



Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Special Library Board Meeting

August 4, 2022

11:00 a.m.

Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President
Judy Lindstrom, Secretary
Keith Carduner
Dani Gillman
Joy Murray
Shane Spradlin

Director:

Tera Moon

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

AGENDA

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Thursday, August 4, 2022

Special Board Meeting

11:00 a.m.

| |
|----------------------------------|
| SPECIAL AGENDA ITEMS #1-8 |
|----------------------------------|

1. Call to order of special meeting
2. MOTION to approve the order of items
3. Call to the public
4. New Business
 - a. Library Investment Review – with Schwartz and Co.
 - b. Budget Review – Preliminary FY 2023/2024 Budget
 - c. Proposed 2023 Library Holiday Calendar
5. Other
6. Next scheduled Regular Board Meeting: Tuesday, August 16, 2021, 7:00 p.m.
7. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees
FROM: Tera Moon, Library Director
DATE: August 4, 2022
SUBJECT: Library Investment Review

Schwartz & Co. will provide an overview of our Library investments at the Special Library Board meeting of Thursday, August 4. Matt Whitty will present and answer any questions you may have.



Bloomfield Township Public Library

Preliminary Budget

April 1, 2023 Through March 31, 2024

Trustees

Joan Luksik, President
Judy Lindstrom, Secretary
Danielle Gillman
Shane Spradlin
Keith Carduner
Joy Murray

Director:

Tera Moon



Preliminary Budget

April 1, 2023 Through March 31, 2024

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FY 2023-2024 Preliminary Budget Public Hearing

TO: Library Board of Trustees
FROM: Tera Moon, Library Director
DATE: August 16, 2022
SUBJECT: Preliminary General Fund and Gift Fund Budgets for Fiscal Year
April 1, 2023- March 31, 2024

FY 2022-2023 Public Budget Hearing

The enclosed packet is the August 16, 2022 Preliminary Budgets and Public Budget Hearing Motions for FY April 1, 2023 - March 31, 2024.

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

OVERVIEW OF FY 2022-2023 AMENDED BUDGET – GENERAL FUND

The current FY 2022-2023 Adopted Budget has proposed amendments for the following:

- 1) Property tax collections increased by \$107,360. The July 2022 Township projections increased from 2.5% to 4.00%.
- 2) Other expenditures increased by \$64,000 for Doeren Mayhew professional financial services extended through September, 2022.

In summary, operational revenues increased by \$107,360 and operational expenditures increased by \$64,000, with a net operational revenue increase of \$43,360. The total net revenue and fund balance reserves increased by \$43,360 in the current fiscal year.

OVERVIEW OF FY 2023-2024 PRELIMINARY BUDGET – GENERAL FUND

The current FY 2022-2023 Amended Budget was used as a baseline budget to develop the FY 2023-2024 Preliminary Budget, updated for three (3) key assumptions: tax revenues, personnel costs and capital improvement projects (CIP). All remaining budget

line items were adjusted for any known material increases/decreases greater than \$5,000.

Taxable value projections were provided by Bloomfield Township as of July, 2022. A 4.00% increase is projected in property taxes for the FY 2023-2024 Preliminary Budget as compared to the anticipated 4.00% increase over the current fiscal year.

Providing the same salaries and benefits model used for the current fiscal year, personnel costs are projected to increase by 3.00%. However, the Personnel Committee and Library Director will review in February, 2023 and provide a recommendation for the March, 2023 FY 2023-2024 Proposed Budget.

\$78,000 Professional finance services for Doeren Mayhew was eliminated in the FY2023-2024 Preliminary Budget

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

In summary, operational revenues for the FY 2023-2024 Preliminary Budget are projected to increase by \$329,959 as compared to current FY 2023-2024 Amended Budget, representing a 4.00% increase. Total operating expenditures for the FY 2023-2024 are projected to increase by \$65,326 as compared to the current FY 2022-2023 Amended Budget, representing a 0.94% increase. Capital projects are anticipated to decrease by \$2,826,270, representing a 83.89% decrease due to the completion of the Storm Sewer Mitigation project in FY 2022-2023. The projected \$1,269,550 increase in net revenue over total operating and capital expenditures will increase the Library's estimated fund balance to \$11,685,852.

Gift Fund

As in past years, the FY 2023-2024 Preliminary Gift Fund Budget does not assume revenue from gifts. Expenditures are expected to be completed within the current fiscal year, so no carry-over expenditures are shown in the Preliminary Budget. This budget does, however, recognize two revenue items: The Myers Scholarship payout from the Community Foundation for Southeast Michigan (CFSEM) and interest earned from the bank on any gifts received is budgeted for revenue. The Preliminary Gift Fund Budget will be approved by the Library Board, but it is not included in the Public Budget Hearing documents forwarded to Bloomfield Township.

Supplemental Budget Information

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

- 1) The General Fund Balance Projection is provided for five-years through FY 2026-2027. The projection shows a year-end fund balance of \$14,010,856 as of March 31, 2025 and \$15,534,702 as of March 31, 2026.

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

**Bloomfield Township Public Library
General Fund Budget**

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

FY April 1, 2023 - March 31, 2024 Preliminary Budget

| ACCOUNT NAME | 2021-2022 | 2022-2023 | | 2023-2024 | Column 5 Col. 3 & 4 | Column 6 Col. 3 & 4 | Column 7 % |
|--|--|--|--|--|------------------------|------------------------|----------------|
| | Column 1 ACTUALS AS OF MAR 31, 2022 | Column 2 ADOPTED BUDGET AS OF MAR 15, 2022 | Column 3 AMENDED BUDGET AS OF AUG 16, 2022 | Column 4 PRELIMINARY BUDGET AS OF AUG 16, 2022 | | | |
| Revenues | | | | | | | |
| Taxes | \$7,931,709 | \$8,141,617 | \$8,248,977 | \$8,578,936 | \$329,959 | 4.00% | 97.22% |
| Penal Fines | \$72,519 | \$87,600 | \$87,600 | \$87,600 | \$0 | 0.00% | 0.99% |
| State Aid | \$35,620 | \$32,800 | \$32,800 | \$32,800 | \$0 | 0.00% | 0.37% |
| Circulation Fines and Fees | \$27,888 | \$25,500 | \$25,500 | \$25,500 | \$0 | 0.00% | 0.29% |
| Charges for Services | \$4,828 | \$14,866 | \$14,866 | \$14,866 | \$0 | 0.00% | 0.17% |
| Photocopy Fees | (\$2) | \$651 | \$651 | \$651 | | | |
| Room Rental Fees | \$4,830 | \$14,215 | \$14,215 | \$14,215 | | | |
| Investment earnings | (\$292,919) | \$50,000 | \$50,000 | \$50,000 | \$0 | 0.00% | 0.57% |
| Investment Earnings | (\$292,919) | \$50,000 | \$50,000 | \$50,000 | | | |
| Change in Asset Value | \$0 | \$0 | \$0 | \$0 | | | |
| Miscellaneous | \$6,111 | \$14,566 | \$14,566 | \$14,566 | \$0 | 0.00% | 0.17% |
| Miscellaneous Revenue | \$3,825 | \$3,370 | \$3,370 | \$3,370 | | | |
| Library Shop Revenue | \$2,285 | \$4,081 | \$4,081 | \$4,081 | | | |
| Café Revenue | \$0 | \$7,115 | \$7,115 | \$7,115 | | | |
| Gain (loss) on Sale of Equipment | \$0 | \$0 | \$0 | \$0 | | | |
| Federal Grants | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | 0.00% |
| Refunds/Rebates-Self Insurance Rx | \$19,914 | \$20,000 | \$20,000 | \$20,000 | \$0 | 0.00% | 0.23% |
| Total Revenues | \$7,805,670 | \$8,386,949 | \$8,494,309 | \$8,824,268 | \$329,959 | 3.88% | 100.00% |
| Expenditures | | | | | | | |
| Personnel | \$4,229,706 | \$4,777,521 | \$4,777,521 | \$4,920,847 | \$143,326 | 3.00% | 70.18% |
| Salaries & Wages | \$2,857,079 | \$3,257,780 | \$3,257,780 | \$3,355,513 | | | |
| Social Security | \$208,526 | \$248,838 | \$248,838 | \$256,303 | | | |
| Employee Insurances | \$688,560 | \$779,885 | \$779,885 | \$803,282 | | | |
| Retirement | \$475,541 | \$491,018 | \$491,018 | \$505,749 | | | |
| Retiree Health Care - OPEB | \$0 | \$0 | \$0 | \$0 | | | |
| Library Services | \$710,586 | \$817,930 | \$817,930 | \$817,930 | \$0 | 0.00% | 11.66% |
| Electronic Services-Databases | \$168,468 | \$198,526 | \$198,526 | \$198,526 | | | |
| Electronic Services-OCLC/SkyRiver | \$22,095 | \$25,700 | \$25,700 | \$25,700 | | | |
| Books | \$295,987 | \$326,408 | \$326,408 | \$326,408 | | | |
| Processing & Supplies | \$21,460 | \$24,000 | \$24,000 | \$24,000 | | | |
| Periodicals/Docs./Reference Services | \$64,113 | \$64,577 | \$64,577 | \$64,577 | | | |
| Music | \$8,252 | \$16,553 | \$16,553 | \$16,553 | | | |
| Audiobooks | \$67,344 | \$75,123 | \$75,123 | \$75,123 | | | |
| DVD's | \$34,339 | \$44,000 | \$44,000 | \$44,000 | | | |
| Accessibility Support Collection | \$2,891 | \$10,043 | \$10,043 | \$10,043 | | | |
| Programming | \$25,638 | \$33,000 | \$33,000 | \$33,000 | | | |
| Facilities & Equipment | \$913,500 | \$1,036,779 | \$1,036,779 | \$1,036,779 | \$0 | 0.00% | 14.79% |
| Repairs/Maintenance Supplies | \$46,075 | \$65,000 | \$65,000 | \$65,000 | | | |
| Telephone | \$18,472 | \$18,350 | \$18,350 | \$18,350 | | | |
| Building Insurance | \$58,017 | \$58,017 | \$58,017 | \$58,017 | | | |
| Public Utilities | \$305,412 | \$365,000 | \$365,000 | \$365,000 | | | |
| Building Maintenance | \$162,619 | \$180,866 | \$180,866 | \$180,866 | | | |
| Equipment Maintenance | \$10,351 | \$22,910 | \$22,910 | \$22,910 | | | |
| Grounds Maintenance | \$86,166 | \$96,675 | \$96,675 | \$96,675 | | | |
| Computer System Maintenance | \$221,054 | \$213,961 | \$213,961 | \$213,961 | | | |
| Equipment (Gen'l, Computer & Facility Svcs.) | \$5,335 | \$16,000 | \$16,000 | \$16,000 | | | |
| Other Operating Expenditures | \$211,827 | \$250,416 | \$314,416 | \$236,416 | (\$78,000) | -24.81% | 3.37% |
| Office/Computer Supplies | \$19,610 | \$32,000 | \$32,000 | \$32,000 | | | |
| Postage | \$11,186 | \$15,500 | \$15,500 | \$15,500 | | | |
| Professional Services | \$127,131 | \$124,181 | \$188,181 | \$110,181 | | | |
| Staff Development/Travel | \$13,444 | \$29,575 | \$29,575 | \$29,575 | | | |
| Printing & Publishing | \$24,937 | \$25,050 | \$25,050 | \$25,050 | | | |
| Dues & Membership | \$12,095 | \$17,030 | \$17,030 | \$17,030 | | | |
| Miscellaneous Expenses | \$3,424 | \$7,080 | \$7,080 | \$7,080 | | | |
| Total Operating Expenditures | \$6,065,620 | \$6,882,646 | \$6,946,646 | \$7,011,972 | \$65,326 | 0.94% | 92.82% |
| Net Operating Revenue/(Expenditures) | \$1,740,051 | \$1,504,303 | \$1,547,663 | \$1,812,296 | | | |
| Capital Projects | \$2,574,696 | \$3,369,016 | \$3,369,016 | \$542,746 | (\$2,826,270) | -83.89% | 7.18% |
| Total Operating & Capital Expenditures | \$8,640,316 | \$10,251,662 | \$10,315,662 | \$7,554,718 | (\$2,760,944) | -26.76% | 100.00% |
| Fund Balance - Beginning | \$13,072,300 | \$12,237,655 | \$12,237,655 | \$10,416,302 | | | |
| Net Revenue / (Expenditures) | (\$834,645) | (\$1,864,713) | (\$1,821,353) | \$1,269,550 | \$3,090,903 | | |
| Fund Balance - Ending | \$12,237,655 | \$10,372,942 | \$10,416,302 | \$11,685,852 | | | |
| Nonspendable - Prepaid Expenses | 18,791 | 18,791 | 18,791 | 18,791 | | | |
| Restricted - None | 0 | 0 | 0 | 0 | | | |
| Committed - 8 Month Fund Balance | 4,588,431 | 4,588,431 | 4,631,097 | 4,674,648 | | | |
| Assigned - Other Post Employment Benefits (OPEB) Funding | 1,683,764 | 1,683,764 | 1,683,764 | 1,683,764 | | | |
| Assigned - Capital Improvements | 5,380,445 | 3,515,732 | 3,516,426 | 4,742,425 | | | |
| Assigned - Compensated Absences | 466,224 | 466,224 | 466,224 | 466,224 | | | |
| Unassigned - Unplanned Emergencies | 100,000 | 100,000 | 100,000 | 100,000 | | | |
| Totals | \$12,237,655 | \$10,372,942 | \$10,416,302 | \$11,685,852 | | | |

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:

Committed:

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

Assigned:

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

Unassigned:

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

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

August 16, 2022

A Motion was made by: _____

Seconded by: _____

- TO APPROVE THE **PRELIMINARY** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2023 - MARCH 31, 2024**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$8,824,268

Revenues

\$7,554,718

Expenditures

- FUND BALANCE RESERVES SHALL BE INCREASED BY :

\$1,269,550 Net Revenue/(Expenditures)

- THAT THE APPROVED GENERAL FUND BUDGET AND **TAX LEVY** FOR FISCAL YEAR **APRIL 1, 2023 - MARCH 31, 2024** BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE **2.0 APPROVED MILLS** ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

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

| | |
|---------------------|---------------------|
| \$8,494,309 | Revenues |
| \$10,315,662 | Expenditures |

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$1,821,353) Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE STORM SEWER MITIGATION 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 | 2021-2022 | 2022-2023 | | 2023-2024 | Column 5 Col. 3 & 4 \$ DIF. | Column 6 Col. 3 & 4 % DIF. | Column 7 % OF TOTAL REV/EXP |
|-------------------------------------|---|--|--|--|--------------------------------------|-------------------------------------|--------------------------------------|
| | Column 1 AUDITED ACTUALS AS OF MAR 31, 2022 | Column 2 ADOPTED BUDGET AS OF MAR 15, 2022 | Column 3 AMENDED BUDGET AS OF AUG 16, 2022 | Column 4 PRELIMINARY BUDGET AS OF AUG 16, 2022 | | | |
| | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| Gift Income | \$26,184 | \$500 | \$45,334 | \$500 | (\$44,834) | -98.90% | 71.43% |
| Gift Revenue | \$23,248 | | \$4,464 | \$0 | | | |
| Friends of the Library | \$0 | \$0 | \$36,610 | \$0 | | | |
| Atkinson Trust | \$0 | \$0 | \$1,336 | \$0 | | | |
| BTPL Endowment Fund/Amber Trust | \$0 | \$0 | \$0 | \$0 | | | |
| Myers Scholarship | \$1,331 | \$500 | \$669 | \$500 | | | |
| Smith Challenge Grant | \$1,605 | \$0 | \$1,557 | \$0 | | | |
| Fair Radom Garden Endowment | | \$0 | \$698 | \$0 | | | |
| Library Director's Legacy Endowment | \$0 | \$0 | \$0 | \$0 | | | |
| Investment Earnings | \$285 | \$200 | \$200 | \$200 | \$0 | 0.00% | 28.57% |
| Miscellaneous Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | 0.00% |
| Total Revenues | \$26,469 | \$700 | \$45,534 | \$700 | (\$44,834) | -98.46% | 100.00% |
| <u>Expenditures</u> | | | | | | | |
| Library Services | \$28,015 | \$75,589 | \$75,589 | \$75,589 | \$0 | 0.00% | 46.60% |
| Electronic Services - Adult | \$5,000 | \$5,000 | \$5,000 | \$5,000 | | | |
| Books - Adult | \$5,011 | \$5,373 | \$5,373 | \$5,373 | | | |
| Books - Youth | \$1,861 | \$2,343 | \$2,343 | \$2,343 | | | |
| Books - Reference | \$0 | \$0 | \$0 | \$0 | | | |
| Processing & Supplies | \$0 | \$0 | \$0 | \$0 | | | |
| Audiobooks - Adult | \$0 | \$5,000 | \$5,000 | \$5,000 | | | |
| Audiobooks - Youth | \$50 | \$5,000 | \$5,000 | \$5,000 | | | |
| DVD's - Adult | \$5,046 | \$0 | \$0 | \$0 | | | |
| DVD's - Youth | \$0 | \$0 | \$0 | \$0 | | | |
| Accessibility Support Collection-AS | \$0 | \$0 | \$0 | \$0 | | | |
| Accessibility Support Collection-YS | \$0 | \$621 | \$621 | \$621 | | | |
| Programs - Adult | \$2,068 | \$17,712 | \$17,712 | \$17,712 | | | |
| Programs - Youth | \$8,254 | \$24,704 | \$24,704 | \$24,704 | | | |
| Programs - Administration | \$725 | \$9,836 | \$9,836 | \$9,836 | | | |
| Facilities & Equipment | \$14,195 | \$34,382 | \$34,382 | \$34,382 | \$0 | 0.00% | 21.20% |
| Repairs & Maintenance | \$0 | \$0 | \$0 | \$0 | | | |
| Building Maintenance | \$395 | \$0 | \$0 | \$0 | | | |
| Equipment Maintenance | \$0 | \$0 | \$0 | \$0 | | | |
| Grounds Maintenance | \$1,741 | \$15,457 | \$15,457 | \$15,457 | | | |
| Computer Systems Maintenance | \$0 | \$0 | \$0 | \$0 | | | |
| General Equipment | \$12,059 | \$18,746 | \$18,746 | \$18,746 | | | |
| Computer Equipment | \$0 | \$179 | \$179 | \$179 | | | |
| Facility Service Equipment | \$0 | \$0 | \$0 | \$0 | | | |
| Other Operating Expenditures | \$7,254 | \$52,224 | \$97,058 | \$52,224 | (\$44,834) | -46.19% | 32.20% |
| Office Supplies | \$0 | \$0 | \$0 | \$0 | | | |
| Postage | \$0 | \$0 | \$0 | \$0 | | | |
| Consultant | \$0 | \$0 | \$0 | \$0 | | | |
| Staff Development/Travel | \$0 | \$0 | \$0 | \$0 | | | |
| Printing & Publishing | \$1,462 | \$5,325 | \$5,325 | \$5,325 | | | |
| Myers Scholarship | \$2,000 | \$1,394 | \$1,394 | \$1,394 | | | |
| Smith Challenge Grant | \$0 | \$3,557 | \$3,557 | \$3,557 | | | |
| Endowment Fund | \$0 | \$0 | \$0 | \$0 | | | |
| Atkinson Fund | \$993 | \$1,637 | \$1,637 | \$1,637 | | | |
| Fair Radom Garden Endowment | \$120 | \$1,020 | \$1,020 | \$1,020 | | | |
| Library Director's Legacy Endowment | \$0 | \$0 | \$0 | \$0 | | | |
| Transfer out to CFSEM | \$1,758 | \$0 | \$0 | \$0 | | | |
| Bank Service Charges | \$12 | \$0 | \$0 | \$0 | | | |
| Contingency - Designated | \$398 | \$35,654 | \$80,488 | \$35,654 | | | |
| Director's Discretionary | \$511 | \$3,637 | \$3,637 | \$3,637 | | | |
| Contingency - Undesignated | \$0 | \$0 | \$0 | \$0 | | | |
| Total Expenditures | \$49,464 | \$162,195 | \$207,029 | \$162,195 | (\$44,834) | -21.66% | 100.00% |
| Fund Balance - Beginning | \$102,162 | \$79,295 | \$79,295 | \$79,295 | | | |
| Reserved Fund Balance | \$82,400 | \$82,400 | \$82,400 | \$82,400 | | | |
| Net Revenue / (Expenditures) | (\$22,995) | (\$161,495) | (\$161,495) | (\$161,495) | | | |
| Fund Balance - Ending | \$161,567 | \$200 | \$200 | \$200 | | | |
| Nonspendable | \$0 | \$0 | \$0 | \$0 | | | |
| Restricted | \$161,567 | \$200 | \$200 | \$200 | | | |
| Committed | \$0 | \$0 | \$0 | \$0 | | | |
| Assigned | \$0 | \$0 | \$0 | \$0 | | | |
| Unassigned | \$0 | \$0 | \$0 | \$0 | | | |
| Totals | \$161,567 | \$200 | \$200 | \$200 | | | |

Nonspendable:

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

Restricted:

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

Committed:

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

Assigned:

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

Unassigned:

Gift or I&R Funds.)

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

August 16, 2022

A Motion was made by: _____

Seconded by: _____

- TO APPROVE THE **PRELIMINARY** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2023 - MARCH 31, 2024**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700

\$162,195

Revenues

Expenditures

Motion carried.

President

Secretary

**Bloomfield Township Public Library
Capital Improvements Program**

| Record # | Department (sort with filter) | Project Title | Priority Ranking | Estimated Useful Life | Source of Funding | Project Narrative/Purpose | 2022-2023 Expenditure | 2023-2024 Expenditure | 2024-2025 Expenditure | 2025-2026 Expenditure | 2026-2027 Expenditure | 2027-2028 Expenditure | 2028-2029 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 | \$50,000 | \$0 | \$0 | \$0 | \$50,000 | \$0 | \$100,000 |
| 2 | Admin | Compensation & Classification Study | 1 | 5 | General Fund | Professional consulting services to perform a compensation and classification study. | \$20,000 | \$0 | \$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. | \$15,000 | \$0 | \$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. | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$350,000 |
| 6 | Information Technology | Computer CPUs-Public | 1 | 4 | General Fund | Replace (60) public internet computers exceeding estimated useful lives. | \$0 | \$60,000 | \$0 | \$0 | \$0 | \$60,000 | \$0 | \$120,000 |
| 7 | Information Technology | Computer Monitors-Public | 1 | 5 | General Fund | Replace (60) public computer monitors exceeding estimated useful lives. | \$0 | \$18,000 | \$0 | \$0 | \$0 | \$18,000 | \$0 | \$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. | \$2,500,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$2,620,000 |
| 9 | Information Technology | Video Surveillance System | 1 | 15 | General Fund | Camera and digital high definition upgrade. | \$120,000 | \$0 | \$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 |
| #REF! | 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 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$50,000 |
| #REF! | 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 |
| #REF! | 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 |
| #REF! | 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 |
| #REF! | Building | Door Access Emergency Maintenance | 1 | 15 | General Fund | Emergency door access repair. | \$9,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$39,000 |
| #REF! | Admin | 10,000 Patron Library Cards | 1 | 2 | General Fund | To replenish patron library card stock every 2 years. | \$15,000 | \$0 | \$15,000 | \$0 | \$15,000 | \$0 | \$15,000 | \$60,000 |
| #REF! | 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 |
| #REF! | Information Technology | Digital Displays - After Space Needs Project Completion | 3 | 5 | General Fund | Digital Wayfinding Displays | \$20,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
| #REF! | Information Technology | Staff Conference Room AV Upgrade | 3 | 5 | General Fund | Staff Conference Room AV Upgrade | \$7,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$7,000 |

**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 | 2022-2023 Expenditure | 2023-2024 Expenditure | 2024-2025 Expenditure | 2025-2026 Expenditure | 2026-2027 Expenditure | 2027-2028 Expenditure | 2028-2029 Expenditure | Total Expenditure |
|----------|-------------------------------------|--|---------------------|--------------------------|-------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| #REF! | AS & YS | Bookends | 2 | 20 | General Fund | Replace current bookends with 2,150 free- standing bookends, which are easier to manipulate for the shelvers. | \$15,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$30,000 |
| #REF! | Admin | Consultation Fees for Strategic Planning Process | 1 | 5 | General Fund | Consulting fees for implementing the strategic planning process over the next 5 years. | \$50,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$50,000 |
| #REF! | 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 | \$20,000 | \$0 | \$0 | \$0 | \$20,000 |
| #REF! | 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 |
| #REF! | Admin | Reserve for Special Cleaning Services | 2 | 1 | General Fund | Special janitorial services outside of normal operations for deep cleaning. COVID deep cleaning incl. | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$140,000 |
| #REF! | 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 |
| #REF! | 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 |
| #REF! | Facilities | Terrace Paver Maint | 1 | 3 | General Fund | Periodic grouting/protective coating for outside terrace pavers. | \$0 | \$0 | \$20,000 | \$0 | \$0 | \$20,000 | \$0 | \$40,000 |
| #REF! | Facilities | Storm Sewer Maint | 1 | 2 | General Fund | Storm drain cleaning to remove pollutant sources and maintain the capacity of the storm pipes. | \$0 | \$4,000 | \$0 | \$5,000 | \$0 | \$5,000 | \$0 | \$14,000 |
| #REF! | Information Technology | Sharepoint Implementation | 1 | 5 | General Fund | Implementation and consultation for Office 365. | \$20,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
| #REF! | 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 |
| #REF! | 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 |
| #REF! | Information Technology | Collaboration Software Improvement | 4 | 3 | General Fund | Integration of Microsoft Teams (or Webex) with IP phones. | \$9,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,000 |
| #REF! | Information Technology | AMH Client Upgrade | 1 | 6 | General Fund | Upgrade AMH client to Windows 10 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,000 | \$0 | \$9,000 |
| #REF! | Information Technology | Keyscan Computer/Server Upgrade | 1 | 5 | General Fund | Upgrade the server or to Windows 10. | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$15,000 | \$0 | \$30,000 |
| #REF! | 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 |
| #REF! | Information Technology | Intranet Upgrade | 1 | 5 | General Fund | To upgrade the intranet cloud based. | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$56,000 |
| #REF! | Information Technology | Innovative Mobile | 3 | 1 | General Fund | Innovative Mobile subscription for patrons | \$11,000 | \$11,000 | \$11,000 | \$11,000 | \$11,000 | \$11,000 | \$11,000 | \$77,000 |

**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 | 2022-2023 Expenditure | 2023-2024 Expenditure | 2024-2025 Expenditure | 2025-2026 Expenditure | 2026-2027 Expenditure | 2027-2028 Expenditure | 2028-2029 Expenditure | Total Expenditure |
|--|----------------------------------|---|------------------|-----------------------|-------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| #REF! | Information Technology | Innovative Vega | 3 | 1 | General Fund | Subscription for Vega to Replace Encore. | \$31,000 | \$31,000 | \$31,000 | \$31,000 | \$31,000 | \$31,000 | \$31,000 | \$217,000 |
| #REF! | Information Technology | Crowd Strike Falcon-Virus Protection Software | 1 | 3 | General Fund | Virus protection software. | \$0 | \$0 | \$12,500 | \$0 | \$0 | \$12,500 | \$0 | \$25,000 |
| #REF! | Building | Roofing Sheet Metal | 1 | 20 | General Fund | Repair roofing metal flashings and coping. | \$8,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$8,000 |
| #REF! | Building | Interior Painting & Drywall Repair | 2 | 5 | General Fund | Interior wallpaper and painting for study rooms, meeting rooms & public common areas. | \$19,770 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$19,770 |
| #REF! | 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 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$6,000 |
| #REF! | 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 | \$25,000 | \$0 | \$25,000 |
| #REF! | Building | HVAC - 360 Ton Aeon Chiller | 1 | 20 | General Fund | Replace chiller condenser fan motor, compressors, coil, oil & refrigerant. | \$30,101 | \$10,601 | \$10,601 | \$10,601 | \$10,601 | \$0 | \$0 | \$72,505 |
| #REF! | Building | Tree Root Surgery | 1 | 20 | General Fund | To correct strangling of roots to extend life of the trees' root systems. | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$40,000 |
| #REF! | Building | Parking Lot Repair, Sealcoat & Striping | 1 | 20 | General Fund | To repair, sealcoat and stripe parking lot. | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$40,000 |
| #REF! | Information Technology | Icthrive Intranet Subscription | 1 | 1 | General Fund | Icthrive Intranet subscription. | \$7,680 | \$7,680 | \$7,680 | \$7,680 | \$7,680 | \$7,680 | \$7,680 | \$53,760 |
| | | | | | | | \$3,374,016 | \$542,746 | \$443,246 | \$420,746 | \$410,746 | \$599,645 | | \$6,191,290 |
| CIP Expenditures - Gift Fund Budget | | | | | | | \$5,000 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$5,000 |
| CIP Expenditures - General Fund Budget | | | | | | | \$3,369,016 | \$542,746 | \$443,246 | \$420,746 | \$410,746 | \$599,645 | | \$6,186,290 |

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

TAXES

410.01 TAXES

DESCRIPTION: Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of 1.0000 mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback).

FORMULA: Taxable value of property in the township multiplied by the mill calculated by the Township:

Using the 7/2022 Township generated 2022/2023 prediction of taxable value of \$4467360970, and the Township generated Headlee rates reduced by -.81% Headlee roll back trend in 2022/2023. The first 1.0000 mill is now reduced by the Headlee Amendment to .6578. The second mill is now reduced by the Headlee Amendment to 0.7028. The third mill is now reduced by the Headlee Amendment .5047. Altogether, these mills total 1.8653 after rollback trends are applied. ($\$4,467,360,970/1000 \times .0018653 = \$8,332,968 = 5.06\%$ growth rate) less \$83,991 conservative estimate = 4% growth rate, totaling \$8,248,977.

PENAL FINES

420.01 PENAL FINES

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

FORMULA: Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2020 population is 43,027.

STATE AID

422.01 STATE AID

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

FORMULA: Review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2020 population is 43,027.

CIRCULATION REVENUE

430.01 FINES & FEES

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

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

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

| Chart of Account Total | Budget Group Total |
|-------------------------------|---------------------------|
| | 8,248,977 |
| | |
| 8,248,977 | |
| | |
| | |
| | 87,600 |
| | |
| 87,600 | |
| | |
| | |
| | 32,800 |
| | |
| 32,800 | |
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| | 25,500 |
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| 25,500 | |
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**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - AMENDED BUDGET**

| | Chart of Account Total | Budget Group Total |
|--|---------------------------------------|-----------------------------------|
| 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. | | |
| 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. | | |
| 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 2021-2022 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 quarterly by Bloomfield Township. | | |

TOTAL ESTIMATED REVENUES
Fiscal Year April 1, 2022 - March 31, 2023

| | |
|--------------------|--------------------|
| Adopted March 2022 | \$8,386,949 |
| Amended March 2022 | <u>\$8,494,309</u> |

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

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

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 - NoveList, 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 |
|-------------------------|------------------------|--------------------|---------------------------|
| | | | 4,777,521 |
| | 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 - AMENDED BUDGET**

| | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|---------------|--|-------------------------------|---------------------------|----------------------------------|
| | Lynda.com | 6,510 | | |
| | National Geographic | 35 | | |
| | Price It | 2,400 | | |
| | Proquest | | | |
| | Newspaper Pkg. (NYT,WSJ,WPost, DFP) | 9,000 | | |
| | Historical Detroit Free Press | 1,900 | | |
| | Historic Map Works | 1,100 | | |
| | Historical New York Times | 3,900 | | |
| | World Trade Press A-Z world travel | 500 | | |
| | Unplanned additional costs | 4,000 | | |
| | Morningstar | 7,100 | | |
| | Standard & Poors/NetAdvantage | 8,500 | | |
| | ValueLine | 6,500 | | |
| | Zoobean (Beanstack) | 798 | | |
| | | | | |
| 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 | | |
| | National Geographic | 865 | | |
| | World Almanac for Kids | 645 | | |
| | World Book Suite | 2,671 | | |
| | World Book-Arabic (Kids eLearn) | 716 | | |
| | Novelist Select | 546 | | |
| | Zoobean (Beanstack) | 2,684 | | |
| | Unplanned additional costs | 837 | | |
| | | 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 | | |
| | | | | |
| | | | 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 - AMENDED BUDGET**

| | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|---------------------------------------|---|--|---------------------------|----------------------------------|
| 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) Financial Info Stock Guide Government Documents Institute for Continuing Legal Education(ICLE) Lexis Nexis RIA West Unplanned additional services | 1,265 3,750 2,500 600 800 1,303 350 4,800 | | |
| | | | 16,553 | |
| | MUSIC | | | |
| 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, 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 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, 2022 - March 31, 2023 - AMENDED BUDGET**

| | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|---------------|---|-------------------------------|---------------------------|----------------------------------|
| | | | 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 | | 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 | | |
| | Tree Trimming | 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 | | |

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

| | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|--|--------------------------------|-------------------------------|---------------------------|----------------------------------|
| 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 certificaion 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 | | | |
| | | | | |
| OTHER OPERATING EXPENDITURES | | | | 314,416 |
| 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 | | | 188,181 | |
| 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 | | | |

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

| | | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|---------------|---|--------------------------------|-------------------------------|---------------------------|----------------------------------|
| 812.01 | AUDIT | | | | |
| | DESCRIPTION: Annual fee charged by our auditing firm. | | 17,000 | | |
| | FORMULA: Current year budget | | | | |
| | Audit | 17,000 | | | |
| 813.01 | CONSULTANT | | | | |
| | DESCRIPTION: Fees for consultants such as strategic planning or interior designer. | | 93,000 | | |
| | FORMULA: Current year budget | | | | |
| | IT Consulting | 10,000 | | | |
| | Financial Services | 78,000 | | | |
| | Other | 5,000 | | | |
| 814.01 | CONTRACTS | | | | |
| | DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services. | | 9,181 | | |
| | FORMULA: Current year budget | | | | |
| | RIDES delivery fee | 4,125 | | | |
| | Message on Hold | 1,000 | | | |
| | Unique Management - collection agency | 3,756 | | | |
| | Facebook Advertising | 300 | | | |
| 815.01 | LEGAL | | | | |
| | DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters. | | 5,000 | | |
| | FORMULA: Current year budget | | | | |
| 816.01 | INVESTMENT COUNSELING | | | | |
| | DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract. | | 24,000 | | |
| | FORMULA: Approx. .28% of average portfolio balance | | | | |
| | Investment Counseling Fees | 24,000 | | | |
| 818.01 | INTERNET SERVICE PROVIDER (ISP) | | | | |
| | DESCRIPTION: This provides for the costs of our Internet access and consultant fees. | | 15,000 | | |
| | FORMULA: Current year budget + Metro Net meeting information | | | | |
| | Internet Opti-e-man charges from TLN | 15,000 | | | |
| | | | | 29,575 | |
| | STAFF DEVELOPMENT & TRAVEL | | | | |
| 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, Ill User Group meetings. | | 14,375 | | |
| | 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 | | | |
| | Ill 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 | | | | |
| | 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. | | 15,200 | | |
| | FORMULA: Current year budget | | | | |
| | Ill 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, 2022 - March 31, 2023 - AMENDED BUDGET**

| | Chart of Account Detail | Chart of Account Total | Budget Group Total | Functional Category Total |
|---------------|--|-----------------------------------|-------------------------------|--------------------------------------|
| 900.01 | PRINTING & PUBLISHING | | 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 | | |
| | | | | |
| | | | 17,030 | 17,030 |
| 855.01 | DUES & MEMBERSHIPS | | | |
| | DESCRIPTION: Memberships in professional and community organizations for the library. | | | |
| | FORMULA: Current year budget | | | |
| | Library membership in ALA (national) | 500 | | |
| | Library membership in Birmingham-Bloomfield Chambers | 175 | | |
| | Library member. in III Users Group (National) | 100 | | |
| | Library member. in III Users Group (State) | 25 | | |
| | Library membership in MLA (state) | 3,230 | | |
| | Library membership in MCLS (discounts) | 250 | | |
| | Library membership in PLTAOC | 50 | | |
| | MetroNet Membership fee(includes shared web hosting, Overdrive hosting, Everyone's Reading speaker & marketing fees) | 6,500 | | |
| | OCHR dues & maintenance fees | 1,200 | | |
| | Professional Memberships for eligible employees | 5,000 | | |
| | | | | |
| | MISCELLANEOUS EXPENSE | | 7,080 | |
| 990.01 | BANK SERVICE CHARGES | | 4,720 | |
| | DESCRIPTION: Fees charged by financial institutions. | | | |
| | FORMULA: Current year budget | | | |
| | All bank fees | 2,000 | | |
| | Paypal fees | 720 | | |
| | Ecommerce fees - Paymentech | 2,000 | | |
| | | | | |
| | | 2,000 | 2,000 | |
| 992.01 | LIBRARY SHOP | | | |
| | 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 |
| | 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 - AMENDED 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, 2022 - March 31, 2023

**Adopted March 2022
Amended August 2022**

**\$10,251,662
\$10,315,662**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2023 - March 31, 2024 - PRELIMINARY BUDGET**

TAXES

410.01 TAXES

DESCRIPTION: Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of 1.0000 mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback).

FORMULA: Taxable value of property in the township multiplied by the mill calculated by the Township:

Using the 8/2022 Township FY 2022-2023 estimates, increased by 4.0%.

PENAL FINES

420.01 PENAL FINES

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

FORMULA: Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2020 population is 43,027.

STATE AID

422.01 STATE AID

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

FORMULA: For August, review two-year history of actual State Aid received. For March, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2020 population is 43,027.

CIRCULATION REVENUE

430.01 FINES & FEES

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

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

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

CHARGES FOR SERVICES

432.01 PHOTOCOPY FEES

DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.

FORMULA: Review two-year history of actual fees received.

| <u>Chart of Account Total</u> | <u>Budget Group Total</u> |
|---------------------------------------|-----------------------------------|
| | 8,578,936 |
| | |
| 8,578,936 | |
| | |
| | |
| | 87,600 |
| | |
| 87,600 | |
| | |
| | |
| | 32,800 |
| | |
| 32,800 | |
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| | 25,500 |
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| 25,500 | |
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| | 14,866 |
| | |
| 651 | |
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**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2023 - March 31, 2024 - PRELIMINARY BUDGET**

| | Chart of Account Total | Budget Group Total |
|--|---------------------------------------|-----------------------------------|
| 435.01 ROOM RENTAL FEES | 14,215 | |
| DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder. | | |
| FORMULA: Review two-year history of actual fees received. Review impact of any significant changes in meeting room availability. | | |
| INVESTMENT EARNINGS | | 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 quarterly by Bloomfield Township. | | |

TOTAL ESTIMATED REVENUES
Fiscal Year April 1, 2023 - March 31, 2024

Preliminary August 2022

\$8,824,268

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2023 - March 31, 2024 - PRELIMINARY 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

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 - NoveList, 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 |
|-------------------------|------------------------|--------------------|---------------------------|
| | | | 4,920,847 |
| | 3,355,513 | 3,355,513 | |
| | | | |
| | | | |
| | 256,303 | 256,303 | |
| | | | |
| | | | |
| | 803,282 | 803,282 | |
| | | | |
| | | | |
| | 308,689 | 308,689 | |
| | | | |
| | | | |
| | 197,060 | 197,060 | |
| | | | |
| | - | - | |
| | | | |
| | | | 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, 2023 - March 31, 2024 - PRELIMINARY BUDGET**

| | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|---------------|--|-------------------------------|---------------------------|----------------------------------|
| | Lynda.com | 6,510 | | |
| | National Geographic | 35 | | |
| | Price It | 2,400 | | |
| | Proquest | | | |
| | Newspaper Pkg. (NYT,WSJ,WPost, DFP) | 9,000 | | |
| | Historical Detroit Free Press | 1,900 | | |
| | Historic Map Works | 1,100 | | |
| | Historical New York Times | 3,900 | | |
| | World Trade Press A-Z world travel | 500 | | |
| | Unplanned additional costs | 4,000 | | |
| | Morningstar | 7,100 | | |
| | Standard & Poors/NetAdvantage | 8,500 | | |
| | ValueLine | 6,500 | | |
| | Zoobean (Beanstack) | 798 | | |
| 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 | | |
| | World 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, 2023 - March 31, 2024 - PRELIMINARY BUDGET**

| | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|---------------------------------------|---|--|---------------------------|----------------------------------|
| 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) Financial Info Stock Guide Government Documents Institute for Continuing Legal Education(ICLE) Lexis Nexis RIA West Unplanned additional services | 1,265 3,750 2,500 600 800 1,303 350 4,800 | | |
| | | | 16,553 | |
| | | | 14,553 | |
| 951.01 | ADULT | | | |
| | DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. | | | |
| | FORMULA: Current year budget Regular music purchases | 14,553 | | |
| 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 | | |
| | | | 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 | | | |
| | | | 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 | | | |
| | | | 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 | | | |
| | | | 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, 2023 - March 31, 2024 - PRELIMINARY BUDGET**

| | | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|---------------------------------|--|--------------------------------|-------------------------------|---------------------------|----------------------------------|
| | 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, 2023 - March 31, 2024 - PRELIMINARY BUDGET**

| | | Chart of Account Detail | Chart of Account Total | Budget Group Total | Functional Category Total |
|---------------|---|--|---------------------------------------|-----------------------------------|--|
| 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, 2023 - March 31, 2024 - PRELIMINARY BUDGET**

| | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|--|--------------------------------|-------------------------------|---------------------------|----------------------------------|
| E*vanced Meeting Room Booking maintenance | 550 | | | |
| Graphic Science Digitalization Station Maint. | 590 | | | |
| Godaddy SSL certificaion for site license: includes Encore, WebPac, Outlook, etc. | 1,500 | | | |
| Siemens HVAC Building Automation System Tech Support (Facilities request) | 14,006 | | | |
| Innovative Encore subscription | 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 | |
| EQUIPMENT | | | | |
| 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 | | | | 236,416 |
| 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 | | | |
| | | | | |
| | | | 110,181 | |
| 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, 2023 - March 31, 2024 - PRELIMINARY BUDGET**

| | | <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|---------------|---|--------------------------------|-------------------------------|---------------------------|----------------------------------|
| 813.01 | CONSULTANT | | | | |
| | DESCRIPTION: Fees for consultants such as strategic planning or interior designer. | | | | |
| | FORMULA: Current year budget | | | | |
| | IT Consulting | 10,000 | | | |
| | Other | 5,000 | | | |
| | | | 15,000 | | |
| 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 | 4,125 | | | |
| | Message on Hold | 1,000 | | | |
| | Unique Management - collection agency | 3,756 | | | |
| | Facebook Advertising | 300 | | | |
| | | | 9,181 | | |
| 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 | | | |
| | | | 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 | | | |
| | | | 15,000 | | |
| | | | | 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 | 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 | | | |
| | | | 14,375 | | |
| 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) | 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 | | | |
| | | | 15,200 | | |

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2023 - March 31, 2024 - PRELIMINARY 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 | | | |
| | | 17,030 | 17,030 | |
| 855.01 DUES & MEMBERSHIPS | | | | |
| DESCRIPTION: Memberships in professional and community organizations for the library. | | | | |
| FORMULA: Current year budget | | | | |
| Library membership in ALA (national) | 500 | | | |
| Library membership in Birmingham-Bloomfield Chambers | 175 | | | |
| Library member. in III Users Group (National) | 100 | | | |
| Library member. in III Users Group (State) | 25 | | | |
| Library membership in MLA (state) | 3,230 | | | |
| Library membership in MCLS (discounts) | 250 | | | |
| Library membership in PLTAOC | 50 | | | |
| MetroNet Membership fee(includes shared web hosting, Overdrive hosting, Everyone's Reading speaker & marketing fees) | 6,500 | | | |
| OCHR dues & maintenance fees | 1,200 | | | |
| Professional Memberships for eligible employees | 5,000 | | | |
| | | | 7,080 | |
| MISCELLANEOUS EXPENSE | | | | |
| 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 | | | |
| | 2,000 | 2,000 | | |
| 992.01 LIBRARY SHOP | | | | |
| DESCRIPTION: Costs to purchase items for sale and to operate shop. | | | | |
| FORMULA: Current year budget | | | | |
| | 360 | 360 | | |
| 993.01 CAFÉ | | | | |
| 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 | | 542,746 | 542,746 | 542,746 |
| DESCRIPTION: Special or one-time costs for major projects. | | | | |
| FORMULA: Budget requests | | | | |
| Public Copiers | 50,000 | | | |
| Flooring | 40,000 | | | |
| Furniture Replacement | 50,000 | | | |
| Computers Public | 60,000 | | | |
| Computer Monitors Public | 18,000 | | | |
| Parking Lot/Storm Sewer Mitigation | 20,000 | | | |
| HVAC Emergency Repair | 60,000 | | | |
| Emergency Plumbing & Electrical Repair | 50,000 | | | |
| Cedar Fascia Maintenance | 25,000 | | | |
| Door Access Emergency Maintenance | 5,000 | | | |
| Scheduler & Timesheet Software | 6,000 | | | |
| Bookends | 15,000 | | | |
| Patron Email Software | 6,000 | | | |
| Reserve for Special Cleaning Services | 20,000 | | | |
| Website ADA Compliance | 10,965 | | | |
| Office 365-Work From Home Solutions | 15,000 | | | |
| Storm Sewer Maintenance | 4,000 | | | |
| Virtual Meeting Room Software - Zoom | 5,000 | | | |
| VOIP-Telephone Licenses | 5,500 | | | |
| 10 Units Desktop, CPU and Monitors | 9,000 | | | |
| Intrnet Upgrade | 8,000 | | | |
| Innovative Mobile | 11,000 | | | |

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2023 - March 31, 2024 - PRELIMINARY BUDGET**

Innovative Vega
HVAC - 360 Ton Aeon Chiller Fan Motor,
Compressors, Coil, Oil & Refrigerant
IcThrive Intranet Subscription

| <u>Chart of Account Detail</u> | <u>Chart of Account Total</u> | <u>Budget Group Total</u> | <u>Functional Category Total</u> |
|--------------------------------|-------------------------------|---------------------------|----------------------------------|
| 31,000 | | | |
| 10,601 | | | |
| 7,680 | | | |

TOTAL ESTIMATED EXPENDITURES
Fiscal Year April 1, 2023 - March 31, 2024

Preliminary August 2022

\$7,554,718

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
DESCRIPTION OF GIFT FUND
REVENUE AND EXPENDITURE ACCOUNTS
April 1, 2022 - March 31, 2023

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 General Fund Balance Projection

| | Column 1* | Column 2 | Column 3 | Column 4 | Column 5 |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | <u>FY 2021-2022</u> | <u>FY 2022-2023</u> | <u>FY 2023-2024</u> | <u>FY 2024-2025</u> | <u>FY 2025-2026</u> |
| Beginning Fund Balance | \$13,072,300 | \$12,237,655 | \$10,416,302 | \$11,685,852 | \$14,010,856 |
| Property Tax Revenue ** | \$7,931,709 | 8,248,977 | 8,578,936 | \$8,836,304 | \$9,101,393 |
| Investment Earnings *** | (\$292,919) | 50,000 | 50,000 | \$72,452 | \$86,867 |
| All Other Revenues | \$166,880 | \$195,332 | \$195,332 | \$195,332 | \$195,332 |
| Operating Expenditures **** | (\$6,065,620) | (\$6,946,646) | (\$7,011,972) | (\$7,222,331) | (\$7,439,001) |
| Capital Expenditures ***** | (\$2,574,696) | (\$3,369,016) | (542,746) | \$443,246 | (\$420,746) |
| Net Revenue/(Expenditures) | (\$834,645) | (\$1,821,353) | \$1,269,550 | \$2,325,004 | \$1,523,846 |
| Year-End Balance | <u>\$12,237.655</u> | <u>\$10,416.302</u> | <u>\$11,685.852</u> | <u>\$14,010.856</u> | <u>\$15,534.702</u> |
| Nonspendable - Prepaid Expenses | \$18,791 | \$18,791 | \$18,791 | \$18,791 | \$18,791 |
| Restricted | \$0 | \$0 | \$0 | \$0 | \$0 |
| Committed Portion - 8 Month Fund Balance | \$4,588,431 | \$4,631,097 | \$4,674,648 | \$4,959,334 | \$5,068,439 |
| Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB | \$7,530,433 | \$5,666,414 | \$6,892,413 | \$8,932,731 | \$10,347,471 |
| 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 in Operating Expenditures | | | | | |
| ***** Column 2 assumes expenditure for the Storm Sewer Mitigation Capital Projects | | | | | |
| Assigned Portion: | | | | | |
| Total Capital Improvements (Roof + Other) | \$5,380,445 | \$3,516,426 | \$4,742,425 | \$6,782,743 | \$8,197,483 |
| Compensated Vacation/Sick | \$466,224 | \$466,224 | \$466,224 | \$466,224 | \$466,224 |
| OPEB | \$1,683,764 | \$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 |
|---------------|--|--|----------------------------|--------------------------------|--|
| 2023-2024* | 4,690,729,020 | 5.00% | 1.8502 | 8,578,936 | 4.00% |
| 2022-2023** | 4,467,360,970 | 5.76% | 1.8653 | 8,248,977 | 4.00% |
| 2021-2022 | 4,223,898,657 | 3.23% | 1.8805 | 7,931,709 | 2.41% |
| 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 | |

*2023-2024 taxable value is estimated: July, 2022 Property Tax Rev. Projections per Bloomfield Twp. Assessor

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Library Director

DATE: August 4, 2022

SUBJECT: Proposed 2023 Calendar

The proposed 2023 calendar includes twelve total days closed to the public and one early closing. The one evening the Library closes early in 2023 is Thanksgiving Eve on Wednesday, November 22. The Library closes at 5:30pm on this day. I am proposing that the Library remain closed on Sunday, May 28, 2023, and Sunday, September 3, 2022 also for Memorial and Labor Day holiday weekends. I am also proposing the Library close on Sunday, December 31, 2023, for New Year's Eve. Previous years have shown that our residents do not visit the Library in large numbers on these Sundays near holidays. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal.

The proposed 2023 calendar is shown in the traditional January through December calendar format. However, as the Library's fiscal year begins April 1 and ends March 31, the first three months of the 2024 calendar year are included to show the complete April 1 – March 31 2023/2024 fiscal year.

Please review the attached proposed 2023 calendar for the 2023/2024 fiscal year. I also have attached the approved 2022 calendar for the 2022/2023 fiscal year for your comparison. This will be an item on the agenda at the August 16, 2022 regular board meeting.

Thank you for your review and consideration of this proposal.

Bloomfield Township Public Library

Approved 2022 Calendar

LIBRARY CALENDAR 2022 HOLIDAYS AND CLOSINGS

| | | | |
|----------------|-------------------|-----------------|--------------------------|
| January 1 | CLOSED | Saturday | *New Year's Day |
| January 2 | CLOSED | Sunday | Day after New Year's Day |
| January 17 | open | Monday | Martin Luther King Day |
| February 21 | open | Monday | President's Day |
| April 15-23 | open | Friday-Saturday | Passover |
| April 15 | open | Friday | *Good Friday + |
| April 16 | open | Saturday | Easter Weekend |
| April 17 | CLOSED | Sunday | Easter |
| May 6 | CLOSED | Friday | *Staff Development Day + |
| May 28 | open | Saturday | Memorial Day Weekend |
| May 29 | CLOSED | Sunday | Memorial Day Weekend |
| May 30 | CLOSED | Monday | *Memorial Day Observance |
| July 3 | CLOSED | Sunday | Independence Day Weekend |
| July 4 | CLOSED | Monday | *Independence Day |
| September 3 | open | Saturday | Labor Day Weekend |
| September 4 | CLOSED | Sunday | Labor Day Weekend |
| September 5 | CLOSED | Monday | *Labor Day |
| September 27 | open | Tuesday | Rosh Hashanah |
| October 5 | open | Wednesday | Yom Kippur |
| October 10 | open | Monday | Columbus Day Observance |
| November 11 | open | Friday | Veterans Day |
| November 23 | Close at 5:30p.m. | Wednesday | Thanksgiving Eve |
| November 24 | CLOSED | Thursday | *Thanksgiving Day |
| December 18-26 | open | Sunday-Monday | Hanukkah |
| December 24 | CLOSED | Saturday | *Christmas Eve |
| December 25 | CLOSED | Sunday | *Christmas Day |
| December 26 | open | Monday | Day after Christmas Day |
| December 31 | Close at 5:30p.m. | Saturday | New Year's Eve |

2023

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

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

*Library-approved paid holidays

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

Bloomfield Township Public Library

Proposed 2023 Calendar

LIBRARY CALENDAR 2023 HOLIDAYS AND CLOSINGS

| | | | |
|------------------|-------------------|-------------------|----------------------------|
| January 1 | CLOSED | Sunday | *New Year's Day |
| January 16 | open | Monday | Martin Luther King Jr. Day |
| February 20 | open | Monday | Presidents' Day |
| April 5-13 | open | Weds - Thursday | Passover |
| April 7 | open | Friday | *Good Friday + |
| April 8 | open | Saturday | Easter Weekend |
| April 9 | CLOSED | Sunday | Easter |
| May 5 | CLOSED | Friday | *Staff Development Day + |
| May 27 | open | Saturday | Memorial Day Weekend |
| May 28 | CLOSED | Sunday | Memorial Day Weekend |
| May 29 | CLOSED | Monday | *Memorial Day Observance |
| July 4 | CLOSED | Tuesday | *Independence Day |
| September 2 | open | Saturday | Labor Day Weekend |
| September 3 | CLOSED | Sunday | Labor Day Weekend |
| September 4 | CLOSED | Monday | *Labor Day |
| September 15- 17 | open | Friday - Sunday | Rosh Hashanah |
| September 24-25 | open | Sunday - Monday | Yom Kippur |
| October 9 | open | Monday | Columbus Day Observance |
| November 10 | open | Friday | Veterans Day |
| November 22 | Close at 5:30p.m. | Wednesday | Thanksgiving Eve |
| November 23 | CLOSED | Thursday | *Thanksgiving Day |
| December 7 - 15 | open | Thursday - Friday | Hanukkah |
| December 24 | CLOSED | Sunday | *Christmas Eve |
| December 25 | CLOSED | Monday | *Christmas Day |
| December 31 | CLOSED | Sunday | New Year's Eve |

2024

| | | | |
|-------------|--------|--------|-----------------------------|
| January 1 | CLOSED | Monday | *New Year's Day |
| January 15 | open | Monday | Martin Luther King, Jr. Day |
| February 19 | open | Monday | Presidents' Day |

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

*Library-approved paid holidays

Daylight Saving Time begins: Sunday, March 12, 2023
 Daylight Saving Time ends: Sunday, November 5, 2023