



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, net revenue and fund balance decreased by **\$246,471** 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, 2021 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 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		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
<u>Revenues</u>									
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%
<u>Expenditures</u>									
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			
<u>Revenues</u>									
Gift Income	\$26,184	\$500	\$45,334	\$45,334	\$500	\$500	(\$44,834)	-98.90%	71.43%
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			
Investment Earnings	\$285	\$200	\$200	\$200	\$200	\$200	\$0	0.00%	28.57%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
Total Revenues	\$26,469	\$700	\$45,534	\$45,534	\$700	\$700	(\$44,834)	-98.46%	100.00%
<u>Expenditures</u>									
Library Services	\$28,015	\$75,589	\$75,589	\$75,589	\$75,589	\$75,589	\$0	0.00%	46.60%
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			
Facilities & Equipment	\$14,195	\$34,382	\$34,382	\$34,382	\$34,382	\$34,382	\$0	0.00%	21.20%
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Building Maintenance	\$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			
Other Operating Expenditures	\$7,254	\$52,224	\$97,058	\$97,058	\$52,224	\$52,224	(\$44,834)	-46.19%	32.20%
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0	\$0	\$0			
Printing & Publishing	\$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			
Total Expenditures	\$49,464	\$162,195	\$207,029	\$207,029	\$162,195	\$162,195	(\$44,834)	-21.66%	100.00%
Fund Balance - Beginning	\$102,162	\$79,295	\$79,295	\$79,295	\$79,295	\$79,295			
Reserved Fund Balance	\$82,400	\$82,400	\$82,400	\$82,400	\$82,400	\$82,400			
Net Revenue / (Expenditures)	(\$22,995)	(\$161,495)	(\$161,495)	(\$161,495)	(\$161,495)	(\$161,495)			
Fund Balance - Ending	\$161,567	\$200	\$200	\$200	\$200	\$200			
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			
Totals	\$161,567	\$200	\$200	\$200	\$200	\$200			

Nonspendable:

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

Restricted:

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

Committed:

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

Assigned:

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

Unassigned:

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

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

March 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	
DESCRIPTION: Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity, plus .5410 of 1.0000 mill, approved in November 2014 for 10 years (.2126 as a new millage and .3284 requested by the library in order to offset the current Headlee amendment forced rollback). FORMULA : Taxable value of property in the township multiplied by the mill calculated by the Township: Using the 7/2022 Township generated 2022/2023 prediction of taxable value of \$4467360970, and the Township generated Headlee rates reduced by -.81% Headlee roll back trend in 2022/2023. The first 1.0000 mill is now reduced by the Headlee Amendment to .6578. The second mill is now reduced by the Headlee Amendment to 0.7028. The third mill is now reduced by the Headlee Amendment .5047. Altogether, these mills total 1.8653 after rollback trends are applied. (\$4,467,360,970/1000 x .0018653 = \$8,332,968 = 5.06% growth rate) less \$83,991 conservative estimate = 4% growth rate, totaling \$8,248,977.		
		66,126
420.01 PENAL FINES	66,126	
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 2021 population is 43,983		
		43,493
422.01 STATE AID	43,493	
DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount. FORMULA : Review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2020 population is 43,027.		
		28,735
430.01 FINES & FEES	28,735	
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.		
		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	PHOTOCOPY FEES	539	
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	8,536	
DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.			
FORMULA : Review two-year history of actual fees received.			
INVESTMENT EARNINGS			135,337
664.01	INVESTMENT EARNINGS	135,337	
DESCRIPTION: Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.			
FORMULA : Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year.			
Reflects a conservative estimate based on FY 2021-2022 actual YTD receipts.			
665.01	CHANGE IN ASSET VALUE	-	
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.			
FORMULA : Budgeted only at year end due to uncertainty of changes			
The erratic amounts in this line do not allow for prediction.			
MISCELLANEOUS			16,223
460.01	MISCELLANEOUS REVENUE	3,581	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.			
FORMULA : Review two-year history of actual revenue received.			
462.01	LIBRARY SHOP REVENUE	3,883	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.			
FORMULA : Review two-year history of actual fees received.			
463.01	CAFÉ REVENUE	8,759	
DESCRIPTION: Revenue received from the sale of items in the Café.			
FORMULA : Review two-year history of actual fees received.			
672.01	SALE OF USED EQUIPMENT	-	
DESCRIPTION: Revenue received from the sale of used library equipment.			
FORMULA : Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings.			
No sale planned during the year.			
502.01	FEDERAL GRANTS	-	
DESCRIPTION:Federal Grants			
FORMULA : None planned for this FY.			
687.01	REFUNDS/REBATES SELF INSURANCE Rx		25,248
DESCRIPTION: Prescription drug discount received from self-insured health care insurance plan.		25,248	
FORMULA : Refunds provided quaterly by Bloomfield Township.			

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

Adopted March 2022	\$8,386,949
Amended 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

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

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			

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>
		EBSCO - NoveList, 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	ELECTRONIC SERVICES - YOUTH		51,405		
	DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	FORMULA : Current year budget				
	<u>DIRECT PURCHASES</u>				
	Britannica ImageQuest	1,627			
	Book Fix	1,209			
	Brainfuse	1,785			
	Hoopla	34,500			
	Little Pim	2,320			
	National Geographic	865			
	World Almanac for Kids	645			
	World Book Suite	2,671			
	World Book-Arabic (Kids eLearn)	716			
	Novelist Select	546			
	Zoobean (Beanstack)	2,684			
	Unplanned additional costs	837			
		1,000			
832.01	ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive		25,700	25,700	
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.				
	FORMULA : Current year budget				
	SkyRiver	23,700			
	Overdrive	2,000			
	BOOKS/MATERIALS			326,408	
941.01	BOOKS-ADULT	188,465	188,465		
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.				
	FORMULA : Current year budget				
943.01	BOOKS-YOUTH	121,828	121,828		
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	FORMULA : Current year budget				
944.01	BOOKS-REFERENCE	15,000	15,000		
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	FORMULA : Current year budget				
945.01	MATERIALS-TECHNICAL SERVICES	100	100		
	DESCRIPTION: Materials purchased to assist in cataloging.				
	FORMULA : Current year budget				
946.01	MATERIALS-SYSTEMS	515	515		
	DESCRIPTION: Materials purchased to assist in Systems work and training.				
	FORMULA : Current year budget				

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
947.01	MATERIALS-ADMINISTRATION DESCRIPTION: Materials purchased to assist Administration activities. FORMULA : Current year budget	500	500		
969.01	PROCESSING & SUPPLIES DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases. FORMULA : Current year budget	24,000	24,000	24,000	
	PERIODICALS/DOCUMENTS/SERVICES			64,577	
949.01	PERIODICALS, NEWSLETTERS & MICROFORMS DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. FORMULA : Current year budget Includes: WT Cox \$30,000	49,209	49,209		
950.01	REFERENCE SERVICES DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print. FORMULA : Current year budget Commerce Clearing House (CCH) Financial Info Stock Guide Government Documents Institute for Continuing Legal Education(ICLE) Lexis Nexis RIA West Unplanned additional services		15,368		
		1,265			
		3,750			
		2,500			
		600			
		800			
		1,303			
		350			
		4,800			
				16,553	
			14,553		
		14,553			
951.01	ADULT DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. FORMULA : Current year budget Regular music purchases		2,000		
952.01	YOUTH DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation. FORMULA : Current year budget Regular music purchases				
		2,000			
	AUDIOBOOKS			75,123	
953.01	ADULT DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation. FORMULA: Current year budget	57,710	57,710		
954.01	YOUTH DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation. FORMULA : Current year budget	17,413	17,413		
	DVDS			44,000	
955.01	ADULT DESCRIPTION: DVD materials purchased by Adult Services for circulation. FORMULA : 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 Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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			
	HVAC replacement of parts & filters	17,500			
	All other needs	32,500			
850.01	TELEPHONE		18,350	18,350	
	DESCRIPTION: Telephone and cell phones services.				
	FORMULA : Current year budget				
	Cell phones (Verizon)	3,200			
	Emergency use cell phone	150			
	Pay phone service for patrons	1,000			
	PRI lines for phone lines (with long distance)	14,000			
910.01	BUILDING INSURANCE	58,017	58,017	58,017	
	DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	FORMULA : Current year budget				
	UTILITIES			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		22,910	22,910	
	DESCRIPTION: 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
	FORMULA : Current year budget				
	CBS copier vending	4,000			
	EcoSenior DiscRepair/Inspector (warranty)	700			
	Postage meter rental, maintenance and fees	2,390			
	Work area and public copiers	13,000			
	Microfilm reader (AS request) 1-yr contract	600			
	Eco-Smart Auto, repair disc, repair/cleaner warranty.	520			
	Tech Logic Spare Parts for AMH	1,700			
935.01	GROUPS MAINTENANCE		121,675	121,675	
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	FORMULA : Current year budget				
	Great Oaks - Lawn/Snow/Mulch/Weeding	50,150			
	Goldner Walsh - Gardens	36,000			
	Poseidon - Irrigation	1,700			
	American Pest - Arborist Svcs.	12,000			
	Tree Trimming	3,825			
	Unplanned grounds maintenance	18,000			
936.01	COMPUTER SYSTEM MAINTENANCE		250,015	250,015	
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	FORMULA : Current year budget				
	Adobe Creative Suite Subscription	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			
	EQUIPMENT			16,000	
981.01	GENERAL EQUIPMENT		2,500		
	DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	FORMULA : Current year budget				
	Director's Discretionary	2,500			
982.01	COMPUTER EQUIPMENT		13,500		
	DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.				
	FORMULA : Current year budget				
	Batteries for meeting room equipment	200			
	Computer Equipment	10,000			

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				
	Copier cards	25,300			
	Eco-Smart supplies, pads, polishes + % increase	2,400			
	Circulation Dept. - Receipt paper	800			
		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 - AMENDED BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees.				
	FORMULA : Current year budget + Metro Net meeting information				
	Internet Opti-e-man charges from TLN	15,000			
	STAFF DEVELOPMENT & TRAVEL			29,575	
			14,375		
861.01	CONFERENCES & WORKSHOPS				
	DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.				
	FORMULA : Staff number, formula by classification, projected Staff Development Day cost.				
	Department Conference/Workshops	875			
	Staff Development Day	5,500			
	All-staff meetings	300			
	Director's Discretionary	950			
	Staff Service Awards	1,750			
	III Users' Group Nat. Conf. (3 attendees @ \$350)	1,150			
	Rotating National Conference (4 attendees @ \$500)	2,000			
	MIUG Conference (3 attendees @ \$50 ea.)	150			
	MLA Conference (8 attendees at \$150)	1,200			
	Board Professional Development	500			
			15,200		
		5,100			
		6,800			
		600			
		1,600			
		1,100			
			25,050	25,050	
		3,000			
		21,000			
		1,050			
			17,030	17,030	
		500			
		175			
		100			
		25			
		3,230			
		250			
		50			
		6,500			
		1,200			
		5,000			
				7,080	
			4,720		
990.01	BANK SERVICE CHARGES				
	DESCRIPTION: Fees charged by financial institutions.				
	FORMULA : 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	LIBRARY SHOP	2,000	2,000
	DESCRIPTION: Costs to purchase items for sale and to operate shop.		
	FORMULA : Current year budget		
993.01	CAFÉ	360	360
	DESCRIPTION: Costs to operate café.		
	FORMULA : Current year budget		
991.01	MISCELLANEOUS	-	-
	DESCRIPTION: Accounting declarations.		
	FORMULA : This is not a predictable line.		
	CAPITAL PROJECTS		
802.01	PROJECTS	3,369,016	3,369,016
	DESCRIPTION: Special or one-time costs for major projects.		
	FORMULA : Budget requests		
	Compensation & Classification Study	20,000	
	(10-12) Mobile Computers for Lab	15,000	
	Flooring	40,000	
	Furniture Replacement	50,000	
	Parking Lot/Storm Sewer Mitigation	2,500,000	
	Video Surveillance System	120,000	
	HVAC Emergency Repair	60,000	
	HVAC Equipment	50,000	
	Emergency Plumbing & Electrical Repair	50,000	
	Cedar Fascia Maintenance	25,000	
	Door Access Emergency Maintenance	9,000	
	10,000 Patron Library Cards	15,000	
	Scheduler & Timesheet Software	6,000	
	Digital Displays	20,000	
	Staff Conference Room AV Upgrade	7,000	
	Bookends	15,000	
	Consultation Fees for the Strategic Planning Process	50,000	
	Patron Email Software	6,000	
	Reserve for Special Cleaning Services	20,000	
	Website ADA Compliance	10,965	
	Office 365-Work From Home Solutions	15,000	
	Sharepoint Implementation	20,000	
	Virtual Meeting Room Software - Zoom	5,000	
	VOIP-Telephone Licenses	5,500	
	Collaboration Software Improvement	9,000	
	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
DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder. FORMULA : Review two-year history of actual fees received. Review impact of any significant changes in meeting room availability.			
INVESTMENT EARNINGS			50,000
664.01 INVESTMENT EARNINGS		50,000	
DESCRIPTION: Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library. FORMULA : Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year. Reflects a conservative estimate based on FY 2020-2021 actual YTD receipts.			
665.01 CHANGE IN ASSET VALUE		-	
DESCRIPTION: Changes to market value expected on investments during the current fiscal year. FORMULA : Budgeted only at year end due to uncertainty of changes The erratic amounts in this line do not allow for prediction.			
MISCELLANEOUS			14,566
460.01 MISCELLANEOUS REVENUE		3,370	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling. FORMULA : Review two-year history of actual revenue received.			
462.01 LIBRARY SHOP REVENUE		4,081	
DESCRIPTION: Revenue received from the sale of items in the Library Shop. FORMULA : Review two-year history of actual fees received.			
463.01 CAFÉ REVENUE		7,115	
DESCRIPTION: Revenue received from the sale of items in the Café. FORMULA : Review two-year history of actual fees received.			
672.01 SALE OF USED EQUIPMENT		-	
DESCRIPTION: Revenue received from the sale of used library equipment. FORMULA : Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings. No sale planned during the year.			
502.01 FEDERAL GRANTS			-
		-	
DESCRIPTION: Federal Grants FORMULA : None planned for this FY.			
687.01 REFUNDS/REBATES SELF INSURANCE Rx			20,000
		20,000	
DESCRIPTION: Prescription drug discount received from self-insured health care insurance plan. FORMULA : Refunds provided quaterly by Bloomfield Township.			

TOTAL ESTIMATED REVENUES			
Fiscal Year April 1, 2023 - March 31, 2024			
	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			
833.01	ELECTRONIC SERVICES - YOUTH		51,405		
	DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.				
	FORMULA : Current year budget				
	<u>DIRECT PURCHASES</u>				
	Britannica ImageQuest	1,627			
	Book Fix	1,209			
	Brainfuse	1,785			
	Hoopla	34,500			
	Little Pim	2,320			
	National Geographic	865			
	World Almanac for Kids	645			
	World Book Suite	2,671			
	Worldk Book E Books	716			
	World Book-Arabic (Kids eLearn)	546			
	Novelist Select	2,684			
	Zoobean (Beanstack)	837			
	Unplanned additional costs	1,000			
832.01	ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive		25,700	25,700	
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.				
	FORMULA : Current year budget				
	SkyRiver	23,700			
	Overdrive	2,000			
	BOOKS/MATERIALS			326,408	
941.01	BOOKS-ADULT	188,465	188,465		
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.				
	FORMULA : Current year budget				
943.01	BOOKS-YOUTH	121,828	121,828		
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.				
	FORMULA : Current year budget				
944.01	BOOKS-REFERENCE	15,000	15,000		
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.				
	FORMULA : Current year budget				
945.01	MATERIALS-TECHNICAL SERVICES	100	100		
	DESCRIPTION: Materials purchased to assist in cataloging.				
	FORMULA : Current year budget				
946.01	MATERIALS-SYSTEMS	515	515		
	DESCRIPTION: Materials purchased to assist in Systems work and training.				
	FORMULA : Current year budget				
947.01	MATERIALS-ADMINISTRATION	500	500		

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
	DESCRIPTION: Materials purchased to assist Administration activities. FORMULA : Current year budget				
969.01	PROCESSING & SUPPLIES	24,000	24,000	24,000	
	DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases. FORMULA : Current year budget				
	PERIODICALS/DOCUMENTS/SERVICES			64,577	
949.01	PERIODICALS, NEWSLETTERS & MICROFORMS	49,209	49,209		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. FORMULA : Current year budget Includes: WT Cox \$30,000				
950.01	REFERENCE SERVICES		15,368		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print. FORMULA : Current year budget Commerce Clearing House (CCH) Financial Info Stock Guide Government Documents Institute for Continuing Legal Education(ICLE) Lexis Nexis RIA West Unplanned additional services				
		1,265			
		3,750			
		2,500			
		600			
		800			
		1,303			
		350			
		4,800			
	MUSIC			16,053	
951.01	ADULT		14,553		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. FORMULA : Current year budget Regular music purchases				
		14,553			
952.01	YOUTH		1,500		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation. FORMULA : Current year budget Regular music purchases				
		2,000			
	AUDIOBOOKS			75,123	
953.01	ADULT	57,710	57,710		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation. FORMULA: Current year budget				
954.01	YOUTH	17,413	17,413		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, Wonderbooks and downloadable audio books purchased by Youth Services for circulation. FORMULA : Current year budget				
	DVDS			42,000	
955.01	ADULT	36,000	36,000		
	DESCRIPTION: DVD materials purchased by Adult Services for circulation FORMULA : Current year budget				
956.01	YOUTH	6,000	6,000		
	DESCRIPTION: DVD materials purchased by Youth Services for circ . FORMULA : 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	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				1,058,879
775.01	REPAIRS & MAINTENANCE SUPPLIES		65,000	65,000	
	DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.				
	FORMULA : Current year budget				
	Lighting Repair Services	15,000			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2023 - March 31, 2024 - <u>PROPOSED BUDGET</u>					
		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 <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	Tel Systems AV equipment replacement	2,000			
935.01	GROUNDS MAINTENANCE		96,675	96,675	
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	FORMULA : Current year budget				
	Great Oaks - Lawn/Snow/Mulch/Weeding	50,150			
	Goldner Walsh - Gardens	24,000			
	Poseidon - Irrigation	1,700			
	American Pest - Arborist Svcs.	10,000			
	New Tree Plantings	3,825			
	Unplanned grounds maintenance	7,000			
936.01	COMPUTER SYSTEM MAINTENANCE		216,661	216,661	
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	FORMULA : Current year budget				
	Adobe Creative Suite Subscription	4,000			
	Baker&Taylor - The Content Café	2,300			
	Baker&Taylor Titlesource360 (TS request)	2,840			
	Barracuda Web Filter - YS Internet filtering soft/hardware	3,500			
	Box Solutions intranet connect maintenance	3,400			
	Cisco equipment maintenance contract	4,000			
	Comcast - digital receivers	1,000			
	Comcast - high speed modem subscription	1,000			
	Envisionware Mobile Printing Subscription	725			
	Envisionware annual maintenance	14,000			
	Graphic Science Digitalization Station Maint.	590			
	Godaddy SSL certificaiton for site license: includes Encore, WebPac, Outlook, etc.	1,500			
	Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006			
	Innovative Encore subscription	15,000			
	Innovative maintenance contract	75,000			
	OCLC EZProxy Hosting	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'I 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			
	EQUIPMENT			16,000	
981.01	GENERAL EQUIPMENT		2,500		
	DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	FORMULA : Current year budget				
	Director's Discretionary	2,500			
982.01	COMPUTER EQUIPMENT		13,500		
	DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.				
	FORMULA : Current year budget				
	Batteries for meeting room equipment	200			
	Computer Equipment	10,000			
	Hazardous equipment disposal	300			
	Headset replacement	1,000			
	Printer replacement for staff	2,000			
	OTHER OPERATING EXPENDITURES				251,666
727.01	OFFICE SUPPLIES		32,000	32,000	

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

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
STAFF DEVELOPMENT & TRAVEL				29,575	
861.01	CONFERENCES & WORKSHOPS DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings. FORMULA : Staff number, formula by classification, projected Staff Development Day cost. Department Conference/Workshops Staff Development Day All-staff meetings Director’s Discretionary Staff Service Awards III Users’ Group Nat. Conf. (3 attendees @ \$350) Rotating National Conference (4 attendees @ \$500) MIUG Conference (3 attendees @ \$50 ea.) MLA Conference (8 attendees at \$150) Board Professional Development		14,375		
		875			
		5,500			
		300			
		950			
		1,750			
		1,150			
		2,000			
		150			
		1,200			
		500			
			15,200		
862.01	MILEAGE & TRAVEL DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here. FORMULA : Current year budget III Users’ Group travel (3 attendees @ \$1,700) Rotating National Conference (4 attendees @ \$1,700) MIUG Conference (3 attendees @ \$200 ea.) MLA Conference (8 attendees at \$200) Mileage & misc. travel				
		5,100			
		6,800			
		600			
		1,600			
		1,100			
900.01	PRINTING & PUBLISHING DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids. FORMULA : 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			
855.01	DUES & MEMBERSHIPS DESCRIPTION: Memberships in professional and community organizations for the library. FORMULA : 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		17,030	17,030	
		500			
		175			
		100			
		25			
		3,230			
		250			
		50			
		6,500			
		1,200			
		5,000			
				7,080	
990.01	BANK SERVICE CHARGES DESCRIPTION: Fees charged financial institutions. FORMULA : Current year budget All bank fees Paypal fees Ecommerce fees - Paymentech		4,720		
		2,000			
		720			
		2,000			
992.01	LIBRARY SHOP DESCRIPTION: Costs to purchase items for sale and to operate shop.	2,000	2,000		

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
	FORMULA : Current year budget				
993.01	CAFÉ	360	360		
	DESCRIPTION: Costs to operate café.				
	FORMULA : Current year budget				
991.01	MISCELLANEOUS	-	-		
	DESCRIPTION: Accounting declarations.				
	FORMULA : This is not a predictable line.				
	CAPITAL PROJECTS				
802.01	PROJECTS		3,517,916	3,517,916	3,517,916
	DESCRIPTION: Special or one-time costs for major projects.				
	FORMULA : Budget requests				
	Staff Copiers	10,000			
	Compensation & Classification Study	20,000			
	Flooring	40,000			
	Furniture Replacement	50,000			
	Computers Public	60,000			
	Parking Lot /Storm Sewer Mitagation	2,500,000			
	HVAC Emergency Repair	60,000			
	HVAC Equipment	110,000			
	Puppet Theatre	5,000			
	Emergency Plumbing & Electrical Repair	50,000			
	Cedar Fascia Maintenance	25,000			
	Door Access Emergency Maintenance	5,000			
	10,000 Patron Library Cards	15,000			
	Scheduler & Timesheet Software	6,000			
	Digital Displays -After Space	20,000			
	AV Upgrade Community Room	30,000			
	Door Control Upgrade	100,000			
	Patron Email Software	6,500			
	Reserve for Special Cleaning Services	20,000			
	Website ADA Compliance	10,965			
	Office 365-Work From Home Solutions	15,000			
	Storm Sewer Maintenance	4,000			
	Virtual Meeting Room Software - Zoom	5,000			
	VOIP-Telephone Licenses	5,500			
	Desktop, CPU and Monitors	10,000			
	Innovative Mobile	11,000			
	Innovative Vega	31,000			
	Roofing Sheet Metal	100,000			
	Interior Painting & Drywall Repair	19,770			
	Corner Guard Drywall Protection	6,000			
	HVAC - 360 Ton Aeon Chiller Fan Motor, Compressors, Coil, Oil & Refrigerant	10,601			
	IcThrive Intranet Subscription	7,680			
	Envisionware LDS	8,000			
	Cisco Umbrella	8,000			
	New Firewall	22,000			
	UPS replacement	10,000			
	Upgrade W-Fi Network & Cell Capability	75,000			
	Local Hop	3,900			
	DUO	6,000			
	Boost Cell Signal	16,000			
TOTAL ESTIMATED EXPENDITURES					
Fiscal Year April 1, 2023 - March 31, 2024					
Preliminary August 2022				\$7,554,718	
Proposed March 2023				\$10,629,009	

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

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Bloomfield Township Public Library General Fund Balance Projection

	Column 1*	Column 2	Column 3	Column 4	Column 5
	<u>FY 2021-2022</u>	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>	<u>FY 2024-2025</u>	<u>FY 2025-2026</u>
Beginning Fund Balance	\$13,072,300	\$12,237,655	\$10,362,219	\$8,549,573	\$10,745,132
Property Tax Revenue **	\$7,931,709	8,248,977	8,578,936	\$8,836,304	\$9,101,393
Investment Earnings ***	(\$292,919)	135,337	50,000	\$53,007	\$66,620
All Other Revenues	\$166,880	\$188,899	\$187,427	\$187,427	\$187,427
Operating Expenditures ****	(\$6,065,620)	(\$7,079,633)	(\$7,111,093)	(\$7,324,426)	(\$7,544,159)
Capital Expenditures *****	(\$2,574,696)	(\$3,369,016)	(3,517,916)	\$443,246	(\$420,746)
Net Revenue/(Expenditures)	(\$834,645)	(\$1,875,436)	(\$1,812,646)	\$2,195,559	\$1,390,535
Year-End Balance	<u>\$12,237,655</u>	<u>\$10,362,219</u>	<u>\$8,549,573</u>	<u>\$10,745,132</u>	<u>\$12,135,667</u>
Nonspendable - Prepaid Expenses	\$18,791	\$18,791	\$18,791	\$18,791	\$18,791
Restricted	\$0	\$0	\$0	\$0	\$0
Committed Portion - 8 Month Fund Balance	\$4,588,431	\$4,719,755	\$4,740,729	\$5,029,439	\$5,140,087
Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB	\$7,530,433	\$5,523,673	\$3,690,054	\$5,596,902	\$6,876,790
Unassigned Portion - Unplanned Emergencies	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 3.0% increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 0.62% investment rate on Beginning Fund Balance					
**** Column 4 & 5 assumes 3% increase in Operating Expenditures					
***** Column 2 assumes expenditure for the Storm Sewer Mitigation Capital Projects					
Assigned Portion:					
Total Capital Improvements	\$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.