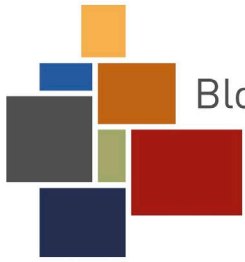


Please arrive at 6:30 p.m.
For the Myers Scholarship
Awards Ceremony



Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, August 16, 2022
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

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

Director:

Tera Moon

moontera@btpl.org

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, August 16, 2022 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	08/12/2022
2a	Request to remove items from the Consent Agenda for Discussion	08/12/2022
2b	Motion to approve the order of items for the regular and consent agendas	08/12/2022
5	Motion to approve remaining Consent Agenda items 6-8d	08/12/2022
6	Regular Board Meeting Minutes of July 19, 2022	08/12/2022
6b	Special Board Meeting Minutes of August 4, 2022	08/12/2022
7a	Cash Disbursements	08/12/2022
7b	Revenues/Expenditures Budget Report	08/12/2022
7c	Energy Report	08/12/2022
8a	President's Report– no report	
8b	Director's Report	08/12/2022
8c	Art Committee – no report	
8c	Advocacy Committee – no report	
8c	Ambassadors Group – July 26, 2022	08/12/2022
8c	Building and Grounds Committee – no report	
8c	Cranbrook, DPL, and TPL– no report	
8c	Development Committee – no report	
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Public Budget Hearing	08/12/2022
11b	2023 Holiday Calendar	08/12/2022
13	Motion to approve any items removed from the Consent Agenda	08/12/2022

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan	08/12/2022
Press Mentions	08/12/2022
Marketing Report	08/12/2022
Adult and Youth Services Events Calendars	08/12/2022
Dates for Library Board of Trustees	08/12/2022

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 16, 2022
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of July 19, 2022
- 6a. Special Library Board meeting – Budget Review Session August 4, 2022
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Tera Moon
 - c. Committee: *Advocacy Committee
*Art Committee *Ad Hoc*
*Building and Grounds
*Cranbrook
*Development
*Finance
*Friends of the Library Liaison
*Investment
*Jeanette P. Myers Scholarship Selection
*Personnel
*Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Public Budget Hearing
 - b. 2023 Holiday Calendar
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, September 20, 2022
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 19, 2022, 7:00 p.m.

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

Trustees Present: Keith Carduner, Danielle Gillman, Judy Lindstrom, and Joy Murray

Trustees Absent: Joan Luksik and Shane Spradlin

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

Guests: Laura Kraly, Adult Services Department Head and Staff Organization Committee (SOC) representative; Simona Carduner, Bloomfield Township Resident

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

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, and Murray

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

Secretary Judy Lindstrom announced that there were new faces around the table. She introduced the new Trustees, Keith Carduner and Joy Murray. She expressed delight at their additional expertise and knowledge and said she looked forward to working with both. She shared the resolutions for retiring trustees Tom Deska and Grant Gerhart.

DIRECTOR'S VERBAL REPORT:

Director Moon welcomed the new Trustees as well. Four of the six Trustees have joined the board in the last two years. One of her most important roles is aiding the Trustees and helping them work together as a body to guide the Library to its brightest future. Keith and Joy will have an orientation to the library board next week. There have been many changes in the Library at all levels—from the Director to Pages, but particularly in library leadership which makes it an exciting new season.

Judy Lindstrom, Katherine Bryant, and Director Moon will be interviewing candidates for the Finance Coordinator position on Monday, July 25, 2022.

The very first meeting of the strategic planning team is on Friday, July 29 at 3pm—which includes board trustees Dani Gillman and Joan Luksik, as well as staff members from different roles in the

Library. The role of this team is to guide the strategic planning process. This meeting will kick off the process with Fast Forward Libraries. There will be four-hour retreat for the trustees on Tuesday, September 27.

The Myers Scholarship awards ceremony is scheduled for 6:30pm August 16, before the August monthly board meeting. The Myers family has said they are able to attend. Three awards will be given this year.

This morning Director Moon attended a new cohort of public library directors led by Kristin Fontichiaro, a clinical professor at the UM School of Information. The topic is "Impact, Communication, and Responsiveness In Times of Uncertainty." There are 25 directors from all over the state of Michigan included in this cohort and it will meet yearlong.

REGULAR AGENDA:

Call to the Public:

Simona Carduner, wife of Keith Carduner, expressed her appreciation for the presence of the Library in the community. She personally enjoys it as a meeting place for a social club to which she belongs.

Laura Kraly, representing the Staff Organization Committee (SOC) said this group serves as a conduit between the staff and Administration. Three people serve on the SOC which are nominated. They also recognize life events for the Staff. There was a taco Tuesday last week, sponsored by former trustee Sandy Edwards. Inspired by the plant exchange earlier in the spring, there will soon be a craft supplies exchange. Sunday, December 4 will be the Library Holiday Party for staff and their families, trustees, Friends, and volunteers. This will be a murder mystery at the Iroquois Club. The holiday party is made possible by a generous gift from the Friends of the Library.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. 2021/2022 Annual Report

Assistant Director Katherine Bryant created this years' Annual Report. This was a period of transition and change in many ways. Like the rest of the world, the Library worked to transition to a "new normal" as the COVID-19 pandemic affected every aspect of operations, including programming, collections, services, and facilities. The Library leadership team saw big changes, with new staff in the roles of Library Director, Assistant Director, and three Department Heads, as well as a new Trustee. Through it all, Library staff kept a focus on serving the Bloomfield Township community in new and innovative ways.

Examples were shared of some of the accomplishments of this past year. Director Moon expressed gratitude to the Library Board for their unwavering support, to the Friends for their generosity that helps the Library be so great, and to the amazing library staff who make it all happen.

During the last fiscal year, 314,153 items in the library's collection were checked out, including books, kits, DVDs, CDs, and one skeleton. There was a total of 594,879 items in circulation. The Library had 129,183 visitors and the 456 programs had 12,581 attendees.

The Annual Investment Report also was included for the board's review as required. This report compares the library's investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2021/2022 Annual Report will be posted on the Library website, printed for the public to take, and distributed to the Friends Board.

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

Upon discussion, a motion was made by Keith Carduner and seconded by Dani Gillman **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2021/2022.**

A vote was taken for approval of the motion.
Ayes: Carduner, Gillman, Lindstrom, and Murray
Nays: None
MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed.

OTHER:

Dani Gillman reported on the Friends July 13 meeting. Their recent second Saturday Sale earned \$5,200. The Library Shop brought in about \$1,300. June memberships brought in \$910. The Bilaitus Trust contributed yet again with a contribution of \$20,000. There are 323 Friends members now, which is a return to pre-pandemic levels. In efforts to share and outreach, the Friends sent many boxes of books to different lending libraries as well as to the River Rouge school. Former Trustee Tom Deska had suggested "rounding up" at the Second Saturday Sales, and since implementing this idea three months ago, the Friends have generated \$500, which is often the cost of one Wish List item.

Judy Lindstrom has heard many nice complements about the new parking lot. There is a retention basin under the library parking lot which may be overflowing, which causes the library to flood. There are still many issues with water flooding in the lower level. This will continue to be investigated for solutions.

Dani Gillman observed the water charges in the finance section of the board packet and suggested a second water meter for landscaping.

The next Library Board Meeting will be Tuesday, August 16 at 7:00pm and the Myers Scholarship Awards will be given out at 6:30 p.m. The topic will be the proposed budget. The Ambassador's group will meet Tuesday, July 26 at 7pm. A budget work session for the preliminary proposed 2023-2024 budget will be held on Thursday, August 4 at 11:00am.

At 7:47 p.m. Secretary Judy Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom". The signature is written in black ink and is positioned above the printed name.

Judy Lindstrom, Secretary

PROPOSED

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, August 4, 2022
Library Board Room

The special meeting of the Bloomfield Township Public Library Board of Trustees was held on Thursday, August 4, 2022 at the Library. The meeting was called to order by President Joan Luksik at 11:00 a.m. Attendance was taken.

Present: Trustees: Keith Carduner, Dani Gillman, Judy Lindstrom, Joan Luksik, (via zoom) Joy Murray, Shane Spradlin

Absent: None.

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

Guests: Matt Whitty of Schwartz and Company

Upon discussion, a motion was made by Judy Lindstrom, seconded by Dani Gillman **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, Spradlin

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS:

4a Library Investment Review

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

4b Budget Review – FY 2023/2024 Proposed Preliminary Budget

Tera Moon explained that this a work session to study and review the preliminary proposed budget. Director Moon gave an overview of the FY 2023/2024 Preliminary Budget, including amendments to the current FY 2022/2023 budget. She reviewed the General Fund, the Gift Fund, and the capital improvements program. She expressed thanks to the team of Administration and Department Heads for helping prepare and present this preliminary budget. She thanked the Trustees for their careful review and questions.

4c 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, when the Library closes at 5:30pm. It was proposed that the Library remain closed on Sunday, May 28, 2023 (Memorial Day Weekend), and Sunday, September 3, 2023 (Labor Day Weekend). It was also proposed the Library close on Sunday, December 31, 2023, for New Year's Eve. Previous years have shown that 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.

OTHER:

Shane Spradlin had inquiries and discussion regarding the November election where he and Dani Gillman will be on the slate.

There were updates of various personnel concerns.

With the storms last night, August 3, there was minor flooding on the lower level. The sump pump worked, but there were two flooding incidents. Director Moon reported that she just received a report from Spaulding DeDecker with analysis and proposals on the flooding problem. There will be a Building and Grounds meeting in the near future to discuss this issue.

The next Library Board Meeting will be Tuesday, August 16 at 7:00pm and the Myers Scholarship Awards will be presented at 6:30 p.m. The topic will be the preliminary proposed budget for FY 2023/2024.

Meeting adjourned at 12:44 p.m.

Submitted By:



Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
July 2022****New Vendors:****ADVANCE CHECKS:**

- Check #22345 payable to Patricia Ballard in the amount of \$70.49 was reimbursement for program supplies.
- Check #22346 payable to Cirque Amongus in the amount of \$300.00 was payment for a youth services program performer.
- Check #22347 payable to Consumers Energy in the amount of \$5,339.99 was payment for service for 6/08-7/06.
- Check #22349 payable to Howard Shields Baron in the amount of \$200.00 was payment for a meeting room refund.
- Check #22355 payable to Thomas Corliss in the amount of \$27.99 was reimbursement for supplies.
- Check #22356 payable to DTE Energy in the amount of \$21,165.46 was payment for service for 6/09-7/10.
- Check #22360 payable to Killian Weston in the amount of \$43.89 was payment for reimbursement for program supplies.
- Check #22362 payable to Shayna Connolly in the amount of \$450.00 was reimbursement for program supplies.

REGULAR CHECKS:

- Check #22369 payable to Bloomfield Township in the amount of \$313,189.47 was payment for two payrolls including FICA, health insurance, pension, etc (\$305,752.70) and water for the period 6/20-7/19 (\$7,436.77).
- Check #22371 payable to Butzel Long in the amount of \$507.00 was payment for legal services on labor matters.
- Check #22380 payable to Doeren Mayhew in the amount of \$14,250.00 was payment for temporary accounting services.

- Check #22381 payable to Du All Cleaning, Inc in the amount of \$8,839.00 was payment for monthly cleaning services and quarterly carpet cleaning.
- Check #22383 payable to Farmington Community Library in the amount of \$5,527.74 was payment for Creative Bug online resource and annual MetroNet dues.
- Check #22384 payable to Foster Swift in the amount of \$247.50 was payment for library legal services.
- Check #22391 payable to Library Design Associates Inc. in the amount of \$33,232.00 was payment for new bookends for Adult Services nonfiction.
- Check #22392 payable to Michigan Municipal League in the amount of \$295.68 was payment for posting the Finance Coordinator position.
- Check #22395 payable to NBS in the amount of \$112,302.58 was payment for new chairs for the Community Room.
- Check #22397 OCLC (Online Computer Library Center) in the amount of \$2,983.79 was payment for EZProzy Hosting (assists with patrons accessing databases from offsite).
- Check #22403 payable to Amanda Standerfer in the amount of \$6,967.50 was payment for 25% of the strategic planning consulting process.
- Check #22405 payable to The Library Network in the amount of \$2,060.00 was payment for computer equipment.
- Check #22408 payable to WT Cox Information Services in the amount of \$27,360.65 was payment for the majority of the Library's print periodical subscriptions.

Gift Fund

ADVANCE CHECKS:

- Check #5322 payable to Killian Weston in the amount of \$20.98 was reimbursement for purchase of a windchime for the sensory garden.

REGULAR CHECKS:

- Check #5325 payable to Kelly McDermott in the amount of \$900.00 was payment for a fall concert performer.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JULY 2022

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
22344	7/19/22	AMAZON.COM	016.01	850.28
22345	7/19/22	Patricia Ballard	016.01	70.49
22346	7/19/22	CIRQUE AMONGUS	016.01	300.00
22347	7/19/22	CONSUMERS ENERGY	016.01	5,339.99
22348	7/19/22	FLAGSTAR BANK	016.01	3,290.68
22349	7/19/22	Howard Shields Baron	016.01	200.00
22352	7/26/22	APPLIED IMAGING	016.01	1,230.66
22353	7/26/22	AT&T	016.01	166.33
22354	7/26/22	AT&T	016.01	378.69
22355	7/26/22	Thomas Corliss	016.01	27.99
22356	7/26/22	DTE ENERGY	016.01	21,165.46
22357	7/26/22	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	016.01	846.65
22358	7/26/22	VERIZON WIRELESS	016.01	196.92
22359	7/26/22	VIGILANTE SECURITY	016.01	1,950.00
22360	7/26/22	Killian Weston	016.01	43.89
22361	8/2/22	AMAZON.COM	016.01	895.55
22362	8/2/22	Shayna Connolly	016.01	450.00
Total				<u>37,403.58</u>
REGULAR CHECKS:				
22363	8/9/22	AERO FILTER, INC	016.01	305.10
22364	8/9/22	AMERICAN PEST CONTROL	016.01	2,912.00
22365	8/9/22	ASSA ABLOY ENTRANCE SOLUTIONS	016.01	960.78
22366	8/9/22	AUNALYTICS, INC.	016.01	2,364.25
22367	8/9/22	BAKER & TAYLOR, INC.	016.01	8,385.65
22368	8/9/22	BLACKSTONE PUBLISHING	016.01	124.80
22369	8/9/22	BLOOMFIELD TOWNSHIP	016.01	313,189.47
22370	8/9/22	BOOK FARM LLC	016.01	5,054.10
22371	8/9/22	BUTZEL LONG	016.01	507.00
22372	8/9/22	C& G PUBLISHING	016.01	70.50
22373	8/9/22	CAR TRUCKING, INC.	016.01	262.55
22374	8/9/22	CDW GOVERNMENT, INC.	016.01	260.63
22375	8/9/22	CENGAGE LEARNING/GALE	016.01	614.90
22376	8/9/22	CENTER POINT PUBLISHING	016.01	29.96
22377	8/9/22	CINTAS CORPORATION	016.01	154.60
22378	8/9/22	CRAWFORD DOOR SALES	016.01	490.00
22379	8/9/22	DEMCO, INC.	016.01	1,297.98
22380	8/9/22	DOEREN MAYHEW & CO., P.C.	016.01	14,250.00
22381	8/9/22	DU ALL CLEANING, INC	016.01	8,839.00
22382	8/9/22	ENVISIONWARE, INC.	016.01	2,860.20
22383	8/9/22	FARMINGTON COMMUNITY LIBRARY	016.01	5,527.74
22384	8/9/22	FOSTER SWIFT	016.01	247.50
22385	8/9/22	U.S Govt. Publishing Office	016.01	14.00
22386	8/9/22	GREAT OAKS MAINTENANCE	016.01	6,574.35
22387	8/9/22	INGRAM LIBRARY SERVICES	016.01	609.09
22388	8/9/22	LJ ROLLS REFRIGERATION CO., INC	016.01	505.00
22389	8/9/22	LAFORCE	016.01	319.00
22390	8/9/22	LAKEVIEW BOOKS	016.01	403.21
22391	8/9/22	LIBRARY DESIGN ASSOCIATES INC.	016.01	33,232.00
22392	8/9/22	MICHIGAN MUNICIPAL LEAGUE	016.01	295.68
22393	8/9/22	MICROMARKETING LLC	016.01	115.57

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JULY 2022

Check #	Date	Payee	Cash Account	Amount
22394	8/9/22	MIDWEST TAPE	016.01	2,258.43
22395	8/9/22	NBS	016.01	112,302.58
22396	8/9/22	NICHOLS/NETWORK SERVICES CO	016.01	585.48
22397	8/9/22	ONLINE COMPUTER LIBRARY CENTER	016.01	2,983.79
22398	8/9/22	OVERDRIVE	016.01	12,007.95
22399	8/9/22	POSEIDON LAWN SPRINKLERS	016.01	664.00
22400	8/9/22	PTS Communications	016.01	78.00
22401	8/9/22	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	499.70
22402	8/9/22	SCHOLASTIC LIBRARY PUBLISHING	016.01	104.39
22403	8/9/22	Amanda Standerfer	016.01	6,967.50
22404	8/9/22	TERMINIX PROCESSING CTR.	016.01	311.00
22405	8/9/22	THE LIBRARY NETWORK	016.01	2,060.00
22406	8/9/22	UNIQUE MANAGEMENT SERVICES, INC.	016.01	1,062.60
22407	8/9/22	WALLACEBURG BOOKBINDING & MFG	016.01	274.79
22408	8/9/22	WT. COX INFORMATION SERVICES	016.01	27,360.65

Total				<u><u>580,297.47</u></u>
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Gift Fund

ADVANCE CHECKS:

5318	7/19/22	AMAZON.COM	012.03	284.89
5319	7/19/22	FLAGSTAR BANK	012.03	451.55
5320	7/19/22	PEWABIC POTTERY	012.03	90.00
5321	8/2/22	AMAZON.COM	012.03	529.05
5322	8/2/22	Killian Weston	012.03	<u>20.98</u>

Total				<u><u>1,376.47</u></u>
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REGULAR CHECKS:

5323	8/9/22	BAKER & TAYLOR	012.03	1,172.74
5324	8/9/22	BOOK BEAT	012.03	584.13
5325	8/9/22	Kelly McDermott	012.03	<u>900.00</u>

Total				<u><u>2,656.87</u></u>
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Bloomfield Township Public Library
FY 2022-2023 General Fund Budget

PRESENTED: AUGUST 16, 2022 FOR THE MONTH OF: JULY, 2022

ACCOUNT NAME	2022-2023 ADOPTED BUDGET AS OF MARCH 16, 2022	2022-2023 AMENDED BUDGET AS OF MARCH 16, 2022	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	Four Months 33.33% % OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Taxes	\$8,141,617	\$8,141,617	\$0	\$0	0.00%	(\$8,141,617)
Penal Fines	\$87,600	\$87,600	\$0	\$0	0.00%	(\$87,600)
State Aid	\$32,800	\$32,800	\$21,898	\$43,493	132.60%	\$10,693
Circulation Fines & Fees	\$25,500	\$25,500	\$2,775	\$10,347	40.58%	(\$15,153)
Charges for Services	\$14,866	\$14,866	\$14	\$1,764	11.86%	(\$13,102)
Investment earnings	\$50,000	\$50,000	\$6,537	(\$27,389)	-54.78%	(\$77,389)
Miscellaneous	\$34,566	\$34,566	\$318	\$7,378	21.34%	(\$27,188)
Total Revenues	\$8,386,949	\$8,386,949	\$31,542	\$35,593	0.42%	(\$8,351,356)
<u>Expenditures</u>						
Personnel	\$4,777,521	\$4,777,521	\$303,973	\$1,527,392	31.97%	(\$3,250,129)
Library Services	\$817,933	\$817,933	\$65,867	\$292,573	35.77%	(\$525,361)
Facilities & Equipment	\$1,036,779	\$1,036,779	\$67,635	\$314,484	30.33%	(\$722,295)
Other Operating Expenditures	\$3,619,429	\$3,619,429	\$186,379	\$405,046	11.19%	(\$3,214,383)
Total Expenditures	\$10,251,662	\$10,251,662	\$623,854	\$2,539,494	24.77%	(\$7,712,168)
Fund Balance - Beginning	\$12,237,654	\$12,237,654		\$12,237,654		
Net revenue (expenditure)	(\$1,864,713)	(\$1,864,713)		(\$2,503,902)		
Fund Balance - Ending	\$10,372,941	\$10,372,941		\$9,733,752		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$18,791	\$18,791
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,588,431	\$4,588,431
Assigned Fund Balance (is \$466,224 the 3/31/22 compensated absences accrual, plus \$1,683,764 the OPEB obligation plus \$3,834,226 for capital improvements)	\$5,665,719	\$5,665,719
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2022-2023 Gift Fund Budget

PRESENTED: AUGUST 16, 2022 FOR THE MONTH OF: JULY, 2022

Four Months 33.33%

ACCOUNT NAME	2022-2023 ADOPTED BUDGET AS OF MAR 16, 2022	2022-2023 AMENDED BUDGET AS OF AUGUST 16, 2022	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$26,882	\$0	\$27,382	101.86%	\$500
Gift Revenue	\$0	\$225	\$0	\$725	322.22%	\$500
Friends of the Library	\$0	\$25,105	\$0	\$25,105	100.00%	\$0
Atkinson Trust	\$0	\$0	\$0	\$0	#DIV/0!	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$55	\$0	\$55	0.00%	\$0
Myers Scholarship	\$500	\$1,497	\$0	\$1,497	100.00%	\$0
Smith Challenge Grant	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Fair Radom Garden's Endowment	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Library Director's Legacy Fund	\$0	\$0	\$0	\$0	0.00%	\$0
Investment Earnings	\$200	\$200	\$0	(\$0)	-0.19%	(\$200)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$27,082	\$0	\$27,382	101.11%	\$300
<u>Expenditures</u>						
Library Services	\$75,589	\$98,386	\$3,511	\$13,997	14.23%	(\$84,389)
Facilities & Equipment	\$34,382	\$37,812	\$267	\$2,909	7.69%	(\$34,903)
Other Operating Expenditures	\$52,224	\$52,379	\$255	\$741	1.41%	(\$51,638)
Total Expenditures	\$162,195	\$188,577	\$4,033	\$17,646	9.36%	(\$170,931)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$9,735		
Fund Balance - Ending	\$200	\$200		\$171,430		

Bloomfield Township Public Library
Asset Allocation Summary
JULY 2022

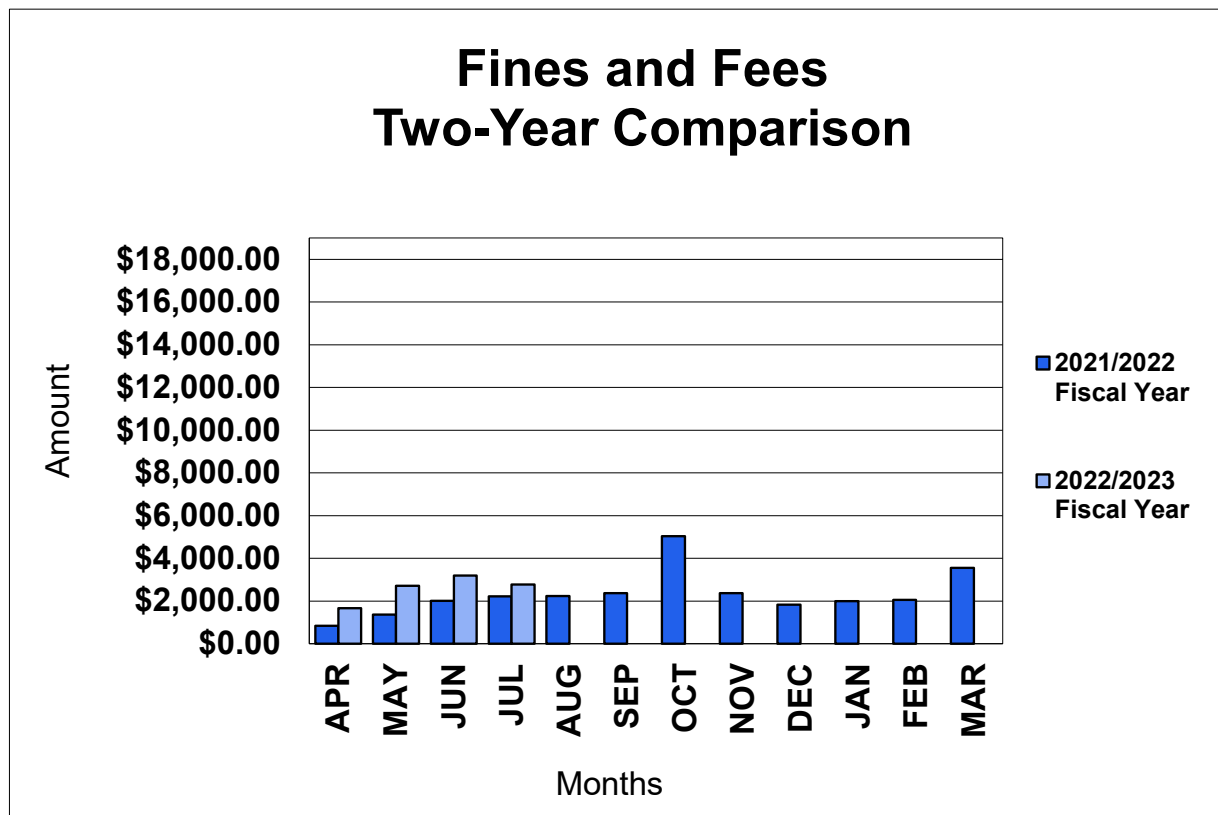
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Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2022	\$99,517.00
	Flagstar Public Funds Savings	1.14%	7/31/2022	\$200,760.79
	Flagstar Premier Public Entities Checking	0.30%	7/31/2022	\$44,861.19
	RBC Capital Cash/Money Market	0.20%	7/31/2022	\$210,373.22
	RBC Capital - Investments	1.31%	7/31/2022	\$9,937,399.55
Total General Fund				\$10,393,394.75
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	7/31/2022	\$107,976.51
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	7/31/2022	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2022	\$14,802.78
Total Gift Fund				\$172,779.29

CFSEM	The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.			
	<i>Updated 3/2022</i>			
	Jeanette P. Myers Memorial Scholarship Fund	12/31/2021		\$18,088.00
	Yvonne T. Atkinson Fund	12/31/2021		\$37,241.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2021		\$40,435.28
	BTPL Endowment Fund	12/31/2021		\$52,814.72
	Fair Radom Garden Endowment Fund	12/31/2021		\$20,285.00
	BTPL Director's Legacy Fund	12/31/2021		\$23,382.00
Total CFSEM holdings				\$192,246.00

FINES AND FEES - TWO-YEAR COMPARISON

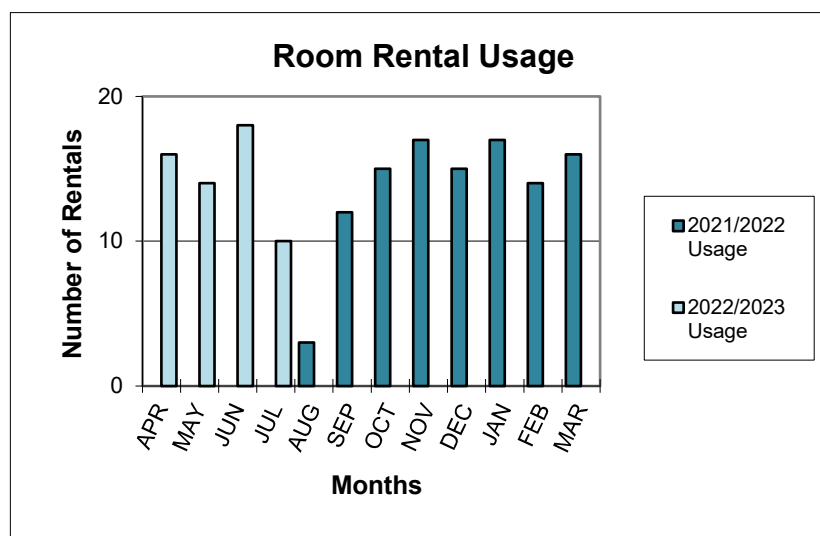
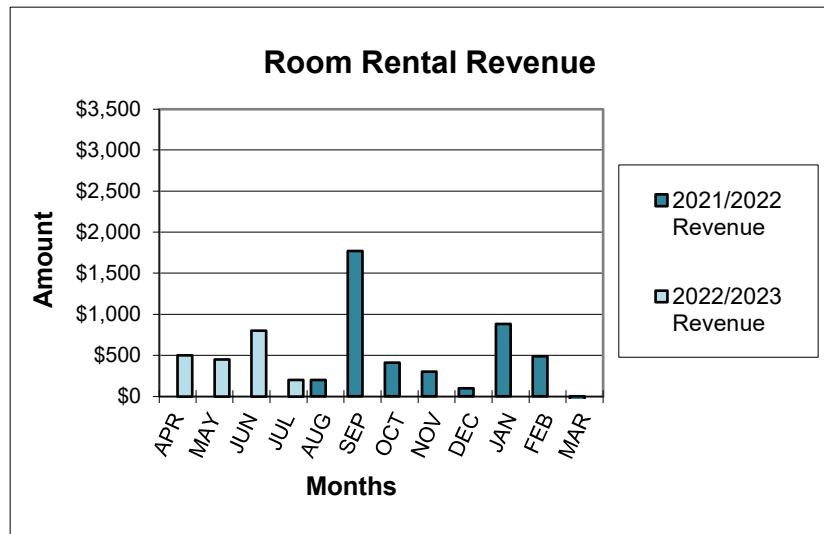
Month	2021/2022 Fiscal Year	2022/2023 Fiscal Year	Difference
APR	\$838.45	\$1,665.40	\$826.95
MAY	\$1,373.25	\$2,708.60	\$1,335.35
JUN	\$2,008.55	\$3,197.89	\$1,189.34
JUL	\$2,218.95	\$2,774.98	\$556.03
AUG	\$2,228.30		(\$2,228.30)
SEP	\$2,376.65		(\$2,376.65)
OCT	\$5,029.51		(\$5,029.51)
NOV	\$2,371.50		(\$2,371.50)
DEC	\$1,828.00		(\$1,828.00)
JAN	\$2,000.60		(\$2,000.60)
FEB	\$2,056.98		(\$2,056.98)
MAR	\$3,557.26		(\$3,557.26)
			YTD Difference
TOTAL	\$27,888.00	\$10,346.87	(\$17,541.13)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

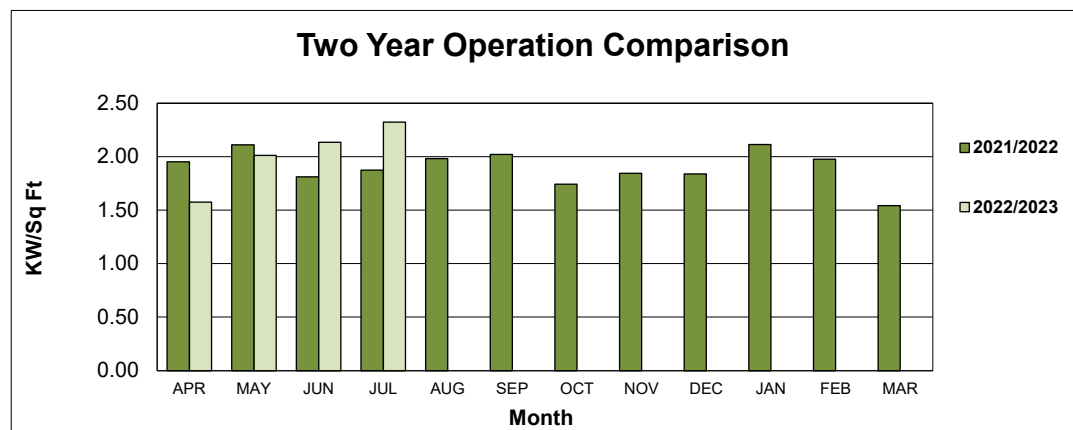
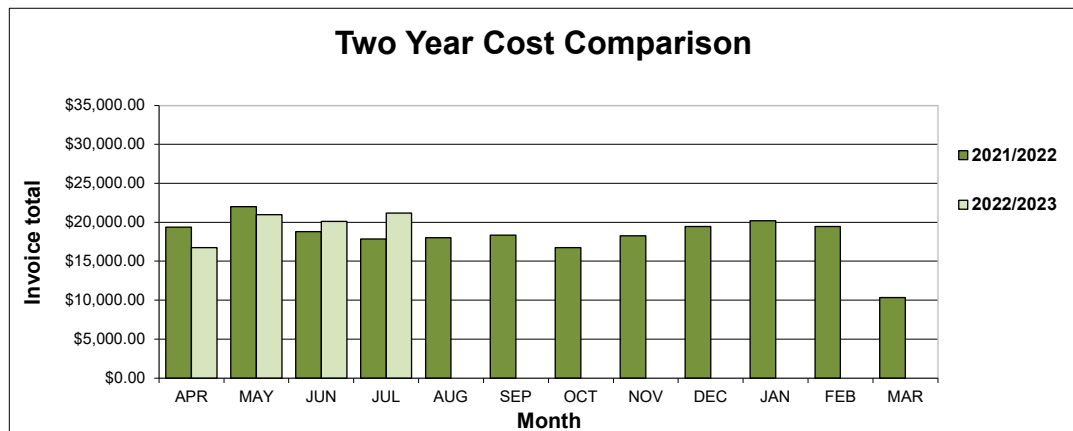
<u>Month</u>	<u>2021/2022 Revenue</u>	<u>2022/2023 Revenue</u>	<u>Difference</u>	<u>2021/2022 Usage</u>	<u>2022/2023 Usage</u>	<u>Month</u>
APR	\$0.00	\$500.00	\$500.00	0	16	APR
MAY	\$0.00	\$450.00	\$450.00	0	14	MAY
JUN	\$0.00	\$800.00	\$800.00	0	18	JUN
JUL	\$0.00	\$200.00	\$200.00	0	10	JUL
AUG	\$200.00		(\$200.00)	3		AUG
SEP	\$1,770.00		(\$1,770.00)	12		SEP
OCT	\$410.00		(\$410.00)	15		OCT
NOV	\$300.00		(\$300.00)	17		NOV
DEC	\$100.00		(\$100.00)	15		DEC
JAN	\$880.00		(\$880.00)	17		JAN
FEB	\$490.00		(\$490.00)	14		FEB
MAR	(\$480.00)		\$480.00	16		MAR
			YTD Difference			
TOTAL	\$3,670.00	\$1,950.00	(\$1,720.00)	109	58	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2021/2022	2022/2023	Difference	TOTAL KWH	COST/KWH	KWH/HR (24 x no.days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
APR	\$19,353.70	\$16,757.01	(\$2,596.69)	159,180	\$0.11	221.08	1.58	\$23.27	\$0.17
MAY	\$22,004.56	\$20,983.27	(\$1,021.29)	203,280	\$0.10	273.23	2.01	\$28.20	\$0.21
JUN	\$18,782.78	\$20,099.70	\$1,316.92	215,600	\$0.09	299.44	2.13	\$27.92	\$0.20
JUL	\$17,838.49	\$21,165.46	\$3,326.97	234,640	\$0.09	315.38	2.32	\$28.45	\$0.21
AUG	\$18,004.84		(\$18,004.84)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$18,350.49		(\$18,350.49)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$16,723.27		(\$16,723.27)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,252.35		(\$18,252.35)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$19,445.48		(\$19,445.48)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$20,200.83		(\$20,200.83)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$19,441.46		(\$19,441.46)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$10,316.61		(\$10,316.61)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$218,714.86	\$79,005.44	(\$139,709.42)						



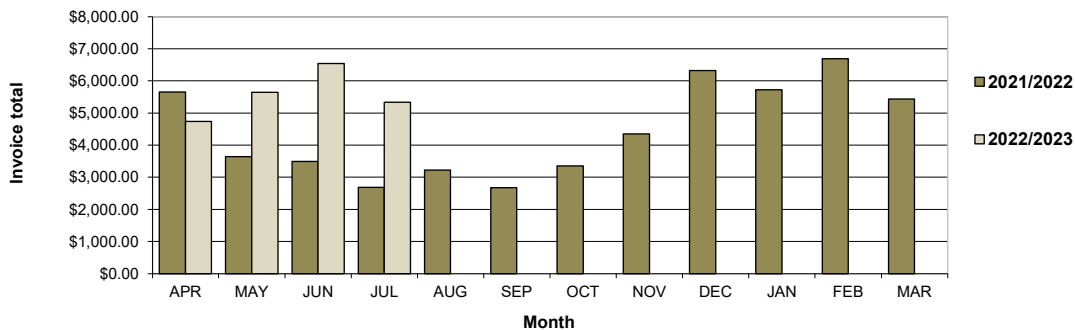
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

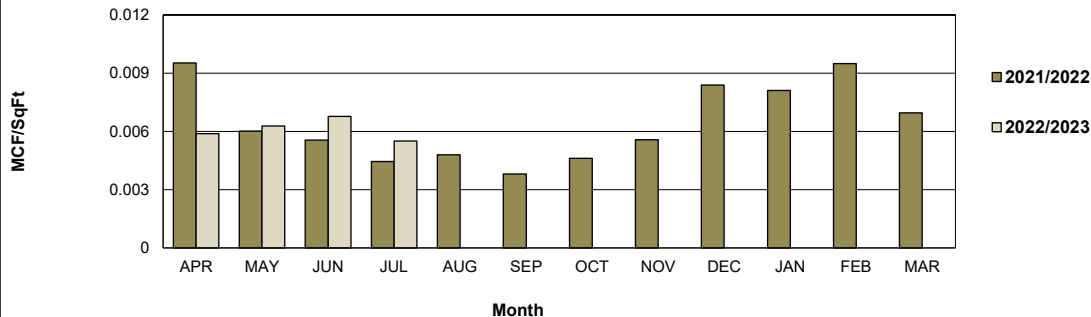
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2021/2022	2022/2023	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,654.64	\$4,734.95	(\$919.69)	593.7	\$7.98	720	0.82	0.006	6.58	0.046
MAY	\$3,636.56	\$5,648.12	\$2,011.56	633.4	\$8.92	744	0.85	0.006	7.59	0.055
JUN	\$3,492.51	\$6,540.98	\$3,048.47	683.6	\$9.57	720	0.95	0.007	9.08	0.064
JUL	\$2,686.18	\$5,339.99	\$2,653.81	556.3	\$9.60	744	0.75	0.006	7.18	0.052
AUG	\$3,225.84		(\$3,225.84)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$2,673.07		(\$2,673.07)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$3,347.66		(\$3,347.66)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$4,347.53		(\$4,347.53)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$6,325.88		(\$6,325.88)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$5,721.34		(\$5,721.34)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$6,688.96		(\$6,688.96)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,433.41		(\$5,433.41)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$53,233.58	\$22,264.04	(\$30,969.54)							

Two Year Cost Comparison

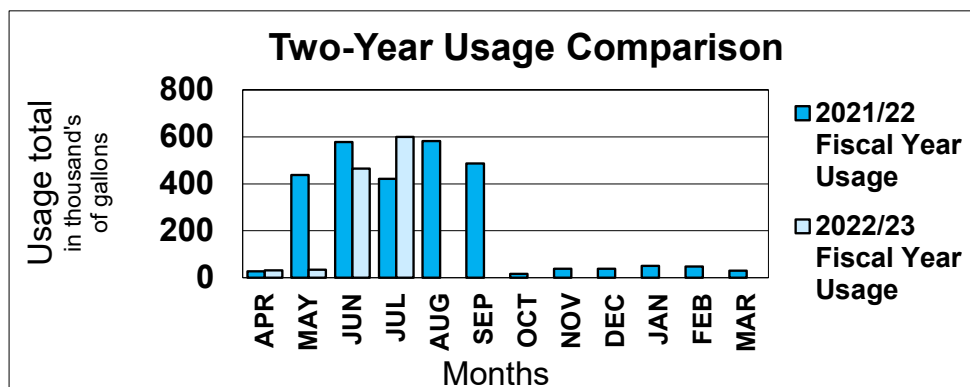
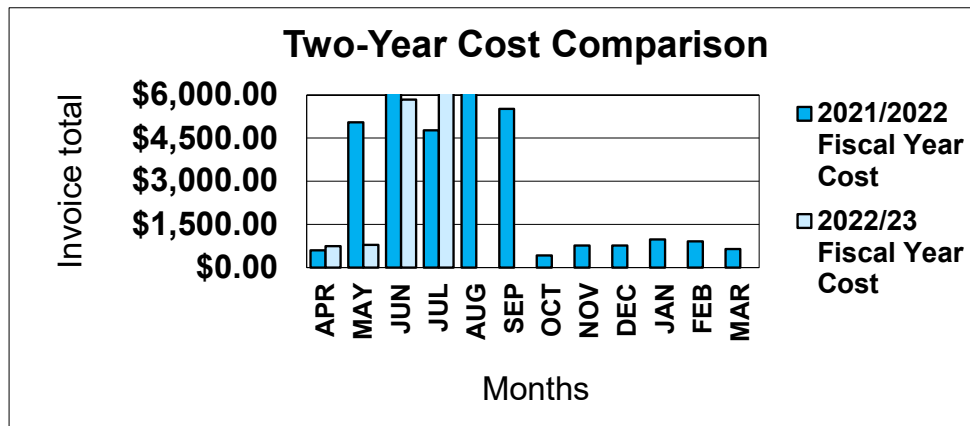


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2021/2022 Fiscal Year Cost	2022/23 Fiscal Year Cost	Difference	2021/22 Fiscal Year Usage	2022/23 Fiscal Year Usage	Difference
APR	\$592.16	\$738.86	\$146.70	27	31	4
MAY	\$5,053.36	\$791.54	(\$4,261.82)	438	34	(404)
JUN	\$6,504.64	\$5,842.47	(\$662.17)	578	465	(113)
JUL	\$4,772.00	\$7,436.77	\$2,664.77	421	600	179
AUG	\$6,548.40		(\$6,548.40)	582		(582)
SEP	\$5,514.12		(\$5,514.12)	487		(487)
OCT	\$416.60		(\$416.60)	16		(16)
NOV	\$767.72		(\$767.72)	38		(38)
DEC	\$767.72		(\$767.72)	38		(38)
JAN	\$975.20		(\$975.20)	51		(51)
FEB	\$911.36		(\$911.36)	48		(48)
MAR	\$640.04		(\$640.04)	30		(30)
			YTD Difference			YTD Difference
TOTAL	<u>\$33,463.32</u>	<u>\$14,809.64</u>	<u>(\$18,653.68)</u>	<u>2,754</u>	<u>1,130</u>	<u>(1,624)</u>



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

The summer reading program drew to a close with a Shell-a-bration on July 29 featuring musician Randy Kaplan, crafts, and games. The summer reading program officially ended on July 31. This year 96 adults logged 471 books; 29 teens logged 128 books; and 414 youth logged 122,574 minutes of reading! This was a total of 539 participants enjoying the summer reading celebration.

Lead by Youth Services Librarian Patricia Ballard and the Marketing Committee, the Summer Reading Program added a new element this year: the Prize Patrol! Participants received a "Love My Library" lawn sign after reading their first book or completing their first hour of reading, then could opt in to add their address to the Prize Patrol spreadsheet. Once a week for five weeks, Patricia and the team randomly selected two addresses from the spreadsheet and traveled to the homes to surprise residents with a library tote bag filled with book- and library-themed swag. Ten families were delighted to find their favorite librarians knocking on their doors and photos of these encounters were some of our most loved on social media this month.

The Friends are exploring ways to expand their book sales. They are selling books online and the Attic Treasures group continues to assess vintage and antiques for value to be highlighted. In spite of brisk sales, inventory continues to surge. The Friends have cultivated a robust network of recipients of excess inventory: 26 boxes of books were distributed around the metro Detroit area, including to a charter school in River Rouge, Rogers City Public Library, and Humble Design.

The Library's annual fire alarm inspection was held on July 13, 2022. We have worked as a team to manage without a Facility Services Department Head, with great communication among the Maintenance assistants and Administration. A

The August 16, 2022 Library Board of Trustees regularly scheduled meeting, including the public budget hearing for FY 2023/2024 preliminary proposed library budget, will be conducted in the Library Board Room. A notice has been placed on the Library's website at www.btpl.org. Patrons interested in participating are asked to contact the Library Director at moontera@btpl.org by Tuesday, August 16, 2022, 6:00pm, if they are interested in attending this meeting or have comments and questions to be shared verbally during the meeting.

Respectfully Submitted,

*Tera Moon
Library Director*

Pandemic Service
Phase 3: 1/25/21 - 6/30/21
Phase 4: 7/1/21 - 9/6/21
Phase 5: 9/7/21-present

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
July 2022

COLLECTION	2021		2022	
Book Collection:	232,287		231,649	
Media Collection:	55,183		54,376	
Total e-books:	22,369		20,622	
Overdrive	18,505		16,695	
Total downloadable audiobooks:	7,918		8,741	
Materials Total:	317,757		315,388	
CIRCULATION				
Circulation Total:	56,735		57,694	
Bloomfield Township Circulation:	54,193		54,449	
Virtual Circulation Total	10,431		11,662	
Circulation of Youth materials:	23,438		23,136	
Circulation of Media:	9,708		8,427	
Circulation of Cranbrook passes:	201		234	
Self-checkout machine use:	15,108	26.6%	15,596	27.0%
Library by Mail:	138	41 patrons	144	40 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	10,665	*	15,640	**
Gate Count:	13,085		17,110	
Meeting rooms by public:	1		5	
Meeting rooms by staff:	7		46	
VIRTUAL USE				
Home page hits:	31,995		30,431	
e-book access:	4,269		5,058	
Audiobook access: (Overdrive)	2,484		2,737	
Magazine download access:	796		791	
Hoopla access:	2,882		3,076	
Library Computer Use				
Resident Use	309		436	
Guest Use	233		311	
* Library closed July 4 & 5 for Independence Day, July 7 @ 4 pm until July 9 @ 1 pm due to power outage.				
** Library closed July 3 & 4 for Independence Day.				

Pandemic Service
Phase 3: 1/25/21 - 6/30/21
Phase 4: 7/1/21 - 9/6/21
Phase 5: 9/7/21-present

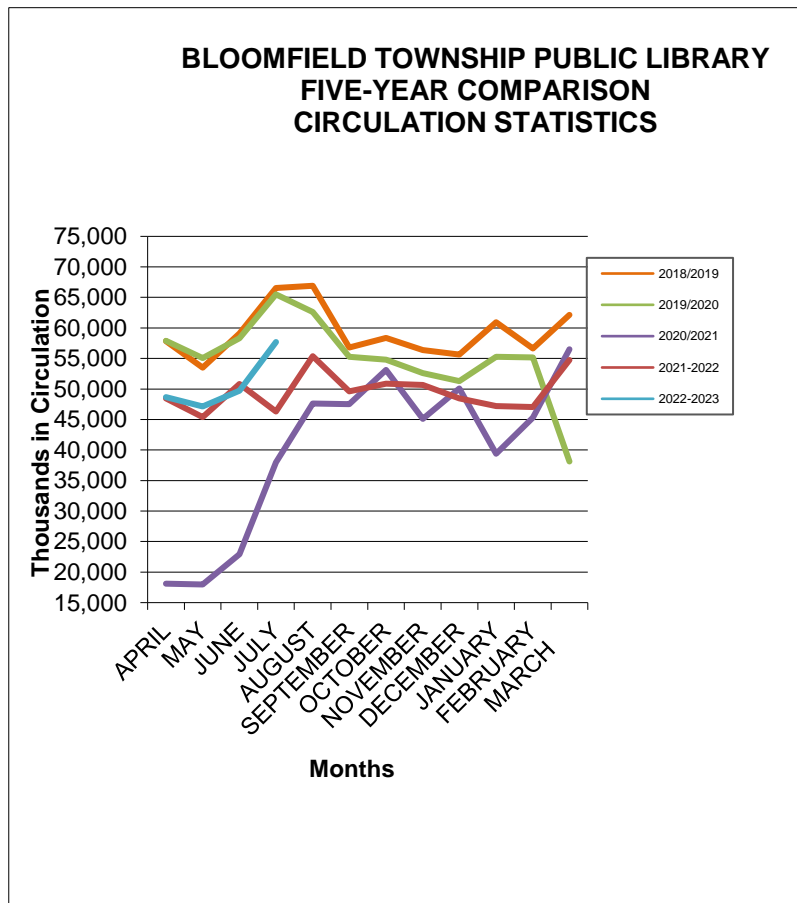
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
July 2022

OUTREACH & PROGRAMS	2021		2022	
<i>New Patrons and Accounts</i>				
Township:	133		229	
Cranbrook:	2		2	
Total new patrons:	169		299	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	138 attended	10 events	102 attended
Speaker-led:	0 events	0 attended	0 events	0 attended
Book clubs:	3 evnts	31 attended	7 events	51 attended
Tours/visits on-site:	0 events	0 attended	2 events	24 attended
Tours/visits off-site:	6 events	68 attended	3 events	191 attended
Chamber Music Concert	n/a	n/a	n/a	
Bloomfield Historical Society	n/a	n/a	n/a	
<i>Systems Program Attendance</i>				
Staff-led:	4 events	6 attended	3 events	16 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	8 attended	1 event	4 attended
<i>Youth Program Attendance</i>				
Staff-led:	15 events	865 attended	22 events	1,419 attended
Speaker-led:	2 events	50 attended	0 events	0 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	0 events	0 attended	0 events	0 attended
TOTAL:	41 events	1,166 attended	48 events	1,807 attended
<i>Volunteers (total for the month)</i>	7 people	74.5 hours	9 people	71.75 hours
Shop	7 people	74.5 hours	9 people	71.75 hours
Court	0 people	0 hours	0 people	0 hours
Students	0 people	0 hours	0 people	0 hours
Department volunteer	0 people	0 hours	0 people	0 hours
<i>Patron Remarks</i>				
Patron Comments:	2		4	
Ask BTPL:	1		5	
Ask Us:	69		69	
DISPLAYS				
Lobby	<i>Oceans of Possibilities</i>			
Local History	<i>Does Anybody Really Know What Time It Is? (time travel)</i>			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

8/5/2022

	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
APRIL	57,829	57,900	18,087	48,463	48,665
MAY	53,493	55,056	17,974	45,393	47,140
JUNE	59,101	58,301	22,933	50,843	49,706
JULY	66,539	65,499	37,962	46,304	57,694
AUGUST	66,907	62,633	47,629	55,372	
SEPTEMBER	56,817	55,270	47,507	49,604	
OCTOBER	58,359	54,813	53,114	50,855	
NOVEMBER	56,357	52,623	45,117	50,656	
DECEMBER	55,615	51,267	50,080	48,439	
JANUARY	60,945	55,277	39,378	47,195	
FEBRUARY	56,645	55,172	45,329	47,023	
MARCH	62,128	38,121	56,504	54,732	
TOTAL	710,735	661,932	481,614	594,879	203,205



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

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

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 26
Meeting Room 1
7:00 p.m.

Trustees Present:	Judy Lindstrom, Dani Gillman, Joan Luksik, Joy Murray, Keith Carduner
Trustees Absent:	Shane Spradlin
Administration:	Director Tera Moon; Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove
Guests:	Bloomfield Township Residents: Suzanne Anderson, Lyle Dahlberg, Julie Gheen, Lawrence Irwin, Jane Kahan, Diane Komorn, Cassandra Nelson, Connie Silver, and Friends the of the Library representative Russ Conner

President Joan Luksik welcomed everyone to the Ambassadors Meeting. She introduced the board members present. She also introduced the newest members of the Library Board of Trustees, Keith Carduner and Joy Murray.

Director Tera Moon said she appreciated the collective energy of the Ambassadors Group. This is an opportunity to focus on the Library that we love. She spoke of a recent story on CBS morning, "Beyond Books," about how public libraries do more than provide books. The Ambassadors Group is part of making the Library the most vital place in the Bloomfield Township community.

Russ Conner, representing the Friends of the Library, endorsed joining the Friends of the Library and detailed some of the benefits of becoming a member.

The Annual Report

Katherine Bryant shared the Annual Report for the fiscal year 2021/2022. This was a year of transition and change, in many ways. Like the rest of the world, the Library worked to transition to a "new normal" as the COVID-19 pandemic affected every aspect of operations, including programming, collections, services, and facilities. The Library leadership team saw big changes, with new staff in the roles of Library Director, Assistant Director, and three Department Heads, as well as a new Trustee. Through it all, Library staff kept a focus on serving the Bloomfield Township community in new and innovative ways.

During the last fiscal year, 314,153 items in the library's collection were checked out, including books,

kits, DVDs, CDs, and one skeleton. There was a total of 594,879 items in circulation. The library had 129,183 visitors and the 456 programs had 12,581 attendees.

Examples were shared of some of the accomplishments of this past year. Director Moon expressed gratitude to the Library Board for their unwavering support, to the Friends for their generosity that helps this Library be so great, and to the amazing library staff who make it all happen.

The Library FY 2021/2022 Annual Report will be posted on the Library website, printed for the public to take, and distributed to the Friends Board.

There was discussion about the Annual Report and staff changes. Many of the Department Heads were past retirement age and the pandemic inspired them to begin the next chapter of their lives.

The Strategic Plan

Director Tera Moon spoke about the importance of Strategic Planning. It is a big picture look at the operation and is used to guide goals. The most recent Strategic Plan expired in 2020 and the next plan was delayed by the pandemic. This is a good time to plan toward the future with new voices and new ideas in the Library.

Assistant Director Katherine Bryant gave a review of the request for proposals process. On April 27, 2022, a request for proposals (RFP) strategic planning process consulting services for the Library was released with a deadline of May 20, 2022. Four bids were received.

Fast Forward Libraries, led by Amanda Standerfer and supported by Cindy Fesemyer, provided an impressive proposal, with extensive experience in public library strategic planning. They view libraries as learning organizations in a state of continuous improvement. They focus heavily on collecting surveys, data, community mapping, input sessions, and one-on-one interviews to inform the process. Library staff and trustees would be active participants of this process. Fast Forward Libraries has worked with libraries preparing for a millage campaign. They incorporate team building and change management into their work and were confident in working with a new Library Director and leadership team. The Fast Forward Libraries' quote was the second lowest of all four bidders. They look at what communities need and investigate how the library can fulfill those needs.

This Friday, July 29, will be kickoff with the Fast Forward staff, as well as Director Moon, Assistant Director Katherine Bryant, Trustees Joan Luksik and Dani Gillman and four staff members from various departments. There will be an online community survey, and paper copies will be available as well. This will be shared with library users and non-users from mid-August through September. It will be available to the Ambassadors group to share. There was discussion of outlets for this survey. They considered the value of library users' perspective and the inclusion of non-users and non-residents. It was suggested that Ambassadors could broadcast through NextDoor and community Facebook groups, which are places the Library marketing may not have access to. There was interest among the Ambassadors of seeing the results of those surveys. Focus groups and interviews will take place September 15 and 16. The team will compile the information into a learning report for a three hour

“dreaming session.” A draft of the Strategic Plan will be presented at the November 15, 2022, Library Board meeting.

There was a question about allocating resources for digital use. One of Director Moon’s goals is to change how statistics are looked at. There were queries about people that do not have library cards, including businesses, organizations, and the schools. The Library has a good relationship with the schools and has extensive communication there. There was discussion of taxpayers and non-residents, as well as users that are in contract communities.

There was a query of the millage and the upcoming request of residents to renew millage. At this time, it will also be asked to renew the building improvement bond.

There were concerns shared about the transparency of the Library and making materials like board packets, requests for material acquisitions, and policies more apparent on the website. There was a conversation about the process of selecting books and whether the Library is perceived as a safe space by all community members.

Closing

Library Board President Joan Luksik thanked everyone for attending and for questions and insights.

Future meeting dates and times in October, January, April, and July. The next Library Ambassadors meeting will be Tuesday, October 25, 2022, 7:00pm – 8:30pm.



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 2022-2023 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 % OF TOTAL REV/EXP
	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			
<u>Revenues</u>							
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%
<u>Expenditures</u>							
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-OCCLC/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	\$3,090,903		
Net Revenue / (Expenditures)	(\$834,645)	(\$1,864,713)	(\$1,821,353)	\$1,269,550			
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 Benetits (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 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	AUDITED	ADOPTED	AMENDED	PRELIMINAY	Col. 3 & 4	Col. 3 & 4	
	ACTUALS	BUDGET	BUDGET	BUDGET			%
	AS OF	AS OF	AS OF	AS OF	\$	%	OF TOTAL
	MAR 31, 2022	MAR 15, 2022	AUG 16, 2022	AUG 16, 2022	DIF.	DIF.	REV/EXP
<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 shelve	\$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	Ichthrive Intranet Subscription	1	1	General Fund	Ichthrive Intranet subscription.	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$53,760
							\$3,374,016	\$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 - <u>AMENDED BUDGET</u>		
	Chart of Account Total	Budget Group Total
TAXES		8,248,977
410.01 TAXES	8,248,977	
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 x .0018653 = \$8,332,968 = 5.06% growth rate) less \$83,991 conservative estimate = 4% growth rate, totaling \$8,248,977.		
PENAL FINES		87,600
420.01 PENAL FINES	87,600	
DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year. FORMULA : Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2020 population is 43,027.		
STATE AID		32,800
422.01 STATE AID	32,800	
DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount. FORMULA : Review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2020 population is 43,027.		
CIRCULATION REVENUE		25,500
430.01 FINES & FEES	25,500	
DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials. FORMULA : Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures. Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years.		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2022 - March 31, 2023 - <u>AMENDED BUDGET</u>		
	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 quaterly 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

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		

702.01SALARIES 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

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

718.01EMPLOYEE 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.

722.01RETIREMENT
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

723.01RETIREE 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

831.01ELECTRONIC 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

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
	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			
	BOOKS/MATERIALS			326,408	
941.01	BOOKS-ADULT	188,465	188,465		
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.				
	FORMULA : Current year budget				
943.01	BOOKS-YOUTH	121,828	121,828		
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	FORMULA : Current year budget				
944.01	BOOKS-REFERENCE	15,000	15,000		
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	FORMULA : Current year budget				
945.01	MATERIALS-TECHNICAL SERVICES	100	100		
	DESCRIPTION: Materials purchased to assist in cataloging.				
	FORMULA : Current year budget				
946.01	MATERIALS-SYSTEMS	515	515		
	DESCRIPTION: Materials purchased to assist in Systems work and training.				
	FORMULA : Current year budget				
947.01	MATERIALS-ADMINISTRATION	500	500		
	DESCRIPTION: Materials purchased to assist Administration activities.				
	FORMULA : Current year budget				
969.01	PROCESSING & SUPPLIES	24,000	24,000	24,000	
	DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases.				
	FORMULA : Current year budget				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	PERIODICALS/DOCUMENTS/SERVICES			64,577	
949.01	PERIODICALS, NEWSLETTERS & MICROFORMS	49,209	49,209		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.				
	FORMULA : Current year budget				
	Includes: WT Cox \$30,000				
950.01	REFERENCE SERVICES		15,368		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.				
	FORMULA : Current year budget				
	Commerce Clearing House (CCH)	1,265			
	Financial Info Stock Guide	3,750			
	Government Documents	2,500			
	Institute for Continuing Legal Education(ICLE)	600			
	Lexis Nexis	800			
	RIA	1,303			
	West	350			
	Unplanned additional services	4,800			
	MUSIC			16,553	
951.01	ADULT		14,553		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	14,553			
952.01	YOUTH		2,000		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	2,000			
	AUDIOBOOKS			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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	PROGRAMMING			33,000	
961.01	ADULT	10,000	10,000		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	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				
					1,036,779
			65,000	65,000	
775.01	REPAIRS & MAINTENANCE SUPPLIES				
	DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.				
	FORMULA : Current year budget				
	Lighting Repair Services	15,000			
	HVAC replacement of parts & filters	17,500			
	All other needs	32,500			
850.01	TELEPHONE		18,350	18,350	
	DESCRIPTION: Telephone and cell phones services.				
	FORMULA : Current year budget				
	Cell phones (Verizon)	3,200			
	Emergency use cell phone	150			
	Pay phone service for patrons	1,000			
	PRI lines for phone lines (with long distance)	14,000			
910.01	BUILDING INSURANCE	58,017	58,017	58,017	
	DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	FORMULA : Current year budget				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	UTILITIES			365,000	
921.01	ELECTRICITY DESCRIPTION: Payments made for electricity. FORMULA : Average last two years' expense	269,000	269,000		
922.01	NATURAL GAS DESCRIPTION: Payments made for heat. FORMULA : Average last two years' expense	61,000	61,000		
923.01	WATER DESCRIPTION: Payments made for water. FORMULA : Average last two years' expense	35,000	35,000		
930.01	BUILDING MAINTENANCE DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance. FORMULA : Current year budget		180,866	180,866	
	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 DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter. FORMULA : Current year budget		22,910	22,910	
	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 DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds. FORMULA : Current year budget		96,675	96,675	
	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 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		213,961	213,961	
	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 - <u>AMENDED BUDGET</u>					
		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
		Barracuda Web Filter - YS Internet filtering soft/hardware	3,500		
		Box Solutions intranet connect maintenance	3,400		
		Cisco equipment maintenance contract	4,000		
		Comcast - digital receivers	1,000		
		Comcast - high speed modem subscription	1,000		
		Demco Room Mgt.	2,650		
		Envisionware Mobile Printing Subscription	725		
		Envisionware annual maintenance	14,000		
		E*vanced Meeting Room Booking maintenance	550		
		Graphic Science Digitalization Station Maint.	590		
		Godaddy SSL certificaiton for site license: includes Encore, WebPac, Outlook, etc.	1,500		
		Siemens HVAC Building Automation System Tech Support (Facilities	14,006		
		Innovative Encore subscription	15,000		
		Innovative maintenance contract	75,000		
		OCLC EZProxy Hosting	2,800		
		Sage 50 Accounting upgrade and maintenance	3,000		
		Sage 50 FAS Inventory SupportPlus contract	3,000		
		Techlogic AMH sorting system maintenance (Circ request)	22,000		
		TLN - Deep Freeze, pub. web browser license, & Microsoft Live	550		
		Payflow Ann'l Fee & Mo. Fee	1,100		
		Sierra Cloud Hosting	23,000		
		Barracuda Archiver	1,200		
		WP Engine Web Hosting \$115x12	1,400		
		Streamyard	250		
		Backup Veeam Subscription with Spam Filter	9,600		
				16,000	
981.01	GENERAL EQUIPMENT		2,500		
	DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	FORMULA : Current year budget Director's Discretionary		2,500		
982.01	COMPUTER EQUIPMENT		13,500		
	DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.				
	FORMULA : Current year budget				
	Batteries for meeting room equipment	200			
	Computer Equipment	10,000			
	Hazardous equipment disposal	300			
	Headset replacement	1,000			
	Printer replacement for staff	2,000			
					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			
				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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
812.01	AUDIT		17,000		
	DESCRIPTION: Annual fee charged by our auditing firm.				
	FORMULA : Current year budget				
	Audit	17,000			
813.01	CONSULTANT		93,000		
	DESCRIPTION: Fees for consultants such as strategic planning or interior designer.				
	FORMULA : Current year budget				
	IT Consulting	10,000			
	Financial Services	78,000			
	Other	5,000			
814.01	CONTRACTS		9,181		
	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			
815.01	LEGAL	5,000	5,000		
	DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters.				
	FORMULA : Current year budget				
816.01	INVESTMENT COUNSELING		24,000		
	DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract.				
	FORMULA : Approx. .28% of average portfolio balance				
	Investment Counseling Fees	24,000			
818.01	INTERNET SERVICE PROVIDER (ISP)		15,000		
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees.				
	FORMULA : Current year budget + Metro Net meeting information				
	Internet Opti-e-man charges from TLN	15,000			
	STAFF DEVELOPMENT & TRAVEL			29,575	
861.01	CONFERENCES & WORKSHOPS		14,375		
	DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.				
	FORMULA : Staff number, formula by classification, projected Staff Development Day cost.				
	Department Conference/Workshops	875			
	Staff Development Day	5,500			
	All-staff meetings	300			
	Director's Discretionary	950			
	Staff Service Awards	1,750			
	III Users' Group Nat. Conf. (3 attendees @ \$350)	1,150			
	Rotating National Conference (4 attendees @ \$500)	2,000			
	MIUG Conference (3 attendees @ \$50 ea.)	150			
	MLA Conference (8 attendees at \$150)	1,200			
	Board Professional Development	500			
862.01	MILEAGE & TRAVEL		15,200		
	DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.				
	FORMULA : Current year budget				
	III Users' Group travel (3 attendees @ \$1,700)	5,100			
	Rotating National Conference (4 attendees @ \$1,700)	6,800			
	MIUG Conference (3 attendees @ \$200 ea.)	600			
	MLA Conference (8 attendees at \$200)	1,600			
	Mileage & misc. travel	1,100			

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2022 - March 31, 2023 - 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	\$10,251,662
Amended August 2022	<u>\$10,315,662</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2023 - March 31, 2024 - <u>PRELIMINARY BUDGET</u>		
	Chart of Account Total	Budget Group Total
TAXES		8,578,936
410.01 TAXES	8,578,936	
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		87,600
420.01 PENAL FINES	87,600	
DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.		
FORMULA: Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2020 population is 43,027.		
STATE AID		32,800
422.01 STATE AID	32,800	
DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.		
FORMULA: For August, review two-year history of actual State Aid received. For March, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2020 population is 43,027.		
CIRCULATION REVENUE		25,500
430.01 FINES & FEES	25,500	
DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.		
FORMULA: Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.		
Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years.		
CHARGES FOR SERVICES		14,866
432.01 PHOTOCOPY FEES	651	
DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.		
FORMULA: Review two-year history of actual fees received.		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 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 quaterly 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.

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			

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

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
				64,577	
949.01	PERIODICALS, NEWSLETTERS & MICROFORMS	49,209	49,209		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.				
	FORMULA : Current year budget				
	Includes: WT Cox \$30,000				
950.01	REFERENCE SERVICES		15,368		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.				
	FORMULA : Current year budget				
	Commerce Clearing House (CCH)	1,265			
	Financial Info Stock Guide	3,750			
	Government Documents	2,500			
	Institute for Continuing Legal Education(ICLE)	600			
	Lexis Nexis	800			
	RIA	1,303			
	West	350			
	Unplanned additional services	4,800			
				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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.				
	Major programs include:				
	Concerts				
	Summer Reading				
962.01	YOUTH	21,000	21,000		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.				
	Major programs include:				
	First Grade Reader's Rally				
	Book Discussions				
	Summer Reading				
	Spooktacular				
964.01	ADMINISTRATION		1,500		
	DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc.	1,000			
	Major programs include:				
	community collaboration event				
	community partnering for library-wide programs				
	Volunteer reception and other volunteer expenses	500			
965.01	SYSTEMS	500	500		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				
	Hosting of Metro Net and technology events				
FACILITIES AND EQUIPMENT					
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 <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
922.01	NATURAL GAS	61,000	61,000		
	DESCRIPTION: Payments made for heat.				
	FORMULA : Average last two years' expense				
923.01	WATER	35,000	35,000		
	DESCRIPTION: Payments made for water.				
	FORMULA : Average last two years' expense				
930.01	BUILDING MAINTENANCE		180,866	180,866	
	DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.				
	FORMULA : Current year budget				
	Boiler inspection State fees	400			
	Incidentals/fines for Boilers	120			
	Boiler & chilled water treatment services	4,000			
	Carpet cleaning maintenance	10,060			
	YS-Storytime carpets & carpet square cleaning	650			
	Pest Control Svcs.	2,200			
	Cleaning - general	70,000			
	Auto-door maint contract & parts replacement	3,675			
	Elevator Maintenance Agreement	3,264			
	Elevator Category 1 No-load Safety Test	2,000			
	Fire Suppression System service agreement	6,000			
	Fire extinguisher recharge	2,000			
	Flag service	910			
	Generator contract & emergency service	2,400			
	Siemens Automation - repair service & tech support	5,000			
	HVAC - annual contract fee	14,922			
	Lift Station Pump maintenance	5,400			
	Security system - alarm monitoring	24,000			
	Potable water system back flow inspection	1,335			
	Solid Waste removal service	2,970			
	Window Cleaning - annual	4,400			
	WON door and lobby gate maintenance	1,500			
	Unplanned conditions & repair needs	5,000			
	Furniture/Chair cleaning	7,160			
	Cintas matting and towel service	1,500			
933.01	EQUIPMENT MAINTENANCE		22,910	22,910	
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
	FORMULA : Current year budget				
	CBS copier vending	4,000			
	EcoSenior DiscRepair/Inspector (warranty)	700			
	Postage meter rental, maintenance and fees	2,390			
	Work area and public copiers	13,000			
	Microfilm reader (AS request) 1-yr contract	600			
	Eco-Smart Auto, repair disc, repair/cleaner warranty.	520			
	Tech Logic Spare Parts for AMH	1,700			
935.01	GROUNDS MAINTENANCE		96,675	96,675	
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	FORMULA : Current year budget				
	Great Oaks - Lawn/Snow/Mulch/Weeding	50,150			
	Goldner Walsh - Gardens	24,000			
	Poseidon - Irrigation	1,700			
	American Pest - Arborist Svcs.	10,000			
	New Tree Plantings	3,825			
	Unplanned grounds maintenance	7,000			
936.01	COMPUTER SYSTEM MAINTENANCE		213,961	213,961	
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	FORMULA : Current year budget				
	Adobe Creative Suite Subscription	4,000			
	Baker&Taylor - The Content Café	2,300			
	Baker&Taylor Titlesource360 (TS request)	2,840			
	Barracuda Web Filter - YS Internet filtering soft/hardware	3,500			
	Box Solutions intranet connect maintenance	3,400			
	Cisco equipment maintenance contract	4,000			
	Comcast - digital receivers	1,000			
	Comcast - high speed modem subscription	1,000			
	Demco Room Mgt.	2,650			
	Envisionware Mobile Printing Subscription	725			
	Envisionware annual maintenance	14,000			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2023 - March 31, 2024 - <u>PRELIMINARY BUDGET</u>					
		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	E*vanced Meeting Room Booking maintenance	550			
	Graphic Science Digitalization Station Maint.	590			
	Godaddy SSL certificaiton for site license: includes Encore, WebPac, Outlook, etc.	1,500			
	Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006			
	Innovative Encore subscription	15,000			
	Innovative maintenance contract	75,000			
	OCLC EZProxy Hosting	2,800			
	Sage 50 Accounting upgrade and maintenance	3,000			
	Sage 50 FAS Inventory SupportPlus contract	3,000			
	Techlogic AMH sorting system maintenance (Circ request)	22,000			
	TLN - Deep Freeze, pub. web browser license, & Microsoft Live	550			
	Payflow Ann'l Fee & Mo. Fee	1,100			
	Sierra Cloud Hosting	23,000			
	Barracuda Archiver	1,200			
	WP Engine Web Hosting \$115x12	1,400			
	Streamyard	250			
	Backup Veeam Subscription with Spam Filter	9,600			
				16,000	
			2,500		
981.01	GENERAL EQUIPMENT				
	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			
			13,500		
982.01	COMPUTER EQUIPMENT				
	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			
					236,416
			32,000	32,000	
727.01	OFFICE SUPPLIES				
	DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.				
	FORMULA : Current year budget				
	Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies	25,300			
	Copier cards	2,400			
	Eco-Smart supplies, pads, polishes + % increase	800			
	Circulation Dept. - Receipt paper	3,500			
			15,500	15,500	
728.01	POSTAGE				
	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	
			25,000		
811.01	ACCOUNTING				
	DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.				
	FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary	25,000			
			17,000		
812.01	AUDIT				
	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 - <u>PRELIMINARY BUDGET</u>					
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
813.01	CONSULTANT DESCRIPTION: Fees for consultants such as strategic planning or interior designer. FORMULA : Current year budget IT Consulting Other				
			15,000		
		10,000			
		5,000			
814.01	CONTRACTS DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services. FORMULA : Current year budget RIDES delivery fee Message on Hold Unique Management - collection agency Facebook Advertising				
			9,181		
		4,125			
		1,000			
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	3,756			
		300			
		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			
			15,000		
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, III User Group meetings. FORMULA : Staff number, formula by classification, projected Staff Development Day cost. Department Conference/Workshops Staff Development Day All-staff meetings Director's Discretionary Staff Service Awards III Users' Group Nat. Conf. (3 attendees @ \$350) Rotating National Conference (4 attendees @ \$500) MIUG Conference (3 attendees @ \$50 ea.) MLA Conference (8 attendees at \$150) Board Professional Development			29,575	
			14,375		
		875			
		5,500			
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. FORMULA : Current year budget III Users' Group travel (3 attendees @ \$1,700) Rotating National Conference (4 attendees @ \$1,700) MIUG Conference (3 attendees @ \$200 ea.) MLA Conference (8 attendees at \$200) Mileage & misc. travel	300			
		950			
		1,750			
		1,150			
		2,000			
		150			
1,200					
500					
	15,200				
	5,100				
	6,800				
	600				
	1,600				
	1,100				

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
900.01	PRINTING & PUBLISHING				
	DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.		25,050	25,050	
	FORMULA : Current year budget				
	Community mailings/printings/advertising				
	Quarterly printed newsletter	3,000			
	Advertising fees for job postings	21,000			
		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	
			4,720		
990.01	BANK SERVICE CHARGES				
	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				
	DESCRIPTION: Special or one-time costs for major projects.		542,746	542,746	542,746
	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

Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>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
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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 9, 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 comparison.

Thank you for your review and consideration of this proposal. If you agree, the following motion is required:

ACTION NEEDED: I move to approve the proposed 2023 Library calendar of Holidays and Closings as presented.

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Katherine Bryant, Assistant Library Director

DATE: August 10, 2022

SUBJECT: Strategic Plan Update

The planning committee attended the strategic planning kick-off meeting on Friday, July 29 with Amanda Standerfer and Cindy Fesemyer of Fast Forward Libraries. The planning committee includes Trustees Joan Luksik and Dani Gillman, Library Director Tera Moon, Assistant Director Katherine Bryant, Circulation Department Head Anna Pelepchuk, Youth Services Assistant Department Head Lauren Catoni-Ellis, Librarian Ed Niemchak, and Technical Services Clerk Florence Schenk. The group discussed the role of the planning committee in the strategic planning process, which is to steer the logistics of the community and staff/board surveys, focus groups and interviews, marketing, and helping to interpret and shape the raw data collected into the plan.

The goal of this meeting was to start a draft of the community survey. The survey will include about 20 questions meant to reveal some demographic data but other unique qualitative data revealing how community members view the library. The survey will be conducted using Survey Monkey. Amanda created a first draft and shared it with the group for editing. She created a second draft based on the feedback and shared it with Tera and Katherine. It will go through a final review by another member of her team before being shared with the public. The survey will be shared via the fall print newsletter, email newsletters, social media, the library website, press release, and print materials. It will be available August 15-September 16.

The community needs assessment subcommittee, consisting of Dani, Tera, Katherine, and Lauren, met on Friday, August 5 with Cindy to identify groups and individuals to invite for focus groups and one-on-one interviews. There will be five focus groups and ten interviews conducted in mid-September. The subcommittee members will personally invite these community members to the focus groups or interviews, while Cindy will conduct the sessions.

Data from the surveys, focus groups, and interviews will be combined with library data and a SOAR Analysis (Strengths, Opportunities, Aspirations, Results) conducted with the library management team to create a Learning Report. The Learning Report will be shared with the Board of Trustees and management team in advance of the September 27 and 28 retreats.

DOWNTOWN

NEWS MAGAZINE
BIRMINGHAM • BLOOMFIELD

[HOME](#)[NEWS](#)[LONGFORM](#)[LINKS](#)[ABOUT US](#)[SUBSCRIPTIONS](#)

: • 7 hours ago

Bloomfield Township Library hosts garden tour

Jim Slezinski, Bloomfield Township Public Library's award-winning landscape designer, is hosting a tour of the library's signature gardens and terraces on Friday, August 19, with registration to attend beginning Tuesday, July 19.

The beautiful terraces and gardens at the library will be in full bloom, and residents are invited to join Slezinski, vice president of Goldner Walsh Garden &

Home. Slezinski has been designing the library's campus and gardens for 28 years. He received a Detroit Design Award in the Commercial Landscape Category for his exceptional work with the library.



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Registration is required for the garden tour and begins Tuesday, July 19. To register, email AskAdult@btpl.org or call the library at 248.642.5800, and ask for the adult services desk. Non-residents may sign up for any remaining spots beginning Friday, August 12.



municipal

Bloomfield Township eNews 7/14/2022



Bloomfield Township <cable_dept+bloomfieldtwp.org@ccsend.com>

To Katherine Bryant

Reply

Reply All



Library Garden Tour on August 19



Bloomfield Township residents are invited to join Jim Slezinski, the Library's award-winning landscape designer, for a tour of the Library's signature gardens and terraces on Friday, August 19 at 11 a.m. Jim is the Vice President of Goldner Walsh Garden & Home and has been designing the Library's campus gardens for 28 years. In June 2022, Jim received a Detroit Design Award in the Commercial Landscape Category for his exceptional work with the Library.

Registration is required for this program and begins Tuesday, July 19. To register, email AskAdult@btpl.org or call the Library at (248) 642-5800 and ask for the Adult Services

Desk. Nonresidents may sign up for any remaining available spots starting Friday, August 12.

For more information, please call the Library at (248) 642-5800 or visit our website at www.btpl.org



Bloomfield Township <cabl_dept+bloomfieldtwp.org@cc
To Katherine Bryant

Reply

Reply All

Forward



Wed 8/10/2022 3:15

BTPL Appoints New Trustees



The Bloomfield Township Public Library Board of Trustees has appointed Township residents Joy Murray and Keith Carduner to fill two vacancies on the Board. The vacancies were created by the resignations of Tom Deska and Grant Gerhart, both of whom served on the Board for several years.

Ms. Murray has been working professionally with libraries for twenty years and is currently a Library Services Consultant at OCLC, a worldwide library cooperative. Speaking of her role working with public, academic, and special libraries across thirteen states, Ms. Murray says, "It is a real privilege to learn about library administration and patron needs as well as the many challenges and triumphs they share. It is my job to keep current on library trends as well as community concerns, solutions and areas of service." Ms. Murray is a long-time resident of Bloomfield Township and looks forward to giving back to the library and community that she and her family have appreciated all these years.

Dr. Carduner holds a Ph.D. in physics and a B.A. with Honors in Literature, both from the University of Pennsylvania, as well as an M.B.A. with Honors from the University of Michigan. He has worked with Ford Motor Company in both scientific research and product development for 36 years and brings significant leadership and project management experience to the Library Board. He is an avid reader and believes in the mission of libraries to provide open access and facilitate the free exchange of information, knowledge, and ideas. Dr. Carduner and his family have lived in Bloomfield Township since 1998, and he can often be found exploring the shelves at the Library, looking for new and old books to enjoy.

Ms. Murray and Dr. Carduner were sworn in by Bloomfield Township Deputy Clerk Martin Brook prior to the Board's regular monthly meeting at the Library on Tuesday, July 19, 2022 at 6:30p.m. Members of the public are always welcome to attend the monthly Board meetings.

JULY 2022

MARKETING REPORT

INSTAGRAM



FOLLOWERS:
1352 (↑17 from June)

TOTAL REACH:
3696
(↑270.3% from June)



FACEBOOK



PAGE LIKES:
2253 (↑10 from June)

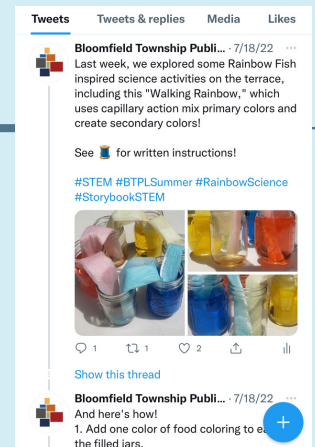
TOTAL REACH:
5810
(↑56.4% from June)

TWITTER



FOLLOWERS: 258

IMPRESSIONS:
4211 with 59 tweets



NEWSLETTERS




- Special Message: Book Drop Closed - 28,507 messages
- Books and More (new adult titles, Summer Reading Program) - 1333 messages
- Discover (Summer Reading, Book Club registration, Outdoor Family Story Time) - 19,623 messages
- Digital News (new adult digital titles) - 1589 messages

PRESS RELEASES



- July Friends Book Sale
- Library Garden Tour
- New Library Board of Trustees Appointments

August 2022 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 <div>Knitting Plus Club 10 a.m.</div> <div></div>	3 <div>*Teen Summer Read Book Club 4 p.m.</div>	<div><div>TEEN SUMMER READ BOOK CLUB</div><div>Borrow ebooks & audiobooks</div><div></div><div>Libby. The Library Reading App</div></div> <div>BOOK CLUB A Good Girl's Guide to Murder by Holly Jackson.</div>	5 <div>English Language Conversation Group 10 a.m.</div>	6
7	8	9 <div>**Memoir Writers' Group 1 p.m.</div>	10 <div>**Writers' Rendezvous 6:30 p.m.</div>		12 <div>English Language Conversation Group 10 a.m.</div>	13 <div>Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. <i>(First hour Friends members only)</i></div> <div>***Intro to Excel 1:30 p.m.</div>
14	15 <div>**30 Minute Lunchtime Book Club 1 p.m.</div>	16	17 <div>**Mystery Book Club 1 p.m.</div> <div></div>	18	19 <div>English Language Conversation Group 10 a.m.</div> <div>**Library Garden Tour 11 a.m.</div>	<div></div>
21	22 <div>**BYOB (Bring Your Own Book) Club at the Rusty Bucket 6 p.m.</div>	23 <div>**Memoir Writers' Group 1 p.m.</div>	24 <div>***Intro to Social Media 5:30 p.m.</div> <div>**Writers' Rendezvous 6:30 p.m.</div>	25 <div>**Thursday Book Club 10 a.m.</div>	26 <div>English Language Conversation Group 10 a.m.</div>	27 <div>***Introduction to Scanning and Photo Editing 1:30 p.m.</div> <div></div>
28	29	30	31	<div><div></div><div></div></div> <div><div>Tech Classes and Assistance @ the Library</div><div>Join Systems staff for expert-led, subject specific tech classes each month. Township residents may register at the Computer Help Desk or online at www.btpl.org/events. Basic computer skills are all that is required to participate. Or if you are in need of general technical assistance, ask away at the Computer Help Desk anytime. All tech topics are welcome!</div></div>		
<div><div>*Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</div><div>**Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</div><div>***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121.</div></div>						



August Youth Events



S	M	T	W	T	F	S
	01 Registration starts for Adaptive Umbrella 10/6	02 Outdoor Yoga on the Youth Terrace 6:30-7:30	03	04	05	06
07	08	09 Outdoor Yoga on the Youth Terrace 6:30-7:30	10	11	12	13
14	15	16 Outdoor Yoga on the Youth Terrace 6:30-7:30	17 Registration starts for My First Book Group 9/14	18 Outdoor Family Story Time 11 am. Registration starts for Art Lab 9/8	19	20
21	22 Registration starts for September Weekly Story Times	23 Registration starts for Book Worms 9/20	24 Registration starts for Paperbacks & Snacks 9/21	25	26	27
28	29 Registration starts for Baby Car Seat Safety 9/19	30	31			

Wee Read: Baby & Toddler Story Time

Thursdays, 9/15-9/29 at 10:30am
3 week session.

This story time is for babies all the way up to toddlers with their adult. We'll be sharing stories, lap bounce songs, and play! Registration IS required and begins on August 22nd.

Outdoor Family Story Time

Friday, 9/9 at 11am. Join us on the Youth Terrace once a month on Fridays for stories, songs & rhymes for the whole family. Please dress for the weather. In case of very bad weather, we will move the story time indoors. NO registration is required.

August Programs

Outdoor Yoga on the Youth Terrace for ages 5-12.
3 week series. August 2, 9 & 16
from 6:30-7:30pm
Registration Required.

Outdoor Family Story Time -
for all ages & abilities
Thursday, August 18 at 11am
NO Registration Required.

Registration Begins for September Programs

Starting in September we will have
4 new story times!

Preschool STEAMtime: Story Time & Discovery Tuesdays, 9/13-10/4 at 10:30am. 4 week session.

This story time is for ages 3 & up along with their adult. Children will explore STEAM (science, technology, engineering, art & math) through stories, rhymes, music & activities. Registration IS required and begins on August 22nd.

Virtual Family Story Time (Live on Zoom!)

Wednesday, 9/28 at 7pm.
Put on some comfy PJs and settle into a comfy spot for this all ages family story time that you can attend from home! Registration IS required and begins on September 6th.

Contact Us
248-642-5800
askyouth@btpl.org



THE PLACE TO

DISCOVER



Please contact us if you require any additional accommodations.

Book Discussion Groups!
All participants will get a copy of the book upon registration to read before we meet in person!

My First Book Group

Wednesday, 9/14 at 6:30pm
For grades Kindergarten & 1st with an adult. Join us for your child's very first book group where we will discuss the book and do fun crafts & activities based on the story. Registration IS required and begins on August 17th.

Book Worms

Tuesday, 9/20 at 6:30pm
For grades 2nd-3rd. This lively group will meet to discuss, craft & snack based on the title that month. Registration IS required and begins on August 23rd.

Paperbacks & Snacks

Wednesday, 9/21 at 6:30pm
Please note that the grade range for this group is now 4th-6th grade. Join us as we discuss the book what we liked or disliked about it while doing activities & crafts based on the title. Registration IS required and begins on August 24th.

More Upcoming Fall Events

Starting this fall we will have **TWO Art Labs!**

Art Lab

Thursday, 9/8 at 6:30pm
For ages 10-13

Explore different art mediums at each unique program. This month will be a very special program! Pewabic Pottery will be taking over and will be showing us how to make our OWN tile! Registration IS required and begins on August 18th.

Art Lab Junior

Monday, 10/17 at 6:30pm
For ages 7-9

We've added an Art Lab for the younger set where we'll experiment with arts & crafts with different materials, focusing on the process of creativity! Registration IS required and begins on September 19th.

Caregiver Workshops!

Baby Safety Workshop: Car Seat Safety

Monday, 9/19 at 7pm
September is Baby Safety Month! Learn about car seat safety & guidelines from an Injury Prevention Trauma Nurse and get answers for your questions from a Nationally Certified Child Passenger Safety Technician. This workshop is open to all caregivers and parents. Registration IS required and begins on August 29th.

Adaptive Umbrella Workshop (This workshop will be virtual, live on Zoom)

Thursday, 10/6 from 10am-3:30pm
Join us for our 7th biennial accessibility workshop featuring interactive sessions about current accessibility topics, led by disability self-advocates and professionals working with the disability community. This workshop is geared towards librarians, educators & caregivers. Registration IS required and begins on August 1st.

Dyslexia Workshop, presented by the Michigan Dyslexic Association

Tuesday, 10/18 at 7pm
October is Dyslexia Awareness Month. Do you think your child or student might be dyslexic? Are you unsure what to ask your child's school for or what the best intervention might be for your student? Join us for a presentation to learn about dyslexia, how to advocate for your child or student, where to get diagnosed, and different instruction techniques. This workshop is for parents, caregivers & teachers.

Registration IS required and begins on September 27th.

Check out our website for upcoming Take 'n' Make Craft Kids, On-Demand Videos on making snacks, book recommendations & so much more!

WHERE WE READ AND
YOU CAN IMAGINE

KidLITCast

A PODCAST FOR
FAMILIES



Listen to two entire books narrated by your own Youth Librarians. Enjoy My Father's Dragon by Ruth Stiles Gannett and narrated by Ms. Nicole. Each episode is no longer than 7 minutes. OR listen to Ms. Killian read the beloved book Winnie the Pooh by A.A. Milne. Each episode of this book ranges between 10-20 minutes.

FIND ALL THE EPISODES AT
BTPL.ORG/YOUTH-ON-DEMAND

September 2022 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Fall After Hours Concert Series – Nessa: Ancient Song Discovery Project (Celtic) Friday, September 9 at 7 p.m. Nessa will guide listeners to the inner reaches of Celtic culture with deep passionate stories of mermaids, fairies, and selkies, along with fun, upbeat jigs and reels during this unique Celtic fusion concert experience. <i>Concert is free and open to all; no registration required.</i>		<div> <p><i>*Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</i></p> <p><i>**Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</i></p> <p><i>***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121.</i></p> </div>		English Language Conversation Group 10 a.m.	
		Fiber Arts Club (formerly Knitting Plus), 10 a.m. 			English Language Conversation Group 10 a.m. Concert: Nessa: Ancient Song Discovery Project 7 p.m.	Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (First hour Friends members only) ***PowerPoint Basics 1:30 p.m.
		**Memoir Writers' Group, 1 p.m. Author Visit: <i>Black and White Like You and Me</i> by Thomas F. Daniels and Thomas C. Marsh 7 p.m.	*Teen Advisory Board (TAB) 3:30 p.m. **Writers' Rendezvous 6:30 p.m. ***Google Apps 5:30 p.m.		English Language Conversation Group 10 a.m.	
	**30 Minute Lunchtime Book Club 1 p.m. **Baby Safety Workshop: Car Seat Safety 7 p.m. (Register with Youth Services)	**Tuesday Book Club 10 a.m. **Classics Book Club 7 p.m.	**Mystery Book Club 1 p.m.	**Thursday Book Club 10 a.m.	English Language Conversation Group 10 a.m.	MANHATTAN SHORT 2022 MANHATTAN SHORT Film Festival 2 p.m.
	Books in Bars Book Club at the Rusty Bucket 6 p.m. Spooky Centerpiece Craft Kit Release: Kits available at the Adult Services Desk while supplies last. Bloomfield Township residents only.	**Memoir Writers' Group 1 p.m.	**Writers' Rendezvous 6:30 p.m. *Intro to Social Media 5:30 p.m. 2022 MANHATTAN SHORT Film Festival, 6:30 p.m.		English Language Conversation Group 10 a.m.	

DATES FOR LIBRARY BOARD OF TRUSTEES

Saturday, August 13, 10:00 a.m. – 3:30 p.m. – Friends Saturday Sale

Tuesday, August 16, 6:30 p.m. – Myers Scholarship Awards

Tuesday, August 16, 7:00 p.m. – Library Board Meeting

Wednesday, September 10, 11:00 a.m. – Friends Board Meeting

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

Tuesday, September 27 – Time TBD - Strategic Plan Board Retreat

Tuesday, September 20, 7:00 p.m. – Library Board Meeting

Tuesday, October 18, 7:00 p.m. – Library Board Meeting

Tuesday, October 25, 7:00 p.m. – Ambassadors Group