

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, March 21, 2023**  
7:00 p.m.

Board Room

Trustees:

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

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

Director:

Tera Moon

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

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
LIBRARY BOARD INFORMATION PACKETS

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING scheduled  
Tuesday, March 21, 2023, 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	03/17/2023
2a	Request to remove items from the Consent Agenda for Discussion	03/17/2023
2b	Motion to approve the order of items for the regular and consent agendas	03/17/2023
5	Motion to approve remaining Consent Agenda items 6-8d	03/17/2023
6	Regular Board Meeting Minutes of February 21, 2023	03/17/2023
6b	Special Board Meeting Minutes of March 9, 2023	03/17/2023
7a	Cash Disbursements	03/17/2023
7b	Revenues/Expenditures Budget Report	03/17/2023
7c	Energy Report	03/17/2023
8a	President's Report– no report	
8b	Director's Report	03/17/2023
8c	Art Committee – no report	
8c	Advocacy Committee – no report	
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	FY 2022/2023 Budget Close and FY 2023/2024 Budget Proposal	03/17/2023
13	Motion to approve any items removed from the Consent Agenda	03/17/2023

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
Strategic Plan Update	03/17/2023
Press Mentions	03/17/2023
Marketing Report	03/17/2023
Adult and Youth Services Events Calendars	03/17/2023
Dates for Library Board of Trustees	03/17/2023

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, March 21, 2023  
**Regular Board Meeting**  
7:00 P.M.

**REGULAR AGENDA ITEMS #1-5**

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

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

6. Regular Board meeting minutes of February 21, 2023
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*Dani Gillman
  - b. Director: \*Tera Moon
  - c. Committee:
    - \*Art Committee *Ad Hoc*
    - \*Bloomfield Township Liaison
    - \*Building and Grounds
    - \*Cranbrook
    - \*Development
    - \*Finance
    - \*Friends of the Library Liaison
    - \*Investment
    - \*Jeanette P. Myers Scholarship Selection
    - \*Personnel
    - \*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
11. New Business
  - a. FY 2022/2023 Budget Close and FY 2023/2024 Proposed Budget
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, April 25, 2023
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

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

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



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, February 21, 2023, 7:00 p.m.  
Library Board Room

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

Trustees Present: Keith Carduner, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: Dani Gillman

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

Guests: Amanda Carroll, Youth Services Librarian and Staff Organization Committee (SOC) representative

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Keith Carduner and Shane Spradlin requested 7B be removed from the consent agenda.

Upon discussion, a motion was made by Keith Carduner and seconded by Joy Murray **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7B**

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

*Ayes: Carduner, Lindstrom, Luksik, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

Vice President Judy Lindstrom expressed her delight that spring is coming. Time is fleeting and she is always amazed at how fast it passes. Her father once took them on a road trip as a family, and she remembers him declaring, "Never wish away time." She is delighted with the creativity of the staff for the library's current programming.

**DIRECTOR'S VERBAL REPORT:**

Director Moon provided an update on programs, including a flamenco performance, a chamber concert, and a local history lecture. Everything was very popular and well-attended. Youth Services is gearing up for Kindergarten Readers Round up, as children are learning to read at a younger age and it's an opportunity to learn about library resources.

She presented a sampling of the Youth Media Award winners and honor books of 2023, which included the Caldecott and the Coretta Scott King Award.

She provided updates about intellectual freedom. There are many professional organizations monitoring this and providing support to public and school libraries.

The Friends of the Library needed to cancel their February Second Saturday Sale, due to the elevator being out-of-order. The Friends will hold a two-day sale in March.

Katherine Bryant provided an update on the enewsletter. The Library's website now has a page where patrons can manage their subscription to the Library's seven email newsletters. All Bloomfield Township patrons for whom the Library has an email address receive the monthly Discover Newsletter. Other newsletters, such as the Digital News, are sent to patrons based on their borrowing habits. This new feature allows patrons to sign up for any enewsletters they want.

Director Moon announced the Oakland County Historical Commission has a touring information poster that will change every three months.

Upon discussion, a motion was made by Joan Luksik, seconded by Joy Murray **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

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

*Ayes: Carduner, Lindstrom, Luksik, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

#### **REGULAR AGENDA:**

##### **Call to the public.**

Amanda Carroll reported on the Staff Organization Committee's latest activities.

#### **UNFINISHED BUSINESS:**

No unfinished business.

#### **NEW BUSINESS:**

##### **11a. Vending Services Bid Award**

Corporate Dining Concepts has provided library vending services in the staff and public areas since April 2010 and was awarded the bid again in 2020. The three-year contract with Corporate Dining Concepts expires March 31, 2023.

A request for proposals for vending services was posted in December 2022, with a January 17, 2023 deadline. Corporate Dining Concepts and Perfection Vending submitted proposals.

Bids were reviewed against predetermined criteria such as company vending experience, service response time and schedule, equipment features, product variety, and commission offered to the Library. Each company was also interviewed to clarify aspects of their respective proposals.

It was the recommendation of Administration to award the bid for library vending services to Perfection Vending based on their commission rate, interview, and references.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray, **THAT PERFECTION VENDING, 18750 FORT STREET, UNIT 18, RIVERVIEW, MICHIGAN, BE AWARDED THE CONTRACT TO PROVIDE VENDING SERVICES FOR BLOOMFIELD TOWNSHIP**

## **PUBLIC LIBRARY.**

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

*Ayes: Carduner, Lindstrom, Luksik, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

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

Shane Spradlin inquired about page 11 of the board packet, section 7B. He wanted to know about the prepaid garden certificate to Goldner Walsh in the amount of \$17,000. The Library signs a contract early in the season, which provides them a discount for services. Shane Spradlin also inquired about the costs of databases in comparison to their usage, particularly ValueLine and ProQuest. He also had a question about the budget.

Keith Carduner also inquired about the budget and how the adopted budget differs from the amended budget and the current month. In the April meeting, the tax revenue will have been received and reflected in the budget.

Joy Murray inquired about Farmington Community Library being paid for the databases. Farmington is the fiduciary of MetroNet, through which the Library gets group discounts on databases.

Upon discussion, a motion was made by Keith Carduner, seconded by Shane Spradlin **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

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

*Ayes: Carduner, Lindstrom, Luksik, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

## **OTHER:**

Shane Spradlin inquired about a chart that was shared in the finance committee packet, regarding the vending services.

Shane Spradlin said that the website chat feature is useful in his business. He wondered if this technology would be useful to the Library as well.

Judy Lindstrom commented on the entrance urns.

Joy Murray reported on the Friends of the Library, who had a near-record sale in January. The Friends approved the Wish List. Their annual meeting is coming on May 3 at 11:30a.m. and Jeff Morrison is the speaker. He wrote *Guardians of Michigan* and *Guardians of Detroit*.

Upon discussion, a motion was made by Keith Carduner and seconded by Joy Murray **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

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

*Ayes: Carduner, Lindstrom, Luksik, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

The Board of Trustees went into a closed session at 7:55 p.m. Trustees discussed the comments

they submitted as part of the Library Director Evaluation process. Additional comments were made and noted. Projected raises for all Library staff were reviewed and discussed.

At 8:25 p.m., Director Moon was invited to join the closed session. Trustees Judy Lindstrom and Joan Luksik informed her that a contract renewal and salary increase were agreed upon. They said her work is fantastic and the staff is very pleased with her management.

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

Upon discussion, a motion was made by Joan Luksik and seconded by Keith Carduner **TO ADJOURN CLOSED SESSION.**

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

*Ayes: Carduner, Lindstrom, Luksik, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

At 8:33 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Keith Carduner and seconded by Shane Spradlin **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT FOR THE APRIL 1, 2023-MARCH 31, 2024 FISCAL YEAR.**

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

*Ayes: Carduner, Lindstrom, Luksik, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

The next Library Board Meeting will be Tuesday, March 21 at 7:00 p.m.

At 8:34 p.m. Vice President Judy Lindstrom adjourned the meeting.

Submitted by:



Joan Luksik, Secretary

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, March 9, 2023

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

**Members absent:** none

**Administration:** Library Director Tera Moon, Assistant Library Director Katherine Bryant, and Finance Coordinator Monica Gower

Upon discussion, a motion was made by Judy Lindstrom seconded by Shane Spradlin  
**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, and Spradlin*

*Nays: None*

**MOTION CARRIED**

**CALL TO THE PUBLIC:**

None present.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

***5a Budget Review*** – Director Tera Moon thanked everyone for their role in the budget and for their support. She thanked the team of people that put together the budget, especially Finance Coordinator Monica Gower and Assistant Director Katherine Bryant for all their diligent work on the budget and compiling the information for the Library Board. She thanked the department heads for reconsidering their budgets, and Administrative Assistant Linden Godlove for supporting this work. She also thanked the Library Board Trustees for their careful review and consideration of the proposed budget.

Director Moon said the Library is doing well and this is a very sound financial plan. She gave an overview of library revenues and expenditures for the Fiscal Year 2022-2023 and the proposed budget for Fiscal Year April 1, 2023 – March 31, 2024, which will be

presented at the March 21, 2023 Library Board Meeting. The overview included the Capital Improvements Plan. The group discussed the potential impact of the new strategic plan on the budget. All agreed that this is a healthy budget that points to an optimistic future for the Library.

**OTHER:**

The Board thanked Tera for coming out over the weekend to handle the snowy morning and the alarm calls caused by a boiler malfunction.

The next scheduled Regular Board Meeting is March 21, 2023 at 7:00 p.m.

Meeting adjourned at 10:54 a.m.

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik". The signature is fluid and cursive, with the first name "Joan" and last name "Luksik" clearly distinguishable.

Joan Luksik, Secretary



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****Cash Disbursements Comments  
February 2023****New Vendors –**

- Chesterfield Township Public Library
- Grand Rapids Public Library
- Town Locksmith
- White Cloud Community Library

**General Fund - Advance**

- Check #22872 was made payable to Shayna Connolly in amount of \$450.00 as reimbursement for the purchase of prizes for the winter reading challenge.
- Check #22873 made payable to Consumers Energy in the amount of \$6,900.13 was payment for natural gas service for the period 1/07-2/03.
- Check #22874 made payable to Bala Cramer in the amount of \$635.19 was payment for travel expenses for attending the American Library Association's LibLearnX conference.
- Check #22881 made payable to Michigan Library Association in the amount of \$335.00 was payment for an individual membership and conference registration for a staff.
- Check #22883 made payable to State of Michigan in the amount of \$303.91 was payment for 2022 sales tax for the Library Shop.
- Check #22886 made payable to Detroit Circus in the amount of \$360.00 was payment for program performers.
- Check #22887 made payable to DTE Energy in the amount of \$18,822.06 was payment for electricity service for the period 1/10-2/07.
- Check #22892 made payable to Jewish Community Relations Council in the amount of \$100.00 was payment for a meeting room refund.
- Check #22893 made payable to Martha McGee in the amount of \$96.74 was payment for Library Shop inventory.
- Check #22933 made payable to Milliman in the amount of \$8,100.00 was payment for actuary service for the OPEB trust. The general fund will be reimbursed by the OPEB trust for this expense.

## **General Fund - Regular**

- Check #22899 made payable to Bloomfield Township in the amount of \$1,125.18 was payment for water service for the period 1/19-2/20.
- Check #22900 made payable to Bloomfield Township in the amount of \$264,323.46 was payment for two payrolls including FICA, health insurance, pension, etc.
- Check #22903 made payable to Chesterfield Township Library in the amount of \$19.95 was payment for a lost MeLCat item.
- Check #22905 made payable to Consumers Energy in the amount of \$7,814.38 was payment for natural gas services for the period 2/04-3/07.
- Check #22911 made payable to Frank Rewold and Son in the amount of \$114,212.46 was payment for activities on the LED lighting project.
- Check #22912 made payable to Grand Rapids Public Library in the amount of \$40.00 was payment for a lost MeLCat item.
- Check #22914 made payable to LJ Rolls Refrigeration in the amount of \$15,806.52 was payment for many HVAC repairs including after-hours response to the carbon monoxide alarms the weekend of March 4 and 5.
- Check #22918 made payable to Michigan Library Association in the amount of \$85.00 was payment for an individual membership.
- Check #22926 made payable to BTPL SOC (Staff Organization Committee) in the amount of \$226.88 was payment for vending machine commission from the staff lounge vending machines.
- Check #22931 made payable to White Cloud Community Library in the amount of \$13.00 was payment for a lost MeLCat item.

## **Gift Fund – Advance**

- Check #5383 made payable to Lillian Dean in the amount of \$100.00 was payment for program performer.
- Check #5387 made payable to Bloomfield Twp. Public Library in the amount of \$31.77 was payment for reimbursement of the General Fund for petty cash expenditures.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF FEBRUARY 2023**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
22872	2/15/23	Shayna Connolly	016.01	450.00
22873	2/15/23	CONSUMERS ENERGY	016.01	6,900.13
22874	2/15/23	Bala Cramer	016.01	635.19
22875	2/15/23	LOWE'S	016.01	58.81
22876	2/15/23	TERMINIX PROCESSING CTR.	016.01	160.00
22877	2/21/23	AMAZON.COM	016.01	2,268.20
22878	2/21/23	PETTY CASH - BTPL	016.01	410.66
22879	2/21/23	FLAGSTAR BANK	016.01	5,374.56
22880	2/21/23	LAFORCE	016.01	441.00
22881	2/21/23	MICHIGAN LIBRARY ASSOCIATION	016.01	335.00
22882	2/21/23	PRINCIPAL LIFE INSURANCE COMPANY	016.01	806.93
22883	2/21/23	STATE OF MICHIGAN	016.01	303.91
22884	2/21/23	VIGILANTE SECURITY	016.01	1,950.00
22885	3/1/23	AMAZON.COM	016.01	971.80
22886	3/1/23	DETROIT CIRCUS	016.01	360.00
22887	3/1/23	DTE ENERGY	016.01	18,822.06
22888	3/8/23	APPLIED INNOVATION	016.01	745.73
22889	3/8/23	AT&T	016.01	170.00
22890	3/8/23	AT&T	016.01	1,435.66
22891	3/8/23	XFINITY	016.01	75.83
22892	3/8/23	JEWISH COMMUNITY RELATIONS COUNCIL/AJC	016.01	100.00
22893	3/8/23	Martha McGee	016.01	96.74
22894	3/8/23	TERMINIX PROCESSING CTR.	016.01	160.00
Total				<u><u>43032.21</u></u>
<b>REGULAR CHECKS:</b>				
22895	3/13/23	ARBOR OAKLAND GROUP	016.01	4,599.97
22896	3/13/23	AUNALYTICS, INC.	016.01	3,206.25
22897	3/13/23	BAKER & TAYLOR, INC.	016.01	10,513.57
22898	3/13/23	BLACKSTONE PUBLISHING	016.01	41.60
22899	3/13/23	BLOOMFIELD TOWNSHIP	016.01	1,125.18
22900	3/13/23	BLOOMFIELD TOWNSHIP	016.01	264,323.46
22901	3/13/23	CAR TRUCKING, INC.	016.01	212.55
22902	3/13/23	CENGAGE LEARNING/GALE	016.01	328.41
22903	3/13/23	CHESTERFIELD TOWNSHIP LIBRARY	016.01	19.95
22904	3/13/23	CINTAS CORPORATION	016.01	112.58
22905	3/13/23	CONSUMERS ENERGY	016.01	7,814.38
22906	3/13/23	DEMCO, INC.	016.01	334.93
22907	3/13/23	DOW JONES & COMPANY, INC.	016.01	1,890.00
22908	3/13/23	DU ALL CLEANING, INC	016.01	11,120.00
22909	3/13/23	ELM USA, Inc.	016.01	622.99
22910	3/13/23	FOUNDRY	016.01	25.00
22911	3/13/23	FRANK REWOLD AND SON, INC.	016.01	114,212.46
22912	3/13/23	GRAND RAPIDS PUBLIC LIBRARY	016.01	40.00
22913	3/13/23	INGRAM LIBRARY SERVICES	016.01	84.54
22914	3/13/23	LJ ROLLS REFRIGERATION CO., INC	016.01	15,806.52
22915	3/13/23	MICROMARKETING LLC	016.01	194.61
22916	3/13/23	MIDWEST TAPE	016.01	2,691.17
22918	3/13/23	MICHIGAN LIBRARY ASSOCIATION	016.01	85.00
22919	3/13/23	THE NEW YORK TIMES	016.01	2,194.40
22920	3/13/23	NICHOLS/NETWORK SERVICES CO	016.01	1,118.77
22921	3/13/23	OVERDRIVE	016.01	14,220.66
22922	3/13/23	ROSEN PUBLISHING	016.01	21.20
22923	3/13/23	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	448.92
22924	3/13/23	SALEM PRESS, INC.	016.01	191.25
22925	3/13/23	SHOWCASES	016.01	142.56
22926	3/13/23	BTPL SOC	016.01	226.88

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**CHECK REGISTERS**  
**FOR THE MONTH OF FEBRUARY 2023**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
22927	3/13/23	TECH LOGIC CORP.	016.01	22.50
22928	3/13/23	THOMSON REUTERS- WEST	016.01	142.88
22929	3/13/23	TOWN LOCKSMITH	016.01	135.00
22930	3/13/23	UNIQUE MANAGEMENT SERVICES, INC.	016.01	571.30
22931	3/13/23	WHITE CLOUD COMMUNITY LIBRARY	016.01	13.00
22932	3/13/23	WT COX INFORMATION SERVICES	016.01	24.60
22933	3/13/23	MILLIMAN, INC.	016.01	8,100.00
Total				<u><u>466979.04</u></u>

**Gift Fund**

**ADVANCE CHECKS:**

5383	2/15/23	LILLIAN DEAN	012.03	100.00
5384	2/21/23	AMAZON.COM	012.03	1,071.36
5385	2/21/23	FLAGSTAR BANK	012.03	837.50
5386	3/1/23	AMAZON.COM	012.03	125.34
5387	3/8/23	BLOOMFIELD TWP. PUBLIC LIBRARY	012.03	31.77
Total				<u><u>2165.97</u></u>

**REGULAR CHECKS:**

5388	3/13/23	DEMCO	012.03	466.86
5389	3/13/23	SCHOLASTIC INC	012.03	1,796.30
Total				<u><u>2263.16</u></u>

**Bloomfield Township Public Library**  
**FY 2022-2023 General Fund Budget**

PRESENTED: MARCH 21, 2023      FOR THE MONTH OF: FEBRUARY, 2023

ACCOUNT NAME	2022-2023 ADOPTED BUDGET AS OF MARCH 16, 2022	2022-2023 AMENDED BUDGET AS OF AUGUST 16, 2022	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	Eleven Months 91.6% % OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Taxes	\$8,141,617	\$8,248,977	\$1,036,398	\$5,928,849	71.87%	(\$2,320,128)
Penal Fines	\$87,600	\$87,600	\$0	\$66,126	75.49%	(\$21,474)
State Aid	\$32,800	\$32,800	\$0	\$43,493	132.60%	\$10,693
Circulation Fines & Fees	\$25,500	\$25,500	\$2,323	\$27,073	106.17%	\$1,573
Charges for Services	\$14,866	\$14,866	\$320	\$7,319	49.24%	(\$7,547)
Investment earnings	\$50,000	\$50,000	\$21,291	\$65,998	132.00%	\$15,998
Miscellaneous	\$34,566	\$34,566	\$3,223	\$36,179	104.67%	\$1,613
<b>Total Revenues</b>	<b>\$8,386,949</b>	<b>\$8,494,309</b>	<b>\$1,063,554</b>	<b>\$6,175,039</b>	<b>72.70%</b>	<b>(\$2,319,270)</b>
<b><u>Expenditures</u></b>						
Personnel	\$4,777,521	\$4,777,521	\$281,728	\$3,814,663	79.85%	(\$962,858)
Library Services	\$817,933	\$817,933	\$37,616	\$705,820	86.29%	(\$112,113)
Facilities & Equipment	\$1,036,779	\$1,036,779	\$72,283	\$982,577	94.77%	(\$54,203)
Other Operating Expenditures	\$3,619,429	\$3,683,429	\$136,544	\$854,884	23.21%	(\$2,828,546)
<b>Total Expenditures</b>	<b>\$10,251,662</b>	<b>\$10,315,662</b>	<b>\$528,172</b>	<b>\$6,357,942</b>	<b>61.63%</b>	<b>(\$3,957,720)</b>
Fund Balance - Beginning	\$12,237,654	\$12,237,654		\$12,237,654		
Net revenue (expenditure)	(\$1,864,713)	(\$1,821,353)		(\$182,904)		
Fund Balance - Ending	\$10,372,941	\$10,416,301		\$12,054,750		

**Fund Balance Designations**

Nonspendable-Prepaid Expense	\$18,791	\$18,791
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,588,431	\$4,631,097
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	\$5,666,413
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library  
**FY 2022-2023 Gift Fund Budget**

PRESENTED: MARCH 21, 2023      FOR THE MONTH OF: FEBRUARY, 2023

Eleven Months 91.6%

ACCOUNT NAME	2022-2023 ADOPTED BUDGET AS OF MAR 16, 2022	2022-2023 AMENDED BUDGET AS OF MAR 21, 2023	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
<b>Gift Income</b>	<b>\$500</b>	<b>\$37,835</b>	<b>\$18,186</b>	<b>\$56,021</b>	<b>148.07%</b>	<b>\$18,186</b>
Gift Revenue	\$0	\$4,528	\$0	\$4,528	100.00%	\$0
Friends of the Library	\$0	\$31,755	\$18,186	\$49,941	157.27%	\$18,186
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
<b>Investment Earnings</b>	<b>\$200</b>	<b>\$200</b>	<b>\$37</b>	<b>\$152</b>	<b>75.94%</b>	<b>(\$48)</b>
<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>Total Revenues</b>	<b>\$700</b>	<b>\$38,035</b>	<b>\$18,224</b>	<b>\$56,173</b>	<b>147.69%</b>	<b>\$18,138</b>
<b><u>Expenditures</u></b>						
<b>Library Services</b>	<b>\$75,589</b>	<b>\$106,236</b>	<b>\$3,946</b>	<b>\$40,667</b>	<b>38.28%</b>	<b>(\$65,569)</b>
<b>Facilities &amp; Equipment</b>	<b>\$34,382</b>	<b>\$39,787</b>	<b>\$0</b>	<b>\$8,593</b>	<b>21.60%</b>	<b>(\$31,194)</b>
<b>Other Operating Expenditures</b>	<b>\$52,224</b>	<b>\$53,507</b>	<b>\$488</b>	<b>\$3,808</b>	<b>7.12%</b>	<b>(\$49,699)</b>
<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$199,530</b>	<b>\$4,434</b>	<b>\$53,067</b>	<b>26.60%</b>	<b>(\$146,462)</b>
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$3,106		
Fund Balance - Ending	\$200	\$200		\$164,801		

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**FEBRUARY 2023**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	2/28/2023	\$114,823.57
	Flagstar Public Funds Savings	3.48%	2/28/2023	\$203,785.81
	Flagstar Premier Public Entities Checking	0.90%	2/28/2023	\$277,756.00
	RBC Capital Cash/Money Market	0.20%	2/28/2023	\$12,888.01
	RBC Capital - Investments	1.31%	2/28/2023	\$12,292,871.11
<b>Total General Fund</b>				<b>\$12,902,124.50</b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.30%	2/28/2023	\$101,588.50
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	2/28/2023	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	2/28/2023	\$15,030.49
<b>Total Gift Fund</b>				<b>\$166,618.99</b>

**CFSEM**

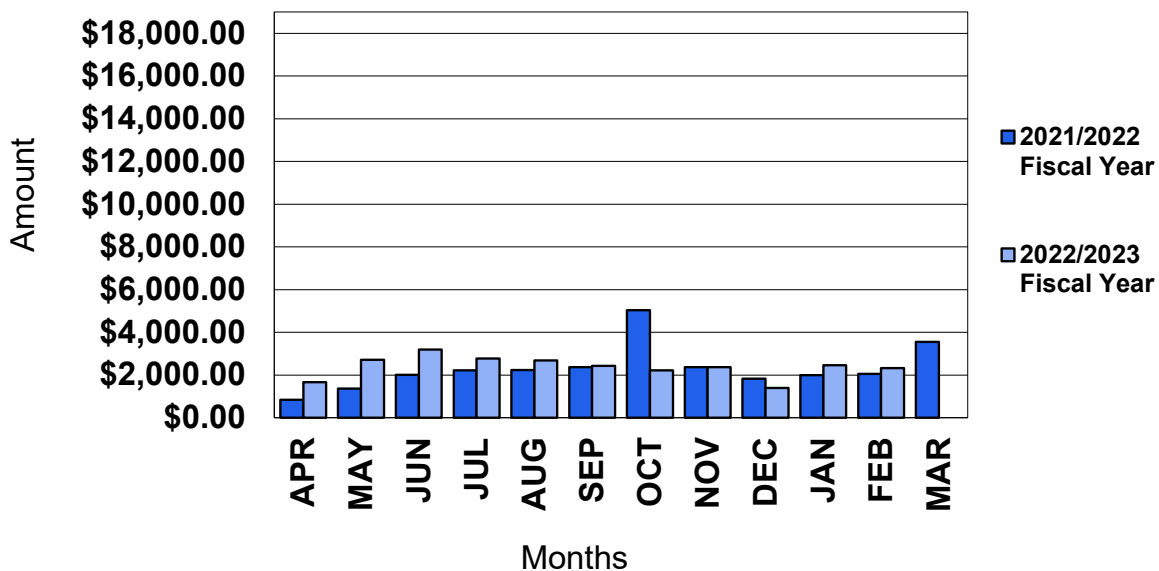
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for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

	<i>Updated 3/2022</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
<b>Total CFSEM holdings</b>		<b>\$192,246.00</b>

## 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	\$2,682.32	\$454.02
SEP	\$2,376.65	\$2,434.58	\$57.93
OCT	\$5,029.51	\$2,215.79	(\$2,813.72)
NOV	\$2,371.50	\$2,366.59	(\$4.91)
DEC	\$1,828.00	\$1,400.35	(\$427.65)
JAN	\$2,000.60	\$2,464.37	\$463.77
FEB	\$2,056.98	\$2,322.64	\$265.66
MAR	\$3,557.26		(\$3,557.26)
			YTD Difference
TOTAL	\$27,888.00	\$26,233.51	(\$1,654.49)

### Fines and Fees Two-Year Comparison

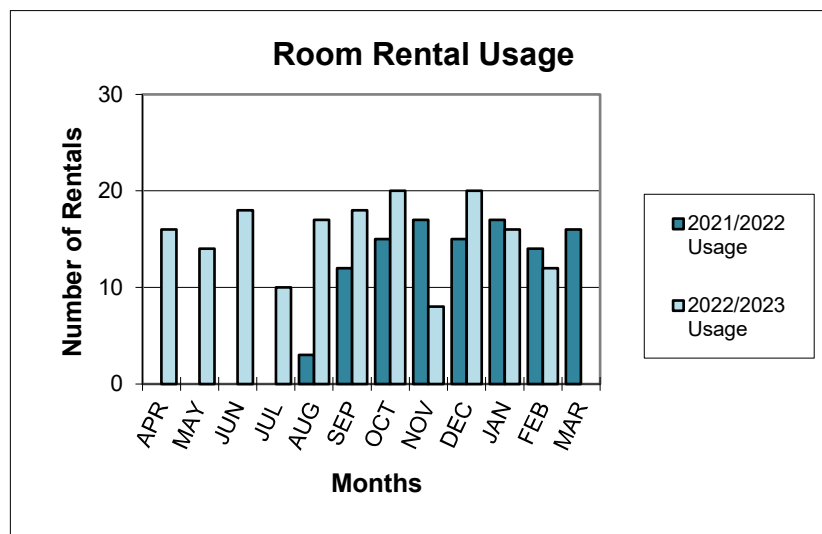
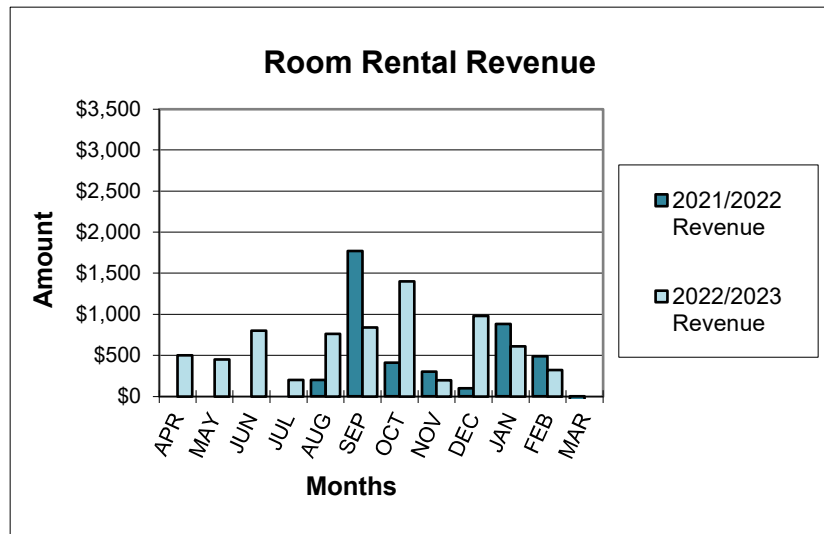




## ROOM RENTAL - TWO-YEAR COMPARISON

7b

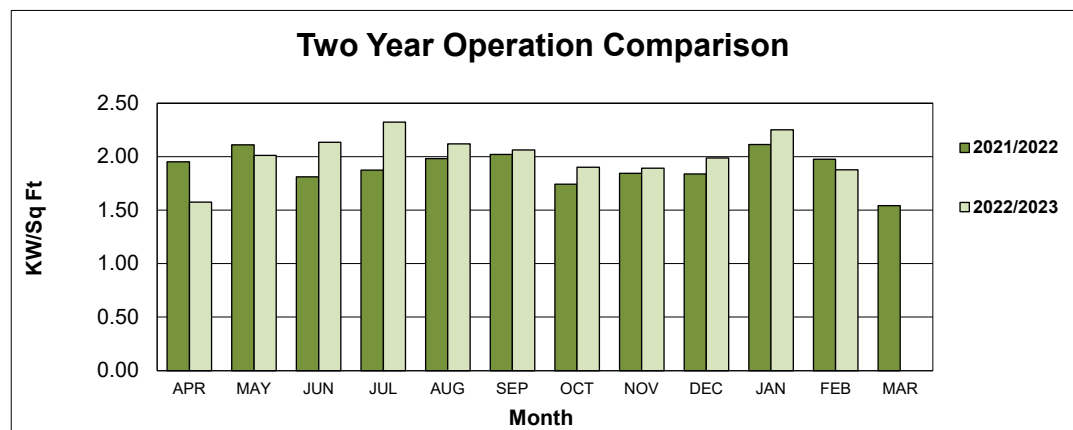
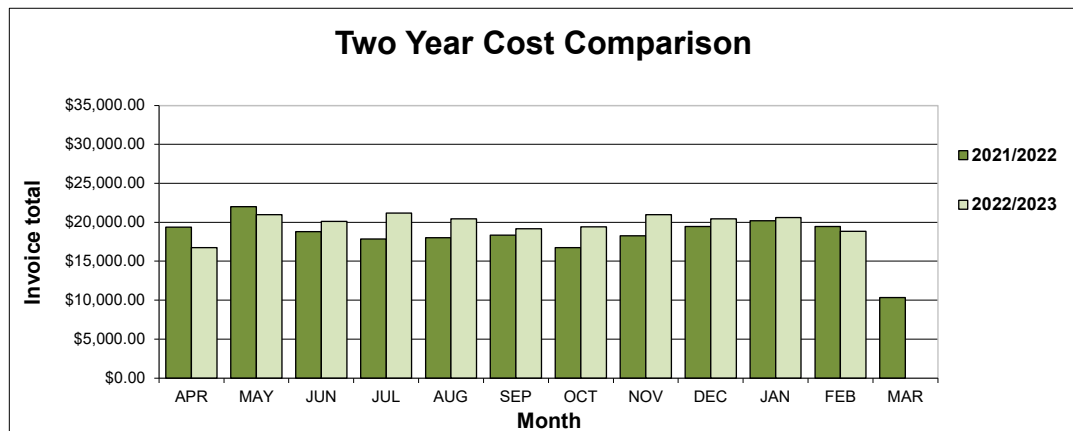
	2021/2022	2022/2023		2021/2022	2022/2023	
<u>Month</u>	<u>Revenue</u>	<u>Revenue</u>	<u>Difference</u>	<u>Usage</u>	<u>Usage</u>	<u>Month</u>
APR	\$0.00	\$500.00	\$500.00	0	16	APR
MAY	\$0.00	\$450.00	\$450.00	0	14	MAY
JUN	\$0.00	\$800.00	\$800.00	0	18	JUN
JUL	\$0.00	\$200.00	\$200.00	0	10	JUL
AUG	\$200.00	\$760.00	\$560.00	3	17	AUG
SEP	\$1,770.00	\$840.00	(\$930.00)	12	18	SEP
OCT	\$410.00	\$1,400.00	\$990.00	15	20	OCT
NOV	\$300.00	\$197.00	(\$103.00)	17	8	NOV
DEC	\$100.00	\$980.00	\$880.00	15	20	DEC
JAN	\$880.00	\$610.00	(\$270.00)	17	16	JAN
FEB	\$490.00	\$320.00	(\$170.00)	14	12	FEB
MAR	(\$480.00)		\$480.00	16		MAR
			YTD Difference			
TOTAL	\$3,670.00	\$7,057.00	\$3,387.00	109	169	



## 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	\$20,421.44	\$2,416.60	214,060	\$0.10	287.72	2.12	\$27.45	\$0.20
SEP	\$18,350.49	\$19,149.28	\$798.79	208,250	\$0.09	289.24	2.06	\$26.60	\$0.19
OCT	\$16,723.27	\$19,397.88	\$2,674.61	192,073	\$0.10	258.16	1.90	\$26.07	\$0.19
NOV	\$18,252.35	\$20,955.05	\$2,702.70	191,296	\$0.11	265.69	1.89	\$29.10	\$0.21
DEC	\$19,445.48	\$20,428.62	\$983.14	200,886	\$0.10	270.01	1.99	\$27.46	\$0.20
JAN	\$20,200.83	\$20,598.15	\$397.32	227,549	\$0.09	305.85	2.25	\$27.69	\$0.20
FEB	\$19,441.46	\$18,822.06	(\$619.40)	189,777	\$0.10	282.41	1.88	\$28.01	\$0.19
MAR	\$10,316.61		(\$10,316.61)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$218,714.86	\$218,777.92	\$63.06						



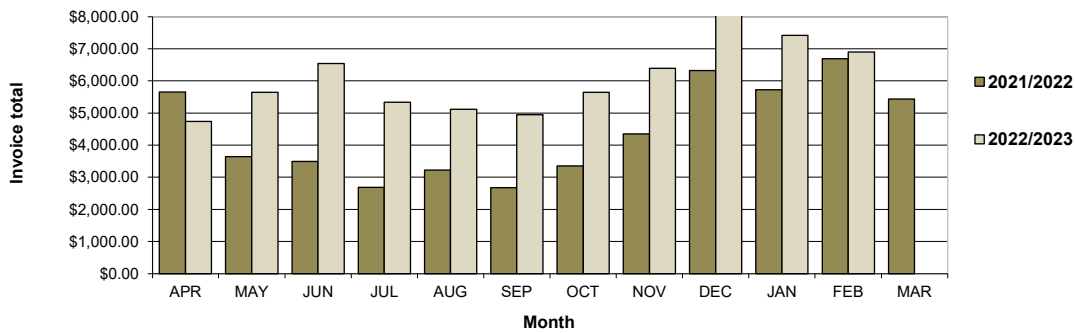
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

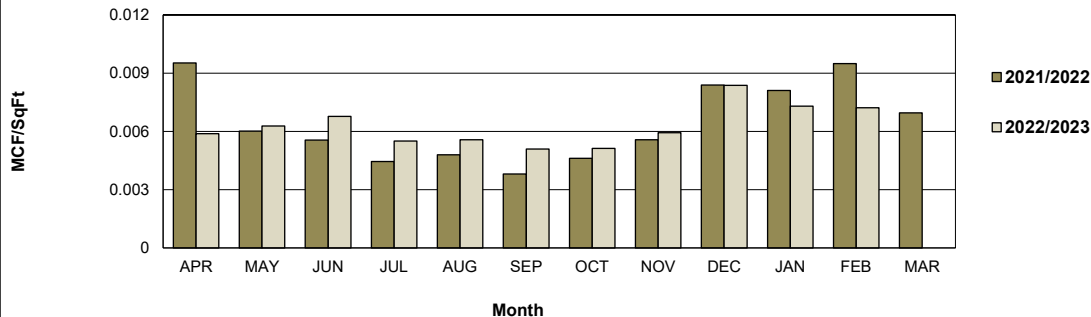
1 Cu. Ft. = 1000 BTU

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	\$5,112.10	\$1,886.26	561.7	\$9.10	744	0.75	0.006	6.87	0.050
SEP	\$2,673.07	\$4,944.69	\$2,271.62	514.4	\$9.61	720	0.71	0.005	6.87	0.048
OCT	\$3,347.66	\$5,643.43	\$2,295.77	517.1	\$10.91	744	0.70	0.005	7.59	0.055
NOV	\$4,347.53	\$6,389.93	\$2,042.40	599.4	\$10.66	720	0.83	0.006	8.87	0.062
DEC	\$6,325.88	\$8,675.57	\$2,349.69	846.1	\$10.25	744	1.14	0.008	11.66	0.085
JAN	\$5,721.34	\$7,423.04	\$1,701.70	737.4	\$10.07	744	0.99	0.007	9.98	0.072
FEB	\$6,688.96	\$6,900.13	\$211.17	728.9	\$9.47	696	1.05	0.007	9.91	0.067
MAR	\$5,433.41		(\$5,433.41)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$53,233.58	\$67,352.93	\$14,119.35							

### Two Year Cost Comparison

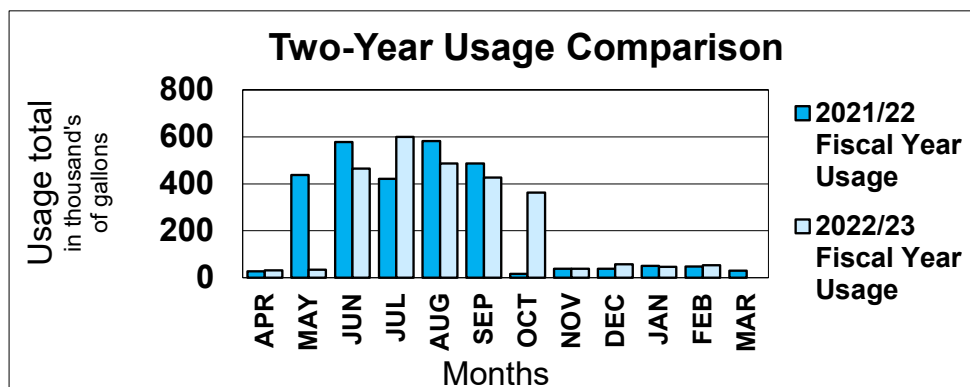
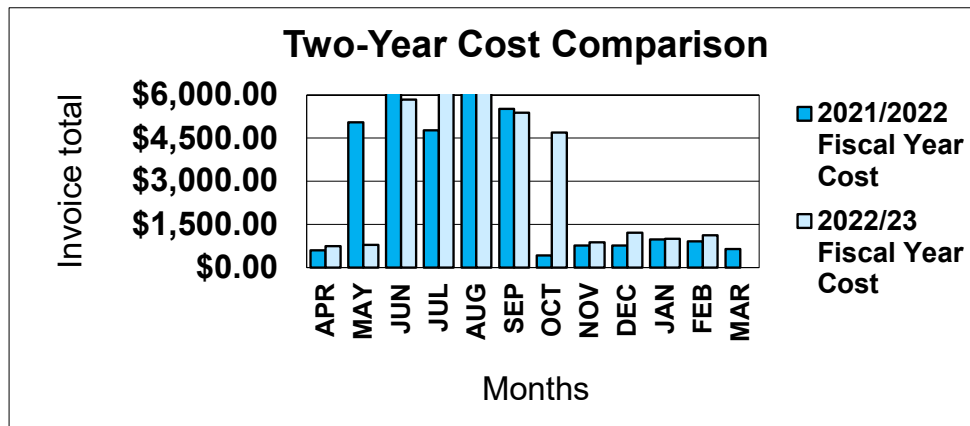


### Two Year Operation Comparison



## 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	\$6,106.80	(\$441.60)	582	487	(95)
SEP	\$5,514.12	\$5,385.90	(\$128.22)	487	427	(60)
OCT	\$416.60	\$4,694.57	\$4,277.97	16	363	347
NOV	\$767.72	\$879.34	\$111.62	38	39	1
DEC	\$767.72	\$1,212.98	\$445.26	38	58	20
JAN	\$975.20	\$1,002.26	\$27.06	51	46	(5)
FEB	\$911.36	\$1,125.18	\$213.82	48	53	5
MAR	\$640.04		(\$640.04)	30		(30)
			YTD Difference			YTD Difference
TOTAL	<u>\$33,463.32</u>	<u>\$35,216.67</u>	<u>\$1,753.35</u>	<u>2,754</u>	<u>2,603</u>	<u>(151)</u>



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT****March 2023**

Last month I reported that an All-Staff meeting would be held on February 22. I decided to close the Library that afternoon at 1pm due to inclement weather, therefore the meeting did not happen. The most important order of business was electing a slate of officers for FY 2023-2024 SOC (Staff Organization Committee). In lieu of a voice vote, SOC created an online vote. As a result, more staff were able to have a say in this election and the business was accomplished. Our new SOC is Deb Smith (Technical Services Assistant Department Head), Amanda Carroll (Youth Services Librarian), and Laura Norman (Circulation Clerk). I'm so pleased that staff serve in this capacity. SOC is a link between Administration, the Trustees, and staff. They also assist with Staff Development Day, acknowledge life events for staff, and plan fun events for staff.

We've had a lot of dramatic weather as winter closes out. The Library closed early on Wednesday, February 22 due to a significant ice storm. That ice storm knocked out electricity to thousands of residents who then took refuge at the Library. Even with the added seating in the Commons, we ran out of places for folks to sit and charge their devices. We opened the lower level and the Community Room for overflow. Then more heavy snowfall occurred on Friday, March 3 and again many of our patrons lost power at their homes, some of whom had just gotten theirs back from the last storm. I'm pleased the Library can provide a small bit of comfort to folks during a challenging time. An unexpected image was seeing someone's electric toothbrush being charged!

March is reading month and we are celebrating all month long. Lots of creative programs have been planned by Adult and Youth Services librarians, including Kindergarten Reader's Round-up. Thanks to the generous grants provided by the Friends, EIGHT classes of kindergarteners from Bloomfield Hills School District will revel in the joys of reading and will receive a book of their very own!

You should have received the quarterly print newsletter at your home. This is just one of many marketing pieces that library staff create as a team led by Assistant Director Katherine Bryant. Every newsletter takes about four to five months to come together – from librarians developing creative programs and getting all the details down on paper to adding graphics and perfecting the layout and then sending it to our printer. The content in the newsletter drives the content for the monthly enewsletter, press releases, social media posts, the website banners, and posters and flyers in the Library. The goal of all this effort is to ensure that our residents know all they can do at their public library.

*Respectfully Submitted,*  
*Tera Moon*  
*Library Director*

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

## MONTHLY ACTIVITY REPORT

### FEBRUARY 2023

[illegible]

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

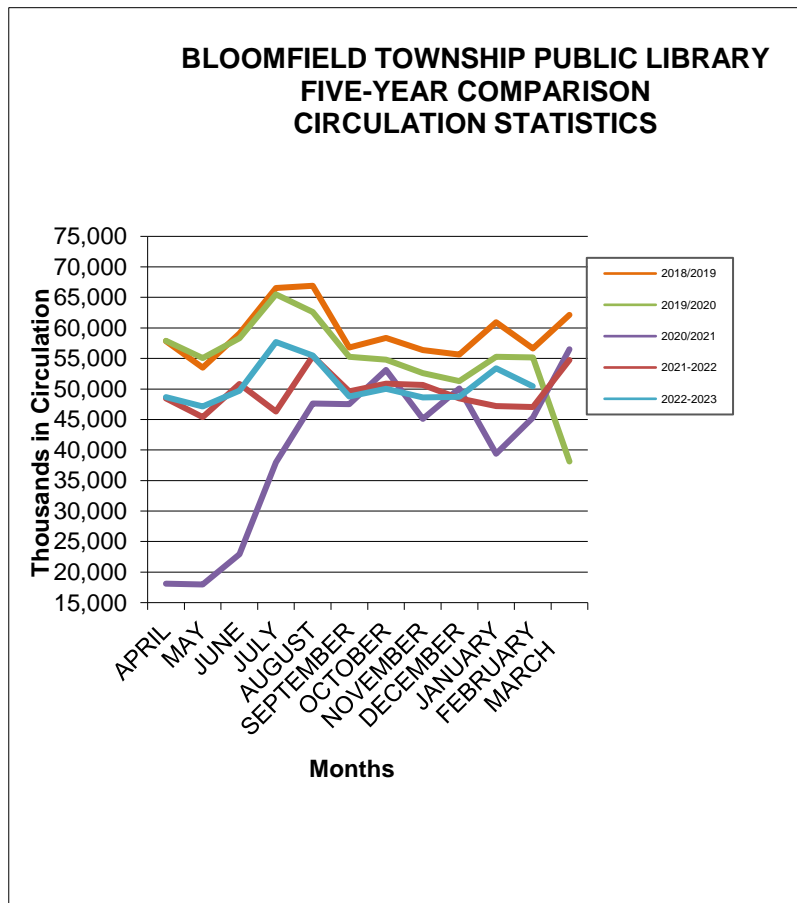
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**MONTHLY ACTIVITY REPORT**  
**FEBRUARY 2023**

	2022		2023	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	150		164	
Cranbrook:	2		1	
Total new patrons:	176		204	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	10 events	73 attended	13 events	67 attended
Speaker-led:	2 events	8 attended	3 events	246 attended
Book clubs:	8 events	64 attended	5 events	41 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	0 events	0 attended	6 events	209 attended
Chamber Music Concert:	0 events	0 attended	1 event	150 attended
Bloomfield Historical Society:	1 event	60 attended	1 event	101 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	2 events	16 attended	3 events	14 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	1 attended	0 events	0 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	16 events	452 attended	32 events	880 attended
Speaker-led:	0 events	0 attended	1 events	25 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	2 events	30 attended	4 events	147 attended
TOTAL:	42 events	704 attended	69 events	1880 attended
<b><i>Volunteers (total for the month)</i></b>	9 people	69 hours	6 people	45.25 hours
Shop volunteers	7 people	64.25 hours	5 people	43.25 hours
Court appointed volunteers	0 people	0 hours	0 people	0 hours
Student volunteers	0 people	0 hours	0 people	0 hours
Department volunteers	2 people	4.75 hours	1 person	2 hours
<b><i>Patron Remarks</i></b>				
Patron comments:	8		4	
Ask BTPL:	1		10	
Ask US:	47		n/a	
<b>DISPLAYS</b>				
Lobby	<i>Tiny Art Collection</i>			
Local History	<i>Black History Month</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

3/13/2023

	<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	55,485
SEPTEMBER	56,817	55,270	47,507	49,604	48,792
OCTOBER	58,359	54,813	53,114	50,855	50,032
NOVEMBER	56,357	52,623	45,117	50,656	48,595
DECEMBER	55,615	51,267	50,080	48,439	48,737
JANUARY	60,945	55,277	39,378	47,195	53,373
FEBRUARY	56,645	55,172	45,329	47,023	50,469
MARCH	62,128	38,121	56,504	54,732	
<b>TOTAL</b>	<b>710,735</b>	<b>661,932</b>	<b>481,614</b>	<b>594,879</b>	<b>558,688</b>



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

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

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



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Library Director

**DATE:** March 15, 2023

**SUBJECT: Proposed General Fund and Gift Fund Budgets  
for Fiscal Year April 1, 2023 - March 31, 2024**

I am pleased to present to you at the Tuesday, March 21, 2023 regular monthly meeting of the Library Board of Trustees the proposed balanced budget that includes the FY 2022-2023 amended budget and the FY 2023-2024 proposed budget for your review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace necessary capital projects such as addressing the lower level storm water problems, upgrading door access, and ensuring the Library's IT network and infrastructure are secure.

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

A copy of the proposed General Fund and Gift Fund Estimated budgets for fiscal year April 1, 2023 – March 31, 2024 is available at the Library's Welcome Desk for public review.

Two points of clarification:

- The committed fund balance category "compensated absences" is to cover accrued vacation time up to two years' worth for all benefitted employees and accrued sick time up to 300 hours only for those benefitted employees hired prior to May 31, 2011.
- The Director's Budget Message was updated to reflect an adjustment in the amount of change in the fund balance due to a calculating error.

Included with the budget document are General Fund and Gift Fund budget resolutions in support and maintenance of Bloomfield Township Public Library and are needed to adopt the budget at the March 21, 2023 regular library board meeting.

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



**Bloomfield Township Public Library**

# **Budget**

**April 1, 2023 Through March 31, 2024**

**Trustees**

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

**Director:**

Tera Moon



# Budget

**April 1, 2023 Through March 31, 2024**

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# **Bloomfield Township Public Library**

## **Section 1**

# **Proposed Budget**

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## Director's Budget Message

Date: March 7, 2023  
To: Board of Trustees  
Subject: **FY 2023-2024 Proposed Budget**

I am pleased to provide the balanced budget that includes the FY 2022-2023 Amended Budget and the FY 2023-2024 Proposed Budget. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

### **OVERVIEW OF FY 2022-2023 AMENDED BUDGET – GENERAL FUND**

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

#### **Revenues**

Overall, revenues increased by **\$186,264 or 2.22%** compared to the March 2022 Adopted Budget.

- Property taxes are estimated to come in slightly higher than anticipated.
- Investment earnings are higher than expected at **\$135,337**.
- Penal fines are lower than anticipated by **\$21,474**.
- State aid is higher than anticipated by **\$10,693**.
- Fines & Fees are projected to be **\$3,235** higher.
- Charges for Services and Room Rental Fees are **\$5,791** lower.
- Miscellaneous revenue is higher than anticipated by **\$1,657**.

#### **Expenditures**

Operating expenditures increased by **\$196,987 or 2.86%** compared to the March 2022 Adopted Budget.

- Professional services increased by **\$107,933**.
- Postage was higher than projected by **\$5,055**.

#### **Summary**

As a result of the above changes in revenues and expenditures, the fund balance decreased by **\$10,723** compared to the March, 2022 Adopted Budget, primarily due to the increase in expenditures.

The Library Board requested full assessment of the 2.0 approved mills, as adjusted by the Headlee Amendment, at the August 17, 2022 public budget hearing. 1.8653 mills were levied for library services on the Bloomfield Township December 2022 winter tax bills.

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

## **OVERVIEW OF FY 2023-2024 PROPOSED BUDGET – GENERAL FUND**

Listed below are some of the highlights of the **FY 2023-2024 Proposed Budget**:

### **Revenues**

Projected revenues are expected to increase by **\$243,150 or 2.84%** over the current FY 2022-2023 Amended Budget. This increase is primarily due to the 4.00% increase in the anticipated property tax revenues and the anticipated market improvement for the library's investment earnings.

### **Expenditures**

Projected operating expenditures are proposed to increase by **\$31,460 or 0.44%** over the current FY 2022-2023 Amended Budget.

### **Personnel Expenditures**

Projected Personnel expenditures are proposed to increase by **\$199,718 or 4.18%** over the current FY 2022-2023 Amended Budget. There is a projected increase in health insurance premiums and 3% increase in proposed salary increases. Each year, a salary survey is completed as part of the annual budget preparation. This survey was completed in the winter 2022. A summary of the survey was provided to the Library Personnel Committee for their review of the proposed salary schedule.

### **Library Services**

This functional category, Library Services, includes such things as books, physical media, electronic services such as hoopla and databases, plus programming, among other items. A minimal increase of **\$1,434 or 0.17%** is anticipated over the current FY 2022-2023 Amended Budget.

### **Facilities and Equipment**

Overall, Facilities and Equipment are projected to decrease by **\$57,954 or 5.19%** from the current FY 2022-2023 Amended Budget due to completion of projects such as tree root surgery and cybersecurity upgrades.

### **Other Operating Expenditures**

Other Operating Expenditures includes such items as postage, office supplies, professional services, and staff development, among others. This category proposes a decrease of **\$111,738 or 30.75%** from the current FY 2022-2023 Amended Budget due to ending the contract with Doeren Mayhew for temporary accounting services.

### **Capital Projects**

Capital projects increased by **\$148,900 or 4.42%** over the FY 2022-2023 Amended Budget. This is due to adding some IT and building projects to the Capital Improvements Plan.

### **Summary**

In summary, total library revenues are estimated to be **\$8,816,363** for FY 2023-2024. Total operating expenditures are estimated to be **\$7,111,093**. Expenditures including capital expenditures are estimated to be **\$10,629,009**. The fund balance is estimated to be **\$10,362,219**. There is a projected **\$1,812,646 planned use of fund balance reserves** for capital improvement projects, including the Parking Lot/Storm Sewer Mitigation project.

### **OVERVIEW OF FY 2023-2024 PROPOSED BUDGET – GIFT FUND**

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

The Gift Fund is amended monthly in the financial statements and approved at the regular monthly Library Board meetings. The FY 2023-2024 Adopted Gift Fund Budget includes a column for the FY 2022-2023 Amended Budget, updated for the final estimated activity for February and March 2023.

### **CLOSING STATEMENT**

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

Respectfully submitted,



Tera Moon, Library Director

Bloomfield Township Public Library  
General Fund Budget

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

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

ACCOUNT NAME	2021-2022	2022-2023			2023-2024	2023-2024			
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	ACTUALS AS OF MAR 31, 2022	ADOPTED BUDGET AS OF MAR 15, 2022	AMENDED BUDGET AS OF AUG 16, 2022	AMENDED BUDGET AS OF MAR 21, 2023	PRELIMINARY BUDGET AS OF AUG 16, 2022	PROPOSED BUDGET AS OF MAR 21, 2023	Col. 4 & 6 \$ DIF.	Col. 4 & 6 % DIF.	% OF TOTAL REV/EXP
<b><u>Revenues</u></b>									
Taxes	\$7,931,709	\$8,141,617	\$8,248,977	\$8,248,977	\$8,578,936	\$8,578,936	\$329,959	4.00%	97.31%
Penal Fines	\$72,519	\$87,600	\$87,600	\$66,126	\$87,600	\$71,695	\$5,569	8.42%	0.81%
State Aid	\$35,620	\$32,800	\$32,800	\$43,493	\$32,800	\$40,800	(\$2,693)	-6.19%	0.46%
Circulation Fines and Fees	\$27,888	\$25,500	\$25,500	\$28,735	\$25,500	\$25,500	(\$3,235)	-11.26%	0.29%
Charges for Services	\$4,828	\$14,866	\$14,866	\$9,075	\$14,866	\$14,866	\$5,791	63.81%	0.17%
Photocopy Fees	(\$2)	\$651	\$651	\$539	\$651	\$651			
Room Rental Fees	\$4,830	\$14,215	\$14,215	\$8,536	\$14,215	\$14,215			
Investment earnings	(\$292,919)	\$50,000	\$50,000	\$135,337	\$50,000	\$50,000	(\$85,337)	-63.06%	0.57%
Investment Earnings	(\$292,919)	\$50,000	\$50,000	\$135,337	\$50,000	\$50,000			
Change in Asset Value	\$0	\$0	\$0	\$0	\$0	\$0			
Miscellaneous	\$6,111	\$14,566	\$14,566	\$16,223	\$14,566	\$14,566	(\$1,657)	-10.21%	0.17%
Miscellaneous Revenue	\$3,825	\$3,370	\$3,370	\$3,581	\$3,370	\$3,370			
Library Shop Revenue	\$2,285	\$4,081	\$4,081	\$3,883	\$4,081	\$4,081			
Café Revenue	\$0	\$7,115	\$7,115	\$8,759	\$7,115	\$7,115			
Gain (loss) on Sale of Equipment	\$0	\$0	\$0	\$0	\$0	\$0			
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
Refunds/Rebates-Self Insurance Rx	\$19,914	\$20,000	\$20,000	\$25,248	\$20,000	\$20,000	(\$5,248)	-20.79%	0.23%
Total Revenues	\$7,805,670	\$8,386,949	\$8,494,309	\$8,573,213	\$8,824,268	\$8,816,363	\$243,150	2.84%	100.00%
<b><u>Expenditures</u></b>									
Personnel	\$4,229,706	\$4,777,521	\$4,777,521	\$4,777,521	\$4,920,847	\$4,977,239	\$199,718	4.18%	69.99%
Salaries & Wages	\$2,857,079	\$3,257,780	\$3,257,780	\$3,257,780	\$3,355,513	\$3,262,098			
Social Security	\$208,526	\$248,838	\$248,838	\$248,838	\$256,303	\$249,017			
Employee Insurances	\$688,560	\$779,885	\$779,885	\$779,885	\$803,282	\$972,208			
Retirement	\$475,541	\$491,018	\$491,018	\$491,018	\$505,749	\$493,916			
Retiree Health Care - OPEB	\$0	\$0	\$0	\$0	\$0	\$0			
Library Services	\$710,586	\$817,930	\$817,930	\$821,875	\$817,930	\$823,309	\$1,434	0.17%	11.58%
Electronic Services-Databases	\$168,468	\$198,526	\$198,526	\$202,471	\$198,526	206,405			
Electronic Services-OCLC/SkyRiver	\$22,095	\$25,700	\$25,700	\$25,700	\$25,700	\$25,700			
Books	\$295,987	\$326,408	\$326,408	\$326,408	\$326,408	\$326,408			
Processing & Supplies	\$21,460	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000			
Periodicals/Docs./Reference Services	\$64,113	\$64,577	\$64,577	\$64,577	\$64,577	\$64,577			
Music	\$8,252	\$16,553	\$16,553	\$16,553	\$16,553	\$16,053			
Audiobooks	\$67,344	\$75,123	\$75,123	\$75,123	\$75,123	\$75,123			
DVD's	\$34,339	\$44,000	\$44,000	\$44,000	\$44,000	\$42,000			
Accessibility Support Collection	\$2,891	\$10,043	\$10,043	\$10,043	\$10,043	\$10,043			
Programming	\$25,638	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000			
Facilities & Equipment	\$913,500	\$1,036,779	\$1,036,779	\$1,116,833	\$1,036,779	\$1,058,879	(\$57,954)	-5.19%	14.89%
Repairs/Maintenance Supplies	\$46,075	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000			
Telephone	\$18,472	\$18,350	\$18,350	\$18,350	\$18,350	\$17,450			
Building Insurance	\$58,017	\$58,017	\$58,017	\$58,017	\$58,017	\$58,017			
Public Utilities	\$305,412	\$365,000	\$365,000	\$384,000	\$365,000	\$384,000			
Building Maintenance	\$162,619	\$180,866	\$180,866	\$180,866	\$180,866	\$180,866			
Equipment Maintenance	\$10,351	\$22,910	\$22,910	\$22,910	\$22,910	\$24,210			
Grounds Maintenance	\$86,166	\$96,675	\$96,675	\$121,675	\$96,675	\$96,675			
Computer System Maintenance	\$221,054	\$213,961	\$213,961	\$250,015	\$213,961	\$216,661			
Equipment (Gen'l, Computer & Facility Svcs.)	\$5,335	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000			
Other Operating Expenditures	\$211,827	\$250,416	\$314,416	\$363,404	\$236,416	\$251,666	(\$111,738)	-30.75%	3.54%
Office/Computer Supplies	\$19,610	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000			
Postage	\$11,186	\$15,500	\$15,500	\$20,555	\$15,500	\$22,055			
Professional Services	\$127,131	\$124,181	\$188,181	\$232,114	\$110,181	\$118,876			
Staff Development/Travel	\$13,444	\$29,575	\$29,575	\$29,575	\$29,575	\$29,575			
Printing & Publishing	\$24,937	\$25,050	\$25,050	\$25,050	\$25,050	\$25,050			
Dues & Membership	\$12,095	\$17,030	\$17,030	\$17,030	\$17,030	\$17,030			
Miscellaneous Expenses	\$3,424	\$7,080	\$7,080	\$7,080	\$7,080	\$7,080			
Total Operating Expenditures	\$6,065,620	\$6,882,646	\$6,946,646	\$7,079,633	\$7,011,972	\$7,111,093	\$31,460	0.44%	66.90%
Net Operating Revenue/(Expenditures)	\$1,740,051	\$1,504,303	\$1,547,663	\$1,493,580	\$1,812,296	\$1,705,270			
Capital Projects	\$2,574,696	\$3,369,016	\$3,369,016	\$3,369,016	\$542,746	\$3,517,916	\$148,900	4.42%	33.10%
Total Operating & Capital Expenditures	\$8,640,316	\$10,251,662	\$10,315,662	\$10,448,649	\$7,554,718	\$10,629,009	\$180,360	1.73%	100.00%
Fund Balance - Beginning	\$13,072,300	\$12,237,655	\$12,237,655	\$12,237,655	\$10,416,302	\$10,362,219			
Net Revenue / (Expenditures)	(\$834,645)	(\$1,864,713)	(\$1,821,353)	(\$1,875,436)	\$1,269,550	(\$1,812,646)	\$62,790		
Fund Balance - Ending	\$12,237,655	\$10,372,942	\$10,416,302	\$10,362,219	\$11,685,852	\$8,549,573			
Nonspendable - Prepaid Expenses	18,791	18,791	18,791	18,791	18,791	18,791			
Restricted - None	0	0	0	0	0	0			
Committed - 8 Month Fund Balance	4,588,431	4,588,431	4,631,097	4,719,755	4,674,648	4,740,729			
Assigned - Other Post Employment Benefits (OPEB) Funding	1,683,764	1,683,764	1,683,764	1,683,764	1,683,764	1,683,764			
Assigned - Capital Improvements	5,380,445	3,515,732	3,516,426	3,373,685	4,742,425	1,540,066			
Assigned - Compensated Absences	466,224	466,224	466,224	466,224	466,224	466,224			
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000	100,000	100,000			
Totals	\$12,237,655	\$10,372,942	\$10,416,302	\$10,362,219	\$11,685,852	\$8,549,573			

**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 the remaining amount that is not restricted or

**Unassigned:**

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



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

March 21, 2023

A Motion was made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

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

**\$8,816,363**

**Revenues**

**\$10,629,009**

**Expenditures**

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

**(\$1,812,646)**

**Net Revenue/(Expenditures)**

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

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

**\$8,573,213**

**Revenues**

**\$10,448,649**

**Expenditures**

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

**(\$1,875,436)**

**Net Revenue/(Expenditures)**

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

Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Bloomfield Township Public Library

Gift Fund Budget

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

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

ACCOUNT NAME	2021-2022	2022-2023			2023-2024	2023-2024	Column 7 Col. 4 & 6  \$ DIF.	Column 8 Col. 4 & 6  % DIF.	Column 9  % OF TOTAL REV/EXP
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6			
	AUDITED ACTUALS AS OF	ADOPTED BUDGET AS OF	AMENDED BUDGET AS OF	AMENDED BUDGET AS OF	PRELIMINARY BUDGET AS OF	PRELIMINAY BUDGET AS OF			
	MAR 31, 2022	MAR 15, 2022	AUG 16, 2022	MAR 21, 2023	AUG 16, 2022	MAR 21, 2023			
<b><u>Revenues</u></b>									
<b>Gift Income</b>	<b>\$26,184</b>	<b>\$500</b>	<b>\$45,334</b>	<b>\$45,334</b>	<b>\$500</b>	<b>\$500</b>	<b>(\$44,834)</b>	<b>-98.90%</b>	<b>71.43%</b>
Gift Revenue	\$23,248		\$4,464	\$4,464	\$0	\$0			
Friends of the Library	\$0	\$0	\$36,610	\$36,610	\$0	\$0			
Atkinson Trust	\$0	\$0	\$1,336	\$1,336	\$0	\$0			
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0	\$0	\$0			
Myers Scholarship	\$1,331	\$500	\$669	\$669	\$500	\$500			
Smith Challenge Grant	\$1,605	\$0	\$1,557	\$1,557	\$0	\$0			
Fair Radom Garden Endowment		\$0	\$698	\$698	\$0	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Investment Earnings</b>	<b>\$285</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>0.00%</b>	<b>28.57%</b>
<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>\$26,469</b>	<b>\$700</b>	<b>\$45,534</b>	<b>\$45,534</b>	<b>\$700</b>	<b>\$700</b>	<b>(\$44,834)</b>	<b>-98.46%</b>	<b>100.00%</b>
<b><u>Expenditures</u></b>									
<b>Library Services</b>	<b>\$28,015</b>	<b>\$75,589</b>	<b>\$75,589</b>	<b>\$75,589</b>	<b>\$75,589</b>	<b>\$75,589</b>	<b>\$0</b>	<b>0.00%</b>	<b>46.60%</b>
Electronic Services - Adult	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Books - Adult	\$5,011	\$5,373	\$5,373	\$5,373	\$5,373	\$5,373			
Books - Youth	\$1,861	\$2,343	\$2,343	\$2,343	\$2,343	\$2,343			
Books - Reference	\$0	\$0	\$0	\$0	\$0	\$0			
Processing & Supplies	\$0	\$0	\$0	\$0	\$0	\$0			
Audiobooks - Adult	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Audiobooks - Youth	\$50	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
DVD's - Adult	\$5,046	\$0	\$0	\$0	\$0	\$0			
DVD's - Youth	\$0	\$0	\$0	\$0	\$0	\$0			
Accessibility Support Collection-AS	\$0	\$0	\$0	\$0	\$0	\$0			
Accessibility Support Collection-YS	\$0	\$621	\$621	\$621	\$621	\$621			
Programs - Adult	\$2,068	\$17,712	\$17,712	\$17,712	\$17,712	\$17,712			
Programs - Youth	\$8,254	\$24,704	\$24,704	\$24,704	\$24,704	\$24,704			
Programs - Administration	\$725	\$9,836	\$9,836	\$9,836	\$9,836	\$9,836			
<b>Facilities &amp; Equipment</b>	<b>\$14,195</b>	<b>\$34,382</b>	<b>\$34,382</b>	<b>\$34,382</b>	<b>\$34,382</b>	<b>\$34,382</b>	<b>\$0</b>	<b>0.00%</b>	<b>21.20%</b>
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Building Maintenance	\$395	\$0	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$1,741	\$15,457	\$15,457	\$15,457	\$15,457	\$15,457			
Computer Systems Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
General Equipment	\$12,059	\$18,746	\$18,746	\$18,746	\$18,746	\$18,746			
Computer Equipment	\$0	\$179	\$179	\$179	\$179	\$179			
Facility Service Equipment	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Other Operating Expenditures</b>	<b>\$7,254</b>	<b>\$52,224</b>	<b>\$97,058</b>	<b>\$97,058</b>	<b>\$52,224</b>	<b>\$52,224</b>	<b>(\$44,834)</b>	<b>-46.19%</b>	<b>32.20%</b>
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0	\$0	\$0			
Printing & Publishing	\$1,462	\$5,325	\$5,325	\$5,325	\$5,325	\$5,325			
Myers Scholarship	\$2,000	\$1,394	\$1,394	\$1,394	\$1,394	\$1,394			
Smith Challenge Grant	\$0	\$3,557	\$3,557	\$3,557	\$3,557	\$3,557			
Endowment Fund	\$0	\$0	\$0	\$0	\$0	\$0			
Atkinson Fund	\$993	\$1,637	\$1,637	\$1,637	\$1,637	\$1,637			
Fair Radom Garden Endowment	\$120	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0	\$0	\$0			
Transfer out to CFSEM	\$1,758	\$0	\$0	\$0	\$0	\$0			
Bank Service Charges	\$12	\$0	\$0	\$0	\$0	\$0			
Contingency - Designated	\$398	\$35,654	\$80,488	\$80,488	\$35,654	\$35,654			
Director's Discretionary	\$511	\$3,637	\$3,637	\$3,637	\$3,637	\$3,637			
Contingency - Undesignated	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Total Expenditures</b>	<b>\$49,464</b>	<b>\$162,195</b>	<b>\$207,029</b>	<b>\$207,029</b>	<b>\$162,195</b>	<b>\$162,195</b>	<b>(\$44,834)</b>	<b>-21.66%</b>	<b>100.00%</b>
<b>Fund Balance - Beginning</b>	<b>\$102,162</b>	<b>\$79,295</b>	<b>\$79,295</b>	<b>\$79,295</b>	<b>\$79,295</b>	<b>\$79,295</b>			
<b>Reserved Fund Balance</b>	<b>\$82,400</b>	<b>\$82,400</b>	<b>\$82,400</b>	<b>\$82,400</b>	<b>\$82,400</b>	<b>\$82,400</b>			
<b>Net Revenue / (Expenditures)</b>	<b>(\$22,995)</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>			
<b>Fund Balance - Ending</b>	<b>\$161,567</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>			
Nonspendable	\$0	\$0	\$0	\$0	\$0	\$0			
Restricted	\$161,567	\$200	\$200	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Totals</b>	<b>\$161,567</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>			

**Nonspendable:**

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

**Restricted:**

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

**Committed:**

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

**Assigned:**

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

**Unassigned:**

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

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

**March 21, 2023**

A Motion was made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

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

**\$700**

**Revenues**

**\$162,195**

**Expenditures**

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

**\$45,534**

**Revenues**

**\$207,029**

**Expenditures**

Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



# **Bloomfield Township Public Library**

## **Section 2**

# **Capital Improvements Program**

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## **Bloomfield Township Public Library Capital Improvements Program**

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

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

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

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

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

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

**Bloomfield Township Public Library**  
**Capital Improvements Program**

Record #	Department (sort with filter)	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	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	Staff Copiers	1	5	General Fund	Upgrade public copiers which have exceeded estimated useful lives and require more maintenance/repairs.	\$0	\$10,000	\$50,000	\$0	\$0	\$50,000	\$0	\$110,000
2	Admin	Compensation & Classification Study	1	5	General Fund	Professional consulting services to perform a compensation and classification study.	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
3	Information Technology	Mobile Computers for Lab	2	4	General Fund	(10-12) mobile computers for the computer lab will provide mobility for computer classes.	\$0	\$0	\$0	\$15,000	\$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	2	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	2	5	General Fund	Replace (60) public computer monitors exceeding estimated useful lives.	\$0	\$0	\$18,000	\$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.	\$0	\$2,500,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$2,600,000
9	Information Technology	Video Surveillance System	1	15	General Fund	Camera and digital high definition upgrade.	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
10	Building	HVAC Emergency Repair	2	25	General Fund	Replacement / upgrade of A/C chilled water and heating / boiler components.	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$420,000
11	Building	HVAC Equipment	1	25	General Fund	Replace 2003 & 2006 Aero boiler system (3 units) due to age. 10 year warranties + 2 boiler plate replacements.	\$0	\$110,000	\$0	\$0	\$0	\$0	\$0	\$110,000
12	YS	Puppet Theatre	2	15	Gift Fund	Purchase new puppet theatre with funds raised from Fall for Dahl event 10/2016.	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
13	Building	Plumbing & Electrical Emergency Maintenance	2	25	General Fund	Emergency plumbing & electrical repair.	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
14	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
15	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
16	Admin	10,000 Patron Library Cards	1	2	General Fund	To replenish patron library card stock every 2 years.	\$0	\$15,000	\$15,000	\$0	\$15,000	\$0	\$15,000	\$60,000
17	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
18	Information Technology	Digital Displays - After Space Needs Project Completion	3	5	General Fund	Digital Wayfinding Displays	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
19	Information Technology	AV Upgrade- Community Room	3	5	General Fund	Staff Conference Room AV Upgrade	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
20	AS & YS	Bookends	2	20	General Fund	Replace current bookends with 2,150 free- standing bookends, which are easier to manipulate for the shelvers.	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
21	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
22	Admin	Patron Email Software	1	7	General Fund	Software to personalize email messages to Library patrons.	\$6,000	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$45,000
23	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

**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
24	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
25	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
26	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
27	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
28	Information Technology	Sharepoint Implementation	1	5	General Fund	Implementation and consultation for Office 365.	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
29	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
30	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
31	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
32	Information Technology	Door Control Upgrade	1	5	General Fund	Replace card access system	\$0	\$100,000	\$0	\$0	\$0	\$15,000	\$0	\$115,000
33	Information Technology	Desktop CPUs, laptops, monitors-staff	2	5	general Fund	Annual replacement of staff desktop CPUs and Monitors, Laptops	\$9,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$69,000
34	Information Technology	Innovative Mobile	1	1	General Fund	Innovative Mobile subscription for patrons	\$0	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$66,000
35	Information Technology	Innovative Vega	1	1	General Fund	Subscription for Vega to Replace Encore.	\$0	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$186,000
36	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
37	Building	Roofing Sheet Metal	3	20	General Fund	Repair roofing metal flashings and coping.	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
38	Building	Interior Painting & Drywall Repair	2	5	General Fund	Interior wallpaper and painting for study rooms, meeting rooms & public common areas.	\$0	\$19,770	\$0	\$0	\$0	\$0	\$0	\$19,770
39	Building	Corner Guard Drywall Protection	2	10	General Fund	To protect and preserve drywall joint corners. Damage from book carts in lower level, lobby and staff workspaces.	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000
40	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
41	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
42	Building	Tree Root Surgery	2	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
43	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
44	Information Technology	Ich thrive Intranet Subscription	1	1	General Fund	Ich thrive Intranet subscription.	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$53,760
45	Information Technology	Envisionware LDS	3	5	General Fund	Document scanning station for public.	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0	\$8,000
46	Information Technology	Cisco Umbrella	2	3	General Fund	Network security service	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0	\$8,000

**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
47	Information Technology	New Firewall	1	3	General Fund	Replace firewall	\$0	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000
48	Information Technology	Server Cluster Replacements	1	3	General Fund	Replace server hardware	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
49	Information Technology	Switches	1	5	General Fund	Upgrading network infrastructure	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
50	Information Technology	UPS replacement	2	5	General Fund	Uninterrupted power supply replacement for server room	\$0	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$20,000
50	Information Technology	Upgrade Wi-Fi Network & Cell Capability	1	5	General Fund	Upgrade entire Wi-Fi network including AP's, switches and controllers	\$0	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$150,000
51	Information Technology	Local Hop	1	7	General Fund	Meeting Room scheduler, program registration & online event calendar	\$0	\$3,900	\$3,900	\$3,900	\$3,900	\$3,900	\$3,900	\$23,400
52	Information Technology	DUO	1	7	General Fund	Mobile App - Two Factor Authentication	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$36,000

	\$494,246	\$3,501,916	\$829,646	\$519,146	\$424,146	\$603,045	\$403,545	\$6,566,290
CIP Expenditures - Gift Fund Budget	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
CIP Expenditures - General Fund Budget	\$489,246	\$3,501,916	\$829,646	\$519,146	\$424,146	\$603,045	\$403,545	\$6,561,290





# **Bloomfield Township Public Library**

## **Section 3**

### **Budget Line Item Detail**

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BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2022 - March 31, 2023 - <u>AMENDED BUDGET</u>		
	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
TAXES		8,248,977
410.01 TAXES	\$8,248,977	
<b>DESCRIPTION:</b> Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of 1.0000 mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback).  <b>FORMULA :</b> Taxable value of property in the township multiplied by the mill calculated by the Township: Using the 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.		
		66,126
420.01 PENAL FINES	66,126	
<b>DESCRIPTION:</b> The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.  <b>FORMULA :</b> Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2021 population is 43,983		
		43,493
422.01 STATE AID	43,493	
<b>DESCRIPTION:</b> Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.  <b>FORMULA :</b> Review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2020 population is 43,027.		
		28,735
430.01 FINES & FEES	28,735	
<b>DESCRIPTION:</b> Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.  <b>FORMULA :</b> Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures.  Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years.		
		9,075
CHARGES FOR SERVICES		

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

	Chart of Account Total	Budget Group Total
432.01 <b>PHOTOCOPY FEES</b>	539	
<b>DESCRIPTION:</b> 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.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
435.01 <b>ROOM RENTAL FEES</b>	8,536	
<b>DESCRIPTION:</b> The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
INVESTMENT EARNINGS		135,337
664.01 <b>INVESTMENT EARNINGS</b>	135,337	
<b>DESCRIPTION:</b> 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.		
<b>FORMULA :</b> 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 <b>CHANGE IN ASSET VALUE</b>	-	
<b>DESCRIPTION:</b> Changes to market value expected on investments during the current fiscal year.		
<b>FORMULA :</b> Budgeted only at year end due to uncertainty of changes		
The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		16,223
460.01 <b>MISCELLANEOUS REVENUE</b>	3,581	
<b>DESCRIPTION:</b> Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
<b>FORMULA :</b> Review two-year history of actual revenue received.		
462.01 <b>LIBRARY SHOP REVENUE</b>	3,883	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Library Shop.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
463.01 <b>CAFÉ REVENUE</b>	8,759	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Café.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
672.01 <b>SALE OF USED EQUIPMENT</b>	-	
<b>DESCRIPTION:</b> Revenue received from the sale of used library equipment.		
<b>FORMULA :</b> 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 <b>FEDERAL GRANTS</b>		-
<b>DESCRIPTION:</b> Federal Grants	-	
<b>FORMULA :</b> None planned for this FY.		
687.01 <b>REFUNDS/REBATES SELF INSURANCE Rx</b>		25,248
<b>DESCRIPTION:</b> Prescription drug discount received from self-insured health care insurance plan.	25,248	
<b>FORMULA :</b> Refunds provided quaterly by Bloomfield Township.		

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

Adopted March 2022	\$8,386,949
Amended August 2022	\$8,494,309
Amended March 2023	<u>\$8,573,213</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	
	-	-	
			821,875
		202,471	
	151,066		
3,500			
6,000			
6,000			
2,500			
1,500			
3,500			
3,500			
2,500			
5,500			
3,500			
2,500			
4,500			
2,500			

702.01

SALARIES AND WAGES

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

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

Open Pay Range, Performance Based Compensation

Pay rate increases TBD

PA 152 80/20

715.01

SOCIAL SECURITY

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

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

718.01

EMPLOYEE INSURANCES

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

FORMULA : Current year budget.

722.01

RETIREMENT

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

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

Add'l funding for DB Pension-Actuarial Defined Contribution

723.01

RETIREE HEALTH CARE - OPEB

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

FORMULA : Actuary determined funding of OPEB liability.

LIBRARY SERVICES

ELECTRONIC SERVICES - DATABASES

831.01

ELECTRONIC SERVICES - ADULT

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

FORMULA : Current year budget

FROM METRO NET

Ancestry.com

Data Axle - ReferenceSolutions

Gale

Biography Resource Center

Demographics Now - Free from the State

Health & Wellness

History in Context US & World

Legal Forms

Literature Resource Center

Science In Context

Scribner's

Twayne Author/Scribner Writers' Series

Mango Languages

FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE

Plunkett Online

FROM THE LIBRARY NETWORK

Consumer Reports

DIRECT PURCHASES

Alexander Press - Music Online

Brainfuse

Creative Bug

Gale Courses

EBSCO - Fold3

**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
	EBSCO - NovelList, split with YS	2,500			
	GALE-Nat'l Geographic, incl kids version	1,500			
	Hoopla	60,000			
	Infobase Publishing-Writer's Ref. Ctr.	1,000			
	Kanopy	12,000			
	Lynda.com	7,500			
	National Geographic	500			
	Price It	3,500			
	Proquest				
	Newspaper Pkg. (NYT,WSJ,WPost, DFP)	10,500			
	Historical Detroit Free Press	3,500			
	Historic Map Works	2,500			
	Historical New York Times	5,000			
	World Trade Press A-Z world travel	1,000			
	Unplanned additional costs	5,000			
	Morningstar	7,100			
	Standard & Poors/NetAdvantage	9,000			
	ValueLine	700			
	Zoobean (Beanstack)	1,000			
833.01	<b>ELECTRONIC SERVICES - YOUTH</b>		51,405		
	<b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	<b>FORMULA :</b> Current year budget				
	<u>DIRECT PURCHASES</u>				
	Britannica ImageQuest	1,627			
	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	<b>ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive</b>		25,700	25,700	
	<b>DESCRIPTION:</b> Fees for a specific electronic database used for the cataloging of materials.				
	<b>FORMULA :</b> Current year budget				
	SkyRiver	23,700			
	Overdrive	2,000			
	<b>BOOKS/MATERIALS</b>			326,408	
941.01	<b>BOOKS-ADULT</b>	188,465	188,465		
	<b>DESCRIPTION:</b> Circulating physically printed books and electronically produced books purchased for adults.				
	<b>FORMULA :</b> Current year budget				
943.01	<b>BOOKS-YOUTH</b>	121,828	121,828		
	<b>DESCRIPTION:</b> Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	<b>FORMULA :</b> Current year budget				
944.01	<b>BOOKS-REFERENCE</b>	15,000	15,000		
	<b>DESCRIPTION:</b> Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	<b>FORMULA :</b> Current year budget				
945.01	<b>MATERIALS-TECHNICAL SERVICES</b>	100	100		
	<b>DESCRIPTION:</b> Materials purchased to assist in cataloging.				
	<b>FORMULA :</b> Current year budget				
946.01	<b>MATERIALS-SYSTEMS</b>	515	515		
	<b>DESCRIPTION:</b> Materials purchased to assist in Systems work and training.				
	<b>FORMULA :</b> Current year budget				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2022 - March 31, 2023 - <u>AMENDED BUDGET</u>					
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
947.01	<b>MATERIALS-ADMINISTRATION</b> <b>DESCRIPTION:</b> Materials purchased to assist Administration activities. <b>FORMULA :</b> Current year budget	500	500		
969.01	<b>PROCESSING &amp; SUPPLIES</b> <b>DESCRIPTION:</b> Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases.  <b>FORMULA :</b> Current year budget	24,000	24,000	24,000	
				64,577	
949.01	<b>PERIODICALS, NEWSLETTERS &amp; MICROFORMS</b> <b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.  <b>FORMULA :</b> Current year budget Includes: WT Cox \$30,000	49,209	49,209		
950.01	<b>REFERENCE SERVICES</b> <b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.  <b>FORMULA :</b> Current year budget Commerce Clearing House (CCH) Financial Info Stock Guide Government Documents Institute for Continuing Legal Education(ICLE) Lexis Nexis RIA West Unplanned additional services		15,368		
		1,265			
		3,750			
		2,500			
		600			
		800			
		1,303			
		350			
		4,800			
				16,553	
			14,553		
		951.01	<b>ADULT</b> <b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. <b>FORMULA :</b> Current year budget Regular music purchases	14,553	
	2,000				
952.01	<b>YOUTH</b> <b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation. <b>FORMULA :</b> Current year budget Regular music purchases	2,000			
				75,123	
953.01	<b>ADULT</b> <b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.  <b>FORMULA:</b> Current year budget	57,710	57,710		
954.01	<b>YOUTH</b> <b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation.  <b>FORMULA :</b> Current year budget	17,413	17,413		
				44,000	
955.01	<b>ADULT</b> <b>DESCRIPTION:</b> DVD materials purchased by Adult Services for circulation.  <b>FORMULA :</b> Current year budget	36,000	36,000		



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2022 - March 31, 2023 - <u>AMENDED BUDGET</u>						
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>	
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					
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					
	FACILITIES AND EQUIPMENT					1,116,833

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
775.01	<b>REPAIRS &amp; MAINTENANCE SUPPLIES</b>				
	<b>DESCRIPTION:</b> This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.		65,000	65,000	
	<b>FORMULA :</b> Current year budget				
	Lighting Repair Services	15,000			
	HVAC replacement of parts & filters	17,500			
	All other needs	32,500			
850.01	<b>TELEPHONE</b>		18,350	18,350	
	<b>DESCRIPTION:</b> Telephone and cell phones services.				
	<b>FORMULA :</b> Current year budget				
	Cell phones (Verizon)	3,200			
	Emergency use cell phone	150			
	Pay phone service for patrons	1,000			
	PRI lines for phone lines (with long distance)	14,000			
910.01	<b>BUILDING INSURANCE</b>	58,017	58,017	58,017	
	<b>DESCRIPTION:</b> Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	<b>FORMULA :</b> Current year budget				
	<b>UTILITIES</b>			384,000	
921.01	<b>ELECTRICITY</b>	269,000	269,000		
	<b>DESCRIPTION:</b> Payments made for electricity.				
	<b>FORMULA :</b> Average last two years' expense				
922.01	<b>NATURAL GAS</b>	80,000	80,000		
	<b>DESCRIPTION:</b> Payments made for heat.				
	<b>FORMULA :</b> Average last two years' expense				
923.01	<b>WATER</b>	35,000	35,000		
	<b>DESCRIPTION:</b> Payments made for water.				
	<b>FORMULA :</b> Average last two years' expense				
930.01	<b>BUILDING MAINTENANCE</b>		180,866	180,866	
	<b>DESCRIPTION:</b> Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.				
	<b>FORMULA :</b> Current year budget				
	Boiler inspection State fees	400			
	Incidentals/fines for Boilers	120			
	Boiler & chilled water treatment services	4,000			
	Carpet cleaning maintenance	10,060			
	YS-Storytime carpets & carpet square cleaning	650			
	Pest Control Svcs.	2,200			
	Cleaning - general	70,000			
	Auto-door maint contract & parts replacement	3,675			
	Elevator Maintenance Agreement	3,264			
	Elevator Category 1 No-load Safety Test	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	<b>EQUIPMENT MAINTENANCE</b>		22,910	22,910	
	<b>DESCRIPTION:</b> Contracts for telephone system, copying/microform equipment maintenance, postage meter.				



**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
	<b>FORMULA</b> : Current year budget				
	CBS copier vending	4,000			
	EcoSenior DiscRepair/Inspector (warranty)	700			
	Postage meter rental, maintenance and fees	2,390			
	Work area and public copiers	13,000			
	Microfilm reader (AS request) 1-yr contract	600			
	Eco-Smart Auto, repair disc, repair/cleaner warranty.	520			
	Tech Logic Spare Parts for AMH	1,700			
935.01	<b>GROUPS MAINTENANCE</b>		121,675	121,675	
	<b>DESCRIPTION:</b> Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	<b>FORMULA</b> : Current year budget				
	Great Oaks - Lawn/Snow/Mulch/Weeding	50,150			
	Goldner Walsh - Gardens	36,000			
	Poseidon - Irrigation	1,700			
	American Pest - Arborist Svcs.	12,000			
	Tree Trimming	3,825			
	Unplanned grounds maintenance	18,000			
936.01	<b>COMPUTER SYSTEM MAINTENANCE</b>		250,015	250,015	
	<b>DESCRIPTION:</b> Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	<b>FORMULA</b> : Current year budget				
	Adobe Creative Suite Subscription	5,200			
	Baker&Taylor - The Content Café	3,500			
	Baker&Taylor Titlesource360 (TS request)	4,040			
	Barracuda Web Filter - YS Internet filtering soft/hardware	4,700			
	Box Solutions intranet connect maintenance	4,600			
	Cisco equipment maintenance contract	5,200			
	Comcast - digital receivers	2,200			
	Comcast - high speed modem subscription	2,200			
	Demco Room Mgt.	3,850			
	Envisionware Mobile Printing Subscription	1,725			
	Envisionware annual maintenance	16,000			
	E*vanced Meeting Room Booking maintenance	1,000			
	Graphic Science Digitalization Station Maint.	1,200			
	Godaddy SSL certificaion for site license: includes				
	Encore, WebPac, Outlook, etc.	2,700			
	Siemens HVAC Building Automation System Tech Support (Facilities	16,000			
	Innovative Encore subscription	17,000			
	Innovative maintenance contract	77,000			
	OCLC EZProxy Hosting	4,000			
	Sage 50 Accounting upgrade and maintenance	4,200			
	Sage 50 FAS Inventory SupportPlus contract	4,200			
	Techlogic AMH sorting system maintenance (Circ request)	24,000			
	TLN - Deep Freeze, pub. web browser license, & Microsoft Live	1,200			
	Payflow Ann'l Fee & Mo. Fee	2,200			
	Sierra Cloud Hosting	25,000			
	Barracuda Archiver	2,400			
	WP Engine Web Hosting \$115x12	2,600			
	Streamyard	1,500			
	Backup Veeam Subscription with Spam Filter	10,600			
	<b>EQUIPMENT</b>			16,000	
981.01	<b>GENERAL EQUIPMENT</b>		2,500		
	<b>DESCRIPTION:</b> Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	<b>FORMULA</b> : Current year budget				
	Director's Discretionary	2,500			
982.01	<b>COMPUTER EQUIPMENT</b>		13,500		
	<b>DESCRIPTION:</b> Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.				
	<b>FORMULA</b> : Current year budget				
	Batteries for meeting room equipment	200			
	Computer Equipment	10,000			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2022 - March 31, 2023 - <u>AMENDED BUDGET</u>					
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	Hazardous equipment disposal	300			
	Headset replacement	1,000			
	Printer replacement for staff	2,000			
OTHER OPERATING EXPENDITURES					363,404
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		20,555	20,555	
	DESCRIPTION: Postage for daily metered mail .				
	FORMULA : Current year budget				
	Regular postage needs (includes Library by Mail)	6,780			
	Annual Bulk Mailing Permit	275			
	Quarterly newsletter mailing	13,500			
	PROFESSIONAL SERVICES			232,114	
811.01	ACCOUNTING		25,000		
	DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.				
	FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary				
		25,000			
812.01	AUDIT		21,000		
	DESCRIPTION: Annual fee charged by our auditing firm.				
	FORMULA : Current year budget				
	Audit	21,000			
813.01	CONSULTANT		127,000		
	DESCRIPTION: Fees for consultants such as strategic planning or interior designer.				
	FORMULA : Current year budget				
	IT Consulting	17,800			
	Financial Services	104,200			
	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	7,900	7,900		
	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		27,033		
	DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract.				
	FORMULA : Approx. .28% of average portfolio balance				
	Investment Counseling Fees	27,033			
818.01	INTERNET SERVICE PROVIDER (ISP)		15,000		

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
	<b>DESCRIPTION:</b> This provides for the costs of our Internet access and consultant fees. <b>FORMULA :</b> Current year budget + Metro Net meeting information Internet Opti-e-man charges from TLN				
		15,000			
				29,575	
			14,375		
861.01	<b>CONFERENCES &amp; WORKSHOPS</b> <b>DESCRIPTION:</b> Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings. <b>FORMULA :</b> Staff number, formula by classification, projected Staff Development Day cost. Department Conference/Workshops 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				
		875			
		5,500			
		300			
		950			
		1,750			
		1,150			
		2,000			
		150			
		1,200			
500					
862.01	<b>MILEAGE &amp; TRAVEL</b> <b>DESCRIPTION:</b> Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here. <b>FORMULA :</b> Current year budget III Users' Group travel (3 attendees @ \$1,700) Rotating National Conference (4 attendees @ \$1,700) MIUG Conference (3 attendees @ \$200 ea.) MLA Conference (8 attendees at \$200) Mileage & misc. travel				
			15,200		
		5,100			
		6,800			
		600			
		1,600			
		1,100			
900.01	<b>PRINTING &amp; PUBLISHING</b> <b>DESCRIPTION:</b> Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids. <b>FORMULA :</b> Current year budget Community mailings/printings/advertising Quarterly printed newsletter Advertising fees for job postings				
			25,050	25,050	
		3,000			
		21,000			
		1,050			
			17,030	17,030	
855.01	<b>DUES &amp; MEMBERSHIPS</b> <b>DESCRIPTION:</b> Memberships in professional and community organizations for the library. <b>FORMULA :</b> Current year budget Library membership in ALA (national) Library membership in Birmingham-Bloomfield Chambers Library member. in III Users Group (National) Library member. in III Users Group (State) Library membership in MLA (state) Library membership in MCLS (discounts) Library membership in PLTAOC MetroNet Membership fee(includes shared web hosting,Overdrive hosting, Everyone's Reading speaker & marketing fees) OCHR dues & maintenance fees Professional Memberships for eligible employees				
		500			
		175			
		100			
		25			
		3,230			
		250			
		50			
		6,500			
		1,200			
5,000					
	<b>MISCELLANEOUS EXPENSE</b>				
				7,080	
			4,720		
990.01	<b>BANK SERVICE CHARGES</b> <b>DESCRIPTION:</b> Fees charged by financial institutions. <b>FORMULA :</b> Current year budget				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2022 - March 31, 2023 - <u>AMENDED BUDGET</u>			
	Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
	All bank fees	2,000	
	Paypal fees	720	
	Ecommerce fees - Paymentech	2,000	
992.01	<b>LIBRARY SHOP</b>	2,000	2,000
	<b>DESCRIPTION:</b> Costs to purchase items for sale and to operate shop.		
	<b>FORMULA :</b> Current year budget		
993.01	<b>CAFÉ</b>	360	360
	<b>DESCRIPTION:</b> Costs to operate café.		
	<b>FORMULA :</b> Current year budget		
991.01	<b>MISCELLANEOUS</b>	-	-
	<b>DESCRIPTION:</b> Accounting declarations.		
	<b>FORMULA :</b> This is not a predictable line.		
	<b>CAPITAL PROJECTS</b>		
802.01	<b>PROJECTS</b>	3,369,016	3,369,016
	<b>DESCRIPTION:</b> Special or one-time costs for major projects.		
	<b>FORMULA :</b> 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	
	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	
Ameded August 2022		\$10,315,662	
Amended August 2022		<u>\$10,448,649</u>	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND REVENUE LINE BREAKDOWN April 1, 2023 - March 31, 2024 - <u>PROPOSED BUDGET</u>		
	Chart of Account <u>Total</u>	Budget Group <u>Total</u>
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		71,695
420.01 PENAL FINES	71,695	
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		40,800
422.01 STATE AID	40,800	
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.		
435.01 ROOM RENTAL FEES	14,215	



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

	Chart of Account Total	Budget Group Total
<b>DESCRIPTION:</b> The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
<b>FORMULA :</b> Review two-year history of actual fees received. Review impact of any significant changes in meeting room availability.		
<b>INVESTMENT EARNINGS</b>		50,000
<b>664.01 INVESTMENT EARNINGS</b>	50,000	
<b>DESCRIPTION:</b> 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.		
<b>FORMULA :</b> 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.		
<b>665.01 CHANGE IN ASSET VALUE</b>	-	
<b>DESCRIPTION:</b> Changes to market value expected on investments during the current fiscal year.		
<b>FORMULA :</b> Budgeted only at year end due to uncertainty of changes		
The erratic amounts in this line do not allow for prediction.		
<b>MISCELLANEOUS</b>		14,566
<b>460.01 MISCELLANEOUS REVENUE</b>	3,370	
<b>DESCRIPTION:</b> Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
<b>FORMULA :</b> Review two-year history of actual revenue received.		
<b>462.01 LIBRARY SHOP REVENUE</b>	4,081	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Library Shop.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
<b>463.01 CAFÉ REVENUE</b>	7,115	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Café.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
<b>672.01 SALE OF USED EQUIPMENT</b>	-	
<b>DESCRIPTION:</b> Revenue received from the sale of used library equipment.		
<b>FORMULA :</b> Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings.		
No sale planned during the year.		
<b>502.01 FEDERAL GRANTS</b>		-
<b>DESCRIPTION:</b> Federal Grants	-	
<b>FORMULA :</b> None planned for this FY.		
<b>687.01 REFUNDS/REBATES SELF INSURANCE Rx</b>		20,000
<b>DESCRIPTION:</b> Prescription drug discount received from self-insured health care insurance plan.	20,000	
<b>FORMULA :</b> Refunds provided quaterly by Bloomfield Township.		

<b>TOTAL ESTIMATED REVENUES</b>		
<b>Fiscal Year April 1, 2023 - March 31, 2024</b>		
	Preliminary August 2022	\$8,824,268
	Proposed March 2023	<u>\$8,816,363</u>

## PERSONNEL

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	Gale Health and Wellness	1,854			
	EBSCO - Fold3	1,804			
	EBSCO - NovelList, split with YS	2,954			
	GALE-Nat'l Geographic, incl kids version	1,104			
	Hoopla	53,495			
	Infobase Publishing-Writer's Ref. Ctr.	1,354			
	Kanopy	10,354			
	LinkedIn Learning	6,654			
	National Geographic	389			
	Proquest	12,354			
	Newspaper Pkg. (NYT,WSJ,WPost, DFP)				
	Historical Detroit Free Press				
	Historical New York Times				
	World Trade Press A-Z world travel	854			
	Unplanned additional costs	4,354			
	Standard & Poors/NetAdvantage	9,354			
	ValueLine	6,854			
	Zoobean (Beanstack)	1,152			
			51,405		
		1,627			
		1,209			
		1,785			
		34,500			
		2,320			
		865			
		645			
		2,671			
		716			
		546			
		2,684			
		837			
		1,000			
			25,700	25,700	
		23,700			
		2,000			
				326,408	
		188,465	188,465		
		121,828	121,828		
		15,000	15,000		
		100	100		
		515	515		
		500	500		

833.01

ELECTRONIC SERVICES - YOUTH

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

Book Fix

Brainfuse

Hoopla

Little Pim

National Geographic

World Almanac for Kids

World Book Suite

Worldk Book E Books

World Book-Arabic (Kids eLearn)

Novelist Select

Zoobean (Beanstack)

Unplanned additional costs

832.01

ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive

DESCRIPTION:

Fees for a specific electronic database used for the cataloging of materials.

FORMULA :

Current year budget

SkyRiver

Overdrive

BOOKS/MATERIALS

941.01

BOOKS-ADULT

DESCRIPTION:

Circulating physically printed books and electronically produced books purchased for adults.

FORMULA :

Current year budget

943.01

BOOKS-YOUTH

DESCRIPTION:

Circulating and non-circulating physically printed books and electronically produced books purchased for youth.

FORMULA :

Current year budget

944.01

BOOKS-REFERENCE

DESCRIPTION:

Non-circulating physically printed books and electronically produced books for the Adult Services collection.

FORMULA :

Current year budget

945.01

MATERIALS-TECHNICAL SERVICES

DESCRIPTION:

Materials purchased to assist in cataloging.

FORMULA :

Current year budget

946.01

MATERIALS-SYSTEMS

DESCRIPTION:

Materials purchased to assist in Systems work and training.

FORMULA :

Current year budget

947.01

MATERIALS-ADMINISTRATION



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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	<b>DESCRIPTION:</b> Materials purchased to assist Administration activities.				
	<b>FORMULA :</b> Current year budget				
969.01	<b>PROCESSING &amp; SUPPLIES</b>	24,000	24,000	24,000	
	<b>DESCRIPTION:</b> Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases.				
	<b>FORMULA :</b> Current year budget				
	<b>PERIODICALS/DOCUMENTS/SERVICES</b>			64,577	
949.01	<b>PERIODICALS, NEWSLETTERS &amp; MICROFORMS</b>	49,209	49,209		
	<b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.				
	<b>FORMULA :</b> Current year budget				
	Includes: WT Cox \$30,000				
950.01	<b>REFERENCE SERVICES</b>		15,368		
	<b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.				
	<b>FORMULA :</b> Current year budget				
	Commerce Clearing House (CCH)	1,265			
	Financial Info Stock Guide	3,750			
	Government Documents	2,500			
	Institute for Continuing Legal Education(ICLE)	600			
	Lexis Nexis	800			
	RIA	1,303			
	West	350			
	Unplanned additional services	4,800			
	<b>MUSIC</b>			16,053	
951.01	<b>ADULT</b>		14,553		
	<b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.				
	<b>FORMULA :</b> Current year budget				
	Regular music purchases	14,553			
952.01	<b>YOUTH</b>		1,500		
	<b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	<b>FORMULA :</b> Current year budget				
	Regular music purchases	2,000			
	<b>AUDIOBOOKS</b>			75,123	
953.01	<b>ADULT</b>	57,710	57,710		
	<b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.				
	<b>FORMULA:</b> Current year budget				
954.01	<b>YOUTH</b>	17,413	17,413		
	<b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD kits, Wonderbooks and downloadable audio books purchased by Youth Services for circulation.				
	<b>FORMULA :</b> Current year budget				
	<b>DVDS</b>			42,000	
955.01	<b>ADULT</b>	36,000	36,000		
	<b>DESCRIPTION:</b> DVD materials purchased by Adult Services for circulation				
	<b>FORMULA :</b> Current year budget				
956.01	<b>YOUTH</b>	6,000	6,000		
	<b>DESCRIPTION:</b> DVD materials purchased by Youth Services for circ .				
	<b>FORMULA :</b> Current year budget				

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
ACCESSIBILITY SUPPORT COLLECTION				10,043	
957.01	ADULT				
DESCRIPTION: Print and non-print materials specific to ASC.		4,893	4,893		
FORMULA : Current year budget					
958.01	YOUTH				
DESCRIPTION: Print and non-print materials specific to ASC.		5,150	5,150		
FORMULA : Current year budget					
PROGRAMMING				33,000	
961.01	ADULT				
DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.		10,000	10,000		
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				
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.		21,000	21,000		
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				
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.			1,500		
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				
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.		500	500		
FORMULA : Current year budget					
All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.					
Major programs include:					
Hosting of Metro Net and technology events					
FACILITIES AND EQUIPMENT					1,058,879
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.			65,000	65,000	
FORMULA : Current year budget					
Lighting Repair Services		15,000			

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	HVAC replacement of parts & filters	17,500			
	All other needs	32,500			
850.01	TELEPHONE		17,450	17,450	
	DESCRIPTION: Telephone and cell phones services.				
	FORMULA : Current year budget				
	T-mobile Hotspots	2,300			
	Emergency use cell phone	150			
	Pay phone service for patrons	1,000			
	ATT 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			384,000	
921.01	ELECTRICITY	269,000	269,000		
	DESCRIPTION: Payments made for electricity.				
	FORMULA : Average last two years' expense				
922.01	NATURAL GAS	80,000	80,000		
	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		24,210	24,210	
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
	FORMULA : Current year budget				
	CBS copier vending	4,000			
	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			

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

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	Tel Systems AV equipment replacement	2,000			
935.01	<b>GROUNDS MAINTENANCE</b>		96,675	96,675	
	<b>DESCRIPTION:</b> Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	<b>FORMULA :</b> Current year budget				
	Great Oaks - Lawn/Snow/Mulch/Weeding	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	<b>COMPUTER SYSTEM MAINTENANCE</b>		216,661	216,661	
	<b>DESCRIPTION:</b> Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	<b>FORMULA :</b> Current year budget				
	Adobe Creative Suite Subscription	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			
	Envisionware Mobile Printing Subscription	725			
	Envisionware annual maintenance	14,000			
	Graphic Science Digitalization Station Maint.	590			
	Godaddy SSL certificaion for site license: includes Encore, WebPac, Outlook, etc.	1,500			
	Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006			
	Innovative Encore subscription	15,000			
	Innovative maintenance contract	75,000			
	OCLC EZProxy Hosting	3,000			
	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	4,000			
	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			
	Wordpress pluggins	1,500			
	Sked Social	750			
	<b>EQUIPMENT</b>			16,000	
981.01	<b>GENERAL EQUIPMENT</b>		2,500		
	<b>DESCRIPTION:</b> Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	<b>FORMULA :</b> Current year budget				
	Director's Discretionary	2,500			
982.01	<b>COMPUTER EQUIPMENT</b>		13,500		
	<b>DESCRIPTION:</b> Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.				
	<b>FORMULA :</b> Current year budget				
	Batteries for meeting room equipment	200			
	Computer Equipment	10,000			
	Hazardous equipment disposal	300			
	Headset replacement	1,000			
	Printer replacement for staff	2,000			
	<b>OTHER OPERATING EXPENDITURES</b>				251,666
727.01	<b>OFFICE SUPPLIES</b>		32,000	32,000	

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

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	<b>DESCRIPTION:</b> 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. <b>FORMULA :</b> Current year budget Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies Copier cards Eco-Smart supplies, pads, polishes + % increase Circulation Dept. - Receipt paper				
		25,300			
		2,400			
		800			
		3,500			
728.01	<b>POSTAGE</b>		22,055	22,055	
	<b>DESCRIPTION:</b> Postage for daily metered mail . <b>FORMULA :</b> Current year budget Regular postage needs (includes Library by Mail) Annual Bulk Mailing Permit Quarterly newsletter mailing				
		6,780			
		275			
		15,000			
	<b>PROFESSIONAL SERVICES</b>			118,876	
811.01	<b>ACCOUNTING</b>		25,000		
	<b>DESCRIPTION:</b> Monthly fee charged by Bloomfield Twp for accounting services. <b>FORMULA :</b> Monthly fee provided by Twp. + \$1,000 Actuary				
		25,000			
812.01	<b>AUDIT</b>		22,000		
	<b>DESCRIPTION:</b> Annual fee charged by our auditing firm. <b>FORMULA :</b> Current year budget Audit				
		22,000			
813.01	<b>CONSULTANT</b>		15,000		
	<b>DESCRIPTION:</b> Fees for consultants such as strategic planning or interior designer. <b>FORMULA :</b> Current year budget IT Consulting Other				
		10,000			
		5,000			
814.01	<b>CONTRACTS</b>		9,556		
	<b>DESCRIPTION:</b> Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services. <b>FORMULA :</b> Current year budget RIDES delivery fee Message on Hold Unique Management - collection agency Facebook Advertising				
		4,500			
		1,000			
		3,756			
		300			
815.01	<b>LEGAL</b>	5,000	5,000		
	<b>DESCRIPTION:</b> Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters. <b>FORMULA :</b> Current year budget				
816.01	<b>INVESTMENT COUNSELING</b>		27,320		
	<b>DESCRIPTION:</b> Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract. <b>FORMULA :</b> Approx. .28% of average portfolio balance Investment Counseling Fees				
		27,320			
818.01	<b>INTERNET SERVICE PROVIDER (ISP)</b>		15,000		
	<b>DESCRIPTION:</b> This provides for the costs of our Internet access and consultant fees. <b>FORMULA :</b> Current year budget + Metro Net meeting information Internet Opti-e-man charges from TLN				
		15,000			



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

[illegible]

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

<b>TOTAL ESTIMATED EXPENDITURES</b>	
Fiscal Year April 1, 2023 - March 31, 2024	
Preliminary August 2022	\$7,554,718
Proposed March 2023	<u>\$10,629,009</u>

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**DESCRIPTION OF GIFT FUND**  
**REVENUE AND EXPENDITURE ACCOUNTS**  
April 1, 2023 - March 31, 2024

**REVENUE**

**GIFT INCOME**

**425.03 Gift Revenue**

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

**428.03 Friends of the Library**

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

**429.03 Atkinson Trust**

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

**430.03 BTPL Endowment/Amber Trust**

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

**431.03 M Scholarship Fund**

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

**432.03 Smith Challenge Grant**

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

**433.03 Fair Radom Garden Endowment Fund**

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

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

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

**INVESTMENT EARNINGS**

**664.03 Investment Earnings**

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

**MISCELLANEOUS**

**460.03 Miscellaneous**



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

## **EXPENDITURES**

### **LIBRARY SERVICES**

#### **941.03 Books–Adult**

Circulating books purchased for adults.

#### **943.03 Books–Youth**

Circulating books purchased for youth.

#### **969.03 Processing & Supplies**

Costs associated with processing gifts received.

#### **954.03 Audio Books–Youth**

Audio books purchased for the Youth Services circulating collection.

#### **955.03 DVD–Adult**

DVDs purchased for the Adult Services circulating collection.

#### **958.03 Accessibility Support Collection–Youth**

Funds to support Youth Services Accessibility Support Collection.

#### **961.03 Programs–Adult**

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

#### **962.03 Programs–Youth**

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

#### **964.03 Programs–Administration**

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

### **FACILITIES & EQUIPMENT**

#### **935.03 Grounds Maintenance**

General repairs or plantings of lawns and gardens.

#### **981.03 General Equipment**

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

#### **982.03 Computer Equipment**

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

#### **983.03 Facilities Equipment**

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

### **OTHER OPERATING EXPENDITURES**

#### **861.03 Staff Development/Travel**

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

#### **900.03 Printing and Publishing**

Provides for printing and promotional items.

#### **970.03 Myers Scholarship Fund**

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

#### **971.03 Smith Challenge Grant Fund**

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

#### **972.03 BTPL Endowment Fund**

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

#### **973.03 Atkinson Fund**

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

#### **974.03 Fair Radom Garden Endowment Fund**

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

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

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

**990.03 Bank Service Charges**

Bank service charges and other costs of doing business.

**837.03 Contingency—designated**

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

**838.03 Director's Discretionary**

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

**839.03 Contingency—undesignated**

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



# **Bloomfield Township Public Library**

## **Section 4**

### **Supplemental Information**

#### **Table of Contents**

Financial Forecast & Fund Balance Projection .....	1
25-year SEV and Taxable Value History.....	2

## 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>
<b>Beginning Fund Balance</b>	\$13,072,300	\$12,237,655	\$10,362,219	\$8,549,573	\$10,745,132
<b>Property Tax Revenue **</b>	\$7,931,709	8,248,977	8,578,936	\$8,836,304	\$9,101,393
<b>Investment Earnings ***</b>	(\$292,919)	135,337	50,000	\$53,007	\$66,620
<b>All Other Revenues</b>	\$166,880	\$188,899	\$187,427	\$187,427	\$187,427
<b>Operating Expenditures ****</b>	(\$6,065,620)	(\$7,079,633)	(\$7,111,093)	(\$7,324,426)	(\$7,544,159)
<b>Capital Expenditures *****</b>	(\$2,574,696)	(\$3,369,016)	(3,517,916)	\$443,246	(\$420,746)
<b>Net Revenue/(Expenditures)</b>	(\$834,645)	(\$1,875,436)	(\$1,812,646)	\$2,195,559	\$1,390,535
<b>Year-End Balance</b>	<b><u>\$12,237,655</u></b>	<b><u>\$10,362,219</u></b>	<b><u>\$8,549,573</u></b>	<b><u>\$10,745,132</u></b>	<b><u>\$12,135,667</u></b>
<b>Nonspendable - Prepaid Expenses</b>	\$18,791	\$18,791	\$18,791	\$18,791	\$18,791
<b>Restricted</b>	\$0	\$0	\$0	\$0	\$0
<b>Committed Portion - 8 Month Fund Balance</b>	\$4,588,431	\$4,719,755	\$4,740,729	\$5,029,439	\$5,140,087
<b>Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB</b>	\$7,530,433	\$5,523,673	\$3,690,054	\$5,596,902	\$6,876,790
<b>Unassigned Portion - Unplanned Emergencies</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 3.0% increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 0.62% investment rate on Beginning Fund Balance					
**** Column 4 & 5 assumes 3% increase in Operating Expenditures					
***** Column 2 assumes expenditure for the Storm Sewer Mitigation Capital Projects					
<b>Assigned Portion:</b>					
Total Capital Improvements	\$5,380,445	\$3,373,685	\$1,540,066	\$3,446,914	\$4,726,802
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**

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

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

#### Similar Projects

[Oxford Township Single Waste Hauler Request for Proposal](#)  
Term Contract  
**Sub-Bidding**  
Oxford, MI 48371

[Basic Maintenance Self Provisioned Fiber Cable for Districts](#)  
Term Contract  
**Sub-Bidding**  
West Bloomfield, MI 48324

[2022 Portable and Vault Toilet Services for Oakland Township Parks](#)  
Term Contract  
**Post-Bid**  
Oakland, Rochester, MI 48306

[Irrigation Systems Maintenance & Repairs](#)  
Alteration  
**Post-Bid**  
Rochester Hills, MI

[On-Call Historical Consulting Services](#)  
Alteration  
**Results**  
Rochester Hills, MI

[Basic Maintenance Self Provisioned Fiber Cable for One](#)  
Term Contract  
**Sub-Bidding**  
Waterford Township, MI 48329

[Mosquito Control](#)  
Term Contract  
**Post-Bid**  
Troy, MI

[Greenspace Maintenance Plan](#)  
Term Contract  
**Sub-Bidding**  
Huntington Woods, MI 48070

[Rental of Portable Toilets and Hand-Washing Facilities for Festival of the Hills](#)  
Alteration  
**Post-Bid**  
Rochester Hills, MI 48307

[Grass and Weed Mowing Program](#)  
Term Contract  
**Sub-Bidding**  
West Bloomfield, MI 48323

#### Service/Term Contracts Construction Project Lead, Bloomfield Township, MI 48302 (Oakland County)

Share

Last Updated 02/24/2023 09:38 AM  
Project Title **Library Cleaning Services**  
Physical Address [View project details and contacts](#)  
City, State (County) Bloomfield Township, MI 48302 (Oakland County)  
Category(s) Single Trades  
Sub-Category(s) Service/Term Contracts  
Contracting Method Competitive Bids  
Project Status **Sub-Bidding: Construction start expected April 2023**  
Bids Due [View project details and contacts](#)  
Plans Available from Agency's Affiliate  
Owner [View project details and contacts](#)  
Architect [View project details and contacts](#)

#### Description

The Bloomfield Township Public Library requests proposals from qualified firms for library cleaning services. Services presently provided include nightly cleaning, seven days a week, excluding holidays and scheduled closings. The Library has nearly 1,000 visitors every day. Cleaning services are needed for the 86,660 square feet of public and office space on the main level and 15,905 square feet on the lower level. The Library is open to the public 68.5 hours per week. Cleaning services are expected to commence 30 minutes before the close of business on each day and conclude by 1:00 a.m., Monday through Thursday; and 10:30 p.m., Friday through Sunday. Library hours are: Monday through Thursday, 9:30 a.m. - 9:00 p.m. Friday, 9:30 a.m. - 6:30 p.m. Saturday, 9:30 a.m. - 5:30 p.m. Sunday, 12:00 p.m. - 5:30 p.m. All proposals will be publicly opened immediately at 4:01 p.m. at the Library. All questions regarding this request

for proposals should be directed to Katherine Bryant, Assistant Director, via email at [bryantka@btpl.org](mailto:bryantka@btpl.org).

#### Details

Division 01 - General Requirements.  
Division 10 - Specialties.  
Division 11 - Equipment.

#### Bidder's List

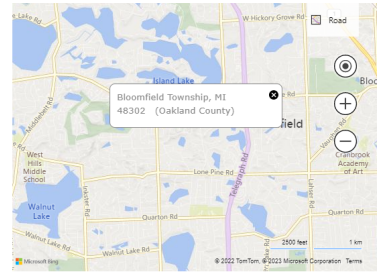
[View project details and contacts](#)

#### Prospective Bidders

[View project details and contacts](#)

#### Project Documents

[Engineered Spec Sheet](#)  
[Architectural Plans](#)  
[Other Documents](#)

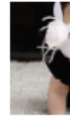


**HTD Wholesale  
Furniture Design**

Ad Home Trend &amp; Design

**Shop where the  
Designer Shop**

Ad Birmingham Design Studio



## Township library looks to the future with new strategic plan

*New plan focuses on technology, support services, community connection, officials say*

By: Mary Beth Almond | Birmingham-Bloomfield Eagle | Published March 8, 2023

BLOOMFIELD TOWNSHIP — The Bloomfield Township Public Library has adopted a new long-term strategic plan that will serve as a guide for the library through 2025.

The library began its strategic planning process in the summer of 2022, hiring Fast Forward Libraries, LLC, for approximately \$27,625, to engage in a three-phase process: Learn, Dream, Do.

Katherine Bryant, the library's assistant director, said library stakeholders shared input during the strategic planning process via surveys, focus groups and interviews.

"In the later summer and early fall, we did a community survey that was completed by over 500 community members; we had five community focus groups, and 11 one-on-one interviews with community leaders; as well as a survey of our library staff and our board of trustees," she explained. "That was our information gathering stage, learning what the people want."

The library leadership team and board of trustees then discussed its dreams for the library based on the community survey, focus groups and interviews.

"Then, we got into the nitty gritty of nailing it all down into three strategic directions," said Bryant. "It was a month-long process with a lot of discussion, a lot of revision, a lot of thought and expert guidance."



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Library Director Tera Moon said it was important to her to get as much input from the community, the staff and the trustees as possible.

"We had lots of deep conversations, once we had all that input and feedback, and we kind of prioritized things. Now we are in this phase where we are coming up with a framework for implementing all the things we came up with. That is going to help us prioritize, strategize and really focus our resources," she said.

The new plan defines the library's vision as "The Place to Discover," and includes a new mission statement, "We spark curiosity and imagination by connecting the community to resources, technology, and support."

The five-year strategic action plan also outlines three strategic directions — 'Enhance Our Core,' 'Connect the Community' and 'Build Organizational Capacity.'

Bryant said the library will use its strategic plan to allocate resources to set priorities, guide goals of the staff, and organize its thinking around new ideas and what library officials want to focus on.

"There are hundreds of ways to be a library and there are a lot of differing ideas, even within our own community, of what people want from the library, so the strategic plan gives us a lens to look at all these different ideas and figure out what we can prioritize at this time," she said.

The library's last strategic plan was completed in 2015 and ran through 2020.

"We all know what happened in 2020, so we did not get a chance to think strategically because we were reacting to the situation in the world with the pandemic," Bryant said. "We took 2022 to really dig into creating the strategic plan."

Moon said she's proud of the work that was done to create a focused plan that aligns library resources with the priorities of the community.

"What we have right now, in terms of our plan, provides us a lot of flexibility, so we can really take it in whatever direction we want within those themes," she said. "We really have our themes articulated, and then we will be able to direct our work and our resources to those themes."

All plan information is available at [btpl.org](http://btpl.org), including a one-page summary, as well as the entire Bloomfield Township Public Library 2023-2025 Strategic Plan. The plan can be found in the About tab, by clicking on Policies, Bids and Reports.

This post was contributed by a community member. The views expressed here are the author's own.

Bloomfield-Bloomfield Hills | Featured Event

## Taxes in Retirement Seminar at Bloomfield Township Public Library

Enlighten 567 Workshops, Local Business

MAR  
7



### Event Details

Tue, Mar 7, 2023 at 11:00 AM

[Add to calendar](#)

Bloomfield Township Public Library, 1099 Lone Pine Rd, Bloomfield Twp, MI, 48302

[More info here](#)

### THE NEW TAX AND FINANCIAL RULES HAVE CHANGED.

Understand the potential impact taxes have on your retirement income.

[PRE REGISTRATION REQUIRED - CLICK HERE TO REGISTER](#)

If you're nearing retirement or already retired, you need to understand how taxes (including the new changes) impact your retirement income, as it may be possible for you to pay less in taxes on your hard-earned dollars.



Since each person's tax situation is unique, and the tax rules can change year to year, it can be challenging to get accurate and timely information.

That is why we've developed a special seminar that has already helped nearly 700,000 people nationwide navigate the retirement tax maze.

Join us at the Bloomfield Township Public Library for an informational seminar covering Taxes In Retirement on **March 7 from 11:00 AM - 12:30 PM or march 7 from 6:0 PM - 7:30 PM.**

The seminar will equip you with the most up-to-date and comprehensive information regarding retirement taxation, including ways to efficiently harvest your income sources - whether they are Social Security, 401(k)/IRA, other sources, or a combination of them all. Using the information you'll learn during the seminar, you'll be better positioned to develop a successful retirement tax strategy that can potentially safeguard you from over-taxation - all with the goal of saving you money.

[PRE REGISTRATION REQUIRED - CLICK HERE TO REGISTER](#)

 Interested  Reply  Share



Write your reply



Reply

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**MEMORANDUM**

---

**TO:** Library Board of Trustees

**FROM:** Katherine Bryant, Assistant Library Director

**DATE:** March 16, 2023

**SUBJECT:** Strategic Plan

This month, each member of the Library management team shared the strategic plan goal they most want to focus on in the coming year. Through this discussion, the top three goals became very clear:

- Update recruiting, hiring, on-boarding, and retention practices using a diversity, equity, and inclusion lens.
- Cultivate a collaborative culture by focusing how we work together.
- Reimagine use of library spaces for increased inclusion and flexibility.

We will create committees to work on those goals, with two co-chairs for each committee at the Department Head or Assistant Department Head level. At this year's Staff Development Day on Friday, May 5, Cindy Fesemyer of Fast Forward Libraries will work with the entire staff to brainstorm activity ideas to achieve these goals. She will use group discussions to prioritize those activities and fill out the committees with people from all levels and departments of the Library.

The Library sent a press release about the strategic plan to local news outlets, which was featured in the March 8 edition of the Birmingham-Bloomfield Eagle. The plan is also featured on the cover of the spring print newsletter. Patrons can find the full strategic plan and a one-page summary on our website at <https://btpl.org/bids-policies-and-reports/>.



# FEBRUARY 2023

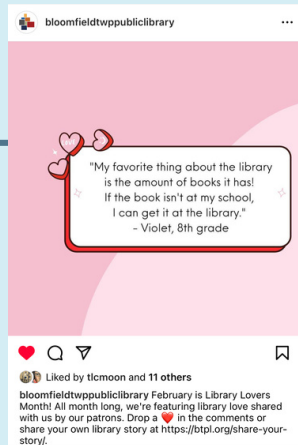
## MARKETING REPORT

### INSTAGRAM



FOLLOWERS:  
1461 (↑18 from Jan.)

TOTAL REACH:  
1569  
(↑31.7% from Jan.)



### FACEBOOK



FOLLOWERS:  
2771 (↑14 from Jan.)

TOTAL REACH:  
6914  
(↓12.4% from Jan.)

### TWITTER

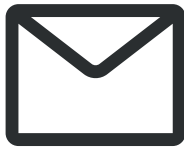


FOLLOWERS: 279

IMPRESSIONS:  
2541 with 64 tweets



## NEWSLETTERS



- **Movies and More** (new DVDs and CDs) - 81 messages
- **Books and More** (new books, Library Lovers Month) - 1386 messages
- **Discover** (Photo Contest, Cooking with Que, Family Game Night, Stuffed Animal Sleepover, Book Sale) - 20,175 messages
- Chamber Music Concert - 218 messages
- **Snow Day Closure** - 29,487 messages
- **Digital News** (new adult digital titles) - 1849 messages

## PRESS RELEASES



- February Children's and Teen Events
- 2023-2025 Strategic Plan
- March is Reading Month
- Photo Contest
- March Book Sale

# March 2023 Adult and Teen Programs



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>MARCH IS READING MONTH!</b> ~ Celebrate with Special Events @ the Library ~ <b>Speed Dating With a Book</b> , Friday, March 10, 7 p.m., (registration required) <b>Silent Book Club</b> , Monday, March 20, 6:30 p.m. – 8:30 p.m., (registration required) <b>Finding Your Next Read</b> , Monday, March 27, 7 p.m., (registration required) <b>Local Author Fair</b> , Saturday, April 1, 11 a.m. – 3 p.m., (no registration required) For a full listing of programs and activities, visit <a href="http://www.btpl.org/readingmonth">www.btpl.org/readingmonth</a> .			1	2	3	4
*Register by emailing <a href="mailto:AskTeen@btpl.org">AskTeen@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171. **Register by emailing <a href="mailto:AskAdult@btpl.org">AskAdult@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171. ***Register by emailing <a href="mailto:AskTech@btpl.org">AskTech@btpl.org</a> or with Systems, (248) 642-5800, ext. 121. OR register online at <a href="http://www.btpl.org/events">www.btpl.org/events</a>			8	9	10	11
12	13	14	15			18
<b>Friends of the Library TWO-DAY Book Sale</b> <b>Sunday Hours: 12 p.m. – 3 p.m.</b> <i>(All items half price Sunday)</i>	<b>Sensory Story Time for Adults and Teens, 11 a.m.</b> <b>Fiber Arts Club, 6 p.m. – 8 p.m.</b> <b>**Caregiver Workshop: All About ADHD, 7 p.m.</b> <i>(Register with Youth Services)</i>		<b>**Mystery Book Club 1 p.m.</b> 	16	17	18
19	20	21	22	23	24	25
	<b>**Lunchtime Book Club 1 p.m.</b> <b>**Silent Book Club 6:30 p.m. – 8:30 p.m.</b>	<b>**Tuesday Book Club 10 a.m.</b> <b>**Classics Book Club 7 p.m.</b>	<b>**Writers' Rendezvous 6:30 p.m.</b> <b>***Intro to Social Media 5:30 p.m.</b> 	<b>**Thursday Book Club 10 a.m.</b>	<b>English Language Conversation Group 10 a.m. – Noon</b>	<b>Genealogy Workshop with the Daughters of the American Revolution Piety Hill Chapter 1 p.m. – 3 p.m.</b> <b>**Earth-Friendly Compost... With a Sense of Humus 1 p.m.</b>
26	27	28	29	30	31	1
	<b>**Books in Bars Book Club 6 p.m.</b> <b>**Finding Your Next Read 7 p.m.</b>			<b>***Scanning and Photo Editing 5:30 p.m.</b> 	<b>English Language Conversation Group 10 a.m. – Noon</b>	<b>Local Author Fair 11 a.m. – 3 p.m.</b>

# April 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 <b>Take Home Kit: Teen Break-In Bags Available April 1 (while supplies last)</b>	3 <b>**Back to Basics: Canning with the MSU Extension Food Safety Team (Part 1 of a two-part program) 7 p.m.</b>	4 <b>Fiber Arts Club 10 a.m. – Noon</b> 	5	6 <b>**Movie Discussion Club 7 p.m.</b> 	7 <b>English Language Conversation Group 10 a.m. – Noon</b>	8 <b>Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (First hour Friends members only)</b>
9 <b>LIBRARY CLOSED FOR EASTER</b> 	10 <b>Sensory Story Time for Adults and Teens 11 a.m.</b>  <b>Fiber Arts Club 6 p.m. – 8 p.m.</b>	11 	12 <b>***Google Apps 5:30 p.m.</b> <b>Writers' Rendezvous 6:30 p.m.</b>	13	14 <b>English Language Conversation Group 10 a.m. – Noon</b>  <b>AFTER HOURS CONCERT – University of Michigan Chamber Music Concert 7 p.m.</b>	15 <b>***PowerPoint Basics 1:30 p.m.</b> 
16	17 <b>**Lunchtime Book Club 1 p.m.</b>  <b>**Back to Basics: Canning with the MSU Extension Food Safety Team (Part 2 of a two-part program) 7 p.m.</b>	18 <b>**Tuesday Book Club 10 a.m.</b>  <b>**Science Fiction / Fantasy Book Club 7 p.m.</b>	19 <b>**Mystery Book Club 1 p.m.</b>	20	21 <b>English Language Conversation Group 10 a.m. – Noon</b>	22 <b>***Introduction to Excel 1:30 p.m.</b>
23	24 <b>**Books in Bars Book Club 6 p.m.</b>  April 23 - April 29 <b>Celebrate National Library Week</b>	25	26 <b>**Writers' Rendezvous 6:30 p.m.</b> 	27 <b>**Thursday Book Club 10 a.m.</b>	28 <b>English Language Conversation Group 10 a.m. – Noon</b>  <b>AFTER HOURS CONCERT – Detroit Country Day Chamber Music Ensemble 7 p.m.</b>	29 <b>Photo Contest Reception 2 p.m. – 4 p.m.</b> 
30	 <b>SPECIAL APRIL PERFORMANCES @ the Library</b> <b>Chamber Music Concert, Friday, April 14, 7 p.m.</b> Stirring chamber music performances by student musicians from the University of Michigan School of Music, Theatre, and Dance. No registration is required. <b>Detroit Country Day Chamber Music Ensemble, Friday, April 28, 7 p.m.</b> Featuring chamber strings and woodwind quintet students from the Detroit Country Day School Honors Chamber Ensemble program. No registration is required.				<div> <b>*Register by emailing <a href="mailto:AskTeen@btpl.org">AskTeen@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</b>  <b>**Register by emailing <a href="mailto:AskAdult@btpl.org">AskAdult@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</b>  <b>***Register by emailing <a href="mailto:AskTech@btpl.org">AskTech@btpl.org</a> or with Systems, (248) 642-5800, ext. 121.</b>  <b>OR register online at <a href="http://www.btpl.org/events">www.btpl.org/events</a></b> </div>	



# March YOUTH Events Calendar

s	m	t	w	t	f	s
			01	02 Wee Read Baby and Toddler Story Time 10:30 - 11 a.m. OR 11:30 a.m. - Noon	03	04 Wee Play 10 a.m. - Noon
05	06 Art Lab Junior 6:30 - 7:30 p.m.	07	08 Paperbacks and Snacks 6:30 - 7:30 p.m.	09	10	11 Wee Play 10 a.m. - Noon Friends Book Sale 11 a.m. - 3:30 p.m.
12 Friends Special Sunday Book Sale Noon - 3 p.m.	13 Caregiver Workshop: All About ADHD 7 - 8 p.m.	14 Book Worms 6:30 - 7:30 p.m.	15 Virtual Family PJ Story Time 7 - 7:30 p.m.	16	17 	18 Wee Play 10 a.m. - Noon
19 	20 My First Book Group 6:30 - 7:30 p.m.	21	22	23 Art Lab 4:30 - 5:30 p.m.	24	25 Wee Play 10 a.m. - Noon
26	27 Brick Builders Club 6:30 - 7:30 p.m.	28	29 Outdoor Story Time 1 - 1:30 p.m.	30	31	

VISIT [WWW.BTPL.ORG/EVENTS](http://WWW.BTPL.ORG/EVENTS) FOR MORE INFO

**MARCH IS  
READING  
MONTH!**



## CAREGIVER WORKSHOP: ALL ABOUT ADHD

Monday, March 13, 7 p.m. – 8 p.m.

*Registration is required.*

Parents and caregivers can learn more about supporting and understanding ADHD with a licensed social worker from Bloomfield Child and Family Counseling. We will discuss the signs and symptoms of ADHD, how to increase executive functioning skills, and ways to build success through behavioral support at school and home. Participants will learn easy take-home ideas and strategies to practice, as well as resources for advocating for your child.

ADHD



## MARCH IS READING MONTH CHARACTER SCAVENGER HUNT

Stop by the Youth Services Desk to get your own scavenger hunt sheet. Search for 15 characters around the room. When you are finished, bring your completed sheet to a librarian for a sticker!



## BRICK BUILDER CLUB FAVORITE BOOK CHARACTER THEME Monday, March 27, 6:30 p.m. – 7:30 p.m.

*No registration is required.*

Junior architects, ages 6+, are invited to join us for building fun with LEGO bricks. The theme this month is Favorite Book Character. Build whatever you want or use the theme!

## Book Discussion Groups

Participants will receive a copy of the book upon registration to read before we meet.

### My First Book Group: Grades K - 1

**Monday, March 20, 6:30 p.m.**

*Registration is required.*

**Tuesday, April 25, 6:30 p.m.**

*Registration is required and begins March 20.*

For grades Kindergarten and 1st with an adult. Join us for your child's first book group where we discuss a book with fun crafts and activities based on the story.

### Book Worms: Grades 2 - 3

**Tuesday, March 14, 6:30 p.m.**

*Registration is required.*

**Monday, April 17, 6:30 p.m.**

*Registration is required and begins March 14.*

For 2nd and 3rd grades. This lively group will discuss, craft, and snack based on the title.

### Paperbacks and Snacks: Grades 4 - 6

**Wednesday, March 8, 6:30 p.m.**

*Registration is required.*

**Thursday, April 6, 6:30 p.m.**

*Registration is required and begins March 8.*

For 4th through 6th grades. Join us as we discuss a book and talk about what we liked or disliked about it while doing activities and crafts based on the title.

### Art Lab

**Thursday, March 23, 4:30 p.m.**

*Registration is required.*

**Thursday, April 20, 4:30 p.m.**

*Registration is required and begins March 23.*

For ages 10 - 13. Explore different art mediums, some traditional and some not, at each unique program. Thank you to the Friends for sponsoring this program.

### Art Lab Junior

**Monday, March 6, 6:30 p.m.**

*Registration is required.*

**Monday, April 10, 6:30 p.m.**

*Registration is required and begins March 6*

For ages 7 - 9. Experiment with arts and crafts using different materials focusing on the process of creativity!

### Wee Play

**Saturdays, March 4, 11, 18, and 25**

**10 a.m. - Noon**

Drop in for unstructured play and discovery. Caregivers and little ones ages birth - 36 months can interact with toys and books that support each child's learning and development. Adaptive toys will be available.

## Story Times

### Outdoor Family Story Time

**Wednesday, March 29, 1 p.m.**

*No registration is required. \*In the case of inclement weather, story time will be held inside.*

Join us on the Youth Terrace once a month for stories, songs, and rhymes for the whole family. Please dress for the weather.

### Virtual Family PJ Story Time (Live on Zoom!)

**Wednesday, March 15, 7 p.m.**

*Registration is required.*

Settle into a cozy space at home in your comfiest clothes or pajamas for this bedtime story time for all ages. Registered attendees will receive a Zoom link prior to the event. Closed captioning provided.

### SENSORY STORY TIME

**Saturday, April 8, 11 a.m.**

*Registration is required and begins March 18.*

Sensory Story Time returns in person! This inclusive preschool story time welcomes youth of all abilities, ages 3 and up, with their grownup.



New sessions of **Preschool STEAMtime** and **Wee Read: Baby and Toddler Story Time** will begin in April. Registration for Preschool STEAMtime begins February 28, and registration for Wee Read begins March 2.

## Workshops

### Caregiver Workshop All About ADHD

**Monday, March 13, 7 p.m.**

*Registration is required.*

Parents and caregivers can learn how to support and understand their children with ADHD. A licensed social worker from Bloomfield Child and Family Counseling will go over the signs and symptoms of ADHD, how to increase executive functioning skills, and ways to build success through behavioral support at school and home. Participants will learn easy take-home ideas and strategies to practice as well as resources for advocating for your child.

**In addition to live programs, check out on-demand programming and activities to enjoy any time on our youth channel at [btpl.org/youth-on-demand](http://btpl.org/youth-on-demand).**

**Questions? Contact the Youth Department -**  
Call (248) 642-5800 or email [AskYouth@btpl.org](mailto:AskYouth@btpl.org)



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

Tuesday, March 21, 7:00 p.m. – Library Board Meeting (all Trustees)

Wednesday, April 5, 11:00 a.m. – Friends of the Library Meeting

Saturday, April 8, 10 a.m.-3:30 p.m., with the first hour (10-11 a.m.) open to  
Friends members only – Second Saturday Sale

Thursday, April 13, 9:00 a.m. – Building & Grounds Committee (all  
Trustees)

Wednesday, April 19, 2:00 p.m. – Volunteer Reception

Tuesday, April 25, 7:00 p.m. – Library Board Meeting (all Trustees)

Saturday, April 29, 2:00 p.m. – Photo Contest Reception

Tuesday, May 2, 7:00pm – Library Ambassadors meeting