Bloomfield Township Public Library

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, March 19, 2024
7:00 p.m.

Board Room

Trustees:
libraryboard@btpl.org

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

Director:
Tera Moon
moontera@btpl.org

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

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

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, March 19, 2024, 7:00 p.m.

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 19, 2024
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of February 20, 2024

7. Budget
    a. Cash Disbursements
    b. Monthly Revenues & Expenditures
    c. Energy Report

8. Written Reports:
    a. President: *Dani Gillman
    b. Director: *Tera Moon
    c. Committee:

                                *Art Committee *Ad Hoc*
                                *Bloomfield Township Liaison
                                *Building and Grounds
                                *Cranbrook
                                *Development
                                *Finance
                                *Friends of the Library Liaison
                                *Investment
                                *Jeanette P. Myers Scholarship Selection
                                *Personnel
                                *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
    a. Bylaws Review
11. New Business
    a. FY 2023/2024 Budget Close and FY 2024/2025 Proposed Budget
    b. Bank Signatories
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, April 23, 2024
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

<u>**I REQUEST THAT ITEM (S):**</u>

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

<u>OPTION - NO AMENDMENT NEEDED:</u>

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

<u>OPTION - AMENDMENT TO AGENDA:</u>

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 20, 2024, 7:00 p.m.
Library Board Room

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

Trustees Present: Dani Gillman, Judy Lindstrom, Joan Luksik, and Shane Spradlin

Trustees Absent: Keith Carduner and Joy Murray

Administration: Library Director Tera Moon; Assistant Director Katherine Bryant

Guests: Youth Services Librarian and SOC representative Amanda Carroll

Trustees Shane Spradlin and Joan Luksik requested **7A and 7B** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik, **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7A and 7B**
A vote was taken for approval of the motion.
Ayes: Gillman, Lindstrom, Luksik, and Spradlin
Nays: None
MOTION CARRIED

PRESIDENT'S VERBAL REPORT:
President Dani Gillman discussed early voting at the Library. She was excited to vote in the Library and proud to welcome the community into the building to vote. She has heard great support for the Library millage renewal proposal from the community thus far.

DIRECTOR'S VERBAL REPORT:
Director Tera Moon provided updates on the millage renewal proposal. The annual All-Staff Meeting will be held on February 29. The Library will celebrate March is Reading Month with Kindergarten Readers' Roundups and special displays and activities. Director Moon also shared updates on children's literature awards, the early childhood play area in Youth Services, and the Library's 60th anniversary in October 2024.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Shane Spradlin, **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

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

REGULAR AGENDA:
Call to the public.
Youth Services Librarian Amanda Carroll, representing the SOC, shared updates regarding the proposed slate of SOC representatives for 2024-2025.

10. UNFINISHED BUSINESS:
10a. Bylaws Review
The primary goal of this discussion is to ensure a common understanding of the bylaws. This is an opportunity to understand how and why the Board operates the way it does. The Board reviewed and discussed Article IV, Sections 1-2. This Article establishes standing committees and how trustees are selected for the committees.

11. NEW BUSINESS:
11a. Review of Budget Reports
In response to recent questions, Director Moon reviewed the Library's financial reports and budget process. She went over the financial reports that are provided in the monthly board packet and how the Trustees can use these to evaluate the Library's financial position. She provided an outline of the process of developing the budget, the goals of the budget as a document, and the Board's role in the budget. She shared information about the new color coding on the General Fund Budget document.

11b. Updates to Solicitation Guidelines
As the Library is serving as an early voting polling location, Director Moon proposed updates to the Solicitation Guidelines and the Rules of Conduct. The updates include rules to ensure that campaigning during early voting periods does not interfere with patrons' use of the Library. The goals include ensuring that patrons have easy ingress and egress and that library grounds are not damaged by signs or other campaigning activity. In Michigan, it is illegal to attempt to persuade someone to vote for or against a specific candidate, party, or ballot question within 100 feet of a polling place. The updated versions of the Solicitation Guidelines and the Rules of Conduct include this 100 foot rule for campaigning, and also update the rule for petitioners to 100 feet for consistency.

Upon discussion, a motion was made by Joan Luksik, seconded by Judy Lindstrom, **TO APPROVE THE REVISIONS TO THE LIBRARY'S SOLICITATION GUIDELINES AND RULES OF CONDUCT.**
A vote was taken for approval of the motion.
Ayes: Gillman, Lindstrom, Luksik, and Spradlin
Nays: None

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Shane Spradlin removed 7A. He inquired about database usage and if the Board should provide input on these expenses. Director Moon explained that the librarians are responsible for these decisions.
- Trustees Shane Spradlin and Joan Luksik inquired about the expense for Midwest Tape. Director Moon explained that this is a deposit payment for hoopla, which charges per patron checkout, with the specific charge based on the specific title. She also explained that the DVDs are primarily movies and TV shows.
- Trustee Shane Spradlin inquired about the Amazon Capital expense. Director Moon explained that this includes multiple orders.
- Trustee Shane Spradlin removed 7B. He remarked that he loves the color coding on the budget. He remarked on the increased investment earnings. He also shared copies of the detailed General Fund Budget, which he received with the Finance Committee packet, and suggested including this in the regular board packet.
- Trustee Judy Lindstrom recommended advertising meeting room rentals in order to better serve the community and increase revenue in this category.
- Director Moon shared additional information about the Innovative Interfaces invoice that was discussed at the January Board Meeting.

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

A vote was taken for approval of the motion.
Ayes: Gillman, Lindstrom, Luksik, and Spradlin
Nays: None

OTHER:

Shane Spradlin inquired about the press mentions that involved the SMART meetings. Director Moon explained that they held a meeting at the Library, and it was getting a lot of attention.

Joan Luksik inquired about the new location code for the teen collection included in the strategic plan memo. Assistant Director Katherine Bryant explained that Materials Services made this change in preparation for the new online catalog, Vega, to make the teen collection easier to find.

Dani Gillman inquired about the last Friends Book Sale, which raised nearly $7,500 in sales and donations.

Director Moon shared information about the 50 Book Challenge.

President Dani Gillman called the meeting into closed session at 7:55 p.m. to discuss the Director's evaluation and contract renewal. At 8:06 p.m. Director Moon was called into the closed session. Trustees Judy Lindstrom and Joan Luksik informed her that a contract renewal and salary increase were agreed upon.

President Dani Gillman called the meeting back into regular session at 8:13 p.m.

The next board meeting will be Tuesday, March 19, 2024.

At 8:13 p.m. President Gillman adjourned the meeting.

Submitted by:

Joan Luksik, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, March 7, 2024

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

Trustees absent: none

Administration: Library Director Tera Moon, Assistant Library Director Katherine Bryant, Administrative Assistant Linden Godlove, and Finance Coordinator Monica Gower

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Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**
A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Murray, and Spradlin
Nays: None
MOTION CARRIED

CALL TO THE PUBLIC:
None present.

UNFINISHED BUSINESS:
None.

NEW BUSINESS:
5a Budget Review
Director Tera Moon thanked the trustees for their review of the budget, the library staff who worked very hard to prepare the budget, and the residents of Bloomfield Township for supporting the millage renewal.

Director Moon said the Library is doing well and this is a very sound financial plan. She gave an overview of library revenues and expenditures for the Fiscal Year 2023-2024 and the proposed budget for Fiscal Year April 1, 2024 – March 31, 2025, which will be presented at the March 19, 2024 Library Board Meeting. The overview included the

Capital Improvements Plan. The group discussed the potential impact of the new strategic plan on the budget. All agreed that this is a healthy budget that points to an optimistic future for the Library.

OTHER:
Judy Lindstrom asked that old plant matter be removed from the entrance urns.

The next scheduled Regular Board Meeting is March 19, 2024 at 7:00 p.m.

Meeting adjourned at 9:59 a.m.

Submitted by:

Joan Luksik, Secretary

Bloomfield Township Public Library

Cash Disbursements Comments
February 2024

New Vendors:

- Curtis Chin
- Kaleigh Wilder

General Fund – Advance Checks:

- Check #23738 made payable to Killian Weston in the amount of $81.75 was reimbursement for prizes for winter reading.

- Check #23740 made payable to Deluxe in the amount of $1,000.00 was payment for postage for Pitney Bowes meter machine.

- Check #23741 made payable to DTE Energy in the amount of $19,525.15 was payment for electric service for the period 1/10-2/7.

- Check #23743 made payable to Midwest Collaborative for Library Services in the amount of $5,632.03 was payment for a subscription to the Value Line electronic database.

- Check #23745 made payable to BTPL SOC in the amount of $121.73 was payment of SOC's share of the vending commission.

- Check #23750 made payable to Consumers Energy in the amount of $6,269.54 was payment for natural gas service for the period 1/6-2/5.

- Check #23751 made payable to Brooke Hoskins in the amount of $2,928.00 was payment for an advance for travel expenses for attendance of the American Library Association annual conference in San Diego, CA.

- Check #23754 made payable to Foundry in the amount of $5,000.00 was payment for work to migrate the Library's online staff schedule to a new hosting provider.

General Fund – Regular Checks:

- Check #23759 made payable to Arbor Oakland Group in the amount of $5,150.00 was payment for printing of the spring newsletter.

- Check #23760 made payable to Assa Abloy Entrance Solutions in the amount of $1,008.81 was payment for quarterly automatic door maintenance.

- Check #23761 made payable to Augies Building Services in the amount of $12,744.95 was payment for one month of janitorial services.

- Check #23765 made payable to Bloomfield Township in the amount of $1,104.73 was for water and sewer service for the period 1/22-2/19.

- Check #23766 made payable to Bloomfield Township in the amount of $339,622.51 was payment for two payrolls including FICA, health insurance, etc.

- Check #23767 made payable to Bottom Line Health in the amount of $29.95 was payment for a newsletter subscription.

- Check #23768 made payable to Bottom Line Personal in the amount of $39.00 was payment for a newsletter subscription.

- Check #23769 made payable to Butzel Long in the amount of $117.00 was payment for legal services.

- Check #23774 made payable to Communico LLC in the amount of $9,750.00 was payment for implementation and annual subscription fee for study room reservation software and digital signage software.

- Check #23777 made payable to Farmington Community Library in the amount of $1,446.91 was payment for annual subscription to Mango Languages and World Trade Press databases purchased through Metro Net.

- Check #23778 made payable to Foundry in the amount of $25.00 was payment for monthly hosting of the Library's online staff schedule.

- Check #23782 made payable to Innovative Interfaces, Inc in the amount of $3,500.00 was payment for an implementation fee for the new catalog interface Vega.

- Check #23783 made payable to LJ Rolls Refrigeration Co., Inc in the amount of $12,881.66 was payment for 4 invoices for various building services: $2,867.00 for clean out of lift station; $987.97 for repairs on a light in a display case; $1,269.58 for replacement of a recirculation pump for a hot water tank; $7,857.11 for repairs and maintenance on various parts of the HVAC system over an 8-day period.

- Check #23794 made payable to The Library Network in the amount of $5,542.88 was payment for 3 invoices for computer equipment and a database subscription.

- Check #23798 made payable to University of Detroit Mercy in the amount of $50.00 was payment for a lost MeLCat item.

- Check #23799 made payable to Value Line Publishing in the amount of $2,470.00 was payment for a subscription to the print version of Value Line.

Gift Fund - Advance Checks:

- Check #5505 made payable to Killian Weston in the amount of $40.47 was reimbursement for purchase of program supplies.

- Check #5507 made payable to Bloomfield Twp. Public Library in the amount of $2,570.00 was reimbursement of the general fund for the under-cabinet lights in the board room.

- Check #5508 made payable to Curtis Chin in the amount of $1,000.00 was payment for a program presenter.

- Check #5510 made payable to Kaleigh Wilder Music, LLC in the amount of $1,000.00 was payment for a program presenter.

- Check #5511 made payable to Scott Nelson in the amount of $150.00 was payment for piano tuning.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2024

Check #	Date	Payee	Cash Account	Amount

General Fund

ADVANCE CHECKS:

Check #	Date	Payee	Cash Account	Amount
23735	2/14/24	LOWE'S	016.01	184.19
23736	2/14/24	PTS Communications	016.01	85.80
23737	2/14/24	T MOBILE	016.01	60.20
23738	2/14/24	Killian Weston	016.01	81.75
23739	2/21/24	AMAZON CAPITAL SERVICES	016.01	2,002.92
23740	2/21/24	DELUXE	016.01	1,000.00
23741	2/21/24	DTE ENERGY	016.01	19,525.15
23742	2/21/24	FLAGSTAR BANK	016.01	4,647.25
23743	2/21/24	MIDWEST COLLABORATIVE for LIB. SVCS	016.01	5,632.03
23744	2/21/24	PRINCIPAL LIFE INSURANCE COMPANY	016.01	848.55
23745	2/21/24	BTPL SOC	016.01	121.73
23746	2/21/24	VIGILANTE SECURITY	016.01	1,950.00
23747	2/28/24	APPLIED INNOVATION	016.01	2,076.53
23749	2/28/24	XFINITY	016.01	85.50
23750	2/28/24	CONSUMERS ENERGY	016.01	6,269.54
23751	2/28/24	Brooke Hoskins	016.01	2,928.00
23752	2/28/24	TOTAL ENERGY SYSTEMS, INC.	016.01	367.00
23753	2/28/24	AT&T	016.01	727.60
23754	2/28/24	FOUNDRY	016.01	5,000.00
23755	3/6/24	AMAZON CAPITAL SERVICES	016.01	1,435.04
23756	3/6/24	TERMINIX PROCESSING CTR.	016.01	171.00
23757	3/6/24	WT COX INFORMATION SERVICES	016.01	7.25
Total				55207.03

REGULAR CHECKS:

Check #	Date	Payee	Cash Account	Amount
23758	3/11/24	AERO FILTER, INC	016.01	337.68
23759	3/11/24	ARBOR OAKLAND GROUP	016.01	5,150.00
23760	3/11/24	ASSA ABLOY ENTRANCE SOLUTIONS	016.01	1,008.81
23761	3/11/24	AUGIES BUILDING SERVICES	016.01	12,744.95
23762	3/11/24	AUNALYTICS, INC.	016.01	2,829.63
23763	3/11/24	BAKER & TAYLOR, INC.	016.01	15,102.32
23764	3/11/24	BLACKSTONE PUBLISHING	016.01	83.20
23765	3/11/24	BLOOMFIELD TOWNSHIP	016.01	1,104.73
23766	3/11/24	BLOOMFIELD TOWNSHIP	016.01	339,622.51
23767	3/11/24	BOTTOM LINE HEALTH	016.01	29.95
23768	3/11/24	BOTTOM LINE PERSONAL	016.01	39.00
23769	3/11/24	BUTZEL LONG	016.01	117.00
23770	3/11/24	CENGAGE LEARNING/GALE	016.01	881.05
23771	3/11/24	CENTER POINT PUBLISHING	016.01	29.21
23772	3/11/24	CENTRAL BUSINESS SYSTEMS, INC.	016.01	617.45
23773	3/11/24	CINTAS CORPORATION	016.01	179.92
23774	3/11/24	Communico LLC	016.01	9,750.00
23775	3/11/24	DEMCO, INC.	016.01	77.97
23776	3/11/24	ELM USA, Inc.	016.01	339.95
23777	3/11/24	FARMINGTON COMMUNITY LIBRARY	016.01	1,446.91
23778	3/11/24	FOUNDRY	016.01	25.00
23779	3/11/24	GREAT OAKS MAINTENANCE	016.01	3,600.00
23780	3/11/24	HANBOOKS.COM MAGAZINE	016.01	456.37
23781	3/11/24	INFOBASE LEARNING	016.01	1,069.13
23782	3/11/24	INNOVATIVE INTERFACE, INC	016.01	3,500.00
23783	3/11/24	LJ ROLLS REFRIGERATION CO., INC	016.01	12,881.66
23784	3/11/24	MANGO LANGUAGES	016.01	2,437.09
23785	3/11/24	MICROMARKETING LLC	016.01	573.24
23786	3/11/24	MIDWEST TAPE	016.01	1,499.99
23787	3/11/24	NBS	016.01	2,977.85
23788	3/11/24	NICHOLS/NETWORK SERVICES CO	016.01	1,120.34
23789	3/11/24	OTC BRANDS, INC.	016.01	209.86
23790	3/11/24	OVERDRIVE	016.01	3,171.85
23791	3/11/24	PRIORITY WASTE, LLC	016.01	374.30
23792	3/11/24	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	231.49
23793	3/11/24	SENTINEL TECHNOLOGIES, INC.	016.01	3,531.25
23794	3/11/24	THE LIBRARY NETWORK	016.01	5,542.88
23795	3/11/24	THOMSON REUTERS- WEST	016.01	155.74

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2024

Check #	Date	Payee	Cash Account	Amount
23796	3/11/24	TOTAL ENERGY SYSTEMS, INC.	016.01	687.00
23797	3/11/24	UNIQUE MANAGEMENT SERVICES, INC.	016.01	128.05
23798	3/11/24	University of Detroit Mercy	016.01	50.00
23799	3/11/24	VALUE LINE PUBLISHING, INC	016.01	2,470.00
23800	3/11/24	WP COMPANY LLC	016.01	1,939.30

Bloomfield Township Public Library
FY 2023-2024 General Fund Budget

PRESENTED: MARCH 19, 2024   FOR THE MONTH OF: FEBRUARY, 2024

Eleven Months 91.6%

ACCOUNT NAME	2023-2024 ADOPTED BUDGET AS OF MARCH 21, 2023	2023-2024 AMENDED BUDGET AS OF AUGUST 15, 2023	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE	
Revenues							
Taxes	$8,578,936	$8,678,895	$3,336,819	$8,456,591	97.44%	($222,304)	*penal fines collected by the State of MI are down
Penal Fines	$71,695	$71,695	$0	$59,359	82.79%	($12,336)	
State Aid	$40,800	$40,800	$0	$44,876	109.99%	$4,076	
Circulation Fines & Fees	$25,500	$25,500	$1,634	$24,057	94.34%	($1,443)	
Charges for Services	$14,866	$14,866	$1,701	$11,125	74.84%	($3,741)	* room rental usage is down
Photocopy Fees	$651	$651	$1	$985	151.37%	$334	
Room Rental Fees	$14,215	$14,215	$1,700	$10,140	71.33%	($4,075)	
Investment earnings	$50,000	$50,000	$8,583	$474,519	949.04%	$424,519	
Interest/Dividends	$50,000	$50,000	$38,796	$377,441	754.88%	$327,441	
Change in Asset Value	$0	$0	($30,213)	$97,078	0.00%	$97,078	
Miscellaneous	$34,566	$34,566	$2,816	$46,253	133.81%	$11,687	
Miscellaneous Revenue	$3,370	$3,370	$22	$2,766	82.07%	($604)	
Library Shop	$4,081	$4,081	$404	$4,554	111.59%	$473	
Café	$7,115	$7,115	$2,390	$3,914	55.02%	($3,201)	
Sale of Used Equip.	$0	$0	$0	$2,068	0.00%	$2,068	
Transfers In	$0	$0	$0	$0	0.00%	$0	
Federal Grants	$0	$0	$0	$2,068	0.00%	$2,068	
Refunds/Rebates-Self Ins.Rx	$20,000	$20,000	$0	$30,883	0.00%	$10,883	
Total Revenues	$8,816,363	8,916,322	$3,351,552	$9,116,781	102.25%	$200,459	
Expenditures							
Personnel	$4,977,239	$4,977,239	$357,726	$4,228,749	84.96%	($748,490)	
Salaries & Wages	$3,262,098	$3,262,098	$229,506	$2,639,816	80.92%	($622,282)	
Social Security	$249,017	$249,017	$16,455	$190,466	76.49%	($58,551)	
Employee Insurances	$972,208	$972,208	$25,539	$701,059	72.11%	($271,149)	
Retirement	$493,916	$493,916	$86,226	$697,409	141.20%	$203,493	
Retiree Health Care - OPEB	$0	$0	$0	$0	0.00%	$0	
Library Services	$823,309	$830,600	$40,167	$669,718	80.63%	($160,882)	
Electronic Serv.-Databases	$206,405	$206,405	$11,525	$201,447	97.60%	($4,958)	
Electronic Services-Skyriver	$25,700	$25,700	$0	$23,898	92.99%	($1,802)	
Books	$326,408	$326,408	$18,372	$241,386	73.95%	($85,022)	
Processing & Supplies	$24,000	$24,000	$340	$21,574	89.89%	($2,426)	
Periodicals/Docs/Ref. Serv.	$64,577	$71,368	$5,334	$58,567	82.06%	($12,801)	
Music	$16,053	$16,553	$235	$4,787	28.92%	($11,766)	
Audiobooks	$75,123	$75,123	$2,164	$60,101	80.00%	($15,022)	
DVD's	$42,000	$42,000	$1,376	$23,133	55.08%	($18,867)	
Accessibility Support Collection	$10,043	$10,043	$30	$5,014	49.92%	($5,029)	
Programming	$33,000	$33,000	$792	$29,812	90.34%	($3,188)	
Facilities & Equipment	$1,058,879	$1,143,872	$72,368	$1,087,110	95.04%	($56,762)	*Only necessary expenditures allowed at this time
Repairs/Maint. Supplies	$65,000	$65,000	$31,677	$67,813	104.33%	$2,813	
Telephone	$17,450	$17,450	$959	$10,425	59.74%	($7,025)	
Building Insurance	$58,017	$58,017	$0	$56,624	97.60%	($1,393)	
Public Utilities	$384,000	$384,000	$26,899	$347,998	90.62%	($36,002)	
Building Maintenance	$180,866	$264,166	($137)	$277,284	104.97%	$13,118	
Equipment Maintenance	$24,210	$24,210	$2,694	$19,370	80.01%	($4,840)	
Grounds Maintenance	$96,675	$96,675	$3,600	$90,422	93.53%	($6,253)	
Computer System Maint.	$216,661	$218,354	$3,247	$210,359	96.34%	($7,995)	
Equipment	$16,000	$16,000	$3,429	$6,815	42.59%	($9,185)	
Other Operating Expenditures	$3,769,582	$3,778,363	$42,646	$594,379	15.73%	($3,183,984)	
Office/Computer Supplies	$32,000	$32,000	$2,645	$25,725	80.39%	($6,275)	
Postage	$22,055	$22,055	$1,000	$21,641	98.12%	($414)	
Professional Services	$118,876	$118,876	$7,776	$110,528	92.98%	($8,348)	
Projects	$3,517,916	$3,526,697	$23,997	$379,328	10.76%	($3,147,369)	
Staff Development/Travel	$29,575	$29,575	$1,986	$21,710	73.41%	($7,865)	
Printing & Publishing	$25,050	$25,050	$5,150	$21,716	86.69%	($3,334)	
Dues & Membership	$17,030	$17,030	$50	$12,101	71.06%	($4,929)	
Bank Expenses	$4,720	$4,720	$42	$1,049	22.21%	($3,671)	
Library Shop Expenses	$2,000	$2,000	$0	$582	29.08%	($1,418)	
Café Expenses	$360	$360	$0	$0	0.00%	($360)	
Total Expenditures	$10,629,009	$10,730,074	$512,907	$6,579,956	61.32%	($4,150,118)	
Fund Balance - Beginning	$13,833,927	$13,833,927		$13,833,927			
Net revenue (expenditure)	($1,812,646)	($1,813,752)		$2,536,825			
Fund Balance - Ending	$12,021,281	$12,020,175		$16,370,752			

Fund Balance Designations

Nonspendable-Prepaid Expense	$18,791	$18,791
Committed Fund Balance (is 8-months of operational expenditures amount)	$4,740,729	$4,802,251
Assigned Fund Balance (is $482,971 the 3/31/23 compensated absences accrual, plus $1,726,920 the OPEB obligation plus $3,517,916 for capital improvements)	$7,161,761	$7,099,133
Unassigned Fund Balance (is the unplanned emergency amount)	$100,000	$100,000

Revenue
if it is at or over the percentage of the year
more than 2.5% under
more than 5% under

Expenditures
under 2.5%-5%
at % or 1.5%
over %

Bloomfield Township Public Library
FY 2023-2024 Gift Fund Budget
PRESENTED: MARCH 19, 2024   FOR THE MONTH OF: FEBRUARY, 2024

Eleven Months 91.6%

ACCOUNT NAME	2023-2024 ADOPTED BUDGET AS OF MAR 21, 2023	2023-2024 AMENDED BUDGET AS OF MAR 19, 2024	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
Revenues						
Gift Income	**$500**	**$76,031**	**$8,000**	**$100,507**	**132.19%**	**$24,476**
Gift Revenue	$0	$2,870	$0	$2,870	100.00%	$0
Friends of the Library	$0	$66,722	$8,000	$91,098	136.53%	$24,376
Atkinson Trust	$0	$1,452	$0	$1,452	100.00%	$0
BTPL Endowment Fund/Amber Trust	$0	$1,958	$0	$2,058	0.00%	$100
Myers Scholarship	$500	$1,221	$0	$1,221	100.00%	$0
Smith Challenge Grant	$0	$1,808	$0	$1,808	100.00%	$0
Fair Radom Garden's Endowment	$0	$0	$0	$0	#DIV/0!	$0
Library Director's Legacy Fund	$0	$0	$0	$0	0.00%	$0
Investment Earnings	**$200**	**$200**	**$41**	**$313**	**156.32%**	**$113**
Miscellaneous Revenue	**$0**	**$0**	**$0**	**$0**	**0.00%**	**$0**
Total Revenues	**$700**	**$76,231**	**$8,041**	**$100,819**	**132.26%**	**$24,589**
Expenditures						
Library Services	**$75,589**	**$110,139**	**$5,101**	**$48,559**	**44.09%**	**($61,580)**
Facilities & Equipment	**$34,382**	**$61,754**	**$700**	**$30,639**	**49.61%**	**($31,115)**
Other Operating Expenditures	**$52,224**	**$65,832**	**$5**	**$11,776**	**17.89%**	**($54,056)**
Total Expenditures	**$162,195**	**$237,725**	**$5,806**	**$90,974**	**38.27%**	**($146,751)**
Fund Balance - Beginning	$161,695	$161,695		$161,695		
Net revenue (expenditures)	($161,495)	($161,495)		$9,846		
Fund Balance - Ending	$200	$200		$171,541		

Bloomfield Township Public Library
Asset Allocation Summary
FEBRUARY 2024

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	2/29/2024	$141,469.56
	Flagstar Public Funds Savings	4.22%	2/29/2024	$212,150.40
	Flagstar Premier Public Entities Checking	1.05%	2/29/2024	$492,679.89
	RBC Capital Cash/Money Market	1.40%	2/29/2024	$1,306.33
	RBC Capital - Investments	4.48%	2/29/2024	$16,379,057.87
	Total General Fund			**$17,226,664.05**

Please see General Fund budget for notes on how this amount is earmarked

Fund	Type	Annual Yield	Date	Amount on Hand
Gift Fund	Huntington Public Fund Business Interest Checking	0.29%	2/29/2024	$107,785.59
	Huntington CD (Charnov gift) - matures 02/04/2025	4.30%	2/29/2024	$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	2/29/2024	$15,802.93
	Total Gift Fund			**$173,588.52**

CFSEM

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

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

FINES AND FEES - TWO-YEAR COMPARISON

Month	2022/2023 Fiscal Year	2023/2024 Fiscal Year	Difference
APR	$1,665.40	$1,666.99	$1.59
MAY	$2,708.60	$1,618.90	($1,089.70)
JUN	$3,197.89	$2,390.09	($807.80)
JUL	$2,774.98	$2,456.65	($318.33)
AUG	$2,682.32	$3,013.99	$331.67
SEP	$2,434.58	$1,872.31	($562.27)
OCT	$2,215.79	$1,750.71	($465.08)
NOV	$2,366.59	$2,587.09	$220.50
DEC	$1,400.35	$2,227.15	$826.80
JAN	$2,464.37	$2,839.65	$375.28
FEB	$2,322.64	$1,633.85	($688.79)
MAR	$2,429.08		($2,429.08)
			YTD Difference
TOTAL	$28,662.59	$24,057.38	($4,605.21)

Fines and Fees
Two-Year Comparison
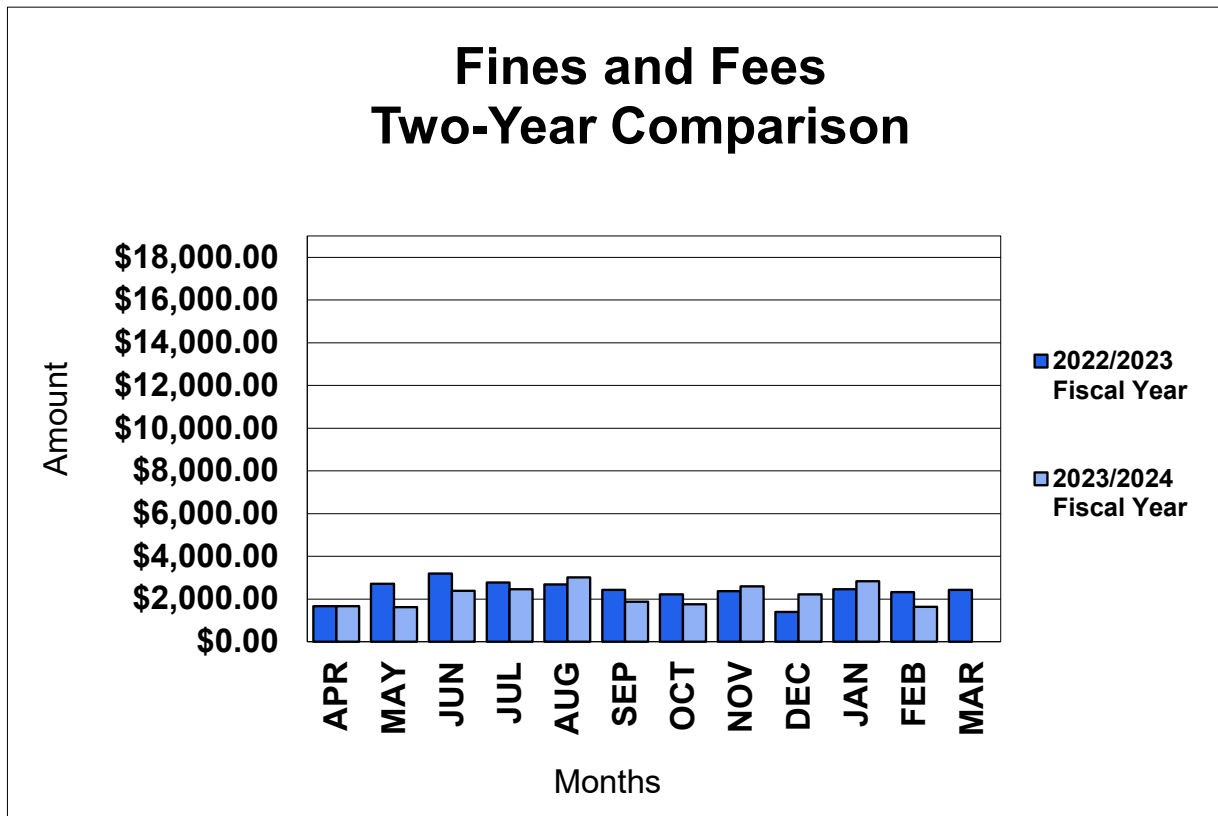
ROOM RENTAL - TWO-YEAR COMPARISON

Month	2022/2023 Revenue	2023/2024 Revenue	Difference	2022/2023 Usage	2023/2024 Usage	Month
APR	$500.00	$620.00	$120.00	16	17	APR
MAY	$450.00	$1,580.00	$1,130.00	14	21	MAY
JUN	$800.00	$2,150.00	$1,350.00	18	24	JUN
JUL	$200.00	$290.00	$90.00	10	11	JUL
AUG	$760.00	$428.00	($332.00)	17	13	AUG
SEP	$840.00	$2,052.00	$1,212.00	18	23	SEP
OCT	$1,400.00	$440.00	($960.00)	20	13	OCT
NOV	$197.00	$500.00	$303.00	8	15	NOV
DEC	$980.00	$130.00	($850.00)	20	5	DEC
JAN	$610.00	$250.00	($360.00)	16	10	JAN
FEB	$320.00	$1,700.00	$1,380.00	12	22	FEB
MAR	$1,900.00		($1,900.00)	23		MAR
			YTD Difference			
TOTAL	$8,957.00	$10,140.00	$1,183.00	192	174	

Room Rental Revenue

Room Rental Usage
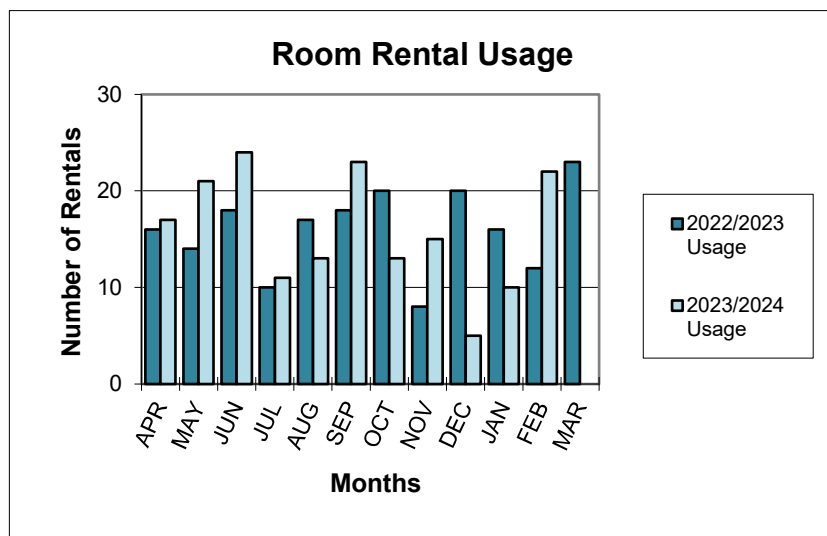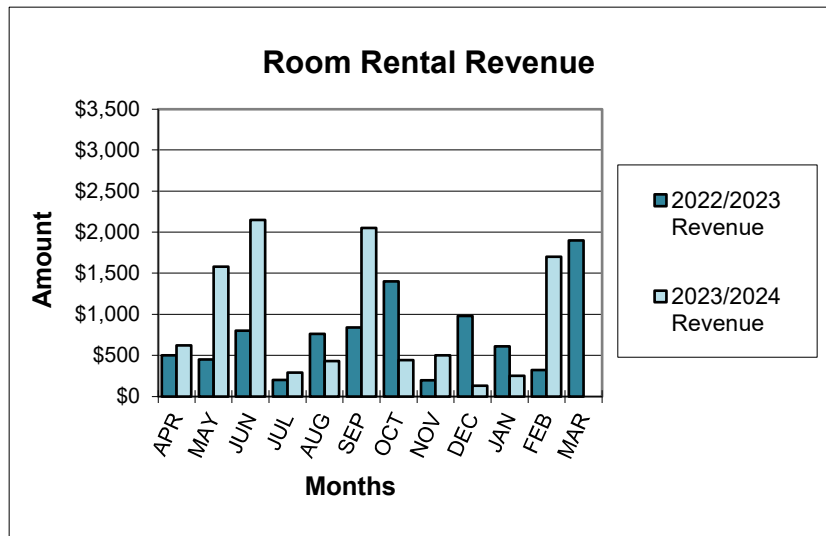
Bloomfield Township Public Library
Electricity Analysis

Building Area = 101,023 Sq ft.

	TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION				
Month	2022/2023	2023/2024	Difference	TOTAL KWH	COST/KWH	KWH/HR (24 x no.days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
APR	$16,757.01	$25,322.27	$8,565.26	225,134	$0.11	312.69	2.23	$35.17	$0.25
MAY	$20,983.27	$19,897.76	($1,085.51)	166,495	$0.12	223.78	1.65	$26.74	$0.20
JUN	$20,099.70	$23,496.49	$3,396.79	215,453	$0.11	299.24	2.13	$32.63	$0.23
JUL	$21,165.46	$26,914.27	$5,748.81	257,670	$0.10	346.33	2.55	$36.18	$0.27
AUG	$20,421.44	$25,285.64	$4,864.20	245,364	$0.10	329.79	2.43	$33.99	$0.25
SEP	$19,149.28	$26,013.82	$6,864.54	256,011	$0.10	355.57	2.53	$36.13	$0.26
OCT	$19,397.88	$22,634.92	$3,237.04	204,729	$0.11	275.17	2.03	$30.42	$0.22
NOV	$20,955.05	$22,324.34	$1,369.29	185,290	$0.12	257.35	1.83	$31.01	$0.22
DEC	$20,428.62	$19,726.20	($702.42)	160,034	$0.12	215.10	1.58	$26.51	$0.20
JAN	$20,598.15	$21,386.01	$787.86	189,840	$0.11	255.16	1.88	$28.74	$0.21
FEB	$18,822.06	$19,525.15	$703.09	162,974	$0.12	242.52	1.61	$29.06	$0.19
MAR	$22,798.37		($22,798.37)		#DIV/0!	0.00	0.00	$0.00	$0.00
			YTD Difference						
TOTAL	$241,576.29	$252,526.87	$10,950.58						

Two Year Cost Comparison

Two Year Operation Comparison
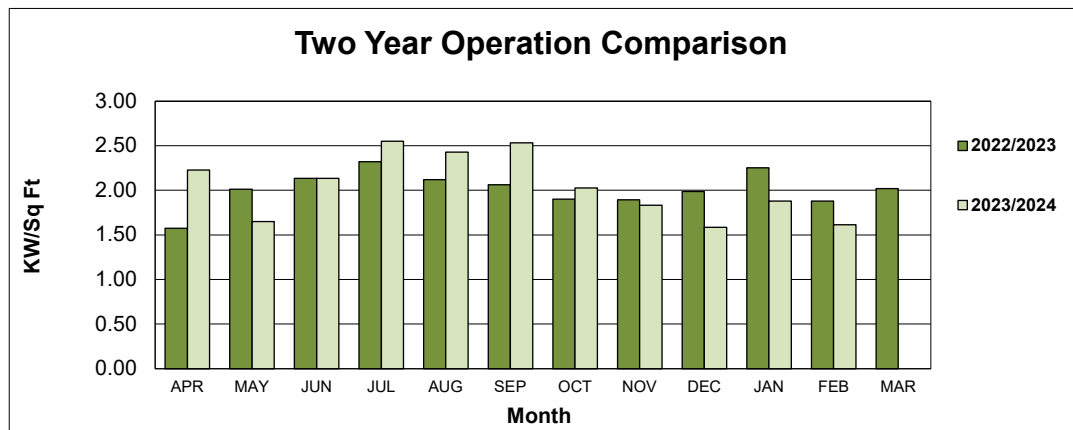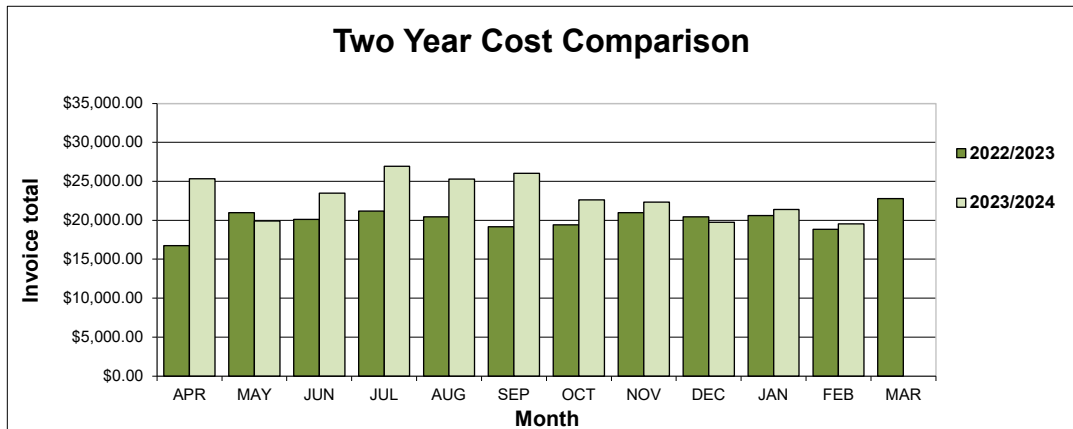
Bloomfield Township Public Library
Natural Gas Analysis

Building Area = 101,023

1 Cu. Ft. = 1000 BTU

	TWO YEAR COST COMPARISON				*OPERATION*						
Month	2022/2023	2023/2024	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	$/HR	$/SqFt
APR	$4,734.95	$6,437.40	$1,702.45	819.4	$7.86	720	1.14	0.008	8.94	0.063
MAY	$5,648.12	$5,880.24	$232.12	802.0	$7.33	744	1.08	0.008	7.90	0.057
JUN	$6,540.98	$5,137.69	($1,403.29)	711.2	$7.22	720	0.99	0.007	7.14	0.050
JUL	$5,339.99	$5,249.15	($90.84)	731.0	$7.18	744	0.98	0.007	7.06	0.051
AUG	$5,112.10	$6,918.84	$1,806.74	952.2	$7.27	744	1.28	0.009	9.30	0.067
SEP	$4,944.69	$5,594.26	$649.57	773.8	$7.23	720	1.07	0.008	7.77	0.055
OCT	$5,643.43	$5,344.46	($298.97)	735.3	$7.27	744	0.99	0.007	7.18	0.052
NOV	$6,389.93	$5,835.59	($554.34)	791.3	$7.37	720	1.10	0.008	8.10	0.057
DEC	$8,675.57	$6,426.13	($2,249.44)	875.7	$7.34	744	1.18	0.009	8.64	0.063
JAN	$7,423.04	$6,294.19	($1,128.85)	912.6	$6.90	744	1.23	0.009	8.46	0.061
FEB	$6,900.13	$6,269.54	($630.59)	921.7	$6.80	696	1.32	0.009	9.01	0.061
MAR	$7,814.38		($7,814.38)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	$75,167.31	$65,387.49	($9,779.82)							

Two Year Cost Comparison

Two Year Operation Comparison

3/13/2024
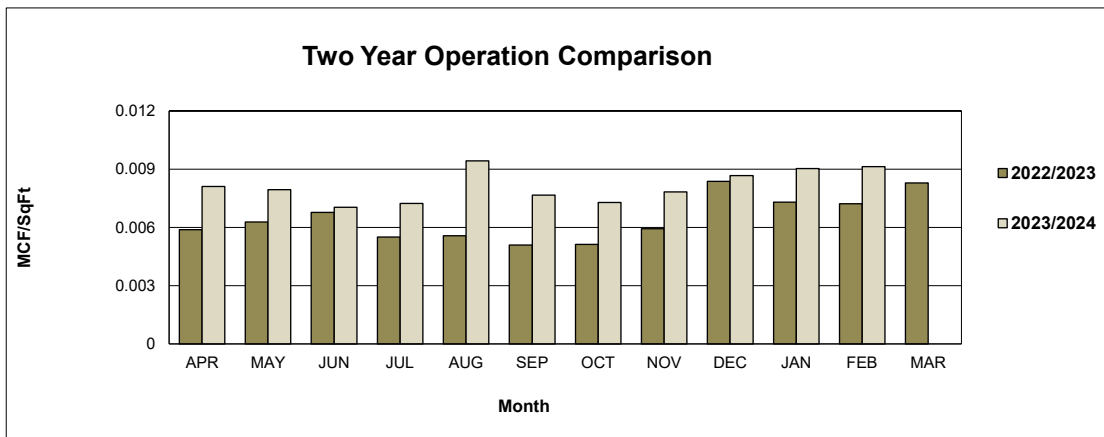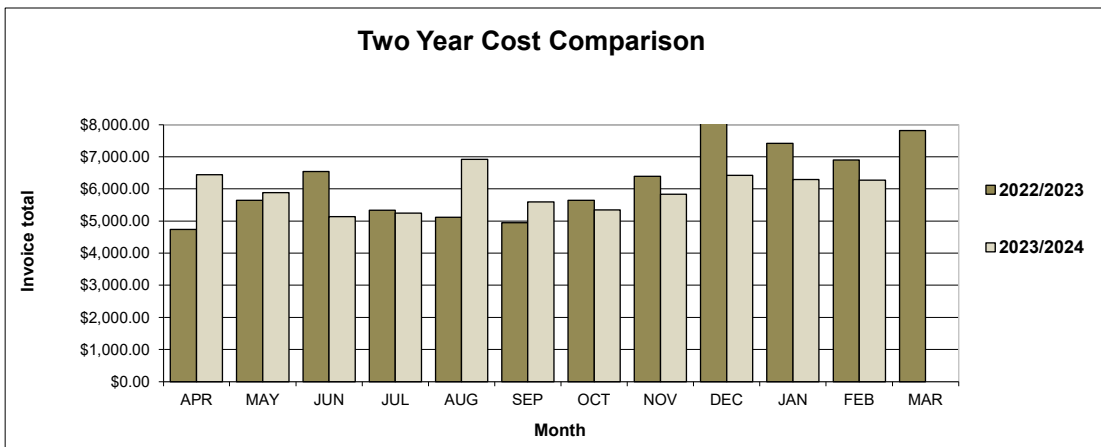
Bloomfield Township Public Library
Water Analysis

Month	2022/23 Fiscal Year Cost	2023/24 Fiscal Year Cost	Difference	2022/23 Fiscal Year Usage	2023/24 Fiscal Year Usage	Difference
APR	$738.86	$905.74	$166.88	31	39	8
MAY	$791.54	$815.29	$23.75	34	34	0
JUN	$5,842.47	$6,613.60	$771.13	465	511	46
JUL	$7,436.77	$7,947.25	$510.48	600	624	24
AUG	$6,106.80	$4,352.62	($1,754.18)	487	329	(158)
SEP	$5,385.90	$4,174.75	($1,211.15)	427	316	(111)
OCT	$4,694.57	$1,108.90	($3,585.67)	363	61	(302)
NOV	$879.34	$905.74	$26.40	39	39	0
DEC	$1,212.98	$941.62	($271.36)	58	41	(17)
JAN	$1,002.26	$1,213.27	$211.01	46	56	10
FEB	$1,125.18	$1,104.73	($20.45)	53	50	(3)
MAR	$1,265.66		($1,265.66)	61		(61)
			YTD Difference			YTD Difference
TOTAL	$36,482.33	$30,083.51	($6,398.82)	2,664	2,100	(564)

Two-Year Cost Comparison

Invoice total

$6,000.00
$4,500.00
$3,000.00
$1,500.00
$0.00

APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR

Months

- 2022/23 Fiscal Year Cost
- 2023/24 Fiscal Year Cost

Two-Year Usage Comparison

Usage total in thousand's of gallons

800
600
400
200
0

APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR

Months

- 2022/23 Fiscal Year Usage
- 2023/24 Fiscal Year Usage
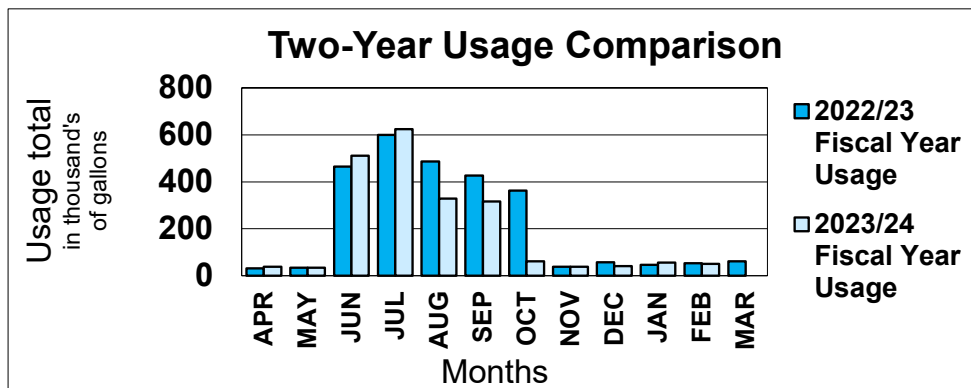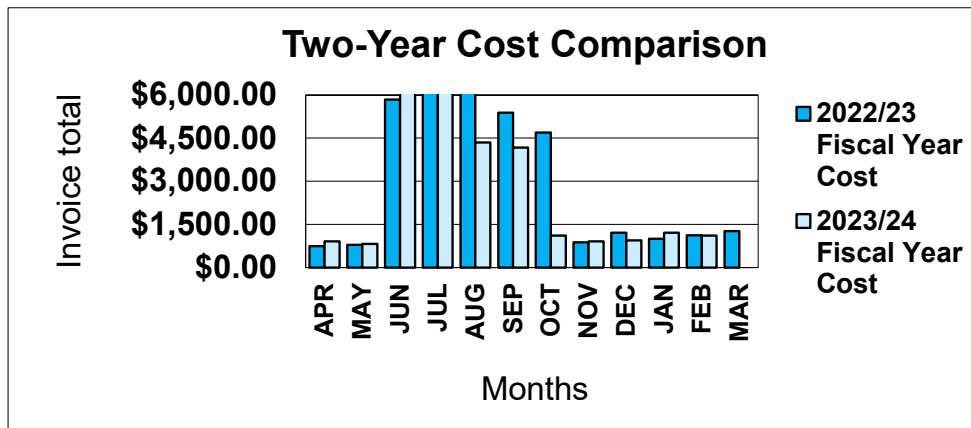
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT

March 2024

Once again, the Library will host the **AARP Tax Aide** tax preparation assistance. Volunteer tax preparers will be onsite Thursday, March 14 and Thursday, April 4. Patrons may register for an appointment by calling the West Bloomfield Parks & Recreation department.

The second round of **early voting** went very well. Just over 500 citizens cast ballots in the presidential primary election. The Clerks and election workers had great things to say about the library building and staff. The next election will be in August.

Staff are making all the necessary preparations to **eliminate overdue fines** starting April 1. There are many settings in the software that manages circulation that will need to be changed the morning of April 1. Circulation Department Head Anna Pelepchuk will be onsite early that morning to handle that work and to waive all existing fines. A marketing campaign will commence on that day as well.

The Library's **mobile printing service** recently changed from PrinterOn to Princh. Princh is a cloud-based printing solution that makes it possible for patrons to print from their personal devices to the Library's printers. They can even send documents to the print queue from offsite and come in later to print them. Princh is a new service provided by EnvisionWare, which is the vendor of several other electronic services such as the self-checks and PC reservations. Princh delivers many improvements over PrinterOn. Those improvements include a mobile friendly modern interface and the ability to upload multiple documents at once. Other options include paper size, color, number of copies, page range and 2-sided printing, and the ability to preview the document before sending it.

A **chamber music concert** was held on Friday, March 8 with stellar attendance and much enthusiasm. 130 attendees were treated to an outstanding concert featuring talented musicians from the University of Michigan School of Music, Theatre, and Dance. The last concert of the season will be on Friday, April 12 at 7pm. We thank the Friends' generous funding for making this series possible.

The Library is participating in the **Johnson Nature Center**'s upcoming Earth Day celebration on Sunday, April 21 from 10a-4p. Youth Services Librarian Selena Aguilera and Library Assistant Jayah Johnson will present a special earth-themed story time to

attendees.

Respectfully Submitted,

Tera Moon
Library Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
FEBRUARY 2024

	2023		**2024**	
COLLECTION				
Book Collection:	232,118		231,640	
Media Collection:	53,063		49,600	
Total e-books:	21,244		19,056	
Overdrive:	17,435		15,875	
Total downloadable audiobooks:	9,127		9,355	
Materials Total:	315,552		309,651	
CIRCULATION				
Circulation Total:	50,469		52,401	
Bloomfield Township Circulation:	47,682		47,268	
Virtual Circulation Total:	11,639		14,933	
Circulation of Youth Materials:	19,319		17,093	
Circulation of Media:	7,489		6,611	
Circulation of Cranbrook passes:	144		129	
Self-Checkout machine use:	13,347	26.4%	13,104	25.0%
Library By Mail:	59	42 patrons	66	51 patrons
Mobile App	n/a		82	
Building & Equipment Usage				
Door Count:	16,756	*	19,623	
Gate Count:	18,339		18,789	
Meeting rooms by public:	14		27	
Meeting rooms by staff:	73		116	
Virtual Use				
Home page hits:	30,471		36,274	
e-book access:	4,733		4,862	
Audiobook access: (Overdrive)	2,874		3,370	
Magazine download access:	816		2,880	
Hoopla access:	3,216		3,821	
BTPL Mobile New Devices	n/a		96	
BTPL Mobile Launches	n/a		1,913	
Library Computer Use				
Resident Use	403		443	
Guest Use	235		249	
* Library closed 2/21/23 1 p.m. due to inclement weather.				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
FEBRUARY 2024

	2023		**2024**	
OUTREACH & PROGRAMS				
New Patrons and Accounts				
Township:	164		159	
Cranbrook:	1		7	
Total new patrons:	204		226	
Adult Program Attendance				
Staff-led:	13 events	67 attended	14 events	129 attended
Speaker-led:	3 events	246 attended	4 events	93 attended
Book clubs:	5 events	41 attended	5 events	54 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	6 events	209 attended	4 events	95 attended
Chamber Music Concert:	1 event	150 attended	1 event	136 attended
Bloomfield Historical Society:	1 event	101 attended	0 events	0 attended
Systems Program Attendance				
Staff-led:	3 events	14 attended	6 events	44 attended
Teen Program Attendence				
Staff-led:	0 events	0 attended	1 event	1 attended
Youth Program Attendance				
Staff-led:	32 events	880 attended	37 events	627 attended
Speaker-led:	1 event	25 attended	1 event	17 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	4 events	147 attended	3 events	70 attended
TOTAL:	69 events	1,880 attended	76 events	1266 attended
Volunteers (total for the month)	6 people	45.25 hours	8 people	48.25 hours
Shop volunteers	5 people	43.25 hours	5 people	29.25 hours
Court appointed volunteers	0 people	0 hours	1 person	15 hours
Student volunteers	0 people	0 hours	2 people	4 hours
Department volunteers	1 person	2 hours	0 people	0 hours
Patron Remarks				
Patron comments:	4		4	
Ask BTPL:	10		10	
DISPLAYS				
Lobby	*Inside Out, A Miscellany of Artists' books, magazines & music*			
Local History	*Library Love*			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

3/12/2024

	2019/2020	2020/2021	2021-2022	2022-2023	2023-2024
APRIL	57,900	18,087	48,463	48,665	50,983
MAY	55,056	17,974	45,393	47,140	48,921
JUNE	58,301	22,933	50,843	49,706	52,369
JULY	65,499	37,962	46,304	57,694	57,272
AUGUST	62,633	47,629	55,372	55,485	55,983
SEPTEMBER	55,270	47,507	49,604	48,792	51,492
OCTOBER	54,813	53,114	50,855	50,032	52,652
NOVEMBER	52,623	45,117	50,656	48,595	53,264
DECEMBER	51,267	50,080	48,439	48,737	52,182
JANUARY	55,277	39,378	47,195	53,373	55,573
FEBRUARY	55,172	45,329	47,023	50,469	52,401
MARCH	38,121	56,504	54,732	50,705	
TOTAL	661,932	481,614	594,879	609,393	583,092

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE-YEAR COMPARISON
CIRCULATION STATISTICS
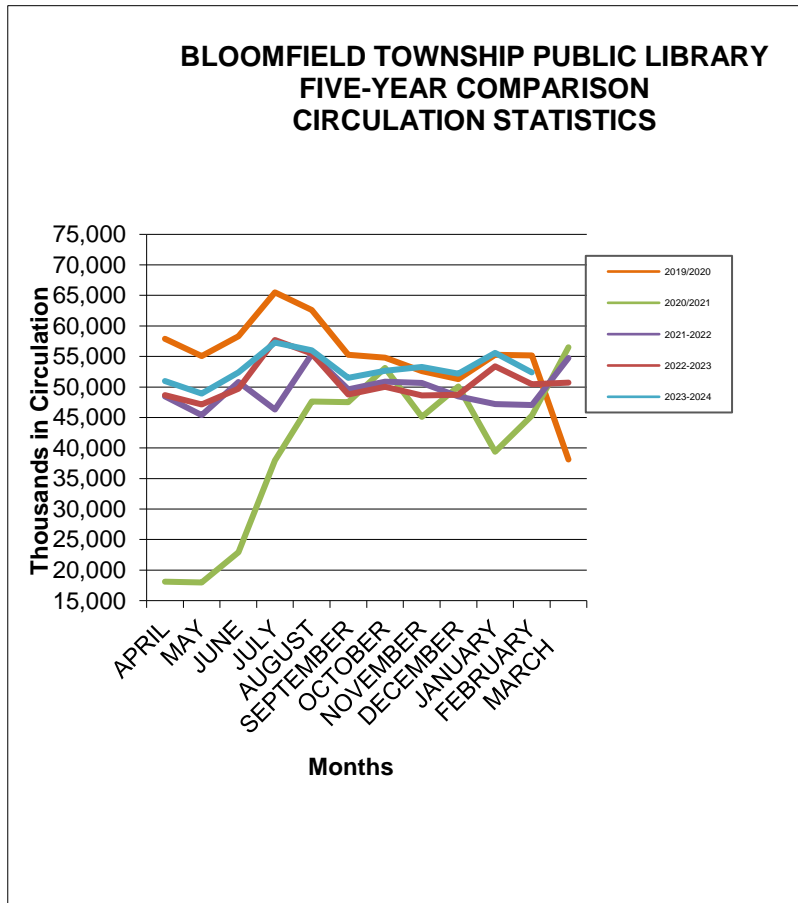
Decrease due to Library being closed March 14-31, 2020 (Covid-19 Pandemic)
Decrease due to Library being closed April 1-30, 2020 (Covid 19 Pandemic)
Decrease due to Library being closed May 1-31, 2020 (Covid 19 Pandemic)

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Tera Moon, Library Director

DATE: March 15, 2024

SUBJECT: Charnov Gift – Huntington CD

On February 5, 2024 the CD known as "the Charnov CD" matured. This CD was purchased in 2011 with funds donated to the Library by the family of Isabelle Charnov, a former trustee, at the time of her passing. Since that time, the Library has rolled over the funds into a new CD each time one matures. This two-year CD was purchased in February 2022 for $50,000 at a rate of 0.03%. The interest in this CD was deposited on an annual basis to our Huntington account. Interest in the amount of $15.30 was deposited to this account upon maturity of the CD on February 5, 2024.

Anticipating maturity, Finance Coordinator Monica Gower contacted Huntington to see what options were available. The options were to cash out the CD or purchase a new one for 4, 6, 9 or 12 months. Currently there is no 2-year option. The rates are as follows:

Term:	Rates:
4 Months	4.60%
6 Months	4.50%
9 Months	4.35%
12 Months	4.30%

After reviewing these options, Monica and I decided to purchase a new CD for 12 months at the rate of 4.30%. The interest on this CD will be deposited into the Huntington Gift account upon maturity on February 5, 2025.

I didn't know Isabelle Charnov, but I understand she loved literature and wanted to support and encourage reading the classics. This gift funding has been designated for purchase of classic works of literature. If you would like to discuss future options for this gift fund at the March 19, 2024 meeting, please bring it up as an item to be removed from the consent agenda.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
DEVELOPMENT COMMITTEE**

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, February 29, 2024, 10:00 a.m.

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

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

Guests: none

I. Opening Remarks

- **Tera Moon, Library Director:**

  o Provided context of past library celebrations and thanked the trustees for attending.

  o Expressed enthusiasm for the recent millage renewal, surpassing previous voter approval.

II. Library's 60th Anniversary Celebration

Reviewed past anniversary celebrations:

- 50th Anniversary (1964-2014): Year-long events, fundraiser, netted $18,000.

- Fall for Dahl (2016): After-hours event, low ticket price, solicited (and will not repeat) food donations, raised funds for a new puppet theater, netted $5,818.

- One World Many Stories (2018): International Night event, inspired year-long series, shifted focus from fundraising to friend-raising, catered by 2Unique, netted $3,922.

- "In Motion" (2020, cancelled): "Magical Night at the Library" theme.

  o Identified the need for a theme, direction, and vision for the 60th anniversary celebration.

  o Brainstormed potential themes, activities, and goals:

  - **Themes:** Optimism, Midcentury Modern, 1964 World's Fair, Unisphere.

  - **Activities:** Family event, after-hours gala, read-a-thon, community read, historical exhibits, scavenger hunt, food trucks, partnerships with local organizations.

  - **Goals:** Celebrate the Library's history and impact, outreach, showcase the strategic plan, thank the community, promote inclusivity and accessibility.

  - **Funding:** the focus would be celebrating the community, rather than fundraising. Funds for the event would be solicited from the Friends of the Library as well as sponsorship.

- o   Discussed potential involvement of the Friends of the Library, including seed funding and volunteer assistance, and a member invited to the committee.
- o   Discussed potential involvement of Library Ambassadors.
- o   Established a subcommittee (Judy Lindstrom, Joan Luksik, and Joy Murray, with support from Dani Gillman) to work on further planning.

III. Next Steps

- The subcommittee will meet on Wednesday, March 6, 2024, at 10:00 AM, to discuss further details.
- Options for family events and a read-a-thon as separate events will be explored.
- Friends of the Library will be approached for financial support.

Next meeting: Not scheduled at this time.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Tera Moon, Library Director

DATE: March 7, 2024

SUBJECT: Art Committee Review of Donated Print

A patron expressed a desire to donate an art print to the Library and dropped it off for review. The print is from a children's picture book called *The Frog Princess.* Trustees Judy Lindstrom and Joan Luksik briefly reviewed the print immediately following the Development Committee meeting. The committee decided that the print wasn't quite right for the Library, especially as we start to reimagine spaces around building. The patron was notified and picked up the print.

**PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
DEVELOPMENT COMMITTEE**
_____

The meeting of the Bloomfield Township Public Library Board of Trustees 60th Anniversary Subcommittee was held at 10:00 a.m. on Wednesday, March 6, 2024.

Trustees Present: Judy Lindstrom and Joy Murray

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

Guests: none

Meeting Summary:

The meeting focused on planning Bloomfield Township Public Library's 60th Anniversary Celebration.

Discussion Points:

- **Format and Audience:** The committee discussed various format options, including a family-friendly event, an adult gala, and a read-a-thon. They also considered themes like "Optimism and Thanks," "Midcentury Modern," and the 1964 World's Fair. "Applause, Applause" was the selected title with a carnival theme. The focus will be gratitude and celebration of the community.
- **Date and time:** Saturday, October 5, 2024, 4:00 - 7:00 p.m.
- **Activities:** Ideas included carnival games, caricature artists, temporary tattoos, a scavenger hunt, a photo booth, historical displays, and a live band playing music from different decades.
- **Food**: Options were discussed, with preferences leaning towards catering or staffed stations offering dinner food, rather than snacks or desserts, potentially with a theme loosely inspired by carnivals. A liquor license might be obtained if it is feasible at a family-friendly event.
- **Logistics:** The committee discussed the time of the event, leaning towards an afternoon event starting at 4:00 PM and closing the Library early for setup. They also discussed options for estimating crowds, potentially through a simple RSVP system. There was discussion about limiting the event to Bloomfield Township residents and their guests.
- **Marketing and Sponsorship:** The committee discussed promoting the event through historical photos leading up to the celebration. They also discussed seeking sponsorships from local businesses and encouraging donations from the community.

Action Items:

- Announce the event with the Friends of the Library.
- Discuss the event with the full board at the next Library Board meeting on March 19.
- Reach out to caterers for rough estimates and options.

Next Meeting:

Thursday, March 21, 10:00 a.m. Sponsorship and funding will be discussed.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: **Trustees**

FROM: Tera Moon, Library Director

DATE: March 11, 2024

SUBJECT: **Bylaws Review**

During the annual policy review, Judy Lindstrom suggested reviewing the bylaws of the Library Board of Trustees as a group. Her vision is to spend some time at each board meeting discussing the bylaws. The primary goal of this discussion is to ensure a common understanding of the bylaws. It's an opportunity to understand how and why the Board operates the way it does. In the event that a procedure needs to be invoked, such as filling a midterm vacancy, the procedures will be fresher in our minds.

While the primary goal is understanding, we may, through conversation, decide some changes need to be made. If suggested changes come out of our conversations, I will keep track of them, and the policy committee can discuss the suggestions and put forth recommendations for changes during the annual policy review in late summer/early fall.

This month we will review and discuss Article V, Sections 1-3. This Article outlines the Board's role of hiring and evaluating the Library Director and defines the role of the Library Director.

We spark curiosity and imagination by connecting the community to resources, technology, and support.

BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

ARTICLE I

BOARD OF TRUSTEES

> <u>Section 1</u> - The Library Board of Bloomfield Township Public Library shall consist of six trustees elected as provided by the laws of the State of Michigan.

> <u>Section 2</u> - The responsibilities of the Library Board of Trustees as defined in Michigan Compiled Laws Public Act 397.205 include "make and adopt such bylaws, rules, and regulations for their own guidance and for the government of the library and reading room, as may be expedient; …the exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose; …to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of said library…to appoint a suitable librarian and necessary assistants, and fix their compensation; and …to remove such appointees."

> <u>Section 3</u> - In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next general November election. The appointed trustee shall be selected by a process as outlined in the Library Board of Trustees-approved "Bloomfield Township Public Library Board of Trustees Vacancy Procedure."

ARTICLE II

OFFICERS

> <u>Section 1</u> - The Officers of the Board of Trustees shall be a President, a Vice President, and a Secretary.

> <u>Section 2</u> - The President, Vice President, and Secretary of the Board shall be elected annually at the annual meeting of the Library Board of Trustees. Each officer shall hold office until a successor shall have been duly elected or until death, resignation, conviction of a felony, removal from office by the Governor under the State Constitution or ceases to be a qualified elector of Bloomfield Township. Vacancies in an office shall be filled for the unexpired portion of the term, at the next regular meeting of the Library Board of Trustees after such vacancy occurs.

> <u>Section 3</u> - The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the

duties of a presiding officer. The President shall have the authority to sign on behalf of the Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The President may delegate such authority to the Library Director as approved by the Library Board of Trustees.

Section 4 – The Vice President of the Board, in the absence of the President, shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The Vice President shall have the authority to sign on behalf of the Library Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees.

Section 5 - The Secretary of the Board shall approve an accurate and permanent account of the proceedings of the Board meetings, and generally perform the duties associated with that office. In the President's and Vice President's absences, the Secretary shall preside at Board meetings, and assume the authority to act on behalf of the President and Vice President.

ARTICLE III

MEETINGS
    Section 1 - The regular monthly meetings of the Library Board shall be held at the Library on the third Tuesday of the month at 7 p.m., or the fourth Tuesday of April at 7 p.m., or at a time stated from the proceedings of the previous meeting unless otherwise ordered by the Library Board of Trustees.

    Section 2 - The first regular meeting of the Library Board in November shall be known as the annual meeting and shall be for the purpose of electing officers and the appointment to committees, in addition to any other business that may arise. Each Trustee is expected to serve as an officer of the Library Board at least once during their four year term.

    Section 3 - Special meetings may be called by the President or upon written request of three members of the Board, for the transaction of business stated in the call for the meeting.

    Section 4 - Notices of all regular meetings and any special meetings shall be distributed from the Library to all members at least three (3) days before the meeting; provided, however, that notice of any meeting may be waived by any Trustee.

    Section 5 - Public notice of all meetings of the Library Board of Trustees shall be posted in advance of such meetings, pursuant to the Michigan "Open Meetings Act," Michigan Compiled Laws Public Act 267 of 1976, as amended.

Section 6 - A quorum for the transaction of business shall consist of not less than four (4) members of the Board. The affirmative vote of a majority of the members present of the Library Board of Trustees present is required for the approval of any action or decision of the Board, unless the vote of a larger number is required by law. If a quorum shall not be present at any meeting of the Board, the members of the Board present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

Section 7 – As permitted by law, a member of the Library Board of Trustees may participate in a meeting using communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes a presence in person at the meeting.

Section 8 - Regular attendance at board meetings is essential. The Library Board President and the Library Director should be notified in advance if attendance is not possible. A trustee who misses meetings frequently may not completely understand the issues at hand and valuable meeting time can be lost bringing that trustee back up to speed. An uninformed trustee cannot make the best possible decision when it comes time to vote. A successful library board needs every trustee at every meeting. A trustee who has difficulty in regularly attending meetings may wish to seek other opportunities to help the library rather than serving on the library board.

ARTICLE IV

COMMITTEES

Section 1 – The President of the Board shall appoint members to standing committees such as Finance, Personnel, and Policy, among others. These committees shall make periodic reports to the Board.

Section 2 – The President of the Board shall appoint members to special, select, or *ad hoc* committees created for specific purposes, such as the study and investigation of special issues, nominating committee and other *ad hoc* committees as the President shall deem appropriate. These committees shall make periodic reports to the Board as requested.

Two Trustees shall constitute the nominating committee and shall be appointed in advance of the annual meeting in November by the President of the Board. The role of the nominating committee is to find the most appropriate candidate for each office and present a slate of candidates at the annual meeting. Officers are elected by majority voice vote and begin their term after the meeting at which they are elected. The President should not sit on the Nominating Committee. Committee members can also be a nominee.

ARTICLE V

LIBRARY DIRECTOR

Section 1 -   Pursuant to Michigan Compiled Laws Public Act 397.205, the Board of Trustees "shall have power to appoint a suitable librarian" to serve as Library Director and "shall also have power to remove such appointees." The appointed Library Director shall be selected by a process as outlined in the Library Board of Trustees-approved "Bloomfield Township Public Library Director Vacancy Procedure."

Section 2 - The Library Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Library Board of Trustees.

Section 3 -The Library Director shall be responsible for the Library's services and resources offered to the community; for the operation of the Library under the financial conditions set forth in the annual budget; for the employment and direction of the staff; and for the care of the buildings and equipment. The Library Director shall attend all meetings of the Library Board of Trustees.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

ARTICLE VII

AMENDMENTS

The bylaws may be amended at any regular meeting of the Board by the affirmative vote of four (4) members of the Board of Trustees, provided that the proposed amendment was stated in the call for the meeting.

By-Laws adopted: 9/6/63
Amended: 2/10/87
Amended: 1/18/98
Amended: 1/19/99
Amended: 1/20/04
Amended: 1/16/07
Amended: 9/20/11
Amended: 9/16/14
Amended: 11/21/17
Amended: 10/16/18
Amended: 9/22/2022
Amended: 10/17/2023

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

_____

TO: **Library Board of Trustees**

FROM: Tera Moon, Library Director

DATE: March 12, 2024

SUBJECT: **Proposed General Fund and Gift Fund Budgets**
               for Fiscal Year April 1, 2024 - March 31, 2025

I am pleased to present to you at the Tuesday, March 19, 2024 regular monthly meeting of the Library Board of Trustees the proposed balanced budget that includes the FY 2023-2024 amended budget and the FY 2024-2025 proposed budget for your review. This fiscal plan projects that the anticipated operating expenditures are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to complete necessary capital projects such as addressing the lower-level storm water problems, conducting a compensation and classification study, and performing needed building repairs.

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

A copy of the proposed General Fund and Gift Fund Estimated budgets for fiscal year April 1, 2024 – March 31, 2025 is available at the Library's Welcome Desk for public review.

Included with the budget document are General Fund and Gift Fund budget resolutions in support and maintenance of Bloomfield Township Public Library. In order to adopt this budget, the motions included in this packet will need to be read and voted on.

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

Bloomfield Township Public Library

Budget

April 1, 2024 Through March 31, 2025

Bloomfield Township Public
Library

Budget

April 1, 2024 Through March 31, 2025

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Bloomfield Township Public Library

Section 1

Proposed Budget

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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 **$778,801 or 8.73%** over the current FY 2023-2024 Amended Budget. This increase is primarily due to the 5.00% increase in the anticipated property tax revenues and positive investment earnings.

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 **$1,223,411 or 11.26%** 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 **$9,697,191** for FY 2024-2025. Total operating expenditures are estimated to be **$7,524,255**. Expenditures including capital expenditures are estimated to be **$9,638,390**. The fund balance is estimated to be **$12,038,658.** At this time, there is no projected use of fund balance.

<u>OVERVIEW OF FY 2024-2025 PROPOSED BUDGET – GIFT FUND</u>

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.

<u>CLOSING STATEMENT</u>

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 Proposed Budget

ACCOUNT NAME	2022-2023 Column 1 ACTUALS AS OF MAR 31, 2023	2023-2024 Column 2 ADOPTED BUDGET AS OF MAR 21, 2023	Column 3 AMENDED BUDGET AS OF AUG 15, 2023	Column 4 AMENDED BUDGET AS OF MAR 19, 2024	2024-2025 Column 5 PRELIMINARY BUDGET AS OF AUG 15, 2023	Column 6 PROPOSED BUDGET AS OF MAR 19, 2024	Column 7 Col. 4 & 6 $ DIF.	Column 8 Col. 4 & 6 % DIF.	Column 9 % OF TOTAL REV/EXP
Revenues									
Taxes	**$8,349,456**	**$8,578,936**	**$8,678,895**	**$8,678,895**	**$6,843,244**	**$8,922,094**	**$243,199**	**2.80%**	**92.01%**
Penal Fines	**$66,126**	**$71,695**	**$71,695**	**$71,695**	**$71,695**	**$71,695**	**$0**	**0.00%**	**0.74%**
State Aid	**$43,493**	**$40,800**	**$40,800**	**$40,800**	**$40,800**	**$40,800**	**$0**	**0.00%**	**0.42%**
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%**	**0.11%**
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**	**$610,000**	**$560,000**	**1120.00%**	**6.29%**
Investment Earnings	$172,156	$50,000	$50,000	$50,000	$50,000	$610,000			
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%**	**0.14%**
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%**	**0.21%**
Total Revenues	**$8,673,648**	**$8,816,363**	**$8,916,322**	**$8,918,390**	**$7,080,671**	**$9,697,191**	**$778,801**	**8.73%**	**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%**	**78.07%**
Net Operating Revenue/(Expenditures)	*$2,316,984*	*$1,705,270*	*$1,712,945*	*$1,583,287*	*($272,023)*	*$2,172,966*			
Capital Projects	**$721,458**	**$3,517,916**	**$3,526,697**	**$3,526,697**	**$835,646**	**$2,114,165**	**($1,412,533)**	**-40.05%**	**21.93%**
Total Operating & Capital Expenditures	**$7,078,121**	**$10,629,009**	**$10,730,074**	**$10,861,800**	**$8,188,340**	**$9,638,390**	**($1,223,411)**	**-11.26%**	**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)**	**$58,801**	**$2,002,212**		
Fund Balance - Ending	**$13,982,068**	**$12,169,422**	**$12,168,316**	**$12,038,658**	**$11,060,647**	**$12,097,459**			
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	3,657,128			
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**	**$12,097,459**			

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:

Committed:
Amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.
Assigned:
Amounts that are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. (In gov. funds other than General Fund, assigned fund balance represents the remaining amount that is not restricted
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:

$9,697,191	**Revenues**
$9,638,390	**Expenditures**

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

$58,801	**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 Column 1 ACTUALS AS OF MAR 31, 2023	2023-2024 Column 2 ADOPTED BUDGET AS OF MAR 21, 2023	2023-2024 Column 3 AMENDED BUDGET AS OF AUG 15, 2023	2023-2024 Column 4 AMENDED BUDGET AS OF MAR 19, 2024	2024-2025 Column 5 PRELIMINARY BUDGET AS OF AUG 15, 2023	2024-2025 Column 6 PROPOSED BUDGET AS OF MAR 19, 2024	Column 7 Col. 4 & 6 $ DIF.	Column 8 Col. 4 & 6 % DIF.	Column 9 % OF TOTAL REV/EXP
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 Trus	$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 Endowmer	$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 Endowmer	$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

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.

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	$700,000	$0	$0	$0	$810,000
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	$0	$0	$15,000	$0	$15,000	$45,000
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
<u>Capital Improvements Program</u>

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

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	Icthrive Intranet Subscription	1	1	General Fund	Icthrive 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.	$0	$8,000	$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 Authentification	$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

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

			$550,645	$2,114,165	$1,264,965	$421,965	$541,065	$361,965	$5,254,770
CIP Expenditures - Gift Fund Budget			$0	$0	$0	$0	$0	$0	$0
CIP Expenditures - General Fund Budget			$550,645	$2,114,165	$1,264,965	$421,965	$541,065	$361,965	$5,254,770

Bloomfield Township Public Library

Section 3

Budget Line Item Detail

Table of Contents

	Chart of Account Total	Budget Group Total
TAXES		**8,678,895**
410.01 TAXES	**$8,678,895**	

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

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

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

	Chart of Account Total	Budget Group Total
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 2021 population is 43,983

	Chart of Account Total	Budget Group Total
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 : 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.

	Chart of Account Total	Budget Group Total
CIRCULATION REVENUE		**25,500**
430.01 FINES & FEES	**25,500**	

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

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

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

	Chart of Account Total	Budget Group Total
CHARGES FOR SERVICES		**14,866**

	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.	20,000	
FORMULA : Refunds provided quaterly by Bloomfield Township.		

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 - <u>AMENDED BUDGET</u>

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
PERSONNEL					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		307,578	307,578	
723.01	**RETIREE HEALTH CARE - OPEB**		-	-	
	DESCRIPTION: Other post-employment benefits (OPEB) - contributions to Section 115 Trust for Retiree health care benefits plan for full-time employees hired on or before 05/31/11.				
	FORMULA : Actuary determined funding of OPEB liability.				
LIBRARY SERVICES					830,600
	ELECTRONIC SERVICES - DATABASES			206,405	
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				
	FROM METRO NET				
	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			
	FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE				
	Plunkett Online	3,604			
	Morningstar Investment Research Center w/Remote access	7,509			
	FROM THE LIBRARY NETWORK				
	Brainfuse (+HelpNow/JobNow)	3,354			
	Consumer Reports	2,029			
	DIRECT PURCHASES				
	Alexander Press - Music Online	1,854			

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>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			
	Worlkd 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		

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>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				
	PERIODICALS/DOCUMENTS/SERVICES			**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)	1,265			
	Financial Info Stock Guide	3,750			
	Government Documents	2,500			
	Institute for Continuing Legal Education(ICLE)	600			
	Lexis Nexis	800			
	RIA	1,303			
	West	350			
	Unplanned additional services	4,800			
	MUSIC			**16,553**	
951.01	**ADULT**		**14,553**		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	14,553			
952.01	**YOUTH**		**2,000**		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	2,000			
	AUDIOBOOKS			**75,123**	
953.01	**ADULT**	57,710	**57,710**		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult Services for circulation.				
	FORMULA: Current year budget				
954.01	**YOUTH**	17,413	**17,413**		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, and downloadable audio books purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	DVDS			**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**		

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	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**

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
775.01 **REPAIRS & MAINTENANCE SUPPLIES**		65,000	65,000	
DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.				
FORMULA : Current year budget				
Lighting Repair Services	15,000			
HVAC replacement of parts & filters	17,500			
All other needs	32,500			
850.01 **TELEPHONE**		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**		264,166	264,166	
DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.				
FORMULA : Current year budget				
Boiler inspection State fees	400			
Incidentials/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	24,210	
DESCRIPTION: Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
FORMULA : Current year budget				

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>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 certificaiton for site license: includes Encore, WebPac, Outlook, etc.	1,500			
	Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006			
	Innovative Encore subscription/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			

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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		

	Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>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, III 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			
III Users' Group Nat. Conf. (3 attendees @ $350)	1,150			
Rotating National Conference (4 attendees @ $500)	2,000			
MIUG Conference (3 attendees @ $50 ea.)	150			
MLA Conference (8 attendees at $150)	1,200			
Board Professional Development	500			
862.01 MILEAGE & TRAVEL		15,200		
DESCRIPTION: Reimburses staff for work-related travel expenses, including mileage, parking, meals, hotel, and airfare. NOTE: Planned travel costs not included in the conference or workshop registration are included here.				
FORMULA : Current year budget				
III Users' Group travel (3 attendees @ $1,700)	5,100			
Rotating National Conference (4 attendees @ $1,700)	6,800			
MIUG Conference (3 attendees @ $200 ea.)	600			
MLA Conference (8 attendees at $200)	1,600			
Mileage & misc. travel	1,100			
900.01 PRINTING & PUBLISHING		25,050	25,050	
DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.				
FORMULA : Current year budget				
Community mailings/printings/advertising	3,000			
Quarterly printed newsletter	21,000			
Advertising fees for job postings	1,050			
855.01 DUES & MEMBERSHIPS		17,030	17,030	
DESCRIPTION: Memberships in professional and community organizations for the library.				
FORMULA : Current year budget				
Library membership in ALA (national)	500			
Library membership in Birmingham-Bloomfield Chambers	175			
Library member. in III Users Group (National)	100			
Library member. in III Users Group (State)	25			
Library membership in MLA (state)	3,230			
Library membership in MCLS (discounts)	250			
Library membership in PLTAOC	50			
MetroNet Membership fee(includes shared web hosting,Overdrive hosting, Everyone's Reading speaker & marketing fees)	6,500			
OCHR dues & maintenance fees	1,200			
Professional Memberships for eligible employees	5,000			
MISCELLANEOUS EXPENSE			7,080	
990.01 BANK SERVICE CHARGES		4,720		
DESCRIPTION: Fees charged by financial institutions.				
FORMULA : Current year budget				

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	All bank fees	2,000			
	Paypal fees	720			
	Ecommerce fees - Paymentech	2,000			
992.01	**LIBRARY SHOP**	2,000	**2,000**		
	DESCRIPTION: Costs to purchase items for sale and to operate shop.				
	FORMULA : Current year budget				
993.01	**CAFÉ**	360	**360**		
	DESCRIPTION: Costs to operate café.				
	FORMULA : Current year budget				
991.01	**MISCELLANEOUS**	-	**-**		
	DESCRIPTION: Accounting declarations.				
	FORMULA : This is not a predictable line.				
	CAPITAL PROJECTS				
802.01	**PROJECTS**		**3,526,697**	**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 Mitagation	2,500,000			
	HVAC Emergency Repair	60,000			
	HVAC Equipment	110,000			
	Puppet Theatre	5,000			
	Emergency Plumbing & Electrical Repair	50,000			
	Cedar Fascia Maintenance	25,000			
	Door Access Emergency Maintenance	5,000			
	10,000 Patron Library Cards	15,000			
	Scheduler & Timesheet Software	6,000			
	Digital Displays -After Space	20,000			
	AV Upgrade Community Room	30,000			
	Door Control Upgrade	101,650			
	Patron Email Software	6,500			
	Reserve for Special Cleaning Services	20,000			
	Website ADA Compliance	10,965			
	Office 365-Work From Home Solutions	15,000			
	Storm Sewer Maintenance	4,000			
	Virtual Meeting Room Software - Zoom	5,000			
	VOIP-Telephone Licenses	5,500			
	Desktop, CPU and Monitors	10,000			
	Innovative Mobile	11,000			
	Innovative Vega	31,000			
	Roofing Sheet Metal	100,000			
	Interior Painting & Drywall Repair	19,770			
	Corner Guard Drywall Protection	6,000			
	HVAC - 360 Ton Aeon Chiller Fan Motor, Compressors, Coil, Oil & Refrigerant	10,601			
	IcThrive Intranet Subscription	7,680			
	Envisonware 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

	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**	
DESCRIPTION: The library offers meeting rooms for rent to groups who have at least one member who is a library cardholder.		

	Chart of Account Total	Budget Group Total
FORMULA : Review two-year history of actual fees received. Review impact of any significant changes in meeting room availability.		
INVESTMENT EARNINGS		**610,000**
664.01 **INVESTMENT EARNINGS**	610,000	
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 quaterly by Bloomfield Township.		

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

Preliminary August 2023		**$8,824,268**
Proposed March 2024		**$9,697,191**

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
PERSONNEL					5,205,396
702.01	**SALARIES AND WAGES**		3,359,218	3,359,218	
	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				
715.01	**SOCIAL SECURITY**		256,598	256,598	
	DESCRIPTION: Federal Social Security and Medicare taxes on employee wages.				
	FORMULA : Projected Wages (x) current tax rate (7.65%)				
718.01	**EMPLOYEE INSURANCES**		985,955	985,955	
	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.				
722.01	**RETIREMENT**		373,642	373,642	
	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		229,984	229,984	
723.01	**RETIREE HEALTH CARE - OPEB**		-	-	
	DESCRIPTION: Other post-employment benefits (OPEB) - contributions to Section 115 Trust for Retiree health care benefits plan for full-time employees hired on or before 05/31/11.				
	FORMULA : Actuary determined funding of OPEB liability.				
LIBRARY SERVICES					842,132
	ELECTRONIC SERVICES - DATABASES			220,408	
831.01	**ELECTRONIC SERVICES - ADULT**		167,040		
	DESCRIPTION: Fees for electronic or computer access to information databases and services used by patrons and staff in Adult Services.				
	FORMULA : Current year budget				
	FROM METRO NET				
	Ancestry.com	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			
	FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE				
	Plunkett Online	3,604			
	Morningstar Investment Research Center w/Remote access	7,509			
	FROM THE LIBRARY NETWORK				
	Brainfuse (+HelpNow/JobNow)	4,620			
	Consumer Reports	2,029			
	DIRECT PURCHASES				
	Alexander Press - Music Online	1,854			
	Gale Health and Wellness	1,854			
	EBSCO - Fold3	1,804			
	EBSCO - NoveList, split with YS	5,453			
	GALE-Nat'l Geographic, incl kids version	1,349			
	Hoopla	60,048			
	Infobase Publishing-Writer's Ref. Ctr.	1,354			

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
Kanopy	10,354			
LinkedIn Learning	6,654			
Proquest	17,199			
Newspaper Pkg. (NYT,WSJ,WPost, DFP)				
Historical Detroit Free Press				
Historical New York Times				
World Trade Press A-Z world travel	938			
Unplanned additional costs	4,354			
Standard & Poors/NetAdvantage	9,680			
ValueLine	6,854			
Zoobean (Beanstack)	1,595			

833.01 ELECTRONIC SERVICES - YOUTH — Chart of Account Total: **53,368**

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

FORMULA : Current year budget

DIRECT PURCHASES

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
Britannica ImageQuest	1,627			
Book Fix	1,263			
Brainfuse	1,785			
Hoopla	34,500			
Little Pim	2,391			
National Geographic	675			
World Book Suite	2,671			
Worlkd Book E Books	716			
Novelist Select	2,809			
Zoobean (Beanstack)	837			
Unplanned additional costs	1,000			
LOTE	783			
Scholastic Teachables	1,246			
TALK	125			
TumbleMath	940			

832.01 ELECTRONIC CATALOG SERVICES - SkyRiver and Overdrive — Chart of Account Total: **27,000**, Budget Group Total: **27,000**

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

FORMULA : Current year budget

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
SkyRiver	25,000			
Overdrive	2,000			

BOOKS/MATERIALS — Budget Group Total: **323,908**

941.01 BOOKS-ADULT — Chart of Account Detail: **193,465**, Chart of Account Total: **193,465**

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

FORMULA : Current year budget

943.01 BOOKS-YOUTH — Chart of Account Detail: **121,828**, Chart of Account Total: **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 — Chart of Account Detail: **7,500**, Chart of Account Total: **7,500**

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

FORMULA : Current year budget

945.01 MATERIALS-TECHNICAL SERVICES — Chart of Account Detail: **100**, Chart of Account Total: **100**

DESCRIPTION: Materials purchased to assist in cataloging.

FORMULA : Current year budget

946.01 MATERIALS-SYSTEMS — Chart of Account Detail: **515**, Chart of Account Total: **515**

DESCRIPTION: Materials purchased to assist in Systems work and training.

FORMULA : Current year budget

947.01 MATERIALS-ADMINISTRATION — Chart of Account Detail: **500**, Chart of Account Total: **500**

DESCRIPTION: Materials purchased to assist Administration activities.

FORMULA : Current year budget

969.01 PROCESSING & SUPPLIES — Chart of Account Detail: **24,000**, Chart of Account Total: **24,000**, Budget Group Total: **24,000**

DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases.

FORMULA : Current year budget

PERIODICALS/DOCUMENTS/SERVICES — Budget Group Total: **69,650**

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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)	200			
	Financial Info Stock Guide	3,750			
	Institute for Continuing Legal Education(ICLE)	600			
	MorningStar (print)	750			
	RIA	200			
	ValueLine (print)	3,000			
	West	350			
	Unplanned additional services	4,800			
	MUSIC			**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			
953.01	**AUDIOBOOKS**			**77,623**	
	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				
	DVDS			**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				
	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			**40,000**	
961.01	**ADULT**	17,000	**17,000**		
	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.				

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming.				
	Major programs include:				
	Concerts				
	Summer Reading				
962.01	**YOUTH**	21,000	**21,000**		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Youth programming.				
	Major programs include:				
	First Grade Reader's Rally				
	Book Discussions				
	Summer Reading				
	Spooktacular				
964.01	**ADMINISTRATION**		**1,500**		
	DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc.	1,000			
	Major programs include:				
	community collaboration event				
	community partnering for library-wide programs				
	Volunteer reception and other volunteer expenses	500			
965.01	**SYSTEMS**	500	**500**		
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				
	Hosting of Metro Net and technology events				
FACILITIES AND EQUIPMENT					**1,206,967**
775.01	**REPAIRS & MAINTENANCE SUPPLIES**		**65,000**	**65,000**	
	DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.				
	FORMULA : Current year budget				
	Lighting Repair Services	15,000			
	HVAC replacement of parts & filters	17,500			
	All other needs	32,500			
850.01	**TELEPHONE**		**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				

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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			
Incidentials/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			
Humdifier 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			
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			

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
Comcast - digital receivers	1,000			
Comcast - high speed modem subscription	1,000			
Envisionware Mobile Printing Subscription	725			
Envisionware annual maintenance	14,000			
Graphic Science Digitalization Station Maint.	590			
Godaddy SSL certificaiton for site license: includes				
Encore, WebPac, Outlook, etc.	1,500			
Siemens HVAC Building Automation System Tech Support (Facilities request)	14,006			
Innovative 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			
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			

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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, MelCat 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			
818.01	**INTERNET SERVICE PROVIDER (ISP)**		**15,000**		
	DESCRIPTION: This provides for the costs of our Internet access and consultant fees.				
	FORMULA : Current year budget + Metro Net meeting information				
	Internet Opti-e-man charges from TLN	15,000			
	STAFF DEVELOPMENT & TRAVEL			**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			

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
900.01 **PRINTING & PUBLISHING**		**25,050**	**25,050**	
DESCRIPTION: Provides fees for outside printed material, such as Discover newsletter and Circulation items which are commercially printed (library card stock, data mailers, library card applications). Also includes fees for newspaper ads to recruit new employees or advertise as required for bids.				
FORMULA : Current year budget				
Community mailings/printings/advertising	3,000			
Quarterly printed newsletter	21,000			
Advertising fees for job postings	1,050			
855.01 **DUES & MEMBERSHIPS**		**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**		
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.				
CAPITAL PROJECTS				
802.01 **PROJECTS**		**2,114,165**	**2,114,165**	**2,114,165**
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			
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			

	Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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			
Envisonware LDS	8,000			
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			
Door Access (Avigilon Alta) annual fee	6,000			

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

Preliminary August 2023
Proposed March 2024   **$9,638,390**

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

Bloomfield Township Public Library
General Fund Balance Projection

	Column 1*	Column 2	Column 3	Column 4	Column 5
	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027
Beginning Fund Balance	$12,386,542	$13,982,068	$12,038,658	$12,097,459	$13,334,119
Property Tax Revenue **	$8,349,456	8,678,895	8,922,094	$9,189,757	$9,465,450
Investment Earnings ***	$132,745	50,000	610,000	$75,004	$82,672
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)	(2,114,165)	($443,246)	($420,746)
Net Revenue/(Expenditures)	$1,595,526	($1,943,410)	$58,801	$1,236,660	$1,310,022
Year-End Balance	**$13,982,068**	**$12,038,658**	**$12,097,459**	**$13,334,119**	**$14,644,141**
Nonspendable - Prepaid Expenses	$18,791	$18,791	$18,791	$18,791	$18,791
Restricted	$0	$0	$0	$0	$0
Commited 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	$6,962,518	$7,893,695	$9,086,641
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	$3,657,128	$4,588,305	$5,781,251
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%	1.8653	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.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: **Trustees**

FROM: Tera Moon, Library Director

DATE: March 14, 2024

SUBJECT: **Bank Signatories**

There has been a staff change in the Bloomfield Township Treasurer's office which requires the bank signatories to be updated. Mary Jevahirian is the new Bloomfield Township Deputy Treasurer. A resolution to approve a change in bank signatories will be presented at the March 19, 2024 regular Board Meeting for your approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution attached authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

> Dani Gillman, President/Trustee
> Joan Luksik, Secretary/Trustee
> Tera Moon, Library Director
> Monica Gower, Finance Coordinator
> Katherine Bryant, Assistant Library Director
> Michael Schostak, Bloomfield Township Treasurer
> Danielle Walsh, Bloomfield Township Supervisor
> Martin Brook, Bloomfield Township Clerk
> Mary Jevahirian, Bloomfield Township Deputy Treasurer
> Deana Mondock, Bloomfield Township Deputy Clerk

This resolution will need to be updated again when officers of the Library Board of Trustees change, when changes in the positions of Library Director, Assistant Library Director or Finance Coordinator occur, or when changes in the Bloomfield Township Public Officials occur.

If you agree, the following action is needed:

ACTION: I move to approve the resolution authorizing signatures, including facsimile signatures, for banking services on behalf of the Bloomfield Township Public Library as presented, effective March 19, 2024.

A RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the library, orders for payment or withdrawal of money:

Dani Gillman, President/Trustee
Joan Luksik, Secretary/Trustee
Tera Moon, Library Director
Monica Gower, Finance Coordinator
Katherine Bryant, Assistant Library Director
Michael Schostak, Bloomfield Township Treasurer
Danielle Walsh, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Mary Jevahirian, Bloomfield Township Deputy Treasurer
Deana Mondock, Bloomfield Township Deputy Clerk

Such authority shall remain in force until revoked by written notice to the affected financial institution of the action taken by the Trustees of the Bloomfield Township Public Library.

All prior authorizations are suspended.

SECTION 2. The following depository institutions are approved institutions for the authorized signers on behalf of the Library:

Flagstar Bank
Fifth Third Bank
Huntington Bank
RBC Schwartz & Co.

SECTION 3. This resolution was duly PASSED and ADOPTED this 19th day of March, 2024, and takes effect March 19, 2024, upon signing by the President and Secretary.

_____   _____
Dani Gillman, President   Joan Luksik, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Library Board of Trustees

FROM: Katherine Bryant, Assistant Library Director

DATE: March 11, 2024

SUBJECT: Strategic Plan Committee Recommendations

The Library's 2023-2025 Strategic Plan was approved by the Board of Trustees in December 2022. In the first few months of 2023, the Library management team spent time determining how to move forward with the plan. We selected three main goals to work on in the coming year:

1. Reimagine use of library spaces for increased inclusion and flexibility. (Enhance Our Core)
2. Update recruiting, hiring, on-boarding, and retention practices using a diversity, equity, and inclusion lens. (Build Organizational Capacity)
3. Cultivate a collaborative culture by focusing on how we work together. (Build Organizational Capacity)

At Staff Development Day in May 2023, all staff participated in a lengthy exercise to explore what success in these areas would look like. Committees were formed to work toward each of those three goals, and they began meeting monthly in June. At the end of 2023, Library Director Tera Moon asked each committee to share a list of recommendations, which are summarized on the following pages.

Inclusive Spaces Committee

Five meetings, plus space observations in November and December 2023

Co-chairs: Brooke Hoskins (Adult and Teen Services Assistant Department Head)
                   Lauren Catoni-Ellis (Youth Services Assistant Department Head)

Committee Members: Emily Benoit (Adult and Teen Services Librarian)
                   Andy Cascarelli (Youth Services Librarian)
                   Tom Corliss (Facility Services Maintenance Assistant)
                   Krista Gregory (Youth Services Page)
                   Mary Miner (IT Assistant)
                   Lori Smith-Hoogasian (Materials Services Department Head)
                   Rebecca Tauber (Circulation Clerk)

Recommendations:
1. Rethink underutilized or misused spaces to better meet patrons' needs, eliminate empty shelves and vacant areas, and help define the purpose of each space.
   a. Reposition the Adult and Teen Services Desk to the area adjacent to the art feature wall.
   b. Relocate the Teen Collection to the former Business and Investment area.
   c. Remove vacant shelving units in the Reference, Teen, and former Business and Investment areas.
   d. Adjust Youth Media and Nonfiction shelving to improve sightlines.
   e. Relocate the Youth Services Desk to improve sightlines.
   f. Create a better space for tweens in underutilized space in the back of the Youth Room, once the shelving and desk have been adjusted to improve sightlines.
   g. Create a cozy reading space with display opportunities in the Youth Room.
   h. Rethink the Vending Café to accommodate both card players and those who need to consume food in the area.
2. Upgrade furniture to enhance accessibility and usability for all patrons throughout the Library.
   a. Particular pain points: orange/red chairs in Adult and Teen Services; Early Childhood Play Area
   b. Comprehensive assessment and replacement of the older furniture to align with contemporary standards of comfort, support, and flexibility.
   c. Strategic addition of appropriate seating arrangements.

HR Practices Committee

Eight meetings

Co-chairs: Jen Taggart (Youth Services Department Head)
              Laura Kraly (Adult and Teen Services Department Head)

Committee Members: Heather Coffee-Borden (Youth Services Page)
                   Linden Godlove (Administrative Assistant)
                   Monica Gower (Finance Coordinator)
                   Drew Heuser (Adult and Teen Services Librarian)
                   Elizabeth Korey (Circulation Assistant Department Head)
                   Killian Weston (Youth Services Librarian)

Recommendations:
1. Conduct a Compensation and Classification Study that will include:
   a. Support and recommendations in restructuring the organizational chart.
   b. Guidance in combining or changing some positions to better serve the needs of the departments and the community.
   c. Conducting a DEI study.
2. Updates to the employment application process:
   a. Allow for online submission to the website.
   b. Update the application to remove elementary education, refine the job history section to remove repetitive information from the resume, update employment desired to remove information already part of the job posting.
   c. Include more information about the hiring timeline in the job posting so applicants know what to expect.
   d. Update clerical skills test to reflect the goal of the test.
3. Updates to the resume rating and interview process:
   a. Evaluate the rating system to allow for equivalent experience to be on a similar level to library experience when appropriate.
   b. Ensure consistency in rubric across departments.
   c. Evaluate interview rating sheet to look at some of the more opinion-based elements with a mindset to put less emphasis on interview skills and more emphasis on ability to perform the job.
   d. Evaluate how we balance soft skills with core qualifications.
4. Review the entire hiring process through a DEI lens and a legal lens to ensure that the process is fair for all applicants.

Collaborative Culture Committee

Seven meetings

Co-chairs: Paul Zink (IT Department Head)
                    Deb Smith (Materials Services Assistant Department Head)

Committee Members: Amanda Carroll (Youth Services Librarian)
                    Bala Cramer (Adult and Teen Services Librarian)
                    Megan Doyle (Circulation Clerk)
                    Aaron Phillips (Circulation Clerical Assistant)

Recommendations:
1. Job shadowing: evaluate if monthly Department Tours satisfy staff needs. If not, incorporate one-on-one job shadowing opportunities into Staff Development Day and/or as annual goals.
2. BTPL Culture Card: share this with staff by posting on the Intranet, on the board by the employee entrance, or as a business card for staff to carry.
3. Employee Job Satisfaction Survey: create a survey or form peer-led groups for staff to regularly, optionally, share feedback on the Library's work culture. There is continued discussion as to whether this should be anonymous or not.
4. HR-related recommendations:
   a. Review part time vs. full time positions.
   b. DEI concerns – create a formal procedure where staff can safely report their concerns.
   c. Hire an HR person to further cultivate this process.

FEBRUARY 2024

MARKETING REPORT

FACEBOOK

FOLLOWERS:
3013 (↑19 from Jan.)

TOTAL REACH:
9600
(↓8.7% from Jan.)

INSTAGRAM

FOLLOWERS:
1661 (↑12 from Jan.)

TOTAL REACH:
872
(↓2.2% from Jan.)

X

FOLLOWERS:
292 (↑0 from Jan.)

IMPRESSIONS:
321 with 9 tweets

NEWSLETTERS
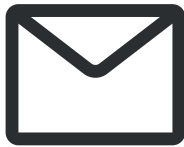
- **Movies and More** (new DVDs, Bridgerton Tea Party) – 153 messages
- **Books and More** (new books, hoopla digital resources) – 1435 messages
- **Discover** (1st MI Colored Infantry Regiment lecture, Bridgerton Tea, Virtual Family Story Time, Brick Builders) – 16,373 messages
- **Millage Renewal Info** – 16,324 messages
- **Millage Thank You** – 16,423 messages
- **Digital News** (new Libby and hoopla titles, 50 Book Challenge) – 2251 messages

PRESS RELEASES

- Inside Out (exhibit of artists' books)
- March Second Saturday Sale
- Chamber Music Concert
- March is Reading Month events

LOWV to host presentation at Bloomfield Township Public Library

By: Brendan Losinski | C&G Newspapers | Published February 20, 2024

OAKLAND COUNTY — The League of Women Voters — Oakland Area is hosting a presentation, "Challenges and Resilience of American Democracy" on Thursday, Feb. 22, at 1 p.m at the Bloomfield Township Public Library.

The program will feature speaker Anne Mervenne, a Michigan Advisory Council member of Keep Our Republic. Founded in 2020 KOR is a bipartisan, nationwide group of past and present elected officials and citizens formed to combat destructive elements influencing politics.

Mervenne will discuss KOR's mission and efforts. In addition to her role with KOR, Mervenne served on bi-partisan policy-making boards for four different Michigan governors, the Detroit Public Safety Foundation, was co-director of the Political Leadership Program, and is on the Board of Blue Cross/Blue Shield of Michigan and has a consulting firm.

This meeting is free and open to the public. No registration is required. Light refreshments will be provided. Bloomfield Township Public Library is located at 1099 Lone Pine Road in Bloomfield Township. It can be reached by calling (248) 642-5800.

Contact Geri Rinschler at LWVOAMI@gmail.com for more information.

The League of Women Voters Oakland area also holds candidate forums in many Oakland County communities. Many of the forums are recorded. To view or learn more about LWVOA, visit https://my.lwv.org/michigan/oakland-area.

Voters pass Bloomfield Township Public Library millage renewal

By: Mary Beth Almond | Birmingham-Bloomfield Eagle | Published February 28, 2024

Voters in Bloomfield Township hit the polls Feb. 27 to decide a millage renewal for the Bloomfield Township Library, with the measure passing by over 72%, according to unofficial election results from the Oakland County Elections Division.

Bloomfield Township residents were asked to consider renewing the library's existing millage rate — of 0.5047 mill for 10 years — which Library Director Tera Moon said would allow the library to maintain its current level of funding and help keep the library on solid financial footing.

The millage renewal ultimately passed with 9,319 yes votes to 3,538 no votes, according to unofficial election results.

The library — which serves the 44,235 residents of Bloomfield Township with resources, technology, and support for all ages — is supported by three separate millage rates, two that are levied in perpetuity and one that expires at the end of 2023.

The Feb. 27 proposal asked Bloomfield Township voters to consider renewing the 2023 expiring millage at the current rate of 0.5047 mill for 10 years. The millage, Moon said, accounts for 27% of the library's current revenue.

The renewal will not increase current tax payments and will continue to cost the average taxpayer approximately $151 per year on a home with a taxable value of $300,000.

Taxpayers, Moon added, will see a lower tax bill from the library in 2024 as a 20-year bond payment for a 2008 building improvements project is now paid off.

The total mills levied for the library in 2023-2024 was 1.8653. The library can legally levy up to 2 mills. There are three individual millage rates for the 2023-2024 fiscal year: 1 mill voted in perpetuity in 1982 rolled back to 0.6578; 0.7874 mill voted in perpetuity in 2003 rolled back to 0.7028, and 0.541 mill approved for 10 years in 2014 and rolled back to 0.5047. Library officials said the rates will remain the same for the 2024-2025 fiscal year as there was no Headlee rollback for 2024-2025.

The library now plans to work to achieve the goals of the 2023-2025 strategic plan, which Moon said all focus on making the library "as inclusive and excellent as possible" for residents. The funding, she explained, will allow the library to retain current service levels, hours and staffing; maintain and grow up-to-date collections of books and media; expand technology and digital resources; reimagine library spaces; continue offering a variety of library programming; and repair and maintain its building and grounds, including the roof and lower level.

For more information, call the library at (248) 642-5800 or visit http://www.btpl.org/.

NEWS

Voters approve South Lyon, Plymouth-Canton school millages

Susan Bromley
Hometownlife.com

Published 8:57 a.m. ET Feb. 28, 2024 | Updated 10:15 a.m. ET Feb. 28, 2024

SOUTH LYON — Voters approved a non-homestead operating millage for South Lyon Community Schools on Feb. 27 by a large margin.

The millage was overwhelming approved by voters overall — 8,256-4,151 — and in each of the three counties the district spans, according to unofficial results. In Oakland County, the millage passed with 5,701 yes votes to 2,776 no votes. In Livingston County, it was approved with 1,665 votes to 766 no. And in Washtenaw County, 890 voters said yes to the millage while 609 voted no.

The measure that affects commercial properties and non-primary residences was both a renewal of 18.7151 mills and an increase of 0.5 mills, to a total 19.2151 mills over 10 years. No more than 18 mills can be levied per year. The increase in authorized millage allows the district to keep the rate consistent in the event of a rollback in rate caused by the Headlee Amendment.

The millage is expected to generate about $15 million per year to support day-to-day operations, including salaries for teachers and support staff, transportation, maintenance and extra-curricular programs for students.

Plymouth-Canton schools operating millage

The millage, which includes voters in Wayne and Washtenaw counties, passed with 71% of the vote, 21,053-8,425.

Prep for the polls: See who is running for president and compare where they stand on key issues in our Voter Guide

Bloomfield Township Library Millage Renewal Proposal

The proposal passed with 72.5% of the vote, 9,319-3,538.

West Bloomfield School District Operating Millage Renewal Proposal

The proposal passed with 68.1% of the vote, 5,295-2,483.

Contact Susan Bromley at sbromley@hometownlife.com or at 517-281-2412.

Bloomfield Township <cable_dept@bloomfieldtwp.org>
To ⬤ Katherine Bryant

Thu 2/29/2024 3:18 PM

Now you can listen to a variety of BCTV podcasts on many platforms. **Tune In!**

Bloomfield Township Public Library
Lecture Series: Climate Change

Presented by meteorologist Chris Edwards, this verifiable fact-based look at the scientific state of the issues and impacts involved in climate change will be localized to southeast Michigan. Explore ideas to address the challenges we face, including what we can do individually.

Tuesday, March 5, 7 p.m.

Registration required.

Bloomfield Township <cable_dept@bloomfieldtwp.org>
To   Katherine Bryant

Thu 2/29/2024 3:18 P[...]

Reply   Reply All   Forward

Bloomfield Township Public Library:
Chamber Music Concert Series
Friday March 8 at 7pm

SCHOOL OF
MUSIC, THEATRE & DANCE
UNIVERSITY OF MICHIGAN

CHAMBER MUSIC
CONCERTS

AT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

: · 3 hours ago

Library millage overwhelmingly approved

By Lisa Brody

With almost 73 percent approval, on Tuesday, February 27, Bloomfield Township voters approved a millage renewal of .5057 mill for 10 years to maintain the existing level of funding for Bloomfield Township Public Library.

With 100 percent of precincts reporting, township voters overwhelmingly supported renewing the current millage, with 72.5 percent of the vote, 9,319 voters, approving the millage, to 27.5 percent (3,538 voters) voting against.

The renewal request will not increase current tax payments, and will continue to cost the average township taxpayer approximately $151 per year on a home with a taxable value of $300,000, according to library director Tera Moon.

According to Moon, this funding accounts for approximately 27 percent of the library's current total revenues. With the millage approval, she said, "The library will work to achieve the goals of the 2023-2025 strategic plan and continue its award-winning operations of the last several years."

If it had failed, there would have been serious cuts to hours, services, staffing, and programming, she noted.

On Wednesday, February 28, assistant library director Katherine Bryant sent out an email thanking the community for its support. "These results are a powerful endorsement of the value Bloomfield Township Public Library brings to the community, and it will help ensure that we can continue to provide vital services and resources to all residents. With your support, we can sustain our current service levels, expand our collections, enhance our programs and digital resources, and continue to improve our facilities, making the Library an even more valuable resource for everyone. Your vote truly makes a difference, and we are incredibly grateful for your support."

Yard Waste Removal Returns and Make a Lunch Date - Bloomfield Township eNews 3/7/2024

Bloomfield Township <cable_dept@bloomfieldtwp.org>
To   Katherine Bryant

Reply   Reply All   Forward

Thu 3/7/2024 4

Bloomfield Township Public Library Celebrates National Reading Month

March is National Reading Month – a month designated to motivate people of all ages to read every day. Reading has many benefits, including increasing memory recall, building vocabulary, and reducing stress. Check out the many great programs offered at **BTPL Reading Month**. Visit the Youth or Adult & Teen Services Desks to discover your next great read!

LOWV to host presentation for Women's History Month

By: Brendan Losinski | Birmingham-Bloomfield Eagle | Published March 7, 2024

BLOOMFIELD TOWNSHIP — The League of Women Voters Oakland Area chapter is hosting a presentation at 1 p.m. on Wednesday, March 20, at the Bloomfield Township Public Library to celebrate Women's History Month with speaker Rochelle Riley, Director of Arts and Culture for the City of Detroit.

Riley is the former nationally syndicated columnist for The Detroit Free Press and recipient of numerous literary awards. Riley is a tremendous advocate for improved race relations, literacy, community building, and children. Her presentation is certain to be enlightening, informative, and engaging.

This meeting is free and open to the public. Light refreshments will be provided. The Bloomfield Township Public Library is located at 1099 Lone Pine Road in Bloomfield Township. It can be reached by calling (248) 642-5800. Contact League of Women Voters representative Geri Rinschler at LWVOAMI@gmail.com for more information.

The League of Women Voters Oakland area also holds candidate forums in many Oakland County communities. Learn more about The League of Women Voters Oakland Area chapter at https://my.lwv.org/michigan/oakland-area.

Rochelle Riley

: · 2 days ago

Chin to talk about his book at township library

Author Curtis Chin, whose book Everything I Learned, I Learned in a Chinese Restaurant details his upbringing and working in his family's Cantonese restaurant in Detroit, will speak at the Bloomfield Township Public Library on Monday, March 25, at 7 p.m.

In preparation for his talk, the library will host a discussion of the book on Tuesday, March 12, at 7 p.m. Registration is required.

Chin confronts identity as he experiences racism as a Chinese American, and then again with the growing awareness that he is gay. Designated as a 2024 Michigan Notable Book, Chin's story is told with insight, compassion and humor, the library stated.

"The library is honored to host Curtis Chin as part of our programming. We look forward to exploring his unique Detroit-based story and anticipate what promises to be an enriching experience with important lessons for all," said librarian Amanda Itria.

Library millage renewal paves way for strategic plan goals

BY MARY BETH ALMOND
malmond@candgnews.com

BLOOMFIELD TOWNSHIP — Voters in Bloomfield Township hit the polls Feb. 27 to decide a millage renewal for the Bloomfield Township Library, with the measure passing by over 72%, according to unofficial election results from the Oakland County Elections Division.

Bloomfield Township residents were asked to consider renewing the library's existing millage rate — of 0.5047 mill for 10 years — which Library Director Tera Moon said would allow the library to maintain its current level of funding and help keep the library on solid financial footing.

The millage renewal ultimately passed with 9,319 yes votes to 3,538 no votes, according to unofficial election results.

"I'm grateful to the community for their support," Moon said in an email. "The strong show of support validates the work we do and compels us to continue to find new ways to connect to the community through books and reading."

The library — which serves the 44,235 residents of Bloomfield Township with resources, technology, and support for all ages — is supported by three separate millage rates, two that are levied in perpetuity and one that expires at the end of 2023.

The Feb. 27 proposal asked Bloomfield Township voters to consider renewing the 2023 expiring millage at the current rate of 0.5047 mill for 10 years.

"I am grateful for the Bloomfield Township voters' support of the millage renewal proposal and the value they place on the library," Assistant Library Director Katherine Bryant said in a statement. "I am also so appreciative of our library staff for the hard work they put in each day to make this library a wonderful place and forge connections with the community – their knowledge, dedication, and creativity are unmatched. We look forward to continuing to provide vital services and resources to Township residents."

The renewal will not increase current tax payments and will continue to cost the average taxpayer approximately $151 per year on a home with a taxable value of $300,000.

Taxpayers, Moon added, will see a lower tax bill from the library in 2024 as a 20-year bond payment for a 2008 building improvements project is now paid off.

The total mills levied for the library in 2023-2024 was 1.8653. The library can legally levy up to 2 mills. There are three individual millage rates for the 2023-2024 fiscal year: 1 mill voted in perpetuity in 1982 rolled back to 0.6578; 0.7874 mill voted in perpetuity in 2003 rolled back to 0.7028, and 0.541 mill approved for 10 years in 2014 and rolled back to 0.5047. Library officials said the rates will remain the same for the 2024-2025 fiscal year as there was no Headlee rollback for 2024-2025.

The library now plans to work to achieve the goals of the 2023-2025 strategic plan, which Moon said all focus on making the library "as inclusive and excellent as possible" for residents.

"As for what's next, the millage rate that was just renewed accounts for 27% of our operating budget. This renewal allows us to maintain the level of service and staffing. We will start reimagining spaces around the library and do some needed building maintenance upgrades," Moon explained.

The funding, she explained, will allow the library to maintain and grow up-to-date collections of books and media; expand technology and digital resources; reimagine library spaces; continue offering a variety of library programming; and repair and maintain its building and grounds, including the roof and lower level.

For more information, call the library at (248) 642-5800 or visit www.btpl.org.

Call Staff Writer Mary Beth Almond at (586) 498-1060.

March YOUTH Events Calendar

S	M	T	W	T	F	S
					01 Stories & Stuff Subscription Book Boxes Grades 3 – 8 All Day	**02** Read Across America Day
03	**04**	**05** Reading with the Dogs 6:30 p.m.	**06**	**07**	**08**	**09** Friends of the Library Sale 11 a.m. – 3:00 p.m. Sensory Story Time 11 a.m.
10	**11** My First Book Group Grades K – 1 5:30 p.m.	**12**	**13** Virtual Family PJ Story Time 7 p.m.	**14** Paperbacks & Snacks Grades 4-6 6:30 p.m.	**15**	**16**
17	**18** Art Lab Junior 6:30 p.m.	**19** hello Spring Book Worms Grades 2 - 3 6:30 p.m.	**20**	**21** Art Lab 6:30 p.m.	**22**	**23**
24 **31** CLOSED	**25** Disney Movie Marathon 11 a.m. - 4 p.m.	**26** Brick Builders 2 p.m. – 3 p.m.	**27** Cranbrook Science On the Go 6:30 p.m.	**28** Introduction to Performance Art 2 p.m.	**29** Tots & Friends Playtime 10 a.m. – 12 noon	**30**

VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO

BOOK CHARACTER SCAVENGER HUNT

Entire Month of March
No registration is required.

See if you can find one of your favorite book characters hidden all around the Youth Room during the month of March. Stop by the Youth Services Desk for more details.

DISNEY MOVIE MARATHON

Monday, March 25, 11 a.m. – 4 p.m.
No registration is required.
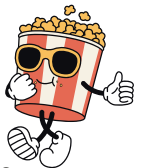
Stop by the Story Room for a viewing of some favorite classic and contemporary Disney films! Popcorn and water provided. Family fun for all ages.

KINDERGARTEN READERS' ROUNDUP

March 1 – March 22

We are celebrating emerging readers by inviting local kindergarten classes to our Kindergarten Readers' Roundups during National March is Reading Month. Students will tour the Youth Room, enjoy a fun skit by librarians with favorite book characters, and so much more. Details are available through your local elementary school.

INTRODUCTION TO PERFORMANCE ART

Thursday, March 28, 2 p.m.
Registration is required.

This interactive program features a performer from Motley Misfits who will introduce audience members to different styles of performance art and provide opportunities to try out some amazing flow props such as veil fans, dancing silks, and spinning plates. The show includes a mixture of presenter performances and audience participation. For ages 6 and up.

STORY TIMES

Sensory Story Time
Saturday, March 9, 11 a.m.
Registration is required.

Join us in an adaptive story time experience for youth of all abilities, including those who have difficulty in large groups and who have sensory integration challenges. Participants can expect stories with gentle multisensory engagement, visual aids, adaptive movement, low lights, and low sounds. For children ages 3 and up with a grown-up.

Virtual Family PJ Story Time
(Live on Zoom) Wednesday, March 13, 7 p.m.
Registration is required.
For the entire family to join from the comfort of their home. Register to get your Zoom link and come in before to pick up a craft kit that will go along with the theme!

PLAY & BUILD PROGRAMS

Brick Builders - Favorite Book Theme
Tuesday, March 26, 2 p.m. – 3 p.m.
No registration is required.
Junior architects, ages 6 and up, are invited to join us for building fun with LEGO bricks. Create your own masterpiece or do a theme building challenge with your friends.

Tots and Friends Playtime
Fridays, March 29 - May 31 *no program April 5 or May 3*
10 a.m. – 12 noon
No registration is required.
Drop in for unstructured play, building, and discovery in the Story Room. Caregivers and little ones of all ages can interact with toys and books that support each child's learning and development. Adaptive toys for children with low vision, motor difficulties, or other accessibility needs will be included.

OTHER SPECIAL EVENTS

Reading With the Dogs
Tuesday, March 5, 6:30 p.m.
Registration is required.

Readers, ages 5 and up, are invited to share a story with a furry friend at the Library. Therapy dogs and their handlers will be ready to listen. This is a great opportunity to practice reading skills in a comfortable setting with no judgment from the dogs! Call Youth Services to register for a 15-minute session.

Cranbrook Science on the Go: Web, Wings, and Crawly Things
Wednesday, March 27, 6:30 p.m.
Registration is required.

Explore fascinating adaptations of insects, arachnids, and more. This hands-on program investigates anatomy and behavior using models, mounted specimens, and assorted live insects from the collection at the Cranbrook Institute of Science. For budding entomologists, ages 5 and up.

BOOK GROUPS

All registered participants get a free copy of the book to keep!

My First Book Group: Grades K – 1
Kindergarten and Grade 1 with an adult.
Monday, March 11, 5:30 p.m.
Registration is required.

Book Worms: Grades 2 – 3
Tuesday, March 19, 6:30 p.m.
Registration is required.

Paperbacks & Snacks: Grades 4 – 6
Thursday, March 14, 6:30 p.m.
Registration is required.

ART PROGRAMS

Art Lab Junior
Participants must be 7 – 9 years old.
Monday, March 18, 6:30 p.m.
Registration is required.
Kids will focus on the process of creativity while exploring art with different materials.

Art Lab
Participants must be 10 – 13 years old.
Thursday, March 21, 6:30 p.m.
Registration is required.
Explore different forms of art mediums in this creative program.
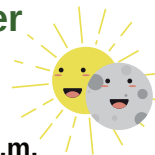
APRIL SAVE THE DATE

Michigan Science Center Portable Planetarium: Eclipse Science
Thursday, April 4, 5:30 p.m. OR 7 p.m.
Registration is required.

Explore the phenomenon of solar and lunar eclipses and journey with us on the path of totality. Learn how light and shadow play a crucial role in creating these breathtaking events and get a sneak peak of the 2024 North American Solar Eclipse on April 8. For Ages 8 and up.

Eclipse–A–Palooza
Thursday, April 4, 4:30 p.m. – 8 p.m.
No registration is required.

Join us for fun eclipse and space themed activities on your schedule when you're visiting the Library. There will be a scale model of the solar system, eclipse art to make and take home, constellations to explore, and more.

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

Please contact us if you require any additional accommodations.

Bloomfield Township Public Library

1099 Lone Pine Road
Bloomfield Township, MI 48302
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April YOUTH Events Calendar

S	M	T	W	T	F	S
	01	02 Preschool STEAMtime Story Time 10:30 a.m. Birdwatching and Birding for the Young Birder 6:30 p.m.	03 Toddler Story Time 10:30 a.m. Virtual Family PJ Story Time 7 p.m.	04 BabyStory Time 10:30 a.m. Eclipse-A-Palooza 4:30 p.m. – 8 p.m. Portable Planetarium Eclipse Science 5:30 p.m. or 7 p.m.	05	06

Celebrate National Library Week: Be a Star Reader April 7 - April 13

S	M	T	W	T	F	S
07	08	09 Preschool STEAMtime Story Time 10:30 a.m. Anxiety Workshop 6:30 p.m.	10 Toddler Story Time 10:30 a.m. Paperbacks & Snacks Grades 4-6 6:30 p.m.	11 BabyStory Time 10:30 a.m.	12 Tots & Friends Playtime 10 a.m. – 12 noon	13 Friends of the Library Sale 11 a.m. – 3:00 p.m. Sensory Story Time 11 a.m.
14	15 Book Worms Grades 2 – 3 6:30 p.m.	16 Preschool STEAMtime Story Time 10:30 a.m.	17 Toddler Story Time 10:30 a.m. My First Book Group Grades K – 1 5:30 p.m.	18 BabyStory Time 10:30 a.m. Outdoor Family Story Time 5:30 p.m.	19 Tots & Friends Playtime 10 a.m. – 12 noon	20 Baby Parade 10:30 a.m.
21	22 Art Lab Junior 6:30 p.m.	23 Preschool STEAMtime Story Time 10:30 a.m.	24 Toddler Story Time 10:30 a.m.	25 BabyStory Time 10:30 a.m. Art Lab 6:30 p.m.	26 Tots & Friends Playtime 10 a.m. – 12 noon	27
28	29	30 Preschool STEAMtime Story Time 10:30 a.m. Brick Builders 7 p.m.				

VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO

TED E. BEAR PEN PAL PROGRAM
Entire Month of April
No registration is required.

Grab some paper and write a letter to Ted E. Bear. Tell him about your day, your favorite books, or ask him anything you want. Pop the letter into the special mailbox in the Youth Room, wait for 7-10 days, and Ted E. Bear will read your letter and send you a special letter back.

CELEBRATE NATIONAL LIBRARY WEEK: BE A STAR READER
Sunday, April 7 – Saturday, April 13
No registration is required.

Bring your favorite book to the Youth Services Department and have your photo taken with it in celebration of National Library Week. All participants will have their names entered into a special drawing. 20 lucky Star Readers will have their photo featured on READ posters that will be displayed monthly at the Library.

BIRDWATCHING AND BIRDING FOR THE YOUNG BIRDER
Tuesday, April 2 6:30 p.m.
No registration is required.

Discover the excitement and enjoyment of birdwatching with birding expert, Greg Bodker. Young birders, ages 8 and up, will learn how to attract birds to their backyard, about birding "hotspots" in the area, hear exciting stories from the field, and more.

ECLIPSE-A-PALOOZA
Thursday, April 4, 4:30 p.m. – 8 p.m.
No registration is required.

Join us for fun eclipse and space themed activities on your schedule when you're visiting the Library. There will be a scale model of the solar system, eclipse art to make and take home, constellations to explore, and more.

ADDRESSING ANXIETY IN YOUR CHILD OR TEEN
Tuesday, April 9, 6:30 p.m.
Registration is required.

This workshop will introduce you to the signs and symptoms of anxiety in your child, as well as real-life strategies to address anxious behaviors. Local therapist, Jessica Cortez, LMSW, will teach you evidence-based tools to try at home to support your child through high emotions and behaviors. Families will receive handouts, worksheets, and resource lists.

STORY TIMES

Preschool STEAMtime Story Time
Preschoolers ages 3 and up without an adult.
Tuesdays, April 2 – May 7, 10:30 a.m.
Registration is required for the 6-week session.
Preschoolers can get their first chance to independently explore STEAM (science, technology, engineering, art, and math) through stories, rhymes, and music.

Toddler Story Time
Wednesdays, April 3 – May 8, 10:30 a.m.
Registration is required for the 6-week session.
Simple stories, fingerplays, songs, movement, and play for toddlers, 18-35 months, with their grownup.

Baby Story Time
Thursdays, April 4 – May 9, 10:30 a.m.
Registration is required for the 6-week session.
Lap bounces, simple stories, fingerplays, songs,and play for babies, birth – 17 months, with their grownup.

Sensory Story Time
Saturday, April 13, 11 a.m.
Registration is required.
This is an inclusive preschool story time that welcomes all families looking for an adaptive story time experience. For children of all abilities, ages 3 and up with their grownup.

Virtual Family PJ Story Time
(Live on Zoom) Wednesday, April 3, 7 p.m.
Registration is required.
Settle the entire family in to a cozy space at home in your comfiest pajamas for this bedtime story time. Registered attendees will receive a Zoom link prior to the event.

Outdoor Family Story Time
Thursday, April 18, 5:30 p.m.
*No **r**egistration is required.*
. For families of all ages. Join us outside for story time on the Youth Terrace. Grab your jackets and blankets, and cozy up together for stories, songs, rhymes, movement, and more. In the case of inclement weather, Story Time will be held inside.

PLAY & BUILD PROGRAMS

Tots and Friends Playtime
Fridays, March 29 - May 31
No program April 5 or May 3
10 a.m. – 12 noon
No registration is required.
Drop in for unstructured play, building, and discovery in the Story Room. Caregivers and little ones of all ages can interact with toys and books that support each child's learning and development. Adaptive toys for children with low vision, motor difficulties, or other accessibility needs will be included.

Brick Builders Outer Space Theme
Tuesday, April 30, 7 p.m.
No registration is required.
Junior architects, ages 6 and up, are invited to join us for building fun with LEGO bricks. Create your own masterpiece or do a theme building challenge with your friends.

Please contact us if you require any additional accommodations.

BOOK GROUPS

All registered participants get a free copy of the book to keep!

My First Book Group: Grades K – 1
Kindergarten and Grade 1 with an adult.
Wednesday, April 17, 5:30 p.m.
Registration is required.

Book Worms: Grades 2 – 3
Monday, April 15, 6:30 p.m.
Registration is required.

Paperbacks & Snacks: Grades 4 – 6
Wednesday, April 10, 6:30 p.m.
Registration is required.

ART PROGRAMS

Art Lab Junior
Participants must be 7 – 9 years old.
Monday, April 22, 6:30 p.m.
Registration is required.
Kids will focus on the process of creativity while exploring art with different materials.
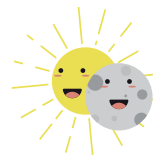
Art Lab
Participants must be 10 – 13 years old.
Thursday, April 25, 6:30 p.m.
Registration is required.
Explore different forms of art mediums in this creative program.

OTHER SPECIAL EVENTS

Michigan Science Center Portable Planetarium: Eclipse Science
Thursday, April 4, 5:30 p.m. OR 7 p.m.
Registration is required.

Explore the phenomenon of solar and lunar eclipses and journey with us on the path of totality. Learn how light and shadow play a crucial role in creating these breathtaking events and get a sneak peak of the 2024 North American Solar Eclipse on April 8. For Ages 8 and up.

Baby Parade
Saturday, April 20, 10:30 p.m.
Registration is required.
Our youngest friends are invited to bring their stroller or wagon to the Library to make a float for the Baby Parade! Decorations will be provided, but you must bring your own stroller or wagon. For birth through age 3 with an adult.

Bloomfield Township Public Library

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

March 2024 Adult and Teen Programs

Bloomfield Township Public Library

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		March is READING MONTH **~ Celebrate with Special Events @ the Library ~** *For a full listing of programs and activities, visit www.btpl.org/readingmonth* **Teen Book Cover Design Contest**, March 4 – April 4 **Ask a Librarian: How Do I Find Good Books?**, Thursday, March 7, 7 p.m., *Registration is required.* **Book Discussion:** *Everything I Learned, I Learned in a Chinese Restaurant* by Curtis Chin, Tuesday, March 12, 7 p.m., *Registration is required.* **Author Visit: Curtis Chin**, Monday, March 25, 7 p.m., *Registration is required.*			**1** **English Language Conversation Group** 10 a.m. – Noon	**2**
3	**4** **Teen Book Cover Design Contest Begins through April 4** *Visit www.btpl.org/teen for more information*	**5** **Fiber Arts Club, 10 a.m. – Noon** **Movie Discussion Club, 7 p.m.** **Lecture: Climate Change as of 2024 – Simple, Serious, Solvable with Chris Edwards 7 p.m.**	**6** ***PowerPoint Basics** 5:30 p.m.	**7** ****Ask a Librarian: How Do I Find Good Books?, 7 p.m.**	**8** **English Language Conversation Group** 10 a.m. – Noon **After Hours Concert: University of Michigan Chamber Music Concert 7 p.m.**	**9** **Saturday Book Sale** **Friends of the Library Second Saturday Book Sale 10 a.m. – 3 p.m.** *(First hour Friends members only)*
10 **Lecture: Waterways, Trails, Artifacts, and Wild Rice: Native American Connections to Oakland County 3 p.m.**	**11** **Fiber Arts Club 6 p.m. – 8 p.m.**	**12** ****What's Your Story?: A Memoir Writing Group 1 p.m.** ****Book Discussion:** *Everything I Learned, I Learned in a Chinese Restaurant* by Curtis Chin, 7 p.m.**	**13** ***Google Apps** 5:30 p.m. ****Writers' Rendezvous** 6:30 p.m.	**14** ****AARP Tax-Aide – Free Tax Assistance** *Register by calling West Bloomfield Parks & Rec (248) 451-1900*	**15** **English Language Conversation Group** 10 a.m. – Noon	**16**
17 **Eighth Annual Photo Contest Submission Ends at 11:59 p.m.**	**18** **Adult and Teen Craft Kit Release: Hand Sewn Springtime Bunny and Carrot Softies** *Bloomfield Twp. residents only while supplies last* ****Lunchtime Book Club, 1 p.m.**	**19** ****Tuesday Book Club 10 a.m.** ***Microsoft Excel I 5:30 p.m.** ****Classics Book Club 7 p.m.**	**20** ****Mystery Book Club 1 p.m.**	**21** ***Scanning and Photo Editing 5:30 p.m.**	**22** **English Language Conversation Group** 10 a.m. – Noon	**23** ****Genealogy Workshop with the Daughters of the American Revolution, Piety Hill Chapter, and Sons of the American Revolution, 1 p.m. to 3 p.m.** *Register by emailing pietyhillregistrar@gmail.com*
24	**25** ****Monday Night Book Club 7 p.m.** ****Author Visit: Curtis Chin 7 p.m.**	**26** ****What's Your Story?: A Memoir Writing Group 1 p.m.** ***Microsoft Excel II 5:30 p.m.**	**27** ****Writers' Rendezvous** 6:30 p.m.	**28** ****Thursday Book Club 10 a.m.** **THURSDAY Book Club**	**29** **English Language Conversation Group** 10 a.m. – Noon **After Hours Concert: wilder/hall 7 p.m.**	**30**

Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171.

Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171.

***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121.**

OR register online at *www.btpl.org/events*

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April 2024 Adult and Teen Programs

Bloomfield Township Public Library

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 LIBRARY CLOSED FOR EASTER	**1**	**2** Fiber Arts Club 10 a.m. – Noon ***Don't Get Scammed 5:30 p.m. **Movie Discussion Club 7 p.m.	**3** **Pages Across Nations: An International Book Club, 7 p.m. PAGES ACROSS NATIONS INTERNATIONAL BOOK CLUB	**4** Teen Book Cover Design Contest Ends at 11:59 p.m. **AARP Tax-Aide – Free Tax Assistance *Register by calling West Bloomfield Parks & Rec (248) 451-1900*	**5** English Language Conversation Group 10 a.m. – Noon	**6**
7	**8** Fiber Arts Club 6 p.m. – 8 p.m.	**9** **What's Your Story?: A Memoir Writing Group 1 p.m. **Caregiver Workshop: Addressing Anxiety in Your Child or Teen 6:30 p.m.	**10** **Lecture: 18th Century European and Colonial Fashion with Chris O'Brien, 2 p.m. *Teen Advisory Board, 4:30 p.m. ***ChatGPT and AI, 5:30 p.m. **Writers' Rendezvous, 6:30 p.m.	**11** ***Computer and Internet Basics 5:30 p.m.	**12** English Language Conversation Group 10 a.m. – Noon After Hours Concert: University of Michigan Chamber Music Concert 7 p.m.	**13** Friends of the Library Second Saturday Book Sale 10 a.m. – 3 p.m. *(First hour Friends members only)* Photo Contest Reception 2 p.m.
14	**15** Adult and Teen Craft Kit Release: Paper Chains for All Seasons *Bloomfield Twp. residents only while supplies last* **Lunchtime Book Club 1 p.m.	**16** **Tuesday Book Club, 10 a.m. **Science Fiction/Fantasy Book Club, 7 p.m. **Gardening Lecture: A Toast to Compost with Janet Macunovich, 7 p.m.	**17** **Mystery Book Club 1 p.m. ***Google Apps 5:30 p.m.	**18** Gardening Lecture: Grow Great Vegetables with Bevin Cohen 7 p.m.	**19** English Language Conversation Group 10 a.m. – Noon After Hours Concert: Orchestra Sono ORCHESTRA SONO	**20**
21	**22** **Monday Night Book Club 7 p.m.	**23** **What's Your Story?: A Memoir Writing Group 1 p.m. ***Microsoft Excel I 5:30 p.m.	**24** **Writers' Rendezvous 6:30 p.m.	**25** **Thursday Book Club 10 a.m. THURSDAY Book Club	**26** English Language Conversation Group 10 a.m. – Noon	**27**
28	**29**	**30** ***Microsoft Excel II 5:30 p.m.				

SPECIAL PERFORMANCES @ the Library

Chamber Music Concert, Friday, April 12, 7 p.m.
Stirring music performances by student musicians from the University of Michigan School of Music, Theatre, and Dance.

Orchestra Sono, Friday, April 19, 7 p.m.
This professional Michigan-based orchestra will present chamber music compositions for piano and strings by Felix Otto Dessoff, Robert Fuchs, George Enescu, and Gustav Mahler.

*Register by emailing *AskTeen@btpl.org* or with Adult Services, (248) 642-5800, ext. 171.

**Register by emailing *AskAdult@btpl.org* or with Adult Services, (248) 642-5800, ext. 171.

***Register by emailing *AskTech@btpl.org* or with Systems, (248) 642-5800, ext. 121.

OR register online at *www.btpl.org/events*

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DATES FOR LIBRARY BOARD OF TRUSTEES

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

Thursday, March 21, 10:00 a.m. – 60th Anniversary Subcommittee

April 7-13 - National Library Week

Thursday, April 11, 9:00 a.m. – Building and Grounds Committee (all Trustees)

Thursday, April 11, 2:00 p.m. – Volunteer Reception

Friday, April 12, 7:00 p.m. – Chamber Music Concert

Saturday, April 13, 10:00 a.m. - 3:00 p.m. – Friends Second Saturday Sale (with the first hour, 10-11 a.m., open to Friends members only)

Saturday, April 13, 2:00 p.m. – Photo Contest Reception

Tuesday, April 23, 7:00 p.m. – Library Board Meeting (all Trustees)

Tuesday, April 30, 7:00 p.m. – Ambassadors Group

Friday, May 3 – Staff Development Day (closed to public)

Saturday, May 11, 10:00 a.m. - 3:00 p.m. – Friends Second Saturday Sale (with the first hour, 10-11 a.m., open to Friends members only)