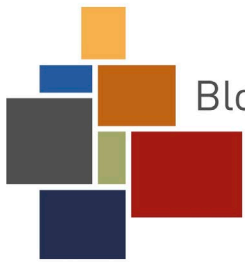


Please arrive at 6:30 p.m.  
For the Myers Scholarship  
Awards Ceremony



Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, August 15, 2023**  
7:00 p.m.

Board Room

Trustees:

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

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

Director:

Tera Moon

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

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
LIBRARY BOARD INFORMATION PACKETS**

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED  
Tuesday, August 15, 2023 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	08/11/2023
2a	Request to remove items from the Consent Agenda for Discussion	08/11/2023
2b	Motion to approve the order of items for the regular and consent agendas	08/11/2023
5	Motion to approve remaining Consent Agenda items 6-8d	08/11/2023
6	Regular Board Meeting Minutes of July 19, 2023	08/11/2023
7a	Cash Disbursements	08/11/2023
7b	Revenues/Expenditures Budget Report	08/11/2023
7c	Energy Report	08/11/2023
8a	President's Report– no report	
8b	Director's Report	08/11/2023
8c	Art Committee –no report	
8c	Advocacy Committee – no report	
8c	Ambassadors Group – 7/25/2023	08/11/2023
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Public Budget Hearing	08/11/2023
11b	2024 Holiday Calendar	08/11/2023
13	Motion to approve any items removed from the Consent Agenda	08/11/2023

	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Press Mentions	08/11/2023
	Strategic Plan Update	08/11/2023
	Marketing Report	08/11/2023
	Youth Services Events Calendar	08/11/2023
	Adult Services Events Calendar	08/11/2023
	Dates for Library Board of Trustees	08/11/2023

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, August 15, 2023  
**Regular Board Meeting**  
7:00 P.M.

**REGULAR AGENDA ITEMS #1-5**

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

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

6. Regular Board meeting minutes of July 19, 2023
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*Dani Gillman
  - b. Director: \*Tera Moon
  - c. Committee:
    - \*Art Committee *Ad Hoc*
    - \*Bloomfield Township Liaison
    - \*Building and Grounds
    - \*Cranbrook
    - \*Development
    - \*Finance
    - \*Friends of the Library Liaison
    - \*Investment
    - \*Jeanette P. Myers Scholarship Selection
    - \*Personnel
    - \*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
11. New Business
  - a. Public Budget Hearing
  - b. 2024 Holiday Calendar
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, September 19, 2023
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Wednesday, July 19, 2023, 7:00 p.m.  
Library Board Room

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

Trustees Present: Keith Carduner, Dani Gillman, Judy Lindstrom, Joy Murray, and Shane Spradlin

Trustees Absent: Joan Luksik

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

Guests: International Academy Students Ben Trombly, Elena Jojic, Alexander Joci, Ethan Xia, Bear Thompson, Jiming Gan, Alvin Cai, Merx Xieio, Abdelraham Ahmed, Minjun Kim, Ari Nikolausky, Stefanie Schneider, and Marlene De Andracle

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Joy Murray, Keith Carduner, and Shane Spradlin requested **Items 6, 7A and 7B** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Keith Carduner **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 6, 7A and 7B**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Gillman returned from visiting out of state. In that locale, the newspaper's front page chronicled the story of a local library and the struggles it was facing. There were conflicts among the board members themselves, with one board member concerned about programming not related to books, another believing the library's role is not community building, and another not understanding the role of the board. She is grateful that Bloomfield Township Public Library's Board of Trustees come together for the greatest good of the Library and community. They are so committed to supporting library staff and patrons.

**DIRECTOR'S VERBAL REPORT:**

Director Moon remarked that she enjoyed looking at the submissions for the Library Card Design contest and trying to pick a favorite. She appreciated how people expressed their feelings about the Library through this medium.

The Library collected 124 entries for the Library Card Design Contest in June. Staff winnowed those designs to ten in each age category by evaluating the design and how it reflects the Library and the Bloomfield Township community. Voting will be open through Saturday, July 22.



The three winning designers will receive a \$100 gift card, a new library card with their design, and a feature in the quarterly print newsletter. The three designs will join the current library card design, giving patrons signing up for a library card the opportunity to select one from four designs, starting in September for Library Card Sign-up Month.

The Library, as part of the MetroNet Consortium, recently joined yet another cooperative agreement which will increase the items Bloomfield Township Public Library patrons have access to via Libby, the library reading app by OverDrive. Before, Bloomfield Township Public Library users had access to just over 55k titles, including eBooks, eAudiobooks, and magazines. By joining the RLA (Reciprocal Lending Agreement), users get access to another 200,000 titles. Now patrons have access to more than 330 libraries, rather than only seven. There is no cost to join this cooperative agreement and Township residents will continue to have priority access to the titles the Library purchases.

Facility Services Department Head Hugo Cardenas has been working on finding a waste hauler that would also handle recycling. After much research, he has concluded that using Priority Waste, a firm that Bloomfield Township just contracted with, would be advantageous for the Library. For only about \$1,000 more per year, the Library can get the same service it has now, plus single stream recycling. The details are being worked out as to when this switch will take place.

This afternoon, Finance Coordinator Monica Gower and Director Moon met with Bloomfield Township Finance Manager Jason Theis and Bloomfield Township Assessor Darrin Kratz to discuss the millage rate to be requested by the Library and the timing. Monica and Director Moon determined that they want to ask for a renewal of the .541 that voters approved in 2014. That amount has rolled back to .50. If voters approve, the rate will bounce back to the original, adding 2.5 million to the Library's revenues. The rate would be effective on the winter 2024 tax bill. This winter the Library will continue to collect that millage, but it will be the last unless voters approve this renewal. It is important to note that a bond payment will expire this year, so no matter what, taxpayers will pay less to the Library starting this winter.

She reported that Lyle Dahlberg, Library Ambassador, and former Trustee, passed away on July 16.

Upon discussion, a motion was made by Joy Murray, seconded by Shane Spradlin to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

#### **Call to the public:**

International Academy's "Essentials for Government" class were in attendance.

#### **UNFINISHED BUSINESS:**

No unfinished business.

#### **NEW BUSINESS:**

##### **11a. FY 2022/2023 ANNUAL REPORT**

Assistant Director Katherine Bryant created this years' Annual Report. The Library made a successful return to full service as the world emerged from the pandemic. The Library reinstated a comprehensive range of programs, while also witnessing a resurgence in visitors and

circulation, reaffirming the crucial role the Library plays in the lives of Township residents. The Library leadership team continued to change, with new staff in the role of Facility Services Department Head, as well as two new Trustees. Through it all, Library staff kept a focus on serving the Bloomfield Township community in new and innovative ways.

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

During the last fiscal year, 315,808 items in the Library's collection were checked out, including books, kits, DVDs, CDs, and one skeleton. There was a total of 615,393 items in circulation. The Library had 191,706 visitors and the 618 programs had 16,657 attendees.

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

The Library FY 2022/2023 Annual Report will be posted on the Library website.

Many thanks to all who are responsible for creating this report. Library Department Heads submit summaries of the year's activities in their respective departments. Administration Clerks Jane Bersche and Laura Moore contribute greatly by assisting with statistical reports, writing, and formatting. Katherine Bryant coordinates the annual report and brings it all together.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2022/2023.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

#### **11b. DOOR ACCESS UPGRADE BID**

On May 15, 2023 a request for proposals to update the existing door access control software and hardware was released. This request was sent to three companies in the metro Detroit area, posted on the Library's website, and available at the Welcome Desk in the Library.

Interested proposers were invited to contact the Library for an optional walk-through with Facility Services Department Head Hugo Cardenas.

The Flying Locksmiths came in at the lowest price, at \$101,650.00 and provided a complete proposal. They estimated that the project could be completed by mid-August, since they have the necessary product in stock, although they are flexible if the Library needs additional time to prepare. In the interview, location owner Mark Heidel emphasized his commitment to "constant communication" with the Library to ensure a smooth installation process, including a planning meeting, daily check-ins, and even a white board at the staff entrance to communicate which areas would be worked on each day. As a small company, The Flying Locksmiths demonstrated the agility, flexibility, and eagerness to meet the Library's needs. Hugo worked with them in his previous employment with Waterford Township and they were highly recommended by both Rochester Hills and Clinton Macomb Public Libraries, after partnering on similar projects at those organizations.

After analysis of all proposals, the recommendation of Library Administration, Facility Services, and Systems is to award the contract to The Flying Locksmiths.

Keith Carduner wanted to know more from the Facility Services Department Head's opinion on the selection. He expressed his concerns about the smaller, less expensive project. Director Moon provided further details on why this company was selected, which included that the smaller company would have more flexibility in response to this project. There was further discussion among the board. Assistant Director Katherine Bryant shared on how this company works with Communico and OpenPath to enable study rooms to be reserved, which has potential to be useful in the future.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom **THAT THE FLYING LOCKSMITHS DETROIT NORTH, 2685 LAPEER RD. SUITE 210, AUBURN HILLS, MICHIGAN, 48326 BE AWARDED THE CONTRACT FOR THE DOOR ACCESS UPGRADE BID FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR AN AMOUNT NOT TO EXCEED \$110,000.00.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

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

Shane Spradlin suggested a clarification of the board meeting minutes, in section 6 of the library board packet.

For 7A, Keith Carduner inquired about Red Level for the cell signal boosting project and its status. Money was required up front to order parts and it should be installed within one day. It will boost the cell signal, so an antenna will be installed on the roof. Joy Murray inquired about the payment to Shred Corp and it was confirmed this was for the upcoming event on July 29. She asked about LinkedIn Learning. This is for an online resource which used to be called Lynda.com, where classes can be taken in a wide variety of subjects. This is not a new service. Shane Spradlin inquired about Comic City, which was a vendor for free comic book day in May. There was a reissue of the check for Consumers Energy because payment had not been received. He also inquired about the Critchlow Alligator Sanctuary, which is an upcoming program at the Library. Orange Boy is used for the eNewsletter service for the Library.

For 7B, Shane Spradlin inquired about the budget and the revenue expenditure year to date. There is not much revenue at this point. The expenses are 16%. Director Moon said they have not spent out of other operating expenditures column. The Library is still doing fine on its budget. He inquired about why the fines are included. Dani Gillman thought this was useful information, but perhaps it is not needed monthly. Because of the autorenewal, the fine revenue has decreased.

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

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

## **OTHER:**

Shane Spradlin inquired about the fund balances in the board packet. He wanted to know if the funds were only affected by the distribution amount. The Community Foundation of Southeast Michigan gets contacted if the Library elects to withdraw funds. These funds will last in perpetuity.

This includes the Myers Scholarship. The Library Director's legacy has not been withdrawn from, as it is a very new fund.

Joy Murray reported \$5,417 earned at the Friends' July Second Saturday Sale. There was also a record number of sales in the Library Shop for the month. The Friends are enthusiastic about the early voting at the Library, which may bring new visitors to the Library Shop. The Friends have recently elected Diane Kennedy as a new board member.

Joy Murray gave kudos on the activity report. The numbers are up about 10%. The teen and youth programs had impressive attendance numbers, particularly for the summertime.

Director Moon reported that magician Baffling Bill had a line drawn to the Commons and expected that there be a repeat crowd for the Critchlow Alligator Sanctuary program this week.

The next Library Board Meeting will be Tuesday, August 15 at 7:00 p.m. The Myers Scholarship meeting will be at 6:30p.m.

At 8:05 p.m. President Dani Gillman adjourned the meeting.

Submitted by:

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

Judy Lindstrom, Vice-President

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, August 3, 2023  
Library Board Room

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The special meeting of the Bloomfield Township Public Library Board of Trustees was held on Thursday, August 3, 2023 at the Library. The meeting was called to order by President Dani Gillman at 10:02 a.m.

**Present:** Trustees: Keith Carduner, Dani Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, Shane Spradlin

**Absent:** Library Director, Tera Moon

**Administration:** Assistant Director, Katherine Bryant; Administrative Assistant, Linden Godlove; Finance Coordinator Monica Gower

**Guests:** Matt Whitty of Schwartz and Company

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

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

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

*Nays: None*

**MOTION CARRIED**

**CALL TO THE PUBLIC:**

None present.

**UNFINISHED BUSINESS:**

None at this time.

**NEW BUSINESS:**

***4a Library Investment Review***

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

#### **4b Budget Review – FY 2024/2025 Proposed Preliminary Budget**

Katherine Bryant explained that this is a work session to study and review the preliminary proposed budget. Assistant Director Bryant gave an overview of the FY 2024/2025 Preliminary Budget, including amendments to the current FY 2023/2024 budget. She reviewed the General Fund, the Gift Fund, and the capital improvements program. She expressed thanks to the team of Administration and Department Heads for helping prepare and present this preliminary budget. She thanked the Trustees for their careful review and questions.

#### **4c Proposed 2024 Calendar**

The proposed 2024 calendar includes eleven total days closed to the public and two early closings. The Library closes early two evenings in 2024, including Thanksgiving Eve on Wednesday, November 27, and New Year's Eve on Tuesday, December 31. The Library will close at 5:30pm on both of these days. It was proposed that the Library again remain closed on Sunday, May 26, 2024 (Memorial Day Weekend), and Sunday, September 1, 2024 (Labor Day Weekend). Previous years have shown that residents do not visit the Library in large numbers on these Sundays near holidays. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal.

#### **OTHER:**

The next Library Board Meeting will be Tuesday, August 15 at 7:00pm and the Myers Scholarship Awards will be presented at 6:30 p.m. The topic will be the preliminary proposed budget for FY 2024/2025.

Meeting adjourned at 11:25 a.m.

Submitted By:

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

Joan Luksik, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****Cash Disbursements Comments  
July 2023**

## New vendors:

- A & R Sealcoating
- The Flying Locksmiths
- Bicycling
- Lift and Level
- Chris O'Brien

**General Fund – Advance**

- Check #23246 made payable to Patricia Ballard in the amount of \$34.45 was reimbursement for mileage.
- Check #23247 made payable to Lauren Catoni-Ellis in the amount of \$25.35 was reimbursement for program supplies.
- Check #23250 made payable to Poseidon Lawn Sprinklers in the amount of \$249.50 was payment for repairs to the irrigation system.
- Check #23252 made payable to Amanda Carroll in the amount of \$26.56 was reimbursement for program supplies.
- Check #23253 made payable to Consumers Energy in the amount of \$5,249.15 was payment for natural gas service for the period 6/8-7/6.
- Check #23255 made payable to Library Design Associates Inc. in the amount of \$6,712.00 was deposit payment for chairs for Youth Services/Early Childhood area.
- Check #23261 made payable to DTE Energy in the amount of \$26,914.27 was payment for electrical service for the period 6/8-7/10.
- Check #23262 made payable to Poseidon Lawn Sprinklers in the amount of \$2,429.00 was payment for repairs and upgrades to irrigation system. Note that part of this payment includes a reissued check that was not received by Poseidon.

- Check #23267 made payable to The Flying Locksmiths in the amount of \$76,250.00 was initial payment for the door access upgrade project.

### **General Fund – Regular**

- Check #23268 made payable to A & R Sealcoating in the amount of \$1,500.00 was payment for restriping of parking lot to add accessible parking spaces for staff.
- Check #23269 made payable to Assa Abloy Entrance Solutions in the amount of \$1,008.82 was payment for repairs to automatic door openers.
- Check #23272 made payable to Bicycling in the amount of \$14.97 was payment for a subscription to a magazine which is no longer carried by our periodicals service.
- Check #23274 made payable to Bloomfield Township in the amount of \$7,947.25 was payment for water service for 6/19-7/18.
- Check #23275 made payable to Bloomfield Township in the amount of \$349,089.20 was payment for two payrolls including FICA, health insurance, etc.
- Check #23276 made payable to Butzel Long in the amount of \$273.00 was payment for legal services.
- Check #23277 made payable to C&G Publishing in the amount of \$292.00 was payment for public notice of August public budget hearing.
- Check #23282 made payable to Chris O'Brien in the amount of \$150.00 was payment for a program presenter.
- Check #23286 made payable to Farmington Community Library in the amount of \$4,500.00 was payment for annual dues in Metro Net Consortium.
- Check #23290 made payable to Hollinger Metal Edge, Inc. in the amount of \$273.75 was payment for archival supplies.
- Check #23293 made payable to Kanopy, Inc. in the amount of \$10,000.00 was payment for deposit into this pay-per-use service.
- Check #23295 made payable to Lift and Level in the amount of \$1,275.00 was payment for leveling of concrete sidewalk squares near staff entrance.



- Check #23296 made payable to TOG Development, LLC / DBA LocalHop in the amount of \$4,484.00 was payment for software service for meeting room reservations, program calendar, and program registration.
- Check #23297 made payable to Midwest Collaborative For Library Services in the amount of \$10,744.65 was payment for subscriptions to two online business resources.
- Check #23300 made payable to Midwest Tape in the amount of \$ 45,835.90 was payment for deposit to hoopla, an online pay-per-use service, and physical video materials for the library collection.
- Check #23303 made payable to Poseidon Lawn Sprinklers in the amount of \$127.50 for repairs to the irrigation system.
- Check #23305 made payable to S & P Capital IQ LLC in the amount of \$9,680.00 was payment for a subscription to Standard & Poor's NetAdvantage, online business resource.
- Check #23307 made payable to Spalding Dedecker in the amount of \$3,266.00 was payment for work on the lower-level water investigation.
- Check #23308 made payable to The Library Network in the amount of \$3,042.88 was payment for internet service.
- Check #23311 made payable to United States Postal Service in the amount of \$8,310.00 was payment for postage for quarterly newsletter and bulk mailing permit renewal.

#### **Gift Fund – Advance**

- Check #5428 made payable to Andrew Sigman in the amount of \$225.00 was payment for a program presenter.
- Check #5431 made payable to Cranbrook Institute of Science in the amount of \$385.00 was payment for a program presenter.
- Check #5432 made payable to Randy Kaplan in the amount of \$600.00 was payment for a program presenter.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF JULY 2023**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
23246	7/12/23	Patricia Ballard	016.01	34.45
23247	7/12/23	Lauren Catoni-Ellis	016.01	25.35
23248	7/12/23	LOWE'S	016.01	283.67
23249	7/12/23	PITNEY BOWES RESERVE ACCOUNT	016.01	100.00
23250	7/12/23	POSEIDON LAWN SPRINKLERS	016.01	249.50
23251	7/20/23	AMAZON.COM	016.01	366.38
23252	7/20/23	AMANDA CARROLL	016.01	26.56
23253	7/20/23	CONSUMERS ENERGY	016.01	5,249.15
23254	7/20/23	FLAGSTAR BANK	016.01	3,994.78
23255	7/20/23	LIBRARY DESIGN ASSOCIATES INC.	016.01	6,712.00
23256	7/20/23	VIGILANTE SECURITY	016.01	1,950.00
23257	7/26/23	APPLIED INNOVATION	016.01	1,141.06
23258	7/26/23	AT&T	016.01	163.46
23259	7/26/23	AT&T	016.01	717.46
23260	7/26/23	XFINITY	016.01	171.66
23261	7/26/23	DTE ENERGY	016.01	26,914.27
23262	7/26/23	POSEIDON LAWN SPRINKLERS	016.01	2,429.00
23263	7/26/23	PRINCIPAL LIFE INSURANCE COMPANY	016.01	834.83
23264	7/26/23	XFINITY	016.01	85.83
23265	8/2/23	AMAZON.COM	016.01	911.35
23266	8/2/23	INSTITUTE OF CONT. LEGAL EDUCATION	016.01	158.50
23267	8/2/23	THE FLYING LOCKSMITH, DETROIT NORTH	016.01	76,250.00
Total				128769.26

<b>REGULAR CHECKS:</b>				
23268	8/8/23	A & R SEALCOATING, INC.	016.01	1,500.00
23269	8/8/23	ASSA ABLOY ENTRANCE SOLUTIONS	016.01	1,008.82
23270	8/8/23	AUGIES BUILDING SERVICES	016.01	12,744.95
23271	8/8/23	BAKER & TAYLOR, INC.	016.01	16,129.46
23272	8/8/23	BICYCLING	016.01	14.97
23273	8/8/23	BLACKSTONE PUBLISHING	016.01	83.20
23274	8/8/23	BLOOMFIELD TOWNSHIP	016.01	7,947.25
23275	8/8/23	BLOOMFIELD TOWNSHIP	016.01	349,089.20
23276	8/8/23	BUTZEL LONG	016.01	273.00
23277	8/8/23	C& G PUBLISHING	016.01	292.00
23278	8/8/23	CAR TRUCKING, INC.	016.01	212.55
23279	8/8/23	CDW GOVERNMENT, INC.	016.01	301.34
23280	8/8/23	CENGAGE LEARNING/GALE	016.01	560.55
23281	8/8/23	CENTRAL BUSINESS SYSTEMS, INC.	016.01	218.80
23282	8/8/23	CHRIS O'BRIEN	016.01	150.00
23283	8/8/23	CINTAS CORPORATION	016.01	138.68
23284	8/8/23	CRABTREE PUBLISHING COMPANY	016.01	68.85
23285	8/8/23	DEMCO, INC.	016.01	351.10
23286	8/8/23	FARMINGTON COMMUNITY LIBRARY	016.01	4,500.00
23287	8/8/23	FOUNDRY	016.01	25.00
23288	8/8/23	GAYLORD BROTHERS, INC.	016.01	324.95
23289	8/8/23	GREAT OAKS MAINTENANCE	016.01	2,191.42
23290	8/8/23	HOLLINGER METAL EDGE, INC.	016.01	273.75
23291	8/8/23	INSTITUTE OF CONT. LEGAL EDUCATION	016.01	138.50
23292	8/8/23	INGRAM LIBRARY SERVICES	016.01	26.99
23293	8/8/23	KANOPI, INC.	016.01	10,000.00
23294	8/8/23	LJ ROLLS REFRIGERATION CO., INC	016.01	3,984.93
23295	8/8/23	LIFT AND LEVEL	016.01	1,275.00
23296	8/8/23	TOG Development, LLC / DBA LocalHop	016.01	4,484.00
23297	8/8/23	MIDWEST COLLABORATIVE for LIB. SVCS	016.01	10,744.65
23298	8/8/23	MICROMARKETING LLC	016.01	385.79
23299	8/8/23	BAKER & TAYLOR, INC.	016.01	443.06

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
23300	8/8/23	MIDWEST TAPE	016.01	45,835.90
23301	8/8/23	NICHOLS/NETWORK SERVICES CO	016.01	216.08
23302	8/8/23	OVERDRIVE	016.01	6,253.80
23303	8/8/23	POSEIDON LAWN SPRINKLERS	016.01	127.50
23304	8/8/23	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	312.20
23305	8/8/23	S & P CAPITAL IQ LLC	016.01	9,680.00
23306	8/8/23	SIEMENS INDUSTRY, INC.	016.01	662.31
23307	8/8/23	Spalding Dedecker	016.01	3,266.00
23308	8/8/23	THE LIBRARY NETWORK	016.01	3,042.88
23309	8/8/23	ULINE	016.01	335.21
23310	8/8/23	UNIQUE MANAGEMENT SERVICES, INC.	016.01	206.85
23311	8/8/23	UNITED STATES POSTAL SERVICE	016.01	8,310.00
23312	8/8/23	WEST ACADEMIC	016.01	61.48
23313	8/8/23	WT COX INFORMATION SERVICES	016.01	20.68
23314	8/8/23	MIDWEST TAPE	016.01	443.06
<b>Total</b>				<b><u>508656.71</u></b>

**ADVANCE CHECKS:**

5427	7/20/23	AMAZON.COM	012.03	46.48
5428	7/20/23	ANDREW SIGMAN	012.03	225.00
5429	7/20/23	FLAGSTAR BANK	012.03	1271.27
5430	8/2/23	AMAZON.COM	012.03	150.29
5431	8/2/23	CRANBROOK INSTITUTE OF SCIENCE	012.03	385.00
5432	8/2/23	RANDY KAPLAN	012.03	600.00

**Bloomfield Township Public Library  
FY 2023-2024 General Fund Budget**

PRESENTED: AUGUST, 2023      FOR THE MONTH OF: JULY, 2023

ACCOUNT NAME	2023-2024	2023-2024	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Four Months 33% VARIANCE
	ADOPTED BUDGET AS OF MARCH 21, 2023	AMENDED BUDGET AS OF AUGUST 15, 2023				
<b><u>Revenues</u></b>						
Taxes	\$8,578,936	\$8,578,936	\$0	(\$1,240)	-0.01%	(\$8,580,176)
Penal Fines	\$71,695	\$71,695	\$0	\$0	0.00%	(\$71,695)
State Aid	\$40,800	\$40,800	\$0	\$22,280	54.61%	(\$18,520)
Circulation Fines & Fees	\$25,500	\$25,500	\$2,457	\$8,133	31.89%	(\$17,367)
Charges for Services	\$14,866	\$14,866	\$300	\$4,690	31.55%	(\$10,176)
Investment earnings	\$50,000	\$50,000	\$48,194	\$188,161	376.32%	\$138,161
Miscellaneous	\$34,566	\$34,566	\$421	\$7,169	20.74%	(\$27,397)
<b>Total Revenues</b>	<b>\$8,816,363</b>	<b>\$8,816,363</b>	<b>\$51,372</b>	<b>\$229,192</b>	<b>2.60%</b>	<b>(\$8,587,171)</b>
<b><u>Expenditures</u></b>						
Personnel	\$4,977,239	\$4,977,239	\$347,011	\$1,491,586	29.97%	(\$3,485,653)
Library Services	\$823,309	\$823,309	\$104,285	\$310,644	37.73%	(\$512,665)
Facilities & Equipment	\$1,058,879	\$1,058,879	\$70,526	\$383,935	36.26%	(\$674,944)
Other Operating Expenditures	\$3,769,582	\$3,769,582	\$121,152	\$239,696	6.36%	(\$3,529,886)
<b>Total Expenditures</b>	<b>\$10,629,009</b>	<b>\$10,629,009</b>	<b>\$642,975</b>	<b>\$2,425,860</b>	<b>22.82%</b>	<b>(\$8,203,149)</b>
Fund Balance - Beginning	\$13,833,927	\$13,833,927		\$13,833,927		
Net revenue (expenditure)	(\$1,812,646)	(\$1,812,646)		(\$2,196,668)		
Fund Balance - Ending	\$12,021,281	\$12,021,281		\$11,637,259		

**Fund Balance Designations**

Nonspendable-Prepaid Expense	\$18,791	\$18,791
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,740,729	\$4,740,729
Assigned Fund Balance (is \$482,971 the 3/31/23 compensated absences accrual, plus \$1,726,920 the OPEB obligation plus \$3,517,916 for capital improvements)	\$7,161,761	\$7,161,761
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

**Bloomfield Township Public Library**  
**FY 2023-2024 Gift Fund Budget**

PRESENTED: AUGUST 15, 2023      FOR THE MONTH OF: JULY, 2023

Four Months 33%

ACCOUNT NAME	2023-2024 ADOPTED BUDGET AS OF MAR 21, 2023	2023-2024 AMENDED BUDGET AS OF AUG 15, 2023	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
<b>Gift Income</b>	<b>\$500</b>	<b>\$60,061</b>	<b>\$23</b>	<b>\$60,161</b>	<b>100.17%</b>	<b>\$100</b>
Gift Revenue	\$0	\$1,600	\$23	\$1,600	100.00%	\$0
Friends of the Library	\$0	\$52,172	\$0	\$52,172	100.00%	\$0
Atkinson Trust	\$0	\$1,452	\$0	\$1,452	100.00%	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$1,808	\$0	\$1,908	0.00%	\$100
Myers Scholarship	\$500	\$1,221	\$0	\$1,221	100.00%	\$0
Smith Challenge Grant	\$0	\$1,808	\$0	\$1,808	100.00%	\$0
Fair Radom Garden's Endowment	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Library Director's Legacy Fund	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Investment Earnings</b>	<b>\$200</b>	<b>\$200</b>	<b>\$33</b>	<b>\$106</b>	<b>53.07%</b>	<b>(\$94)</b>
<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>Total Revenues</b>	<b>\$700</b>	<b>\$60,261</b>	<b>\$55</b>	<b>\$60,267</b>	<b>100.01%</b>	<b>\$6</b>
<b><u>Expenditures</u></b>						
<b>Library Services</b>	<b>\$75,589</b>	<b>\$103,389</b>	<b>\$16,650</b>	<b>\$103,389</b>	<b>100.00%</b>	<b>\$0</b>
<b>Facilities &amp; Equipment</b>	<b>\$34,382</b>	<b>\$53,754</b>	<b>\$22,377</b>	<b>\$53,754</b>	<b>100.00%</b>	<b>\$0</b>
<b>Other Operating Expenditures</b>	<b>\$52,224</b>	<b>\$64,613</b>	<b>\$2,950</b>	<b>\$64,637</b>	<b>100.04%</b>	<b>\$24</b>
<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$221,756</b>	<b>\$41,977</b>	<b>\$221,780</b>	<b>100.01%</b>	<b>\$24</b>
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$161,513)		
Fund Balance - Ending	\$200	\$200		\$182		

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

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2023	\$125,392.76
	Flagstar Public Funds Savings	4.02%	7/31/2023	\$207,086.25
	Flagstar Premier Public Entities Checking	1.01%	7/31/2023	\$205,178.82
	RBC Capital Cash/Money Market	0.80%	7/31/2023	\$64,758.88
	RBC Capital - Investments	4.22%	7/31/2023	\$11,880,014.10
<b>Total General Fund</b>				<b><u>\$12,482,430.81</u></b>
<i>Please see General Fund budget for notes on how this amount is earmarked</i>				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.30%	7/31/2023	\$116,424.64
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	7/31/2023	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2023	\$15,295.56
<b>Total Gift Fund</b>				<b><u>\$181,720.20</u></b>

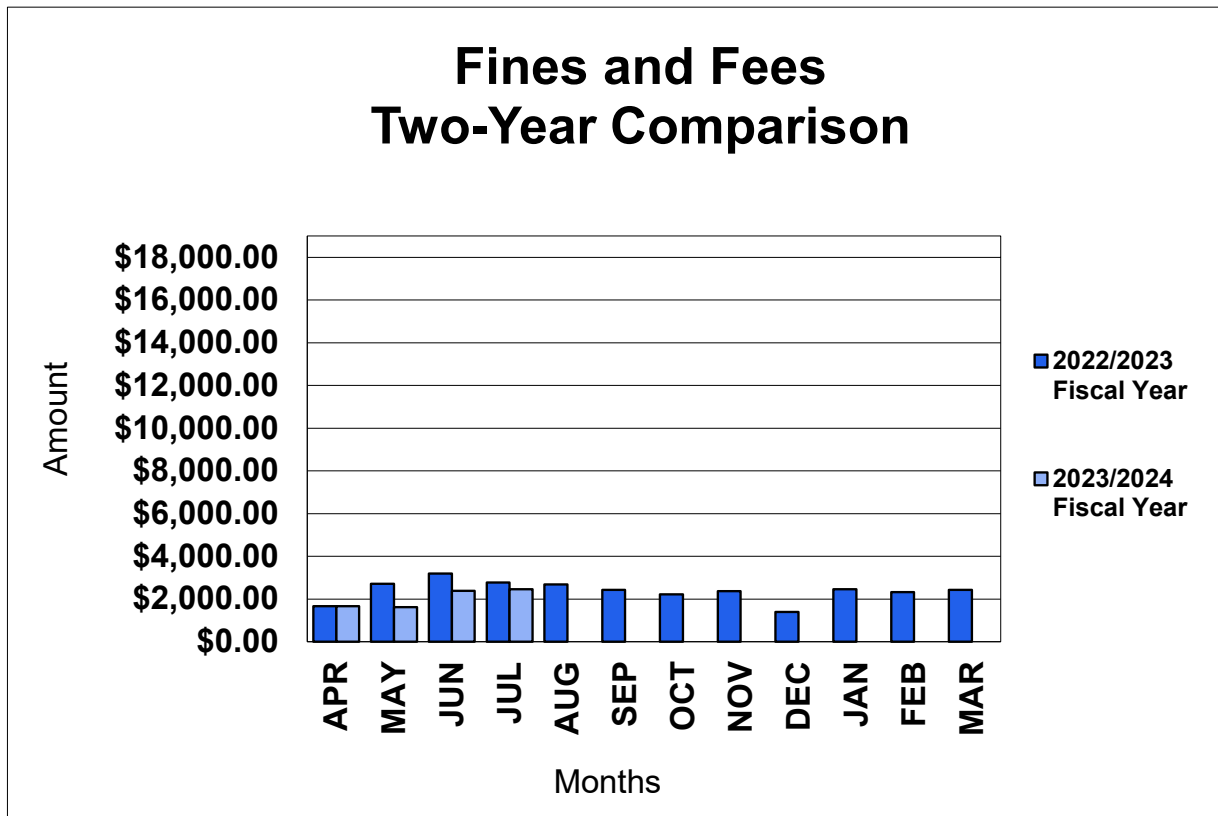
**CFSEM**

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

	<i>Updated 4/2023</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2022	\$15,283.00
Yvonne T. Atkinson Fund	12/31/2022	\$32,882.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2022	\$35,695.35
BTPL Endowment Fund	12/31/2022	\$46,623.65
Fair Radom Garden Endowment Fund	12/31/2022	\$17,911.00
BTPL Director's Legacy Fund	12/31/2022	\$20,629.00
<b>Total CFSEM holdings</b>		<b><u>\$169,024.00</u></b>

**FINES AND FEES - TWO-YEAR COMPARISON**

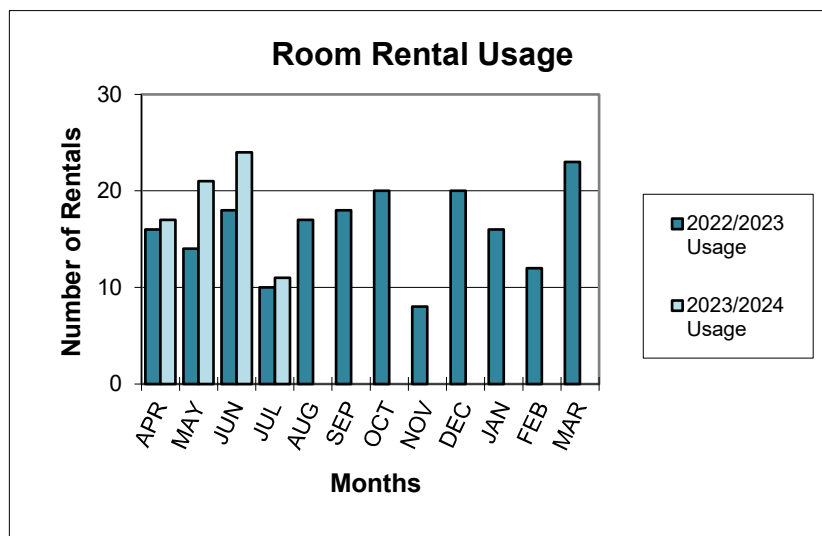
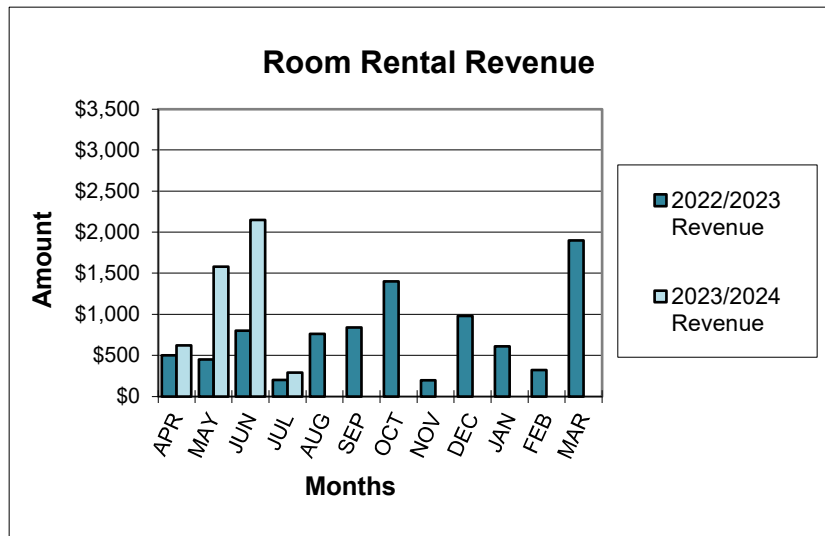
Month	2022/2023 Fiscal Year	2023/2024 Fiscal Year	Difference
APR	\$1,665.40	\$1,666.99	\$1.59
MAY	\$2,708.60	\$1,618.90	(\$1,089.70)
JUN	\$3,197.89	\$2,390.09	(\$807.80)
JUL	\$2,774.98	\$2,456.65	(\$318.33)
AUG	\$2,682.32		(\$2,682.32)
SEP	\$2,434.58		(\$2,434.58)
OCT	\$2,215.79		(\$2,215.79)
NOV	\$2,366.59		(\$2,366.59)
DEC	\$1,400.35		(\$1,400.35)
JAN	\$2,464.37		(\$2,464.37)
FEB	\$2,322.64		(\$2,322.64)
MAR	\$2,429.08		(\$2,429.08)
			YTD Difference
<b>TOTAL</b>	<b>\$28,662.59</b>	<b>\$8,132.63</b>	<b>(\$20,529.96)</b>



## ROOM RENTAL - TWO-YEAR COMPARISON

# 7b

<u>Month</u>	2022/2023 <u>Revenue</u>	2023/2024 <u>Revenue</u>	<u>Difference</u>	2022/2023 <u>Usage</u>	2023/2024 <u>Usage</u>	<u>Month</u>
APR	\$500.00	\$620.00	\$120.00	16	17	APR
MAY	\$450.00	\$1,580.00	\$1,130.00	14	21	MAY
JUN	\$800.00	\$2,150.00	\$1,350.00	18	24	JUN
JUL	\$200.00	\$290.00	\$90.00	10	11	JUL
AUG	\$760.00		(\$760.00)	17		AUG
SEP	\$840.00		(\$840.00)	18		SEP
OCT	\$1,400.00		(\$1,400.00)	20		OCT
NOV	\$197.00		(\$197.00)	8		NOV
DEC	\$980.00		(\$980.00)	20		DEC
JAN	\$610.00		(\$610.00)	16		JAN
FEB	\$320.00		(\$320.00)	12		FEB
MAR	\$1,900.00		(\$1,900.00)	23		MAR
<b>TOTAL</b>	<b>\$8,957.00</b>	<b>\$4,640.00</b>	<b>YTD Difference (\$4,317.00)</b>	<b>192</b>	<b>73</b>	

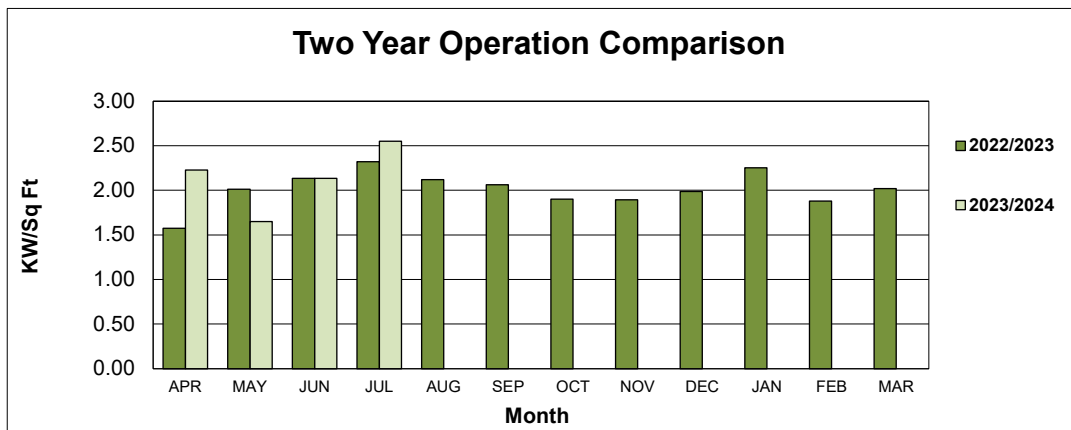
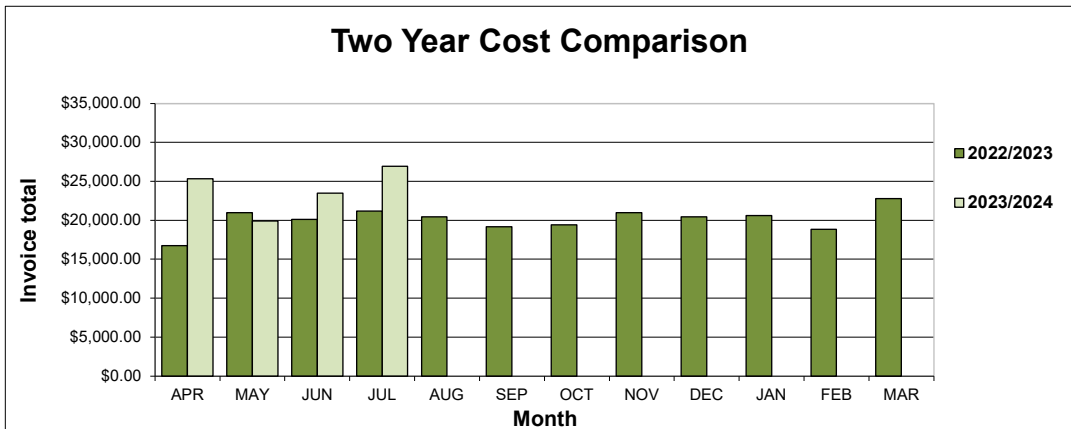




## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2022/2023	2023/2024	Difference	TOTAL	COST/KWH	KWH/HR (24 x no.days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
				KWH					
APR	\$16,757.01	\$25,322.27	\$8,565.26	225,134	\$0.11	312.69	2.23	\$35.17	\$0.25
MAY	\$20,983.27	\$19,897.76	(\$1,085.51)	166,495	\$0.12	223.78	1.65	\$26.74	\$0.20
JUN	\$20,099.70	\$23,496.49	\$3,396.79	215,453	\$0.11	299.24	2.13	\$32.63	\$0.23
JUL	\$21,165.46	\$26,914.27	\$5,748.81	257,670	\$0.10	346.33	2.55	\$36.18	\$0.27
AUG	\$20,421.44		(\$20,421.44)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$19,149.28		(\$19,149.28)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$19,397.88		(\$19,397.88)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$20,955.05		(\$20,955.05)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$20,428.62		(\$20,428.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$20,598.15		(\$20,598.15)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$18,822.06		(\$18,822.06)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$22,798.37		(\$22,798.37)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
<b>TOTAL</b>	<b>\$241,576.29</b>	<b>\$95,630.79</b>	<b>(\$145,945.50)</b>						

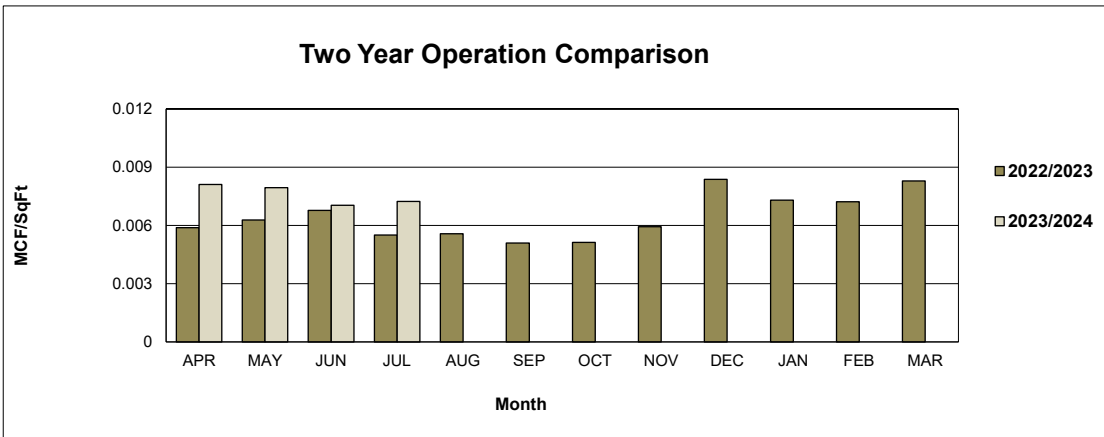
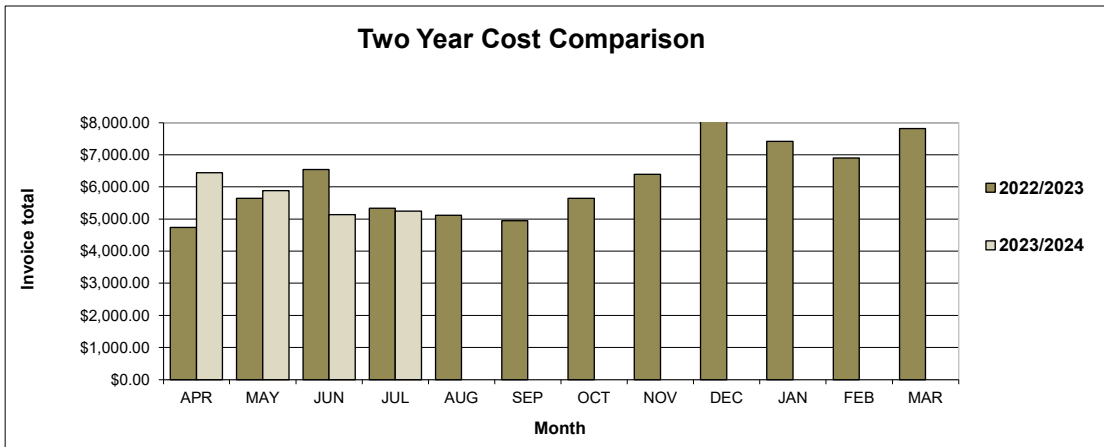


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

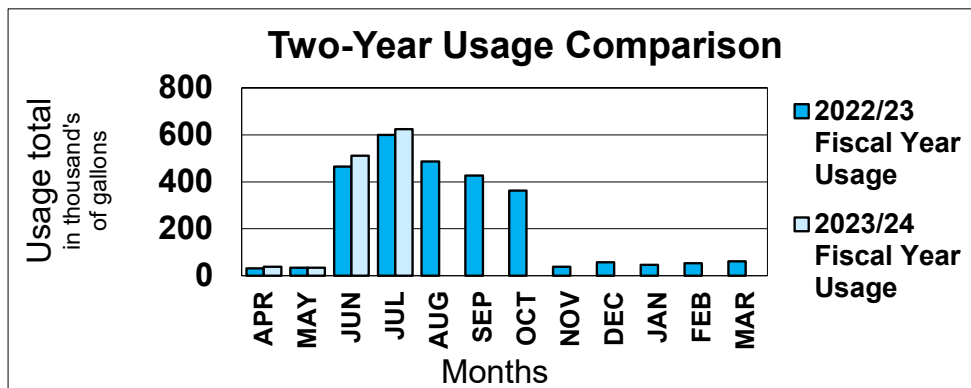
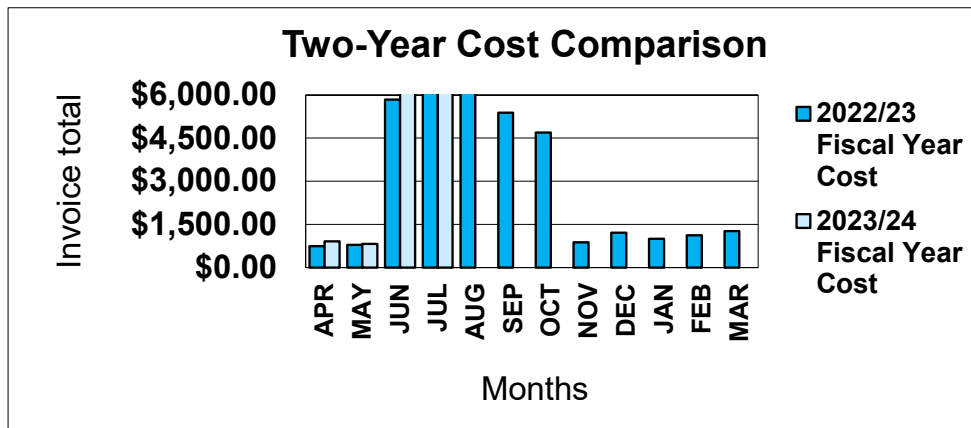
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2022/2023	2023/2024	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
	APR	\$4,734.95	\$6,437.40	\$1,702.45	819.4	\$7.86	720	1.14	0.008	8.94
MAY	\$5,648.12	\$5,880.24	\$232.12	802.0	\$7.33	744	1.08	0.008	7.90	0.057
JUN	\$6,540.98	\$5,137.69	(\$1,403.29)	711.2	\$7.22	720	0.99	0.007	7.14	0.050
JUL	\$5,339.99	\$5,249.15	(\$90.84)	731.0	\$7.18	744	0.98	0.007	7.06	0.051
AUG	\$5,112.10		(\$5,112.10)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,944.69		(\$4,944.69)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,643.43		(\$5,643.43)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,389.93		(\$6,389.93)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$8,675.57		(\$8,675.57)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$7,423.04		(\$7,423.04)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$6,900.13		(\$6,900.13)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$7,814.38		(\$7,814.38)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
<b>TOTAL</b>	<b>\$75,167.31</b>	<b>\$22,704.48</b>	<b>(\$52,462.83)</b>							



## Bloomfield Township Public Library Water Analysis

Month	2022/23 Fiscal Year Cost	2023/24 Fiscal Year Cost	Difference	2022/23 Fiscal Year Usage	2023/24 Fiscal Year Usage	Difference
APR	\$738.86	\$905.74	\$166.88	31	39	8
MAY	\$791.54	\$815.29	\$23.75	34	34	0
JUN	\$5,842.47	\$6,613.60	\$771.13	465	511	46
JUL	\$7,436.77	\$7,947.25	\$510.48	600	624	24
AUG	\$6,106.80		(\$6,106.80)	487		(487)
SEP	\$5,385.90		(\$5,385.90)	427		(427)
OCT	\$4,694.57		(\$4,694.57)	363		(363)
NOV	\$879.34		(\$879.34)	39		(39)
DEC	\$1,212.98		(\$1,212.98)	58		(58)
JAN	\$1,002.26		(\$1,002.26)	46		(46)
FEB	\$1,125.18		(\$1,125.18)	53		(53)
MAR	\$1,265.66		(\$1,265.66)	61		(61)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$36,482.33</b>	<b>\$16,281.88</b>	<b>(\$20,200.45)</b>	<b>2,664</b>	<b>1,208</b>	<b>(1,456)</b>



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

The Library once again conducted a “Love My Library” campaign in conjunction with the Summer Reading Program. After signing up for the program, patrons received a “Love My Library” lawn sign and could opt in for a chance to be visited by the Prize Patrol by adding their address to the Prize Patrol spreadsheet. Led by Youth Services Librarian Patricia Ballard, each week Library staff randomly selected two addresses from the spreadsheet and traveled to the homes to surprise residents. They received a library tote bag filled with book- and library-themed swag, including jigsaw puzzles, mugs, bookmarks, reading lights, and more, sponsored by the Friends of the Library. Twelve families were visited over the course of the six-week program, and they were delighted to find their favorite librarians knocking on their doors. Many took photos of their visits, which were shared and loved on social media this month.

This month, several projects are kicking into gear. These projects involve multiple departments and impact staff and patrons. Lots of planning and communication are going into making sure these projects happen smoothly with as few interruptions and surprises as possible.

- Door access upgrade – This highly impacts staff and patrons. Training for staff on access management software is set for August 30 and installation of hardware is slated to begin September 11.
- Security alarm system upgrade – This impacts very few staff but will provide an improvement for those users.
- Irrigation system upgrade – Repairs and movement of sprinkler heads plus upgrading the interface to use the internet and be controlled from a mobile device. Only impacts Facility Services and the lawn.
- Library App – This impacts all users in a great way! We are on track to roll this out at the end of August.
- Millage – This impacts everyone in the entire community. Once the preliminary budget is approved, this will be my focus.
- Planning fall programs – Staff have planned a stellar line-up of programs, events, and activities for the Bloomfield Township community. I can't wait for you to see the fall newsletter, which should hit homes in about 2 weeks.
- Reimagining spaces – This impacts staff and patrons. The management team had a vigorous visioning session on August 9 which will result in a report to be

shared with you in October. More detail is available in Katherine's strategic planning memo.

I am pleased to announce the addition of several new team members. Amanda Itria is a new full-time Adult Services librarian (position vacated by Ed Niemchak). Mike Staubach is a new part-time Facility Services Assistant (mostly evenings, taking the position vacated when Tom Corliss became full-time). Jeff Wietzel is a new Systems Assistant (part-time position, internal promotion from a Systems Clerical Assistant). Richard Kwang is a new Systems Clerical Assistant (part-time position, internal promotion to fill position vacated by Jeff; Richard was a Page in Circulation). Several departments are replacing Pages who have resigned for various reasons, some are heading off to college.

The August 15, 2023 Library Board of Trustees regularly scheduled meeting, including the public budget hearing for FY 2024/2025 preliminary proposed library budget, will be conducted in the Library Board Room. A notice has been placed on the Library's website at [www.btpl.org](http://www.btpl.org).

*Respectfully submitted,*

*Tera Moon  
Library Director*



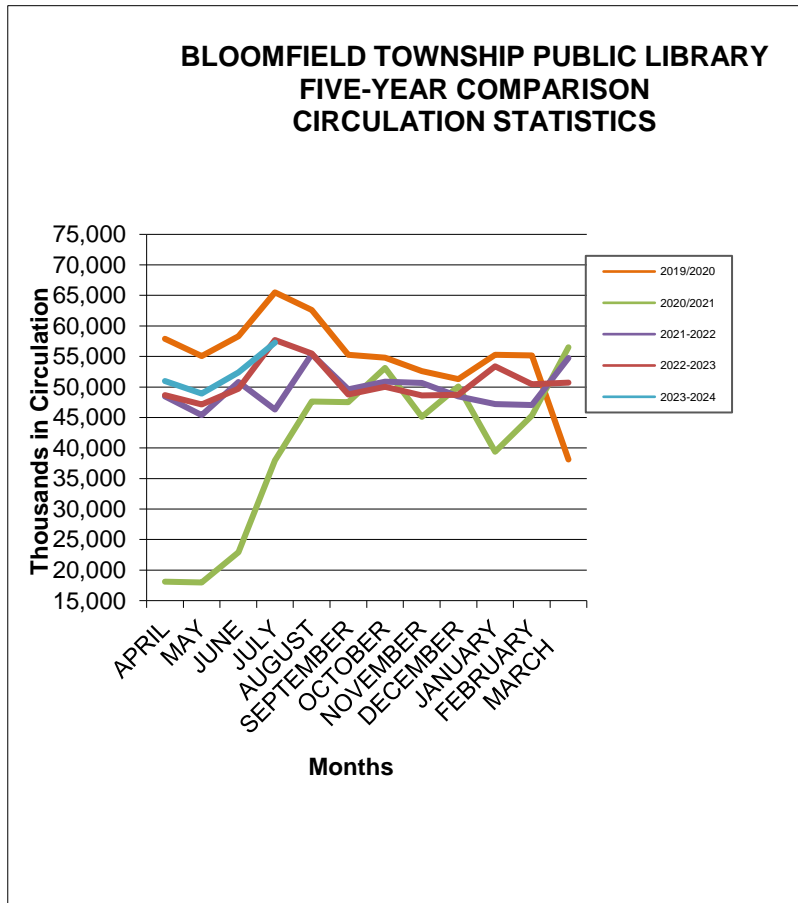
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT  
JULY 2023**

	<b>2022</b>		<b>2023</b>	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	229		204	
Cranbrook:	2		2	
Total new patrons:	299		265	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	10 events	102 attended	11 events	112 attended
Speaker-led:	0 events	0 attended	3 events	323 attended
Book clubs:	7 events	51 attended	5 events	37 attended
Tours/visits on-site:	2 events	24 attended	0 events	0 attended
Tours/visits off-site:	3 events	191 attended	6 events	104 attended
Chamber Music Concert:	n/a		0 events	0 attended
Bloomfield Historical Society:	n/a		0 events	0 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	16 attended	3 events	18 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	4 attended	2 events	46 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	22 events	1,419 attended	17 events	501 attended
Speaker-led:	0 events	0 attended	3 events	202 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	0 events	0 attended	0 events	0 attended
TOTAL:	48 events	1,807 attended	50 events	1343 attended
<b><i>Volunteers (total for the month)</i></b>				
Shop volunteers	9 people	71.75 hours	40 people	274 hours
Court appointed volunteers	0 people	0 hours	1 person	9.5 hours
Student volunteers	0 people	0 hours	30 people	207.5 hours
Department volunteers	0 people	0 hours	0 people	0 hours
<b><i>Patron Remarks</i></b>				
Patron comments:	4		7	
Ask BTPL:	5		7	
<b>DISPLAYS</b>				
Lobby	<i>2023 Summer Reading Program: All Together Now</i>			
Local History	<i>2023 Summer Reading Program</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

8/7/2023

	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
APRIL	57,900	18,087	48,463	48,665	50,983
MAY	55,056	17,974	45,393	47,140	48,921
JUNE	58,301	22,933	50,843	49,706	52,369
JULY	65,499	37,962	46,304	57,694	57,272
AUGUST	62,633	47,629	55,372	55,485	
SEPTEMBER	55,270	47,507	49,604	48,792	
OCTOBER	54,813	53,114	50,855	50,032	
NOVEMBER	52,623	45,117	50,656	48,595	
DECEMBER	51,267	50,080	48,439	48,737	
JANUARY	55,277	39,378	47,195	53,373	
FEBRUARY	55,172	45,329	47,023	50,469	
MARCH	38,121	56,504	54,732	50,705	
<b>TOTAL</b>	<b>661,932</b>	<b>481,614</b>	<b>594,879</b>	<b>609,393</b>	<b>209,545</b>



Decrease due to Library being closed March 14-31, 2020 (Covid-19 Pandemic)  
 Decrease due to Library being closed April 1-30, 2020 (Covid 19 Pandemic)  
 Decrease due to Library being closed May 1-31, 2020 (Covid 19 Pandemic)



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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, July 25, 2023  
Meeting Room 1  
7:00 p.m.

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

Trustees Absent: Dani Gillman, Joan Luksik, and Shane Spradlin

Administration: Director Tera Moon; Assistant Director Katherine Bryant

Guests: Bloomfield Township Residents: Suzanne Anderson, Madeline Harris, Lawrence Irwin, Jane Kahan, Jim Labes, John Owens, Connie Silver, and Friends the of the Library representative Russ Conner; Adult Services Assistant Department Head Brooke Hoskins; Youth Services Assistant Department Head Lauren Catoni-Ellis

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**Trustee Welcome by Vice President Judy Lindstrom**

Thank you for being here this evening, participating in the Ambassador's Group and bringing your input and expertise. I'm excited for tonight's presentation on program planning. If you know anyone who would like to be an Ambassador, share their name with Tera. We're happy to welcome new members.

**Updates from Library Director Tera Moon**

Director Tera Moon welcomed the group and provided several updates. In sad news, Lyle Dahlberg, a former Library Trustee and member of this group, passed away recently. He was a staunch supporter of the Library.

The Library is going to be an early voting site for Bloomfield Township and Southfield Township, and possibly for Birmingham. This will begin in late October for the November election.

The Library now subscribes to PressReader, a digital resource that provides exclusive access to *The Economist*, as well as access to 7,000 newspapers and magazines from around the world in dozens of languages.

We are making some headway on the millage renewal request. We need this renewal to maintain our current level of service, so we will ask the public to renew this for another ten years. We are hoping to include this on the February ballot, which includes the presidential primary. We should have concrete

information at the October Ambassador's Group meeting. The group discussed the previous millage campaign and the resources the Library provides to the community.

### **Program Planning and Promotion**

Adult Services Assistant Department Head Brooke Hoskins and Youth Services Assistant Department Head Lauren Catoni Ellis spoke about the process of selecting and promoting programs.

Brooke and Lauren shared their experience and job duties in planning and marketing programs, including booking presenters, reserving rooms, entering programs on the events calendar, marketing the events, and hosting them. All the librarians in each department plan and run different programs, and Brooke and Lauren help to coordinate this for their respective departments, along with hosting their own events.

Brooke discussed regular programming like book clubs, fiber arts club, English conversation group, and more. Adult Services staff visit the Senior Center regularly to assist with devices and other library services, as well as Samaritas. They also work with middle and high schools to reach teens.

Youth Services hosts programs for children aged from birth through 13 years old. They have 69 programs coming up this fall, 94% of which are staff developed, rather than presenter developed. Staff-developed programs are conceived of and planned from start to finish by librarians. The librarians are very conscious of making the programs developmentally appropriate, as children grow and develop so quickly during this time. Lauren compared and contrasted Preschool STEAMtime and Baby & Toddler Story Time. Each one is planned from a different perspective, based on the developmental needs of those children. For example, the preschool group is hosted without a parent present, so the children learn to navigate social situations without a parent intervening, as well as learning various skills. The librarians select books and songs to keep the children engaged and entertained. Baby & Toddler Story Time is geared toward caregivers, to teach them the early literacy skills they can use at home with their very young children. It also gives parents and caregivers the opportunity to socialize with one another.

Youth Services also does outreach: story times at preschools and elementary schools, including a monthly Sensory Story Time at Wing Lake for students with disabilities. Other outreach includes Battle of the Books and Kindergarten Readers Roundups.

In both departments, all the outreach and programming is balanced with working at the public service desks, ordering materials for the collections, serving on library committees, and more.

Keith Carduner inquired about how Youth Services librarians learn about child development. Lauren explained that some classes in the Master of Library Science degree include programming and collection development for various age groups, but librarians also learn on the job and through professional development opportunities. Jim Labes asked about program attendance and if the Library needs to advertise more. Brooke and Lauren explained that many smaller programs require registration and are capped at 15-20 attendees, and they fill up within a week, or even a day, of registration opening. Other programs have been very well attended this summer.

Brooke shared more information about marketing. The Library sends out a quarterly print newsletter, for which the librarians plan events about 4-6 months in advance. Each department then requests print materials (flyers and posters) to share in the Library and out in the community. We also use social media marketing, website marketing, press releases, and email newsletters.

The group discussed the challenges of bringing both well-known and local, lesser-known authors to the Library.

### **BTPL Mobile**

Director Moon shared the Library's mobile app, BTPL Mobile, which is in beta testing. The week of August 8, Systems Department Head Paul Zink will email the Ambassadors information about the app, including links to the app for both iPhone and Android phones. Paul will also include a link to a feedback form. We hope to have a soft launch at the end of August, with greater promotion in the fall and winter.

Future meeting dates and times in October, January, May, and July. The next Library Ambassadors meeting will be Tuesday, October 24, 7:00pm – 8:30pm.



**Bloomfield Township Public Library**

# **Preliminary Budget**

**April 1, 2024 Through March 31, 2025**

**Trustees**

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

**Director:**

Tera Moon



# **Preliminary Budget**

## **April 1, 2024 Through March 31, 2025**

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## **FY 2024-2025 Preliminary Budget Public Hearing**

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TO: Library Board of Trustees  
FROM: Tera Moon, Library Director  
DATE: August 15, 2023  
SUBJECT: Preliminary General Fund and Gift Fund Budgets for Fiscal Year  
April 1, 2024- March 31, 2025

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### **FY 2023-2024 Public Budget Hearing**

The enclosed packet is the August 15, 2023 Preliminary Budgets and Public Budget Hearing Motions for FY April 1, 2024 - March 31, 2025.

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

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

The current FY 2023-2024 Adopted Budget has proposed amendments for the following:

- 1) Property tax collections increased by \$99,959. The July 2023 Township projections increased from 4% to 5%.
- 2) Other expenditures increased by \$92,284 for additional costs for library cleaning services plus other additional increases for library materials and supplies.

The total net revenue and fund balance reserves decreased by \$1106 in the current fiscal year.

### **OVERVIEW OF FY 2024-2025 PRELIMINARY BUDGET – GENERAL FUND**

The current FY 2023-2024 Amended Budget was used as a baseline budget to develop the FY 2024-2025 Preliminary Budget, updated for three (3) key assumptions: tax revenues, personnel costs, and capital improvement projects (CIP). All remaining budget line items were adjusted for any known material increases/decreases greater than \$5,000.

Taxable value projections were provided by Bloomfield Township as of July 2023. A 5.00% increase is projected in property taxes for the FY 2024-2025 Preliminary Budget as compared to the anticipated 5.00% increase over the current fiscal year. There is no Headlee Rollback this year because annual growth on existing property was less than the rate of inflation. However, as one of the Library's millages is expiring at the end of 2023, this budget has been prepared assuming the loss of that revenue. That loss totals \$2,078,850.00. Library Administration has prepared this budget assuming that loss but plans to ask residents to approve a renewal of that millage in February 2024. At this time, we plan to use fund balance reserves to maintain the current level of service, knowing that if this millage doesn't pass, the 2025-2026 budget cycle would require deep cuts and hard decisions.

Providing the same salaries and benefits model used for the current fiscal year, personnel costs are projected to increase by 3.00%. However, the Personnel Committee and Library Director will review in February 2024 and provide a recommendation for the March 2024 FY 2024-2025 Proposed Budget.

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

In summary, operational revenues for the FY 2024-2025 Preliminary Budget are projected to decrease by \$1,835,651 as compared to current FY 2023-2024 Amended Budget, representing a 20.59% decrease. Total operating expenditures for the FY 2024-2025 are projected to increase by \$149,317 as compared to the current FY 2023-2024 Amended Budget, representing a 2% increase. Capital projects will be held with the exception of some recurring costs. The projected \$1,835,651 decrease in net revenue over total operating and capital expenditures will decrease the Library's estimated fund balance to \$10,912,506.

## **Gift Fund**

As in past years, the FY 2024-2025 Preliminary Gift Fund Budget does not assume revenue from gifts. Expenditures are expected to be completed within the current fiscal year, so no carry-over expenditures are shown in the Preliminary Budget. This budget does, however, recognize two revenue items: The Myers Scholarship payout from the Community Foundation for Southeast Michigan (CFSEM) and interest earned from the bank on any gifts received is budgeted for revenue. The Preliminary Gift Fund Budget will be approved by the Library Board, but it is not included in the Public Budget Hearing documents forwarded to Bloomfield Township.

## **Supplemental Budget Information**

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

- 1) The General Fund Balance Projection is provided FY 2026-2027. The projection shows a year-end fund balance of \$10,199,611 as of March 31, 2026 and \$9,489,054 as of March 31, 2027.
  
- 2) The 25-year SEV and Taxable Value History schedule reports the trend in taxable values over 25 years.



**Bloomfield Township Public Library  
General Fund Budget**

**FY April 1, 2023 - March 31, 2024 Amended Budget**

**FY April 1, 2024 - March 31, 2025 Preliminary Budget**

ACCOUNT NAME	2022-2023	2023-2024		2024-2025	Column 7 Col. 4 & 6	Column 8 Col. 4 & 6	Column 9 % OF TOTAL REV/EXP
	Column 1 ACTUALS AS OF MAR 31, 2023	Column 3 ADOPTED BUDGET AS OF MAR 21, 2023	Column 4 AMENDED BUDGET AS OF AUG 15, 2023	Column 6 PRELIMINARY BUDGET AS OF AUG 15, 2023			
<b>Revenues</b>							
<b>Taxes</b>	\$8,349,456	\$8,578,936	\$8,678,895	\$6,843,244	(\$1,835,651)	-21.15%	96.65%
<b>Penal Fines</b>	\$66,126	\$71,695	\$71,695	\$71,695	\$0	0.00%	1.01%
<b>State Aid</b>	\$43,493	\$40,800	\$40,800	\$40,800	\$0	0.00%	0.58%
<b>Circulation Fines and Fees</b>	\$29,503	\$25,500	\$25,500	\$25,500	\$0	0.00%	0.36%
<b>Charges for Services</b>	\$9,218	\$14,866	\$14,866	\$14,866	\$0	0.00%	0.21%
Photocopy Fees	\$461	\$651	\$651	\$651			
Room Rental Fees	\$8,757	\$14,215	\$14,215	\$14,215			
<b>Investment earnings</b>	\$132,744	\$50,000	\$50,000	\$50,000	\$0	0.00%	0.71%
Investment Earnings	\$172,156	\$50,000	\$50,000	\$50,000			
Change in Asset Value	(\$39,411)	\$0	\$0	\$0			
<b>Miscellaneous</b>	\$16,373	\$14,566	\$14,566	\$14,566	\$0	0.00%	0.21%
Miscellaneous Revenue	\$3,612	\$3,370	\$3,370	\$3,370			
Library Shop Revenue	\$4,003	\$4,081	\$4,081	\$4,081			
Café Revenue	\$8,759	\$7,115	\$7,115	\$7,115			
Gain (loss) on Sale of Equipment	\$0	\$0	\$0	\$0			
<b>Federal Grants</b>	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
<b>Refunds/Rebates-Self Insurance Rx</b>	\$26,733	\$20,000	\$20,000	\$20,000	\$0	0.00%	0.28%
<b>Total Revenues</b>	<b>\$8,673,646</b>	<b>\$8,816,363</b>	<b>\$8,916,322</b>	<b>\$7,080,671</b>	<b>(\$1,835,651)</b>	<b>-20.59%</b>	<b>100.00%</b>
<b>Expenditures</b>							
<b>Personnel</b>	\$4,260,408	\$4,977,239	\$4,977,239	\$5,126,556	\$149,317	3.00%	69.72%
Salaries & Wages	\$2,826,254	\$3,262,098	\$3,262,098	\$3,359,961			
Social Security	\$209,321	\$249,017	\$249,017	\$256,488			
Employee Insurances	\$713,609	\$972,208	\$972,208	\$1,001,374			
Retirement	\$511,224	\$493,916	\$493,916	\$508,733			
Retiree Health Care - OPEB	\$0	\$0	\$0	\$0			
<b>Library Services</b>	\$735,279	\$823,309	\$830,600	\$830,600	\$0	0.00%	11.30%
Electronic Services-Databases	\$199,777	\$206,405	\$206,405	\$206,405			
Electronic Services-OCLC/SkyRiver	\$22,979	\$25,700	\$25,700	\$25,700			
Books	\$296,493	\$326,408	\$326,408	\$326,408			
Processing & Supplies	\$13,103	\$24,000	\$24,000	\$24,000			
Periodicals/Docs./Reference Services	\$60,156	\$64,577	\$71,368	\$71,368			
Music	\$6,709	\$16,053	\$16,553	\$16,553			
Audiobooks	\$70,002	\$75,123	\$75,123	\$75,123			
DVD's	\$31,553	\$42,000	\$42,000	\$42,000			
Accessibility Support Collection	\$3,662	\$10,043	\$10,043	\$10,043			
Programming	\$30,845	\$33,000	\$33,000	\$33,000			
<b>Facilities &amp; Equipment</b>	\$1,034,976	\$1,058,879	\$1,143,872	\$1,143,872	\$0	0.00%	15.56%
Repairs/Maintenance Supplies	\$27,755	\$65,000	\$65,000	\$65,000			
Telephone	\$12,146	\$17,450	\$17,450	\$17,450			
Building Insurance	\$53,965	\$58,017	\$58,017	\$58,017			
Public Utilities	\$353,399	\$384,000	\$384,000	\$384,000			
Building Maintenance	\$201,782	\$180,866	\$264,166	\$264,166			
Equipment Maintenance	\$19,311	\$24,210	\$24,210	\$24,210			
Grounds Maintenance	\$115,687	\$96,675	\$96,675	\$96,675			
Computer System Maintenance	\$244,862	\$216,661	\$218,354	\$218,354			
Equipment (Gen'l, Computer & Facility Svcs.)	\$6,069	\$16,000	\$16,000	\$16,000			
<b>Other Operating Expenditures</b>	\$325,252	\$251,666	\$251,666	\$251,666	\$0	0.00%	3.42%
Office/Computer Supplies	\$20,270	\$32,000	\$32,000	\$32,000			
Postage	\$20,113	\$22,055	\$22,055	\$22,055			
Professional Services	\$229,023	\$118,876	\$118,876	\$118,876			
Staff Development/Travel	\$19,664	\$29,575	\$29,575	\$29,575			
Printing & Publishing	\$23,429	\$25,050	\$25,050	\$25,050			
Dues & Membership	\$10,900	\$17,030	\$17,030	\$17,030			
Miscellaneous Expenses	\$1,853	\$7,080	\$7,080	\$7,080			
<b>Total Operating Expenditures</b>	<b>\$6,355,915</b>	<b>\$7,111,093</b>	<b>\$7,203,377</b>	<b>\$7,352,694</b>	<b>\$149,317</b>	<b>2.07%</b>	<b>89.79%</b>
<b>Net Operating Revenue/(Expenditures)</b>	<b>\$2,317,731</b>	<b>\$1,705,270</b>	<b>\$1,712,945</b>	<b>(\$272,023)</b>			
<b>Capital Projects</b>	<b>\$721,458</b>	<b>\$3,517,916</b>	<b>\$3,526,697</b>	<b>\$835,646</b>	<b>(\$2,691,051)</b>	<b>-76.31%</b>	<b>10.21%</b>
<b>Total Operating &amp; Capital Expenditures</b>	<b>\$7,077,373</b>	<b>\$10,629,009</b>	<b>\$10,730,074</b>	<b>\$8,188,340</b>	<b>(\$2,541,734)</b>	<b>-23.69%</b>	<b>100.00%</b>
<b>Fund Balance - Beginning</b>	<b>\$12,237,654</b>	<b>\$13,833,927</b>	<b>\$13,833,927</b>	<b>\$12,020,175</b>			
<b>Net Revenue / (Expenditures)</b>	<b>\$1,596,273</b>	<b>(\$1,812,646)</b>	<b>(\$1,813,752)</b>	<b>(\$1,107,669)</b>	<b>\$706,083</b>		
<b>Fund Balance - Ending</b>	<b>\$13,833,927</b>	<b>\$12,021,281</b>	<b>\$12,020,175</b>	<b>\$10,912,506</b>			
Nonspendable - Prepaid Expenses	18,791	18,791	18,791	18,791			
Restricted - None	0	0	0	0			
Committed - 8 Month Fund Balance	4,588,431	4,631,097	4,802,251	4,901,796			
Assigned - Other Post Employment Benefits (OPEB) Funding	2,822,419	2,822,419	2,822,419	2,822,419			
Assigned - Capital Improvements	5,821,316	3,966,003	3,793,743	2,586,529			
Assigned - Compensated Absences	482,971	482,971	482,971	482,971			
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000			
<b>Totals</b>	<b>\$13,833,927</b>	<b>\$10,416,302</b>	<b>\$12,020,175</b>	<b>\$10,912,506</b>			

**Nonspendable:**

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

**Restricted:**

.

**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)

**Unassigned:**

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

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

August 15, 2023

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

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

- TO APPROVE THE **PRELIMINARY** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2024 - MARCH 31, 2025**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

**\$7,080,671**

**Revenues**

**\$8,188,340**

**Expenditures**

- FUND BALANCE RESERVES SHALL BE INCREASED BY :

**(\$1,107,669) Net Revenue/(Expenditures)**

- THAT THE APPROVED GENERAL FUND BUDGET AND **TAX LEVY** FOR FISCAL YEAR **APRIL 1, 2024 - MARCH 31, 2025** BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE **2.0 APPROVED MILLS** ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

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

**\$8,916,322**

**Revenues**

**\$10,730,074**

**Expenditures**

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

**(\$1,813,752)**

**Net Revenue/(Expenditures)**

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

Motion carried.

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President

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Secretary

**Bloomfield Township Public Library  
Gift Fund Budget  
FY April 1, 2023 - March 31, 2024 Amended Budget  
FY April 1, 2024 - March 31, 2025 Proposed Budget**

ACCOUNT NAME	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 6			
	ACTUALS AS OF MAR 31, 2023	ADOPTED BUDGET AS OF MAR 21, 2023	AMENDED BUDGET AS OF AUG 15, 2023	PRELIMINARY BUDGET AS OF AUG 15, 2023			
<b>Revenues</b>							
<b>Gift Income</b>	<b>\$56,619</b>	<b>\$500</b>	<b>\$60,061</b>	<b>\$500</b>	<b>(\$44,834)</b>	<b>-98.90%</b>	<b>71.43%</b>
Gift Revenue	\$5,126	\$0	\$1,600	\$0			
Friends of the Library	\$49,941	\$0	\$52,172	\$0			
Atkinson Trust	\$0	\$0	\$1,452	\$0			
BTPL Endowment Fund/Amber Trust	\$55	\$0	\$1,808	\$0			
Myers Scholarship	\$1,497	\$500	\$1,221	\$500			
Smith Challenge Grant	\$0	\$0	\$1,808	\$0			
Fair Radom Garden Endowment	\$0	\$0	\$0	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
<b>Investment Earnings</b>	<b>\$177</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>0.00%</b>	<b>28.57%</b>
<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>\$56,797</b>	<b>\$700</b>	<b>\$60,261</b>	<b>\$700</b>	<b>(\$44,834)</b>	<b>-98.46%</b>	<b>100.00%</b>
<b>Expenditures</b>							
<b>Library Services</b>	<b>\$43,476</b>	<b>\$75,589</b>	<b>\$103,389</b>	<b>\$75,589</b>	<b>\$0</b>	<b>0.00%</b>	<b>46.60%</b>
Electronic Services - Adult	\$0	\$5,000	\$5,000	\$5,000			
Books - Adult	\$6,069	\$5,373	\$12,373	\$5,373			
Books - Youth	\$387	\$2,343	\$2,343	\$2,343			
Books - Reference	\$0	\$0	\$0	\$0			
Processing & Supplies	\$0	\$0	\$0	\$0			
Audiobooks - Adult	\$0	\$5,000	\$5,000	\$5,000			
Audiobooks - Youth	\$0	\$5,000	\$5,000	\$5,000			
DVD's - Adult	\$468	\$0	\$0	\$0			
DVD's - Youth	\$0	\$0	\$0	\$0			
Accessibility Support Collection-AS	\$0	\$0	\$0	\$0			
Accessibility Support Collection-YS	\$206	\$621	\$621	\$621			
Programs - Adult	\$14,125	\$17,712	\$23,712	\$17,712			
Programs - Youth	\$18,174	\$24,704	\$39,504	\$24,704			
Programs - Administration	\$4,046	\$9,836	\$9,836	\$9,836			
<b>Facilities &amp; Equipment</b>	<b>\$10,959</b>	<b>\$34,382</b>	<b>\$53,754</b>	<b>\$34,382</b>	<b>\$0</b>	<b>0.00%</b>	<b>21.20%</b>
Repairs & Maintenance	\$0	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$1,605	\$15,457	\$15,457	\$15,457			
Computer Systems Maintenance	\$350	\$0	\$0	\$0			
General Equipment	\$9,003	\$18,746	\$38,118	\$18,746			
Computer Equipment	\$0	\$179	\$179	\$179			
Facility Service Equipment	\$0	\$0	\$0	\$0			
<b>Other Operating Expenditures</b>	<b>\$3,813</b>	<b>\$52,224</b>	<b>\$64,613</b>	<b>\$52,224</b>	<b>(\$44,834)</b>	<b>-46.19%</b>	<b>32.20%</b>
Office Supplies	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0			
Printing & Publishing	\$0	\$5,325	\$5,325	\$5,325			
Myers Scholarship	\$1,500	\$1,394	\$2,615	\$1,394			
Smith Challenge Grant	\$0	\$3,557	\$5,365	\$3,557			
Endowment Fund	\$0	\$0	\$1,908	\$0			
Atkinson Fund	\$1,188	\$1,637	\$3,089	\$1,637			
Fair Radom Garden Endowment	\$362	\$1,020	\$1,020	\$1,020			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Transfer out to CFSEM	\$0	\$0	\$0	\$0			
Bank Service Charges	\$46	\$0	\$0	\$0			
Contingency - Designated	\$0	\$35,654	\$35,654	\$35,654			
Director's Discretionary	\$717	\$3,637	\$9,637	\$3,637			
Contingency - Undesignated	\$0	\$0	\$0	\$0			
<b>Total Expenditures</b>	<b>\$58,247</b>	<b>\$162,195</b>	<b>\$221,756</b>	<b>\$162,195</b>	<b>(\$44,834)</b>	<b>-21.66%</b>	<b>100.00%</b>
<b>Fund Balance - Beginning</b>	<b>\$80,618</b>	<b>\$79,295</b>	<b>\$79,295</b>	<b>\$79,295</b>			
<b>Reserved Fund Balance</b>	<b>\$82,400</b>	<b>\$82,400</b>	<b>\$82,400</b>	<b>\$82,400</b>			
<b>Net Revenue / (Expenditures)</b>	<b>(\$1,451)</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>	<b>(\$161,495)</b>			
<b>Fund Balance - Ending</b>	<b>\$161,567</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>			
Nonspendable	\$0	\$0	\$0	\$0			
Restricted	\$161,567	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0			
<b>Totals</b>	<b>\$161,567</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>			

**Nonspendable:**

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

**Restricted:**

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

**Committed:**

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

**Assigned:**

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

**Unassigned:**

Gift or I&R Funds.)

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

August 15, 2023

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

- TO APPROVE THE **PRELIMINARY** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2024 - MARCH 31, 2025**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

<b>\$700</b>	<b>Revenues</b>
<b>\$162,195</b>	<b>Expenditures</b>

Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Bloomfield Township Public Library  
Capital Improvements Program**

Record #	Department (sort with filter)	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 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.	\$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.	\$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	\$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		\$240,000
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		\$300,000
6	Information Technology	Computer CPUs-Public	2	4	General Fund	Replace (60) public internet computers exceeding estimated useful lives.	\$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	\$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.	\$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	\$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		\$360,000
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.	\$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.	\$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		\$300,000
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		\$150,000
15	Building	Door Access Emergency Maintenance	1	15	General Fund	Emergency door access repair.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		\$30,000
16	Admin	10,000 Patron Library Cards	1	2	General Fund	To replenish patron library card stock every 2 years.	\$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		\$36,000
18	Information Technology	Digital Displays - After Space Needs Project Completion	3	5	General Fund	Digital Wayfinding Displays	\$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	\$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.	\$0	\$0	\$0	\$0	\$0	\$0		\$0
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.	\$0	\$0	\$0	\$0	\$0	\$0		\$0
22	Admin	Patron Email Software	1	7	General Fund	Software to personalize email messages to Library patrons.	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500		\$39,000
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		\$120,000
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		\$65,790
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		\$90,000

**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	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	Total Expenditure
26	Facilities	Terrace Paver Maint	1	3	General Fund	Periodic grouting/protective coating for outside terrace pavers.	\$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.	\$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	\$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		\$30,000
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		\$33,000
31	Information Technology	AMH Client Upgrade	1	6	General Fund	Upgrade AMH client to Windows 10	\$0	\$0	\$0	\$0	\$9,000	\$0		\$9,000
32	Information Technology	Door Control Upgrade	1	5	General Fund	Replace card access system	\$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	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000		\$60,000
34	Information Technology	Innovative Mobile	1	1	General Fund	Innovative Mobile subscription for patrons	\$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.	\$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	\$12,500	\$0	\$0	\$12,500	\$0		\$25,000
37	Building	Roofing Sheet Metal	3	20	General Fund	Repair roofing metal flashings and coping.	\$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.	\$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.	\$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	\$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.	\$10,601	\$10,601	\$10,601	\$10,601	\$0	\$0		\$42,404
42	Building	Tree Root Surgery	2	20	General Fund	To correct strangling of roots to extend life of the trees' root systems.	\$0	\$0	\$0	\$0	\$0	\$0		\$0
43	Building	Parking Lot Repair, Sealcoat & Striping	1	20	General Fund	To repair, sealcoat and stripe parking lot.	\$0	\$0	\$0	\$0	\$0	\$0		\$0
44	Information Technology	Ichrive Intranet Subscription	1	1	General Fund	Ichrive Intranet subscription.	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680	\$7,680		\$46,080
45	Information Technology	Envisionware LDS	3	5	General Fund	Document scanning station for public.	\$8,000	\$0	\$0	\$0	\$0	\$0		\$8,000
46	Information Technology	Cisco Umbrella	2	3	General Fund	Network security service	\$8,000	\$0	\$0	\$0	\$0	\$0		\$8,000
47	Information Technology	New Firewall	1	3	General Fund	Replace firewall	\$22,000	\$0	\$0	\$0	\$0	\$0		\$22,000
48	Information Technology	Server Cluster Replacements	1	3	General Fund	Replace server hardware	\$0	\$100,000	\$0	\$0	\$0	\$0		\$100,000
49	Information Technology	Switches	1	5	General Fund	Upgrading network infrastructure	\$0	\$0	\$100,000	\$0	\$0	\$0		\$100,000

**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	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	Total Expenditure
50	Information Technology	UPS replacement	2	5	General Fund	Uninterrupted power supply replacement for server room	\$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	\$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	\$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	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		\$36,000

	\$3,501,916	\$829,646	\$519,146	\$424,146	\$603,045	\$403,545	\$0	\$6,072,044
CIP Expenditures - Gift Fund Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Expenditures - General Fund Budget	\$3,501,916	\$829,646	\$519,146	\$424,146	\$603,045	\$403,545	\$0	\$6,072,044



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

**TAXES**

**410.01 TAXES**

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

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

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

**PENAL FINES**

**420.01 PENAL FINES**

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

**FORMULA:** Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2021 population is 43,983

**STATE AID**

**422.01 STATE AID**

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

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

**CIRCULATION REVENUE**

**430.01 FINES & FEES**

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

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

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

**CHARGES FOR SERVICES**

<u>Chart of Account Total</u>	<u>Budget Group Total</u>
	<b>8,678,895</b>
<b>\$8,678,895</b>	
	<b>71,695</b>
<b>71,695</b>	
	<b>40,800</b>
<b>40,800</b>	
	<b>25,500</b>
<b>25,500</b>	
	<b>14,866</b>

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

	<b>Chart of Account Total</b>	<b>Budget Group Total</b>
<b>432.01 PHOTOCOPY FEES</b>	<b>651</b>	
<b>DESCRIPTION:</b> These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
<b>435.01 ROOM RENTAL FEES</b>	<b>14,215</b>	
<b>DESCRIPTION:</b> The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
<b>INVESTMENT EARNINGS</b>		<b>50,000</b>
<b>664.01 INVESTMENT EARNINGS</b>	<b>50,000</b>	
<b>DESCRIPTION:</b> Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.		
<b>FORMULA :</b> Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year. Reflects a conservative estimate based on FY 2021-2022 actual YTD receipts.		
<b>665.01 CHANGE IN ASSET VALUE</b>	-	
<b>DESCRIPTION:</b> Changes to market value expected on investments during the current fiscal year.		
<b>FORMULA :</b> Budgeted only at year end due to uncertainty of changes The erratic amounts in this line do not allow for prediction.		
<b>MISCELLANEOUS</b>		<b>14,566</b>
<b>460.01 MISCELLANEOUS REVENUE</b>	<b>3,370</b>	
<b>DESCRIPTION:</b> Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
<b>FORMULA :</b> Review two-year history of actual revenue received.		
<b>462.01 LIBRARY SHOP REVENUE</b>	<b>4,081</b>	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Library Shop.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
<b>463.01 CAFÉ REVENUE</b>	<b>7,115</b>	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Café.		
<b>FORMULA :</b> Review two-year history of actual fees received.		
<b>672.01 SALE OF USED EQUIPMENT</b>	-	
<b>DESCRIPTION:</b> Revenue received from the sale of used library equipment.		
<b>FORMULA :</b> Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings. No sale planned during the year.		
<b>502.01 FEDERAL GRANTS</b>	-	-
<b>DESCRIPTION:</b> Federal Grants		
<b>FORMULA :</b> None planned for this FY.		
<b>687.01 REFUNDS/REBATES SELF INSURANCE Rx</b>		<b>20,000</b>
<b>DESCRIPTION:</b> Prescription drug discount received from self-insured health care insurance plan.	<b>20,000</b>	
<b>FORMULA :</b> Refunds provided quarterly by Bloomfield Township.		

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

Preliminary August 2023	<b>\$8,494,309</b>
Amended March 2024	<b><u>\$8,916,322</u></b>

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

			<b>Chart of Account Detail</b>	<b>Chart of Account Total</b>	<b>Budget Group Total</b>	<b>Functional Category Total</b>
						4,977,239
<b>PERSONNEL</b>						
702.01	<b>SALARIES AND WAGES</b>			3,262,098	3,262,098	
	<b>DESCRIPTION:</b> Salaries for full-time, part-time, and substitute staff					
	<b>FORMULA:</b> 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	<b>SOCIAL SECURITY</b>			249,017	249,017	
	<b>DESCRIPTION:</b> Federal Social Security and Medicare taxes on employee wages.					
	<b>FORMULA:</b> Projected Wages (x) current tax rate (7.65%)					
718.01	<b>EMPLOYEE INSURANCES</b>			972,208	972,208	
	<b>DESCRIPTION:</b> 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.					
	<b>FORMULA:</b> Current year budget.					
722.01	<b>RETIREMENT</b>			303,338	303,338	
	<b>DESCRIPTION:</b> 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.					
	<b>FORMULA:</b> 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			190,578	190,578	
723.01	<b>RETIREE HEALTH CARE - OPEB</b>			-	-	
	<b>DESCRIPTION:</b> 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.					
	<b>FORMULA:</b> Actuary determined funding of OPEB liability.					
<b>LIBRARY SERVICES</b>						830,600
<b>ELECTRONIC SERVICES - DATABASES</b>					206,405	
831.01	<b>ELECTRONIC SERVICES - ADULT</b>			155,000		
	<b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.					
	<b>FORMULA:</b> Current year budget					
	<u>FROM METRO NET</u>					
	Ancestry.com		1,844			
	Creative Bug		1,404			
	Data Axle - ReferenceSolutions		4,584			
	Gale Total		5,939			
	Biography in Context					
	History in Context US & World					
	Legal Forms					
	Literature Resource Center					
	Science In Context					
	Scribner's					
	Twayne Author/Scribner Writers' Series					
	Gale Courses		4,554			
	Mango Languages		3,454			
	<u>FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE</u>					
	Plunkett Online		3,604			
	Morningstar Investment Research Center w/Remote access		7,509			
	<u>FROM THE LIBRARY NETWORK</u>					
	Brainfuse (+HelpNow/JobNow)		3,354			
	Consumer Reports		2,029			
	<u>DIRECT PURCHASES</u>					
	Alexander Press - Music Online		1,854			
	Gale Health and Wellness		1,854			
	EBSCO - Fold3		1,804			
	EBSCO - NoveList, 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			

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	Unplanned additional costs	4,354		
	Standard & Poors/NetAdvantage	9,354		
	ValueLine	6,854		
	Zoobean (Beanstack)	1,152		
<b>833.01</b>	<b>ELECTRONIC SERVICES - YOUTH</b>	<b>51,405</b>		
	<b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.			
	<b>FORMULA:</b> Current year budget			
	<u>DIRECT PURCHASES</u>			
	Britannica ImageQuest	1,627		
	Book Fix	1,209		
	Brainfuse	1,785		
	Hoopla	34,500		
	Little Pim	2,320		
	National Geographic	865		
	World Almanac for Kids	645		
	World Book Suite	2,671		
	World Book E Books	716		
	World Book-Arabic (Kids eLearn)	546		
	Novelist Select	2,684		
	Zoobean (Beanstack)	837		
	Unplanned additional costs	1,000		
<b>832.01</b>	<b>ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive</b>	<b>25,700</b>	<b>25,700</b>	
	<b>DESCRIPTION:</b> Fees for a specific electronic database used for the cataloging of materials.			
	<b>FORMULA:</b> Current year budget			
	SkyRiver	23,700		
	Overdrive	2,000		
	<b>BOOKS/MATERIALS</b>		<b>326,408</b>	
<b>941.01</b>	<b>BOOKS-ADULT</b>	<b>188,465</b>	<b>188,465</b>	
	<b>DESCRIPTION:</b> Circulating physically printed books and electronically produced books purchased for adults.			
	<b>FORMULA:</b> Current year budget			
<b>943.01</b>	<b>BOOKS-YOUTH</b>	<b>121,828</b>	<b>121,828</b>	
	<b>DESCRIPTION:</b> Circulating and non-circulating physically printed books and electronically produced books purchased for youth.			
	<b>FORMULA:</b> Current year budget			
<b>944.01</b>	<b>BOOKS-REFERENCE</b>	<b>15,000</b>	<b>15,000</b>	
	<b>DESCRIPTION:</b> Non-circulating physically printed books and electronically produced books for the Adult Services collection.			
	<b>FORMULA:</b> Current year budget			
<b>945.01</b>	<b>MATERIALS-TECHNICAL SERVICES</b>	<b>100</b>	<b>100</b>	
	<b>DESCRIPTION:</b> Materials purchased to assist in cataloging.			
	<b>FORMULA:</b> Current year budget			
<b>946.01</b>	<b>MATERIALS-SYSTEMS</b>	<b>515</b>	<b>515</b>	
	<b>DESCRIPTION:</b> Materials purchased to assist in Systems work and training.			
	<b>FORMULA:</b> Current year budget			
<b>947.01</b>	<b>MATERIALS-ADMINISTRATION</b>	<b>500</b>	<b>500</b>	
	<b>DESCRIPTION:</b> Materials purchased to assist Administration activities.			
	<b>FORMULA:</b> Current year budget			
<b>969.01</b>	<b>PROCESSING &amp; SUPPLIES</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
	<b>DESCRIPTION:</b> Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases.			
	<b>FORMULA:</b> Current year budget			
	<b>PERIODICALS/DOCUMENTS/SERVICES</b>			<b>71,368</b>
<b>949.01</b>	<b>PERIODICALS, NEWSLETTERS &amp; MICROFORMS</b>	<b>56,000</b>	<b>56,000</b>	
	<b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.			
	<b>FORMULA:</b> Current year budget			
	Includes: WT Cox \$30,000, Press Reader \$6263			
<b>950.01</b>	<b>REFERENCE SERVICES</b>		<b>15,368</b>	
	<b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print.			
	<b>FORMULA:</b> Current year budget			
	Commerce Clearing House (CCH)	1,265		
	Financial Info Stock Guide	3,750		

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	Government Documents	2,500		
	Institute for Continuing Legal Education(ICLE)	600		
	Lexis Nexis	800		
	RIA	1,303		
	West	350		
	Unplanned additional services	4,800		
			<b>16,553</b>	
<b>951.01</b>	<b>ADULT</b>		<b>14,553</b>	
	<b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.			
	<b>FORMULA:</b> Current year budget			
	Regular music purchases	14,553		
<b>952.01</b>	<b>YOUTH</b>		<b>2,000</b>	
	<b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.			
	<b>FORMULA:</b> Current year budget			
	Regular music purchases	2,000		
			<b>75,123</b>	
<b>953.01</b>	<b>ADULT</b>	57,710	<b>57,710</b>	
	<b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.			
	<b>FORMULA:</b> Current year budget			
<b>954.01</b>	<b>YOUTH</b>	17,413	<b>17,413</b>	
	<b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation.			
	<b>FORMULA:</b> Current year budget			
			<b>42,000</b>	
<b>955.01</b>	<b>ADULT</b>	36,000	<b>36,000</b>	
	<b>DESCRIPTION:</b> DVD materials purchased by Adult Services for circulation.			
	<b>FORMULA:</b> Current year budget			
<b>956.01</b>	<b>YOUTH</b>	6,000	<b>6,000</b>	
	<b>DESCRIPTION:</b> DVD materials purchased by Youth Services for circulation.			
	<b>FORMULA:</b> Current year budget			
			<b>10,043</b>	
<b>957.01</b>	<b>ADULT</b>	4,893	<b>4,893</b>	
	<b>DESCRIPTION:</b> Print and non-print materials specific to ASC.			
	<b>FORMULA:</b> Current year budget			
<b>958.01</b>	<b>YOUTH</b>	5,150	<b>5,150</b>	
	<b>DESCRIPTION:</b> Print and non-print materials specific to ASC.			
	<b>FORMULA:</b> Current year budget			
			<b>33,000</b>	
<b>961.01</b>	<b>ADULT</b>	10,000	<b>10,000</b>	
	<b>DESCRIPTION:</b> 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.			
	<b>FORMULA:</b> 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			
<b>962.01</b>	<b>YOUTH</b>	21,000	<b>21,000</b>	
	<b>DESCRIPTION:</b> 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.			
	<b>FORMULA:</b> Current year budget			
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.			
	Major programs include:			
	First Grade Reader's Rally			

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	Book Discussions			
	Summer Reading			
	Spooktacular			
<b>964.01</b>	<b>ADMINISTRATION</b>	<b>1,500</b>		
	<b>DESCRIPTION:</b> 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.			
	<b>FORMULA:</b> 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		
<b>965.01</b>	<b>SYSTEMS</b>	<b>500</b>	<b>500</b>	
	<b>DESCRIPTION:</b> 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.			
	<b>FORMULA:</b> 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			
				<b>1,143,872</b>
<b>FACILITIES AND EQUIPMENT</b>				
<b>775.01</b>	<b>REPAIRS &amp; MAINTENANCE SUPPLIES</b>	<b>65,000</b>	<b>65,000</b>	
	<b>DESCRIPTION:</b> This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.			
	<b>FORMULA:</b> Current year budget			
	Lighting Repair Services	15,000		
	HVAC replacement of parts & filters	17,500		
	All other needs	32,500		
<b>850.01</b>	<b>TELEPHONE</b>	<b>17,450</b>	<b>17,450</b>	
	<b>DESCRIPTION:</b> Telephone and cell phones services.			
	<b>FORMULA:</b> 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		
<b>910.01</b>	<b>BUILDING INSURANCE</b>	<b>58,017</b>	<b>58,017</b>	
	<b>DESCRIPTION:</b> Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.			
	<b>FORMULA:</b> Current year budget			
	<b>UTILITIES</b>		<b>384,000</b>	
<b>921.01</b>	<b>ELECTRICITY</b>	<b>269,000</b>	<b>269,000</b>	
	<b>DESCRIPTION:</b> Payments made for electricity.			
	<b>FORMULA:</b> Average last two years' expense			
<b>922.01</b>	<b>NATURAL GAS</b>	<b>80,000</b>	<b>80,000</b>	
	<b>DESCRIPTION:</b> Payments made for heat.			
	<b>FORMULA:</b> Average last two years' expense			
<b>923.01</b>	<b>WATER</b>	<b>35,000</b>	<b>35,000</b>	
	<b>DESCRIPTION:</b> Payments made for water.			
	<b>FORMULA:</b> Average last two years' expense			
<b>930.01</b>	<b>BUILDING MAINTENANCE</b>	<b>264,166</b>	<b>264,166</b>	
	<b>DESCRIPTION:</b> Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.			
	<b>FORMULA:</b> Current year budget			
	Boiler inspection State fees	400		
	Incidentals/fines for Boilers	120		
	Boiler & chilled water treatment services	4,000		
	Carpet cleaning maintenance	10,060		
	YS-Storytime carpets & carpet square cleaning	650		
	Pest Control Svcs.	2,200		
	Cleaning - general	153,300		
	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		

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	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		
<b>933.01</b>	<b>EQUIPMENT MAINTENANCE</b>	<b>24,210</b>	<b>24,210</b>	
	<b>DESCRIPTION:</b> Contracts for telephone system, copying/microform equipment maintenance, postage meter.			
	<b>FORMULA:</b> 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		
	Tel Systems AV equipment replacement	2,000		
<b>935.01</b>	<b>GROUNDS MAINTENANCE</b>	<b>96,675</b>	<b>96,675</b>	
	<b>DESCRIPTION:</b> Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.			
	<b>FORMULA:</b> Current year budget			
	Great Oaks - Lawn/Snow/Mulch/Weeding	50,150		
	Goldner Walsh - Gardens	24,000		
	Poseidon - Irrigation	1,700		
	American Pest - Arborist Svcs.	10,000		
	New Tree Plantings	3,825		
	Unplanned grounds maintenance	7,000		
<b>936.01</b>	<b>COMPUTER SYSTEM MAINTENANCE</b>	<b>218,354</b>	<b>218,354</b>	
	<b>DESCRIPTION:</b> Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.			
	<b>FORMULA:</b> Current year budget			
	Adobe Creative Suite Subscription	4,000		
	Baker&Taylor - The Content Café	2,300		
	Baker&Taylor Titlesource360 (TS request)	2,840		
	Barracuda Web Filter - YS Internet filtering soft/hardware	3,500		
	Box Solutions intranet connect maintenance	3,400		
	Cisco equipment maintenance contract	4,000		
	Comcast - digital receivers	1,000		
	Comcast - high speed modem subscription	1,000		
	Envisionware Mobile Printing Subscription	725		
	Envisionware annual maintenance	14,000		
	Graphic Science Digitalization Station Maint.	590		
	Godaddy SSL certificaion for site license: includes Encore, WebPac, Outlook, etc.	1,500		
	Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006		
	Innovative Encore subscription	15,000		
	Innovative maintenance contract	75,000		
	OCLC EZProxy Hosting	3,000		
	Sage 50 Accounting upgrade and maintenance	3,000		
	Sage 50 FAS Inventory SupportPlus contract	3,000		
	Techlogic AMH sorting system maintenance (Circ request)	22,000		
	TLN - Deep Freeze, pub. web browser license, & Microsoft Live	4,000		
	Payflow Ann'l Fee & Mo. Fee	1,100		
	Sierra Cloud Hosting	23,000		
	Barracuda Archiver	1,200		
	WP Engine Web Hosting \$115x12	1,400		
	Streamyard	250		
	Backup Veeam Subscription with Spam Filter	9,600		
	Wordpress pluggins	1,500		
	Sked Social	750		
	HANS - VOIP Phone System	1,693		
	<b>EQUIPMENT</b>		<b>16,000</b>	
<b>981.01</b>	<b>GENERAL EQUIPMENT</b>	<b>2,500</b>		
	<b>DESCRIPTION:</b> Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.			
	<b>FORMULA:</b> Current year budget			
	Director's Discretionary	2,500		

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
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April 1, 2023 - March 31, 2024 - AMENDED BUDGET**

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
<b>982.01</b>	<b>COMPUTER EQUIPMENT</b>	<b>13,500</b>		
	<b>DESCRIPTION:</b> Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.			
	<b>FORMULA:</b> Current year budget			
	Batteries for meeting room equipment	200		
	Computer Equipment	10,000		
	Hazardous equipment disposal	300		
	Headset replacement	1,000		
	Printer replacement for staff	2,000		
				<b>251,666</b>
<b>727.01</b>	<b>OFFICE SUPPLIES</b>	<b>32,000</b>	<b>32,000</b>	
	<b>DESCRIPTION:</b> Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.			
	<b>FORMULA:</b> Current year budget			
	Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies	25,300		
	Copier cards	2,400		
	Eco-Smart supplies, pads, polishes + % increase	800		
	Circulation Dept. - Receipt paper	3,500		
<b>728.01</b>	<b>POSTAGE</b>	<b>22,055</b>	<b>22,055</b>	
	<b>DESCRIPTION:</b> Postage for daily metered mail .			
	<b>FORMULA:</b> Current year budget			
	Regular postage needs (includes Library by Mail)	6,780		
	Annual Bulk Mailing Permit	275		
	Quarterly newsletter mailing	15,000		
				<b>118,876</b>
<b>811.01</b>	<b>ACCOUNTING</b>	<b>25,000</b>		
	<b>DESCRIPTION:</b> Monthly fee charged by Bloomfield Twp for accounting services.			
	<b>FORMULA:</b> Monthly fee provided by Twp. + \$1,000 Actuary			
		25,000		
<b>812.01</b>	<b>AUDIT</b>	<b>22,000</b>		
	<b>DESCRIPTION:</b> Annual fee charged by our auditing firm.			
	<b>FORMULA:</b> Current year budget			
	Audit	22,000		
<b>813.01</b>	<b>CONSULTANT</b>	<b>15,000</b>		
	<b>DESCRIPTION:</b> Fees for consultants such as strategic planning or interior designer.			
	<b>FORMULA:</b> Current year budget			
	IT Consulting	10,000		
	Other	5,000		
<b>814.01</b>	<b>CONTRACTS</b>	<b>9,556</b>		
	<b>DESCRIPTION:</b> Provides for monthly fees to publicist, Music on Hold messages, MeICat delivery cost, and similar contractual services.			
	<b>FORMULA:</b> Current year budget			
	RIDES delivery fee	4,500		
	Message on Hold	1,000		
	Unique Management - collection agency	3,756		
	Facebook Advertising	300		
<b>815.01</b>	<b>LEGAL</b>	<b>5,000</b>	<b>5,000</b>	
	<b>DESCRIPTION:</b> Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters.			
	<b>FORMULA:</b> Current year budget			
<b>816.01</b>	<b>INVESTMENT COUNSELING</b>	<b>27,320</b>		
	<b>DESCRIPTION:</b> Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract.			
	<b>FORMULA:</b> Approx. .28% of average portfolio balance			
	Investment Counseling Fees	27,320		
<b>818.01</b>	<b>INTERNET SERVICE PROVIDER (ISP)</b>	<b>15,000</b>		
	<b>DESCRIPTION:</b> This provides for the costs of our Internet access and consultant fees.			
	<b>FORMULA:</b> Current year budget + Metro Net meeting information			
	Internet Opti-e-man charges from TLN	15,000		
				<b>29,575</b>
<b>861.01</b>	<b>CONFERENCES &amp; WORKSHOPS</b>	<b>14,375</b>		



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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
<b>DESCRIPTION:</b>	Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.			
<b>FORMULA:</b>	Staff number, formula by classification, projected Staff Development Day cost.			
	Department Conference/Workshops	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		
<b>862.01 MILEAGE &amp; TRAVEL</b>		<b>15,200</b>		
<b>DESCRIPTION:</b>	Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.			
<b>FORMULA:</b>	Current year budget			
	III Users' Group travel (3 attendees @ \$1,700)	5,100		
	Rotating National Conference (4 attendees @ \$1,700)	6,800		
	MIUG Conference (3 attendees @ \$200 ea.)	600		
	MLA Conference (8 attendees at \$200)	1,600		
	Mileage & misc. travel	1,100		
<b>900.01 PRINTING &amp; PUBLISHING</b>		<b>25,050</b>	<b>25,050</b>	
<b>DESCRIPTION:</b>	Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.			
<b>FORMULA:</b>	Current year budget			
	Community mailings/printings/advertising	3,000		
	Quarterly printed newsletter	21,000		
	Advertising fees for job postings	1,050		
<b>855.01 DUES &amp; MEMBERSHIPS</b>		<b>17,030</b>	<b>17,030</b>	
<b>DESCRIPTION:</b>	Memberships in professional and community organizations for the library.			
<b>FORMULA:</b>	Current year budget			
	Library membership in ALA (national)	500		
	Library membership in Birmingham-Bloomfield Chambers	175		
	Library member. in III Users Group (National)	100		
	Library member. in III Users Group (State)	25		
	Library membership in MLA (state)	3,230		
	Library membership in MCLS (discounts)	250		
	Library membership in PLTAOC	50		
	MetroNet Membership fee(includes shared web hosting,Overdrive hosting, Everyone's Reading speaker & marketing fees)	6,500		
	OCHR dues & maintenance fees	1,200		
	Professional Memberships for eligible employees	5,000		
			<b>7,080</b>	
<b>990.01 BANK SERVICE CHARGES</b>		<b>4,720</b>		
<b>DESCRIPTION:</b>	Fees charged by financial institutions.			
<b>FORMULA:</b>	Current year budget			
	All bank fees	2,000		
	Paypal fees	720		
	Ecommerce fees - Paymentech	2,000		
<b>992.01 LIBRARY SHOP</b>		<b>2,000</b>	<b>2,000</b>	
<b>DESCRIPTION:</b>	Costs to purchase items for sale and to operate shop.			
<b>FORMULA:</b>	Current year budget			
<b>993.01 CAFÉ</b>		<b>360</b>	<b>360</b>	
<b>DESCRIPTION:</b>	Costs to operate café.			
<b>FORMULA:</b>	Current year budget			
<b>991.01 MISCELLANEOUS</b>		<b>-</b>	<b>-</b>	
<b>DESCRIPTION:</b>	Accounting declarations.			
<b>FORMULA:</b>	This is not a predictable line.			
<b>802.01 CAPITAL PROJECTS</b>		<b>3,526,697</b>	<b>3,526,697</b>	<b>3,526,697</b>
<b>DESCRIPTION:</b>	Special or one-time costs for major projects.			
<b>FORMULA:</b>	Budget requests			
	Staff Copiers	16,681		

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

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
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	101,650			
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	8,450			
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

Adopted March 2023  
Amended August 2023

\$10,629,509  
\$10,730,074

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND REVENUE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 - PRELIMINARY BUDGET**

		<b>Chart of Account Total</b>	<b>Budget Group Total</b>
<b>TAXES</b>			<b>6,843,244</b>
<b>410.01</b>	<b>TAXES</b>	<b>6,843,244</b>	
	<b>DESCRIPTION:</b> Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by two 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. The first 1.0000 mill is now reduced by the Headlee Amendment to .6578. The second .7874 mill is now reduced by the Headlee Amendment to 0.7028.		
	<b>FORMULA:</b> Taxable value of property in the township multiplied by the mill calculated by the Township: Using the 8/2023 Township FY 2023-2024 estimates.		
<b>PENAL FINES</b>			<b>71,695</b>
<b>420.01</b>	<b>PENAL FINES</b>	<b>71,695</b>	
	<b>DESCRIPTION:</b> The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.		
	<b>FORMULA:</b> Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2020 population is 43,027.		
<b>STATE AID</b>			<b>40,800</b>
<b>422.01</b>	<b>STATE AID</b>	<b>40,800</b>	
	<b>DESCRIPTION:</b> Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.		
	<b>FORMULA:</b> 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.		
<b>CIRCULATION REVENUE</b>			<b>25,500</b>
<b>430.01</b>	<b>FINES &amp; FEES</b>	<b>25,500</b>	
	<b>DESCRIPTION:</b> Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.		
	<b>FORMULA:</b> Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures. Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years.		
<b>CHARGES FOR SERVICES</b>			<b>14,866</b>
<b>432.01</b>	<b>PHOTOCOPY FEES</b>	<b>651</b>	
	<b>DESCRIPTION:</b> These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.		
	<b>FORMULA:</b> Review two-year history of actual fees received.		
<b>435.01</b>	<b>ROOM RENTAL FEES</b>	<b>14,215</b>	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND REVENUE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 - PRELIMINARY BUDGET**

	<b>Chart of Account Total</b>	<b>Budget Group Total</b>
<b>DESCRIPTION:</b> The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
<b>FORMULA:</b> Review two-year history of actual fees received. Review impact of any significant changes in meeting room availability.		
<b>INVESTMENT EARNINGS</b>		<b>50,000</b>
<b>664.01 INVESTMENT EARNINGS</b>	<b>50,000</b>	
<b>DESCRIPTION:</b> Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.		
<b>FORMULA:</b> Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year. Reflects a conservative estimate based on FY 2020-2021 actual YTD receipts.		
<b>665.01 CHANGE IN ASSET VALUE</b>	-	
<b>DESCRIPTION:</b> Changes to market value expected on investments during the current fiscal year.		
<b>FORMULA:</b> Budgeted only at year end due to uncertainty of changes The erratic amounts in this line do not allow for prediction.		
<b>MISCELLANEOUS</b>		<b>14,566</b>
<b>460.01 MISCELLANEOUS REVENUE</b>	<b>3,370</b>	
<b>DESCRIPTION:</b> Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
<b>FORMULA:</b> Review two-year history of actual revenue received.		
<b>462.01 LIBRARY SHOP REVENUE</b>	<b>4,081</b>	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Library Shop.		
<b>FORMULA:</b> Review two-year history of actual fees received.		
<b>463.01 CAFÉ REVENUE</b>	<b>7,115</b>	
<b>DESCRIPTION:</b> Revenue received from the sale of items in the Café.		
<b>FORMULA:</b> Review two-year history of actual fees received.		
<b>672.01 SALE OF USED EQUIPMENT</b>	-	
<b>DESCRIPTION:</b> Revenue received from the sale of used library equipment.		
<b>FORMULA:</b> Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings. No sale planned during the year.		
<b>502.01 FEDERAL GRANTS</b>	-	-
<b>DESCRIPTION:</b> Federal Grants		
<b>FORMULA:</b> None planned for this FY.		
<b>687.01 REFUNDS/REBATES SELF INSURANCE Rx</b>		<b>20,000</b>
<b>DESCRIPTION:</b> Prescription drug discount received from self-insured health care insurance plan.	<b>20,000</b>	
<b>FORMULA:</b> Refunds provided quarterly by Bloomfield Township.		

**TOTAL ESTIMATED REVENUES**

Fiscal Year April 1, 2023 - March 31, 2024

Preliminary August 2022  
Proposed March 2023

\$8,824,268  
\$7,080,671

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 -PRELIMINARY BUDGET**

**PERSONNEL**

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
				<b>5,126,556</b>
<b>702.01 SALARIES AND WAGES</b>		<b>3,359,961</b>	<b>3,359,961</b>	
<b>DESCRIPTION:</b> Salaries for full-time, part-time, and substitute staff				
<b>FORMULA:</b> 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				
<b>715.01 SOCIAL SECURITY</b>		<b>256,488</b>	<b>256,488</b>	
<b>DESCRIPTION:</b> Federal Social Security and Medicare taxes on employee wages.				
<b>FORMULA:</b> Projected Wages (x) current tax rate (7.65%)				
<b>718.01 EMPLOYEE INSURANCES</b>		<b>1,001,374</b>	<b>1,001,374</b>	
<b>DESCRIPTION:</b> 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.				
<b>FORMULA:</b> Current year budget + projected estimate 4% increase.				
<b>722.01 RETIREMENT</b>		<b>312,438</b>	<b>312,438</b>	
<b>DESCRIPTION:</b> 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.				
<b>FORMULA:</b> 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		<b>196,295</b>	<b>196,295</b>	
<b>723.01 RETIREE HEALTH CARE - OPEB</b>		<b>-</b>	<b>-</b>	
<b>DESCRIPTION:</b> 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.				
<b>FORMULA:</b> Actuary determined funding of OPEB liability.				
<b>LIBRARY SERVICES</b>				<b>830,600</b>
<b>ELECTRONIC SERVICES - DATABASES</b>			<b>206,405</b>	
<b>831.01 ELECTRONIC SERVICES - ADULT</b>		<b>155,000</b>		
<b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.				
<b>FORMULA:</b> Current year budget				
<u>FROM METRO NET</u>				
Ancestry.com	1,844			
Creative Bug	1,404			
Data Axle - ReferenceSolutions	4,584			
Gale Total	5,939			
Biography in Context				
History in Context US & World				
Legal Forms				
Literature Resource Center				
Science In Context				
Scribner's				
Twayne Author/Scribner Writers' Series				
Gale Courses	4,554			
Mango Languages	3,454			
<u>FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE</u>				
Plunkett Online	3,604			
Morningstar Investment Research Center w/Remote access	7,509			
<u>FROM THE LIBRARY NETWORK</u>				
Brainfuse (+HelpNow/JobNow)	3,354			
Consumer Reports	2,029			
<u>DIRECT PURCHASES</u>				
Alexander Press - Music Online	1,854			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 -PRELIMINARY BUDGET**

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	Gale Health and Wellness	1,854		
	EBSCO - Fold3	1,804		
	EBSCO - NoveList, 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		
			<b>51,405</b>	
<b>833.01</b>	<b>ELECTRONIC SERVICES - YOUTH</b>			
	<b>DESCRIPTION:</b> Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.			
	<b>FORMULA:</b> Current year budget			
	<u>DIRECT PURCHASES</u>			
	Britannica ImageQuest	1,627		
	Book Fix	1,209		
	Brainfuse	1,785		
	Hoopla	34,500		
	Little Pim	2,320		
	National Geographic	865		
	World Almanac for Kids	645		
	World Book Suite	2,671		
	World Book E Books	716		
	World Book-Arabic (Kids eLearn)	546		
	Novelist Select	2,684		
	Zoobean (Beanstack)	837		
	Unplanned additional costs	1,000		
			<b>25,700</b>	<b>25,700</b>
<b>832.01</b>	<b>ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive</b>			
	<b>DESCRIPTION:</b> Fees for a specific electronic database used for the cataloging of materials.			
	<b>FORMULA:</b> Current year budget			
	SkyRiver	23,700		
	Overdrive	2,000		
			<b>326,408</b>	
<b>941.01</b>	<b>BOOKS-ADULT</b>	188,465	<b>188,465</b>	
	<b>DESCRIPTION:</b> Circulating physically printed books and electronically produced books purchased for adults.			
	<b>FORMULA:</b> Current year budget			
<b>943.01</b>	<b>BOOKS-YOUTH</b>	121,828	<b>121,828</b>	
	<b>DESCRIPTION:</b> Circulating and non-circulating physically printed books and electronically produced books purchased for youth.			
	<b>FORMULA:</b> Current year budget			
<b>944.01</b>	<b>BOOKS-REFERENCE</b>	15,000	<b>15,000</b>	
	<b>DESCRIPTION:</b> Non-circulating physically printed books and electronically produced books for the Adult Services collection.			
	<b>FORMULA:</b> Current year budget			
<b>945.01</b>	<b>MATERIALS-TECHNICAL SERVICES</b>	100	<b>100</b>	
	<b>DESCRIPTION:</b> Materials purchased to assist in cataloging.			
	<b>FORMULA:</b> Current year budget			
<b>946.01</b>	<b>MATERIALS-SYSTEMS</b>	515	<b>515</b>	
	<b>DESCRIPTION:</b> Materials purchased to assist in Systems work and training.			
	<b>FORMULA:</b> Current year budget			
<b>947.01</b>	<b>MATERIALS-ADMINISTRATION</b>	500	<b>500</b>	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 -PRELIMINARY BUDGET**

	<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
<b>DESCRIPTION:</b> Materials purchased to assist Administration activities. <b>FORMULA :</b> Current year budget				
<b>969.01            PROCESSING &amp; SUPPLIES</b>	24,000	<b>24,000</b>	<b>24,000</b>	
<b>DESCRIPTION:</b> Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases. <b>FORMULA :</b> Current year budget				
			<b>71,368</b>	
<b>949.01            PERIODICALS, NEWSLETTERS &amp; MICROFORMS</b>	56,000	<b>56,000</b>		
<b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. <b>FORMULA :</b> Current year budget Includes: WT Cox \$30,000, Press Reader \$6263				
<b>950.01            REFERENCE SERVICES</b>			<b>15,368</b>	
<b>DESCRIPTION:</b> Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print. <b>FORMULA :</b> Current year budget Commerce Clearing House (CCH) Financial Info Stock Guide Government Documents Institute for Continuing Legal Education(ICLE) Lexis Nexis RIA West Unplanned additional services	1,265 3,750 2,500 600 800 1,303 350 4,800			
			<b>16,553</b>	
<b>951.01            ADULT</b>			<b>14,553</b>	
<b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. <b>FORMULA :</b> Current year budget Regular music purchases	14,553			
<b>952.01            YOUTH</b>			<b>2,000</b>	
<b>DESCRIPTION:</b> Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation. <b>FORMULA :</b> Current year budget Regular music purchases	2,000			
			<b>75,123</b>	
<b>953.01            ADULT</b>	57,710	<b>57,710</b>		
<b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation. <b>FORMULA:</b> Current year budget				
<b>954.01            YOUTH</b>	17,413	<b>17,413</b>		
<b>DESCRIPTION:</b> Books recorded on compact disc and MP3, book plus CD kits, Wonderbooks and downloadable audio books purchased by Youth Services for circulation. <b>FORMULA :</b> Current year budget				
			<b>42,000</b>	
<b>955.01            ADULT</b>	36,000	<b>36,000</b>		
<b>DESCRIPTION:</b> DVD materials purchased by Adult Services for circulation <b>FORMULA :</b> Current year budget				
<b>956.01            YOUTH</b>	6,000	<b>6,000</b>		
<b>DESCRIPTION:</b> DVD materials purchased by Youth Services for circ . <b>FORMULA :</b> Current year budget				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 -PRELIMINARY BUDGET**

		<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
<b>ACCESSIBILITY SUPPORT COLLECTION</b>				<b>10,043</b>	
<b>957.01</b>	<b>ADULT</b> <b>DESCRIPTION:</b> Print and non-print materials specific to ASC. <b>FORMULA:</b> Current year budget	4,893	<b>4,893</b>		
<b>958.01</b>	<b>YOUTH</b> <b>DESCRIPTION:</b> Print and non-print materials specific to ASC. <b>FORMULA:</b> Current year budget	5,150	<b>5,150</b>		
<b>PROGRAMMING</b>				<b>33,000</b>	
<b>961.01</b>	<b>ADULT</b> <b>DESCRIPTION:</b> 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. <b>FORMULA:</b> 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	10,000	<b>10,000</b>		
<b>962.01</b>	<b>YOUTH</b> <b>DESCRIPTION:</b> 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. <b>FORMULA:</b> 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	21,000	<b>21,000</b>		
<b>964.01</b>	<b>ADMINISTRATION</b> <b>DESCRIPTION:</b> 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. <b>FORMULA:</b> Current year budget All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc. Major programs include: community collaboration event community partnering for library-wide programs Volunteer reception and other volunteer expenses		<b>1,500</b>		
<b>965.01</b>	<b>SYSTEMS</b> <b>DESCRIPTION:</b> 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. <b>FORMULA:</b> 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	500	<b>500</b>		
<b>FACILITIES AND EQUIPMENT</b>					<b>1,143,872</b>
<b>775.01</b>	<b>REPAIRS &amp; MAINTENANCE SUPPLIES</b> <b>DESCRIPTION:</b> This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more. <b>FORMULA:</b> Current year budget Lighting Repair Services	15,000	<b>65,000</b>	<b>65,000</b>	



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 -PRELIMINARY BUDGET**

		<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	HVAC replacement of parts & filters	17,500			
	All other needs	32,500			
<b>850.01</b>	<b>TELEPHONE</b>		<b>17,450</b>	<b>17,450</b>	
	<b>DESCRIPTION:</b> Telephone and cell phones services.				
	<b>FORMULA:</b> 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			
<b>910.01</b>	<b>BUILDING INSURANCE</b>	58,017	<b>58,017</b>	<b>58,017</b>	
	<b>DESCRIPTION:</b> Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.				
	<b>FORMULA:</b> Current year budget				
	<b>UTILITIES</b>			<b>384,000</b>	
<b>921.01</b>	<b>ELECTRICITY</b>	269,000	<b>269,000</b>		
	<b>DESCRIPTION:</b> Payments made for electricity.				
	<b>FORMULA:</b> Average last two years' expense				
<b>922.01</b>	<b>NATURAL GAS</b>	80,000	<b>80,000</b>		
	<b>DESCRIPTION:</b> Payments made for heat.				
	<b>FORMULA:</b> Average last two years' expense				
<b>923.01</b>	<b>WATER</b>	35,000	<b>35,000</b>		
	<b>DESCRIPTION:</b> Payments made for water.				
	<b>FORMULA:</b> Average last two years' expense				
<b>930.01</b>	<b>BUILDING MAINTENANCE</b>		<b>264,166</b>	<b>264,166</b>	
	<b>DESCRIPTION:</b> Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.				
	<b>FORMULA:</b> Current year budget				
	Boiler inspection State fees	400			
	Incidentals/fines for Boilers	120			
	Boiler & chilled water treatment services	4,000			
	Carpet cleaning maintenance	10,060			
	YS-Storytime carpets & carpet square cleaning	650			
	Pest Control Svcs.	2,200			
	Cleaning - general	153,300			
	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			
<b>933.01</b>	<b>EQUIPMENT MAINTENANCE</b>		<b>24,210</b>	<b>24,210</b>	
	<b>DESCRIPTION:</b> Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
	<b>FORMULA:</b> 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, 2024 - March 31, 2025 -PRELIMINARY BUDGET**

		<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
	Tel Systems AV equipment replacement	2,000			
<b>935.01</b>	<b>GROUNDS MAINTENANCE</b>		<b>96,675</b>	<b>96,675</b>	
	<b>DESCRIPTION:</b> Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	<b>FORMULA:</b> Current year budget				
	Great Oaks - Lawn/Snow/Mulch/Weeding	50,150			
	Goldner Walsh - Gardens	24,000			
	Poseidon - Irrigation	1,700			
	American Pest - Arborist Svcs.	10,000			
	New Tree Plantings	3,825			
	Unplanned grounds maintenance	7,000			
<b>936.01</b>	<b>COMPUTER SYSTEM MAINTENANCE</b>		<b>218,354</b>	<b>218,354</b>	
	<b>DESCRIPTION:</b> Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.				
	<b>FORMULA:</b> Current year budget				
	Adobe Creative Suite Subscription	4,000			
	Baker&Taylor - The Content Café	2,300			
	Baker&Taylor Titlesource360 (TS request)	2,840			
	Barracuda Web Filter - YS Internet filtering soft/hardware	3,500			
	Box Solutions intranet connect maintenance	3,400			
	Cisco equipment maintenance contract	4,000			
	Comcast - digital receivers	1,000			
	Comcast - high speed modem subscription	1,000			
	Envisionware Mobile Printing Subscription	725			
	Envisionware annual maintenance	14,000			
	Graphic Science Digitalization Station Maint.	590			
	Godaddy SSL certificaion for site license: includes Encore, WebPac, Outlook, etc.	1,500			
	Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006			
	Innovative Encore subscription	15,000			
	Innovative maintenance contract	75,000			
	OCLC EZProxy Hosting	3,000			
	Sage 50 Accounting upgrade and maintenance	3,000			
	Sage 50 FAS Inventory SupportPlus contract	3,000			
	Techlogic AMH sorting system maintenance (Circ request)	22,000			
	TLN - Deep Freeze, pub. web browser license, & Microsoft Live	4,000			
	Payflow Ann'l Fee & Mo. Fee	1,100			
	Sierra Cloud Hosting	23,000			
	Barracuda Archiver	1,200			
	WP Engine Web Hosting \$115x12	1,400			
	Streamyard	250			
	Backup Veeam Subscription with Spam Filter	9,600			
	Wordpress pluggins	1,500			
	Sked Social	750			
	HANS - VOIP Phone System	1,693			
	<b>EQUIPMENT</b>			<b>16,000</b>	
<b>981.01</b>	<b>GENERAL EQUIPMENT</b>		<b>2,500</b>		
	<b>DESCRIPTION:</b> Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.				
	<b>FORMULA:</b> Current year budget				
	Director's Discretionary	2,500			
<b>982.01</b>	<b>COMPUTER EQUIPMENT</b>		<b>13,500</b>		
	<b>DESCRIPTION:</b> Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.				
	<b>FORMULA:</b> Current year budget				
	Batteries for meeting room equipment	200			
	Computer Equipment	10,000			
	Hazardous equipment disposal	300			
	Headset replacement	1,000			
	Printer replacement for staff	2,000			
<b>OTHER OPERATING EXPENDITURES</b>					<b>251,666</b>

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 -PRELIMINARY BUDGET**

		<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
<b>727.01</b>	<b>OFFICE SUPPLIES</b>		<b>32,000</b>	<b>32,000</b>	
	<b>DESCRIPTION:</b> Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.				
	<b>FORMULA:</b> Current year budget				
	Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies	25,300			
	Copier cards	2,400			
	Eco-Smart supplies, pads, polishes + % increase	800			
	Circulation Dept. - Receipt paper	3,500			
<b>728.01</b>	<b>POSTAGE</b>		<b>22,055</b>	<b>22,055</b>	
	<b>DESCRIPTION:</b> Postage for daily metered mail .				
	<b>FORMULA:</b> Current year budget				
	Regular postage needs (includes Library by Mail)	6,780			
	Annual Bulk Mailing Permit	275			
	Quarterly newsletter mailing	15,000			
	<b>PROFESSIONAL SERVICES</b>			<b>118,876</b>	
<b>811.01</b>	<b>ACCOUNTING</b>		<b>25,000</b>		
	<b>DESCRIPTION:</b> Monthly fee charged by Bloomfield Twp for accounting services.				
	<b>FORMULA:</b> Monthly fee provided by Twp. + \$1,000 Actuary	25,000			
<b>812.01</b>	<b>AUDIT</b>		<b>22,000</b>		
	<b>DESCRIPTION:</b> Annual fee charged by our auditing firm.				
	<b>FORMULA:</b> Current year budget				
	Audit	22,000			
<b>813.01</b>	<b>CONSULTANT</b>		<b>15,000</b>		
	<b>DESCRIPTION:</b> Fees for consultants such as strategic planning or interior designer.				
	<b>FORMULA:</b> Current year budget				
	IT Consulting	10,000			
	Other	5,000			
<b>814.01</b>	<b>CONTRACTS</b>		<b>9,556</b>		
	<b>DESCRIPTION:</b> Provides for monthly fees to publicist, Music on Hold messages, MeICat delivery cost, and similar contractual services.				
	<b>FORMULA:</b> Current year budget				
	RIDES delivery fee	4,500			
	Message on Hold	1,000			
	Unique Management - collection agency	3,756			
	Facebook Advertising	300			
<b>815.01</b>	<b>LEGAL</b>		<b>5,000</b>	<b>5,000</b>	
	<b>DESCRIPTION:</b> Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters.				
	<b>FORMULA:</b> Current year budget				
<b>816.01</b>	<b>INVESTMENT COUNSELING</b>		<b>27,320</b>		
	<b>DESCRIPTION:</b> Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract.				
	<b>FORMULA:</b> Approx. .28% of average portfolio balance				
	Investment Counseling Fees	27,320			
<b>818.01</b>	<b>INTERNET SERVICE PROVIDER (ISP)</b>		<b>15,000</b>		
	<b>DESCRIPTION:</b> This provides for the costs of our Internet access and consultant fees.				
	<b>FORMULA:</b> Current year budget + Metro Net meeting information				
	Internet Opti-e-man charges from TLN	15,000			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 -PRELIMINARY BUDGET**

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
GENERAL FUND EXPENDITURE LINE BREAKDOWN  
April 1, 2024 - March 31, 2025 -PRELIMINARY BUDGET**

		<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
<b>992.01</b>	<b>LIBRARY SHOP</b>				
	<b>DESCRIPTION:</b> Costs to purchase items for sale and to operate shop.	2,000	<b>2,000</b>		
	<b>FORMULA:</b> Current year budget				
<b>993.01</b>	<b>CAFÉ</b>				
	<b>DESCRIPTION:</b> Costs to operate café.	360	<b>360</b>		
	<b>FORMULA:</b> Current year budget				
<b>991.01</b>	<b>MISCELLANEOUS</b>				
	<b>DESCRIPTION:</b> Accounting declarations.	-	-		
	<b>FORMULA:</b> This is not a predictable line.				
	<b>CAPITAL PROJECTS</b>				
<b>802.01</b>	<b>PROJECTS</b>		<b>835,646</b>	<b>835,646</b>	<b>835,646</b>
	<b>DESCRIPTION:</b> Special or one-time costs for major projects.				
	<b>FORMULA:</b> Budget requests				
	Upgrade public copiers	50,000			
	Replace current main level flooring	40,000			
	Replace facility furnishings	50,000			
	Replace (60) public internet computers	18,000			
	Storm water management engineering & remediation	20,000			
	Camera and digital high definition upgrade.	120,000			
	Replacement / upgrade of A/C chilled water and heating / boiler components.	60,000			
	Emergency plumbing & electrical repair.	50,000			
	Woodwork preservation, insect & wildlife damages.	25,000			
	Emergency door access repair.	5,000			
	10,000 Patron Library Cards	15,000			
	Scheduler & Timesheet Software	6,000			
	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			
	Periodic grouting/protective coating for outside terrace pavers.	20,000			
	Implementation and consultation for Office 365.	20,000			
	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			
	Virus protection software.	12,500			
	HVAC - 360 Ton Aeon Chiller Fan Motor, Compressors, Coil, Oil & Refrigerant	10,601			
	lcthrive Intranet subscription.	7,680			
	Replace server hardware	100,000			
	Upgrade entire Wi-Fi network including AP's, switches and controllers	75,000			
	Local Hop	3,900			
	DUO	6,000			
	Door Access (Avigilon Alta ) annual fee	6,000			

**TOTAL ESTIMATED EXPENDITURES**  
Fiscal Year April 1, 2024 - March 31, 2025

Preliminary August 2023

**\$8,188,340**

**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 General Fund Balance Projection

	Column 1*	Column 2	Column 3	Column 4	Column 5
	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>	<u>FY 2024-2025</u>	<u>FY 2025-2026</u>	<u>FY 2026-2027</u>
<b>Beginning Fund Balance</b>	\$12,237,654	\$13,833,927	\$12,020,175	\$10,912,506	\$10,199,611
<b>Property Tax Revenue **</b>	\$8,349,456	8,678,895	6,843,244	\$7,048,541	\$7,259,998
<b>Investment Earnings ***</b>	\$132,744	50,000	50,000	\$67,658	\$63,238
<b>All Other Revenues</b>	\$191,446	\$187,427	\$187,427	\$187,427	\$187,427
<b>Operating Expenditures ****</b>	(\$6,355,915)	(\$7,203,377)	(\$7,352,694)	(\$7,573,275)	(\$7,800,473)
<b>Capital Expenditures *****</b>	(\$721,458)	(\$3,526,697)	(835,646)	(\$443,246)	(\$420,746)
<b>Net Revenue/(Expenditures)</b>	\$1,596,273	(\$1,813,752)	(\$1,107,669)	(\$712,895)	(\$710,557)
<b>Year-End Balance</b>	<b><u>\$13,833,927</u></b>	<b><u>\$12,020,175</u></b>	<b><u>\$10,912,506</u></b>	<b><u>\$10,199,611</u></b>	<b><u>\$9,489,054</u></b>
<b>Nonspendable - Prepaid Expenses</b>	\$18,791	\$18,791	\$18,791	\$18,791	\$18,791
<b>Restricted</b>	\$0	\$0	\$0	\$0	\$0
<b>Committed Portion - 8 Month Fund Balance</b>	\$4,588,431	\$4,802,251	\$4,901,796	\$5,200,316	\$5,314,722
<b>Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB</b>	\$9,126,706	\$7,099,133	\$5,891,919	\$4,880,504	\$4,055,540
<b>Unassigned Portion - Unplanned Emergencies</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 3.0% increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 0.62% investment rate on Beginning Fund Balance					
**** Column 4 & 5 assumes 3% increase in Operating Expenditures					
<b>Assigned Portion:</b>					
Total Capital Improvements (Roof + Other)	\$5,821,316	\$3,793,743	\$2,586,529	\$1,575,114	\$750,150
Compensated Vacation/Sick	\$482,971	\$482,971	\$482,971	\$482,971	\$482,971
OPEB	\$2,822,419	\$2,822,419	\$2,822,419	\$2,822,419	\$2,822,419

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

	<b>SEV(until 1995) Tax. Value. (1995 - )</b>	<b>Percent of Increase From PY</b>	<b>Library Millage</b>	<b>Library Tax Revenue</b>	<b>Percent of Increase From PY</b>
2024-2025*	5,029,563,295	5.00%	1.3606	6,843,224	-20.23%
2023-2024**	4,790,060,281	7.22%	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	

\*2024-2025 taxable value is estimated: July, 2023 Property Tax Rev. Projections per Bloomfield Twp. Assessor

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

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

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

## Bloomfield Township Public Library

### NOTICE OF PUBLIC HEARING

Notice is hereby given that the Bloomfield Township Public Library Board of Trustees will hold a Public Hearing on the preliminary 2024/2025 budget at 7:00 p.m. Tuesday, August 15, 2023 at the Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, Michigan. Copies of the preliminary budget may be obtained at the Bloomfield Township Public Library on Tuesday, August 15, 2023 beginning at 10:00 a.m.

Dani Gillman, President

Bloomfield Township Public Library Board of Trustees

Published: Birmingham-Bloomfield Eagle 07/26/2023

0088-2330

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Library Director

**DATE:** August 11, 2023

**SUBJECT:** Proposed 2024 Calendar

The proposed 2024 calendar includes eleven total days closed to the public and two early closings. The Library closes early two evenings in 2024, including Thanksgiving Eve on Wednesday, November 27, and New Year's Eve on Tuesday, December 31. The Library will close at 5:30pm on both of these days. It was proposed that the Library again remain closed on Sunday, May 26, 2024 (Memorial Day Weekend), and Sunday, September 1, 2024 (Labor Day Weekend). Previous years have shown that residents do not visit the Library in large numbers on these Sundays near holidays. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal.

**ACTION NEEDED:** I move to approve the proposed 2024 Library calendar of Holidays and Closings as presented.

## Bloomfield Township Public Library *Proposed 2024 Calendar*

### LIBRARY CALENDAR 2024 HOLIDAYS AND CLOSINGS

January 1	CLOSED	Monday	*New Year's Day
January 15	open	Monday	Martin Luther King Jr. Day
February 19	open	Monday	Presidents' Day
March 29	open	Friday	*Good Friday +
March 30	open	Saturday	Easter Weekend
March 31	CLOSED	Sunday	Easter
April 22-30	open	Monday-Tuesday	Passover
May 3	CLOSED	Friday	*Staff Development Day +
May 25	open	Saturday	Memorial Day Weekend
May 26	CLOSED	Sunday	Memorial Day Weekend
May 27	CLOSED	Monday	*Memorial Day Observance
June 19	open	Wednesday	Juneteenth
July 4	CLOSED	Thursday	*Independence Day
August 31	open	Saturday	Labor Day Weekend
September 1	CLOSED	Sunday	Labor Day Weekend
September 2	CLOSED	Monday	*Labor Day
October 2-4	open	Wednesday-Friday	Rosh Hashanah
October 11-12	open	Friday - Saturday	Yom Kippur
October 14	open	Monday	Indigenous Peoples' Day
October 14	open	Monday	Columbus Day Observance
November 11	open	Monday	Veterans Day
November 27	Closed at 5:30p.m.	Wednesday	Thanksgiving Eve
November 28	CLOSED	Thursday	*Thanksgiving Day
December 24	CLOSED	Tuesday	*Christmas Eve
December 25	CLOSED	Wednesday	*Christmas Day
December 25	CLOSED	Wednesday	*Hanukkah
Dec 26—Jan 2	open	Thursday - Thursday	Hanukkah Week
December 31	Closed at 5:30p.m.	Tuesday	New Year's Eve

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<b>2025</b>			
January 1	CLOSED	Wednesday	*New Year's Day
January 20	open	Monday	Martin Luther King, Jr. Day
February 17	open	Monday	Presidents' Day

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

\*Library-approved paid holidays.

Daylight Saving Time begins: Sunday, March 10, 2024  
Daylight Saving Time ends: Sunday, November 3, 2024

# Bloomfield Township Public Library

## *Approved 2023 Calendar*

### LIBRARY CALENDAR 2023 HOLIDAYS AND CLOSINGS

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

---

<b>2024</b>			
January 1	CLOSED	Monday	*New Year's Day
January 15	open	Monday	Martin Luther King, Jr. Day
February 19	open	Monday	Presidents' Day

---

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

\*Library-approved paid holidays

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

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

**DATE:** July 13, 2023

**SUBJECT:** Strategic Plan

The three strategic plan committees all held meetings in July. Their meeting summaries are below.

In addition, Jenna Walker, Associate Director of Interior Design at Yellowstone, led a pre-design visioning session with the Library management advisory committee on Wednesday, August 9. The group used a patron-experience lens to imagine library visits, from arrival to departure, for young children, tweens, teens, emerging adults, adults, and seniors. Through this process, the committee brainstormed ideas for how spaces could be improved for current user needs. Jenna and her team will use this session to inform their pre-design report, which will be shared at the October Building & Grounds Committee meeting.

**HR Practices Committee**

The HR group met on July 11 at 2:00 pm. and began by reviewing their four charges: update posting language and hiring practices for inclusion; reconsider the current organization staffing model; work toward an RFP for a compensation and classification study; and research merit-based performance raises. Members shared their takeaways from the Staff Development Day information gathered by each group, and we organized these under five primary focus areas, considering how to incorporate some of these in the first charge of updating posting language. Everyone will continue to add inclusive posting examples to Teams, and we will narrow down and prioritize the focus areas at our next meeting, putting together anonymous polling for feedback from staff.

**Collaborative Culture Committee**

This month the committee attended a webinar, “Let’s Talk About It: Developing Training Programs for Difficult Topics,” by the Plano Public Library (via PLA). While there were some nuggets of information in this webinar that we found helpful, it wasn’t overall relatable to our committee work. The webinar did recommend regularly seeking anonymous feedback from staff (as it pertains to staff training), which led to continued conversation on this topic. The group then reviewed the short- and long-term goals we had been gathering on Teams, including some future suggestions for Staff Development Day. We decided to focus on a short-term goal for our next meeting: creating a “culture card” for our library.

**Inclusive Spaces Committee**

A few articles about the design thinking process, and about inclusive spaces were shared on Teams and read prior to the meeting. The group shared thoughts about the articles and how they might relate to our own spaces and services. We look forward to hearing about the MAC meeting with Jenna Walker of Yellowstone.





Things To Do

## TOP THINGS TO DO WITH KIDS IN METRO DETROIT THIS WEEK

## Featured Events

- Open Family Swim @ Aqua-Tots Swim School (multiple locations)
- Sing-Along with Cocomelon at SEA LIFE Michigan (Auburn Hills)
- Touch-A-Truck @ Auburn Hills Library
- Storytime with the Fire Department @ Mies Park (Livonia)
- Mad Science Presents Fire & Ice @ Marshall Upper Elementary School (Westland)
- Wet & Wild Wednesday @ Van Hoosen Farm (Rochester)
- • DIY Mini Squishmallow @ Bloomfield Township Library
- Drop-In Play @ Quirk Park Splash Pad (Van Buren Township)
- Fun On The Farm @ Kensington Farm Center (Milford)
- Reading & Rhythm on The Riverfront (Detroit)
- Summerfest @ Oxford Park (Berkley)
- Classic Car and Bike Show @ Downtown Tecumseh
- • Critchlow Alligator Friends @ Bloomfield Library
- Baseball Wands & Wizards Night @ Jimmy John's Field (Utica)
- Kids Day at the Market @ Wagner Park (Dearborn)
- Sensory Splash Time @ Independence Lake County Park (Whitmore Lake)
- S'mores and Stories @ Greenmead Historical Park (Livonia)
- Nature Explorers @ Stage Nature Center (Troy)
- Bugtopia @ Nankin Mills Park (Westland)
- Touch-A-Truck @ Firefighters Park (Troy)
- Detroit's Birthday Party @ Outdoor Adventure Center (Detroit)

Dahlberg / Lyle Dahlberg

# Lyle F. Dahlberg



Send Flowers

Share

#### FUNERAL HOME

[A.J. Desmond & Sons Funeral Directors \(Vasu, Rodgers & Connell Chapel\)](#)

32515 Woodward Avenue  
Royal Oak, Michigan

#### UPCOMING SERVICE

Funeral Service  
Jul. 21, 2023  
11:00 a.m.  
Christ Church Cranbrook  
[Send Flowers](#)

#### Lyle Dahlberg Obituary

Lyle Frederick Dahlberg, 70, of Bloomfield Hills passed away July 16, 2023 at his home on Pearl Lake, in northern Michigan.

Lyle is the beloved husband of his wife of almost 39 years, Peggy, and cherished father of Mike. He is predeceased by his son Jimmy, and his parents Julie and Roy Dahlberg. He is also survived by his sister Krys Lyle, sisters-in-law Lisa Hendricks, Nancy Henahan (Pat) and Emily Wolfe (Bruce McConnell) as well as nieces, nephews, great

nieces and many, many dear friends.

Lyle went to Cranbrook School from preschool through high school. He graduated from the University of Denver and Detroit College of Law. He was a tennis pro during undergrad and law school. He had a 31-year career at National Bank of Detroit / JP Morgan and then he worked at Bank of Ann Arbor for 10 years, all in his expertise of trust and estate administration. One of the people who worked with Lyle, described him as "the epitome of a leader, a caring friend and a gentleman as well as the best manager of her career." A sentiment echoed by many who worked with Lyle.

Lyle believed in giving back to his community; as a little league soccer and baseball coach when the boys were little, to serving on the boards of the Leslie Nature and Science Center in Ann Arbor, the Bloomfield Township Library and closest to his heart, Common Ground.

Lyle was loved by everyone, he had a quiet gentleness about him and an intelligent, subtle sense of humor. He could carry on a conversation with anyone, from the guy at the table next to him

of the board of any major corporation and everyone in between.

In lieu of flowers, memorial tributes are suggested to Common Ground, 1410 S. Telegraph Road, Bloomfield Hills, MI 48302 or the Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI 48302, two organizations that were dear to Lyle's heart.

Family will receive friends at A.J. Desmond and Sons Funeral Home, 31515 Woodward Ave., Royal Oak, on Thursday, July 20 from 3:00 PM to 8:00 PM. The funeral will take place on Friday, July 21 at 11:00 AM at Christ Church Cranbrook, 470 Church Road, Bloomfield Hills with a reception immediately following the service in the church atrium. (There will be a brief visitation before the service at 10:30 AM) The service will also be livestreamed at [christchurchcranbrook.org](http://christchurchcranbrook.org)

Published by A.J. Desmond & Sons Funeral Directors (Vasu, Rodgers & Connell Chapel) on Jul. 18, 2023.

**To plant trees in memory, please visit the [Sympathy Store](#).**

# DOWNTOWN

NEWS MAGAZINE  
BIRMINGHAM • BLOOMFIELD

HOME NEWS LONGFORM LINKS ABOUT US SUBSCRIPTIONS

AL

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3 days ago

## Document shredding July 29 at Bloomfield library

Have a trove of unwanted documents? Bloomfield Township Public Library is hosting a drive-up document shredding event on Saturday, July 29, from 9:30 a.m. to 12 p.m.

Shred Nations will be onsite with their mobile shredder to dispose of unwanted documents safely and quickly.

There is a limit of four boxes per vehicle. There will be directional signs in the library parking lot on Saturday, July 29, to assist patrons. Bloomfield Township library staff requests that patrons be sure that boxes do not contain any batteries, lighters or matches – just paper documents.

“We had a great turnout for our last shredding event,” said Laura J. Kraly, head of Adult Services at the library. “It’s a great community service that we’re happy to provide so folks can safely dispose of their confidential, sensitive, or unwanted documents right on site.”

For more information, contact the library at 248.642.5800 or visit their website at [btpl.org](http://btpl.org).

OFF



*Bea*

248-647-7



SUB





Bloomfield Township < cable\_dept+bloomfieldtwp.org@ccsend.c  
To Katherine Bryant

☺ Reply Reply All → Forward

Thu 7/13/2023 4:51 F

## Other Happenings Around Town

Shredding unwanted documents is the best way to safely and securely dispose of them while protecting yourself from identity theft. Here is another local opportunity for shredding services hosted by the Bloomfield Township Public Library.

**HAVE UNWANTED DOCUMENTS?**  
**DRIVE-UP DOCUMENT SHREDDING**  
**SATURDAY, JULY 29\***  
**9:30 A.M. - NOON**  
*\*Please note the date correction*  
No registration required.  
Please limit the number of boxes to 4 boxes per vehicle.

SHRED NATIONS  
Bloomfield Township Public Library  
DISCOVER

**Senior Center Day Trip**

**DETROIT PRINCESS RIVERBOAT CRUISE**  
Friday, September 29  
10:45 am-3:15 pm

Enjoy live Motown music and a lunch buffet on the Detroit River.  
Res: \$78  
Non-Res: \$88

Travel together from the Senior Center in a comfortable bus to board the Detroit Princess Riverboat. Cruise down the Detroit River while enjoying some live Motown music and a bountiful lunch buffet. Registration is required. Please call 248.723.3500 to reserve your spot, or [register online here](#).

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

Bloomfield-Bloomfield Hills | Featured Event

## Taxes in Retirement Seminar at Bloomfield Township Public Library

Enlighten 567 Workshops, Local Business

AUG  
10



Event Details



🕒 Thu, Aug 10, 2023 at 11:00 AM

[Add to calendar](#) ▾

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

🌐 [More info here](#)

## THE NEW TAX AND FINANCIAL RULES HAVE CHANGED.

Understand the potential impact taxes have on your retirement income.

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

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

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

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

Join us at the Bloomfield Township Public Library for an informational seminar covering Taxes In Retirement on **August 10 from 11:00 AM - 12:30 PM** or **August 10 from 6:00 PM - 7:30 PM**.

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

This event is not sponsored by Bloomfield Township Public Library. This event is sponsored by Enlighten 567. For more information, please contact 567 Workshops at 844-567-7760.

# MARKETING REPORT

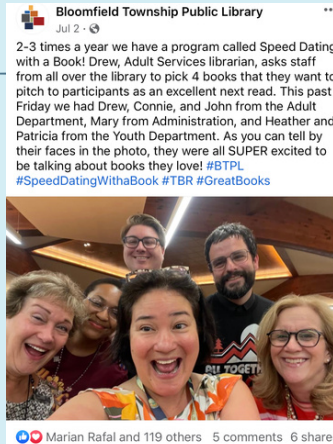
# JULY 2023

## FACEBOOK



FOLLOWERS:  
2865 (↑12 from June)

TOTAL REACH:  
24,581  
(↑317.5% from June)



## INSTAGRAM



FOLLOWERS:  
1569 (↑18 from June)

TOTAL REACH:  
1,034  
(↑4.4% from June)

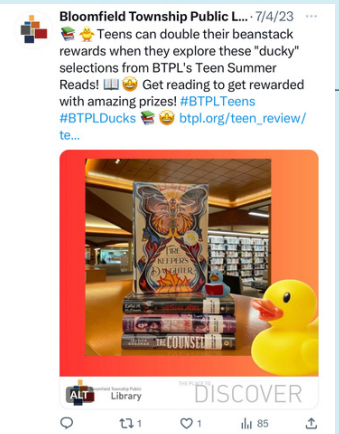


## TWITTER



FOLLOWERS:  
293 (↓1 from June)

IMPRESSIONS:  
1868 with 26 tweets



## NEWSLETTERS




- **Books and More** (new books, Summer Reading Program) - 1481 messages
- **Movies and More** (new DVDs, Summer Reading Program) - 111 messages
- **Discover** (Summer Reading Program, Gardening, Shredding Event, Puzzle Tournament, Drop-in Youth Events, Michigan Activity Pass, PressReader) - 20,546 messages
- **Digital News** (new ebook and eaudiobook titles from Libby and hoopla, Summer Reading) - 1924 messages

## PRESS RELEASES



- Shredding Event (included in Township e-newsletter, Downtown Newsmagazine, and Birmingham-Bloomfield Eagle)
- August Book Sale

# August YOUTH Events Calendar

S	M	T	W	T	F	S
		01 Glow Party 2 p.m. – 3 p.m. Sign up begins for Stories & Stuff	02 Outdoor Family Story Time 11 a.m. – 11:30 a.m.	03 Caricature Workshop 2 p.m. – 4 p.m.	04	05
06	07 Outdoor Family Story Time 11 a.m. – 11:30 a.m.	08 Brick Builders Club 7 p.m. – 8 p.m.	09 Registration begins for Virtual Family PJ Story Time on 9/6	10	11 Family Game Day and Night 2 p.m. – 3:30 p.m. all ages 6:30 p.m. – 8 p.m. ages 8 and up	12 Friends Book Sale 11 a.m. – 3:30 Registration begins for Grand Ole Time to Celebrate Grandparents on 9/9
13	14 Registration begins for Weekly Fall Story Times and Art Lab Jr. on 9/11	15 Pedestrian Safety for Kids 6:30 p.m.–7:30 p.m.	16	17 Registration begins for Paperbacks & Snacks on 9/14	18	19
20	21 Registration begins for My First Book Group on 9/18	22 Hanging on to Summer Family Concert 6:30 p.m.–7:30 p.m.	23	24	25	26 
27	28	29	30 Registration begins for Bookworms on 9/27	31 Registration begins for Art Lab on 9/28		

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

**All Together Now**  
June 20 - August 11



## SUMMER READING FINALE GAME DAY AND NIGHT

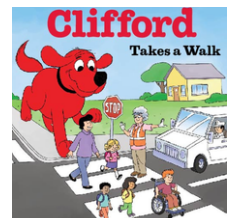


Friday, August 11  
2 p.m. – 3:30 p.m. | All Ages  
6:30 p.m. – 8 p.m. | Ages 8 and Up  
*No registration is required.*

Game On! Get together with family and friends to try a new game or challenge others to a classic from our wide selection of board and card games. Work on a puzzle together, play a life-sized games, or try your hand at sticker mosaic art.

## PEDESTRIAN SAFETY FOR KIDS

Ages 5 – 10 with grown-up  
Tuesday, August 15, 6:30 p.m. – 7:30 p.m.  
*Registration is required.*



Ascension Providence Hospital's Injury Prevention Nurse will teach children ways to be safe on sidewalks and around streets while reading *Clifford Takes A Walk*. Participants will leave with a pedestrian safety packet that includes their own copy of the Clifford book.

## HANGING ONTO SUMMER FAMILY CONCERT

Tuesday, August 22, 6:30 p.m. – 7:30 p.m.  
*No registration is required.*



Summer isn't over yet! Join us for an evening filled with lively, funny tunes and classics with award-winning children's musician, Randy Kaplan. Musical fun for the entire family.

## STORIES & STUFF

Subscription Book Boxes  
Grades 3–8

*Signup begins August 1 on our Virtual Branch web page.*

Sign up for Stories & Stuff to receive one highly recommended library book based on your favorite topics and genres, and book-related gifts to keep! Sign up is for three months in a row, but you are welcome to register again and again based on availability. Keep the box and gifts but return the book when finished.



## Summer Reading Prize Patrol

All residents can opt to sign up for Prize Patrol after registering for the Summer Reading Program. What does that mean? Every week of our Summer Reading Program we will be randomly selecting two households and dropping off a bag full of library and book swag, IF your LOVE MY LIBRARY sign is on display on your lawn or in a window. You do not have to be home to win!



## Glow Party

**Ages 5 – 10 with grown-up**  
**Tuesday, August 1, 2 p.m. – 3 p.m.**  
*Registration is required.*

Join us for a glow-in-the-dark party in the Library's lower level. We'll be keeping the lights low while kids create art, participate in glowing STEM activities, and dance. Wear white or neon colors so you can glow too!

## Outdoor Family Story Time

**Wednesday, August 2, 11 a.m. – 11:30 a.m.**  
**Monday, August 7, 11 a.m. – 11:30 a.m.**  
*No registration is required. In the case of inclement weather, story time will be held inside.*



Join us outside for story time this summer on the Youth Terrace. The entire family can join in on the stories, songs, rhymes, movement, and more. For families of all ages.



## Youth Caricature Workshop: Draw and Get Drawn

**Thursday, August 3, 2 p.m. – 4 p.m.**  
*Registration is required.*

Kids ages 8 – 12 years are invited to learn to sketch cartoon faces quickly with artist Andrew Sigman. Class begins with Andrew making a souvenir drawing of each participant. Then YOU will Andrew's drawing process in a hands-on demo of how to draw caricatures with time after for practice.

## Brick Builders

**Tuesday, August 8, 7 p.m. – 8 p.m.**  
*No registration is required.*



Junior architects, ages 6 and up, are invited to join us for building fun with LEGO bricks. Create your own masterpiece or follow this month's theme, "At the Fair!"

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

# SEPTEMBER YOUTH EVENTS

## STORY TIMES

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

**Wednesday, September 6, 7 p.m.**  
*Registration is required and begins on August 9.*

### Preschool STEAMtime: Story Time and Discovery Preschoolers ages 3 and up.

**Tuesdays, 10 a.m.**  
**September 12 – October 17**  
*Registration is required for the 6-week session and begins August 14.*

### Baby and Toddler Story Time

**For little sitters, crawlers, and toddlers with an adult.**  
**Wednesdays, 10 a.m or 11 a.m.**  
**September 13 – October 18**  
*Registration is required for the 6-week session and begins August 14.*

## BOOK GROUPS

**My First Book Group: Grades K – 1**  
**Kindergarten and Grade 1 with an adult.**  
**Monday, September 18, 5:30 p.m.**  
*Registration is required and begins August 21.*

**Book Worms: Grades 2 – 3**  
**Wednesday, September 27, 6:30 p.m.**  
*Registration is required and begins August 30.*

**Paperbacks & Snacks: Grades 4 – 6**  
**Thursday, September 14, 6:30 p.m.**  
*Registration is required and begins August 17.*

## OTHER PROGRAMS

### Art Lab

**Participants must be 10 – 13 years old.**  
**Thursday, September 28, 6:30p.m.**  
*Registration is required and begins August 31.*

### Art Lab Junior

**Participants must be 7 – 9 years old.**  
**Monday, September 11, 6:30 p.m.**  
*Registration is required and begins August 14.*

## Grand Ole Time to Celebrate Grandparents (No grandparents required.)

**For ages 1 – 6 years old with a loving adult.**  
**Saturday, September 9, 10 a.m. – 11 a.m.**  
*Registration is required and begins August 12.*  
A special hour of crafting, singing, dancing, and listening to stories together!



Please contact us if you require any additional accommodations.




1099 Lone Pine Road  
Bloomfield Township, MI 48302  
(248) 642-5800 | [www.btpl.org](http://www.btpl.org)

# August 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 <b>GARDENING BASICS &amp; CONTAINER GARDENING</b> <i>**Registration is Required 7 p.m.</i>	1 Fiber Arts Club 10 a.m. – Noon  <i>**Movie Discussion Club 7 p.m.</i>	2	3 Adult and Teen Craft Kit Release: Last Chance Crafts <i>Bloomfield Twp. residents only while supplies last</i>	4	5
6	7 Duck Hunt for Teens Break-in Bag Noon – 12:30 p.m. 	8 <i>**What's Your Story? A Memoir Writing Group 1 p.m.</i>  <i>***Learn Canva 5:30 p.m.</i>	9 <i>**Writers' Rendezvous 6:30 p.m.</i>	10 <i>***PowerPoint Basics, 5:30 p.m.</i> 	11 All Together Now Summer Reading Program Finale: Friends Game Day (All ages) 2 p.m. – 3:30 p.m.  After Hours Game Night <i>For ages 8 and up 6:30 p.m. – 8 p.m.</i>	12  Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. <i>(First hour Friends members only)</i>
13	14 Fiber Arts Club 6 p.m. – 8 p.m. 	15 <i>**Science Fiction / Fantasy Book Club 7 p.m.</i>	16 <i>**Mystery Book Club 1 p.m.</i>  <i>***Meet the Databases 6 p.m.</i>	17 <i>**Library Garden Tour with Jim Slezinski from Goldner Walsh Garden and Home 11 a.m.</i> 	18 English Language Conversation Group 10 a.m. – Noon  <i>**Library Garden Tour with Jim Slezinski from Goldner Walsh Garden and Home 11 a.m.</i>	19 Used Equipment Sale 10 a.m. – 1 p.m. <i>(First 30 minutes Twp. residents only)</i> 
20	21 <i>**Lunchtime Book Club 1 p.m.</i>	22 <i>**What's Your Story? A Memoir Writing Group 1 p.m.</i>	23 <i>**Writers' Rendezvous 6:30 p.m.</i>	24 <i>**Thursday Book Club 10 a.m.</i>  <i>***Introduction to Excel 5:30 p.m.</i>	25 English Language Conversation Group 10 a.m. – Noon	26
27	28 <i>**Books in Bars Book Club 6 p.m.</i> 	29 <i>**Cranbrook Institute of Science Mobile Planetarium 1 p.m.: Michigan Night Sky 2 p.m.: Stories in the Stars</i>	30	31 <i>***Google Apps, 5:30 p.m.</i> 	<i>*Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171. **Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171. ***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121. OR register online at <a href="http://www.btpl.org/events">www.btpl.org/events</a></i>	

# September 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>*Register by emailing <a href="mailto:AskTeen@btpl.org">AskTeen@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</p> <p>**Register by emailing <a href="mailto:AskAdult@btpl.org">AskAdult@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</p> <p>***Register by emailing <a href="mailto:AskTech@btpl.org">AskTech@btpl.org</a> or with Systems, (248) 642-5800, ext. 121.</p> <p>OR register online at <a href="http://www.btpl.org/events">www.btpl.org/events</a></p>		<p style="text-align: center;"><b>AUTHOR LECTURES @ THE LIBRARY!</b> No registration is required for these events.</p> <p><b>Detroit: An Illustrated Timeline</b> with Paul Vachon, Tuesday, September 12, 7 p.m. – Join author Paul Vachon as he shares a photographic account of significant events in Detroit’s history.</p> <p><b>Intersections: Where Architecture Meets Live Performance in the Motor City</b> with Dale A. Carlson, Tuesday, September 19, 7 p.m. – Historian Dale A. Carlson shares the histories of 20 architecturally significant Detroit-area live music venues and the artists that performed in them.</p>			<p>English Language Conversation Group 10 a.m. – Noon</p>	<p>English Language Conversation Group 10 a.m. – Noon</p>
3	4	<p>Fiber Arts Club 10 a.m. – Noon</p> <p>**Movie Discussion Club, 7 p.m.</p> 	<p>***Learn Canva 5:30 p.m.</p> <p>**NEW Pages Across Nations: An International Book Club 7 p.m.</p>	<p>***Google Apps 5:30 p.m.</p> 	<p>English Language Conversation Group 10 a.m. – Noon</p>	<p>9</p>  <p>Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (First hour Friends members only)</p>
10	<p>Fiber Arts Club 6 p.m. – 8 p.m.</p> 	<p>12</p> <p>**What’s Your Story? A Memoir Writing Group 1 p.m.</p> <p>Author Lecture: <i>Detroit: An Illustrated Timeline</i> with Paul Vachon 7 p.m.</p>	<p>13</p> <p>**Writers’ Rendezvous 6:30 p.m.</p> <p>***Computer and Internet Basics 5:30 p.m.</p>	14	<p>15</p> <p>English Language Conversation Group 10 a.m. – Noon</p>	16
17	<p>18</p> <p>**Lunchtime Book Club, 1 p.m.</p> 	<p>19</p> <p>**Tuesday Book Club, 10 a.m.</p> <p>**Classics Book Club, 7 p.m.</p> <p>Author Lecture: <i>Intersections: Where Architecture Meets Live Performance in the Motor City</i> with Dale A. Carson, 7 p.m.</p>	<p>20</p> <p>**Mystery Book Club 1 p.m.</p> 	<p>21</p> <p>***PowerPoint Basics 5:30 p.m.</p> 	<p>22</p> <p>English Language Conversation Group 10 a.m. – Noon</p>	23
24	<p>25</p> <p>**Monday Night Book Club (Formerly Books in Bars), 6 p.m.</p> 	<p>26</p> <p>**What’s Your Story? A Memoir Writing Group 1 p.m.</p>	<p>27</p> <p>*Teen Advisory Board (TAB) 4:30 p.m.</p> <p>**Writers’ Rendezvous, 6:30 p.m.</p> <p>**Film Discussion with Dr. Tara Hayes: Stanley Kubrick’s <i>The Shining</i>, 6:30 p.m.</p>	<p>28</p> <p>**Thursday Book Club 10 a.m.</p> 	29	30

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

Tuesday, August 15, 6:30 p.m. – Myers Scholarship Presentation (all Trustees)

Tuesday, August 15, 7:00 p.m. – Library Board Meeting (all Trustees)

Wednesday, September 6, 11:00 a.m. – Friends Board Meeting

Saturday, September 9, 10 a.m. - 3:30 p.m.– Friends Second Saturday Sale (with the first hour, 10-11 a.m., open to Friends members only)

Tuesday September 19, 7:00 p.m. – Library Board Meeting (all Trustees)

Thursday, October 12, 9:00 a.m. – Building and Grounds Committee Meeting (all Trustees)

Tuesday, October 24, 7:00 p.m. – Ambassadors Group