



Bloomfield Township Public Library

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



Budget

April 1, 2024 Through March 31, 2025

Table of Contents

Section 1 Proposed Budget

Director's Budget Message	1-3
General Fund Budget	4
General Fund Motion.....	5
Gift Fund Budget	6
Gift Fund Motion	7

Section 2 Capital Improvements Program

Capital Improvement Program (CIP) Projects.....	1-4
---	-----

Section 3 Budget Line Item Detail

General Fund FY 2023-2024 Amended Budget Detail	1-11
General Fund FY 2024-2025 Proposed Budget Detail	12-22
Gift Fund Description of Accounts.....	23-25

Section 4 Supplemental Information

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



Bloomfield Township Public Library

Section 1

Proposed Budget

Table of Contents

Director's Budget Message	1-3
General Fund Budget	4
General Fund Motion	5
Gift Fund Budget	6
Gift Fund Motion	7



Director's Budget Message

Date: March 7, 2024
To: Board of Trustees
Subject: **FY 2024-2025 Proposed Budget**

I am pleased to present a balanced budget that includes the FY 2023-2024 Amended Budget and the FY 2024-2025 Proposed Budget. This fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

OVERVIEW OF FY 2023-2024 AMENDED BUDGET – GENERAL FUND

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

Revenues

Overall, revenues increased by **\$102,027 or 1.16%** compared to the March 2023 Adopted Budget. Property tax revenue came in slightly higher than anticipated. The Library held a Used Equipment Sale in August 2023 which contributed additional revenue of **\$2,068**. Used Equipment Sales are held as needed, when the Library has enough items to make a worthwhile sale.

Expenditures

Operating expenditures increased by **\$224,010 or 3.15%** compared to the March 2023 Adopted Budget. The primary drivers of that increase were:

- Retirement increased by **\$117,000**
- Computer System Maintenance increased by **\$10,419**
- Staff Development/Travel by **\$6,000**

Summary

As a result of the above changes in revenues and expenditures, the fund balance decreased by **\$130,764** compared to the March 2023 Adopted Budget, primarily due to the increase in expenditures.

The Library Board requested full assessment of the 2.0 approved mills, as adjusted by the Headlee Amendment, at the August 15, 2023 public budget hearing. 1.8653 mills were levied for library services on the Bloomfield Township December 2023 winter tax bills.

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

OVERVIEW OF FY 2024-2025 PROPOSED BUDGET – GENERAL FUND

Listed below are some of the highlights of the **FY 2024-2025 Proposed Budget**:

Revenues

Projected revenues are expected to increase by **\$218,801 or 2.45%** over the current FY 2023-2024 Amended Budget. This increase is primarily due to the 5.00% increase in the anticipated property tax revenues.

Expenditures

Projected operating expenditures are proposed to increase by **\$189,122 or 2.58%** over the current FY 2023-2024 Amended Budget.

Personnel Expenditures

Projected Personnel expenditures are proposed to increase by **\$111,157 or 2.18%** over the current FY 2023-2024 Amended Budget. There is a projected increase in health insurance premiums and a proposed 5% increase in staff wages. Each year, a salary survey is completed as part of the annual budget preparation. This survey was completed in the winter 2023. A summary of the survey was provided to the Library Personnel Committee for their review of the proposed salary schedule.

Library Services

This functional category, Library Services, includes such things as books, physical media, electronic services such as hoopla and databases, plus programming, among other items. An increase of **\$11,532 or 1.39%** is anticipated over the current FY 2023-2024 Amended Budget.

Facilities and Equipment

Overall, Facilities and Equipment are projected to increase by **\$54,368 or 4.72%** from the current FY 2023-2024 Amended Budget due to needed upgrades to building and network infrastructure and increased costs for repairs and supplies.

Other Operating Expenditures

Other Operating Expenditures includes such items as postage, office supplies, professional services, and staff development, among others. This category proposes a increase of **\$12,064 or 4.68%** from the current FY 2023-2024 Amended Budget due to rising postage rates and increases in conference and workshop registration fees.

Capital Projects

Capital projects decreased by **\$1,216,411 or 11.20%** over the FY 2023-2024 Amended Budget. This decrease is primarily due to the recommendation to redirect excess water to an above-ground retention basin rather than reconstruct the entire parking lot. Other projects include a compensation and classification project, plus other necessary building projects as outlined in the Capital Improvements Plan.

Summary

In summary, total library revenues are estimated to be **\$9,137,191** for FY 2024-2025. Total operating expenditures are estimated to be **\$7,524,255**. Expenditures including capital expenditures are estimated to be **\$9,645,390**. The fund balance is estimated to be **\$12,038,658**. There is a projected **\$2,121,165 planned use of fund balance reserves** for capital improvement projects, including the drainage improvement project.

OVERVIEW OF FY 2024-2025 PROPOSED BUDGET – GIFT FUND

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

The Gift Fund is amended monthly in the financial statements and approved at the regular monthly Library Board meetings. The FY 2024-2025 Adopted Gift Fund Budget includes a column for the FY 2023-2024 Amended Budget, updated for the final estimated activity for February and March 2024.

CLOSING STATEMENT

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

Respectfully submitted,



Tera Moon, Library Director

**Bloomfield Township Public Library
General Fund Budget**

FY April 1, 2023 - March 31, 2024 Amended Budget
FY April 1, 2024 - March 31, 2025 Preliminary Budget

ACCOUNT NAME	2022-2023	2023-2024				2024-2025	2024-2025	Column 7 Col. 4 & 6 \$ DIF.	Column 8 Col. 4 & 6 % DIF.	Column 9 % OF TOTAL REV/EXP
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6				
	ACTUALS AS OF MAR 31, 2023	ADOPTED BUDGET AS OF MAR 21, 2023	AMENDED BUDGET AS OF AUG 15, 2023	AMENDED BUDGET AS OF MAR 19, 2024	PRELIMINARY BUDGET AS OF AUG 15, 2023	PROPOSED BUDGET AS OF MAR 19, 2024				
Revenues										
Taxes	\$8,349,456	\$8,578,936	\$8,678,895	\$8,678,895	\$6,843,244	\$8,922,094	\$243,199	2.80%	97.65%	
Penal Fines	\$66,126	\$71,695	\$71,695	\$71,695	\$71,695	\$71,695	\$0	0.00%	0.78%	
State Aid	\$43,493	\$40,800	\$40,800	\$40,800	\$40,800	\$40,800	\$0	0.00%	0.45%	
Circulation Fees	\$29,503	\$25,500	\$25,500	\$25,500	\$25,500	\$8,500	(\$17,000)	-66.67%	0.09%	
Charges for Services	\$9,218	\$14,866	\$14,866	\$14,866	\$14,866	\$10,651	(\$4,215)	-28.35%	0.12%	
Photocopy Fees	\$461	\$651	\$651	\$651	\$651	\$651				
Room Rental Fees	\$8,757	\$14,215	\$14,215	\$14,215	\$14,215	\$10,000				
Investment earnings	\$132,745	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	0.00%	0.55%	
Investment Earnings	\$172,156	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000				
Change in Asset Value	(\$39,411)	\$0	\$0	\$0	\$0	\$0				
Miscellaneous	\$16,374	\$14,566	\$14,566	\$16,634	\$14,566	\$13,451	(\$3,183)	-19.14%	0.15%	
Miscellaneous Revenue	\$3,612	\$3,370	\$3,370	\$3,370	\$3,370	\$3,370				
Library Shop Revenue	\$4,003	\$4,081	\$4,081	\$4,081	\$4,081	\$4,081				
Café Revenue	\$8,759	\$7,115	\$7,115	\$7,115	\$7,115	\$6,000				
Gain (loss) on Sale of Equipment	\$0	\$0	\$0	\$2,068	\$0	\$0				
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%	
Refunds/Rebates-Self Insurance Rx	\$26,733	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$0	0.00%	0.22%	
Total Revenues	\$8,673,648	\$8,816,363	\$8,916,322	\$8,918,390	\$7,080,671	\$9,137,191	\$218,801	2.45%	100.00%	
Expenditures										
Personnel	\$4,261,156	\$4,977,239	\$4,977,239	\$5,094,239	\$5,126,556	\$5,205,396	\$111,157	2.18%	69.18%	
Salaries & Wages	\$2,827,002	\$3,262,098	\$3,262,098	\$3,262,098	\$3,359,961	\$3,359,218				
Social Security	\$209,321	\$249,017	\$249,017	\$249,017	\$256,488	\$256,598				
Employee Insurances	\$713,609	\$972,208	\$972,208	\$972,208	\$1,001,374	\$985,955				
Retirement	\$511,224	\$493,916	\$493,916	\$610,916	\$508,733	\$603,625				
Retiree Health Care - OPEB	\$0	\$0	\$0	\$0	\$0	\$0				
Library Services	\$735,279	\$823,309	\$830,600	\$830,600	\$830,600	\$842,132	\$11,532	1.39%	11.19%	
Electronic Services-Databases	\$199,777	\$206,405	\$206,405	\$206,405	\$206,405	\$220,408				
Electronic Services-OCLC/SkyRiver	\$22,979	\$25,700	\$25,700	\$25,700	\$25,700	\$27,000				
Books	\$296,493	\$326,408	\$326,408	\$326,408	\$326,408	\$323,908				
Processing & Supplies	\$13,103	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000				
Periodicals/Docs./Reference Services	\$60,156	\$64,577	\$71,368	\$71,368	\$71,368	\$69,650				
Music	\$6,709	\$16,053	\$16,553	\$16,553	\$16,553	\$8,500				
Audiobooks	\$70,002	\$75,123	\$75,123	\$75,123	\$75,123	\$77,623				
DVD's	\$31,553	\$42,000	\$42,000	\$42,000	\$42,000	\$41,000				
Accessibility Support Collection	\$3,662	\$10,043	\$10,043	\$10,043	\$10,043	\$10,043				
Programming	\$30,845	\$33,000	\$33,000	\$33,000	\$33,000	\$40,000				
Facilities & Equipment	\$1,034,976	\$1,058,879	\$1,143,872	\$1,152,598	\$1,143,872	\$1,206,967	\$54,368	4.72%	16.04%	
Repairs/Maintenance Supplies	\$27,755	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000				
Telephone	\$12,146	\$17,450	\$17,450	\$17,450	\$17,450	\$17,450				
Building Insurance	\$53,965	\$58,017	\$58,017	\$58,017	\$58,017	\$58,017				
Public Utilities	\$353,399	\$384,000	\$384,000	\$384,000	\$384,000	\$384,000				
Building Maintenance	\$201,782	\$180,866	\$264,166	\$264,166	\$264,166	\$291,106				
Equipment Maintenance	\$19,311	\$24,210	\$24,210	\$24,210	\$24,210	\$24,210				
Grounds Maintenance	\$115,687	\$96,675	\$96,675	\$96,675	\$96,675	\$96,675				
Computer System Maintenance	\$244,862	\$216,661	\$218,354	\$227,080	\$218,354	\$254,508				
Equipment (Gen'l, Computer & Facility Svcs.)	\$6,069	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000				
Other Operating Expenditures	\$325,252	\$251,666	\$251,666	\$257,666	\$251,666	\$269,730	\$12,064	4.68%	3.58%	
Office/Computer Supplies	\$20,270	\$32,000	\$32,000	\$32,000	\$32,000	\$32,480				
Postage	\$20,113	\$22,055	\$22,055	\$22,055	\$22,055	\$25,090				
Professional Services	\$229,023	\$118,876	\$118,876	\$118,876	\$118,876	\$128,156				
Staff Development/Travel	\$19,664	\$29,575	\$29,575	\$35,575	\$29,575	\$37,650				
Printing & Publishing	\$23,429	\$25,050	\$25,050	\$25,050	\$25,050	\$25,050				
Dues & Membership	\$10,900	\$17,030	\$17,030	\$17,030	\$17,030	\$14,224				
Miscellaneous Expenses	\$1,853	\$7,080	\$7,080	\$7,080	\$7,080	\$7,080				
Total Operating Expenditures	\$6,356,663	\$7,111,093	\$7,203,377	\$7,335,103	\$7,352,694	\$7,524,225	\$189,122	2.58%	78.01%	
Net Operating Revenue/(Expenditures)	\$2,316,984	\$1,705,270	\$1,712,945	\$1,583,287	(\$272,023)	\$1,612,966	(\$1,405,533)	-39.85%	21.99%	
Capital Projects	\$721,458	\$3,517,916	\$3,526,697	\$3,526,697	\$835,646	\$2,121,165	(\$1,405,533)	-39.85%	21.99%	
Total Operating & Capital Expenditures	\$7,078,121	\$10,629,009	\$10,730,074	\$10,861,800	\$8,188,340	\$9,645,390	(\$1,216,411)	-11.20%	100.00%	
Fund Balance - Beginning	\$12,386,542	\$13,982,068	\$13,982,068	\$13,982,068	\$12,168,316	\$12,038,658				
Net Revenue / (Expenditures)	\$1,595,526	(\$1,812,646)	(\$1,813,752)	(\$1,943,410)	(\$1,107,669)	(\$508,199)	\$1,435,212			
Fund Balance - Ending	\$13,982,068	\$12,169,422	\$12,168,316	\$12,038,658	\$11,060,647	\$11,530,459				
Nonspendable - Prepaid Expenses	18,791	18,791	18,791	18,791	18,791	18,791				
Restricted - None	0	0	0	0	0	0				
Committed - 8 Month Fund Balance	4,740,729	4,588,431	4,631,097	4,890,069	4,901,796	5,016,150				
Assigned - Other Post Employment Benefits (OPEB) Funding	2,822,419	1,683,764	2,822,419	2,822,419	2,822,419	2,822,419				
Assigned - Capital Improvements	5,817,159	5,312,213	4,113,038	3,724,408	2,586,529	3,090,128				
Assigned - Compensated Absences	482,971	466,224	482,971	482,971	482,971	482,971				
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000	100,000	100,000				
Totals	\$13,982,068	\$12,169,422	\$10,416,302	\$12,038,658	\$10,912,506	\$11,530,459				

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

Assigned:

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

Unassigned:

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

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

March 19, 2024

A Motion was made by: _____

Seconded by: _____

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

\$9,137,191

Revenues

\$9,645,390

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$508,199)

Net Revenue/(Expenditures)

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

- 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.

\$8,918,390

Revenues

\$10,861,800

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$1,943,410)

Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE DOOR ACCESS UPGRADE PROJECT.

Motion carried.

President

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			2024-2025	2024-2025	Column 7 Col. 4 & 6	Column 8 Col. 4 & 6	Column 9 %
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6			
	ACTUALS AS OF MAR 31, 2023	ADOPTED BUDGET AS OF MAR 21, 2023	AMENDED BUDGET AS OF AUG 15, 2023	AMENDED BUDGET AS OF MAR 19, 2024	PRELIMINARY BUDGET AS OF AUG 15, 2023	PROPOSED BUDGET AS OF MAR 19, 2024			
Revenues									
Gift Income	\$56,619	\$500	\$60,061	\$76,031	\$500	\$500	(\$75,531)	-99.34%	71.43%
Gift Revenue	\$5,126	\$0	\$1,600	\$2,870	\$0	\$0			
Friends of the Library	\$49,941	\$0	\$52,172	\$66,722	\$0	\$0			
Atkinson Trust	\$0	\$0	\$1,452	\$1,452	\$0	\$0			
BTPL Endowment Fund/Amber Trust	\$55	\$0	\$1,808	\$1,958	\$0	\$0			
Myers Scholarship	\$1,497	\$500	\$1,221	\$1,221	\$500	\$500			
Smith Challenge Grant	\$0	\$0	\$1,808	\$1,808	\$0	\$0			
Fair Radom Garden Endowment	\$0	\$0	\$0	\$0	\$0	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0	\$0	\$0			
Investment Earnings	\$177	\$200	\$200	\$200	\$200	\$200	\$0	0.00%	28.57%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
Total Revenues	\$56,797	\$700	\$60,261	\$76,231	\$700	\$700	(\$75,531)	-99.08%	100.00%
Expenditures									
Library Services	\$43,476	\$75,589	\$103,389	\$110,140	\$75,589	\$75,589	(\$34,551)	-31.37%	46.60%
Electronic Services - Adult	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Books - Adult	\$6,069	\$5,373	\$12,373	\$12,461	\$5,373	\$5,373			
Books - Youth	\$387	\$2,343	\$2,343	\$2,456	\$2,343	\$2,343			
Books - Reference	\$0	\$0	\$0	\$0	\$0	\$0			
Processing & Supplies	\$0	\$0	\$0	\$0	\$0	\$0			
Audiobooks - Adult	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Audiobooks - Youth	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
DVD's - Adult	\$468	\$0	\$0	\$0	\$0	\$0			
DVD's - Youth	\$0	\$0	\$0	\$0	\$0	\$0			
Accessibility Support Collection-AS	\$0	\$0	\$0	\$0	\$0	\$0			
Accessibility Support Collection-YS	\$206	\$621	\$621	\$621	\$621	\$621			
Programs - Adult	\$14,125	\$17,712	\$23,712	\$23,712	\$17,712	\$17,712			
Programs - Youth	\$18,174	\$24,704	\$39,504	\$44,054	\$24,704	\$24,704			
Programs - Administration	\$4,046	\$9,836	\$9,836	\$11,836	\$9,836	\$9,836			
Facilities & Equipment	\$10,959	\$34,382	\$53,754	\$61,754	\$34,382	\$34,382	(\$27,372)	-44.32%	21.20%
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$1,605	\$15,457	\$15,457	\$16,957	\$15,457	\$15,457			
Computer Systems Maintenance	\$350	\$0	\$0	\$0	\$0	\$0			
General Equipment	\$9,003	\$18,746	\$38,118	\$44,618	\$18,746	\$18,746			
Computer Equipment	\$0	\$179	\$179	\$179	\$179	\$179			
Facility Service Equipment	\$0	\$0	\$0	\$0	\$0	\$0			
Other Operating Expenditures	\$3,813	\$52,224	\$64,613	\$65,832	\$52,224	\$52,224	(\$13,608)	-20.67%	32.20%
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0	\$0	\$0			
Printing & Publishing	\$0	\$5,325	\$5,325	\$5,325	\$5,325	\$5,325			
Myers Scholarship	\$1,500	\$1,394	\$2,615	\$2,615	\$1,394	\$1,394			
Smith Challenge Grant	\$0	\$3,557	\$5,365	\$5,365	\$3,557	\$3,557			
Endowment Fund	\$0	\$0	\$1,908	\$2,058	\$0	\$0			
Atkinson Fund	\$1,188	\$1,637	\$3,089	\$3,089	\$1,637	\$1,637			
Fair Radom Garden Endowment	\$362	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$250	\$250	\$0			
Transfer out to CFSEM	\$0	\$0	\$0	\$0	\$0	\$0			
Bank Service Charges	\$46	\$0	\$0	\$0	\$0	\$0			
Contingency - Designated	\$0	\$35,654	\$35,654	\$35,654	\$35,654	\$35,654			
Director's Discretionary	\$717	\$3,637	\$9,637	\$10,456	\$3,637	\$3,637			
Contingency - Undesignated	\$0	\$0	\$0	\$0	\$0	\$0			
Total Expenditures	\$58,247	\$162,195	\$221,756	\$237,726	\$162,195	\$162,195	(\$75,531)	-31.77%	100.00%
Fund Balance - Beginning	\$80,618	\$79,295	\$79,295	\$79,295	\$79,295	\$79,295			
Reserved Fund Balance	\$82,400	\$82,400	\$82,400	\$82,400	\$82,400	\$82,400			
Net Revenue / (Expenditures)	(\$1,451)	(\$161,495)	(\$161,495)	(\$161,495)	(\$161,495)	(\$161,495)			
Fund Balance - Ending	\$161,567	\$200	\$200	\$200	\$200	\$200			
Nonspendable	\$0	\$0	\$0	\$0	\$0	\$0			
Restricted	\$161,567	\$200	\$200	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0	\$0	\$0			
Totals	\$161,567	\$200	\$200	\$200	\$200	\$200			

Nonspendable:

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

Restricted:

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

Committed:

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

Assigned:

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

Unassigned:

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

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

March 19, 2024

A Motion was made by: _____

Seconded by: _____

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

\$700	Revenues
\$162,195	Expenditures

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

\$76,231	Revenues
\$237,726	Expenditures

Motion carried.

President

Secretary



Bloomfield Township Public Library

Section 2

Capital Improvements Program

Table of Contents

CIP Explanation	1
CIP Projects/Descriptions	2-4



Bloomfield Township Public Library Capital Improvements Program

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

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

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

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

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

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

**Bloomfield Township Public Library
Capital Improvements Program**

Record #	Department (sort with filter)	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2023-2024 Expenditure	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	Total Expenditure
1	Information Technology	Staff /Public 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.	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
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.	\$0	\$0	\$60,000	\$0	\$60,000	\$0	\$120,000
7	Information Technology	Computer Monitors-Public	2	5	General Fund	Replace (60) public computer monitors exceeding estimated useful lives.	\$0	\$0	\$18,000	\$0	\$18,000	\$0	\$36,000
8	Building	Drainage Improvement	1	15	General Fund	Storm water management engineering & remediation.	\$60,000	\$300,000	\$0	\$0	\$0	\$0	\$360,000
9	Information Technology	Video Surveillance System	1	15	General Fund	Camera and digital high definition upgrade.	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
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.	\$0	\$110,000	\$0	\$0	\$0	\$0	\$110,000
12	YS	Puppet Theatre	2	15	Gift Fund	Purchase new puppet theatre with funds raised from Fall for Dahl event 10/2016.	\$0	\$5,000	\$0	\$0	\$0	\$0	\$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	AV Upgrade- Community Room	3	5	General Fund	Staff Conference Room AV Upgrade	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000

**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	Total Expenditure
19	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	\$50,000	\$0	\$0	\$50,000
20	Admin	Savannah/Orange Boy	1	7	General Fund	Email marketing software	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$39,000
21	Admin	Reserve for Special Cleaning Services	2	1	General Fund	Special janitorial services outside of normal operations for deep cleaning. COVID deep cleaning incl.	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
22	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
23	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	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$110,000
24	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
25	Facilities	Storm Sewer Maint	1	2	General Fund	Storm drain cleaning to remove pollutant sources and maintain the capacity of the storm pipes.	\$0	\$0	\$5,000	\$0	\$5,000	\$0	\$10,000
26	Information Technology	Sharepoint Implementation	1	5	General Fund	Implementation and consultation for Office 365.	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
27	Information Technology	VOIP-Telephone Licenses	1	3	General Fund	Telephone system VOIP licenses with 3 year term.	\$5,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$38,000
28	Information Technology	AMH Upgrade	1	6	General Fund	Brand new AMH machine	\$0	\$140,000	\$0	\$0	\$9,000	\$0	\$149,000
29	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
30	Information Technology	Innovative Mobile	1	1	General Fund	Software as subscription for Mobile App	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$66,000
31	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
32	Building	Roofing Repair	3	20	General Fund	Re-adhere rubber membrane & reconstruct scuppers	\$47,000	\$50,000	\$0	\$0	\$0	\$0	\$97,000
33	Building	Interior Painting & Drywall Repair	2	5	General Fund	Interior wallpaper and painting for study rooms, meeting rooms & public common areas.	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
34	Building	Corner Guard Drywall Protection	2	10	General Fund	To protect and preserve drywall joint corners. Damage from book carts in lower level, lobby and staff workspaces.	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000
35	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

**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	Total Expenditure
36	Building	HVAC - 360 Ton Aeon Chiller	1	20	General Fund	Replace chiller condenser fan motor, compressors, coil, oil & refrigerant.	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
37	Building	Reimagining Spaces	1	20	General Fund	Reimagining Spaces	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
38	Information Technology	Ichthrive Intranet Subscription	1	1	General Fund	Ichthrive Intranet subscription.	\$7,680	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$57,680
39	Information Technology	Envisonware LDS	3	5	General Fund	Document scanning station for public.	\$8,000	\$0	\$0	\$0	\$0	\$0	\$8,000
40	Information Technology	New Firewall & Security Services	1	3	General Fund	Replace firewall & Cisco Umbrella (or equivalent)	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
41	Information Technology	Server Cluster Replacements	1	3	General Fund	Replace server hardware	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
42	Information Technology	Switches	1	5	General Fund	Upgrading network infrastructure	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
43	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
44	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
45	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
46	Building	Carbon Monoxide Sensor BMS Integration	1	15	General Fund	Install new CO sensors that integrate with the building monitoring system (BMS)	\$0	\$5,200	\$0	\$0	\$0	\$0	\$5,200
47	Building	Automatic Transfer Switch for Generator	2	15	General Fund	Automatic Transfer Switch for Generator	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000
48	Building	Landscape Edging	2	10	General Fund	Replace river rock & metal edging around landscaping perimeter	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
49	Building	Investigate HVAC Calibration Problems in AS & Systems	1	25	General Fund	First step in solving extremely cold temps in AS & Systems workrooms	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
50	Building	Archive Humidifier	2	15	General Fund	New humidifier unit in Local History Archives	\$0	\$10,400	\$0	\$0	\$0	\$0	\$10,400
51	Building	Sidewalk & Curb Repair	1	20	General Fund	Repair sidewalks & curbs along front of building; install new curb cut at employee/donation entrance	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
52	Building	Humidifier Cylinder Changeout	2	1	General Fund	HVAC humidifier maintenance	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000

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	Total Expenditure
53	Building	Rekey Building	2	25	General Fund	Change out all key cylinders for one master key	\$0	\$9,100	\$0	\$0	\$0	\$0	\$9,100
54	Building	Sliding Gate Card Reader	2	10	General Fund	Install door card reader on front entrance doors for ease of locking front entrance doors	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
55	Building	Door Access (Avigilon Alta) annual fee	1	25	General Fund	Subscription for door access management software	\$0	\$6,000	\$6,000	\$6,000	\$600	\$6,000	\$24,600

	\$558,645	\$2,121,165	\$564,965	\$421,965	\$541,065	\$361,965	\$4,569,770
CIP Expenditures - Gift Fund Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Expenditures - General Fund Budget	<u>\$558,645</u>	<u>\$2,121,165</u>	<u>\$564,965</u>	<u>\$421,965</u>	<u>\$541,065</u>	<u>\$361,965</u>	<u>\$4,569,770</u>



Bloomfield Township Public Library

Section 3

Budget Line Item Detail

Table of Contents

General Fund	FY 2023-2024 Amended Budget Detail	1-11
General Fund	FY 2024-2025 Proposed Budget Detail	12-22
Gift Fund Description of Accounts.....		23-25

**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. ($\$4,467,360,970/1000 \times .0018653 = \$8,332,968 = 5.06\%$ growth rate) less \$83,991 conservative estimate = 4% growth rate, totaling \$8,248,977.

PENAL FINES

420.01 PENAL FINES

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

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

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

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

	Chart of Account Total	Budget Group Total
432.01 PHOTOCOPY FEES	651	
DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.		
FORMULA : Review two-year history of actual fees received.		
435.01 ROOM RENTAL FEES	14,215	
DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
FORMULA : Review two-year history of actual fees received.		
INVESTMENT EARNINGS		50,000
664.01 INVESTMENT EARNINGS	50,000	
DESCRIPTION: Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.		
FORMULA : Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year. Reflects a conservative estimate based on FY 2022-2023 actual YTD receipts.		
665.01 CHANGE IN ASSET VALUE	-	
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.		
FORMULA : Budgeted only at year end due to uncertainty of changes The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		16,634
460.01 MISCELLANEOUS REVENUE	3,370	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
FORMULA : Review two-year history of actual revenue received.		
462.01 LIBRARY SHOP REVENUE	4,081	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.		
FORMULA : Review two-year history of actual fees received.		
463.01 CAFÉ REVENUE	7,115	
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA : Review two-year history of actual fees received.		
672.01 SALE OF USED EQUIPMENT	2,068	
DESCRIPTION: Revenue received from the sale of used library equipment.		
FORMULA : Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings. No sale planned during the year.		
502.01 FEDERAL GRANTS	-	-
DESCRIPTION: Federal Grants		
FORMULA : None planned for this FY.		
687.01 REFUNDS/REBATES SELF INSURANCE Rx		20,000
DESCRIPTION: Prescription drug discount received from self-insured health care insurance plan.		
FORMULA : Refunds provided quarterly by Bloomfield Township.	20,000	

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

Adopted March 2023
Amended August 2023
Amended March 2024

\$8,918,390

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

PERSONNEL

<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
			5,094,239
702.01 SALARIES AND WAGES	3,262,098	3,262,098	
DESCRIPTION: Salaries for full-time, part-time, and substitute staff			
FORMULA: Personnel Expense Report (PER) by Department. Board approved positions and wage rates.			
Open Pay Range, Performance Based Compensation			
Pay rate increases TBD			
PA 152 80/20			
715.01 SOCIAL SECURITY	249,017	249,017	
DESCRIPTION: Federal Social Security and Medicare taxes on employee wages.			
FORMULA: Projected Wages (x) current tax rate (7.65%)			
718.01 EMPLOYEE INSURANCES	972,208	972,208	
DESCRIPTION: Includes part-time employees' health, disability, and life insurance; full-time employees' health, vision, dental, disability, and life insurance; retirees health and life insurance; all employees' workman's compensation insurance; and unemployment compensation. Health care costs for all full-time and 30 hr. part-time employees are partially funded by the employee. Also includes retiree Health Savings Plan contributions.			
FORMULA: Current year budget.			
722.01 RETIREMENT	303,338	303,338	
DESCRIPTION: Defined benefit plan for full-time employees hired on or before 05/31/11. Defined contribution plan for full-time employees hired after 05/31/11.			
FORMULA: Personnel Expense Report (PER) by Department. Defined Benefit Plan wages (x) rate as provided by the Township = Annual Bond Obligation. Defined Contribution wages (x) rate (10%).			
Add'l funding for DB Pension-Actuarial Defined Contribution			
723.01 RETIREE HEALTH CARE - OPEB	-	-	
DESCRIPTION: Other post-employment benefits (OPEB) - contributions to Section 115 Trust for Retiree health care benefits plan for full-time employees hired on or before 05/31/11.			
FORMULA: Actuary determined funding of OPEB liability.			
			830,600
LIBRARY SERVICES			
ELECTRONIC SERVICES - DATABASES			
831.01 ELECTRONIC SERVICES - ADULT	155,000		
DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.			
FORMULA: 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, 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>
	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		
833.01	ELECTRONIC SERVICES - YOUTH		51,405	
	DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Youth Services.			
	FORMULA: Current year budget			
	<u>DIRECT PURCHASES</u>			
	Britannica ImageQuest	1,627		
	Book Fix	1,209		
	Brainfuse	1,785		
	Hoopla	34,500		
	Little Pim	2,320		
	National Geographic	865		
	World Almanac for Kids	645		
	World Book Suite	2,671		
	World Book E Books	716		
	World Book-Arabic (Kids eLearn)	546		
	Novelist Select	2,684		
	Zoobean (Beanstack)	837		
	Unplanned additional costs	1,000		
832.01	ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive		25,700	25,700
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.			
	FORMULA: Current year budget			
	SkyRiver	23,700		
	Overdrive	2,000		
	BOOKS/MATERIALS		326,408	
941.01	BOOKS-ADULT	188,465	188,465	
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults.			
	FORMULA: Current year budget			
943.01	BOOKS-YOUTH	121,828	121,828	
	DESCRIPTION: Circulating and non-circulating physically printed books and electronically produced books purchased for youth.			
	FORMULA: Current year budget			
944.01	BOOKS-REFERENCE	15,000	15,000	
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult Services collection.			
	FORMULA: Current year budget			
945.01	MATERIALS-TECHNICAL SERVICES	100	100	
	DESCRIPTION: Materials purchased to assist in cataloging.			
	FORMULA: Current year budget			
946.01	MATERIALS-SYSTEMS	515	515	
	DESCRIPTION: Materials purchased to assist in Systems work and training.			
	FORMULA: Current year budget			
947.01	MATERIALS-ADMINISTRATION	500	500	

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

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

**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>
DESCRIPTION: DVD materials purchased by Youth Services for circulation.					
FORMULA: Current year budget					
ACCESSIBILITY SUPPORT COLLECTION				10,043	
957.01 ADULT		4,893	4,893		
DESCRIPTION: Print and non-print materials specific to ASC.					
FORMULA: Current year budget					
958.01 YOUTH		5,150	5,150		
DESCRIPTION: Print and non-print materials specific to ASC.					
FORMULA: Current year budget					
PROGRAMMING				33,000	
961.01 ADULT		10,000	10,000		
DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.					
FORMULA: Current year budget					
All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.					
Major programs include:					
Concerts					
Summer Reading					
962.01 YOUTH		21,000	21,000		
DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.					
FORMULA: Current year budget					
All speakers, program-specific printing, incentives for participation, photo records of Youth programming.					
Major programs include:					
First Grade Reader's Rally					
Book Discussions					
Summer Reading					
Spooktacular					
964.01 ADMINISTRATION				1,500	
DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.					
FORMULA: Current year budget					
All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc.		1,000			
Major programs include:					
community collaboration event					
community partnering for library-wide programs					
Volunteer reception and other volunteer expenses		500			
965.01 SYSTEMS		500	500		
DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.					
FORMULA: Current year budget					
All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.					
Major programs include:					
Hosting of Metro Net and technology events					
FACILITIES AND EQUIPMENT					1,152,598

**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>
775.01	REPAIRS & MAINTENANCE SUPPLIES		65,000	
	DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.			
	FORMULA: Current year budget			
	Lighting Repair Services	15,000		
	HVAC replacement of parts & filters	17,500		
	All other needs	32,500		
850.01	TELEPHONE		17,450	
	DESCRIPTION: Telephone and cell phones services.			
	FORMULA: Current year budget			
	T-mobile Hotspots	2,300		
	Emergency use cell phone	150		
	Pay phone service for patrons	1,000		
	ATT PRI lines for phone lines (with long distance)	14,000		
910.01	BUILDING INSURANCE	58,017	58,017	
	DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.			
	FORMULA: Current year budget			
	UTILITIES		384,000	
921.01	ELECTRICITY	269,000	269,000	
	DESCRIPTION: Payments made for electricity.			
	FORMULA: Average last two years' expense			
922.01	NATURAL GAS	80,000	80,000	
	DESCRIPTION: Payments made for heat.			
	FORMULA: Average last two years' expense			
923.01	WATER	35,000	35,000	
	DESCRIPTION: Payments made for water.			
	FORMULA: Average last two years' expense			
930.01	BUILDING MAINTENANCE		264,166	
	DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.			
	FORMULA: Current year budget			
	Boiler inspection State fees	400		
	Incidentals/fines for Boilers	120		
	Boiler & chilled water treatment services	4,000		
	Carpet cleaning maintenance	10,060		
	YS-Storytime carpets & carpet square cleaning	650		
	Pest Control Svcs.	2,200		
	Cleaning - general	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		
933.01	EQUIPMENT MAINTENANCE		24,210	
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.			
	FORMULA: Current year budget			

**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>
	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		
935.01	GROUNDS MAINTENANCE		96,675	96,675
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.			
	FORMULA: Current year budget			
	Great Oaks - Lawn/Snow/Mulch/Weeding	50,150		
	Goldner Walsh - Gardens	24,000		
	Poseidon - Irrigation	1,700		
	American Pest - Arborist Svcs.	10,000		
	New Tree Plantings	3,825		
	Unplanned grounds maintenance	7,000		
936.01	COMPUTER SYSTEM MAINTENANCE		227,080	227,080
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.			
	FORMULA: Current year budget			
	Adobe Creative Suite Subscription	4,000		
	Baker&Taylor - The Content Café	2,300		
	Baker&Taylor Titlesource360 (TS request)	2,840		
	Barracuda Web Filter - YS Internet filtering soft/hardware	3,500		
	Box Solutions intranet connect maintenance	3,400		
	Cisco equipment maintenance contract	6,820		
	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/Sierra Cloud Hosting	40,527		
	Innovative maintenance contract	77,670		
	OCLC EZProxy Hosting	3,111		
	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		
	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		
	Vimeo subscription	599		
	EQUIPMENT		16,000	
981.01	GENERAL EQUIPMENT		2,500	
	DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.			
	FORMULA: Current year budget			
	Director's Discretionary	2,500		
982.01	COMPUTER EQUIPMENT		13,500	
	DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.			
	FORMULA: Current year budget			
	Batteries for meeting room equipment	200		

**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>
Computer Equipment	10,000			
Hazardous equipment disposal	300			
Headset replacement	1,000			
Printer replacement for staff	2,000			
OTHER OPERATING EXPENDITURES				257,666
727.01 OFFICE SUPPLIES		32,000	32,000	
DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.				
FORMULA: Current year budget				
Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies	25,300			
Copier cards	2,400			
Eco-Smart supplies, pads, polishes + % increase	800			
Circulation Dept. - Receipt paper	3,500			
728.01 POSTAGE		22,055	22,055	
DESCRIPTION: Postage for daily metered mail .				
FORMULA: Current year budget				
Regular postage needs (includes Library by Mail)	6,780			
Annual Bulk Mailing Permit	275			
Quarterly newsletter mailing	15,000			
PROFESSIONAL SERVICES			118,876	
811.01 ACCOUNTING		25,000		
DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.				
FORMULA: Monthly fee provided by Twp. + \$1,000 Actuary	25,000			
812.01 AUDIT		22,000		
DESCRIPTION: Annual fee charged by our auditing firm.				
FORMULA: Current year budget				
Audit	22,000			
813.01 CONSULTANT		15,000		
DESCRIPTION: Fees for consultants such as strategic planning or interior designer.				
FORMULA: Current year budget				
IT Consulting	10,000			
Other	5,000			
814.01 CONTRACTS		9,556		
DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services.				
FORMULA: Current year budget				
RIDES delivery fee	4,500			
Message on Hold	1,000			
Unique Management - collection agency	3,756			
Facebook Advertising	300			
815.01 LEGAL	5,000	5,000		
DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters.				
FORMULA: Current year budget				
816.01 INVESTMENT COUNSELING		27,320		
DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract.				
FORMULA: Approx. .28% of average portfolio balance				
Investment Counseling Fees	27,320			
818.01 INTERNET SERVICE PROVIDER (ISP)		15,000		

**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>
DESCRIPTION: This provides for the costs of our Internet access and consultant fees.				
FORMULA: Current year budget + Metro Net meeting information Internet Opti-e-man charges from TLN	15,000			
STAFF DEVELOPMENT & TRAVEL			35,575	
861.01 CONFERENCES & WORKSHOPS		20,375		
DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, Ill User Group meetings.				
FORMULA: Staff number, formula by classification, projected Staff Development Day cost.				
Department Conference/Workshops	6,875			
Staff Development Day	5,500			
All-staff meetings	300			
Director's Discretionary	950			
Staff Service Awards	1,750			
Ill Users' Group Nat. Conf. (3 attendees @ \$350)	1,150			
Rotating National Conference (4 attendees @ \$500)	2,000			
MIUG Conference (3 attendees @ \$50 ea.)	150			
MLA Conference (8 attendees at \$150)	1,200			
Board Professional Development	500			
		15,200		
862.01 MILEAGE & TRAVEL				
DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.				
FORMULA: Current year budget				
Ill Users' Group travel (3 attendees @ \$1,700)	5,100			
Rotating National Conference (4 attendees @ \$1,700)	6,800			
MIUG Conference (3 attendees @ \$200 ea.)	600			
MLA Conference (8 attendees at \$200)	1,600			
Mileage & misc. travel	1,100			
		25,050	25,050	
900.01 PRINTING & PUBLISHING				
DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.				
FORMULA: Current year budget				
Community mailings/printings/advertising	3,000			
Quarterly printed newsletter	21,000			
Advertising fees for job postings	1,050			
		17,030	17,030	
855.01 DUES & MEMBERSHIPS				
DESCRIPTION: Memberships in professional and community organizations for the library.				
FORMULA: Current year budget				
Library membership in ALA (national)	500			
Library membership in Birmingham-Bloomfield Chambers	175			
Library member. in Ill Users Group (National)	100			
Library member. in Ill Users Group (State)	25			
Library membership in MLA (state)	3,230			
Library membership in MCLS (discounts)	250			
Library membership in PLTAOC	50			
MetroNet Membership fee(includes shared web hosting, Overdrive hosting, Everyone's Reading speaker & marketing fees)	6,500			
OCHR dues & maintenance fees	1,200			
Professional Memberships for eligible employees	5,000			
			7,080	
990.01 BANK SERVICE CHARGES		4,720		
DESCRIPTION: Fees charged by financial institutions.				
FORMULA: Current year budget				

**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>
All bank fees	2,000			
Paypal fees	720			
Ecommerce fees - Paymentech	2,000			
992.01 LIBRARY SHOP	2,000	2,000		
DESCRIPTION: Costs to purchase items for sale and to operate shop.				
FORMULA: Current year budget				
993.01 CAFÉ	360	360		
DESCRIPTION: Costs to operate café.				
FORMULA: Current year budget				
991.01 MISCELLANEOUS	-	-		
DESCRIPTION: Accounting declarations.				
FORMULA: This is not a predictable line.				
802.01 CAPITAL PROJECTS PROJECTS		3,526,697	3,526,697	3,526,697
DESCRIPTION: Special or one-time costs for major projects.				
FORMULA: Budget requests				
Staff Copiers	16,681			
Compensation & Classification Study	20,000			
Flooring	40,000			
Furniture Replacement	50,000			
Computers Public	60,000			
Parking Lot /Storm Sewer Mitigation	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
Ameded August 2023
Amended March 2024**

\$10,861,800

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

	Chart of Account Total	Budget Group Total
TAXES		8,922,094
410.01 TAXES	8,922,094	
DESCRIPTION: 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. plus .5047 of 1.0000 mill, approved in February 2024 for 10 years.		
FORMULA: Taxable value of property in the township multiplied by the mill calculated by the Township: Using the 8/2023 Township FY 2024-2025 estimates.		
PENAL FINES		71,695
420.01 PENAL FINES	71,695	
DESCRIPTION: The 1963 Michigan Constitution readopted a provision from the 1908 Constitution which guarantees that all fines collected for violation of state penal laws are to be used exclusively for library purposes. Michigan has enacted statutes requiring that all fines collected for violations of the state penal laws be paid to the local county treasurer. The penal fines collected within each county are distributed in that county and are typically announced in early August each year.		
FORMULA: Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2023 population is 44,523.		
STATE AID		40,800
422.01 STATE AID	40,800	
DESCRIPTION: Since 1939, with the exception of FY 1940 and FY 1941, the State of Michigan has provided state aid grant assistance to Michigan public libraries. Under guidelines established by the Legislative Council, the public library filing a state aid application must meet all three guideline requirements: 1.) 3/10 mill local financial support, 2.) hours open, and 3.) certified personnel. After the public library files a state aid application and it is determined that guidelines are satisfied, the public library receives a state aid reimbursement based on a per capita amount. Per Public Act 89 of 1997, legislation authorizes a maximum level of \$0.50 as the per capita amount, but actual appropriations may be less than this amount.		
FORMULA: For August, review two-year history of actual State Aid received. For March, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2023 population is 44,523		
CIRCULATION REVENUE		8,500
430.01 FEES	8,500	
DESCRIPTION: Fines are collected from patrons by library staff when any materials are returned after their due date. Fees are collected from patrons for lost and damaged materials.		
FORMULA: Review five-year history of actual fines and fees received. Review impact of any changes in circulation procedures. Reflects a conservative estimate based the averaging of Fines and Fees revenue over the most recent two years.		
CHARGES FOR SERVICES		10,651
432.01 PHOTOCOPY FEES	651	
DESCRIPTION: These fees include net revenue from the photocopiers and public printers (after vending company collection fees) and fees collected from staff for printing and copying.		
FORMULA: Review two-year history of actual fees received.		
435.01 ROOM RENTAL FEES	10,000	

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

	<u>Chart of Account Total</u>	<u>Budget Group Total</u>
DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		
FORMULA: Review two-year history of actual fees received. Review impact of any significant changes in meeting room availability.		
INVESTMENT EARNINGS		50,000
664.01 INVESTMENT EARNINGS	50,000	
DESCRIPTION: Through careful investment of the taxes received in advance of need for the operating budget, interest on the fund balance is generated as revenue for the library.		
FORMULA: Average rate of interest multiplied by total investments as of most recent reporting period of current fiscal year. Reflects a conservative estimate based on FY 2023-2024 actual YTD receipts.		
665.01 CHANGE IN ASSET VALUE	-	
DESCRIPTION: Changes to market value expected on investments during the current fiscal year.		
FORMULA: Budgeted only at year end due to uncertainty of changes The erratic amounts in this line do not allow for prediction.		
MISCELLANEOUS		13,451
460.01 MISCELLANEOUS REVENUE	3,370	
DESCRIPTION: Any other sources of revenue such as write-offs of outstanding checks, accounting declarations, and recycling.		
FORMULA: Review two-year history of actual revenue received.		
462.01 LIBRARY SHOP REVENUE	4,081	
DESCRIPTION: Revenue received from the sale of items in the Library Shop.		
FORMULA: Review two-year history of actual fees received.		
463.01 CAFÉ REVENUE	6,000	
DESCRIPTION: Revenue received from the sale of items in the Café.		
FORMULA: Review two-year history of actual fees received.		
672.01 SALE OF USED EQUIPMENT	-	
DESCRIPTION: Revenue received from the sale of used library equipment.		
FORMULA: Estimate of predicted equipment sale for year. This will also include revenue received from liquidation of existing furnishings. No sale planned during the year.		
502.01 FEDERAL GRANTS	-	-
DESCRIPTION: Federal Grants		
FORMULA: None planned for this FY.		
687.01 REFUNDS/REBATES SELF INSURANCE Rx		20,000
DESCRIPTION: Prescription drug discount received from self-insured health care insurance plan.	20,000	
FORMULA: Refunds provided quarterly by Bloomfield Township.		

TOTAL ESTIMATED REVENUES

Fiscal Year April 1, 2023 - March 31, 2024

Preliminary August 2023
Proposed March 2024

\$8,824,268
\$9,137,191

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

PERSONNEL

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			5,205,396
702.01 SALARIES AND WAGES			
DESCRIPTION: Salaries for full-time, part-time, and substitute staff			
FORMULA: Personnel Expense Report (PER) by Department. Board approved positions and wage rates.			
Open Pay Range, Performance Based Compensation			
Pay rate increase 5%			
PA 152 80/20			
	3,359,218	3,359,218	
715.01 SOCIAL SECURITY			
DESCRIPTION: Federal Social Security and Medicare taxes on employee wages.			
FORMULA: Projected Wages (x) current tax rate (7.65%)			
	256,598	256,598	
718.01 EMPLOYEE INSURANCES			
DESCRIPTION: Includes part-time employees' health, disability, and life insurance; full-time employees' health, vision, dental, disability, and life insurance; retirees health and life insurance; all employees' workman's compensation insurance; and unemployment compensation. Health care costs for all full-time and 30 hr. part-time employees are partially funded by the employee. Also includes retiree Health Savings Plan contributions.			
FORMULA: Current year budget + projected estimate 4% increase.			
	985,955	985,955	
722.01 RETIREMENT			
DESCRIPTION: Defined benefit plan for full-time employees hired on or before 05/31/11. Defined contribution plan for full-time employees hired after 05/31/11.			
FORMULA: Personnel Expense Report (PER) by Department. Defined Benefit Plan wages (x) rate as provided by the Township = Annual Bond Obligation. Defined Contribution wages (x) rate (10%). Add'l funding for DB Pension-Actuarial Defined Contribution			
	373,642	373,642	
723.01 RETIREE HEALTH CARE - OPEB			
DESCRIPTION: Other post-employment benefits (OPEB) - contributions to Section 115 Trust for Retiree health care benefits plan for full-time employees hired on or before 05/31/11.			
FORMULA: Actuary determined funding of OPEB liability.	-	-	
			842,132
LIBRARY SERVICES			
ELECTRONIC SERVICES - DATABASES			
831.01 ELECTRONIC SERVICES - ADULT			
DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.			
FORMULA: Current year budget			
<u>FROM METRO NET</u>			
Ancestry.com	1,844		
Creative Bug	1,404		
Data Axle - ReferenceSolutions	4,584		
Gale Total	6,006		
Biography in Context			
History in Context US & World			
Legal Forms			
Literature Resource Center			
Science In Context			
Scribner's			
Twayne Author/Scribner Writers' Series			
Mango Languages	3,454		
Mango Languages - ASL	645		
<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)	4,620		
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>
DESCRIPTION: Materials purchased to assist Administration activities. FORMULA : Current year budget				
969.01 PROCESSING & SUPPLIES	24,000	24,000	24,000	
DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases. FORMULA : Current year budget				
			69,650	
949.01 PERIODICALS, NEWSLETTERS & MICROFORMS	56,000	56,000		
DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. FORMULA : Current year budget Includes: WT Cox \$30,000, Press Reader \$6263				
950.01 REFERENCE SERVICES			13,650	
DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print. FORMULA : Current year budget Commerce Clearing House (CCH) Financial Info Stock Guide Institute for Continuing Legal Education(ICLE) MorningStar (print) RIA ValueLine (print) West Unplanned additional services	200 3,750 600 750 200 3,000 350 4,800			
			8,500	
951.01 ADULT			8,000	
DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation. FORMULA : Current year budget Regular music purchases	8,000			
952.01 YOUTH			500	
DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation. FORMULA : Current year budget Regular music purchases	500			
			77,623	
953.01 ADULT	60,210	60,210		
DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation. FORMULA: Current year budget				
954.01 YOUTH	17,413	17,413		
DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, Wonderbooks and downloadable audio books purchased by Youth Services for circulation. FORMULA : Current year budget				
			41,000	
955.01 ADULT	36,000	36,000		
DESCRIPTION: DVD materials purchased by Adult Services for circulation FORMULA : Current year budget				
956.01 YOUTH	5,000	5,000		
DESCRIPTION: DVD materials purchased by Youth Services for circ . FORMULA : Current year budget				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 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>
ACCESSIBILITY SUPPORT COLLECTION				10,043	
957.01	ADULT DESCRIPTION: Print and non-print materials specific to ASC. FORMULA: Current year budget	4,893	4,893		
958.01	YOUTH DESCRIPTION: Print and non-print materials specific to ASC. FORMULA: Current year budget	5,150	5,150		
PROGRAMMING				40,000	
961.01	ADULT DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events. FORMULA: Current year budget All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming. Major programs include: Concerts Summer Reading	17,000	17,000		
962.01	YOUTH DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events. FORMULA: Current year budget All speakers, program-specific printing, incentives for participation, photo records of Youth programming. Major programs include: First Grade Reader's Rally Book Discussions Summer Reading Spooktacular	21,000	21,000		
964.01	ADMINISTRATION DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events. FORMULA: 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		1,500		
965.01	SYSTEMS DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events. FORMULA: Current year budget All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming. Major programs include: Hosting of Metro Net and technology events	1,000			
		500			
		500	500		
FACILITIES AND EQUIPMENT					1,206,967
775.01	REPAIRS & MAINTENANCE SUPPLIES DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more. FORMULA: Current year budget Lighting Repair Services		65,000	65,000	
		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>
	HVAC replacement of parts & filters	17,500		
	All other needs	32,500		
850.01	TELEPHONE		17,450	17,450
	DESCRIPTION: Telephone and cell phones services.			
	FORMULA: Current year budget			
	T-mobile Hotspots	2,300		
	Emergency use cell phone	150		
	Pay phone service for patrons	1,000		
	ATT PRI lines for phone lines (with long distance)	14,000		
910.01	BUILDING INSURANCE	58,017	58,017	58,017
	DESCRIPTION: Annual payment to Bloomfield Twp for Building and Contents, Boiler & Machinery and Liability.			
	FORMULA: Current year budget			
	UTILITIES		384,000	
921.01	ELECTRICITY	269,000	269,000	
	DESCRIPTION: Payments made for electricity.			
	FORMULA: Average last two years' expense			
922.01	NATURAL GAS	80,000	80,000	
	DESCRIPTION: Payments made for heat.			
	FORMULA: Average last two years' expense			
923.01	WATER	35,000	35,000	
	DESCRIPTION: Payments made for water.			
	FORMULA: Average last two years' expense			
930.01	BUILDING MAINTENANCE		291,106	291,106
	DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.			
	FORMULA: Current year budget			
	Boiler inspection State fees	400		
	Incidentals/fines for Boilers	120		
	Boiler & chilled water treatment services	4,000		
	Carpet cleaning maintenance	20,000		
	YS-Storytime carpets & carpet square cleaning	650		
	Pest Control Svcs.	2,200		
	Cleaning - general	153,300		
	Auto-door maint contract & parts replacement	4,237		
	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	2,700		
	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	3,864		
	Window Cleaning - annual	6,000		
	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		
	Roof Maintenance Contract	4,800		
	Water Filters - Appliances	600		
	Humidifier Cansiters - Annual	5,000		
	MSDSOnline (3 year contract) -Annual	3,244		
933.01	EQUIPMENT MAINTENANCE		24,210	24,210
	DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.			
	FORMULA: Current year budget			
	CBS copier vending	4,000		
	Postage meter rental, maintenance and fees	2,390		
	Work area and public copiers	13,000		

**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>
	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		
935.01	GROUNDS MAINTENANCE		96,675	96,675
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.			
	FORMULA: Current year budget			
	Great Oaks - Lawn/Snow/Mulch/Weeding	50,150		
	Goldner Walsh - Gardens	24,000		
	Poseidon - Irrigation	1,700		
	American Pest - Arborist Svcs.	10,000		
	New Tree Plantings	3,825		
	Unplanned grounds maintenance	7,000		
936.01	COMPUTER SYSTEM MAINTENANCE		254,508	254,508
	DESCRIPTION: Maintenance contracts for library catalog and circulation system, printers and PCs, as well as software, software licenses and software upgrades.			
	FORMULA: Current year budget			
	Adobe Creative Suite Subscription	4,000		
	Baker&Taylor - The Content Café	2,300		
	Baker&Taylor Titlesource360 (TS request)	2,840		
	Barracuda Web Filter - YS Internet filtering soft/hardware	3,500		
	Box Solutions intranet connect maintenance	3,400		
	Cisco equipment maintenance contract	6,820		
	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 certifaicon for site license: includes Encore, WebPac, Outlook, etc.	1,500		
	Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006		
	Innovative Vega subscription/Sierra Cloud Hosting	55,455		
	Innovative maintenance contract	77,670		
	Innovative Mobile	6,000		
	OCLC EZProxy Hosting	3,111		
	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		
	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		
	Vimeo subscription	599		
	Virtual Meeting Room Software - Zoom	2,000		
	Local Hop	4,500		
	EQUIPMENT		16,000	
981.01	GENERAL EQUIPMENT		2,500	
	DESCRIPTION: Furnishings or equipment purchased for the library which cost more than \$1,000 and are not believed to be a recurring expense such as desks, chairs, storage units, library shelving, display units, copiers and similar furnishings and equipment.			
	FORMULA: Current year budget			
	Director's Discretionary	2,500		
982.01	COMPUTER EQUIPMENT		13,500	
	DESCRIPTION: Computer furnishings or equipment purchased for the library which cost more than \$100.00 and are not believed to be a recurring expense.			
	FORMULA: Current year budget			
	Batteries for meeting room equipment	200		

**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>
Computer Equipment	10,000			
Hazardous equipment disposal	300			
Headset replacement	1,000			
Printer replacement for staff	2,000			
OTHER OPERATING EXPENDITURES				269,730
727.01 OFFICE SUPPLIES		32,480	32,480	
DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers.				
FORMULA: Current year budget				
Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies	25,300			
Copier cards	2,400			
Eco-Smart supplies, pads, polishes + % increase	800			
Circulation Dept. - Receipt paper	3,980			
728.01 POSTAGE		25,090	25,090	
DESCRIPTION: Postage for daily metered mail .				
FORMULA: Current year budget				
Regular postage needs (includes Library by Mail)	6,780			
Annual Bulk Mailing Permit	310			
Quarterly newsletter mailing	18,000			
PROFESSIONAL SERVICES			128,156	
811.01 ACCOUNTING		25,000		
DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services.				
FORMULA: Monthly fee provided by Twp. + \$1,000 Actuary	25,000			
812.01 AUDIT		22,000		
DESCRIPTION: Annual fee charged by our auditing firm.				
FORMULA: Current year budget				
Audit	22,000			
813.01 CONSULTANT		15,000		
DESCRIPTION: Fees for consultants such as strategic planning or interior designer.				
FORMULA: Current year budget				
IT Consulting	10,000			
Other	5,000			
814.01 CONTRACTS		9,756		
DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, Me/Cat delivery cost, and similar contractual services.				
FORMULA: Current year budget				
RIDES delivery fee	4,700			
Message on Hold	1,000			
Unique Management - collection agency	3,756			
Facebook Advertising	300			
815.01 LEGAL	5,000	5,000		
DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters.				
FORMULA: Current year budget				
816.01 INVESTMENT COUNSELING		36,400		
DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract.				
FORMULA: Approx. .26% of average portfolio balance				
Investment Counseling Fees	36,400			

**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>
818.01	INTERNET SERVICE PROVIDER (ISP)			
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees.			
	FORMULA: Current year budget + Metro Net meeting information Internet Opti-e-man charges from TLN	15,000		
		15,000		
	STAFF DEVELOPMENT & TRAVEL		37,650	
861.01	CONFERENCES & WORKSHOPS		22,450	
	DESCRIPTION: Provides funds to support continuing education for all such benefitted staff as well as Trustees; also funds Staff Development Day programs, III User Group meetings.			
	FORMULA: Staff number, formula by classification, projected Staff Development Day cost.			
	Department Conference/Workshops	4,875		
	Staff Development Day	5,500		
	All-staff meetings	300		
	Director's Discretionary	2,950		
	Staff Service Awards	1,750		
	III Users' Group Nat. Conf. (3 attendees @ \$425)	1,275		
	Rotating National Conference (4 attendees @ \$500)	2,000		
	MIUG Conference (3 attendees @ \$50 ea.)	150		
	MLA Conference (8 attendees at \$300)	2,400		
	Board Professional Development	500		
	MERIT Conference (3 attendees)	750		
862.01	MILEAGE & TRAVEL		15,200	
	DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.			
	FORMULA: Current year budget			
	III Users' Group travel (3 attendees @ \$1,700)	5,100		
	Rotating National Conference (4 attendees @ \$1,700)	6,800		
	MIUG Conference (3 attendees @ \$200 ea.)	600		
	MLA Conference (8 attendees at \$200)	1,600		
	Mileage & misc. travel	1,100		
900.01	PRINTING & PUBLISHING		25,050	25,050
	DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.			
	FORMULA: Current year budget			
	Community mailings/printings/advertising	3,000		
	Quarterly printed newsletter	21,000		
	Advertising fees for job postings	1,050		
855.01	DUES & MEMBERSHIPS		14,224	14,224
	DESCRIPTION: Memberships in professional and community organizations for the library.			
	FORMULA: Current year budget			
	Library membership in ALA (national)	674		
	Library membership in Birmingham-Bloomfield Chamber	230		
	Library member. in III Users Group (National)	125		
	Library membership in MLA (state)	3,395		
	Library membership in MCLS (discounts)	250		
	Library membership in FOML	50		
	MetroNet Membership fee (includes shared web hosting, OverDrive hosting)	4,500		
	Professional Memberships for eligible employees	5,000		
	MISCELLANEOUS EXPENSE		7,080	
990.01	BANK SERVICE CHARGES		4,720	

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>
DESCRIPTION: Fees charged financial institutions.				
FORMULA: Current year budget				
All bank fees	2,000			
Paypal fees	720			
Ecommerce fees - Paymentech	2,000			
992.01 LIBRARY SHOP	2,000	2,000		
DESCRIPTION: Costs to purchase items for sale and to operate shop.				
FORMULA: Current year budget				
993.01 CAFÉ	360	360		
DESCRIPTION: Costs to operate café.				
FORMULA: Current year budget				
991.01 MISCELLANEOUS	-	-		
DESCRIPTION: Accounting declarations.				
FORMULA: This is not a predictable line.				
802.01 CAPITAL PROJECTS PROJECTS		2,121,165	2,121,165	2,121,165
DESCRIPTION: Special or one-time costs for major projects.				
FORMULA: Budget requests				
Staff /Public Copiers	50,000			
Compensation & Classification Study	40,000			
Flooring	40,000			
Furniture Replacement	50,000			
Drainage Improvement	300,000			
Video Surveillance System	150,000			
HVAC Emergency Repair	60,000			
HVAC Equipment	110,000			
Puppet Theatre	5,000			
Plumbing & Electrical Emergency Maintenance	50,000			
Portico Power Wash & exterior Woodwork Restoration	25,000			
Door Access Emergency Maintenance	5,000			
10,000 Patron Library Cards	15,000			
Scheduler/Timesheet Software	6,000			
AV Upgrade- Community Room	30,000			
Savannah/Orange Boy	6,500			
Reserve for Special Cleaning Services	25,000			
Website ADA Compliance Software	10,965			
Office 365-Work From Home Solutions and Consulting	19,000			
Terrace Paver Maint	20,000			
VOIP-Telephone Licenses	6,500			
AMH Upgrade	140,000			
Desktop CPUs, laptops, monitors-staff	10,000			
Innovative Mobile	11,000			
Crowd Strike Falcon-Virus Protection Software	12,500			
Roofing Repair	50,000			
Interior Painting & Drywall Repair	20,000			
Corner Guard Drywall Protection	6,000			
HVAC - 360 Ton Aeon Chiller	30,000			
Reimagine Spaces	500,000			
Icthrive Intranet Subscription	10,000			
New Firewall & Security Services	30,000			
Server Cluster Replacements	100,000			
Upgrade Wi-Fi Network & Cell Capability	75,000			
DUO	6,000			
Carbon Monoxide Sensor BMS Integration	5,200			
Automatic Transfer Switch for Generator	6,000			
Landscape Edging	10,000			
Investigate HVAC Calibration Problems in AS & Systems	10,000			
Archive Humidifier	10,400			
Sidewalk & Curb Repair	30,000			
Humidifier Cylinder Changeout	5,000			
Rekey Building	9,100			
Sliding Gate Card Reader	5,000			

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

Door Access (Avigilon Alta) annual fee

<u>Chart of Account Detail</u>	<u>Chart of Account Total</u>	<u>Budget Group Total</u>	<u>Functional Category Total</u>
6,000			

TOTAL ESTIMATED EXPENDITURES

Fiscal Year April 1, 2024 - March 31, 2025

**Preliminary August 2023
 Proposed March 2024**

\$9,645,390

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

REVENUE

GIFT INCOME

425.03 Gift Revenue

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

428.03 Friends of the Library

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

429.03 Atkinson Trust

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

430.03 BTPL Endowment/Amber Trust

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

431.03 M Scholarship Fund

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

432.03 Smith Challenge Grant

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

433.03 Fair Radom Garden Endowment Fund

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

434.03 Library Director's Legacy Endowment Fund

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

INVESTMENT EARNINGS

664.03 Investment Earnings

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

MISCELLANEOUS

460.03 Miscellaneous

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

EXPENDITURES

LIBRARY SERVICES

941.03 Books–Adult

Circulating books purchased for adults.

943.03 Books–Youth

Circulating books purchased for youth.

969.03 Processing & Supplies

Costs associated with processing gifts received.

954.03 Audio Books–Youth

Audio books purchased for the Youth Services circulating collection.

955.03 DVD–Adult

DVDs purchased for the Adult Services circulating collection.

958.03 Accessibility Support Collection–Youth

Funds to support Youth Services Accessibility Support Collection.

961.03 Programs–Adult

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

962.03 Programs–Youth

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

964.03 Programs–Administration

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

FACILITIES & EQUIPMENT

935.03 Grounds Maintenance

General repairs or plantings of lawns and gardens.

981.03 General Equipment

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

982.03 Computer Equipment

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

983.03 Facilities Equipment

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

OTHER OPERATING EXPENDITURES

861.03 Staff Development/Travel

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

900.03 Printing and Publishing

Provides for printing and promotional items.

970.03 Myers Scholarship Fund

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

971.03 Smith Challenge Grant Fund

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

972.03 BTPL Endowment Fund

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

973.03 Atkinson Fund

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

974.03 Fair Radom Garden Endowment Fund

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

975.03 Library Director's Legacy Endowment Fund

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

990.03 Bank Service Charges

Bank service charges and other costs of doing business.

837.03 Contingency–designated

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

838.03 Director’s Discretionary

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

839.03 Contingency–undesignated

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



Bloomfield Township Public Library

Section 4

Supplemental Information

Table of Contents

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

Bloomfield Township Public Library General Fund Balance Projection

	Column 1*	Column 2	Column 3	Column 4	Column 5
	<u>FY 2022-2023</u>	<u>FY 2023-2024</u>	<u>FY 2024-2025</u>	<u>FY 2025-2026</u>	<u>FY 2026-2027</u>
Beginning Fund Balance	\$12,386,542	\$13,982,068	\$12,038,658	\$11,530,459	\$12,763,604
Property Tax Revenue **	\$8,349,456	8,678,895	8,922,094	\$9,189,757	\$9,465,450
Investment Earnings ***	\$132,745	50,000	50,000	\$71,489	\$79,134
All Other Revenues	\$191,447	\$189,495	\$165,097	\$165,097	\$165,097
Operating Expenditures ****	(\$6,356,663)	(\$7,335,103)	(\$7,524,225)	(\$7,749,952)	(\$7,982,450)
Capital Expenditures *****	(\$721,458)	(\$3,526,697)	(2,121,165)	(\$443,246)	(\$420,746)
Net Revenue/(Expenditures)	\$1,595,526	(\$1,943,410)	(\$508,199)	\$1,233,145	\$1,306,485
Year-End Balance	<u>\$13,982,068</u>	<u>\$12,038,658</u>	<u>\$11,530,459</u>	<u>\$12,763,604</u>	<u>\$14,070,089</u>
Nonspendable - Prepaid Expenses	\$18,791	\$18,791	\$18,791	\$18,791	\$18,791
Restricted	\$0	\$0	\$0	\$0	\$0
Committed Portion - 8 Month Fund Balance	\$4,740,729	\$4,890,069	\$5,016,150	\$5,321,634	\$5,438,710
Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB	\$9,122,549	\$7,029,798	\$6,395,518	\$7,323,180	\$8,512,588
Unassigned Portion - Unplanned Emergencies	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
* Column 1 = actuals					
** Column 4 & 5 assumes 3.0% increase in Property Tax Revenue					
*** Column 4 & 5 assumes average of 0.62% investment rate on Beginning Fund Balance					
**** Column 4 & 5 assumes 3% increase in Operating Expenditures					
Assigned Portion:					
Total Capital Improvements (Roof + Other)	\$5,817,159	\$3,724,408	\$3,090,128	\$4,017,790	\$5,207,198
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**

	SEV(until 1995) Tax. Value. (1995 -)	Percent of Increase From PY	Library Millage	Library Tax Revenue	Percent of Increase From PY
2024-2025*	5,029,563,295	5.00%	1.3606	8,922,094	4.00%
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.