	2/14/22	HEALEY FIRE PROTECTION, INC	016.01	980.00
21995	2/14/22	PTS Communications	016.01	78.00
21996	2/14/22	TERMINIX PROCESSING CTR.	016.01	151.00
21997	2/15/22	Shayna Connolly	016.01	375.00
21998	2/15/22	LOWE'S	016.01	94.90
21999	2/15/22	T MOBILE	016.01	59.96
22000	2/21/22	AT&T	016.01	380.02
22001	2/21/22	CENGAGE LEARNING/GALE	016.01	1,226.93
22002	2/21/22	DTE ENERGY	016.01	19,441.46
22003	2/21/22	FLAGSTAR BANK	016.01	2,861.52
22004	2/21/22	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	016.01	772.00
22005	2/21/22	VERIZON WIRELESS	016.01	196.72
22006	2/21/22	Kathleen Youngblood	016.01	50.00
22007	2/28/22	AMAZON.COM	016.01	2,019.99
22008	2/28/22	APPLIED IMAGING	016.01	463.63
22009	2/28/22	Martha McGee	016.01	37.37
22010	2/28/22	Killian Weston	016.01	60.00
22011	2/28/22	AT&T	016.01	157.04
22012	2/28/22	AT&T	016.01	763.43
22013	2/28/22	Elizabeth Clauder	016.01	43.75
22014	3/7/22	PTS Communications	016.01	78.00
22015	3/7/22	T MOBILE	016.01	59.96
22016	3/7/22	TERMINIX PROCESSING CTR.	016.01	151.00
Total				<u><u>37,268.26</u></u>
REGULAR CHECKS:				
22017	3/8/22	AMERICAN LIBRARY ASSOCIATION	016.01	555.00
22018	3/8/22	ALL-CITY MECHANICAL & REFRIGERATION	016.01	650.61
22019	3/8/22	AMAZON.COM	016.01	295.82
22020	3/8/22	ASSA ABLOY ENTRANCE SOLUTIONS	016.01	823.53
22021	3/8/22	BAKER & TAYLOR, INC.	016.01	6,998.58
22022	3/8/22	BLACKSTONE PUBLISHING	016.01	83.20
22023	3/8/22	BLOOMFIELD TOWNSHIP	016.01	224,458.49
22024	3/8/22	BOOK FARM LLC	016.01	199.49
22025	3/8/22	BUTZEL LONG	016.01	224.00
22026	3/8/22	CAR TRUCKING, INC.	016.01	199.50
22027	3/8/22	CENGAGE LEARNING/GALE	016.01	6,536.96
22028	3/8/22	CENTER POINT PUBLISHING	016.01	83.13
22029	3/8/22	CINTAS CORPORATION	016.01	127.32
22030	3/8/22	DEMCO, INC.	016.01	232.67
22031	3/8/22	DOEREN MAYHEW & CO., P.C.	016.01	13,650.00
22032	3/8/22	DOW JONES & COMPANY, INC.	016.01	1,890.00
22033	3/8/22	DU ALL CLEANING, INC	016.01	5,560.00
22034	3/8/22	ENVISIONWARE, INC.	016.01	10,309.70
22035	3/8/22	FARMINGTON COMMUNITY LIBRARY	016.01	4,079.54
22036	3/8/22	FINDAWAY WORLD LLC	016.01	1,144.78
22037	3/8/22	FRANK REWOLD AND SON, INC.	016.01	45,764.45
22038	3/8/22	GOLDNER WALSH NURSERY, INC.	016.01	14,790.00
22039	3/8/22	GREAT OAKS MAINTENANCE	016.01	4,125.00
22040	3/8/22	INFORMATION TODAY, INC.	016.01	474.03
22041	3/8/22	INGRAM LIBRARY SERVICES	016.01	230.08

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2022**

Check #	Date	Payee	Cash Account	Amount
22042	3/8/22	KANOPY, INC.	016.01	4,000.00
22043	3/8/22	LAFORCE	016.01	6,994.00
22044	3/8/22	MERGENT, INC.	016.01	664.00
22045	3/8/22	MICH. GOVERNMENT FINANCE OFFICERS ASSN.	016.01	125.00
22046	3/8/22	MICROMARKETING LLC	016.01	260.91
22047	3/8/22	MIDWEST TAPE	016.01	17,319.96
22048	3/8/22	MICHIGAN LIBRARY ASSOCIATION	016.01	85.00
22049	3/8/22	THE NEW YORK TIMES	016.01	2,090.40
22050	3/8/22	NICHOLS/NETWORK SERVICES CO	016.01	2,180.66
22051	3/8/22	OAKLAND COUNTY HISTORICAL RESOURCES	016.01	1,200.00
22052	3/8/22	OMNIGRAPHICS	016.01	223.79
22053	3/8/22	OVERDRIVE	016.01	11,255.14
22054	3/8/22	ROURKE EDUCATIONAL MEDIA	016.01	548.65
22055	3/8/22	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	426.72
22056	3/8/22	SALEM PRESS, INC.	016.01	335.75
22057	3/8/22	SENTIMENTAL PRODUCTIONS	016.01	210.00
22058	3/8/22	SENTINEL TECHNOLOGIES, INC.	016.01	225.00
22059	3/8/22	SHOWCASES	016.01	133.82
22060	3/8/22	THOMSON REUTERS/THOMSON WEST	016.01	132.30
22061	3/8/22	THOMSON REUTERS	016.01	161.65
22062	3/8/22	UNIQUE MANAGEMENT SERVICES, INC.	016.01	161.10
22063	3/8/22	VIGILANTE SECURITY	016.01	1,950.00
22064	3/8/22	WT. COX INFORMATION SERVICES	016.01	31.98

Total

394,201.71

Gift Fund

ADVANCE CHECKS:

5277	2/21/22	FLAGSTAR BANK	012.03	43.75
5278	2/28/22	AMAZON.COM	012.03	331.63

Total

375.38

REGULAR CHECKS:

5279	3/8/22	BAKER & TAYLOR	012.03	415.34
5280	3/8/22	GALE/CENGAGE LEARNING	012.03	70.35
5281	3/8/22	DEMCO	012.03	451.01
5282	3/8/22	MULTICULTURAL BOOKS & VIDEOS	012.03	700.00
5283	3/8/22	SCHOLASTIC LIBRARY PUBLISHING	012.03	990.00

Total

2,626.70

Bloomfield Township Public Library
FY 2021-2022 General Fund Budget

PRESENTED: MARCH 15, 2022 FOR THE MONTH OF: FEBRUARY, 2022

ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MARCH 16, 2021	2020-2021 AMENDED BUDGET AS OF AUGUST 17, 2021	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	Eleven Months 91.66% % OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Taxes	\$7,977,960	\$7,943,041	\$2,741,524	\$7,567,323	95.27%	(\$375,718)
Penal Fines	\$87,600	\$87,600	\$0	\$72,519	82.78%	(\$15,081)
State Aid	\$32,800	\$32,800	\$0	\$35,620	108.60%	\$2,820
Circulation Fines & Fees	\$38,250	\$25,500	\$2,057	\$25,490	99.96%	(\$10)
Charges for Services	\$14,866	\$4,957	\$469	\$4,153	83.78%	(\$804)
Investment earnings	\$86,500	\$86,500	(\$35,475)	(\$160,863)	-185.97%	(\$247,363)
Miscellaneous	\$14,566	\$25,231	\$1,212	\$20,608	81.68%	(\$4,623)
Total Revenues	\$8,252,542	\$8,205,629	\$2,709,787	\$7,564,849	92.19%	(\$640,780)
<u>Expenditures</u>						
Personnel	\$4,696,338	\$4,673,714	\$238,612	\$3,775,711	80.79%	(\$898,003)
Library Services	\$819,810	\$819,810	\$64,770	\$622,635	75.95%	(\$197,175)
Facilities & Equipment	\$1,040,866	\$1,027,291	\$78,290	\$879,870	85.65%	(\$147,421)
Other Operating Expenditures	\$3,870,261	\$3,914,201	\$67,046	\$2,552,450	65.21%	(\$1,361,751)
Total Expenditures	\$10,427,275	\$10,435,016	\$448,718	\$7,830,667	75.04%	(\$2,604,349)
Fund Balance - Beginning	\$13,071,834	\$13,071,834		\$13,071,834		
Net revenue (expenditure)	(\$2,174,733)	(\$2,229,387)		(\$265,818)		
Fund Balance - Ending	\$10,897,101	\$10,842,447		\$12,806,016		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$26,125	\$26,125
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,531,000	\$4,503,871
Assigned Fund Balance (is \$530,178 the 3/31/21 compensated absences accrual, plus \$1,683,764 the OPEB obligation plus \$3,998,509 for capital improvements)	\$6,239,976	\$6,212,451
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2021-2022 Gift Fund Budget

PRESENTED: MARCH 15, 2022

FOR THE MONTH OF: FEBRUARY 2022

Eleven Months 91.66%

ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF Jan 18, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$26,181	\$17,136	\$26,181	100.00%	\$0
Gift Revenue	\$0	\$23,244	\$17,136	\$23,244	100.00%	\$0
Friends of the Library	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Atkinson Trust	\$0	\$0	\$0	\$0	#DIV/0!	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0	0.00%	\$0
Myers Scholarship	\$500	\$1,331	\$0	\$1,331	100.00%	\$0
Smith Challenge Grant	\$0	\$1,606	\$0	\$1,606	100.00%	\$0
Fair Radom Garden's Endowment	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Library Director's Legacy Fund	\$0	\$0	\$0	\$0	0.00%	\$0
Investment Earnings	\$200	\$0	\$0	\$0	#DIV/0!	\$0
Miscellaneous Revenue	\$0	\$200	\$6	\$15	0.00%	(\$185)
Total Revenues	\$700	\$26,381	\$17,142	\$26,195	99.30%	(\$185)
<u>Expenditures</u>						
Library Services	\$75,589	\$88,383	\$2,219	\$20,972	23.73%	(\$67,411)
Facilities & Equipment	\$34,382	\$41,603	\$451	\$13,582	32.65%	(\$28,021)
Other Operating Expenditures	\$52,224	\$57,889	\$335	\$6,951	12.01%	(\$50,938)
Total Expenditures	\$162,195	\$187,876	\$3,005	\$41,505	22.09%	(\$146,371)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$15,310)		
Fund Balance - Ending	\$200	\$200		\$146,385		

Bloomfield Township Public Library
Asset Allocation Summary
FEBRUARY 2022

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	1/31/2022	\$89,097.46
	Flagstar Public Funds Savings	0.25%	1/31/2022	\$200,282.48
	Flagstar Premier Public Entities Checking	0.15%	1/31/2022	\$51,037.00
	RBC Capital Cash/Money Market	0.01%	1/31/2022	\$2,246,931.25
	RBC Capital - Investments	1.77%	1/31/2022	\$10,641,428.56
Total General Fund				\$13,139,679.29
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	12/31/2021	\$106,281.61
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	12/31/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2021	\$14,706.16
Total Gift Fund				\$170,987.77

CFSEM

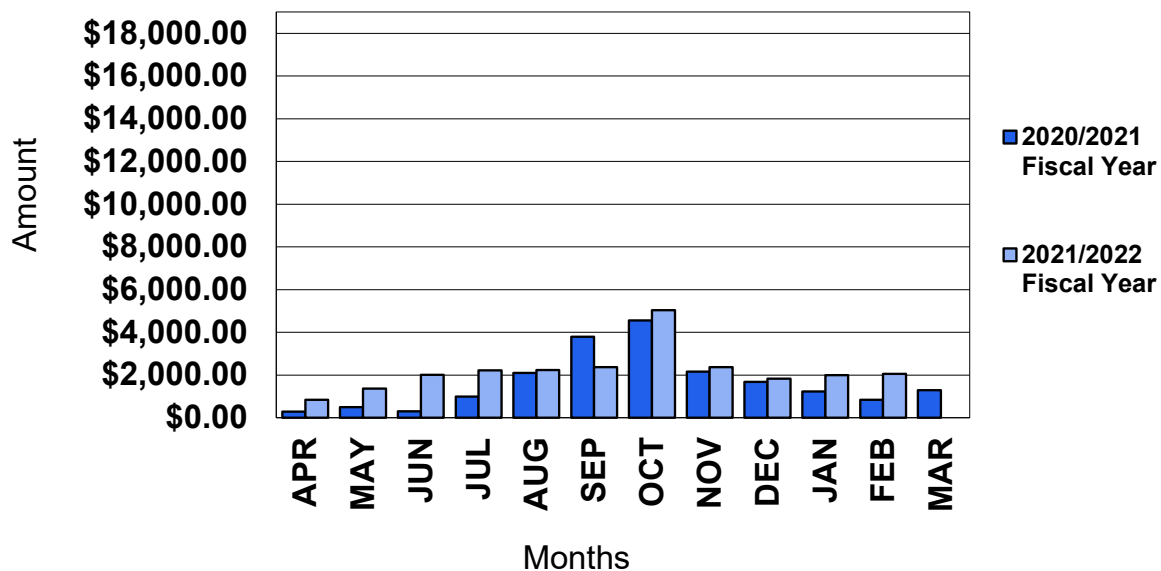
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for 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	
Total CFSEM holdings			\$172,617.00

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	\$2,228.30	\$128.80
SEP	\$3,793.90	\$2,376.65	(\$1,417.25)
OCT	\$4,554.22	\$5,029.51	\$475.29
NOV	\$2,153.70	\$2,371.50	\$217.80
DEC	\$1,675.95	\$1,828.00	\$152.05
JAN	\$1,236.95	\$2,000.60	\$763.65
FEB	\$845.50	\$2,056.98	\$1,211.48
MAR	\$1,295.62		(\$1,295.62)
			YTD Difference
TOTAL	\$19,751.13	\$24,330.74	\$4,579.61

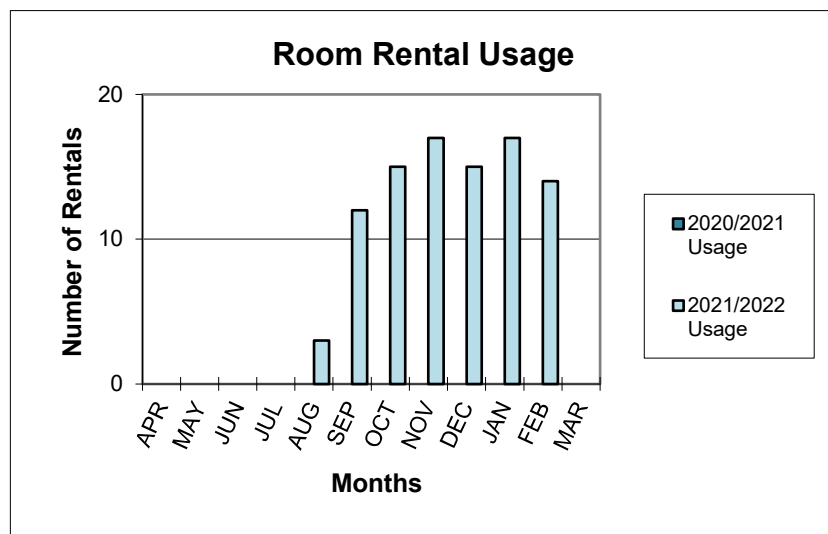
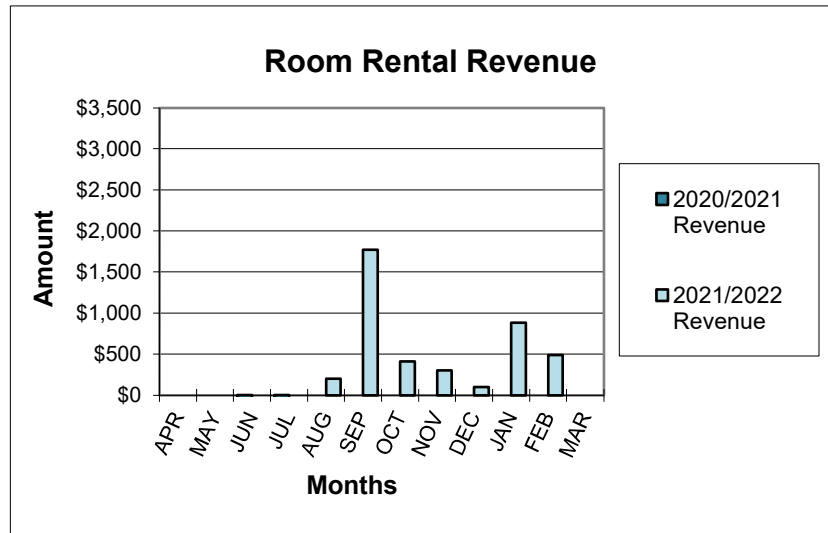
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

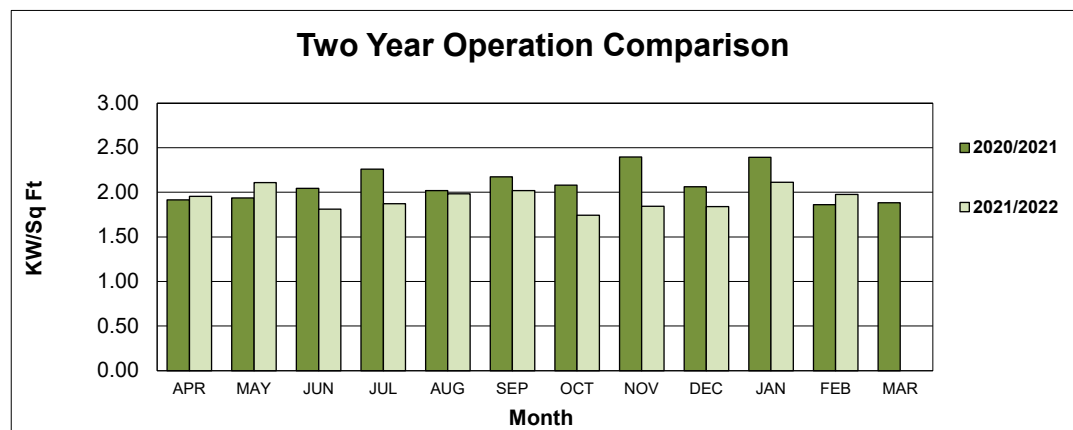
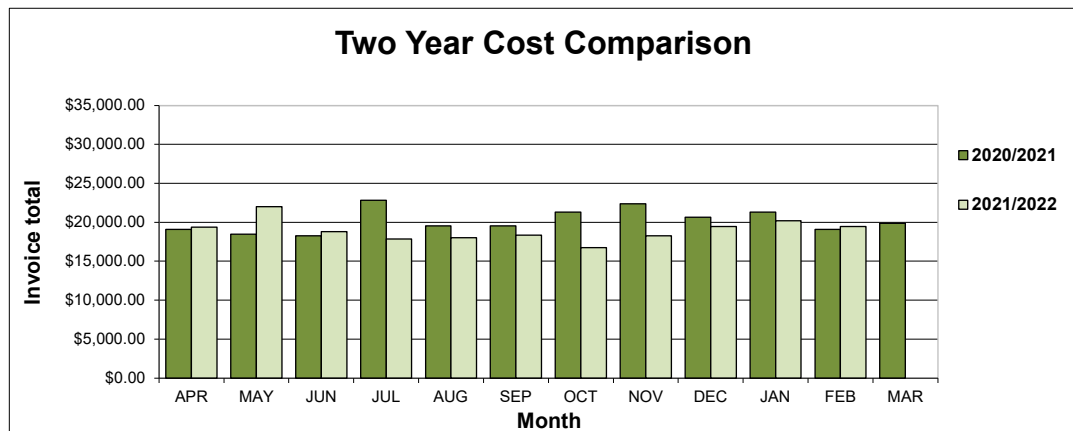
<u>Month</u>	2020/2021 <u>Revenue</u>	2021/2022 <u>Revenue</u>	<u>Difference</u>	2020/2021 <u>Usage</u>	2021/2022 <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00	\$0.00	\$0.00	0	0	MAY
JUN	(\$520.00)	\$0.00	\$520.00	(Refunds)	0	JUN
JUL	(\$640.00)	\$0.00	\$640.00	(Refunds)	0	JUL
AUG	\$0.00	\$200.00	\$200.00	0	3	AUG
SEP	\$0.00	\$1,770.00	\$1,770.00	0	12	SEP
OCT	\$0.00	\$410.00	\$410.00	0	15	OCT
NOV	\$0.00	\$300.00	\$300.00	0	17	NOV
DEC	\$0.00	\$100.00	\$100.00	0	15	DEC
JAN	\$0.00	\$880.00	\$880.00	0	17	JAN
FEB	\$0.00	\$490.00	\$490.00	0	14	FEB
MAR	\$0.00	\$0.00	\$0.00	0		MAR
			YTD Difference			
TOTAL	<u><u>-\$1,160.00</u></u>	<u><u>\$4,150.00</u></u>	<u><u>\$5,310.00</u></u>	<u><u>0</u></u>	<u><u>93</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	\$18,004.84	(\$1,518.01)	200,200	\$0.09	269.09	1.98	\$24.20	\$0.18
SEP	\$19,555.73	\$18,350.49	(\$1,205.24)	204,050	\$0.09	283.40	2.02	\$25.49	\$0.18
OCT	\$21,308.13	\$16,723.27	(\$4,584.86)	176,120	\$0.09	236.72	1.74	\$22.48	\$0.17
NOV	\$22,352.41	\$18,252.35	(\$4,100.06)	186,200	\$0.10	258.61	1.84	\$25.35	\$0.18
DEC	\$20,649.10	\$19,445.48	(\$1,203.62)	185,780	\$0.10	249.70	1.84	\$26.14	\$0.19
JAN	\$21,291.56	\$20,200.83	(\$1,090.73)	213,430	\$0.09	286.87	2.11	\$27.15	\$0.20
FEB	\$19,068.67	\$19,441.46	\$372.79	199,640	\$0.10	297.08	1.98	\$28.93	\$0.19
MAR	\$19,862.73		(\$19,862.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$242,264.71	\$208,398.25	(\$33,866.46)						



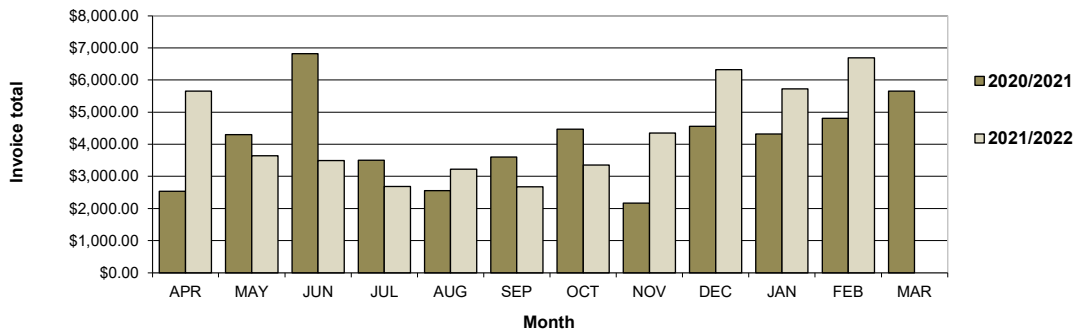
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

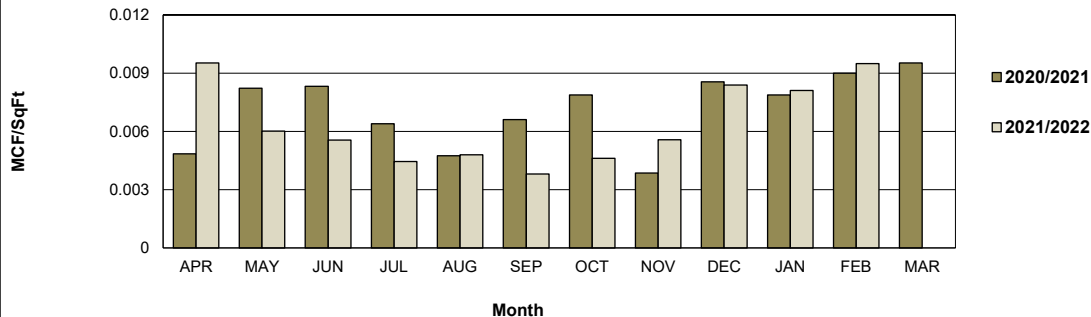
1 Cu. Ft. = 1000 BTU

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	\$3,225.84	\$672.31		483.6	\$6.67	744	0.65	0.005	4.34	0.031
SEP	\$3,601.75	\$2,673.07	(\$928.68)		383.5	\$6.97	720	0.53	0.004	3.71	0.026
OCT	\$4,465.17	\$3,347.66	(\$1,117.51)		465.6	\$7.19	744	0.63	0.005	4.50	0.033
NOV	\$2,167.17	\$4,347.53	\$2,180.36		562.5	\$7.73	720	0.78	0.006	6.04	0.042
DEC	\$4,554.47	\$6,325.88	\$1,771.41		846.7	\$7.47	744	1.14	0.008	8.50	0.062
JAN	\$4,315.81	\$5,721.34	\$1,405.53		819.2	\$6.98	744	1.10	0.008	7.69	0.056
FEB	\$4,810.45	\$6,688.96	\$1,878.51		958.9	\$6.98	696	1.38	0.009	9.61	0.065
MAR	\$5,654.64		(\$5,654.64)			#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference								
TOTAL	\$49,271.60	\$47,800.17	(\$1,471.43)								

Two Year Cost Comparison

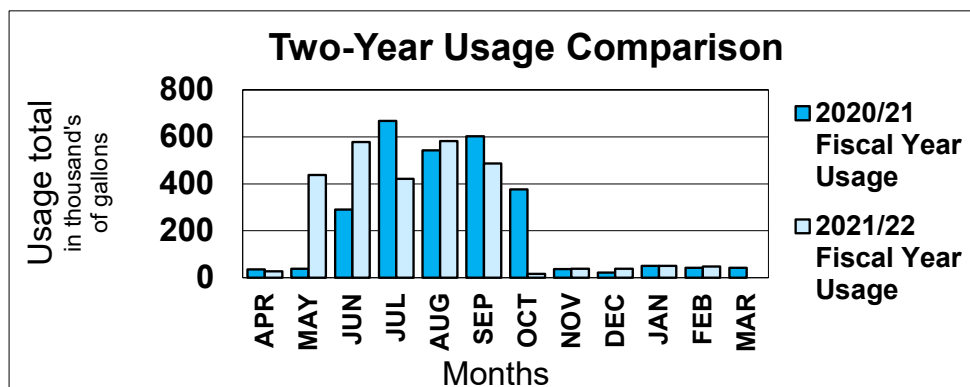
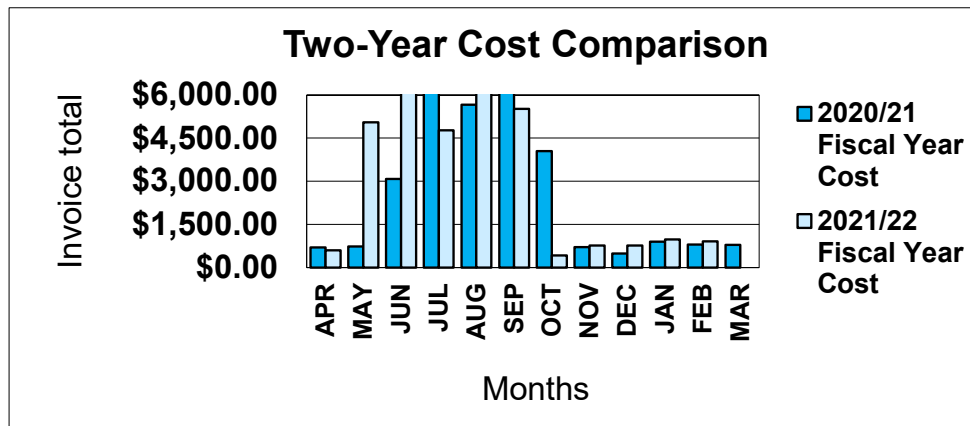


Two Year Operation Comparison



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	\$6,548.40	\$885.15	543	582	39
SEP	\$6,292.57	\$5,514.12	(\$778.45)	603	487	(116)
OCT	\$4,051.16	\$416.60	(\$3,634.56)	376	16	(360)
NOV	\$706.63	\$767.72	\$61.09	37	38	1
DEC	\$484.48	\$767.72	\$283.24	22	38	16
JAN	\$899.16	\$975.20	\$76.04	50	51	1
FEB	\$795.49	\$911.36	\$115.87	43	48	5
MAR	\$780.68		(\$780.68)	42		(42)
			YTD Difference			YTD Difference
TOTAL	<u>\$31,092.55</u>	<u>\$32,823.28</u>	<u>\$1,730.73</u>	<u>2,748</u>	<u>2,724</u>	<u>(24)</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****March 2022**

Happy March is Reading Month! The Youth Services Librarians are helping all the first graders in Bloomfield Hills Schools celebrate reading, books, and libraries with our wonderful First Grade Readers Rally event. Four schools have participated in the rally this year, which has been modified to be pandemic-safe. All the rallies have been virtual; some schools requested a pre-recorded version, and some requested a live version. In total, 352 first graders heard about the wonders to be found in their public library and have received a free book!

Just a friendly reminder that the April Library Board meeting is held on the fourth Tuesday evening of the month to allow time to close the books on FY 2021-2022. This year, our regular monthly library board meeting will be held on Tuesday, April 26 at 7:00pm.

Respectfully Submitted,

*Tera Moon
Library Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Building and Grounds Committee
FROM: Tera Moon, Library Director
DATE: February 22, 2022
SUBJECT: Community Room Chairs

At the last Building and Grounds Committee meeting we reviewed the quote for new chairs for the Community Room. I am addressing the questions that came up during our discussion.

Chairs are not covered by the Americans with Disabilities Act, so there is no requirement for arms on chairs. The chairs with arms are typically not set up unless we are hosting a very large event that requires all the chairs. The chairs with arms are more difficult to wrangle and the arms add extra weight.

NBS is furnishing a woman's shelter in Toledo and will transport the old chairs to that site. NBS was able to give us a bit of a break on the receiving costs. Know that most of the shipping costs are for the labor of transferring the shipment to a truck that will be able to maneuver in our tight parking lot and for the unboxing and staging of the chairs.

Pandemic Service
 Closed 4/1 - 6/14
 Phase 2 6/15 – 7/12
 Phase 3 7/13 – 11/17
 Phase 2 11/18 - 1/24
 Phase 3 1/25 - 6/30
 Phase 4 7/1 - 9/6
 Phase 5 9/7

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 MONTHLY ACTIVITY REPORT
 February 2022

3/10/2022

	2021		2022	
COLLECTION				
Book Collection:	233,248		230,611	
Media Collection:	55,441		54,886	
Total e-books:	22,426		19,134	
Overdrive	17,879		15,213	
Total downloadable audiobooks:	7,592		8,301	
Materials Total:	318,707		312,932	
CIRCULATION				
Circulation Total:	45,329		47,023	
Bloomfield Township Circulation:	43,646		44,498	
Virtual Circulation Total	12,247		10,631	
Circulation of Youth materials:	15,465		17,287	
Circulation of Media:	8,757		8,205	
Circulation of Cranbrook passes:	35		121	
Self-checkout machine use:	9,456	20.9%	11,605	24.7%
Library by Mail:	46	33 patrons	149	38 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	4,841 *		11,609 ^ **	
Gate Count:	6,089		12,911	
Meeting rooms by public:	0		8	
Meeting rooms by staff:	0		31	
VIRTUAL USE				
Home page hits:	32,752		26,360	
e-book access:	4,309		4,391	
Audiobook access: (Overdrive)	1,956		2,302	
Magazine download access:	327		863	
Hoopla access:	3,615		3,075	
Library Computer Use				
Resident Use	131		387	
Guest Use	101		230	
* Library closed February 24 & 25 due to staff member Covid+				
^ Library closed February 2, opened at 1:00 pm February 3 due to snow.				
** Library closed early (5 pm, February 16) due to impending inclement weather.				

Pandemic Service
 Closed 4/1 - 6/14
 Phase 2 6/15 – 7/12
 Phase 3 7/13 – 11/17
 Phase 2 11/18 - 1/24
 Phase 3 1/25 - 6/30
 Phase 4 7/1 - 9/6
 Phase 5 9/7

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 MONTHLY ACTIVITY REPORT
 February 2022

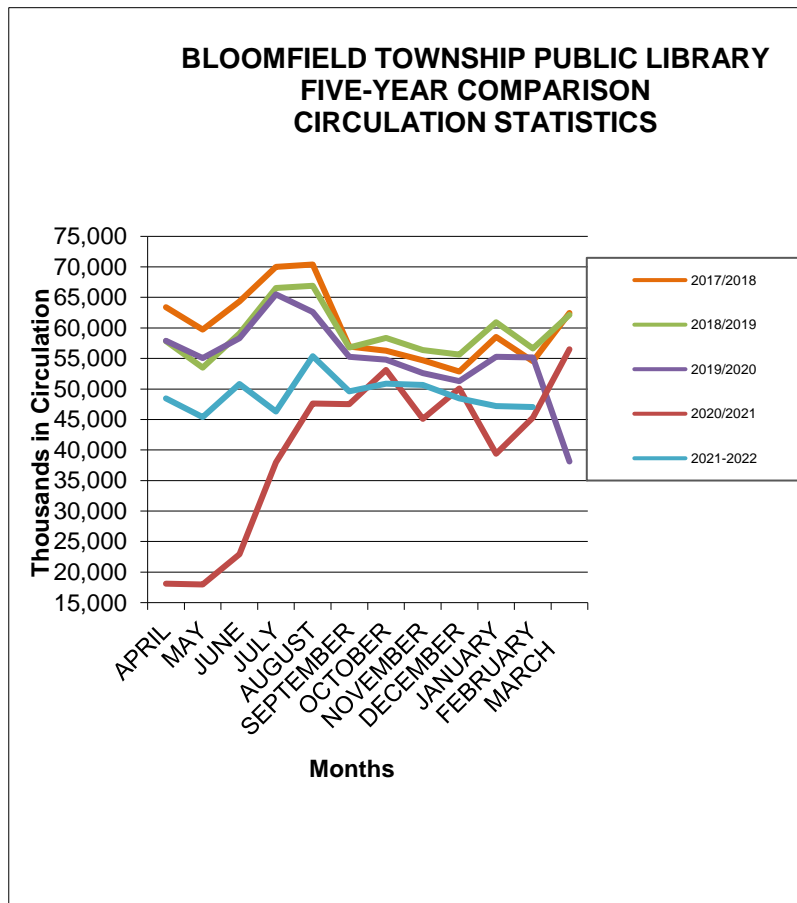
3/10/2022

	2021		2022	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	75		150	
Cranbrook:	2		2	
Total new patrons:	93		176	
<i>Adult Program Attendance</i>				
Staff-led:	4 events	53 attended	10 events	73 attended
Speaker-led:	0	0	2 events	8 attended
Book clubs:	2 events	17 attended	8 events	64 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	5 events	64 attended	0	0
Chamber Music Concert	0	0	0	0
Bloomfield Historical Society	0	0	1 event	60 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	2 attended	2 events	16 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	1 attended	1 event	1 attended
<i>Youth Program Attendance</i>				
Staff-led:	12 events	882 attended	16 events	452 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	67 attended	2 events	30 attended
TOTAL:	29 events	1,086 attended	42 events	704 attended
<i>Volunteers (number of people, hours)</i>				
Shop	0	0	9	69
Court			7	64.25
Students			0	0
Department volunteer			0	0
Department volunteer			2	4.75
<i>Patron Remarks</i>				
Patron Comments:	5		8	
Ask BTPL:	1		1	
Ask Us:	47		47	
DISPLAYS				
Lobby	"Brightwire Designs" by Michael O'Reilly			
Local History	"To the Letter of the Law"			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

3/10/2022

	<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	46,304
AUGUST	70,391	66,907	62,633	47,629	55,372
SEPTEMBER	56,939	56,817	55,270	47,507	49,604
OCTOBER	56,291	58,359	54,813	53,114	50,855
NOVEMBER	54,703	56,357	52,623	45,117	50,656
DECEMBER	52,859	55,615	51,267	50,080	48,439
JANUARY	58,510	60,945	55,277	39,378	47,195
FEBRUARY	54,554	56,645	55,172	45,329	47,023
MARCH	62,452	62,128	38,121	56,504	
TOTAL	724,182	710,735	661,932	481,614	540,147



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)

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Library Director

DATE: March 10, 2022

**SUBJECT: Proposed General Fund and Gift Fund Budgets
for Fiscal Year April 1, 2022 - March 31, 2023**

I am pleased to present to you at the Tuesday, March 15, 2022 regular Library Board meeting the proposed balanced budget that includes the FY 2021-2022 amended budget and the FY 2022-2023 proposed budget for your review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace necessary capital projects such as parking lot repairs and addressing the storm water problems.

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

A copy of the proposed General Fund and Gift Fund Estimated budgets for fiscal year April 1, 2022 – March 31, 2023 is available at the Library's Welcome Desk for public review.

Included with the budget document are General Fund and Gift Fund budget resolutions in support and maintenance of Bloomfield Township Public Library and are needed to adopt the budget at the March 15, 2022 regular library board meeting.

Thank you for your review of the Library's budget.



Bloomfield Township Public Library

Budget

April 1, 2022 Through March 31, 2023

Trustees

Joan Luksik, President
Grant Gerhart, Vice President
Judy Lindstrom, Secretary
Tom Deska
Danielle Gillman
Shane Spradlin

Director:

Tera Moon



Budget

April 1, 2022 Through March 31, 2023

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Bloomfield Township Public Library

Section 1

Proposed Budget

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Director's Budget Message

Date: March 15, 2022

To: Board of Trustees

Subject: **FY 2022-2023 Proposed Budget**, for the Fiscal Year Ending March 31, 2022

I am pleased to provide the proposed balanced budget that includes the FY 2021-2022 Amended Budget and the FY 2022-2023 Proposed Budget for your review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

OVERVIEW OF FY 2021-2022 AMENDED BUDGET – GENERAL FUND

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

Revenues

Overall, revenues decreased by **\$295,713 or 3.58%** compared to the March, 2021 Adopted Budget.

The Property Taxes projection is anticipated to come in lower than the Adopted Budget by \$34,919 due to the Township's revised estimates changed from 3.00% property growth to 2.5%. The final settlement is expected to be received in mid-March.

Investment Earnings decreased by \$236,500 due to unrealized market losses during the fiscal year. It is anticipated the market will improve and reverse these unrealized losses.

Revenues projected to be lower due to operations impacted by COVID-19 include:

- Penal Fines are lower than anticipated by \$15,000.
- Fines and Fees are projected to be \$12,750 lower.
- Charges for Services-Room Rental Fees are \$9,475 lower than anticipated.
- Miscellaneous-Library Shop and Café revenues are projected to be \$9,315 lower.

Expenditures

Operating expenditures decreased by **\$43,199 or 0.64%** compared to the March, 2021 Adopted Budget. The decrease was due to minimal revised estimates in all the functional categories during the fiscal year. Capital projects increased by **\$39,341 or 1.08%** compared to the March, 2021 Adopted Budget due to revised estimates during the fiscal year.

Summary

As a result of the above changes in revenues and expenditures, net revenue and fund balance decreased by **\$291,855** compared to the March, 2021 Adopted Budget, primarily due to the decrease in revenues.

The Library Board requested full assessment of the 2.0 approved mills, as adjusted by the Headlee Amendment, at the August 17, 2021 public budget hearing. 1.8805 mills were levied for library services on the Bloomfield Township December, 2021 winter tax bills.

The Library continues to be in very sound financial condition. This allows us to continue our focus on capital improvements funding to complete necessary capital projects.

OVERVIEW OF FY 2022-2023 PROPOSED BUDGET – GENERAL FUND

Listed below are some of the highlights of the **FY 2022-2023 Proposed Budget**:

Revenues

Projected revenues are expected to increase by **\$430,120 or 5.41%** over the current FY 2021-2022 Amended Budget. This increase is primarily due to the 2.50% increase in the anticipated property tax revenues and the anticipated market improvement for the library's investment earnings. Other revenues were increased to pre-COVID-19 levels.

Expenditures

Projected operating expenditures are proposed to increase by **\$129,345 or 1.92%** over the current FY 2021-2022 Amended Budget.

Personnel Expenditures

Projected Personnel expenditures are proposed to increase by **\$122,388 or 2.63%** over the current FY 2021-2022 Amended Budget. There is a 5% projected increase in health insurance premiums and 4% increase in proposed salary increases. Each year, a salary survey is completed as part of the annual budget preparation. This survey was completed in the winter 2021. A summary of the survey was provided to the Library Personnel Committee for their review of the proposed salary schedule.

Library Services

This functional category, Library Services, includes such things as books, movies, music, magazines and newspapers, and programming, among other items. A minimal increase of **\$582 or 0.07%** is anticipated over the current FY 2021-2022 Amended Budget.

Facilities and Equipment

Overall, Facilities and Equipment are projected to increase by **\$5,350 or 0.52%** from the current FY 2021-2022 Amended Budget due to increases in anticipated building and computer software maintenance agreements.

Other Operating Expenditures

Other Operating Expenditures includes such items as postage, office supplies, professional services, and staff development, among others. This category proposes a nominal increase of **\$1,025 or 0.41%** from the current FY 2021-2022 Amended Budget.

Capital Projects

Capital projects decreased by **\$301,100 or 8.20%** over the FY 2021-2022 Amended Budget. The Parking Lot/Storm Sewer Mitigation project, as recommended by the Administration and Facilities Services and approved by the Library Board, is projected for the FY 2022-2023.

Summary

In summary, total library revenues are estimated to be **\$8,386,949** for FY 2022-2023. Total operating expenditures are estimated to be **\$6,882,646**. Expenditures including capital expenditures are estimated to be **\$10,251,662**. The fund balance is estimated to be **\$8,740,533**. There is a projected **\$1,864,713 planned use of fund balance reserves** for capital improvement projects, including the Parking Lot/Storm Sewer Mitigation project.

OVERVIEW OF FY 2022-2023 PROPOSED BUDGET – GIFT FUND

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

The Gift Fund is amended monthly in the financial statements and approved at the regular monthly Library Board meetings. The FY 2022-2023 Proposed Gift Fund Budget includes a column for the FY 2021-2022 Amended Budget, updated for the final estimated activity for February and March, 2022.

CLOSING STATEMENT

The development of the Library's proposed annual budget is an extremely time consuming and significant task for Library Administration. I truly appreciate the effort put forth by the team members who contributed towards the development of the proposed budget. This budget is fiscally responsible and provides the blueprint we need as a library operation in providing exceptional services to our community while at the same time being prudent about how those services are funded. As always, library staff will continue to pursue new and creative ways to improve how we do what we do for the community. I look forward to working with you through the adoption of the FY 2022-2023 budget. I thank all the members of the Library Board and staff for their hard work in preparation and consideration of this budget.

Respectfully submitted,



Tera Moon, Library Director

Bloomfield Township Public Library
General Fund Budget

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

ACCOUNT NAME	2020-2021	2021-2022			2022-2023		Column 7 Col. 4 & 6 \$ DIF.	Column 8 Col. 4 & 6 % DIF.	Column 9 % OF TOTAL REV/EXP
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6			
	ACTUALS AS OF MAR 31, 2021	ADOPTED BUDGET AS OF MAR 16, 2021	AMENDED BUDGET AS OF AUG 17, 2021	AMENDED BUDGET AS OF MAR 15, 2022	PRELIMINARY BUDGET AS OF AUG 17, 2021	PROPOSED BUDGET AS OF MAR 15, 2022			
<u>Revenues</u>									
Taxes	\$7,744,732	\$7,977,960	\$7,943,041	\$7,943,041	\$8,141,617	\$8,141,617	\$198,576	2.50%	97.07%
Penal Fines	\$70,731	\$87,600	\$87,600	\$72,600	\$87,600	\$87,600	\$15,000	20.66%	1.04%
State Aid	\$32,880	\$32,800	\$32,800	\$35,600	\$32,800	\$32,800	(\$2,800)	-7.87%	0.39%
Circulation Fines and Fees	\$19,751	\$38,250	\$25,500	\$25,500	\$25,500	\$25,500	\$0	0.00%	0.30%
Charges for Services	(\$1,063)	\$14,866	\$4,957	\$4,857	\$14,866	\$14,866	\$10,009	206.07%	0.18%
Photocopy Fees	\$97	\$651	\$217	\$117	\$651	\$651			
Room Rental Fees	(\$1,160)	\$14,215	\$4,740	\$4,740	\$14,215	\$14,215			
Investment earnings	\$90,872	\$86,500	\$86,500	(\$150,000)	\$86,500	\$50,000	\$200,000	-133.33%	0.60%
Investment Earnings	\$75,628	\$86,500	\$86,500	(\$150,000)	\$86,500	\$50,000			
Change in Asset Value	\$0	\$0	\$0	\$0	\$0	\$0			
Miscellaneous	\$3,365	\$14,566	\$5,231	\$5,231	\$14,566	\$14,566	\$9,335	178.46%	0.17%
Miscellaneous Revenue	\$2,940	\$3,370	\$3,370	\$3,370	\$3,370	\$3,370			
Library Shop Revenue	\$28	\$4,081	\$1,361	\$1,361	\$4,081	\$4,081			
Café Revenue	\$397	\$7,115	\$500	\$500	\$7,115	\$7,115			
Gain (loss) on Sale of Equipment	\$0	\$0	\$0	\$0	\$0	\$0			
Federal Grants	\$50,126	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
Refunds/Rebates-Self Insurance Rx	\$30,478	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$0	0.00%	0.24%
Total Revenues	\$8,041,872	\$8,252,542	\$8,205,629	\$7,956,829	\$8,423,449	\$8,386,949	\$430,120	5.41%	100.00%
<u>Expenditures</u>									
Personnel	\$4,080,747	\$4,696,338	\$4,673,714	\$4,655,133	\$4,801,080	\$4,777,521	\$122,388	2.63%	69.41%
Salaries & Wages	\$2,748,063	\$3,227,457	\$3,207,338	\$3,176,891	\$3,281,809	\$3,257,780			
Social Security	\$206,487	\$246,518	\$244,979	\$242,650	\$250,676	\$248,838			
Employee Insurances	\$592,602	\$735,805	\$737,266	\$751,051	\$778,119	\$779,885			
Retirement	\$453,595	\$486,558	\$484,131	\$484,541	\$490,476	\$491,018			
Retiree Health Care - OPEB	\$80,000	\$0	\$0	\$0	\$0	\$0			
Library Services	\$685,475	\$819,810	\$819,810	\$817,348	\$819,810	\$817,930	\$582	0.07%	11.88%
Electronic Services-Databases	\$200,520	\$193,259	\$193,259	\$193,259	\$193,259	198,526			
Electronic Services-OCCLC/SkyRiver	\$21,245	\$25,700	\$25,700	\$25,700	\$25,700	\$25,700			
Books	\$243,154	\$331,408	\$331,408	\$331,408	\$331,408	\$326,408			
Processing & Supplies	\$17,131	\$26,462	\$26,462	\$24,000	\$26,462	\$24,000			
Periodicals/Docs./Reference Services	\$62,890	\$64,577	\$64,577	\$64,577	\$64,577	\$64,577			
Music	\$22,948	\$16,553	\$16,553	\$16,553	\$16,553	\$16,553			
Audiobooks	\$69,575	\$70,123	\$70,123	\$70,123	\$70,123	\$75,123			
DVD's	\$31,056	\$50,000	\$50,000	\$50,000	\$50,000	\$44,000			
Accessibility Support Collection	\$1,089	\$10,043	\$10,043	\$10,043	\$10,043	\$10,043			
Programming	\$15,867	\$31,685	\$31,685	\$31,685	\$31,685	\$33,000			
Facilities & Equipment	\$869,889	\$1,040,866	\$1,027,291	\$1,031,429	\$1,019,291	\$1,036,779	\$5,350	0.52%	15.06%
Repairs/Maintenance Supplies	\$45,317	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000			
Telephone	\$14,991	\$18,350	\$18,350	\$18,350	\$18,350	\$18,350			
Building Insurance	\$73,916	\$74,000	\$58,017	\$58,017	\$58,017	\$58,017			
Public Utilities	\$319,764	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000			
Building Maintenance	\$124,585	\$180,991	\$180,991	\$179,191	\$180,991	\$180,866			
Equipment Maintenance	\$13,085	\$22,910	\$22,910	\$22,910	\$22,910	\$22,910			
Grounds Maintenance	\$71,205	\$94,192	\$93,000	\$93,000	\$85,000	\$96,675			
Computer System Maintenance	\$197,425	\$204,423	\$208,023	\$213,961	\$208,023	\$213,961			
Equipment (Gen'l, Computer & Facility Svcs.)	\$9,601	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000			
Other Operating Expenditures	\$183,264	\$239,486	\$234,991	\$249,391	\$234,991	\$250,416	\$1,025	0.41%	3.64%
Office/Computer Supplies	\$24,216	\$31,700	\$31,700	\$32,000	\$31,700	\$32,000			
Postage	\$1,917	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500			
Professional Services	\$104,198	\$113,551	\$109,056	\$123,156	\$109,056	\$124,181			
Staff Development/Travel	\$7,748	\$29,575	\$29,575	\$29,575	\$29,575	\$29,575			
Printing & Publishing	\$29,532	\$25,050	\$25,050	\$25,050	\$25,050	\$25,050			
Dues & Membership	\$12,632	\$17,030	\$17,030	\$17,030	\$17,030	\$17,030			
Miscellaneous Expenses	\$3,021	\$7,080	\$7,080	\$7,080	\$7,080	\$7,080			
Total Operating Expenditures	\$5,819,375	\$6,796,500	\$6,755,806	\$6,753,301	\$6,875,172	\$6,882,646	\$129,345	1.92%	67.14%
Net Operating Revenue/(Expenditures)	\$2,222,497	\$1,456,042	\$1,449,823	\$1,203,528	\$1,528,277	\$1,504,303			
Capital Projects	\$451,255	\$3,630,775	\$3,679,211	\$3,670,116	\$1,525,755	\$3,369,016	(\$301,100)	-8.20%	32.86%
Total Operating & Capital Expenditures	\$6,270,630	\$10,427,275	\$10,435,017	\$10,423,417	\$8,400,927	\$10,251,662	(\$171,755)	-1.65%	100.00%
Fund Balance - Beginning	\$11,300,592	\$13,071,834	\$13,071,834	\$13,071,834	\$10,842,446	\$10,605,246			
Net Revenue / (Expenditures)	\$1,771,242	(\$2,174,733)	(\$2,229,388)	(\$2,466,588)	\$2,522	(\$1,864,713)	\$601,875		
Fund Balance - Ending	\$13,071,834	\$10,897,101	\$10,842,446	\$10,605,246	\$10,844,968	\$8,740,533			
Nonspendable - Prepaid Expenses	26,125	26,125	26,125	26,125	26,125	26,125			
Restricted - None	0	0	0	0	0	0			
Committed - 8 Month Fund Balance	4,531,000	4,531,000	4,503,871	4,502,201	4,583,448	4,588,431			
Assigned - Other Post Employment Benefits (OPEB) Funding	2,940,000	2,940,000	1,683,764	1,683,764	1,683,764	1,683,764			
Assigned - Capital Improvements	4,944,531	2,769,798	3,998,508	3,762,978	3,921,453	1,812,035			
Assigned - Compensated Absences	530,178	530,178	530,178	530,178	530,178	530,178			
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000	100,000	100,000			
Totals	\$13,071,834	\$10,897,101	\$10,842,446	\$10,605,246	\$10,844,968	\$8,740,533			

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

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

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

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

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

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

March 15, 2022

A Motion was made by: _____

Seconded by: _____

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

\$8,386,949

Revenues

\$10,251,662

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$1,864,713)

Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE PARKING LOT/STORM SEWER MITIGATION PROJECT.

- 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.

\$7,956,829

Revenues

\$10,423,417

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$2,466,588)

Net Revenue/(Expenditures)

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

Motion carried.

President

Secretary

Bloomfield Township Public Library
Gift Fund Budget

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

ACCOUNT NAME	2020-2021	2021-2022			2022-2023		Column 7 Col. 4 & 6 \$ DIF.	Column 8 Col. 4 & 6 % DIF.	Column 9 % OF TOTAL REV/EXP
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6			
	AUDITED	ADOPTED	AMENDED	AMENDED	PRELIMINARY	PROPOSED			
	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET			
	AS OF	AS OF	AS OF	AS OF	AS OF	AS OF			
	MAR 31, 2021	MAR 16, 2021	AUG 18, 2021	MAR 15, 2022	AUG 18, 2021	MAR 15, 2022			
<u>Revenues</u>									
Gift Income	\$45,399	\$500	\$45,334	\$45,334	\$500	\$500	(\$44,834)	-98.90%	71.43%
Gift Revenue	\$4,529		\$4,464	\$4,464	\$0	\$0			
Friends of the Library	\$36,610	\$0	\$36,610	\$36,610	\$0	\$0			
Atkinson Trust	\$1,336	\$0	\$1,336	\$1,336	\$0	\$0			
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0	\$0	\$0			
Myers Scholarship	\$669	\$500	\$669	\$669	\$500	\$500			
Smith Challenge Grant	\$1,557	\$0	\$1,557	\$1,557	\$0	\$0			
Fair Radom Garden Endowment	\$698	\$0	\$698	\$698	\$0	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0	\$0	\$0			
Investment Earnings	\$820	\$200	\$200	\$200	\$200	\$200	\$0	0.00%	28.57%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
Total Revenues	\$46,219	\$700	\$45,534	\$45,534	\$700	\$700	(\$44,834)	-98.46%	100.00%
<u>Expenditures</u>									
Library Services	\$32,552	\$75,589	\$75,589	\$75,589	\$75,589	\$75,589	\$0	0.00%	46.60%
Electronic Services - Adult	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Books - Adult	\$6,376	\$5,373	\$5,373	\$5,373	\$5,373	\$5,373			
Books - Youth	\$4,682	\$2,343	\$2,343	\$2,343	\$2,343	\$2,343			
Books - Reference	\$0	\$0	\$0	\$0	\$0	\$0			
Processing & Supplies	\$73	\$0	\$0	\$0	\$0	\$0			
Audiobooks - Adult	\$4,995	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Audiobooks - Youth	\$2,449	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
DVD's - Adult	\$0	\$0	\$0	\$0	\$0	\$0			
DVD's - Youth	\$0	\$0	\$0	\$0	\$0	\$0			
Accessibility Support Collection-AS	\$0	\$0	\$0	\$0	\$0	\$0			
Accessibility Support Collection-YS	\$0	\$621	\$621	\$621	\$621	\$621			
Programs - Adult	\$1,497	\$17,712	\$17,712	\$17,712	\$17,712	\$17,712			
Programs - Youth	\$10,780	\$24,704	\$24,704	\$24,704	\$24,704	\$24,704			
Programs - Administration	\$1,700	\$9,836	\$9,836	\$9,836	\$9,836	\$9,836			
Facilities & Equipment	\$1,301	\$34,382	\$34,382	\$34,382	\$34,382	\$34,382	\$0	0.00%	21.20%
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$1,301	\$15,457	\$15,457	\$15,457	\$15,457	\$15,457			
Computer Systems Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
General Equipment	\$0	\$18,746	\$18,746	\$18,746	\$18,746	\$18,746			
Computer Equipment	\$0	\$179	\$179	\$179	\$179	\$179			
Facility Service Equipment	\$0	\$0	\$0	\$0	\$0	\$0			
Other Operating Expenditures	\$2,031	\$52,224	\$97,058	\$97,058	\$52,224	\$52,224	(\$44,834)	-46.19%	32.20%
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0	\$0	\$0			
Printing & Publishing	\$538	\$5,325	\$5,325	\$5,325	\$5,325	\$5,325			
Myers Scholarship	\$300	\$1,394	\$1,394	\$1,394	\$1,394	\$1,394			
Smith Challenge Grant	\$1,101	\$3,557	\$3,557	\$3,557	\$3,557	\$3,557			
Endowment Fund	\$0	\$0	\$0	\$0	\$0	\$0			
Atkinson Fund	\$0	\$1,637	\$1,637	\$1,637	\$1,637	\$1,637			
Fair Radom Garden Endowment	\$58	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0	\$0	\$0			
Transfer out to CFSEM	\$0	\$0	\$0	\$0	\$0	\$0			
Bank Service Charges	\$0	\$0	\$0	\$0	\$0	\$0			
Contingency - Designated	\$0	\$35,654	\$80,488	\$80,488	\$35,654	\$35,654			
Director's Discretionary	\$34	\$3,637	\$3,637	\$3,637	\$3,637	\$3,637			
Contingency - Undesignated	\$0	\$0	\$0	\$0	\$0	\$0			
Total Expenditures	\$35,884	\$162,195	\$207,029	\$207,029	\$162,195	\$162,195	(\$44,834)	-21.66%	100.00%
Fund Balance - Beginning	\$91,827	\$76,789	\$79,295	\$79,295	\$79,295	\$79,295			
Reserved Fund Balance	\$82,400	\$84,906	\$82,400	\$82,400	\$82,400	\$82,400			
Net Revenue / (Expenditures)	\$10,335	(\$161,495)	(\$161,495)	(\$161,495)	(\$161,495)	(\$161,495)			
Fund Balance - Ending	\$184,562	\$200	\$200	\$200	\$200	\$200			
Nonspendable	\$0	\$0	\$0	\$0	\$0	\$0			
Restricted	\$184,562	\$200	\$200	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0	\$0	\$0			
Totals	\$184,562	\$200	\$200	\$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:

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

Unassigned:

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

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

March 15, 2022

A Motion was made by: _____

Seconded by: _____

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

\$700

Revenues

\$162,195

Expenditures

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

\$45,534

Revenues

\$207,029

Expenditures

Motion carried.

President

Secretary



Bloomfield Township Public Library

Section 2

Capital Improvements Program

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Bloomfield Township Public Library Capital Improvements Program

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

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

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

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

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

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

Bloomfield Township Public Library
Capital Improvements Program

Record #	Department (sort with filter)	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	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.	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$500,000
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	Parking Lot / Storm Sewer Mitigation	1	15	General Fund	Storm water management engineering & remediation. Reconstruction/repaving in FY 2022-23. Professional consultant fees in 2021-22.	\$50,000	\$2,500,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$2,650,000
9	Information Technology	Video Surveillance System	1	15	General Fund	Camera and digital high definition upgrade.	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000
10	Building	HVAC Emergency Repair	1	25	General Fund	Replacement / upgrade of A/C chilled water and heating / boiler components.	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$420,000
11	Admin	Space Needs Assessment	1	7	General Fund	Implement projects as recommended by Administration and approved by Library Board.	\$2,850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,850,000
12	Building	HVAC Equipment	2	25	General Fund	Replace 2003 & 2006 Aero boiler system (3 units) due to age. 10 year warranties + 2 boiler plate replacments.	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$100,000
13	YS	Puppet Theatre	2	15	Gift Fund	Purchase new puppet theatre with funds raised from Fall for Dahl event 10/2016.	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
14	Building	Plumbing & Electrical Emergency Maintenance	1	25	General Fund	Emergency plumbing & electrical repair.	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
15	Building	Portico Power Wash & exterior Woodwork Restoration	1	3	General Fund	Woodwork preservation, insect & wildlife damages.	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
16	Building	Door Access Emergency Maintenance	1	15	General Fund	Emergency door access repair.	\$6,550	\$9,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,550
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	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
21	Information Technology	Staff Conference Room AV Upgrade	3	5	General Fund	Staff Conference Room AV Upgrade	\$0	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
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	\$15,000	\$0	\$0	\$0	\$0	\$45,000
23	Admin	Consultation Fees for Strategic Planning Process	1	5	General Fund	Consulting fees for implementing the strategic planning process over the next 5 years.	\$0	\$50,000	\$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.	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
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.	\$40,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$160,000
28	Information Technology	Website ADA Compliance Software	1	3	General Fund	Purchase ADA compliant 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	\$20,000	\$0	\$0	\$20,000	\$55,000
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	\$5,000	\$0	\$5,000	\$17,501
32	Information Technology	Sharepoint Implementation	1	5	General Fund	Implementation and consultation for Office 365.	\$0	\$20,000	\$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.	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$38,500
35	Information Technology	Collaboration Software Improvement	4	3	General Fund	Integration of Microsoft Teams (or Webex) with IP phones.	\$0	\$9,000	\$0	\$0	\$0	\$0	\$0	\$9,000
36	Facilities	HVAC-Bipolar Ionization System	2	10	General Fund	Ionized anti-viral 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
37	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

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	AMH Client Upgrade	1	6	General Fund	Upgrade AMH client to Windows 10	\$9,000	\$0	\$0	\$0	\$0	\$0	\$9,000	\$18,000
39	Information Technology	Keyscan Computer/Server Upgrade	1	5	General Fund	Upgrade the server or to Windows 10.	\$0	\$15,000	\$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	\$0	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$66,000
43	Information Technology	Innovative Vega	3	1	General Fund	Subscription for Vega to Replace Encore.	\$0	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$186,000
44	Information Technology	Crowd Strike Falcon-Virus Protection Software	1	3	General Fund	Virus protection software.	\$12,500	\$0	\$0	\$12,500	\$0	\$0	\$12,500	\$37,500
45	Building	Roofing Sheet Metal	1	20	General Fund	Repair roofing metal flashings and coping.	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0	\$8,000
46	Building	Window Glazing	1	10	General Fund	Lobby windows sealant.	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000
47	Building	Interior Painting & Drywall Repair	2	5	General Fund	Interior wallpaper and painting for study rooms, meeting rooms & public common areas.	\$12,770	\$19,770	\$0	\$0	\$0	\$0	\$0	\$32,540
48	Building	Acrylic End Panels - Friends of the Library Book Nook	1	20	General Fund	To replace old veneer end panels damaged by mold.	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
49	Building	Corner Guard Drywall Protection	1	10	General Fund	To protect and preserve drywall joint corners. Damage from bookcarts in lower level, lobby and staff workspaces.	\$6,000	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
50	Building	HVAC - 360 Ton Aeon Chiller	3	20	General Fund	Convert obsolete R-22 refrigerant & oil to EPA standard R-401A.	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
51	Building	HVAC - 360 Ton Aeon Chiller	1	20	General Fund	Replace chiller condenser fan motor, compressors, coil, oil & refrigerant.	\$19,500	\$30,101	\$10,601	\$10,601	\$10,601	\$10,601	\$0	\$92,005
52	Building	Tree Root Surgery	1	20	General Fund	To correct strangling of roots to extend life of the trees' root systems.	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
53	Building	Parking Lot Repair, Sealcoat & Striping	1	20	General Fund	To repair, sealcoat and stripe parking lot.	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
54	Information Technology	Ichthrive Intranet Subscription	1	1	General Fund	Ichthrive Intranet subscription.	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$53,760
							\$3,675,116	\$3,369,016	\$542,746	\$443,246	\$420,746	\$410,746	\$599,645	\$9,455,261
CIP Expenditures - Gift Fund Budget							\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
CIP Expenditures - General Fund Budget							\$3,670,116	\$3,369,016	\$542,746	\$443,246	\$420,746	\$410,746	\$599,645	\$9,450,261



Bloomfield Township Public Library

Section 3

Budget Line Item Detail

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

		Chart of Account Total	Budget Group Total
TAXES			7,943,041
410.01	TAXES	7,943,041	
DESCRIPTION: Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of 1.0000 mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback).			
FORMULA: Taxable value of property in the township multiplied by the mill calculated by the Township:			
Using the 6/2021 Township generated 2021/2022 prediction of taxable value of \$4,223,898,657, and the Township generated Headlee rates reduced by -.81% Headlee roll back trend in 2021/2022. The first 1.0000 mill is now reduced by the Headlee Amendment to .6631. The second mill is now reduced by the Headlee Amendment to 0.7084. The third mill is now reduced by the Headlee Amendment .5090. Altogether, these mills total 1.8805 after rollback trends are applied. (\$4,223,898,657 x .0018805 = \$7,943,041).			
			72,600
420.01	PENAL FINES	72,600	
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 2020 population is 43,027.			
			35,600
422.01	STATE AID	35,600	
DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.			
FORMULA: Review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2020 population is 43,027.			
			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, less reduction due to COVID-19.			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2021 - March 31, 2022 - <u>AMENDED BUDGET</u>		
	Chart of Account Total	Budget Group Total
CHARGES FOR SERVICES		4,857
432.01 PHOTOCOPY FEES	117	
DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.		
FORMULA: Review two-year history of actual fees received.		
435.01 ROOM RENTAL FEES	4,740	
DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
FORMULA: Review two-year history of actual fees received, less reduction due to COVID-19.		
INVESTMENT EARNINGS		(150,000)
664.01 INVESTMENT EARNINGS	(150,000)	
DESCRIPTION: Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.		
FORMULA: Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year.		
Reflects a conservative estimate based on FY 2020-2021 actual YTD receipts.		
665.01 CHANGE IN ASSET VALUE	-	
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.		
FORMULA: Budgeted only at year end due to uncertainty of changes		
The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		5,231
460.01 MISCELLANEOUS REVENUE	3,370	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
FORMULA: Review two-year history of actual revenue received.		
462.01 LIBRARY SHOP REVENUE	1,361	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.		
FORMULA: Review two-year history of actual fees received, less reduction due to COVID-19.		
463.01 CAFÉ REVENUE	500	
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA: Review two-year history of actual fees received, less reduction due to COVID-19.		
672.01 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, 2020 - March 31, 2021		
	Adopted March 2021	\$8,252,542
	Amended August 2021	\$8,205,629
	Amended March 2022	<u>\$7,956,829</u>

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

PERSONNEL

702.01 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

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

718.01 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.

722.01 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

723.01 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.

831.01 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

 EBSCO - NovelList, split with YS

 GALE-Nat'l Geographic, incl kids version

 Hoopla

 Infobase Publishing-Writer's Ref. Ctr.

 Kanopy

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,655,133
	3,176,891	3,176,891	
	242,650	242,650	
	751,051	751,051	
	294,141	294,141	
	190,400	190,400	
	-	-	
			817,348
		193,259	
	143,121		
1,105			
4,230			
4,000			
1,100			
645			
2,850			
2,850			
1,365			
1,163			
2,920			
1,150			
3,333			
1,395			
1,967			
874			
53,141			
790			
6,000			

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	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			
833.01	ELECTRONIC SERVICES - YOUTH		50,138		
	DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	FORMULA : Current year budget				
	DIRECT PURCHASES				
	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			
832.01	ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive		25,700	25,700	
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.				
	FORMULA : Current year budget				
	SkyRiver	23,700			
	Overdrive	2,000			
	BOOKS/MATERIALS			331,408	
941.01	BOOKS-ADULT	183,465	183,465		
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.				
	FORMULA : Current year budget				
943.01	BOOKS-YOUTH	121,828	121,828		
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	FORMULA : Current year budget				
944.01	BOOKS-REFERENCE	25,000	25,000		
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	FORMULA : Current year budget				
945.01	MATERIALS-TECHNICAL SERVICES	100	100		
	DESCRIPTION: Materials purchased to assist in cataloging.				
	FORMULA : Current year budget				
946.01	MATERIALS-SYSTEMS	515	515		
	DESCRIPTION: Materials purchased to assist in Systems work and training.				
	FORMULA : Current year budget				
947.01	MATERIALS-ADMINISTRATION	500	500		
	DESCRIPTION: Materials purchased to assist Administration activities.				
	FORMULA : Current year budget				
969.01	PROCESSING & SUPPLIES	24,000	24,000	24,000	
	DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases.				
	FORMULA : Current year budget				

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
	PERIODICALS/DOCUMENTS/SERVICES			64,577	
949.01	PERIODICALS, NEWSLETTERS & MICROFORMS	49,209	49,209		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.				
	FORMULA : Current year budget				
	Includes: WT Cox \$30,000				
950.01	REFERENCE SERVICES		15,368		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.				
	FORMULA : Current year budget				
	Commerce Clearing House (CCH)	1,265			
	Financial Info Stock Guide	3,750			
	Government Documents	2,500			
	Institute for Continuing Legal Education(ICLE)	600			
	Lexis Nexis	800			
	RIA	1,303			
	West	350			
	Unplanned additional services	4,800			
	MUSIC			16,553	
951.01	ADULT		14,553		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	14,553			
952.01	YOUTH		2,000		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	2,000			
	AUDIOBOOKS			70,123	
953.01	ADULT	52,710	52,710		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.				
	FORMULA: Current year budget				
954.01	YOUTH	17,413	17,413		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	DVDS			50,000	
955.01	ADULT	40,000	40,000		
	DESCRIPTION: DVD materials purchased by Adult Services for circulation.				
	FORMULA : Current year budget				
956.01	YOUTH	10,000	10,000		
	DESCRIPTION: DVD materials purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	ACCESSIBILITY SUPPORT COLLECTION			10,043	
957.01	ADULT	4,893	4,893		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA : Current year budget				
958.01	YOUTH	5,150	5,150		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA : Current year budget				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	PROGRAMMING			31,685	
961.01	ADULT	10,000	10,000		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.				
	Major programs include:				
	Concerts				
	Summer Reading				
962.01	YOUTH	19,685	19,685		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.				
	Major programs include:				
	First Grade Reader's Rally				
	Book Discussions				
	Summer Reading				
	Spooktacular				
964.01	ADMINISTRATION		1,500		
	DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc.	1,000			
	Major programs include:				
	community collaboration event				
	community partnering for library-wide programs				
	Volunteer reception and other volunteer expenses	500			
965.01	SYSTEMS	500	500		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				
	Hosting of Metro Net and technology events				
					1,031,429
775.01	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			
850.01	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			
910.01	BUILDING INSURANCE	58,017	58,017	58,017	
	DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	FORMULA : Current year budget				

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
				365,000	
921.01	ELECTRICITY	269,000	269,000		
	DESCRIPTION: Payments made for electricity.				
	FORMULA : Average last two years' expense				
922.01	NATURAL GAS	61,000	61,000		
	DESCRIPTION: Payments made for heat.				
	FORMULA : Average last two years' expense				
923.01	WATER	35,000	35,000		
	DESCRIPTION: Payments made for water.				
	FORMULA : Average last two years' expense				
930.01	BUILDING MAINTENANCE		179,191	179,191	
	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			
	Window Cleaning - annual	4,400			
	WON door and lobby gate maintenance	1,500			
	Unplanned conditions & repair needs	6,000			
	Furniture/Chair cleaning	7,160			
	Cintas matting and towel service	1,500			
933.01	EQUIPMENT MAINTENANCE		22,910	22,910	
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
	FORMULA : Current year budget				
	CBS copier vending	4,000			
	EcoSenior DiscRepair/Inspector (warranty)	700			
	Postage meter rental, maintenance and fees	2,390			
	Work area and public copiers	13,000			
	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			
935.01	GROUNDS MAINTENANCE		93,000	93,000	
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	FORMULA : Current year budget				
	Great Oaks - Lawn/Snow/Mulch/Weeding	47,300			
	Goldner Walsh - Gardens	23,000			
	Poseidon - Irrigation	1,700			
	American Pest - Arborist Svcs.	8,000			
	Tree Trimming	8,000			
	Unplanned grounds maintenance	5,000			
936.01	COMPUTER SYSTEM MAINTENANCE		213,961	213,961	
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	FORMULA : Current year budget				
	Adobe Creative Suite Subscription	4,000			
	Baker&Taylor - The Content Café	2,300			
	Baker&Taylor Titlesource360 (TS request)	2,840			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2021 - March 31, 2022 - <u>AMENDED BUDGET</u>					
		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
		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	14,000		
		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	15,000		
		Innovative maintenance contract	75,000		
		OCLC EZProxy Hosting	2,800		
		Sage 50 Accounting upgrade and maintenance	3,000		
		Sage 50 FAS Inventory SupportPlus contract	3,000		
		Techlogic AMH sorting system maintenance (Circ request)	22,000		
		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	
981.01	GENERAL EQUIPMENT		2,500		
	DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	FORMULA : Current year budget Director's Discretionary				
			2,500		
982.01	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		
					249,391
727.01	OFFICE SUPPLIES		32,000	32,000	
	DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.				
	FORMULA : Current year budget				
	Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies		25,300		
	Copier cards		2,400		
	Eco-Smart supplies, pads, polishes + % increase		800		
	Circulation Dept. - Receipt paper		3,500		
728.01	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		
				123,156	
811.01	ACCOUNTING		25,000		
	DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.				
	FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary		25,000		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

GENERAL FUND EXPENDITURE LINE BREAKDOWN

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
812.01	AUDIT		16,000		
	DESCRIPTION: Annual fee charged by our auditing firm.				
	FORMULA : Current year budget				
	Audit	16,000			
813.01	CONSULTANT		29,000		
	DESCRIPTION: Fees for consultants such as strategic planning or interior designer.				
	FORMULA : Current year budget				
	IT Consulting	10,000			
	Financial Services	14,000			
	Other	5,000			
814.01	CONTRACTS		9,156		
	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	4,100			
	Message on Hold	1,000			
	Unique Management - collection agency	3,756			
	Facebook Advertising	300			
815.01	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				
816.01	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			
818.01	INTERNET SERVICE PROVIDER (ISP)		15,000		
	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	15,000			
	STAFF DEVELOPMENT & TRAVEL			29,575	
861.01	CONFERENCES & WORKSHOPS		14,375		
	DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.				
	FORMULA : Staff number, formula by classification, projected Staff Development Day cost.				
	Department Conference/Workshops	875			
	Staff Development Day	5,500			
	All-staff meetings	300			
	Director's Discretionary	950			
	Staff Service Awards	1,750			
	III Users' Group Nat. Conf. (3 attendees @ \$350)	1,150			
	Rotating National Conference (4 attendees @ \$500)	2,000			
	MIUG Conference (3 attendees @ \$50 ea.)	150			
	MLA Conference (8 attendees at \$150)	1,200			
	Board Professional Development	500			
862.01	MILEAGE & TRAVEL		15,200		
	DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.				
	FORMULA : Current year budget				
	III Users' Group travel (3 attendees @ \$1,700)	5,100			
	Rotating National Conference (4 attendees @ \$1,700)	6,800			
	MIUG Conference (3 attendees @ \$200 ea.)	600			
	MLA Conference (8 attendees at \$200)	1,600			
	Mileage & misc. travel	1,100			

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

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**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>
Intrnet Upgrade	9,200			
Crowd Strike Falcon-Virus Protection	12,500			
Window Glazing	4,000			
Interior Painting	12,770			
Acrylic End Panels - Friends of the Library Book Nook	10,000			
Corner Guard Drywall Protection	6,000			
HVAC - 360 Chiller Fan Motor & Compressor	19,500			
IcThrive Intranet Suscription	7,680			

TOTAL ESTIMATED EXPENDITURES	
Fiscal Year April 1, 2020-March 31, 2021	
Adopted March 2021	\$10,427,275
Amended August 2021	\$10,435,017
Amended March 2022	<u>\$10,423,417</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2022 - March 31, 2023 - <u>PROPOSED BUDGET</u>		
	Chart of Account Total	Budget Group Total
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 2020 population is 43,027.		
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 2020 population is 43,027.		
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 - <u>PROPOSED BUDGET</u>		
	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		50,000
664.01 INVESTMENT EARNINGS	50,000	
DESCRIPTION: Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.		
FORMULA: Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year.		
Reflects a conservative estimate based on FY 2020-2021 actual YTD receipts.		
665.01 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.		
672.01 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	Preliminary August 2021	\$8,423,449
	Proposed March 2022	<u>\$8,386,949</u>

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

PERSONNEL

702.01	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
715.01	SOCIAL SECURITY DESCRIPTION: Federal Social Security and Medicare taxes on employee wages. FORMULA : Projected Wages (x) current tax rate (7.65%)
718.01	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.
722.01	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
723.01	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

831.01	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 <u>FROM METRO NET</u> Ancestry.com Data Axle - ReferenceSolutions Gale Biography Resource Center Demographics Now - Free from the State Health & Wellness History in Context US & World Legal Forms Literature Resource Center Science In Context Scribner's Twayne Author/Scribner Writers' Series Mango Languages <u>FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE</u> Plunkett Online <u>FROM THE LIBRARY NETWORK</u> Consumer Reports <u>DIRECT PURCHASES</u> Alexander Press - Music Online Brainfuse Creative Bug Gale Courses EBSCO - Fold3 EBSCO - NoveList, split with YS GALE-Nat'l Geographic, incl kids version Hoopla Infobase Publishing-Writer's Ref. Ctr. Kanopy
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Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			4,777,521
	3,257,780	3,257,780	
	248,838	248,838	
	779,885	779,885	
	299,698	299,698	
	191,320	191,320	
	-	-	
			817,930
		198,526	
	147,121		
	1,105		
	4,230		
	4,000		
	1,100		
	645		
	2,850		
	2,850		
	1,365		
	1,163		
	2,920		
	1,150		
	3,333		
	1,395		
	1,967		
	874		
	53,141		
	790		
	10,000		

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	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			
833.01	ELECTRONIC SERVICES - YOUTH		51,405		
	DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	FORMULA : Current year budget				
	DIRECT PURCHASES				
	Britannica ImageQuest	1,627			
	Book Fix	1,209			
	Brainfuse	1,785			
	Hoopla	34,500			
	Little Pim	2,320			
	LOTE	865			
	National Geographic	645			
	World Book Suite	2,671			
	Workd Book E Books	716			
	World Book-Arabic (Kids eLearn)	546			
	Novelist Select	2,684			
	Zoobean (Beanstack)	837			
	Unplanned additional costs	1,000			
832.01	ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive		25,700	25,700	
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.				
	FORMULA : Current year budget				
	SkyRiver	23,700			
	Overdrive	2,000			
	BOOKS/MATERIALS			326,408	
941.01	BOOKS-ADULT	188,465	188,465		
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.				
	FORMULA : Current year budget				
943.01	BOOKS-YOUTH	121,828	121,828		
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	FORMULA : Current year budget				
944.01	BOOKS-REFERENCE	15,000	15,000		
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	FORMULA : Current year budget				
945.01	MATERIALS-TECHNICAL SERVICES	100	100		
	DESCRIPTION: Materials purchased to assist in cataloging.				
	FORMULA : Current year budget				
946.01	MATERIALS-SYSTEMS	515	515		
	DESCRIPTION: Materials purchased to assist in Systems work and training.				
	FORMULA : Current year budget				
947.01	MATERIALS-ADMINISTRATION	500	500		
	DESCRIPTION: Materials purchased to assist Administration activities.				
	FORMULA : Current year budget				
969.01	PROCESSING & SUPPLIES	24,000	24,000	24,000	
	DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases.				
	FORMULA : Current year budget				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	PERIODICALS/DOCUMENTS/SERVICES			64,577	
949.01	PERIODICALS, NEWSLETTERS & MICROFORMS	49,209	49,209		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.				
	FORMULA : Current year budget				
	Includes: WT Cox \$30,000				
950.01	REFERENCE SERVICES		15,368		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.				
	FORMULA : Current year budget				
	Commerce Clearing House (CCH)	1,265			
	Financial Info Stock Guide	3,750			
	Government Documents	2,500			
	Institute for Continuing Legal Education(ICLE)	600			
	Lexis Nexis	800			
	RIA	1,303			
	West	350			
	Unplanned additional services	4,800			
	MUSIC			16,553	
951.01	ADULT		14,553		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	14,553			
952.01	YOUTH		2,000		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	2,000			
	AUDIOBOOKS			75,123	
953.01	ADULT	57,710	57,710		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.				
	FORMULA: Current year budget				
954.01	YOUTH	17,413	17,413		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, Wonderbooks and downloadable audio books purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	DVDS			44,000	
955.01	ADULT	36,000	36,000		
	DESCRIPTION: DVD materials purchased by Adult Services for circulation				
	FORMULA : Current year budget				
956.01	YOUTH	8,000	8,000		
	DESCRIPTION: DVD materials purchased by Youth Services for circ .				
	FORMULA : Current year budget				
	ACCESSIBILITY SUPPORT COLLECTION			10,043	
957.01	ADULT	4,893	4,893		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA : Current year budget				
958.01	YOUTH	5,150	5,150		
	DESCRIPTION: Print and non-print materials specific to ASC.				
	FORMULA : Current year budget				
	PROGRAMMING			33,000	
961.01	ADULT	10,000	10,000		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	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				
962.01	YOUTH	21,000	21,000		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.				
	Major programs include:				
	First Grade Reader's Rally				
	Book Discussions				
	Summer Reading				
	Spooktacular				
964.01	ADMINISTRATION		1,500		
	DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc.	1,000			
	Major programs include:				
	community collaboration event				
	community partnering for library-wide programs				
	Volunteer reception and other volunteer expenses	500			
965.01	SYSTEMS	500	500		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				
	Hosting of Metro Net and technology events				
FACILITIES AND EQUIPMENT					1,036,779
775.01	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			
850.01	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			
910.01	BUILDING INSURANCE	58,017	58,017	58,017	
	DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	FORMULA : Current year budget				
	UTILITIES			365,000	
921.01	ELECTRICITY	269,000	269,000		
	DESCRIPTION: Payments made for electricity.				
	FORMULA : Average last two years' expense				

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
922.01	NATURAL GAS	61,000	61,000		
	DESCRIPTION: Payments made for heat.				
	FORMULA : Average last two years' expense				
923.01	WATER	35,000	35,000		
	DESCRIPTION: Payments made for water.				
	FORMULA : Average last two years' expense				
930.01	BUILDING MAINTENANCE		180,866	180,866	
	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	2,000			
	Fire Suppression System service agreement	6,000			
	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	1,335			
	Solid Waste removal service	2,970			
	Window Cleaning - annual	4,400			
	WON door and lobby gate maintenance	1,500			
	Unplanned conditions & repair needs	5,000			
	Furniture/Chair cleaning	7,160			
	Cintas matting and towel service	1,500			
933.01	EQUIPMENT MAINTENANCE		22,910	22,910	
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
	FORMULA : Current year budget				
	CBS copier vending	4,000			
	EcoSenior DiscRepair/Inspector (warranty)	700			
	Postage meter rental, maintenance and fees	2,390			
	Work area and public copiers	13,000			
	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			
935.01	GROUNDS MAINTENANCE		96,675	96,675	
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	FORMULA : Current year budget				
	Great Oaks - Lawn/Snow/Mulch/Weeding	50,150			
	Goldner Walsh - Gardens	24,000			
	Poseidon - Irrigation	1,700			
	American Pest - Arborist Svcs.	10,000			
	New Tree Plantings	3,825			
	Unplanned grounds maintenance	7,000			
936.01	COMPUTER SYSTEM MAINTENANCE		213,961	213,961	
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	FORMULA : Current year budget				
	Adobe Creative Suite Subscription	4,000			
	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	14,000			

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	E*vanced Meeting Room Booking maintenance	550			
	Graphic Science Digitalization Station Maint.	590			
	Godaddy SSL certificaiton for site license: includes Encore, WebPac, Outlook, etc.	1,500			
	Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006			
	Innovative Encore subscription	15,000			
	Innovative maintenance contract	75,000			
	OCLC EZProxy Hosting	2,800			
	Sage 50 Accounting upgrade and maintenance	3,000			
	Sage 50 FAS Inventory SupportPlus contract	3,000			
	Techlogic AMH sorting system maintenance (Circ request)	22,000			
	TLN - Deep Freeze, pub. web browser license, & Microsoft Live	550			
	Payflow Ann'l Fee & Mo. Fee	1,100			
	Sierra Cloud Hosting	23,000			
	Barracuda Archiver	1,200			
	WP Engine Web Hosting \$115x12	1,400			
	Streamyard	250			
	Backup Veeam Subscription with Spam Filter	9,600			
	EQUIPMENT			16,000	
981.01	GENERAL EQUIPMENT		2,500		
	DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	FORMULA : Current year budget				
	Director's Discretionary	2,500			
982.01	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			
	OTHER OPERATING EXPENDITURES				250,416
727.01	OFFICE SUPPLIES		32,000	32,000	
	DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.				
	FORMULA : Current year budget				
	Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies	25,300			
	Copier cards	2,400			
	Eco-Smart supplies, pads, polishes + % increase	800			
	Circulation Dept. - Receipt paper	3,500			
728.01	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			
	PROFESSIONAL SERVICES			124,181	
811.01	ACCOUNTING		25,000		
	DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.				
	FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary	25,000			
812.01	AUDIT		17,000		
	DESCRIPTION: Annual fee charged by our auditing firm.				
	FORMULA : Current year budget				
	Audit	17,000			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2022 - March 31, 2023 - <u>PROPOSED BUDGET</u>					
		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
813.01	CONSULTANT DESCRIPTION: Fees for consultants such as strategic planning or interior designer. FORMULA : Current year budget IT Consulting Financial Services Other				
			29,000		
		10,000			
		14,000			
		5,000			
814.01	CONTRACTS DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services. FORMULA : Current year budget RIDES delivery fee Message on Hold Unique Management - collection agency Facebook Advertising				
			9,181		
		4,125			
		1,000			
		3,756			
815.01	LEGAL DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters. FORMULA : Current year budget				
		5,000	5,000		
816.01	INVESTMENT COUNSELING DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract. FORMULA : Approx. .28% of average portfolio balance Investment Counseling Fees				
			24,000		
818.01	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				
		15,000			
	STAFF DEVELOPMENT & TRAVEL				
				29,575	
861.01	CONFERENCES & WORKSHOPS DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings. FORMULA : Staff number, formula by classification, projected Staff Development Day cost. Department Conference/Workshops Staff Development Day All-staff meetings Director's Discretionary Staff Service Awards III Users' Group Nat. Conf. (3 attendees @ \$350) Rotating National Conference (4 attendees @ \$500) MIUG Conference (3 attendees @ \$50 ea.) MLA Conference (8 attendees at \$150) Board Professional Development				
862.01	MILEAGE & TRAVEL DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here. FORMULA : Current year budget III Users' Group travel (3 attendees @ \$1,700) Rotating National Conference (4 attendees @ \$1,700) MIUG Conference (3 attendees @ \$200 ea.) MLA Conference (8 attendees at \$200) Mileage & misc. travel				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
900.01	PRINTING & PUBLISHING		25,050	25,050	
	DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.				
	FORMULA : Current year budget				
	Community mailings/printings/advertising	3,000			
	Quarterly printed newsletter	21,000			
	Advertising fees for job postings	1,050			
855.01	DUES & MEMBERSHIPS		17,030	17,030	
	DESCRIPTION: Memberships in professional and community organizations for the library.				
	FORMULA : Current year budget				
	Library membership in ALA (national)	500			
	Library membership in Birmingham-Bloomfield Chambers	175			
	Library member. in III Users Group (National)	100			
	Library member. in III Users Group (State)	25			
	Library membership in MLA (state)	3,230			
	Library membership in MCLS (discounts)	250			
	Library membership in PLTAOC	50			
	MetroNet Membership fee(includes shared web hosting,Overdrive hosting, Everyone's Reading speaker & marketing fees)	6,500			
	OCHR dues & maintenance fees	1,200			
	Professional Memberships for eligible employees	5,000			
	MISCELLANEOUS EXPENSE			7,080	
990.01	BANK SERVICE CHARGES		4,720		
	DESCRIPTION: Fees charged financial institutions.				
	FORMULA : Current year budget				
	All bank fees	2,000			
	Paypal fees	720			
	Ecommerce fees - Paymentech	2,000			
992.01	LIBRARY SHOP	2,000	2,000		
	DESCRIPTION: Costs to purchase items for sale and to operate shop.				
	FORMULA : Current year budget				
993.01	CAFÉ	360	360		
	DESCRIPTION: Costs to operate café.				
	FORMULA : Current year budget				
991.01	MISCELLANEOUS	-	-		
	DESCRIPTION: Accounting declarations.				
	FORMULA : This is not a predictable line.				
	CAPITAL PROJECTS				
802.01	PROJECTS		3,369,016	3,369,016	3,369,016
	DESCRIPTION: Special or one-time costs for major projects.				
	FORMULA : Budget requests				
	Compensation & Classification Study	20,000			
	(10-12) Mobile Computers for Lab	15,000			
	Flooring	40,000			
	Furniture Replacement	50,000			
	Parking Lot/Storm Sewer Mitigation	2,500,000			
	Video Surveillance System	120,000			
	HVAC Emergency Repair	60,000			
	HVAC Equipment	50,000			
	Emergency Plumbing & Electrical Repair	50,000			
	Cedar Fascia Maintenance	25,000			
	Door Access Emergency Maintenance	9,000			
	10,000 Patron Library Cards	15,000			
	Scheduler & Timesheet Software	6,000			
	Digital Displays	20,000			
	Staff Conference Room AV Upgrade	7,000			
	Bookends	15,000			
	Consultation Fees for the Strategic Planning Process	50,000			
	Patron Email Software	6,000			
	Reserve for Special Cleaning Services	20,000			
	Website ADA Compliance	10,965			
	Office 365-Work From Home Solutions	15,000			
	Sharepoint Implementation	20,000			
	Virtual Meeting Room Software - Zoom	5,000			
	VOIP-Telephone Licenses	5,500			
	Collaboration Software Improvement	9,000			

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

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
Keyscan Computer/Server Upgrade	15,000			
10 Units Desktop, CPU and Monitors	9,000			
Intrnet Upgrade	8,000			
Innovative Mobile	11,000			
Innovative Vega	31,000			
Roofing Sheet Metal	8,000			
Interior Painting & Drywall Repair	19,770			
Corner Guard Drywall Protection	6,000			
HVAC - 360 Ton Aeon Chiller Fan Motor, Compressors, Coil, Oil & Refrigerant	30,101			
Tree Root Surgery	40,000			
Parking Lot Repair, Sealcoat & Striping	40,000			
lcThrive Intranet Subscription	7,680			

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

Preliminary August 2021	\$8,400,927
Proposed March 2022	<u>\$10,251,662</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
DESCRIPTION OF GIFT FUND
REVENUE AND EXPENDITURE ACCOUNTS
April 1, 2021 - March 31, 2022

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

664.03 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

941.03 Books–Adult

Circulating books purchased for adults.

943.03 Books–Youth

Circulating books purchased for youth.

969.03 Processing & Supplies

Costs associated with processing gifts received.

954.03 Audio Books–Youth

Audio books purchased for the Youth Services circulating collection.

955.03 DVD–Adult

DVDs purchased for the Adult Services circulating collection.

958.03 Accessibility Support Collection–Youth

Funds to support Youth Services Accessibility Support Collection.

961.03 Programs–Adult

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

962.03 Programs–Youth

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

964.03 Programs–Administration

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

FACILITIES & EQUIPMENT

935.03 Grounds Maintenance

General repairs or plantings of lawns and gardens.

981.03 General Equipment

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

982.03 Computer Equipment

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

983.03 Facilities Equipment

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

OTHER OPERATING EXPENDITURES

861.03 Staff Development/Travel

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

900.03 Printing and Publishing

Provides for printing and promotional items.

970.03 Myers Scholarship Fund

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

971.03 Smith Challenge Grant Fund

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

972.03 BTPL Endowment Fund

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

973.03 Atkinson Fund

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

974.03 Fair Radom Garden Endowment Fund

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

975.03 Library Director's Legacy Endowment Fund

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

990.03 Bank Service Charges

Bank service charges and other costs of doing business.

837.03 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.

838.03 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.

839.03 Contingency—undesignated

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



Bloomfield Township Public Library

Section 4

Supplemental Information

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Bloomfield Township Public Library General Fund Balance Projection

	Column 1*	Column 2	Column 3	Column 4	Column 5
	<u>FY 2020-2021</u>	<u>FY 2021-2022</u>	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>	<u>FY 2024-2025</u>
Beginning Fund Balance	\$11,300,592	\$13,071,834	\$10,605,246	\$8,740,533	\$9,744,050
Property Tax Revenue **	\$7,744,732	7,943,041	8,141,617	\$8,385,866	\$8,637,441
Investment Earnings ***	\$90,872	(150,000)	50,000	\$54,191	\$60,413
All Other Revenues	\$206,268	\$163,788	\$195,332	\$195,332	\$195,332
Operating Expenditures ****	(\$5,819,375)	(\$6,753,301)	(\$6,882,646)	(\$7,089,125)	(\$7,301,799)
Capital Expenditures *****	(\$451,255)	(\$3,670,116)	(3,369,016)	(\$542,746)	(\$443,246)
Net Revenue/(Expenditures)	\$1,771,242	(\$2,466,588)	(\$1,864,713)	\$1,003,517	\$1,148,141
Year-End Balance	<u>\$13,071.834</u>	<u>\$10.605.246</u>	<u>\$8.740.533</u>	<u>\$9.744.050</u>	<u>\$10.892.192</u>
Nonspendable - Prepaid Expenses	\$26,125	\$26,125	\$26,125	\$26,125	\$26,125
Restricted	\$0	\$0	\$0	\$0	\$0
Committed Portion - 8 Month Fund Balance	\$4,531,000	\$4,502,201	\$4,588,431	\$4,867,866	\$4,974,959
Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB	\$8,414,709	\$5,976,920	\$4,025,977	\$4,750,059	\$5,791,108
Unassigned Portion - Unplanned Emergencies	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 3.0% increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 0.62% investment rate on Beginning Fund Balance					
**** Column 4 & 5 assumes 3% increase					
***** Column 2 assumes expenditure for the LED Lighting Capital Projects					
***** Assumes expenditures for the LED Lighting (2021-2022) and Exterior Concrete/Asphalt (2022-2023) Capital Projects					
Assigned Portion:					
Total Capital Improvements (Roof + Other)	\$4,944,531	\$3,762,978	\$1,812,035	\$2,536,117	\$3,577,166
Compensated Vacation/Sick	\$530,178	\$530,178	\$530,178	\$530,178	\$530,178
OPEB	\$2,940,000	\$1,683,764	\$1,683,764	\$1,683,764	\$1,683,764

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

	SEV(until 1995) Tax. Value. (1995 -)	Percent of Increase From PY	Library Millage	Library Tax Revenue	Percent of Increase From PY
2022-2023*	4,329,496,123	2.50%	1.8653	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

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

Deadline approaching for library's annual photo contest

Bloomfield Township amateur photographers invited to 'Tell Us a Story'

By: Mary Beth Almond | Birmingham - Bloomfield Eagle | Published February 23, 2022

BLOOMFIELD TOWNSHIP — Through March 13, Bloomfield Township residents can showcase their creativity by submitting entries in the library's annual photo contest.

The Bloomfield Township Public Library has hosted its amateur photo contest for six years now.

This year's theme, "Tell Us a Story," encourages entrants to include the elements of a story within the frame of their photo.

Assistant Library Director Katherine Bryant said the photography challenge is one of setting the scene, rather than capturing a single moment, and photos can be taken anywhere.

"We want to know who, what, why and when," she explained. "It can be any story that you want to tell."

Submissions to the contest can be in color or black and white, digital or print. People of all ages are eligible to compete, as long as the shutterbug is a resident and the image was shot between May 1, 2021, and March 13.

Library Director Tera Moon said the contest is "fun, unique and very well-received" by patrons.

"Last year we had over 100 submissions, and we have received a nice response for this year's contest thus far," she said.

Entries will be grouped into three age categories — 12 and younger, 13-18, and 19 and older. The deadline to enter photos is midnight March 13, and people can enter no more than two photos.

The winners will be announced at a special reception Saturday, April 9. Their work will also be displayed in the library's lobby.

Details about the sixth annual library photo contest can be found at btpl.org or by calling (248) 642-5800. The Bloomfield Township Public Library is located at 1099 Lone Pine Road in Bloomfield Township.



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Bloomfield Hills student runs book donation drive for first grade classroom

By: Mary Genson | Birmingham - Bloomfield Eagle | Published February 23, 2022

BLOOMFIELD HILLS — Tage Smith had just finished up his sophomore year at Bloomfield Hills High School when he noticed a lack of resources at a nearby school district, so he decided to have a hand in mitigating this issue by starting a service project called Books for Buddies.

After considering the different ways he could help, Smith figured out a way to contribute to Detroit Public Schools' resources by collecting donated books to offer to an adopted classroom in the district. He took advantage of some of the free time he had in the summer of 2021 to begin collecting donations.

His first call to future donors was through Nextdoor, an online platform for neighbors to connect and communicate. Smith said the community support was immediate and tremendous.

"The most rewarding part of this experience has been seeing the level of community support I have gotten," Smith said. "When I did the first Nextdoor post, I expected around 100 to 200 books, and we got over 500 in the first two weeks."

Since the initial wave of donations, Smith has received books from teammates on his tennis squad and regular contributions from the Friends of the Bloomfield Township Public Library. Smith said that as of the last count a couple weeks ago, they had collected about 1,500 books.

Smith chose to adopt a first grade classroom at Bennett Elementary School in southwest Detroit.

Each month, Smith sorts the donated books and delivers them to the classroom.

"I consider kindergarten through second grade to be the most critical for learning how to read, so that's a big part of the reason I chose this classroom," Smith said.

Smith's mother, Anjali Prasad, has supported her son through this process and has accompanied him on his delivery trips to Bennett Elementary School.



Tage Smith is a junior at Bloomfield Hills High School who took the initiative to start a service project that helps Detroit Public Schools. Photo provided by Anjali Prasad

Advertisement

An advertisement for Matt Pesta, a Realtor. It features a headshot of a smiling man with short brown hair. To the right of the photo, the text reads: "Count on me and find your forever home today!" followed by "MATT PESTA" in large, bold, blue letters, and "Realtor" in white. In the bottom left corner of the ad, there is a logo for "POWELL REAL ESTATE".

Prasad was an English major in college, so she said she highly valued literature and reading to her son when he was growing up. She said she has enjoyed reminiscing about old favorites as they sort through the books together.

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"Literature has always been very impactful on me, but it is really great to see it play out because I get to see how he remembers these books," Prasad said. "As a parent, you spend all those days reading to your kids before they go to sleep, and you never know that these books are going to resonate with them when they grow up. But books have stayed with him, and so that's very gratifying."

Prasad said she believes this service project has been so successful because the cause is close to their hearts. Prasad and Smith have always valued their community's libraries and wanted to expand other children's reading resources.

Smith has plans to continue expanding Books for Buddies as the project progresses. His goal is to adopt as many classrooms as possible from the Detroit Public Schools system. He has also been brainstorming with friends about other potential ways they could grow Books for Buddies, such as teaching children to play chess.

More information about Books for Buddies can be found at Booksforbuddies.com.



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GRETCHEN WHITMER
GOVERNOR

GARLIN GILCHRIST II
LT. GOVERNOR

March 1, 2022

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Hills, MI 48302

Dear Friends,

Happy March is Reading Month! Let's celebrate all the wonderful libraries across Michigan that provide Michiganders of all ages with resources, knowledge, and fellowship. Your service to your community is invaluable and has the potential to change lives.

Throughout history, libraries have been beacons of knowledge. The Bloomfield Township Public Library is no different, providing events, books, and programs for people of all ages. Libraries plant seeds of inspiration in our young people and create a nurturing environment for their ideas to grow. It is incumbent on all of us to work together to ensure our communities succeed, which is why we are thankful for Bloomfield Township Public Library and the library professionals, staff, and volunteers who go above and beyond to make a real difference in people's lives.

Thank you always for your hard work, and especially throughout these past two years. Not only have you continued to provide traditional resources, but libraries across Michigan have stepped up as crucial institutions in the coordination of public health programs. From COVID testing and vaccination to COVID-related information, libraries have continued to meet the ever-changing needs of their communities, supporting not only strong minds, but strong bodies too. I am so proud to work alongside you as we build a brighter future for all Michiganders.

Again, wishing everyone at the Bloomfield Township Public Library a happy March is Reading Month! I send my best wishes for a successful next chapter.

Sincerely,

Gretchen Whitmer
Governor of Michigan

What's Happening at the Library in March & April

Programs - recurring

1. YS – **Book Worms** on Zoom, book discussion group for grades 2-3, March: *Just Joking Sidesplitters*, by Rosie Pattison.
2. YS – **Outdoor Spring Family Story Time**, Thursdays, March 24–April 14 and Tuesdays, April 26–May 17.
3. YS – **Paperbacks & Snacks** on Zoom, book discussion group for grades 4-5, April 6.
4. YS – **Virtual Family Story Time** on Zoom, for both Little Zoomers and Preschoolers. Tuesdays, March 22 – April 12 and Thursdays, April 28 – May 19.
5. YS – **Family PJ Story Time** on Zoom, monthly. Tuesdays, March 15 and April 12.
6. YS – **Virtual Art Lab** on Zoom, monthly, ages 10-13. Material packets provided. Thursday, March 17 and April 21.
7. YS – **Book Chat** on Zoom, book discussion group for grades 6-8. Thursday, March 10.
8. YS – **My First Book Group** on Zoom, book discussion group for grades K-1 with an adult. *They All Saw a Cat* by Brendan Wenzel on Tuesday, March 8.
9. AS – **Sensory Story Time for Adults and Teens** meets the second Monday of each month at 11 a.m.
10. AS – **Tuesday Book Club**, meets the third Tuesday of each month, in-person and on Zoom. March: *The Book Woman of Troublesome Creek* by Kim Michele Richardson. April: *Red Notice* by Bill Browder
11. AS – **Thursday Book Club**, meets the fourth Thursday of each month, in-person and on Zoom. March: *The Only Woman in the Room* by Marie Benedict. April: *The Vanishing Half* by Brit Bennett
12. AS – **Mystery Book Club**, meets the third Wednesday of each month, in-person and on Zoom, discussing *The Fiancée* by Kate White in March. April: *Death and the Dancing Footman* by Ngaio Marsh
13. AS – **Classics Book Club**, meets the third Tuesday every other month, in-person and on Zoom, discussing *The Vicar of Wakefield* by Oliver Goldsmith in March. No April meeting.
14. AS – **BYOB (Bring Your Own Book) Club**, meets the fourth Monday of each month at the Rusty Bucket, located at Telegraph and Square Lake Roads. Discussion of *The Cold Millions* by Jess Walter in March. April: *Deacon King Kong* by James McBride
15. AS – **30 Minute Lunchtime Book Club**, meets the third Monday of each month, in-person and on Zoom. Discussing *The Midnight Library* by Matt Haig in March. April: *Lady Clementine* by Marie Benedict
16. AS – **ESL Conversation Group** meets Fridays at 10:00am each week, in-person and on Zoom.
17. AS – **Memoir Writers** meet on the second and fourth Tuesdays of the month, in-person only.
18. AS – **Writers Rendezvous**, second and fourth Wednesdays, in person and on Zoom.
19. AS – **Knitting+ Club** meets the first Tuesday of each month, in-person only.
20. AS – **Movie Discussion Club** meets the first Wednesday of each month, in-person and on Zoom. March: *The Flower Drum Song*. April: TBD
21. AS – **Sensory-Friendly Movies for Adults and Teens** meets the fourth Friday of every month. March movie will be *Animal Babies: First year on Earth-First Steps*. April: *The Great Barrier Reef*
22. AS – **Teen Advisory Board (T.A.B.)**, Wednesday, March 30. Teens meet to discuss books and programs for teens.
23. AS – **Book Club for Teens: Crafting Conversations**, meets monthly, in-person and on Zoom. A student-led book club centering around underrepresented voices and authors. Teens will discuss books, make recommendations, and create crafts that go along with the theme of the month. March: Women's History. April: Environment.
24. 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.

Programs

1. YS – **Wild About Books** at Johnson Nature Center, March 3. Join a Youth Librarian at the center for a story time, tapping a tree for maple syrup, and tasting syrup on a pancake!
2. YS – **One School, One Book** with Way Elementary Kindergarten students and their families, March 17. Welcome to the BTPL – reading *Life According to Og the Frog* by Betty Birney, followed by activity stations and exploration of the Youth Room.
3. YS – **Family Storytime with BHS Superintendent, Pat Watson**, March 24. Listen to a story, enjoy the company of a therapy dog, and make a craft.
4. YS – **Outdoor Storybook STEM**, Hansel & Gretel Candy STEM (Science, Technology, Engineering, & Math), March 29. Activities for ages 5 – 10.
5. YS – First Grade Readers' Rallies Live on Zoom (and recording option) with first grade classes in Bloomfield during the month of March.
6. AS – Teen and Adult Craft Day: **Make a Springtime Gnome**, April 6. (tentative)

Displays

1. ADM - Lobby display case – March: **Tiny Art Exhibition**
2. ADM – in Circulation – March: **March is Reading Month**
3. YS - March: Guest Read-Alouds for **March is Reading Month**
4. YS – April: **National Poetry Month**
5. AS - Local History display case – March: **Fashion Show** - Books on fashion.
6. AS – Local History display case- April: **“Going to the Chapel”** – Wedding Planning.

Take-Home Activities

1. YS – March: March is Reading Month BIG Bags of Fun, Literary activities of all ages.
2. YS – **Take ‘N’ Make Craft & Science Projects**. Look to see what is currently available in our Virtual Branch on our website.
3. YS – **Character Scavenger Hunt**. March: Search for favorite book characters in the Youth Room. Complete the sheet and receive a surprise!
4. Teen – Crafting Conversation Teen Craft – Women’s History (TBD)

On-demand videos

Youth Services:

- **KidLitCast:** Listen to children’s classics read by your BTPL Youth Librarians each week, beginning March 11.
- **Leap into Science** with Ms. Nicole, exploring light and shadow.
- **Youth Databases Tutorial** with Ms. Ashlee. Homework help, learn a new language, connect with a tutor, and more.
- **Sleepy Story Time** with Ms. Liz. *Sleepyheads*, by Sandra J. Howatt.
- **Turtle Friends Sensory Story Time** with Ms. Jen

Adult Services:

- **Biography Resources:** Karrie demonstrates are many online resources for researching people and their lives.
- **Virtual Read-Aloud:** Enjoy a softly read short story, poem, or essay read aloud by an Adult Services librarian. Read-Aloud videos are released each month. March’s reading will be *The Bee-Man* by Alice Ruth Moore and April’s will be *Araby* by James Joyce.
- **Adult Services Book Talks:** Find short video clips on the Library’s Facebook page. We post 2-3 short book talks a month.

Online Resources

1. YS – **Ms. Ashlee's Favorite Picture Books of 2021**.
2. YS - **BookFlix**: Interactive reading experience to explore fiction and non-fiction for grades PreK – 3.
3. YS – **BrainFuse**: Get help with homework online, 2 p.m. to 11 p.m. daily (excluding some holidays).
4. YS – **PebbleGo**: Informational articles, ready-made activities, and literacy for grades K – 3.
5. YS – **Read It!**: Articles on a variety of subjects that include comprehension supports for middle school – adult ELL and different learners.
6. YS – **TumbleBook Library**: Children's eBook database of picture books and read-along chapter books.
7. AS – **Gale World History**. A comprehensive online collection providing multicultural, global, and research-based dynamic content that supports today's history research requirements.
8. AS – **Biography in Context**, a comprehensive database of biographical information on people throughout history, around the world, and across all disciplines and subject areas. In-depth coverage of current and historic people from almost every field of endeavor and from around the world. Includes reference resources, articles, and portraits.

Other

1. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
2. **Stories and Stuff Book Box** – monthly subscription book service for grades 3 – 8. Receive one highly recommended book based on your favorite topics, plus special gifts to keep!
3. **Photo Contest** – January 17-March 13. Theme, "***Tell Us a Story.***"
4. **2021 Tax Forms and Resources** - The Library expects to receive a limited supply of basic forms. Most forms will be available to print online, and we are happy to print any forms that patrons may need.
5. **Second Saturday Book Sales** – Second Saturday Sales scheduled for March 12 and April 9. Friends Only during the first hour.
6. Book donations accepted any time during Library hours.
7. Curbside service continues.

VIRTUAL LIVE PROGRAMS

Family Story Time

Our weekly Family Story Time will be combining Little Zoomers & Preschool Story Time. Register your child(ren) from infant on up for this multiple-week program. Materials for each session will be provided.

Tuesdays at 10:30 a.m.

March 22 – April 12

Registration begins on February 28.

Family PJ Story Time

The entire family is welcome to attend this monthly family story time. Get your PJs on and find a comfy spot to Zoom in from your home. Registration is required for each story time date.

Tuesday, March 15 at 7 p.m.

Registration begins on February 15.

Tuesday, April 12 at 7 p.m.

Registration begins on March 15.

Art Lab

Ages 10 – 13 years

Explore different mediums in this creative program. Material packets and Zoom links will be provided for registered participants.

Thursdays at 4:30 p.m.

March 17

Registration begins on February 17.

April 21

Registration begins on March 17.

***Thank you to the Friends of the Library
for sponsoring this program!***

Book Discussions

Registered participants will receive their own copy of the book and craft/activity to go along with it. These are virtual programs via Zoom.

My First Book Group

Kindergarten – 1st Grade with an adult

Tuesday, March 8 at 5 p.m.

Registration begins on February 14.

Book Worms

Grades 2nd – 3rd

Wednesday, March 30 at 5 p.m.

Registration begins on March 7.

Paperbacks & Snacks

Grades 4th – 5th

Wednesday, April 6 at 5 p.m.

Registration begins on March 14.

Book Chat

Grades 6th – 8th

Thursday, March 10 at 5 p.m.

Registration begins on February 14.



Please contact us if you require any additional accommodations.

CONTACT US

1099 Lone Pine Road

Bloomfield Township, MI 48302

(248) 642-5800 | www.btpl.org

askyouth@btpl.org

March is Women's History Month

Learn more about the history of the Women's Movement at your library!



MARCH EVENTS

YOUTH SERVICES



Bloomfield Township Public

Library

OUTDOOR PROGRAMS

Space is limited.

Please dress for the weather.

Programs will be cancelled
if there is bad weather.

OUTDOOR SPRING FAMILY STORY TIME

Join us outside for story time this spring on the Youth Services Terrace! Register once for the whole session.

Grab your coats, hats, mittens, blankets and cozy up for stories, songs, rhymes and more!

**March 24 – April 14
Thursdays at 11 a.m.**

Registration begins on February 28.

STORYBOOK STEM

Tuesday, March 29 at 2 p.m.

Join us on the Youth Terrace for Hansel & Gretel Candy STEM (Science, Technology, Engineering & Math). Activities are designed for children ages 5 – 10 years.

Registration begins on March 7.

March 2022						
*Register for these events at btpl.org/events						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Last Day of Outdoor Winter Family Story Time 11am*	2	3 Last Day of Winter Virtual Family Story Time 10:30am* Wild About Books at the Johnson Nature Center 2pm. Register at bloomfield.org/trees	4	5
6	7 Registration begins for Story Book STEM 3/29 & Book Worms 3/30	8 My First Book Club 5pm*	9	10 Book Chat 5pm*	11	12
13	14 Registration begins for Paperbacks & Snacks 4/6	15 Family PJ Story Time 7pm* Register for PJ Story Time 4/12*	16	17 Art Lab 4:30pm* Register for Art Lab 4/21	18	19
20	21	22 First Day of Spring Virtual Family Story Time 10:30am*	23	24 First Day of Outdoor Spring Family Story Time 11am* Story Time with BHS Superintendent Pat Watson 4:30pm. RSVP at bloomfield.org/storytime	25	26
27	28	29 Virtual Family Story Time 10:30am* Outdoor Story Book STEM 2pm*	30 Book Worms 5pm*	31 Outdoor Spring Family Story Time 11am*		

MARCH IS READING MONTH!

FAMILY STORY TIME WITH BHS SUPERINTENDENT PAT WATSON

Thursday, March 24, 4:30-6 p.m.

Listen to stories read by Superintendent Pat Watson, enjoy the company of a therapy dog, and make a craft!

RSVP online at bloomfield.org/storytime

MARCH IS READING MONTH BIG BAG OF FUN!

Celebrate with a bag full of crafts, games, and activities that have books and reading as their theme!

Bags will be available for pick up starting March 9, while supplies last.

CHARACTER SCAVENGER HUNT IN THE YOUTH ROOM!

Get a scavenger hunt sheet at the Youth Desk and search for favorite book characters around the room.

Bring your completed sheet back to the desk when you're done and pick out a surprise!

April 2022 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Bloomfield Township Public Library Virtual Branch</p> <p>The Library's Virtual Branch is open 24/7 at www.btpl.org/virtual with pre-recorded programming. To register for programs, or for the most up-to-date information, visit www.btpl.org/events. Many programs offer both in-person and online attendance options.</p> 			<p>*Register by emailing AskYouth@btpl.org or with Youth Services, (248) 642-5800, ext. 173.</p> <p>**Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</p> <p>***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121.</p>		<p>English Language Conversation Group 10 a.m.</p> <p>1</p>	<p>***PowerPoint Basics 1:30 p.m.</p>  <p>2</p>
3	4	<p>Knitting Plus Club 10 a.m.</p>  <p>5</p>	<p>**Movie Discussion Club 11 a.m.</p> <p>**Teen and Adult Craft Day: Make a Springtime Gnome 5:30 p.m.</p> <p>6</p>	7	<p>English Language Conversation Group 10 a.m.</p> <p>8</p>	<p>Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (First hour Friends members only)</p> <p>9</p>
10	<p>Sensory Story Time for Adults and Teens 11 a.m.</p> <p>11</p>	<p>**Memoir Writers' Group 1 p.m.</p> <p>12</p>	<p>***Intro to Social Media 5:30 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p>  <p>13</p>	14	<p>English Language Conversation Group 10 a.m.</p> <p>15</p>	16
<p>LIBRARY CLOSED FOR EASTER SUNDAY</p> <p>17</p>	<p>**30 Minute Lunchtime Book Club 1 p.m.</p> <p>18</p>	<p>**Tuesday Book Club 10 a.m.</p> <p>19</p>	<p>*Mystery Book Club 1 p.m.</p>  <p>20</p>	21	<p>English Language Conversation Group 10 a.m.</p> <p>Sensory-Friendly Movies for Adults and Teens 11 a.m.</p> <p>22</p>	<p>***Intro to Scanning and Photo Editing 1:30 p.m.</p>  <p>23</p>
24	<p>**BYOB (Bring Your Own Book) Book Club at the Rusty Bucket (Square Lake and Telegraph) 6 p.m.</p> <p>25</p>	<p>**Memoir Writers' Group 1 p.m.</p> <p>26</p>	<p>**Crafting Conversations Book Club for Teens 4:30 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p> <p>27</p>	<p>**Thursday Book Club 10 a.m.</p> <p>28</p>	<p>English Language Conversation Group 10 a.m.</p> <p>29</p>	30

March 2022 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Knitting Plus Club 10 a.m.	2 **Movie Discussion Club 11 a.m. 	3	4 English Language Conversation Group 10 a.m.	5 ***Intro to Excel 1:30 p.m.
6	7	8 **Memoir Writers' Group 1 p.m. 	9 **Writers' Rendezvous 6:30 p.m.	10	11 English Language Conversation Group 10 a.m.	12 Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (First hour Friends members only)
13	14 Sensory Story Time for Adults and Teens 11 a.m.	15 **Tuesday Book Club 10 a.m. **Classics Book Club 7 p.m.	16 **Mystery Book Club 1 p.m. **Google Workspace 5:30 p.m.	17	18 English Language Conversation Group 10 a.m.	19
20	21 **30 Minute Lunchtime Book Club 1 p.m.	22 **Memoir Writers' Group 1 p.m.	23 **Book Club for Teens: Crafting Conversations 4:30 p.m. **Writers' Rendezvous 6:30 p.m.	24 **Thursday Book Club 10 a.m. 	25 English Language Conversation Group 10 a.m. Sensory-Friendly Movies for Adults and Teens 11 a.m.	26
27	28 **BYOB (Bring Your Own Book) Book Club at the Rusty Bucket (Square Lake and Telegraph) 6 p.m.	29 	30	31	<div> <p>Bloomfield Township Public Library</p> <h2>Virtual Branch</h2>  <p>The Library's Virtual Branch is open 24/7 at www.btpl.org/virtual with pre-recorded programming. To register for programs, or for the most up-to-date information, visit www.btpl.org/events. Many programs offer both in-person and online attendance options.</p> </div>	

DATES FOR LIBRARY BOARD OF TRUSTEES

Tuesday, March 15, 7:00 p.m. – Library Board Meeting

Saturday, March 12, 10:00 a.m. – 3:30 p.m. – Friends Saturday Sale

Wednesday, April 6, 11:00 a.m. – Friends Board meeting

Saturday, April 9, 2:00 – 4:00 p.m. – Photo Contest Reception

Wednesday, April 20, 2:00 – 4:00 p.m. –Volunteer Reception

Tuesday, April 26, 7:00 p.m. – Library Board Meeting